

## 2017-18

IQAC Meeting : 1<sup>st</sup>

Date:30/06/17

Friday

Venue: Multimedia Hall

Time: 10.00a.m.

### Agenda:

- 1.To Confirm minutes of IQAC meeting held on 25/2/2017.
2. Discussion about plan of action for academic year 2017-2018.
3. To introduce more certificate course.
- 4.Discussion to make feedback process more effective.
- 5.Discussion about installation of solar energy system.
6. Any other matter with Permission of chairperson.

### Minutes

Minutes of the IQAC meeting held on 30/06/17 at 10.00a.m at college multimedia room. The following members were present.

No.	Member Present
1.	Dr. K.N.Chavda (Chairperson)
2.	Dr. S. A. Desai (Coordinator)
3.	Dr. R.N.Sadri ( secretary)
4.	Mr. B.D. Patel (Member)
5.	Dr. G.N. Rana (Member)
6.	Mr.K.S.Sutaria (Member)
7.	DR .B .N. Dhimmar (Member)

8.	Mrs. C.U. Naik (Member)
9.	Mr. J.D.Vachhani (Member)
10.	Mr. Manishbhai Talior ( Member)
11.	Dr. Yogesh Vasiya(External Expert)
12.	Mr. Ramesh K. Gamit (Head clerk)
13.	Mr. Ajit R. Naik (Community Representative)
14.	Mr. Chaitany Bhatt (Alumni student)
15.	Mr. Tushar Ramani (Alumni student)
16.	Dhruv Sundarlal Desai (S.Y.B.Com. Div-5)

The meeting was chaired by Principal Dr. K. N. Chavda, Chairperson of College IQAC.

Dr. Sejal A. Desai, College IQAC Coordinator, welcomed all the members for the meeting of College IQAC.

**Item No. 1: To confirm minutes of IQAC meeting held on 25/2/2017.**

The minutes of the Meeting held on Saturday, 25<sup>th</sup> February, 2017 approved by the Chairman and circulated to the other members. Since there were no comments received from any of the members, the proceedings were confirmed as correctly recorded and the following resolution was passed: “RESOLVED THAT the minutes of the meeting of the IQAC members of the college held on Saturday, 25<sup>th</sup> February, 2017 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

**Item No. 2: Discussion about plan of action for academic year 2017-2018.**

The coordinator placed before the members a copy of the plan of action for academic year 2017-2018 with particulars of Curricular aspects, Teaching- learning and evaluation, Research consultancy and extension, Infrastructure and Student support and Progression, Governance leadership and management and Innovations and Best practices learning outcomes in the prescribed format and the same was approved and adopted unanimously:

- To make feedback process more effective.
- To increase the programme options available to students in terms of Certificate course.
- Admission
- Feedback on Teacher evaluation by Students

- **Support in initializing Quality initiatives**
- **Effort to make collaborative endeavor impactful.**
- **Up gradation in IT infrastructure**
- **Library up gradation**
- **Students centric activities**

**Item No. 3: To introduce more certificate courses.**

Prof. C.U. Naik proposed to introduce new certificate courses to prepare students to perform well under emerging global business scenario and to develop the leaders with ethical and human values. Following certificate courses proposed for the upcoming academic term:

Campus to Corporate (C2C)

Pre- Placement Training

Digital Marketing

Digital India

Skill Development Programme (Entrepreneurship Development)

Value Education

Communication Skill

Skill Development Programme

Campus to Corporate (C2C) with Tata Consultancy Services

The same was approved and adopted unanimously.

**Item No. 4: Discussion to make feedback process more effective.**

Dr. Yogesh Vasiya proposed to make the feedback process more effective as it allows us to build and maintain communication with stakeholders. He further added that effective feedback, both positive and negative is very helpful. Feedback is valuable information that will be used to make important decisions and it has benefits for the giver, the receiver, and the wider organization. All the members agreed upon the same and it was approved and adopted unanimously.

**Item No. 5: Discussion about installation of solar energy system.**

Mr. Ajit R. Naik proposed to install solar energy system as Solar power is cutting-edge and attractive to eco-minded students, teachers, and supporters. As such, a college that installs a solar panel system could easily see an increase in enrollment. All the members agreed upon the same and it was approved and adopted unanimously.

**Item No. 6: Any other matter with the permission of the Chair.**

With no other matter was pending, the meeting ended with a vote of thanks to the chair.

It was decided that on 23<sup>rd</sup> September, 2017 we will have another meeting of IQAC for the same.

IQAC Meeting :2nd

Date:23/09/17

Venue: Multimedia Hall

Time: 10.00a.m.

**Agenda:**

- 1 To confirm minutes of IQAC meeting held on 30/06/2017.**
- 2 Discussed the academic and administrative audit (AAA) to be undertaken in the college.**
- 3 To constitute the standing committee for preparing SSR.**
- 4 Discussion about the AQAR for 2016-17.**
- 5 To take feedback from the stakeholder.**
- 6 Action plan for NAAC reaccreditation**
- 7 To form guidance and counselling unit.**
- 8 Strategy to make parent- teacher association effective.**
- 9 Any other matter with the permission of the Chair.**

**Minutes**

Minutes of the IQAC meeting held on 23/09/17 at 10.00a.m at college multimedia hall. The following members were present.

<b>No.</b>	<b>Member Present</b>
<b>1.</b>	<b>Dr. K.N.Chavda (Chairperson)</b>
<b>2.</b>	<b>Dr. S. A. Desai (Coordinator)</b>
<b>3.</b>	<b>Dr. R.N.Sadri ( secretary)</b>
<b>4.</b>	<b>Mr. B.D. Patel (Member)</b>
<b>5.</b>	<b>Dr. G.N. Rana (Member)</b>
<b>6.</b>	<b>Mr.K.S.Sutaria (Member)</b>
<b>7.</b>	<b>DR .B .N. Dhimmar (Member)</b>

8.	Mrs. C.U. Naik (Member)
9.	Mr. Manishbhai Talior ( Member)
10.	Dr. Yogesh Vasiya(External Expert)
11.	Mr. Ramesh K. Gamit (Head clerk)
12.	Mr. Ajit R. Naik (Community Representative)
13.	Mr. Chaitany Bhatt (Alumni student)
14.	Mr. Tushar Ramani (Alumni student)
15.	Dhruv Sundarlal Desai (S.Y.B.Com. Div-5)

The meeting was chaired by Principal Dr. K. N. Chavda, Chairperson of College IQAC.

Dr. Sejal A. Desai, College IQAC Coordinator, welcomed all the members for the meeting of College IQAC.

**Item No. 1: To confirm minutes of IQAC meeting held on 30/06/2017.**

The minutes of the Meeting held on Saturday, 30<sup>th</sup> June, 2017 approved by the Chairman and circulated to the other members. Since there were no comments received from any of the members, the proceedings were confirmed as correctly recorded and the following resolution was passed: “RESOLVED THAT the minutes of the meeting of the IQAC members of the college held on Saturday, 30<sup>th</sup> June, 2017 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

**Item: 2 Discussed the academic and administrative audit (AAA) to be undertaken in the college.**

Dr. Sejal A. Desai proposed to invite AAA visit probably in the month of March/ April, 2018. She added that the monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. The NAAC also expects the Institutions to undertake continuous Academic and Administrative Audits (AAA). All the members agreed upon the same and it was approved and adopted unanimously.

**Item: 3 To constitute the standing committee for preparing SSR.**

DR .B .N. Dhimmar proposed to constitute committees for preparing the Self Study Report. With discussion members decided to form following committees:

COMMITTEES

1. Curriculum aspect
2. Teaching – Learning and Evaluation
3. Research, Consultancy and Extension
4. Infrastructure and Learning Resources
5. Student support and Progression
6. Governance and Leadership
7. Innovation and Best practices

#### ADDITIONAL COMMITTEES

1. Research committee
2. Student development committee
3. Documentation committee

All the committees has allotted coordinators and they were given a choice of selecting members in their committees of their choice and inform the details to IQAC Chairman, so as to issue official orders.

#### **Item 4: Discussion about the AQAR for 2016-17.**

All the members discussed about the AQAR 2016-17 and it was decided to send filled up AQAR of 2016-17 to all members for rechecking before actual submission.

#### **Item 5: To take feedback from the stakeholder.**

Dr. Gaurang Rami has proposed to introduce few more feedback forms apart from the existing once. Following feedback forms were proposed to be taken:

- Exit students & Alumni students' online feedback
- Introduce feedback form for teachers.
- Collection of parents feedback form a committee constituted.

It was decided that HOD should coordinate the activities of taking feedback form. All the members agreed upon the same and it was approved and adopted unanimously.

#### **Item 6: Action plan for NAAC reaccreditation**

It was proposed to initiate the work immediately and present work done by all the coordinators of above mentioned committees in next IQAC meeting. It was also decided to identify measures in SSR preparations.

#### **Item 7: To form guidance and counselling unit.**

It was noticed that faculty members have been guiding and counselling the students informally as and when students approach them for some guidance or help. It was proposed to maintain students' logbook in which the faculty members will write details of those students who have

approached them. All the members agreed upon the same and it was approved and adopted unanimously.

**Item 8: Strategy to make parent- teacher association effective.**

Mr. J. D. Vachhani proposed to make the parent- teacher association more effective so that the strategies for the future of the students become more effectual. All the members agreed upon the same and it was approved and adopted unanimously.

**Item No. 9: Any other matter with the permission of the Chair.**

With no other matter was pending, the meeting ended with a vote of thanks to the chair.

It was decided that on 14<sup>th</sup> March, 2018 we will have another meeting of IQAC for the same.

**IMPORTANT DATEFINALIZED**

- 1. 3<sup>RD</sup> OCTOBER 2017 FOR SUBMISSION OF AQAR.**
- 2. FEBUARY 2018 FOR SUBMISSION OF LOI FOR AAA.**
- 3. SEPTEMBER FOR SUBMISSION OF AQAR OF 2017-18.**
- 4. OCTOBER FOR SUBMISSION OF SSR ONLINE.**

IQAC Meeting :3rd

Date:14/03/18

Venue: Multimedia Hall

Time: 11.00a.m.

### Agenda

**1: To confirm minutes of IQAC meeting held on 23/09/2017.**

**2 Discussion of quality measures adopted during the year.**

**3 Discussion about SSR presentation.**

**4 Plans of institution for the academic year for year 2018-19**

**5 Any other matter with the permission of the Chair.**

### Minutes

Minutes of the IQAC meeting held on 14/03/18 at 11.00a.m at college multimedia hall. The following members were present.

No.	Member Present
1.	Dr. K.N.Chavda (Chairperson)
2.	Dr. S. A. Desai (Coordinator)
3.	Dr. R.N.Sadri ( secretary)
4.	Mr. B.D. Patel (Member)
5.	Dr. G.N. Rana (Member)
6.	Mr.K.S.Sutaria (Member)
7.	DR .B .N. Dhimmarr (Member)
8.	Mr. J.D.Vachhani (Member)
9.	Mr. Manishbhai Talior ( Member)
10.	Dr. Gaurang Rami (External Expert)
11.	Dr. Yogesh Vasiya(External Expert)



The meeting was chaired by Principal Dr. K. N. Chavda, Chairperson of College IQAC.

Dr. Sejal A. Desai, College IQAC Coordinator, welcomed all the members for the meeting of College IQAC.

**Item No. 1: To confirm minutes of IQAC meeting held on 23/09/2017.**

The minutes of the Meeting held on Saturday, 23<sup>rd</sup> September, 2017 approved by the Chairman and circulated to the other members. Since there were no comments received from any of the members, the proceedings were confirmed as correctly recorded and the following resolution was passed: “RESOLVED THAT the minutes of the meeting of the IQAC members of the college held on Saturday, 23<sup>rd</sup> September, 2017 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

**Item: 2 Discussion of quality measures adopted during the year.**

The outcome achieved by the end of the year 2017- 18 against the plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement were discussed and noted:

Plan of Action	Achievements
<p>1. Curricular aspects</p> <ul style="list-style-type: none"> <li>- To make feedback process more effective.</li> <li>-To increase the programme options available to students in terms of Certificate course.</li> </ul>	<ul style="list-style-type: none"> <li>-Yearly academic plan prepared and implemented.</li> <li>- To make feedback process more effective.</li> </ul> <p>Feedback system is being consistently followed &amp; attempt to obtain feedback from all stakeholders . Also introduce Online feedback system form this year</p> <ol style="list-style-type: none"> <li>1.Feedback on Teacher evaluation by Students</li> <li>2.Feedback on Curriculum form teachers, Students &amp; Industrialist</li> <li>3. .Feedback on Library facilities by Students</li> </ol> <ul style="list-style-type: none"> <li>-To increase the programme options available to students in terms of Certificate course.</li> </ul> <p>Introduce Certificate courses offered through college :</p> <ol style="list-style-type: none"> <li>1. ‘Communication skills’ for pre placement</li> </ol>

	<p>training.</p> <p>2. Job oriented ‘Digital marketing’ course for all second year students</p> <p>3. Teaching Techniques, Digital India, Entrepreneurship development and value education for skill development</p> <p>4. IIT Bombay Spoken tutorial ‘ LibreOffice Suite Base’ for all students</p>
<p>2. Teaching, learning and evaluation</p> <p>- Admission</p> <p>- Feedback on Teacher evaluation by Students</p>	<p>- Admission</p> <p>1. Online Admission procedures. Admission procedures are well advertised through prospects, website, notice boards, counselling during admission etc.</p> <p>2. All the seats in Aided/ self finance classes for first year B.Com and PG ( MA &amp; MCOM) were filled up in centralised admission process through VNSGU.</p> <p>- Feedback on Teacher evaluation by Students</p> <p>1. All the programmes are monitored with regard to teaching through feedback. Analysis of each department and communicating it to the respective teacher/ department for improvement. This has helped in enhancing the quality of programme.</p>
<p>3. Research consultancy and extension</p> <p>- Support in initializing Quality initiatives</p> <p>- Effort to make collaborative endeavor impactful.</p>	<p>- Support in initializing Quality initiatives</p> <p>Guest lecturers / seminars / workshop arrange for teachers and students in the college are</p> <p>1. Workshop on “Open source Software Using Spoken Tutorials” collaboration with National Mission on Education through ICT, MHRD and IIT Bombay on 28<sup>th</sup> June, 2017</p> <p>2. Four day workshop on Goods and Service</p>

	<p>Tax (GST) for students , faculty on 14<sup>th</sup> to 18<sup>th</sup> August,2017.</p> <p>3. Workshop on “Emerge, Need &amp;Scope of Research PG Students &amp; Research students.</p> <p>4. Faculty Development Program on “ New Methodology Of NAAC”</p> <p>5. Seminar on Career in Financial sectors for students and faculty.</p> <p>-Effort to make collaborative endeavor impactful</p> <p>1. Sign MOU with Department of Management ,Parul University ,Vadodara for academic development of teachers and students.</p> <p>2. Sign MOU with Jewellery designing institute-Surat for skill development of students.</p> <p>3. Sign MOU with ITM Skill Academy, Ahemadabad for skill development of students.</p> <p>4. Sign MOU with Global Innovative consultancy ,Surat for skill development and employment of students.</p> <p>5. Sign MOU with International institute of Import and Export Management for skill development and employment of students.</p> <p>6. Sign MOU with DB corp Led. (Divya Bhaskar) for skill development and employment of students.</p> <p>7. Sign MOU with Gruham Developers ,Surat for employment of students.</p> <p>8. Sign MOU with Gujarat Women’s Organisation “Shakitmanch” for skill development and employment students.</p> <p>9. Sign MOU with Future Management Services, Surat for skill development and</p>
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	employment students.
<p>4. Infrastructure and learning outcomes</p> <ul style="list-style-type: none"> <li>- Up gradation in IT infrastructure</li> <li>-Library up gradation</li> </ul>	<ul style="list-style-type: none"> <li>- Up gradation in IT infrastructure</li> <li>1. Introduce Google Classroom application</li> <li>2. Develop WhatsApp group to communicate with students.</li> <li>3. Put e-notice board for displaying daily &amp; upcoming events notice.</li> <li>-Library up gradation</li> <li>1.Enhancement of Library up gradation in form of ICT support.</li> <li>2.Introduce Feedback on Library facilities by Students</li> </ul>
<p>5. Skill oriented program</p> <ul style="list-style-type: none"> <li>- Students centric activities</li> </ul>	<ul style="list-style-type: none"> <li>1. Sessions for Enhancing the Ability through Learning (SEAL) Personality development lectures (PD) as part of the regular time table</li> <li>2 . One day “Dayan Shibir” associate with “Osho Lotus Charitable Trust” for students , faculty &amp; Society.</li> <li>3. Orientation program on Vipassana meditation .</li> <li>4. Seminar on cashless and Digital India and arrange many more seminars/lectures for overall development of students.</li> <li>5. Every year regularly College arrange Inter college and Inter class competition under ‘Saptdhara’ activities Gov. of Gujarat initiative.</li> <li>- NSS.</li> <li>- NCC.</li> <li>- PRAGYAN, an institutional social responsibility.</li> </ul>

	<ul style="list-style-type: none"> <li>- Career Guidance programme.</li> <li>- Gender sensitisation programme.</li> <li>- Yoga and meditation for students.</li> <li>- Environmental awareness programme.</li> <li>- Health awareness programme.</li> <li>- College fest INNOVISION-2017 organised by students union.</li> <li>- Campaign for driving License, Election Voting Card, Pan Card, Adhar Card, Passport for students.</li> </ul>
6. Student mentoring program	<ol style="list-style-type: none"> <li>1. Arranged motivational program.</li> <li>2. Organized seminar on research methodology for PG students to create interest in research.</li> <li>3. Arranged career guidance , value based and job oriented seminar , placement drive in various field.</li> <li>4. Online Career Counselling for all T YBCOM students.</li> </ol>
7. Governance, leadership and management	<ol style="list-style-type: none"> <li>1. Maintenance of transparency in admission</li> <li>2 <i>College have been able to receive prestigious certificates ISO 9001:2015 for QUALITY MANAGEMENT SYSTEM, ISO 14001:2015 for ENVIRONMENTAL MANAGEMENT SYSTEM &amp; OHSAS 18001:2007 for Safety Management on 2<sup>nd</sup> October,2017</i></li> </ol>
8. Environmental awareness	<ol style="list-style-type: none"> <li>1. Install new RO plant with capacity of 600 litre replace with existing RO plant.</li> <li>2. For safety &amp; security of girl students Install Sanitary Napkins Vending Machine &amp; Sanitary Napkins destroyer.</li> <li>3. Install Solar energy plant</li> </ol>
9. To involve Alumni	<ol style="list-style-type: none"> <li>1. Alumni association joins hands with with current students and prepared</li> </ol>

	decorative clay diyas for Diwali for charity of visually disable students. 2. Alumni served their services as judge in different inter college competition organized in college.
10. Community extension program.	Pragyan - Additional remedial teaching to students of Amroli Prathmik Shala.
11. Best practices	Babasaheb Ambedkar open University Center

All the members agreed upon the same and it was approved and adopted unanimously.

**Item: 3 Discussion about SSR presentation:**

All the members discussed about various criteria of self study report and they put the collected data requisite for the same.

**Item: 4 Plans of institution for the academic year for year 2018-19:**

1. **Preparation and Submission of Self Study Report to NACC.**
2. **Preparation of ISO audit, AAA & NIRF**
3. **Identify more “Best Practices” and institutionalize them.**
4. **Focus on “ Student Centric ” activities to enhance their skills.**
5. **Generated Resources through UGC , RUSA and other sources.**

All the members agreed upon the same and it was approved and adopted unanimously.

**Item No. 5: Any other matter with the permission of the Chair.**

With no other matter was pending, the meeting ended with a vote of thanks to the chair.

It was decided that on 25<sup>th</sup> April, 2018 we will have another meeting of IQAC for the same.

IQAC Meeting :4TH

Date:25/04/18

Venue: Multimedia Hall

Time: 11.00a.m.

## Agenda

**1 To confirm minutes of IQAC meeting held on 14/03/2018.**

**2 To Discuss on criteria.**

**3 Discussion to make feedback system more effective.**

**4 Any other matter with permission of chairperson.**

Minutes of the IQAC meeting held on 25/04/18 at 11.00a.m at college multimedia hall. The following members were present.

No.	Member Present
1.	Dr. K.N.Chavda (Chairperson)
2.	Dr. S. A. Desai (Coordinator)
3.	Mr. B.D. Patel (Member)
4.	Mr.K.S.Sutaria (Member)
5.	Mrs. C.U. Naik (Member)
6.	Mr. J.D.Vachhani (Member)

The meeting was chaired by Principal Dr. K. N. Chavda, Chairperson of College IQAC.

Dr. Sejal A. Desai, College IQAC Coordinator, welcomed all the members for the meeting of College IQAC.

**Item No. 1: To confirm minutes of IQAC meeting held on 14/03/2018.**

The minutes of the Meeting held on Wednesday, 14<sup>th</sup> March, 2018 approved by the Chairman and circulated to the other members. Since there were no comments received from any of the members, the proceedings were confirmed as correctly recorded and the following resolution was passed: “RESOLVED THAT the minutes of the meeting of the IQAC members of the

college held on Wednesday, 14<sup>th</sup> March, 2018 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

**Item: 2 To Discuss on criteria.**

All the criteria were discussed and suggestions on the same were received from all the members. All the head of the criteria has given their progress and asked for the suggestions.

**Item: 3 Discussion to make feedback system more effective.**

Mr. B. D. Patel proposed to make the feedback process more effective as it allows us to build and maintain communication with stakeholders. He further added that effective feedback, both positive and negative is very helpful. Feedback is valuable information that will be used to make important decisions and it has benefits for the giver, the receiver, and the wider organization. All the members agreed upon the same and it was approved and adopted unanimously.

**Item: 4 Any other matter with permission of chairperson.**

With no other matter was pending, the meeting ended with a vote of thanks to the chair.

It was decided that on 7<sup>th</sup> July, 2018 we will have another meeting of IQAC for the same.