

**J.Z.SHAH ARTS & H.P.DESAI COMMERCE
COLLEGE, AMROLI-SURAT**



Internal Quality Assurance Cell

Minutes of IQAC Meetings held during the year

2018-19

IQAC TEAM

Chairman : Dr K.N. Chavda, Principal

Coordinator : Dr. S. A. Desai

Secretary : Dr. R. N. Sadri

Members of IQAC

- DR. R. C. Gandhi (Member)
- Mr. B. D. Patel (Member)
- Dr. G.N. Rana (Member)
- Mr. K. S. Sutaria (Member)
- DR .B .N. Dhimmarr (Member)
- Mrs. C.U. Naik (Member)
- Mr. J. D. Vachhani (Member)
- Dr. P.B. Patel (Member)
- Mr. Manishbhai Talior (Member)
- Shweta prahladbhai patel (Member)
- Dr. Gaurang Rami (External Expert)
- Dr. Yogesh Vasiya(External Expert)
- Mr. Ashwin R. Patel (Management Representative)
- Mr. Ramesh K. Gamit (Head clerk)
- Mr. Ajit R. Naik (Community Representative)
- Mr. Aaditay Patel (Industrialist)
- Mr. Chaitany Bhatt (Alumni student)
- Mr. Tushar Ramani (Alumni student)
- Dhruv Sundarlal Desai (S.Y.B.Com. Div-5)

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IQAC Meeting :1st

Date: 07/07/18

Venue: Multimedia Hall

Time: 10.00a.m.

Agenda

- 1 To confirm minutes of IQAC meeting held on 25/04/2018.**
- 2 Confirmation about plan of action for academic year 2018-2019.**
- 3 To discuss policy of certificate course.**
- 4 Discussion on action taken report of feedback process.**
- 5 To discuss on new examination policy by Government of Gujarat.**
- 6 Discussion about AQAR 2017-18.**
- 7 Any other matter with permission of chairperson.**

Minutes of the IQAC meeting held on 07/07/2018 at 10.00a.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. Dhimmar (Member) |
| 8. | Mrs. C.U. Naik (Member) |
| 9. | Mr. J.D.Vachhani (Member) |
| 10. | Mr. Manishbhai Talior (Member) |

11. CS Shweta P. Patel (Invitee Member)
12. Dr. Yogesh Vasiya (External Expert)
13. Mr. Ramesh K. Gamit (Head clerk)
14. Mr. Ajit R. Naik (Community Representative)
15. Mr. Chaitany Bhatt (Alumni student)
16. CMA Tushar Ramani (Alumni student)
17. 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 25/04/2018.

The minutes of the Meeting held on Wednesday, 25th April, 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, 25th April, 2018 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

Item: 2 Confirmation about plan of action for academic year 2018-2019.

- 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.

Item: 3 To discuss policy of certificate course.

College is already providing certificate courses. Still the suggestions have been invited on the current certificate courses. All the members discussed about the same and gave their valuable suggestions.

Item: 4 Discussion on action taken report of feedback process.

The college strongly believes in feedback system as it provides important recommendations for the improvement and development of the institution. Dr. Sejal A. Desai has suggested few more effective suggestions on feedback collection process. All the members agreed upon the same and it was approved and adopted unanimously.

Item: 5 To discuss on new examination policy by Government of Gujarat.

As the Gujarat Government has recommended to apply the CBCS process for internal examination instead of the traditional system. Members have recommended new methods for internal evaluation. Unit test system was recommended by the members and the suggestions were put in the subsequent staff meeting.

Item: 6 Discussion about AQAR 2017-18.

Recently prepared AQAR for the year 2017-'18 was presented before members by Dr. Sejal A. Desai. Various recommendations were received on the same.

Item: 7 Any other matter with permission of chairperson.

Dr. Sejal A. Desai has recommended to admit CS Shweta P. Patel, Assistant Professor as a member of IQAC Committee. All the members and chairperson agreed upon the same and it was approved and adopted unanimously. The meeting ended with a vote of thanks to the chair.

It was decided that on 27th October, 2018 we will have another meeting of IQAC for the same.

IQAC Meeting :2nd

Date:27 /10/18

Venue: Multimedia Hall

Time: 1.00 p.m.

Agenda

1: To confirm minutes of IQAC meeting held on 07/07/2018.

2: Submission of AQAR:

3.Discussion about AAA & GSIRF procedure

4: Any other matter with permission of chairperson.

Minutes

Minutes of the IQAC meeting held on 27/10/2018 at 1.00 p.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. Dhimmar (Member)
8.	Mrs. C.U. Naik (Member)
9.	Mr. J.D.Vachhani (Member)
10.	Mr. Manishbhai Talior (Member)
11.	CS Shweta P. Patel (Member)
12.	Dr. Yogesh Vasiya (External Expert)

13. **Mr. Ramesh K. Gamit (Head clerk)**
14. **Mr. Ajit R. Naik (Community Representative)**
15. **Mr. Chaitany Bhatt (Alumni student)**
16. **CMA Tushar Ramani (Alumni student)**
17. **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 07/07/2018.

The minutes of the Meeting held on Saturday, 7th July, 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 Saturday, 7th July, 2018 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

Item: 2: Submission of AQAR:

Recently prepared AQAR for the year 2017-'18 was presented before members by Dr. S. A. Desai. After the discussion all the members approved the AQAR for the final submission.

Item: 3: Discussion about AAA & GSIRF procedure:

Dr. Sejal A. Desai proposed to invite AAA visit probably in the month of November/ December, 2018. The NAAC also expects the Institutions to undertake continuous Academic and Administrative Audits (AAA). Members also discussed and decided upon to register the institute under GSIRF. 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.

IQAC Meeting :3rd

Date: 04/03/19

Venue: Multimedia Hall

Time: 10.00a.m.

Agenda

- 1. To confirm minutes of IQAC meeting held on 27/10/2018.**
- 2. Discussion on GSIRF**
- 3. Action plan for SSR Submission.**
- 4. To discuss about new Continuous Internal Evaluation (CIE) by the State Government.**
- 5. Discussion on feedback was taken from the students.**
- 6. Any other matter with permission of chairperson.**

Minutes

Minutes of the IQAC meeting held on 04/03/19 at 10.00 a.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.	Dr. R.C. Gandhi (Member)
5.	Mr. B.D. Patel (Member)
6.	Dr. G.N. Rana (Member)
7.	Mr. K.S.Sutaria (Member)
8.	DR .B .N. Dhimmar (Member)
9.	Mrs. C.U. Naik (Member)
10.	Mr. J.D.Vachhani (Member)

11. **Mr. Manishbhai Talior (Member)**
12. **CS Shweta P. Patel (Member)**
13. **Dr. Yogesh Vasiya (External Expert)**
14. **Mr. Ramesh K. Gamit (Head clerk)**
15. **Mr. Ajit R. Naik (Community Representative)**
16. **Mr. Chaitany Bhatt (Alumni student)**
17. **CMA Tushar Ramani (Alumni student)**
18. **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 27/10/2018:

The minutes of the Meeting held on Saturday, 27th October, 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 Saturday, 27th October, 2018 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

Item No. 2: Discussion on GSIRF

The College has been rated 2 stars with 1.96 CGPA by the ICARE on 28th February, 2019. The committee has sorted out the major reason of getting less rating than the expected one. It was found that the college has only taken into account the Central Government, State Government and university appointed full time teachers and have missed out the management appointed full time teachers. It has ultimately impacted on many ratios which ultimately diminished the ratings.

Item No. 3: Action plan for SSR Submission.

The SSR for the 3rd cycle was prepared and presented before members by Dr. S. A. Desai. After the discussion all the members approved the SSR and made the plan of action for the final submission.

Item No. 4: To discuss about new Continuous Internal Evaluation (CIE) by the State Government:

According to a circular issued by the Higher Education Commission of Gujarat, the common system will comprise weekly tests, assignments and weekly MCQs test questions. The committee discussed about the same and made planning to implement the same.

Item No. 5: Discussion on feedback was taken from the students:

Various feedbacks have been collected from the students throughout the year and various suggestions from the students have been implemented. The college have decided to renovate the library, the changing room will be provided to the girls students inside the girls room.

Item No. 6: Any other matter with permission of chairperson.

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

IQAC Meeting :4th

Date: 20/04/19

Venue: Multimedia Hall

Time: 10.00 a.m.

Agenda

- 1. To confirm minutes of IQAC meeting held on 04/03/2019.**
- 2. Action plan for NAAC Peer team visit.**
- 3. Discussion about plan of action for academic year 2019-20.**
- 4. Any other matter with permission of chairperson.**

Minutes

Minutes of the IQAC meeting held on 20/04/19 at 10.00 a.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.	Dr. R.C. Gandhi (Member)
5.	Mr. B.D. Patel (Member)
6.	Dr. G.N. Rana (Member)
7.	Mr. K.S.Sutaria (Member)
8.	DR .B .N. Dhimmar (Member)
9.	Mrs. C.U. Naik (Member)
10.	Mr. J.D.Vachhani (Member)
11.	Mr. Manishbhai Talior (Member)
12.	CS Shweta P. Patel (Member)

13. **Dr. Yogesh Vasiya (External Expert)**
14. **Mr. Ramesh K. Gamit (Head clerk)**
15. **Mr. Ajit R. Naik (Community Representative)**
16. **Mr. Chaitany Bhatt (Alumni student)**
17. **CMA Tushar Ramani (Alumni student)**
18. **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 04/03/2019.

The minutes of the Meeting held on Monday, 4th March, 2019 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, 4th March, 2019 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

Item No. 2: Action plan for NAAC Peer team visit:

The committee have distributed the work amongst all the teaching and non-teaching staff and prepared the action plan for NAAC Peer team visit.

Item No. 3: Discussion about plan of action for academic year 2019-20:

The coordinator placed before the members a copy of the plan of action for academic year 2019-2020 with particulars of following items:

1. To be prepared for NAAC peer tem visit.
2. To arrange a mock peer visit to fill the gaps in the department.
3. To make innovation in evaluation method.
4. To increase/ modify certificate courses, add-on and value added programs as per the demand of job market.
5. To increase student centric activities.

6. To increase the participation of students in green initiatives.

7. To focus on outcome based education.

Item No. 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.