

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



Internal Quality Assurance Cell

Minutes of IQAC Meetings held during the year

2019-20

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. Dhimmar (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)

INDEX

| Title | Date |
|-------------------------|-------------|
| 1 st Meeting | 01/07/2019 |
| 2 nd Meeting | 01/09/2019 |

IQAC Meeting :1st

Date: 01/07/2019

Venue: Multimedia Hall

Time: 10.00a.m.

Agenda

- 1. To Confirm minutes of IQAC meeting held on 20/04/2019.**
- 2. Confirmation about plan of action for academic year 2019-2020.**
- 3. Discussion on action taken report of feedback process.**
- 4. Discuss policy of Continuous Evaluation System for college.**
- 5. Discussion and planning on NAAC visit.**
- 6. Any other matter with Permission of chairperson.**

Minutes of the IQAC meeting held on 01/07/2019 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. | Mr. B.D. Patel (Member) |
| 4. | Dr. G.N. Rana (Member) |
| 5. | Mr.K.S.Sutaria (Member) |
| 6. | DR .B .N. Dhimmar (Member) |
| 7. | Mrs. C.U. Naik (Member) |
| 8. | Mr. J.D.Vachhani (Member) |
| 9. | Mr. Manishbhai Talior (Member) |
| 10. | CS Shweta P. Patel (Invitee Member) |
| 11. | CMA Tushar Ramani (Alumni student) |

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 20/04/2019.

The minutes of the Meeting held on Saturday, 20th April, 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, 20th April, 2019 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 2019-2020:

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

Item: 3: Discussion on action taken report of feedback process.

Throughout the year the committee has taken various feedbacks from stakeholders and they have also taken actions upon the same. As an outcome the college library has been renovated and Changing rooms have been constructed for the boys and girls of sports.

Item: 4: Discuss policy of Continuous Evaluation System for college.

The committee discussed about the system of assignments, weekly MCQs test questions and Internal test system. They have decided to gather the Staff meeting on 02/07/2019 on 11:00 am for one final Policy of continuous evaluation system.

Item: 5: Discussion and planning on NAAC visit.

After completion of the first DVV Process, the committee has started planning for the NAAC peer team visit simultaneously, and they all shown their progress in their allotted work.

Item: 6: Any other matter with Permission of chairperson.

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

IQAC Meeting: 2nd

Date: 01/09/2019

Venue: Multimedia Hall

Time: 3.00 p.m.

Agenda

- 1. To Confirm minutes of IQAC meeting held on 01/07/2019.**
- 2. Discussion and planning on NAAC visit.**
- 3. Any other matter with Permission of chairperson.**

Minutes of the IQAC meeting held on 01/09/2019 at 3.00 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. | 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. | Dr.P.B.Patel (Member) |
| 12. | Mr. Manishbhai Talior (Member) |
| 13. | CS Shweta P. Patel (Member) |
| 14. | Mr.Ajit R.Naik (Community Representative) |
| 15. | Mr.Aditya Patel (Industrialist) |

| | |
|------------|---|
| 16. | Ms.Bhrati V.Gohel (Student Representative) |
|------------|---|

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 01/07/2019.

The minutes of the Meeting held on Monday, 1st July, 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 Monday, 1st July, 2019 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

Item No. 2: Discussion and planning on NAAC visit.

The committee has reported the work done by them till date according to the planning discussed in the last meeting. They have also chalked out last and final schedule of the meeting.

Item: 3: Any other matter with Permission of chairperson.

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