



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

Internal Quality Assurance Cell

Minutes of IQAC Meetings held during the year

2023-24

Internal Quality Assurance Cell

Dr. Rajesh D. Rana
Dr. Sejal A. Desai
Dr. Rustom N. Sadri

Chairperson
Coordinator
Secretary

DR. R. C. Gandhi (Member)	Dr. Gaurang Rami (External Expert)
Mr. B.D. Patel (Member)	Mr. Ashwin R. Patel (Management Representative)
Mr. K. S. Sutaria (Member)	Mr. Jayant N. Patel (Management Representative)
Dr. B. N. Dhimmar (Member)	Mr. Rahul P. Patel (Administrative Representative)
Mrs. C. U. Naik (Member)	Mrs. Sonal V. Kulkarni (Community Representative)
Mr. J. D. Vachhani (Member)	Mr. Aaditya Patel (Industrialist)
Dr. Manishbhai Talior (Member)	Mr. Chaitany Bhatt (Alumni student)
Dr. Mayank V. Sodha (Member)	Mr. Tushar Ramani (Alumni student)
Dr. Yogesh Vasiya (External Expert)	Vishwakarma Harshita N (Student Representative)
	Kailashbhai G. Bulchandani (Parent Representative)




PRINCIPAL
Dr. K. N. CHAVDA
J. Z. SHAH ARTS &
H. P. DESAI COMMERCE COLLEGE
At & Po. AMROLI-394 107, ST. UTRAN(W.R.)
TA. CHORYASI, DIST. SURAT.

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IQAC Meeting: 1st

Date: 02/09/2023

Wednesday

Venue: Multimedia Hall

Time: 9.45 a.m.

All the IQAC Members are requested to attend the meeting of IQAC scheduled on 29/04/2023 in Multimedia Hall at 09.45 a.m. The agenda for this meeting is as follows:

Agenda:

1. To Confirm minutes of IQAC meeting held on 29/04/2023.
2. Discussion Regarding NAAC Preparation.
3. Review of activities under MOU Signed by the college.
4. Decide to prepare Perspective plan of development in SSR Format
5. Welcoming of the new members of the IQAC.
6. Discussion and planning Any other matter with Permission of chairperson.

Kindly make it convenient to attend the meeting on the date and time specified above.



Coordinator, IQAC

(Dr. Sejal A. Desai)



Chairperson, IQAC

(I/C Prin. Dr. R. D. Rana)



Minutes of the IQAC meeting held on 02/09/2023 at 9.45 a.m at college multimedia hall. The following members were present.

No.	Member Present
1.	Dr. R. D. Rana (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.	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.	Dr. Gaurang Rami (External Expert)
14.	Mr. Ashwin R. Patel (Management Representative)
15.	Mrs.Rahul Patel (Administrative Representative)
16.	Mrs. Sonal V. kulkarni (Community Representative)
17.	Mr. Aditya patel (Industrialist)
18.	Mr. Chaitany Bhatt (Alumni student)
19.	Vishwakarma Harshita N (Student Representative)
20.	Kailashbhai G.Bulchandani (Parent Representative)



(1) **To Confirm minutes of IQAC meeting held on 29/04/2023.**

Discussion on completion of plan of action 2022-23 was done.

- All the IQAC members discussed on the conformation about plan of action for academic year 2022-2023 as Follows.
- To increase the program option available to students in terms of skill based certificate course.
- Conducting student focused academic and skills development activities.
- To create awareness and initiate measures for protecting and promoting environment.
- To appoint qualified faculty for website work.
- Special effort shall be given to strengthen the alumni association.
- To Motivate P.G student regarding NET/SLET examination.

Discussion on plan of action for A.Y. 2023-24

- (1) Preparation of SSR to NAAC
- (2) Preparation of GSRIF, AISHE and NIRF
- (3) Focus on Student Centric Activities to enhance their skills
- (4) Generated resources through UGC and other Sources.
- (5) Prepare policy for examination Reforms.
- (6) Upgradation in Infrastructure.

The outcome achieved by the end of the year 2023- 24 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
1) Curricular aspects	NEP 2020 has been implemented from this academic year. Yearly academic plan prepared and implemented
<ul style="list-style-type: none">• To make feedback process more effective.	Feedbacks are collected & analyzed
<ul style="list-style-type: none">• Students Induction program.	Improve quality of higher education orientation program arrange for the newly admitted first year students from 19th July to 20th July 2023.
<ul style="list-style-type: none">• To increase the program options available to students in terms of program and Certificate course .	<p>To increase the program options available to students <u>in terms of Program.</u></p> <p>➤ B.com with Data Science</p> <p>To increase the program options available to students <u>in terms of Certificate Courses.</u></p>



	<ul style="list-style-type: none"> • <u>Corporate Etiquettes and Employability Skills</u> • <u>Certificate Course on Event Management</u> • <u>Certificate Course on Google Basic</u> • <u>Certificate Course on Moral Education</u> • <u>Certificate Course on Computer Introduction And Implementation</u> • <u>Certificate course on Tally Accounting with GST</u> • <u>Certificate Course on Event Management</u> • <u>Corporate Etiquettes and Employability Skills</u> • <u>Certificate Course on Food Nutrition for Healthy Living</u> • <u>Certificate Course on Research Methodology</u> • <u>Certificate Course on Communicative English for Career</u> • <u>Certificate Course on Social Work</u>
2) Teaching, learning and evaluation	<ul style="list-style-type: none"> • 2 Students from Final Year secured Gold Medal at University exam held in April 2023. • 4 Students of post graduate Secured highest marks at university examination held in October 2023. • 128 Students secured highest marks in different subjects of different semester in university examination. • 1 Faculty completed Ph.D in faculty of Commerce and Accountancy.
<ul style="list-style-type: none"> • Examination 	<ul style="list-style-type: none"> • Implement policy for examination reforms according to NEP 2020 directed



	<p>by VNSGU and State Government of Gujarat.</p> <ul style="list-style-type: none"> To reduce the scarcity of the number of available rooms for internal examination suitable timetable for the students' internal examination for every course has been prepared and circulated well in advance. Prior notice has been circulated for giving internal marks of the internal examinations to the students at a particular day.
3) Research consultancy and extension	<ul style="list-style-type: none"> Research centre is inaugurated for interdisciplinary research activities and resource sharing. The college conducts workshop on "Excel essential for research" and also organized "kala bazar" to give platform to girls for showing skills. one day National Conference on multidisciplinary Research and practices on 17th February , 2024 jointly organized by Navyug Commerce College, Surat, the Department of HRD and the Department of Economics at Veer Narmad South Gujarat University, J. Z. Shah Arts & H. P. Desai Commerce College, Amroli - Surat, along with Self Finance Colleges, Amroli (encompassing B.Com - R.V. Patel & V.L. Shah, B.B.A- V.B. Shah, B.C.A. - Sutex.
4) Infrastructure and learning outcomes	<ul style="list-style-type: none"> Infrastructure of Resources is regular maintain. Girls room is relocated. Also washrooms are renovated.
5) Skill oriented program <ul style="list-style-type: none"> Students centric activities 	1. Seminars and Talks were arranged for overall development of students.



	<p>2. Every year regularly College arrange Inter college and Inter class competition.</p> <ul style="list-style-type: none"> - NSS. - NCC. -program on IPR - Career Guidance programme. - placement drive - Gender sensitisation programme. - Yoga and meditation for students. - Environmental awareness programme - Health awareness programme. - The College Alumni Association officially registered as the 'J.Z. Shah Arts and H.P. Desai Commerce College Alumni Association' on July 27, 2023 and Provisional approval for 12-A and 80-G statuses was granted on January 10, 2024.
6) Student mentoring program	<p>1. Arranged motivational program.</p> <p>2. Organized seminar on research methodology for PG students to create interest in research.</p> <p>3. Arranged placement drive in various field.</p>
7) Governance, leadership and management	<p>1. Maintenance of transparency in admission</p> <p>2. Applied for NIRF, GSIRF (Gujarat State Institutional Ranking Framework) and AISHE for Accreditation.</p> <p>3. Applied Application for PM Usha Grant.</p>
8. Environmental awareness	<p>Tree plantation and cleanliness drive in Campus and Out of Campus.</p>



2. Discussion Regarding NAAC Preparation.

All members of the IQAC convened and agreed to submit an application to NAAC by the conclusion of June 2024. Additionally, a restructuring of the placement committee was proposed to ensure accurate data collection. To facilitate the gathering of progression data, a Google Form will be designed for effortless data retrieval.

3. Review of activities under MOU Signed by the college.

It has been resolved to extend the MOU, which has reached the end of its duration. Dr. Mayank Sodha has been tasked with the responsibility of renewing the MOU and conducting a review of its activities.

4. Decide to prepare Perspective plan of development in SSR Format

It was decided to put the prepare the perspective plan in SSR format.

5. Welcoming of the new members of the IQAC.

The IQAC members unanimously agreed to broaden the team by incorporating new members, Dr. Sonal P Jariwala and Dr. Kruti Patel.

6. Discussion and planning Any other matter with Permission of chairperson.

To foster the development of skills among female students, the IQAC members are strategizing to arrange a 'Kala Mela,' providing a platform to showcase and promote their talents.



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IQAC Meeting: 2nd

Date: 02/12/2024

Saturday

Venue : Multimedia Hall

Time : 9.45 a.m.

All the IQAC Members are requested to attend the meeting of IQAC scheduled on 2/12/2023 in Multimedia Hall at 09.45 a.m. The agenda for this meeting is as follows :

Agenda:

1. To Confirm minutes of IQAC meeting held on 02/09/2023.
2. To decide the date of inaugural function of Research Centre.
3. Preparation of NIRF & GSRIF data.
4. Decide to Organized National seminar.
5. Discussion and planning Any other matter with Permission of chairperson.

Kindly make it convenient to attend the meeting on the date and time specified above.



Coordinator, IQAC

(Dr. Sejal A. Desai)



Chairperson, IQAC

(I/C Prin. Dr. R. D. Rana)



Minutes of the IQAC meeting held on 02/09/2023 at 9.45 a.m at college multimedia hall. The following members were present.

No.	Member Present
1.	Dr. R. D. Rana (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.	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.	Dr. Gaurang Rami (External Expert)
14.	Mr. Ashwin R. Patel (Management Representative)
15.	Mrs.Rahul Patel (Administrative Representative)
16.	Mrs. Sonal V. kulkarni (Community Representative)
17.	Mr. Aditya patel (Industrialist)
18.	Mr. Chaitany Bhatt (Alumni student)
19.	Vishwakarma Harshita N (Student Representative)
20.	Kailashbhai G.Bulchandani (Parent Representative)



Agenda:

1.To Confirm minutes of IQAC meeting held on 02/09/2023.

The Chairman welcomed the new members of the committee. The minutes of the previous IQAC meeting were proposed by the IQAC Coordinator and were passed unanimously.

2.To decide the date of inaugural function of Research Centre.

All members deliberated and reached a consensus to extend an invitation to the Vice Chancellor to inaugurate the research center. It was agreed to coordinate with the Vice Chancellor to determine a suitable date for the event.

3. Preparation of NIRF & GSRIF data.

The Chairman suggested that the institute pursue applications for GSRIF and NIRF. Consequently, it was advised that the requisite data be gathered promptly.

4. Decide to Organized National seminar.

To foster a research-oriented environment among students and faculty, the IQAC has resolved to host a national seminar on multidisciplinary research in collaboration with Navyug Commerce College, the Department of HRD, and the Department of Economics.

5. Discussion and planning Any other matter with Permission of chairperson.

The college will accelerate the preparation of data collection for the fourth cycle of NAAC accreditation's Self-Study Report (SSR) to facilitate the reaccreditation process.



2023-24

IQAC Meeting: 3rd

Date: 27/04/2024

Venue: Multimedia Hall

Time: 10.00a.m.

Agenda

1. To Confirm minutes of IQAC meeting held on 02/12/2023.
2. Discussion on quality measure adopt for the A.Y. 2024-25.
3. Confirmation about plan of action for the A.Y. 2024-25.
4. Continuation of Student Centric Policies.
5. Discussion on the available courses for second-year students aligning with the curriculum structure recommended by VNSGU as per the National Education Policy (NEP).
6. Discussion regarding NAAC PREPARATION.
7. Discussion and planning Any other matter with Permission of chairperson.

Kindly make it convenient to attend the meeting on the date and time specified above.



Coordinator, IQAC

(Dr. Sejal A. Desai)



Chairperson, IQAC

(I/C Prin. Dr. R. D. Rana)



Minutes of the IQAC meeting held on 27/04/2024 at 10.00a.m at college multimedia hall. The following members were present.

No.	Member Present
1.	Dr. Rajeshkumar D. Rana (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.	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.ManishbhaiTalior (Member)
11.	Dr. Mayank V. Sodha (Member)
12.	Dr. Gaurang Rami (External Expert)
13.	Dr. YogeshVasiya (External Expert)
14.	Mr. Ashwin R. Patel (Management Representative)
15.	Mr. Jayant N. Patel (Management Representative)
16.	Mr. Rahul P. Patel (Administrative Representative)
17.	Mrs. Sonal V. Kulkarni



	(Community Representative)
18.	Mr. Aaditya Patel (Industrialist)
19.	Mr. Chaitany Bhatt (Alumni student)
20.	Mr. TusharRamani (Alumni student)
21.	Vishwakarma Harshita N(Student Representative)
22.	Kailashbhai G.Bulchandani(Parent Representative)

The meeting was chaired by I/c Prin. Dr. R. D. Rana, 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 02/12/2023.

The minutes of the Meeting held on Saturday, 2nd December, 2023 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, 2nd December, 2023 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 quality measure adopt for the A.Y. 2024-25.

In meeting all members discussed about actions to maintain quality for A.Y. 2024-25.

After Discussion it is decided to plan of action for A.Y. 2024-25.

- (1)Preparation of SSR to NAAC
- (2) Introduce and improvise more certificate courses as per the ccurrent needs.
- (3) Focus on Student Centric Activities to enhance their skills
- (4) Generated resources through UGC and other Sources.
- (5) Focus on student feesback.
- (6) Upgradation in Infrastructure.
- (7) Focus on outcome based education.
- (8) To make innovation in evaluation method.

Item No. 3: Confirmation about plan of action for the A.Y. 2024-25.

The coordinator placed before the members a copy of the plan of action for academic year 2024-2025 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 No. 4: Continuation of Student Centric Policies.

All the IQAC Members Discussed and suggested to focus on student centric activities, to enhance their skills for the A.Y 2024-25 also.

Item No. 5: Discussion on the available courses for second-year students aligning with the curriculum structure recommended by VNSGU as per the National Education Policy (NEP).

The college has already implemented NEP 2020 in First Year Classes in the AY 2023-24 according to point 2(a) Institutional preparedness for implementing NEP 2020 towards promoting holistic and multidisciplinary Liberal Education. The committee has discussed to implement NEP in Second Year Classes in alignment with the curriculum structure recommended by VNSGU.

Item No. 6: Discussion regarding NAAC PREPARETION.


All members of the IQAC convened and agreed to submit an application to NAAC by the conclusion of June 2024. Additionally, a restructuring of the placement committee was proposed to ensure accurate data collection. To facilitate the gathering of progression data, a Google Form will be designed for effortless data retrieval.

Item No. 7: Discussion and planning 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.

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




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