



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

# **Internal Quality Assurance Cell**

**Minutes of IQAC Meetings held during the year**

**2024-25**



# Internal Quality Assurance Cell

**Dr. Kishorsinh N. Chavda**

**Dr. Sejal A. Desai**

**Dr. Rustom N. Sadri**

**Chairperson**

**Coordinator**

**Secretary**

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



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

**2024-25**

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

Date: 22/06/2024

Venue: Multimedia Hall

Time: 9.45 a.m.

### Agenda

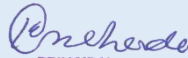
1. To Confirm minutes of IQAC meeting held on 27/04/2024.
2. Discussion on submission of IIQA.
3. To decide action plan for the SSR Submission.
4. Discussion and planning Any other matter with Permission of chairperson.

Minutes of the IQAC meeting held on 22/06/2024 at 9.45 a.m.at college multimedia hall.  
The following members were present.



Coordinator, IQAC

(Dr. Sejal A. Desai)



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

Chairperson, IQAC

(Prin.Dr. Kishorsinh Chavda)

No.	Member Present
1.	Dr. Kishorsinh 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.	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.	Gohel Aarti Jayesh (Student Representative)
22.	Ashokbhai Gohel (Parent Representative)



The meeting was chaired by Prin. Dr. Kishorsinh 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 27/04/2024.**

The minutes of the Meeting held on Saturday, 27<sup>th</sup> April, 2024 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, 27<sup>th</sup> April, 2024 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 submission of IIQA.**

After discussion it is decided to submit IIQA before 30<sup>th</sup> June.

**Item No. 3: To decide action plan for the SSR Submission.**

The SSR For the 4<sup>th</sup> Cycle was prepared and presented before members by S.A.Desai. After Discussion it is decided that some criteria is need to revised and further it is also discussed to present final SSR before Dr. Apurva Desai, IQAC Director of VNSGU and Dr.Pruthul Desai , Principal of Sir P. T. Sarvajanik College of Science.

**Item No. 4: 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.



## IQAC Meeting: 2<sup>nd</sup>

**2024-25**

IQAC Meeting: 2<sup>nd</sup>

Date: 22/08/2024

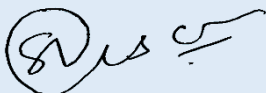
Venue: Multimedia Hall

Time: 10.00 a.m.

### Agenda


1. To Confirm minutes of IQAC meeting held on 22/06/2024.
2. Discussion on SSR Report.
3. To decide action plan for Student Satisfactory Survey. (SSS)
4. Discussion and planning Any other matter with Permission of chairperson.

Minutes of the IQAC meeting held on 22/08/2024 at 10.00 a.m.at college multimedia hall.  
The following members were present.



Coordinator, IQAC

(Dr. Sejal A. Desai)

  
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.

Chairperson, IQAC

(Prin.Dr. Kishorsinh Chavda)

No.	Member Present
1.	Dr. Kishorsinh 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.	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.	Gohel Aarti Jayesh (Student Representative)
22.	Ashokbhai Gohel (Parent Representative)





The meeting was chaired by Prin. Dr. Kishorsinh 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 22/06/2024.**

The minutes of the Meeting held on Thursday, 22<sup>nd</sup> June, 2024 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 Thursday, 22<sup>nd</sup> June, 2024 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 SSR Report.**

IQAC Team Presented SSR before of Dr. Apurva Desai, IQAC Director of VNSGU and Dr. Pruthul Desai, Principal of Sir P. T. Sarvajanic College of Science, After Discussion they provided such valuable suggestion on progression data and also advises to make videos for the holistic development of students for validating.

**Item No. 3: To decide action plan for Student Satisfactory Survey. (SSS)**

It was decided to put more and more posters in campus as well as on Digital platform to create awareness among students about SSS. And also discusses to conduct Moc Feedback for better learning regarding SSS among Students.

**Item No. 4: Discussion and planning any other matter with Permission of chairperson.**

After Discussion it was decided to make work distribution chart for the preparation NAAC Peer team visit.

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



## IQAC Meeting: 3rd

IQAC Meeting : 3<sup>rd</sup>

Date : 01/01/2025, Wednesday

Venue : Multimedia Hall

Time : 10.00 a.m.

All the IQAC Members are requested to attend the meeting of IQAC Scheduled on 01/01/2025, Wednesday in Multimedia Hall at 10.00 a.m. The agenda for this meeting is as follows:

### **Agenda**

1. To Confirm minutes of IQAC meeting held on 22/08/2024.
2. Discussion on NAAC Grade
3. 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.



Chairperson, IQAC

(Dr. Sejal A. Desai)

No.	Member Present
1.	Dr. Kishorsinh 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.	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.	Gohel Aarti Jayesh (Student Representative)
22.	Ashokbhai Gohel (Parent Representative)



### **Agenda Item No. 1: Confirmation of the Minutes of the Previous Meeting**

The minutes of the IQAC meeting held on **Thursday, 22nd August 2024**, were presented before the committee. The minutes had been approved by the Chairperson and circulated among all members for feedback. Since no suggestions or objections were received, the minutes were **confirmed as recorded and approved unanimously**.

### **Agenda Item No. 2: Discussion on NAAC Grade**

The committee discussed the NAAC results declared on **20/12/2024** with the institution receiving a grade of **B++ with 2.97 CGPA** in the **4th NAAC Cycle**. The members expressed dissatisfaction with the result and, after thorough deliberation, it was **unanimously decided to file a re- appeal** against the outcome. The committee resolved to initiate the necessary steps for the re- appeal process as per NAAC guidelines.

### **Agenda Item No. 3: Discussion and Planning – Any Other Matter with Permission of the Chair**

With the permission of the Chairperson, the following matter was taken up for discussion:

- It was resolved to begin immediate preparations for the re- appeal process, including gathering required documentation, strengthening areas of concern highlighted in the NAAC report, and to oversee the re- appeal procedures.

As there was no other matter to be discussed, the meeting concluded with a **vote of thanks to the Chair** for guiding the session.



## IQAC Meeting: 4<sup>th</sup>

IQAC Meeting : 4<sup>th</sup>

Date : 25/04/2025, Friday

Venue : Multimedia Hall

Time : 10.00 a.m.

All the IQAC Members are requested to attend the meeting of IQAC Scheduled on 25/04/2025, Friday in Multimedia Hall at 10.00 a.m. The agenda for this meeting is as follows:

### **Agenda**

1. To Confirm minutes of IQAC meeting held on 01/01/2025.
2. Confirmation about plan of action for the A.Y. 2025-26
3. Discussion of Student Centric Policies
4. Discussion on NAAC Grade and Peer Team Suggestion for Next Cycle
5. Formation of IQAC Committee for the year 2025-26
6. Discussion on appointment of new IQAC Co-ordinator.
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.



Chairperson, IQAC

(Dr. Sejal A. Desai)



No.	Member Present
1.	Dr. Kishorsinh 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.	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)
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13.	Dr. YogeshVasiya (External Expert)
14.	Mr. Ashwin R. Patel (Management Representative)
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17.	Mrs. Sonal V. Kulkarni (Community Representative)
18.	Mr. Aaditya Patel (Industrialist)
19.	Mr. Chaitany Bhatt (Alumni student)
20.	Mr. TusharRamani (Alumni student)
21.	Gohel Aarti Jayesh (Student Representative)
22.	Ashokbhai Gohel (Parent Representative)



### **Agenda Item No. 1: Confirmation of the Minutes of the Previous Meeting**

The minutes of the previous IQAC meeting held on Wednesday, 1st January 2025, were presented before the committee. As the minutes had already been approved by the Chairperson and circulated among all members for feedback, and since no suggestions or objections were received, the minutes were confirmed as recorded and approved unanimously.

### **Agenda Item No. 2: Confirmation of Plan of Action for the Academic Year 2025-26**

The committee deliberated on the following points:

1. Introduce more certificate course to enhance values & Skills in students.
2. Make action Plan for internship.
3. Providing guidance sessions for students regarding NEP-2020.
4. Implementation of a *new format* of different committee for report writing

### **Agenda Item No. 3: Discussion on Student-Centric Policies**

The following student-centric initiatives were discussed and approved:

1. Provision of a dedicated ground space for the college to promote sports and recreational activities.
2. Organization of a *Guest Lecture Series* to expose students to industry experts and academia.
3. Initiation of assignment submissions at the beginning of each semester to ensure continuous assessment.
4. Facilitation of *GPSC and other competitive examination coaching classes* concurrently with postgraduate programs.
5. Heads of Departments (HODs) to prepare and submit *future academic plans* focused on innovative teaching and learning practices for the next academic year.

### **Agenda Item No. 4: Discussion on NAAC Grade and Peer Team Suggestions for the Next Cycle**

Discussion done on NAAC Grade and as per the suggestions of the NAAC Peer Team we will try to fulfill the suggestion in the next cycle of NAAC

### **Agenda Item No. 5: Formation of IQAC Committee for the Academic Year 2025-26**

The structure and responsibilities were finalized as follows:

- All Heads of Departments (HODs) to be integral members of the IQAC and responsible for data collection, appraisal, and timely submission to IQAC.
- *NSS Activities*: Responsibility assigned to Prof. Vijaybhai Chaudhary and Dr. Mayank Sodha.



- *NCC Activities*: Responsibility assigned to Dr. Sonal Zariwala.
- *Internship Coordination*: Responsibility assigned to Dr. Mayank Sodha and Dr. Swati R. Joshi.
- *Placement Activities*: Responsibility assigned to Dr. Chirag Sidhpuria.
- *Cultural Activities*: Responsibility assigned to Prof. Neha Upadhyay and Prof. Chhaya Desai.
- *Overall Report Submission*: Responsibility assigned to Dr. Mayank Sodha.

**Agenda Item No. 6: Appointment of New IQAC Coordinator**

- The present IQAC Coordinator, Dr. Sejal A. Desai, formally handed over the responsibilities to Dr. Manish H. Tailor. The handover was approved with the unanimous consent of all committee members.

**Agenda Item No. 7: Any Other Matter with the Permission of the Chairperson**

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

