

**D. D. THAKAR ARTS & K. J. PATEL COMMERCE
COLLEGE, KHEDBRAHMA**


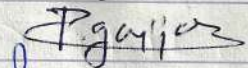

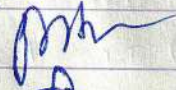



IQAC Meetings

MINUTES BOOK

YEAR: 2021-22

Minutes of the IQAC - 1st Meeting held at principal's chamber on 27th July 2021 at 12-10 P.M.

Members present:

1. Dr. P.N. V.C. Ninama - 
2. Dr. P.R. Gajjar (co-ordinator) - 
3. Dr. R.J. Desai - 
4. Dr. M.B. Parmar - 
5. Dr. H.H. Chauhan - 
6. Dr. M.H. Patel -
7. Mr. J.K. Patel (Management Rep.) - 
8. Mr. Sureshbhai Patel (Alumnus Repres) - 

The following matters were taken up at the meeting and the resolution passed.

- 1) To read the proceeding of the last meeting and got approved. The minutes of the last meeting were read over and approved.
- 2) University result of the college students are satisfied but to achieve ~~more~~ better result, It is recommended to the principal to give suggestions to the HODs of each department to take meeting of the faculty.
- 3) To participate in GIRF & NIRF, the college sends its proposal on time and prepare the essential data regarding the proposal, IQAC and principal suggest the staff members and office to collect the data.
- 4) College regularly collects feedback from students and alumnus to improve the performance of the college. At the beginning of the new year, IQAC members analyse the feedback and report submitted to the principal.
- 5) Our institute has received the grant under RUSA, the work under the grant of RUSA is completed in current year. So the IQAC informs the management and principal regarding the work done under RUSA.
- 6) Institute arranges various activities under co-curricular and extra-curricular committee. IQAC and principal direct the concerned

7) Regarding Student welfare, concerned co-ordinators of various committees are given responsibilities to arrange programs such as Finishing School, Employment training programmes, Health Awareness, NSS and NCC activities, vaccination camp, placement fair, Competitive exams classes etc. in the benefit of the student and the society.


8) IQAC co-ordinator conveyed vote of thanks to the members of the IQAC and principal for the 1st meeting of the new term.

- The meeting was concluded with the vote of thanks to the chair.

place: Khedbrahma

Date: 27/07/2021




Principal
D.D. Thakar Arts &
K.J. Patel Commerce College
Khedbrahma-383255

Minutes of the IQAA meeting held at principal's Chamber at 12-00 pm on 7th August - 2021

Members present:

- 1) Dr. Prin. V.C. Ninama - ~~XXXX~~
- 2) Dr. Prof. P.R. Gajjar - P. Gajjar
- 3) Dr. Prof. R.J. Desai - R. Desai
- 4) Dr. Prof. M.B. Parmar - M. Parmar
- 5) Dr. Prof. H.H. Patel - H. Patel
- 6) Mr. M.H. Patell -
- 7) Mr. J.K. Patel (Management Repres) - M. Patel
- 8) Mr. Sureshbhai Patel (Alumnus Repres) - S.P. Patel

The following matters were taken up at the meeting and the resolution passed:

- 1) To read the proceeding of the last meeting and got approved. The minutes of the last meeting were read over and approved.
- 2) To plan for the upcoming teachers day, the Concern Committee would be directed by the principal to arrange the teachers day.
- 3) 15th Aug. is the festival for entire nation, our institute celebrates it enthusiastically. on this day students are given prizes for their performance and NSS and NCC cadets will celebrate it. NCC Officer Dr. D.B. Sondarva is directed to make arrangement for it.
- 4) The new Comess would be introduced to the seniors and to the college faculties. Institution arranges this program every year. The vidhyarthi parishad and HODs are given responsibilities to arrange it.
- 5) All colleges of Gujarat are directed to run Saptdharas there are seven committees to run various programs. Big numbers of the students participate in all program and activities.
- 6) Covid-19 has attacked all over india and many

- will arrange vaccination programme with the collaboration of civil Hospital and health department of Khedbrahma
- 7) There is a committee of Udisha, which arranges the programmes for the students. UDISHA is a initiative of KCA Gujarat. Udisha incharge was given instruction to plan for the upcoming programme.
 - 8) IQAC committee and principal discussed all the matters of today's meeting and approved unanimously.

place : Khedbrahma


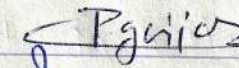





Date : 07/08/2021




Principal
D.D. Thakar Arts &
K.J. Patel Commerce College
Khedbrahma-383255

Minutes of the IQAC meeting held at Management Room at 12-30 PM on 9th October-2021.

Members Present:

- 1) Prin. Dr. V.C. Ninama - 
- 2) Prof. Dr. P.R. Gajjar - 
- 3) Prof. Dr. R.J. Desai - 
- 4) Prof. Dr. M.B. Parmar - 
- 5) Dr. H.H. Chauhan - 
- 6) Mr. M.H. Patel -
- 7) Mr. J.K. Patel (Manag. Repres) 
- 8) Mr. Sureshbhai Patel (Alumnus Repres) 

The following matters were taken up at the meeting and the resolution approved.

- 1) To read the proceedings of the last meeting and got approved. The minutes of the last meeting were read over and approved.
- 2) To plan for the timely submission of 2021-22 AQAR. IQAC committee discussed the planning. Each member of IQAC would collect the data regarding all criterion and prepare the raw detail of AQAR. Principal directed the suggestions and gave the responsibilities to each member of IQAC.
- 3) Our institute arranges voters awareness program every year. The program is planned with the co-operation of Mamlatdar Office, (Taluka Magistrate) NSS incharge will arrange this program in next month.
- 4) Finishing school is an initiative of state government through K.C.G. students get training of English, personality development and general awareness in this program. Mr. M.B. Parmar is directed to arrange the program as per its schedule.
- 5) Educational Tour is a learning process out of the classroom. Our institution arranges a tour for the student every year. The tour is three days for the visit of Kutch (western part of Gujarat)

incharge of the educational tour.

6) KGG, Gujarat, and Higher Education department of State arranges job placement fair every year at district head quarter. Our institution also participates in this programme. The students of semester-VII, the final year student, are trained to crack interview, preparing CV and Resume, and after this training, the students goes for job placement-fair. 58 students will participate this fair this year.

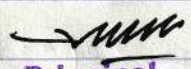
7) University and Colleges are getting active after the pandemic of Covid-19, principal of our institution advised all the members to make the student aware about such situation.

8) Any other matter with the permission of the chair...

The meeting concluded with vote of thanks to the chair.


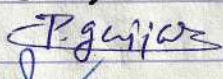





place: Khedbrahma
Date: 09/10/2021




Principal
D.D. Thakar Arts &
K.J. Patel Commerce College
Khedbrahma-383255

Minutes of the IQAE meeting held at principal chamber at 12-15 pm on 10th January-2

Members Present:

- 1) Prin. Dr. V.C. Nimang - 
- 2) Prof. Dr. P.R. Gaijan - 
- 3) Prof. Dr. R.J. Desai - 
- 4) Prof. Dr. M.B. Parmar - 
- 5) Mr. H.H. Chauhan - 
- 6) Mr. M.H. Patel -
- 7) Mr. J.K. Patel (Management Repres) 
- 8) Mr. Sureshbhai Patel (Alumnus Repres) 

The following matters were taken up at the meeting and the resolution approved.

- 1) To read the proceeding of the last meeting and get approved. The minutes of the last meeting were read over and confirmed.
- 2) our institution regularly submit the Report of AISHE, This time also for timely submission of AISHE Report, Responsibility is given to Dr. P.R. Gaijan and H.H. Chauhan. Principal suggested this two names for the report, which were approved unanimously.
- 3) our Institution prepares next year's Academic plan as well calendar, The time table Committee prepare College Academic plan and all HODs are directed to prepare their own academic calendar also.
- 4) Though the institution gets good result in preliminary and university examination every year. The last year schedule was affected by Covid-19. All exams were delayed due to corona and exams were taken online. so some students couldnot appear in online exam due to the network connectivity. College expects a better result this year.
- 5) Student of the college belongs to remote and tribal area, so they can't get proper training for competitive exams. so prof. P.R. Gaijan approached Dr. Rajesh Damor, a well known doctor of the area, to

accepted the proposal to donate for the classes
Dr. Rajesh Damos invited Epsilon Academy to run Com-
petitive exam training and classes for the students.
It was decided that Epsilon Academy will run for
months classes which would be started in March
2022.

- 6) with the permission of the chair, principal gave
direction to arrange preliminary and university
exam during March-April-2022. The examination
Committee will conduct the exam and make
necessary planning for it.

The meeting concluded with the vote of thanks to
the chair.

place: Khedbrahma

Date: 10th January-2022




Principal
D.D. Thakar Arts &
K.J. Patel Commerce College
Khedbrahma-383255

Minutes of the IQAC meeting held at principal's chair
at 12-30 PM on 6th February - 2022

Members Present:

- 1) Prin. Dr. V.C. Nimane
- 2) Prof. Dr. P.R. Gajjar
- 3) Prof. Dr. R.T. Desai
- 4) Prof. Dr. M.B. Parmar
- 5) Mr. H.H. Chauhan
- 6) Mr. M.H. Patel
- 7) Mr. J.K. Patel (Management Repres) - *Mr. Patel*
- 8) Ms. Sureshbhai Patel (Alumnus Repres) - *S.P. Patel*

The following matters were taken up at the meeting and the resolution approved.

- 1) To read the proceeding of the last meeting and get approved. The minutes of the last meeting were over and confirmed.
- 2) To plan for the prospectus of the institution, the committee is formed, this committee will prepare nice prospectus of the college during vacation period. Mr. Jagdish Patel is directed to complete the work.
- 3) Our Institution arranges Annual Function and prize distribution Ceremony every year. The students show their talent on the day. prize and certificates inspire them to do better in future. The committee suggested to arrange these two programs in March 2022. Principal suggested to arrange both the programs nicely. The cultural committee is given the responsibility to arrange cultural programmes on that day.
- 4) The meeting was concluded with the vote of thanks to the chair.

Place: Khedbrahma

Date: 6th February - 2022



[Signature]
Principal
D.D. Thakar Arts &
K.J. Patel Commerce College
Khedbrahma-383255