

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

# **IQAC Meetings**

**MINUTES BOOK**

**YEAR: 2022-23**

## Meeting-1 (2022-23)

Minutes of the first IQAC meeting held at principal's office on 25<sup>th</sup> July, 2022 at 12-10 pm under the chairmanship of the principal.

### Members Present:

- 1) Prin. Dr. V. C. Ninama .....
- 2) Prof. Dr. P. R. Gajjar (Co-Ordinator) .....
- 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 (Management Representative) .....
- 8) Mr. Sureshbhai Patel (Alumnus Representative) .....

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

- 1) To read the proceeding of the last meeting and get approved. the minutes of the last meeting were read over and approved.
- 2) The University results are satisfactory but it was discussed to achieve better result, it is recommended to the principal to direct the HoDs of concern departments. It was unanimously resolved to follow the instruction.
- 3) To send the essential dates and procedure, the responsibility of filling up GSIRF and NIRF is given to IQAC team. It was unanimously resolved to follow that both the initiatives would be done in time.
- 4) It is unanimously resolved that, after analyzing the feedback of the Students, principal and HoDs of concerned departments will take action and Steps regarding the suggestions and demands of the Students.
- 5) All the concerned committees and faculties are given direction to prepare their academic calendar as well to plan the co-curricular and extracurricular activities. so the institution can follow the university calendar and manage all the essential programs during the entire year. It was unanimously resolved to follow the instruction.
- 8) Regarding Students welfare, the concerned coordinators of various Committees are given responsibilities to arrange programs such as Finishing School, Employment Training



Programs, Health Awareness programs in the benefit of students as well as the society. It was unanimously resolved to follow the instruction.

9) As the tradition of the institution, new students are welcomed in the beginning of the term through the 'Welcome Day'. This program helps the new students to get acquainted with the institution, their faculties and senior students as well as the rules and regulations of the college.

It was unanimously resolved to plan 'Welcome Day' in the following month.

At the end of the meeting IQAC suggested the faculty members to cooperate during the entire upcoming year.

The meeting was concluded with vote of thanks.



## Meeting-2 (2022-23)

Minutes of the 2<sup>nd</sup> IQAC meeting held at NAAC Room on 5<sup>th</sup> August, 2022 at 12-00 pm under the chairmanship of the principal

### Members Present:

- 1) Prin. Dr. V. C. Ninama .....
- 2) Prof. Dr. P. R. Gajjar (Co-Ordinator) .....
- 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 (Management Representative) .....
- 8) Mr. Sureshbhai Patel (Alumnus Representative) .....

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

- 1) To read the proceeding of the last meeting and get approved, the minutes of the last meeting were read over and approved.
- 2) IQAC is preparing the AQAR -2021-22 now. It is to be submitted till 31st Aug 2022
- 3) To plan the upcoming Teachers Day. The concerned committee would be directed to arrange the program by principal.
- 4) 15<sup>th</sup> August is the national festival. Our institute also celebrates it in the collaboration of NSS and NCC with great enthusiasm. The students would be honored with prizes and certificates. NCC head Dr. D. B. Sondarva is directed by principal to make arrangement of the celebration.
- 5) KCG Gujarat has started Saptdhara Program to develop the inner talent of the students. Various competitions and cocurricular activities are arranged in college. Vidyarthi Parishad and all HoDs are given responsibilities to arrange the program.

IQAC Committee and Principal discussed all the matters mentioned in agenda in today's meeting and approved unanimously.

The meeting was concluded with vote of thanks.



## Meeting-3 (2022-23)

Minutes of the 3<sup>rd</sup> IQAC meeting held at NAAC Room on 5<sup>th</sup> October, 2022 at 12-00 pm under the chairmanship of the principal

### Members Present:

- 1) Prin. Dr. V. C. Ninama .....
- 2) Prof. Dr. P. R. Gajjar (Co-Ordinator) .....
- 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 (Management Representative) .....
- 8) Mr. Sureshbhai Patel (Alumnus Representative) .....

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

- 1) To read the proceeding of the last meeting and get approved, the minutes of the last meeting were read over and approved.
- 2) It was discussed to plan Voters Awareness Program in the collaboration with Govt. of Gujarat – Tahesildar (Mamaltdar) office – Khedbrahma, NSS officer was instructed to write an invitation letter and arrange the program in few days.
- 3) Education tour is a learning process out of the class room. Our institute arranges educational tour every year. Three days tour of Saurashtra is going to be arranged this year. Prof. Dr. K. D. Patel is nominated as an in charge of the tour. Principal suggested him to take essential steps to arrange the tour. The Resolution passed unanimously.
- 4) The construction of new library and renovation of the college building is completed so the building committee of college has to report KCG. First the building committee and IQAC will prepare and submit the report to the management body of the college, than the report will prepare and send it to KCG Gujarat.

The meeting was concluded with vote of thanks.



## Meeting-4 (2022-23)

Minutes of the 4<sup>th</sup> IQAC meeting held at Principal chamber on 2<sup>nd</sup> December, 2022 at 12-15 pm under the chairmanship of the principal.

### Members Present:

- 1) Prin. Dr. V. C. Ninama .....
- 2) Prof. Dr. P. R. Gajjar (Co-Ordinator) .....
- 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 (Management Representative) .....
- 8) Mr. Sureshbhai Patel (Alumnus Representative) .....

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

- 1) To read the proceeding of the last meeting and get approved, the minutes of the last meeting were read over and approved.
- 2) 15<sup>th</sup> August is the national festival. Our institute also celebrates it in the collaboration of NSS and NCC with great enthusiasm. The students would be honored with prizes and certificates. NCC head Dr. D. B. Sondarva is directed by principal to make arrangement of the celebration.
- 3) Govt. of Gujarat has formed Saptdhara and Udisha to develop the qualities in Students, so college arranges such activities in the end of the term. The cultural activities committee and other committees are instructed to arrange the various programs. Concerned committee coordinators are given responsibilities for arrangement of the program.
- 4) IQAC and HODS jointly analyze the results of college internal exams and plan to arrange extra coaching classes in college for the slow learners. The responsibility to arrange bridge courses are given to HoDs of all departments.

The meeting was concluded with vote of thanks.



## Meeting-5 (2022-23)

Minutes of the 5<sup>th</sup> IQAC meeting held at Principal chamber on 2<sup>nd</sup> January, 2023 at 12-30 pm under the chairmanship of the principal.

### Members Present:

- 1) Prin. Dr. V. C. Ninama .....
- 2) Prof. Dr. P. R. Gajjar (Co-Ordinator) .....
- 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 (Management Representative) .....
- 8) Mr. Sureshbhai Patel (Alumnus Representative) .....

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

- 1) To read the proceeding of the last meeting and get approved, the minutes of the last meeting were read over and approved.
- 2) IQAC and HODS jointly analyze the university results of college students and plan to arrange extra coaching classes in college for the slow learners. The responsibility to arrange bridge courses are given to HoDs of all departments.
- 3) Our institute arranges Annual function and prize distribution ceremony every year. The students show their talent on the day. Prizes and certificates inspire them to do better in future. The committee is suggested to arrange these two programs in March 2023. Principal suggested to arrange both the programs nicely. The cultural committee is given the responsibility to arrange cultural programs on that day.
- 4) After study and analysis of university results, Principal advised each HOD to arrange remedial coaching for slow learners.

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



## Meeting-6 (2022-23)

Minutes of the 6<sup>th</sup> IQAC meeting held at Principal chamber on 7<sup>th</sup> March, 2023 at 12-30 pm under the chairmanship of the principal.

### Members Present:

- 1) Prin. Dr. V. C. Ninama .....
- 2) Prof. Dr. P. R. Gajjar (Co-Ordinator) .....
- 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 (Management Representative) .....
- 8) Mr. Sureshbhai Patel (Alumnus Representative) .....

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

- 1) To read the proceeding of the last meeting and get approved, the minutes of the last meeting were read over and approved.
- 2) College issues its prospectus and takes feedback off the students also. College gives the propitious of the institution to the students at the time of their admission. The prospectus contains all the details of the College which helps the students to get acquainted with the institute and keep them updated.
- 3) College prepares academic calendar every year at the end of the term. The Academic Calendar helps the college and students to arrange programs and academic activities, so that the calendar for next year is prepared in march-April every year. The Concerned Committee is recommended to prepare the academic Calendar.
- 4) IQAC and HoDs jointly analyze the results of college internal exams and plan to arrange extra coaching classes in college for the slow learners. The responsibility to arrange bridge courses are given to HoDs of all departments.

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

