

JQAC

Meetings 9

Resolutions

Year 2015-16.



15.6.2015



# Minutes of the 1<sup>st</sup> Meeting of the IQAC Committee, held at the principal's office on 18<sup>th</sup> June, 2015 at 12.40 Under the chairmanship of the principal.

## Members Present

- 1. P. M. D. - PATEL Chintaman
- 2. Gadhwa Parth Gadhwa
- 3. Mr. VIJAY Parth Vijay Parth
- 4. J. P. Desai
- 5. Dr. R. S. Desai
- 6. Dr. M. B. Parmar
- 7. Mr. H. H. Chaudhary
- 8. Mr. R. P. Patel R.P. Patel
- 9. Mr. J. K. Patel J.K. Patel

- 10. Pravin N. N.
- 11. B. N. Kasari N.

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

- 1. To read the proceeding of the last meeting & get approved.  
The minutes of the last meeting were read over and confirmed.
- 2. To discuss and decide about the plan and schedule of the teaching for the year 2015-16.  
General as well as department wise timetable was presented before the committee. Faculty teaching plan was also presented. Over and above it was unanimously resolved to recommend the principal to instruct the concerned faculty to complete his/her research work under CPE before the end of the year.  
It was unanimously resolved to recommend the principal to instruct the concerned faculty regarding his/her feed-back.





3. To plan and discuss the co-curricular activities of each department :

To enhance the students' as well as the faculties' knowledge the committee discussed to arrange expert lectures, diagnostics test, coaching classes for the competitive examinations, facilities for the poor boys for filling up the forms of competitive examinations.

It was unanimously resolved that at least one expert lecture be organized by each department. And at least one state level or national level seminar be arranged by the institution. It was unanimously resolved that diagnostic test in each subject be arranged.

It was unanimously resolved that coaching classes for the competitive examinations be conducted and that Prof. Dr. Rohit Das' be assigned the responsibility.

It was further unanimously resolved that the students be provided facility to fill up the forms for the competitive examination at a concessional rate.

4. To evaluate the results of the year 2014-15.

Semester wise results of the year 2014-15 were put up before the committee. It was decided to award the first, second and third prize in all semester. Concern for the weak result in English was expressed.

It was unanimously resolved that the remedial classes in English be organized and that



Prof. Dr. S.C. Kikani should be assigned the responsibility for it.

5. To plan and discuss about the sport, cultural and social activities of the college:

Each of the members of the sports, cultural & social activities presented his views regarding the activities and programmes of his respective committee. They opined what activities should be done and when.

It was unanimously resolved that the notification to arrange the different activities of the each committee be displayed on the notice board by the respective Incharge and that the activities of each committee be completed before the end of the year.

It was further unanimously resolved to recommend the In charge of the sports committee to send a proposal to University stating that the institution will host university level sports at our campus.

6. To discuss about requirement of the physical amenities of the college:

The report on the work of the Indoor Stadium was presented by Prof. Mr. J.P. Devaki. It was suggested that the work should be completed by the end of the year.

It was unanimously resolved to recommend the principal to talk to the management and complete the work by the end of the year.





7. Any other matter with the permission of the Chair

Dr. M. B. Parmar presented various welfare schemes for the students. The in charge of the library committee discussed about the need of the books to enrich the library and the book bank.

It was unanimously resolved that the information regarding the student welfare schemes of the colleges and the Government be provided.

It was further unanimously resolved to recommend the principal to collect a list of books for the book bank and reference books for the general library from the faculties and the library committee.

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

Place: Khedbrahma  
Date: 16<sup>th</sup> June, 2015.



Principal  
D. B. Shaker, Arts &  
K. J. Patel Commerce College  
Khedbrahma - 388255



5.10.2015

Minutes of the 2nd Meeting of the IQAC Committee, held at the principal's office on 12th October, 2015 at 2:00 pm under the chairmanship of the Principal.

Members present:

- |                       |             |
|-----------------------|-------------|
| 1. Sri M.D. Doshi     | Chairman    |
| 2. Dr. K.N. Bloch     | B.K.B.      |
| 3. Mr. Vijay Ram      | Was Present |
| 4. J.P. Desai         | Present     |
| 5. Dr. A.J. Desai     | Present     |
| 6. Dr. M.B. Patil     | Present     |
| 7. Mr. H.H. Chitambar | Present     |
| 8. Mr. J.K. Patil     | Present     |
| 9. Mr. R.P. Patil     | R.P. Patil  |
| 10. Pravin Nayi       | Present     |
| 11. Gauthi Patil      | Present     |

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

8. To read the proceeding of the last meeting and get approved:  
The minutes of the last meeting were read over and confirmed.

9. To evaluate the curricular and co-curricular activities of the first term, that is up to Sept. 2015 of the year 2015-16.

The NAAC Coordinator read out the full report regarding curricular and co-curricular activities completed before the end of the first term.





The members were satisfied with the work done in this regard. The committee took note of the use of CAI for teaching and learning.

It was unanimously resolved to recommend the principal to instruct the heads of the department to make special arrangement for the weak students who have not fared well in the diagnostic tests.

10. To review the work regarding students' scholarship :

The committee was satisfied that the students' scholarship forms were sent to HPC and the Government in time.

11. To review the progress of the CPE research studies :

The committee was satisfied to see the progress regarding the research work by the faculty.

12. To review sports, Saptah Dhara and extension activities :

Prof. Dr. M. B. Patil gave the report of the extension activities such as 'Tree Plantation', Traffic Awareness, Cleanliness Programme.

6. Any other matter with the permission of the chair :

The committee discussed about the resignation of NAAC coordinator Dr. Shrikanth Kikani and took note of his fireless



Work for NAAC and her long service at the institution.

ASHI report was presented before the Committee.

It was unanimously resolved that Mr. Harralesh be assigned the responsibility of submitting the ASHI report in time.

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

Place: Khedbrahma

Date: 12-10-2015

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





16.12.2015



Minutes of the 3<sup>rd</sup> Meeting of the IPAC Committee, held at the principal's office on 22<sup>th</sup> December, 2015 at 1.00 pm Under the Chairmanship of the principal.

### Members present:

- |                        |                 |
|------------------------|-----------------|
| 1. Sri M.D. PATIL      | Chairman        |
| 2. Dr. R.S. Desai      | hr              |
| 3. Dr. K.N. Bloch      | 89.3            |
| 4. J. P. Dwarka        | Shri Dwarka     |
| 5. Dr. M. B. Patil     | Dr. M. B. Patil |
| 6. Vijay Gani          | Vijay Gani      |
| 7. Mr. R. P. Patel     | R. P. Patel     |
| 8. Mr. H. H. Chaudhari | H. H. Chaudhari |
| 9. Mr. J. K. Patel     | J. K. Patel     |
| 10. Pravin Naygi       | Pravin          |
| 11. Gauthi Patel       | Gauthi          |

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

- To read the proceeding of the last meeting and get approved:  
The minutes of the last meeting were read over and confirmed.
- To evaluate the curricular and co-curricular activities that the institution completed by Dec-15.

The committee expressed content as the examinations of the first term were conducted fairly, syllabus were completed in due course and the "Varnchikam Programme" sponsored by Gujarat Sahitya Academy, was performed successfully.



3. To evaluate the results of the internal examinations of the institution:

The results of the internal examination were taken into consideration. The poor result of the English was the subject of worry.

It was unanimously resolved that extra classes be arranged for the weak students in English and that Prof. Anand Patel assigned its responsibility.

4. To evaluate cultural, sports and extension activities completed by the institution:

The committee was happy to take note of the timely completion of the Sapta Dhara programmes and Archery Competition. Further the committee expressed satisfaction that the Govt allotted grant for the Sapta Dhara programmes.

It was unanimously resolved that the accounts be maintained and prepared regarding the Sapta Dhara programmes before 31<sup>st</sup> March 2016.

5. To discuss about the planning of the students' feedback of the year 2015-16:

It was unanimously resolved that the librarian Mr. Harpal Singh be assigned the work of taking the feed-back regarding faculties and institution from the students.

6. To discuss about the planning of the educational fair:

Prof. Mr. Rohit Desai discussed about the education fair. He expressed his views on Kuchek and the important places there and their importance.





It was unanimously resolved that the Tour to Kuchch be arranged before the end of the March.

7. To discuss about the appointment of the NAAC Coordinator :

The Committee discussed about Shurtiben's resignation as she was appointed on the GPSC Board and therefore who should be appointed the coordinator of the NAAC Committee.

It was unanimously resolved that Mr. Rohit Desai be appointed the coordinator of the NAAC Committee.

8. Submission of the ASHI report :

The Committee was happy to note that the ASHI report was submitted in time.

9. Any other matter with the permission of the chair :

None.

The meeting concluded with the permission of the chair.

Place : Khedbrahma

Date : 21-12-2015



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



16.4.2016.

Minutes of the 4th Meeting of the IQAC Committee, held at the principal's Office on 22nd April, 2016 at 12.00 pm. Under the Chairmanship of the principal.

Members present:

- |                      |          |             |
|----------------------|----------|-------------|
| 1. P. M. D. PATEL    | Chairman |             |
| 2. Dr. R. J. Desai   |          | for         |
| 3. Dr. K. N. BLOK    |          | for         |
| 4. J. P. Desai       |          | for         |
| 5. Dr. M. B. Desai   |          | for         |
| 6. Mr. Vijay Par     |          | Vijay Par   |
| 7. Mr. R. P. Patel   |          | R. P. Patel |
| 8. Mr. H. H. Chetani |          | H. H.       |
| 9. Mr. J. K. Patel   |          | J. K. Patel |
| 10. Pravin Nay       |          | Pr          |
| 11. Geetha Patel     |          | Geetha      |

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

1. To read the proceedings of the last meeting and get approved:

The minutes of the last meeting were read over and confirmed.

2. To review the work regarding expressed satisfaction on the timely completion of the syllabi in each subject, assignment collection and internal examinations and their evaluation.





3. To evaluate the progress regarding the construction of Indoor Stadium!

The committee expressed satisfaction @ the work of the Indoor stadium was completed in time.

4. To review the cultural, sports and extension activities completed by the institution during the entire year:

The committee expressed satisfaction at the timely completion of the NSS camp, Saptg Dhara programmes and Inter College University competition in 'archery'.

5. To evaluate the co-curricular and co-curricular activities completed by the institution during the entire year:

The committee expressed satisfaction....

6. To draft the AQAR report for the year 2015-16:

The committee discussed about the AQAR report for the year 2015-16.

It was unanimously resolved that Dr. Rohit Desai, Shri Harpal Singh Chauhan and Dr. M.B. Patil be assigned the responsibility of preparing the AQAR report for the year 2015-16.

7. Planning for the feedback:

The committee discussed about the feedback of faculties, students and the institution as a whole.



It was unanimously resolved that Shri Harpal Singh Chauhan be assigned the responsibility to taking and analyzing the feed-back of faculties, students and the institution as a whole.

8. To discuss about the educational tour:

The Committee expressed satisfaction at the educational tour was completed in time.

9. To discuss about the prospectus of the institution:

The Committee discussed about preparing the prospectus for the year 2016-17.

It was unanimously resolved that Dr. R. J. Desai, Shri Harpal Singh Chauhan, Dr. J. S. Rathawa and Shri R. P. Patel be assigned the work of preparing the prospectus of the institution for the year 2016-17 before May 2016.

10. Any other matter with the permission of the Chair:

The Committee expressed satisfaction over the purchase of books worth Rs. Three Lakhs. The Committee discussed about the different schemes of UGC.

It was unanimously resolved that Dr. R. J. Desai, Dr. M. B. Parmer and Shri H. M. Chauhan be assigned to study different schemes of UGC and prepare a proposal for the scheme that is useful for the institution.

The meeting concluded with the vote of thanks to the Chair  
Place: Khe. Brahman  
Date: 22/04/16



D. D. Phakar  
K. J. Patel Commerce College  
Khe. Brahman, 383255