

GOVERNMENT ARTS ,COMMERCE & BED COLLEGE, KACHHAL

AT:KACHHAL, PO:KARCHELIYA, TA: MAHUVA, DIST.: SURAT, 394240

(Permanent Affiliated to Veer Narmad South Gujarat University, Surat)

NAAC ACCREDITED: GRADE-C



Principal
Dr. Hetal S. Tandel
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETINGS HELD DURING THE YEAR 2021-22

IQAC TEAM

1	Dr. Hetal S. Tandel	Chairperson, Principal
2	Dr. Dhvani B. Desai	Coordinator
3	Dr. Forum A. Chandarana	Sub-coordinator
4	Mr. Urvik B. Patel	Member
5	Dr. Padmaben R. Tadvi	Member
6	Dr. Gunjan B. Shah	Member
7	Dr. Jyoti M. Kurada	Member
8	Ms. Vishakha Modi	Member
9	Smt. Alka Mistry	Member
10	Mr. Sanjay Parekh	Administrative Staff
11	Mr. Naren Chaudhari	Community Leader
12	Mr. Vishal Chaudhari	Student Representative

IQAC Meeting: 1

Date: 01/07/2021 Thursday

Venue: Principal Office

Time: 01:00 p.m.

To,

All the IQAC Members are requested to attend the meeting of IQAC scheduled on 01/07/2021 in the Principal's office at 01:00 p.m. The agenda for this meeting is as follows:

Agenda:

1. Confirmation about plan of action for academic year 2021-2022.
2. Allocation of duties according to plan of action.
3. Discussion on Feedback to be taken from stakeholders.
4. Discuss policy of Continuous Evaluation for academic year 2021-2022.
5. Discussion on book Purchase related to syllabus
6. Discussion and planning any other matter with Permission of chairperson.

Minutes of the IQAC meeting held on 01/07/2021 at 13.00 hrs in the Principal's office. The following members were present:

Sr. No.	Name of member & Signature
1	Dr. Hetal S. Tandel
2	Dr. Dhvani B. Desai
3	Dr. Foram A. Chandarana
4	Mr. Urvik B. Patel
5	Dr. Padmaben R. Tadv
6	Dr. Gunjan B. Shah
7	Dr. Jyoti M. Kurada
8	Ms. Vishakha Modi
9	Smt. Alka Mistry
10	Mr. Sanjay Parekh
11	Mr. Naren Chaudhari
12	Mr. Vishal Chaudhari

The meeting was chaired by Principal Dr. Hetal S. Tandel, Chairperson of College IQAC. Dr. Dhvani B. Desai, College IQAC Coordinator, welcomed all the members for the meeting of College IQAC.

Item No. 1: Confirmation about plan of action for academic year 2021-2022.

A plan of action for AY 2021-2022 was submitted and circulated amongst the staff for feedback and suggestions. The original plan of action was unanimously approved and passed. Instructions were reiterated to ensure that the plan is implemented.

Item No. 2: Allocation of duties according to plan of action:

The plan of action included the allocation of duties to various faculty members. The same was approved by the Principal and assented to by the faculty members.

Item No. 3. Discussion on Feedback to be taken from stakeholders:

It was planned to obtain feedback from various stakeholders of the college, such as students, faculty and parents. It was decided that faculty members would be appointed to draft the questions and send them to the stakeholders at an appropriate time.

Item No. 4: Discuss policy of Continuous Evaluation for academic year 2021-2022:

Matters pertaining to the conduction of Continuous Evaluation were discussed. It was agreed to conduct MCQ tests, take 4 assignments and give 4 marks for attendance as per the previous norms.

Item No. 5: Discussion on book Purchase related to syllabus:

All faculty members were directed to submit the list of their subject books that they would like to be purchased, to the Librarian. The books should ideally be useful to the students as a part of their syllabus.

Item No.6: 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.