

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
GES Class - 1
Mo. No. 98792 96636

Email: gacckachhal@gmail.com
Web Site: <http://www.kachhalcollege.org/>



INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETINGS HELD DURING THE YEAR 2022-23

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 | Mr. Jagdish Patel | Member |
| 8 | Ms. Vishakha Modi | Member |
| 9 | Smt. Alka Mistry | Member |
| 10 | Ms Nikita Gohil | Administrative Staff |
| 11 | Mr. Naren Chaudhari | Community Leader |
| 12 | Dr. Ankit Patel | Member |

IQAC Meeting: 1

Date: 06/07/2022 Thursday

Venue: Principal Office

Time: 01:00 p.m.

To,

All the IQAC Members are requested to attend the meeting of IQAC scheduled on 06/07/2021 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 2022-2023.
2. Allocation of duties according to plan of action.
3. Discussion on Feedback taken from stakeholders.
4. Discussion on book Purchase related to syllabus.
5. Discussion on submission of AQAR for AY 2021-22.
6. Research and Development Cell formation.
7. Discussion and planning any other matter with the permission of the chairperson.

Minutes of the IQAC meeting held on 07/07/2021 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. Ankit Patel |
| 8 | Ms. Vishakha Modi |
| 9 | Smt. Alka Mistry |
| 10 | Ms. Nikita Gohil |
| 11 | Mr. Naren Chaudhari |
| 12 | Mr. Jagdish Patel |

Item No. 1: Confirmation about plan of action for academic year 2022-2023.

Academic Planning to be done in sync with university guidelines. Confirmation to be taken from university regarding exam mode for all semesters (offline/online).

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:

Feedback analysis of feedback taken from stakeholders last year to be published on website.

Item No. 4: Discussion on book Purchase related to syllabus:

Books for new syllabus to be purchased at the earliest.

Item No. 5: Discussion on submission of AQAR for AY 2021-22:

AQAR reports of previous years to be kept ready, AQAR details to be kept ready for uploading for AY 2021-22

Item No. 6: Research and Development Cell formation:

Research and Development Cell Committee formed. Dr. Gunjan Shah appointed Coordinator, all other regular faculty members to be members of R&D Cell. Proposal to set up Cell in the library itself.

Item No. 7: Discussion and planning any other matter with Permission of chairperson:

- i. Separate faculty area to be set up within library
- ii. Ladies Room to be cleaned and maintained properly
- iii. I-Cards to be made for all faculty members with a new format
- iv. SSIP Cell to be given a separate room, separate space to be allocated for storage of Innovation kits
- v. Proposal to constitute a Purchase Committee and Garden/Landscape Maintenance Committee shortly
- vi. Classroom adjustment strategy to be prepared to regulate student movement and attendance in case of cancellation of classes