

GOVERNMENT ARTS ,COMMERCE AND SCIENCE COLLEGE,
KACHHAL

AT:KACHHAL, PO:KARCHALIYA, TA: MAHUVA, DIST.: SURAT, 394240
(Permanent Affiliated to Veer Narmada South Gujarat University, Surat)
NAAC ACCREDITED: GRADE-C



Principal
Dr. Hetal S. Tandel
GES Class - 1
Mo. No. 98792 96636

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



Ref: GACSC/K/2022-23/394


Dt:16.12.2022

INTERNAL QUALITY ASSURANCE CELL
IQAC MEETINGS HELD DURING THE YEAR 2022-23

To,

The concern faculties,

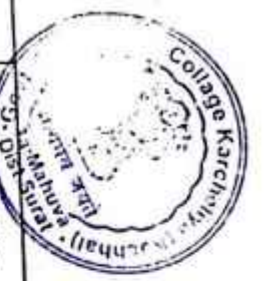
As we all are aware of NAAC Pear Team visit in year 2023 for second cycle. We have conducted a meeting on 14.12.2022 for developmental activities to be completed by 31, March 2023. With reference to that find the list attached (Annex 1) pertaining to the activities to be accompanied by respective faculty. You are also informed to contact the under-sign for any assistant required for successfully completion of the task as per the deadline given.


16/12/22,
Prof. Urvik B Patel
IQAC Cordinator




Dr.Hetal S Tandel
Principal

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Annexure-1

Sr.No	Controlling Officer	Nodel Officer	Activity to be done	Last date of Completion	Signature
1	Prof. Urvik B Patel	Ms. Alka Mistry	Library Renovation and Beautification with E-Library concept.	31.03.2023	<i>Alka Mistry</i>
2	Dr. Hetal S Tandel	Dr. Rakesh U Chaudhary	New Building for B.Sc Laboratory in the campus.	31.03.2023	<i>Urvik B Patel</i>
3	Dr. Hetal S Tandel	Prof. Urvik B Patel	Staff Renovation, especially Staff document storage facility.	31.03.2023	<i>Urvik B Patel</i>
4	Dr. Hetal S Tandel	Prof. Urvik B Patel	Principal's office Renovation.	31.03.2023	<i>Urvik B Patel</i>
5	Prof. Urvik B Patel	Dr. Ankit A Patel	Innovation Club Room.	31.03.2023	<i>Urvik B Patel</i>
6	Prof. Urvik B Patel	Prof. Jagdish Patel	Out-door and In-Door Sports facility extension	31.03.2023	<i>Urvik B Patel</i>
7	Dr. Hetal S Tandel	Prof. Urvik B Patel	Front Garden for college.	31.03.2023	<i>Urvik B Patel</i>
8	Dr. Hetal S Tandel	Prof. Urvik B Patel	Yoga Dome stage	31.03.2023	<i>Urvik B Patel</i>
9	Prof. Urvik B Patel	Dr. Gunjan Shah	R & D and Placement Cell	31.03.2023	<i>Urvik B Patel</i>
10	Dr. Hetal S Tandel	Prof. Urvik B Patel	Wash room renovation and extension.	31.03.2023	<i>Urvik B Patel</i>
11	Dr. Hetal S Tandel	Prof. Urvik B Patel	Overall Campus development.	31.01.2023	<i>Urvik B Patel</i>
12	Prof. Urvik B Patel	Dr. Gunjan Shah	Cold and Hot Water as well as Tea Machine in Staff Room	31.03.2023	<i>Urvik B Patel</i>
13	Dr. Hetal S Tandel	Prof. Urvik B Patel	High capacity RO and Cooler for water.	31.12.2022	<i>Urvik B Patel</i>
14	Dr. Hetal S Tandel	Prof. Urvik B Patel	BSNL 100 Mbps Fiber Plan for all	31.12.2023	<i>Urvik B Patel</i>
15	Dr. Hetal S Tandel	Prof. Urvik B Patel	Dedicated printer cum Xerox facility for all staff. Intercom telephone facility for core	31.12.2022	<i>Urvik B Patel</i>
17	Dr. Hetal S Tandel	Prof. Urvik B Patel	Bio-matrix attendance system for all.	31.12.2022	<i>Urvik B Patel</i>
18	Dr. Hetal S Tandel	Prof. Urvik B Patel	Smart Class room devices and tools	15.01.2023	<i>Urvik B Patel</i>
19	Prof. Urvik B Patel	Ms. Alka Mistry	New Books purchase policy.	31.12.2022	<i>Urvik B Patel</i>
20	Prof. Urvik B Patel	Dr. Jyoti Patel	Computer Learning for Students and Staff on regular basis.	31.01.2023	<i>Urvik B Patel</i>
21	Prof. Urvik B Patel	Lab Assistant	ICT Tools with In-built internet connectivity facility to be added in near future.	31.01.2023	<i>Urvik B Patel</i>
22	Prof. Urvik B Patel	Hetal Patel	ICT and English learning for staff.	28.02.2023	<i>Urvik B Patel</i>
23	Dr. Gunjan Shah	Dr. Ankit A Patel	Website up-gradation and Video-Audio collection and uploading on the website. → Lab Assisht	28.02.2023	<i>Urvik B Patel</i>

Note: As a Nodel officer I will provide guidance to Lab Assisht



24	Dr. Gunjan Shah	Ms. Vishakha Modi	Motivating staff for conducting research development activities.	31.03.2023	Yes
25	Prof. Urvik B Patel	Prof. Jagdish Patel	Expert talk under UDISH Club and Placement to be planned.	15.02.2023	Report
26	Dr. Hetal S Tandel	Prof. Vishakha Modi	Report writing in English and Gujarati Committee	31.01.2023	Yes
27	Dr. Hetal S Tandel	Ms. Alka Mistry		and as per the requirements	done
28	Dr. Hetal S Tandel	Prof. Sanjay Patel	Field work/Socio-Economic and industrial visit/presentation by students/Book review.	15.02.2023	Yes
29	Dr. Gunjan Shah	Prof. Vishakha Modi		Alumni Association registration.	15.02.2023
30	Dr. Gunjan Shah	Prof. Vishakha Modi	Industry linkage for availing CSR fund from the surrounding industry.	15.02.2023	Yes
31	Dr. Gunjan Shah	Prof. Vishakha Modi	MOU activity with Government as well as Non-Government agency.	15.02.2023	Yes
32	Dr. Gunjan Shah	Prof. Vishakha Modi	Campus Placement for final year students.	15.02.2023	Report
33	Prof. Urvik B Patel	Mr. Kalpesh Chaudhary	Routine cleanliness in campus.	Daily	Yes
34	Ms. Darshana Chaudhary	Dr. Padma Tadvi	Girls Room renovation	31.12.2022	Yes
35	Prof. Urvik B Patel	Dr. Padma Tadvi	Finishing School Classes, AISHE AND NIRF completion deadline to be followed.	31.12.2022	Yes
36	Dr. Rakesh U Chaudhary	Dr. Praveen Chaudhary	Social activities through NSS Camp.	31.01.2023	Yes
37	Prof. Urvik B Patel	Dr. Padma Tadvi	News telecast system in library.	31.12.2022	Yes
38	Prof. Urvik B Patel	Ms. Alka Mistry	E-Notice/Virtual notice Board display system.	31.01.2023	Yes
39	Prof. Urvik B Patel	Prof. Urvik B Patel	LED Display Sign Board for college.	15.01.2023	Yes
40	Dr. Hetal S Tandel	Prof. Urvik B Patel	School visit by all faculties for Awareness of Higher Studies Courses.	15.01.2023	Yes
41	Dr. Hetal S Tandel	Dr. Rakesh U Chaudhary	External examination center for B.Com program.	31.12.2022	Yes
42	Dr. Hetal S Tandel				
43	Prof. Urvik B Patel				

NOTE: Feel Free to Contact Prof. Urvik B Patel - Vice Principal and IQAC for further information/clarification.

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Minutes

Meeting of Internal Quality Assurance Cell (IQAC) was held on 14/12/2022 at 13:30 PM through online/offline mode in Staff Room of college. Following members are

presents in the meeting:

SR. NO	NAME	DESIGNATION	
1	Dr.Hetal.S.Tandel	Chairperson, Principal	Present
2	Pro.Urvik .B. Patel	Coordinator IQAC	Present
3	Dr.Padma .R.Tadvi	Member	Present
4	Dr.Rakesh.U.Chaudhary	Member	Present
5	Dr.Dhvani.B.Desai	Member	Absent
6	Dr.Gunjan.B.Shah	Member	Absent
7	Dr.Ankit.A.patel	Member	Present
8.	Pro.Vishakha.N,Modi	Member	Present
9	Ms.Alka Mistry	Member	Present
10	Mr.Jignesh Kotadiya (Director, Nutricore Biosciences Private Limited ,Surat	Industrialists	Absent
11	Ms.Nikita Gohil	Administrative Staff	Absent
12	Mr.Naren Chaudhari	Community Leader	Present
13	Mr.Vishal Chaudhari	Alumni Student	Present
14	Ms.Yashasvi Patel	Student Representative	Present

The Co-ordinator IQAC welcomes the members present for the meeting. A brief introduction of the past activities under IQAC were done by the Co-ordinator. After briefing the agenda was taken for discussion.

1.To approve the meeting held on 06.07.2022. The present members unanimously approve the minutes of the meeting held on previously.

2. To appraise the ongoing process of editing AQAR of year 2020-21.The co-ordinator asked the NAAC Co-ordinator Dr.Gunjan Shah regarding the issues or problem faced by respective members of NAAC. Dr.Shah gave a brief about the status as well as requested the members to speed up the process of completing AQAR of year 2021-22.

3. Agenda was put forward for discussion and suggestion for improving the infrastructural facilities in college. Dr.Ankit Patel Assistant Professor of the college suggested librarian for putting the additional books in open rack for ease in accessing the books. He also suggested of putting rack for keeping the bags outside the library for security purpose. His suggestion was well taken by co-ordinator as well as librarian and was included in the planning.

4. As per the last meeting agenda and demand for Hot and Cold water facilities in the staff room, the recommendation was positively taken by the co-ordinator to be implemented by next month.



5. Suggestion for maintaining hygiene and health was put by student's representative Ms.Yashasvi Patel final year student of the college. It was well received with a positive note of installing and repairing sanitary pad machine in girls' common room 6. Industry linkage and signing of Memorandum with various agencies for the benefit of students were also discussed. New system of evaluating the students semester wise performance was thought out and with that regards Book review/Presentation by Students/Field visit/Industrial visit etc to be included in the CEC from Even semester were also discussed and other ideas for the same were also invited.

IQAC number:

Date

IQAC

Prof.Urvik B Patel

Co-ordinator

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Principal
Dr. Hetal S. Tandel
GES Class - 1



INTERNAL QUALITY ASSURANCE CELL

IQAC DEPARTMENT AGENDA FOR MEETING ON 14.12.2022

With reference to the notice circulated on 10.12.2022 regarding IQAC meeting considering upcoming NAAC second Cycle .The meeting is scheduled on 14.12.2022 at 11:45 PM in Staff Room Office. All the concerns are hereby inform to be present for below stated agenda discussion:

A. INFRASTRUCTURAL DEVELOPMENT

1. Library Renovation and Beautification with E-Library concept.
2. New Building for B.Sc Laboratory in the campus.
2. Staff Renovation, especially Staff document storage facility.
3. Principal's office Renovation.
4. Innovation Club Room.
5. Out- door and In- Door Sports facility extension
6. Front Garden for college.
7. Yoga Dome stage
8. R & D and Placement Cell
9. Wash room renovation and extension.
10. Overall Campus development.

B. FACILITY DEVELOPMENT

1. Cold and Hot Water as well as Tea Machine in Staff Room
2. High capacity RO and Cooler for water.
3. BSNL 100 Mbps Fiber Plan for all
4. Dedicated printer cum Zerox facility for all staff. Intercom telephone facility for core Department.
5. Bio-matrix attendance system for all.
6. Smart Class room devices and tools

To Be Continue on pg 2

C ACADEMIC DEVELOPMENT

Optimum utilization of the entire grant given by Government and Non-Government Agency.

1. New Books purchase policy.
2. Computer Learning for Students and Staff on regular basis.
3. ICT Tools with In-built internet connectivity facility to be added in near future.
4. ICT and English learning for staff in coming month.
5. Website up-gradation and Video-Audio collection and uploading on the website.
6. Motivating staff for conducting research development activities.
7. Expert talk under UDISH Club and Placement to be planned.
8. Report writing in English and Gujarati Committee.

D. INDUSTRY-SOCIETY LINKAGE WITH COLLEGE

1. Field work/Socio-Economic and industrial visit/presentation by students/Book review.
2. Alumni Association registration.
3. Industry linkage for availing CSR fund from the surrounding industry.
4. MOU activity with Government as well as Non-Government agency.
6. Campus Placement for final year students.

E HEALTH HYGINE

1. Routine cleanliness in campus.
2. Girls Room renovation

F OTHER DEVELOPMENT

1. Motivating and supporting students for participation in extra curriculum activity at University/State/National/International level.
2. Finishing School Classes, AISHE AND NIRF completion deadline to be followed.
3. Social activities through NSS Camp.
4. News telecast system in library.

To be Continue on pg 3.....

5. E-Notice/Virtual notice Board display system.

6. LED Display Sign Board for college.

7. School visit by all faculties for Awareness of Higher Studies Courses.

8. External examination center for B.Com program .

Any other Issues to be discussed with the permission of the Chair-person.

Ami K.
14/12/2022

[Signature]
PRINCIPAL
Govt. Arts & Com. Collage
Kachhal, Tal. Mahuva
Dis. Surat

14.12.2022

1. Padma R. Talai
2. Dr. Ankit A. Patel
3. Jagdish B. Patel
4. A. A. Mistry
5. Patel Hetal K.
6. Patel Bhumi A.
7. Patel Pimel D.
8. Amia B. Patel
9. Chaudhari M. S.
10. Patel Bhavesh T.
11. Patel Dnyesh B.
12. Patel Anni U.
13. Patel Kanti A.
14. Chaudhari D. M.
15. Chaudhari P. M.
16. Jyoti Patel
17. Visalaksh N. Modi

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- A.A. Patel
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- Patel B. S.
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- A. B. Patel
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