



Ref:IQAC/Agenda/2022-23/

Date: 11.03.2023


INTERNAL QUALITY ASSURANCE CELL

NOTICE FOR IQAC MEETING TO BE HELD ON 16.03.2023

This is to informed all the concern that the cell has scheduled a quarterly meeting on 16.03.2023. All the concern shall submit their agenda to the under-sign on or before 13.03.2023 before office hours.


Prof. Urvik B Patel


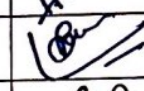
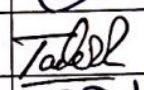
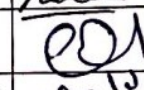
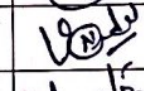
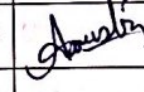
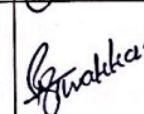
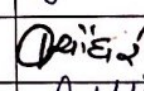
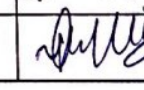
IQAC-Co-ordinator


Dr. Hetal S Tandel

Principal
Government Arts, Commerce & Science College
Kachhal, Mahuva
Dist: Surat

AGENDA

Agenda for Internal Quality Assurance Cell (IQAC) to be held on 16/03/2023 at 14:00 PM in Principal Room . Following members are informed to be present for the same:

SR. NO	NAME	DESIGNATION	Signature
1	Dr.Hetal.S.Tandel	Chairperson, Principal	
2	Pro.Urvik .B. Patel	Co-ordinator IQAC	
3	Dr.Padma .R.Tadvi	Member	
4	Dr.Gunjan.B.Shah	Member	
5	Pro.Vishakha.N.Modi	Member	
6	Ms.Alka Mistry	Member	
7	Dr.Bhavesh Thakkar	Member-B.ed College- Kachhal	
8	Mr.Vishal Chaudhari	Alumni Student	
9	Ms.Yashasvi Patel	Student Representative	

1. To approve the minutes of the meeting held on 16/12/2022 in Staff -Room of th college.



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2. Role Assignment for IDP-Institutional Development Plan for coming 5 years to Prof.Urvik Patel. The plan is demanded by KCG,Ahmedabad before 31.03.2023 from all the institute of Gujarat.
3. RUSA has asked college for starting Vocational Course under Component 12 for students. Nodal Dr.Gunjan Shah will discuss about the same .
4. Web-site development committee Dr.Dhvani Desai Sub-Nodal and Nodal Prof. Bhautik Gaveria will look after the activities.
5. Proposal for New Science building in the campus. Infrastructural development work like renovation of Library ,R & D Cell, Placement Cell, Innovation Cell, Toilet block, Sports Ground, Front Garden , External painting of the wall etc
6. VNSGU,Surat LIC for B.Sc continuous affiliation for the year 2023-24 has suggested for developing library as well as has given terms and condition for subscribing INFLIBNET for library.
7. Need for establishing policy for minimum expected research/minimum hours of library visit and use of ICT for all faculties including visiting faculties.
8. To know the utilization of hot and cold water facilities and Tea-Coffee machines in the staff room.
8. purchasing of sanitary vending machines for Girls common room.
9. The status of MOU with government colleges and Alumni Association registration.


Prof.Urvik B Patel

Co-ordinator

Date : 16.03.2023

Minutes

Meeting of Internal Quality Assurance Cell (IQAC) was held on 16/03/2023 at 14:00 P.M. in Principal Room. Following members were presents for the meeting:

SR. NO	NAME	DESIGNATION	Present/ Absent	Signature
1	Dr.Hetal.S.Tandel	Chairperson, Principal	Present	
2	Pro.Urvik .B. Patel	Co-ordinator IQAC	Present	
3	Dr.Padma .R.Tadvi	Member	Present	
4	Dr.Gunjan.B.Shah	Member	Present	
5	Pro.Vishakha.N.Modi	Member	Present	
6	Ms.Alka .Mistry	Member	Present	
7	Dr.Bhavesh Thakkar	Member-B.ed College-Kachhal	Present	
8	Mr.Vishal Chaudhari	Alumni Student	Present	
9	Ms.Yashasvi Patel	Student Representative	Present Absent	

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



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1. To approve the meeting held on 16.12.2023. The present members unanimously approve the minutes of the meeting held on 16.12.2023.
2. The process of three major role assign to Nodal (IDP, Vocational Course under RUSA and Website development)were taken up and "How- about "for the same was taken up.
3. Agenda was put forward for proposing new building for science stream in the campus R & B has given detail Map along with the estimate of building. Discussion and suggestion for improving the infrastructural facilities in college. Pending work with R & B were discussed and IQAC and RUSA Co-ordinator Prof.Urvik Patel shown the concern for non-corporation of R & B for further plan to be implemented for campus development. Other member animously suggested ideas for extending the library portion as a reading room. A need for High Capacity RO Drinking water was also discussed .College has approached social /charitable organization for the same .
4. Librarian Ms. Alkaben Mistry was instructed to prepare Library Development Plan before March 2023.Also considering the terms and condition levied by LIC Committee of VNSGU visited for B.Sc Continuous Affiliation for the year 2023-24, she was also asked to prepare the proposal for subscribing INFLIBNET for the library.
5. A need of policy formation for Minimum research requirement from all faculties including visiting was also discussed. The Chairperson Principal Dr.Hetal S Tandel Emphasis on the use of ICT in regular teaching .For

increasing the usage of library too minimum visit by all the staff was also discussed in the meeting.


6. 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 and Tea-Coffee and Hot-Cold water machine was purchased by the college for staff room.

7. Suggestion for maintaining hygiene and health was put forward by student's representative Ms.Yashasvi Patel final year student of the college in the previous year. It was well received with a positive note of installing and repairing sanitary pad machine in girls' common room. The purchasing of sanitary vending machines was also discussed and very soon the machines will be installed in the Girls common room.

8. As a best practice college has started a series for Faculty Development Program. Prof.Urvik Patel IQAC Head has already taken one session on Code of Conduct 1971 for government employees. Continuing the practice further Dr.Gunjan Shah will conduct next session on Career Advancement Scheme-CAS in the month of April 2023.

9. The status of MOU with government colleges and Alumni Association registration were also discussed and the NAAC co-ordinator Dr.Gunjan Shah was instructed to complete the process in the month of March 2023.

Date 16.03.2023


Prof.Urvik B Patel
Co-ordinator