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**INTERNAL QUALITY ASSURANCE CELL**  
**Dr. APJ ABDUL KALAM GOVT. COLLEGE, DOKMARDI, SILVASSA.**

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No: EDN/APJAKGC/IQAC/2016/406/84632

Date:- 21/03/2020

**Minutes of 3<sup>rd</sup> IQAC meeting held on 7th March 2020 in Conference Hall,**  
**Dr. APJ Abdul Kalam Govt. College**

The meeting was held on 07<sup>th</sup> March 2020, 12:30 PM in Conference Hall, Dr. APJ Abdul Kalam Govt. College. It was chaired by the Principal and was attended by the following official.

1. Dr. Bhagwanjee Jha (Chairman, IQAC)
2. Dr. Gurudatta Jhapee ( External expert member)
3. Dr. Dasrath Chaudhary, Assistant Professor (Sanskrit)
4. Dr. Gaurang Barot, Assistant Professor (Commerce)
5. Dr. Suresh Chavda, Assistant Professor (Chemistry)
6. Dr. Himanshu Patel , Assistant Professor (Chemistry)
7. Mr. Hiren Patel, Administrative Officer
8. Shri Sarjeet Singh , Co-ordinator, NAAC Committee
9. Dr. Pavan Agrawal , Co-coordinator, NAAC Committee
10. Ms. Poonam Bhoya , Alumini ( Special invitee)
11. Dr. Chirantan Rawal, Assistant Professor(Microbiology),Coordinator (IQAC)

Agenda 1: To confirm the minutes on 2nd Meeting of IQAC held on 16<sup>th</sup> October 2019.

- Minutes of the 2nd meeting were approved and confirmed

Agenda 2: To identify critical requirements as per NAAC to improve NAAC Assessment during the peer team visit.

External expert member had given guidance about the NAAC visit to all staff members in the morning session.

The following things are also finalized for NAAC preparation.

- Formation of committee for interaction of NAAC peer team visit with alumni.
- Formation of committee for interaction of NAAC peer team visit with parents.
- Formation of welcome committee.
- Formation of liaising committee.
- Formation of Cultural committee.

Agenda Item: 03: Work allocation to NAAC committee for reviewing progress in Department files.

It is decided that all subject in charge will update the documentation file of their department. In case of any doubts they may contact the I/C principal. No need of review of department documents.

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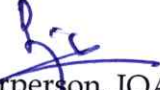
Agenda Item: 04: Formation of hospitality committee for NAAC peer team visit.  
The above work is covered by the liaising committee.

Agenda Item: 05: Any other item with the permission of Chair.

- Separate room should be allocated to group of committee i.e. NCC/NSS/Scout, Placement and Career counseling, Internal complaint cell/ Grievance and redressal cell.
- Three pair of Green-blue dustbin should be kept at each floor.
- Food and nutrition chart, health chart and great sportspersons poster should be kept on the wall of the sports room.

The chair of the meeting expressed his gratitude to all the members for their active participation and suggestion. It is the responsibility of IQAC to initiate steps to implement the decisions of the meeting.

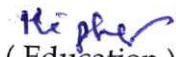
An action taken report needs to be generated before the next meeting of IQAC. Action taken report will be circulated among the members of IQAC before the next meeting of IQAC.

  
Chairperson, IQAC  
Dr. Bhagwanjee Jha  
I/C Principal

TO,

1. Prof. Sandip Bhatt , External Expert Member (IQAC, SP Univeristy )
2. Dr. Gurudutta P. Japee, (Gujarat University)
3. Dr. Shahabuddin ,Assistant Professor (Hindi)
4. Dr. Dasrath Chaudhary, Assistant Professor (Sanskrit)
5. Dr. Shruti Jha, Assistant Professor (Commerce)
6. Dr. Gaurang Barot, Assistant Professor (Commerce)
7. Dr. Suresh Chavda, Assistant Professor (Chemistry)
8. Dr. Himanshu Patel , Assistant Professor (Chemistry)
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10. Shri Sarjeet Singh , Co-ordinator, NAAC Committee
11. Dr. Pavan Agrawal , Co-coordinator, NAAC Committee
12. Poonam Bhoya , Alumini ( Special Invite

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1. PA to Secretary ( Education ), DNH
  2. PA to Director ( Education ), DNH
  3. Guard File

