

No: IQAC/2016/2434

Dated 01/08/2016
04

MINUTES
(First IQAC meeting held on 25th June 2016)

The meeting was held on 25th June 2016, 11:00AM at the Principal's office. It was chaired by the Principal and was attended by the following members of the IQAC.

1. Dr. Rajendra Rohit (Chairman, IQAC) (I/C Principal)
2. Dr. Gurudutta P. Japee, (KCG, Gujarat)
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. Dr. Suresh Chavda, Assistant Professor (Chemistry)
8. Mr. Hiren Patel, Administrative Officer
9. Dr. Chirantan Rawal, Assistant Professor (Microbiology), Coordinator (IQAC)

Prof. Sandip Bhatt, External Expert Member (Coordinator, IQAC, SP University) could not attend the meeting due to unavoidable circumstances. Dr. Himanshu Patel, Member IQAC (Assistant professor) was on leave.

Dr. Chirantan Rawal, Coordinator welcomed all the members of the Committee. Dr. Gurudutta P. Japee, (KCG, Gujarat) explained the importance of IQAC decisions in the functioning of the college.

Agenda 1: NAAC assessment

- Committee decided to proceed for NAAC assessment during the academic year 2017-18.
- Committee decided to make MoUs with company/organization. (Preferably with govt. bodies).
- Dr. Gurudutta P. Japee, (KCG, Gujarat) advised to carry out all the activities of clubs and committees with proper banner (which includes the date). All the events should be properly photographed and documented. All the members were in favor of the same.
- Dr. Gurudutta P. Japee, (KCG, Gujarat) advised to make separate guard files for the notices. (Principal to teaching and non teaching staff, Principal to student). All the members were in favor of the same.

Agenda 2: Recognition of college under 12B and 2f of the UGC act.

- Dr. Gurudutta P. Japee, (KCG, Gujarat) informed the committee members that permanent affiliation of college with Gujarat University will be granted only after the NAAC Accreditation (with Minimum B grade). He advised to take 2f certificate primarily for the college. Dr. Rajendra Rohit (I/C Principal) informed that the college will apply for 2f by 15th August, 2016. For 12B certification, permanent affiliation is a must. So the college will apply primarily for 2f certification. College will apply for 12 B certification only after the NAAC accreditation.

Agenda 3: Documentation format for departments, clubs and committees.

- Dr. Dashrath Chaudhary, Dr. Gaurang Barot, Dr. Suresh Chavda and Mr. Sarjeet Singh will finalise the format for documentation for the various departments in coordination with the Chairman and the coordinator of IQAC. They were directed to submit the same to the office on or before 15th August.
- Dr. Shahabuddin, Mrs. ShrutiJha, Dr. Himanshu Patel and Mr. Ramchandra Joshi will finalize the formats for documentation for various clubs and committees in coordination with the Chairman and the coordinator of IQAC. They were directed to submit the same to the office on or before 15th August.

Agenda 4: College will bring in new committees/associations/cells to improve the functioning of the Institution. The new committees/associations/cells proposed were

- **Student Grievance cell:** It would be formed as per the UGC norms. A system of complaints, solution and feedback should be created.
- **Alumni association:** A strong Alumni Association is a must for getting support to the college on various fronts. Once the students finish their courses, they gradually lose their contact with the college, so it is difficult to trace the contact details of these students. To keep the bonds stronger, the students leaving the college on completion of their course work should be asked to join the Alumni Association immediately. Dr. Gurudutta P. Japee, (KCG, Gujarat) advised to register the association under charitable act. Further, he also advised to generate the corpus fund using CSR program.
 - The composition of Alumni will be
 - Principal (Chairman)
 - 3 alumni member,
 - 3 faculty member,
 - Administrative officer
- **Faculty development committee:** All the members have decided that this work can be done under the research development committee. No need to create a separate faculty development committee.
- **Research development committee:** Research development committee should be formed.
 - It is mandatory for any college to acquire grade B or above in NAAC assessment to have permanent affiliation with any University of Gujarat state. An important aspect of NAAC accreditation is the research status of the college and faculty. Thus, to have a grade B or above in NAAC assessment, our college needs to have some basic research facilities established. Since our college is not under the purview of 12(B) and 2 (F) certificate of UGC, college faculty members are not eligible to get any financial assistance for research from UGC.
 - Looking into the basic requirements of research during initial stages, the financial assistance has to be fulfilled by the college management.
 - In order to initiate research, following steps should be taken
 - (i) A request should be made to the Governing body, DNHUSS to provide financial assistance for minor and major research project grant to the faculty members after approval of the project proposal from external reviewer (subject experts).
 - (ii) A request should be made to U Governing body, DNHUSS to provide financial assistance to attend conference, symposia, and various courses to improve and build research atmosphere among the faculty members.
 - (iii) College can organize national, state level conference for various subjects in the college. A request should be made to Governing body, DNHUSS to provide financial assistance.

- (iv) College can start a publication house and publish Books and Journals with ISBN and ISSN respectively. A provision of e-journal should be made in the college website.
 - A request/proposal should be drafted for awarding staff member to promote research and excellence among the teaching and non-teaching staff members. A scheme should be developed for the approval of the higher authorities.
 - College should promote the consultancy /patent generation/ expert lectures work among the staff members.
- **Parent teacher association:** Parent teacher association should be formed. Since parents are stake holders of the college, feedback from the parents is must for improving the quality of teaching-learning process. It must be functional and the parent-teacher meeting should be conducted twice in a year (every six month).
 - **Anti sexual harassment cell:** It would be formed as per the UGC norms. A system of complaints, solution and feedback should be created.

Agenda 5: College will organize expert lecture series in the field of Arts, Commerce & Science subjects.

- It was finalized that experts will be invited from each subject to deliver lectures during the academic year 2016-17. All the members were in favor of the same.

Agenda 6: Improvement in the functioning of the Institution by developing various faculties/departments

- Dr. Rajendra Rohit (I/C Principal) informed the members that the procedure for developing the departments and designating the HODs is in process. It will be finalized after the approval from the higher authorities.

Item No. 7: Recruitment of new staff members.

- Dr. Rajendra Rohit (I/C Principal) informed the members that the procedure of recruitment is in process. It will be finalized after the approval from the higher authorities. Mr. Hiren Patel informed the members that new post cannot be created due to ban on creation of post. Dr. Gurudatta Japee advised that minimum teacher-student ratio should be kept to take advantage in NAAC accreditation. It is advisable to keep the ratio 20: 1 to get the RUSA grant for teaching position. Dr. Japee informed that RUSA provides the five year grant for teaching position only if the ratio is 20:1.

Agenda 8: Modernization of the library.

- Dr. Pawan Agrawal (Asst. Librarian) informed the committee members that modernization of library is in process. Library has developed the OPAC. Bar coding system is available in the library. Web OPAC will be formed only after the availability of local IP.
- Dr. Gurudutta Japee advised to form a book bank. E-book library should be formed. All the members were in favor of the same.
- Dr. Gurudutta Japee informed that the number of books is less as compared to the number of students. Additional books should be purchased before NAAC assessment and submission of self-study report. He advised to make minimum 5 books per student. All the members were in favor of the same.
- Dr. Gurudutta Japee advised to purchase professional software for library management.

Agenda No. 9: Development of infrastructure

- Website and Internet facility: Mr. Hiren Patel informed the committee members that the procedure for internet-10 mbps fiber optic cable lease line broadband is under process. College website is also under construction.
- Computer laboratory: Mr. Hiren Patel informed the committee members that the procedure for the purchase of computers and related furniture is under process.
- Science laboratory: Mr. Hiren Patel informed the committee members that the procedure for the development of the laboratory furniture is under process.

Agenda 10: Initiation of PG courses (M.A., M.Com. and M.Sc.)

Dr. Rajendra Rohit (I/C Principal) informed the committee members that the procedure to initiate PG courses is under process. Initially M.A. and M.Com will be initiated. Later on M.Sc. Courses will be offered to the students. This is further subject to approval from the higher authorities and the University.

Agenda 11 :Introduction of core subjects at UG level in B.A., B.Com. & B.Sc. in the college.

Dr. Dashrath Chaudhry and Dr. Shahabuddin gave their opinion regarding the introduction of new subjects as the core subjects. Dr. Rajendra Rohit (I/ C Principal) responded that issue is under process. It is subject to approval from higher authorities.

Agenda12: Infrastructure for IQAC

- IQAC chamber should be given with good infrastructure and storage facilities. All the members were in favor of the same.

Agenda13: Short video of college (for website and promotional activities)

- Dr. Gurudutta Japee advised to make a short video of college. It was finalized that a short video of the college will be made at the earliest.

Agenda 14: Formation of NAAC committee

- Dr. Gurudutta P. Japee, (KCG, Gujarat) advised to make a NAAC committee to prepare the SSR and face NAAC Accreditation process. He advised to make a coordinator for the NAAC committee from the English faculty members. All the members unanimously agreed for the same. Dr. Rajendra Rohit (I/C Principal) instructed Dr. Shahabuddin, Dr. Chavda and Mrs. Shruti Jha to finalize the committee in coordination with the Principal. They were directed to submit the same to the office before 10th August.

Agenda 15: Introduce best practices

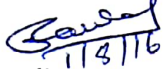
- Slogans/quotes on the walls
- Labeling of wings (A,B and C)
- List of teaching staff (P/ncipal's office and entrance wing)
- List of non-teaching staff (Principal's office and entrance wing)
- List of Principal (Principal's office)
- Display board exhibiting the last five year data of students
- Green audit of the college
- Book review and discussion sessions among the staff
- List of toppers in entrance corridor
- Academic calendar

All members agreed to introduce the above practices in the college.

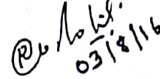
INTERNAL QUALITY ASSURANCE CELL
Dr. APJ ABDUL KALAM GOVT. COLLEGE, DOKMARDI, SILVASSA.

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 well in advance before the next meeting of IQAC.,


11/3/16
Co-ordinator, IQAC
Dr. Chirantan M. Rawal
Assistant Professor (Microbiology)




03/3/16
Chairperson, IQAC
Dr. Rajendra Rohit
I/C Principal

To:

1. Dr. Gurudutta P. Japee, (KCG, Gujarat)
2. Prof. Sandip Bhatt (Commerce), (Coordinator, IQAC, SP Univeristy)
3. Dr. Shahabuddin ,Assistant Professor (Hindi)
4. Dr. DasrathChaudhary, Assistant Professor (Sanskrit)
5. Dr. ShrutiJha, Assistant Professor (Commerce)
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8. Dr. Himanshu Patel, Assistant Professor (Chemistry)
9. Mr. Hiren Patel, Administrative Officer
10. Dr. Chirantan Rawal, Assistant Professor(Microbiology),Coordinator (IQAC)

Copy to:

1. Secretary (Education)/ Chairman, Executive Committee, USSDNH. For information please
2. Director (Education), UT of Dadra and Nagar Haveli , For information please.
3. OSD, RDC (Khanvel), UT of Dadra and Nagar Haveli, For information please.