

Minutes of the meeting of the IQAC of the College held on

29.09.2021 at 02:00 p.m.

A meeting of the Internal Quality Assurance Cell was held on 29.09.2021 at 02:00 p.m. in the Conference Hall of the College.

List of members attended the meeting is enclosed as Annexure-I.

At the outset Principal, Dr. APJ Abdul Kalam Govt. College, Dokmardi welcomed all the members for the meeting.

Following agendas were discussed in the meeting and decided for action:-

Agenda-1) To introduce Value added courses for College Students.

It was informed by the Principal that presently there is no skill training, certificate courses for this purpose. So, there is need to identify various such courses, which can be shared with the university for necessary procedures ahead.

In this regards, following Value added course was suggested to add for College Students:-

1. Fundamental Accounting and Tally Accounting.
2. Personality Development and Communication skill enhancement courses.
3. Vocational courses.
4. Certified Computer Course.
5. Disaster Management Course.

Further it was suggested to make MoU with Academic Institute or Industry for internship as curriculum enrichment.

Agenda- 2) To prepare remedial measures. (NAAC Peer Team Remarks, i.e. College fails to identify slow learner & Mentor-Mentee mechanism not visible).

It was informed by the Principal that as per above remark of the NAAC peer team in their report during their visit at the College, College needs to create mechanism to identify the slow learners and improve their learning capacity through Mentor-Mentee mechanism

In this regards, external subject expert has suggested to focus on Internal Exam & Weekly test to reduce slow learner students. Ideal ratio for mentoring is 10 Students for each faculty (1:10). Counseling to slow learner to find out the reason and then implement remedial classes accordingly.

Mentor-Mentee mechanism is to be implemented from 1st Year. As per requirement of Students mentor may be assigned after finding of gap.

Identify the position of the Students in first year and train them accordingly.

Agenda-3) To Publish good number of research paper/books in National/International publishers of the Teaching Staff of the College. (Annexure-3)

It was informed by the Principal that as per observation of the NAAC peer team, faculty of the college has good numbers of book in national and international publishers upto last NAAC cycle.

In this regard it was informed that the marks for the above said publications are already counted for the assessment period. To maintain the similar status in this criterion, IQAC may discuss this issue and related options so that faculty may come forward with current year publications/ new research/review papers/ book/book chapters etc in reputed UGC recognized journals.

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- It was informed by external expert members that :-
01. For Ph.D Degree holder teachers, minimum 02 papers in a year as per UGC norms.
 02. P.G Teaching experience of 05 years for Ph.D guideship.
 03. Further financial assistance may be obtained for publication
 04. Two conference per year per faculty.

Agenda-4) To promote IPR protocol in various program for the knowledge of the student.

It was informed by the Principal that as per report of NAAC peer team, College should promote IPR protocol through various programs for the college students.

In this regards it was suggested by External subject expert that Webinar/ Workshop/ Conference for IPR may be arranged.

Agenda-5) To enhance Faculty & student participant in various outdoor conference/seminar & workshop as participant/expert.

It was informed by the Principal that as per current year COVID-19 Situation, faculty has opportunities to participate in outdoor activities by online meetings and joining webinars etc.

External subject expert has suggested to attend outdoor activities by online meetings and joining webinars etc.

Agenda – 6) To organize more field visit to inculcating research attitude in student and faculty

It was informed by the Principal that the NAAC peer team has noted that the College has organized field visit to banks and research centers to inculcate research aptitude in students and faculty.

To maintain the status in this criterion, IQAC suggested to plan more field visits in the current year, by following COVID-19 SoP.

Agenda- 7) To organize online industry meeting / Online campus placement fest. Mock interview and online job identification for students/ MoU with industry.

It was informed by the Principal that looking to the current pandemic situation, instead of physical contact to the industries, it is proposed that, the Training and Placement cell of the College may develop a mechanism to online meet with industry and arrange some events i.e. Online campus placement fest, Mock interview and job identification for the students of the college.

IQAC has discussed and suggested that it should be done through Training and Placement Cell and participation in Placement fare by other relevant ways for getting industry support.

Agenda – 8) To prepare for Collection of rare books manuscripts for library (Annexure-4).

It was informed by the Principal that at present there are no rare books available in the College Library, it is observed by the NAAC peer team.

It was informed by External subject expert that such criteria has been removed from NAAC.

Agenda – 9) To prepare about NAAC Peer Team remarks, i.e. College should take a step to develop more smart rooms with digital screens(Annexure-4).

It was informed by the Principal that college does have any digital board in any class room.

So, IQAC discussed and suggested in this context that at least one smart classroom for each faculty Arts, Commerce and Science.

Agenda -10) To start the coaching center for competitive examination for final year students. 25

It was informed by the Principal that to enhance the employability of the students, there is a need for coaching for competitive examinations like Banking and Insurance, GPSC/SSB etc.

Further it was informed to IQAC that tender for IAS coaching center was already published for inviting of expression of interest and Price bid but due to single response and pandemic situation agency couldn't be finalized.

It was suggested by External expert that MoU may be signed with IAS Coaching centre of Gujarat University, Ahmedabad.

Agenda- 11) To start alumina association committee and issue separate ID cards to pass out student member with token fees.

It was informed by the Principal that the proposal for alumina association is deferred at this stage by the competent authority. Therefore, it was informed that, to fulfill the NAAC criteria as an interim arrangement, we may constitute an Alumini Committee comprising Prof. in-charge (Core subjects) from each Faculty, and issue an ID cards to the Passed Out student as a member of this committee by collecting actual cost of card.

It was suggested by External expert that alumina association should be registered through Charity Commissioner.

Agenda – 12) To enhance Pedagogical training time to time for all Teaching Staff.

It was informed by the Principal that as this is related to Faculty Development Training programs based on topics: Academic teaching methodology. To improve and update the teaching quality in the college, Pedagogical training time to time is required.

Therefore, it is felt that college needs to contact such training institutions/ HRDC of the University and make FDP with their help.

IQAC discussed this agenda and suggested that, Short Term Course may be arranged once in a year, in house/ online and for this we may invite experts from University.

Agenda- 13) Other Matters (by permission of the Chair).

Adopt a school and teach the Students of the school by the Students of College on Saturday – Sunday digitally/ offline (as per COVID SoP).

Extra-curricular activities by the Students.



Principal
Dr. APJ Abdul Kalam Govt. College
Dadra & Nagar Haveli
Silvassa

To:-

1. Shri P. V. Shukla, Assistant Director Education (Acad.), Dept. of Education, DNH
2. Asstt.-Accountant. Collectorate, Silvassa
3. Smt. Sapna Prasad, Assistant Director, State Aids Control Society, Shri Vinoba Bhave Civil Hospital, Silvassa, Dadra and Nagar Haveli, Silvassa
4. Dr. R. B. Shelke, Head- CSR, M/s Jai Corp Ltd., Silvassa.
5. President/ Representative, Rotary Club, Silvassa
6. Shri. Hiren K Patel, Admin.-Cum-Accounts Officer, Dr. APJ Abdul Kalam Govt. College
7. Dr. Dashrath Chowdhary, Asstt. Professor (Sanskrit)/ Professor I/c (Sanskrit)/

Coordinator, IQAC.

8. Dr. Parkash R. Patel, Asstt. Professor (Botany)/ Professor I/c (Botany).
9. Dr. Manojkumar T. Rathod, Professor I/c./Asstt. Professor (Commerce).
10. Dr. Anil Makwana, Physical Instructor.
11. Dr. Sony Amrendra, Asstt. Professor (Chemistry)/ Professor I/c. (Chemistry).
12. Smt. Sandhya, Asstt. Professor (Geography)/ Professor I/c. (Geography).
13. Dr. Shaym Sihare (IT Co-Ordinator for NAAC portal), Asstt. Professor (Computer Application)/ Professor I/c. (Computer Application).
14. Shingda Vimalbhai, Ishnubhai, Student (B.A Sem-1)
15. Chauhan Mahavirsinh Ratansinh, Student (B.Com Sem-1)
16. Rajbhar Satishkumar, Student (B.Sc Sem-1)
17. Gupta Khushbu Manojkumar, Alumni Student (B.Com)

class

Copy to:

1. PA to the Secretary (Higher & Technical Education), DNH & DD for information please.
2. PA to the Director (Higher Education), DNH & DD for information please.
3. Dr. Bhavesh Bharad, HoD, School of Law, Gujarat University, Ahmedabad (Our NAAC Mentor).
4. Dr. Devendrasinh Zala, HoD Zoology Department, Gujarat University, Ahmedabad (Our NAAC Mentor).
5. Dr. Gurudutta Japee, Professor, Finance and Accounts, Department of Commerce, Gujarat University, Ahmedabad (Our NAAC Mentor).
6. Dr. Mukesh Khatik, HoD, Political Science, Gujarat University, Ahmedabad (Our NAAC Mentor).
7. Guard File.