

Dr. APJ ABDUL KALAM GOVT. COLLEGE

Estd. - 2011

(Affiliated with Gujarat University, Ahmedabad)

Beneficiary college under RUSA, MHRD, Registered on AISHE MHRD portal

Dadra and Nagar Haveli Ucchha Shikshya Samiti, Silvassa-396230

Phone No: 9429427117 - Email: dnh.sihl2011@gmail.com - Website:

dnh.nic.in/APJGC

No. EDN/APJAKGC/IQAC/406/4449

Dated: 24/10/2019

MINUTES

(2nd IQAC meeting held on 16th October 2019)

The meeting was held on 16th October 2019, 02:00 PM at the conference hall. It was chaired by the Principal and was attended by the following officials:

1. Dr. Bhagwanjee Jha (Chairman, IQAC)
2. Prof. Sandip Bhatt, External Expert Member (IQAC, SP University)
3. Dr. Dasrath Chaudhary, Assistant Professor (Sanskrit)
4. Dr. Shruti Jha, Assistant Professor (Commerce)
5. Dr. Gaurang Barot, Assistant Professor (Commerce)
6. Dr. Suresh Chavda, Assistant Professor (Chemistry)
7. Dr. Himanshu Patel, Assistant Professor (Chemistry)
8. Mr. Hiren Patel, Administrative cum Account Officer
9. Shri Sarjeet Singh, Convenor, NAAC Committee
10. Dr. Pavan Agrawal, Co-Convenor, NAAC Committee
11. Dr. Chirantan Rawal, Assistant Professor (Microbiology), Coordinator (IQAC)

Agenda 1: To confirm the minutes on 1st Meeting of IQAC held on 25th June 2016.

- Minutes of the 1st meeting were approved and confirmed

Agenda 2: Beautification of classroom:

High-quality classroom environments help students feel safe, secure, and valued. As a result, self-esteem increases and students are motivated to engage in the learning process. To improve classroom environment it is proposed to keep posters, slogans of very high scholastic and moral values.

- It was decided that Professor in charge of each department and faculty members of each subject will submit the slogans, quotes and poster in softcopy and hardcopy (A-4 size) to the college. Further Prof. Sandip Bhatt suggested organizing a poster competition in the college on "Problems of single use plastic". Posters related to same may be used for beautification. All the members unanimously agreed

with this.

Agenda 3: Creation of music club, dance club, debate club and literacy club

- It was unanimously decided that these clubs should be created and functional under Student activity center.

Agenda 4: Documentation format for the departments.

- Prof. Sandip Bhatt briefed about the concept of repository to the committee members. It was unanimously decided that documents related to the department activities should be maintained by each department. Guideline for the same will be issued by the Principal I/C. Further, Dr. Pawan Agrawal requested to make a SOP cum Guidelines for the various committees for the smooth functioning of the committees. All the members agreed with this proposal.

Agenda 5: Restructuring of IQAC according to new guideline.

- It was unanimously decided to restructure the IQAC as per the new guideline issued by the NAAC. Further Prof. Sandip Bhatt suggested more female member should be inducted in the committee to boost gender equality.

Agenda 6: To initiate the health club to promote yoga, meditation and nutrition.

- It was unanimously decided that clubs should be created and functioned under the student activity centre.

Agenda 7: To organize state/national conference, workshop or seminar on rural empowerment.

- All members unanimously agreed with the same. Further it was also finalized that experts should be invited for each subject to deliver lectures during the academic year 2019-20. All the members were in favor of the same.

Agenda 8: Any other matter with permission of chairman

Following aspects were discussed;

1. Possibilities to establish a Gandhian Study Centre in the college library should be explored
2. More green pots in the corridor of the first, second and third floor of the building should be provided.
3. MoUs with rotary club, lions club and Eco clubs of the region to promote activities like environment awareness, energy awareness

- and social awareness should be explored.
4. Academic calendar of the college should be prepared in accordance with the university calendar.
 5. Visitors book for distinguished guest , officers and expert speakers should be developed in the college .
 6. Sufficient infrastructure, teaching staff and supporting staff should be arranged as per requirement of incoming PG courses.
 7. Registration fees for presenting paper/poster in national conference/seminar etc. should be reimbursed along with TA/DA.

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.

Co-ordinator, IQAC
Dr. Chirantan M. Rawal
Bhagwanjee Jha
Assistant Professor (Microbiology)
Principal I/C /
Chairman (IQAC)

Signature valid
Digitally signed by BHAGWANJEE JHA
Date: 2019.10.23 10:44 IST
Reason: Approved

Dr.

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)
9. Mr. Hiren Patel, Administrative Officer
10. Shri Sarjeet Singh , Co-ordinator, NAAC Committee
11. Dr. Pavan Agrawal , Co-coordinator, NAAC Committee

Copy to:

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