

Dr. APJ ABDUL KALAM GOVT. COLLEGE

(SILVASSA COLLEGE)

College of Arts, Commerce & Science

(Affiliated with Gujarat University, Ahmedabad) (College Code: 509)

Dadra and Nagar Haveli Uchha Shikshya Samiti, Silvassa

Silvassa-396230.

dnh.sihl2011@gmail.com

No. EDN/TOURAPPROVAL/GDC/170/2011/14/967

Date : 16.03.2016

ORDER

Internal Quality Assurance Cell has been constituted with following members.

1. Dr. Rajendra Rohit, I/C. Principal	Chairman
2. Dr. Shahabuddin, Asstt. Professor (Hindi)	Member
3. Dr. Dashrath Chowdhary, Asstt. Professor (Sanskrit)	Member
4. Smt. Shruti Jha, Asstt. Professor (Commerce)	Member
5. Dr. Gaurangkumar C. Barot, Asstt. Professor (Commerce)	Member
6. Dr. Suresh Chavda, Asstt. Professor (Chemistry)	Member
7. Dr. Himanshu Patel, Asstt. Professor (Chemistry)	Member
8. Shri. Hiren K. Patel, Admin-Cum-Accounts Officer	Member
9. Dr. Chirantan Rawal, Asstt. Professor (Microbiology)	Co-ordinator

External Experts on Quality Management

1. Dr. Gurudutta P. Japee, Director-Quality Assurance Department, KCG
2. Dr. Sandip Bhatt, Professor & Head, P G Department of Business Studies,
Co-ordinator IQAC, Sardar Patel University
3. Dr. H. A. Desai, Principal, Rofel Arts and Commerce College



(Dr. Rajendra K. Rohit)
16/3/16.
(Dr. Rajendra K. Rohit)
I/c. Principal,
Dr. APJ Abdul Kalam Govt. College
Dadra & Nagar Haveli
Silvassa

Copy to:-

1. All concerned.
2. The Director of Education, D&NH for information please.
3. OSD/RDC (K) for information please.
4. RUSA State Nodal Officer (DNH)

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.

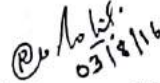
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The chair of the meeting expressed his gratitude to all the members for their active participation and suggestion. It is the responsibility of IQAC to initiate steps to implement the decisions of the meeting.

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.,


11/8/16
Co-ordinator, IQAC
Dr. Chirantan M. Rawal
Assistant Professor (Microbiology)




03/8/16
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)
6. Dr. Gaurang Barot, Assistant Professor (Commerce)
7. Dr. SureshChavda, Assistant Professor (Chemistry)
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 (Kharvel), UT of Dadra and Nagar Haveli, For information please.

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

REPORT ON NAAC WORKSHOP

WORKSHOP TITLE: "QUALITY ENHANCEMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTE"

ORGANISED BY IQAC

8-9 SEPTEMBER, 2017

A National workshop on "QUALITY ENHANCEMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTE" was organized by IQAC, Dr. APJ Abdul Kalam Govt. College, Dokmardi, Silvassa, on 8-9 SEPTEMBER, 2017

The workshop was organized under able guidance and cooperation of Principle, Dr. Rajendra Rohit Principal, Dr. APJ Abdul Kalam Govt. Dr. Chirantan Rawal, Coordinator IQAC, was Convener of the workshop, coordinated the event in association with organizing Secretary Dr. Shahabuddin and Dr. Gaurang Barot. Organizing Committee members of the events are Dr. Dasrath Chaudhary, Mrs. Shruti Jha, Asst. Prof. , Dr. Suresh Chavda, Dr. Himanshu Patel ,Mr. Sarjeetsinh, and Mr. Hiren Patel, Administrative Officer

The workshop was successful due to kind cooperation extended by Dr. Sandip Bhatt, Professor, Sardar Patel University Vallabh Vidhyanagar, Gujarat, Dr. Gurudatta Japee,

**Report on IQAC workshop ""QUALITY ENHANCEMENT AND ACCREDITATION OF
HIGHER EDUCATION INSTITUTE""**

Professor, Gujarat University KCG Gujarat and Dr. Preeti Oza, Professor, St. Andrews' College, Bandra, Mumbai, Maharashtra

The workshop began in time at 9:00 with formal inauguration ceremony in presence of Rakeshkumar, Director, Higher Education, DNH. Respected Rakeshkumar sir motivated participants with his inspiring speech and appreciated expert team for making it happen to come to our college.

Expert lectures were delivered on various aspects of quality enhancement and accreditation of higher education institute. The topics covered are General Introduction to NAAC, AAA & Institutional Value and Best Practices, Infrastructure and Learning Resources, Governance, leadership & Management, Curricular Aspects, Teaching Learning and Evaluation, Research, innovation & Extension and Student support and Progression.

Sixty faculty members from different colleges like Center University of Gujarat , Gandhinagar, Anand Law College, Anand, Govt. Law College, KKShastri Educational Campus, Maninagar , Ahmadabad, S.M. Law Colleg, Nagalpur Highway, Mehsana, Dr. Ambedkar Open University, Ahmadabad, Rai University, Ahmadabad, Christ College, Rajkot, Rofel College of Arts and Commerce, Vapi, Smt. Devkiba Mohansinhji Chauhan College of Commerce and Science, Silvassa and SSR College of Arts, Commerce and Science , Silvassa had participated in the event.

The workshop provided an excellent platform for the participants representing different Colleges to interact with each other and the experts. **The workshop ended with a vote of thanks given by Dr. Chirantan Rawal, Workshop Coordinator and Assistant Professor (Microbiology).**

Report on IQAC workshop “QUALITY ENHANCEMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTE”



Report on IQAC workshop ““QUALITY ENHANCEMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTE””



Report on IQAC workshop ““QUALITY ENHANCEMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTE””



Report on IQAC workshop ““QUALITY ENHANCEMENT AND ACCREDITATION OF HIGHER EDUCATION INSTITUTE””



Report prepared by: Dr. Chirantan Rawal

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No: EDN/APJ/IQAC/meeting/2019/

Dated 16/10/2019

ACTION TAKEN REPORT
(ON 1st IQAC meeting held on 25th June 2016)

Agenda No.	Decision taken	Current status / Action taken
1	NAAC assessment	
	Committee decides to proceed for NAAC assessment during the academic year 2017-18.	<ul style="list-style-type: none"> College proceeds for NAAC assessment in Academic Year 2019-20. NAAC committee has already submitted the primary data for the Institutional Information for Quality Assessment (IIQA)
	Committee decides to make MoUs with company/organization. (Preferably with govt. bodies).	<ul style="list-style-type: none"> No MoUs has been developed.
	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.	<ul style="list-style-type: none"> Most of the activities of college/department/faculty /committees have been done with proper banner. This is implemented for the college activities
	To make separate files for notices. (Principle to staff, Principle to student, staff to student). All the members are in favor with same.	<ul style="list-style-type: none"> Separate guard files have been implemented.
2	Recognition of college under 12B and 2f of UGC act.	<ul style="list-style-type: none"> Application forwarded to UGC dated: 07-08-2019. Task is under process.
3	Documentation for departments and committees.	<ul style="list-style-type: none"> Documents related to department and committee activities is maintained by the college office administration.
4	College will bring in new committees/associations/cells to improve the functioning of the institution.	
	Student Grievance cell	<ul style="list-style-type: none"> Student Grievance cell is formed on 16-10-2019.
	Alumni Association	<ul style="list-style-type: none"> File of Alumni Association is under process for approval and registration.
	Research development committee	<ul style="list-style-type: none"> Research development committee is not constituted. Financial assistance to attend conference, symposia is granted. National and state level workshops were organized. Expert lectures are organized in the




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		institute on regular basis. Student seminar for IPR is organized.
	Parent teacher association	<ul style="list-style-type: none"> • Parent teacher association is not constituted.
	Anti sexual harassment cell	<ul style="list-style-type: none"> • Internal complaint committee/ internal committee- sexual harassment of women at workplace is constituted.
5	College will organize expert lecture series covering arts, commerce & science subject.	<ul style="list-style-type: none"> • Expert talk on various subjects has been organized in the college from last two years. It is an undergoing event. College management is promoting such events.
6	Improvement in the functioning of institution by developing various faculties / departments	<ul style="list-style-type: none"> • Departments were formed and respective Professor in charge has been designated on rotation basis.
7	Recruitment of new staff members.	<ul style="list-style-type: none"> • Recruitment process of the Assistant professor on contractual basis was carried out on 04th October, 2019. • Regular appointment is subject to the approval of the higher authorities.
8	Modernization of library	<ul style="list-style-type: none"> • OPAC system is functioning in the library • Book bank for BA subject is developed. Book bank for B.Sc. subject is approved. • New books purchased and approximately 6.4 book / student are available. • Enlist database is available within the college. • Professional open source software of library used in the library.
9	Development of infrastructure	<ul style="list-style-type: none"> • Website is developed. • Internet facility is available. • Computer laboratory is established with internet facility • Language lab is also developed under assistance from the RUSA. • Procedure of Well furnished Science laboratory is in process. It is under process with PWD.
10	Initiation of PG courses (M.A., M.Com. and M.Sc.)	<ul style="list-style-type: none"> • It is under process. LIC team of university is likely to visit the college for inspection to establish PG centre.
11	Introduction of the Core Subject at UG level	<ul style="list-style-type: none"> • Executive committee, DNHUSS has given direction "It was informed to the committee that representation have been received from various Assistant Professors of Arts and Science faculty regarding starting their respective subject as core subject in S.Y. & T.Y. in this regard it was proposed to form a policy



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		<p>according to economic group of students having minimum 20 student in Science stream and minimum 30 students in Arts stream to start new subject as core. Further looking in to the interest of choice of students, it was resolved that Student exchange program may be introduced with Diu, Daman & DNH Colleges.</p> <p>It was resolved unanimously that, College must improve result first in existing position of subjects and then should look forward to increase/introduce new subject as core."</p>
12	Infrastructure for IQAC	<ul style="list-style-type: none"> • Separate room for IQAC, NAAC committee and RUSA is provided at first floor (LH-11). Infrastructure for the same will be developed in the next term.
13	Short video of the college	<ul style="list-style-type: none"> • Primary video of the college is developed It would be improved with time.
14	Formation of NAAC committee	<ul style="list-style-type: none"> • NAAC committee developed.
15	Introduce best practices.	<ul style="list-style-type: none"> • Some slogans along with the image of Dr. APJ Abdul Kalam is fixed in the college building. • List of teaching staff and non teaching staff has been kept at the entrance wing • List of Principal has been kept at Principal's office. • Display board of current year students has been kept. • Green audit of the college will be carried out in next term. • List of toppers in entrance corridor has been kept. • Book review and discussion sessions among the staff have not been initiated. • College follows the academic calendar of the university. All the activities are planned according to the academic calendar of the university.


 Chairman, IQAC
 Dr. Bhagawanjee Jha
 I/C Principal

Dr. APJ ABDUL KALAM GOVT. COLLEGE

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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: 2019.10.13 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