

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the First IQAC Meeting of the Academic Year 2017-18**

The First IQAC Meeting of the Academic Year 2017-18 was held on Saturday, June 17, 2017 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 1) Reading out of the Minutes of the last IQAR meeting and Presentation and consideration of the Academic Report and review of the Results during the Academic Year 2016-17.
- 2) Roadmap and Academic Calendar for the Year 2017-18.
- 3) To take stock of the use of ICT in Teaching and Learning.
- 4) To consider steps for Quality Enhancement.
- 5) Engagement of the Alumni.
- 6) To consider the state of the equal opportunities in the Institution.
- 7) Celebrations of the Diamond Jubilee of the Management and the Silver Jubilee of the Institution and collaborations.
- 8) Any other point raised by members during the meeting with the consent of the chair.

**In Attendance**

- |                            |   |                                  |
|----------------------------|---|----------------------------------|
| 1) Dr. Ramesh J. Chaudhary | - | Chairman                         |
| 2) Shri Jagdish V. Anerao  | - | Co-ordinator                     |
| 3) Dr, Suresh Patel        | - | Faculty                          |
| 4) Dr. Mukesh Prajapati    | - | Faculty                          |
| 5) Manoj Parekh            | - | Faculty                          |
| 6) Dr. Jaydipbhai Patel    | - | Representative of the Management |
| 7) Dr. Hasmukh Prajapati   | - | NGO                              |
| 8) Anjali M. Soneji        | - | GS, Students Council             |
| 9) Arunaben Prajapati      | - | Representative of the Alumni     |
| 10) Shri Lalbhai Patel     | - | Stakeholder                      |
| 11) Shri Alkeshbhai Patel  | - | OS, Admin Office                 |

**Minutes**

- 1) Dr. Ramesh J. Chaudhary, the head of the Institution, welcomed the IQAC members while Shri Jagdish V. Anerao, Co-ordinator, IQAC read out the Minutes of the last IQAC Meeting held on April 22, 2017. Dr. Chaudhary presented the Annual Report of the Institution for the Academic Year 2016-17 for general consideration and approval. After a brief discussion, the IQAC expressed satisfaction over the curricular, co-curricular and extensive activities undertaken during the year and the available University Examination results. He informed that the timings of the gymnasium would get extended till 6 pm w. e. f. July 1, 2017 as per the suggestion made during the last IQAC meeting.

- 2) Appraising the members about various activities to be undertaken during the current Academic Year, Dr. Chaudhary presented the Academic Calendars of the Universities and Institution for the Year 2017-18. Having discussed various aspects of the Calendars, the Meeting insisted upon adherence to the same.
- 3) Briefing the members about the impact of the extensive use of the ICT in Teaching and Learning in the Institution, Dr. Chaudhary said that the overall comprehension, participation and attendance of the students had increased.
- 4) With regard to the strategy of quality enhancement, Dr. Chaudhary informed the IQAC that the active participation of the faculty in FDPs, seminars and workshops, felicitation of the meritorious students with cash and kinds and departmental events including Expert's Lectures, Study Tours and competitions would take place during the year 2017-18. He informed that the IQAC suggestion to felicitate the toppers at the semester 4 University examinations with a free book set as per their syllabi of the semester 5-6 was to be implemented from the current academic year. He accepted the suggestion of starting a 'Star Batch' for achieving the targeted results.
- 5) Briefing about the engagement of the Alumni, Dr. Chaudhary informed the meeting that the Alumni had guided the students for the Gujarat University Youth festival and organized a Career guidance program last year and added that in 2017-18 also the services of the Alumni would be availed for training and career counselling.
- 6) During deliberations on the agenda of equal opportunities, Dr. Chaudhary informed the IQAC about the functioning of the CWDC and Students Redresser System to ensure equal opportunities to all the stakeholders. He announced the relaunch of the Wall Magazine *Navonmesh* in order to provide equal opportunity to all students to showcase their creativity. The IQAC expressed pleasure that no cases of discrimination or abuse on the basis of caste, class, creed or gender took place during the year and all stakeholders enjoyed equitable opportunities and access to all the facilities in the Institution.
- 7) Briefing about various programs being conducted by the Management in view of its Diamond Jubilee year and the Silver Jubilee of the Institution celebrations, Dr. Chaudhari informed the IQAC that the Institution was also considering various programs, including a national and an international seminar, as part of the celebrations. He told that the Institution would seek collaboration of other organizations in these events.
- 8) Having discussed and considered all the agenda and with no new points raised and having decided to meet again by the end of the first term, the Meeting concluded after Jagdish V. Anerao, the IQAC Co-ordinator, proposed the Vote of Thanks.

Date: June 17, 2017.

Jagdish V. Anerao  
Co-ordinator, IQAC

Dr. Ramesh Chaudhari  
Chairman, IQAC

**Smt A P Patel Arts & Late Shri N P Patel Commerce College, Ahmedabad**

**Minutes of the Second IQAC Meeting of the Academic Year 2017-18**

The First IQAC Meeting of the Academic Year 2017-18. was held on Saturday, April 7, 2018 at 11.30 am, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, in the Principal's Chamber to discuss the following agenda;

- 9) Reading out of the Minutes of the last IQAR meeting.
- 10) Discussion on the adherence to the Academic Calendar for the Year 2017-18.
- 11) To take stock of the use of ICT in Teaching and Learning.
- 12) To consider steps taken for Quality Enhancement.
- 13) Engagement of the Alumni during the year.
- 14) To consider the state of the equal opportunities in the Institution.
- 15) Events held as part of the Celebrations of the Diamond Jubilee of the Management and the Silver Jubilee of the institution and collaborations.
- 16) Any other point raised by members during the meeting with the consent of the chair.

**In Attendance**

12) Dr. Ramesh J. Chaudhary	-	Chairman
13) Shri Jagdish V. Anerao	-	Co-ordinator
14) Dr, Suresh Patel	-	Faculty
15) Dr. Mukesh Prajapati	-	Faculty
16) Manoj Parekh	-	Faculty
17) Dr. Jaydipbhai Patel	-	Representative of the Management
18) Dr. Has Mukh Prajapati	-	NGO
19) Anjali M. Soneji	-	GS, Students Council
20) Arunaben Prajapati	-	Representative of the Alumni
21) Shri Lalbhai Patel	-	Stakeholder
22) Shri Alkeshbhai Patel	-	OS, Admin Office

**Minutes**

- 9) Dr. Ramesh J. Chaudhary, the head of the Institution, welcomed the IQAC members and regretted for the delay in holding the IQAC meeting. Shri Jagdish V. Anerao, Co-ordinator, IQAC read out the Minutes of the last IQAC Meeting held on June 17, 2017.
- 10) Dr. Chaudhary informed that most programs as had been decided by the institution were arranged as per the Academic Calendar for the Year 2017-18 and added that on

the suggestion the IQAC, the timings of the gymnasium were extended till 6 pm w. e. f. July 1, 2017 and Free book sets were given to the Semester 4 toppers.

- 11) Briefing the members about the impact of the extensive use of the ICT in Teaching and Learning in the Institution, Dr. Chaudhary said that LCD projectors were installed in all the classrooms and all members of the faculty extensively used the ICT with the result that the overall comprehension, participation and attendance of the students had increased. The students were also encouraged to use e-resources.
- 12) Briefing the members about the steps taken for Quality Enhancement, Dr. Chaudhary informed that all members of the faculty had participated in the FDPs and presented research papers at the national and international seminars, conferences and workshops during the year. He informed that they also used library resources regularly, that all the departments had organized various events for the quality enhancement among the learners, that extra coaching was arranged for the slow learners in English. The IQAC expressed pleasure when he informed the launching of the initiative of 'Star Batch' by the Department of Hindi as was proposed by the IQAC in the last meeting. The Meeting expressed satisfaction over these initiatives.
- 13) Briefing about the significant engagement of the Alumni during the year, Dr. Chaudhary informed that they trained the students for various competitions in sport and cultural activities. They also arranged a career guidance program on the campus.
- 14) On the agenda of equal opportunities, Dr. Chaudhary told that as CWCD, SC/ST Cell and Anti-ragging Cell were in place in the Institution. He said that students overwhelmingly contributed to the wall magazine *Navonmesh*. He informed the IQAC about the sound response from students to the program of the Academic Tour held in February 2018 and about various activities of the CWDC and Students Redresser Committee that ensured the equal opportunities to all the stakeholders and added that all students enjoyed equal opportunities to all the resources irrespective of their gender, caste, creed or cult.
- 15) Briefing about the events held as part of the Celebrations of the Diamond Jubilee of the Management and the Silver Jubilee of the institution, Dr. Chaudhary informed that as part of the Celebrations, the Institution hosted the Zonal and Interzonal Youth Festival of the Gujarat University in September 2017, held a Garba event in October 2017, hosted a National Seminar in March 2018 and an International Conference in January 2018. He informed that various corporate academic bodies had joined hands in these events.
- 16) Having discussed and considered all the agenda and with no new points raised and having decided to meet again by the end of the first term, the Meeting concluded after Jagdish V. Anerao, the IQAC Co-ordinator, proposed the Vote of Thanks.

Date: April 7, 2018.

Jagdish V. Anerao  
Co-ordinator, IQAC

Dr. Ramesh Chaudhari  
Chairman, IQAC