

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

Minutes of the First IQAC Meeting of the Academic Year 2018-19

The First IQAC Meeting of the Academic Year 2018-19 was held on Saturday, June 30, 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;

- 1) Reading out of the Minutes of the last IQAR meeting that was held on Saturday, April 7, 2018.
- 2) Presentation of the Academic Report and review of the Results of the Academic Year 2017-18.
- 3) To present the Report of the Celebrations of the Diamond Jubilee of the Management and the Silver Jubilee year of the Institution.
- 4) To present the Roadmap and Academic Calendar for the Year 2018-19.
- 5) To take stock of the use of ICT in Teaching and Learning.
- 6) To consider steps for collaborations for Quality Enhancement.
- 7) To consider steps for Engagement of the Alumni and Parents' Association.
- 8) To consider the state of the equal opportunities in the Institution.
- 9) Any other point raised by members during the meeting with the consent of the chair.

In Attendance

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| 1) Dr. Ramesh J. Chaudhary | - | Chairman |
| 2) Shri Jagdish V. Anerao | - | Co-ordinator |
| 3) Dr, Manjula Viradiya | - | Faculty |
| 4) Dr. Parul Patel | - | Faculty |
| 5) Dr. Kanubhai Patel | - | Faculty |
| 6) Shri. Punambhai Patel | - | Representative of the Management |
| 7) Dr. Hasmukh Prajapati | - | NGO |
| 8) Puja S. Chaudhari | - | 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, introduced the new members of the IQAC and welcomed all the members after which Shri Jagdish V. Anerao, Co-ordinator, IQAC read out the Minutes of the last IQAC Meeting held on April 22, 2018.
- 2) Appraising the members about various activities to be undertaken during the last Academic Year, Dr. Chaudhary presented the Annual Report of the Institution for the Academic Year 2017-18 for 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

highlighted the excellent outcome of the initiative of **Star Batch** started by the Department of Hindi as the suggestion of the IQAC, with 30 BA Sem-2 students. Of these, 21 students scored first class marks in their BA Sem-2 University examinations held in April 2018. He informed that currently, 25 BA Sem-3-4 students were inducted in the **Star Batch**.

- 3) Briefing about the Celebrations of the Diamond Jubilee of the Management and the Silver Jubilee year of the Institution in 2017-18, Dr. Chaudhary informed about various activities including the Garba program, a National Seminar, an International Conference, the Blood Donation Camp and a Special Program by the Alumni.
- 4) Dr. Chaudhary presented the Academic Calendars of the Universities and Institution for the Year 2018-19. He informed the IQAC that the Institutional Examinations were held and the results thereof uploaded strictly as per the Calendar last year and assured that the same would continue during the current academic year. **The suggestions of starting a Student Counselling Cell and an activity to sensitize the students regarding environment were accepted by the Meeting.**
- 5) Assuring the members about the continuation of the extensive use of the ICT in Teaching and Learning in the Institution in 2018-19, Dr. Chaudhary said that the overall comprehension, participation and attendance of the students had increased.
- 6) 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. He assured that these initiatives would take place during the year 2018-19 too. **He accepted the suggestion of enhancing collaborative initiatives and MoUs for quality enhancement and skill development.**
- 7) Briefing about the engagement of the Alumni and Parents' Association, 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 2018-19 also **the services of the Alumni and Parents' Association would be availed for training and career counselling.**
- 8) Briefing about the point of equal opportunities, Dr. Chaudhary informed that for the first time, two women faculty were inducted in the IQAC. He added that the relaunch of the wall magazine *Navonmesh* had received a warm response last year. The functioning of the CWDC, SC-ST Cell, Anti-ragging Cell and Students Redressal System to ensure equal opportunities to all the stakeholders was also discussed. The IQAC expressed pleasure that no cases of discrimination on the basis of caste, class, creed or gender occurred during the year and all stakeholders enjoyed equitable opportunities and access to all the facilities in the Institution.
- 9) 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 30, 2018.

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 2018-19

The Second IQAC Meeting of the Academic Year 2018-19 was held on Saturday, December 29, 2018 at 11.30 am, in the Principal's Chamber, with Dr. Ramesh Chaudhari, the head of the Institution as the Chair, to discuss the following agenda;

- 10) Reading out of the Minutes of the last IQAR meeting that was held on Saturday, June 30,2018.
- 11) Discussion on the adherence to the Academic Calendar for the Year 2018-19.
- 12) To take stock of the use of ICT and other activities since June 2018.
- 13) To take stock of the steps taken for collaborations and Quality Enhancement.
- 14) Engagement of the Alumni and Parents' Association.
- 15) To take stock of the state of the equal opportunities in the Institution.
- 16) Any other point raised by members during the meeting with the consent of the chair.

In Attendance

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| 12) Dr. Ramesh J. Chaudhary | - | Chairman |
| 13) Shri Jagdish V. Anerao | - | Co-ordinator |
| 14) Dr, Manjula Viradiya | - | Faculty |
| 15) Dr. Parul Patel | - | Faculty |
| 16) Dr. Kanubhai Patel | - | Faculty |
| 17) Shri. Punambhai Patel | - | Representative of the Management |
| 18) Dr. Hasmukh Prajapati | - | NGO |
| 19) Puja S. Chaudhari | - | GS, Students Council |
| 20) Arunaben Prajapati | - | Representative of the Alumni |
| 21) Shri Lalbhai Patel | - | Stakeholder |
| 22) Shri Alkeshbhai Patel | - | OS, Admin Office |

Minutes

- 10) Dr. Ramesh J. Chaudhary, the head of the Institution, welcomed the IQAC members. Shri Jagdish V. Anerao, Co-ordinator, IQAC read out the Minutes of the last IQAC Meeting held on June 30,2018.
- 11) Dr. Chaudhary informed that most programs as had been decided by the Institution were held as per the Academic Calendar for the Year 2018-19 and added that the Calendar was strictly followed especially in view of the Internal Examinations and announcement of the Results thereof.
- 12) Briefing the members about the impact of the extensive use of the ICT in Teaching and Learning in the Institution, Dr. Chaudhary said that were all members of the faculty extensively used the LCD projectors with the result that the overall comprehension, participation and attendance of the students had increased. The students were also encouraged to use e-resources. He also informed that the **Eco Club and Students Counselling Cell had started functioning** and both the activities had

- received warm response. He also informed about the Interclass competitions and other programs held in the Institution as per the Academic Calendar since June 2018.
- 13) Briefing the members about the steps taken for Quality Enhancement, Dr. Chaudhary informed that all members of the faculty had participated in the FDPs – STCs and presented research papers at the national and international seminars, conferences and workshops during the year. He informed that all the departments continued to organize various events for the quality enhancement and added that extra coaching was arranged for the slow learners in English. The Interclass competitions proved to be an excellent practice for Quality Enhancement among the learners. The IQAC expressed pleasure over the initiative of '**Star Batch**' started by the **Department of Hindi** at the suggestion of the IQAC. He informed that the Institution was planning to organize National Seminars by multiple Departments in January-February in collaboration with other academic bodies.
 - 14) Briefing about the significant engagement of the Alumni during and Parents' Association the year, Dr. Chaudhary informed that they trained the students for various competitions in sport and cultural activities and that they would arrange a career guidance program on the campus. He said that the Meeting of the Parents' Association would be held in March - April.
 - 15) On the agenda of equal opportunities, Dr. Chaudhary told that the CWCD, SC/ST Cell, Students Redressal Committee and Anti-ragging Cell were in place to ensure the equal opportunities to all the students in the Institution. He informed the IQAC that students overwhelmingly contributed to the wall magazine *Navonmesh* and participated in all the activities. The Interclass competitions proved to be an excellent practice for equal opportunities among the learners. He assured the IQAC that all students enjoyed equal opportunities to all the resources including the Library, Reading Room and Gymnasium, irrespective of their gender, caste, creed or cult.
 - 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: December 29, 2018

Jagdish V. Anerao
Co-ordinator, IQAC

Dr. Ramesh Chaudhari
Chairman, IQAC