

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

Minutes of the First IQAC Meeting of the Academic Year 2022-23

The First IQAC Meeting of the Academic Year 2022-23 was held on Saturday, **July 30, 2022** 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, July 31, 2021.
- 2) Presentation and review of the Academic Report for the Academic Year 2021-22.
- 3) To present the Roadmap and Academic Calendar for the Year 2022-23.
- 4) To take stock of the use of ICT in Teaching and Learning during the Year 2021-22.
- 5) To consider steps for Quality Enhancement and collaborative activities.
- 6) To consider special measures to be taken in view of the NAAC process.
- 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, NAAC |
| 3) Dr. Suresh Patel | - | Faculty |
| 4) Shri D. A. Patel | - | Faculty |
| 5) Smt Kavita Soni | - | Faculty |
| 6) Shri Punambhai Patel | - | Representative of the Management |
| 7) Dr. Hasmukh Prajapati | - | Local Trust-NGO |
| 8) Binal A Rathod | - | GS, Students Council |
| 9) Sanjay R Patel | - | Representative of the Alumni |
| 10) Shri Lalbhai Patel | - | Stakeholder |
| 11) Shri Alkeshbhai Patel | - | OS, Admin Office |

Minutes of the Meeting

- 1) Dr. Ramesh J. Chaudhary, the head of the Institution, welcomed all the IQAC members after which Shri Jagdish V. Anerao, Co-ordinator, IQAC read out the Minutes of the last IQAC Meeting held on Saturday, July 31, 2021. Dr. Chaudhary informed **that the newly built multi-purpose air-conditioned Assembly Hall was ready to use.**
- 2) Appraising the members about various activities undertaken during the last Academic Year, Dr. Chaudhary presented the Annual Report of the Institution for the Academic Year 2021-22 for consideration and approval. After a brief discussion, the IQAC expressed satisfaction over the curricular, co-curricular and extensive activities undertaken during the year. He highlighted the activities of the Institutional initiatives of the **Students Counselling Cell and Eco Club** which were **started in 2018-19** at the suggestion of the IQAC. He also apprised about the excellent performance of **the Star Batch** students of the Departments of **Hindi and English**.
- 3) Appraising the members about the Academic Calendars of the University and Institution for the Year 2022-23, Dr. Chaudhary presented the Institutional Academic Calendar and assured of the strict adherence to the same.

- 4) Appraising the members about the use of the ICT in teaching-learning in the Institution, Dr. Chaudhary said that all the faculty extensively use the ICT and that the students were encouraged for self-learning by exploring e-resources. **He accepted the suggestions of raising one more Smart Class room and the total automation of the library.**
- 5) With regard to the strategy of quality enhancement, Dr. Chaudhary informed the IQAC about the active participation of the faculty in **online and offline seminars and workshops**. He said that the activities for quality enhancement including the departmental events, Expert's Lectures, were held **last year and would be held in more numbers this year**. He accepted the suggestion of organizing **an International Conference on the NEP**. Briefing about the **collaborative value-added programs** for employability and skill development, he informed that **the workshop on Manuscriptology, Co-operative Training, Skill Development Seminar and Tally Training would be held in due course**.
- 6) Dr. Chaudhary informed that the Institution had decided to go for the **Third Cycle of the NAAC Accreditation, the IQAC unanimously assigned the responsibility of preparing and submitting the AQARs, IQA and SSR to Shri Jagdish Vinayakrao Anerao in recognition of his competence and past experience of NAAC during the first two cycles. Expressing his pleasure over the recognition by the IQAC, Shri Jagdish Vinayakrao Anerao accepted the entrusted assignment and proposed to form various committees including Code of Conduct, ABC and Election Literacy. His proposal was unanimously accepted.**
- 7) In view of the engagement of the Alumni and Parents' Association, Dr. Chaudhary informed that meetings of both would be held in view of the NAAC process and that the Alumni would train the students for the University Youth Festival and Sport events.
- 8) Briefing about the point of equal opportunities, Dr. Chaudhary informed that all the students could use all the facilities without any discrimination of their caste or gender and that the students' **wall magazine Navonmesh** had also received a warm response from all students irrespective of their caste or gender last year. The IQAC expressed pleasure over the functioning of the statutory cells including the CWDC, SC-ST Cell, Anti-ragging Cell and Grievance Redressal Cell to ensure equal opportunities to all the stakeholders and put on record that not a single case 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. Dr. Chaudhary informed that **the Institution would continue to give special thrust to health and hygiene by distributing sanitary pads, masks and sanitizers to the needy.**
- 9) Having discussed and considered all the agenda and with no new points raised and having decided to meet again in the second term, the Meeting was concluded after Jagdish V. Anerao, the IQAC Co-ordinator, proposed the Vote of Thanks.

Saturday, July 30, 2022

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 2022-23

The Second IQAC Meeting of the Academic Year 2022-23 was held on Saturday, **March 11, 2023** 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;

- 10) Reading out of the Minutes of the last IQAR meeting that was held on Saturday, July 30, 2022.
- 11) To review the progress in view of the preparedness for the NAAC process.
- 12) To review of the adherence to the Academic Calendar for the Year 2022-23.
- 13) To take stock of the use of ICT in Teaching and Learning during the Year 2022-23.
- 14) To review the initiatives for Quality Enhancement and collaborative activities.
- 15) To consider steps for engagement of the Alumni and Parents' Association.
- 16) To consider the state of the equal opportunities in the Institution.
- 17) 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, NAAC
14) Dr. Suresh Patel	-	Faculty
15) Shri D. A. Patel	-	Faculty
16) Smt Kavita Soni	-	Faculty
17) Shri Punambhai Patel	-	Representative of the Management
18) Dr. Hasmukh Prajapati	-	Local Trust-NGO
19) Binal A Rathod	-	GS, Students Council
20) Sanjay R Patel	-	Representative of the Alumni
21) Shri Lalbhai Patel	-	Stakeholder
22) Shri Alkeshbhai Patel	-	OS, Admin Office

Minutes of the Meeting

- 10) Dr. Ramesh J. Chaudhary, the head of the Institution, welcomed all the IQAC members after which Shri Jagdish V. Anerao, Co-ordinator, IQAC read out the Minutes of the last IQAC Meeting held on Saturday, July 30, 2022.
- 11) Briefing about the progress in view of the preparedness for the NAAC process, Dr. Chaudhary informed that all the AQARs and IIQA were successfully prepared and submitted by Shri Jagdish V. Anerao, the Co-ordinator, NAAC which were all accepted without a single query. Shri Jagdish V. Anerao apprised about the progress with respect to the SSR and functioning of the committees on the NEP, ELC, ABC, IKS and Code of Conduct and expressed the confidence of submitting the SSR within the stipulated deadline. Appreciating his tireless efforts for the Institution, the IQAC congratulated Shri Jagdish V. Anerao for his commitment and integrity.
- 12) Appraising the members about the Academic Calendars of the University and Institution for the Year 2022-23, Dr. Chaudhary informed about the total adherence to the Institutional Academic Calendar and timely conduct of the internal evaluation and organization of various departmental, co-curricular programs and extension activities in adherence to the Academic Calendar.

- 13) In view of the use of ICT in Teaching and Learning during the Year 2022-23, Dr. Chaudhary informed that all the faculty extensively use the ICT and that the students were encouraged for self-learning by exploring e-resources. **About the earlier IQAC suggestions of raising one more Smart Class room and the total automation of the library, he informed that the work was in progress on both the front. The suggestion of uploading notices of the ensuing events on the website was accepted.**
- 14) Appraising the members about various activities undertaken for Quality Enhancement and collaborative initiatives during the Academic Year, Dr. Chaudhary presented a list of activities including the International Conference on the NEP held in January 2023 at Mt Abu, the workshop on Manuscriptology and a seminar on Skill Development held during the year. He highlighted the activities of the Institutional initiatives of the **Students Counselling Cell and Eco Club** which were **started in 2018-19** at the suggestion of the IQAC. He also apprised about the excellent performance of **the Star Batch** students of the Departments **of Hindi and English**. After a brief discussion, the IQAC expressed satisfaction over the curricular, co-curricular, sports and extension activities undertaken during the year.
- 15) Appraising the members about engagement of the Alumni and Parents' Association, Dr. Chaudhary briefed about the General Meeting of the Alumni held in August and the support by the Alumni in training the students participating in the University Youth Festival and Sport events. He said that the special Meetings of the Alumni and Parents' Association in view of the NAAC would be held in March-April.
- 16) Briefing about the state of equal opportunities, Dr. Chaudhary informed that all the students could use all the facilities without any discrimination of caste or gender and that the **wall magazine Navonmesh** had also received contributions from all students irrespective of their caste or gender. The IQAC expressed pleasure over the functioning of the statutory cells including the CWDC, SC-ST Cell, Anti-ragging Cell and Grievance Redressal Cell to ensure equal opportunities to all the stakeholders and put on record that not a single case 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. Dr. Chaudhary informed that **the distribution of the sanitary pads to the girl students.**
- 17) Having discussed and considered all the agenda and with no new points raised and having decided to meet again in the second term, the Meeting was concluded after Jagdish V. Anerao, the IQAC Co-ordinator, proposed the Vote of Thanks.

Saturday, March 11, 2023

Jagdish V. Anerao
Co-ordinator, IQAC

Dr. Ramesh Chaudhari
Chairman, IQAC