



GOVERNMENT ARTS AND COMMERCE COLLEGE, PADDHARI
NAAC ACCREDITED GRADE 'B'
NEAR COURT, STATION ROAD, PADDHARI – 360110, DISTRICT: RAJKOT
PHONE: 02820-233444 EMAIL: principalpaddhari@gmail.com

Dt: 22/08/2020

MINUTES OF THE MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
WITH THE FACULTY MEMBERS AND ALUMNI,
DATED 22^{ed} AUGUST 2020, TIME: 12.00 PM,
VENUE: COMPUTER LABORATORY

IQAC Chairman Dr. Neela Thaker and IQAC Co-Ordinator Dr. Geeta Bhut welcomed all the members.

Agenda:

1. Review of the academic year 2019-20.
 - Round the year work towards academic development of several quality assurance programs within the existing academic and administrative system.
2. Introduction of new principal and discussion about all over work of college with new principal.
 - IQAC Co-Ordinator Dr. Geeta Bhut introduced new principal Dr. Neela Thaker and discussed about all over work of college.
3. Discussing and sharing work for AQAR.
4. To do perfect work for every criteria which are distributed.
5. To take feedback from students and stakeholders regarding college activities

6. For making the level of college better every faculty should have to do personal development work regarding research and all.

7. Role and Responsibilities for AQAR Clearly viewed and discussed.

8. Steps to enhance overall development of the college.

- To enhance soft skills, life skills and employability of the students.
- To encourage sports activities and participation at university and state level.
- Optimum utilization of the eleven state of art smart class rooms of the college.
- Encourage participation in co-curricular activities organised by the college.


9. To analyse the documentation and its evidences of various IQAC activities leading to quality improvement for AQAR.

10. To obtain feedback from stake holders and alumni regarding college activities.


11. To collect and maintain Proper data and documents for AQAR

12. Any other contents permitted by the chair.

- The committee suggested motivating teachers for participating in seminars, conferences, FDP's and publishing papers in UGC recognised journals.
- The committee suggested the senior staff members to do the procedure for being a part of Board of Study.


Principal,
Govt. Arts & Commerce College,
Paddhari,
Dist. Rajkot.




I.Q.A.C. Co-ordinator,
Govt. Arts and Commerce College,
Paddhari.



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ACTION TAKEN REPORT
FOR THE MEETING OF IQAC SCHEDULED ON
22ST AUGUST 2020

1. Criteria wise Data collected for AQAR.
2. Charge of principal taken by new principal and discussed all over work of college with principal.
3. Work distribution for AQAR report submission.
4. Tasks distributed to different committees for conducting certificate and value added courses.
5. Conducted Online activities for students during Lockdown period.
 - Motivational Speech on "unity in Diversity" was held on 26/05/20 with 51 student beneficiaries.
 - Certificate course on "Complete Guide to sell on Amazon" from 29/06/2020 to 05/07/2020 for developing employability of students with 69 students beneficiaries.
6. Encouraging students to Further utilize library to the optimum.

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Dt: 07/12/2020

**MINUTES OF THE MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
WITH THE FACULTY MEMBERS AND ALUMNI,
DATED 7th AUGUST 2020, TIME: 12.00 PM,
VENUE: PRINCIPAL OFFICE**

IQAC Chairman Dr. Neela Thaker and IQAC Co-Ordinator Dr. Geeta Bhut welcomed all the members.

Agenda:

1. Discussion on Submitted AQAR Year 2019-20.

Discussion done on submitted AQAR. In this discussion the co-ordinator of NAAC Dr. Geeta Bhut has shared some ideas for improving the grade and other staff members has given their views.

2. Discussion for preparing "Service memoir" (detail of education, service history, work done for personal development)

It is discussed that we will prepare "Service memoir" shortly. For this work all staff members have to submit his/her detail of education, service history, work done for personal development to the principal.

3. Distribution of criteria for AQAR -2020-21

Criteria are distributed to the faculty for the next AQAR 2020-21 and given some useful instruction by NAAC coordinator.

4. Discussion for the process of publishing e-journal by GACC Paddhari.

Name of the e-journal is "Samanvay e- journal" finalised after taking the views from the faculties. Also principal has instructed that the process for ISSN will start shortly.

5. Review of the work done in the first semester of Academic Year 2020-21.


Faculties have given their reviews of the work done in the first semester of 2020-21 especially about the work from home, online work during lockdown and other work done by them.

6. All head of department have to submit the planner of their subject.

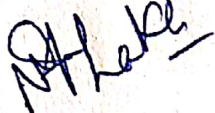
All head of department have submit their planner of his/ her subject.

7. Any other contents permitted by the chair.

The committee suggested motivating teachers for participating in seminars, conferences, FDP's and publishing papers in UGC recognised journals.


I.Q.A.C. Co-ordinator,
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ACTION TAKEN REPORT

FOR THE MEETING OF IQAC SCHEDULED ON

7th DECEMBER 2020

1. Some instruction are given by NAAC coordinator on basis of Submitted AQAR Year 2019-20 so next time all can do their criteria wise work carefully.
2. Data is collected from the faculties for preparing "Service memoir" (detail of education, service history, done work for personal development)
3. Work distribution for AQAR -2020-21report submission
4. Process of publishing e-journal by GACC Paddhari is started and collected documents for the process of ISSN.
5. Review is taken of the work done in the first semester of Academic Year 2020-21.
6. Subject wise planners are collected form head of departments.
7. Principal motivated to faculties to do work for their own as well as students progress.

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Dt: 01/02/2021

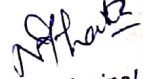
MINUTES OF THE MEETING OF
INTERNAL QUALITY ASSURANCE CELL (IQAC)
WITH THE FACULTY MEMBERS AND ALUMNI,
DATED 01st February 2021, TIME: 12.00 PM,
VENUE: PRINCIPAL OFFICE

IQAC Chairman Dr. Neela Thaker and IQAC Co-Ordinator Dr. Geeta Bhut welcomed all the members.

1. Follow up about the work of AQAR - 2020-21
 - To check Proper data and documents for AQAR
 - Do discussion about criteria wise work, and given suggestion for better work.
2. Follow up of "service Memoir"
 - Data for Service Memoir is collected and do discussion for update.
3. Work distribution of RUSA component 9
 - To UDISHA Co-ordinator
For competitive exam class phase 2.
4. Work distribution of RUSA component 9
 - To CWDC chairman For activities of Gender counselling for girl students.
5. To Start Telly advance -2 course for students of B.Com
 - To start Telly advance – 2 under RUSA Component – 12 vocationalisation courses, make students aware of it
6. Any other contents permitted by the chair.
 - Discussion about photography of programs will take in GPS Map Camera
 - Encouraging students to Further utilize library to the optimum.


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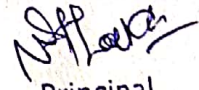
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**ACTION TAKEN REPORT
FOR THE MEETING OF IQAC SCHEDULED ON
01st FEBRUARY- 2021**

1. Criteria wise follow up and suggestions given for AQAR.
2. Necessary data collected for Service Memoir and decided to publish it.
3. Work distribution of RUSA component 9 to UDISHA Co-ordinator
For competitive exam class phase 2. Class will start from next month.
4. Work distribution of RUSA component 9 to CWDC chairman For activities of
Gender counselling for girl students. Program will held in March – 2021.
5. Telly advance -2 course started under RUSA component – 12 vocational
Education on 3rd feb 2021. Total 32 students did Registration.
6. Any other contents permitted by the chair.
 - Instruction started to follow about photography of programs will take
in GPS Map Camera
 - Encouraging students to Further utilize library to the optimum.


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