

3rd August, 2020

Day : Monday

Time : 09:30 a.m.

Venue : IQAC Room

Agenda

- ☞ Submission of SSR
- ☞ Online Teaching for the students of Sem. –I Academic Year 2020-21
- ☞ Assignment to the students through MS Team Software
- ☞ Induction and Orientation Program for students of Sem. – I
- ☞ Women Empowerment Online Course

Members

- Dr. Sangeeta Ghate
- Dr. Rupal S. Patel
- Dr. Ajitha R. Nair
- Dr. Shilpa J. Patel
- Dr. Ajay Raval
- Dr. Rameshbahadursingh Kshtriya
- Dr. Dinesh Kanzaria
- Prof. Gargi Gohel
- Prof. Shilpa Mistry
- Prof. Milin Danak

- **Submission of SSR (Self Study Report)**

With the scrupulous efforts of the all the faculties and administrative staff, SSR report has been made. The committee will shortly reach to the final stage of the submission of SSR report.

➤ **Online Teaching for the students of Sem. –I**

As per the Central and State Government's guidelines, the college will conduct all the teaching classes through online platform. Teachers will make the proper notes for each subject which will be shared to the students for the better understanding of each subject. All the teachers have been trained for the same and new comer students of Semester – I of the academic year 2020-21 will be shortly used to be with the online teaching method. For the online teaching, the college has been using Microsoft Team Software since July, 2020 for the students of Semester III and V.

➤ **Assignment to the students through MS Team Software**

Teachers will conduct the online Quiz or Test and also assign the assignment worth as well by using MS Form. Students have to attend the online Quiz or Test and submit their assignment on the same platform. This method will help the teachers to evaluate the students and students will be aware of the online test.

➤ **Induction and Orientation Program for students of Sem. – I**

Every new academic year, the college organizes "Induction and Orientation Program" for the newly enrolled students with a view to making them aware regarding the rules and regulations of the college. In this program, students will get the necessary information regarding all the subjects, teachers and the extra curriculum activities of the college. This program makes aware the students regarding the Higher Education.

➤ **Women Empowerment Online Course**

Every year, the college arranges the various kinds of short term courses for the students to enhance the soft skills. This year for the first time, college is going to organize the online course for female students on the topic of "Women Empowerment". This kind of program will be beneficial to the students in the present scenario.

Action taken from the earlier meeting

- Short term courses on GST, IPR, Gender Awareness and Tally successfully completed.
- Alumni meeting organized and new action planned.
- Organized ten days NSS camp.
- A committee formed for energy Audit.
- Started Certificate course on yoga
- On the verge of completion of SSR.

IQAC Meeting:

Date: 21st January, 2021

Venue: IQAC Room

Time: 10:00

AGENDA:

- To confirm minutes of IQAC meeting.
- To discuss about Diploma / BVOC /Certificate Course.
- Discuss about Online Teaching Application.
- Action plan for SSR Submission.
- To discuss on lecture series to be organized under the flagship of CWDC.
- To discuss on Online Unit Test/ Internal Examination.
- To discuss on Online fees collection.
- To discuss on Drop out Ratio.
- To discuss and give proper durations to the students Parliament /NSS/NCC/Civil Defence.
- Discussion to conduct Orientation /Induction for Sem 1 BA /B.com.
- Any other matter with permission of Chairperson.

The following Members were present.

No. Member presents

Signature

1. Dr. Sangeeta Ghate
2. Dr.Rupal Patel
3. Dr.Shilpa Patel
4. Dr.Ajitha Nair
5. Dr.Ajay Raval
6. Dr. Ramesh Bahadursing Kshatriya
7. Dr.Dinesh Kanzariya
8. Prof.Gargi
9. Prof. Milin Danak
10. Prof. Palak Patel

The Meeting was chaired by Principal Dr.Saneegta P Ghate. Dr.Rupl Patel College IQAC Co-ordinator welcomed all the Members for the Meeting.

- To confirm minutes of IQAC meeting.

The minutes of meeting was approved by the Chairperson and is hereby confirmed as true record of the proceedings as no comments have been received from any members.

- To discuss about Diploma /BVOC / Certificate Course.
Our institute is already providing certificate courses. Still suggestions have been invited on the above mentioned certificate courses. All the members discussed about the same and gave their valuable suggestion.
- Discussion about Online Teaching Applications.
The intended purpose seeks to address the required essentialist in education amid the Covid - 19 effectively into Online education with the help of virtual classes with the use of application like Google Meet, ZOOM and Microsoft Teams.
- Action plan for SSR submission.
The SSR for Third Cycle was prepared and presented before the members by Dr.Rupal Patel. After the discussion all the members approved the SSR and made the plan of action for the final submission once the examination of BA/B.com is conducted.
- To discuss on lecture series.
Due to Covid – 19, to enhance the knowledge of the students, a lecture series is to be organized under the flagship of CWDC on “Interpreting the Shakti within”
- To discuss on Online Unit Test / Internal Examination.
A detailed discussion about conducting Online exam was held. It was proposed by one of the member to upload the reference materials for the student: and to conduct Online examination.
- To discuss on Online Fees Collection.
Discussion was held on Online Fees Collection by the member. The Co-ordinator conveyed about Online fees collection and asked the members to inform their students regarding Online fees collection.
- To discuss on drop out ratio.
The chairperson discussed to the members regarding to check the drop out ratio due to the disruption to college caused by the Covid – 19 pandemic. All the members agreed to check it out.
- To discuss and give direction to the students.
One of the members discussed to give proper guidance to the students who are enrolled in NSS/NCC/Civil Defence / Students Parliaments to work voluntarily in Covid – 19 Pandemic. The Chairperson along with the other members agreed to do so.
- Discussion to conduct Induction / Orientation.

The Co-ordinator of IQAC discussed to conduct Induction / Orientation for BA /B.com sme-1 students virtually and very effective which will be helpful in their coming years.

- To discuss about vocal for local.

The Principal discussed about vocal for local to the members. She farther stated that it in a course for aspiring entrepreneurs. The members agreed to convey their message to students.

- Any other matter with the permission of Chairperson.

As no other matter was pending, the meeting ended with a vote of thanks to the Chairperson