



**Shree Meghmani Parivar And Shree Bhailalbai A. Patel
(Detrojwala) Umiya Arts and Commerce College for Girls Sola,
Ahmedabad – 380060**

Minutes of the Meeting

24/06/2022

A meeting of IQAC members was held on in the Principal's Chamber at the very beginning of the semester. Principal and IQAC Co-coordinator welcomed everyone, informed about the status of submission of AQAR-2021-22 and began discussion on agenda presented.

1. Start New Add On Courses

It was unanimously decided that in coming years, NEP 2020, is going to change the scenario of education in HEIs. Keeping in mind, the changes which are need at the outset of introducing more innovative Add on Courses for the students. Dr. Shilpa Patel was hereby given the charge and begin to look into this.

2. Library Infrastructure

Library is the knowledge center so well equipped modern library is must. Regarding this the Librarian along with IT Person keeping IQAC in loop were told to come up with solid action plan to improve the Library Infrastructure as well as software upgradation as and when needed.

3. Smart Boards

With number of students increasing per class, it was planned and discussed that, all classrooms should be equipped with smart boards as well as make sure that existing infrastructure is usable, to be ICT based is the need of the hour. For making existing infrastructure be usable it was decided that Prof. Milin Danak will check and suggest need based upgradation.

4. Teaching Aids

It was also decided that microphones for teachers must be immediately purchased within a week to facilitate a better teaching-learning experience.

5. HRDC Courses

All the faculty members who are part of IQAC, got print out of the schedule of HRDC, GUJ. UNIV. STCs and FDPs being organized by them, with instructions that each faculty must join it and be active scholars.



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6. Practical English and Gender Equality

For the benefit of students, it was also decided that a foundation course on Practical English must be organized in coming weeks. CWDC of college was instructed to initiate a course / lecture series on Gender Equity.

The meeting was ended with vote of thanks.

Ghate

Chairperson
Prin. Dr. Sangeeta Ghate

Sr No	Name	Signature
1	Prin. Dr. Sangeeta Ghate	<i>Ghate</i>
2	Dr. Ajitha Nair	<i>Ajitha</i>
3	Dr. Rupal S Patel	<i>Rupal</i>
4	Prof. Gargi Gohel	<i>Gargi</i>
5	Dr. Dinesh J Kanzariya	<i>Dinesh</i>
6	Dr. Shilpa J Patel	<i>Shilpa</i>
7	Dr. Ajay M. Raval	<i>Ajay</i>
8	Prof. Milin Danak	<i>Milin</i>
9	Prof. Divita Patel	<i>Divita</i>
10	Mr. Jitendra Solanki	<i>Jitendra</i>
11	Ms. Shilpa Mistry	<i>Shilpa</i>
12	Shree Jayantibhai Patel	
13	Mr. Darshil J Shah	
14	Shree Natubhai M Patel	<i>Natubhai</i>
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17	Mansi Patel	
18	Yashashwi Vadukar	



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14/09/2022

An IQAC members meeting was held in IQAC Room to deliberate an action plan for the below mentioned **Agendas**.

1. Internship & Placements

UDISHA-placement cell along with HoDs of all the departments was instructed to plan an outcome based action plan in coming months to have a full-fledged Internship Program for Sem5 & 6 students as and where it was possible to plan and execute, along the line UDISHA cell was instructed to be active in participants in Placement Fairs.

2. UGC Care Publication & Seminar / Conferences

As per the guidelines from NAAC, it was an imperative to publish in UGC-CARE listed Journals; during this meeting a complete guideline given by NAAC is discussed and were asked to overview with strict adherence .All faculty members are informed for publication. All the faculties were given a soft reminder to be active in participating and publishing International/National Seminar /Conference / Workshop, through various sources available and timely notices being circulated by IQAC.

3. E Content

IQAC also instructed all members to develop E- Content for coming semester.

4. Psychological Counselling

It was unanimously decided that Psychological counseling for students must be planned with immediate effect.

5. Youth Festival and Sports

Participation in Youth Festival and Sports is an effort based activity. So the concerned Faculties were instructed to begin selection process for the same.

6. Extension Activities

The faculties-in- charge for neighborhood extension activities like Visit to Old Age Home, Vidya Vade Sau no Uday- Gota Slum were instructed to



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begin their activities by forming groups and managing proper paper work, as soon as possible.

7. NCC and NSS

The Unit of NSS and NCC were also informed to plan and manage their activities as per their guidelines.

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31/01/2023

All the members were congratulated for meeting after Diwali, with a new outlook towards the beginning of a new semester, full of new opportunities. The below mentioned AGENDAS were discussed and suitable decisions were taken.

1. New Semester

A meeting of IQAC was held to discuss and review to begin the new Semester with a positive and focus based outlook.

2. Parent Teacher Meeting

It was decided to plan Parents Teachers Meeting for all departments and the HoDs were assigned to handle, with special focus on Semester 6 students as this is their career defining semester.

3. Continuation of Extension activities

All the neighborhood and NCC, NSS activities must be continued with great fervor and enthusiasm.

4. National Level Seminar

A sincere effort must be put in place to organize a National Level Seminar during this semester.

5. Finishing School

All the Add on Courses with agencies such as RUDMI, Finishing school with KGC/Govt. of Gujarat and Entrepreneurship with CDC must be initiated with great focus on skill enhancement and career oriented learning. All the faculties were instructed to promote and motivate students for active participation.

6. Inter College Activities

It was decided that an Inter College Elocution competition must be organized by CWDC. The in Charge director of Sports was motivated to make more enthusiastic participation for students.



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The meeting was ended with vote of thanks.

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10/02/2023

A meeting of IQAC was held to discuss and review the activities done so far and begin new activities as per agenda with a positive and focus based outlook. The below mentioned Agendas were discussed.

1. Meeting of Alumni

A meeting of Alumni must be planned and executed with an enthusiasm and create a bonding among them.

2. Raising Funds

Raising funds for various causes must be a focused actively

3. Robust Feedback

Robust Feedback system must be part of any institutional set up. Existing system must be evaluated and renovated as it needs to be more in sync with time.

4. Placement Cell

UDISHA-placement cell along with HODs of all the departments was instructed to plan outcome based focused action plan in coming months to have a full-fledged Internship Program for Sem 6 students . All the coordinators were instructed to make the students more active to participate in the placement fair.

5. E Content

All faculties are requested to develop E- Content as per digital need and according to revised curriculum.

6. HRDC Courses

All the faculty members who are part of IQAC, got print out of the schedule of HRDC, GUJ. UNIV. STCs and FDPs being organized by them, with instructions that each faculty must join it and be active scholars.

7. Matrubhasha Divas

Dr. Ajay Raval HoD of Gujarati Department was given the responsibility to organize celebrations regarding 'Matrubhasha Divas'.



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All members agreed to decisions taken and agreed for action plan. The meeting was ended with vote of thanks.

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