



**CIRCULAR**

**11/03/2025**

Greetings of the Day! This is to inform that second periodic IQAC meeting will be held at Principal Chamber at 11.30. a.m. on 13<sup>th</sup> March, 2025. All IQAC Committee members are requested to mark their presence. Your recommendations and inputs will be appreciated.

➤ **Agenda Items:**

- 1) Revision of Grievance Redressal Policy
- 2) Study of NAAC reforms and Binary System for Accreditation
- 3) Enrolment in SWAYAM and MOOC courses
- 4) Preparation and publication of Pictorial Magazine
- 5) Psychological Counselling Training for faculties
- 6) Collection of Articles for next volume of Sannidhi

Chairperson  
Prin. Dr. Sangeeta Ghate

Sr. No.	Name	Designation	Signature
1	Prin. Dr. Sangeeta Ghate	Chair Person	
2	Dr. Ajitha Nair	Coordinator	
3	Dr. Rupal S Patel	Member	
4	Dr. Shilpa J Patel	Member	
5	Dr. Dinesh J Kanzariya	Member	
6	Dr. Ajay M. Raval	Member	
7	Prof. Milin Danak	Member	
8	Dr. Jigarkumar R. Joshi	Member	
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17	Vipuldev J Pandya	Parent	



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

### IQAC Minutes of the Meeting

13/03/2025

The second IQAC meeting of the winter session was organized at the IQAC room on 13<sup>th</sup> March 2025 at 11:30 a.m. The coordinator has shared a list of agendas for discussion. The meeting was started by a welcome speech of the Principal Madam.

#### ➤ Agendas Discussed:

##### **1) Revising Grievance Redressal Policy**

The IQAC coordinator proposed a revision of the Grievance Redressal policy for providing a fair, transparent, and consistent system for addressing grievances, promoting a harmonious atmosphere, and ensuring timely resolution of issues. The student parliament was involved for transparent representation of complaints of students. The Redressal Committee members have given assurance of timely addressing and solution of complaints.

##### **2) Study of NAAC reforms and the binary system for accreditation**

The IQAC members have undergone a detailed study of reforms and meetings held in all four regions for the application of the binary system. The Principal Madam, suggested key changes in research and academic activities in accordance with the new format.

##### **3) Enrolment in SWAYAM and MOOC courses**

Every year, periodically concerned faculties inform students about the benefits and procedures for enrolment in free courses offered by MHRD through digital platforms. The Principal Madam, also announced financial aid to students who are interested in certification. The examination fees will be provided by the college for encouraging students for enrolment and completion of course under NPTEL.

##### **4) Preparation and publication of Pictorial Magazine Expressions – 4**

This year, data will be collected through Google Forms, and concerned faculties were assigned duties for data screening and designing of the magazine. The final draft should be prepared on or before 30<sup>th</sup> April, 2025.

### **5) Psychological Counselling Training for faculties**

In association with Sakhi Salah Kendra, the CWDC Cell offers free psychological counselling to students for their academic or personal problems. The professional counsellor is hired and she conducts session every Wednesday if any problem raised. From this year, the IQAC coordinator proposed psychological training for faculties that need to be started. This would help faculties in understanding psychological and emotional problems and discomforts of the students.


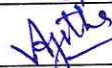


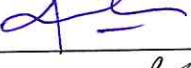

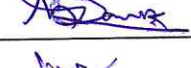






### **6) Collection of Articles for Next Volume of Sannidhi**

The committee members had a discussion on themes and new areas that need to be included in the publication of articles. It was suggested that articles related to Indian Knowledge System and Value Education topics should also be included.

The meeting ended with vote of thanks.



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### **Action Taken Report**

On the basis of recommendations received and decisions taken in IQAC meeting held on 03/02/25, the below mentioned course of action were taken.

- 1) The feedback coordinator will revise questionnaire for feedback, during parent teacher meeting feedback and suggestions of Parents will be taken.
- 2) Detailed planning and timeline for Annual Academic Audit was started.
- 3) Implementation of remedial classes with a designated schedule from current semester.
- 4) Building rapport with industries for career counselling and placement options.
- 5) Assigning duties to Head of Gujarati Department for conducting National Gujarati Seminar.
- 6) Initiatives thought to support self-employment and entrepreneurship.



**CIRCULAR**

**28/01/2025**

Greetings of the New Year! This is to inform all that first IQAC Meeting of winter semester will be organized at IQAC Room on 03/02/2025. All are requested to attend the meeting and share their valuable inputs on below mentioned Agendas.

➤ **Agendas to be discussed**

1. Improvement in Feedback Mechanism
2. Commencement of Remedial Classes for Slow Learners
3. Promoting Self-Employment Opportunities for Students
4. Schedule of National Gujarati Seminar
5. Formation of new Cells and Centres
6. Formalities for ISO registration

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### IQAC Minutes of the Meeting

03/02/25

For the second academic semester, an IQAC meeting was organized at the principal's chamber on 03/02/2025 at 11 a.m. The meeting started with a warm welcome by the Principal Madam, and the IQAC coordinator has put forward the following agendas as a part of the institutional development plan.

#### **Agenda Items:**

- 1. Improvement in Feedback Mechanism**
- 2. Commencement of Remedial Classes for Slow Learners**
- 3. Promoting Self-Employment Opportunities for Students**
- 4. Schedule of National Gujarati Seminar**
- 5. Formation of new Cells and Centres**
- 6. Formalities for ISO registration**

#### **1. 360° Feedback Mechanism**

In a meeting, discussion on the current feedback system was held, and proposed changes in the questionnaire that we had for students' online feedback were received. The 360° approach was suggested by the Principal Madam, for analysing and reviewing feedback from all the stakeholders. Recommendations were given, and preparation of the revised questionnaire was assigned to the concerned faculty. The feedback mechanism of other stakeholders was also considered for the revision.

#### **2. Remedial Classes for Slow Learners:**

The IQAC coordinator announced the introduction of remedial classes for each program from this winter semester. The HoDs of each department were informed about the identification of weak students, the schedule of remedial classes outside regular hours, and the appointment of faculties for conducting the classes. The proper documentation of beneficiary students' needs to be kept department-wise.

### **3. Promoting Self-Employment Opportunities for Students**

Keeping pace with the changing market conditions, the internship coordinator informed about the exploration of new opportunities for entrepreneurship and self-employment. The collaboration with local businesses was suggested to support student ventures. The internship and innovation club was informed to organize workshops and seminars on start-up culture and business skills. The fun fair is organized every year to promote and sharpen entrepreneurial skills among the students.

### **4. Schedule of National Gujarati Seminar:**

The Principal Madam has announced the proposed date and time for conducting the National Gujarati Seminar in the upcoming academic semester. The Head of Gujarati Department was assigned duty for preparation of brochure, arrangements and collection of papers, review and publication. The faculties are informed and motivated to write papers and attend conference.


### **5. Formation of new Cells and Centres**

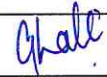

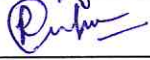






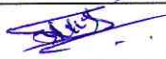


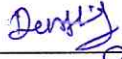

As per the format of binary NAAC reforms, IQAC coordinator suggested the formation of a new research and innovation cell. This cell will support students for carrying out research and start up activities. The cell will create an ecosystem for new business ideas and support innovative proposals from the students. The information regarding SSIP and start up formalities and government fund schemes will be given to the students.

### **6. ISO registration**

The institute needs to follow a structured process to ensure compliance with the relevant ISO standards. The Principal Madam, assigned duty for collection and preparation of necessary documents, including the academic audit. The necessary procedures will be followed for applying and receiving the ISO certificate.

The meeting was ended with vote of thanks.

  
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### **Action Taken Report:**

In accordance with meeting held on 06/09/2024, the following actions were taken:

- The Placement Coordinator will work on industry engagement and will try for more companies approaching our institute for Placement Drive.
- The technical person looking after website designing and management was called up and detailed discussion for necessary changes was held.
- IQAC coordinator took responsibility of the preparation of IDP for two years.
- Competitive exam and career related new guest lectures will be included for betterment of Advanced Learners.



**CIRCULAR**

**03/09/2024**

Namaste All!

This is to inform all IQAC members that the second IQAC Meeting will be held on 6<sup>th</sup> September, 2024 at the IQAC Room for fruitful discussion on Agenda mentioned below. All are requested to mark their presence for smooth execution.

➤ **Agendas for Discussion**

1. Placement Support
2. Attendance Policy
3. Career Counselling for Advanced Learners:
4. Website Modification
5. Preparation of IDP for upcoming two years
6. Inclusion of various types of Audit

At the end of the meeting, suggestions and inputs can be given.

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**IQAC Minutes of the Meeting**

06/09/2024

The second IQAC meeting was held in IQAC room. The Principal greeted everyone and reviewed agendas discussed in the first meeting. The follow-up and suggestions were given for work need to be completed. In this meeting below mentioned Agendas were discussed.

**1. Placement Support**

IQAC Committee in co-ordination with Placement Committee has prepared roadmap for effective career guidance and provision of Placement Opportunities to aspirant students. The institute at present periodically arrange career guidance and competitive exam guidance programs. To add on this, skill based training and grooming as per industry requirement need to be introduced.

**2. Attendance Policy**

Umiya Arts & Commerce College has a legacy of 16 years in academics with continuous improvement in imparting qualitative Education. The Institute has code of conduct for students and attendance is also set as one criteria in internal exam marks. The institute is proposing to introduce bio metric attendance machine for easy and accurate record of attendance of the students.

**3. Career Counselling for Advanced Learners:**

IQAC co-ordinator informed about the need of revising activities carried out under career guidance. The fresh approach is required to meet need of targeted career guidance. The suggestions were given for arrangements of meetings with industry experts and alumni. The introduction of expert sessions from industry expert was also recommended. The new MOU with relative industries can also be worked out for the same.

**4. Website Modification**

The Principal Madam suggested modification in presentation of academic and co-curricular data and achievements of the institute on the website. The research activities of faculties need to be updated and collective information need to be displayed on the website. Integration of social media feeds and links to connect

with the college's social media profiles for reaching to wider audience was also proposed by Principal Madam.

### **5. Preparation of IDP for upcoming two years**

The Principal Madam proposed the preparation of two-years Institutional Development Plan. The IQAC co-ordinator has assigned duty for identifying academic areas for improvement that could be covered in upcoming future plans. According to NEP and evolving education system necessary recommendations will be collected from the faculties and will be incorporated in IDP.

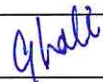
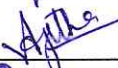










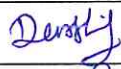
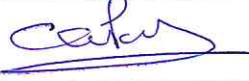
### **6. Inclusion of various types of Audit**

Incorporating various audits into a college's operational framework can significantly enhance its overall efficiency, compliance, and quality of education. As the institute is conducting Academic, Energy Audit and green Audit on regular basis within stipulated time period. The Principal Madam suggested for adding up IT audit, operational audit, compliance audit, health & safety audit as futuristic step towards the holistic progress of the college.

The meeting ended with vote of thanks.



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**Action Taken Report:**

On the basis of discussions held in IQAC meeting held on 05/07/2024, the below mentioned actions were initiated.

- As per the changing scenario of education system, skill based add-on courses will be introduced from current academic year.
- The faculties and the principal madam will use contacts and will approach for grants and funds for providing quality education to the students.
- IQAC has shared schedule of free HRDC Courses offered by Gujarat University and motivated faculties for the registration in refresher and sensitization courses.
- HODS of all departments took responsibility of conducting induction program for first year students.



**CIRCULAR IQAC MEETING**

**02/07/2024**

Namaste All!

This is to inform all IQAC members that the IQAC Meeting will be held on 5<sup>th</sup> July, 2024 at the IQAC Room for fruitful discussion on Agenda mentioned below. All are requested to mark their presence for smooth execution.

**Agenda**

- Inclusion of Innovative Add-on Courses
- Exploring sources of Funding
- Capacity Building Programs for Faculties
- Building Industry-Academia Partnership
- Orientation & Induction Program
- Perspective Plan of year 2024-25

After the meeting any suggestions or inputs regarding improvement can be presented by any member for the development of our students.

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## IQAC Minutes of the Meeting

05/07/2024

A meeting of IQAC members was held at the Principal's Chamber in the very beginning of the semester. The Principal and IQAC Co-coordinator welcomed everyone, informed about the status of submission of AQAR-2023-24 and began discussion on agenda presented.

### 1. Inclusion of Innovative Add-on Courses:

IQAC in co-ordination with Add-on Course Committee has proposed innovative courses comprising emerging areas like: Universal Human Values, Corporate Social Responsibility, Indian Knowledge System, Sustainable Development Goals and role of Countries and institutes in this. The aim is to incorporate advanced and emerging courses to bridge the gap and provide opportunity to students to explore new multi-disciplinary courses.

### 2. Exploring sources of Funding:

As the institute is Grant-in aid, its aim is to provide qualitative education to female students of economic backward community. This year college has achieved 8<sup>th</sup> rank at National level for charging lowest fees. (India Today Survey 2024). The grant and fund is the limitation of institute. This year institute will try to explore new sources of grant so that they can create robust research and innovation ecosystem.

### 3. Capacity Building Programs for Faculties:

The National Education Policy (NEP) 2020 emphasizes the importance of motivated, energetic, and talented faculty in higher education. Capacity building for teachers at all levels is a primary priority. Existing systems, such as UGC-Human Resource Development Centres (HRDCs) and the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Centres (PMMMNTT), have made major contributions for the overall development of faculties. IQAC furnishes timely information and schedule of such courses to faculties and ensures registration and completion of such courses. With motivation and continuous

guidance by IQAC, 100% faculties have registered for refresher and NEP Sensitization courses offered under Malaviya Teacher Training Programs.

#### **4. Building Industry-Academia Partnership**

In today's world, knowledge application is critical for bridging the gap between theory and practice. The college is actively working to foster industry-academic partnership in order to give practical experience and training to fresh graduates. This will help them to gain confidence during the placement process and will affect their future careers.

#### **5. Orientation & Induction Program**

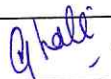

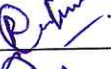



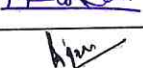


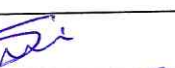
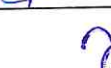


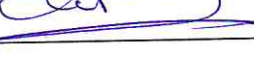
As the academic year begins, department heads are asked to prepare and carry out an orientation and induction program for new students who have enrolled this year. This program aims to familiarize new students with college activities, policies, a code of conduct, and general academic instructions.

#### **6. Institutional Development Plan 2024-25**

In the beginning of academic year, perspective plan of 24-25 was discussed with IQAC members. The suggestions were considered and necessary inputs were taken. The course of action was decided accordingly.

The meeting ended with vote of thanks.

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17	Vipuldev J Pandya	Parent	

### **Action Taken Report:**

- In accordance of last meeting held on 21/03/2024, the following actions were planned and implemented
- For inclusion of quality enhancement programs, various competition and innovative teaching methods were introduced.
- For improvising skill development programs, new Add-on courses related to Excel (Usage of formula and data analysis) and Computer Application were introduced.
- Parent Teacher Meeting was organized by various departments for building rapport with parents and taking their feedback regarding education system followed by our institute.