

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

First Meeting 2022-23

NOTICE

Date: 30.07.2022

All the Teaching and non-teaching staff are requested to remain present compulsory for the IQAC first Meeting on 02.08. 2022 at 12.30 p.m. in the Room No. 2

Agenda :-

- 1) To read and finalize the report of previous meeting.
- 2) To prepare Action plan
- 3) To prepare the Academic calendar for this session
- 4) Development in Teaching-Learning
- 5) Other subjects with the permission of the Principal



Co-ordinator



Principal
Natwarlal Jashbhai Patel Arts
& Commerce College, Mohadi

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

Minutes of the First Meeting

Date: 02.08. 2022

The first meeting of IQAC for this session was held under the chairperson of the Principal. The minutes of the meeting are as follows:

Resolution 1

With the permission of the Principal, the IQAC coordinator read out the minutes of the previous meeting of the session 2021-22. The report of the meeting was approved and finalized unanimously.

Resolution 2

The Principal asked the members to discuss on the Plan of Action for this session. As per guidelines discussed in the previous meeting the Plan of Action was prepared which is as follows:

- To prepare for accreditation for 3rd Cycle
- To prepare Academic Calendar for the session 2022-23.
- Preparedness for online teaching-learning with use of ICT Tools
- Stress on e-content development
- To organize more community oriented extension activities
- To prepare students for exam pattern
- To fulfill the suggestions expressed through Feedback and SSS
- To increase students' involvement in the academic activities

Resolution 3

The Principal asked the staff to discuss on the Academic Calendar. The discussion went on keeping in mind the various important activities during the session. After the discussion, it was decided to prepare the calendar within a week.

Resolution 4

The Principal initiated the discussion on the teaching-learning process after the pandemic of Covid-19. Teachers expressed their views about the various online tools and methods. It was decided to use both online and offline modes as necessary.

Resolution 5

The principal asked the teachers about the innovations in teaching-learning. He also asked to prepare the sets of MCQs. The co-ordinator and the staff agreed to create the same in near days.

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
02.08. 2022**

| Sr. No. | Agenda | Action |
|----------------|---------------------------------------|---|
| 1. | To prepare Plan of Action for 2022-23 | Prepared Plan of Action |
| 2. | To prepare Academic Calendar | Prepared Academic Calendar |
| 3. | Teaching-Learning after Covid-19 | Online and offline modes of teaching were used with various online tools and platforms. |
| 4. | Other subjects | Subjectwise innovative teaching-learning methods were used in some extent |
| | | Teachers prepared the sets of MCQs for students |
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IQAC Co-ordinator



**Principal
Natwarlal Jashbhai Patel Arts
& Commerce College, Mohadi**

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

Second Meeting for 2022-23

NOTICE

Date: 27.04.2023

All the Teaching Non-Teaching staff are requested to remain present compulsorily for the IQAC meeting on 29.04.2023 at 12.00 p.m. in the Room No. 2

The Agenda of the Meeting is as follows –

- 1) To read finalize the report of Previous Meeting
- 2) ATR of Plan of Action
- 3) To collect data for various purposes
- 4) Plan of Action for the next year
- 5) Other issues.



IQAC Co-ordinator



**Principal
Natwarlal Jashbhai Patel Arts
& Commerce College, Mohadi**

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

Minutes of the Second Meeting

Date: 29.04.2023

The second meeting of IQAC for the session 2022-23 was held on 29.04.2023 under the chairmanship of the Principal. The minutes of the meeting are as follows:-

Resolution 1

With the permission of the Principal, the IQAC Co-ordinator read out the minutes of the previous meeting dated on 02.08. 2022.

The Report of the meeting was approved and finalized unanimously.

Resolution 2

The Principal asked all the Teaching and non teaching members to discuss on ‘Action Taken’ on the plan of action. After the discussion, it was decided to prepare Action Taken Report and to submit to the co-ordinator.

Resolution 3

The co-ordinator asked all the staff members and co-ordinators of various Cells to submit the relevant data as usual for the purpose of AQAR, Dept. Reports, APIs, feedback, SSS and others. All were agreed to submit the same during the vacation.

Resolution 4

The Principal asked the co-ordinator to discuss on Plan of Action for the next session. The co-ordinator presented the important points to be included in the Action Plan. After the discussion a rough draft was prepared and everyone was agreed to execute accordingly in the coming session.

Resolution 5

The co-ordinator asked all the heads of various departments and Cells to submit the Annual Reports. As per the situation after Covid-19 pandemic, stress should be given on writing practices. Teachers are asked to prepare students for examinations.

After the explanations on some issues and discussions, all were agreed to submit the reports.

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
29.04.2023**

| Sr. No. | Agenda | Action |
|----------------|--------------------------------------|--|
| 1. | ATR of Plan of Action | ATR was prepared |
| 2. | To collect data for various purposes | The relevant data for AQAR, Departmental Reports, APIs, Feedback and SSS was submitted to IQAC |
| 3. | Plan of Action for next year | Plan of Action for next year prepared |
| 4. | Other issues | Annual Reports were submitted by the various departments and Cells. Writing practices were taken. Students were prepared for the examinations. |
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IQAC Co-ordinator



Principal
Natwarlal Jashbhai Patel Arts
& Commerce College, Mohadi