

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

First Meeting 2023-24

NOTICE

Date: 28.07.2023

All the Teaching and non-teaching staff are requested to remain present compulsory for the IQAC first Meeting on 01.08. 2023 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: 01.08. 2023

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 2022-23. 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 go for accreditation for 3rd Cycle
- To prepare Academic Calendar for the session 2023-24.
- To organize NSS University/ State level camp.
- To increase digital tools in teaching-learning.
- To increase teachers' participation in curriculum development.
- To start a certificate course.
- Focus on Career Guidance Cell.
- Publication of research papers in reputed journals.
- To increase Career Katta activities.
- To increase the participation of teachers in University's various committees like LEC, Placement Committee, Vigilance Squad etc.

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 this session.

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
01.08. 2023**

Sr. No.	Agenda	Action
1.	To prepare Plan of Action for 2023-24	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

Co-ordinator

Principal
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Internal Quality Assurance Cell (IQAC)

Second Meeting for 2023-24

NOTICE

Date: 27.04.2024

All the Teaching Non-Teaching staff are requested to remain present compulsorily for the IQAC meeting on 29.04.2024 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.



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: 29.04.2024

The second meeting of IQAC for the session 2023-24 was held on 29.04.2024 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 01.08. 2023.

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. 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
29.04.2024**

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. Students were prepared for the examinations.

Co-ordinator

Principal
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& Commerce College, Mohadi