

Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

First Meeting 2019-20

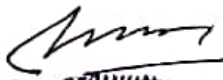
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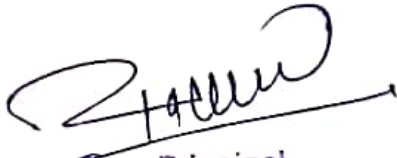
Date: 01.06.2019

This is to inform you that the first meeting of IQAC for the session 2019-20 will be held on 03.07.2019 at 1.00 pm in the department of Geography. All are requested to make it convenient to attend the meeting. The agenda of the meeting is as under-

Agenda

1. To read and finalize the report of the previous meeting.
2. To prepare Plan of Action for 2019-20
3. To prepare Academic Calendar
4. Submission of Teaching Plan
5. Planning for Extension Activities
6. Other subjects with the permission of the Principal


Co-ordinator
IQAC
N.J. Patel College.
Mohadi Distt. Bhundar


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: 03.07.2019

The first meeting of IQAC for the session 2019-20 was held on 03.07.2019 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting of the session 2018-19.

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

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

- To encourage for e-content development
- To update college website
- To strengthen Mentoring System
- Use of Infrastructure for community service like library, ground, career guidance
- To create Innovation Forum for students and teachers
- To implement students ambassador system
- To implement 'Less Paper Concept'
- To purchase more computers
- To purchase office softwares
- To purchase water cooler with RO for students

Resolution No. 3

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

Resolution No. 4

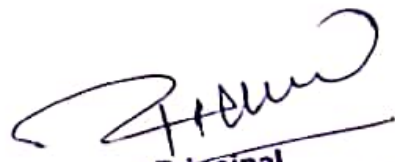
The Principal asked the teachers to submit the teaching plan for the session. A discussion went on regarding teaching days, holidays and University Calendar. After the discussion, it was decided to submit teaching plan to the IQAC Co-ordinator within three days.

Resolution No. 5

With the permission of the Principal, the co-ordinator asked the staff to discuss on the extension and community-oriented activities to be conducted by various departments. After the discussion, it was decided that the concerned Cell for Extension activities would prepare a plan and submit it to the co-ordinator within a week.

Resolution No. 6

The Principal asked the teachers to try for Linkages, Collaborations and MoUs. The co-ordinator and the staff agreed to create the same in near future.


Principal
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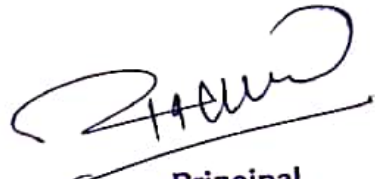
Natwarlal Jashbhai Patel Arts & Commerce College, Mohadi

Internal Quality Assurance Cell (IQAC)

**Action Taken Report (ATR) of the Meeting dated
03.07.2019**

Sr. No.	Agenda	Action
1.	To prepare Plan of Action for 2019-20	Prepared Plan of Action
2.	To prepare Academic Calendar	Prepared Academic Calendar
3.	Submission of teaching plan	Departmental Teaching Plans were submitted to IQAC
4.	Planning for Extension activities	Concerned Cell prepared the plan and submitted to IQAC
5.	Other subjects	MoU was signed


IQAC Co-ordinator
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Internal Quality Assurance Cell (IQAC)

Second Meeting 2019-20

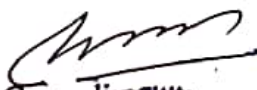
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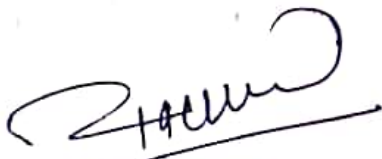
Date: 18.11.2019

All the teaching and non-teaching staff are requested to remain present compulsorily for the IQAC meeting on 20.11.2019 at 1.00 pm in the Department of Geography.

The agenda of the meeting is as follows-

1. To read and finalize the report of the previous meeting.
2. Preparation of SSR for the 3rd Cycle
3. Allotment of the responsibilities
4. Other issues


Co-ordinator,
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N.J. Patel College,
Mohadi Dist. Bhandar


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Internal Quality Assurance Cell (IQAC)

Minutes of the Second Meeting

Date: 20.11.2019

The second meeting of IQAC for the session 2019-20 was held on 20.11.2019 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting dated on 03.07.2019 .

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

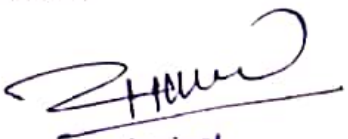
As decided in the previous meeting, the Principal proposed his plan to prepare SSR for 3rd Cycle. With the permission of the Principal, the co-ordinator explained the process of data collection and preparation of SSR with its Quantitative and Qualitative metrics. He asked the staff to provide relevant data on time. All were agreed to co-operate for SSR preparation.

Resolution No. 3

With the permission of the Principal, the co-ordinator allotted the Criterion wise responsibilities for the preparation of SSR. He explained them what and how to do the work. All were agreed to perform allotted responsibilities.

Resolution No. 4

The co-ordinator asked the teachers to provide the updates about evaluation process. He also asked them to update with odd semester records. The discussion went on and all agreed to update with the same.


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**Action Taken Report (ATR) of the Meeting dated
20.11.2019**

Sr. No.	Agenda	Action
1.	Preparation of SSR for the 3 rd Cycle	SSR writing started
2.	Allotment of the responsibilities	Co-ordinator allotted the Criterion wise responsibilities.
3.	Other issues	Updates about evaluation process and odd semester data were prepared


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Internal Quality Assurance Cell (IQAC)

Third Meeting for 2019-20

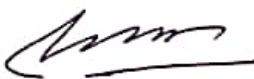
NOTICE

Date: 18.11.2020

This is to inform you that the last meeting of IQAC for the session 2019-20 will be held on 19.11.2020 at 1.00 pm in the department of Geography. All are requested to make it convenient to attend the meeting. The agenda of the meeting is as under-

The agenda of the meeting is as follows-

1. To read and finalize the report of the previous meeting.
2. ATR of Plan of Action
3. To collect data for various purposes
4. Plan of Action for next year
5. Other issues


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Internal Quality Assurance Cell (IQAC)

Minutes of the Third Meeting

Date: 19.11.2020

The last meeting of IQAC for the session 2018-19 was held on 19.11.2020 under the chairmanship of the Principal. The minutes of the meeting are as follows-

Resolution No. 1

With the permission of the Principal, the IQAC Co-ordinator Prof. M.B.Bhaisare read out the minutes of the previous meeting dated on 20.11.2019.

The report of the meeting was approved and finalized unanimously.

Resolution No. 2

The Principal asked all the present members to discuss on the 'Action Taken' on the Plan of Action. After the discussion, it was decided to prepare Action Taken Report and to submit to the coordinator.

Resolution No. 3

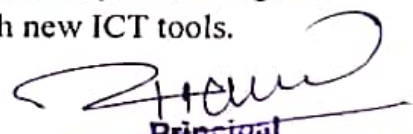
The co-ordinator asked all the staff members and co-ordinators of various Cells to submit the relevant data as usual for the purpose of AQAR, Departmental Reports, APIs, Feedback and SSS. All were agreed to submit the same during the vacation.

Resolution No. 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 No. 5

The co-ordinator asked all the heads of various departments and Cells to submit the Annual Reports. Due to the COVID-19 pandemic, stress should be given on online teaching with new tools. After the explanations on some issues and discussions, all were agreed to submit the reports during the vacation period. They were also agreed to cope up with new ICT tools.

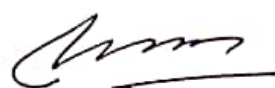

Principal
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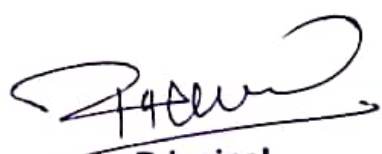
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**Action Taken Report (ATR) of the Meeting dated
19.11.2020**

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
6.	Other issues	Annual Reports were submitted by the various departments and Cells and adopted ICT tools for online teaching


IQAC Coordinator
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