



**Bhartiya Vidya Bhavan's Shri Ishvarlal L. P. Arts-Sc. & J.
Shah Comm. College- Dakor, Dakor, Dist: Kheda, Gujarat**

Year: 2021-22

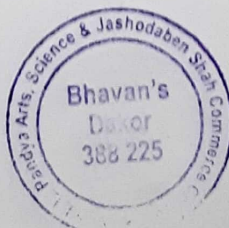
IQAC Minutes of Meeting - I



Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 15/06/21 to discuss various parameters regarding academic year 2021-22. The following members were present:

1. Chairperson: Dr M. K. Nayee (In-charge-Principal)
2. Convener: Dr. P. G. Sutaria
3. Member: Prof. D. V. Surti
4. Member: Smt. Dr. B. K. Patel
5. Member: Dr. T.R. Trivedi
6. Member: Dr. Y. M. Kadiyani
7. Member: Dr. Sahaj A. Gandhi
8. Member: Shri M. L. Bariya (Technical Staff)
9. Member: Shri J. P. Rojasara (Administrative Staff)
10. Member: Shri Darshan Suthar (Administrative Staff)
11. Member: Shri R. B. Vaghela (Senior Peon)
12. Member: Mrs Nikitaben Gandhi (Management Representative)
13. Member: Miss Heni Soni (Alumni Representative)
14. Member: Harsh R. Pandya (Student Representative)
15. Member: Miss Janki Barot (Student Representative)
16. Member: Maharshi M. Trivedi (Student Representative)



Minutes of Meeting-I of 2021-22

Venue: IQAC Room

Date:15/06/21

Agenda of Meeting-I

1. To welcome for the newly appointed IQAC members
2. Review of Self-appraisal of all the faculty members
- 3.To plan academic calendar and course planner for all the faculties.
- 4.Formation of new functional committee for current academic year.
- 5.To discuss the probabilities and precautionary measures to initiate class room teaching after the online teaching due to COVID-19 pandemic.
6. To review the last academic results for year 2020-21 final year Undergraduate and Post Graduate students.
7. To nominate SRC convener and arrange induction program schedule for newly admitted students.

After prolonged discussions and exchange of ideas, following resolutions were adopted by all the IQAC members:

Agenda Item 1: All the IQAC members were welcomed by Principal and were briefed about their responsibilities as a IQAC committee member.

Agenda Item 2: IQAC members reviewed self-appraisals of all the faculty members and discussed margin of improvement individually.

Agenda Item 3: IQAC members finalized academic calendar and course planner for all the faculties.



Agenda Item 4: IQAC members finalized functional committee for the current academic year.

Agenda Item 5: All the IQAC members along with the principal had a detailed discussion about precautionary measures to be followed before initiating classroom teaching.

Agenda Item 6: Principal critically discussed results of Undergraduate and Postgraduate students and invited suggestions for students who were performing below par as a result of pandemic effects.

Agenda Item 7: Dr T.R. Trivedi was nominated as SRC convener with approval from all the IQAC members by Principal assigned responsibility to conduct induction program for newly admitted students of all the faculties so that they can be encouraged for participation in various activities.





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Year: 2021-22

IQAC Minutes of Meeting - II



Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 22/09/21 to discuss various parameters regarding academic year 2021-22. The following members were present:

1. Chairperson: Dr M. K. Nayee (In-charge-Principal)
2. Convener: Dr. P. G. Sutaria
3. Member: Prof. D. V. Surti
4. Member: Smt. Dr. B. K. Patel
5. Member: Dr. T.R. Trivedi
6. Member: Dr. Y. M. Kadiyani
7. Member: Dr. Sahaj A. Gandhi
8. Member: Shri M. L. Bariya (Technical Staff)
9. Member: Shri J. P. Rojasara (Administrative Staff)
10. Member: Shri Darshan Suthar (Administrative Staff)
11. Member: Shri R. B. Vaghela (Senior Peon)
12. Member: Mrs Nikitaben Gandhi (Management Representative)
13. Member: Miss Heni Soni (Alumni Representative)
14. Member: Harsh R. Pandya (Student Representative)
15. Member: Miss Janki Barot (Student Representative)
16. Member: Maharshi M. Trivedi (Student Representative)



Minutes of Meeting-II of 2021-22

Venue: IQAC Room

Date:22/09/21

Agenda of Meeting-II

1. To review progress of past meeting minutes.
2. To plan internal exams for Undergraduate and Postgraduate students.
3. To check course planner of all the faculty members.
4. To explore the probability of conducting NSS camp keeping in view of university guidelines and if required to think of other options.
5. To analyze activities conducted during the semester and also review the mentorship program.

After prolonged discussions and exchange of ideas, following resolutions were adopted by all the IQAC members:

Agenda Item 1: Minutes of the past meeting were discussed by IQAC members and suggestions were also made during the discussion.

Agenda Item 2: IQAC members discussed the probable dates for Undergraduate and Postgraduate internal theory as well as practical exams.

Agenda Item 3: Principal checked and evaluated course planner of all the faculty members.

Agenda Item 4: Principal and all the members discussed various probable venues for one-week NSS camp to be conducted by program officer Prof. S. D. Parmar and members also opined that if COVID-19 pandemic after effects may hinder venues then alternately one day program must be hosted at nearby place like Vinzol.



Agenda Item 5: Principal along with IQAC members reviewed activities conducted under Bhavan's Community Center and Mentorship program. Suggestions from students were discussed. The committee members along with Principal resolved to take steps for grievances shared by the students.





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Year: 2021-22

IQAC Minutes of Meeting - III



Notice

A general meeting for NAAC which is conducted by IQAC cell has been called on 07/02/22 to discuss various parameters regarding academic year 2021-22. The following members were present:

1. Chairperson: Dr M. K. Nayee (In-charge-Principal)
2. Convener: Dr. Sahaj A. Gandhi
3. Member: Prof. D. V. Surti
4. Member: Smt. Dr. B. K. Patel
5. Member: Dr. T.R. Trivedi
6. Member: Dr. Y. M. Kadiyani
7. Member: Shri M. L. Bariya (Technical Staff)
8. Member: Shri J. P. Rojasara (Administrative Staff)
9. Member: Shri Darshan Suthar (Administrative Staff)
10. Member: Shri R. B. Vaghela (Senior Peon)
11. Member: Mrs Nikitaben Gandhi (Management Representative)
12. Member: Miss Heni Soni (Alumni Representative)
13. Member: Harsh R. Pandya (Student Representative)
14. Member: Miss Janki Barot (Student Representative)
15. Member: Maharshi M. Trivedi (Student Representative)



Minutes of Meeting-III

Year:2021-22

Venue: IQAC Room

Date:07/02/22

Agenda of Meeting-III

1. To nominate new IQAC Coordinator.
2. To review progress of past meeting minutes.
3. To plan activities for celebration of Science Day.
4. To arrange online lectures for Finishing School and grant released by Knowledge Consortium of Gujarat (KCG).
5. To discuss the probable dates for conducting internal exams.
6. To recommend government for up-grading "Adhyapak Sahayak" as permanent assistant professor with regular UGC scale.

After prolonged discussions and exchange of ideas, following resolutions were adopted by all the IQAC members:

Agenda Item 1: Dr Sahaj A. Gandhi from Physics Department was unanimously nominated as IQAC Coordinator as Dr P. G. Sutaria was selected in Postgraduate Department of Sardar Patel University. All the members of IQAC congratulated for his selection and lauded the efforts of Dr Sutaria during his tenure as IQAC coordinator. Dr Gandhi sought his guidance and assured Dr Sutaria that he will follow his footsteps in performing all the responsibilities as an IQAC convener.



Agenda Item 2: Minutes of the past meeting were discussed by IQAC members and suggestions were also made during the discussion.

Agenda Item 3: Science Day Celebration was discussed as it involved participation of Undergraduate and Postgraduate students in various activities like Poster competition, Modelling and invited guest lectures.

Agenda Item 4: Dr Gandhi briefed the committee members regarding activity carried out across all the faculties. He also briefed the committee about 46 students enrolled for Finishing School and grants received for that.

Agenda Item 5: Probable dates for theory and practical internal exams were discussed by committee members.

Agenda Item 6: In View of sincere, honest performance since last five years, IQAC committee along with Principal decided to recommended government for upgrading the following Adhyapak Sahayak as permanent assistant professor with regular UGC scale:

- (1) Dr. Sahajkumar A. Gandhi (Physics)
- (2) Dr. Prakash P. Dholakia (Chemistry)
- (3) Prof. S. D. Parmar (Economics)





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IQAC Minutes of Meeting - IV



Notice

A general meeting for NAAC which is conducted by IQAC cell has been called on 28/04/22 to discuss various parameters regarding academic year 2021-22. The following members were present:

1. Chairperson: Dr M. K. Nayee (In-charge-Principal)
2. Convener: Dr. Sahaj A. Gandhi
3. Member: Prof. D. V. Surti
4. Member: Smt. Dr. B. K. Patel
5. Member: Dr. T.R. Trivedi
6. Member: Dr. Y. M. Kadiyani
7. Member: Shri M. L. Bariya (Technical Staff)
8. Member: Shri J. P. Rojasara (Administrative Staff)
9. Member: Shri Darshan Suthar (Administrative Staff)
10. Member: Shri R. B. Vaghela (Senior Peon)
11. Member: Mrs Nikitaben Gandhi (Management Representative)
12. Member: Miss Heni Soni (Alumni Representative)
13. Member: Harsh R. Pandya (Student Representative)
14. Member: Miss Janki Barot (Student Representative)
15. Member: Maharshi M. Trivedi (Student Representative)



Minutes of Meeting-IV

Year: 2021-22

Venue: Principal Room

Date: 28/04/22

Agenda of Meeting-IV

1. To felicitate outgoing Principal and welcome new Principal.
2. To review progress of past meeting minutes.
3. To prepare AQAR for submission as a prerequisite for NAAC accreditation.
4. To discuss preparation for Annual University Exams.
5. To discuss the vacation schedule and Admission process with Office staff.

After prolonged discussions and exchange of ideas, following resolutions were adopted by all the IQAC members:

Agenda Item 1: Principal Dr M.K.Nayee was felicitated as he was selected as Professor at Post Graduate Department, Sardar Patel University. He was lauded for guiding the institution during the most challenging COVID-19 pandemic outbreak. Dr T.R.Trivedi from Physics Department was welcomed by all the IQAC committee members. Dr Trivedi sought cooperation from all the members and assured all the members his support for all the activities to be conducted by them. Dr M.C.Patel from Gujarati Department was also welcomed as new IQAC member.



Agenda Item 2: Minutes of the past meeting were discussed by IQAC members and suggestions were also made during the discussion.

Agenda Item 3: Dr Sahaj Gandhi, coordinator of IQAC briefed status of AQAR preparations and emphasized on focused approach to speed up the timeline for submission.

Agenda Item 4: Principal Dr Trivedi discussed various aspects of scheduled for annual university examination. Dr Trivedi emphasized on maintaining strict vigil during the examinations.

Agenda Item 5: Principal Dr. Trivedi sought vacation schedule of all the committee members as the admission process will require their presence in the institution immediately after declaration of results of Board examination. Dr M. C. Patel volunteered his presence during the admission process and assured all the committee members that his past experience in admission committee will smoothen the admission process.

Office staff member Darshan Suthar outlined the centralized online process of the University and answered all the queries posed by IQAC members. He assured his junior staff member will be a helping hand in the online process.

Office staff also discussed tweaking of college website which faced certain issues while payment of online fees during the admission process. Principal Dr Trivedi assured that the matter will be sorted out with the website vendor.

