

Academic year
2018-19

IQAC
meeting No. 1

Date: 12/6/2018

Minutes of the 1st meeting of Academic year 2018-19, of the IQAC of Smt. M.M. Shah Mahila Arts college, Kadi held on 12th June, 2018.

The 1st meeting of the IQAC for Academic year 2018-19 was held on 12th June 2018. The meeting of IQAC was chaired by the principal Dr. Hina M. Patel and in which the following issues/matters have been discussed and following resolutions were made for uplifting the quality culture of the Institute.

- (1) The minutes of the previous meeting held on 1st March, 2018 were confirmed by the members.
- (2) Academic calendar for the current academic year should be prepared in line with the calendar provided by the state government and University for finalising the teaching and examination time table as well as various co-curricular and extra-curricular activities during the year.
- (3) It was also resolved that the staff contribution in 'student Aid fund' need to be increased for helping needy student for taking admission in BA-sem-I and continue it.
- (4) Face to face interaction with the students by all the departments is necessary for overall quality assurance. For this purpose 'student mentoring system' is implemented in which every teacher has to

provide guidance to a group of 20-25 students.

- (5) A non-teaching staff member may be assigned the task of collecting the abstracts of presentation and photographs etc. of the programmes to be held in the college and submitting them to IQAC.
- (6) A one-day state level orientation program can be organized for preparation of NET/SLET examination for the students of M.A. Gujarati, Psychology, Sanskrit and Economics.

The meeting ended with thanks to the chair.

Sr No.	Name	Signature
1	Dr. Hina M. Patel	
2	Dr. B. D. Dhila	
3	Dr. S. C. Acharya	
4	Dr. V. S. Thakkar	
5	Mr. D. K. Chandhari	
6	Dr. R. M. Chavhan	
7	Mr. C. J. Parmar	
8	Shri Nalinbhai N. Shah	
9	Dr. Ajay S. Goh	
10	Dr. D. Makvana	
11	Kajal R. Desai	

Academic year
2018-19

IQAC
Meeting No. 2

Date: 03/11/2018

Minutes of the 2nd meeting of Academic year 2018-19, at the IQAC of Smt. M. M. Shah Mahila AAS College, Kadi held on 3rd Nov, 2018.

The 2nd meeting of the IQAC for Academic year 2018-19 was held on 3rd Nov, 2018. The meeting of the IQAC was chaired by the Principal Dr. Hina M. Patel and in which the following issues/ matters have been discussed and following resolutions were made for uplifting the quality culture of the Institute.

(1) The minutes of the previous meeting held on 12th June, 2018 were confirmed by the members.

(2) Committee for organizing one-day orientation program is formed by appointing Dr. B. D. Dhila as co-ordinator and Hods from Gujarati, Economics, Psychology and Sanskrit will work as co-coordinator for smoothly handling of entire program.

(3) It is made compulsory for the students of B.A-Sem-V/VI & M.A. sem-1 to 4 about presentation of seminar and performance of the student will be considered as internal evaluation in examination.

(4) An expert lecture may be arranged in second term for each department's students i.e. Gujarati, Economics, Psychology and Sanskrit. All Hods and concern faculties are instructed to endeavour about

maximum participation of students.
(5) Time for organization of annual camp of N.S.S. is fixed in the month of January-2019 and N.S.S. program officer & committee members are instructed to finalise the village in Kadi taluka through planning of more programmes in order to benefit rural community.

(6) The committee for admission process have to distribute the work at beginning of second term, in which list of the student from surrounding area schools will acquire and proper conveyance will be executed at the end of second term.

(7) The meeting ended with thanks to the chair.

Sr. No.	Name	Signature
1.	Dr. Hina M. Patel	[Signature]
2.	Dr. B. D. Dhila	[Signature]
3.	Dr. S. C. Acharya	[Signature]
4.	Dr. V. S. Thakkar	[Signature]
5.	Mr. D. K. Chaudhari	[Signature]
6.	Dr. R. M. Chauhan	[Signature]
7.	Mr. C. J. Parmar	[Signature]
8.	Shri Nalinbhai N. Shah	[Signature]
9.	Dr. Ajay S. Gor	[Signature]
10.	Daxa D. Mukwama	[Signature]
11.	Kajal R. Desai	[Signature]

Academic year
2018-19

IQAC
Meeting No. 3

Date: 19/11/2018

Minutes of the 3rd meeting of Academic year 2018-19, of the IQAC of Smt. M.M. Shah Mahila Arts College, Kadi held on 19th Nov, 2018.

The 3rd meeting of the IQAC for Academic year 2018-19 was held on 19th Nov, 2018. The meeting of the IQAC was chaired by the Principal Dr. Hima M. Patel and following issues/matters have been discussed and following resolutions were made for uplifting the quality culture of the Institute.

- (1) The minutes of the previous meeting held on 3rd Nov, 2018 were confirmed by the members.
- (2) The dates for prize distribution and cultural program are finalised in keeping the mind short period of second term.
- (3) It is determined that the feedback form regarding teacher evaluation, curriculum/program evaluation, Library service evaluation must be furnished at the end of second term. The feedback form of various stakeholders like alumni & parents will be filled up at time of the meeting with the alumni & parents. Timely evaluation and analysis of the feedback must be done within given time frame.
- (4) Every department including N.S.S and N.C.C. are informed about preparing PPT of their activities which may be

presented before IQAC in the month of March-19.

- (5) UGC committee will make sure about final utilization of remaining grant of various heads and final audit and account may be sent to UGC WRO, Pune before 20th March-2019.
- (6) The meeting ended with thanks to the Chair.

Sl. No.	Name	Signature
1	Dr. Hima M. Patel	Hima
2	Dr. B.D. Dhila	B.D.
3	Dr. S.C. Acharya	S.C.
4	Dr. V.S. Thakkar	V.S.
5	Mr. D.K. Chaudhari	D.K.
6	Dr. R.M. Chauhan	R.M.
7	Mr. C.J. Parmar	C.J.
8	Shri Nalinbhai N. Shah	N.S.
9	Dr. Ajay S. Gosh	A.S.
10	Deixa D. Makwana	D.M.
11	Kajal R. Desai	K.R.

Academic year
2018-19

IQAC
Meeting No. 4

Date: 16/04/2019

Minutes of the 4th meeting of Academic year 2018-19, of the IQAC of Smt. M.M. Shah Mahila Arts College, Kadi held on 16th April, 2019.

The 4th meeting of the IQAC for Academic year 2018-19 was held on 16th April, 2019. The meeting of the IQAC was chaired by the Principal Dr. Hina M. Patel and the following issues/matters have been discussed and resolutions were made for uplifting overall quality of the Institute.

- (1) The minutes of the previous meeting held on 19th Nov, 2018 were confirmed by the members.
- (2) An expert lecture or oneday workshop should be arranged to understand new framework of NAAC A & A i.e. IQA, AQAR and SSR.
- (3) Every department Head and coordinator of concern committee are instructed about submitting their annual report of activities to coordinator of IQAC in first week of July-2019, for timely submission of AQAR of 2018-19 to NAAC.
- (4) It is resolved that the remuneration paid to coordinator of IQAC has been granted from the fund received from UGC under UGC-IQAC scheme.
- (5) Admission process will start soon the declaration of HSC result therefore every staff member has to remain

present during admission process in the month of June-2019.

- (6) For enhancing the number of students in B.A. sem-I, the IQAC suggests college management to waive entire fees of BA-sem-I who gets first class in HSC examination-2019 and takes admission in granted subject of BA-sem-I.
- (7) The meeting ended with thanks to the chair.

Sr. No.	Name	Signature
1	Dr. Hina M. Patel	[Signature]
2	Dr. B. D. Dhita	[Signature]
3	Dr. S. C. Acharya	[Signature]
4	Dr. V. S. Thakkal	[Signature]
5	Mr. D. K. Chandhari	[Signature]
6	Dr. R. M. Chauhan	[Signature]
7	Mr. G. J. Parmar	[Signature]
8	Smt. Nalinbhai N. Shah	[Signature]
9	Dr. Ajay S. Gore	[Signature]
10	Dr. D. D. Makwani	[Signature]
11	Kajal P. Desai	[Signature]