

25-06-22

TQAC Meeting

Following matters were discussed on 25/06/22 at 11:00 o'clock of TQAC first meeting program in the principal's office.

AQAR of 2020-21 is ready which will be sent in very short period.

SSR (Self Study Report) will be prepared for NAAC third cycle of this year.

Every professor has to take each program's photos in Geo Tag App.

Notice has to be issued of any program in Gujarati and in English language. And after that program it is suggested to prepare a pressnote too. During every program the students' presence will be listed. The professors are suggested to take name list of the present students during every program.

It is mandatory for all professors to present even one paper under UGC case.

The professors who are involved in different committee, have to submit names of two student to Diptiben.

Every morning prayer must be done on the middle ground.

In every month, the first period is for Yoga and the second for Zumba on alternate Saturday.

The professors are suggested to educate the students through TCT or by showing them films.

Start the lectures of B.A. sem III & sem IV, M.A. sem III from 27/06/22.

Start the lectures of B.A. sem I from 04/07/22.

In the subject like Gujarati and Psychology of M.A. sem - IV, dissertation paper has to introduce so that students may aware for research method.

Every professor and every student must use computer.

The list of necessary books from the library must be submitted in the office.

NAAC sponsored one day seminar will be held on 24/09/22. It is mandatory for all professors to register their names and also to present paper.

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI
IQAC Formation 2022-23

Date: 25/6/22

Time: 11-00 AM

Sr. No.	Name	Sign.
1	Dr. Hinaben M. Patel	<i>H. Patel</i>
2	Dr. Varshaben C. Brahmhatt	<i>Varshaben</i>
3	Mr. Dharmendrabhai K. Chaudhari	<i>D. Chaudhari</i>
4	Dr. Ratanben P. Solanki	<i>SPP</i>
5	Dr. Jaiminiben C. Solanki	<i>J.C. Solanki</i>
6	Smt. Diptiben D. Solanki	<i>D. Solanki</i>
7	Shri Nalinbhai M. Shah	<i>N. Shah</i>
8	Mr. Chiragbhai Thaker	<i>Chiragbhai</i>
9	Prin. Dr. Narendrabhai Chotaliya	<i>N. Chotaliya</i>
10	Prajapati Jalpaben V.	<i>Jalpaben</i>

Action taken :-

- ★ professors presented their subjectwise papers in UGC Care list.
- ★ professors are used ICT tools during their lectures regularly.
- ★ students and professors are used computers and ICT tools for education and projects.
- ★ list of books submitted to the office.

IQAC Meeting

On 10/08/2022, an IQAC meeting was organized in the principal Dr Heena Patel Ma'am's office, in which the following matters were discussed.

- ① AQAR of 2021-2022 is to be prepared and sent to NAAC by 31 Aug 2022. Keeping this in mind, the survey has to be conducted according to its own criteria.
- ② Annual report of the college has to be prepared.
- ③ AQAR and SSR has to complete till the December 2022.
- ④ All information for five year's have to be prepared for operation of SSR.
- ⑤ All the professor's, who they have participated in research paper, book seminar, workshop, paper copy and few details has to be submitted.
- ⑥ For AQAR Part 'A' work will be conducted by Dr. Sangeeta. C. Acharya. and part 'B' will be done by by Dr. Jamini Ben solanki and professor Bhaktiben prajapati.

- ⑦ All activity has to be planned by academic calendar and all have to prepare this all activities by academic calendar and it's press note has to be given on time. photos and details of the program have to be placed in college website.
- ⑧ Research paper work to be given to students (MA students) for their project that research skill should be developed among the students.
- ⑨ The point of view of NAAC, various feedback forms of the current year have to be filled by the students and a report is to be prepared.
- ⑩ The activity of the committee which has been formed for the year 2022-2023 was discussed.
- ⑪ college professors should teach the students through the medium of ICT, keep in your mind new educational system.
- ⑫ In the first week of september the subject knowledge test has to be completed for each subject based on which slow learner, medium learner and advanced learner should be found and remedial ~~each~~ coaching and

other activities planned accordingly.

(13) Every teacher should prepare their students for their exam as well as other reference reading material.

(14) Every faculty should prepare a research paper and publish it in a UGC approved journal. At least two papers should be prepared during the year so that we can get good marks in the research criteria.

(15) On date 24 September 2022, that day NAAC sponsored national seminar online has been organized, the main theme is National education policy and NAAC accreditation process. All professors have to submit research paper.

Sangeeta Acharya

(16) Principal Dr. Heena Patel ma'am has given the important information. In the guidance of principal ma'am's Dr. Acharya ma'am has finished the all meetings.

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI

IQAC Formation 2022-23

Date: 10/8/22

Time: 11-00 AM

Sr. No.	Name	Sign.
1	Dr. Hinaben M. Patel	g. Patel.
2	Dr. Varshaben C. Brahmbhatt	VB
3	Mr. Dharmendrabhai K. Chaudhari	DMC
4	Dr. Ratanben P. Solanki	SRP
5	Dr. Jaiminiben C. Solanki	J.C. Solanki
6	Smt. Diptiben D. Solanki	DD
7	Shri Nalinbhai M. Shah	NM
8	Mr. Chiragbhai Thaker	CTH
9	Prin. Dr. Narendrabhai Chotaliya	NDC
10	Prajapati Jalpaben V.	JV

Action taken :-

- ★ Annual report of 2021-2022 is done and submitted.
- ★ AQAR and SSR data making progress is continuing by the staff.
- ★ Students also aware towards new reading books and journals.
- ★ All the professors submitted their papers in online national level seminar.

IQAC Meeting

Today, On Monday, 11/10/2022, an IQAC meeting has been organized in the principal Dr. Heena Patel Ma'am's office and in which the following matters were discussed.

- ① NAAC work should be well organized, that's why an online meeting has been organized on the date of 12/10/2022 at 4 PM. Subject expert shree chotaliya sir, from Rajkot, has invited in this meeting. According to NAAC, he will guide to all professor's. so it is necessary to attend the meeting. If you have any questioning regarding NAAC, then you should have to discuss with subject expert shree chotaliya sir. This meeting is organized in the principal ma'am's office.
- ② Diwali vacation has been ^{started} starting from date 19/10/2022, during this vacation time all professor's have to complete NAAC work.
- ③ All professor's has given the PBAS (performance based appraisal system) forms, so from 2016-2017 to till 2021 to 2022 all form should be fill up.
- ④ Records from 2016 to 2017 till now, such as, if there is any seminar, book review, book publication etc had

been organized so all information for their own purpose, documents and certificates will have to prepare and after vacation have to submit.

⑤ On Wednesday, 30/11/2022, in the context of NAAC, a workshop has been organized from 10:00 am to 5:00 pm, in which Shree Chotaliya Sir as a sub-expert will guide at different national level, every professor will have to attend meeting.

⑥ principal Ma'am concluded the meeting by wishing everyone a Happy Diwali.

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI
IQAC Formation 2022-23

Date: 11/10/22

Time: 12-00 PM

Sr. No.	Name	Sign.
1	Dr. Hinaben M. Patel	<i>H. Patel</i>
2	Dr. Varshaben C. Brahmbhatt	<i>VB</i>
3	Mr. Dharmendrabhai K. Chaudhari	<i>D. Chaudhari</i>
4	Dr. Ratanben P. Solanki	<i>SRP</i>
5	Dr. Jaiminiben C. Solanki	<i>J. C. Solanki</i>
6	Smt. Diptiben D. Solanki	<i>D. Solanki</i>
7	Shri Nalinbhai M. Shah	<i>N. Shah</i>
8	Mr. Chiragbhai Thaker	<i>Chirag Thaker</i>
9	Prin. Dr. Narendrabhai Chotaliya	<i>N. Chotaliya</i>
10	Prajapati Jalpaben V.	<i>J. V. Prajapati</i>

Action taken:-

- ★ professor bring the information regarding NAAC work and prepared the data of AQAR under the guidance of Chotaliya Sir & prin. Hira Mian
- ★ PBAs forms are submitted by all professor on due to date.
- ★ professors are submitted their self progress records, book reviews, certificates, seminars.
- ★ ~~professors~~ ~~SSR~~ and AQAR data regarding NAAC criteria given by IQAC co-ordinator is done by all professors.

On 30-11-2022, a workshop was held from 10 am to 5 PM, regarding the operation of NAAC. Mr. Chotaliya sir as an expert discussed the matter according to which the survey operation has to be done.

- ① To get good in NAAC, we have to give importance to the work of research paper. Every professor has to make efforts to get two articles in UGC care list journal every year.
- ② Every teacher should prepare his/her faculty profile before the commencement of vacation.
- ③ The annual report is to be prepared from the year 2017. The annual report for 2017-2018, 2018-2019, 2019-2020 and 2020-2021 is to be prepared by Dr. Sangeeta .c. Archarya and for 2021 to 2022 Dr. Varshaben is to be prepared.
- ④ To prepare the file of the certificate course assigned to each professor's by the end of April.
- ⑤ Dissertation must be made compulsory in all subjects in MA so that the attitude towards research is developed among the students.

⑥ On 18-6-2022, the college has organized a sponsored National seminar on National Education policy and NAAC Accreditation. In this seminars, every teacher will have to give their papers compulsorily.

⑦ To guide MA students in this regard at the beginning of the year for research or development.

⑧ PBAS forms given to every teacher should be filled before vacation.

⑨ After the above discussion, the principal concluded the meeting.

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI
IQAC Formation 2022-23

Date: 30/11/22

Time: 10-AM to 5-00 PM

Sr. No.	Name	Sign.
1	Dr. Hinaben M. Patel	<i>[Signature]</i>
2	Dr. Varshaben C. Brahmabhatt	<i>[Signature]</i>
3	Mr. Dharmendrabhai K. Chaudhari	<i>[Signature]</i>
4	Dr. Ratanben P. Solanki	<i>[Signature]</i>
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6	Smt. Diptiben D. Solanki	<i>[Signature]</i>
7	Shri Nalinbhai M. Shah	<i>[Signature]</i>
8	Mr. Chiragbhai Thaker	<i>[Signature]</i>
9	Prin. Dr. Narendrabhai Chotaliya	<i>[Signature]</i>
10	Prajapati Jalpaben V.	<i>[Signature]</i>

Action taken:-

- * professors has published research papers under VCAC Care list.
- * Teachers are prepared their faculty profile before vacatation.
- * The annual report of the college - 2017 to 2021 is done by Committee.
- * certificate course documentation is done by different subjects professors.
- * all professors given their papers in National level seminar.
- * mostly all genders are fulfilled by all staff.

IQAC Meeting

On 29th December 2022, a meeting of IQAC has been organized under principal Dr. Heena Patel ma'am. In which the following points have been discussed.

- ① On 01/01/2023, different activities will have to be organized by cultural communities as new year celebration. New year celebration party will have to be arranged on 31 December and day's celebration activities will have to be done during 2nd Jan 2023 to 6 Jan 2023. So in which all students should participate.
- ② All the work of the teaching plan given to the professor of each subject has to be completed and computerized and submitted to Karan Bhai in the last week of January.
- ③ All the staff members have organized their own tour, from 11th January to 17th January all these staff are going to tour. Name of the places are Dalhousie, Chandigarh, Himachal Pradesh, etc.
- ④ University level camp has been organized on the day of February 2nd, 3rd and 4th, whose main topic is personality development and career guidance, which is co-ordinated

by Dr. Ratan Ma'am solanki and other community members, Dr. Mansukh potaliya sir, professor Dr. Chaudhary sir, and professor sanobar ma'am, all of them have been assigned tasks.

(5) The annual function and prize distribution program of the college will be organized in the first (1st) week of February, which will be handled by the programming community of the college.

(6) This year's University has entrusted the responsibility of checking the papers of BA sem 6th and MA sem 4th as well as other semester exams without checking responsibility has given to government professors, they will have to work accordingly.

(7) For the college purpose, ebbot's have to be made that more students participate in the activities of Nss, Ncc and other sports of the college and inspire them to participate in the sports.

(8) To give priority to the innovation activities of the college, Dr. Ratanben solanki has been selected as the program coordinator and she she will give guidance to the students

according to these activities.

- ⑨ All these meeting is ^{done} under the leadership of NAAC co-ordinator Dr. Sangeeta . C. Archarya and has finished the all meetings.

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI
IQAC Formation 2022-23

Date: 29/12/22

Time: 11-00 AM

Sr. No.	Name	Sign.
1	Dr. Hinaben M. Patel	Dr. Patel.
2	Dr. Varshaben C. Brahmhatt	Varsh
3	Mr. Dharmendrabhai K. Chaudhari	D. K. Chaudhari
4	Dr. Ratanben P. Solanki	R. P. Solanki
5	Dr. Jaiminiben C. Solanki	J. C. Solanki
6	Smt. Diptiben D. Solanki	D. Solanki
7	Shri Nalinbhai M. Shah	N. M. Shah
8	Mr. Chiragbhai Thaker	Chiragbhai Thaker
9	Prin. Dr. Narendrabhai Chotaliya	N. D. Chotaliya
10	Prajapati Jalpaben V.	J. V. Prajapati

action taken :-

★ Teaching plan work given by IQAC Coordinator is done by all subject professors.

★ University level Conf organized in the December month -2022 very successfully.

★ Preparation of annual function and Prized distribution program is continuing by the professors.

★ Innovation club organized different activities for the students.

5th

2022-23

20-2-2023

Today, on 20-02-2023, an IQAC meeting was organized at 11 am in the presence of all faculty professors. In the principal's office, there were following points discussed.

- ① Each professor will complete the NAAC work assigned, to in due time as per the principal. One of a team will visit the college from January to February 2024.
- ② ~~At~~ Each professor will prepare and send the SSR by September 2022 after completing several operations.
- ③ AQAR of the year 2021-22 ^{have to be prepared} is by Dr. Sangeetaben Acharya Ma'am and AQAR of the year 2022-2023 by Dr. Varshaben Brahmabhat.
- ④ Every professor should prepare a research paper of 4-20 and submit it by 30 March 2022. The college will prepare its own book of these papers which will have the ISBN Number.
- ⑤ We have to pay more attention to the criteria in which, who they got less marks so we can get maximum marks.
- ⑥ Every professor has to publish at least

two papers in UGC approved journals in a year.

⑦ The certificate course has to be prepared in five years, the syllabus has to be prepared, the time limit is 30 hours and 15 days and two hours daily from 12 to 2 a.m. This course will be prepare for 5 years.

⑧ BA- sem 6th and MA- sem 4th University examination in the college is start from 21-3-2023. So, college timing will be 9.00 am to 2.30 pm.

⑨ All the teachers have to provide the statistical details as per their det criteria before vacation by 15th April 2023.

⑩ The details of the National seminar to be held in the Indus Institute have been sent to all on whatsapp. Those who will write the paper will be published in the UGC recognized General. All faculty professors should participate in it. This seminar is a survey-participate in it. It will be online and offline.

⑪ Every professor should try to get his book publish so that we can take more points of this in NAAC.

(12) The admission committee of this year is Dr. Ratanben solanki and Dr. Jain - Miniben solanki, they have to perform their duties properly.

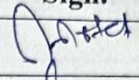
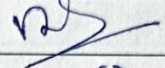
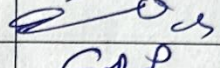
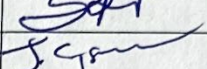
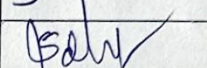
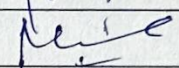
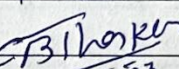
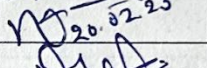
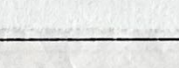
(13) All professor's have to complete their NAAC related work before the vacation starts.

(14) At the end of the entire discussion the meeting was concluded. The following discussion teachers were present in this meeting

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI
IQAC Formation 2022-23

Date: 20/2/23

Time: 11-00 AM

Sr. No.	Name	Sign.
1	Dr. Hinaben M. Patel	
2	Dr. Varshaben C. Brahmbhatt	
3	Mr. Dharmendrabhai K. Chaudhari	
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7	Shri Nalinbhai M. Shah	
8	Mr. Chiragbhai Thaker	
9	Prin. Dr. Narendrabhai Chotaliya	
10	Prajapati Jalpaben V.	

Action taken:-

- ★ professors has been Completed NAAC Criterice work under the guidance of IQAC.
- ★ AQAR and SSR data Completed collected and filled on the portal.
- ★ All professors Prepared and Submitted their research papers on the theme G-20 and India's presidency.
- ★ every professors doing Certificate Course according to their subjects in this months
- ★ All teachers provided all details as for their Criterice before vacatien.