

✓ Academic year

2019-20

IQAC
Meeting No. 1

Date: 12/06/2019

Minutes of the 1st meeting of Academic year 2019-20, of the IQAC of Smt. M.M. Shah Mahila Arts College, Kadi held on 12th June, 2019.

The 1st meeting of the IQAC for Academic year 2019-20 was held on 12th June, 2019. The meeting of the IQAC was chaired by the principal Dr. Hina M. Patel and following issues/matters have been discussed by making resolutions about academic and administrative management of the Institute.

- (1) The minutes of the previous meeting held on 16th April, 2019 were confirmed by the members.
- (2) Face to-face interaction with the students by all the departments is necessary for overall quality assurance. Each departments are advised to arrange meeting with the students, ~~in~~ a minimum to time in a month and report of same will have to submit IQAC coordinator.
- (3) A Workshop regarding NAAC manual can be organised in the month of October-2019.
- (4) Academic calendar of Academic year 2019-20 should be prepared as per the academic calendar suggested by state government and HNG University.
- (5) Continuous internal assessment should be implemented by classroom test, MCQ test, Quiz, Seminar etc. as per guidelines of state government education department.

(6) It is also resolved that the staff contribution in 'Student Aid Fund' need to be increased for helping poor students.

(7) It is also resolved that ^{co-}curricular and extra curricular activities like NCC, NSS, sports must be arranged students free lecture therefore teaching ^{work} can be carried in maximum volume.

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

<u>Sr. No.</u>	<u>Name</u>	<u>Signature</u>
1	Dr. Hina M. Patel	H. Patel
2	Dr. B. D. Dhila	B. D.
3	Dr. S. C. Acharya	S. C. Ach
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 M. Shah	N. S.
9	Dr. Ajay S. Gox	A. S.
10	Deixa D. Makwana	D. M.
11	Kajal R. Desai	K. R.

Academic Year (2019-20)

Date - 7 July 2019
Meeting No. 2

Minutes of the 1st Meeting of Academic Year 2019-20, of the IQAC at Smt. M.M. Shah Mahila Arts College, Kadi held on 7th July 2019.

- * The 1st meeting of the IQAC for Academic Year 2019-20 was held on 7th July 2019. The meeting of the IQAC was chaired by the principal Dr. Hina. M. Patel and following issues / matters have been discussed by making resolutions about academic and administrative management of the Institute.
- * Face to Face interaction with the students by all the departments is necessary for overall quality assurance. Each department is advised to arrange meeting with the students minimum two times in a month and report of same will have to submit IQAC coordinator.
- * Academic Calendar of Academic Year 2019-20 should be prepared as per the academic calendar suggested by state government and MNGU University.
- * Continuous internal assessment should be implemented by classroom test, MCQ test, Quiz, Seminar etc as per guidelines of state government education department.

- * It has been also considered to increase the amount of student-aid-fund for the betterment of students.
- * Extra efforts should be provided to the weak students.
- * The meeting ended with thanks to the chair.

Sr. No.	Name	Signature
1.	Dr. Hina. M. Patel	
2.	Dr. S.C. Acharya	S.C. Acharya
3.	Prof. V.C. Brahmabhatt	AB
4.	Prof. D. W. Chaudhary	
5.	Prof. Suresh Nigam	Shree
6.	Shri. C. J. Parmar	Ch
7.	Shri. Nalinbhai M. Shah	AB
8.	Dr. Ajay S. Gao	AB
9.	Dr. B.D. Dhila (External Expert)	AB
10.	Dr. Sanjay S. Shah	AB
11.		G.S.
12.		L.R.

✓ Academic year

2019-20

IQAC

Meeting No. 3

Date: 23/10/2019.

Minutes of the 2nd meeting of Academic year 2019-20, of the IQAC of Smt. M.M. Shah Mahila Arts college, Kadi held on 23rd Oct; 2019.

The 2nd meeting of the IQAC for Academic year 2019-20 was held on 23rd Oct; 2019. The meeting of the IQAC was chaired by the Principal Dr. Hina M. Patel and following resolutions were made after discussing the matters regarding maintenance of the institutional quality.

- (1) The minutes of the previous meeting held on 12th June, 2019 were confirmed by the members.
- (2) Committee for organizing one day NAAC sponsored seminar to be held on 01/02/2020 is framed by appointing Dr. Sangita Acharya as co-ordinator and HODs from all teaching departments will work as member of the organizing committee.
- (3) As Dr. B.D. Dhida, Existing IQAC coordinator is appointed as principal in other Institute, Dr. Sangeeta Acharya will perform the duty of IQAC Co-ordinator for remaining academic year 2019-20.
- (4) All teaching departments have to present their annual activity report at the end of academic year i.e in third week of April-2020 by making PPT before

IS AC.

- (5) Study Tour/Field work may be arranged in the month of December-2019 by all teaching departments.
- (6) University level 'Lecture Series' are fixed in the month of January-2020 by inviting experts from the higher education field specially issues related to national integration.
- (7) The meeting ended with thanks to the chair.

<u>Sl. NO.</u>	<u>Name</u>	<u>Signature</u>
1	Dr. Hina M. Patel	Chotel.
2	Dr. B. D. Dhila	S. C. Ah
3	Dr. S. C. Acharya	- Ab
4	Dr. V. S. Thakkar	
5	Mr. D. K. Chandhari	@
6	Dr. R. M. Chauhan	ckh
7	Mr. C. J. Parmar	No
8	Shri Nalinbhai N. Shah	
9	Dr. Ajay S. Gor	Abol
10	Daxa D. Makwana	
11	Kajal R. Desai	Wetub

DATE -
13-11-2019

Academic Year 2019-20

IQAC - Meeting No. 4

Minutes of Meeting held on 13.11.2019 at 11 Am

The third meeting of IQAC for academic Year 2019-20 was held on 13.11.2019.

The meeting of the IQAC was chaired by the principal Dr. Hira .M. Patel and following Resolutions were made after discussing the matters regarding maintenance of the Institutional Audities.

The minutes of the previous meeting held on 23-10-2019 were confirmed and also accepted by the members.

As Dr. B.D Dhila , Existing IQAC Co-ordinator appointed as Principal in other Institute , so Dr. Sangita Acharya will perform the duty of IQAC Co-ordinator for the remaining Academic Year 2019-20 . Dr. Sangita Acharya accepted the duty of IQAC Co-ordinator in Academic Year 2019-20.

At the End of Academic Year 2019-20. The teaching Departments should inculcate the annual activities containing the 4 slides only for the PPT presentation before April Vacations.

4. With due consideration of our proposal the NAAC Committee accepted the proposal for national workshop. Our Institute requested to the region co-ordinator stated the reason for change of date and NAAC permitted to the Institution for the considered date on 18th of January for national workshop.

5. Our Institution organised the National workshop on 18th January and the Theme of this workshop is

"Understanding the tools and parameter of AQAR in Revised Accreditation framework."

6. For the Effectiveness of Teaching Methodology The teaching Department should try to delivered the lectures through PPT.

7. The meeting should be organized two times. One in "1st Term" and second in "2nd Term".

8. The Registration of Alumni should enrolled and register within 6 months.

9. Scincillating the efforts to motivate students sway for the participation and students indulgements in the maximum activities.

10. Parents Teacher Association meeting should be Conducted 2 times in the Academic Year 2019-20.

11. For the Activist involvement of the students, Each Department Selected the Mentor in First Year, Second Year and Third Year to Assist more and more students for the participation in all activities.
12. The principal Dr. Hina M. Patel has appointed Dr. Mansukh M. Patoliya as co-ordinator of Research committee, He is also appointed as a co-ordinator in Usha and placement Committee.
13. Varsha Brahmhatt appointed as a co-ordinator in UAC Committee.
14. There should be funding seminar in a year organise by the Institute.
15. All the Teaching Departments should create a whatsapp group of the students, so that it will easily accessible to make a good connection with the students.
16. Each and Every Activities Documents should Scanned and Submit to TQAC.
17. All the Cultural Activities will be Conducted in the end of December and Talent show will be organize on 1st January 2020.
18. The Social activities should be

Conducted by N.C.C and N.S.S Departments.

9. Dr. B.D. Dhila appointed as a committee member of College.

10. The meeting ended with the Thanks to the chair.

<u>Sr. No.</u>	<u>NAME</u>	<u>SIGNATURE</u>
1	Dr. HINA M. PATEL	Hina Patel.
2.	Dr. B.D. DHILA	
3.	Dr. S.C. ACHARYA	S.C. Acharya
4	Dr. Y.S. THAKKAR	
5	Prof. D. R. CHAUDHARI	
6.	Dr. R.M. CHAUHAN	
7.	MR. C.J. PARMAR	C.J. Parmar
8.	SHRI. NALINBHAI M. SHAH	
9.	Dr. AJAY S. GOR	Ajay Gor
10	DAXA D. MAKWANA	
11.	KAJAL R. DESAI	