

**S. B. GARDA COLLEGE (ARTS) AND P. K. PATEL COLLEGE OF COMMERCE, NAVSARI.**

**ACADEMIC YEAR 2015-16**

**IQAC Meeting No. 1**

A meeting was held in college on 13/08/2015 under IQAC at 10:30 am in Principals office under which the following matters were discussed by IQAC coordinator and passed unanimously.

Sr. No.	Agenda	Resolution
1.	To implement transparency in work and zero pending work policy.	All pending cases until now were to be solved with quick steps and to work transparently regarding all daily matters.
2.	To arrange orientation program for the students of first year.	It was decided to arrange orientation program for the students of first year collectively.
3.	To form various committees under student council, saptdhara etc. and to appoint a chairman, vice chairman and student representative for the same so as to develop all round personality of students.	To form various committees under student council, saptdhara etc. and to appoint a chairman, vice chairman and student representative for the same was unanimously decided and passed and the report of all such activities during the year was to be submitted to IQAC coordinator.
4.	To purchase furniture like sofa set chairs, tables, cupboards, fans etc. as per increasing needs.	Decision to immediately purchase furniture like sofa set chairs, tables, cupboards, fans etc. was taken by all.
5.	To purchase electronic equipment like LED TV, Camera, Thumb scanner, etc.	With academic and safety purposes, decision to purchase electronic equipment like 2 LED TVs, 36 good quality Cameras and Thumb scanner, etc. was taken by all.
6.	To purchase an RO plant and a water tank on priority basis due to urgency.	Decision to purchase an RO plant and a water tank on priority basis was taken to provide clean potable water to all students and staff.
7.	To discuss about targets, programs and planning of IQAC for the academic year.	Decision to develop work culture among professors and to encourage research as well as to develop students from base was taken in the benefit of all under IQAC.
8.	To prepare for AAA and NAAC.	To undergo NAAC and AAA after 5 years from this year was decided.
9.	To celebrate Independence Day.	Unanimously decided to celebrate Independence Day on 15 <sup>th</sup> August 2015.

**Minutes of IQAC Meeting**

**IQAC Meeting No. 1**

**Date: 13/08/2015**

A meeting was held under IQAC on 13/08/2015 at 10:30 am in Principals office; the meeting was chaired by I/C Principal & NAAC Coordinator Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, and IQAC members under which the following matters were discussed and decided unanimously.

- All pending cases until now were to be solved with quick steps and to work transparently regarding all daily matters
- It was decided to arrange orientation program for the students of first year collectively
- To form various committees under student council, Saptdhara etc. and to appoint a chairman, vice chairman and student representative for the same was unanimously decided and passed and the report of all such activities during the year was to be submitted to IQAC coordinator
- Decision to immediately purchase furniture like sofa set chairs, tables, cupboards, fans etc was taken by all
- With academic and safety purposes, decision to purchase electronic equipment like 2 LED TVs , 36 good quality Cameras and Thumb scanner, etc. was taken by all
- Decision to purchase an RO plant and a water tank on priority basis was taken so as to provide clean potable water to all students and staff.
- Decision to develop work culture among professors and to encourage research as well as to develop students from base was taken in the benefit of all under IQAC
- To undergo NAAC and AAA after 5 years from this year was decided.
- Unanimously decided to celebrate Independence Day on 15<sup>th</sup> August 2015.
- IQAC coordinator conveyed a vote of thanks.

Following members were remained present in the meeting.

SR. NO.	MEMBER's NAME	DESIGNATION	IQAC POSITION
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman and Coordinator
2	Shri Dara K. Deboo	Chairman, S. B. Garda College Trust	Representative of Management
3	Prof. R. P. Patel	Vice Principal, S. B. Garda College	Secretary
4	Prof. K. R. Desai	Department of English	Member
5	Prof. Dr. Radha S. Gautam	Department of English	Member
6	Prof. Neha A. Hariyani	Department of English	Member
7	Prof. A. B. Patel	Department of Economics	Member
8	Prof. Dr. Asha R. Patel	Department of Gujarati	Member
9	Prof. Dr. D. G .Patel	Department of Sanskrit	Member
10	Shri D. B. Tandel	Librarian	Member
11	Shri Kishor P. Parmar	Member from the Administrative Staff	Member
12	Mrs. Miral Patel	Member from the Technical Staff	Member
13	Miss Nasrin Rathod	Member from the Technical Staff	Member
14	Prof. Shehnaz Todiwala	I/C Principal, Daboo Law College	External Expert
15	Shri Piyush Bhatt	----	External Expert
16	Shri Rajeshbhai Tandel	Principal, Navsari High School	Alumni Representative
17	Shri Jigneshbhai Parekh	----	Alumni Representative

## IQAC Meeting No.2

A meeting was held in college on 20/11/2015 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 13/08/2015 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To purchase monitors and printers for college office	Decision to purchase at present 04 monitors and 02 printers for college office was taken by all.
2.	To undertake repairs on various parts of college building where necessary	Decision to immediately undertake repairs on various parts of college building was taken in the interest of safety of students and professors and to maintain its quality.
3.	To work for the internal examination of college	To take internal examination and to submit its marks at the earliest was taken as per the rules of university.
4.	To work for university exam related matters	Decision to distribute workload of university regular examination and to implement it was taken collectively.
5.	To undertake admission procedure for second term of college	Decision to implement a precise program for the admission of students in second term was finalized so as to start classes on time.
6.	To arrange medical checkup program for the students	Decision to arrange medical checkup program for the students with the help of Sneh Setu charitable trust.
7.	To celebrate Republic day	Unanimously decided to celebrate Republic day on 26 <sup>th</sup> January.

## Minutes of IQAC Meeting

IQAC Meeting No. 2

Academic year 2015-16

**Date: 20/11/2015**

A meeting was held under IQAC on 20/11/2015 at 10:30 am in Principals office, the meeting was chaired by I/C Principal & NAAC Coordinator Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel and IQAC members under which the minutes of meeting on 13/08/2015 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

- Decision to purchase at present 04 monitors and 02 printers for college office was taken by all
- Decision to immediately undertake repairs on various parts of college building was taken in the interest of safety of students and professors and to maintain its quality
- To take internal examination and to submit its marks at the earliest was taken as per the rules of university

- Decision to distribute workload of university regular examination and to implement it was taken collectively
- Decision to implement a precise program for the admission of students in second term was finalized so as to start classes on time
- Decision to arrange medical checkup program for the students with the help of the “Sneh Setu” charitable trust.
- Unanimously decided to celebrate Republic day on 26<sup>th</sup> January 2016.
- IQAC coordinator conveyed a vote of thanks.

Following members were remained present in the meeting.

<b>SR. NO.</b>	<b>MEMBER's NAME</b>	<b>DESIGNATION</b>	<b>IQAC POSITION</b>
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman and Coordinator
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4	Prof. K. R. Desai	Department of English	Member
5	Prof. Dr. Radha S. Gautam	Department of English	Member
6	Prof. Neha A. Hariyani	Department of English	Member
7	Prof. A. B. Patel	Department of Economics	Member
8	Prof. Dr. Asha R. Patel	Department of Gujarati	Member
9	Prof. Dr. D. G .Patel	Department of Sanskrit	Member
10	Shri D. B. Tandel	Librarian	Member
11	Shri Kishor P. Parmar	Member from the Administrative Staff	Member
12	Mrs. Miral Patel	Member from the Technical Staff	Member
13	Miss Nasrin Rathod	Member from the Technical Staff	Member
14	Prof. Shehnaz Todiwala	I/C Principal, Daboo Law College	External Expert
15	Shri Piyush Bhatt	----	External Expert
16	Shri Rajeshbhai Tandel	Principal, Navsari High School	Alumni Representative
17	Shri Jigneshbhai Parekh	----	Alumni Representative

### IQAC Meeting No. 3

A meeting was held in college on 28/01/2016 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 20/11/2015 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To purchase an air conditioner for principal's office	Decision to purchase a branded air conditioner for principal's office was taken unanimously
2.	To purchase fans in various classes as required	Decision to purchase 18 fans in various classes as required was taken collectively
3.	To purchase printers for college office	Decision to purchase 3 printers for college office was taken by all as a part of digitalization and increasing workload
4.	To arrange a tour for students.	Decision to organize 1 day tour was taken by all under planning forum
5.	To work for the internal examination of college	To take internal examination and to submit its marks at the earliest was taken as per the rules of university
6.	To arrange prize distribution, annual gathering with cultural programs in college	Decision to arrange prize distribution program to encourage the students on their achievements during the year and annual gathering with cultural programs in college was taken under cultural committee

### Minutes of IQAC Meeting

IQAC Meeting No. 3

Academic year 2015-16

**Date: 28/01/2016**

A meeting was held under IQAC on 28/01/2016 at 10:30 am in Principals office, the meeting was chaired by I/C Principal & NAAC Coordinator Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, and IQAC members under which the minutes of meeting on 20/11/2015 were read and following matters were discussed.

- Decision to purchase a branded air conditioner for principal's office was taken unanimously.
- Decision to purchase 18 fans in various classes as required was taken collectively.

- Decision to purchase 3 printers for college office was taken by all as a part of digitalization and increasing workload.
- Decision to organize 1 day picnic for students was taken by all under planning forum.
- To take internal examination and to submit its marks at the earliest was taken as per the rules of university.
- Decision to arrange prize distribution program to encourage the students for their achievements during the year and annual gathering with cultural programs in college was taken under cultural committee.

Following members were remained present in the meeting.

<b>SR. NO.</b>	<b>MEMBER's NAME</b>	<b>DESIGNATION</b>	<b>IQAC POSITION</b>
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman and Coordinator
2	Shri Dara K. Deboo	Chairman, S. B. Garda College Trust	Representative of Management
3	Prof. R. P. Patel	Vice Principal, S. B. Garda College	Secretary
4	Prof. K. R. Desai	Department of English	Member
5	Prof. Dr. Radha S. Gautam	Department of English	Member
6	Prof. Neha A. Hariyani	Department of English	Member
7	Prof. A. B. Patel	Department of Economics	Member
8	Prof. Dr. Asha R. Patel	Department of Gujarati	Member
9	Prof. Dr. D. G .Patel	Department of Sanskrit	Member
10	Shri D. B. Tandel	Librarian	Member
11	Shri Kishor P. Parmar	Member from the Administrative Staff	Member
12	Mrs. Miral Patel	Member from the Technical Staff	Member
13	Miss Nasrin Rathod	Member from the Technical Staff	Member
14	Prof. Shehnaz Todiwala	I/C Principal, Daboo Law College	External Expert
15	Shri Piyush Bhatt	----	External Expert
16	Shri Rajeshbhai Tandel	Principal, Navsari High School	Alumni Representative
17	Shri Jigneshbhai Parekh	----	Alumni Representative

#### IQAC Meeting No. 4

A meeting was held in college on 05/04/2016 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 28/01/2016 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To purchase CCTV cameras and speakers for all.	Decision to purchase 12 CCTV cameras for close supervision on students and their safety and 28 speakers for different classes where required was taken.
2.	To purchase electronic devices for college office like fans, LED bulbs, PC's, printer's halogen bulbs etc.	Unanimous decision to purchase electronic devices for college office like fans, LED bulbs, PC's, printer's halogen bulbs etc. was postponed due to financial crunch and was to be undertaken in future.
3.	To purchase visiting chairs, RO water cooler and cupboards for staff room.	Decision to purchase visiting chairs and RO water cooler on priority basis was taken due to urgency and the purchase of cupboards as was not urgently required and hence deferred for future.
4.	To work for university regular exam related matters.	Decision to distribute workload of university regular examination and to implement it was taken collectively.
5.	To publish college magazine "Gardian" for the year 2015-16.	Decision to publish college magazine "Gardian" for the year 2015-16 under magazine committee describing various programs and events undertaken in college during the year.
6.	To form admission committee for the next academic year of 2016-17 and to publish college prospectus for the same.	Decision to form admission committee under leadership of I/C principal for the next academic year of 2016-17 and to publish college prospectus for the same was handed over to Dr. Asha Patel.

#### **Minutes of IQAC Meeting**

#### IQAC Meeting No. 4

**Date: 05/04/2016**

A meeting was held under IQAC on 05/04/2016 at 10:30 am in Principals office, the meeting was chaired by I/C Principal & NAAC Coordinator Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, and IQAC members under which the minutes of meeting on 28/01/2016 were read and following matters were discussed.

- Decision to purchase 12 CCTV cameras for close supervision on students and their safety and 28 speakers for different classes where required was taken.
- Unanimous decision was taken to purchase electronic devices for college office like fans, LED bulbs, PC's, printers halogen bulbs etc. was postponed due to financial crunch and was to be undertaken in future.
- Decision to purchase visiting chairs and RO water cooler on priority basis was taken due to urgency and the purchase of cupboards as was not urgently required and hence deferred for future.
- Decision to distribute workload of university regular examination and to implement it was taken collectively.
- Decision to publish college magazine “Gardian” for the year 2015-16 under magazine committee describing various programs and events undertaken in college during the year.
- Decision to form admission committee under leadership of I/C principal for the next academic year of 2016-17 and to publish college prospectus for the same was handed over to Dr. Asha Patel.

Following members were remained present in the meeting.

<b>SR. NO.</b>	<b>MEMBER's NAME</b>	<b>DESIGNATION</b>	<b>IQAC POSITION</b>
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman and Coordinator
2	Shri Dara K. Deboo	Chairman, S. B. Garda College Trust	Representative of Management
3	Prof. R. P. Patel	Vice Principal, S. B. Garda College	Secretary
4	Prof. K. R. Desai	Department of English	Member
5	Prof. Dr. Radha S. Gautam	Department of English	Member
6	Prof. Neha A. Hariyani	Department of English	Member
7	Prof. A. B. Patel	Department of Economics	Member
8	Prof. Dr. Asha R. Patel	Department of Gujarati	Member
9	Prof. Dr. D. G .Patel	Department of Sanskrit	Member
10	Shri D. B. Tandel	Librarian	Member
11	Shri Kishor P. Parmar	Member from the Administrative Staff	Member
12	Mrs. Miral Patel	Member from the Technical Staff	Member
13	Miss Nasrin Rathod	Member from the Technical Staff	Member
14	Prof. Shehnaz Todiwala	I/C Principal, Daboo Law College	External Expert
15	Shri Piyush Bhatt	----	External Expert
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