

A meeting was held in college on 22/07/2016 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 05/04/2016 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To arrange orientation program for the students of first year	It was decided to arrange orientation program for the students of first year collectively
2.	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
3.	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
4.	To purchase new books for college library	To provide maximum benefit to students, decision was taken unanimously by all to purchase books as required for the college library
5.	To organize a national level conference in the current academic year	To provide a motivation to professors in doing research, decision to organize a national level under Dept of Psychology conference was decided by the committee
6.	To work for exam related matters	Decision to distribute work load of university regular examination and to implement it was taken collectively
7.	To organize an NSS camp	To promote and develop motive of service, decision to organize an NSS camp was taken by all
8.	To organize tree plantation program	To preserve the quality of environment, a tree plantation program was decided by the committee
9.	To celebrate Independence day	Unanimously decided to celebrate Independence day on 15 th August 2016.

Minutes of IQAC Meeting

Date: 22/07/2016

A meeting was held under IQAC on 22/07/2016 at 10:30 am in Principals office, the meeting was chaired by I/C Principal and NAAC Coordinator Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, and his team under which the minutes of meeting on 05/04/2016 were read and following matters were discussed.

- 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.
- To provide maximum benefit to students, decision was taken unanimously by all to purchase books as required for the college library.
- To provide a motivation to professors in doing research, decision to organize a national level conference was decided by the committee unanimously.
- Decision to distribute workload of university regular examination and to implement it was taken collectively.
- To promote and develop motive of service, decision to organize a special annual NSS camp was taken by all.
- To preserve the quality of environment, a tree plantation program was decided by the committee.
- Unanimously decided to celebrate Independence Day on 15th August 2016.
- IQAC coordinator conveyed a vote of thanks.

Following members remained present in the meeting.

SR. NO.	MEMBER's NAME	DESIGNATION	IQAC POSITION
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman & 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	Shri D. B. Tandel	Librarian	Member
10	Shri Kishor P. Parmar	Member from the Administrative Staff	Member
11	Mrs. Miral Patel	Member from the Technical Staff	Member
12	Miss Nasrin Rathod	Member from the Technical Staff	Member
13	Prof. Shehnaz Todiwala	I/C Principal, Daboo Law College	External Expert
14	Shri Piyush Bhatt	----	External Expert
15	Shri Rajeshbhai Tandel	Principal, Navsari High School	Alumni Representative
16	Shri Jigneshbhai Parekh	----	Alumni Representative

IQAC Meeting No. 2

A meeting was held in college on 01/11/2016 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 22/07/2016 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To purchase electronic devices for college office.	Unanimous decision to purchase electronic devices for college office due to increasing need for 6 LED bulbs, 1 PC, 1 printer, 4 benches etc. was taken
2.	To participate in university youth festival	Decision to participate in university youth festival so as to motivate students to bring out their hidden potentials was collectively taken
3.	To organize a tour for students	Decision to organize 1 day tour was taken by all under planning forum
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 motivate professors to participate in seminars and conferences	To promote their research activities, decision to provide motivation to professors to participate in seminars and conferences was unanimously taken
7.	To celebrate Republic day	Unanimously decided to celebrate Republic day on 26 th January

Minutes of IQAC Meeting

IQAC Meeting No. 2

Date: 01/11/2016

A meeting was held under IQAC on 01/11/2016 at 10:30 am in Principals office, the meeting was chaired by I/C Principal and NAAC Coordinator Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, NAAC Coordinator, Prof. Dr. H. J. Patel and his team under which the minutes of meeting on 22/07/2016 were read and following matters were discussed.

- Unanimous decision to purchase electronic devices for college office due to increasing need for 6 LED bulbs, 1 PC, 1 printer, 4 benches etc. was taken.
- Decision to participate in university youth festival to motivate students to bring out their hidden potentials was collectively taken.
- Decision to organize 1 day tour for students was taken by all under planning forum.
- 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 to start classes on time.
- To promote their research activities, decision to provide motivation to professors to participate in seminars and conferences was unanimously taken.
- Unanimously decided to celebrate Republic day on 26th January 2017.
- IQAC coordinator conveyed a vote of thanks.

Following members remained present in the meeting.

SR. NO.	MEMBER'S NAME	DESIGNATION	IQAC POSITION
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman
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. Dr. Hitesh. J. Patel	Department of Accountancy	Coordinator
5	Prof. K. R. Desai	Department of English	Member
6	prof.Dr. Radha S. Gautam	Department of English	Member
7	Prof. Neha A. Hariyani	Department of English	Member
8	Prof. A. B. Patel	Department of Economics	Member
9	Prof.Dr. Asha R. Patel	Department of Gujarati	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

A meeting was held in college on 06/02/2017 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 01/11/2016 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To purchase a Xerox machine, color printer and a sofa set for principal's office	Decision to purchase a 1 Xerox machine, 1 color printer and a sofa set for principal's office was unanimously decided
2.	To equip classes with fans as required	Decision to equip classes with about 18 fans required was taken by all
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 arrange prize distribution, annual gathering and 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

Date: 06/02/2017

A meeting was held under IQAC on 06/02/2017 at 10:30 am in Principals office, the meeting was chaired by I/C Principal Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, NAAC Coordinator, Prof. Dr. H. J. Patel and his team under which the minutes of meeting on 01/11/2016 were read and following matters were discussed.

- Decision to purchase a 1 Xerox machine, 1 color printer and a sofa set for principal's office was unanimously decided
- Decision to equip classes with about 18 fans required was taken by all
- 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 on their achievements during the year and annual gathering with cultural programs in college was taken under cultural committee
- IQAC coordinator conveyed a vote of thanks.

Following members remained present in the meeting.

SR. NO.	MEMBER'S NAME	DESIGNATION	IQAC POSITION
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman
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. Dr. Hitesh. J. Patel	Department of Accountancy	Coordinator
5	Prof. K. R. Desai	Department of English	Member
6	prof.Dr. Radha S. Gautam	Department of English	Member
7	Prof. Neha A. Hariyani	Department of English	Member
8	Prof. A. B. Patel	Department of Economics	Member
9	Prof.Dr. Asha R. Patel	Department of Gujarati	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 18/04/2017 under IQAC at 10:30 am in Principals office under which the minutes of meeting on 06/02/2017 were read and following matters were discussed by IQAC coordinator which was passed unanimously.

Sr. No.	Agenda	Resolution
1.	To purchase a new PC for principal's office	Decision to purchase a new PC for principal's office to modernize it was taken unanimously by all
2.	To work for university regular exam related matters	Decision to distribute work load of university regular examination and to implement it was taken collectively
3	To publish college magazine "Gardian" for the year 2016-17	Decision to publish college magazine "Gardian" for the year 2016-17 under magazine committee describing various programs and events undertaken in college during the year
4.	To form admission committee for the next academic year of 2016-17 and to publish college prospectus and teaching diary for professors 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 as well as prepare teaching diary for the same was handed over to Dr. Asha Patel
5.	To digitize service book of employees during vacations	Decision to digitize service book of employees by office staff during vacations was taken collectively

Minutes of IQAC Meeting

IQAC Meeting No. 4

Date: 18/04/2017

A meeting was held under IQAC on 18/04/2017 at 10:30 am in Principals office, the meeting was chaired by I/C Principal Dr. D.M.Gurjar, Vice Principal Prof. R. P. Patel, NAAC Coordinator, Prof. Dr. H. J. Patel and his team under which the minutes of meeting on 06/02/2017 were read and following matters were discussed.

- Decision to purchase a new PC for principal's office to modernize it was taken unanimously by all.
- Decision to distribute workload of university regular examination and to implement it was taken collectively.
- Decision to publish college magazine "Gardian" for the year 2016-17 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 as well as prepare teaching diary for the same was handed over to Dr. Asha Patel.
- Decision to digitalize service book of employees by office staff during vacations was taken collectively.
- IQAC coordinator conveyed a vote of thanks.

Following members remained present in the meeting.

SR. NO.	MEMBER'S NAME	DESIGNATION	IQAC POSITION
1	Dr. Dharmvir M. Gurjar	I/C Principal	Chairman
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. Dr. Hitesh. J. Patel	Department of Accountancy	Coordinator
5	Prof. K. R. Desai	Department of English	Member
6	prof.Dr. Radha S. Gautam	Department of English	Member
7	Prof. Neha A. Hariyani	Department of English	Member
8	Prof. A. B. Patel	Department of Economics	Member
9	Prof.Dr. Asha R. Patel	Department of Gujarati	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
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