

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC meeting no.1.

Academic Year-2019-20

A meeting was held on 08-07-2019 under IQAC at 10.30 am in Principal Office of college. In this meeting the minutes of meeting on 23-04-2019 were read and passed unanimously. Following matters were discussed by IQAC Co-ordinator and members and passed unanimously.

1. To distribute workload and prepare timetable.	1. Decision to distribute workload and prepare timetable under the leadership of I/C Principal was taken unanimously.
2. To organize online admission procedure.	2. Decision to provide online admission by College website was collectively taken.
3. To arrange Orientation program for the students of first year semester- I	3. It was decided to arrange orientation program for the students of first year semester- I unanimously.
4. To form various committees under student council, saptdhara etc and to appoint a chairman, vice- chairman and representative of student for the same so as to develop integrated personality of students.	4. To form various committees under student's council, saptdhara etc and to appoint a chairman, vice- chairman and student representative for the same was unanimously decided. It was also decided that the report of all such activities during the year has to be submitted to IQAC Co-ordinator.
5. To organize a program to appreciate the service by all the present teaching and non-teaching staff.	5. Decided collectively that appreciation of staff members has to be done in annual function.
6. To work on AISHE report.	6. Unanimously decided to prepare AISHE report and to be submitted to Dr. Radha Gautam.
7. To prepare on AQAR reports for 2018-19.	7. Decided unanimously to prepare IQAC report for 2018-19 under the guidance of Dr. A.R.Patel was taken collectively.
8. To update college website.	8. Decision to update college website under guidance of Dr. A.R.Patel was taken collectively.
9. To purchase new computer and scanner for college office.	9. To purchase a new computer and scanner, Hard Disk, DVR, A.C. for college office was unanimously decided due to increasing needs.
10. To purchase require equipments in college.	10. Unanimously decided to purchase Notice board, revolving chair, green

	board, Benches etc. for office as well as students.
11. To plant trees in campus.	11. Decision taken collectively to make tree plantation for green and clean campus
12. To celebrate Independence Day.	12. Unanimously decided to celebrate Independence Day on 15 th August 2019.
13. To organize alumni meeting.	13. Decided collectively to organize alumni meeting as early under the guidance of IQAC Co-ordinator.
14. To prepare NAAC SSR	14. Decision to start preparation of NAAC SSR from 2015-16 to 2019-20 was taken unanimously.
15. To organize a conference on Quality assurance and assessment in higher education.	15. It is unanimously decided to organize a National conclave on Quality Assurance and Assessment of higher education Institute in third week of October 2019.

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO.1

ACADEMIC YEAR 2019-20

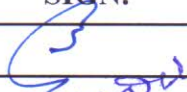
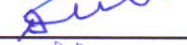


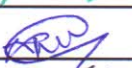

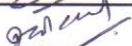



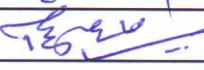


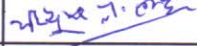


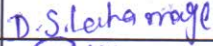

Date:08-07-2019

A meeting was held on 08-07-2019 under IQAC 10.30 am in Principal Office. The meeting was chaired by I/C Principal Dr. D.M.Gurjar, Vice Principal Prof. M. C. Naik, NAAC Co-ordinator Prof. Dr. H.J.PATEL. All present IQAC team members read the minutes of meeting on 23-04-2019 and following matters were discussed.

1. Decision to distribute subject wise workload and prepare timetable under leadership of I/C Principal was taken unanimously.
2. Decision to provide online admission through college website was taken collectively.
3. To form various committees under student's council, saptdhara etc. and to appoint a chairman, vice-chairman, and student representative for the same was unanimously decided and passed. It was also decided that the report of all such activities during the year to be submitted to IQAC Co-ordinator.
4. Decision to prepare AISHE report and to be given to Dr. Radha Gautam was taken unanimously.
5. To prepare IQAC report under the leadership of IQAC Co-ordinator was unanimously decided.
6. Decision to update college website under the leadership of Dr. A. R. PATEL was taken unanimously.
7. To purchase a new computer and scanner, Hard Disk, DVR, A.C. for college office was unanimously decided due to increasing needs.
8. Unanimously decided to purchase Notice board, revolving chair, green board, Benches etc. for office as well as students.
9. Decision taken collectively to make tree plantation for green and clean campus.
10. Unanimously decided to celebrate Independence Day on 15th august, 2019.
11. To organize alumni meeting under alumni committee was decided.
12. Decision to start preparation of NAAC SSR for the previous five year, i.e .2015-16 to 2019-20 was taken collectively.
13. To organize a conference on Quality Assurance and Assessment in higher education institute in reference to NAAC was decided unanimously.
14. IQAC Co-ordinator conveyed a vote of thanks.


(IQAC/ NAAC COORDINATOR)


(I/C PRINCIPAL & CHAIRMAN)

SR. NO.	MEMBER's NAME	IQAC POSITION	SIGN.
1	Dr. Dharmvir M. Gurjar	Chairman	
2	Shri Dara K. Deboo	Representative of Management	
3	Prof. M.C.Naik	Secretary	
4	Prof. Dr. Hitesh. J. Patel	Coordinator	
5	Prof. K. R. Desai	Member	
6	Prof.Dr. Radha S. Gautam	Member	
7	Prof. Dr.Neha A. Hariyani	Member	
8	Prof. A. B. Patel	Member	
9	Prof.Dr. Asha R. Patel	Member	
10	Prof.Dr.A.C.Sharma	Member	
11	Shri D. B. Tandel	Member	
12	Shri Kishor P. Parmar	Member	
13	Mrs. Miral Patel	Member	
14	Miss Nasrin Rathod	Member	
15	Prof. Shehnaz Todiwala	External Expert	
16	Shri Piyush Bhatt	External Expert	
17	Shri Rajeshbhai Tandel	Alumni Representative	
18	Shri Jigneshbhai Parekh	Alumni Representative	
19	Miss Divya S. Lahamange	Student's Representative	
20	Mr. Arif I. Patel	Student's Representative	

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO. 2

ACADEMIC YEAR 2019-20

A meeting was held on 05-11-2019 at 10.30 am. Under IQAC in Principal office. Under this meeting the minutes of meeting on 08-07-2019 were read and following matters were discussed by IQAC Co-ordinator which was passed unanimously.

1. Preparation for university regular exam related work	1. Decision to distribute workload of university regular examination and to implement it was taken unanimously.
2. To undertaken admission procedure for second term of college.	2. Decided unanimously to implement a precise program for the admission of students in second term was finalized as teaching work start on time.
3. To organize one day tour.	3. Decision to organize one day tour under planning forum was taken collectively.
4. To organize a staff satisfaction survey.	4. Unanimously decided to take a staff satisfaction survey and to analysed it for betterment of staff members under leadership of Trustee shri Jal Garda.
5. To organize community awareness program.	5. Decided collectively to organize community awareness program under Psychology department
6. To organize special annual camp under NSS.	6. It is unanimously decided to organize a special annual camp of NSS Volunteers at kharel village in December 2019.
7. To celebrate Republic day.	7. Unanimously decided to celebrate Republic Day on 26 th January 2020
8. To prepare for GSJRF and NJRF	8. Decided collectively to start preparation for GSJRF and NJRF under the leadership of NAAC Co-ordinator.

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO. 2

ACADEMIC YEAR 2019-20

Date: 05-11-2019



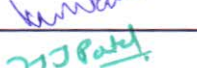
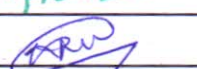

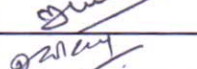
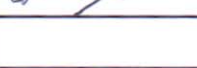

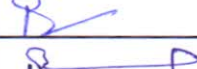
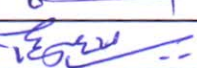
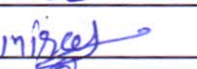

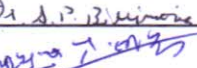
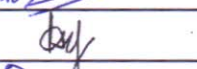
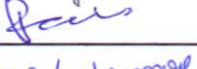





A meeting was held under IQAC on 05-11-2019 at 10.30 am. in Principal office. The meeting was chaired by I/C Principal Dr. D.M.Gurjar, vice -principal Prof. M.C. NAIK, NAAC Co-ordinator Dr. H. J. Patel and IQAC team under which the minutes of meeting on 08-07-2019 were read and following matters were discussed.

1. Decision to distribute workload of university regular examination and to implement was taken collectively.
2. Decided unanimously to implement a precise program for the admission of students in second term was finalized so as teaching work start on time.
3. Decided collectively to organize one day tour under planning forum.
4. Unanimously decided to take a staff satisfaction survey and to analyzed it for betterment of staff members under leadership of Trustee shri Jal Garda.
5. Decided collectively to organize community awareness program under Psychology department.
6. It is unanimously decided to organize a special annual camp of NSS Volunteers at Kharel village in December 2019.
7. Unanimously decided to celebrate Republic Day on 26th January 2020.
8. Decided collectively to start preparation for GSIRF and NIRF under the leadership of NAAC Co-ordinator.
9. IQAC Co-ordinator conveyed a vote of thanks.

H.J. Patel

(IQAC/ NAAC COORDINATOR)

(I/C PRINCIPAL & CHAIRMAN)

SR. NO.	MEMBER's NAME	IQAC POSITION	SIGN.
1	Dr. Dharmvir M. Gurjar	Chairman	
2	Shri Dara K. Deboo	Representative of Management	
3	Prof. M.C.Naik	Secretary	
4	Prof. Dr. Hitesh. J. Patel	Coordinator	
5	Prof. K. R. Desai	Member	
6	Prof.Dr. Radha S. Gautam	Member	
7	Prof. Dr.Neha A. Hariyani	Member	
8	Prof. A. B. Patel	Member	
9	Prof.Dr. Asha R. Patel	Member	
10	Prof.Dr.A.C.Sharma	Member	
11	Prof. Dr. P. B. Patel	Member	
12	Shri D. B. Tandel	Member	
13	Shri Kishor P. Parmar	Member	
14	Mrs. Miral Patel	Member	
15	Miss Nasrin Rathod	Member	
16	Prof. Shehnaz Todiwala	External Expert	
17	Shri Piyush Bhatt	External Expert	
18	Shri Rajeshbhai Tandel	Alumni Representative	
19	Shri Jigneshbhai Parekh	Alumni Representative	
20	Miss Divya S. Lahamange	Student's Representative	
21	Mr. Arif I. Patel	Student's Representative	

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO. 3

ACADEMIC YEAR 2019-20

A IQAC Meeting held on 07-01-2020 at 10.30 am. In principal's office of college. Under this meeting the minutes of previous meeting on 05-11-2019 were read and passed unanimously. Following matters were discussed by IQAC Co-ordinator which was passed unanimously in this meeting.

1. To participate in youth festival.	1. Decided unanimously to take part in university youth festival under cultural committee of the college.
2. to arrange annual gathering prize distribution program and cultural program in the college.	2. Decision taken collectively to organize prize distribution, annual gathering with cultural performance to encourage academic and extra-curricular achievement of students in third week of February 2019.
3. To arrange internal evaluation examination and distribute workload regarding it.	3. It is decided unanimously to arrange internal evaluation examination and decide workload distribution regarding it so that internal marks submit in time as per the rules and regulation of university.

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO. 3

ACADEMIC YEAR 2019-20

Date: 07-01-2020

A meeting was held on 07-01-2020 under IQAC at 10.30 am. In principal's office in college. The meeting was chaired by I/C Principal Dr. D.M.Gurjar, vice principal Prof. M.C.NAIK NAAC Co-ordinator Prof. Dr. H.J.PATEL with IQAC members. In this meeting the minutes of meeting on 05-11-2019 were read and following matters were discussed.


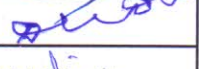

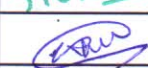
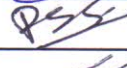
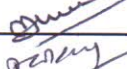

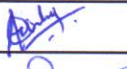

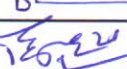
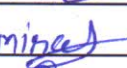
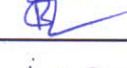
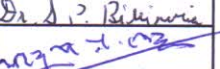
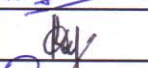
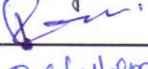
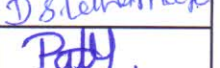
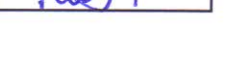




1. Decision to participate in university youth festival under cultural committee was taken unanimously.
2. Decided collectively to arrange annual gathering and prize distribution program to encourage students' academic Achievement and extra-curricular activities during the year.
3. To arrange internal evaluation examination and decide work distribution in reference to exam as per rules of university and college was taken unanimously.
4. IQAC Co-ordinator conveyed a vote of thanks.



(IQAC/ NAAC COORDINATOR)



(I/C PRINCIPAL & CHAIRMAN)

SR. NO.	MEMBER's NAME	IQAC POSITION	SIGN.
1	Dr. Dharmvir M. Gurjar	Chairman	
2	Shri Dara K. Deboo	Representative of Management	
3	Prof. M.C.Naik	Secretary	
4	Prof. Dr. Hitesh. J. Patel	Coordinator	
5	Prof. K. R. Desai	Member	
6	Prof.Dr. Radha S. Gautam	Member	
7	Prof. Dr.Neha A. Hariyani	Member	
8	Prof. A. B. Patel	Member	
9	Prof.Dr. Asha R. Patel	Member	
10	Prof.Dr.A.C.Sharma	Member	
11	Prof. Dr. P. B. Patel	Member	
12	Shri D. B. Tandel	Member	
13	Shri Kishor P. Parmar	Member	
14	Mrs. Miral Patel	Member	
15	Miss Nasrin Rathod	Member	
16	Prof. Shehnaz Todiwala	External Expert	
17	Shri Piyush Bhatt	External Expert	
18	Shri Rajeshbhai Tandel	Alumni Representative	
19	Shri Jigneshbhai Parekh	Alumni Representative	
20	Miss Divya S. Lahamange	Student's Representative	
21	Mr. Arif I. Patel	Student's Representative	

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO. 4

ACADEMIC YEAR 2019-20

A meeting under IQAC held on 04-03-2020 at 10.30 am. In principal office at the college. The minutes of previous meeting at 07-01-2020 were read and following matters were discussed by IQAC Co-ordinator was passed unanimously in this meeting.

1. To make preparation and to decide work distribution regarding university regular exam.	1. Decision to distribute workload and make prepare arrangement of university regular examination and to implement it was taken collectively.
2. To publish college magazine "Gardian" for the year 2019-20.	2. Decide unanimously to publish college annual magazine "Gardian" for the current year 2019-20 under magazine committee and describe authorized reports of different program, activities, and achievement of college during current year.
3. To Form admission committee for next academic year of 2020-21 and to publish college prospectus and teaching dairy.	3. Decide unanimously to form admission committee for next academic year of 2020-21 under the leadership of I/C Principal and to publish college prospectus as well as teaching dairy for the same. Decide to appoint Dr. Asha R. Patel for prospectus and teaching dairy collectively.
4. To implement ICT based teaching method.	4. Decision to implement ICT based teaching method include audio, video and P.P.T was taken unanimously

S. B. Garda College Arts and P. K. Patel College of Commerce, Navsari.

IQAC MEETING NO. 4

ACADEMIC YEAR 2019-20

Date: 04-03-2020

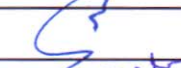

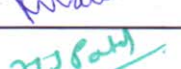
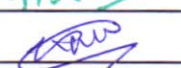
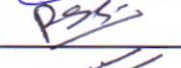
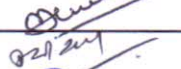


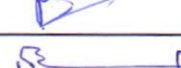
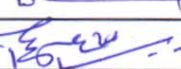
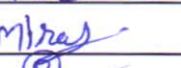

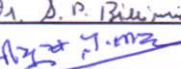
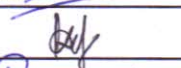
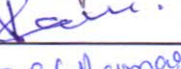
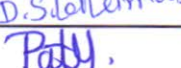
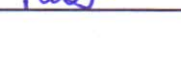



A IQAC meeting held on 04-03-2020 at 10.30 am. In Principal office at the college. The meeting chaired by I/C Principal Dr. D.M.Gurjar, Vice Principal Prof. M.C.NAIK, NAAC Co-ordinator Prof. Dr. H.J.PATEL with IQAC members. The minutes of previous meeting on 07-01-2020 were read and following matters were discussed.

1. Decision to distribute workload and make prepare arrangement of university regular examination and to implement it was taken collectively.
2. Decide unanimously to publish college annual magazine "Gardian" for the current year 2019-20 under magazine committee and describe authorized reports of different program, activities, and achievement of college during current year.
3. Decide unanimously to form admission committee for next academic year of 2020-21 under the leadership of I/C Principal and to publish college prospectus as well as teaching dairy for the same. Decide to appoint Dr. Asha R. Patel for prospectus and teaching dairy collectively.
4. Decision to implement ICT based teaching method include audio, video, and PPT was taken unanimously.

H.J. Patel

(IQAC/ NAAC COORDINATOR)

(I/C PRINCIPAL & CHAIRMAN)

SR. NO.	MEMBER's NAME	IQAC POSITION	SIGN.
1	Dr. Dharmvir M. Gurjar	Chairman	
2	Shri Dara K. Deboo	Representative of Management	
3	Prof. M.C.Naik	Secretary	
4	Prof. Dr. Hitesh. J. Patel	Coordinator	
5	Prof. K. R. Desai	Member	
6	Prof.Dr. Radha S. Gautam	Member	
7	Prof. Dr.Neha A. Hariyani	Member	
8	Prof. A. B. Patel	Member	
9	Prof.Dr. Asha R. Patel	Member	
10	Prof.Dr.A.C.Sharma	Member	
11	Prof. Dr. P. B. Patel	Member	
12	Shri D. B. Tandel	Member	
13	Shri Kishor P. Parmar	Member	
14	Mrs. Miral Patel	Member	
15	Miss Nasrin Rathod	Member	
16	Prof. Shehnaz Todiwala	External Expert	
17	Shri Piyush Bhatt	External Expert	
18	Shri Rajeshbhai Tandel	Alumni Representative	
19	Shri Jigneshbhai Parekh	Alumni Representative	
20	Miss Divya S. Lahamange	Student's Representative	
21	Mr. Arif I. Patel	Student's Representative	