

IQAC Meeting – 1/2022-23

Date: June 18, 2022

Time: 10:30 am - 12:30 pm

Venue: Conference Hall, Shree Kaljibhai R. Katara Arts College, Shamlaji

Attendees:

Dr. Ajay K Patel (Chairperson)

Naranbhai Patel (Senior administrative officer)

Sureshbhai Patel (Senior administrative officer)

Dr. Sanjay Pandya (Teachers' Representative)

Dr. Malti Patel (Teachers' Representative)

Ms. Rukshana Nagori (Teachers' Representative)

Dr. Vasant Gavit (Teachers' Representative)

Dr. Urvashiben H Patel (Teachers' Representative)

Dr. P S Panesar (Teachers' Representative)

Dr. N J Rentiya (Teachers' Representative)

Shri Dilipbhai Katara (Management Representative)

Shri Vijaysinh Rathod (Local society, Students, and Alumni Representative)

Harshil Damor (Local society, Students, and Alumni Representative)

Shri Vipul Rana (One/two nominees from Employers /Industrialists/stakeholders)

Dr. Hemant Patel (IQAC Coordinator)

Dr. Bharat Patel (IQAC Co-coordinator)

The meeting was called to order at 10:30 am by Dr. Ajay K Patel, the Chairperson of the IQAC Committee. The Chairperson welcomed all members and began the meeting by discussing the following agenda items:

Approval of Minutes

The minutes from the previous meeting were presented to all present members for review. After a thorough reading and discussion, it was unanimously agreed that the minutes accurately reflect the discussions and decisions made in that meeting. Therefore, the minutes of the previous meeting have been formally accepted by all members of the committee.

Agenda Items:

1. The analysis of the NAAC results will be discussed in detail.
2. Proposed changes in the IQAC body will be presented and considered.
3. The approval of the academic calendar for the upcoming year will be on the agenda.
4. The orientation of concerned in-charges, based on specific criteria, will be discussed thoroughly.
5. Potential reforms for the examination process will be explored and discussed.
6. The process for allocating duties to the faculty members will be considered and finalized.
7. The formation of the Students' Council, a representative body for the students, will be discussed.
8. A comprehensive review of the Canteen Committee's performance and services will be carried out.
9. The planning of upcoming seminars in English, Hindi, and Gujarati will be a key point of discussion.
10. The introduction of new courses in the college, specifically in Economics, History, and Psychology, will be discussed.

Discussions on Agenda Items:

1. NAAC Result Analysis

The committee thoroughly analyzed the NAAC result. The discussion took into account the strengths of the institution and areas requiring improvement. There was a robust exchange of ideas on strategies for building on successes and addressing weaknesses, with a commitment to achieving superior results in the next assessment.

2. Changes in IQAC Body

The Principal proposed changes to the IQAC body to streamline its functioning and enhance its effectiveness. The committee deliberated on this, acknowledging the need for fresh perspectives and diverse expertise. The proposed changes were received positively, with the expectation that they would strengthen the IQAC's role in quality assurance.

3. Approval of Academic Calendar

The proposed Academic Calendar for the upcoming year was presented. There was a detailed discussion on key academic events, holidays, and exam schedules to ensure an optimal balance between academic rigour and student well-being. The calendar was approved unanimously after minor revisions.

4. Criteria-Wise Orientation of Concerned In-Charge

The importance of effective orientation for role holders was stressed, and Dr. Hemant Patel was designated to oversee this. The committee engaged in a thoughtful dialogue about best practices for orientation, emphasizing clarity of role expectations, provision of necessary resources, and ongoing support.

5. Exam Reforms

The need for innovative exam reforms was highlighted, with a focus on enhancing the learning experience and better assessing student understanding. The Exam Committee was tasked with proposing reforms, with inputs from all stakeholders. There was enthusiastic discussion about potential ideas, including introducing more application-based questions and utilizing technology for assessment.

6. Duty Allocation to Faculties

Discussion centered around the need for equitable duty allocation to faculty members. The Principal, in collaboration with the IQAC Coordinator, would finalize duties, considering faculty expertise, workload balance, and institutional needs. The committee agreed on the importance of clear communication and transparency in this process.

7. Formation of Students' Council

The committee stressed the importance of student representation and leadership opportunities. Dr. Sanjay Pandya was tasked with forming the Students' Council. The discussion encompassed the selection process, roles and responsibilities, and the potential for the Council to play a significant role in enhancing student engagement and empowerment.

8. Review of Canteen Committee

Dr. Sameer Patel was appointed as the Canteen Committee Chairman. The committee discussed the need for a comprehensive review of canteen services, focusing on food quality, hygiene, variety, and pricing. There was also consideration of environmentally friendly practices, such as reducing waste and using sustainable packaging.

9. Planning of Seminars (English, Hindi, Gujarati)

Dr. Ashok Yadav was tasked with organizing three seminars. The committee brainstormed potential topics, speakers, and formats, with a view to maximize learning outcomes and student participation. The importance of inter-departmental collaboration and fostering a culture of intellectual curiosity and critical thinking was underscored.

10. Introduction of New Courses in the College

In line with NAAC's recommendations, Dr. Hemant Patel proposed to start new courses in Economics, History, and Psychology. This was seen as an exciting development that would broaden students' academic choices and equip them with diverse skills. The committee engaged in a lively discussion about course content, staffing, and resource needs, and expressed its commitment to supporting these new courses' successful implementation.

11. Other Business

The chairperson opened the floor for any other business. No other items were discussed.

All the agenda items were thoroughly discussed and agreed upon by all the members of the meeting. There was a mutual understanding and agreement on the actions to be taken, and all items were approved unanimously. This unity signifies our collective commitment to the betterment of our institution and paves the way for effective implementation of the decided actions.

The chairperson thanked all the members for their active participation and valuable suggestions in the meeting. The next IQAC meeting was scheduled on September 01, 2022, and the members were asked to send their feedback and suggestions on the agenda items beforehand. The meeting was adjourned at 12:30 pm.

Prepared by:

Dr. Hemant Patel



IQAC Coordinator &

Assistant Professor, Department of English

Approved by:

Dr. Ajay K Patel



Chairperson &

Principal

Shree Kaljibhai R. Katara Arts College, Shamlaji

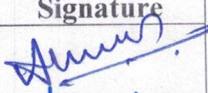
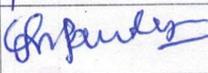
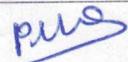
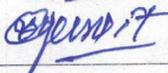
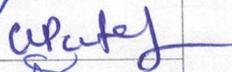
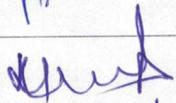
Meeting Attendance Sheet

Date: June 18, 2022

Time: 10:30 am - 12:30 pm

Venue: Conference Hall, Shree Kaljibhai R. Katara Arts College, Shamlaji

Attendees:

Sr. No.	Name	Position/Role	Department	Signature
1	Dr. Ajay K Patel	Chairperson	IQAC	
2	Shri Dilipbhai Katara	Management Representative	Management	
3	Naranbhai Patel	Senior Administrative Officer	Administration	Patel N S.
4	Sureshbhai Patel	Senior Administrative Officer	Administration	Patel Sureshbhai
5	Dr. Sanjay Pandya	Teachers' Representative	Academics	
6	Dr. Malti Patel	Teachers' Representative	Academics	
7	Ms. Rukshana Nagori	Teachers' Representative	Academics	RAN
8	Dr. Vasant Gavit	Teachers' Representative	Academics	
9	Dr. Urvashiben H Patel	Teachers' Representative	Academics	
10	Dr. P S Panesar	Teachers' Representative	Academics	
11	Dr. N J Rentiya	Teachers' Representative	Academics	
12	Shri Vijaysinh Rathod	Local society, Students, and Alumni Representative	External	V.S. Rathod
13	Harshil Damor	Local society, Students, and Alumni Representative	External	H S Damor
14	Shri Vipul Rana	Employers/Industrialists/stake holders Nominee	External	
15	Dr. Hemant Patel	IQAC Coordinator	IQAC	
16	Dr. Bharat Patel	IQAC Co-coordinator	IQAC	

Note: Please ensure to sign next to your name to confirm your attendance.