

IQAC Meeting – 3/2022-23

Date: November 26, 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)

Approval of Previous Meeting Minutes

The IQAC members have reviewed the minutes of the previous meeting and have found them to be accurate and comprehensive. The Chairperson called for any corrections or amendments to be made to the minutes, but none were suggested. Therefore, the minutes of the previous meeting are approved by the members and will be circulated among all concerned. The IQAC Coordinator is directed to take necessary action as per the decisions taken in the previous meeting.

Agenda Items

1. Discussion on enhancing the efforts to increase the number of research publications by our faculty and students.
2. Consideration of the organization of an educational tour for students for experiential learning.
3. Initiation of a dialogue on conducting environment awareness programs to instill sustainable practices within the college community.
4. Discussion on updating the e-resources in the library to facilitate better research and learning.
5. Exploration of the process for applying to the National Institutional Ranking Framework (NIRF) for recognition of the institution.
6. Review of the prepared data for submission to the All India Survey on Higher Education (AISHE).
7. Planning for the organization of classroom and college-level seminars to enhance academic engagement of students.
8. Evaluation of the research proposals that are to be submitted for funding.
9. Discussion on arranging a visit to a university by teaching and non-teaching staff as part of the Faculty Development Program (FDP).

Discussion of Agenda Items

During the meeting, the members discussed various important agenda items related to the overall development of the college.

- The first agenda item was the establishment of a research and development cell as per UGC guidelines. Dr. Bharat Patel was proposed as the coordinator for this cell and was tasked with forming the cell. The members discussed the importance of research and development activities in enhancing the quality of education in the college.
- The second agenda item was focused on increasing research publications, and Dr. Bharat Patel was assigned the responsibility of overseeing this effort. The members emphasized the need for encouraging and supporting faculty members to engage in research activities and publish their work.
- The third agenda item was related to organizing educational tours for students, and Dr. Sameer Patel was assigned to take care of it. The members discussed the importance of such tours in providing practical exposure and hands-on experience to students.
- The fourth agenda item was related to environment awareness programs, and the NCC and NSS program officers were assigned this work. The members discussed the significance of creating awareness among students and faculty members about environmental issues and promoting sustainable practices.
- The fifth agenda item was focused on the updation of E-resources in the library, and the responsibility was given to the librarian. The members discussed the importance of keeping the library resources up-to-date to support the academic and research activities of the college.
- The sixth agenda item was related to applying for the NIRF, and Dr. Hemant Patel and Dr. Bharat Patel were instructed to apply for it. The members discussed the

significance of obtaining a good NIRF ranking for the college's reputation and recognition.

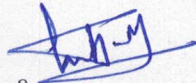
- The seventh agenda item was related to submitting the AISHE data, and Dr. Ashok Yadav was assigned to submit the data within the time limit. The members discussed the importance of timely submission of such data for accreditation and recognition purposes.
- The eighth agenda item was focused on classroom and college-level seminars for students, and the HODs of all departments were asked to arrange it at their level after discussing with the principal. The members emphasized the need for providing opportunities to students to enhance their knowledge and skills beyond the classroom.
- The ninth agenda item was related to the submission of research proposals for funding, and it was unanimously decided that the sociology department members will apply for ICSSR. The members discussed the significance of obtaining research funding for the college's academic and research activities.
- The last agenda item was related to the visit of a university by teaching and non-teaching staff as a part of FDP, and Dr. Daljibhai C Patel was assigned to organize the FDP at Madhav University. The members discussed the importance of such visits in providing exposure and learning opportunities to the teaching and non-teaching staff.
- Other Business: The chairperson opened the floor for any other business. No other items were discussed.

It is to be noted that all agenda items discussed received full agreement and endorsement from all meeting participants. This demonstrates our shared dedication to the progress of our institution. The unanimous approval of these decisions paves the way for their prompt and effective implementation.

The chairperson thanked all the members for their active participation and valuable suggestions in the meeting. The next IQAC meeting was scheduled on 25 March, 2023 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

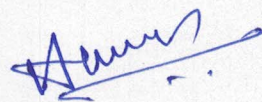


IQAC Coordinator &

Assistant Professor, Department of English

Approved by:

Dr. Ajay K Patel



Chairperson &

Principal

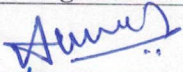

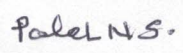

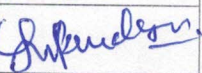


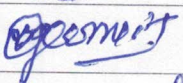


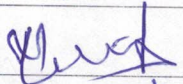
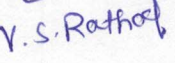

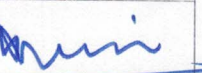


Meeting Attendance Sheet

Date: November 26, 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 |  |
| 4 | Sureshbhai Patel | Senior Administrative Officer | Administration |  |
| 5 | Dr. Sanjay Pandya | Teachers' Representative | Academics |  |
| 6 | Dr. Malti Patel | Teachers' Representative | Academics |  |
| 7 | Ms. Rukshana Nagori | Teachers' Representative | Academics |  |
| 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 |  |
| 13 | Harshil Damor | Local society, Students, and Alumni Representative | External |  |
| 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.