

## **IQAC Meeting – 4/2022-23**

Date: March 25, 2023

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. Discuss and evaluate teaching and non-teaching screening processes, propose improvements.
2. Assess building and infrastructure maintenance, allocate responsibilities for upkeep.
3. Review curriculum, identify resource gaps, and develop a list for book acquisition.
4. Evaluate outcomes of previous village visits, plan activities, explore community collaboration.
5. Review website status, identify areas for improvement, discuss strategies for regular updates.
6. Examine prospectus in light of NEP 2020, propose revisions, ensure alignment with guidelines.
7. Discuss faculty recruitment for new subjects, plan hiring process, ensure academic alignment.
8. Plan logistics, assign responsibilities, discuss promotional strategies for upcoming blood donation camp.

## **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 discussion and evaluation of the teaching and non-teaching screening processes. It was highlighted that these screenings would be conducted before April 25, 2023, following both institutional and government guidelines. Members actively participated, sharing insights, and proposing improvements to ensure a more efficient and comprehensive screening process.
- Moving to the second agenda item, Dr. V. K. Gavit provided an overview of the plan to assess building and infrastructure maintenance. This approach, set to occur during the upcoming vacation, aimed to minimize any impact on the teaching process while ensuring that facilities are well-maintained. Responsibilities for upkeep were discussed and assigned to relevant individuals.
- The third agenda item involved a comprehensive discussion led by Heads of Departments (HODs) regarding book acquisition for the library. HODs were instructed to prepare a list in alignment with the National Education Policy (NEP) 2020, addressing resource gaps in the curriculum.
- Shifting to the fourth agenda item, the committee addressed the outcomes of previous village visits. Due to the backlog of university exams, it was acknowledged that conducting village visits to connect with students might not be feasible in this semester. The committee deliberated on alternative plans for student engagement and explored opportunities for community collaboration.
- The fifth agenda item involved a discussion on the status of the college website. Areas for improvement were identified, and strategies were devised to ensure regular updates, enhancing the overall accessibility and functionality of the website.
- The sixth agenda item was an examination of the college prospectus in light of NEP 2020. Dr. Sanjay N. Pandya shared plans for finalizing and printing the prospectus,

with the target date set before May 1, 2023. Discussions revolved around proposed revisions and ensuring alignment with the guidelines outlined in NEP 2020.

- Transitioning to the seventh agenda item, the committee discussed faculty recruitment for new subjects. It was decided that the college would join the central recruitment process organized by the University, focusing on formulating a demand for faculty based on the college's requirements and ensuring alignment with academic needs.
- Concluding with the eighth agenda item, the NCC and NSS units were assigned the responsibility of organizing a blood donation camp in collaboration with Shamlaji Hospital or Red Cross. The committee discussed logistics, assigned responsibilities, and explored promotional strategies to ensure a successful and impactful event.

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 19 June, 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

Shree Kaljibhai R. Katara Arts College, Shamlaji

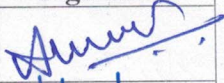
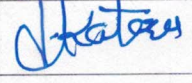
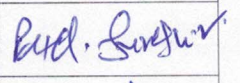
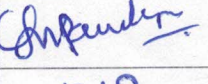
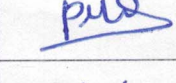

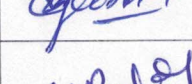

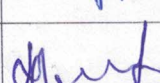
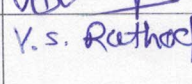
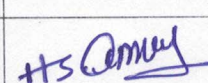
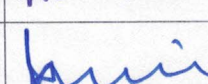
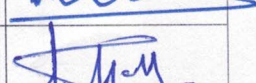
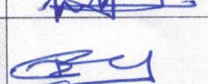

## Meeting Attendance Sheet

Date: March 25, 2023

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	
5	Dr. Sanjay Pandya	Teachers' Representative	Academics	
6	Dr. Malti Patel	Teachers' Representative	Academics	
7	Ms. Rukshana Nagori	Teachers' Representative	Academics	
8	Dr. Vasant Gavitt	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.