

Smt. C. R. Gardi Arts College, Munpur
Minutes of IQAC held during the year 2023-24

Meeting – 1 Held on 15/06/23

On the date of June 15, 2023, Thursday, the staff meeting under the IQAC, chaired by Dr. M. K. Mehta, the college president and the principal, was organized for the commencement of the new academic year. At the beginning of the meeting, Principal extended his best wishes to all faculty members for the new academic year-2023-24.

The submission of the AQAR report for the year 2022-23 had been completed and efforts were made to inform everyone. Additionally, it was decided by the committee that the submission of the report for the year 2023-24 was to be pursued diligently.

Principal provided information on the new academic curriculum and credit system as per the NEP. A resolution was made to prioritize opening an ABC account at the college, with guidance and motivation provided to students who are yet to do so.

Recommendations were given to ensure clarity in defining individual behaviors according to the criteria. Various activities, including curricular, co-curricular and extension activities, were categorized into three types and distributed accordingly.

Moreover, it was decided to initiate short-term courses in all four subjects. The responsibility for this task was assigned to the respective heads.

It was further informed that Prof. L. T. Vasava would coordinate the preparation of the timetable for organizing events related to new academic initiatives. Dr. Harshada Shah was advised to form various committees.

From June 19, 2023, two students from the college were selected to participate in the NSS National Integrated Camp in Chennai, and congratulations were extended to Program Officer Prof. J. L. Khant.

Plans for the current year's NSS and Sports annual plan were prepared and shared for guidance. It was announced that on June 21, 2023, on the occasion of World Yoga Day, salutation program would be organized with Mr. Navin Patel being informed about it.



Furthermore, it was resolved to organize a seminar under CWDC during the current semester, and suitable arrangements were made for the same.

An event was held for the Semester-1 students for their orientation and guidance under the NEP to make the students aware of the policy details and course structure. Princ. Dr. Mehta also discussed with the staff about the academic audit, preparing reports, maintaining academic diaries. The meeting completed with the healthy notes.

Meeting-2 Held on 04/07/23

A staff meeting was organized under IQAC in the college here on 4/7/23. The main agenda of this meeting was preparation for submission of AOAR for the year 23-24.

The Principal and Coordinator asked everyone to be alert so that the various activities in the college do not fall within the criteria. It was decided that every staff member should prepare their criteria in formation by July 20 and give it to the IQAC coordinator. The faculty were also told to maintain attendance sheets of students for various activities conducted in the college.

It has been decided to keep the internal examination a little more advanced in the academic calendar of the current year. The Principal and the Coordinator said that from the year 2024 there will be a new syllabus due to the implementation of NEP 2020 in semester one and the old syllabus will continue in semester three and semester five.

It has been decided to run an add on course by Gujarati and Sanskrit department in the first semester this year. It has been decided to conduct Hindi and sociology course in the second semester.

This year the allocation of classrooms for lectures was also subject wise. It was decided to take the lower part of the college building for F.Y in the building next to the Principal's office for S.Y and the T.Y classes in the upper part of the college building. to calla Alumni meeting of the students by the end of July. Naveen Patel and Prof. J L Khant were informed.

The success of the placement fair held on 30/06/23 was also reviewed.

Mr. Bhanubhai Patel and Mr. Harshadbhai Darji were also appreciated and congratulated for the college admission.

In the end, the principal allowed everyone to do any activity for the development of the college and the students. All were encouraged to do various activities.



Also asked to keep the college campus and classrooms clean and if there are any questions regarding college maintenance, immediately draw the attention of the Principal.

In the end, the meeting was concluded by greeting everyone.

Meeting-3 Held on 27/7/23

On date 27/07/ '23 under the chairmanship of College Principal Mr. Dr. MK Mehta and staff meeting was organized under IQAC. At the beginning of the meeting, Principal Dr. M. K. Mehta welcomed everyone. He then suggested all the teachers to read NEP 2020, Standard Operating System compulsorily. Principal provided guidance by discussing in detail the changes made in the context of NEP 2020.

Principal congratulated everyone saying that the educational work of the first semester has started in our college in the whole of Gujarat.

Along with this, it was decided to organize the activities to ensure that the grant received under the Azadika Amrit Mahotsav and Panch Prakalpa is used in the activities before October 31st.

NSS Program Officer Shri J. L. Khant was informed to conduct an awareness program on natural farming in Kharawada and Padmajini Muwadi villages.

It was also decided to organize demonstration lectures on wild produce, herbs, and Ayurveda under NSS and Eco Club this year.

The meeting was concluded with thanks to all.

Meeting-4 Held on 25/9/23

A staff meeting was held under IQAC on 25 9 23 under the chairmanship of Principal Shri MK Mehta. At the beginning of the meeting, the internal examination of semester three and five and its arrangement, planning were reviewed and the examination committee was entrusted with the responsibility. As before, it was decided to take the assignment on the same day of the paper, a discussion was also held to determine the exam of semester one as per the rules of the university. The examination committee was suggested to study this further.

After discussing about the work being done to prepare the new website of the college, the former professor of the college, Dr. Rajendrabhai Bambhaniya's contribution was acknowledged.



IQAC Coordinator also suggested everyone to fill a diary of the current year's academy and keep it updated.

Then, Princ. M. K. Mehta reviewed the academic work of each department and asked to see that no course is left out.

Also, the suggestion of opening an account in SBI by the Higher Education Commissioner's Office was discussed and it was decided to open an account for all in State Bank of India, Diwda Colony.

At the end of the meeting everyone was instructed to complete their remaining work by reviewing the work on AQAR criteria. The meeting ended with thanks to all.

Meeting-5 Held on 04/11/23

A staff meeting was organized on 4/11/23 under the chairmanship of Principal Dr M K Mehta and College NAAC Coordinator Dr P V Vekaria.

First the work done was reviewed by reading the proceedings of the meeting held on 25/9/23.

It was suggested to seriously prepare the internal mark sheets of the internal evaluation tests of the first semester. The principal reviewed the courses of semester one of each department and asked to ensure that no course is left out. In the first session, the various activities carried out by the college from June to October were reviewed and the Principal and coordinator expressed his satisfaction.

Guidance was also given regarding the work to be done by the Research Development Cell in the college.

All were informed about the Proposal by the organization under the PM Usha scheme and the various criteria for its utilization. The work to be done to submit the proposal and collect its documents was discussed and planned and the responsibility was given to the IQAC coordinator.

At the end of the meeting, the administrative staff was told to make advance preparations for the commencement of academic work on time for the admission process of the second session and the coordinator of the committee was asked to take care to ensure that the various activities of the college calendar of the second session are done on time.



Meeting-6 Held on 01/12/23

A staff meeting was organized under IQAC on 1/12/23. Prin. M K Mehta started the meeting by greeting everyone for the upcoming New Year.

Conveners and members of each committee were told to take care that the various activities to be done in the second session are done on time.

The functions of the Research Development Cell functioning in the college and the responsibilities of each were told.

Every faculty member is asked to publish at least one article in ISSN magazine by May-2024.

Under the Research Development Cell, it was decided to publish the compilation of various regional folk songs.

Data entry and submission of GSIRF was discussed. Telling that the data and forms of GSIRF are to be submitted till 15th December, everyone was asked to pay attention to complete the data in this regard. As the data of the last three years has to be entered in GSIRF, the task of collecting data was asked.

The examination committee was told to make proper preparation and arrangements for the university examination of semester one and semester three to be held in the near future. The faculty were also asked to complete the work assigned for NAAC AQAR.

At the end of December, an alumni meeting was planned to be arranged immediately after the completion of the university examination. The Principal and Coordinator concluded the meeting by thanking everyone.

Meeting-7 Held on 23/12/23

On 23/12/23, the principal of the college meeting was held under the IQAC functioning in the college under the auspices of Prin. M. K. Mehta.

First the minutes of the previous meeting were read. Friends of each criterion were then informed to complete any missing data from AQAR. Principal and Coordinator Dr. P. V. Vekaria informed to start add-on course from 11th January under all Department of Sociology. Gujarati and Sanskrit. Also told to prepare internal of semester one.

Asked to download the second semester courses from the university website.



It was unanimously decided to start a center for PG in Sociology from June, 2024 next year. Also all are informed that data entry submission of GSIRF and NIRF is about to be completed. Hindi department was also told to start add on course. Furthermore Dr. Prakash Vekaria was told to start add on course for English department based on Spoken English.

Alumni meeting date was decided to be arranged on 07/01/2024 and Dr. Navin Patel and Prof. J L Khant were given the responsibility.

It was decided to take the feedback of the second session. Dr. Hitesh Kubawat was given the responsibility of taking the feedback of the former students and parents and Navinbhai Patel was given the responsibility of taking the feedback of the employees.

Each department was told to keep the file of data of slow learner and fast learner updated based on the diagnostic test.

Library-in-charge Dr. G P Thakor told to keep the register of the last five years of the library ready.

Harshadbhai Darji, junior clerk of the college, was told to keep the record of scholarship for the last five years ready and updated. Also, Bhanubhai and Harshadbhai were told to save the university's academy calendar for the last five years in soft copy and hard copy.

All the five departments of the college were specifically told to keep the data of last five years ready for presentation to NAAC. The responsibility of collecting the data of each subject for the last five years for SSR was assigned to the head of each subject. To prepare soft copy and hard copy file of various committees of last five years. Dr. Harshada Shah was given the responsibility. The responsibility of the same sports was given to Dr. Navinbhai Patel, the responsibility of NSS was given to Prof. JI Khant and the responsibility of preparing the report of activities of CWDC was given to Dr. Sushila Vyas. It was decided to do field work and project work in Sociology and Gujarati subject.

It was unanimously decided to give compulsory project work to the students of semesters two-four and six. Under which it was decided that the student should present a project on any one subject. It was also decided to organize a workshop on how to use google classroom. Dr. Prakash Vekaria was given the responsibility to prepare the report of the last five years of meetings held under IQAC and the meeting was concluded with thanks from all.

Meeting - 8 Held on 12/3/24

On 12/3/24 a staff meeting was held under IQAC functioning in the college. First the proceedings of the previous meeting were read. Coordinator checked the papers of semester-4 and 6 and asked them to prepare the final of their subject by 22/3/24 and submit it to the chairman. Also the examination committee was told to prepare the files of last five years internal exams. A deadline was set for each teacher to submit their academic diary to the



Principal before the semester i.e. 30th April 2024. It was suggested to prepare the objective of each course and give it to the principal by 23/3/24. Shri Bhanubhai and Harshadbhai of the non-touching staff were told to prepare the previous years' results.co Ordinator Dr.P.V.Vekariacongratulated everyone for the grand success of the Finishing School Training and the International Webinar on Sanskrit and proposed to hold an online seminar on Research Methodology by the end of March which was accepted by all faculty. Expressed.Each department was instructed to prepare a report of the diagnostic tests taken by itself.

The Youth Festival celebrated the event reaching the National level and congratulated Dr. Sushila Vyas for it. For the preparation of the college annual report, each staff was given the responsibility of preparing the report of different months. Finally, the meeting was concluded with thanks to all, calling upon all to prepare for best results in NAAC.

Meeting – 9 Held on 27/03/2024

A meeting of IQAC committee members was held on 27 March 2024. First of all, the Principal welcomed all the members. After that the issues were discussed as per the agenda.

First of all discussed the preparation of data of AQAR of the year 2023-24 and decided that according to the criteria allocated to the faculty, they should prepare their data by June and submit it to the IQAC coordinator. Principal M K Mehta of the college accepted the responsibility of preparing the report of the activities done in the college during the year 2023-24 including photos.

It was decided to form various committees for the smooth running of the college for the coming academic year 2024-25. Accordingly, it was decided to keep the committees of the year 2023-24 unchanged for the year 2024-25.

It was decided to install five new computers in the language lab and dispose of the old computers as per government norms.

The responsibility of planning the activities of the next academic year was given to Dr HJ Shah, Head of the Gujarati Department and it was decided to prepare the calendar of academic activities for the year 2024-25 by the end of April 2023.

It has been decided to invite opinions from all staff members regarding the restructure of the college internal examination and to implement it from the academic year 2024-25. Finally, Principal thanked everyone and declared the meeting over.


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