

Smt. C. R. Gardi Arts College, Munpur

Internal Quality Assurance Committee(IQAC)

Minutes of the Meetings& Action Taken Report:(2022-23)

(1) 28th June,2022: The first meeting of the new academic year of the IQAC met on 17th June to discuss the action plan of the IQAC during the year. The discussion of the meeting was as under: The preparation of Academic Calendar for the current year: The meeting began with the discussion of the preparation of the academic calendar for the various academic and administrative activities. Dr. H. J. Shah was given the responsibility to prepare the academic calendar with the help of the faculties. The Whatsapp group to be created for the first semester students to be in touch for the teaching learning assignments and admission and administrative purpose in order to help students for the academic growth and suitability of the office tasks.

The action plan of IQAC: The action plan was prepared for the current academic year-2022-23. The discussion was also held for the various activities regarding different academic committees earlier framed to run the academic and administrative activities of the college.

The submitted AQAR-2021-22 was placed before the members again to discuss various issues to improve the performance of the IQAC. It was decided that the committee will meet regularly at the end of the month for the follow-up and reviews of the Cell.

(2) 30th August, 2022: The meeting started with the healthy discussion among the members of the committee regarding the different activities during the first term. The academic and administrative committees were advised to prepare their report accordingly to be collected by the IQAC and for the purpose of AQAR:2022-'23.

Preparation of AQAR-2022-23: The resolution of the reshaping of the IQAC was made and forwarded to the statutory body of the Managing trust – Shri M. G. S. Kelvani Mandal, Munpur to be sanctioned. After the minute study of the new format of the AQAR, the coordinator, Prof. Prakash Vekaria, discussed the details with the committee members and the tasks were allotted to the individual faculties to collect the data to be uploaded on the NAAC server for the data of AQAR-2022-23.

Distribution of the Criteria among the faculty: The committee members were advised, instructed and facilitated with the details and data to be collected and created according to the individual criteria to be uploaded for the AQAR purpose. The concerned faculties helped to furnish the regarding data to each convener. Moreover, the action plan for the coming year 2022-23 was also discussed and designed for the action to be taken. The list of the members in the different criteria committees are as under:

Cr-I: Curricular Aspects	(i) Prof. Dr. G. P. Thakor –Convener (ii) Shri B. D. Patel- -member (Senior Clerk)
Cr-II: Teaching, Learning & Evaluation	(i) Prof. Dr. H. J. Shah - Convener (ii) Prof. N. J. Joshi -member
Cr –III: Research, Innovations & Extension	(i) Prof. Dr. M.A. Saiyed - Convener (ii) Prof. L.T. Vasava -member
Cr-IV: Infrastructure & Learning Resources	Prof. Dr. N. N. Patel – Convener Prof. J.L. Khant-member Shri H. J. Darji-member- (Junior Clerk)



Cr-V: Student Support & Progression	Prof. Dr. S.S. Vyas – Convener
Cr-VI: Governance, Leadership & Management	(i) Prof. Dr. P. G. Parekh- Convener (ii) Prof. Dr. H. K. Kubavat-member
Cr-VII: Institutional Values & Best Practices	Prof. Dr. P.V. Vekaria–Coordinator, IQAC

(3) **30/09/2022:** Reviews of the different activities with the academic committees and suggestions given to the members for the betterment of the activities. The discussion regarding the preparation of the AQAR-2022-23 and documentation for the filling of the details and the templates were discussed in detail. The conveners of the different committees of the criteria were instructed to fill up the details in the given format to be uploaded online by the coordinator of the IQAC.

(6) **31/12/2022:** The preparation of the AQAR-22-23 is in full fledge. The IQAC discussed the different details and scopes for the improvement and updating of the details with the members and the staff. It was decided to put up the report before the Management to review and final approval. The final copy of the report was put before the managing trustee of Shri M. G. S. Kelvani Mandal for the approval to be submitted to the NAAC. After getting the final approval of the report by the Management of Shri M. G. S. Kelvani Mandal, Munpur, the IQAC decided to submit the report to NAAC. The AQAR-20-21 is almost ready to be submitted. The IQAC went through the report minutely and decided to submit the report to the NAAC. The report was finally submitted by the Coordinator, Prof. Dr. Prakash V Vekaria online to the portal of NAAC.

(8) **31/01/2023:** The data for AISHE has been submitted to the portal. It was decided to organize parents meet to take their views regarding the functioning of the college and the progress of their sons and daughters in their studies.

(9) **31/03/2023:** The preparation for the University Exams. The winding up of the academic and teaching activities and preparing reports for the different committees.

(10) **30/04/2023:** Discussion about the Preparation of the Academic Calendar and the action plan for the coming year: 2022-23. The members of the committee also discussed the preparation of the AQAR-2022-23 to be submitted in time for the current year to the NAAC.


Coordinator, IQAC
Prof. Dr. Prakash Vekaria
Smt. C.R.Gardi Arts College, Munpur


Chairman, IQAC
Principal, Dr. Mahesh Mehta
Smt. C.R.Gardi Arts College, Munpur

