

**SHREE LEUVA PATEL TRUST B.B.A. MAHILA
COLLEGE**

**(AFFILIATED TO SAURASHTRA UNIVERSITY
INSTITUTE)**

MINUTES OF THE FIRST MEETING OF THE SHREE LEULA PATEL
TRUST B.B.A. MAHILA COLLEGE, AMRELI INTERNAL QUALITY
ASSURANCE CELL (**IQAC**) HELD ON 05/02/2020 AT 11:45 AM IN THE
BOARD ROOM OF THE COLLEGE.

Present IQAC Committee Members

Ms. Sweta Savaliya, Director of SHREE LEULA PATEL TRUST B.B.A. MAHILA COLLEGE, AMRELI	Director
Mr. Mansukh Dhanani, Managing Director	Member
Ms. Sweta Savaliya, Principal	Chairperson
Ms. Asha H. Javiya	Member
Ms. Tejaswini D. Pandya	IQAC coordinator
Mr. Hardik B. Malkan	Member
Mr. Ajay M. Vala	Member

At the outset, Ms. Sweta Savaliya, Principal Chairman of IQAC welcomed all members for the first IQAC meeting of the year 2019-20.

Preamble

SHREE LEULA PATEL TRUST B.B.A. MAHILA COLLEGE, AMRELI has been accredited by National Assessment & Accreditation Council with CGPA of 1.79 on four point scale at C valid up to November 01, 2023.

The NAAC peer team in its final report had desired that Our SHREE LEULA PATEL TRUST B.B.A. MAHILA COLLEGE, AMRELI should have an active IQAC team for quality assurance and continuous improvement of Institute. The NAAC has also proposed that every accredited institution should establish an IQAC as a post accreditation quality sustenance measure.

During September 2017, the NAAC have notified a revised guideline of IQAC and submission of Annual Quality Assurance Report (AQAR). As per the guidelines, the institutions need to submit yearly the Annual Quality

Assurance Report (AQAR) to NAAC compulsory.

A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation

In view of the above facts, it was proposed to create an Internal Quality Assurance Cell (IQAC) to meet the following objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

In the preliminary meeting of the IQAC held on 05/02/2020 IQAC committee members are briefed about the IQAC functions and activities as per NAAC Guidelines, and peer team recommendation in their visit report.

In the deliberations that followed, the following unanimous decisions were taken:

- 1) The Director, IQAC was asked to prepare action plan for next year and achievement to be obtained.
- 2) The Director, IQAC was asked to prepare a draft plan of action to accomplish by the IQAC in the beginning of the year towards quality enhancement and the outcome to be achieved by the end of the year. The draft plan of action encompassing all the parameters prescribed by

NAAC to be placed before the IQAC Committee in its next meeting for its consideration.

- 3) The members were asked to actively participate in IQAC activities and generate Annual Quality Assurance Report.
 - 4) The Director, IQAC was asked to prepare Vision, and Mission of SHREE LEULA PATEL TRUST B.B.A. MAHILA COLLEGE, AMRELI, subject centric to department after brainstorming with other members and managing committee.
 - 5) The members opined to establish feedback system for other stake holders, and enhance mechanism for the quality enhancement to ensure the effective development of the curricula.
 - 6) The members opined to encourage faculty members to actively participate in faculty development programs, seminars, symposia and conferences etc for effective development.
 - 7) The members opined to think on value added courses for skill development of students.
 - 8) The members decided to meet again to finalize action plan for next year.
- The meeting was concluded with thanks to the chair.

Director, IQAC

Principal

& Chairperson, IQAC