

# **Shree Leuva Patel Trust B.B.A Mahila College**

**Academic Year: 2022-23**

## **IQAC Meeting**

**Venue:** Board Room

**Time:** 2:00-3:00 pm

**Date:** 10<sup>th</sup> December 2022

The action taken report by the internal quality assurance cell (IQAC) as suggested by the IQAC coordinator and other administrators principal, and other committee members suggestion were implemented and appropriate action were taken as recommended in the meeting held.

### **Agenda:**

1. Review previous IQAC meetings.
2. Quality of Campus.
3. Faculty Development Program (FDPs) to adopt the required knowledge and technology for participatory teaching and learning process.
4. Preparation for II cycle of NAAC Accreditation.
5. Any other point with permission from the chair

## **Minutes of Meetings:**

### **Agenda 1: Review previous IQAC meeting.**

#### **Minutes:**

The IQAC coordinator suggested that team should gain additional clarity of the objective we are seeking to achieve within our organization. Reviewed past IQAC meetings and address all the issues and action taken on those issues. Overall all members were impressed with college performance.

### **Agenda: 2 Quality of campus**

#### **Minutes:**

Keeping up with tidiness all through the grounds plan has acquainted and attempt with encourage most extreme number of understudies to take part in 'Swachh Bharat Abhiyan'. The facilitator additionally underscored on development of different boards of trustees for understudies related exercises For example, vocation advising focus, clinical checkups.

### **Agenda: 3 Faculty Development Program (FDPs) to adopt the required knowledge and technology for participatory teaching and learning process.**

#### **Minutes:**

The coordinator of IQAC emphasized on the importance of organizing FDPs on regular basis that can help in enhance knowledge and professional skills of faculty and produce promising outcomes in the learning and teaching practice. The members suggested organizing FDPs for faculty members to give orientation and update in different field. Enriching faculty vitality in domain of teaching, assessing, research, professionalism and administration is perceived to improve educational environment significantly and improve the academic performance of learners.

#### **Agenda: 4 Preparation for II cycle of NAAC Accreditation.**

In order to strengthen the preparation for II cycle of NAAC Accreditation, The Head and Principal highlighted that, meeting with IQAC coordinator are to be conducted on weekly basis in order to review progress of both Qualitative and Quantitative standard.

#### **Agenda 5: Any other point with permission from the chair**

#### **Minutes:**

Revision of Best Practice: Looking into the pandemic COVID-19 scenario almost all the activities were shifted to online. Institute has adapted remarkable change and shifted to an online platform to the fullest extent. So looking into the need of time and effort of the staff it is decided to make it as one of the best practice of institute which will be continue in the departments

#### **In addition:**

- Notwithstanding that the college results were investigated subject wise and vital conversations and ideas were given by the Top of the branch of each subject work on the outcomes.
- Different exercises were held under the profession the directing for the students were effectively partaken in such exercises, a talk coordinated on enemy of Ragging Mindfulness.
- Momentous exercises had been coordinated under the board of trustees of NSS, NCC, and Social, Sports, CWDC and so forth numerous departmental exercises additionally gather. Students likewise won numerous exercises at region, Inter-school, college level individually.
- Preparation of tentative schedule for departmental activities as well as analysis of previous semester university results.

<b>S.n.</b>	<b>Decision</b>	<b>Action taken</b>
1	Review of previous IQAC meeting	Reviewed previous meetings and introduced new guidelines.
2	Quality of Campus	IQAC coordinator started campus quality program.
3	Organize FDPs to enrich faculty vitality	Tutor development program was organized to prepare them for academics and administration.
4	Preparation for II cycle of NAAC accreditation	SSR preparation and NAAC accreditation guidelines discussed.
5	Any other point with permission from the chair	Emphasize on continue to shift towards online mode.

### **Future plans:**

1. Performance Assessment system for Administration staff.
2. Introduction of online library facilities.
3. Strengthening of IT infrastructure in all campus.
4. Online feedback system for all stakeholders.
5. Sustainable campus that include waste and water management, solar power generation system.

<b>S.n.</b>	<b>Name of Member</b>	<b>Designation</b>
1	Mr. Mansukhbhai Dhanani	Director/Chairperson
2	Mr. Hardik Malkan	Principal
3	Mrs. Goti Dipaliben	IQAC coordinator
4	Mr. Ashokbhai Gajera	Industrialist
5	Mr. Kishorbhai Desai	Senior admin staff
6	Mrs. Shah Mansi	Member
7	Mr. Vyas Pranavdev	Member