

**Smt. D. H. Kabariya Arts, R. K. Vaghasiya Commerce & U. B. Bhagat Science,
Shree Leuva Patel Trust BBA, Shree K. P. Dhodakiya Infotech, Smt. Shantaben
Haribhai Gajera MBA Mahila College**

MINUTES OF THE FIRST MEETING OF THE Smt. D. H. Kabariya Arts, R. K. Vaghasiya Commerce & U. B. Bhagat Science, Shree Leuva Patel Trust BBA, Shree K. P. Dhodakiya Infotech, Smt. Shantaben Haribhai Gajera MBA Mahila College INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD ON 18/09/2017 AT 12:20 PM IN THE BOARD ROOM OF THE COLLEGE.

Present IQAC Committee Members

Mr. Mansukhbhai Dhanani, Managing Director	Member
Devmurari Nidhiben L. - Principal Arts College	Member
Pravavinbhai D. Madhad - Vice Principal Arts College	Member
Nikunjabhai G. Gadhawala - Prin. Com. College	Member
Dishaben Savaliya - Vice Prin. Com. College	Member
Vrundaben Gorakhiya (App.)- Prin. Sci. College	Member
Dipakbhai Vyas - Proff. Sci. College	Member
Hiteshbhai Bhimani (Bas.)- Prin. Sci. College	Member
Rajnikant A. Pandya- Prin. Infotech College	Member
Sweta A.Savaliya- Pri. BBA College	Member
Vijay N. Pansuriya- Vice Pri. BBA College	Member
Heeralben B. Kuvaradiya- Pri. MBA College	Member
Ms. Pinal V. Vasoya, OD- NAAC Section	Member

At the outset, Mr. Mansukhbhai Dhanani, Managing Director of the Institute welcomed all members for the first IQAC meeting of the year 2016-17.

Ms. Pinal Vasoya appraised the members regarding the aims and objectives for constituting IQAC Committee.

Preamble

In the preliminary meeting of the IQAC held on 18/09/2017, the nomination of IQAC Committee was finalized as per NAAC Guidelines. Ms. Pinal Vasoya, NAAC Team Coordinator made a brief presentation on the functions expected of IQAC, mechanisms and procedures to be adopted and strategies to institutionalize quality initiative as well changed process of NAAC with following agenda:

- Institute objectives of formulating IQAC and NAAC guideline, functions, benefits of IQAC.
- Process of NAAC accreditation.
- Discussion on seven different criteria for Assessment
- Discussion on changes in SSR framework.
- Discussion on creating and finalizing IQAC Committee members.
- Discussion on feedback system.
- Discussion on participation/organization of national and international seminars, workshop and FDPs as well various Value Added Courses.
- Discussion on formation of PSO, CO and PO for all programs offered by the institution

The meeting started with the welcome to the members present. The following discussion was transacted during the meeting:

1) Institute objectives of formulating IQAC and NAAC guideline, functions benefits of IQAC.

Objectives of formulating IQAC in Institute:

- To create quality parameters for the institute.
- To achieve high score in upcoming assessment and accreditation.
- To prepare SSR and IQA for the respective Institutes as per new guidelines of NAAC.

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;

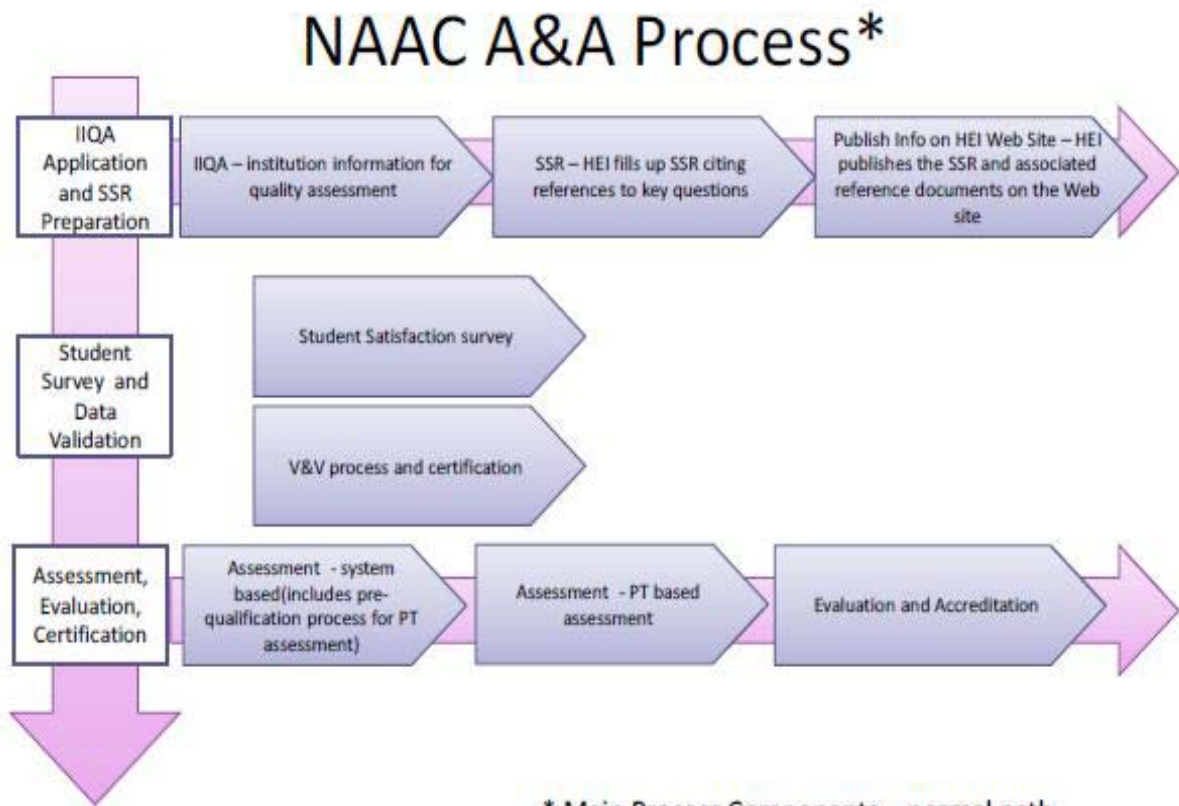
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

IQAC will facilitate / contribute

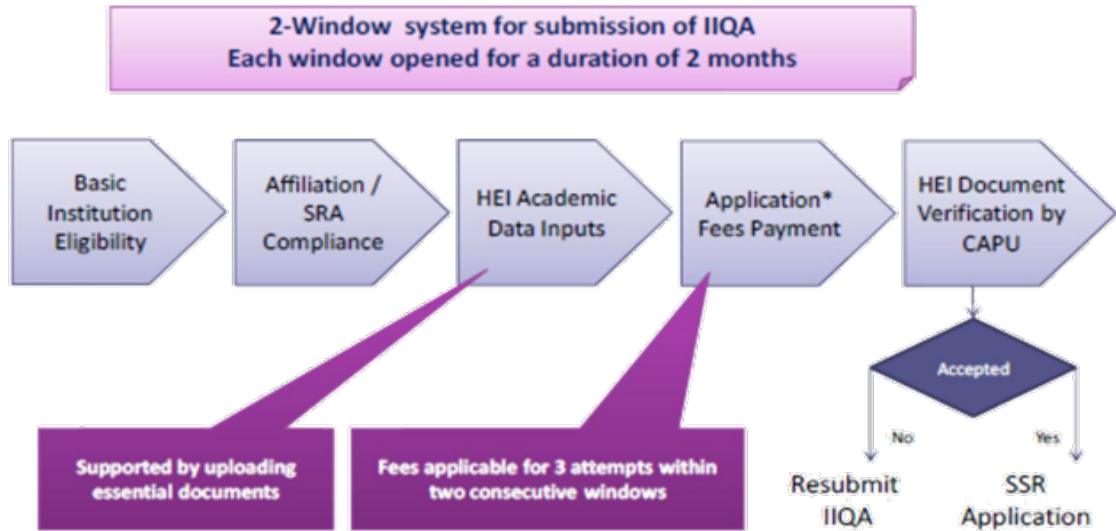
- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organized methodology of documentation and internal communication

2) Information of NAAC accreditation process.

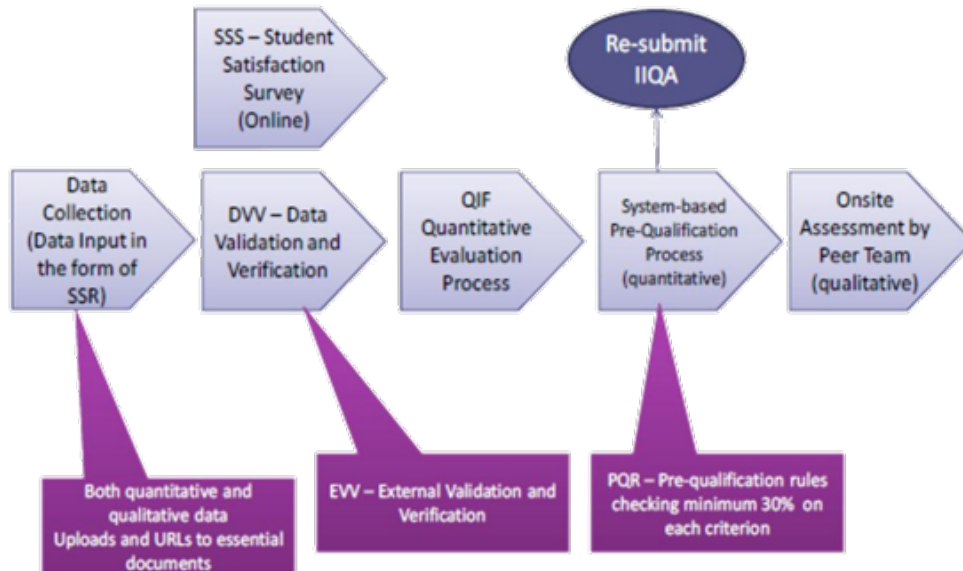
Brief introduction was given by NAAC coordinator as per NAAC guidelines.



IIQA Application Process



SSR Application and Assessment



3) Discussion on seven different criteria for Assessment.

The coordinator briefed the members about the proposed change in the criteria for assessment and accreditation by the NAAC applicable from July 1st, 2017 onwards.

The members were briefed about Quantifiable assessment to be undertaken by the NAAC. In the new mechanism roughly 70 to 75 percent weightage shall be assigned to quantifiable variable, whereas 20 to 25 percent weightage shall be in the hands of NAAC peer team members.

Following seven criteria to serve as the basis for assessment of HEIs with its weightage:

1. Curricular Aspects - 100
2. Teaching-Learning and Evaluation - 350
3. Research, Consultancy and Extension - 120
4. Infrastructure and Learning Resources - 100
5. Student Support and Progression -130
6. Governance and Leadership, and Management -100
7. Institutional Value and Best/Innovative Practices – 100

The coordinator informed that we have to secure at least 30% in each criteria to make peer team visit.

4) Discussion on changes in SSR framework.

The coordinator briefed the members about SSR- QIF (quality Indicator framework). It is necessary to prepare before applying for the IIQA.

QIF consists of two parts:

- Qualitative- which requires answer in description.
- Quantitative – Which requires data and documents to be upload.

The QIF presents the metrics under each key indicator for all the seven criteria

5) Discussion on creating and finalizing IQAC Committee members.

Management committee member opined to create different IQAC committee member for each affiliating college which is eligible for NAAC Process.

Member's opined for principal as chairmen of IQAC committee and vice principal as IQAC coordinator. And other senior faculty members would be assigned as members of IQAC.

6) Discussion on feedback system.

The member's opined to establish new feedback system for students, parents and teachers. Feedback forms can be filled and analyzed at the end of each academic year. The members decided to revise and finalize feedback form during this academic year.

7) Discussion on participation/organization of national and international seminars, workshop and FDPs as well various Value Added Courses.

The member opined to encourage all faculty members to make emphasis on participation or organization of national or international seminars, workshops and FDPs for quality improvement in teaching learning.

The member opined to select various value added courser form the different courses running in institute, such as:

- Language Laboratory, E Library, Career and Placement Classes
- Sandhan-BISAG classes for competitive examination Preparation
- Music Examination by Shree Brihad Gujarat Sangeet Samiti
- Drawing examination by State Examination Board, Hindi Examination by Gujarat Hindi Prachar Samiti, Sanskrit Examination by Shree Brihad Gujarat Sanskrit Samiti
- Rashtriya Prakharta Shodh Kasoti by Gujarat Secondary and Higher Secondary Education Board
- Babasaheb Ambedkar Open University Study Centre for any other relevant

8) Discussion on formation of PSO, CO and PO for all programs offered by the institution

As per prescribed format of NAAC, members were asked to prepare PO, PSO, and Cos for their respective courses. So students, teachers and parents understand the purpose of different courses.

The meeting ended with vote of thanks to the members present.

Director IQAC

Principal
& Chairperson, IQAC