

**SMT. CHAMPABEN VASANTBHAI GAJERA
PHARMACY MAHILA COLLEGE, AMRELI**

ACADEMIC YEAR: 2021-22

IQAC MEETING

Venue: Board Room

Time: 1.00-2.00 pm

Date: 10th December 2021

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. Equipping Teaching staff for online teaching.
2. Faculty Development Program (FDPs) to adopt the required knowledge and technology for participatory teaching and learning process.
3. Review previous IQAC meetings.
4. Department activities.
5. Quality of Campus.
6. Administrative Audit.
7. Preparation for II cycle of NAAC Accreditation.

Minutes of Meetings:

Agenda 1: Equipping Teaching staff for online teaching

Minutes:

All individuals accentuated that making a viable and proficient computerized study hall expects instructors to plan advanced classroom guidance with innovation and emotionally supportive network to make a drawing in, useful climate helpful for ideal learning. Different expertise for utilizing recordings, illustrations and computerized sounds for correspondence with understudy are fundamental. Besides, Instructors should foster abilities to assist students with completely captivating as indicated by individual abilities to learn. All individuals support that showing staff should be prepared to precisely assess student's performance accurately.

Agenda: 2 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: 3 Review previous IQAC meetings.

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: 4 Department Activities

Minutes:

Taking into account the situation of Corona virus pandemic and lock down period, the IQAC individuals suggested the consideration and lead of online division exercises in the web-based mode. These exercises should be centered on granting specialized information alongside its application in the pragmatic world as well as character advancement of understudy ought to likewise be given need. The division should address in general improvement of students and give them functional direction to teach employability abilities which assist them with confronting cutthroat market.

Agenda: 5 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: 6 Administrative Audit

Minutes:

The administrative audit was conducted in all sections as well as visited and verified the registers/ Supporting documents maintained in all sections and submitted the report based on their observations.

Agenda: 7 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, meetings with IQAC coordinators are to be conducted on a weekly basis in order to review progress of both Qualitative and Quantitative standards.

In addition:

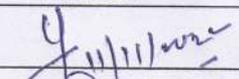
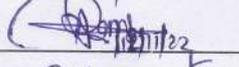
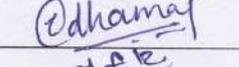
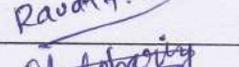
- Notwithstanding that the college results were investigated subject wise and vital conversations and ideas were given by the Top of the branch of each subject work on the outcomes.
- Employees and understudies partook in the schooling fair coordinated by the Public authority of Gujarat and important data in regards to their particular professions.
- Different exercises were held under the profession the directing for the students were effectively partaken in such exercises, a talk coordinated on the 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. Understudies likewise won numerous exercises at region, school, college level individually.
- Different boards of trustees were formed by the chief in regards to Sports, NSS, NCC, social and CWDC exercises for generally advancement of the understudies.

Sl.No.	Decision	Action taken
1	Equipping teaching staff for online teaching	Training was organized by IQAC to upgrade their online skills. In order to overcome the challenges of new technology in practical manner.
2	Organize FDPs to enrich faculty vitality	Tutor development program was organized to prepare them for academics and administration.
3	Review previous IQAC meetings	Reviewed previous meetings and introduced new guidelines.
4	Department activity	Range of department events introduced for specialized information and its application
5	Quality of campus	IQAC coordinator started campus quality program.
6	Administrative audit	Audit was conducted across various departments.
7	Preparation for II cycle of NAAC accreditation	SSR preparation and NAAC accreditation guidelines discussed.

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.

Members present:

Name of Member	Designation	Signature
Mr. Mansukh Dhanani	Member/Managing Director	
Dr. Hemangi Patel, Principal	Chairperson	- ABSENT -
Mr. Nitin Upwar	IQAC Coordinator	
Ms. Aruna Vaghela	Assistant Prof.	
Ms. Dhamat Vanita	Assistant Prof.	
Ms. Foram Rawat	Assistant Prof.	
Ms. Dobariya Ruchi	Assistant Prof.	