

Smt S B Patel Arts & Shri R N Amin Commerce College, Vaso

Internal Quality Assurance Cell (IQAC)

Meeting Minutes – Academic Year 2022–23

Date: June 22, 2022

Venue: IQAC Office, Smt. S. B. Patel Arts & Shri R. N. Amin Commerce College, Vaso

Chairperson: Dr. Pankaj K. Patel (Principal)

Meeting Type: Planning Meeting for Academic Year 2022–23

Agenda and Proceedings:

1. **Academic Year Planning:**
The committee discussed the academic calendar for the year 2022–23, including semester-wise teaching plans, internal exams, and event schedules.
 2. **Committee Formation:**
Various committees for curricular, co-curricular, and extra-curricular activities were formed for effective execution throughout the year.
 3. **Internal and University Exam Planning:**
Tentative schedules for internal assessments and university examinations were proposed.
 4. **Department-wise Program Planning:**
Departments were instructed to submit their annual activity plan, including seminars, guest lectures, and workshops.
 5. **Festival Celebrations Planning:**
Initial planning for national and cultural celebrations, including **Independence Day**, **Navratri**, and **Gandhi Jayanti**, was done. Relevant responsibilities were assigned.
 6. **IQAC Role and Compliance:**
The importance of documentation and NAAC parameters was emphasized. IQAC requested timely reporting of all activities from every department.
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Resolutions Passed:

- Committees to be notified formally within a week.
 - Department heads to submit program plans by mid-July.
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