

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

IQAC Meeting Minutes – 1st Meeting (Academic Year 2023–24)

Date: June 21, 2023

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 2023–24

Agenda and Proceedings:

1. Academic Calendar & Semester Planning:

- Finalization of the academic calendar for the entire year.
- Faculty members were instructed to submit semester-wise teaching plans before reopening.
- Internal exams tentatively scheduled for September 2023.

2. Committee Reconstitution:

- All institutional committees were restructured with revised member lists for the current academic year.
- Notifications issued with responsibilities by June 26, 2023.

3. Revised Event and Celebration Planning:

- Following days were selected for institutional celebration with educational and cultural focus:
 - **Teacher's Day (September 5, 2023)** – Student-led appreciation activities and cultural program.
 - **Constitution Day (November 26, 2023)** – Reading of the Preamble and awareness seminar.
- Relevant committees assigned planning responsibilities.

4. Departmental Academic Activities:

- All departments were directed to prepare a calendar of academic activities (seminars, guest lectures, etc.).
- Submission deadline: July 10, 2023.

5. IQAC Compliance and Quality Monitoring:

- Departments reminded to collect student feedback and submit event documentation as per NAAC norms.
 - Emphasis on digital record-keeping and monthly reporting to IQAC.
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Resolutions Passed:

- Committees to be notified by June 26, 2023.

- Departmental activity calendars to be submitted by July 10, 2023.
- Cultural celebration calendar to include new national and value-based themes.
- NAAC documentation to be compiled monthly.