

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

# **IQAC Meeting Minutes – 1st Meeting (Academic Year 2024–25)**

**Date:** June 20, 2024

**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 2024–25

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### **Agenda and Proceedings:**

#### **1. Academic Calendar Finalization:**

- A draft of the 2024–25 academic calendar was presented and approved with minor changes.
- Semester commencement and internal exam tentative dates were shared.
- Faculty were instructed to submit semester-wise teaching plans by June 30, 2024.

#### **2. Committee Restructuring and Roles:**

- Committees were reviewed and updated, keeping in mind new faculty members and workload balance.
- IQAC emphasized rotation of committee roles to build broader institutional capacity.

#### **3. Revised Celebration & Event Planning:**

- This year, emphasis will be placed on academic excellence, cultural heritage, and student well-being.
- The following key days were selected:
  - **Guru Purnima (July 21, 2024):** Traditional ceremony and student speeches honoring teachers.
  - **Independence Day (August 15, 2024):** Flag hoisting, cultural performance, and quiz competition.
  - **Hindi Diwas (September 14, 2024):** Elocution and essay competitions to promote national language.

#### **4. Academic Activity Planning by Departments:**

- All departments were directed to prepare an annual activity plan including:
  - Guest lectures
  - Industry or field visits
  - Student-led seminars and skill workshops
- Submission deadline: July 5, 2024.

#### **5. Focus on Outcome-Based Education (OBE):**

- IQAC proposed gradual implementation of Outcome-Based Education practices.
- Departments will be given formats to define Course Outcomes (COs) and Program Outcomes (POs).

#### **6. NAAC Documentation & AQAR Strategy:**

- A monthly documentation calendar was introduced.
  - IQAC introduced a shared drive for departments to upload reports, photos, attendance, and feedback.
7. **Green Campus and Sustainability Initiatives:**
- Environmental Committee will conduct a Green Audit in February 2025.
  - Tree plantation and energy-saving awareness programs scheduled throughout the year.
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### **Resolutions Passed:**

- Committees to submit revised member lists by June 25, 2024.
- Departmental academic plans to be submitted by July 5, 2024.
- Celebration Day planning to begin two weeks before the respective events.
- IQAC to organize a training session on Outcome-Based Education in August 2024.
- Green Campus activities to be integrated into NSS and NCC programming.