

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

Internal Quality Assurance Cell (IQAC)

Meeting Minutes – Academic Year 2022–23

Date: December 6, 2022

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

Chairperson: Dr. Pankaj K. Patel (Principal)

Meeting Type: Review and Planning Meeting – Semester II

Agenda and Proceedings:

1. **Review of Action Taken on Previous Meeting (June 22, 2022):**
The IQAC reviewed the Action Taken Report based on the June 22, 2022 meeting. All resolutions were successfully implemented, and departments complied with the academic and event plans.
 2. **Internal and University Exam Planning (Second Semester):**
 - Internal examinations for the second semester were tentatively scheduled for March 2023.
 - Faculty members were instructed to complete syllabus portions accordingly.
 - University examinations will be conducted as per Gujarat University's schedule; coordination duties were assigned to the Exam Committee.
 3. **Celebration Days Planning:**
 - **Republic Day (January 26, 2023):** Flag hoisting, cultural performances, and speeches by students and faculty will be organized.
 - **Swayam Pak Day (January 2023):** Students will participate in traditional cooking and food-sharing activities to promote cultural values and teamwork.
 - **International Women's Day (March 8, 2023):** Tentative plan for guest lectures and activities highlighting women's achievements.
 4. **Planning of Annual Function:**
 - The Annual Day function was tentatively scheduled for the last week of March 2023.
 - A dedicated committee was formed for planning the event, including cultural programs, student awards, and a guest speaker.
 - Departments were encouraged to begin preparing student performances and nominations for academic and extracurricular achievements.
 5. **IQAC Documentation & NAAC Compliance:**
 - All departments were reminded to submit documentation of activities with photographs, attendance, and reports for NAAC compliance.
 - IQAC encouraged submission of feedback forms from students and stakeholders for quality assessment.
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Resolutions Passed:

- Internal exam schedules to be finalized by the end of January 2023.
- Committees to submit Republic Day and Annual Function program outlines by the first week of January 2023.
- IQAC to initiate collection of documentation for all semester-II activities from January onward.

Agenda-Wise Action Taken:

- 1. Academic Year Planning:**
 - The academic calendar for 2022–23 was finalized and circulated to all departments by July 1, 2022.
 - Semester-wise teaching plans were prepared and submitted by faculty.
 - Internal exams for the first semester were successfully conducted as per schedule.
- 2. Committee Formation:**
 - All academic and activity-based committees were constituted and formally notified by June 29, 2022.
 - Committee meetings were held regularly to ensure timely implementation of planned activities.
- 3. Internal and University Exam Planning:**
 - Tentative schedules for internal assessments were finalized and followed.
 - University exam coordination was done effectively as per Gujarat University's declared schedule.
- 4. Department-wise Program Planning:**
 - All departments submitted their annual activity plans by July 15, 2022.
 - Several departments have already conducted planned activities like guest lectures and workshops in the first semester.
- 5. Festival Celebrations Planning:**
 - Independence Day was celebrated with flag hoisting and cultural events.
 - Navratri was celebrated with traditional Garba and student participation.
 - Gandhi Jayanti was observed with cleanliness drives and a guest lecture on Gandhian values.
- 6. IQAC Role and Compliance:**
 - Departments have been submitting activity reports to IQAC in a timely manner.
 - IQAC has started compiling documentation aligned with NAAC requirements for quality assurance and future assessment cycles.

Summary:

All resolutions and agenda items discussed in the June 22 meeting have been successfully acted upon, with continued monitoring by IQAC to ensure sustained quality and compliance.