

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

IQAC Meeting Minutes – 2nd Meeting (Academic Year 2023–24)

Date: December 5, 2023

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 Semester II Planning Meeting

Agenda and Proceedings:

1. **Review of Semester I Activities:**
 - Academic activities and cultural programs conducted as per schedule.
 - Reports of Teacher's Day and Constitution Day celebrations reviewed; documentation was satisfactory.
 2. **Internal and University Examination Planning:**
 - Second internal exam scheduled for March 2024.
 - University examination planning will be done as per Gujarat University circular.
 3. **Upcoming Celebrations and Awareness Programs:**
 - **Republic Day (January 26, 2024):** Cultural program, patriotic performances, and prize distribution planned.
 - **International Yoga Day (March 2024 – Advance Celebration):** Awareness session and demonstration planned in collaboration with NSS.
 4. **Annual Day Function Planning:**
 - Scheduled for the **last week of March 2024**.
 - Cultural committee to handle student performances, academic achievement awards, and guest invitations.
 5. **IQAC Monitoring and AQAR Preparation:**
 - Monthly submission of event reports and photos by departments emphasized.
 - IQAC team to start drafting AQAR for 2023–24 from April onward.
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Resolutions Passed:

- Republic Day and Annual Function committees to finalize plans by January 10, 2024.
- Final semester event reports to be submitted by March-end.
- Yoga Day to be conducted as an early celebration before semester-end.
- All departments to adhere to IQAC documentation protocol and maintain transparency.