

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

IQAC Meeting Minutes – 2nd Meeting (Academic Year 2024–25)

Date: December 6, 2024

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

Chairperson: Dr. Pankaj K. Patel (Principal)

Meeting Type: Review & Semester II Planning Meeting

Action Taken Report (ATR) – First Meeting (June 20, 2024):

Agenda Item	Action Taken
Academic Calendar and Teaching Plans	Calendar implemented; all teaching plans submitted on time by June 30, 2024.
Committee Restructuring	All committees restructured and notified by June 25, 2024.
Celebrations (Guru Purnima, Independence Day, etc.)	Celebrated successfully with student participation and documentation.
Departmental Activity Plans	Submitted by July 5, 2024; several departments already conducted events.
Outcome-Based Education (OBE) Introduction	Initial orientation on OBE held in August 2024. Formats for COs/POs distributed.
NAAC Documentation Drive	Monthly submissions received; shared drive actively used by most departments.
Green Campus Initiative	Tree plantation drive and plastic-free campus campaign conducted in September.

Agenda and Proceedings (December 6, 2024):

- 1. Review of Semester I Activities:**
 - All major academic and cultural activities were completed successfully.
 - Most departments have complied with documentation requirements; remaining departments were given a deadline of December 15, 2024.
- 2. Internal & University Exam Planning:**
 - Second internal examinations are scheduled for March 2025.
 - University exam coordination to be managed by the Examination Committee once the official circular is released.
- 3. Updated Celebration Planning (Semester II):**

- **Republic Day (January 26, 2025):** Flag hoisting, cultural program, and student-led panel discussion.
 - **National Voter's Day (January 25, 2025):** Awareness rally and pledge ceremony.
 - **Science Day (February 28, 2025):** Inter-departmental science quiz and guest lecture by a visiting scholar.
 - **Women's Day (March 8, 2025):** Theme-based events focusing on women in technology and education.
 - 4. **Sociology National Conference Planning (April 2025):**
 - Department of Sociology will host a **One-Day National Conference** on "Social Change and Contemporary Issues" in April 2025.
 - Responsibilities assigned for:
 - Proposal submission to university for academic approval
 - Call for papers and brochure design (to be released by January 2025)
 - Budget planning and sponsorship outreach
 - Formation of organizing and hospitality committees
 - 5. **Annual Function & Prize Distribution Planning:**
 - Tentatively scheduled for the **last week of March 2025**.
 - Committees formed for stage management, anchoring, awards, and student participation.
 - 6. **IQAC Initiatives & Documentation:**
 - AQAR draft to begin preparation in April 2025.
 - Final reminder given for departments to submit Semester II plans and remaining documentation.
 - Suggestion to start digital feedback collection through Google Forms from this semester.
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Resolutions Passed:

- Internal exam schedule to be finalized and announced by February 5, 2025.
- Sociology Department to release conference call for papers by January 20, 2025.
- Republic Day and Science Day committees to submit program outlines by January 10, 2025.
- All departments to complete activity documentation by March 15, 2025.
- Annual Function scheduled for March 26, 2025 (tentative), to be confirmed in next meeting.