



CONDUCTED BY PATEL KELAVANI MANDAL

M.M. Ghodasara Mahila Arts & Commerce College

Opp. Motibaugh, Junagadh - 362 001. ☎ (0285) : 2670523, 📞 99099 70523
🌐 www.mmgcollegejnd.edu.in, ✉ : mmg_college@yahoo.co.in

Ref. No.

Date:

<u>Internal Quality Assurance Cell</u>		
<u>Minutes of the Meeting of IQAC cell for 2018-19</u>		
SR. NO.	Meetings	Dates
1	Minutes of Meeting-1	20/07/2018
2	Minutes of Meeting-2 & ATR of Meeting-1	19/10/2018
3	Minutes of Meeting-3 & ATR of Meeting-2	07/12/2018
4	Minutes of Meeting-4 & ATR of Meeting-3	10/03/2019



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Ref. No. 1/2018

Date : 20/07/2018

Letter of Appointment

Dear Madam / Sir

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2018-19 to 2023-24. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of IQAC Committee Members

Sr. no	Name	Designation	signature
1	Pri. Dr D.A.Dadhania	Chairperson	
2	Prof. Dr R.A.Sagathiya	Co-ordinator	Sathra
3	Prof. Dr. Nitaben Dhadus	Sub-coordinator	
4	Prof. Dr. Pratul Kanjia	Sub-coordinator	
5	Prof. Dr. Pravin Radadiya	Member (Staff)	
6	Prof. Nishtha Desai	Member (Staff)	—
7	Prof. Vanraj Aparnathi	Member (Staff)	
8	Prof. Dr. B.B. Vasava	Member (Staff)	
9	Shri. Ratilal Bhuvra	Member cum manag. incharge	
10	Shri Ratilal Mardiya	Industrialist	
11	Shri. Ashwin Bhalodiya	Sr. Administrative Officer	
12	Dr. Alkesh Vachchani	Local society member	
13	Miss. Kesvi Bhesdaliya	Student representative	—
14	Miss. Vibhuti Vala	Ex. Student and alumni	—

Co-Ordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



PRINCIPAL
M. M. G. MAHILA ARTS & COM. COLLEGE
JUNAGADH



IQAC Agenda & Minutes of Meeting

To inform you all Members, that we have planned a meeting at principal office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	20/07/2018
Time	11:30 a.m. to 12:15 p.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2018-19 was conducted on 20/07/2018. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr.R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report of LastMiteeing.
1.	Quality Enhancement	All the IQAC members Assurance that they will actively participate and bring suggestion for quality enhancement for overall development of the institute.	Review of Second cycle of the NAAC Visit . And focuses on the remarkable points for improving institute.
1.	To design teaching plan	Discussion was made on design of teaching planning for all programmes and all course offered by the college.	All the Programmes and course related teaching plan made by the teachers and submitted the IQAC.



3.	To prepare general time table and department-wise time table	IQAC discussed on preparation of general time table and department-wise time table and to make available on college notice board and college website.	All the HODs prepare general timetable, individual time table, department time table and it is displayed on college notice board and upload on college website for the students for the students to make them aware about the class.
5	To discuss on planning of cultural activities, Saptdhara, Placement cell, UDISHA, NCC, NSS, etc.	The IQAC team suggested to organize co-curricular activities for the students participation for the society and other area.	As per IQAC instructions the action was made on registration of the students in Saptdhara, NCC, NSS, Sports etc. NSS Registration was done.
6.	To organize a Expert and guest lectures	IQAC discussed on planning and successfully conduction and expert lectures to motivate students and staff members.	Expert lecture was organized by the BCA and B.Com department with collaboration of NISM (SEBI) & J.K.Shah.
7	To encourage research related activity	IQAC gave the significance on motivating the faculty members as well as students to involve research activities. IQAC also planned research committee (Cell) to plan activities that will satisfy these objectives at the earliest.	Research committee encourages to the faculty members for the preparation of research papers, articles and publication in reputed journals.
8	To discuss other matter with the permission of chairman.	No other matters are discussed during the meeting.	



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Conclusion & Vote Of Thanks

The IQAC Coordinator thanked the members for their participation in the deliberations and wished that they continue to guide the members and also take active part in all the future end over of IQAC.

Letter of Appointment

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Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2018-19 to 2023-24. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

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4	Prof. Dr.Praful Kanjia	Sub-coordinator	
5	Prof. Dr. Pravin Radadiya	Member (Staff)	
6	Prof. Nishtha Desai	Member (Staff)	
7	Prof. Vanraj Aparnathi	Member (Staff)	
8	Prof.Dr.B.B,Vasava	Member (Staff)	
9	Shri. Ratilal Bhuva	Member cum manag. incharge	
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IQAC Agenda & Minutes of Meeting

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Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	19/10/2018
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2018-19 was conducted on 19/10/2020. The following members attended the meeting.

The Chairperson Principal Dr. D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 1 st IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 rd IQAC meeting, then followed by a	Reviewed First IQAC Meeting, which Held on 20/07/2018 and ATR enclosed in 1 st



		review of 1 st meeting field on 20/07/2018 .	meeting.
2.	To Develop skill development programme for faculty & students	Discussion was made on Develop skill development programme for faculty & students	The IQAC provide support to the faculty and students for enhance skill development activities for improvement of the self and institution to noise up at the grater hights. Total seven FDP, STC, FIP and workshops attended by the faculty members and Tally Computer Accounting Course continuous for students.
3.	To Introduce Bridge course or Induction Programme for first year students	It was discussed with the members to introduced Bridge course or Induction Programme for first year students.	It was resolved and approved to organize Bridge course effectively for the next year 2019-20.
4.	To Conduct Internal academic Audit	It was discussed that Internal Academic Audit will be conduct during of the December-2019.	Internal Academic Audit done by IQAC committee.
5.	Monitoring various Committees of the college	IQAC has form various College committee.	IQAC has 24 various committee for Internal Improvement of the Academic Excellence of the students.
6.	Training & Placement Activities	It was Discussed about the Training & Placement Activities.	It was resolved that, The placement team will organize in campus and off campus



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			recruitments, it also recommended to conduct guest lectures on corporate skills development programs and aptitude training for the student centric measures.
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Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.

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(K&)

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(a)

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IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	IQAC Room
Faculty Members	All IQAC members
Date	07/12/2018
Time	11:00 a.m. to 12:30 p.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2018-19 was conducted on 07/12/2018. The following members attended the meeting.

The Chairperson Principal Dr. D. A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 2 nd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 rd IQAC meeting then followed by a review of	Reviewed second IQAC Meeting, which Held on 19/10/2018 and ATR enclosed in



		2 nd meeting field on 19/10/2018 .	2 nd meeting.
2.	Review of Academic result and Action plan for improvement	It is discussed that for a few subjects, there is need to improve the results.	It was decided to continue the extra teaching learning activities and internal & external exams along with as per guideline of university.
3.	To add Resources and infrastructure requirement for academic purpose.	IQAC members were informed to the principal, about the purchase of a new computers, books and other academic resources required.	It was discussed on the Proposal of required infrastructure was passed and sanctioned for next year.
4.	The status of research projects, future plan	It was discussed that the institute need to strength on the R & D activities.	IQAC provided support for research and development activities. During A. Y. 2018-19 seven STC, FIP, FDP and Workshops attended by the faculty members.
5.	To Analysis of COs, POs, PSOs, attainment.	Discussion made on COs, POs, PSOs, attainment.	Suggestion were made to prepare COs, POs and PSOs to all subjects.
6.	To Involve Students in competitive examinations and job oriented courses.	Discussion made on students performance in various competitive examinations and further job oriented courses.	It was resolved that, students participate must be encouraged to attend the competitive examination such as



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			CMAT, Banking etc. Students must be joined the job oriented course such as Tally accounting, Beauty Parlor, cloth stitching classes etc.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.

Letter of Appointment

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IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at Principal Office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	10/03/2019
Time	11:30 a.m. to 12:10 p.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2018-19 was conducted on 10/03/2019. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 3 rd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 rd IQAC meeting then followed by a review of 3 rd meeting field on 07/12/2018 .	Reviewed First IQAC Meeting, which Held on 07/12/2018 and ATR enclosed in 3 rd meeting.
2.	The Role of a	Discuss made on the	It was resolved and



	mentor	responsibilities of mentors are provided career counseling guidance and motivation.	approved that the faculty are involve in the invite guest/ expert lecture. Arranged workshop and seminar for the next upcoming year.
3.	To formulate entrepreneurship cell	Discussion was made on required two committees under IQAC Cell, it is need to present time to adopt start-up campaign by the government.	It was resolve that, formulated entrepreneurship cell and Placement Cell .
4.	To review of NSS, NCC & Sport activities.	Discussion was made on activities of NSS, NCC, & sports and prepare reports.	NSS unit of MMG College organized 23 activities during the year 2019-20 and NSS reports prepared and submitted to the IQAC cell.
6.	Any other points with permission of the chairs.	IQAC give the permission of Farewell Party of Dr. J. K. Joshi	

Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



Ref. No.

Date:

<u>Internal Quality Assurance Cell</u>		
<u>Minutes of the Meeting of IQAC cell for 2019-20</u>		
SR. NO.	Meetings	Dates
1	Minutes of Meeting-1	10/07/2019
2	Minutes of Meeting-2 & ATR of Meeting-1	10/10/2019
3	Minutes of Meeting-3 & ATR of Meeting-2	10/12/2019
4	Minutes of Meeting-4 & ATR of Meeting-3	20/03/2020



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Ref. No. 1/2019

Date : 10 / 7 / 2019

Letter of Appointment

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JUNAGADH



Ref. No.1/IQAC/2020

Date: 10/07/2019

IQAC Agenda & Minutes of Meeting

To inform you all Members, that we have planned a meeting at principal office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	10/07/2019
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2019-20 was conducted on 10/07/2019. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr.R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report of LastMiteeing.
1.	Quality improvement	All the IQAC members Assurance that they will actively participate and bring suggestion for quality improvement for overall development of the institute.	focuses on the remarkable points for improving institute.
1.	To design teaching plan	Discussion was made on design of teaching planning for all programmes and all course offered by the college.	All the Programmes and course related teaching plan made by the teachers and submitted



			the IQAC.
3.	To prepare general time table and department-wise time table	IQAC discussed on preparation of general time table and department-wise time table and to make available on college notice board and college website.	All the HODs prepare general timetable, individual time table, department time table and it is displayed on college notice board and upload on college website for the students for the students to make them aware about the class.
5	To discuss on planning of cultural activities, Saptdhara, Placement cell, UDISHA, NCC, NSS, etc.	The IQAC team suggested to organize co-curricular activities for the students participation for the society and other area.	As per IQAC instructions the action was made on registration of the students in Saptdhara, NCC, NSS, Sports etc.
6.	To organize a Expert and guest lectures	IQAC discussed on planning and successfully conduction and expert lectures to motivate students and staff members.	Expert lecture was organized by the BCA and B.Com department with collaboration of NISM (SEBI) & J.K.Shah.
7	To encourage research related activity	IQAC gave the significance on motivating the faculty members as well as students to involve research activities. IQAC also planned research committee (Cell) to plan activities that will satisfy these objectives at the earliest.	Research committee encourage to the faculty members for the preparation of research papers and articles and publication in reputed journals.
8	To discuss other matter with the permission of chairman.	No other matters are discussed during the meeting.	



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Conclusion & Vote Of Thanks

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Ref. No. 2/2019

Date : 10/10/2019

Letter of Appointment

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Ref. No.-2/IQAC/2019-20

Date: 10/10/2019

IQAC Agenda & Minutes of Meeting

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Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	10/10/2019
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

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The Chairperson Principal Dr. D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 1 st IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 rd IQAC meeting, then followed by a	Reviewed of past Minutes of 1 st IQAC Meetings held on 10/07/2019. And ATR



		review of 1 st meeting field on 10/07/2019 .	enclosed in 1 st meeting.
2.	To Introduce Bridge course or Induction Programme for first year students	It was discussed with the members to introduced Bridge course or Induction Programme for first year students.	It was resolved and approved to organize Bridge course effectively for the next year 2019-20.
3.	To Conduct Internal academic Audit	It was discussed that Internal Academic Audit will be conduct during of the December-2019.	Internal Academic Audit done by IQAC committee.
4.	Monitoring various Committees of the college	IQAC has observe various College committee.	IQAC has observed 24 various committee for Internal Improvement of the Academic Excellence of the students.
5.	Training & Placement Activities	It was Discussed about the Training & Placement Activities.	It was resolved that, The placement team will organize in campus and off campus recruitments, it also recommended to conduct guest lectures on corporate skills development programs and aptitude training for the student centric measures.



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Ref. No. 372019

Date: 10/12/2019

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11	Shri. Ashwin Bhalodiya	Sr. Administrative Officer	
12	Dr.Alkesh Vachchani	Local society member	
13	Miss.Kesvi Bhesdaliya	Student representative	
14	Miss. Vibhuti Vala	Ex. Student and alumni	

Co-Ordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



PRINCIPAL
M. M. G. MAHILA ARTS & COM. COLLEGE
JUNAGADH



Ref. No.-3/IQAC/2019-20

Date: 10/12/2019

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	IQAC Room
Faculty Members	All IQAC members
Date	10/12/2019
Time	11:00 a.m. to 12:30 p.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2019-20 was conducted on 10/12/2019. The following members attended the meeting.

The Chairperson Principal Dr. D. A. Dadhanian welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 2 nd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhanian welcomed the member for 3 rd IQAC meeting then followed by a review of 2 nd meeting field on	Reviewed of past Minutes of 2 nd IQAC Meetings held on 22/10/2019. And ATR enclosed in 2 nd



		10/10/2019 .	meeting .
2.	To add Resources and infrastructure requirement for academic purpose.	IQAC members were informed to the principal, about the purchase of a new computers, books and other academic resources required.	It was discussed on the Proposal of required infrastructure was passed and sanctioned for next year.
3.	The status of research projects, future plan	It was discussed that the institute need to strength on the R & D activities.	IQAC provided support for research and development activities. During A. Y. 2019-20 Fourteen STC, FIP, FDP and Workshops attended by the faculty members.
4.	To Analysis of COs, POs, PSOs, attainment.	Discussion made on COs, POs, PSOs, attainment.	Suggestion were made to prepare COs, POs and PSOs to all subjects.
5.	To Involve Students in competitive examinations and job oriented courses.	Discussion made on students performance in various competitive examinations and further job oriented courses.	It was resolved that, students participate must be encouraged to attend the competitive examination such as CMAT, Banking etc. Students must be joined the job oriented course such as Tally accounting, Beauty Parlor, cloth stitching classes etc.
6.	Review of Academic result	It is discussed to provide guidance for students to	It was decided to continue the extra



	and Action plan for improvement	improve the results.	teaching learning activities and internal & external exams along with as per guideline of university.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



CONDUCTED BY PATEL KELAVANI MANDAL M.M. Ghodasara Mahila Arts & Commerce College

Ref. No.

4/2020

Opp. Motibaugh, Junagadh - 302 001. ☎ (0285) : 2070523, ☎ 99099 70523

www.mmcollegejun.edu.in ; mmg_college@yahoo.co.in

Date : 20 / 3 / 2020

Letter of Appointment

Dear Madam / Sir

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2018-19 to 2023-24. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of IQAC Committee Members

Sr. no	Name	Designation	signature
1	Pri. Dr D.A.Dadhania	Chairperson	
2	Prof. Dr R.A.Sagathiya	Co-ordinator	
3	Prof. Dr. Nitaben Dhadus	Sub-coordinator	
4	Prof. Dr.Prafil Kanjia	Sub-coordinator	
5	Prof. Dr. Pravin Radadiya	Member (Staff)	
6	Prof. Nishtha Desai	Member (Staff)	
7	Prof. Vanraj Aparnathi	Member (Staff)	
8	Prof.Dr.B.B,Vasava	Member (Staff)	
9	Shri. Ratilal Bhuva	Member cum manag. incharge	
10	Shri Ratilal Mardiya	Industrialist	
11	Shri. Ashwin Bhalodiya	Sr. Administrative Officer	
12	Dr.Alkesh Vachchani	Local society member	
13	Miss.Kesvi Bhesdaliya	Student representative	
14	Miss. Vibhuti Vala	Ex. Student and alumni	

Sathra
Co-Ordinator
IQAC
M.M.G. Mahila Arts & Comm
Junagadh.



PRINCIPAL
M. M. G. MAHILA ARTS & COM. COLLEGE
JUNAGADH



Ref. No.-4/IQAC/2019-20

Date: 20/03/2020

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at Principal Office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	20/03/2020
Time	11:30 a.m. to 12:10 p.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2019-20 was conducted on 20/03/2020. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 3 rd IQAC Meetings & ATR	The Chair person Pri.D. A. Dadhania welcomed the member for 3 rd IQAC meeting then followed by a review of 3 rd meeting field on 10/12/2019 .	Reviewed of past Minutes of 3 rd IQAC Meetings held on 10/12/2019. And ATR enclosed in 3 rd meeting .



2.	The Role of a mentor	Discuss made on the responsibilities of mentors are provided career counseling guidance and motivation.	It was resolved and approved that the faculty are involve in the invite guest/ expert lecture. Arranged workshop and seminar for the next upcoming year.
3.	To reformulate entrepreneurship cell.	Discussion was made on required two committees under IQAC cell, it is need to present time to adopt start-up campaign by the government.	It was resolve that, formulated entrepreneurship cell and Placement cell .
4.	To review of NSS, NCC & Sport activities.	Discussion was made on activities of NSS, NCC, & sports and prepare reports.	NSS unit of MMG College organized 26 activities during the year 2019-20 and NSS reports prepared and submitted to the IQAC cell
6.	Any other points with permission of the chairs.	No any other discussion Meeting over	

Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



CONDUCTED BY PATEL KELAVANI MANDAL

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Ref. No.

Date:

<u>Internal Quality Assurance Cell</u>		
<u>Minutes of the Meeting of IQAC cell for 2020-21</u>		
SR. NO.	Meetings	Dates
1	Minutes of Meeting-1	22/06/2020
2	Minutes of Meeting-2 & ATR of Meeting-1	10/10/2020
3	Minutes of Meeting-3 & ATR of Meeting-2	19/11/2020
4	Minutes of Meeting-4 & ATR of Meeting-3	29/04/2021



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Ref.No.: 1 / IQAC / 2020-21

Date: 22/06/2020

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

• List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
3	Prof. Dr. Praful Kanjiya	Assistant Professor HOD Dept. of Banking	Member (Co-Coordinator)	
4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	ABSENT
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	ABSENT
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

PRINCIPAL

M.M.G. MAHILA ARTS & COM. COLLEGE
JUNAGADH



Coordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



Ref. No.1/IQAC/2020

Date: 22/06/2020

IQAC Agenda & Minutes of Meeting

To inform you all Members, that we have planned a meeting at principal office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	22/06/2020
Time	9:00 a.m. to 10:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2020-21 was conducted on 22/06/2020. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr.R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	TO constitute IQAC committee for the year 2020-21	Primary agenda of the meeting with consent from all present members was to entrust the responsibilities of Coordinator of IQAC to Dr. Ramesh A Sagathiya.	IQAC committee formation was done and Dr. Ramesh A. Sagathiya accepted the responsibilities of IQAC coordinator.
2.	To arrange online lectures	The academic year 2020-21 commenced with online	IQAC Informed to The HODs, subject teachers



	for SY and TY students on online plate form	lectures for students of SY and TY due to the Covid-19 following the guidelines of Gujarat Govt. of social distancing. The faculty members get adequate knowledge with new Teaching Learning Methods using online tools and applications such as Youtube, Microsoft Teams, Google meet, etc.	were taken two days training program on online learning tools and update the knowledge. It was decided to share weekly time table, teaching plans course wise by each subject teachers with the students along with the pedagogy to smoothen online teaching methodology.
3.	To prepare general time table and department-wise time table	IQAC discussed on preparation of general time table and department-wise time table. All the HODs informed to prepare class-wise and individual Faculty wise time table and to make available on college notice board.	All the HODs prepare general timetable, individual time table, department time table and it is displayed on college notice board and upload on Microsoft Teams for the students for the students to make them aware about the class.
5	To discuss on planning of cultural activities, Saptdhara, Placement cell, UDISHA, NCC, NSS, etc.	The IQAC team suggested to organize co-curricular activities for the students participation for the society and other area.	As per IQAC instructions the action was made on registration of the students in Saptdhara, NCC, NSS, Sports etc.
6.	To organize a webinar and guest lectures	IQAC discussed on planning and successfully conduction online Webinar and expert lectures to motivate students and staff members.	A webinar was organized by the BCA department with collaboration of Akash Institute.



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7	To encourage research related activity	IQAC gave the significance on motivating the faculty members as well as students to involve research activities. IQAC also planned research committee (Cell) to plan activities that will satisfy these objectives at the earliest.	Research committee encourage to the faculty members for the preparation of research papers and articles and publication in reputed journals. 1 Article and 1 book published by the faculty members during A.Y.2020-21
8	To discuss other matter with the permission of chairman.	No other matters are discussed during the meeting.	

Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endover of IQAC.



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Ref.No.: 2 / IQAC / 2020-21

Date : 10/10/2020

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
3	Prof. Dr. Praful Kanjiya	Assistant Professor HOD Dept. of Banking	Member (Co-Coordinator)	
4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	ABSENT
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	ABSENT
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

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PRINCIPAL



Co-ordinator
IQAC
M.M.G. Mahila Arts & Commerce College
Junagadh.



Ref. No.-2/IQAC/2020

Date: 10/10/2020

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Staff room
Faculty Members	All IQAC members
Date	10/10/2020
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2020-21 was conducted on 10/10/2020. The following members attended the meeting.

The Chairperson Principal Dr. D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr.R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 1 st IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 rd IQAC	Reviewed of past Minutes of 1 st IQAC Meetings held on



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		meeting, then followed by a review of 1 st meeting field on 22/06/2020 .	22/06/2020. And ATR enclosed in 1 st meeting .
2.	To Develop skill development programme for faculty & students	Discussion was made on Develop skill development programme for faculty & students	The IQAC provide enough support to the faculty and students for enhance skill development activities for improvement of the self and institution to noise up at the grater highs.
3.	To Introduce Bridge course or Induction Programme for first year students	It was discussed with the members to introduced Bridge course or Induction Programme for first year students.	It was resolved and approved to organize Bridge course effectively for the next year 2021-22.
4.	To Conduct Internal academic Audit	It was discussed that Internal Academic Audit will be conduct during of the December-2020.	Internal Academic Audit done by IQAC committee and necessary.
5.	Monitoring various Committees of the college	IQAC has form various college committee.	IQAC has 24 various committee for Internal Improvement of the Academic Excellence of the students.
6.	Training & Placement Activities	It was Discussed about the Training & Placement Activities.	It was resolved that, all the department make sure in the training and placement of the students. The placement team will organize in campus and off campus



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			recruitments, it also recommended to conduct guest lectures on corporate skills development programs and aptitude training for the student centric measures.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavours of IQAC.



CONDUCTED BY PATEL KELAVANI MANDAL

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Ref.No.: 3 / JOAC / 2020-21

Date : 19/11/2020

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
3	Prof. Dr. Praful Kanjiya	Assistant Professor HOD Dept. of Banking	Member (Co-Coordinator)	
4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	ABSENT
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	ABSENT

PRINCIPAL

M.M.G. MAHILA ARTS & COM. COLLEGE
JUNAGADH



Co-Ordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



Ref. No.-3/IQAC/2020

Date: 19/11/2020

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Staff room
Faculty Members	All IQAC members
Date	19/11/2020
Time	11:00 a.m. to 12:30 p.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2020-21 was conducted on 19/11/2020. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr.R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 2 nd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 rd IQAC meeting	Reviewed of past Minutes of 2 nd IQAC Meetings held on



CONDUCTED BY PATEL KELAVANI MANDAL

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		then followed by a review of 2 nd meeting field on 10/10/2020 .	22/06/2020. And ATR enclosed in 1 st meeting .
2.	Review of Academic result and Action plan for improvement	It is discussed that for a few subjects , there is need to improve the results. In view of covid-19 pandemic situation , the institute has to adopt online teaching learning methodologies, however next semester,.	It was decided to continue the online teaching learning activities and internal & external exams along with as per guideline of university.
3.	To add Resources and infrastructure requirement for academic purpose.	IQAC members were informed to the principal, about the purchase of a new computers, books and other academic resources required.	It was discussed on the Proposal of required infrastructure was passed and sanctioned for next year.
4.	The status of research projects, future plan	It was discussed that the institute need to strength on the R & D activities.	IQAC provided enough support for research and development. during pandemic it was little bit done in the A. Y. 2020-21.
5.	To Analysis of COs, POs, PSOs, attainment.	Discussion made on COs, POs, PSOs, attainment.	Suggestion were made to prepare COs, POs and PSOs to all subjects.
6.	To Involve Students In competitive examinations and job oriented courses.	Discussion made on students performance in various competitive examinations and further job oriented courses.	It was resolved that, students participate must be encouraged to attend the competitive



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			examination such as CMAT, Banking etc. Students must be joined the job oriented course such as Tally accounting, Beauty Parlor, cloth stitching classes etc.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for thain participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



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Ref.No. A / IQAC / 2020-21

Date: 29/04/2021

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

• List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
3	Prof. Dr. Praful Kanjiya	Assistant Professor HOD Dept. of Banking	Member (Co-Coordinator)	
4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	ABSENT
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	ABSENT
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

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Co-Ordinator
IQAC
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Junagadh.



Ref. No.-4/IQAC/2021

Date: 29/04/2021

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at Principal Office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	29/04/2021
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for AY 2020-21 was conducted on 29/04/2021. The following members attended the meeting.

The Chairperson Principal Dr.D.A.Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr.R.A.Sagathiya, Coordinator of IQAC. The following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 3 rd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 rd IQAC meeting	Reviewed of past Minutes of 3 rd IQAC Meetings held on



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		then followed by a review of 3 rd meeting field on 19/11/2020 .	22/06/2020. And ATR enclosed in 1 st meeting .
2.	The Role of a mentor	Discuss made on the responsibilities of mentors are provided career counseling guidance and motivation.	It was resolved and approved that the faculty are involve in the invite guest/ expert lecture. Arranged workshop and seminar for the next upcoming year.
3.	To prepare plan of A.Y. 2021-22 the principal	It was discuss the informed to all the HODs to prepare academic calendar, timetable and teaching plan for the next year.	Plan for A.Y. 2021-22 which was proposed by the head of various functional committees under them.
4.	To formulate entrepreneurship cell	Discussion was made on required two committees under IQAC cell, it is need to present time to adopt start-up campaign by the government.	It was resolve that, formulated entrepreneurship cell and IPDC cell.
5.	To review of NSS, NCC & Sport activities.	Discussion was made on activities of NSS, NCC, & sports and prepare reports.	NSS unit of MMG College organized 23 online activities during the year 2020-21 and NSS reports prepared and submitted to the IQAC cell.
6.	Any other points with permission of the chairs.	Looking into the pandemic covid-19 scenario almost activities of academic as well	Our NSS unit adapted Remarkable change and shifted to an



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		as NSS, NCC,...were shifted to online .	online platform to organize various activities such as, clay modeling competition, poster making competition, story telling etc. So, looking into the need of time and efforts of the staff it is decided to make it as one of the best practice of the institute which will be continue in the department
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavours of IQAC.



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Ref. No.

Date:

<u>Internal Quality Assurance cell Minutes of the Meeting of IQAC cell for 2021-22</u>		
SR. NO.	Meetings	Dates
1	Minutes of Meeting-1	18/06/2021
2	Minutes of Meeting-2 & ATR of Meeting-1	08/10/2021
3	Minutes of Meeting-3 & ATR of Meeting-2	29/11/2021
4	Minutes of Meeting-4 & ATR of Meeting-3	25/04/2022



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Ref.No.: J/IQAC/2021

Date: 18/06/2021

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
3	Prof. Dr. Praful Kanjiya	Assistant Professor HOD Dept. of Banking	Member (Co-Coordinator)	
4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuya	College Incharge	Member from Management	
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	—
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	—
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

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JUNAGADH



Co-Ordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



Ref. No.-1/IQAC/2021

Date: 18/06/2021

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	18/06/2021
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2021-22 was conducted on 18/06/2021 the following members attend the meeting.

The chairperson Pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	To know about the IQAC cell	The Co-ordinators, IQAC gave the presentation on guidelines of the IQAC & its	The IQAC was formed per regulations as



		role.	prescribed NAAC. The aim of the cell is to initiated measures to channelize all efforts and measures of the institution toward promoting its mission and vision.
2.	To Academic planning for sem:- 1/3/5	Discussion on various topic regarding to the teaching planning, academic calendar, time table and subject collection to the particular teachers.	Academic calendar for A.Y. 2021-22 department wise time table, individual teachers time table and teaching plan was prepared.
3.	To Discuss on registration of Alumni and feedback of sss	Discussion was made on Alumni Association and feedback of sss.	It was resolved that proposal prepared by the members to take part all the students. Alumni association was formed at institute level.
4.	Discussion on various college committees	IQAC – Co-ordinators gave the guidelines on above committee, to prepare work plan for the year 2021-22.	IQAC Co-ordinators has prepared the various policies for the quality assurance of the institution presented for suggestions.
5.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and



			university exam are intimated to faculty and students and conducted as planned.
6.	The plan of teaching – learning process	Discussion was made on teaching learning process and make plan for activity base learning .	<ul style="list-style-type: none">▪ Adapted the out come base education for its teaching learning and education.▪ Teaching learning process includes , activity base and participative learning.▪ Slow learners are identified , and additional coaching are provided for their progress.▪ Faculty members were prepared teaching plan as per the calendar.▪ ICT enabled tools are use by the faculty.▪ Students are assessed for course outcomes



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Ref.No.: 2 / IQAC / 2021

Date: 08 / 10 / 2021

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of Committee Members

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5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
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10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

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			through assignments , internal exams and university exams.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for thain participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



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Ref.No.: 2 / IQAC / 2021

Date: 08 / 10 / 2021

Letter of Appointment

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Co-Ordinator
IQAC

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Junagadh.



Ref. No.-2/IQAC/2021

Date: 08/10/2021

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal office
Faculty Members	All IQAC members
Date	08/10/2021
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2021-22 was conducted on 08/10/2021 the following members attend the meeting.

The chairperson pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 1 st IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 1 st IQAC meeting	Reviewed of past Minutes of 1 st IQAC Meetings.



		then followed by a review of 1 st meeting field on 18/06/2021 .	
2.	To organize workshop for the students	IQAC cell make plan to arrange workshop.	On date 11-12/03/2021, one workshop for mental & physical health was organized.
3.	Review of feedback from student, parent & alumni	Feedback from create in google form and link sent to student , parent & alumni.	Google form create for parent alumni & students and analysis and action taken report prepared.
4.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and university exam are intimated to faculty and students and conducted as planned.
5.	To encourage faculty publication and participative in OP, RC, FDP,... etc	IQAC gave the information and importance of the OP, RC, FDP programmes.	Total no. of publication and no. of training programmes joined by the faculty members during the academic year 2021-22
6.	To collaboration with NGOs and industries	Discussion was made on collaboration with NGOs and industries for betterment of the students.	“Ashadeep cheritable trust” NGOs and NSS unit of MMG conducted collaborative activities such as “Rakhi making



			,exhibition cum sale” organied at college campus.
7.	To plan for extensive activities	Discussion was made with NSS, NCC and saptdhara committees.	<ul style="list-style-type: none">▪ NSS, NCC organized various outreach programmes.▪ Student and faculty participated in extensive activities such as Navratri celebration, Guru gyan quize etc.

Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for thain participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



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Date : 20/11/2021

Ref.No.: 3 / IQAC / 2021

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
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6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	
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14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

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IQAC

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Junagadh.



Ref. No.-3/IQAC/2021

Date: 29/11/2021

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	29/11/2021
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2021-22 was conducted on 29/11/2021 the following members attend the meeting.

The chairperson pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 2 nd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 nd IQAC meeting then followed by a review of 2 nd meeting field on	Reviewed of past Minutes of 2 nd IQAC Meetings.



		08/10/2021 .	
2.	To academic planning for sem:- 2/4/6	Discussion on various topic regarding to the teaching planning, academic calendar, time table and workload of the faculty members.	Academic calendar for A.Y. 2021-22 department wise time table, individual teachers time table and teaching plan was prepared.
3.	To organize student skill development programmes	Discussion was made on student skill development programmes.	It was resolved that students are encouraged for the self development and research activities to promote higher studies, B.C.A. and B.Com department organize guest lecture, expert lecture and project work for the students.
4.	The plan of teaching – learning process	Discussion was made on teaching learning process and make plan for activity base learning .	<ul style="list-style-type: none">▪ Adapted the out come base education for its teaching learning and education.▪ Teaching learning process includes , activity base and participative learning.



			<ul style="list-style-type: none">▪ Slow learners are identified , and additional coaching are provided for their progress.▪ Faculty members were prepared teaching plan as per the calendar.▪ ICT enabled tools are use by the faculty.▪ Students are assessed for course outcomes through assignments , internal exams and university exams.
5.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and university exam are intimated to faculty and students and conducted as planned.
6.	The roles and responsibilities of mentors	The chair person pri. D.A. Dadhania discussed on the roles and responsibilities of mentors.	It was resolved and approved that the faculty are involved in the process of



			mentoring, every mentor is allotted each division to take care them, the responsibilities of the mentor are provide career counselling, doubt solving coaching and motivation.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavours of IQAC.



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Ref.No.: 11 / IQAC / 2022

Date: 25 / 04 / 2022

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

• List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
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4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	

PRINCIPAL

M.M.G. MAHILA ARTS & COM. COLLEGE
JUNAGADH



Co-Ordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal office
Faculty Members	All IQAC members
Date	25/04/2022
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2021-22 was conducted on 25/04/2022 the following members attend the meeting.

The chairperson pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 3 rd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 rd IQAC meeting then followed by a review of 3 rd meeting field on 29/11/2021 .	Reviewed of past Minutes of 3 rd IQAC Meetings.



2.	To organize preliminary exam for the students evaluation	Discussion was made on preliminary exams and prepared preliminary exam time table.	Preliminary exams organize and prepare internal evaluation marksheet and timely submitted to the administration department.
3.	The plan of teaching – learning process	Discussion was made on teaching learning process and make plan for activity base learning .	<ul style="list-style-type: none">▪ Adapted the out come base education for its teaching learning and education.▪ Teaching learning process includes, activity base and participative learning.▪ Slow learners are identified, and additional coaching are provided for their progress.▪ Faculty members were prepared teaching plan as per the calendar.▪ ICT enabled tools are use by the faculty.▪ Students are assessed for



			course outcomes through assignments, internal exams and university exams.
4.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and university exam are intimated to faculty and students and conducted as planned.
5.	To plan for extensive activities	Discussion was made with NSS, NCC and saptdhara committees.	<ul style="list-style-type: none">▪ NSS, NCC organized various outreach programmes.▪ Student and faculty participated in extensive activities such as Navratri celebration, Guru gyan quiz etc.

Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavours of IQAC.



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Ref. No.

Date:

<u>Internal Quality Assurance cell Minutes of the Meeting of IQAC cell for 2021-22</u>		
SR. NO.	Meetings	Dates
1	Minutes of Meeting-1	18/06/2022
2	Minutes of Meeting-2 & ATR of Meeting-1	15/10/2022
3	Minutes of Meeting-3 & ATR of Meeting-2	26/11/2022
4	Minutes of Meeting-4 & ATR of Meeting-3	28/04/2023



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Ref.No.: 1/IQAC/2022

Date: 18/06/2022

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

• List of Committee Members

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PRINCIPAL

M.M.G. MAHILA ARTS & COM. COLLEGE
JUNAGADH.



Co-Ordinator
IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



Ref. No.-1/IQAC/2022

Date: 18/06/2022

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	18/06/2022
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2022-23 was conducted on 18/06/2022 the following members attend the meeting.

The chairperson of Pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Coordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	To design teaching plan	Discussion was made on design of teaching planning for all programmes and all	All the Programmes and course related teaching plan made



		course offered by the college.	by the teachers and submitted the IQAC.
2.	To offer value added/add on courses programmes	IQAC discussed about the value base courses for the students.	It was resolve that, new 4 value added course offered to the students.
3.	Teaching learning process	Discussion was made on teaching learning process.	<ul style="list-style-type: none">Organized bridge course for F.Y. students.Mechanism for improvement of slow learners further strengthened.Use of ICT need to be strengthened.
4.	Research activities	Discussion was made of research activities and participation of the students in research activities.	Faculty members need to apply to various funding agencies to carry out research activities, total 3 minor project proposal prepare by the faculty members.
5.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and university exam are



			intimated to faculty and students and conducted as planned.
6.	The plan of teaching – learning process	Discussion was made on teaching learning process and make plan for activity base learning .	<ul style="list-style-type: none">▪ Adapted the out come base education for its teaching learning and education.▪ Teaching learning process includes , activity base and participative learning.▪ Slow learners are identified , and additional coaching are provided for their progress.▪ Faculty members were prepared teaching plan as per the calendar.▪ ICT enabled tools are use by the faculty.▪ Students are assessed for course outcomes



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			through assignments , internal exams and university exams.
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Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.

Ref. No. 2 / IQAC / 2022-23

Date: 15/10/2022

Letter of Appointment

Dear Madam / Sir

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2021-22 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of IQAC Committee Members

Sr. no	Name	Designation	signature
1	Pri. Dr D.A.Dadhania	Chairperson	
2	Prof. Dr R.A.Sagathiya	Co-ordinator	
3	Prof. Dr. Nitaben Dhadus	Sub-coordinator	
4	Prof. Dr.Prafil Kanjia	Sub-coordinator	
5	Prof. Dr. Pravin Radadiya	Member (Staff)	
6	Prof. Nishtha Desai	Member (Staff)	
7	Prof. Vanraj Aparnathi	Member (Staff)	
8	Prof.Dr.B.B,Vasava	Member (Staff)	
9	Shri. Ratilal Bhuva	Member cum manag. incharge	
10	Shri Ratilal Mardiya	Industrialist	
11	Shri. Ashwin Bhalodiya	Sr. Administrative Officer	
12	Dr.Alkesh Vachchani	Local society member	
13	Miss.Kesvi Bhesdaliya	Student representative	
14	Miss. Vibhuti Vala	Ex. Student and alumni	

Co-Ordinator
 IQAC
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Ref. No.-2/IQAC/2022

Date: 15/10/2022

IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal office
Faculty Members	All IQAC members
Date	15/10/2022
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2022-23 was conducted on 15/10/2022 the following members attend the meeting.

The chairperson pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 1 st IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 nd IQAC meeting	Reviewed of past Minutes of 1 st IQAC Meetings.



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		Then, followed by a review of 1 st meeting field on 18/06/2022 .	
2.	To organize workshop for the students	IQAC cell discussed on the arrange workshop.	One work shop was organized with collaboration for Nism. By Ushma vala
3.	Review of feedback from student, parent & alumni	Feedback from create in Google form and link sent to student , parent & alumni.	Google form create for parent alumni & students and analysis and action taken report prepared.
4.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and university exam are intimated to faculty and students and conducted as planned.
5.	To encourage faculty publication and participative in OP, RC, FDP,... etc	IQAC gave the information and importance of the OP, RC, FDP programmes.	Total no. of publication and no. of training programmes joined by the faculty members during the academic year 2022-23
6.	To collaboration with NGOs and industries	Discussion was made on collaboration with NGOs and industries for betterment of the students.	“Ashadeep cheritable trust” NGOs and NSS unit of MMG conducted collaborative activities such as “Rakhi making ,exhibition cum sale” organied at college campus.
7.	To plan for extensive activities	Discussion was made with NSS, NCC and various committees.	NSS, NCC organized various outreach programmes. Student and faculty participated in extensive activities such as Navratri celebration, Guru gyan quize etc.
8	To plan for Energy Audit and cleanliness audit	Discussion was made on Energy Audit and cleanliness audit with concern branch	Energy audit done for the year A.Y. 2022-23 and certificate received



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			Cleanliness audit done for the year A.Y. 2022-23.
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Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



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Ref. No. 3 / IQAC / 2022-23

Date : 21 / 11 / 2022

Letter of Appointment

Dear Madam / Sir

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2021-22 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of IQAC Committee Members

Sr. no	Name	Designation	signature
1	Pri. Dr D.A.Dadhania	Chairperson	
2	Prof. Dr R.A.Sagathiya	Co-ordinator	
3	Prof. Dr. Nitaben Dhadus	Sub-coordinator	
4	Prof. Dr. Praful Kanjia	Sub-coordinator	
5	Prof. Dr. Pravin Radadiya	Member (Staff)	
6	Prof. Nishtha Desai	Member (Staff)	
7	Prof. Vanraj Aparnathi	Member (Staff)	
8	Prof. Dr. B.B. Vasava	Member (Staff)	
9	Shri. Ratilal Bhuvra	Member cum manag. incharge	
10	Shri Ratilal Mardiya	Industrialist	
11	Shri. Ashwin Bhalodiya	Sr. Administrative Officer	
12	Dr. Alkesh Vachchani	Local society member	
13	Miss. Kesvi Bhesdaliya	Student representative	
14	Miss. Vibhuti Vala	Ex. Student and alumni	

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IQAC

M.M.G. Mahila Arts & Commerce College
Junagadh.



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IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	26/11/2022
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2022-23 was conducted on 26/11/2022 the following members attend the meeting.

The chairperson pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 2 nd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 nd IQAC meeting then followed by a review of 2 nd meeting held on 26/11/2022 .	Reviewed of past Minutes of 2 nd IQAC Meetings.
2.	To academic planning	Discussion on various topic	Academic calendar for



	for sem:-2/4/6	regarding to the teaching planning, academic calendar, time table and workload of the faculty members.	A.Y. 2022-23 department wise time table, individual teachers time table and teaching plan was prepared.
3.	To organize student skill development programmes	Discussion was made on student skill development programmes.	It was resolved that students are encouraged for the self development and research activities to promote higher studies, B.C.A. and B.Com department organize guest lecture, expert lecture and project work for the students.
4.	The plan of teaching – learning process	Discussion was made on teaching learning process and make plan for activity base learning .	<ul style="list-style-type: none">▪ Adapted the outcome base education for its teaching learning and education.▪ Teaching learning process includes , activity base and participative learning.▪ Slow learners are identified , and additional coaching are provided for their progress.▪ Faculty members were prepared teaching plan as per the calendar.▪ ICT enabled tools are use by the faculty.▪ Students are assessed for course outcomes



			through assignments , internal exams and university exams.
5.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance each semester schedule for internal and university exam are intimated to faculty and students and conducted as planned.
6.	The roles and responsibilities of mentors	The chair person pri. D.A. Dadhania discussed on the roles and responsibilities of mentors.	It was resolved and approved that the faculty are involved in the process of mentoring, every mentor is allotted each division to take care them, the responsibilities of the mentor are provide career counseling, doubt solving coaching and motivation.

Conclusion & Vote Of Thanks

The IQAC Co-ordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.



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Ref.No.: 4/IQAC/2022

Date: 28/04/2023

Letter of Appointment

Dear Madam / Sir,

Along with this you are co-cordially appointed to participate in the different activities held under the IQAC during the academic year 2020-21 to 2022-23. We hope that you will contribute actively, proactively and positively towards the responsibilities allotted to you according to your rich experience and knowledge.

List of Committee Members

Sr. No.	Name of the Member	Designation	Designation in IQAC	Signature
1	Pri. Dr. D.A. Dadhania	Principal	Chairperson	
2	Prof. Dr. R.A. Sagathiya	Associate Professor HOD Dept. of Gujarati	Coordinator & Director of IQAC	
3	Prof. Dr. Praful Kanjiya	Assistant Professor HOD Dept. of Banking	Member (Co-Coordinator)	
4	Prof. Dr. Nitaben Dhadus	Assistant Professor HOD Dept. of Commerce	Member (Co-Coordinator)	
5	Prof. Dr. Pravin Radadiya	Associate Professor HOD Dept. of Management	Member	
6	Prof. Nistha Desai	Associate Professor HOD Dept. of Hindi	Member	
7	Prof. Vanraj Aparnathi	Assistant Professor Dept. of Commerce	Member	
8	Prof. Dr. Nikunj Bhut	Assistant Professor Dept. of Psychology	Member	
9	Shri Ratilal Bhuva	College Incharge	Member from Management	
10	Shri Ratibhai Maradiya	Industrialist	Member from Industrialist	
11	Shri Ashwin Bhalodiya	Sr. Clerk	Member	
12	Dr. Alkesh Vachhani	Principal of PKM College	Nominee from Local Society	
13	Miss. Kesvi Bhesdaliya	Student Representative	Member	—
14	Miss. Vibhuti Vala	Ex. Student and Alumni	Nominee from Alumni	—

PRINCIPAL

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Co-Ordinator
IQAC

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Junagadh.



IQAC Agenda & Minutes of Meeting

To inform you all IQAC member that we have planned a meeting at staffroom under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal office
Faculty Members	All IQAC members
Date	28/04/2023
Time	11:00 a.m. to 12:00 a.m.

Agenda & Minutes of Meeting & ATR

The IQAC meeting for A.Y. 2022-23 was conducted on 28/04/2023 the following members attend the meeting.

The chairperson pri. D.A. Dadhania welcomed the members for the IQAC meeting followed by a review presentation made by Dr. R. A. Sagathiya. Co-ordinators of IQAC the following points were discussed in the meeting:

Sr. No.	Agenda	Minutes	Action Taken Report
1.	Review of Minutes of 3 rd IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 rd IQAC meeting then followed by a review of 3 rd meeting field on	Reviewed of past Minutes of 3 rd IQAC Meetings.



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		21/11/2022 .	
2.	To organize preliminary exam for the students evaluation	Discussion was made on preliminary exams and prepared preliminary exam time table.	Preliminary exams organize and prepare internal evaluation marksheet and timely submitted to the administration department.
3.	The plan of teaching – learning process	Discussion was made on teaching learning process and make plan for activity base learning .	<ul style="list-style-type: none">▪ Adapted the out come base education for its teaching learning and education.▪ Teaching learning process includes, activity base and participative learning.▪ Slow learners are identified, and additional coaching are provided for their progress.▪ Faculty members were prepared teaching plan as per the calendar.▪ ICT enabled tools are use by the faculty.



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			<ul style="list-style-type: none">▪ Students are assessed for course outcomes through assignments, internal exams and university exams.
4.	To plan internal Academic Audit	Discussion made on calendar academic audit for academic year 2022-23.	Academic calendar was prepared well in advance for each semester schedule for internal and university exam are intimated to faculty and students and conducted as planned.
5.	To plan for extensive activities	Discussion was made by IQAC with NSS, NCC and various committees.	<ul style="list-style-type: none">▪ NSS, NCC organized various outreach programmes.▪ Student and faculty participated in extensive activities such as Navratri celebration, Guru gyan quiz etc.



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Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future end over of IQAC.