



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.Prahl 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

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

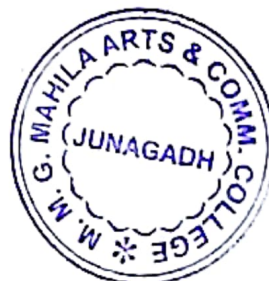
Dear Madam / Sir

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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	
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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	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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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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Ref. No.

h/2019

Date : 10/3/2019

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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.