



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:

<b><u>Internal Quality Assurance Cell</u></b>		
<b><u>Minutes of the Meeting of IQAC cell for 2020-21</u></b>		
<b>SR. NO.</b>	<b>Meetings</b>	<b>Dates</b>
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	

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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.

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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	
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Co-ordinator  
IQAC  
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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 <sup>st</sup> IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 <sup>rd</sup> IQAC	Reviewed of past Minutes of 1 <sup>st</sup> IQAC Meetings held on



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		meeting, then followed by a review of 1 <sup>st</sup> meeting field on 22/06/2020 .	22/06/2020. And ATR enclosed in 1 <sup>st</sup> 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





			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 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.: 3 / IQAC / 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

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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	
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

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JUNAGADH



Co-Ordinator  
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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 <sup>nd</sup> IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 <sup>rd</sup> IQAC meeting	Reviewed of past Minutes of 2 <sup>nd</sup> IQAC Meetings held on



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		then followed by a review of 2 <sup>nd</sup> meeting field on 10/10/2020 .	22/06/2020. And ATR enclosed in 1 <sup>st</sup> 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



			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
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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 <sup>rd</sup> IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 <sup>rd</sup> IQAC meeting	Reviewed of past Minutes of 3 <sup>rd</sup> IQAC Meetings held on



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		then followed by a review of 3 <sup>rd</sup> meeting field on 19/11/2020 .	22/06/2020. And ATR enclosed in 1 <sup>st</sup> 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





		<p>as NSS, NCC,...were shifted to online .</p>	<p>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</p>
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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.