



CONDUCTED BY PATEL KELAVANI MANDAL

# M.M. Ghodasara Mahila Arts & Commerce College

📍 Opp. Motibaugh, Junagadh - 362 001. ☎ (0285) : 2670523, 📞 99099 70523



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Ref. No.

Date:

<b><u>Internal Quality Assurance cell Minutes of the Meeting of IQAC cell for 2021-22</u></b>		
<b>SR. NO.</b>	<b>Meetings</b>	<b>Dates</b>
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

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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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



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		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"><li>▪ Organized bridge course for F.Y. students.</li><li>▪ Mechanism for improvement of slow learners further strengthened.</li><li>▪ Use of ICT need to be strengthened.</li></ul>
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"><li>▪ Adapted the out come base education for its teaching learning and education.</li><li>▪ Teaching learning process includes , activity base and participative learning.</li><li>▪ Slow learners are identified , and additional coaching are provided for their progress.</li><li>▪ Faculty members were prepared teaching plan as per the calendar.</li><li>▪ ICT enabled tools are use by the faculty.</li><li>▪ Students are assessed for course outcomes</li></ul>



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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 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	

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 <sup>st</sup> IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 <sup>nd</sup> IQAC meeting	Reviewed of past Minutes of 1 <sup>st</sup> IQAC Meetings.





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		Then, followed by a review of 1 <sup>st</sup> 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	
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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	

Sathya  
Co-Ordinator  
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	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 <sup>nd</sup> IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 2 <sup>nd</sup> IQAC meeting then followed by a review of 2 <sup>nd</sup> meeting held on 26/11/2022 .	Reviewed of past Minutes of 2 <sup>nd</sup> 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"><li>▪ Adapted the outcome base education for its teaching learning and education.</li><li>▪ Teaching learning process includes , activity base and participative learning.</li><li>▪ Slow learners are identified , and additional coaching are provided for their progress.</li><li>▪ Faculty members were prepared teaching plan as per the calendar.</li><li>▪ ICT enabled tools are use by the faculty.</li><li>▪ Students are assessed for course outcomes</li></ul>



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			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	—

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Co-Ordinator  
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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	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 <sup>rd</sup> IQAC Meetings & ATR	The Chair person Pri. D. A. Dadhania welcomed the member for 3 <sup>rd</sup> IQAC meeting then followed by a review of 3 <sup>rd</sup> meeting field on	Reviewed of past Minutes of 3 <sup>rd</sup> IQAC Meetings.





		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"><li>▪ Adapted the out come base education for its teaching learning and education.</li><li>▪ Teaching learning process includes, activity base and participative learning.</li><li>▪ Slow learners are identified, and additional coaching are provided for their progress.</li><li>▪ Faculty members were prepared teaching plan as per the calendar.</li><li>▪ ICT enabled tools are use by the faculty.</li></ul>



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			<ul style="list-style-type: none"><li>▪ Students are assessed for course outcomes through assignments, internal exams and university exams.</li></ul>
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"><li>▪ NSS, NCC organized various outreach programmes.</li><li>▪ Student and faculty participated in extensive activities such as Navratri celebration, Guru gyan quiz etc.</li></ul>



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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.