



# Smt. Bhanumati Vrujlal Dhanak

Arts, Commerce, Science & Management College - Bagasara

Accredited Grade 'B' ++ by NAAC

CGPA 2.81

College Road, Bagasara -365440, Dist. Amreli [Gujarat]

## Internal Quality Assurance Cell (IQAC)

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (for Affiliated/Constituent Colleges).

Sr. No.	Name of the Committee Members	Designation	
		Cell	College/Trust
1	Mr. S. V. Dhanak	-	President
2	Dr. S. D. Mori	Chairman	Principal
3	Dr. T. B. Manavar	Coordinator	Assistant Prof.
4	Mr. B. G. Dhanani	Member	Associate Prof.
5	Dr. K. M. Trivedi	Member	Associate Prof.
6	Dr. B. J. Patel	Member	Associate Prof.
7	Dr. H. L. Vala	Member	Associate Prof.
8	Mr. A. P. Sosa	Member	Librarian
9	Dr. J. A. Bhalodia	Member	Society Person
10	Mr. V. K. Makawana	Member	Society Person
11	Mr. B. D. Likhada	Member	Head Clerk
12	Ms. M. B. Nakum	Member	Student
13	Mr. R. M. Vala	Member	Student
14	Mr. R. G. Desai	Member	Alumni Student
15	Mr. R. M. Gajera	Member	Alumni Student

Dt. 15-06-2018

Principal

Smt. B. V. Dhanak  
Art's, Commerce, Science &  
Management College - Bagasara  
[www.bvdhankcollege.org](http://www.bvdhankcollege.org)



# Smt. Bhanumati Vrujlal Dhanak

## Arts, Commerce, Science & Management College - Bagasara

Accredited Grade 'B' ++ by NAAC  
CGPA 2.81

College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report of IQAC meeting held on 15/06/2018 Friday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

### Agenda of the meeting:

- IQAC Year Plan for the new Academic Year 2018-19.
- Approval of IQAC Annual Report 2018-19.
- Student Induction Programme for the freshers & Orientation for the second-year and the third-year students.
- Plan for Annual Calendar for various activities.
- Self- appraisal of the staff.
- Academic Calendar prepared & adhered for conduct of Examination and other related matters.
- MoU and Collaborations.
- Teaching and Non-teaching Staff Training Programme.
- Any other relevant matter.

### Members Attended the Meeting:

No.	Name of person	Designation	Sign
1	Dr. S. D. Mori	Chairman	
2	Dr. T. B. Manavar	Co-coordinator	
3	Mr. B. G. Dhanani	Member	
4	Dr. K. M. Trivedi	Member	
5	Dr. B. J. Patel	Member	
6	Dr. H. L. Vala	Member	
7	Mr. A. P. Sosa	Librarian	
8	Dr. J. A. Bhalodia	Society Representative	
9	Mr. V. K. Makawana	Society Representative	
10	Mr. B. D. Likhada	Member	
11	Mr. M. B. Nakum	Student	



Shree Girdharlal Bhurabhai Dhanak Lok Klyan Trust

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## Action taken Report:

- 1) Student Induction Programme for the freshers was organized in the beginning of the new academic year.
- 2) Orientation for the second-year and the third-year students was organized.
- 3) Annual Calendar for various activities and competitions was prepared.
- 4) Self-appraisal reports of faculty were collected and submitted to the Coordinator of the IQAC.
- 5) IQAC organized a training for Teaching and Non-teaching faculty members of the Institution.
- 6) MoUs with institutions and organizations were done to organize collaborative activities in future.
- 7) Mentor-Mentee Programme for the current year was initiated.

## Minutes/Resolutions:

1. It was decided to organize Student Induction Programme for the freshers and the orientation programme for the second-year and the third-year students in the first week of June 2018.
2. It was decided to organize Annual Academic Planning and Annual Calendar of institutional program.
3. Meeting members discussed on the new term syllabus and its implementation.
4. Discussion was held to organize Saptadhara programme.
5. It was decided to collect the self-appraisal of faculty and submit it to the IQAC coordinator.
6. The need for collaborations and MoUs with other eminent institutions was discussed.
7. It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
8. The meeting ended with vote of thanks by the co-coordinator of the institute.

Principal  
Smt. B. V. Dhanak  
Art's, Commerce, Science &  
Management College, Bagasara



Shree Girdharlal Bhurabhal Dhanak Lok klyan Trust

# Smt. Bhanumati Vrujlal Dhanak

Arts, Commerce, Science & Management College - Bagasara

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College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report IQAC meeting held on 06/10/2018 Tuesday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

## Agenda of the meeting:

- Value-added Courses.
- Conducting Green-Energy audit.
- Feedback on teachers by students.
- Strategic Plan Review.
- Faculty orientation and training programme.
- Internal Exams & Evaluation.
- Annual Function & Prize Distribution.
- Focus on Environment oriented activities.
- Any other relevant matter.

## Members Attended the Meeting:

No.	Name of person	Designation	Sign
1	Dr. S. D. Mori	Chairman	
2	Dr. T. B. Manavar	Co-coordinator	
3	Mr. B. G. Dhanani	Member	
4	Dr. K. M. Trivedi	Member	
5	Dr. B. J. Patel	Member	
6	Dr. H. L. Vala	Member	
7	Mr. A. P. Sosa	Librarian	
9	Mr. V. K. Makawana	Society Representative	
10	Mr. B. D. Likhada	Member	
11	Mr. M. B. Nakum	Student	

## Action taken Report:



# Smt. Bhanumati Vrujlal Dhanak

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- 1) During the current academic year, several value-added courses were conducted for the students for skill enhancement.
- 2) Quality initiative such as green audit/energy audit are completed by Municipality, Bagasara.
- 3) Feedback was collected from the students and then analyzed and documented by IQAC.
- 4) Training sessions of general computer knowledge are organized for teaching and non-teaching faculties.
- 5) Internal Examination was planned and acted as per the schedule.
- 6) Organized the events such as Annual Function, Students' Farewell and Prize Distribution programmes for Toppers.
- 7) Different activities were carried out focusing on the environment related activities throughout the year. Ayurvedic garden and other trees/plants are developed in the college campus.
- 8) The institute conducted internal and external audit regularly and submitted reports.

### Minutes/Resolutions:

- 1) It was decided to start several value-added courses for students targeting skill inculcation, training-areas and communication skills.
- 2) It was decided for Green-Energy-Environment audit.
- 3) It was decided to collect feedback by students on faculty.
- 4) The Strategic Plan of the college and its implementation against timeline was assessed and reviewed.
- 5) It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
- 6) It was decided to support and encourage innovation activities and do the needful to begin start-ups in the campus.
- 7) Decision was taken for the Environment related activities.
- 8) The meeting ended with vote of thanks by the co-coordinator of the institute.

Principal  
Smt. B. V. Dhanak  
Art's, Commerce, Science &  
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Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust

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## Internal Quality Assurance Cell (IQAC)

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4	Mr. B. G. Dhanani	Member	Associate Prof.
5	Dr. K. M. Trivedi	Member	Associate Prof.
6	Dr. R. C. Fichadiya	Member	Associate Prof.
7	Dr. B. J. Patel	Member	Associate Prof.
8	Dr. H. L. Vala	Member	Associate Prof.
9	Mr. A. P. Sosa	Member	Librarian
10	Dr. J. A. Bhalodia	Member	Society Person
11	Mr. V. K. Makawana	Member	Society Person
12	Mr. B. D. Likhada	Member	Head Clerk
13	Mr. A. V. Hirpara	Member	Student
14	Ms. K. M. Gadhiya	Member	Student
15	Mr. R. G. Desai	Member	Alumni Student
16	Mr. R. M. Gajera	Member	Alumni Student

Principal  
Smt. B. V. Dhanak  
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Minutes & Action Taken Report of IQAC meeting held on 17/06/2019 Monday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

### Agenda of the meeting:

- IQAC Year Plan for the new Academic Year 2019-20.
- Approval of IQAC Annual Report 2019-20
- Student Induction Programme for the freshers & Orientation for the second-year and the third-year students.
- Plan for Annual Calendar for various activities.
- Discussion on new syllabus implemented from 2019.
- Alumni Association
- Academic Calendar prepared & adhered for conduct of Examination and other related matters.
- Teaching and Non-teaching Staff Training Programme.
- Introduce new course of B. Sc.(Self-Finance)
- Any other relevant matter.

### Members Attended the Meeting:

No.	Name of person	Designation	Sign
1	Mr. S. V. Dhanak	-	Dhanak S.V.
2	Dr. S. D. Mori	Chairman	S.D. Mori
3	Dr. T. B. Manavar	Co-coordinator	T.B. Manavar
4	Mr. B. G. Dhanani	Member	B.G. Dhanani
5	Dr. K. M. Trivedi	Member	K.M. Trivedi
6	Dr. R. C. Fichadiya	Member	R.C. Fichadiya
7	Dr. B. J. Patel	Member	B.J. Patel
8	Dr. H. L. Vala	Member	H.L. Vala
9	Mr. A. P. Sosa	Member	A.P. Sosa
10	Mr. V. K. Makawana	Member	Makawana V.K.
11	Mr. B. D. Likhada	Member	B.D. Likhada
12	Mr. K. M. Gadhiya	Member	Gadhiya K.M.
13	Mr. R. G. Desai	Member	Desai R.G.



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## Action taken Report:

- 1) Student Induction Programme for the freshers was organized in the beginning of the new academic year.
- 2) Orientation for the second-year and the third-year students was organized.
- 3) Annual Calendar for various activities and competitions was prepared.
- 4) Review, discussion and planning on the new syllabus implemented from 2019.
- 5) The Alumni association meet is organized at the regular interval.
- 6) IQAC organized a training for teaching and non-teaching faculty members of the Institution.
- 7) Inbuilt necessary infrastructure, laboratories and purchased equipments for B.Sc. course as per the requirement.

## Minutes/Resolutions:

1. It was decided to organize Student Induction Programme for the freshers and the orientation programme for the second-year and the third-year students in the first week of June 2019.
2. It was decided to organize Annual Academic Planning and Annual Calendar of institutional program.
3. Meeting members discussed on the new syllabus implemented from 2019.
4. Discussion was held to organize Saptadhara programme.
5. It was decided to arrange regular meet of Alumni time to time.
6. It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
7. It was decided to introduce new B. Sc. course as per the demand and requirement of the people of Bagasara.

  
 Principal  
 Smt. B. V. Dhanak  
 Art's, Commerce, Science &  
 Management College - Bagasara



Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust  
**Smt. Bhanumati Vrujlal Dhanak**  
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Minutes & Action Taken Report IQAC meeting held on 14/11/2019 Thursday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

**Agenda of the meeting:**

- Value-added Courses.
- Conducting Green-Energy audit.
- Feedback on teachers by students.
- SWOC Analysis
- Faculty orientation and training programme.
- Internal Exams & Evaluation.
- Annual Function & Prize Distribution.
- Any other relevant matter.

**Members Attended the Meeting:**

No.	Name of person	Designation	Sign
1	Mr. S. V. Dhanak	-	<i>S. V. Dhanak</i>
2	Dr. S. D. Mori	Chairman	<i>S. D. Mori</i>
3	Dr. T. B. Manavar	Co-coordinator	<i>T. B. Manavar</i>
4	Mr. B. G. Dhanani	Member	<i>B. G. Dhanani</i>
5	Dr. K. M. Trivedi	Member	<i>K. M. Trivedi</i>
6	Dr. R. C. Fichadiya	Member	<i>R. C. Fichadiya</i>
7	Dr. B. J. Patel	Member	<i>B. J. Patel</i>
8	Dr. H. L. Vala	Member	<i>H. L. Vala</i>
9	Mr. A. P. Sosa	Member	<i>A. P. Sosa</i>
10	Dr. J. A. Bhalodia	Member	<i>J. A. Bhalodia</i>
11	Mr. V. K. Makawana	Member	<i>V. K. Makawana</i>
12	Mr. B. D. Likhada	Member	<i>B. D. Likhada</i>
13	Mr. A. V. Hirapara	Member	<i>A. V. Hirapara</i>
14	Mr. R. M. Gajera	Member	<i>R. M. Gajera</i>



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## Action taken Report:

- 1) During the current academic year, several value-added courses were conducted for the students for skill enhancement.
- 2) Quality initiative such as green audit/energy audit are completed by Municipality, Bagasara.
- 3) Feedback was collected from the students and then analyzed and documented by IQAC.
- 4) IQAC conducted SWOC analysis as a measure of quality enhancement to identify strengths, weaknesses, opportunities and challenges of the college.
- 5) Training sessions of general computer knowledge are organized for teaching and non-teaching faculties.
- 6) Internal Examination was planned and acted as per the schedule.
- 7) Organized the events such as Annual Function, Students' Farewell and Prize Distribution programmes for Toppers.
- 8) The institute conducted internal and external audit regularly and submitted reports.

## Minutes/Resolutions:

- 1) It was decided to start several value-added courses for students targeting skill inculcation, training-areas and communication skills.
- 2) It was decided for Green-Energy-Environment audit.
- 3) It was decided to collect feedback by students on faculty.
- 4) It was decided to conduct SWOC analysis in the college.
- 5) It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
- 6) It was decided to support and encourage innovation activities and do the needful to begin start-ups in the campus.
- 7) The meeting ended with vote of thanks by the co-coordinator of the institute.

Principal  
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		Cell	College/Trust
1	Mr. S. V. Dhanak	-	President
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3	Dr. T. B. Manavar	Coordinator	Assistant Prof.
4	Mr. B. G. Dhanani	Member	Associate Prof.
5	Dr. K. M. Trivedi	Member	Associate Prof.
6	Dr. R. C. Fichadiya	Member	Associate Prof.
7	Dr. B. J. Patel	Member	Associate Prof.
8	Dr. H. L. Vala	Member	Associate Prof.
9	Mr. A. P. Sosa	Member	Librarian
10	Dr. J. A. Bhalodia	Member	Society Person
11	Mr. V. K. Makawana	Member	Society Person
12	Mr. R. Z. Bhatt	Member	Accountant
13	Mr. A. V. Hirapara	Member	Student
14	Ms. K. K. Sekha	Member	Student
15	Mr. R. G. Desai	Member	Alumni Student
16	Mr. R. M. Gajera	Member	Alumni Student

Principal  
Smt. B. V. Dhanak  
Art's, Commerce, Science &  
Management College - Bagasara

Exam Code: 3001

Comp. Code: 052



Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust

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**Arts, Commerce, Science & Management College - Bagasara**

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College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report of IQAC meeting held on 06/07/2020 Monday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

### Agenda of the meeting:

- IQAC Year Plan for the new Academic Year 2020-21.
- Approval of IQAC Annual Report 2020-21.
- Student Induction Programme for the freshers & Orientation for the second-year and the third-year students.
- Planning and organizing events in Covid-scenario.
- Online teaching-learning process.
- Workshop on MS Team and Online Teaching.
- Capacity Building Programme for Teaching and Non-teaching Staff.
- Any other relevant matter.

### Members Attended the Meeting:

No.	Name of person	Designation	Sign
1	Mr. S. V. Dhanak	-	<i>Dhanak SV</i>
2	Dr. S. D. Mori	Chairman	<i>S. D. Mori</i>
3	Dr. T. B. Manavar	Co-coordinator	<i>T. B. Manavar</i>
4	Mr. B. G. Dhanani	Member	<i>B. G. Dhanani</i>
5	Dr. K. M. Trivedi	Member	<i>K. M. Trivedi</i>
6	Dr. R. C. Fichadiya	Member	<i>R. C. Fichadiya</i>
7	Dr. B. J. Patel	Member	<i>B. J. Patel</i>
8	Dr. H. L. Vala	Member	<i>H. L. Vala</i>
9	Mr. A. P. Sosa	Member	<i>A. P. Sosa</i>
10	Dr. J. A. Bhalodia	Member	<i>J. A. Bhalodia</i>
11	Mr. R. Z. Bhatt	Member	<i>R. Z. Bhatt</i>
12	Mr. A. V. Hirpara	Member	<i>A. V. Hirpara</i>
13	Mr. K. K. Shekh	Member	<i>K. K. Shekh</i>
14	Mr. R. M. Gajera	Member	<i>R. M. Gajera</i>

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## Action taken Report:

- 1) Student Induction Programme for the freshers was organized in the beginning of the new academic year on online mode,
- 2) Orientation for the second-year and the third-year students was conducted online.
- 3) A tentative Annual plan for the IQAC activities for the academic year was finalized as per Covid-19 guideline.
- 4) Online learning was supported using online platforms like Microsoft Teams, Google Tools and video lectures was facilitated and finalized.
- 5) Online Training Programmes on MS Team was organized for the faculty as well as the students for the purpose of online learning.
- 6) Reports of classes taken by teachers online was collected by IQAC for monitoring the effectiveness of online teaching.
- 7) IQAC organized a training for Teaching and Non-teaching faculty members of the Institution.
- 8) The institute encourages the faculty for the training of I-Hub Gujarat Student Start-up and Innovation Club.

## Minutes/Resolutions:

1. It was decided to organize Student Induction Programme for the freshers and the orientation programme for the second-year and the third-year students in online in the first week of June 2020.
2. In the context of pandemic, it was decided to organize all possible events in online mode. IQAC decided to provide all technic support and expertise to all departments, cell and committees to organize online events.
3. In the pursuit of further improving online teaching-learning in the college, it was decided to organize a faculty development programme on MS Team in the beginning of the term.
4. It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
5. It was decided to support and encourage innovation activities and do the needful to begin Start-ups in the campus.
6. It was decided to collect online feedback by students on faculty.

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College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report IQAC meeting held on 01/12/2020 Tuesday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

### Agenda of the meeting:

- Value-added Courses.
- Conducting Green-Energy audit.
- Feedback on teachers by students.
- Strategic Plan Review.
- Faculty orientation and training programme.
- Internal Exams & Evaluation.
- Annual Function & Prize Distribution.
- Any other relevant matter.

### Members Attended the Meeting:

No.	Name of person	Designation	Sign
1	Mr. S. V. Dhanak	-	
2	Dr. S. D. Mori	Chairman	
3	Dr. T. B. Manavar	Co-coordinator	
4	Mr. B. G. Dhanani	Member	
5	Dr. K. M. Trivedi	Member	
6	Dr. R. C. Fichadiya	Member	
7	Dr. B. J. Patel	Member	
8	Dr. H. L. Vala	Member	
9	Mr. A. P. Sosa	Member	
10	Dr. J. A. Bhalodia	Member	
11	Mr. A. V. Hirpara	Member	
12	Mr. K.K. Sekha	Member	
13	Mr. R. G. Desai	Member	

Principal  
Smt. B. V. Dhanak  
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## Action taken Report:

- 1) During the current academic year, several value-added courses were conducted for the students for skill enhancement on online mode.
- 2) Quality initiative such as green audit/energy audit are completed by Municipality, Bagasara.
- 3) Online feedback was collected from the students and then analyzed and documented by IQAC.
- 4) Online training sessions of general computer knowledge are organized for teaching and non-teaching faculties.
- 5) Internal Examination was planned and acted on online mode in the critical situation of Covid-19 pandemic.
- 6) The institute conducted internal and external audit regularly and submitted reports.
- 7) IQAC took all the decisions and activities keep in mind the critical scenario of Covid-19.

## Minutes/Resolutions:

- 1) It was decided to start several value-added courses for students targeting skill inculcation, training-areas and communication skills on online mode.
- 2) It was decided for Green-Energy-Environment audit.
- 3) It was decided to collect online feedback by students on faculty.
- 4) The Strategic Plan of the college and its implementation against timeline was assessed and reviewed keep in mind the Covid-19 guideline.
- 5) It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
- 6) It was decided to support and encourage innovation activities and do the needful to begin start-ups in the campus.
- 7) It was decided to apply online methods for internal examination in the critical scenario of Covid-19.

  
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7	Dr. H. L. Vala	Member	Associate Prof.
8	Mr. A. P. Sosa	Member	Librarian
9	Dr. J. A. Bhalodia	Member	Society Person
10	Mr. V. K. Makawana	Member	Society Person
11	Mr. R. Z. Bhatt	Member	Accountant
12	Mr. P. P. Borisagar	Member	Student
13	Ms. S. D. Jotaniya	Member	Student
14	Mr. R. G. Desai	Member	Alumni Student
15	Mr. R. M. Gajera	Member	Alumni Student

Principal  
Smt. B. V. Dhanak  
Art's, Commerce, Science &  
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# Smt. Bhanumati Vrujlal Dhanak

Arts, Commerce, Science & Management College - Bagasara

Accredited Grade 'B' ++ by NAAC  
CGPA 2.81

College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report of IQAC meeting held on 14/06/2021 Monday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

### Agenda of the meeting:

- IQAC Year Plan for the new Academic Year 2021-22.
- Approval of IQAC Annual Report 2021-22.
- Student Induction Programme for the freshers & Orientation for the second-year and the third-year students.
- Plan for Annual Calendar for various activities.
- Alumni Association.
- Saptdhara Programmes.
- Academic Calendar prepared & adhered for conduct of Examination and other related matters.
- School Finishing Training for students.
- Teaching and Non-teaching Staff Training Programme.
- Any other relevant matter.

### Members Attended the Meeting:

Sr. No.	Name of Committee	Designation	Signature
1	Dr. S. D. Mori	Chairman	
2	Dr. T. B. Manavar	Coordinator	
3	Dr. K. M. Trivedi	Member	
4	Dr. R. C. Fichadiya	Member	
5	Dr. B. J. Patel	Member	
6	Dr. H. L. Vala	Member	
7	Mr. A. P. Sosa	Member	
8	Dr. J. A. Bhalodia	Member	
9	Mr. V. K. Makawana	Member	
10	Mr. R. Z. Bhatt	Member	
11	Ms. S. D. Jotaniya	Member	
13	Mr. R. G. Desai	Member	
14	Mr. R. M. Gajera	Member	



Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust

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## Action taken Report:

- 1) Student Induction Programme for the freshers was organized in the beginning of the new academic year.
- 2) Orientation for the second-year and the third-year students was organized.
- 3) Annual Calendar for various activities and competitions was prepared.
- 4) Various activities are planned and organized under Saptadhara programme.
- 5) The Alumni association meet is organized at the regular interval.
- 6) IQAC organized School Finishing Training Programme for the third year students for the purpose of developing their skill enhancement and interview skill by KGC, Ahmedabad.
- 7) IQAC organized a training for teaching and non-teaching faculty members of the Institution.

## Minutes/Resolutions:

1. It was decided to organize Student Induction Programme for the freshers and the orientation programme for the second-year and the third-year students in the first week of June 2021.
2. It was decided to organize Annual Academic Planning and Annual Calendar of institutional program.
3. Discussion was held to organize Saptadhara programme.
4. It was decided to arrange regular meet of Alumni time to time.
5. It was decided to organize School Finishing Training Programme by KCG, Ahmedabad.
6. It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.

  
 Principal  
 Smt. B. V. Dhanak  
 Art's, Commerce, Science &  
 Management College - Bagasara

Exam Code: 3001

Comp. Code: 052



Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust

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Arts, Commerce, Science & Management College - Bagasara

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CGPA 2.81

College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report IQAC meeting held on 02/11/2021 Tuesday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

## Agenda of the meeting:

- Value-added Courses.
- Conducting Green-Energy audit.
- Feedback on teachers by students.
- SWOC Analysis
- Faculty orientation and training programme.
- Internal Exams & Evaluation.
- Annual Function & Prize Distribution.
- Water- Recycling System
- Any other relevant matter.

## Members Attended the Meeting:

Sr. No.	Name of Committee	Designation	Signature
1	Mr. S. V. Dhanak	-	
2	Dr. S. D. Mori	Chairman	
3	Dr. T. B. Manavar	Coordinator	
4	Dr. K. M. Trivedi	Member	
5	Dr. R. C. Fichadiya	Member	
6	Dr. B. J. Patel	Member	
7	Dr. H. L. Vala	Member	
8	Mr. A. P. Sosa	Member	
9	Mr. V. K. Makawana	Member	
10	Mr. R. Z. Bhatt	Member	
11	Mr. P. P. Borisagar	Member	
12	Mr. R. M. Gajera	Member	

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## Action taken Report:

- 1) During the current academic year, several value-added courses were conducted for the students for skill enhancement.
- 2) Quality initiative such as green audit/energy audit are completed by Municipality, Bagasara.
- 3) Feedback was collected from the students and then analyzed and documented by IQAC.
- 4) IQAC conducted SWOC analysis as a measure of quality enhancement to identify strengths, weaknesses, opportunities and challenges of the college.
- 5) Training sessions of general computer knowledge are organized for teaching and non-teaching faculties.
- 6) Internal Examination was planned and acted as per the schedule.
- 7) Organized the events such as Annual Function, Students' Farewell and Prize Distribution programmes for Toppers.
- 8) Developed a plan of rainy water collected from the terrace and ground is directly in the old bore- well.

## Minutes/Resolutions:

- 1) It was decided to start several value-added courses for students targeting skill inculcation, training-areas and communication skills.
- 2) It was decided for Green-Energy-Environment audit.
- 3) It was decided to collect feedback by students on faculty.
- 4) It was decided to conduct SWOC analysis in the college.
- 5) It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
- 6) It was decided to support and encourage innovation activities and do the needful to begin start-ups in the campus.
- 7) It was decided to develop water recycling system.

Principal  
Smt. B. V. Dhanak  
Art's, Commerce, Science &  
Management College - Bagasara

Exam Code: 3001

Comp. Code: 052



Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust

**Smt. Bhanumati Vrujlal Dhanak**  
**Arts, Commerce, Science & Management College - Bagasara**

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**Internal Quality Assurance Cell (IQAC)**

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (for Affiliated/Constituent Colleges). (Revised on 26th September, 2019)

Sr. No.	Name of the Committee Members	Designation	
		Cell	College/Trust
1	Mr. S. V. Dhanak	-	President
2	Dr. S. D. Mori	Chairman	Principal
3	Dr. T. B. Manavar	Coordinator	Assistant Prof.
4	Dr. K. M. Trivedi	Member	Associate Prof.
5	Dr. R. C. Fichadiya	Member	Associate Prof.
6	Dr. B. J. Patel	Member	Associate Prof.
7	Dr. H. L. Vala	Member	Associate Prof.
8	Mr. A. P. Sosa	Member	Librarian
9	Dr. J. A. Bhalodia	Member	Society Person
10	Mr. V. K. Makawana	Member	Society Person
11	Mr. A. A. Charaniya	Member	Head Clerk
12	Ms. M. J. Sangani	Member	Student
13	Mr. V. K. Chandrani	Member	Student
14	Mr. R. G. Desai	Member	Alumni Student
15	Mr. R. M. Gajera	Member	Alumni Student

Dt. 15-06-22

  
Principal  
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# Smt. Bhanumati Vrujlal Dhanak

Arts, Commerce, Science & Management College - Bagasara

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CGPA 2.81

College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report of IQAC meeting held on 20/06/2022 Monday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

### Agenda of the meeting:

- IQAC Year Plan for the new Academic Year 2022-23.
- Approval of IQAC Annual Report 2022-23.
- Student Induction Programme for the freshers & Orientation for the second-year and the third-year students.
- Plan for Annual Calendar for various activities.
- Plan for applying in PM USHA scheme.
- Academic Calendar prepared & adhered for conduct of Examination and other related matters.
- 3<sup>rd</sup> Cycle NAAC Accreditation Planning & Preparation
- Teaching and Non-teaching Staff Training Programme.
- Any other relevant matter.

### Members Attended the Meeting:

Sr. No.	Name of the Committee Members	Designation	Signature
1	Dr. S. D. Mori	Chairman	
2	Dr. T. B. Manavar	Coordinator	
4	Dr. K. M. Trivedi	Member	
4	Dr. R. C. Fichadiya	Member	
5	Dr. B. J. Patel	Member	
6	Dr. H. L. Vala	Member	
7	Mr. A. P. Sosa	Member	
8	Dr. J. A. Bhalodia	Member	



# Smt. Bhanumati Vrujlal Dhanak

## Arts, Commerce, Science & Management College - Bagasara

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9	Mr. A. A. Charaniya	Member	<i>Charaniya</i>
10	Ms. M. J. Sangani	Member	<i>MSJ</i>
11	Mr. R. G. Desai	Member	<i>Desai RG</i>
12	Mr. R. M. Gajera	Member	<i>Gajera RM</i>

### Action taken Report:

- 1) Student Induction Programme for the freshers was organized in the beginning of the new academic year.
- 2) Orientation for the second-year and the third-year students was organized.
- 3) Annual Calendar for various activities and competitions was prepared.
- 4) Prepared the proposal for PM USHA scheme and submit it as per the given templates.
- 5) IQAC organized a training for Teaching and Non-teaching faculty members of the Institution.
- 6) Various planning, meetings, preparations were started for appearing in the 3<sup>rd</sup> cycle of NAAC Accreditation.
- 7) Mentor-Mentee Programme for the current year was initiated.

### Minutes/Resolutions:

1. It was decided to organize Student Induction Programme for the freshers and the orientation programme for the second-year and the third-year students in the first week of June 2022.
2. It was decided to organize Annual Academic Planning and Annual Calendar of institutional program.
3. Meeting members discussed on the new term syllabus and its implementation.
4. Discussion was held to organize Saptadhara programme.
5. It was decided to apply and process for PM USHA scheme.
6. It was decided to start preparation for appearing in the 3<sup>rd</sup> cycle of NAAC Accreditation processes.
7. It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.

Exam Code: 3001

Comp. Code: 052



**Shree Girdharlal Bhurabhai Dhanak Lok klyan Trust**  
**Smt. Bhanumati Vrujlal Dhanak**  
**Arts, Commerce, Science & Management College - Bagasara**  
 Accredited Grade 'B' ++ by NAAC  
 CGPA 2.81  
 College Road, Bagasara -365440, Dist. Amreli [Gujarat]

Minutes & Action Taken Report IQAC meeting held on 14/11/2022 Monday at 4:30 am in the principal office, Smt. J. C. Dhanak Arts & Commerce College – Bagasara.

**Agenda of the meeting:**

- Value-added Courses.
- Conducting Green-Energy audit.
- Feedback on teachers by students.
- Faculty orientation and training programme.
- Internal Exams & Evaluation.
- Annual Function & Prize Distribution.
- Repairing and Developing the Land donated by the Ex. President of the institute.
- Plan to Install Solar Panel to save electricity.
- Any other relevant matter.

**Members Attended the Meeting:**

Sr. No.	Name of the Committee Members	Designation	Signature
1	Dr. S. D. Mori	Chairman	
2	Dr. T. B. Manavar	Coordinator	
4	Dr. K. M. Trivedi	Member	
4	Dr. R. C. Fichadiya	Member	
5	Dr. B. J. Patel	Member	
6	Dr. H. L. Vala	Member	
7	Mr. A. P. Sosa	Member	
8	Dr. J. A. Bhalodia	Member	
9	Mr. A. A. Charaniya	Member	
10	Ms. M. J. Sangani	Member	

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Exam Code: 3001

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# Smt. Bhanumati Vrujlal Dhanak

Arts, Commerce, Science & Management College - Bagasara

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11	Mr. R. G. Desai	Member	
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### Action taken Report:

- 1) During the current academic year, several value-added courses were conducted for the students for skill enhancement.
- 2) Quality initiative such as green audit/energy audit are completed by Municipality, Bagasara.
- 3) Feedback was collected from the students and then analyzed and documented by IQAC.
- 4) Training sessions of general computer knowledge are organized for teaching and non-teaching faculties.
- 5) Internal Examination was planned and acted as per the schedule.
- 6) Organized the events such as Annual Function, Students' Farewell and Prize Distribution programmes for Toppers.
- 7) Started process for cleaning, levelling and developing garden in the land which was given by the Ex. President of the institute of the college.
- 8) Installation of Solar Panel on the roof top of the college building is under process.

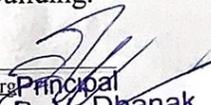
### Minutes/Resolutions:

- 1) It was decided to start several value-added courses for students targeting skill inculcation, training-areas and communication skills.
- 2) It was decided for Green-Energy-Environment audit.
- 3) It was decided to collect feedback by students on faculty.
- 4) The Strategic Plan of the college and its implementation against timeline was assessed and reviewed.
- 5) It was decided to organize a capacity building programme for the teaching and non-teaching staff of the institute.
- 6) It was decided to utilize the land for developing garden in that land which was donated by the Ex. President of the institute to the college.
- 7) Decision was taken to install Solar Panel on the roof top of the college building.

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