



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
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www.bvdhankcollege.org



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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	



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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
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Art's, Commerce, Science &
Management College, Bagasara



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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:



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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

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