



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]

## 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 Committee	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. 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  
Art's, Commerce, Science &  
Management College - Bagasara



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