



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. 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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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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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
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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.

Principal
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