

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]

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	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. 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
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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	



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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.


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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	
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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.

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