

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 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  
Smt. B. V. Dhanak  
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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	



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9	Mr. A. A. Charaniya	Member	
10	Ms. M. J. Sangani	Member	
11	Mr. R. G. Desai	Member	
12	Mr. R. M. Gajera	Member	

### 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.

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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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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.

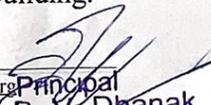
## Minutes/Resolutions:

- 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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