INTERNAL QUALITY ASSURANCE CELL
DR. APJ ABDUL KALAM GOVERNEMNT COLLEGE, SILVASSA

MINUTES (IQAC)

IQAC Meeting held on 8th February 2021

A meeting was held on 8th Feburary 2021 3.00 pm in the chamber of the principal. It was chaird by the principal and was attended by the following members of IQAC.

1. Dr. Bhagwanjee Jha (Chairman IQAC and I/c Principal)
2. Dr. Gurudatta P. Japee, (Professor, Gujarat University, Gujarat: Attended through Google Meet)
3. Dr. Shahabuddin (Assistant Professor, Hindi)
4. Dr. Dashrath Chaudhary (Assistant Professor, Sanskrit)
5. Dr. Shruti Jha (Assistant Professor, Commerce)
6. Dr. Gaurang Barot (Assistant Professor, Commerce)
7. Dr. Suresh Chavda (Assistant Professor, Chemistry)
8. Mr. Hiren Patel (Administrative and Accounts Officer)
9. Dr. Pawan Agrawal (Coordinator, IQAC and Assistant Librarian)

Agenda Item No.1

To confirm the minutes of the last meeting of IQAC held on January 25, 2021.

This agenda was approved *unanimously*.

Agenda Item No.2

To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on January 25, 2021.

The Agenda is considered. Dr. Gurudutta P. Japee has suggested to have any senior faculty as coordinator, IQAC.

Agenda Item No.3

Induction of Dr. M. U. Daru I/C Principal, Roffel Arts and Commerce College Vapi, to IQAC Committee.

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The Agenda was approved unanimously by the committee and Dr. MU Daru may be inducted to the committee.

Agenda Item No.4

Development of IQAC structure and infrastructure

- For betterment of the record keeping and IQAC procedure a copy of each circular/order/Notice need to be forwarded to IQAC(It includes common orders, common circulars, individual orders of responsibility, Academic time table, students notice, duty leave, study leave, maternity/paternity leave, AMC order, MoU order (Without Noting side) etc.
- Requirement of an MTS for routine Work of IQAC, who will *spare some time* to do the work allotted by the IQAC Coordinator.
- Requirement of a centralize data management system. For the same IQAC Can develop a system (open source) for data management where report of each event of each department, copy of all office orders, photos of each activity will be uploaded for easy harvesting. Departments of the college will be able to use this system to manage their documents as well. A training of the same will be schedule for all staff after successful implementation of the software.

This agenda was approved unanimously.

Mr. Pritesh Khergamkar, MTS will spare some time as per the instruction of coordinator, IQAC for IQAC work.
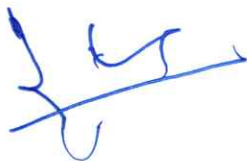
A copy of all notice, circular, orders etc. will be sent to IQAC.

The IQAC may develop a college level centralized data management system (open source) to store all order, notice, circular, activity reports etc.

Moreover it is advised by the external member to have books on quality assurance in IQAC room, place for IQAC meeting, Colour Printer, Scanner, Laptop etc.

Agenda Item No.5

Each committee formed for a year or formed for special occasion will submit their reports with photographs to IQAC after each event at the same time the committees will need to submit their annual report. Each committee shall maintain a file of the same.

This agenda was approved unanimously. It was suggested by the external expert that all activities of the college should be route through IQAC and all meeting agendas and meetings should be sent to IQAC.

Agenda Item No.6

As of now committees are formed for a year, however for better working and results the committees required to formed for a period of five years (NAAC period). However, the convener of the committee may be changed on rotation basis from the same committee.

This agenda was approved *unanimously with a modification to create the committees for a period of three years.*

Agenda Item No.7

Creation of IPR Cell and Research Committee in the college

This agenda was approved *unanimously. The external expert also suggested to develop IPR Policy, Research Policy and Consultancy Policy. Moreover all faculties should contribute atleast 2 paper each year in UGC Care Journals. The paper which will be published by Scopus and WoS indexed journals, the college may pay the publication fees of the same. Some members suggested to consider the peer review journals too.*

Agenda Item No.8

Need for development of SOP for each committee. It will be developed by the current committee in consultation with the Principal/chairperson IQAC and Coordinator IQAC.

This agenda was approved *unanimously. The External member of IQAC will help the college to prepare SOP of all committees.*

Agenda Item No.9

Induction any high achiever or well placed Alumni to IQAC as student member.

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This agenda was approved *unanimously.*

Agenda Item No.10

Each department required conduct at least two meeting per semester. And the record will be maintained by the HOD in a register. The department may conduct more meeting as per the requirement of the department.

This agenda was approved *unanimously. The external member also suggested the departments to work on the Plan-Do-Check-Act method for better outcome.*

Agenda Item No.11

At least 1 copies of each book authored by the faculty member of the college may be donated to the library.

This agenda was approved *unanimously. The members of the committee also suggested to develop a faculty publication area in the library.*

Agenda Item No. 12

Organization of Seminar/Workshop/Guest lecture (National/State level) per year by the departments.
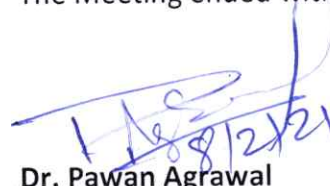
This agenda was approved *unanimously.*

Agenda Item No. 13

Preparation for Current NAAC Peer Team Visit.

The committee discussed about the upcoming visit of NAAC Peer Team on 22-23rd February.

The Meeting ended with vote of thanks.

Dr. Pawan Agrawal

Coordinator, IQAC

08.06.2021

Dr. Bhagwanjee Jha

Chairperson, IQAC

I/C Principal