

Minutes of IQAC First Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College, Tirora was held on **17/06/2013** at 1:00 PM in Room No. 4 under the Chairperson Dr. Mrityunjay Singh Principal of this College.

Following resolutions have been made in this meeting:

Agenda No. 1 : To confirm the composition of IQAC for the academic session 2013-14.

Resolution No. 1 : With the kind permission of chairperson Dr. Mrityunjay Singh Principal of the college, IQAC body for the academic session 2013-14 is framed. All the members have accepted the portfolio of IQAC as above.

Agenda No. 2 : To confirm the minutes of previous meeting of IQAC.

Resolution No. 2 : Resolved that the minutes of previous meeting of IQAC be confirmed unanimously.

Agenda No. 3 : Importance, Roles and functions were presented to new members of IQAC.

Resolution No. 3 : Resolved that it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments to work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis.

Agenda No. 4 : To review the overall academic plan and progress of the students.

Resolution No. 4 : It is resolved that as the curriculum of B.Sc is changed & it is according semester wise, academic calendar should be comprising both the facts semester pattern in B.Sc & yearly pattern in B.A. & B.com. Further it is decided that syllabus should be completed in due time & evaluation of students should be done by performing the unit tests & full test before the commencement of University Examination. Also it is resolved that concern subject teacher & exam in-charge will be declared the results in due time.

Agenda No. 5 : To form a Result analysis team to analyze the previous year results.

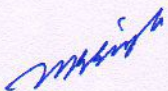
Resolution No. 5 : It is resolved that all the subject teachers will prepare teams for result analysis of University Examination Summer-2013 by quoting number of successful candidates placed in 1st, 2nd & 3rd division & overall passing percentage.

Agenda No. 6 : Submission of AQAR report for the academic session 2012-13.

Resolution No. 6 : Resolved that AQAR report of the academic session 2012-13 should be prepared by Mr. V. V. Gaikwad, Coordinator of IQAC 2012-13, as earliest as possible & placed before IQAC committee for detailed observation. Further also it is resolved that report should be uploaded on the NAAC website by 30 Sept, 2013.

Meeting was concluded with vote of thanks by coordinator Dr. S. D. Katre.


Co-Ordinator
IQAC
C.J. Patel College Tirora


PRINCIPAL
C. J. PATEL COLLEGE
TIRORA

Minutes of IQAC Second Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College Tirora was held on **11/07/2013** Thursday at 1.30PM in the Room No. 4 under the Chairperson Dr. Mrityunjay Singh, Principal of this College.

Following resolutions have been made in this meeting:

Agenda No. 1 : To re-constitute the standing committee for Mock Assessment Process needed for preparation of NAAC assessment.

Resolution No. 1 : It is resolved that a standing committee will be constituted to review the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college for preparation of NAAC assessment.

Agenda No. 2 : Organizing research related activities in the college such as workshop, seminar and guest lecture in the current academic session.

Resolution No. 2 : Resolved that Research Committee is set up to organize/supervise research related activities such as workshop, seminar and guest lecture in the current academic session, involving and benefitting both students and faculty.

Agenda No.3 : Working hours of the permanent faculty members of the college.

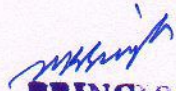
Resolution No.3: It is resolved that all the full time Professors of the Arts, Commerce & Science faculty have to follow the UGC guidelines regarding the working hours according to which daily 5 teaching hours and weekly 40 teaching hours are mandatory.

Agenda No.4 : Proposal regarding conducting the classes of Commerce faculty in the morning session.

Resolution No.4: It is resolved that as the Arts & Science faculties are already in the morning session and Science faculty got the sanction for additional non grant section, the available classrooms are engaged for theory and practical classes. Therefore, due to unavailability of sufficient classrooms, it is decided that the classes for Commerce faculty will continue in the afternoon session.

Meeting was concluded with vote of thanks by coordinator Dr. S. D. Katre.


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Minutes of IQAC Third Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College, Tirora was held on **18/02/2014** Tuesday at 1.00PM in the Room No. 4 under the Chairperson Dr. Mrityunjay Singh Principal of this College.

Following resolutions have been made in this meeting:

Agenda No. 1 :Submission of departmental report by all H.O.D.s to the IQAC.

Resolution No. 1 :It is resolved that professors of all the departments will submit the daily diary, attendance register, annual plan, departmental report etc. by this weekend.

Agenda No. 2 :Completion of annual academic activities of various departments.

Resolution No. 2 :The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyze the previous year results. Shortcomings of each department if any, is identified. It is resolved that Modular plans should be designed that were to be submitted by each teacher teaching all the departments. Different time slots are allotted to all the Departments wherein they are expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.

Agenda No.3 :Introduction of ICT in the classrooms.

Resolution No.3: Previous teaching-learning process is discussed and the chair agreed for introduction of ICT in the classrooms. It is recommended to finance and purchase committee to make special provisions of finance for purchasing relevant tools. It is decided to promote the use of e-learning resources among the faculty members. Therefore it is proposed to establish two smart rooms and well-furnished computer laboratories provided with internet facility.

Agenda No.4 :Report of programmes conducted by the college under NSS & NCC in current academic session.

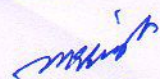
Resolution No.4: It is resolved that as decided in the meeting, new rooms should be allocated for NSS, NCC and so, the new areas were looked after. Also, information is given about number of students participated in NSS & NCC camps, tree plantation drive, Road safety programme, campus cleanliness etc.

Agenda No.5 :Measures to be taken for increasing the students result in the University examination.

Resolution No.5: It was resolved that as the percentage of passing students is very low, extra classes will be taken by the faculty members for the improvement of weak students. It is also decided to make provision for the internal assessment of students of B.Com., B.A., B. Sc. and M.A. (Hindi) courses. It is agreed that all departments will conduct Pre-university examination before University examination for yearly and semester pattern. The same format of university question paper and answer book will be followed to avoid the confusion among students and also it will ensured that there will be transparency in the evaluation of answer books of written test. All the concerned departments must show answer books to students in the classroom so that the students will be able to know their weakness in answering a question and helps them in scoring better marks in university examinations.

Meeting was concluded with vote of thanks by coordinator Dr. S. D. Katre.


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Minutes of IQAC Fourth Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College, Tirora was held on **29/04/2014** Tuesday at 1.30PM in the Room No. 4 under the Chairperson Dr. Mrityunjay Singh Principal of this College.

Following resolutions have been made in this meeting:

Agenda No. 1 :Minutes of previous meeting were confirmed.

Resolution No. 1 :Dr. S. D. Katre read the minutes of the previous IQAC meeting and presented the action taken report. It was unanimously approved by all the members.

Agenda No. 2 :Review of improvement in academic processes.

Resolution No. 2 :All the members discussed about the initiatives taken for improvement in academic processes. Every department made power-point presentation of their department's strengths, achievements, best practices and future plans.

Agenda No. 3 :Suggestions in student feedback system.

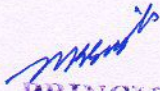
Resolution No. 3 : The existing student feedback system was discussed and changes in the form were suggested by the members.

Agenda No. 4 :Any other point with the permission of the Chairperson.

Resolution No. 4 :Inputs from Library staff was taken to find the gap between their existing knowledge and new technology updated. It is resolved to renew the subscription and membership of N-List to access e-learning resources like e-journal and e-books for the involvement of faculty in the use of e-learning resources in teaching-learning experience.

Meeting was concluded with vote of thanks by coordinator Dr. S. D. Katre.


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