Academic Year 2017-2018

Minutes Of IQAC First Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College Tirora was held on **19 /06/2017 Monday** at 12 noon 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 confirm the minutes of previous meeting of IQAC.

Resolution No. 1 : Resolved that the minutes of previous meeting of IQAC be confirmed unanimously.

Agenda No. 2 : Academic Calendar & Teaching Plan.

Resolution No. 2 : : It is resolved that as the curriculum of B.A. & B.Com. is changed & it is according semester wise, so **academic calendar** and **teaching plan** should be comprised both the facts that semester pattern in B.Sc., B.A. & B.Com. & yearly pattern in B.A. III & B.com III. Further it is decided that syllabus should be completed in due time by concerning faculty & 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. 3 :. Follow up of University Result analysis.

Resolution No. 3 : Resolved that all the subject teachers will prepare result analysis of University Examination Summer-2017 by quoting number of successful candidates placed in 1st , 2nd & 3rd division & overall passing percentage.

Agenda No. 4 : Change in NAAC accreditation Process.

Resolution No. 4 : As there is probability of drastic change in phenomenon of NAAC accreditation process which will be published in July2017, so it is decided to wait for that process.

Agenda No. 5 : Student support progression activities.

Resolution No. 5 : : It is resolved that there is need of Student support progression activities to compete at their higher level studies and in future. So it is necessary to start some programs in that direction.

Agenda No. 6 : Submission of AQAR

Resolution No. 6 : Resolved that AQAR report of the academic session 2016-17 should be prepared by Mr. R.A. Maske, Coordinator of IQAC as earliest as possible & placed before IQAC committee for detailed observation.

Meeting was concluded with vote of thanks by coordinator Mr. R.A. Maske

Co-Ordinator
IQAC
C.J.Patel College Tirora

Principal
Chhotabhai Javerbhai Patel
Arts & Commerce 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 14 **/10/2017** Saturday 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 confirm the minutes of previous meeting of IQAC.

Resolution No.1: It is resolved that the minutes of previous meeting of IQAC be confirmed unanimously.

Agenda No.2: Promote research activity for faculty.

Resolution No.2: Resolved that teaching faculty to be promoted for research.

Agenda No.3: Banned on chewing tobacco products.

Resolution No.3: keeping in a view, severe danger effect of chewing tobacco products on health, it is resolved that banned on chewing/smoking tobacco products strictly in college premises.

Agenda No.4: 4. Soft skill development among students

Resolution No.4: It is resolved that importance should be given to value added courses so that soft skill would be developed among students.

Meeting was concluded with vote of thanks by coordinator Mr. R.A. Maske.

Co-Ordinator
IQAC
C.J.Patel College Tirora

Principal
Chhotabhai Javerbhai Patel
Arts & Commerce College,Tirora

Minutes Of IQAC Third Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College Tirora was held on **08/01/2018** Monday at 1.30 PM 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 confirm the minutes of previous meeting of IQAC.

Resolution No.1: Resolved that the minutes of previous meeting of IQAC be confirmed unanimously.

Agenda No.2: 2. Remedial classes for slow and advanced learners.

Resolution No.2: Resolved that subject teachers have to be identified slow and advanced learners on observing the university results and college test examination results and then accordingly they would be arranged the Remedial classes.

Agenda No.3: Conduction of test examinations and its result declaration.

Resolution No.3: To improve university results, it is resolved that test examinations on full syllabus to be scheduled in month March/April-2018 as usually. Necessary instructions will be issued to Examination Committee. Further it is decided that result would be declared in time and directed to teaching staff to solve the difficulties of slow learners.

Agenda No.4: Effective use of ICT in Teaching, Learning and Evaluation.

Resolution No.4: It is noticed that some of teachers uses ICT to some extent. Not only ICT Technology can help teachers to assess their student's learning but also their performance in the classroom. Use of ICT in assessment involves the **use** of digital devices to assist in the construction, delivery, storage or reporting of student assessment tasks, responses, grades or feedback. So unanimously resolved that use of ICT in Teaching, Learning and Evaluation to be made compulsory to all teachers on large scale.

Meeting was concluded with vote of thanks by coordinator Mr. R.A. Maske.

Co-Ordinator
IQAC
C.J.Patel College Tirora

Principal
Chhotabhai Javerbhai Patel
Arts & Commerce College, Tirora

Minutes Of IQAC Fourth Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College Tirora was held on **28/04/2018 Saturday** at 1.30 PM 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 confirm the minutes of previous meeting of IQAC.

Resolution No.1: Resolved that the minutes of previous meeting of IQAC be confirmed unanimously.

Agenda No.2: Discussion on Students' Feedback on teachers and teaching, learning and evaluation process.

Resolution No.2: Resolved that senior teachers in IQAC would observe feedback analysis report and then they will make comments/suggestions to improve drawbacks.

Agenda No.3: Submission of NAAC report as per new guidelines.

Resolution No.3: Resolved that **whole phenomenon** of submission of NAAC report as per new guidelines which includes IIQA and SSR would be discussed in the separate meeting with the all teaching and non-teaching staff.

Agenda No.4: Review of working of different committees framed for enrichment of quality education.

Resolution No.4: It is resolved that IQAC body would take follow-up by organising the meeting with the committees and make suggestions, if required.

Agenda No.5 Review of pre-semester test examinations and its result declaration.

Resolution No.5: To improve university results, It is resolved that results of pre-semester test examinations on full syllabus conducted in month of March/April 2018 will be proved milestone in improving the university results, as usually. Further it is decided that directed to teaching staff to solve the difficulties of slow learners by managing time at your level.

Agenda No. 6. Submission of AQAR report for the academic session 2017-18

Resolution No. 6 Resolved that AQAR report of the academic session 2017-18 should be prepared by Mr. R.A. Maske, Coordinator of IQAC as earliest as possible & placed before IQAC committee for detailed observation.

Meeting was concluded with vote of thanks by coordinator Mr. R.A. Maske.

Co-Ordinator
IQAC
C.J.Patel College Tirora

Principal
Chhotabhai Javerbhai Patel
Arts & Commerce College, Tirora