

ACADEMIC YEAR 2018-19

Minutes of IQAC First Meeting:

A meeting of Internal Quality Assurance Cell of Chhotabhai Javerbhai Patel Arts & Commerce College Tirora was held on 18/06/2018 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 : Minutes of previous meeting of IQAC of C.J.Patel College, Tirora held on 28/04/2018 Saturday at 1:30 PM is confirmed unanimously.

Agenda No. 2 : Academic Calendar & Teaching Plan.

Resolution No. 2 : It is resolved that as the curriculum of B.A.III & B.Com. III is changed & it is according to semester wise, so **academic calendar** and **teaching plan** should be focused on semester pattern in all B.Sc., B.A. & B.Com. 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-2018 by quoting number of successful candidates placed in 1st, 2nd & 3rd division & overall passing percentage.

Agenda No. 4: Follow up of preparation of SSR as per published new NAAC accreditation Process.

Resolution No. 4 : Resolved that follow up should be taken on **whole phenomenon** of submission of NAAC report as per new guidelines which includes IQAC and SSR with the criterion wise committees consisting teaching and non-teaching staff.

Agenda No. 5: Providing the information to backward Students (SC, ST, VJNT, OBC) regarding Scholarship and Other Benefits.

Resolution No. 5: It is found that most of the backward students did not know the information about the facilities regarding scholarship and other benefits. So it is decided that non-teaching staff will provide proper guidelines related these facts in the beginning of session during induction programme.

Agenda No. 6: Submission of AQAR of 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
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 **03/10/2018** Wednesday 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 first meeting of IQAC.

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

Agenda No. 2: Student support progression activities.

Resolution No. 2: It is resolved that there is need of some more programs 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.3: Promote research activity for faculty.

Resolution No.3: Resolved that teaching faculty to be promoted for research.

Agenda No.4: Banned on chewing tobacco products.

Resolution No.4: keeping in a view, severe danger effect of chewing tobacco products on health, it is resolved that strictly banned on chewing/smoking tobacco products in college premises.

Agenda No.5: Soft skill development among students

Resolution No.5: It is resolved that importance should be given to value added courses so that soft skill would be developed among students.

Agenda No.6: Conduction of test examinations and its result declaration.

Resolution No.6: To improve university results, it is resolved that test examinations on full syllabus to be scheduled in this month from 06/10/2018 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.

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


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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 **07/01/2019** 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 second 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: Optimum use of library & Sports.

Resolution No. 3: Keeping in a view that optimum use of library by teachers & students is a best knowledge gain process, it is resolved that librarian Ms. M.S. Barki will develop necessary awareness among students by visiting the classes. Also resolved that Prof. Anmol Gandhe will continuously organise sports for achieving physical fitness of students.

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

Resolution No.4: It is found that some of teachers uses ICT to less extent. ICT Technology can help teachers to assess student's learning and 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.



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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 **08/04/2019 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 third meeting of IQAC.

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

Agenda No.2: Discussion on Student's 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 concerned faculty to improve drawbacks.

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

Resolution No.3: Whole phenomenon of submission of NAAC report as per new guidelines consists of two parts as IIQA and SSR. Resolved that follow up on final preparation of SSR should be taken from constituted earlier criterion wise committees to prepare it as per new guidelines. IIQA is already submitted on 21/01/2019 and SSR would be submitted till end of April, 2019.

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 to be conducted in month of April 2019 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 2018-19

Resolution No. 6 Resolved that AQAR report of the academic session 2018-19 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.



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