

Principal
Dr. Sanjay M. Vakil

Gujarat Law Society's

Hon. Secretary
Devang Nanavati



H. A. College of Commerce

NAAC Re-accredited with CGPA 2.70 (Cycle-3)

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D. E. College Code - 37

Guj. Uni. Code - 025

Centre Code - 02

H.A. College of Commerce

Internal Quality Assurance Cell

2020-2021

Minutes of Meeting held on 23/06/2020

A meeting of members of IQAC was held on 23/06/2020 under the chairmanship of Prin. Dr. Sanjay Vakil in Room No- 02 at 2:00 pm The meeting was attended by following members:

Prin. Dr. Sanjay Vakil, Chairman IQAC
Dr. Anuradha Pagedar, Coordinator
Dr. Chetan Mewada, Member
Dr. Minakshi Verma, Member
Prof. Pankaj Raval, Member
Dr. Shubhra Nanavaty, Member
Dr. Jean Dsouza, Member
Ms. Upasana Vyas

Agenda of the meeting:

- 1) Discuss and plan the beginning of teaching work in online mode.
- 2) Preparation of timetable, academic calendar, and allocation of syllabus.
- 3) Review the admission process for the new entrants of the college.
- 4) Planning the process of evaluating the students.
- 5) Planning to conduct webinars on topics related to the subjects.

Discussion:

1) Discuss the beginning of teaching work in online mode:

The corona pandemic resulted in beginning with the teaching work in the online mode. In this discussion it was decided that the college would prepare the Channels on the M.S. Teams and the respective classes would be conducted. The responsibility of preparing the channels of S.Y. and T.Y. B. Com students of Gujarati and English medium was given to the administrative staff of the office of the college.

2) Preparation of timetable, academic calendar, and allocation of syllabus:

The timetable committee was entrusted with the job of preparing the timetable for conducting online classes. Dr. Jean Dsouza suggested that initially we should have only two lectures for each class to ensure attendance of the students. As the students may have to use their mobile data for class attendance if they are not connected to the Wi-Fi.

Prin. Dr. Vakil directed to prepare the academic calendar depending upon the further instructions from the Higher Education Department, Government of Gujarat, and Gujarat University. This duty was assigned to Dr. Anuradha Pagedar. The Head of the Departments were asked to submit the division of syllabus to be taught by the respective professors of the subject.

3) Review the admission process for the new entrants of the college:

The college follows centralized admission process by the Gujarat University. It was discussed in the meeting that when the merit list by the university is released there should be online verification of the documents and the IQAC d to have only 100 forms verification in different classrooms of the college to ensure social distancing and follow the Covid guidelines.

4) Planning the process of evaluating the students:

The pandemic raised certain challenges for Higher Education Institutions. One of them was, how to assess and evaluate the students of the college. It was unanimously decided that the internal examination of the college would be conducted online. Prof. Pankaj Raval was given the duty of availing options for the internal exams to be conducted online.

5) Planning to conduct webinars on topics related to the subjects:

Prin. Dr. Sanjay Vakil suggested to the IQAC to ensure that webinars be conducted for the students. It was decided to give the responsibility of conducting subject related webinars to the faculties of the college.

Members Present:

Prin. Dr. Sanjay Vakil, Chairman IQAC	S.M.V.
Dr. Anuradha Pagedar, Coordinator	Anup
Dr. Chetan Mewada, Member	Chetan Mewada
Dr. Minakshi Verma, Member	Minakshi Verma
Prof. Pankaj Raval, Member	Pankaj Raval
Dr. Shubhra Nanavaty, Member	Shubhendu
Dr. Jean Dsouza, Member	J.D.Souza
Ms Upasana Vyas	Upasana

S.M.V.

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Anup
Co-ordinator
IQAC
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