



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

Internal Quality Assurance Cell

Academic Year: 2021-2022

Meeting of IQAC In the first term

Date: 16/06/2021

A meeting of members of IQAC was held on 16/06/2021 under the chairmanship of Prln. Dr. Sanjay Vakil In Room No- 02 at 3:00 pm the meeting was attended by following members:

Prln. Dr. Sanjay Vakil, Chairman IQAC
Dr. Anuradha Pagedar, Coordinator
Dr. Chetan Mewada, Member
Dr. Minakshi Verma, Member
Prof. Pankaj Raval, Member
Prof. Shubhra Nanavaty, Member
Prof. H. B. Chaudhari
Ms. Upasana Vyas

Agenda of the meeting:

- 1) Discuss and plan the beginning of teaching work in hybrid 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 lectures of experts from academic fields.

Discussion:

1) Discuss and plan the beginning of teaching work in hybrid mode:

The institution began its academic year on 07/06/2021. The corona pandemic resulted in beginning with the teaching work in the online as well as offline mode. In this discussion it was decided that the students would attend classes on the Channels prepared on the M.S. Teams and the students present in respective classes would be taught simultaneously to ensure the desired level of delivery of the . The responsibility of preparing the channels of the newly admitted students of Gujarati and English medium was given to the administrative staff of the office of the college by the principal.

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 and offline classes. Prof. Nanavati suggested that initially we should have only two lectures for each class to ensure attendance of the students while maintaining the social distancing. As the students may have to use their mobile data for class attendance if they are not connected to the Wi-Fi the teaching was restricted to two lectures per day initially.

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. IQAC decided 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. It was unanimously decided that the internal examination of the college would be conducted online like in the year 2020-21. Prof. Pankaj Raval was given the duty of preparing plan, the timetable and conducting the internal exams online. The examination committee was directed by the principal to ascertain the collection of assignments of all subjects in consultation with the faculty members. The respective departmental heads were guided to submit their teaching plan to the timetable committee

5) Planning to conduct lectures of experts from academic field.


Prin. Dr. Sanjay Vakil suggested to the IQAC to ensure that webinars and guest lectures be conducted for the students. It was decided to give the responsibility of conducting subject related webinars/ lectures to the faculties of respective subjects.

Members Present:

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


Principal
H. A. College of Commerce
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Co-ordinator
IQAC
H. A. College of Commerce