

**INTERNAL QUALITY ASSURANCE CELL**  
**H. A. COLLEGE OF COMMERCE**

Minutes of Meeting (1) held on 19-06-2019


A meeting of members of IQAC was conducted at 2:30 p.m. under the chairmanship of Principal Dr. Sanjay Vakil in room no. 02. Coordinator Dr. Anuradha Pagedar welcomed all the members as it was the first meeting of academic year 2019-20.

Following members were present:


Prin. Dr. Sanjay Vakil	Dr. Anuradha Pagedar
Prof. Shubha Lagvankar	Dr. Jean D'Souza
Dr. Chetan Mewada	Prof. Pankaj Rawal

The minutes are as follows as per the agenda:

- 1.1 Review of college activities held during Academic Year 2018-19 and welcoming new members:
  - a. The Principal addressed the meeting and shared important achievements of the college during the year 2018-19 and Prof. Shubha Lagvankar read out the report on Student Progression in Higher Studies as a result of the Niswarth Children Foundation Scholarship. The college's senior faculty Prof. H. N. Patel retired in A.Y. 2018-19, and thus Prof. Pankaj Rawal, from the Dept. of Accountancy was instated as an IQAC member with a formal welcome.
- 1.2 Preparation of academic calendar, timetable, and allocation of syllabus:
  - a. The task of preparation of activities calendar for the college, based on Gujarat University's academic calendar, was given to Prof. Minakshi Verma. The timetable committee was also instructed to present the final classroom teaching timetable by July 1, 2019. The heads of the departments were asked to submit the topic allocations of respective subjects to the faculties belonging to those departments, by June 30, 2019.
- 1.3 Initiating value-added course and planning activities from July to August:
  - a. The college conducts a certificate course on entrepreneurship sponsored by the Niswarth Children Foundation. The names for experts in the field were discussed to be called as guest faculty for the same.
  - b. The college has a legacy of conducting certain activities yearly like guest lectures, blood donation camps, international yoga day, patriotic song competition, and selection of students for Cultural Youth Festival, between July-August. The dates for the same were finalised and the responsibilities were delegated.
- 1.4 Evaluation and assessment of the students:
  - a. The IQAC sought a suggestion from the examination committee members regarding changing the pattern of continuous evaluation of the students. Upon discussion with Prof. Lagvankar and Prof. Rawal of the examination committee, the IQAC members collectively decided to introduce weekly class tests based on multiple choice questions for the students.

  
Dr. Sanjay M. Vakil  
Chairperson, IQAC  
Principal  
H. A. College of Commerce  
Ahmedabad-380 006



  
Dr. Anuradha Pagedar  
Coordinator, IQAC  
Co-ordinator  
IQAC  
H. A. College of Commerce

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Minutes of Meeting (2) held on 07-10-2019


A meeting of members of IQAC was conducted at 3:00 p.m. under the chairmanship of Principal Dr Sanjay Vakil in room no. 02.

Following members were present:

Dr Sanjay M Vakil	Dr Anuradha Pagedar
Dr Jean D'Souza	Prof. Shubha Lagvankar
Dr Chetan Mewada	Prof. Pankaj Rawal
Miss Upasana Vyas (Administration Representative)	

The minutes are as follows as per the agenda:

- 2.1 Discussion about evaluation of internal marks of students
  - a. Upon completion of the internal exams of the college, the college has to submit internal marks to the university. The Principal and the examination committee reviewed the pattern for internal assessment based on weekly class tests/presentation seminars/project work. The date for submission of the result for preparing internal marks was decided to be November 14, 2019.
- 2.2 Planning for social outreach programme under the auspices of H. A. Gandhian Society
  - a. In order to sensitize students about social issues like illiteracy and poverty, the coordinator of IQAC, Dr Anuradha Pagedar, and the coordinator of H. A. Gandhian Society, Dr Jean D'Souza, shared the plan of conducting a week-long programme titled, 'Joy of Giving' during the second week of October 2019.
- 2.3 Elocution competition and workshop on gender sensitivity
  - a. The H. A. Elocution competition date was decided to be December 11, 2019 and a workshop on gender sensitization titled, 'Creating Self Image' was decided to be conducted on December 18, 2019. Upon deliberation, the team decided to call Dr Rebecca Sudan as an expert to conduct the workshop.

  
Dr Sanjay M Vakil

Chairperson, IQAC

Principal  
H. A. College of Commerce  
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Dr Anuradha Pagedar

Coordinator, IQAC

Co-ordinator  
IQAC  
H. A. College of Commerce



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Minutes of Meeting (3) held on 23-12-2019

A meeting of members of IQAC was conducted at 3.00 p.m. under the chairmanship of Principal Dr Sanjay Vakil in room no. 02. This meeting was also attended by faculty members, Prof. H. B. Choudhary and Prof. Vasava (Physical Education Director).

Following members were present:

Dr Sanjay M Vakil	Dr Anuradha Pagedar
Dr Jean D'Souza	Prof. Shubha Lagvankar
Dr Chetan Mewada	Prof. Pankaj Rawal

The minutes are as follows as per the agenda:

3.1 NSS Camp at Ropada village:

- a. The coordinator of NSS, Prof. H. B. Choudhary shared the detailed programme of the NSS Camp to be held at Ropada village. Prin. Dr Vakil suggested the names for Chief Guest of the inaugural function, and the IQAC made a valuable suggestion of having a focus on the 'Save Girl Child' and 'Drug Awareness' campaign.

3.2 Planning for the New Jersey City University (NJCU) team visit in January 2020:

- a. As part of the MOU between NJCU and H. A. Gandhian Society, a team of 17 students and 3 faculty members were to visit Ahmedabad, India, for Gandhi Inculturation Programme. The responsibility of logistics, stay of the guests, and planning of various visits was jointly given to Dr Anuradha Pagedar and Dr Jean D'Souza.

3.3 'Gyansatra'—the lecture series:

- a. Prof. Chetan Mewada, member, IQAC, suggested importance of having lectures by scholarly and eminent personalities on subjects other than commerce. Thus, a lecture series was formulated out of this suggestion, to be organised in the last week of January 2020.

3.4 Finalising the students for 'Patel Scholars Programme':

- a. The study-abroad Patel Scholars Programme is carried out since 2016-17. Selection has to be carried out by personal interviews. Dr Jean D'Souza suggested that the interviews of aspirants can be conducted during the NJCU team visit.

3.5 Celebration of International Women's Day:


- a. The IQAC coordinator suggested that instead of celebrating International Women's Day on March 8, in a 2-hour-long programme, the college should have a week-long observance of the same. Activities like group discussions on gender issues, essay competition, visit to the mahila police station in Vastrapur, Ahmedabad, were proposed to be conducted during that week. These activities would be aimed at ensuring maximum participation of the students.

  
Dr Sanjay M Vakil

Chairperson, IQAC

Principal  
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Dr Anuradha Pagedar

Coordinator, IQAC

Co-ordinator  
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