

H.A. College of Commerce

Internal Quality Assurance Cell

2020-2021

Minutes of Meeting held on 21/09/2020

A meeting of members of IQAC was held on 21/09/2020 under the chairmanship of Prin. Dr. Sanjay Vakil in Room No- 02. 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) Review of the IQAC meeting conducted on 23/06/2020 and the action taken.
- 2) Discuss the pattern for conducting internal examination and collecting the assignments from students.
- 3) Initiating the teaching of F.Y. B. Com students.
- 4) Planning the distribution of syllabus of all the subjects post consulting the respective departmental heads
- 5) Reconstituting of IQAC as Dr. Jean Dsouza has applied for voluntary retirement for perusing post-doctoral studies.
- 6) MOU in accordance with Rastriya Uchchatar Shiksha Abhiyan and allocating the grants.
- 7) To conduct a webinar on Gandhian thoughts and the New Higher Education Policy, 2020

Discussion:

1) Review of the IQAC meeting conducted on 23/06/2020 and the action taken.

The college began with online teaching work. the students attended the classes through their channels prepared on MS teams.

The timetable was prepared for the online classes and the institutional academic calendar is pending as it is dependant on guidelines from the Gujarat university.

Pro. Pankaj Raval prepared the SOP and teams of faculties and administrative staff for verification of the documents of the students of the incoming batch.

It was decided that the examination would be conducted in the online mode.

A Timetable for conducting webinars on various subjects of the syllabus was prepared as per the availability of the guest faculties of the subject.

2) Discuss the pattern for conducting internal examination and collecting assignments:

Prin Dr. Sanjay Vakil proposed to the examination committee to follow online mode for the examinations in wake of the rising Covid cases. For the assignments, students would come in-person in their allotted time for submission and the protocols for Covid prevention and precaution would be followed. Preparing small batches of the students was suggested and Dr. Minakshi Verma, Prof. Pankaj Raval and Prof. H.B. Choudhary were handed over the responsibility of conducting the same.

3) Initiating the teaching of F.Y. B. Com students:

The coordinator of timetable committee, Dr. M. R. Sonara presented the timetable prepared for beginning the classes of first year students. It was suggested by Dr. Anuradha Pagedar to conduct at least two lectures online and the have the online orientation program for the newly admitted students. The date for the same was decided in the meeting.

4) Planning the distribution of syllabus of all the subjects post consulting the respective departmental heads

The plan of distribution of syllabus presented by the respective subject heads was reviewed and it was decided to take the decision about the subjects of foundation course and soft skills after commencement of the online teaching of the new batch.

5) Reconstituting of IQAC member's Committee as Dr. Jean Dsouza has applied for voluntary retirement for perusing post-doctoral studies.

Dr. Jean D'Souza, member of the IQAC and steering committee coordinator for cycle 3 of accreditation applied for voluntary retirement for her post-doctoral studies at UK. Thus, the IQAC of the college required to be reconstituted with the new members.

6) Discussion of infrastructural development with the grant received from Rastriya Uchchatar Shiksha Abhiyan and allocating the grants:

The college was granted Rs. 2 crores by RUSA (Rastriya Uchchatar Shiksha Abhiyan). On 06/08/2020, the first part of the grant releasing letter was received. In this meeting the usage of funds released in the first phase was discussed. Dr. Chetan Mewada and Prof. P.C. Raval were assigned the responsibility of coordinating with the KCG.

7) To conduct a webinar on Gandhian thoughts and the New Higher Education Policy, 2020:

The dates for the webinar on Gandhian thoughts was decided to be 1st October, 2021 and for webinar on New Education Policy, 14th October, 2021. The keynote speakers for the same were decided.

Members Present: Meeting dated 21/09/2020

Prin. Dr. Sanjay Vakil, Chairman IQAC	S.M.V.
Dr. Anuradha Pagedar, Coordinator	Aug
Dr. Chetan Mewada, Member	Ch. H. P. an.
Dr. Minakshi Verma, Member	Minakshi Verma
Prof. Pankaj Raval, Member	Pankaj Raval
Dr. Shubhra Nanavaty, Member	Shubhridhi
Dr. Jean Dsouza, Member	JAD Souza
Ms Upasana Vyas	Upasana

S.M.V.

Principal

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Aug

Co-ordinator
IQAC

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