

# THE KNSBL ARTS AND COMMERCE COLLEGE, KHERALU

## Meeting & Resolution of IQAC – 2019-20


### 1<sup>st</sup> Meeting

Date: 25-06-2019

Minutes of the 1<sup>st</sup> Meeting of the IQAC Committee held at the Principal's Office on 25<sup>th</sup> June, 2019 at 11.30 AM under the Chairmanship of Principal.

### The Following Members were present in the meeting:

1. Prin. Dr. B.J. Chaudhari (Principal & Chairman of IQAC Committee)
2. Prof. Dr. B.H. Chaudhari (IQAC Coordinator)
3. Prof. K.B. Patel (Member)
4. Prof. Dr. K.D. Rathwa (Member)
5. Prof. Dr. R.K. Patel (Member)
6. Prof. Dr. V.M. Parmar (Member)
7. Prof. S.P. Prajapati (Member)
8. Prof. Dr. M.P. Vyas (Member)
9. Prof. Dr. Haresh Chaudhari (Member)
10. Shri Girish Kapadiya (Librarian)
11. Shri Jasmin Devi (Rep. from Admin Staff)
12. Shri Laljibhai Chaudhari (Rep. of Managing Committee)
13. Shri Nathubhai Soni (Rep. from Parents)

  
Principal  
The K.N.S.B.L. Arts &  
Commerce College  
Kheralu.

### Absent Members:

1. Miss Rishvaben Velani (Rep. from Girls Students)
2. Mr. Rahul Kansakiya (Rep. from Students)
3. Shri Haresh Brahmhatt (Rep. from Alumni)

### The following matters were taken up at the meeting and the resolution passed.

1. To welcome the newly appointed principal and chairperson of IQAC.
  - The IQAC Coordinator welcomed the newly appointed Principal Dr. B. J. Chaudhari and the new members appointed by the Principal. The Committee also warmly welcomed the new Coordinator of IQAC Dr. B. H. Chaudhari.
2. Review of the Earlier Meeting.
  - The coordinator read the minutes of earlier meeting and the minutes reviewed and passed by the members.
3. To review College Results in University Examinations.



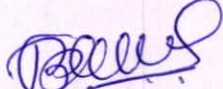
- The committee reviewed the University Exam results of Sem 2,4 and 6 presented by the principal and expressed satisfaction over it. The committee also gave valuable suggestions for improvement.
4. To review progress of the institution during last academic year 2018-19.
  - The IQAC reviewed the progress of institution during academic year 2018-19 and expressed satisfaction over the work done by the institution.
5. To organize various co-curricular, extracurricular activities for students.
  - The IQAC has decided to increase co-curricular & extracurricular activities for the overall development of the students. Committee also decided to promote departmental activities.
6. To prepare academic calendar of the institution.
  - The IQAC committee members decided to give responsibility of preparation of academic calendar to Prin. Dr.B J Chaudhari, Dr. B H Chaudhari, Dr. S P Prajapati and Dr. Hiralben Patel and also decided to complete the work in four days.
7. To organize students' orientation/Induction programme.
  - The committee discussed over it and decided to organize orientation / Induction programme in the first week of July 2019.
8. To discuss and prepare the time table for the year 2019-20.
  - The committee decided to prepare Time Table for the year 2019-20 and given responsibility to Dr.B H Chaudhari and Prof. S P Prajapati and after preparation the Time Table will be displayed on notice board and college website also.
9. To organize expert lectures.
  - The committee discussed and decided to organize expert and Guest lectures twice in a year in every department.
10. To discuss on celebration of birth Anniversary of poets, leaders and martyrs.
  - The committee discussed and resolved that every department will celebrate Birth Anniversary of famous poets, important leaders and martyrs of the national importance.
11. Any other matter with the permission of the chair.

\_\_\_None\_\_\_

The meeting dissolved with the vote of thanks by the Coordinator.

**Date : 25/06/2019**  
**Place: Kheralu College**



  
**Principal**  
**Principal**  
**The K.N.S.B.L. Arts & Commerce College**  
**Kheralu.**

# THE KNSBL ARTS AND COMMERCE COLLEGE, KHERALU

## Meeting & Resolution of IQAC – 2019-20


2<sup>nd</sup> Meeting

Date: 19-10-2019

Minutes of the 2<sup>nd</sup> Meeting of the IQAC Committee held at the Language Lab on 19<sup>th</sup> October, 2019 at 12.00 PM under the Chairmanship of Principal.

### The Following Members were present in the meeting:

1. Prin. Dr. B.J. Chaudhari (Principal & Chairman of IQAC Committee)
2. Prof. Dr. B.H. Chaudhari (IQAC Co-Ordinator)
3. Prof. K.B. Patel (Member)
4. Prof. Dr. K.D. Rathwa (Member)
5. Prof. Dr. R.K. Patel (Member)
6. Prof. Dr. V.M. Parmar (Member)
7. Prof. S.P. Prajapati (Member)
8. Prof. Dr. M.P. Vyas (Member)
9. Prof. Dr. Haresh Chaudhari (Member)
10. Shri Laljibhai Chaudhari (Rep. of Managing Committee)
11. Mr. Rahul Kansakiya (Rep. from Students)
12. Shri Haresh Brahmhatt (Rep. from Alumni)
13. Miss Rishvaben Velani (Rep. from Girls Students)

  
Principal  
The K.N.S.B.L. Arts &  
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Kheralu.

### Absent Members

1. Shri Girish Kapadiya (Librarian)
2. Shri Nathubhai Soni (Rep. from Parents)
3. Shri Jasmin Devi (Rep. from Admin Staff)

### The following matters were taken up at the meeting and the resolution passed.

1. To review the proceeding of the last meeting.
  - IQAC coordinator read the minutes of the last meeting and confirmed in the meeting.
2. To frame the library advisory committee.
  - The committee resolved to frame the library advisory committee for smooth functioning of library and facilitating the staff and students of college. The principal and the various subjects head are the members of the library advisory committee.
3. To update the book issue register for staff and students.
  - IQAC unanimously reached at the conclusion that the book issue registers for staff and students to get updated.
4. To have the attendance register in the library.



- IQAC committee decided to maintain the entry and exit register for the staff and students.
- 5. To place the order for new books and journals.
- The Committee decided to place order for new books, journals and magazine in library.
- 6. To review the functioning of the internal exam.
- IQAC committee reviewed the smooth functioning of the internal exam committee which is satisfactory. Further, it is decided that exam committee also conduct the university exam.
- 7. To organize the placement drives in the college.
- The IQAC committee has decided to call different companies in the college campus for the placement of the college students. This will reinforce the career advancement for the college students.
- 8. To start the vocational course in the college campus.
- The committee has decided to introduce the vocational courses to explore the horizon of rural area students with the medium of BAOU.
- 9. To encourage faculties to participate in the faculty development programs.
- Principal of the college suggested the faculties to participate in the faculty development programs for the career advancement and development. Furthermore, the principal also encourages faculties for the research work and decided to provide registration fees by the college Management. By this practice faculties can contribute in the field of research.
- 10. To discuss on MOU with other institutions.
- The Committee discussed and resolved that Institution will collaborate and made MOU with nearby Institution and the responsibility given to the Principal for necessary action.
- 11. To discuss about university youth Festival.
- The Committee discussed and resolved that every year our institution will actively take part in university level youth festival in different events and also resolved that more financial help will be provided to cultural committee.
- 12. To discuss and give responsibility for planning of Annual Prize distribution and Annual day Celebration.
- The committee resolved that cultural committee and sports committee will organize annual Prize distribution and annual day celebration programme in March 2019.
- 13. Any other matter with the permission of the chair.

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The meeting dissolved with the vote of thanks by the coordinator.

**Date: 19/10/2019**  
**Place: Kheralu College**

-2-

  
**Principal**  
**Principal**  
**The K.N.S.B.L. Arts & Commerce College**  
**Kheralu.**



# THE KNSBL ARTS AND COMMERCE COLLEGE, KHERALU

## Meeting & Resolution of IQAC – 2019-20


3<sup>rd</sup> Meeting

Date: 28-12-2019

Minutes of the 1<sup>st</sup> Meeting of the IQAC Committee held at the Principal's Office on 28<sup>th</sup> December, 2019 at 12.45 PM under the Chairmanship of Principal.

### The Following Members were present in the meeting :

1. Prin. Dr. B.J. Chaudhari (Principal & Chairman of IQAC Committee)
2. Prof. Dr. B.H. Chaudhari (IQAC Co-Ordinator)
3. Prof. K.B. Patel (Member)
4. Prof. Dr. K.D. Rathwa (Member)
5. Prof. Dr. R.K. Patel (Member)
6. Prof. Dr. V.M. Parmar (Member)
7. Prof. S.P. Prajapati (Member)
8. Prof. Dr. Haresh Chaudhari (Member)
9. Shri Girish Kapadiya (Librarian)
10. Shri Jasmin Devi (Rep. from Admin Staff)
11. Shri Laljibhai Chaudhari (Rep. of Managing Committee)
12. Mr. Rahul Kansakiya (Rep. from Students)

  
Principal  
The K.N.S.B.L. Arts  
Commerce College  
Kheralu.

### Absent Members:

1. Prof. Dr. M.P. Vyas (Member)
2. Shri Nathubhai Soni (Rep. from Parents)
3. Shri Haresh Brahmhatt (Rep. from Alumni)
4. Miss Rishvaben Velani (Rep. from Girls Students)

### The following matters were taken up at the meeting and the resolution passed.

1. To review the last meeting.
  - The coordinator read the minutes of earlier meeting and minutes were reviewed and passed by the members.
2. To discuss about online office software for admin office and online admission.
  - The IQAC committee has decided to use the online office software for admin work and also resolved that from next academic year all admissions of the institution will be made online. It will provide better transparency and smooth function to the admin staff.
3. To prepare the Questionnaire for getting feedback from students.



- The Committee resolved that feedback form link will be provided on college website and all teachers will encourage students to fill the feedback form online. The responsibility is given to shri Mahmmad Mansuri for further action.
- 4. To discuss the parents committee.
  - The committee resolved that parents meeting will be called and interact with them and in that meeting parents committee will be formed.
- 5. To discuss the functions of alumni association.
  - The committee decided to arrange alumni association meeting and interact with them so the students will get benefited the experience of past students and explore the opportunities in the competitive horizon.
- 4. To from the placement cell and prepare the students for how to face in interview / placement fair.
  - The committee decided to form Placement Cell in college and invite experts to give guidance on Interview techniques.
- 5. To discuss about the programme for women's empowerment.
  - The committee decided to ask CWDC to organize programme on women's empowerment.
- 6. To discuss about various, interclass competitions such as Rangoli, Poem-Recitation, Poster Making etc.
  - The committee decided to ask Saptadhara committees to organize various interclass competitions in the institution.
- 7. To organize Traffic awareness Programme.
  - The Committee decided to organize Traffic awareness programme and the responsibility is given to NCC officer.
- 8. To organize sports day in the institution.
  - The committee decided to organize sports day in the institution and responsibility is given to Shri Mehulbhai Jaysval and sports committee.
- 9. To organize an educational tour.
  - The committee decided to organize educational tour and responsibility is given to Tour Committee.
- 10. To celebrate various days such as Saree day, Black Day, White Day, Traditional Day, Dabba Day etc.
  - The committee decided to celebrate various days in the institution so students will actively take part in all days and responsibility is given to CWDC.
- 11. Any other matter with the permission of the chair.

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The meeting dissolved with the vote of thanks by the Coordinator.

**Date: 28/12/2019**

**Place: Kheralu**

  
Principal

Principal  
The K.N.S.B.L. Arts &  
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Kheraju.



# THE KNSBL ARTS AND COMMERCE COLLEGE, KHERALU

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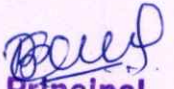
Date: 15-04-2020

### 4<sup>th</sup> Meeting

Minutes of the 1<sup>st</sup> Meeting of the IQAC Committee held at the Reading Room on 15<sup>th</sup> April, 2020 at 11.00 AM under the Chairmanship of Principal.

#### The Following Members were present in the meeting:

1. Prin. Dr. B.J. Chaudhari (Principal & Chairman of IQAC Committee)
2. Prof. Dr. B.H. Chaudhari (IQAC Co-Ordinator)
3. Prof. K.B. Patel (Member)
4. Prof. Dr. K.D. Rathwa (Member)
5. Prof. Dr. R.K. Patel (Member)
6. Prof. Dr. V.M. Parmar (Member)
7. Prof. S.P. Prajapati (Member)
8. Prof. Dr. M.P. Vyas (Member)
9. Shri Jasmin Devi (Rep. from Admin Staff)
10. Shri Laljibhai Chaudhari (Rep. of Managing Committee)
11. Shri Nathubhai Soni (Rep. from Parents)
12. Shri Haresh Brahmhatt (Rep. from Alumni)

  
Principal  
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Kheralu.

#### Absent Members

1. Prof. Dr. Haresh Chaudhari (Member)
2. Miss Rishvaben Velani (Rep. from Girls Students)
3. Mr. Rahul Kansakiya (Rep. from Students)
4. Shri Girish Kapadiya (Librarian)

#### The following matters were taken up at the meeting and the resolution passed.

1. To review and confirm the minutes of the last meeting.
  - The coordinator read the minutes of earlier meeting and the minutes reviewed and passed by the members.
2. To prepare academic calendar for the nest year 2020-21.
  - The Committee prepared and passed the academic calendar for the year-2020-21.
3. To discuss the online Admission Process for the nest academic year.



- The IQAC discussed and expressed satisfaction over preparation of online admission process and decided to follow in for next academic year as per rules and regulation of University and State Government.
- 4. To review the accounts of last year and prepare budget for the next year.
- The IQAC reviewed accounts of year 2019-20 and prepared budget of the institution for the next year 2020-21.
- 5. To organize Sports Events, NSS & NCC Events.
- The committee decided to aware and promotes the students and enhance the activities of NSS, NCC and Sport.
- 6. To organize Experts' Lectures.
- The committee decided to promote and enhance experts' lectures organizes by Departments.
- 7. MOUs with local industry and institution.
- The committee decided to sign more MOU with some Institution and Industries to enhance academic, research and placement activities.
- 8. To motivate PG students regarding NET/SLET examination.
- The committee decided to organize lecturer for NET/SLET coaching for M A students.
- 9. To analyze feedback received from stakeholder.
- The Committee decided to analyze the feedback received from different stakeholders and decided to give the responsibility of analysis process to Dr.Shtitalben Prajapati, Dr. Vinaykant Parmar and Shri Mahammad Mansuri.
- 10. Any other matter with the permission of the chair.

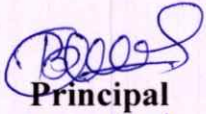
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The meeting dissolved with the vote of thanks by the Coordinator.

**Date: 15/04/2020**

**Place: Kheralu College**



  
**Principal**  
**Principal**  
**The K.N.S.B.L. Arts &**  
**Commerce College**  
**Kheralu.**