



**SHRI M. R. DESAI ARTS AND
SHRI E. E. LAHER KOSADIA COMMERCE COLLEGE,
CHIKHLI - 396 521, DIST. NAVSARI, GUJARAT STATE
POST BOX NO. 24**

Re Accredited 'B+' (2.75) Grade by NAAC
COLLEGE AFFILIATED TO THE V.N. S.G.UNI. SURAT
COLLEGE APPROVED UNDER SECTION 2 (F) OF THE UGC ACT
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☎ 02634 232360

GEN : 23 /2020 /2021

DATE : 17 / 6 /2020

IQAC Member Notice

Hereby we inform all IQAC members regarding the meeting that will be held on 19/06/2020. This meeting will convey the outline of the implementation guidance of digital teaching-learning amidst the COVID crisis, We will also to focus on Yoga, and Health awareness.

Agenda

The meeting is going to be held in college IQAC at 10:30 am. The minutes of the meeting on 19/06/20 were to be recorded and read on the following matters.

- Formation IQAC
- Yoga and Meditation activities.
- Health awareness Covid time.

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IQAC Coordinator

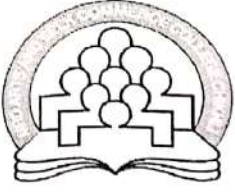
IQAC (Co-Ordinator)

M.R.D. Arts & E.E.L.K Kosadia
Commerce College, Chikhli

Prin. Dr. F. H. Desai

Principal

**M.R.D. Arts & E.E.L.K. Kosadia
Commerce College, Chikhli**



SHRI M. R. DESAI ARTS AND SHRI E. E. L. K. COMMERCE COLLEGE, CHIKHLI, NAVSARI, - 396521
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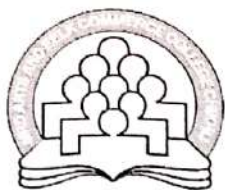
Minutes of Meeting

IQAC Committee organized a meeting on 19/06/2020 under the chairmanship of the principal. In this meeting 10 members were present. They all suggest various ideas for quality education and the conclusion of this meeting is as follows.

- To propose training for students and staff about International Yoga Day on the digital platform.
- To Create a new IQAC formation based on NAAC guidelines.
- Prepared new term academic Calander based on university academic Calander.
- Covid awareness for staff and students

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Action Taken Plan	Achievement
Celebrated International Yoga Day virtually through platforms like Google Meet	Through the practice of yoga, individuals learn to be present in the moment, cultivating mindfulness and self-awareness. yoga practices such as meditation and deep breathing can enhance mental clarity, concentration, and focus.
To create a new IQAC	Follow NAAC guidelines and implementation
To create college academic calendar-2020-21	Planning for Teaching-Learning, Examination, Cocurricular Activities, and Sports Activities.
Covid awareness for staff and students	By implementing these strategies, colleges can create a culture of Covid awareness and responsibility, empowering students, faculty, and staff to mitigate the spread of the virus and contribute to a safe learning environment.

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GEN : 79 /2020/2021

DATE : 4 / 8 /2020

IQAC Member Notice

Hereby we inform all IQAC members regarding the meeting that will be held on 07/08/2020. This meeting will convey the outline of the implementation guidance of digital Teaching- learning amidst the extension activities, orientation program for first-year students, and planning for examination of final semester students.

Agenda

The meeting is going to be held in college IQAC at 11:30 am. The minutes of the meeting on 07/08/20 were to be recorded and read on the following matters.

1. Introduction and Purpose of the Meeting
2. Implementation Strategies for Digital Learning
3. Extension Activities Planning
4. Orientation Program for First-Year Students
5. Planning for examination of final semester student
6. Further steps and follow-up action to be taken

NK Raik

IQAC Coordinator

IQAC (Co-Ordinator)

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Minutes of Meeting

On 07/08/2020, the IQAC Committee convened under the leadership of the principal, with the participation of 10 members. Throughout the meeting, attendees contributed diverse ideas aimed at enhancing the quality of education. The culmination of our discussions led to the following conclusions:

1. Introduction and Purpose of the Meeting:

- An overview was provided, emphasizing the objectives to strategize digital learning integration, plan extension activities, and organize an effective orientation program for first-year students.

2. Implementation Strategies for Digital Learning:

- Explored various digital learning platforms and tools suitable for remote education.
- Discussed methods to create engaging content and address challenges such as technology access and educator training.

3. Extension Activities Planning:

- Online mode Covid-19 related competition.
- Mentoring online Workshop on the theme of Covid-19 and health awareness.

4. Orientation Program for First-Year Students

5. Final Semester Students Examination:

- Discussed the modalities and arrangements for conducting final semester examinations, considering both online and offline options.
- Addressed concerns regarding fairness, integrity, and accessibility in examination procedures.

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Action Taken Plan	Achievement
Digital Learning Implementation Guidance	<ul style="list-style-type: none">Identified and selected suitable digital learning platforms, providing educators with effective tools for remote education.Successfully created interactive and engaging digital learning materials to enhance student participation and understanding.
Extension Activities Planning	<ul style="list-style-type: none">Proposed a comprehensive list of extension activities aligned with the academic curriculum, promoting holistic development among students.Established subcommittees for each extension activity, ensuring organized planning and execution under dedicated team leaders.Regular progress reports facilitated efficient tracking of activities, ensuring timely completion and adherence to objectives.
Orientation Programs for First-Year and Final Semester Students	Conducted orientation sessions smoothly, providing essential information and resources to facilitate students' transition and preparation for their academic journey.
Guidelines and protocols for online examinations are communicated to both students	<ul style="list-style-type: none">Finalized the examination schedule and modalities, providing clarity and guidance to students and faculty.Successfully set up necessary infrastructure for online examinations, ensuring security and integrity in the assessment process.Communicated guidelines and protocols effectively, preparing students and faculty for a seamless examination experience.

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GEN : 112 /2020/20 21

DATE : 23 /11 /2020

IQAC Member Notice

Hereby we inform all IQAC members regarding the meeting that will be held on 27/11/2020. This meeting will convey the outline of the implementation guidance for physical distance mode teaching-learning, extension activities, and sports activities during COVID-19 times.

Agenda

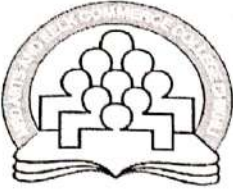
A meeting was held in college under IQAC at 10:30 am in the Internal Quality Assurance Cell. the minutes of the meeting on 07/08/20 were read and the following matters were discussed by the IQAC coordinator which was passed unanimously.

1. Introduction and purpose of the meeting
2. Implementation guidance for physical distance mode learning
3. Planning extension activities
4. Sports activities planning in covid-19 time
5. Further steps and follow-up action to be taken

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Minutes of Meeting

IQAC Committee organized a meeting on 27/11/2020 under the chairmanship of the principal. In this meeting 09 members were present. They all suggest various ideas for quality education and the conclusion of this meeting is as follows.

1. Introduction and Purpose of the Meeting:

- The chair introduced the meeting, emphasizing the need to adapt to physical distance mode learning and plan extension and sports activities considering COVID-19 safety measures.

2. Implementation Guidance for Physical Distance Mode Learning:

- Explored strategies for delivering education remotely while maintaining physical distance.
- Discussed the use of online platforms, prerecorded lectures, and virtual classrooms.

3. Planning Extension Activities:

- Identified opportunities for extension activities that can be conducted while adhering to COVID-19 safety guidelines.
- Discussed potential themes such as virtual workshops, online competitions, and community outreach programs.
- Emphasized the importance of maintaining student engagement and promoting personal development despite physical distancing measures.

4. Sports Activities Planning in Covid-19 Times:

- Explored ways to conduct sports activities safely, considering physical distancing and hygiene protocols.
- Discussed the feasibility of virtual sports competitions, individual training programs, and outdoor activities with limited participants.
- Addressed concerns regarding equipment sanitization, venue availability, and student participation.

NK Raik

IQAC Coordinator

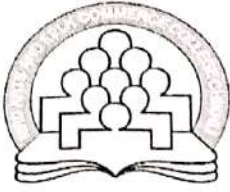
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Action Taken Plan	Achievement
Implementation Guidance for Physical Distance Mode Learning	<ul style="list-style-type: none">Identified and implemented suitable online platforms for remote education, ensuring accessibility and user-friendliness for both faculty and students.Faculty members successfully developed and delivered course materials compatible with virtual learning environments, facilitating effective teaching and learning experiences.Student support services provided timely technical assistance and guidance, ensuring students could access and navigate online learning platforms effectively.
Planning Extension Activities	<ul style="list-style-type: none">Subcommittees effectively planned and executed extension activities, fostering student engagement and community involvement while adhering to safety protocols.
Sports Activities Planning in Covid-19 Times	Developed and implemented plans for conducting sports activities safely, considering physical distancing and hygiene protocols, enabling students to maintain physical fitness and well-being.

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GEN : 156/2020/2021

DATE : 18/02/2021

IQAC Member Notice


Hereby we inform all IQAC members regarding the meeting that will be held on 22/02/2021. This meeting will convey the outline of the implementation guidance for research and faculty development activities.

Agenda

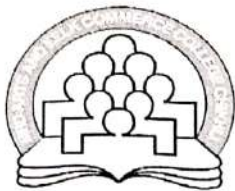
A meeting was held in college on under IQAC at 12:30 PM in the Internal Quality Assurance Cell. the minutes of the meeting on 22/02/21 were read and the following matters were discussed by the IQAC coordinator which was passed unanimously.

1. Introduction and Purpose of the Meeting
2. Research Activities Implementation Guidance
3. Faculty Development Activities Planning

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Minutes of Meeting

IQAC Committee organized a meeting on 22/02/2021 under the chairmanship of the principal. In this meeting 09 members were present. They all suggest various ideas for quality education and the conclusion of this meeting is as follows.

1. Introduction and Purpose of the Meeting:

- The chair introduced the meeting, highlighting the importance of fostering a culture of research and continuous faculty development within the institution.

2. Research Activities Implementation Guidance:

- Explored strategies for promoting and supporting research initiatives among faculty members.
- Discussed funding opportunities, research collaborations, and publication strategies.
- Addressed challenges such as research ethics, data management, and intellectual property rights.

3. Faculty Development Activities Planning:

- Identified areas for faculty development such as teaching methodologies, technology integration, and pedagogical innovations.
- Discussed workshops, seminars, and training programs to enhance faculty skills and expertise.
- Emphasized the importance of mentorship and peer learning in faculty development initiatives.

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Action Taken Plan	Achievement
Develop guidelines and procedures for research ethics, data management, and intellectual property rights. Research committee to collaborate with legal and ethics departments.	<ul style="list-style-type: none">Establishment of a dedicated research committee facilitated the promotion and support of research initiatives across disciplines within the institution.The creation of a centralized platform for disseminating information on funding opportunities, research collaborations, and publication strategies enhanced accessibility and awareness among faculty members.Guidelines and procedures for research ethics, data management, and intellectual property rights were developed, ensuring adherence to ethical standards and legal regulations in research activities.
Conduct a needs assessment survey among faculty members to identify areas for development	<ul style="list-style-type: none">Conducting a needs assessment survey among faculty members identified specific areas for development, enabling tailored faculty development programs.
Designate a liaison officer within each department to facilitate communication and coordination between the research committee, faculty development committee, and relevant stakeholders.	Designating liaison officers within each department facilitated effective communication and coordination between committees and relevant stakeholders, ensuring alignment of goals and activities.
Develop evaluation criteria to assess the effectiveness of research activities and faculty development programs. Research and faculty development committees to collaborate on defining metrics.	Development of evaluation criteria and feedback mechanisms allowed for the assessment of the effectiveness and impact of research activities and faculty development programs, enabling continuous improvement and refinement.

Nk Jain
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