



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.

IQAC

MINUTES OF THE MEETING HELD ON

16th June 2018 – 10.30 AM

At,

Board Room

Agenda for the meeting:-

- Members greeting for the new academic year
- To plan and devise a programme that leads to adding distinctiveness to the graduates.
- To plan the co-curricular and extra-curricular activities during one week in each semester as a college fest.
- To roll out additional free certificate courses for girls to enhance their personality and enrich them with varied skills.
- Formation of various committees and cells for easy compliances and smooth functioning of the institute.

Attendance of Members for the meeting: -

MEMBER NAME	MEMBER NAME
Mr. C. R. Shah (Trustee)	Mr. Amit Khimasia
Mr. Bhartesh Shah (Trustee)	Mr. Niral Shah
Mrs. Snehal Kotak Palan (I/c Principal & IQAC Chairperson)	Mr. Ashok Shah
Mrs. Sandra Moss (I/c Vice-Principal & Co-coordinator of IQAC)	Mr. Nitesh Kotecha
Prof. Khushboo Malde	Prof. Krupa Trivedi (Alumni)
Prof. Sneha Sumaria	Mr. Prashen Galaiya (Student)
Prof. Poorvee Malde	



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.

MINUTES:-

- Chairperson: -
 - Mrs. Snehal Kotak Palan (I/c Principal & IQAC Chairperson) was elected as Chairperson of the meeting unanimously. She took the chair and welcomed all the members.
- Greeting for the new academic year: -
 - The chairperson starts the meeting with formal greeting address followed by sharing her views on the committee, its objectives and challenges.
- Propose to plan and devise a programme that leads to adding distinctiveness to the graduates.
 - The chairperson introduced the meeting by voicing her opinion about the meritorious students still preferred to go out of Jamnagar to pursue higher studies. Her primary concern being that despite our best efforts to provide quality education students still preferred to migrate to metro cities for education.

The program that adds distinctiveness over and above the graduation degree will lead to higher employability skills and an edge over others.

 - The chairperson had asked the views from the members with regards to suggest ideas to devise some such program for the academic year.
 - **RESOLVED that,** College will introduce some course to create competitive edge over the students which will help them outshine the crowd. The follow-up work was assigned to I/c Principal to see how to work it out.
- Propose to plan the co-curricular and extra-curricular activities during one week in each semester as a college fest.
 - The chairperson voiced her apprehension of the commotion created in the academics due to various co-curricular and extra-curricular activities conducted across the year. However these are the unique selling proposition of the institute thus the need of the hour was to find other way out without compromising on either.
 - After discussion, all the members accepted the same.
- Propose to roll out additional free certificate courses for girls to enhance their personality and enrich them with varied skills.

The chairperson happily announced the overwhelming response to the free certificate courses for girls and thus welcomed the ideas of other workshops that can be incorporated for this academic year.



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.

- Propose to form various committees and cells for easy compliances and smooth functioning of the institute.
 - In order to adhere to certain prerequisites of NAAC and also for overall management of the institution it was imperative to form various committees and cells.
 - **RESOLVED that,** the necessary committees and cells will be framed and the responsibilities will be handed over. The follow- up work was assigned to I/c Principal to see how to work it out.
- VOTE OF THANKS:
 - As there was no other business to be transacted the meeting came to an end with a vote of thanks to the chair. The tentative month for the next meeting was announced as November 2018.

(CHAIRPERSON)



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.

MINUTES OF THE MEETING HELD ON
24th November 2018 – 10.30 AM
At,
Board Room

Agenda for the meeting:-

- Members greeting for the new academic semester
- Review of the initiatives taken at the beginning of the academic year
- To plan innovative activities for Jazbaa season 2 for the new academic semester
- To add topics to be covered to EAGLeS programme for making it all extensive

Attendance of Members for the meeting: -

MEMBER NAME	MEMBER NAME
Mr. C. R. Shah (Trustee)	Mr. Amit Khimasia
Mr. Bhartesh Shah (Trustee)	Mr. Niraj Shah
Mrs. Snehal Kotak Palan (I/c Principal & IQAC Chairperson)	Mr. Nitesh Kotecha
Mrs. Sandra Moss (I/c Vice-Principal & Co-coordinator of IQAC)	Mr. Ajay Vadhar (Alumni)
Prof. Khushboo Malde	Prof. Krupa Trivedi (Alumni)
Prof. Sneha Sumaria	Mr. Prashen Galaiya (Student)
Prof. Poorvee Malde	Mr. Harsh Bhuva (Student)

MINUTES:-

- CHAIRPERSON: -
 - Mrs. Snehal Kotak Palan (I/c Principal & IQAC Chairperson) was elected as Chairperson of the meeting unanimously. She took the chair and welcomed all the members.
- Greeting for the semester: -
 - The chairperson starts the meeting with formal greeting address for the new academic semester followed by informing the committee with the agenda of the meeting.



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.

- Review of the initiatives taken at the beginning of the academic year
 - The chairperson invited suggestions from the members to review the initiatives taken at the beginning. The response of the students for EAGLeS Program and free certificate courses. The values added and challenges faced. The discussions on the Jazbaa week were also taken up.
- To plan innovative activities for Jazbaa season 2 for the new academic semester
 - Jazbaa season 1 filled the GHG DDN campus with fervor and gaiety, with pomp and celebrations, with competitions and contests. To maintain the same vibes and environs the team is all geared up to come up with exciting competitions.
- To add topics to be covered to EAGLeS programme for making it all extensive
 - EAGLeS Eagles played an instrumental role in developing the skills and efficiency of under grads. Due to the successful planning and matriculation students were the beneficiaries of a unique course. The Chairperson invited suggestion from the members to share the views on topics that can be added to make the course more adept to the changing environments.
- VOTE OF THANKS:
 - As there was no other business to be transacted the meeting came to an end with a vote of thanks to the chair.

(CHAIRPERSON)



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda BBA College.

IQAC

ACTION TAKEN REPORT FOR AY-2018-19

Sr. No.	For Whom	Plan Of action	Outcome achieved
1.	For Students	Introduced a unique all extensive skill based Eagles programme	Students were benefitted out of well-planned and designed Eagles programme
2.	For Students	Organised Jazbaa a one week college festival	To avoid the disturbances in the academic calendar the activities were successfully scheduled during a week and the initiative received an overwhelming response.
3.	For Students	A number of activities were planned under the different clubs of the college for the students	<p>(1) A host of activities, workshop & seminars were conducted by each club of the college. College conducted workshops related with career guidance, case-study workshop, entrepreneurship orientation programme, etc., wherein they got an opportunity to exhibit their talent.</p> <p>(2) Students got an opportunity to represent the college for intercollege activities at National level.</p> <p>(3) Students brought laurels for themselves and the college</p>
4.	For Faculty	<p>(1) Faculty encouraged to use one new method of teaching</p> <p>(2) All faculty members to work on publication of Research papers</p> <p>(3) All faculty members to write reviews on articles.</p>	<p>(1) New teaching method was adopted.</p> <p>(2) Introduced new ways of Assessment for internal Exams.</p> <p>(1) Research papers were prepared.</p> <p>(1) Reviews were submitted.</p>