



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

IQAC

MINUTES OF THE MEETING HELD ON

3rd June 2017 – 10.30 AM

At,

Board Room

Agenda for the meeting:-

- Members greeting for the new academic year
- Strategies to attract more girl student for the coming academic year.
- Plan to schedule multiple activities, seminars and workshop throughout the academic year.
- Alumni Meet

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. Nitesh Kotecha
Mrs. Sandra Moss (I/c Vice-Principal & Co-coordinator of IQAC)	Prof. Krupa Trivedi (Alumni)
Prof. Khushboo Malde	Mr. Prashen Galaiya (Student)
Prof. Sneha Sumaria	
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 draft the strategies to attract more girl student for the academic year :
 - The chairperson introduced the meeting by voicing her opinion about the less turn out of Girls joining our College, and also added that 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. As for the Girls – they are a little hesitant to join a co-education college.
 - The chairperson had asked the views from the members with regards to suggest ideas to attract more girl student for the academic year.
 - Upon asking, Prof. Khushboo Malde has expressed her views & suggested that we introduce some courses in order to attract the girl students to our college. The suggestion was welcomed by all, and it was decided to introduce the same in the coming academic year. How to go about with the course was left to I/c Principal and the staff to see.
 - **RESOLVED that,** College will introduce some courses or offer some attraction to the girl student to increase the number of girls in the college. The follow-up work was assigned to I/c Principal to see how to work it out.
- Plan to schedule multiple activities, seminars and workshop for the benefit of students throughout the year :
 - The chairperson has shown the proposed plan of various activities, seminars and workshop submitted by respective club-in-charge person and asked the views / suggestions from the members.
 - After discussion, all the members accepted the same.
 - **RESOLVED that,** College will adhere to plan of various activities, seminars and workshop submitted by the respective club-in-charge and will arrange to schedule the same in due-course.



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- Alumni Meet :
 - The chairperson has announced the urgent need to organize an Alumni Meet.
 - After the primary discussion, the in-depth discussion of the same was deferred for the next meeting.

- 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 2017.

(CHAIRPERSON)



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**MINUTES OF THE MEETING HELD ON
18th November 2017 – 10.30 AM
At,
Board Room**

Agenda for the meeting:-

- Members greeting for the new academic semester
- Propose to Plan an Alumni Meet

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. 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	

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 coming semester followed by informing the committee with regards to certificate courses introduced for girl-students.



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- Propose to conduct Alumni Meet –
 - The chairperson chalked out the primary discussion done in the previous meeting regarding Alumni meet to be conducted. Further, she called out for suggestions.
 - It was suggested by Shri Ajay Vadhar, that we first have a few preliminary meetings with the alumni from each academic year and with their willingness, entrust them with the work of contacting their batch-mates.
 - The next point discussed was how to attract the students to the alumni meet, i.e. what to do to engage them. It was decided unanimously to have DJ show, engage an RJ, conduct some games and dinner.
 - The task of assigning the work of contacting the Alumni and to get the estimates for the show was given to I/c Principal.
 - **RESOLVED that,**
 - 1) College will organize an “Alumni Meet” for all ex-students on larger scale by hiring professional services from DJ and/or RJ. The road-map and execution plan for the same was entrusted to I/c Principal.
 - 2) The primary meeting will be conducted with the Alumni Association on 25th November 2017 for the discussion of further course-of-action.
- 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)



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IQAC

ACTION TAKEN REPORT FOR AY-2017-18

Sr. No.	For Whom	Plan Of action	Outcome achieved
1.	For Students	To start Free certificate course for Girls	(1) The 8 courses for the girls of the college were well attended
2.	For Students	Plan an Alumni Meet	(1) College has organized Alumni Meet on 23 rd December 2017 which was attended by majority of the Alumni
3.	For Students	A number of activities were planned under the different clubs of the college for the students	(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.
			(2) Students got an opportunity to represent the college for intercollege activities at National level.
			(3) Students brought laurels for themselves and the college
4.	For Faculty	(1) Faculty encouraged to use one new method of teaching	(1) New teaching method was adopted.
		(2) All faculty members to work on publication of Research papers	(2) Introduced new ways of Assessment for internal Exams.
		(3) All faculty members to write reviews on articles.	(1) Research papers were prepared.
			(1) Reviews were submitted.