



Shri G.H.G. Commerce & Shri D.D.N. BBA College

IQAC

MINUTES OF THE MEETING HELD ON 12th June 2016 – 10.30 AM At, Board Room

Agenda for the meeting:-

- Members greeting for the new academic year
- Propose to introduce professional Study Centre for Company Secretary(CS) course collaborated with ICSI

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)	Prof. Poorvee Malde (Alumni)
Mrs. Sandra Moss (I/c Vice-Principal & Co-coordinator of IQAC)	Prof. Krupa Trivedi (Alumni)
Prof. Khushboo Malde	Mr. Darshan Punjani (Student)
Prof. Sneha Sumaria	

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.



Shri G.H.G. Commerce & Shri D.D.N. BBA College

- GREETING FOR THE YEAR: -.
 - The chairperson starts the meeting with the formal greeting address followed by the sharing of her views on the committee, its objectives and challenges.
- Propose to introduce professional Study Centre for Company Secretary(CS) course collaborated with ICSI:
 - The chairperson had asked the views from the members with regards to starting CS course in the college, for which advertisement in the form of banners had already been given.
 - Upon asking, Prof. Khushboo Malde has expressed her views to create awareness among the public about the importance of the course along with its bright future, which was duly discussed in detail and afterwards it was accepted by all the members along with chairperson.
 - **RESOLVED that.** College will introduce the professional Study Centre for Company Secretary (CS) course collaborated with ICSI during the upcoming parents meet which is being scheduled on 19th June 2016
 - **FURTHER RESOLVED THAT,** to make it more effective it was decided to get some experienced resource persons from Rajkot chapter of ICSI who could offer personal counselling to the students and could answer all queries by the parents. Furthermore, It was also decided that the Rajkot Office send some pamphlets to be distributed during the Meet.
- 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)