



Shri Gosar Hansraj Gosrani Commerce & Shri D. D. Nagda 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. Niraj 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.



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- GREETING FOR THE YEAR: -.
 - The chairperson starts that meeting with the formal greeting address followed by the sharing 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 been given.
 - Upon asking, Prof. Sneha Sumaria 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 detailed 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)



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MINUTES OF THE MEETING HELD ON
17th April 2017 – 10.30 AM
At,
Board Room

Agenda for the meeting:-

- Propose to upgrade teaching methodology
- Propose to suggest smooth execution of club activities.

Attendance of Members for the meeting: -

MEMBER NAME	MEMBER NAME
Mr. Bhartesh Shah (Trustee)	Mr. Amit Khimasia
Mrs. Snehal Kotak Palan (I/c Principal & IQAC Chairperson)	Mr. Niral Shah
Mrs. Sandra Moss (I/c Vice-Principal & Co-coordinator of IQAC)	Prof. Poorvee Malde (Alumni)
Prof. Khushboo Malde	Prof. Krupa Trivedi (Alumni)
Prof. Sneha Sumaria	Mr. Darshan Punjani (Student)
Mr. Snehal Gohel (Industrialist)	Ms. Nishee Gosrani (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.
- Propose to upgrade teaching methodology -
 - The chairperson started the meeting by expressing her concern for the need to upgrade the teaching pattern. She very categorically stated that the faculty members of the college have been taking steps to enhance teaching methodology year after year. However, core-efforts should have been centralized for taking the same to the "Next-Level" as per the global standards.
 - The chairperson had asked the views from the members with regards to the enhancement of teaching methodology.



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

- Upon asking, Mr. Snehal Gohel (Industrialist) has expressed his views to develop teaching methodology which have more practical aspect and thereby, make the student "Job-Ready" or "Self-Made-Entrepreneur", as the case may be.
- **RESOLVED that,** each faculty member will introduce two (2) innovative techniques with regards to his/her respective subject with a motive to centralized core-efforts in enhancement of teaching methodology.
- Propose to suggest smooth execution of club activities -
 - The chairperson had asked the views from the members with regards smooth execution of club activities.
 - Upon asking, Prof. Khushboo Malde expressed her views that the college conducts a variety of well-chosen and well formulated activities. However, due to the paucity of time sometimes all the planned activities cannot be conducted. Moreover, students' participation was decreasing, as the activities were conducted during the last two lectures. The same was discussed in detail by all the members.
 - **RESOLVED THAT,** the college will conduct activities on Saturdays after two lectures. So, students and faculties both would be free to participate and to conduct it well.
 - **RESOLVED FURTHER THAT,** college will limit the number of activities conducted by each club and to conduct all club activities on Saturdays only. The same has been seconded by all especially the student representatives
- 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-2016-17

Particulars	Action Taken
To introduce CS	<ul style="list-style-type: none">• Conducted a seminar for Parents and students along with Chairperson CS Poorvee Dave of Chapter Office Rajkot and the CS counsellor for Jamnagar CS Nandish Dave.• Nearly 200 students attended the seminar. and Eight students registered for the CS course.
Upgrading Teaching Methodology	<ul style="list-style-type: none">• Each faculty member tried to use different methods of teaching in their respective subjects.
Extra-curricular Activities	<ul style="list-style-type: none">• It was decided that in the coming year 2017 all activities would be conducted on Saturdays after the second lecture.• It proved to be good and the faculty and the students were free to participate wholeheartedly in the events.
Limit the number of activities	<ul style="list-style-type: none">• To limit the activities was a good stand as each club had enough time to plan and prepare for the activity.• So the activities of each club in 2017-18 was limited to four to five activities except Arts and Cultural Club and NSS which had to conduct activities assigned by the university or the NSS Head Office.