

## IQAC Minutes of Meeting

**Time: 11:00 AM**

**Date: 17/09/2018**

**Venue: IQAC Room**

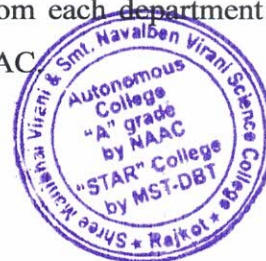
- Review of previous meeting dated 01.06.2018 has been done and it was found that every agenda has been complied.
- It was suggested to review UGC guidelines and note down changes made in the guidelines and date of formation of IQAC introduction.
- To form group of 3 Head of the Departments as a overall coordinator for Academic & Administrative committee.
- Following annual timeline for Data collection, report preparation and auditing.

S.N.	Activity	Timeline
1	Distributes form to departments to fill details	July
2	Perform 1 <sup>st</sup> internal assessment at department level and prepare common report of 4-5 pages	August
3	Perform internal audit	September
4	Perform 2 <sup>nd</sup> departmental assessment	October
5	Invite external auditors	December

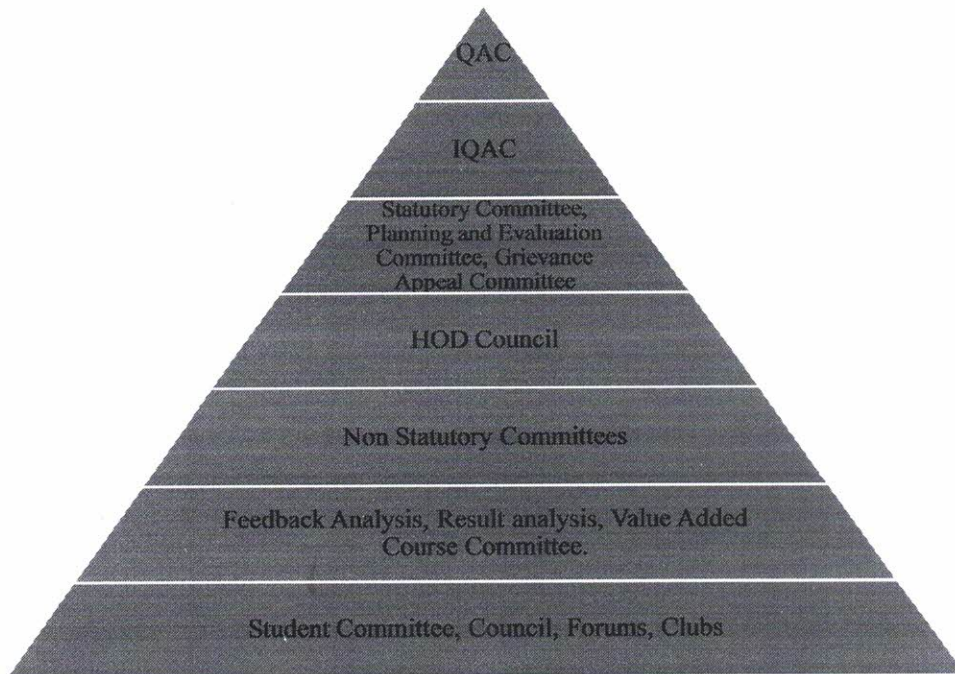
- To prepare for internal audit;
  - a. To conduct a meeting with COE and prepare matrix and parameters for evaluation
  - b. To conduct meetings with Feedback committee, Result analysis and prepare matrix and parameters for evaluation
  - c. To conduct meeting with Principal for financial aspects
  - d. AAA format to be filled up by 26<sup>th</sup> September
  - e. Perform one day internal audit during Navratri vacation
  - f. Complete external audit during 19-20<sup>th</sup> October, 2018
- To set benchmark and to plan 360 degree development of all stake holders / learners.
- The committee has decided to set roles and responsibilities, prepare documents and timeline.



- To make strategic planning for Total Quality Management according 6 Ws (Why, What, Whom, Who, When, Where) in various groups to introspect data with stakeholders.
- To prepare strategic planning with short term, midterm and long term goals.
- Setting up 2 or 3 identified areas with all faculties together and put 50-70 % work focus on it.
- It was discussed to do strategic planning with top-bottom or bottom-top approach.
- Following process steps to assure, sustain and enhance quality.
  - a. Planning
  - b. Enable
  - c. Implementation
  - d. Monitoring
  - e. Assessment
  - f. Capture data
- Forming cluster specific different audit team and prepare consolidated report and worn for data duplication.
- Creating knowledge from data and dissimilation.
- Dr. Hetal Thaker, Assistant Professor, MCA Department was nominated to maintain data/ file/ record and prepare minutes of the meeting.
- Quality Assurance Council (QAC) has formed including following members;
  - QAC Chairperson
  - 2-3 members from outside of the college
  - 2-3 internal member from the college
- QAC should meet twice in a year tentatively in the month of May and November.
- QAC should review report of the previous 6 months and plan future activity.
- QAC will decide various committees and their members.
- To compile data from June 2016, minutes of meetings for Autonomy committee visit.
- To approve AQAR (Annual quality assurance report) by QAC every year in the month of May.
- To form IQAC under QAC with 1-2 members from each department and 1 or 2 member of QAC.
- IQAC should meet once in a month.
- To include maximum 10 student representative from each department (preferably a combination of academic, sports, hostel etc.,) in IQAC

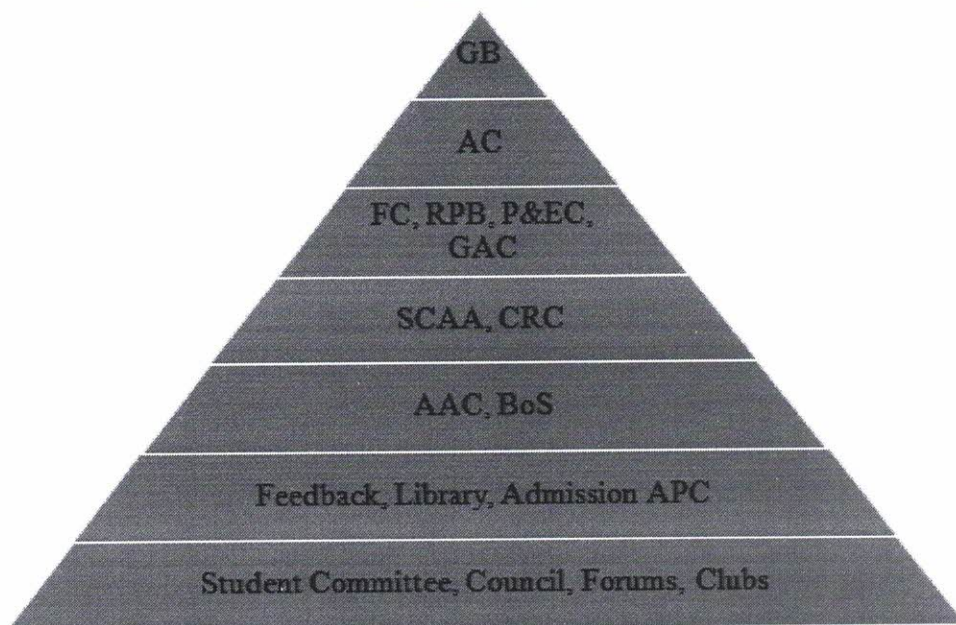


- To form statutory committee under IQAC.
- To set HOD council under IQAC.
- To form non statutory committees under HOD council.
- To set AAA committee i.e. feedback analysis, result analysis, VAC at bottom level.
- To set student welfare committee, women empowerment committee at bottom level.
- To form student council from class representatives, clubs at bottom level.
- To prepare circulars for call of the meeting and circulate at least 10 days before for scheduled meeting.
- Following pyramids are define.

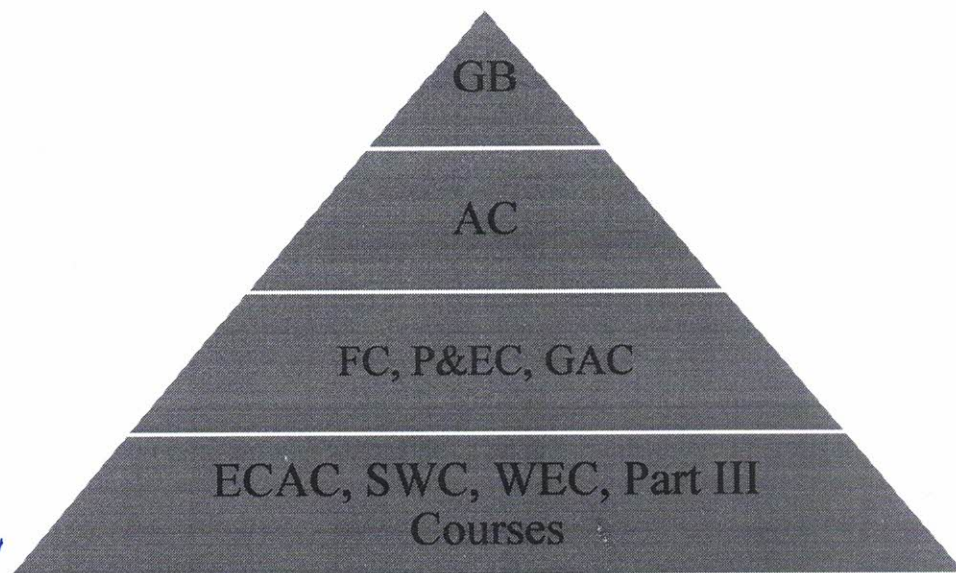


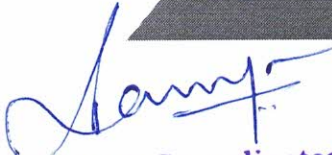


## Academic




## Co-curricular Courses



  
IQAC Co-ordinator,  
Shri Manibhai Virani & Smt. Navalben  
Virani Science College, Rajkot



  
Principal  
Shri Manibhai Virani and  
Smt. Navalben Virani Science College  
(Autonomous) Rajkot.

