

**N.P. ARTS & COMMERCE COLLEGE-KESHOD**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Thursday, 21<sup>th</sup> June, 2022 at 10:00 am. You are requested to attend the meeting.

**AGENDA**

1. Confirmation of Previous Meeting Minutes
2. Discussion on Teaching Plan for Academic Year 2022–23
3. Review and Update of College Website Content
4. Planning of Key Institutional Events (July to November 2022)
5. Improvement of Teaching-Learning Processes and Methodologies
6. To encourage faculty publication and participative in OP, RC, FDP. Etc.
7. To plan for extensive activities
8. Enhancement of Sports Infrastructure and Student Participation
9. Collection and Analysis of Stakeholder Feedback
10. Proposal of Vote of Thanks



  
**PRINCIPAL**  
**N.P. Arts & Commerce College**  
**KESHOD**

## MINUTES OF THE IQAC MEETING CONDUCTED

ON 21/06/2022

ACADEMIC YEAR 2022-2023

Purpose of Meeting: To discuss the matters of agenda.

Date: 21/06/2022

Time: 10:00 am

Chair: Dr. K.R.Parmar (Head of the Institution).

Members Present

Sr.No.	NAME
1	DR. K. R. PARMAR
2	PROF. H.N. DHEBARIYA
3	PROF. K.L. HARNESHA
4	PROF. J.K. RAM
5	DR. R.H. PARMAR
6	DR. L.B. KACHHADIYA
7	DR. C. J. VADHIYA
8	SHRI. P.R. BASIYA



  
CO-ORDINATOR  
I.Q.A.C.  
N.P. Arts & Commerce College  
KESHOD



  
PRINCIPAL  
N.P. Arts & Commerce College  
KESHOD

Matters Discussed:

### Agenda-wise Action Taken Report

Sr. No.	Agenda Item	Action Taken
1	Confirmation of Previous Meeting Minutes	Previous minutes were approved and documented.
2	Action Plan of action for 2022-23	Annual action plan was finalized and shared with departments for implementation.
3	Website Update	A committee was formed; updates on faculty profiles, academic calendar, NAAC documents, and notices are in progress.
4	Institutional Events (June – Nov)	Tentative calendar was prepared. Monthly events were scheduled; July and August events already initiated.
5	Teaching-Learning Enhancement	Workshops on ICT and innovative teaching planned for faculty in August.
6	Encourage faculty to participative in OP, RC, FDP	Training programmes joined by the faculty members during the academic year 2022-23
7	To plan for extensive activities	NSS, NCC organised various outreach programmes. Student and faculty participated in extensive activities such as Navratri celebration, Guru gyan quiz etc.
6	Sports Activities	Proposal submitted to management; inter-class competitions scheduled from September.
7	Stakeholder Feedback	Feedback forms prepared; collection process to begin mid-August.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the IQAC Co-ordinator ended the meeting after proposing the vote of thanks.



  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on Wednesday, 23<sup>th</sup> December, 2022 at 10:00 am. You are requested to attend the meeting.

**AGENDA**

☐ Approval of First Semester Meeting Minutes.

☐ Review of Academic Progress.

☐ Planning End-Semester Examinations.

☐ Evaluation & Result Analysis.

☐ Student Feedback & Analysis

To propose the vote of thanks.



  
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## MINUTES OF THE IQAC MEETING CONDUCTED

ON 23/12/2022

ACADEMIC YEAR 2022-23

Purpose of Meeting: To discuss the matters of agenda.

Date: 23/12/2022

Time: 10:00 am

Chair: Dr. K.R. Parmar (Head of the Institution).

Members Present

Sr.No.	NAME
1	DR. K. R. PARMAR
2	PROF. H.N. DHEBARIYA
3	PROF. K.L. HARNESHA
4	PROF. J.K. RAM
5	DR. R.H. PARMAR
6	DR. L.B. KACHHADIYA
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Matters Discussed:

Sr. No.	Agenda Item	Minutes of the Meeting (Action Taken / Resolution)
1	Approval of First Semester Meeting Minutes	The minutes of the June 2022 meeting were approved without any changes.
2	Review of Academic Progress	Review showed satisfactory completion of online/offline lectures. Remedial classes suggested where needed.
3	Planning End-Semester Examinations	It was decided to conduct internal exams in hybrid mode. Departments to prepare question banks.
4	Evaluation & Result Analysis	Departments asked to analyse student performance and submit reports to IQAC.
5	Student Feedback & Analysis	Feedback forms (Google Forms) to be circulated. IQAC to evaluate responses and submit suggestions to departments.
6	Vote of Thanks	Vote of thanks delivered by IQAC Co-Ordinator Prof. H.N. Dhebriya Meeting concluded respectfully.

On having a thorough discussion and making sure that all agenda sets for the meeting were discussed, the IQAC Co-ordinator ended the meeting after proposing the vote of thanks.



  
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