

# S. D. Arts & Shah B. R. Commerce College

MANSA-382845, Dist. : Gandhinagar (N.Guj.) India

Managed by Sarvodaya Higher Education Society - Mansa.

Established Year : 1959 - 1960  
email : sdbrcollegemansa@gmail.com  
D.P. Zone : 91 College Code : 75



No. : (02763) 270191, 270132  
website : www.mansacollege.org  
Guj. Uni. Center Code : 28 College Code : 038

Out ward No. :

Date : / / 20

## Minutes of the Meeting

Year -2021-22

### Minutes of the Meeting-I of 2021-22

Online Meeting held on 9/8/2021

Venue: Online Meeting Google Team Time: 11:30 to 1.00

#### Agenda of the Meeting –I

1. To update college website for next cycle of NAAC accreditation
2. To Review the agendas and resolution of IQAC of the Earlier Meeting.
3. To arrange for online teaching on Microsoft Team, due to Covid 19 situations.
4. To review progress of the institution during last academic year 2020-21.
5. To collect Faculty profile, Departmental activity report and Committee report of the years from 2016-17 to 2021-22.
6. To review and give confirmation for renovation of windows and flooring in the front portion of Entry.
7. To prepare and submit AQAR online of the year 2020-21.
8. To prepare SSR for the third cycle Assessment and Accreditation.
9. To observe condolence on the demise of Shri P.P. Raol Sir, our ex-Campus Director.

10. To welcome new members of IQAC Committee, Shri Vishvajitsinh<sup>P.</sup> Raol, Shri Navinbhai Vyas and ~~Shri Vishvajitsinh Raol~~, the President of Alumni Association. <sup>X</sup>

IQAC members, after exchange of ideas and thoughts made the following resolutions:

Agenda Item 1: To update college website for next cycle of NAAC accreditation.

The IQAC committee resolved to update college website

Agenda Item 2: To review the procedure of the Earlier Meeting.

The coordinator read the minutes of earlier meeting s of the IQAC, reviewed and passed unanimously by the members.

Agenda Item 3 : To arrange for online teaching on Microsoft Team, due to Covid 19 situations.

The IQAC committee Members resolved to continue teaching online due to Covid 19 Pandemic situations for the year 2021-22.

Agenda Item 4 : To review progress of the institution during last academic year 2020-21.

The IQAC reviewed the progress of institution during academic year 2020-21 and expressed satisfaction over the work done by the institution.

Agenda Item 5: To collect Faculty profile, Departmental activity report and Committee report of the years from 2016-17 to 2021-22.

The committee resolved to collect Faculty profile, Departmental activity report and Committee Report of year 2020-21.

Agenda Item 6: To review and give confirmation for renovation of windows and flooring in the front portion of Entry.

The IQAC resolved to review and give confirmation for the renovation of windows and flooring of the Entry portion in the lobby.

Agenda Item 7: To prepare and submit AQAR online of the year 2020-21.

The committee authorized the IQAC coordinator to prepare AQAR and submit it to NAAC in time.

Agenda Item 8: To prepare SSR for the third cycle Assessment and Accreditation.

The IQAC Committee members resolved to prepare SSR for the third cycle Assessment and Accreditation.

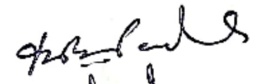
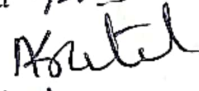
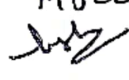


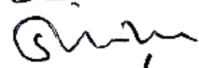

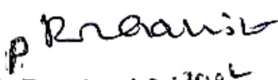
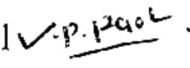
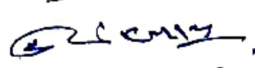
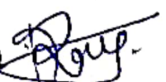
Agenda Item 9: To observe condolence on the demise of Shri P.P. Raol Sir, our ex-Campus Director.

The IQAC Committee members observed two minutes silence on the demise of Shri P.P. Raol sir, Ex-Campus Director of our college.

Agenda Item 10: To welcome new members of IQAC Committee, Shri Vishvajitsinh Raol, Shri Navinbhai Vyas and Shri Vishvajitsinh Raol, the President of Alumni Association.

The IQAC Committee warmly welcomed the new members of this committee.

#### Present Members

1.	Chair Person	:	Dr. H.B.Pandya	
2.	Convener	:	Dr. A.K.Patel	
3.	Joint Convener	:	Dr. T.J. Vyas	
4.	Member	:	Dr. J.S. Makwana	
5.	Member	:	Dr. M.K. Patel	
6.	Member	:	Prof. S.G. Patel	
7.	Member	:	Prof. D.S. Chaudhary	
8.	Member	:	Dr. R.B. Ganvit	
9.	Management Representative	:	Shri Vishvajitsinh Raol	
10.	Local Representative	:	Shri Navinbhai Vyas	
11.	Alumni Association	:	Shri Vishvajitsinh Raol (President)	

12. Alumni Association : Shri Girishbhai Patel (Secretary) *G. D. Patel*  
13. Parents Association : Shri Jayandrabhai Jani *J. Jani*  
14. Administrative Representative : Shri Vipulbhai Panchal *V. Panchal*

**Absent Members**

All the members of IQAC committee members were present in the meeting.

*Patel*  
**COORDINATOR  
IQAC  
S.D. Arts & B.R. Commerce College  
MANSA, Dist. Gandhinagar**

*Principal*  
**Principal  
S.D. Arts & B.R. Commerce  
College, Mansa-382845.**



**Minutes of the Meeting-II of 2021-22 held on 11/12/2021**

**Venue: Bisag Room    Date:    Time: 11.00 to 12.30**

**Agenda of the Meeting –II**

1. To review and confirm the minutes of the last meeting.
2. To apply for ISO Certification for Occupational Health & Safety Management, Quality Management, and Environmental System of our college.
3. To prepare and upload feedback forms for students, teachers, alumni and parents.
4. To form Linkages with Industry for Industrial Training.
5. To establish Academy for the training of IELTS, Spoken English and Visa Consultancy.
6. To establish MOU with other Educational Institutions.
7. To give responsibility of collection of documents of each criterion to all the Members of IQAC committee.
8. To take online Internal Test by creating Google forms as internal evaluation due to Covid 19 pandemic situations.

IQAC members, after exchange of ideas and thoughts made the following resolutions:

Agenda Item 1: To review and confirm the minutes of the last meeting

The coordinator read the minutes of earlier meeting and it was reviewed and passed by the members.

Agenda Item 2 : To apply for ISO Certification for Occupational Health & Safety Management, Quality Management, and Environmental System of our college.

The committee resolved to apply for ISO Certification for Occupational Health &

Safety Management, Quality Management, and Environmental System of our college.

Agenda Item 3: To prepare and upload feedback forms for students, teachers, alumni and parents.

The IQAC committee authorized the Convener to prepare the feedback forms and upload on college website, analyze them and prepare Action Taken Report.

Agenda Item 4: To form Linkages with Industry for Industrial Training.

The IQAC unanimously resolved to form Linkages with Industry for Industrial Training.

Agenda Item 5: To establish Academy for the training of IELTS, Spoken English and Visa Consultancy.

The IQAC resolved to establish Academy for the training of IELTS, Spoken English and Visa Consultancy.

Agenda Item 6: To establish MOU with other Educational Institutions.

The IQAC committee decided to establish MOU with other Educational Institutions.

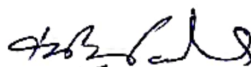
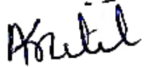
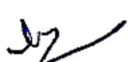
Agenda Item 7: To give responsibility of collection of documents of each criterion to all the members of IQAC committee.

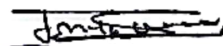

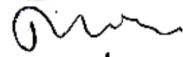

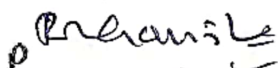
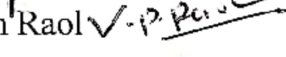
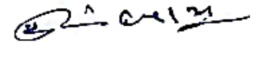
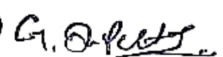

All the members of committee were given the responsibility of each criterion.

Agenda Item 8: To take online Internal Test by creating Google forms as internal evaluation due to Covid 19 pandemic situations.

The committee decided to train all teaching staff to take online internal test by creating Google Form for internal evaluation.

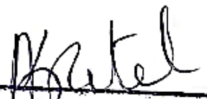
#### **Present Members**

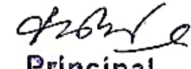
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|-------------------|---|----------------|---|
| 1. Chair Person   | : | Dr. H.B.Pandya |  |
| 2. Convener       | : | Dr. A.K.Patel  |  |
| 3. Joint Convener | : | Dr. T.J. Vyas  |  |

4. Member : Dr. J.S. Makwana — 
5. Member : Dr. M.K. Patel 
6. Member : Prof. S.G. Patel 
7. Member : Prof. D.S. Chaudhary 
8. Member : Dr. R.B. Ganvit 
9. Management Representative : Shri Vishvajitsinh Raol 
10. Local Representative : Shri Navinbhai Vyas 
11. Alumni Association : Shri Girishbhai Patel (Secretary) 
12. Administrative Representative : Shri Vipulbhai Panchal 

**Absent Members**

1. Alumni Association : Shri Vishvajitsinh Raol, (President)
2. Parents Association : Shri Jayandrabhai Jani

  
**COORDINATOR**  
**IQAC**  
**S.D. Arts & B.R. Commerce College**  
**MANSA, Dist. Gandhinagar**

  
**Principal**  
**S.D. Arts & B.R. Commerce**  
**College, Mansa-382845.**

**Minutes of the Meeting-III of 2021-22 held on 23/4/2022**

**Venue: Bisag Room, Date: Time: 11:30 – 01:30**

**Agenda of the Meeting – III**

1. To review and confirm the minutes of the last meeting.
2. To Review the preparation of Data for SSR writing.
3. To appoint Computer Operator for the preparation of SSR data.
4. To decide for collection of data for SSR during the summer vacation.
5. To strengthen the activities of Alumni Association.
6. To prepare AQAR Report of 2022-23 and submit to NAAC online.
7. To start new certificate course from next year 2022-23 affiliated to Gujarat University.

IQAC members, after exchange of ideas and thoughts made the following resolutions:

Agenda Item 1: To review and confirm the minutes of the last meeting.

The coordinator read the minutes of earlier meeting and passed by the members.

Agenda Item 2: To Review the preparation of Data for SSR writing.

The IQAC Committee reviewed the preparation of Data for SSR writing.

Agenda Item 3: To appoint Computer Operator for the preparation of SSR data.

The IQAC discussed and resolved to appoint Computer Operator for the preparation of SSR data.

Agenda Item 4: To decide for collection of data for SSR during the summer vacation. The committee decided for collection of data for SSR from the teaching faculty members during the summer vacation.

Agenda Item 5: To strengthen the activities of Alumni Association

The committee decided to strengthen the activities of Alumni Association and



encourage the past students for financial contribution to Alumni Association of our college.

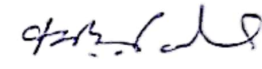
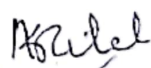




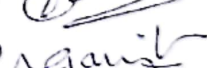
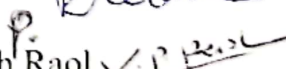
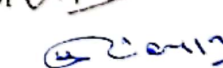
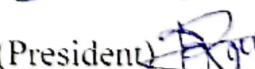
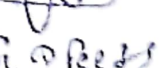
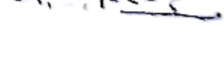
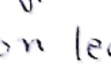
Agenda Item 6: To prepare AQAR Report of 2022-23 and submit to NAAC online.

The committee resolved and authorized the coordinator to prepare AQAR Report of 2022-23 and submit to NAAC in time.

Agenda Item 7: To start new certificate course from next year 2022-23 affiliated to Gujarat University.

The committee resolved to get affiliation from Gujarat university and start new certificate course from 2022-23

#### Present Members

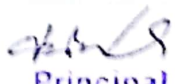
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|-----------------------------------|---|-------------------------------------|---|
| 1. Chair Person                   | : | Dr. H.B.Pandya                      |    |
| 2. Convener                       | : | Dr. A.K.Patel                       |    |
| 3. Joint Convener                 | : | Dr. T.J. Vyas                       |   |
| 4. Member                         | : | Dr. J.S. Makwana                    |  |
| 5. Member                         | : | Dr. M.K. Patel                      |  |
| 6. Member                         | : | Prof. S.G. Patel                    |  |
| 7. Member                         | : | Prof. D.S. Chaudhary                |  |
| 8. Member                         | : | Dr. R.B. Ganvit                     |  |
| 9. Management Representative      | : | Shri Vishvajitsinh Raol             |  |
| 10. Local Representative          | : | Shri Navinbhai Vyas                 |  |
| 11. Alumni Association            | : | Shri Vishvajitsinh Raol (President) |  |
| 12. Alumni Association            | : | Shri Girishbhai Patel (Secretary)   |  |
| 13. Parents Association           | : | Shri Jayandrabhai Jani              |  |
| 14. Administrative Representative | : | Shri Vipulbhai Panchal              | (on leave)  |

#### Absent Members:

All the members of IQAC were present in the meeting.

  
COORDINATOR  
IQAC  
S.D. Arts & B.R. Commerce College  
MANSA, Dist. Gandhinagar

Page 9

  
Principal  
S.D. Arts & B.R. Commerce  
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