



BHARTIYA VIDYABHAVAN – DAKOR KENDRA

BHARTIYA VIDHYA BHAVAN'S

**SHRI ISHVARLAL . L. P. ARTS, SCIENCE AND J. SHAH COMMERCE COLLEGE –
DAKOR**

CRITERION – 6

KEY INDICATOR – 6.5 Internal Quality Assurance System

METRIC No. – 6.5.1 - *Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities*

2017-18-2021-22



**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
J. Shah Comm. College - Dakor, Dist. Khaira, Gujarat-388 225
(NAAC REACREDITED - B Grade)**

Managed by Bhartiya Vidyabhavan, Dakor Kendra Dakor - 388 225, Ta. Thasra, Dist. Kheda, (Gujarat)
Website : www.bhavanscollegedakor.org E-mail ID : bhavansdakor@rediffmail.com

STD (02699)
Off. : 244454
Res. : 244412
Mo. : 9426075795

Principal

No.: NAAC / 02 / 2016 - 17

Date : 25 / 06 / 2016

Notification

In order to systematically fulfill the goals and quality enhancement and sustenance of the academic progress of the institution, an Internal Quality Assurance Cell (IQAC) with following members is hereby constituted for the academic Year 2016-17.

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Prof. P.C. Upadhyay (Alumni)
4. Member : Dr. M. K. Nayec
5. Member : Prof. Smt. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Prof. D.V. Surti
8. Member : Prof. A.K. Chaudhari
9. Member : Prof. M.I. Mansuri
10. Member : Shri M.L. Bariya (Technical Staff)
11. Member : Shri Darshan Suthat (Administrative Staff)
12. Member : Shri R.B. Vaghela (Senior Peon)
13. Member : Shri R.S. Shah (Management Representative)
14. Member : Miss Patel Krutika R. (Student Representative)
15. Member : Miss Pooja Dave (Student Representative)
16. Member : Shri Balani Jitendra (Student Representative)

The IQAC will have a distinct identity within the institution structure and will ensure proper record management through its secretariat.

Place: Bhavan's College, Dakor
Date: 25/06/2016


Signature,
I/C.Principal

BHARATIYA VIDYA BHAVAN'S SHRI ISHVARLAL L.P. ARTS -SCIENCE & J. SHAH
COMMERCE COLLEGE, DAKOR.

IQAC MINUTES

YEAR 2016-17

Members present

1. Chairperson: Dr. V. G. Patel (Principal)
2. Chairman: Prof. H. K. Bhatt
3. Member: Prof. B. L. Upadhyay (Member)
4. Member: Dr. M. N. Nayak
5. Member: Prof. Smt. B. K. Bani
6. Member: Dr. V. R. Telvani
7. Member: Prof. D. V. Sani
8. Member: Prof. A. R. Chaudhari
9. Member: Prof. M. L. Mishra
10. Member: Prof. M. L. Nayak (Technical Staff)
11. Member: Prof. M. L. Nayak (Administrative Staff)
12. Member: Prof. N. D. Vajrathi (Senior Staff)
13. Member: Prof. R. S. Sank (Management Representative)
14. Member: Prof. P. V. Datta (Student Representative)
15. Member: Prof. P. V. Datta (Student Representative)
16. Member: Prof. P. V. Datta (Student Representative)



Minutes of the Meeting -1 of 2016-17 held on 25th June 2016.

Venue : English Dept.

Date : 25/06/2016

Time : 02 :00 to 04 :00

Agenda of the Meeting-1

1. To welcome the members of IQAC
2. To review the result and consider the suggestions of NAAC peer team visit on 29/12/2016 to 31/12/2016

Members present:

1. Chairperson : Dr. V.G. Patel (Incharge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Prof. P.C. Upadhyay (Alumni)
4. Member : Dr. M. K. Nayee
5. Member : Prof. Smt. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Prof. D.V. Surti
8. Member : Prof. A.K. Chaudhari
9. Member : Prof. M.I. Mansuri
10. Member : Shri M.L. Bariya (Technical Staff)
11. Member : Shri Darshan Suthat (Administrative Staff)
12. Member : Shri R.B. Vaghela (Senior Peon)
13. Member : Shri R.S. Shah (Management Representative)
14. Member : Miss Patel Krutika R. (Student Representative)
15. Member : Miss Pooja Dave (Student Representative)
16. Member : Shri Balani Jitendra (Student Representative)



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

Agenda Item 1: To welcome the members of IQAC

The IQAC coordinator welcomed all the members present.

Agenda Item 2 : To review the result and consider the suggestions of NAAC peer team visit on 29/12/2016 to 31/12/16

- The discussion regarding the result and the suggestions of NAAC peer team took place at length.
- The peer team suggested to enhance facilities in terms of ICT, internet, Library automation, games & sports, expert lectures, computer-Lab, etc. in its report.
- The committee decided to arrange expert lectures in science and arts.

Members present:

- 1. Director - Dr. V. G. Patil (Honorary Professor)
- 2. President - Prof. H. S. Jadhav
- 3. Secretary - Prof. P. D. Upadhyay (Alumnus)
- 4. Member - Dr. M. K. Nayak
- 5. Member - Prof. S. S. K. Zaidi
- 6. Member - Dr. J. R. Zaidi
- 7. Member - Prof. D. V. Sawh
- 8. Member - Mr. N. K. Chaudhari
- 9. Member - Mr. M. J. Chaudhari
- 10. Member - Mr. M. L. Bhatnagar (Industrial Staff)
- 11. Member - Mr. A. D. Sarda (Administrative Staff)
- 12. Member - Mr. B. P. Vaghara (Senior Staff)
- 13. Member - Mr. R. S. Kulkarni (Management Representative)
- 14. Member - Mrs. P. S. Shah (Student Representative)
- 15. Member - Mrs. P. S. Doshi (Student Representative)
- 16. Member - Mrs. P. S. Doshi (Student Representative)



Minutes of the Meeting -2 of 2016-17 held on 5th January 2017.

Venue : English Dept.

Date : 05/01/2017

Time : 02 :00 to 04 :00

Agenda of the Meeting-2

1. To review and confirm the minutes of the last meeting.
2. To welcome the members of IQAC
3. To form Research Committee
4. Discussion about Library Improvement
5. To enhance ICT Facilities
6. To arrange Seminars at the college.

Members present:

1. Chairperson : Dr. V.G. Patel (Incharge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Prof. P.C. Upadhyay (Alumni)
4. Member : Dr. M. K. Nayee
5. Member : Prof. Smt. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Prof. D.V. Surti
8. Member : Prof. A.K. Chaudhari
9. Member : Prof. M.I. Mansuri
10. Member : Shri M.L. Bariya (Technical Staff)
11. Member : Shri Darshan Suthat (Administrative Staff)
12. Member : Shri R.B. Vaghela (Senior Peon)
13. Member : Shri R.S. Shah (Management Representative)
14. Member : Miss Patel Krutika R. (Student Representative)
15. Member : Miss Pooja Dave (Student Representative)
16. Member : Shri Balani Jitendra (Student Representative)



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 the last meeting and the minutes reviewed and passed by the members.

Agenda Item 2: To welcome the members of IQAC

- The IQAC coordinator welcomed all the members present.

Agenda Item 3 : To form Research Committee

- The IQAC unanimously decided to form a Research Committee who can guide and encourage teachers for publishing research papers, attending seminars & workshops.

Agenda Item 4 : Discussion about Library Improvement

- The committee decided to enrich library by purchasing reputed research journals, reference books.

Agenda Item 5 : To enhance ICT Facilities

- The committee opined that 2 more classes be added with this facility during this term.

Agenda Item 6 : To arrange Seminars at the college

- It was also decided by the committee to prepare a proposal for seminars in college.





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Res. : 244412
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Principal

No.: NAAE/03/2017-18

Date : 22/06/2017

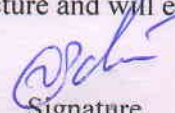
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12. Member : Shri R.B. Vaghela (Senior Peon)
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14. Member : Miss Patel Krutika R. (Student Representative)
15. Member : Miss Pooja Dave (Student Representative)
16. Member : Shri Balani Jitendra (Student Representative)

The IQAC will have a distinct identity within the institution structure and will ensure proper record management through its secretariat.

Place:
Date:


Signature,
I/C.Principal

**BHARATIYA VIDYA BHAVAN'S SHRI ISHVARLAL L.P. ARTS –SCIENCE & J. SHAH
COMMERCE COLLEGE, DAKOR.**

IQAC MINUTES

YEAR 2017-18

1. To review minutes of the meeting held last meeting.
2. To review Academic Calendar.
3. To review Faculty members.
4. To review Faculty pay.
5. To review the progress of projects.
6. To review the IQAC Project.
7. To review the IQAC Report and IQAC Quality.
8. Participation in Seminars, PSMs etc.

Members present:

- | | |
|-------------|---|
| 1. Chairman | Dr. V. H. Patel (Head of the Institution) |
| 2. Member | Prof. H. K. Bhatt |
| 3. Member | Prof. P. C. Upadhyay (Member) |
| 4. Member | Dr. M. K. Nigam |
| 5. Member | Prof. Sant. H. K. Patel |
| 6. Member | Dr. P. R. Trivedi |
| 7. Member | Prof. D. V. Vyas |
| 8. Member | Prof. M. J. Chaudhari |
| 9. Member | Prof. M. J. Mangani |
| 10. Member | Shri M. C. Rajya (Teacher Staff) |
| 11. Member | Shri D. S. Surti (Administrative Staff) |
| 12. Member | Shri H. R. Vagharia (Senior Faculty) |
| 13. Member | Shri H. S. Patel (Management Representative) |
| 14. Member | Miss Patel (Student Representative) |
| 15. Member | Miss P. J. Dave (Student Representative) |
| 16. Member | Shri. D. S. Patel (Parents' Welfare Representative) |



Minutes of the Meeting -1 of 2017-18 held on 22nd June 2017.

Venue : English Dept.

Date : 22/06/2017

Time : 02 :30 to 04 :00

Agenda of the Meeting-1

1. To welcome the members of IQAC
2. To review results of the college and the University
3. To prepare Academic Calendar
4. To induct newly admitted students
5. Remedial Coaching
6. To purchase new equipments/books etc.
7. To review DST-SERB Project
8. Discussion about GK IQ Test and NGPE exam
9. Participation in Seminars, FSPs etc.

Members present :

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Prof. P.C. Upadhyay (Alumni)
4. Member : Dr. M. K. Nayee
5. Member : Prof. Smt. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Prof. D.V. Surti
8. Member : Prof. A.K. Chaudhari
9. Member : Prof. M.I. Mansuri
10. Member : Shri M.L. Bariya (Technical Staff)
11. Member : Shri Darshan Suthat (Administrative Staff)
12. Member : Shri R.B. Vaghela (Senior Peon)
13. Member : Shri R.S. Shah (Management Representative)
14. Member : Miss Patel Krutika R. (Student Representative)
15. Member : Miss Pooja Dave (Student Representative)
16. Member : Shri Balani Jitendra (Student Representative)



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

Agenda Item 1: To welcome the members of IQAC

- The IQAC coordinator welcomed all the members present.

Agenda Item 2 : To review results of the college and the University

- The committee reviewed the University Exam results of Sem 2, 4 & 6 presented by the Principal and expressed satisfaction over it. The committee also gave valuable suggestion for improvement.

Agenda Item 3 : To prepare Academic Calendar

- The committee proposed to the Principal to prepare a plan of action in the form of the yearly Academic Calendar.

Agenda Item 4 : To induct newly admitted students

- The committee proposed that an induction program of the first semester students be organized at the beginning of the Semester. The Principal replied positively.

Agenda Item 5 : Remedial Coaching

- The committee was of the opinion that a remedial coaching should be started for the slow learners.

Agenda Item 6 : To purchase new equipment's/books etc.

- The committee decided to purchase various equipment's for the office staff. It was also decided to buy some books for the library.

Agenda Item 7 : To review DST-SERB Project

- Under the DST-SERB Project an installment of 5,00,000(five lakhs) was released.



Agenda Item 8 : Discussion about GK IQ Test and NGPE exam January 2018

- Vote: En ➤ The committee decided to ask the Commerce Dept. and Physics Dept. to conduct GK IQ Test and NGPE(National Graduate Physics Examination) respectively in the month of September.

Agenda Item 9 : Participation in Seminars, FDPs etc.

- The committee decided to convey the faculty member to actively participate in various seminars, symposia and FDSs to enhance their knowledge in the subject.

Members present:

1. Chairman: Dr. V. B. Patil (Head, Physics)
2. Convener: Prof. P. S. Desai
3. Member: Prof. V. C. Salunke (A&P)
4. Member: Prof. M. R. Kulkarni
5. Member: Prof. S. R. Patil
6. Member: Prof. P. S. Desai
7. Member: Prof. D. V. Patil
8. Member: Prof. A. R. Chaudhari
9. Member: Prof. M. S. Manoj
10. Member: Prof. M. L. Barjatya (Science/Sun)
11. Member: Prof. S. S. Desai (Head, Chemistry)
12. Member: Prof. S. R. Patil (Head, Physics)
13. Member: Prof. S. S. Desai (Head, Chemistry)
14. Member: Prof. S. S. Desai (Head, Chemistry)
15. Member: Prof. S. S. Desai (Head, Chemistry)
16. Member: Prof. S. S. Desai (Head, Chemistry)
17. Member: Prof. S. S. Desai (Head, Chemistry)
18. Member: Prof. S. S. Desai (Head, Chemistry)
19. Member: Prof. S. S. Desai (Head, Chemistry)



Minutes of the Meeting -2 of 2017-18 held on 4th January 2018.

Venue : English Dept.

Date : 04/01/2018

Time : 01 :45 to 03 :15

Agenda of the Meeting-2

1. To welcome the members of IQAC
2. To review and confirm the minutes of the last meeting
3. NSS, CWDC, NCC, UDISHA Review Report and Planning

Members present :

4. Chairperson : Dr. V.G. Patel (In-charge Principal)
5. Convener : Prof. H.S. Bhatt
6. Member : Prof. P.C. Upadhyay (Alumni)
7. Member : Dr. M. K. Nayee
8. Member : Prof. Smt. B. K. Patel
9. Member : Dr. T. R. Trivedi
10. Member : Prof. D.V. Surti
11. Member : Prof. A.K. Chaudhari
12. Member : Prof. M.J. Mansuri
13. Member : Shri M.L. Bariya (Technical Staff)
14. Member : Shri Darshan Suthat (Administrative Staff)
15. Member : Shri R.B. Vaghela (Senior Peon)
16. Member : Shri R.S. Shah (Management Representative)
17. Member : Miss Patel Krutika R. (Student Representative)
18. Member : Miss Pooja Dave (Student Representative)
19. Member : Shri Balani Jitendra (Student Representative)



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

Agenda Item 1: To welcome the members of IQAC

- The IQAC coordinator welcomed all the members present.

Agenda Item 2 : To review results of the college and the University

- The committee reviewed the University Exam results of Sem 2, 4 & 6 presented by the Principal and expressed satisfaction over it. The committee also gave valuable suggestion for improvement.

Agenda Item 3 : To prepare Academic Calendar

- The committee proposed to the Principal to prepare a plan of action in the form of the yearly Academic Calendar.

Agenda Item 4 : To induct newly admitted students

- The committee proposed that an induction program of the first semester students be organized at the beginning of the Semester. The Principal replied positively.

Agenda Item 5 : Remedial Coaching

- The committee was of the opinion that a remedial coaching should be started for the slow learners.

Agenda Item 6 : To purchase new equipment's/books etc.

- The committee decided to purchase various equipment's for the office staff. It was also decided to buy some books for the library.

Agenda Item 7 : To review DST-SERB Project

- Under the DST-SERB Project an installment of 5,00,000(five lakhs) was released.

Agenda Item 8 : Discussion about GK IQ Test and NGPE exam

- The committee decided to ask the Commerce Dept. and Physics Dept. to conduct GK IQ Test and NGPE(National Graduate Physics Examination) respectively in the month of September.

Agenda Item 9 : Participation in Seminars, FDPs etc.

- The committee decided to convey the faculty member to actively participate in various seminars, symposia and FDSs to enhance their knowledge in the subject.





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Mo. : 9426075795

Principal

No.: NAAE/02/2018-19

Date : 30/06/2018


Notification

In order to systematically fulfill the goals and quality enhancement and sustenance of the academic progress of the institution, an Internal Quality Assurance Cell (IQAC) with following members is hereby constituted for the academic Year 2018-19.

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Dr. Pinkesh Sutariya
4. Member : Prof. Smt. B. K. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. D.V. Surti
7. Member : Prof. M.I. Mansuri
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri Darshan Suthat (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri R.S. Shah (Management Representative)
12. Member : Miss Patel Krutika R. (Student Representative)
13. Member : Miss Pooja Dave (Student Representative)
14. Member : Shri Balani Jitendra (Student Representative)

The IQAC will have a distinct identity within the institution structure and will ensure proper record management through its secretariat.

Place: Dakor
Date: 30/06/2018


Signature,
I/C.Principal

Minutes of the Meeting of IQAC held on 20th June 2019

BHARATIYA VIDYA BHAVAN'S SHRI ISHVARLAL L.P. ARTS –SCIENCE & J. SHAH
COMMERCE COLLEGE, DAKOR.

IQAC MINUTES

YEAR 2018-19

Members present:

1. Chairperson: Prof. N.D. Patel (In-charge, Bhavnagar)
2. Convener: Prof. H.K. Bhatt
3. Member: Prof. B.C. Vaghela (In-charge, Bhavnagar)
4. Member: Mr. H.K. Nayani
5. Member: Mr. N.M. Bhatt
6. Member: Mr. P.R. Prasad
7. Member: Mr. D.R. Patel
8. Member: Prof. A.R. Chaudhari
9. Member: Mr. M.H. Mansani
10. Member: Mr. M.L. Bhatt (Technical Staff)
11. Member: Mr. Harshad Patel (Administrative Staff)
12. Member: Mr. K.D. Vaghela (Senior Staff)
13. Member: Mr. P.S. Shah (Management Representative)
14. Member: Mr. J.K. Lakshmi (Director, Bhavnagar)
15. Member: Mr. D.R. Patel (Student Representative)
16. Member: Mr. K.D. Vaghela (Staff Representative)



Minutes of the Meeting -1 of 2018-19 held on 30th June 2018.

Venue: English Dept.

Date: 30/06/2018

Time: 02:35 to 03 :45

Agenda of the Meeting-1

1. To welcome the members of IQAC
2. To review results of the college and the University
3. DST-SERB Project Review Report
4. To conduct or participate in FDPs, Seminar etc.
5. To enhance College library.
6. To appoint various Ad hoc faculties.

Members present :

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Prof. P.C. Upadhyay (Alumni)
4. Member : Dr. M. K. Nayee
5. Member : Prof. Smt. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Prof. D.V. Surti
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15. Member : Miss Pooja Dave (Student Representative)
16. Member : Shri Balani Jitendra (Student Representative)



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

Agenda Item 1: To welcome the members of IQAC

- The IQAC coordinator welcomed all the members present.

Agenda Item 2 : To review results of the college and the University

- The committee reviewed the University Exam results of Sem 2, 4 & 6 presented by the Principal and expressed satisfaction over it. The committee also provided some valuable suggestion for improvement.

Agenda Item 3 : DST-SERB Project Review Report

- Under the DST-SERB Project an installment of 4,00,000(four lakhs) was released.

Agenda Item 4 : To conduct or participate in FDPs, Seminar etc.

- The committee advised the faculty members to participate in Seminars, Workshops and FDPs.

Agenda Item 5 : To enhance College library

- The committee was of the opinion that the college library should be enhanced in terms of updated books, journals, magazines etc.

Agenda Item 6 : To appoint various Ad hoc faculties.

- The committee proposed to the Principal to appoint ad hoc faculties in English, Economics and Maths.



Minutes of the Meeting -2 of 2018-19 held on 11th January 2019.

Venue : English Dept.

Date : 11/01/2019

Time : 02 :00 to 02 :45

Agenda of the Meeting-2

1. To welcome the members of IQAC
2. Discussion about Hindi Seminar
3. To celebrate National Science Day
4. Planning for Annual Day celebration

Members present :

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Prof. P.C. Upadhyay (Alumni)
4. Member : Dr. M. K. Nayee
5. Member : Prof. Smt. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Prof. D.V. Surti
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IQAC members, after exchange of ideas and thoughts made the following resolutions :

Agenda Item 1: To welcome the members of IQAC

- The IQAC coordinator welcomed all the members present.

Agenda Item 2 : Discussion about Hindi Seminar

- The committee discussed at length about the Seminar in Hindi passed by the Sahitya Academy, Gandhinagar.

Agenda Item 3 : To celebrate National Science Day

- The committee asked the Chemistry department to arrange for the celebration of National Science Day.

Agenda Item 4 : Planning for Annual Day celebration

- The committee decided to plan the Annual day celebration on 12/03/2019 in presence of Honorable Vice Chancellor of Sardar Patel University as a Chief Guest.





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Principal

No.: **NAAC/02/2019-2020**

Date : **13/06/2019**

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6. Member : Prof. D.V. Surti
7. Member : Prof. M.I. Mansuri
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri Darshan Suthar (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri R.S. Shah (Management Representative)
12. Member : Miss Naushin Saiyad. (Student Representative)
13. Member : Miss Heni Soni (Alumni Representative)
14. Member : Mr. Rahul Parekh (Student Representative)

The IQAC will have a distinct identity within the institution structure and will ensure proper record management through its secretariat.

Place: **Dakor**

Date: **13/06/19**




(Dr. V.G. Patel)
I/C Principal



**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
J. Shah Comm. College - Dakor, Dist. Khaira, Gujarat-388 225
(NAAC REACREDITED - B Grade)**

Managed by Bhartiya Vidyabhavan, Dakor Kendra Dakor - 388 225, Ta. Thasra, Dist. Kheda, (Gujarat)
Website : www.bhavanscollegedakor.org E-mail ID : bhavansdakor@rediffmail.com

STD (02699)
Off. : 244454
Res. : 244412
Mo.: 9426075795

Principal

No.: **NAAC/02/2019-2020**

Date : **13/06/2019**

Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 13/06/2019 to discuss various parameters regarding academic year 2019-20. The following Members are present:

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Dr. Pinkesh Sutariya
4. Member : Prof. Smt. B. K. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. D.V. Surti
7. Member : Prof. M.I. Mansuri
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri Darshan Suthar (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri R.S. Shah (Management Representative)
12. Member : Miss Naushin Saiyad. (Student Representative)
13. Member : Miss Heni Soni (Alumni Representative)
14. Member : Mr. Rahul Parekh (Student Representative)



**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P.Arts-Sc. & J.Shah Comm.
College -Dakor, Dist: Kheda, Gujarat**

IQAC Minutes of Meeting 1

(2019-2020)



Minutes of Meeting-I of 2019-20 held on 13/06/2020

Venue: IQAC room

Date: 13/06/2019

Agenda of Meeting I

1. To welcome newly appointed members of IQAC
2. To review self-appraisal form of all faculty members for last academic year.
3. To plan for academic calendar and course planar for all streams.
4. Formation of new functional committee for current academic year.
5. To review and analysis of last academic year results of UG and PG.
6. To arrange induction program for newly admitted students in the college.

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

- Agenda Item 1 : Management and Principal welcomed all IQAC members.
- Agenda Item 2 : IQAC committee members analyzed self-appraisal form of all faculty members and put up their views for improvement.
- Agenda Item 3 : IQAC committee members finalized current academic year academic calendar and course planar for all streams.
- Agenda Item 4 : With supportive views of all IQAC members, IQAC finalized functional committee for the current academic year.
- Agenda Item 5 : The Principal reviewed results of all streams and asked to arrange remedial classes for slow learner students.
- Agenda Item 6 : The Principal has appointed Prof.M.C.Patel as a SRC chairman for induction program to aware students about various activities at college such as NSS, NCC, CWDC,UDHISHA etc.
- Agenda Item 7 : The Principal has appointed Dr.T.R.Trivedi for the Bhavan's Sci-Tech magazine.





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
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STD (02699)
Off. : 244454
Res. : 244412
Mo.: 9426075795

Principal

No.: **NAAC/03/2019-2020**

Date : **28/09/2020**

Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 28/09/2020 to discuss various parameters regarding academic year 2019-20.

The following Members are present:

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Prof. H.S. Bhatt
3. Member : Dr. Pinkesh Sutariya
4. Member : Prof. Smt. B. K. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. D.V. Surti
7. Member : Prof. M.I. Mansuri
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri Darshan Suthar (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri R.S. Shah (Management Representative)
12. Member : Miss Naushin Saiyad. (Student Representative)
13. Member : Miss Heni Soni (Alumni Representative)
14. Member : Mr. Rahul Parekh (Student Representative)




(Dr. V.G. Patel)
I/C Principal

**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P.Arts-Sc. & J.Shah Comm.
College -Dakor, Dist: Kheda, Gujarat**

IQAC Minutes of Meeting II

(2019-2020)



Minutes of Meeting-II of 2019-20 held on 28/09/2019

Venue: IQAC room

Date: 28/09/2019

Agenda of Meeting II

1. To review past minutes of meeting of IQAC and work progress.
2. To plan for internal examination of UG and PG.
3. To check all the course planar of all faculty members.
4. To arrange one week NSS camp at adopted village.
5. To enhance research activities at college by teachers.
6. To review all activities done under Bhavan's Community center and Mentorship program.

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

- Agenda Item 1 : IQAC coordinator read past minutes of meetings before committee. Committee members put up their suggestion for it.
- Agenda Item 2 : The Principal and Prof.D.V.Surti (Coordinator of Internal exam) prepared internal schedule for UG and PG.
- Agenda Item 3 : The Principal checked and evaluated all the course planar by all faculty members.
- Agenda Item 4 : The Principal and committee decided one week NSS camp at Bhagwan ji na muwada (Adopted village). This camp will be monitored by Dr.P.P.Dholakiya (NSS In Charge).
- Agenda Item 5 : IQAC committee members draft research ethics for college. The Principal encouraged all faculty members for writing research articles, books and project in various funding agency.
- Agenda Item 6 : IQAC reviewed all activities done under Bhavan's Community Center and Mentorship Program. The Principal reviewed all comments and feedback by students under mentorship program. The Principal assured to resolve maximum problems of students.





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
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STD (02699)
Off. : 244454
Res. : 244412
Mo.: 9426075795

Principal

No.: NAAC/04/2019-2020

Date: 06/01/2020

Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 06/01/2020 to discuss various parameters regarding academic year 2019-20.

The following Members are present:

1. Chairperson : Dr. V.G. Patel (In-charge Principal)
2. Convener : Dr. Pinkesh Sutariya
3. Member : Dr. H.S. Bhatt
4. Member : Dr. Smt. B. K. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. D.V. Surti
7. Member : Prof. M.I. Mansuri
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri Darshan Suthar (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri R.S. Shah (Management Representative)
12. Member : Miss Naushin Saiyad. (Student Representative)
13. Member : Miss Heni Soni (Alumni Representative)
14. Member : Mr. Rahul Parekh (Student Representative)



Bhartiya Vidya Bhavan's Shri Ishvarlal L.P.Arts-Sc. & J.Shah Comm.
College -Dakor, Dist: Kheda, Gujarat

IQAC Minutes of Meeting III

(2019-2020)



Minutes of Meeting-III of 2019-20 held on 06/01/2020

Venue: IQAC room

Date: 06/01/2020

Agenda of Meeting III

1. To welcome the newly appointed NAAC Coordinator
2. To discuss academic schedule for even semester with course planner by all faculties.
3. Review of earlier work by College- NAAC committee
4. To discuss various add on courses flexibility from next year.
5. To sign MOU with different organization and Industry.
6. To review results of UG and PG in odd semester examinations.
7. To start e-magazine for Science stream activities under Bhavan's Science Community center.

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

- Agenda Item 1 : Management welcomed newly appointed NAAC Coordinator (Dr.Pinkesh Sutariya) by Principal
- Agenda Item 2 : All Heads, Subject in charge had given responsibilities to submit their course planar and academic schedule to Principal.
- Agenda Item 3 : The committee reviewed NAAC related work in college and give their valuable suggestion for improvement.
- Agenda Item 4 : Principal has appointed Dr.Pinkesh Sutariya as a nodal officer for the application in NSQF for B.Voc and Diploma courses.
- Agenda Item 5 : The IQAC decided to sign MOU with Nursing, Agriculture and Banking sector.
- Agenda Item 6 : The IQAC committee has reviewed and analyzed results of UG and PG. The committee has also recommended remedial classes for slow learner students.
- Agenda Item 7 : The Principal has appointed Dr.T.R.Trivedi for the Bhavan's Sci-Tech magazine.





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
J. Shah Comm. College - Dakor, Dist. Khaira, Gujarat-388 225
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STD (02699)
Off. : 244454
Res. : 244412
Mo.: 9426075795

Principal

No.: NAAC/05/2019-2020

Date: 24/02/2020

Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 24/02/2020 to discuss various parameters regarding academic year 2019-20. The following Members are present:

1. Chairperson : Dr. M.K. Nayee (In-charge Principal)
2. Convener : Dr. Pinkesh Sutariya
3. Member : Dr. H.S. Bhatt
4. Member : Dr. Smt. B. K. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. D.V. Surti
7. Member : Prof. M.I. Mansuri
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri Darshan Suthar (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri R.S. Shah (Management Representative)
12. Member : Miss Naushin Saiyad. (Student Representative)
13. Member : Miss Heni Soni (Alumni Representative)
14. Member : Mr. Rahul Parekh (Student Representative)



Bhartiya Vidya Bhavan's Shri Ishvarlal L.P.Arts-Sc. & J.Shah Comm.
College -Dakor, Dist: Kheda, Gujarat

IQAC Minutes of Meeting IV

(2019-2020)



Minutes of Meeting-IV of 2019-20 held on 24/02/2020

Venue: IQAC room

Date: 24/02/2020

Agenda of Meeting IV

1. To welcome newly appointed Principal and Vice Principal
2. To review IQAC work and progress by Principal.
3. To arrange State Level workshop on Chemistry: Our Life and Our Future
4. To arrange institute visit for Science stream students.
5. To apply in professional courses under KCG-RUSA scheme.
6. To Prepare and submit AQAR.
7. To analyze and review of student satisfactory survey.
8. Review of all committee activities at college.

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

Agenda Item 1 : The Management welcomed newly appointed In Charge Principal (Dr.M.K.Nayee) and Vice Principal (Dr.P.G.Sutariya)

Agenda Item 2 : The Principal reviewed IQAC function of last three and half years and put up his vision for college before IQAC.

Agenda Item 3 : The Principal has appointed Dr.Pinkesh Sutariya as a State Level workshop coordinator for science stream. State level workshop will be organized on 28th Feb 2020 for all UG and PG students.

Agenda Item 4 : Dr.T.R.Trivedi, Dr.S.A.Gandhi and Dr.P.G.Sutartiya were asked to visit well-known institute for science stream students.

Agenda Item 5 : The Principal has appointed Dr.K.K.Dave for proposal submission of Tally beginners in KCG-RUSA.

Agenda Item 6 : IQAC committee members reviewed and prepared new format of AQAR and will submit pending AQAR in short time.



Agenda Item 7 : IQAC committee analyzed mentorship program as a student satisfactory survey. All feedback from students were put up to Management and Principal.

Agenda Item 8: IQAC committee has checked all committee minutes of meeting and their activity.





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
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STD (02699)
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Res. : 244412
Mo.: 9426075795

Principal

VISION

To ensure that education is more formative than Informative so that it may not only be able to shape and develop the natural talents of the student but also enable him/her to absorb and express the permanent values of Bhartiya Vidya Bhavan as contrasted with mere acquisition of knowledge.

MISSION

To cater the needs of the rural background students by providing them with an equal opportunity to expand their skills of thinking critically, communicative proficiency, civic responsibility and global awareness through quality and career focused higher education in human capital.

OBJECTIVES

1. To inculcate the students for higher education which is lifelong investment for their self-reliance.
2. To forge sustainable ethics, principles and knowledge thus growing responsible social youth.
3. To provide higher education with gender equality.
4. To promote the students for their contribution to national integrity and development.
5. To impart knowledge-based education with global scenario to develop self-dependence.
6. To create a work place that fosters personal and professional growth with team work.
7. To enhance scientific creativity through entrepreneurial approach with practical knowledge.





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
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Mo.: 9426075795

Principal

No.: 662/20-21

Date : 25/06/2020

Notification

In order to systematically fulfill the goals and quality enhancement and sustenance of the academic progress of the institution, an Internal Quality Assurance Cell (IQAC) with following members are hereby constituted for the academic Year 2020-21.

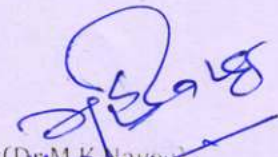
1. Chairperson : Dr. M.K.Nayee (In-charge Principal)
2. Convener : Dr.Pinkesh Sutariya
3. Member : Prof. D.V. Surti
4. Member : Dr. Smt. B. K. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Dr.Y.M.Kadiyani
7. Member : Shri M.L. Bariya (Technical Staff)
8. Member : Shri J.P.Rojasara (Administrative Staff)
9. Member : Shri Darshan Suthar (Administrative Staff)
10. Member : Shri R.B. Vaghela (Senior Peon)
11. Member : Shri Pradeep Shah (Management Representative)
12. Member : Mrs. Nikita Gandhi (Management Representative)
13. Member : Miss.Heni Soni (Alumni Representative)
14. Member : Miss Pritiben G Raval (Student Representative)
15. Member : Mr.Atulkumar K Rohit (Student Representative)

The IQAC will have a distinct identity within the institution structure and will ensure proper record management through its secretariat.

Place: Dakor

Date: 25/06/2020




(Dr. M.K. Nayee)
Principal
Bhavan's Shri L.L. Pandya
Arts, Science & Jashodaben Shah
Commerce College, Dakor

IQAC Minutes of Meeting -I

(2020-21)



Notice

The general meeting for academic year (2020-2021) which is conducted by IQAC cell has been called on 25/06/2020 to discuss and draft a plan for online teaching program.

IQAC for academic year (2020-2021)

1. Chairperson : Dr. M.K. Nayee (In-charge Principal)
2. Convener : Dr. Pinkesh Sutariya
3. Member : Prof.D.V.Surti
4. Member : Prof.M.C.Patel
5. Member : Dr. B. K. Patel
6. Member : Dr. T. R. Trivedi
7. Member : Dr.Y.M.Kadiyani
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri J.P.Rojasara (Administrative Staff)
10. Member : Shri Darshan Suthar (Administrative Staff)
11. Member : Shri R.B. Vaghela (Senior Peon)
12. Member : Mr.Pradeep Shah (Management Representative)
13. Member : Mrs.Nikita Gandhi (Management Representative)
14. Member : Miss Heni Soni (Alumni Representative)
15. Member : Miss Pritiben Girishbhai Raval (Student Representative)
16. Member : Mr. Atulkumar Kanubhai Rohit (Student Representative)



Minutes of Meeting-01 of 2020-2021 held on 25/06/2020

Venue: Room no 116 Date: 25/06/2020

Agenda of Meeting

1. To welcome new members of IQAC.
2. To discuss about planning for academic year 2020-2021.
3. Live demonstration of online teaching, learning and evaluation system.
4. To have brief sharing of ideas about COVID-19, Social Distancing etc.
5. To distribute workload, subject and academic planning for this year.

Minutes of Meeting

1. All newly appointed members are formerly welcomed by Principal and IQAC coordinator
2. Have a large discussion regarding Microsoft and COGENT portal to all faculty members.
3. Live demonstration of online teaching was given by Dr.Pinkesh Sutariya of power point presentation.
4. Special address given by Dr.M.K.Nayee (I/C Principal) regarding current scenario of COVID-19 in State and its challenges.
5. All Dean of Arts, Commerce and Science faculty have put their view on workload, subject distribution and academic planning for this academic year.



No	Name	Sign
01	Dr. A.K. Chaudhuri	
02	Dr. P.P. Choudhary	
03	Dr. V.G. Patel	
04	Dr. K.L. Dave	
5	Prof. H.S. Bhatt	
6	Dr. Y.M. Kadiyani	
07	Prof. D.V. Surm	
08	Prof. S.D. Purohit	
09	Dr. B.M. Patel	
10	Dr. K.C. Pandey	
11	Dr. T.R. Talwar	
12	Dr. R.B. Vashita	
13	S.V. Dholaniya	
14	Dr. B.K. Patel	
15	Dr. J.M. Shah	
16	Dr. A.D. Shah	
17	Shri D.V. Suthan	
18	Dr. Sahay A. Gandhi	
19	J.P. Rojekar	
20	M.L. Buraia	
21	Rahilal B. Vaghela	
22	Dr. P.G. Sutar	
23	Dr. M.K. Nayee	



IQAC Minutes of Meeting -II (2020-21)





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
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3
STD (02699)
Off. : 244454
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Mo.: 9426075795

Principal

No.: **NAAC/02/2020-21**

Date : **05/10/2020**

Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 05/10/2020 to discuss various parameters regarding academic year 2020-21. The following Members are present:

1. Chairperson : Dr. M.K.Nayee (In-charge Principal)
2. Convener : Dr.Pinkesh Sutariya
3. Member : Prof. D.V. Surti
4. Member : Prof. M.C.Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. Smt. B. K. Patel
7. Member : Dr.Y.M.Kadiyani
8. Member : Shri M.L. Bariya (Technical Staff)
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10. Member : Shri Darshan Suthar (Administrative Staff)
11. Member : Shri R.B. Vaghela (Senior Peon)
12. Member : Shri Pradeep Shah (Management Representative)
13. Member : Mrs. Nikita Gandhi (Management Representative)
14. Member : Miss Heni Soni (Alumni Representative)
15. Member : Miss Pritiben Girishbhai Raval (Student Representative)
16. Member : Mr.Atulkumar Kanubhai Rohit (Student Representative)



Minutes of Meeting-II of 2020-21 held on 05/10/2020

Venue: Principal Room

Date: 05/10/2020

Agenda of Meeting II

1. To arrange online lecture series on various topics.
2. To review even semester examination results of UG program.
3. To schedule one week national level webinar in Chemistry and Economics
4. To arrange faculty development program of Non-Teaching staff.

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

- Agenda Item 1 : IQAC has planned 11 online program on various topic with the allocation of Faculty Coordinator.(Annexure 1)
- Agenda Item 2 : The Principal has reviewed all the results of UG program and give his feedback. He also asked all faculty members to arrange remedial class for the slow learner students. All Heads of different subject has given their time table of remedial classes.
- Agenda Item 3 : Dr.P.G.Sutariya and Dr.K.C.Rathwa have planned for one week national level webinar series on Chemistry and Economics.
- Agenda Item 4 : Principal and IQAC team have arranged one faculty development program for non-teaching staff.



Annexure 1:

No.	Date	Webinar Title	Department
1	20/08/2020	Awareness of Swayam & Online Courses	IQAC & Department Physics
2	26/09/2020	Importance of Physical Education in Modern era and Scope of Employment	IQAC & Physical Education Department
3	7/10/2020	Intellectual Property Right: A way for socio-economic upliftment - faculty development programme	IQAC & Department Physics
4	9/10/2020	મહાત્મા ગાંધીજીનાં કેળવણી વિષયક વિચારો	IQAC and Department of Gujarati
5	12/10/2020 to 17/10/2020	One Week National Level Webinar Series on Chem-Conclave 2020	IQAC and Department of Chemistry
6	18/10/2020	National webinar on India – China Issue lecture Series -5 : Chinese Policy against the Uyghurs in the Xinjinag Province	Bhartiya Vidya Bhavans Shri Ishvarlal L. P. Arts –Science & J. Shah Commerce College –Dakor, Gujarat & JAMMU KASHMIR STUDY CENTRE GUJARAT CHAPTER
7	20/10/2020	NSS: Student Induction Programme	National Service Scheme (N.S.S.)
8	25/10/2020	National webinar on India – China Issue lecture Series -6 China's Belt and Road Initiative and India	Bhartiya Vidya Bhavans Shri Ishvarlal L. P. Arts –Science & J. Shah Commerce College –Dakor, Gujarat & JAMMU KASHMIR STUDY CENTRE GUJARAT CHAPTER
9	29/10/2020	સરદાર પટેલ ના રચનાત્મક કાર્યો	IQAC and Department of History.
10	1/11/2020	National webinar on India – China Issue lecture Series -7 Frontier Ladakh: The Chances of War	Bhartiya Vidya Bhavans Shri Ishvarlal L. P. Arts –Science & J. Shah Commerce College –Dakor, Gujarat & JAMMU KASHMIR STUDY CENTRE GUJARAT CHAPTER
11	2/11/2020	Entrepreneurship in Commerce	IQAC and Department of Commerce



IQAC Minutes of Meeting -III

(2020-21)





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Principal

No.: NAAC/03/2020-21


Notice

Date: 06/02/2021

The general meeting for NAAC which is conducted by IQAC cell has been called on 06/02/2021 to discuss various parameters regarding academic year 2020-21. The following Members are present:

1. Chairperson : Dr. M.K.Nayee (In-charge Principal)
2. Convener : Dr. Pinkesh Sutariya
3. Member : Prof. D.V. Surti
4. Member : Prof. M.C. Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. Smt. B. K. Patel
7. Member : Dr. Y.M. Kadiyani
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri J.P. Rojasara (Administrative Staff)
10. Member : Shri Darshan Suthar (Administrative Staff)
11. Member : Shri R.B. Vaghela (Senior Peon)
12. Member : Shri Pradeep Shah (Management Representative)
13. Member : Mrs. Nikita Gandhi (Management Representative)
14. Member : Miss Heni Soni (Alumni Representative)
15. Member : Miss Pritiben Girishbhai Raval (Student Representative)
16. Member : Mr. Atulkumar Kanubhai Rohit (Student Representative)




(Dr. M.K. Nayee)
I/C Principal

Minutes of Meeting-III of 2020-21 held on 06/02/2021

Venue: Principal Room

Date: 06/02/2021

Agenda of Meeting III

1. To arrange online/offline webinar/lecture series on various topics.
2. To review odd semester examination results of UG program.
3. To discuss about newly sanctioned two Diploma courses and its progress.
4. To start Tally courses and utilization of KCG-RUSA grant for the same.

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

- Agenda Item 1 : IQAC has planned 22 online/offline program on various topic with the allocation of Faculty Coordinator.(Annexure 1)
- Agenda Item 2 : The Principal has reviewed all the results of UG program and give his feedback. He also asked all faculty members to arrange remedial class for the slow learner students.
- Agenda Item 3 : The Principal and management have appointed two faculty members for two Diploma courses. IQAC has asked them to start online lectures for it.
- Agenda Item 4 : Dr.K.K.Dave (In-Charge of KCG-RUSA Tally grant) asked to start this course on offline mode in DELL Lab.





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
J. Shah Comm. College - Dakor, Dist. Khaira, Gujarat-388 225
(NAAC REACREDITED - B Grade)**

Managed by Bhartiya Vidyabhavan, Dakor Kendra Dakor - 388 225, Ta. Thasra, Dist. Kheda, (Gujarat)
Website : www.bhavanscollegedakor.org E-mail ID : bhavansdakor@rediffmail.com

STD (02699)
Off. : 244454
Res. : 244412
Mo. : 9426075795

Principal


No.: 458/2020-21

Notice

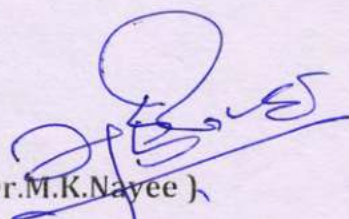
Date : 06/02/2021

IQAC has finalized following lecture series/ program for even semester (2020-2021) with following faculty coordinator.

No	Expert Lecture (Online)	Faculty Co-Ordinator	Sign
1.	Sanskrit Grammar/Spoken Sanskrit	Dr.V.G.Patel	
2.	Spoken English/Personality Development	Dr.H.S.Bhatt	H/S
3.	Yoga	Dr.A.K.Chaudhari	
4.	Health and Hygiene	Dr.A.D.Shah	A
5.	Physical Fitness and NCC importance	Dr.K.C.Rathwa	KCR
6.	ICT/Computer skill	Prof.S.V.Dholakiya	
7.	Research Methodology	Dr.K.K.Dave	
8.	IPR and SSIP	Dr.S.A.Gandhi	S.A.G.
9.	Entrepreneurship	Prof.D.V.Surti	D.V.S.
10.	Swachh Bharat Program	Prof.S.D.Parmar	S.D.P.
11.	Aatmanirbhar Bharat	Prof.S.D.Parmar	S.D.P.
12.	AIDS awareness	Dr.A.D.Shah	A
13.	Gender Discrimination	Prof.S.N.Parmar	S.N.P.
14.	NET/SET/GPSC	Dr.K.C.Rathwa	KCR
15.	FDP (IQAC and NAAC)	Dr.T.R.Trivedi	T.R.T.
16.	FDP (ADHYPAK NU ADHIT)	Dr.J.M.Shah	J.M.S.
17.	Industry-Academia Lecture	Dr.P.P.Dholakiya	
18.	Constitution of India	Dr.R.B.Vaghela	R.B.V.
19.	Lecture on e-resources in digital learning	Dr.Y.M.Kadiyani	
20.	FDP (Non-teaching)	Prof.M.I.Mansuri	
21.	FDP (e-Content)	Dr.B.K.Patel	
22.	FDP (Non-Teaching)	Prof.M.C.Patel	M.C.P.


(Dr.P.G.Sutariya)
NAAC Co-ordinator




(Dr.M.K.Nayee),
In- Charge Principal

IQAC Minutes of Meeting -IV

(2020-21)





**Bhartiya Vidya Bhavan's Shri Ishvarlal L.P. Arts - Sc. &
J. Shah Comm. College - Dakor, Dist. Khaira, Gujarat-388 225
(NAAC REACREDITED - B Grade)**

Managed by Bhartiya Vidyabhavan, Dakor Kendra Dakor - 388 225, Ta. Thasra, Dist. Kheda, (Gujarat)
Website : www.bhavanscollegedakor.org E-mail ID : bhavansdakor@rediffmail.com

STD (02699)
Off. : 244454
Res. : 244412
Mo.: 9426075795

Principal

No.: 538-B/2020-21

Date : 03/03/2021

Notice

The general meeting for NAAC which is conducted by IQAC cell has been called on 03/03/2021 to discuss various parameters regarding academic year 2020-21. The following Members are present:

1. Chairperson : Dr. M.K.Nayee (In-charge Principal)
2. Convener : Dr.Pinkesh Sutariya
3. Member : Prof. D.V. Surti
4. Member : Prof. M.C.Patel
5. Member : Dr. T. R. Trivedi
6. Member : Prof. Smt. B. K. Patel
7. Member : Dr.Y.M.Kadiyani
8. Member : Shri M.L. Bariya (Technical Staff)
9. Member : Shri J.P.Rojasara (Administrative Staff)
10. Member : Shri Darshan Suthar (Administrative Staff)
11. Member : Shri R.B. Vaghela (Senior Peon)
12. Member : Shri Pradeep Shah (Management Representative)
13. Member : Mrs. Nikita Gandhi (Management Representative)
14. Member : Miss Heni Soni (Alumni Representative)
15. Member : Miss Pritiben Girishbhai Raval (Student Representative)
16. Member : Mr.Atulkumar Kanubhai Rohit (Student Representative)

(Handwritten signature)



Minutes of Meeting-IV of 2020-21 held on 03/03/2021

Venue: Principal Room

Date: 03/03/2021

Agenda of Meeting IV

1. To submit last three years AQAR queries to portal.
2. To prepare AQAR for the academic year 2019-2020.
3. To review odd semester examination results of UG program.
4. To arrange remedial class for weaker students.

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

- Agenda Item 1 : IQAC has planned to submit last three years queries by the end of this month.
- Agenda Item 2 : IQAC has distributed criteria wise work to all faculty members.
(Annexure 1)
- Agenda Item 3 : The Principal has reviewed all the results of UG program and give his feedback. He also asked all faculty members to arrange remedial class for the slow learner students.
- Agenda Item 4 : All Heads of different subject has given their time table of remedial classes.



Teaching Staff Work

No	Name	Work assigned
1.	Prof. D.V.Surti	Study material for B.Com PPT of Department Remedial Class Schedule Student Progress Data (B.Com to Higher) Appointment letter of Students of Commerce Research Publication/Books should be published Faculty Development Program Should be done (Online) BOS letter and Minutes of meeting Past Alumni list (Current Designation)
2.	Dr. V.G.Patel	Arrange spoken Sanskrit lecture Study material for B.A. SET/NET Lecture PPT of Sanskrit Department Remedial Class Schedule Student Progress Data (B.A to Higher) Appointment letter of Students of Arts BOS letter and Minutes of meeting Past Alumni list (current designation)
3.	Prof.M.C.Patel	PPT of Gujarati Department Remedial Class Schedule Student Progress Data (B.A to Higher) Appointment letter of Students of Arts Research Publication/Books should be published Faculty Development Program Should be done(Online) Past Alumni list (Current Designation)
4.	Dr.H.S.Bhatt	Spoken English/ Personality Development Lecture Study material for B.A. PPT of English Department Remedial Class Schedule Student Progress Data (B.A to Higher) Appointment letter of Students of Arts Research Publication/Books should be published Faculty Development Program Should be done (Online) BOS letter and Minutes of meeting Past Alumni list (Current Designation)
5.	Dr. A.K.Chaudhari	Sports activity PPT Stock Register of College Arrange indoor game and Outdoor game event Yoga Lecture Student Progress in Sports (Appointment) Physical infrastructure file



		Research Publication/Books should be published Faculty Development Program Should be done (Online) Past Alumni list (Current Designation)
6.	Dr.R.B.Vaghela	History museum (Indian Freedom fighter) History PPT Remedial Class Schedule Student Progress Data (B.A to Higher) Appointment letter of Students of Arts Alumni Data Research Publication/Books should be published Faculty Development Program Should be done (Online) BOS letter and Minutes of meeting Saptdhara introduction for website Past Alumni list (Current Designation)
7.	Dr.B.K.Patel	Green Audit file and data Remedial Class Schedule Student Progress Data (B.Sc. to Higher) Appointment letter of Students of Science Chemistry PPT Laboratory requirement Laboratory expense details Research Publication/Books should be published BOS letter and Minutes of meeting Past Alumni list (Current Designation)
8.	Dr.J.M.Shah	Adhyapak Adhit Program and its introduction for website (Minimum 10 Lectures) Cultural Activity Online/offline Question Bank for Chemistry SSIP Cell Activity (Minimum 2-3 Projects) Research Publication/Books should be published Cultural activity introduction for website Past Alumni list (Current Designation)
9.	Dr.T.R.Trivedi	Science E-Magazine (2016-2021) SSIP Cell Activity (Minimum 2-3 Projects) SRC Activity online/offline Student Progress Data (B.Sc. to Higher) Appointment letter of Students of Science Research Publication/Books should be published BOS letter and Minutes of meeting Bhavans Community Centre Introduction for website Past Alumni list (Current Designation)
10	Prof. S.V.Dholkiya	Ashmita Magazine (2016-2021) All appointment order (2016-2021) Question Bank for Physics Remedial Class Schedule Physics PPT



		Research Publication/Books should be published Faculty Development Program Should be done (Online) Past Alumni list (Current Designation)
11.	Dr.S.A.Gandhi	SSIP Cell Activity (Minimum 2-3 Projects) Bhavans Community Centre Activity NET/SET Lecture MOU with different institutes/industries Research Methodology/IPR lectures Past Alumni list (Current Designation)
12.	Dr.Y.M.Kadiyani	SSIP Cell Activity (Minimum 2-3 Projects) Green Audit Botanical Garden Biology PPT Question Bank and Study Material of Biology Remedial Class Schedule Research Publication/Books should be published BOS letter and Minutes of meeting Past Alumni list (Current Designation)
13.	Prof.M.I.Mansuri	Code of Conduct for Students/Faculty Vision, Mission, Objectives of College Institute Distinctiveness Action Plan (2016-2021) Grammar Lecture, Report Writing, Book Review, Application Writing, Resume writing activity for students online/offline Research Publication/Books should be published Faculty Development Program Should be done (Online) College Arts Department Introduction (UG and PG) for website Past Alumni list (Current Designation)
14.	Dr.B.M.Patel	All students Grievances file Spoken Hindi activity PPT of Hindi Department Question Bank and Study material of Hindi Department Student Progression Data (B.A to Higher) Appointment letter of Arts Students Research Publication/Books should be published BOS letter and Minutes of meeting Past Alumni list (Current Designation)
15	Prof.S.N.Paramar	Ashmita Magazine (2016-2021) Spoken Sanskrit Lecture Research Publication/Books should be published Faculty Development Program Should be done (Online) Question Bank and Study material of Sanskrit All Appointment order data file Student Progress File (UG to Higher) BOS letter and Minutes of meeting Past Alumni list (Current Designation)



16.	Dr.K.K.Dave	KCG course summary Palcement/UDISHA ppt and order (Appointment order) Create Whats app group for Commerce alumni Mentorship Program data (2016-2021) Question Bank and Study material of Commerce Commerce Department Introduction (UG and PG) for website Past Alumni list (Current Designation)
17	Dr.K.C.Rathwa	NCC Ppt (2016-2021) Economics Ppt (2016-2021) Question Bank and Study material of Economics Research Publication/Books should be published Past Alumni list (Current Designation)
18	Prof.S.D.Parmar	Prepare soft copy of Budget Highlights (2016-2021) Arrange lecture on GST and Current Budget) NSS PPT (2016-2021) College Working flow chart Question Bank and Study material of Economics Research Publication/Books should be published Past Alumni list (Current Designation)
19	Dr. P.P.Dholkiya	Green Audit Research Publication/Books should be published All college activities photograph details (2016-2021) Arrange lecture for Library and ICT tools Maintenance of Campus infrastructure details (2016-2021) Past Alumni list (Current Designation)
20.	Dr.A.D.Shah	CWDC ppt (2016-2021) Arrange 4-5 lectures of CWDC cell Research Publication/Books should be published Faculty Development Program Should be done (Online) Question Bank of Chemistry College Science Department Introduction (UG and PG) for website Past Alumni list (Current Designation)
21.	Mr.Akshay Darji	Mathematics and Statistics Course Planar Students Activity Question Bank for Mathematics and Statistics Arrange lecture for Mathematics Past Alumni list (Current Designation)
22.	Miss Saryu Patel	Economics Course Planar Students Activity Question Bank for Economics Past Alumni list (Current Designation)



Documents required for any activity

1. Notice
2. Registration
3. Invitation Letter of Speaker
4. Schedule
5. Attendance
6. Photo of the event
7. Feedback
8. Certificate
9. Report of the event
10. Thanking Letter of Speaker
11. Press Note

Departments File should be maintained

1. Syllabus File
2. Faculty file
3. Attendance file
4. Student activity file
5. Student Progress file (UG to Higher)
6. Time-Table, Internal and External schedule file
7. Course Planar file
8. Subject Outcome file
9. External examination question paper file
10. Expenditure file
11. Stock register/attendance register (For Science)
12. Question Bank file
13. Study material file
14. Alumni file
15. Student achievement file
16. Faculty achievement file
17. Event/ Conference/Seminar/Guest Lecture file
18. Library book file



Administrative File (2016-2021)

1. Admission Form
2. Enrollment
3. Internal
4. Fees Details
5. Scholarship
6. University correspondence
7. University Circular
8. UGC circular
9. CHE Circular
10. Grievances of Students
11. UGC grant
12. KCG grant
13. Faculty
14. Non-Teaching
15. O-19 file
16. Expenditure
17. Audit
18. Prospect
19. TTI
20. Attendance Register
21. Stock Register
22. Inward and Out ward Register
23. Mark sheet register
24. Affiliation
25. Salary
26. IT
27. Voucher
28. Adhoc Staff salary
29. RTI
30. Case
31. Memo
32. Notice Register
33. Movement Register



Administrative Staff work

No	Name	Work
1.	Mr.Darshan Suthar	Above File Completion Broacher of College Information Adhoc Staff Register Adhoc Staff Salary Notice Register Academic Calendar (2020-2021) PH students list Total Sanction number of Teaching and Non-teaching Library expenditure data Past Alumni list (Current Designation)
2.	Mr.Navinbhai Rathwa	Scholarship data Inward and Outward Register Attendance Register Past Alumni list (Current Designation)
3.	Mr.Ankitbhai Patel	TTI Broacher for display (All UG and PG) Green Audit data IQAC and NAAC admin work Past Alumni list (Current Designation)
4.	Mr.Mitesh Trivedi	Management Profile Management Message Budget for Academic and Non academic (2016-2021) All PG Circular File,PG Enrollment PG result, PG Prospects, PG Advertisement PG Fess, PG Expenditure Past Alumni list (Current Designation)
5	Mr.Jerambhai Rojasara	Chemistry Lab improvement Labeling, Cleaning, requirements Past Alumni list (Current Designation)
6	Mr.Arvinbhai Patel	All stock register (UG and PG) Expenditure details (2016-2021, UG and PG) Past Alumni list (Current Designation)
7.	Mr.M.L.Bariya	Physics Lab improvement Labeling, Cleaning, requirements All stock register Expenditure details (2016-2021, UG) Past Alumni list (Current Designation)
8.	Mr.Vimal Solanki	All data entry of NAAC and College Past Alumni list (Current Designation)
9.	Mrs.Swatiben Desai	Library expenditure details Library Notice(2016-2021) Library requirements (2016-2021) Attendance register (2016-2021) Teacher Register (2016-2021)



P.G.Staff Work

No	Name	Work
1.	Dr.Jignesh Parmar	PPT of Gujarati Department Remedial Class Schedule Student Progress Data (M.A to Higher) Appointment letter of Students of Arts Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Research Publication/Books should be published Faculty Development Program Should be done(Online) Students activity and achievement Past Alumni list (Current Designation)
2.	Dr.Viral Kachiya	PPT of Commerce Department Remedial Class Schedule Student Progress Data (M.Com. to Higher) Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Appointment letter of Students of Commerce Research Publication/Books should be published Faculty Development Program Should be done(Online) Students activity and achievement Past Alumni list (Current Designation)
3.	Mr.Mehul Vankar	PPT of Chemistry Department Remedial Class Schedule Student Progress Data (M.Sc. to Higher) Appointment letter of Students of Chemistry Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Research Publication/Books should be published Faculty Development Program Should be done(Online) Students activity and achievement Past Alumni list (Current Designation)
4.	Miss Naushin Saiyad	PPT of Chemistry Department Remedial Class Schedule Student Progress Data (M.Sc. to Higher) Appointment letter of Students of Chemistry Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Research Publication/Books should be published Faculty Development Program Should be done(Online) Past Alumni list (Current Designation)
5.	Miss. Dipal Suthar	PPT of Chemistry Department



		Remedial Class Schedule Student Progress Data (M.Sc. to Higher) Appointment letter of Students of Chemistry Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Research Publication/Books should be published Faculty Development Program Should be done(Online) Past Alumni list (Current Designation)
6.	Miss Dhwani Suthar	PPT of Chemistry Department Remedial Class Schedule Student Progress Data (M.Sc. to Higher) Appointment letter of Students of Chemistry Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Research Publication/Books should be published Faculty Development Program Should be done(Online) Past Alumni list (Current Designation))
7.	Mr.Mahavirbhai Rabari	Library facility and arrangement Appointment letter of Students of Gujarati Question Bank and Study material Course Planar and Course Outcome Past Alumni list (Current Designation)
8.	Miss Vaibhavi Shah	PPT of Commerce Department Remedial Class Schedule Student Progress Data (M.Com. to Higher) Question Bank and Study material Course Planar and Self-Appraisal Form Course Outcome Appointment letter of Students of Commerce Research Publication/Books should be published Faculty Development Program Should be done(Online) Past Alumni list (Current Designation)
9.	Mr.Mitesh Valand	All Vocational Course Details Admission, Syllabus, Course Planar, Students Activity etc Past Alumni list (Current Designation)

