

**Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and  
Commerce College, Bhavnagar**

**Managed by Smt. R.D. Gardi Bhavnagar Stree Kelvani Mandal**

**Internal Quality Assurance Cell (IQAC)**

**Date: 10/06/2016**

**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 16/06/2016 at 11 am in the IQAC Room to discuss the following agenda.

**Agenda:**

- To discuss the admission related issues.
- To discuss about the prospective plans for current academic year.

Presence of all members of IQAC is solicited.

**IQAC Coordinator**

**Principal**

**Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and  
Commerce College, Bhavnagar**

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**Internal Quality Assurance Cell (IQAC)**

**1<sup>st</sup> IQAC MEETING MINUTES**

**Meeting Date: 16/06/2016**

**Meeting Time: 11 am**

**Meeting Location: IQAC Room**

**Meeting Facilitator: IQAC Coordinator**

On 16<sup>th</sup> June, 2016 the IQAC meeting was held under the chairmanship of the principal at the IQAC Office at 11 am. The Coordinator IQAC read out the minutes of the previous meeting and sought for the confirmation of the minutes. The members confirmed the minutes.

**Agenda:**

- To discuss the admission related issues
- To discuss about the prospective plan for current academic year

**Minutes:**

- Students are admitted as per the intake and seats are filled according to the reservation categories.
- For the smooth functioning of academic and extra-curricular activities, all the committees have been asked to prepare action plan for various activities to be held throughout the year.

**IQAC Coordinator**

**Principal**

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**Internal Quality Assurance Cell (IQAC)**

**Date: 15/10/2016**

**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 20/10/2016 at 11 am in the IQAC Room to discuss the following agenda.

**Agenda:**

- To plan and discuss about academic activities
- To develop the collaborations

Presence of all members of IQAC is solicited.

**IQAC Coordinator**

**Principal**

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**Internal Quality Assurance Cell (IQAC)**

**2<sup>nd</sup>IQAC MEETING MINUTES**

**Meeting Date: 20/10/2016**

**Meeting Time: 11 am**

**Meeting Location: IQAC Room**

**Meeting Facilitator: IQAC Coordinator**

On 20<sup>th</sup> October, 2016 the IQAC meeting was held under the chairmanship of the principal at the IQAC Office at 11 am. The Coordinator IQAC read out the minutes of the previous meeting and sought for the confirmation of the minutes. The members confirmed the minutes.

**Agenda:**

- To plan and discuss about academic activities
- To develop the collaborations

**Minutes:**

- The IQAC Coordinator suggested all the members of the institute to organize various academic activities such as Essay Writing and Elocution Competitions so that Students can learn to be expressive throughout the academic year.
- Under the chairmanship of Principal, to develop the collaborations, all the faculties were instructed to organize an expert talk by each department during the academic year.

**IQAC Coordinator**

**Principal**

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**Internal Quality Assurance Cell (IQAC)**

**Date: 15/11/2016**

**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 18/11/2016 at 12 pm in the IQAC Room to discuss the following agenda.

**Agenda:**

- To implement new teaching pedagogy
- To develop the infrastructure

Presence of all members of IQAC is solicited.

**IQAC Coordinator**

**Principal**

**Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and  
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Internal Quality Assurance Cell (IQAC)**

**3<sup>rd</sup>IQAC MEETING MINUTES**

**Meeting Date: 18/11/2016**

**Meeting Time: 12 pm**

**Meeting Location: IQAC Room**

**Meeting Facilitator: IQAC Coordinator**

On 20<sup>th</sup> October, 2016 the IQAC meeting was held under the chairmanship of the principal at the IQAC Office at 12 pm. The Coordinator IQAC read out the minutes of the previous meeting and sought for the confirmation of the minutes. The members confirmed the minutes.

**Agenda:**

- To implement new teaching pedagogy
- To develop the infrastructure

**Minutes:**

- The significance to give Activity based and task based approach was recommended during meeting by the IQAC Coordinator to all the faculties of the institute to provide quality education to the students.
- Under the chairmanship of Principal, the plan to develop the infrastructure was proposed so that canteen can be there in the institute.

**IQAC Coordinator**

**Principal**

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**Internal Quality Assurance Cell (IQAC)**

**Date: 28/04/2017**

**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 28/04/2017 at 11 am in the IQAC Room to discuss the following agenda.

**Agenda:**

- To discuss the SWOT ( Strength, Weakness, Opportunity & Threat) analysis
- To develop the environmental consciousness
- To discuss about faculty enhancement programme.

Presence of all members of IQAC is solicited.

**IQAC Coordinator**

**Principal**

**Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and  
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**Internal Quality Assurance Cell (IQAC)**

**4<sup>th</sup>IQAC MEETING MINUTES**

**Meeting Date: 28/04/2017**

**Meeting Time: 11 am**

**Meeting Location: IQAC Room**

**Meeting Facilitator: IQAC Coordinator**

On 28<sup>th</sup>April, 2017 the IQAC meeting was held under the chairmanship of the principal at the IQAC Office at 11 am. The Coordinator IQAC read out the minutes of the previous meeting and sought for the confirmation of the minutes. The members confirmed the minutes.

**Agenda:**

- To discuss the SWOT ( Strength, Weakness, Opportunity & Threat) analysis
- To develop the environmental consciousness
- To discuss about faculty enhancement programme.

**Minutes:**

- The IQAC Coordinator suggested all the members of the institute to do SWOT analysis so that the institute can try to overcome its weaknesses and threat.
- To develop the environmental consciousness among students and faculties, the Principal of the institute put more stress on this matter by suggesting, planting more trees in vacation in the last meeting of the academic term.
- In the meeting, Under the Chairmanship of Principal, all the faculties were recommended to participate in various FDP programmes to help them to enhance their knowledge in the concerned subject.

**IQAC Coordinator**

**Principal**