

**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: 30/10/2018**

**Notice**

All the members of Internal Quality Assurance Cell (IQAC) are hereby informed that IQAC meeting will be held on 01/11/2018 at 11 am in the IQAC Room to discuss the following agenda.

**Agenda:**

- To plan internal exam to be conducted as a part of assessment of the students during academic year.
- To discuss about the quality improvement steps to be taken to achieve the academic excellence.

Presence of all members of IQAC is solicited.

*Pand. R. J. K.*  
IQAC Coordinator  
**CO-ORDINATOR**  
**IQAC**  
**Smt. N. C. Gandhi & B. V. Gandhi**  
**Mahila Arts & Commerce College**  
**Bhavnagar-364001.**



*[Signature]*  
Principal  
**I/C. Principal**  
**Smt. N.C. Gandhi & B.V. Gandhi**  
**Mahila Arts & Commerce College**  
**BHAVNAGAR-364 001.**

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**Internal Quality Assurance Cell (IQAC)**

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

**Meeting Date: 01/11/2018**

**Meeting Time: 11 am**

**Meeting Location: IQAC Room**

**Meeting Facilitator: IQAC Coordinator**

On 1<sup>st</sup> November, 2018 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 internal exam to be conducted as a part of assessment of the students during academic year.
- To discuss about the quality improvement steps to be taken to achieve the academic excellence.

**Minutes:**

- In the meeting, it was recommended by the IQAC Coordinator to all the members of the institute to organize various academic activities to be done throughout the academic year for the overall growth of students.
- The IQAC coordinators instructed to give more focus to the ICT tools which can be useful for the improvement of student learning and getting academic excellence.

*Pandya J.N.*  
IQAC Coordinator  
IQAC  
Smt. N. C. Gandhi & B. V. Gandhi  
Mahila Arts & Commerce College  
Bhavnagar-364001.



*[Signature]*  
Principal  
I/C. Principal  
Smt. N.C. Gandhi & B.V. Gandhi  
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