

GOVERNMENT COMMERCE COLLEGE, SECTOR 15, GANDHINAGAR

Internal Quality Assurance Cell (IQAC) Handbook

ACADEMIC YEAR: 2022-23

About College:

Government Commerce College, Gandhinagar was established in 1970 with a view to impart quality education to students from all the sections of the society. Our college is situated in the heart of Capital city of Gujarat, Gandhinagar. It is affiliated to Gujarat University institution.

The objective of our college is to serve society and contribute to the development of the nation by imparting quality education to the students.

Our college has a beautiful building with 18 spacious classrooms, different cabins for Principal, HODs and administrative offices, Gymnasium, Sports room, Ladies Room, NSS, NCC rooms, Tally Lab, Digital lab, Hostel, Seminar cum Auditorium Hall, Spacious Library with huge reading space having a seating capacity of 250 students. College has also a big playground and beautiful auditorium. Apart from all, college has a lush green garden campus. Our college is 2F and 12B recognized institution by UGC.

Our college offers two programs

1) Bachelor of Commerce in Accountancy and Auditing (offered since 1970)

2) Master of Commerce with in specialization in Costing (offered since 1983).



About IQAC:

The IQAC at our commerce college in Gandhinagar serves as the cornerstone of our commitment to academic excellence and continuous improvement. With a focus on enhancing teaching methodologies, promoting research endeavors, and strengthening internal quality assurance mechanisms, the IQAC plays a pivotal role in ensuring that our institution maintains the highest standards of education. Through proactive engagement with stakeholders and the local community, we strive to foster a dynamic learning environment that prepares students for success in an ever-evolving global landscape.

Vision of IQAC:

"To be the driving force behind sustained academic excellence, research innovation, and holistic development, fostering a culture of quality assurance, stakeholder engagement, and societal impact."



Objectives of IQAC:

1. Continuous Academic Improvement: Strive for ongoing enhancement of teaching, learning, and assessment methods to ensure high academic standards.
2. Research and Innovation Promotion: Encourage faculty and students to engage in research and innovation through support and collaboration opportunities.
3. Infrastructure Enhancement: Focus on improving college facilities and infrastructure to create a conducive learning environment.
4. Internal Quality Assurance Strengthening: Develop and implement robust quality assurance mechanisms to meet regulatory requirements and accreditation standards.
5. Stakeholder Engagement and Outreach: Actively involve stakeholders and engage with the community through programs and initiatives to enhance the college's impact and relevance.



Primary Functions of IQAC:

1. **Quality Assurance:** Implement and monitor quality assurance processes to ensure adherence to academic and administrative standards, regulatory requirements, and accreditation criteria.
2. **Continuous Improvement:** Facilitate the development and implementation of strategies for continuous improvement in teaching, learning, and evaluation methods based on feedback and best practices.
3. **Performance Evaluation:** Conduct regular assessments and evaluations of academic and non-academic activities to identify areas for improvement and recognize areas of excellence.
4. **Capacity Building:** Organize workshops, seminars, and training programs to enhance the professional development of faculty and staff, fostering a culture of innovation and excellence.
5. **Stakeholder Engagement:** Foster effective communication and collaboration with internal and external stakeholders, including students, faculty, alumni, employers, and the local community, to solicit feedback, address concerns, and enhance institutional effectiveness.



Initiative taken during the year 2022-23:

1. Formation and registration of Alumni Association.
2. Planning to start M.Com. English medium.
3. Research oriented approach is adopted with a target of two years till 2024-25.
4. Indulging in mindful activities like yoga and nature camps.
5. Taking students for the knowledge visits.

Total IQAC Meeting Conducted:

Sr. No	Meeting Date	Term of the Academic Year
1	23/06/2022	1 ST
2	26/08/2022	1 ST
3	04/10/2022	1 ST
4	22/12/2022	2 ND
5	23/02/2023	2 ND



GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

(Established: 1970)

ACADEMIC YEAR: 2022- 23

NOTIFICATION AND AGENDA OF IQAC MEETING

DATE: 23/6/2022

Meeting Minutes: Formation of IQAC Committee

On 23/6/2022 a meeting was scheduled to be held at 12:00 noon under the precedence of the principal. The meeting was scheduled for the formation of IQAC Committee and it was decided by the principal that the following will be the committee of IQAC functioning of the institution:

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr Falguni Meserwala	Member	
4	Dr. Parul Dave	Member	
5	Dr Dipal Patel	Member	
6	Shree Mansukh Rathod	Member	
7	Smt. Bakulaben Bhagora	Member	
8	Mayurbhai Desai	Member	


Dr Amitkumar N. Sutaria

Principal



GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR
(Established: 1970)
ACADEMIC YEAR: 2022- 23
MEETING FOR FORMATION OF THE IQAC COMMITTEE

Date: 23/6/2022

In order to systematically fulfill the goals and quality enhancement and substance of the academic progress of the institution, an Internal Quality Assurance Cell (IQAC) with following members constituted for the academic year 2022-23.

Important Points of the meeting:

1. Preparing and implementation of Academic Calendar of the institution in accordance with the Gujarat University Academic Calendar for new semester.
2. All committees should plan the activities according to the academic calendar of the Gujarat University.
3. Planning for proper functioning and registration Alumni Association.
4. Proper planning execution of B.Com and M. Com admission and preparing material department wise outlook.
5. Students should be motivated to participate in different completions at state and nation level.
6. List of activities to be conducted during the semester attached.

Date: 23/6/2022

Sutaria

Place: Gandhinagar


Dr. AmitKumar N.

Principal

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr Falguni Meserwala	Member	
4	Dr. Parul Dave	Member	
5	Dr Dipal Patel	Member	
6	Shree Mansukh Rathod	Member	
7	Smt. Bakulaben Bhagora	Member	
8	Mayurbhai Desai	Member	



List of Activities to be conducted during the Semester:

1. Organise Industrial Visit to Mundra.
2. Organising Legal Education Seminar
3. Independence Day Celebration Mehendi Competition
4. Teachers Day Celebration
5. Navratri Celebration
6. Activities related to Swachta Abhiyan
7. SSIP Lecture
8. Legal Education seminar on POCSO
9. Visit to Blind School
10. Blood Donation Camp
11. Budget Session
12. Tree Plantation



GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

(Established: 1970)

ACADEMIC YEAR: 2022- 23

NOTIFICATION AND AGENDA OF IQAC MEETING

DATE: 26/08/2022


On 26/08/2022 a meeting of IQAC committee is scheduled to be held in the principal's chamber at 12:00 noon. All committee members are requested to attend this meeting.

THE AGENDA OF THE MEETING IS GIVEN BELOW:

1. Formation of various committees for student related activities.
2. Planning for internal exams.
3. Discuss Departmental activities and activities of Sports, NSS, NCC, Cultural, CWDC etc. for the overall development of students.
4. Plan for maintaining cleanliness throughout the campus and try for maximum students' participation in 'Swachh Bharat Abhiyan'.
5. Extending and enhancing the activities related to the library.
6. To increase research publication of the faculties.
7. Planning and execution of Alumni Association.

Date: 26/08/2022

Place: Gandhinagar


Dr. Amit Kumar N. Sutaria
Principal

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr Falguni Meserwala	Member	
4	Dr. Parul Dave	Member	
5	Dr Dipal Patel	Member	
6	Shree Mansukh Rathod	Member	
7	Smt. Bakulaben Bhagora	Member	
8	Mayurbhai Desai	Member	



GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

(Established: 1970)

ACADEMIC YEAR: 2022- 23

IQAC Meeting Minutes

DATE: 26/08/2022

MINUTES OF THE MEETING:

- 1) It was decided in the meeting that as per the discussion on the agenda of the IQAC meeting the work needs to be done during the term and to analyze of the IQAC meeting held in the previous year and the agendas remaining to be fulfilled regarding to the previous year IQAC meeting.
- 2) Discussion was held on different committees related to the student development activities and institute development activities.
- 3) Planning for internal exams of B.com and M.com in accordance with Gujarat University.
- 4) Plan for maintaining cleanliness throughout the campus and try for maximum students' participation in 'Swachh Bharat Abhiyan'.
- 5) To increase research publication of the faculties.
- 6) Planning and execution of Alumni Association.

Date: 26/08/2022

Place: Gandhinagar


Dr. Amit Kumar N. Sutaria
Principal

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr Falguni Meserwala	Member	
4	Dr. Parul Dave	Member	
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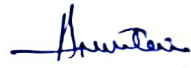
GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR
(Established: 1970)
ACADEMIC YEAR: 2022- 23
IQAC MEETING NOTICE




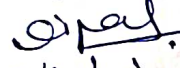
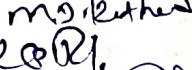

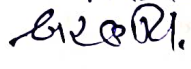

DATE: 04/10/2022

A meeting of the Internal Quality Assurance Cell (IQAC) of the college, regarding action taken report for first term is organized on 04/10/2022 at 11:30 AM in the principal's chamber. All the members of IQAC should remain present in the meeting.

Date: 04/10/2022

Place: Gandhinagar


Dr. Amit Kumar N. Sutaria
Principal

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr Falguni Meserwala	Member	
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8	Mayurbhai Desai	Member	



GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

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ACADEMIC YEAR: 2022- 23

IQAC MEETING FOR ACTION TAKEN REPORT

DATE: 04/10/2022

DISCUSSION ABOUT ACTION TAKEN REPORT OF THE FIRST TERM:

- 1 The coordinator presented the report of previous IQAC meeting. Successfully carried out Implementation of Academic Calendar, Alumni Association proper started functioning, started M. COM English medium and all the activities were as per academic calendar.
- 2 Various committees were formed by the principal regarding Departmental activities, Sports, NSS, NCC, Cultural and CWDC activities for overall development of the students.
- 3 The process of the admission was successfully conducted as per university guidelines.
- 4 Prepared micro planning for the academic calendar and action plan under taken by the departments. Feedback had been taken from the students.
- 5 Remarkable activities organized under the committee of NSS, NCC, Cultural, Sports, CWDC etc. Many departmental activities also assemble. Students also won many activities at district, inter college, University, state and national level respectively.
- 6 Library resources were used by the faculty members for their research work and knowledge creation.
- 7 Students have also used Library resources for the academic purpose as well as knowledge creation purpose.
- 8 Output of the survey was incorporated to improve the output of the subject.

Date: 04/10/2022

Place: Gandhinagar

Dr. AmitKumar N. Sutaria
Principal



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1	Dr. J. G. Rao	Co-Ordinator	
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4	Dr. Parul Dave	Member	
5	Dr Dipal Patel	Member	
6	Shree Mansukh Rathod	Member	
7	Smt. Bakulaben Bhagora	Member	
8	Mayurbhai Desai	Member	

GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

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ACADEMIC YEAR: 2022 - 23

NOTIFICATION AND AGENDA OF IQAC MEETING

DATE: 22/12/2022

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 22/12/2022 at 12:00 noon in the principals' chamber. All the IQAC members are requested to be present in the meeting.

The agenda of the meeting is given below:

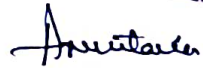
Important Points of the meeting:


1. Planning and implementation of Academic Calendar for all the semesters.
2. All committees should plan the activities according to the academic calendar of the Gujarat University.
3. Proper planning execution of B.com and M. COM academics.
4. List of activities to be conducted during the semester attached.
5. Registration of Alumni Association.
6. List of activities to be conducted during the semester.



Date: 22/12/2022

Place: Gandhinagar


Dr. Amit Kumar N. Sutaria
Principal

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr. Kirit Makwana	Member	
4	Dr Falguni Meserwala	Member	
5	Dr. Parul Dave	Member	
6	Shree Mansukh Rathod	Member	
7	Smt. Bakulaben Bhagora	Member	
8	Mayurbhai Desai	Member	

List of Activities to be conducted during the Semester:

- 1 Republic Day
- 2 Book Exhibition and celebration of Shahid Divas
- 3 Budget Session
- 4 Tree Plantation
- 5 Bizfest 2023
- 6 Resin Art Workshop
- 7 Seminar on Study Abroad options after B. Com
- 8 Sports Day Celebration
- 9 NISM Training Program
- 10 Nature Camp
- 11 Expert Session on Career in Capital Market
- 12 Pre placement activity
- 13 Seminar on Beauty Therapy by Lakme Academy
- 14 Cricket Tournament
- 15 Seminar on Mental Health, Food & Nutrition
- 16 Farewell and Prize Distribution 2023
- 17 Finishing School
- 18 Certificate course in Banking



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IQAC Meeting Minutes

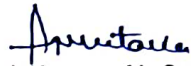
DATE: 22/12/2022

MINUTES OF THE MEETING:

- 1) A discussion was held by the principal to analyze of the IQAC meeting held in the previous term and the agendas remaining to be fulfilled regarding the previous term IQAC meeting.
- 2) Preparation the micro planning for the process of the admission of B.com. and M.com.
- 3) Discussion on encouraging students to participate in the placement fair held by the Government of Gujarat.
- 4) The committees and departments need to submit action taken report of the term before the end of the term.
- 5) Prepare academic calendar for the smooth function of the academics.

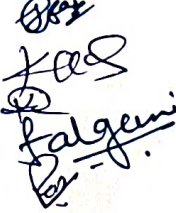
Date: 22/12/2022

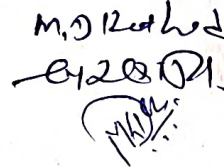
Place: Gandhinagar


Dr. Amit Kumar N. Sutar
Principal

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5	Dr. Parul Dave	Member
6	Shree Mansukh Rathod	Member
7	Smt. Bakulaben Bhagora	Member
8	Mayurbhai Desai	Member

Signature







GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

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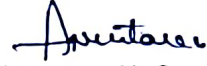
IQAC MEETING NOTICE FOR ACTION TAKEN REPORT

DATE: 23/02/2023

A meeting of the Internal Quality Assurance Cell (IQAC) of the college, regarding action taken report for second term is organized on 23/02/2023 at 12:00 PM. All the members of IQAC should be present in the meeting.

Date: 23/02/2023

Place: Gandhinagar


Dr. Amit Kumar N. Sutaria
Principal

Sr. No.	Name of Member	Designation	Signature
1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
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GOVERNMENT COMMERCE COLLEGE, GANDHINAGAR

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IQAC MEETING FOR ACTION TAKEN REPORT

DATE: 23/02/2023

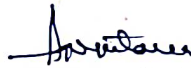
DISCUSSION ABOUT ACTION TAKEN REPORT OF THE SECOND TERM:

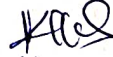
1. Proper execution of Academic Calendar for the semester.
2. Academic process of students of B.Com. and M.com. were carried out properly.
3. Examination planning was done accurately.
4. Alumni Association was promoted by the staff both admin and teaching.
5. Students Participated in the placement fair organized by the Government of Gujarat.
6. Remarkable activities had been organized under NSS, CWDC, NCC, Cultural, Sports etc. during academic year. Many students participated and won the activities at district, inter-college, inter-university, Stat as well as national level.
7. All the activities listed during the starting of academic year was successfully executed by the team.

Date: 23/02/2023

Place: Gandhinagar




Dr. Amit Kumar N. Sutaria
Principal

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1	Dr. J. G. Rao	Co-Ordinator	
2	Dr. K. S. Vyas	Member	
3	Dr. Kirit Makwana	Member	
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