

Government Commerce College, Gandhinagar
Internal Quality Assurance Cell (IQAC)

Academic Year: 2023-24

A meeting of members of IQAC was held on 24/06/2023 at Principal's office at 11.00 am.

Members Present:

1. Dr. A N Sutaria (Principal & Chairperson)
2. Dr. Pratibha Nair (IQAC Coordinator)
3. Dr. Kishore Vyas (Faculty Representative)
4. Dr. Kirit Makwana (Faculty Representative)
5. Dr. Parul Dave (Faculty Representative)
6. Mrs. Bakulaben (Administrative Staff Representative)
7. Mr. Bhavik Chaudhary (Administrative Staff Representative)
8. Prof. Tushar Rana (Expert Academia)
9. Mr. Vijay Parmar (Alumni Representative)
10. Mr. Mayurbhai Desai (Industry Representative)

Agenda:

1. Approval of the Annual Quality Assurance Plan (AQAP) for 2023-24.
2. Formation of various academic and administrative committees for the academic year.
3. Orientation program for newly admitted students.
4. Planning for community engagement activities and alumni involvement.
5. Adoption of NEP based program curriculum
6. Any other point with the permission of the Chairperson

Minutes of the Meeting:

1. **Approval of AQAP:** The coordinator presented the AQAP, emphasizing the importance of integrating ICT tools into teaching, promoting student and faculty research, organizing community engagement activities, and enhancing employability skills. The plan was approved unanimously after minor adjustments, such as including additional programs on skill development.
2. **Formation of Committees:** The committees for the year 2023-24 were finalized, including the Academic Committee, Cultural Committee, Student Grievance Cell, Examination Committee, Placement Committee, SQAC committee, RUSA Committee, Student Grievance Cell, Anti Ragging Committee, Innovation Club Committee, CWDC Cell, and Alumni Relation Committee. Responsibilities were delegated, and timelines for completing specific tasks, such as planning events and ensuring timely academic audits, were established.
3. **Orientation Program:** It was decided to conduct the orientation on 21st July 2023. The program will include sessions on the academic structure, use of the library, examination rules, code of conduct and an introduction to extracurricular and co-curricular activities. Senior students and alumni will be invited to share their experiences.



4. **Community Engagement and Alumni Involvement:** Awareness campaign on Say no to Drugs under NSS cell was scheduled for September. World Suicide Prevention Awareness march was also planned to be conducted in the month of September. The Alumni Association committed to supporting the students and the college in different institutional development programs.

5. **Adoption of NEP**

Dr. Amitkumar Sutaria briefed all the members about NEP 2020. They were informed that admissions for the year 2023-24 were to be done for the B.Com students (sem 1) as per the new curriculum designed by Gujarat University as per NEP 2020. He also asked the HODs to ensure that all the faculty members participate in FDP conducted by MMTC (HRDC) of any University on Sensitization and Adoption of NEP 2020.

Planning for introduction of Statistics as a major subject in the B.Com program in the next academic year 2024-25 to meet the growing demand for data-driven skills was also intimated to the members.

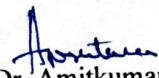
The next meeting was planned to be scheduled in the month of October 2023. The meeting ended with vote of thanks by the IQAC coordinator.

Prepared by:



Dr. Pratibha Nair,
IQAC Coordinator
Government Commerce College, Gandhinagar

Approved by:



Dr. Amitkumar Sutaria
Chairperson, IQAC
Government Commerce College, Gandhinagar



Government Commerce College, Gandhinagar
Internal Quality Assurance Cell (IQAC)

Academic Year: 2023-24

A meeting of members of IQAC was held on 03/10/2023 at Principal's office at 11.00 am.

Members Present:

1. Dr. A N Sutaria (Principal & Chairperson)
2. Dr. Pratibha Nair (IQAC Coordinator)
3. Dr. Kishore Vyas (Faculty Representative)
4. Dr. Kirit Makwana (Faculty Representative)
5. Dr. Parul Dave (Faculty Representative)
6. Mrs. Bakulaben (Administrative Staff Representative)
7. Mr. Bhavik Chaudhary (Administrative Staff Representative)
8. Prof. Tushar Rana (Expert Academia)
9. Mr. Vijay Parmar (Alumni Representative)
10. Mr. Mayurbhai Desai (Industry Representative)

Agenda:

1. Review of academic and extracurricular activities conducted in Q1.
2. Planning for Community engagement Programs
3. Initiatives for NAAC re accreditation preparation.
4. Alumni engagement activities.
5. Student Feedback
6. Any other point with the permission of the Chairperson

Minutes of the Meeting:

1. Q1 Review:

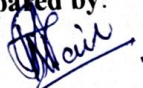
1. Academic and co-curricular activity updates for Q1 was shared with all the members
 2. Tree Plantation Drive, Anti Ragging Awareness Program, Suicide Prevention Awareness March were undertaken in Q1
 3. Feedback from the orientation program revealed a positive response from students, especially regarding sessions conducted by alumni.
 4. A field trip to Mundra Enterprises in Kutch was organised in the month of September 2023. Students got an exposure to practical aspects of trade and commerce.
- 2. Planning for Community Engagement Programs:** A Blood Donation Camp in association with Red Cross Society was to be organised under NCC/ NSS.
- 3. NAAC Reaccreditation:** The committee emphasized the importance of updating the Self-Study Report (SSR) and collecting documentation for all academic and administrative activities. A NAAC task force was formed to oversee the process, with the first internal review planned for November.



4. **Alumni Engagement:** The Alumni Association proposed a mentorship program connecting alumni with students for career guidance.
5. **Student Feedback:** A structured feedback form covering academics, infrastructure, and teaching methodology was finalized.
6. The members were also intimated about the outstanding performance of GCC students in Youth festival of Gujarat University. The college won prizes in 6 events.

The next meeting was planned to be scheduled in the month of January 2024. The meeting ended with vote of thanks by the IQAC coordinator.

Prepared by:



Dr. Prátibha Nair,
IQAC Coordinator
Government Commerce College, Gandhinagar

Approved by:



Dr. Amitkumar Sutaria
Chairperson, IQAC
Government Commerce College, Gandhinagar



Government Commerce College, Gandhinagar
Internal Quality Assurance Cell (IQAC)

Academic Year: 2023-24

A meeting of members of IQAC was held on 02/01/2023 at Principal's office at 11.00 am.

Members Present:

1. Dr. A N Sutaria (Principal & Chairperson)
2. Dr. Pratibha Nair (IQAC Coordinator)
3. Dr. Kishore Vyas (Faculty Representative)
4. Dr. Kirit Makwana (Faculty Representative)
5. Dr. Parul Dave (Faculty Representative)
6. Mr. Bhavik Chaudhary (Administrative Staff Representative)
7. Prof. Tushar Rana (Expert Academia)
8. Mr. Vijay Parmar (Alumni Representative)
9. Mr. Mayurbhai Desai (Industry Representative)

Agenda:

1. Review of academic and extracurricular activities conducted in Q2
2. Review of progress in research and publications
3. Organizing a State-Level Conference on Statistics
4. Organising Bizfest 2024 to develop Entrepreneurship traits in students
5. Community engagement activities and inter-collegiate events
6. Any other point with the permission of the Chairperson

Minutes of the Meeting:

1. Q2 Review:

1. Academic and co-curricular activity updates for Q1 was shared with all the members.
2. 'Sharing Smiles' an initiative for collecting winter clothes for the underprivileged was organized by NSS.
3. Nature camp was organised.
4. A workshop on Overseas Job Opportunities was conducted by District Employment Cell.

2. **Research Progress:** Faculty shared updates on their ongoing research, with two papers submitted for publication in UGC-approved journals. Faculty were encouraged to apply for funding under government schemes to promote quality research.

3. State-Level Conference:

1. A State Level conference titled "Statistical Theory and its Application" was scheduled for 3rd February 2024.



2. Eminent statisticians from across the state were invited as keynote speakers. The Research Committee was tasked with coordinating logistics, registration, and publicity.
4. **Bizfest 2024:** It was decided to organise Bizfest 2024 in the month of February in association with GCC Alumni Trust to promote the entrepreneurial skills of business planning, funding, and marketing in students.
5. **Community Engagement:** NSS Camp to a village was planned.


The next meeting was planned to be scheduled in the month of March 2024. The meeting ended with vote of thanks by the IQAC coordinator.

Prepared by:



Dr. Pratibha Nair,
IQAC Coordinator
Government Commerce College, Gandhinagar

Approved by:



Dr. Amitkumar Sutaria
Chairperson, IQAC
Government Commerce College, Gandhinagar



Government Commerce College, Gandhinagar
Internal Quality Assurance Cell (IQAC)

Academic Year: 2023-24

A meeting of members of IQAC was held on 02/01/2023 at Principal's office at 11.00 am.

Members Present:

1. Dr. A N Sutaria (Principal & Chairperson)
2. Dr. Pratibha Nair (IQAC Coordinator)
3. Dr. Kishore Vyas (Faculty Representative)
4. Dr. Kirit Makwana (Faculty Representative)
5. Dr. Parul Dave (Faculty Representative)
6. Mr. Bhavik Chaudhary (Administrative Staff Representative)
7. Prof. Tushar Rana (Expert Academia)
8. Mr. Vijay Parmar (Alumni Representative)
9. Mr. Mayurbhai Desai (Industry Representative)

Agenda:

1. Review of academic and extracurricular activities conducted in Q3
2. Assessment of the Annual Quality Assurance Plan (AQAP) outcomes.
3. Preparation of the Annual Academic and Administrative Audit (AAA).
4. Planning summer skill-development workshops for students.
5. Finalizing the AQAR (Annual Quality Assurance Report) for submission.
6. Any other point with the permission of the Chairperson

Minutes of the Meeting:

1. Q3 updates:


1. Successfully hosted a State Level Conference on the topic ' Statistical Theory and its applications. Around 90 participants registered for the said conference from different colleges across Gujarat.
2. Bizfest 2024 was conducted on 10th February 2024 in association with GCC Alumni Trust. The program was a huge success and was appreciated by different stakeholders of the college.
3. Academic and different other co-curricular activities were conducted.
4. Blood donation Camp was organized in association with Red Cross society and Lions Club.

2. **AQAP Outcomes:** The committee reviewed achievements, including the successful adoption of ICT tools, research progress, community engagement activities, and alumni-student mentor-ship. Areas for improvement were noted, such as more structured skill-development workshops.
3. **Review of Student Feedback:**

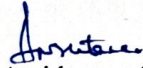


- The feedback indicated strong satisfaction with teaching methods, particularly faculty efforts in explaining complex concepts. However, students expressed a need for:
 - a. Additional ICT-enabled teaching tools.
 - b. More practical and skill oriented sessions, especially in subjects like Taxation and Accountancy.
 - c. Upgradation of library resources, including e-books and journal subscriptions.
 - Actions Taken:
 - A proposal to procure additional projectors was made.
 - Plans were initiated to organize hands-on workshops on Tally and Advanced Excel.
 - The librarian was directed to expand the library's digital resources by subscribing to e-journals.
4. **AQAR Submission:** The draft AQAR was reviewed and approved, with plans to submit it to NAAC by April 30.

Prepared by:


Dr. Pratibha Nair,
IQAC Coordinator
Government Commerce College, Gandhinagar

Approved by:


Dr. Amitkumar Sutaria
Chairperson, IQAC
Government Commerce College, Gandhinagar

