



NAVJIVAN ARTS & COMMERCE COLLEGE, DAHOD
[NAAC Accredited B (2.60)]
(Conducted By: DahodAnajMahajanSarvajanik Education Society)
P.B. No. 69, Jhalod Road, DAHOD – 389151
Ph. 02673 250039

INTERNAL QUALITY ASSURANCE CELL 2022-23

Meeting Title: IQAC Meeting

Meeting Arranged By: IQAC

Meeting Date & Time: June 27 (Monday), 2022 at 11:30 am

Meeting Venue/Place: Navjivan Arts & Commerce College

Dear Sir/Madam,

A meeting of IQAC has been scheduled to discuss the topics enumerated below in the agenda. You are requested to attend the same.



Yours
Neta
Co-ordinator - IQAC
Navjivan Arts & Commerce
College, Dahod

AGENDA:

- Admission policy for UG Semester-I
- Framing and implementation of Time table and Academic Calendar
- Induction meeting for BA/BCom Semester-I
- Recruitment of Ad-hoc staff
- Attendance Policy
- Planning for co curricular and extracurricular activities
- Extension activities
- To conduct Internal and University Exams
- Collection and assessment of Assignments
- Student feedback collection
- AQAR documentation/ data collection/ typing



MINUTES OF THE MEETING :

In the meeting of the IQAC held on June 27 (Monday), 2022 at 11:30 am the following points were discussed:

- Admissions according to Merit list, University and Government guidelines
- Guidelines for offline classes
- To encourage students for offline classes
- Academic calendar and Time Table framed and followed according to the government guidelines
- Induction meeting dates for UG Semester-I were decided
- Tentative dates for Assignment submission were debated upon
- Time slot for collection of Assignments discussed and tentative dates decided
- The Exam Committee and staff were briefed by the Principal regarding preparations to be made for Internal and University Term End Exams
- Time slot for various co curricular, extracurricular and sport activities were discussed
- NSS/ NCC/ CWDC to plan and carry out their respective activities during the year
- Student feedback collected by the concerned committee
- It was decided to appoint the required Ad-hoc staff
- AQAR documentation/data collection/typing as and when time allows





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INTERNAL QUALITY ASSURANCE CELL 2022-23

Meeting Title: IQAC Meeting

Meeting Arranged By: IQAC

Meeting Date & Time: Nov. 12 (Saturday), 2022 at 11:00 am

Meeting Venue/Place: Navjivan Arts & Commerce College

Dear Sir/Madam,

A meeting of IQAC has been scheduled to discuss the topics enumerated below in the agenda. You are requested to attend the same.



Yours *Neeta*
Co-ordinator - IQAC
Navjivan Arts & Commerce
College, Dahod
IQAC Coordinator

AGENDA:

- Environment Awareness Programme
- Cleanliness Drive
- To analyse student feedback
- Musical Day
- Annual Day
- Tentative dates for Assignments
- Internal and University Term End Exam arrangements
- Parent-Teacher and Alumni Meetings
- Encourage faculty for Conferences/ FDP/Short Term Courses/ Refresher/ Orientation Programmes
- Motivate faculty to contribute quality research papers to peer-reviewed and care listed Journals
- AQAR preparation and typing
- Facilities of gym and canteen



MINUTES OF THE MEETING:

In the meeting of the IQAC held on Nov. 12 (Saturday), 2022 the following points were discussed:

- Arrangements for offline classes
- Students' feedback was collected and analysed
- To organise Tree Plantation Programme and undertake Cleanliness Drive
- Dates for Musical and Annual Day were discussed and finalised
- Time slot for collection and assessment of Assignments were decided
- To begin construction work of gym
- Canteen opened for students and staff
- Arrangements made for UG/PG Internal and University Term End Exams
- AQAR work as and when time permits

