

Est. 1969



Zone Code : 94

Accredited "B" Grade by NAAC

Junagadh Junior Chamber Education Trust Sanchalit

Commerce College

Under Section 2 (f) & 12 (B) of the UGC Act, 1956

(Affiliated to Bhakta Kavi Narsinh Mehta University - Junagadh)

AISHE CODE : C-944

College Code : 60



Date: 02/04/2025

The minutes of IQAC meeting

Date: 01 April 2025

Time: 09:00 a.m. onwards

Place: SYBBA Classroom

The following members were present:

1. Dr. M.P. Trada- Principal
2. Dr. A.K. Saparia- IQAC- Coordinator
3. Prof. A.L. Mokria- Member
4. Dr. R.B. Rudani- Member
5. Dr. J.V. Odedra- Member
6. Dr. S.J. Bhoye- Member
7. Prof. J.R. Pithiya- Member
8. Dr. V.B. Godhaniya- Member
9. Dr. B.R. Shah- Member
10. Dr. R.J. Tanna- Member

Agendas of Meeting

1. Approval of previous meeting minutes
2. Briefing of 10 criterion
3. Formats for Data Preparation
4. Discussion of preparation of AQAR
5. Criterion wise duty allocation
6. Demonstration of Event/Program Data preparation
7. Any other issues with the permission of chairperson

Action Taken Report

1. Approval of previous meeting minutes

The minutes from the last meeting, held on [10 March 2025], were circulated to all members prior to this session. Members were given the opportunity to review the document for accuracy and completeness.

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Consequently, the previous meeting's minutes were unanimously approved as a true and accurate record of the proceedings.

2. Briefing of 10 criterion

A comprehensive briefing was provided on the ten key criteria announced by NAAC that form the foundation of institutional assessment. The chairperson elaborated on the significance of each criterion, emphasizing their role in evaluating various aspects of academic and administrative quality. This briefing served to align everyone's understanding and set the stage for subsequent discussions on data collection and reporting. Members were encouraged to ask clarifying questions to ensure a thorough comprehension of the framework.

3. Formats for Data Preparation

The discussion then shifted to the standardized formats required for data preparation across all departments. Detailed guidelines were presented for collecting, organizing, and presenting the necessary information in a consistent manner. It was stressed that adherence to these prescribed formats is crucial for seamless aggregation and analysis of data. Examples of acceptable data formats were shared, and a template was distributed to ensure uniformity. Any queries regarding the technical aspects of data formatting were addressed to facilitate smooth implementation.

4. Discussion of preparation of AQAR

A significant portion of the meeting was dedicated to the detailed discussion of the preparation of the Annual Quality Assurance Report (AQAR). The process for compiling the AQAR was outlined, highlighting the timelines and responsibilities involved. Emphasis was placed on the importance of providing accurate, verifiable, and comprehensive data for each section of the report. Strategies for ensuring the timely submission of all required inputs were also deliberated upon.

5. Criterion wise duty allocation

To streamline the AQAR preparation process, duties were allocated criterion-wise among the committee members and departmental representatives. Each criterion was assigned to a specific individual or a small team responsible

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for coordinating data collection and documentation. A clear breakdown of responsibilities was provided, ensuring that every aspect of the AQAR preparation is covered. This allocation aims to distribute the workload efficiently and leverage the expertise of various members. A follow-up mechanism was established to monitor progress and provide support where needed.

6. Demonstration of Event/Program Data preparation

A practical demonstration was conducted on the preparation of data specifically for events and programs. Key data points to be captured, such as attendance, outcomes, and feedback, were highlighted during the demonstration. This hands-on approach aimed to clarify any ambiguities and provide a clear template for future event documentation. Members found the demonstration highly beneficial for standardizing their own reporting practices.

7. Any other issues with the permission of chairperson

Under this agenda item, members were invited to raise any additional issues or concerns with the chairperson's permission. All raised issues were discussed openly, and appropriate resolutions or action points were identified.

Dr. A.K. Saparia, IQAC Coordinator informed the date for the next meeting. The meeting ended with a formal vote of thanks.

A.K. Saparia

**IQAC Coordinator
Commerce College
Junagadh**

M.K.G.

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