

SHETH C.D. BARFIWALA COLLEGE OF COMMERCE, SURAT
IQAC Minutes, Resolution and Action taken report 2017-18

IQAC Minutes, Resolution and Action taken report			
Resolution No.	Agenda	Resolution	Action taken
IQAC Meeting : 26-07-17			
No. 2	To Conduct guest-lectures in series	There was a suggestion made by AAA team to arrange series of guest-lectures on different subject in our college and at the end of discussion it was approved unanimously.	done
No. 3	To start NCC unit in our college	As a part of suggestions made by AAA of our college a discussion took place to start NCC unit of our college and at the end of the discussion, it was decided to hand over the task of starting NCC unit to the I/C principal by providing facility in the college as per the criteria required for starting NCC.	process initiated but could not get NCC unit.
No. 4	Encouraging the best performers in sports and providing necessary financial facilities.	It was unanimously decided to provide certificates and trophies at the end of the year to encourage the best performing students to promote sports activities in the college and to provide them financial assistance if required.	done
No. 5	Regarding appointment of adhoc lecturer in commerce department in our college	In our college there is a vacant position in commerce department for which necessary discussion was undertaken and at the end it was decided to appoint ad hoc faculty for the same.	done
IQAC Meeting : 14 th September, 2017			
No. 2	Regarding purchasing notice boards for each classroom of the college.	The purchase of notice boards for each classroom and sport room, NSS office, IQAC office and career guidance and placement office of the college was thoroughly discussed. At the end of the discussion, it was unanimously decided to send a proposal of purchasing notice boards to the Board of Management's office with at least three quotations for approval.	done

No. 3	Regarding purchasing the necessary ceiling fan for two classes of M.Com of the college	The purchase of additional fan required for two M.Com classes of the college was discussed and at the end of the discussion it was unanimously decided to purchase fans.	done
No. 4	Regarding advertisement for the vacant post of Principal of this college	An Intensive discussion was held to advertise in the widely circulated newspapers (including English newspapers) for the vacancy of the principal of this college on the basis of Government's N.O.C. At the end of the discussion, it was unanimously decided to publish the advertisement as per the rules.	done
IQAC Meeting : 28 th November, 2017			
No. 2	To intensify collecting feedback from stakeholders as per the suggestions of the NAAC team.	Acting upon the recommendation of the peer team members of the NAAC committee on their visit during November 2017, intense discussion was made to intensify collecting feedback from stakeholders, especially students, and after analysis, plan a future course of action for the next five years. At the end of the discussion it was unanimously resolved to collect regular annual feedback of students regarding the administrative department of the college, and the teaching / learning environment in general.	yet to do
No. 3	Regarding the need to evolve and develop a well-structured plan to arrest drop out ratio as per the NAAC Peer team recommendations.	Intense discussion was made on the NAAC Peer team recommendations for the need to evolve and develop a well structured plan to arrest the drop out ratio. At the end of the discussion it was unanimously resolved to hold a meeting with the committee concerned with the activities related to checking drop out ratio, related causes and means of arresting its increasing or existing trend. It was unanimously resolved to designate necessary tasks and duties to the committee for needful intervention, planning,	yet to do

		action and reporting.	
No. 4	Regarding appointment of more adhoc clerks as office staff.	Discussion was made about immense workload in the office and the need for more office staff to facilitate smooth functioning of office work. It was unanimously decided to appoint Adhoc clerks.	done
No. 5	To buy chairs for the S.V. Patel multi-media hall.	Intense discussion was made regarding the necessity to buy chairs for the multimedia hall. The discussion ended with a unanimous resolution of buying chairs from the Saptadhara grant, for the S V Patel multimedia hall on the campus. It was decided to prepare a proposal for the above inviting minimum 3 quotations and to be sent to the management office for approval.	done
No. 6	Regarding the need to purchase projectors and speakers for all classes with necessary installation procedure from the grant availed by the MLA from Surat Shree Darshanaben Jardosh.	Intense discussion was made about the need to purchase projectors and speakers for all classes with necessary installation procedure from the grant availed by Darshanaben Jardosh. At the end of the discussion it was unanimously resolved to prepare a proposal for the above inviting minimum 3 quotations and to be sent to the management office for approval.	done