

**SHETH C.D. BARFIWALA COLLEGE OF COMMERCE, SURAT**

**IQAC Minutes, Resolution and Action taken report 2020-21**

<b>Resolution No.</b>	<b>Agenda</b>	<b>Resolution</b>	<b>Action taken</b>
<b>IQAC Meeting :4<sup>th</sup> July, 2020</b>			
RESOLUTION 2	To review the developments in context of Covid 19 Pandemic outbreak and take note of the various developments	<p>The declaration of Covid 19 as global pandemic and the subsequent historic lockdown from 22-3-20 (Janta Curfew) ; 23 and 24-3-20 additional curfew by our Society ; and first lockdown (25-3-20 to 14-4-20) ; second lockdown (15-4-20 to 3-5-20) ; third lock down (4-5-20 to 17-5-20) ; and fourth lockdown (18-5-20 to 31-5-20) made all the academic and examination activities and end semester activities at sudden halt. The lock down was followed by summer vacation from 1-6-20 to 21-6-20.</p> <p>The lockdown period and outbreak of corona and its high risk has been so unexpected and unknown in the history of 100 years everyone was facing its consequences.</p> <p>The Principal briefed about the some of the activities carried out during the period :</p> <ul style="list-style-type: none"><li>- Regular online meeting of faculties/ office staff to keep in touch during lock down period through whatsapp group calling/ Zoom platform</li><li>- Hands on training to Faculties to use Zoom online platform for one week at a stretch</li><li>- Survey of psycho-socio-economic</li></ul>	<b>Done</b>



		<p>and physical well being of students and their families by google form</p> <ul style="list-style-type: none"> <li>- Online counseling /support to students who required support</li> <li>- Provision of ration kits to needy in collaboration with sister concerns</li> <li>- Medical support networking through networking</li> <li>- Nav chetana shibir of three days for students and faculties for stress management</li> <li>- Regular motivational support through social media</li> <li>- Subscription to Zoom platform</li> <li>- Creation of whatsapp group for regular communication with students</li> <li>- Online Career counseling series for students</li> <li>- Attending of FDPs by principal and faculties and office staff for use of online platform of Microsoft teams on regular intervals</li> <li>- Creation of Microsoft teams by admin for taking online classes (in pipeline)</li> </ul> <p>The members present expressed sincere appreciation for the efforts put by all concerned under the leadership of Principal madam.</p>	
RESOLUTION No.3	To plan for Academic year 20-21 in highly risky and volatile environment arising out of Covid 19	After a detailed discussion it has been resolved to be prepare Academic calendar for shorter periods and conduct teaching and learning and keep the students positively occupied in the unprecedented situation in online / offline mode as per the situation from time to time following various guidelines/ SOP/ instructions etc.	<b>Done</b>
RESOLUTION No. 4	To discuss to resume working on 2 <sup>nd</sup> cycle of NAAC by	The Principal briefed that for the second cycle of NAAC accreditation the necessary registration of HEI is being done	<b>Done</b>



	preparation of pending AQARs	on NAAC website in march 2020 with responsibilities assigned to members of NAAC committee formed in March 2020 for compiling data for AQAR for year 16-17 onwards. It has been resolved to prepare AQAR for 2016-17 at the earliest and submit it as per NAAC guidelines.	
Resolution No. 5	Any other item with permission of the Chair. (Resolve to become Covid Resilient system)	After a detailed discussion it has been resolved to develop Covid 19 Resilient HEI to face the challenge from the front and develop the capabilities and mindset to face and come out with focus on students progression without affecting the well being of all stakeholders.	<b>Done</b>

### IQAC Meeting : 21st September 2020

RESOLUTION No. 2	To discuss about preparation of AQAR for 2016-17 and 2017-18.	The the draft AQAR for 16-17 and AQAR for 2017-18 as per NAAC guidelines was discussed and it has been decided that once the Covid 19 situation improves and Faculties can spare time for AQAR, whenever the circumstances allow AQAR shall be given due priority after the regular teaching learning and examination related matters.	<b>Done</b>
RESOLUTION No. 3	Any other item with permission of the Chair (capability development of online teaching learning through collective efforts of faculties and other atakeholders)	The experiences of online classes on Microsoft Teams started from 13/7 (shifting from Zoom) in work from home condition were discussed and it has been resolved to share the experiences with all faculties on regular basis to enable collective learning to use the Microsoft teams to the best. The Principal also discussed that the revision classes for outgoing third year B. Com. were necessary to start to make the students feel connected and motivate them to continue studies for their last and most important end term	<b>Done</b>



		examination which is postponed from March- April till date. She expressed satisfaction to faculties for putting all efforts to conduct these revision classes (Revision classes on since 13 <sup>th</sup> July 2020).	
RESOLUTION No. 3	Any other item with permission of the Chair	<p>Due to outbreak of covid 19 pandemic and subsequent lockdown and postponement of 19-20 examination now the end term university examination of 2019-20 are rescheduled and to be conducted in the month of September 2020 and October 2020 in offline mode with strick adherence to Covid 19 SOP.</p> <p>After deliberations the IQAC has resolved that whenever possible the online classes for this term students (UG sem 3 and 5 and PG sem 3) shall be conducted to ensure teaching – learning and keep the students occupied constructively. Also it has been resolved to keep them active learner during the period the faculties are occupied in examination related work by giving them self study assignments, list of reference books/ study material/ various e-boks links etc. and mentoring etc. whatsoever possible manner.</p>	<b>Done</b>
<b>Minutes of the Meeting of IQAC : 24th November 2020</b>			
RESOLUTION No. 2	To decide about the mode of conducting midterm internal test in COVID 19 situation.	<p>The continuous evaluation system include various components namely class room participation and attendance, assignment submission, multiple choice test and descriptive unit test and midterm test. In the covid 19 scenario with online classes goin on after due deliberation it has been resolved to conduct multiple choice questions test in online mode using mobile app preferably or google form whichever is feasible.</p> <p>It has been decided to prepare</p>	<b>Done</b>



		question banks for various courses also encourage students to participate in making question bank and circulate amongst students for preparing for MCQ midterm tests.	
RESOLUTION No. 3	To Decide about taking feedback from students, Parents, Alumni, Employers on syllabus and conduct student satisfaction survey during the year	It has been resolved to take feedback on syllabus from various stakeholders and on the basis of it prepare action plan. It has also been resolved to conduct students' satisfaction survey. Special committee for feedback has been entrusted the work under direct supervision of IQAC.	<b>Done</b>

### Minutes of the Meeting of IQAC : 25<sup>th</sup> February 2021

RESOLUTION No. 2	To discuss the reports on various feedback about syllabus and students satisfaction survey	The draft copy of feedback of various stakeholders –staff, students, parents, alumni, employers was put on table for discussion. The report has been studied in detail and it has been resolved to make necessary further analysis and publish action taken report on various platforms and also put on College website. The committee with co-ordination of IQAC co-ordinator has been assigned the work. The students satisfaction survey report preparation has been in progress so it is to be discussed later.	<b>Done</b>
-	Any other item with permission of the Chair. To review the admission at F. Y. B. Com. and M. Com.	The admission committee discussed the admission scenario at UG and PG and it has been resolved to address the various challenges in the time to come to ensure filling up of more number of seats.	<b>Downward trend</b>

