

SHETH C.D. BARFIWALA COLLEGE OF COMMERCE, SURAT

2020-21 (1)

Notice of Meeting of IQAC

23rd June 2020

The meeting of Internal Quality Assurance Cell of Sheth C. D. Barfiwala College of Commerce, Surat is scheduled to be held on 4th July 2020 at 11-00 a.m in the Principal's office. The following agenda will be discussed. You are requested to kindly make it convenient to attend the meeting.

Agenda

1. To approve the minutes of the previous meeting held on 2nd March 2020.
2. To review the developments in context of Covid 19 Pandemic outbreak and take note of the various developments
3. To plan for Academic year 20-21 in highly risky and volatile environment arising out of Covid 19.
4. To discuss to resume working on 2nd cycle of NAAC by preparation of pending AQARs
5. Any other item with permission of the Chair.

Dr. Heena Oza

Principal

Prof. Priti Pandya

IQAC Co-ordinator



Minutes of the Meeting of IQAC

The meeting of members of IQAC was held on 4th July 2020 at Principal's office at 11-00 a. m. where following members were present :

1. Dr. Heena S. Oza (Principal)
2. Prof. Priti S. Pandya (IQAC Co-ordinator)
3. Prof. Pratima A. Vyas (Member)
4. Prof. Heena H. Desai (Member)
5. Dr. Rajesh S. Patel (Member)
6. Dr. Dipali Thakor (Member)
7. Smt. Bhanuben N. Patel (office Staff)
8. Shree Devarshi H. Vyas (office Staff)
9. Shree Has Mukhbhai Daliya (Management representative)

RESOLUTION No. 1	Approval of the meeting of last IQAC meeting	The minutes of the meeting held on 2 nd March 2020 were read and approved by the members present unanimously.
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"> - Regular online meeting of faculties/ office staff to keep in touch during lock down period through whatsapp group calling/ Zoom platform - Hands on training to Faculties to use Zoom online platform for one week at a stretch - Survey of psycho-socio-economic and



		<p>physical well being of students and their families by google form</p> <ul style="list-style-type: none"> - Online counseling /support to students who required support - Provision of ration kits to needy in collaboration with sister concerns - Medical support networking through networking - Nav chetana shibir of three days for students and faculties for stress management - Regular motivational support through social media - Subscription to Zoom platform - Creation of whatsapp group for regular communication with students - Online Career counseling series for students - Attending of FDPs by principal and faculties and office staff for use of online platform of Microsoft teams on regular intervals - Creation of Microsoft teams by admin for taking online classes (in pipeline) <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.
RESOLUTION No. 4	To discuss to resume working on 2 nd cycle of NAAC by preparation of pending AQARs	The Principal briefed that for the second cycle of NAAC accreditation the necessary registration of HEI is being done 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.
The meeting ended with offering vote of thanks to members present.		



SHETH C.D. BARFIWALA COLLEGE OF COMMERCE, SURAT

2020-21 (2)

Notice

5th September 2020

The joint meeting of members of Internal Quality Assurance Cell and Steering Committee of NAAC of Sheth C. D. Barfiwala College of Commerce, Surat is scheduled to be held on 21st September 2020 at 11-00 a.m in the Principal's office. The following agenda will be discussed. You are requested to kindly make it convenient to attend the meeting.

Agenda

1. To approve the minutes of the previous meeting held on 4th July 2020.
2. To discuss about preparation of AQAR for 2016-17 and 2017-18.
3. Any other item with permission of the Chair.

Dr. Heena Oza
Principal

Prof. Priti Pandya
IQAC Co-ordinator



Minutes of the Meeting of IQAC

The joint meeting of members of Internal Quality Assurance Cell and Steering Committee of NAAC of Sheth C. D. Barfiwala College of Commerce, Surat was held on 21st September 2020 at 11-00 a.m in the Principal's office where following members attended the meeting :

Members of IQAC	Steering Committee, NAAC (other than common members of IQAC and steering committee)
<ol style="list-style-type: none"> 1. Dr. Heena S. Oza (Principal) 2. Prof. Priti S. Pandya (IQAC Co-ordinator) 3. Prof. Heena H. Desai (Member) 4. Dr. Rajesh S. Patel (Member) 5. Dr. Dipali Thakor (Member) 6. Smt. Bhanuben N. Patel (office Staff) 7. Shree Devarshi H. Vyas (office Staff) 8. Shree Hasmukhbhai Taliya (Management representative) 	<p>Prof R. J. Travadi Dr. Roshan S. Patel Prof. J. M Patel Dr. Ankita Zadeshwaria</p>

RESOLUTION No. 1	Approval of the meeting of last IQAC meeting	The minutes of the meeting held on 4 th July were read and approved by the members present unanimously.
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.



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)	<p>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.</p> <p>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 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 13th July 2020).</p>
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>



The meeting ended with offering vote of thanks to members present.



SHETH C.D. BARFIWALA COLLEGE OF COMMERCE, SURAT

2020-21 (3)

Notice of Meeting of IQAC

November 19, 2020

The meeting of members of Internal Quality Assurance Cell of Sheth C. D. Barfiwala College of Commerce, Surat is scheduled to be held on 24th November 2020 at 11-00 a.m in the Principal's office to discuss the following agenda. You are requested to kindly make it convenient to attend the meeting.

Agenda

1. To approve the minutes of the previous meeting held on 21st September 2020
2. To decide about the mode of conducting mid term internal test in COVID 19 situation.
3. To Decide about taking feedback from students, Parents, Alumni, Employers on syllabus and conduct student satisfaction survey during the year
4. Any other item with permission of the Chair.



Minutes of the Meeting of IQAC

The meeting of members of Internal Quality Assurance Cell of Sheth C. D. Barfiwala College of Commerce, Surat was held on 24th November 2020 at 11-00 a.m in the Principal's office where following members were present :

Members of IQAC	Invitees
<ol style="list-style-type: none"> 1. Dr. Heena S. Oza (Principal) 2. Prof. Priti S. Pandya (IQAC Co-ordinator) 3. Prof. Heena H. Desai (Member) 4. Prof. Roshan S. Patel (Member) 5. Dr. Dipali Thakor (member) 6. Smt. Bhanuben N. Patel (office Staff) 7. Shree Devarshi H. Vyas (office Staff) 8. Shri Rakeshbhai Popawala Alumnus) 9. Miss Monika Parmar (Student representative) 	<p>Prof. R. P. Singanporia Prof. J. M. Desai Prof. J. M Patel Prof. Sanjay Ahir Dr. Ankita Zadeshwaria Dr. Asmita Pansuriya</p>

RESOLUTION No. 1	Approval of the meeting of last IQAC meeting	The minutes of the meeting held on 21 st September 2020 were read and approved by the members present unanimously.
RESOLUTION No. 2	To decide about the mode of conducting mid term internal test in COVID 19 situation.	The continuous evaluation system include various components namely class room participation and attendance, assignment submission, multiple choice test and descriptive unit test and mid term 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. It has been decided to prepare question banks for various courses also encourage students to participate in making question bank and circulate amongst students for preparing for MCQ mid term tests.
RESOLUTION No. 3	To Decide about taking feedback from students, Parents, Alumni, Employers on syllabus and conduct	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



	student satisfaction survey during the year	survey. Special committee for feedback has been entrusted the work under direct supervision of IQAC .
The meeting ended with offering vote of thanks to members present.		



SHETH C.D. BARFIWALA COLLEGE OF COMMERCE, SURAT

2020-21 (4)

Notice of Meeting of IQAC

February 15, 2021

The meeting of members of Internal Quality Assurance Cell of NAAC of Sheth C. D. Barfiwala College of Commerce, Surat is scheduled to be held on 25th February 2021 at 11-00 a.m in the Principal's office to discuss the following agenda. You are requested to kindly make it convenient to attend the meeting.

Agenda

1. To approve the minutes of the previous meeting held on 24th November 2020
2. To discuss the reports on various feedback about syllabus and students satisfaction survey
3. Any other item with permission of the Chair.



Minutes of the Meeting of IQAC

The meeting of members of Internal Quality Assurance was held on 25th February 2021 at 11-00 a.m in the Principal's office where following members were present :

Members of IQAC
<ol style="list-style-type: none"> 1. Dr. Heena S. Oza (Principal) 2. Prof. Priti S. Pandya (IQAC Co-ordinator) 3. Prof. Heena H. Desai (Member) 4. Prof. Roshan S. Patel (Member) 5. Dr. Dipali Thakor (member) 6. Shree Devarshi H. Vyas (member) 7. Shri Hasmukhbhai Talia (member) 8. Shri Nitinbhai Dudhwala (member) 9. Shri Mitesh Modi (member) 10. Miss Monika Parmar (member)
(Invitee - faculty) Prof R. P. Singanporia Prof. Sanjay Ahir Prof. Ankita Zadeshwariya Prof. Asmita Pansuriya

RESOLUTION No. 1	Approval of the meeting of last IQAC meeting	The minutes of the meeting held on 24 th November 2020 were read and approved by the members present unanimously.
RESOLUTION No. 2	To discuss the reports on various feedback about syllabus and students satisfaction survey	<p>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.</p> <p>The students satisfaction survey report</p>



		preparation has been in progress so it is to be discussed later.
-	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.
The meeting ended with vote of thanks.		

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

