



Managed by Patel Kelavani Mandal - Junagadh
M.M. Ghodasara Mahila Arts & Commerce College
Opp. Motibaug, JUNAGADH-362001.

Phone No. : (0285) 2670523, 99099 70523, Email: mmg_college@yahoo.co.in www.mmgcollegejnd.edu.in

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Date : / /20

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Date: / /2026

**Internal Quality Assurance cell Minutes of the Meeting of
IQAC cell for 2025-26**

SR. NO.	Meetings	Dates
1	Minutes of Meeting-1 & ATR	24/07/2025
2	Minutes of Meeting-2 & ATR	04/10/2025
3	Minutes of Meeting-3 & ATR	03/12/2025



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M.M. Ghodasara Mahila Arts & Commerce College
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Ref. No.: /20

Date : / /20

Ref. No.-1/IQAC/2025

Date: 24/06/2025

IQAC Agenda & Minutes of Meeting-1

Dear Sir/Madam

To inform you all IQAC member that we have planned a meeting at Principal office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Principal Office
Faculty Members	All IQAC members
Date	24/06/2025
Time	11:30 a.m. to 12:30 a.m.

Minutes of IQAC Meeting -1

IQAC meeting for Academic Session 2025-26 was held 24/06/2025 at 11:30 a.m. to 12:30 a.m.

The following members attended the meeting.

Sr. No	Name	Designation	Attendance (Sign)
1	Pri. Dr. Dinesh A. Dadhania	Chairman	
2	Dr. Ramesh .A. Sagathiya	Dy. Chairman	
3	Dr. Nita K. Dhadus	Coordinators	
4	Dr. Praful B. Knjia	Co- Coordinators	
5	Dr. Rita M. Raniga	Co- Coordinators	
6	Dr. Bharat B. Vasava	Member	
7	Dr. Pravin G. Radadiya	Member	
8	Dr. Rekha M. Gunjariya	Member	
9	Dr. Raxa K. Bathani	Member	

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10	Dr. Rekhaben H. Kachadiya	Member	(P)
11	Dr. Vanraj D. Aparnathi	Member	Vanraj
12	Dr. Kavi V. Zala	Member	Kavi
13	Dr. Pratixa D. Patel	Member	Pratixa
14	Shri Ratilal Bhuva	Member cum Mgt. In-charge	Ratilal
15	Shri Ratilal Mardiya	Industrialist	
16	Shri Ashwin Bhalodiya	Sr. Administrative Officer	Ashwin
17	Shri Mitaben Balat	Local Society Member	Mitaben
18	Miss Dhara Zatakiya	Alumni	
19	Miss Bansri Ravaliya	Student Representative	

Principal, Dr D A Dadhania inaugurated the meeting with welcome note. Dr. Nita Dhadus IQAC Coordinator, briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

AGENDA:

1. Admission Policy for UG sem-I (Counseling Centre as per GCAS Guideline).
2. Framing and Implementation of Time Table and College Academic Calendar and Teaching Plan.
3. Attendance Policy
4. Planning for co- curricular and extracurricular activities
5. Extension Activities
6. To conduct internal exams and University Exams
7. Collection and assessment of Assignments, class test, presentation and internal exams.
8. To conduct Placement drive, innovation club, students Entrepreneur program(SEP)
9. Student Feedback collection.
10. AQAR documentation/ data collection.
11. Recruitment of require Teaching and Non Teaching Staff.
12. Sports Registration, selection, organize College level and Inter college(University) events, Khel mahakumbh sports events.
13. Prepare Library bulletin and catalog, planning for Book bank, Book Issue, Return policy, visitors register.
14. To prepare Financial Expenditure Budget and Report.
15. Planning for Special Days celebration.

Dr. Nita Dhadus
Co-ordinator
IQAC
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Dr. D. A. Dadhania
PRINCIPAL
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MINUTES OF THE MEETING:

In the meeting of the IQAC held on 24-06-2025 at 11:30 to 12:30 p.m. the following points were discussed and Action Taken Report were prepared and submit the IQAC during the next IQAC meeting.

Action Taken Report

Action taken report for the IQAC meeting held on 24-06 2025

Sr. No	Agenda/Plan Point	Action Planned	Action Taken Details	Outcome/Result Achieved	Responsible Authority/Committee
1	Admission Policy for UG sem-1 (Counseling Centre as per GCAS Guideline).	Mandatory Online Registration: GCAS portal (gcas.gujgov.edu.in) to be considered for admission to any affiliated college.	The college widely publicized the mandatory online registration requirement through its website and notice boards. 3 Help Desk was provided to students facing registration issues.	Total 500 students confirm admission in our institution	Admission Committee and Admin Staff.
2	Establishment of Counseling/Admission Centre:	colleges must set up a physical/virtual help desk to guide students through the process.	A dedicated "Admission Committee" was established with trained staff to assist students with form filling, document uploads, choice filling, and query resolution.	Total 5 help desk available at the time of admission	Admission Committee and Admin Staff.
3	Framing the Academic Calendar	To prepare a comprehensive academic calendar for the upcoming semester/academic year as per university guidelines	A draft calendar was prepared by the Committee, reviewed by the IQAC, and approved by the Principal/Head of the Institution. It included key dates: commencement of classes, internal assessments, public holidays, examination periods, and co-curricular activities.	The academic calendar was published on the college website and circulated to all departments and students well in advance of the semester start.	The academic calendar was published on the college website and circulated to all departments in advance of the semester start.
4	Time Table Preparation	To create a clash-free departmental	Department HOD and Time Table Committee prepared	A final, approved time table was effectively	Time Table Committee / HODs


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		time table. (classrooms, labs, faculty).	departmental timetables based on the academic calendar and faculty workload..	implemented from day one of the semester, ensuring smooth conduct of scheduled activities.	
5	Preparation of Teaching Plans (Lesson Plans)	To ensure all faculty members prepare detailed teaching plans for their assigned courses.	HODs conducted meetings to allocate subjects. Faculty members then developed detailed lecture/lesson plans, including course content, learning objectives, and reading materials, which were duly approved by the HODs.	Teaching plans were prepared for all courses and made available in course files and, in some cases, shared with students via Google Classroom/CMS.	HODs / Course Coordinators / Faculty
6	Implementation and Monitoring	To monitor the time table and teaching plans and track syllabus completion.	Regular monitoring was conducted by HODs and academic coordinators, involving fortnightly reviews of syllabus coverage and attendance. Gaps identified were addressed through corrective actions like remedial classes or adjustments in the schedule.	Effective implementation was ensured, with high adherence to the planned schedule. Mechanisms for tracking progress allowed for timely intervention in cases of delay.	HODs / Academic Coordinators / IQAC
7	Feedback and Review	To obtain feedback from students and faculty for continuous improvement.	Feedback sessions were conducted at the end of the year to collect input on the effectiveness of the timetable and teaching plans.	Feedback was analyzed and incorporated into the planning process for the next academic cycle to enhance efficiency and student satisfaction.	IQAC / Academic Committee
8	Attendance Policy	Issued attendance sheet for record.	Monthly attendance records were strictly monitored by teachers, HOD and Principal	Increased awareness among students and parents: slight improvement in overall attendance rates.	All Department's HOD and Prof.D.B.Dabhi
9	Attendance Policy	Cases of attendance falling below the 75%	Students/parents were called for a personal hearing with the Attendance	Provided a platform for students to explain genuine issues:	All Department's HOD

Schudus
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		minimum requirement	Committee/Principal to discuss the issue and sign an undertaking for improvement.	formal warning issued; many students committed to regular attendance.	
10	Planning for co curricular and extracurricular activities	Plan Activities can include debates, public speaking, sports, arts, cultural events, and educational trips, Camp etc.	Activities should be selected based on student interests and choices to increase engagement IQAC to finalize the plan to implement the activities on a regular basis. Provide clear instructions, guidance to students, and rehearsal time before performances.	Overall development of the students and institution famous in the society for excellence.	Concern Committee coordinators.
11	Extension Activities	The specific extension activities that were planned or the issues that were identified to be addressed.	Name of the activity, organizing unit/agency, date, location and number of participants/beneficiaries.	The results or changes observed in the community or among students due to the activities. This might involve feedback from beneficiaries, improved awareness levels, or specific community changes (e.g., a plastic-free area, improved hygiene).	NSS, NCC, SAPTADHARA, College committee 's Program Officer And Coordinators.
12	To conduct Placement drive, innovation club, students Entrepreneur program(SEP)	Concern cell actively involved.	Total Rs, 4,00,000 granted from KCG for prepare proposal and start –up program by the students. Total 3 time organized placement drive. Innovation training program conducted for the students.	Students are aware about government campaign and they start own business easily.	SEP Cell, Placement Cell and Innovation Club.
13	To conduct internal exams	Concern departments Frame internal	Concern departments Frame internal exam time table and	Student satisfied and aware with the examination	Principal and Exam Committee coordinators.

Dhruv
Co-Ordinator
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	and University Exams	exam time table and other requisites.	circulate among students.	process. Improve in future action of University Exams	
14	Collection and assessment of Assignments.	Concern subject teachers reported submission procedures to the students.	A clear, step-by-step guide to the students. Questions, marking, Subjects, etc.	95% of subsequent submissions were made correctly and on time; confusion significantly reduced.	Subject Teachers and HOD's of All Departments
15	Collection and assessment of Assignments.	Delays in reducing assignments Marks.	A strict Marking schedule was implemented, and reasonable reason allowed. Mandating that all assignments be checked within one week of the submission deadline.	Increased student engagement in the learning process and better continuous monitoring of student progress.	Subject Teachers and HOD's of All Departments
16	Student Feedback collection.	A formal feedback link uploaded in college website and response received,	Review the responses and analyze common themes. (like requests for more practical examples.)		
17	Documentation/ data collection.	The IQAC sets up procedures to data collection on various aspects of institutional functioning.	All collected data and supporting documents must be maintained electronically in a proper format. and uploaded to the institutional website. repository link available for big files	Any type of data accessed easy for Submission of NIRF, AQAR & NAAC etc..	IQAC coordinators and criteria coordinatos
18	Recruitment of require Teaching and Non Teaching Staff.	Conducted a review of vacant teaching and non-teaching positions.	Identified the specific posts to be filled. their qualifications, and the as per existing rules and regulations.	Selection processes have been conducted.	Institute smoothly going
19	Prepare Financial Expenditure Budget and Report.	The Admin office monitoring allocated funds for various academic and administrative	The internal audit committee conducted the audit and submitted the report to the Principal and IQAC Coordinator.	The audit found all expenditures were in order and used as per the guidelines.	Audit Committee and Admin Staff Member

A. Shukla
Co-Ordinator

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		activities			
20	Certificate course proposal Preparation	Different certificate course proposal prepared in detailed and submitted to the University for Approval.	Awaited final decision by the university's governing body, such as the Board of Studies or Academic Council.	Students develop extra skills.	All The HOD's
21	Planning for Special Days Celebration	Found the special days in the area of literature, science, history, Freedom fighters Birth/Death Anniversary, International and national days declare by authorized body.	Total 30 days celebrate in the morning assembly time during the First semester . National and International days celebrate as per protocol. Photographs and video clips uploaded in our website.	Students are aware about our history, literature, success personalities. Its beneficiary to the worldwide. They given respect to the legend personalities.	Principal Dr. D. A. Dadhania, Dr. Viral Chavda, Prof. Ketan Popat, Mrs. Upesh
22	Sports Registration, selection, organize College level and Inter college(Univers ity) events, Khel mahakumbh sports events.	Registration approved for the year 2025-26 and various level sports events oreganizes	Total 40 events organized as sports activities and report available on college website.	Enthusiam level, Decision Power and Capacity level Increased.	Dr. Rekha Kachadiya

L. Shrivastava
Co-Ordinator
IQAC

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Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation and actively involving. Again say thank you for that they continue to guide the cell and also take active part in all the future end over of IQAC.

Submitted on next meeting

Prepared by:

Dr. Nita Dhadus

(IQAC Coordinator)

M M Ghodasara Mahila College.


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ACTIVITIES 2025-26

SR. NO	DATE & PLACE	NAME OF ACTIVITES	RESPONSIBLE COMMITTEES	CO-ORDINATOR	NO.OF STUDENTS BENEFITTED	REMARKS
1	21/6/25	Yoga day	Sports	Dr. Rekha kachhdia Dr. Kavi zala	All students	One arth one health My gov. portal
2	25/6/25 એગ્રીકલ્ચર યુનિવર્સિટી, સરદાર ભવન	'અંધારણ હટ્યા દિવસ	NSS UNIT	Dr. Kavi zala	100	
3	5/7/25 SEBI EXPERT	Expert lecturer	Comm.dept	v.d. aparnathi	88	
4	6/7/25	World zoonoses day celebration	IQAC	Dr. Rekha kachhdia	200&5 staff members	
5	10/7/25	Fresher party and guru purnima celebration	IQAC	Dr. Nita dhadus Dr. Rekha kachhdia	All students	
6	19/7/25 Divyaben marvania	Competitive exam preparation class	IQAC	Dr. Nita dhadus	39	1ws benefited & Certificate
7	22/7/25	CMAT-preparation lec.	Comm.dept	Dr. Nita dhadus	T.Y.B.COM	
8	26/7/25	Thelesemia test	NSS / SPORT	Dr. Rekha kachadia Dr. Kavi zala	323	
9	3/8/25	National sports day - 25	sports	Dr. Rekha kachhdia	All students	
10	7/8/2025	Sanskrit Saptah celebration	Hindi	Mrs. Urvashi Maheta	42	With certificate

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11	05-08-2025 TO 08-08- 2025	Anti-Ragging Day/Week awareness activities	Anti- Ragging cell	Dr. Nita dhadus	All students	Six activities
12	20/8/25 Dr. Varsha ben raddadiya	Breast cancer screening test	Women cell	Dr. Rekha kachhdia	170 Student 18 female staff	-
13	21/8/25	World Entrepreneurship Day	ECONOMIC S DEPT.	Dr. Rita Raniga	113	WITH CERTIFIC ATES
14	6/9/25	Teachers day celebration	WOMEN CELL	Dr. Nita dhadus Dr. Rekha kachhdia	130	-
15	9/9/25 Sasan Gir	Education camp	Arts, Commerce, B.C.A. dept.	Dr. Rekha Kachadiya Dr. Raksha bathani	43	-
16	9/9/25 Sasan gir	Nature Camp	B.C.A.	Dr. Raksha bathani	43	-
17	11/9/25	Inter college kho-kho compition	Sports	Dr. Rekha kachhdia		M.M.G. team runners up
18	12/9/25	Inter college basketball compition	Sports	Dr. Rekha kachhdia	As per rule	M.M.G. team First rank
19	19/9/25to 20/9/25 (Jamkhambhad ia,DIS. Jamanagar)	Youth festival	Cultural	Dr. Rekha gunjaria Dr. Rita Raninga	47	M.M.G. team first runners up
20	16/10/25 Poshitra	Nature Camp	Arts & Bea dept.	Dr. Rekha gunjaria Dr. Raksha bathani	50	-
21	7/11/25	'Vande Mataram' NATIONAL SONG 150 YEARS CELEBRATION	sports	Dr. Rekha kachhdia	All students	-
22	22/11/25 Khadiya	Nature Camp			45	-
23	11/12/25,12/12/25 Sakkarbaug Zoo	Nature Camp	English dept.	Maitri jani	40	-

Dr. Dhruv
Co-Ordinator

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Dr. Anjali
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24	21/12/25 Narara	Nature Camp	Comm.dept.	Dr. Nita dhadus	50	
25	30/12/25	Food feastival	SEP	Dr.Rita Raninga	90	
26	3/1/26	NDPS legal awareness program	SC ST CELL	Dr. Rekha kachhdia	All students	
27	31/1/2026	National workshop	IQAC	Dr. P.B.Kanjia	335	Certificat e
28	14/2/26	Nation conference on IKS	IQAC	Dr. Nita dhadus Dr. Rekha kachhdia		
29	23/2/26 Rajbha gadhvi	Farewell	Sport ,culture	Dr. Rekha kachhdia Dr. Rekha gunjaria	All 1Y students	
30	2/4/26	SPORTS ANUUAL REPORT 25-26	SPORTS	Dr. Rekha kachadia	All students	https://mgcollegjnd.edu.in/Repository/Criteria/INTER%20COLLEGE%202025-26.pdf
31	20/4/26	IQAC minutes & action taken report	IQAC	Dr. Nita dhadus		


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Ref. No.-2/IQAC/2025

Date: 04/10/2025

IQAC Agenda & Minutes of Meeting-2

Dear Sir/Madam

To inform you all IQAC member that we have planned a meeting at Principal office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Staff Room
Faculty Members	All IQAC members
Date	04/02/2025
Time	11:30 a.m. to 12:30 p.m.

Minutes of IQAC Meeting -2

IQAC meeting for Academic Session 2025-26 was held 04/10/2025 at 11:30 a.m. to 12:30 a.m.

The following members attended the meeting.

Sr. No	Name	Designation	Attendance (Sign)
1	Pri. Dr. Dinesh A. Dadhania	Chairman	
2	Dr. Ramesh .A. Sagathiya	Dy. Chairman	
3	Dr. Nita K. Dhadus	Coordinators	
4	Dr. Praful B. Knjia	Co- Coordinators	
5	Dr. Rita M. Raniga	Co- Coordinators	
6	Dr. Bharat B. Vasava	Member	

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7	Dr. Pravin G. Radadiya	Member	<i>Tbdr</i>
8	Dr. Rekha M. Gunjariya	Member	<i>Rekha</i>
9	Dr. Raxa K. Bathani	Member	<i>Raxa</i>
10	Dr. Rekhaben H. Kachadiya	Member	<i>Rekha</i>
11	Dr. Vanraj D. Aparnathi	Member	<i>Vanraj</i>
12	Dr. Kavi V. Zala	Member	<i>Kavi</i>
13	Dr. Pratixa D. Patel	Member	<i>Pratixa</i>
14	Shri Ratilal Bhuva	Member cum Mgt. In-charge	<i>Ratilal</i>
15	Shri Ratilal Mardiya	Industrialist	
16	Shri Ashwin Bhalodiya	Sr. Administrative Officer	<i>Ashwin</i>
17	Shri Mitaben Balat	Local Society Member	<i>Mitaben</i>
18	Miss Dhara Zatakiya	Alumni	<i>Dhara</i>
19	Miss Bansi Ravaliya	Student Representative	

Principal, Dr D A Dadhania start the meeting with welcome note. Dr. Nita Dhadus (IQAC Coordinator) briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

AGENDA:

1. To read and confirm the minutes of the previous meeting.
2. Review of Proposed Activities of last meeting To review the progress of the proposed activities for the academic year 2025-2026
3. Commencement of semester 2-4-6, year 2025-2026 To discuss the date for the commencement of the next semester 2025-2026.
4. Departmental Activity Plans To discuss the proposed activities planned by various departments for the current academic year
5. Conclusion of First Semester & Examination Arrangements.
6. To Organize work shop and conferences for up-gradation of knowledge.
7. To conduct cultural events practices for participating in Youth Festival 2026
8. To conduct sports events and practice time for up-level participating.

MINUTES OF THE MEETING AND ACTION TAKEN REPORT:

Nita Dhadus
Co-Ordinator
IQAC
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In the meeting of the IQAC held on 03-12-2025 at 11:30 to 12:30 p.m. the following points were discussed and Action Taken Report were prepared and submit the IQAC during the next IQAC meeting.

Action Taken Report

Action taken report for the IQAC meeting held on 04-10-2025

Sr. No	Agenda/Plan Point	Action Planed and Discussion	Action Taken Details	Outcome/Result Achieved	Responsible Authority/Committee
1	To read and confirm the minutes of the previous meeting held on 24/06/2025.	IQAC Chairman, Principal Dr. D.A.Dadhania , welcomed all members. The minutes of the previous meeting were read by Asst. Prof. Rita Raniga and confirmed by all members .	After discussion, All the resolution was passed	Action taken Report prepared	IQAC Committee
2	Review of Proposed Activities	Review the progress of the proposed activities for the academic year 2025-2026	Total- 26 co-curricular activities, cultural activities, NSS, NCC Sports Extension Activities conducted and out reach program conducted by the institution.	In real sense of kelavani as per our Vision and mission	College committees
3	Commencement of semester 2-4-6, year 2025-2026	Discuss the date for the commencement of the next semester 2025-2026.	All the members approved		
4	Departmental Activity Reviewed	To discuss the proposed activities planned by various departments for the current academic year	Most of the department conducted co-curriculum activities and education camp.	report submitted to IQAC committee.	All HOD


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5	Conclusion of First Semester & Examination Arrangements results at the college level.	To discuss and finalize the conclusion of the First semester for B.A., B.Com., and B.C.A. Additionally, to arrange for the internal Assessment Program and declare.	All the departments HOD summarized curriculum, co-curriculum, and external activities.		
6	To conduct cultural events practices for participating in Youth Festival 2026	Budget and events summarized and selection held at campus.	45 students are participated in different events in University Youth festival 2026	In 9 events achieved ranker position and first runners-up among participated colleges.	Dr. Rita Raniga Dr. Rekha Gunjaria
7	To conduct sports events and practice time for up-level participating.	In the morning 6:00 a.m. and Evening 5:00 p.m. is a practice time of various sports events	College campus and hostel campus open for sport practice.	Enthusiasm level, decision power, capacity level etc. increased	Dr. Rekha Kachadiya
8	To Organize work shop and conferences	All the members are agree to work on organize conference and work shop	Necessary approval gave by the management and Principal for the agenda.	Discussed on its and activities conducted in Next commencement semester	On 31/01/2026 and 14/2/2026 institution was organized work shop and conference at national level.


Co-Ordinator
IQAC

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Principal

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Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation and actively involving. Again say thank you for that they continue to guide the cell and also take active part in all the future end over of IQAC.

Submitted on next meeting

Prepared by:

Dr. Nita Dhadus

(IQAC Coordinator)

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Date: 03/12/2025

IQAC Agenda & Minutes of Meeting-3

Dear Sir/Madam

To inform you all IQAC member that we have planned a meeting at Principal office under chairmanship of our respected principal. Date, Time and Venue are below:

Subject	IQAC meeting
Venue	Staff Room
Faculty Members	All IQAC members
Date	03/12/2025
Time	11:00 a.m. to 12:30 a.m.

Minutes of IQAC Meeting -3

IQAC meeting for Academic Session 2025-26 was held 03/12/2025 at 11:00 a.m. to 12:30 a.m.

The following members attended the meeting.

Sr. No	Name	Designation	Attendance (Sign)
1	Pri. Dr. Dinesh A. Dadhania	Chairman	
2	Dr. Ramesh .A. Sagathiya	Dy. Chairman	
3	Dr. Nita K. Dhadus	Coordinators	
4	Dr. Praful B. Knjia	Co- Coordinators	

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5	Dr. Rita M. Raniga	Co- Coordinators	R.M. Raniga
6	Dr. Bharat B. Vasava	Member	B.V.
7	Dr. Pravin G. Radadiya	Member	P.G.
8	Dr. Rekha M. Gunjariya	Member	R.M.
9	Dr. Raxa K. Bathani	Member	R.K.
10	Dr. Rekhaben H. Kachadiya	Member	R.H.
11	Dr. Vanraj D. Aparnathi	Member	V.D.
12	Dr. Kavi V. Zala	Member	K.V.
13	Dr. Pratixa D. Patel	Member	P.D.
14	Shri Ratilal Bhuva	Member cum Mgt. In-charge	R.B.
15	Shri Ratilal Mardiya	Industrialist	R.M.
16	Shri Ashwin Bhalodiya	Sr. Administrative Officer	A.B.
17	Shri Mitaben Balat	Local Society Member	M.B.
18	Miss Dhara Zatakiya	Alumni	D.Z.
19	Miss Bansi Ravaliya	Student Representative	B.R.

Principal, Dr D A Dadhania inaugurated the meeting with welcome note. Dr. Nita Dhadus (IQAC Coordinator) briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

AGENDA:

1. To read and confirm the minutes of the previous meeting.
2. Academic Calendar and Teaching Plans Review
3. Framing and Implementation of Time Table and College Academic Calendar and Teaching Plan.
4. Attendance Policy
5. Planning for co curricular and extracurricular activities
6. Extension Activities, NCC, NSS, Sports
7. To determine internal marks (assignment, class test, Presentation etc and assessment)
8. Student Feedback collection.
9. Documentation/ data collection files prepared and uploaded on website.
10. Prepare Library bulletin and catalog, planning for Book bank, Book Issue, Return policy, visitors register.
11. To prepare Financial Expenditure Budget and Report.


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12. Planning for Special Days celebration
13. Planning for industrial visit and nature camp.
14. Teachers participating in training courses, workshop and conferences (OP,RC,STC,STP etc.).

MINUTES OF THE MEETING:

In the meeting of the IQAC held on 03-12-2025 at 11:30 to 12:30 p.m. the following points were discussed and Action Taken Report were prepared and submit the IQAC during the next IQAC meeting.

Action Taken Report

Action taken report for the IQAC meeting held on 03-12-2025

Sr. No	Agenda/Plan Point	Action Planed and Discussion	Action Taken Details	Outcome/Result Achieved	Responsible Authority/Committee
1	To read and confirm the minutes of the previous meeting.	IQAC Chairman, Principal Dr. D.A.Dadhania , welcomed all members. The minutes of the previous meeting were read by Asst. Prof. Nita Dhadus, and confirmed by all members unanimously.	After discussion, All the resolution was passed	Action taken Report prepared	IQAC Committee
2	Framing the Academic Calendar	To prepare a comprehensive academic calendar for the upcoming semester/academic year as per university guidelines	A draft calendar was prepared by the Committee, reviewed by the IQAC, and approved by the Principal/Head of the Institution. It included key dates: commencement of classes, internal assessments, public holidays, examination periods, and co-curricular activities.	The academic calendar was published on the college website and circulated to all departments and students well in advance of the semester start.	The academic calendar was published on the college website and circulated to all departments in advance of the semester start.

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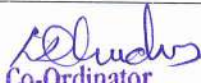
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3	Teaching Plans	Academic Calendar implemented; all teachers are agree to prepare teaching plans and submitted on 31-12-2025.	As per mention, Calendar implemented; all teaching plans submitted on time by June 31-12-2025.	All the teachers are aware about outline of the syllabus	HOD of all department.
4	Time Table Preparation	To create a clash-free departmental time table.	Department HOD and Time Table Committee prepared departmental timetables based on the academic calendar and faculty workload..	A final, approved time table was effectively implemented from day one of the upcoming semester.	Time Table Committee / HODs
5	Implementation and Monitoring	To monitor the time table and teaching plans and track syllabus completion.	Regular monitoring was conducted by HODs and academic coordinators, involving fortnightly reviews of syllabus coverage and attendance. Gaps identified were addressed through corrective actions like remedial classes or adjustments in the schedule.	Effective implementation was ensured, with high adherence to the planned schedule. Mechanisms for tracking progress allowed for timely intervention in cases of delay.	HODs / Academic Coordinators / IQAC
6	Feedback and Review	To obtain feedback from students and faculty for continuous improvement.	Feedback sessions were conducted at the end of the year to collect input on the effectiveness of the timetable and teaching plans.	Feedback was analyzed and incorporated into the planning process for the next academic cycle to enhance efficiency and student satisfaction.	IQAC / Academic Committee
7	Attendance Policy	Re issued attendance sheet for record. Minimum 75% Attendance required	Monthly attendance records were strictly monitored by teachers, HOD and Principal	Increased awareness among students and parents; shown improvement in overall attendance rates.	All Department's HOD
	Plan for inter university activities	Involve Last semester students who wins in youth	In September 2025, total 25 students participated west zone inter university	Overall development of the students and institution famous	Dr. Rita Raniga and Dr. Reha Gunjaria


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		festival activities	youth festivals.	in the society for excellence.	
8	Planning for co curricular and extracurricular activities	To discuss the proposed activities and plan by various departments for the current academic year..	Departmental activities, Entrepreneurs Development , Innovation club activities, certificate courses, workshop etc. conducted, maintained and uploaded on the site.	Total 26 activities conducted for the students and institutional development.	Most of the students are benefited.
9	Extension Activities	The specific extension activities that were planned..	Total Activities NSS = 60 NCC= 11 Sports= 40	Program officers were maintained, prepared separate report.	College Committees 's Coordinators, Program Officers.
Sports annual report: https://mmgcollegejnd.edu.in/Repository/Criteria/INTER%20COLLEGE%202025-26.pdf					
NSS annual Report:					
NCC Annual Report:					
10	To conduct internal exams and University Exams	Concern departments Frame internal exam time table and other requisites.	Concern departments Frame internal exam time table and circulate among students.	Student satisfied and aware with the examination process. Improve in future action of University Exams	Principal and Exam Committee coordinators.
11	To determine internal marks (assignment, class test, Presentation etc and assessment)	Concern subject teachers reported submission procedures to the students.	A clear, step-by-step guide to the students. Questions, marking, Subjects, etc.	More than 95% of the students were submitted correctly and on time; confusion significantly reduced.	Subject Teachers and HOD's of All Departments
12	Student Feedback collection.	A formal feedback link uploaded in college website and response received,	Review the responses and analyze common themes, (like requests for more practical examples.)		
13	Documentation/ data collection.	The IQAC sets up procedures to data collection on various aspects of institutional functioning.	All collected data and supporting documents must be maintained electronically in a proper format. and uploaded to the institutional website.	Any type of data accessed easy for Submission of NIRE, AQAR & NAAC etc. .	IQAC coordinators and criteria coordinatos

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14	Prepare Financial Expenditure Budget and Report.	The admin office; monitoring allocated funds for various academic and administrative activities	The internal audit committee conducted the audit and submitted the report to the Principal and IQAC Coordinator.	The audit found all expenditures were in order and used as per the guidelines.	Audit Committee and Admin Staff Member
15	Certificate course	Competitive exams preparation classes, innovation Club, etc. certificate course conducted	All certificate courses were completed and	39 Students achieved extra skills and got completion certificates.	Concern committees
16	Teachers participating in training courses, workshop and conferences (OP,RC,STC,S TP etc.).	Principal gave instruction to the teachers for up-grade the knowledge through training courses	Most of the teachers attend training program and got good rank with certificates	Enhancement of teacher's skills positively affected to overall students and institution.	All staff members

Conclusion & Vote Of Thanks

The IQAC Coordinators thanked the members for their participation and actively involving. Again say thank you for that they continue to guide the cell and also take active part in all the future end over of IQAC.

Submitted on 03/12/2025

Prepared by:

Dr. Nita Dhadus

(IQAC Coordinator)

M M Ghodasara Mahila College.

Nita Dhadus
Co-Ordinator

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