

**Uma Arts and Nathiba Commerce Mahila College,
Sector 23, Gandhinagar.
IQAC Committee**

Date: 4th July, 2019.

Time: 10:30 to 12:30.

Place of Meeting: Principal's office.

- Agenda:**
1. To appoint IQAC Coordinator
 2. To form the IQAC Committee as per the norms of NAAC.

Minutes: In reference to the agenda mentioned above the followings has been resolved.

Resolution of the Meeting:

In the IQAC meeting held today, Dr. Haritbhai Patel, associate professor in English, is unanimously appointed as the IQAC coordinator for two academic years 2019-2020 and 2020-2021 to carry out the duties of the said post owing to his knowledge of English language, ICT and PhD degree.

The IQAC committee, consisting of the following members, has been formed as per the present norms of NAAC.

(the list of IQAC members, bearing their signatures, is attached here with)

4th July 2019

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

No.	Name	Designation	Position	Signature
➤ Chairperson: Head of the Institution				
1.	Dr. Amrita Paresh Patel	Principal, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Chairperson	
➤ Teachers to represent all level (Three to eight)				
1.	Dr. Pranav Joshipura	Vice – Principal, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Vice – Principal	
2.	Ms. Payal J. Pandya	Commerce Department	Member	
3.	Dr. Heena P. Mehta	Gujarati Department	Member	
4.	Dr. Kirtikamal B. Vaghela	Hindi Department	Member	
5.	Dr. Bharat M. Tadvi	Sociology Department	Member	
6.	Dr. Jayram V. Patel	Sanskrit Department	Member	
7.	Prof. Jyoti C. Panchal	Economic Department	Member	
8.	Dr. Kiranbhai M. Dave	History Department	Member	
➤ One member from the Management				
1.	Shri Vallabbhai M. Patel	Chairman, Sarva Vidyalaya Kelavani Mandal,	Chairman, Kadi Sarva Vishwavidyalaya, Kadi and Gandhinagar.	
➤ Few Senior administrative officers				
1.	Prof. Parth R. Joshi	In charge-Examination Committee	Member	
2.	Prof. Falguni R. Patel	Co-ordinator- Rusa Grant	Member	
3.	Dr. Rita R. Gandhi	Co-ordinator- Udisha Finishing School	Member	
4.	Ms. Mayuri D. Patel	Librarian	Member	
5.	Prof. Bharat P. Kalaria	Computer Programmer	Member	
6.	Ms. Chandrika V. Patel	Administrative Section	Member	
➤ One nominee each from local society, Students and Alumni				
1.	Ms. Jashuben Thakker	Trustee, Gayatri Shaktipith, Gandhinagar	Member(local society)	
		First year student in college	Member(Student)	
3.	Ms. Ishwari R. Thakor	Visiting guest Faculty, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Member(Alumni)	
➤ One nominee each from Employers /Industrialists/Stakeholders				
1.	Mr. Omkar G. Ganjkhane	Assistant manager, H.R. Department, T.C.S, Gandhinagar.	Member(Employers)	
2.	Ms. Daxaben	Proprietor, Saptrang Packagers	Member(Industrialists)	
3.	Mr. Pravinbhai Valera	Lianas officer, Suraksha setra society, SP office, Sector-27, Gandhinagar.	Member(Stakeholders)	
➤ One of the senior teachers as the coordinator/Director of the IQAC				
1.	Dr. Harit S. Patel	English Department	Co-ordinator	

**Uma Arts & Nathiba Commerce Mahila College,
Sector-23, Gandhinagar.**

Internal Quality Assurance Cell (IQAC)

Notice

Date: 18th September, 2019.

All the IQAC members are hereby informed that the IQAC 2nd meeting for the year 2019-20 is scheduled to be held on 22nd September, 2019 in Principal's office at 10:45 AM. The brief agenda of the meeting is as follows. All are therefore requested to make it convenient to attend the meeting.



IQAC Coordinator



Principal

Agenda of the meeting

To maintain higher standards of academic quality, the following planning is thought of for holding 3 days' intensive work through a workshop.

1. To prepare CO, PO and PSO
2. To distribute departmental diary of academic year 2019-20
3. To prepare and distribute Academic diary of 2019-20
4. To prepare Departmental PPT

The list of IQAC members is attached here with.

MINUTES OF THE MEETING

Meeting No.: 2 Date: 19th September, 2019 Time: 10:45

Present Members:

IQAC committee

Uma Arts & Nathiba Commerce Mahila College,
Gandhinagar.

The 2nd meeting of the Internal Quality Assurance cell for the academic year 2019-2020 was held on 22nd September, 2019 at 10:45 A.M. in Principal's office of Uma Arts & Nathiba Commerce Mahila College. The meeting was chaired by Prin. Dr. Amrita P. Patel.

The following agenda items were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thank to the chair.

No.	Agenda	Resolution
1	To maintain higher standards of academic quality, to plan out 3 days' workshop.	It has been decided to arrange 3 days' workshop between 26 th and 28 th Sept., 2019.
2	To distribute and prepare academic diary of academic year 2019-20	It has been decided to print and distribute academic diary of 2019-20 to all lecturers.
3	To prepare departmental PPT	It has been decided that all Depts. will prepare PPT
4	To prepare CO, PO and PSO	It has been decided that all Depts. will prepare CO, PO, and PSO of their respective subjects to be uploaded on website.



IQAC Coordinator

The list of attendees of the meeting is attached here with.



Principal

Composition of the IQAC

19th September, 2019

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

No.	Name	Designation	Position	Sign
➤ Chairperson: Head of the Institution				
1.	Dr. Amrita Paresh Patel	Principal, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Chairperson	<i>Appal</i>
➤ Teachers to represent all level (Three to eight)				
1.	Dr. Pranav Joshipura	Vice - Principal, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Vice - Principal	<i>HA</i>
2.	Ms. Payal J. Pandya	Commerce Department	Member	<i>JPandya</i>
3.	Dr. Heena P. Mehta	Gujarati Department	Member	<i>Hmehta</i>
4.	Dr. Kirtikamal B. Vaghela	Hindi Department	Member	<i>KVaghela</i>
5.	Dr. Bharat M. Tadvi	Sociology Department	Member	<i>Btadvi</i>
6.	Dr. Jayram V. Patel	Sanskrit Department	Member	<i>JV Patel</i>
7.	Prof. Jyoti C. Panchal	Economic Department	Member	<i>Jyoti</i>
8.	Dr. Kiranbhai M. Dave	History Department	Member	<i>KMD</i>
➤ One member from the Management				
1.	Shri Vallabhbai M. Patel	Chairman, Sarva Vidyalaya Kelavani Mandal,	Chairman, Kadi Sarva Vishwavidyalaya, Kadi and Gandhinagar.	<i>Vallabh</i>
➤ Few Senior administrative officers				
1.	Prof. Parth R. Joshi	In charge-Examination Committee	Member	<i>Parth</i>
2.	Prof. Falguni R. Patel	Co-ordinator- Rusa Grant	Member	<i>Falguni R. Patel</i>
3.	Dr. Rita R. Gandhi	Co-ordinator- Udisha Finishing School	Member	<i>R.H. Rg</i>
4.	Ms. Mayuri D. Patel	Librarian	Member	<i>MD Patel</i>
5.	Prof. Bharat P. Kalaria	Computer Programmer	Member	<i>BPK</i>
6.	Ms. Chandrika V. Patel	Administrative Section	Member	<i>CV Patel</i>
➤ One nominee each from local society, Students and Alumni				
1.	Ms. Jashuben Thakker	Trustee, Gayatri Shaktipith, Gandhinagar	Member(local society)	<i>Jashuben</i>
2.	Ms. Gargi K. Parmar	T.Y. B.COM student in college	Member(Student)	<i>GK Parmar</i>
3.	Ms. Ishwari R. Thakor	Visiting guest Faculty, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Member(Alumni)	<i>Ishwari</i>
➤ One nominee each from Employers /Industrialists/Stakeholders				
1.	Mr. Omkar G Ganjkhane	Assistant Manager, H.R. Department, T.C.S, Gandhinagar.	Member(Employers)	
2.	Ms. Daxaben	Proprietor, Saptrang Packagers	Member(Industrialists)	<i>Daxaben</i>
3.	Mr. Pravinbhai Valera	Lianas officer, Suraksha setra society, SP office, Sector-27, Gandhinagar.	Member(Stakeholders)	<i>Pravin</i>
➤ One of the senior teachers as the coordinator/Director of the IQAC				
1.	Dr. Harit S. Patel	English Department	Co-ordinator	<i>Harit</i>



Uma Arts & Nathiba Commerce Mahila College,

College with Potential for Excellence Phase-II

Accredited by NAAC (Cycle - 3) with 'A' Grade(3.32 CGPA)


Sector-23, Gandhinagar.

Internal Quality Assurance Cell (IQAC)

Notice

Date: 24th February, 2020.

All the IQAC members are hereby informed that IQAC 3rd meeting for the year 2019-20 is scheduled to be held on 25/02/2020 in seminar Hall at 11:00 A.M. The brief agenda of the meeting is as follows. All are therefore requested to kindly make it convenient to attend the meeting.


Co-ordinator
IQAC


Principal

Agenda of the meeting

1. To present the Annual report of academic activities of college.
2. To present the AQAR of year 2018-19.

Notice
24th Feb. 2020
I O A C Meeting

STAFF LIST 2019-20

1	ENG.	Dr.A. P. Patel	✓		19	SOC	Dr. B.M.Tadvi	✓	an
2	"	Dr.P. P. Joshipura	✓	HA	20	"	Dr. D.M.Pandya		
3	"	Ms. M.R.Shah			21	HIS	Dr.K. M. Dave	✓	WRS
4	"	Dr. H. S. Patel	✓	Hosur	22	"	Mr. A. B. Ganvit		
5	ECO.	Mr.P. R. Joshi	✓	R	23	A/C	Ms. P. J. Pandya	✓	ill
6	"	Ms.J. C. Panchal	✓		24	"	Dr.R.A.Prajapati		
7	"	Ms.H.J.Raval			25	B.LAW	Mr.J. P. Bhatt		
8	GEO	Ms.F.R. Patel	✓		26	COMPT.	Mr.B. P. Kalaria	✓	ent
9	"	Ms.B. S. Dalwadi			27	PHY.DIR.	Mr.H.M. Patel		
10	GUJ	Dr.H. P. Mehta	✓	Hm	28	LIBR.	Ms.M. D. Patel	✓	WSP
11	"	Dr.N.D.Dave			29	ADMINIS.	Ms.C.V. Patel	✓	OP
12	HIN	Dr.K. B. Vaghela	✓	KB	30	"	Mr.B.B. Patel		
13	"	Mr. B.N.Chaudhari			31	"	Mr.N.V. Patel		
14	SAN.	Dr Y. H. Vyas							
15	"	Dr. J.V. Patel	✓	J	32	PEON	Mr.J.S. Patel		
16	"	Dr. M.C.Gor			33	PEON	Mr.H.P. Dabgar		
17	PSY	Dr. R. R. Gandhi	✓	Rg	34	PEON	Mr.V.J. Patel		
18	"	Dr. S.A.Suthar			35	SWIPPER	Ms.S.K. Valmiki		
	ADHOC					ADHOC			
1	ENG	Ms. Ekta K. Modi			1	CLERK	Ms.Harshida Patel		
2	COM.	Ms. Bhumika Prajapati			2	CLERK	Ms. Dharti Sanchala		
3	COM.	Ms. Priyanka Jani			3	PEON	Mr.Pujabhai		
4	COMP.	Ms.Asha Patel			4	PEON	Ms.Rakshaben		
5	SOF/FOU	Dr.Shilpa. K.Patel							
6	SOF/FOU	Dr. Nisha Parmar							
7	GEO	Ms. Rashmika Chaudhari							
8	GEO	Ms. Asmita Dabhi							
9	PSY.	Ms. Ishwari Thakor							

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3.	Dr. Heena P. Mehta	Gujarati Department	Member	
4.	Dr. Kirtikamal B. Vaghela	Hindi Department	Member	
5.	Dr. Bharat M. Tadvi	Sociology Department	Member	
6.	Dr. Jayram V. Patel	Sanskrit Department	Member	
7.	Prof. Jyoti C. Panchal	Economic Department	Member	
8.	Dr. Kiranbhai M. Dave	History Department	Member	
➤ One member from the Management				
1.	Shri Vallabh M. Patel	Chairman, Sarva Vidyalaya Kelavani Mandal,	Chairman, Kadi Sarva Vishwavidyalaya, Kadi and Gandhinagar.	
➤ Few Senior administrative officers				
1.	Prof. Parth R. Joshi	In charge-Examination Committee	Member	
2.	Prof. Falguni R. Patel	Co-ordinator-Rusa Grant	Member	
3.	Dr. Rita R. Gandhi	Co-ordinator- Udisha Finishing School	Member	
4.	Ms. Mayuri D. Patel	Librarian	Member	
5.	Prof. Bharat P. Kalaria	Computer Programmer	Member	
6.	Ms. Chandrika V. Patel	Administrative Section	Member	
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1.	Ms. Jashuben Thakker	Trustee, Gayatri Shaktipith, Gandhinagar	Member(local society)	
2.		First year student in college	Member(Student)	
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1.	Mr. Omkar G. Ganjkhane	Assistant manager, H.R. Department, T.C.S, Gandhinagar.	Member(Employers)	
2.	Ms. Daxaben	Proprietor, Saptrang Packagers	Member(Industrialists)	
3.	Mr. Pravinbhai Valera	Lianas officer, Suraksha setra society, SP office, Sector-27, Gandhinagar.	Member(Stakeholders)	
➤ One of the senior teachers as the coordinator/Director of the IQAC				
1.	Dr. Harit S. Patel	English Department	Co-ordinator	

**Uma Arts & Nathiba Commerce Mahila College,
Sector-23, Gandhinagar.**

Internal Quality Assurance Cell (IQAC)

Notice

Date: 8th May, 2020.

It is to inform hereby that the 4th IQAC meeting for the Academic year 2019-2020 is scheduled online on 9th May, 2020, at 11.00 A.M.

The brief agenda of the meeting is as follows.


Coordinator
IQAC


Principal

Agenda of the meeting

Agenda:

- To counsel students regarding precaution to be taken during unlock and SOP to be followed to avoid corona;
- To plan out to take online lectures, as per the instructions received by Higher Education Commissionerate-Gujarat, through Microsoft Team from the next academic year 2020-2021
- To undertake e-certificate course for faculties, administrative staff and students and to share learning among all the stake holders. These courses are available on on-line platforms like SWAYAM, UDEMI, etc.



Uma Arts & Nathiba Commerce Mahila College,

College with Potential for Excellence Phase-II

Accredited by NAAC (Cycle – 3) with 'A' Grade (3.32 CGPA)

Sector-23, Gandhinagar.

IQAC Committee

Date: 9 May, 2020

Time: 11:00 A.M

Place of Meeting: On-line Meeting

Agenda:

1. Precautions to be taken for staff as well as students in the forthcoming situation of unlock
2. On-line lectures and on-line courses

Minutes: In reference to the agenda mentioned above the on-line meeting of the IQAC Committee was held today.

All the members present in the meeting discussed the agenda and decided to implement the following.

Resolution of the Meeting:





- To counsel and guide students to take precautionary measures during the unlock and to follow guidelines published by the Government as well as and instructions given by Sarva Vidyalaya Kelvani Mandal
- To conduct on-line teaching through MS Office of all the students according to college time-table in the next academic session 2020-2021;
- To encourage maximum students to join on-line teaching;
- To encourage all faculties, administrative staff and students to join and successfully complete on-line certificate courses available on various learning platforms.

Attendee's list is attached here with

(Due to the unavoidable emergency situation of National lockdown clamped for Covid-19 five IQAC members, including the principal, the vice principal, IQAC Coordinator, and Senior most members of the staff attended the online meeting and the rest of the members were provided information through telephonic messages.)

9th May 2020

IQAC Committee 2019-20

No.	Name	Designation	Position	Signature
➤ Chairperson: Head of the Institution				
1.	Dr. Amrita Paresh Patel	Principal, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Chairperson	
➤ Teachers to represent all level (Three to eight)				
1.	Dr. Pranav Joshi	Vice – Principal, Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.	Vice – Principal	
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4.	Dr. Kirtikamal B. Vaghela	Hindi Department	Member	
5.	Dr. Bharat M. Tadvi	Sociology Department	Member	
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7.	Prof. Jyoti C. Panchal	Economic Department	Member	
8.	Dr. Kiranbhai M. Dave	History Department	Member	
➤ One member from the Management				
1.	Shri Vallabhbbhai M. Patel	Chairman, Sarva Vidyalaya Kelavani Mandal,	Chairman, Kadi Sarva Vishwavidyalaya, Kadi and Gandhinagar.	
➤ Few Senior administrative officers				
1.	Prof. Parth R. Joshi	In charge-Examination Committee	Member	
2.	Prof. Falguni R. Patel	Co-ordinator- Rusa Grant	Member	
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➤ One nominee each from local society, Students and Alumni				
1.	Ms. Jashuben Thakker	Trustee, Gayatri Shaktipith, Gandhinagar	Member(local society)	
2.		First year student in college	Member(Student)	
3.	Ms. Ishwari R.	Visiting guest Faculty,	Member(Alumni)	

	Thakor	Uma Arts & Nathiba Commerce Mahila College, Gandhinagar.		
➤ One nominee each from Employers /Industrialists/Stakeholders				
1.	Mr. Omkar G. Ganjkhane	Assistant manager, H.R. Department, T.C.S, Gandhinagar.	Member(Employers)	
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➤ One of the senior teachers as the coordinator/Director of the IQAC				
1.	Dr. Harit S. Patel	English Department	Co-ordinator	