



Government Arts & Science College, Kaparada સરકારી વિનયન અને વિજ્ઞાન કોલેજ, કપરાડા



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મુ.પો.- કપરાડા નિશાળ ફળિયા પાણીની ટાંકી પાસે તા.- કપરાડા જી.- વલસાડ, પિનકોડ નં. ૩૯૬ ૦૬૭

સ્થાપના વર્ષ ૨૦૧૨ ઇ-મેઇલ: gackaparada@gmail.com, URL: www.kaparadacollege.org

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Academic Year 2025–26

Period: July 2025 to April 2026

Chairperson: Shri Manojkumar P. Patel, Principal

IQAC Coordinator: Shri Keval S. Patel

1. INTRODUCTION

The Internal Quality Assurance Cell (IQAC) of Government Arts & Science College, Kaparada undertook various quality enhancement initiatives during the Academic Year 2025–26. The IQAC meetings focused on academic planning, curriculum completion, student-centric teaching-learning practices, mentoring, student development, Innovation Club, SSIP, UDISHA, Career Guidance, NSS, Saptadhara, Green Campus initiatives, institutional best practices and systematic NAAC/IQAC documentation.

The present Action Taken Report (ATR) provides a systematic review of the major decisions and resolutions taken by IQAC and the action initiated/undertaken during the academic year. The report is aligned with the broad framework of NAAC Criteria I to VII.

2. IQAC ACTION TAKEN REPORT – 2025–26

Sr. No.	IQAC Action Point / Resolution	Action Taken	Outcome / Status	Supporting Evidence	NAAC Criterion
1	Implementation of Academic Calendar	Academic Calendar and departmental academic planning were reviewed and implemented.	Academic activities were planned and monitored systematically.	Academic Calendar, Department Plans, IQAC Minutes	Criterion I & VI
2	Department-wise Teaching Plan	Faculty members were advised to prepare and follow systematic teaching plans and maintain academic records.	Better planning and monitoring of curriculum delivery.	Teaching Plans, Academic Records	Criterion I





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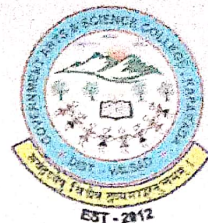
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Sr. No.	IQAC Action Point / Resolution	Action Taken	Outcome / Status	Supporting Evidence	NAAC Criterion
3	Timely Completion of Curriculum	Faculty members were advised to ensure timely completion of the prescribed curriculum.	Curriculum completion was periodically reviewed by IQAC.	Teaching Records, IQAC Review Minutes	Criterion I
4	Student-Centric Teaching-Learning	Student-centric, participative, experiential and ICT-enabled teaching-learning practices were promoted.	Greater emphasis on presentations, discussions, projects, student activities and innovative methods.	Teaching Records, PPTs, Activity Reports	Criterion II
5	Academic Support to Students	Students requiring additional academic support were identified and guidance was encouraged.	Academic support mechanisms were strengthened.	Mentoring Records, Academic Support Records	Criterion II & V
6	Mentor-Mentee Programme	A comprehensive Mentor-Mentee system was planned and implemented. Students were assigned to faculty mentors and a consolidated Progress Monitoring Sheet was developed.	Systematic monitoring of students' academic and overall development was established.	Mentor Allocation, Progress Monitoring Sheets	Criterion II, V & VI
7	Student Progress Monitoring	Semester-wise information relating to academic performance, attendance, participation, achievements and skills was planned to be maintained.	A structured mechanism for monitoring student progression was established.	Mentor-Mentee Progress Records	Criterion II & V



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Sr. No.	IQAC Action Point / Resolution	Action Taken	Outcome / Status	Supporting Evidence	NAAC Criterion
8	Seminars and Student Development Activities	Seminars, workshops, expert lectures, competitions, awareness programmes and skill-development activities were planned.	Opportunities for academic and holistic student development were enhanced.	Event Reports, Attendance, Photographs	Criterion II & III
9	Innovation Club and SSIP	Innovation, entrepreneurship, prototype development and startup-oriented activities were emphasized.	Institutional support for innovation and entrepreneurship was strengthened.	Innovation/SSIP Records	Criterion III
10	UDISHA and Career Guidance	Career-oriented activities focusing on employability, communication skills, personality development and career readiness were strengthened.	Career awareness and employability support were promoted.	UDISHA Reports, Career Guidance Records	Criterion V
11	NSS, Saptadhara and Co-curricular Activities	Activities under NSS, Saptadhara, Sports, Cultural and other student-development areas were planned and implemented.	Student participation in co-curricular and extracurricular activities was promoted.	Activity Reports, Attendance, Photographs	Criterion II & V
12	First Semester Review	The IQAC reviewed academic, co-curricular, Innovation Club, SSIP, UDISHA, NSS, Saptadhara and student-development activities at the end of the First Semester.	Achievements, challenges and areas for improvement were identified.	IQAC Minutes, Review Records	Criterion I-VI





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Sr. No.	IQAC Action Point / Resolution	Action Taken	Outcome / Status	Supporting Evidence	NAAC Criterion
13	Second Semester Quality Enhancement	Academic planning, curriculum completion, student-centric teaching, mentoring, seminars, Innovation, SSIP, placement, career guidance and Green Campus activities were planned for the Second Semester.	A Continuous Quality Improvement approach was adopted.	IQAC Minutes, Semester Plans	Criterion I-VII
14	NAAC/IQAC Documentation	Systematic maintenance of notices, agendas, attendance sheets, photographs, reports, feedback and outcome documents was emphasized.	Evidence-based documentation for IQAC, AQAR and NAAC was strengthened.	NAAC Evidence Files	All Criteria
15	State Level Seminar	A One-Day State Level Seminar on "Ek Bharat - Shreshtha Bharat" was planned for 12 January 2026 at Sanskar Kendra, College Campus, Tithal Road, Valsad.	An interdisciplinary academic platform was created for national integration, cultural understanding and academic dialogue.	Proposal, Brochure, Registration, Attendance, Photos, Report	Criterion I, III & VI
16	Seminar Documentation	Proposal, approval, brochure, invitations, paper submissions, registration, attendance, photographs, feedback, certificates, expenditure records, proceedings and outcome/impact	Seminar documentation was structured as NAAC/IQAC evidence.	Seminar Evidence File	Criterion III & VI



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Sr. No.	IQAC Action Point / Resolution	Action Taken	Outcome / Status	Supporting Evidence	NAAC Criterion
		report were identified for documentation.			
17	Green Initiatives and Best Practices	A grant of ₹4,00,000 was sanctioned under Green Initiatives, Waste Management, Best Practices and related activities. IQAC discussed its effective utilization.	Institutional planning for Green Campus and Best Practices was strengthened.	Grant Letter, IQAC Minutes	Criterion VII
18	Indoor Green Plantation	Indoor Green Plantation was given priority as a major Green Initiative. Procurement of plants and pots separately was planned for economical utilization of funds.	A student-centred environmental responsibility initiative was developed.	Nursery Survey, Procurement Records, Plantation Records	Criterion VII
19	Student Responsibility for Plants	It was resolved that plants would be allotted to individual students for regular care and maintenance.	Students were connected with environmental responsibility and sustainable practices.	Student Allocation Records, Photographs	Criterion VII
20	Periodic IQAC Review	IQAC periodically reviewed academic and institutional activities and identified areas requiring improvement.	Continuous Quality Improvement mechanism was strengthened.	IQAC Agendas & Minutes	Criterion VI
21	Final Semester Review	The IQAC reviewed the academic and institutional activities of Academic Year 2025-26 and emphasized completion of pending	Year-end review and documentation were strengthened.	Final IQAC Minutes	Criterion VI



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Sr. No.	IQAC Action Point / Resolution	Action Taken	Outcome / Status	Supporting Evidence	NAAC Criterion
		academic/administrative work and maintenance of institutional records.			
22	Election-Related Institutional Responsibilities	Arrangements were planned as the College campus was to function as an important Election Centre. Faculty members were assigned election-related responsibilities including Zonal Officer duties.	Institutional cooperation and continuity of essential functions were ensured.	Election Duty Orders, Institutional Records	Criterion VI & VII
23	GCAS Admission Assistance	Responsibilities were assigned for providing guidance and assistance for GCAS-based admissions for B.A. and B.Sc. programmes for Academic Year 2026-27.	A mechanism for admission guidance and student assistance was initiated.	GCAS Records, Notices, Guidance Records	Criterion V & VI

3. CRITERION-WISE ACTION TAKEN REPORT

Criterion I – Curricular Aspects

During the Academic Year 2025-26, IQAC emphasized systematic academic planning and curriculum implementation.

Action Taken:

- Academic Calendar was reviewed and followed.
- Department-wise academic planning was encouraged.
- Faculty members were advised to ensure timely completion of curriculum.
- Academic records were maintained systematically.
- Academic seminars and enrichment activities were promoted.





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- First Semester and Second Semester academic progress was reviewed.

Outcome:

The academic planning and curriculum monitoring mechanism was strengthened.

Status: Implemented / Continuous Process

Criterion II – Teaching-Learning and Evaluation

IQAC emphasized student-centric and technology-enabled teaching-learning practices.

Action Taken:

- Student-centric teaching-learning methods were promoted.
- Participative and experiential learning approaches were encouraged.
- ICT-enabled teaching practices were emphasized.
- Presentations, discussions, projects and student activities were promoted.
- Mentor–Mentee mechanism was strengthened.
- Academic support was planned for students requiring additional assistance.

The Second Semester planning specifically emphasized student-centric, participative, experiential and ICT-enabled practices.

Outcome:

A more systematic student support and mentoring mechanism was established.

Status: Implemented / Continuous Improvement

Criterion III – Research, Innovations and Extension

Action Taken:

- Innovation Club and SSIP activities were strengthened.
- Innovation and entrepreneurship were emphasized.
- Students were encouraged towards innovative ideas and prototype-oriented activities.
- Seminars and academic programmes were planned.
- The State Level Seminar on “Ek Bharat – Shreshtha Bharat” provided an interdisciplinary academic platform.



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Outcome:

The institutional environment for innovation, entrepreneurship and academic interaction was strengthened.

Status: Implemented / Strengthening Process

Criterion IV – Infrastructure and Learning Resources

IQAC reviewed the effective utilization and maintenance of classrooms, laboratories, library, ICT facilities, sports facilities, drinking water, sanitation and campus infrastructure. The concerned staff were advised to report maintenance requirements to the competent authority.

Outcome:

Regular monitoring and maintenance of institutional infrastructure were encouraged.

Status: Continuous Maintenance and Monitoring

Criterion V – Student Support and Progression

Action Taken:

- Mentor–Mentee mechanism was systematically planned.
- Students were assigned faculty mentors.
- Student progress was planned to be monitored semester-wise.
- UDISHA and Career Guidance activities were strengthened.
- Employability, communication skills, personality development and career readiness were emphasized.
- GCAS admission guidance and assistance were planned for prospective students.

Outcome:

Student support, mentoring and progression-related mechanisms were strengthened.

Status: Implemented / Continuous

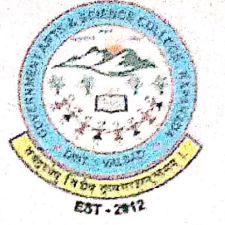
Criterion VI – Governance, Leadership and Management

Action Taken:

- IQAC conducted periodic review meetings.



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- Departments, Committees and Cells were assigned responsibilities.
- First Semester Review and Second Semester Planning were conducted.
- Final Semester Review was conducted on 24 April 2026.
- NAAC/IQAC documentation was systematically emphasized.
- Institutional responsibilities during the election period were planned.
- GCAS admission responsibilities were assigned.

The final IQAC meeting emphasized coordinated institutional functioning and continuation of essential student-support services during the vacation period.

Outcome:

The institutional quality management and Continuous Quality Improvement mechanism was strengthened.

Status: Implemented

Criterion VII – Institutional Values and Best Practices

Action Taken:

- Green Campus initiatives were planned.
- Waste management and environmental sustainability were discussed.
- Indoor Green Plantation was given priority.
- A ₹4,00,000 grant was considered for Green Initiatives, Waste Management and Best Practices.
- Procurement of plants and pots was planned separately for economical utilization of funds.
- Students were proposed to be made responsible for the regular care and maintenance of plants.
- The initiative was proposed to be developed as an institutional Best Practice under Criterion VII.

Outcome:

An institutional framework for environmental responsibility and Green Campus Best Practice was initiated.

Status: Initiated / Best Practice Development





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4. CONTINUOUS QUALITY IMPROVEMENT (CQI) CYCLE

The IQAC followed the following quality enhancement cycle during 2025-26:

PLAN

Academic Calendar, Teaching Plans, Mentoring, Student Development, Innovation, Career Guidance and Green Campus activities were planned.



IMPLEMENT

Departments, Cells, Committees and Faculty Members were assigned responsibilities.



REVIEW

First Semester and Second Semester IQAC reviews were conducted.



IDENTIFY AREAS FOR IMPROVEMENT

Academic progress, student support, documentation and institutional activities were reviewed.



CORRECTIVE / QUALITY ENHANCEMENT ACTION

Second Semester activities and quality enhancement priorities were planned based on the review.



DOCUMENT

Agenda, Minutes, Attendance, Photographs, Reports, Feedback and Outcome Records were emphasized for IQAC/NAAC documentation.



FURTHER REVIEW

Final Semester review was conducted to assess the overall institutional progress.

This process reflects the IQAC's emphasis on Continuous Quality Improvement (CQI).

5. MAJOR QUALITY ENHANCEMENT INITIATIVES DURING 2025-26





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The major quality enhancement areas identified through IQAC were:

1. Academic Planning and Curriculum Monitoring
2. Student-Centric and ICT-Enabled Teaching-Learning
3. Mentor-Mentee System
4. Student Academic Support
5. Innovation and Entrepreneurship
6. SSIP and Innovation Club Activities
7. Career Guidance and Employability
8. UDISHA and Student Development
9. NSS, Saptadhara and Co-curricular Activities
10. State Level Academic Seminar
11. Green Campus Initiatives
12. Institutional Best Practices
13. NAAC/AQAR Evidence Documentation
14. Periodic IQAC Review
15. Institutional Coordination and Governance

6. NAAC EVIDENCE DOCUMENTS TO BE MAINTAINED

For effective NAAC/AQAR documentation, the following evidence may be maintained criterion-wise:

IQAC Records

- IQAC Composition
- Annual Plan
- IQAC Agendas
- IQAC Minutes
- Action Taken Reports
- Attendance Sheets
- Review Reports



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Criterion I & II

- Academic Calendar
- Teaching Plans
- Teaching Diaries/Academic Records
- ICT-enabled Teaching Evidence
- Student Activities
- Internal Assessment Records
- Mentor–Mentee Records

Criterion III

- Innovation Club Records
- SSIP Records
- Innovation Activity Reports
- Seminar Reports
- Research/Academic Activity Records

Criterion V

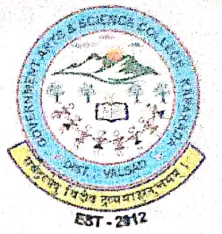
- Mentor Allocation
- Mentor–Mentee Progress Sheets
- Career Guidance Records
- UDISHA Records
- Placement/Employability Records
- GCAS Assistance Records

Criterion VI

- Committee Orders
- Responsibility Allocation Orders
- Institutional Circulars
- IQAC Review Records
- Admission/GCAS Records
- Governance Documentation



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Criterion VII

- Green Campus Records
- Grant Sanction Letter
- Procurement Records
- Indoor Plantation Records
- Student Plant Allocation Records
- Waste Management Records
- Environmental Awareness Reports
- Best Practice Documentation

7. OVERALL STATUS OF ACTION TAKEN

Status	Description
Implemented	Action was undertaken as per the IQAC decision
Continuous	Activity/process continued throughout the academic year
Strengthened	Existing mechanism was improved or expanded
Initiated	Planning/implementation process was started
Further Action Required	Activity requires continuation in the next academic cycle

Overall Assessment

The major action points identified by the IQAC for Academic Year 2025–26 were addressed through systematic academic planning, student support, mentoring, innovation, career guidance, co-curricular activities, Green Campus initiatives and institutional documentation.

The First Semester review and Second Semester planning provided a mechanism for identifying areas of improvement and taking further quality enhancement measures. The Final Semester IQAC meeting reviewed the overall academic and institutional activities and emphasized completion of pending work and systematic maintenance of institutional records.





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8. CONCLUSION

During the Academic Year 2025–26, the Internal Quality Assurance Cell played an important role in planning, monitoring and enhancing the academic and institutional quality of Government Arts & Science College, Kaparada.

The IQAC focused on academic excellence, student-centric education, mentoring, innovation, employability, student development, environmental sustainability, institutional best practices and evidence-based quality documentation.

The systematic review of IQAC resolutions and their implementation reflects the institution's commitment to Continuous Quality Improvement (CQI) and strengthening institutional quality in accordance with the broad expectations of the NAAC framework.

CERTIFICATION

This is to certify that the above Action Taken Report for the Academic Year 2025–26 has been prepared based on the decisions, resolutions and proceedings recorded in the IQAC meetings of Government Arts & Science College, Kaparada.

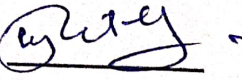
Place: Government Arts & Science College, Kaparada, District – Valsad

Date: 22/06/2026

IQAC Coordinator

Keval S. Patel

**Internal Quality Assurance
Cell**

Signature: 



Principal

Shri Manojkumar P. Patel

**Government Arts & Science
College, Kaparada**

Signature: 