



સરકારી વિનયન અને વિજ્ઞાન કોલેજ, કપરાડા, વલસાડ

GOVERNMENT ARTS & SCIENCE COLLEGE, KAPARADA, VALSAD



INTERNAL QUALITY
ASSURANCE CELL
(IQAC)



QUALITY ASSURANCE
CONTINUOUS IMPROVEMENT
INSTITUTIONAL EXCELLENCE

IQAC

MEETING AND ACTION TAKEN REPORT FILE

YEAR - 2025 TO CONTINUE

FILE START DATE : 01-07-2025

FILE END DATE :

MAINTAINED BY : Kevul S. Patel

DESIGNATION : IQAC Co-ordinator





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)

AGENDA OF THE IQAC MEETING – 01/2025-26

Date: 01 July 2025

Time: 10:00 Am

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Subject:

Discussion and Planning regarding Academic, Co-curricular, Extra-curricular and Quality Enhancement Activities for the Academic Session 2025–26

At the commencement of the Academic Session 2025–26, an IQAC meeting was convened under the chairmanship of Shri Manojkumar P. Patel, Principal, with the presence of all faculty members and the entire administrative/support staff of the College.

The meeting was convened to review the preparedness for the new academic session and to discuss and finalize the academic, co-curricular, extra-curricular, student development, quality enhancement and institutional activities to be undertaken during the session.

Agenda Items

Agenda Item No. 1:

Welcome of all faculty members and staff and introductory remarks by the Chairperson.

Agenda Item No. 2:

Review of the previous academic session and discussion on the achievements, challenges and areas requiring improvement.

Agenda Item No. 3:

Planning for effective implementation of the curriculum during Academic Session 2025–26.

Agenda Item No. 4:

Discussion regarding preparation and implementation of the academic calendar and departmental activity plans.

Agenda Item No. 5:

Planning for student-centric teaching-learning activities, innovative teaching practices and ICT-enabled teaching.

Agenda Item No. 6:

Discussion regarding co-curricular and extra-curricular activities including NSS, Saptadhara, Sports, Cultural Activities, Competitions and student development programmes.



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Agenda Item No. 7:

Planning of activities under IQAC, Innovation Club, SSIP, UDISHA Placement Cell, Career Guidance, Finishing School and other institutional cells/committees.

Agenda Item No. 8:

Discussion regarding seminars, workshops, expert lectures, awareness programmes, competitions and skill development programmes for students.

Agenda Item No. 9:

Planning for activities related to NAAC, NEP 2020, institutional quality enhancement and documentation.

Agenda Item No. 10:

Discussion regarding student mentoring, academic support, slow learners, advanced learners and student progression.

Agenda Item No. 11:

Planning for environmental sustainability, Green Campus initiatives, cleanliness, waste management and institutional Best Practices.

Agenda Item No. 12:

Discussion regarding library, ICT facilities, laboratory facilities, infrastructure and other academic support services.

Agenda Item No. 13:

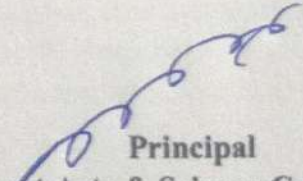
Allocation of responsibilities to faculty members, committees and institutional cells for effective implementation and documentation of planned activities.

Agenda Item No. 14:

Any other matter with the permission of the Chairperson.

Date: 26/06/2025




Principal
Government Arts & Science College, Kaparada
District – Valsad

To:

1. All Faculty Members
2. All Administrative and Support Staff
3. IQAC Members
4. Heads/Coordinators of various Cells, Committees and Units



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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE IQAC MEETING-01/2025-26

Meeting Details

Date: 01 July 2025

Time: 10:00 AM

Venue: Principal's Office / College Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Participants: All Faculty Members and Entire Administrative/Support Staff

1. Opening of the Meeting

The IQAC meeting was held on 01 July 2025 at the commencement of the Academic Session 2025-26 under the chairmanship of Shri Manojkumar P. Patel, Principal.

All faculty members and the entire administrative and support staff of the College were present in the meeting.

The Chairperson welcomed all the members and staff and emphasized the importance of collective efforts, effective academic planning, student-centric education, institutional discipline and continuous quality enhancement during the new academic session.

2. Review of Previous Academic Session

The members reviewed the major academic and institutional activities undertaken during the previous academic session.

The achievements, challenges and areas requiring improvement were discussed. It was emphasized that the experience gained from the previous session should be utilized for improving the quality and effectiveness of academic and administrative activities during the new session.

3. Curriculum Implementation and Academic Planning

Detailed discussion was held regarding effective implementation of the prescribed curriculum for Academic Session 2025-26.

The faculty members were advised to:

- Complete the syllabus within the stipulated academic schedule.
- Prepare subject-wise teaching plans.



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- Maintain academic records regularly.
- Use appropriate teaching-learning methods.
- Encourage student participation during classroom teaching.
- Incorporate ICT and digital resources wherever appropriate.
- Conduct internal assessment and academic activities as per the prescribed norms.
- Provide academic support to students requiring additional assistance.

The importance of maintaining a balance between curriculum completion and meaningful learning outcomes was emphasized.

4. Academic Calendar and Departmental Planning

The members discussed the preparation and implementation of the Academic Calendar 2025-26.

It was decided that all departments and institutional cells would prepare their respective activity plans in accordance with the institutional academic calendar.

The planned activities would include:

- Academic programmes
- Expert lectures
- Seminars and workshops
- Student competitions
- Skill development activities
- Career guidance
- Cultural activities
- Sports activities
- NSS activities
- Innovation and entrepreneurship activities
- Environmental activities
- Awareness programmes
- Student welfare activities



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5. Student-Centric Teaching-Learning Practices

The meeting emphasized the adoption of student-centric teaching-learning practices.

Faculty members were encouraged to use:

- ICT-enabled teaching
- Presentations and multimedia resources
- Group discussions
- Classroom activities
- Student presentations
- Project-based learning
- Experiential learning
- Field visits wherever appropriate
- Peer learning
- Problem-solving activities

The objective was to improve student engagement, critical thinking, communication skills and learning outcomes.

6. Co-curricular and Extra-curricular Activities

The members discussed organizing various co-curricular and extra-curricular activities throughout the academic session.

It was proposed to organize activities under:

- Saptadhara
- NSS
- Sports
- Cultural Committee
- Literary activities
- Debate and essay competitions
- Quiz competitions
- Awareness programmes



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- National and international days
- Student development programmes

The activities would be planned in such a manner that maximum students receive opportunities for participation.

7. Innovation, Entrepreneurship and Skill Development

The meeting discussed strengthening activities under the Innovation Club and SSIP.

It was decided to encourage students to:

- Identify local problems.
- Develop innovative ideas.
- Participate in innovation activities.
- Develop Proof of Concept (PoC).
- Participate in entrepreneurship awareness programmes.
- Develop prototypes wherever feasible.
- Explore startup opportunities.
- Participate in innovation competitions.

Activities under UDISHA Placement Cell, Career Guidance and Finishing School were also discussed with emphasis on employability, competitive examinations, communication skills, personality development and career readiness.

8. NAAC and Quality Enhancement Activities

The IQAC emphasized that all academic and institutional activities should be planned and documented in accordance with the requirements of NAAC.

It was decided that:

1. Each activity should have proper planning and approval.
2. Agenda/notice should be prepared wherever required.
3. Attendance should be maintained.
4. Photographic evidence should be collected.
5. Reports should be prepared after completion.
6. Feedback should be obtained wherever appropriate.



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7. Outcomes of activities should be documented.

8. Relevant supporting documents should be preserved systematically.

The members were advised to maintain proper evidence for continuous quality improvement and future AQAR/NAAC requirements.

9. Student Mentoring and Academic Support

The importance of student mentoring was discussed.

It was decided to provide appropriate academic support to:

- Slow learners
- Advanced learners
- Students requiring additional academic guidance
- Students requiring career guidance

Faculty members were encouraged to monitor student progress and provide appropriate guidance.

10. Environmental Sustainability and Best Practices

The members discussed environmental sustainability and institutional Best Practices.

The following activities were proposed:

- Green Campus initiatives
- Tree/indoor plantation
- Cleanliness drives
- Waste segregation
- Plastic reduction
- Water conservation
- Energy conservation
- Environmental awareness programmes
- Development of sustainable institutional practices

It was emphasized that students should be actively involved in such activities to develop environmental responsibility and social awareness.



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11. Infrastructure and Academic Support

The members discussed the effective utilization and maintenance of:

- Classrooms
- Laboratories
- Library
- ICT facilities
- Sports facilities
- Drinking water facilities
- Sanitation facilities
- Campus infrastructure

The concerned staff were advised to report maintenance requirements promptly to the competent authority.

12. Allocation of Responsibilities

It was decided that various institutional committees, cells, departments and faculty members would be assigned responsibilities for planning, implementing and documenting the activities proposed for Academic Session 2025–26.

All concerned were instructed to coordinate with IQAC and submit activity reports and supporting evidence after completion of the respective activities.

13. Resolutions Passed

After detailed discussion, the following resolutions were unanimously adopted:

Resolution No. 1

The College shall implement the Academic Calendar and departmental academic plans effectively during Academic Session 2025–26.

Resolution No. 2

All faculty members shall make necessary efforts for timely and effective completion of the prescribed curriculum.

Resolution No. 3

Student-centric, experiential, participative and ICT-enabled teaching-learning practices shall be encouraged.



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Resolution No. 4

The College shall organize a range of co-curricular, extra-curricular, cultural, sports, NSS and student development activities.

Resolution No. 5

Innovation, entrepreneurship, skill development, placement and career guidance activities shall be strengthened through the respective institutional cells.

Resolution No. 6

All activities shall be appropriately documented for IQAC, NAAC and institutional quality assurance purposes.

Resolution No. 7

Student mentoring and academic support mechanisms shall be strengthened for slow learners, advanced learners and students requiring additional support.

Resolution No. 8

Environmental sustainability, Green Campus initiatives, cleanliness, waste management and other Best Practices shall be promoted.

Resolution No. 9

All institutional committees and faculty members shall coordinate with IQAC for effective implementation and documentation of planned activities.

Resolution No. 10

The progress of planned activities shall be periodically reviewed by IQAC and necessary corrective measures shall be taken wherever required.

14. Action Points

Sr. No.	Action Point	Responsibility	Timeline	Evidence
1	Finalization of Academic Calendar	IQAC / Principal	July 2025	Academic Calendar
2	Department-wise Teaching Plan	All Departments	July 2025	Teaching Plan
3	Curriculum Completion	Faculty Members	Throughout session	Academic Records



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स्थापना वर्ष २०१२ ई-मेल: gackaparada@gmail.com, URL: www.kaparadacollege.org

Sr. No.	Action Point	Responsibility	Timeline	Evidence
4	Student Mentoring	Mentors	Throughout session	Mentoring Record
5	Seminars/Workshops	Concerned Cells	As per Calendar	Reports/Photos
6	Innovation & SSIP Activities	Innovation Club/SSIP	Throughout session	Activity Reports
7	Placement & Career Activities	UDISHA	Throughout session	Attendance/Reports
8	NSS/Saptadhara Activities	Concerned Coordinators	Throughout session	Reports/Photos
9	Green Campus Activities	IQAC/Concerned Committee	Throughout session	Photos/Reports
10	NAAC Documentation	IQAC	Throughout session	Evidence Files
11	Periodic Review	IQAC	Quarterly/As required	Review Minutes
12	Annual Assessment	IQAC	End of Session	Annual Report

15. Conclusion

The meeting concluded with a commitment from all faculty members and staff to work collectively towards achieving the academic, institutional and quality enhancement objectives of the College.

The Chairperson appreciated the active participation of all members and emphasized that continuous improvement, teamwork, student-centric education, effective documentation and quality consciousness should remain the guiding principles throughout Academic Session 2025-26.

The IQAC Coordinator expressed gratitude to the Chairperson, faculty members and entire staff for their valuable participation and cooperation.

The meeting concluded with a vote of thanks to the Chair.

Signatures



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Sr. No.	Name & Designation	Signature
1	Shri Manojkumar P. Patel, Principal & Chairperson	
2	Keval S. Patel, IQAC Coordinator	
3	Dr. Bhrat M. Sahani, IQAC Member	
4	Dr. Meghna Dharane, IQAC Member	
5	Shri Anish C. Gamit, Faculty Representative	
6	Shri Amit N Parmar, Librarian	
7	Shri Sandip N Tandel, PTI	

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

Date: 01/07/2025

IQAC Coordinator



Principal
Government Arts & Science College,
Kaparada



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

AGENDA OF THE IQAC MEETING-02/2025-26

Academic Session 2025-26 – End of First Semester

Date: 13/10/2025

Time: 12:00 PM

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Agenda Items

1. Review of academic and institutional activities conducted during the First Semester.
2. Review of syllabus completion and teaching-learning activities.
3. Review of student-centric, ICT-enabled and innovative teaching practices.
4. Review of co-curricular, extra-curricular, NSS, Saptadhara and student-development activities.
5. Review of Innovation Club, SSIP, UDISHA and Career Guidance activities.
6. Review of NAAC documentation and maintenance of supporting evidence.
7. Discussion on students' academic progress, mentoring and necessary academic support.
8. Review of achievements, challenges and areas for improvement.
9. Planning for quality enhancement activities during the Second Semester.
10. Any other matter with the permission of the Chairperson.
11. Vote of thanks and Diwali vacation greetings to all faculty and staff members.

Date: 11/10/2025



(Signature)
Principal

Government Arts & Science College, Kaparada
District – Valsad

To:

1. All Faculty Members
2. All Administrative and Support Staff
3. IQAC Members
4. Heads/Coordinators of various Cells, Committees and Units





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING-02/2025-26

Academic Session 2025-26 – End of First Semester

Date: 13/10/2025

Time: 1:30 PM

Venue: Principal's Office / Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Participants: IQAC Members, Faculty Members and Staff

The IQAC meeting was held under the chairmanship of Shri Manojkumar P. Patel, Principal, at the end of the First Semester of Academic Session 2025-26.

The meeting reviewed the academic, co-curricular and institutional activities conducted during the semester. The members discussed syllabus completion, teaching-learning practices, student mentoring, Innovation Club, SSIP, UDISHA, NSS, Saptadhara and other student-development activities.

The status of NAAC-related documentation and supporting evidence was also reviewed. The members were advised to maintain proper records, reports, attendance, photographs, feedback and outcome documents for quality assurance and future AQAR/NAAC requirements.

The academic progress of students, areas requiring improvement and necessary academic support were discussed. It was decided to continue quality-enhancement and student-centric activities during the Second Semester.

The Chairperson appreciated the efforts and cooperation of all faculty members and staff in successfully conducting the First Semester activities.

Diwali Vacation Greetings



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At the conclusion of the meeting, the Principal extended warm Diwali and New Year greetings to all faculty members and staff and wished them and their families happiness, prosperity, good health and success.

The meeting concluded with a vote of thanks to the Chairperson.

Sr. No.	Name & Designation	Signature
1	Shri Manojkumar P. Patel, Principal & Chairperson	
2	Keval S. Patel, IQAC Coordinator	
3	Dr. Bhrat M. Sahani, IQAC Member	
4	Dr. Meghna Dharane, IQAC Member	
5	Shri Anish C. Gamit, Faculty Representative	
6	Shri Amit N Parmar, Librarian	
7	Shri Sandip N Tandel, PTI	

Place: Government Arts & Science College, Kaparada,

Date: 13/10/2025

IQAC Coordinator



Principal
Government Arts & Science College,
Kaparada



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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

AGENDA OF THE IQAC MEETING-03/2025-26

Commencement of Second Semester – Academic Session 2025–26

Date: 10 November 2025

Time: 10:00 AM

Venue: Principal's Office / Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Agenda Items

1. Welcome address and review of the First Semester activities and achievements.
2. Discussion on the Academic Calendar and academic planning for the Second Semester.
3. Review of syllabus completion and planning for timely completion of the remaining curriculum.
4. Planning for student-centric, participative, experiential and ICT-enabled teaching-learning practices.
5. Planning for student mentoring, academic support and identification of slow and advanced learners.
6. Planning of seminars, workshops, expert lectures, competitions and skill-development activities.
7. Planning of activities under Innovation Club, SSIP, UDISHA, Career Guidance and Finishing School.
8. Planning of NSS, Saptadhara, Sports, Cultural and other co-curricular and extra-curricular activities.
9. Review and strengthening of NAAC/IQAC documentation, evidence collection and activity reports.
10. Planning of Green Campus, environmental awareness, cleanliness and institutional Best Practices.
11. Review of student progression, placement, higher education and career-oriented activities.
12. Discussion on quality enhancement initiatives and areas requiring improvement during the Second Semester.
13. Any other matter with the permission of the Chairperson.

Date: 08/11/2025



Principal
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Kaparada

To:

1. All Faculty Members
2. All Administrative and Support Staff
3. IQAC Members
4. Heads/Coordinators of various Cells, Committees and Units



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING-03/2025-26

Commencement of Second Semester – Academic Session 2025–26

Date: 10 November 2025

Time: 10:00 AM

Venue: Principal's Office / Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Participants: IQAC Members, Faculty Members and Staff

The IQAC meeting was held on 10 November 2025 under the chairmanship of Shri Manojkumar P. Patel, Principal, at the commencement of the Second Semester of Academic Session 2025–26.

The Chairperson welcomed all the members and emphasized the importance of coordinated efforts, academic excellence, student-centric education and continuous quality enhancement during the Second Semester.

1. Review of First Semester

The members reviewed the academic and institutional activities conducted during the First Semester. The achievements, challenges and areas requiring improvement were discussed.

2. Academic Planning

The meeting discussed the academic planning for the Second Semester. Faculty members were advised to follow the Academic Calendar, ensure timely completion of the prescribed curriculum and maintain proper academic records.

3. Teaching-Learning Practices

The members emphasized the use of student-centric, participative, experiential and ICT-enabled teaching-learning practices. Faculty members were encouraged to use presentations, discussions, student activities, projects and other appropriate innovative methods.

4. Student Mentoring and Academic Support

The importance of continuous student mentoring was discussed. Faculty members were advised to identify students requiring additional academic support and to provide appropriate guidance to slow learners, advanced learners and other students requiring academic assistance.



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5. Seminars and Student Development Activities

It was decided to organize suitable seminars, workshops, expert lectures, competitions, awareness programmes and skill-development activities during the Second Semester for the overall development of students.

6. Innovation, SSIP and Career Development

The meeting discussed strengthening activities under the Innovation Club, SSIP, UDISHA, Career Guidance and Finishing School. Emphasis was placed on innovation, entrepreneurship, employability, communication skills, personality development and career readiness.

7. NSS, Saptadhara and Co-curricular Activities

The concerned coordinators were advised to plan and implement activities under NSS, Saptadhara, Sports, Cultural and other co-curricular and extra-curricular programmes, ensuring maximum student participation.

8. NAAC and IQAC Documentation

The IQAC emphasized systematic documentation of all institutional activities. It was decided to maintain proper notices, agendas, attendance sheets, photographs, reports, feedback and outcome documents for IQAC, AQAR and NAAC requirements.

9. Green Campus and Best Practices

The members discussed environmental sustainability, cleanliness, waste management, plantation, conservation of resources and other Green Campus initiatives. The concerned committees were advised to continue such activities during the Second Semester.

10. Quality Enhancement and Second Semester Planning

The members discussed areas requiring improvement and finalized the broad quality-enhancement priorities for the Second Semester. All departments, committees and institutional cells were advised to coordinate with IQAC for effective implementation and documentation.

11. Resolutions

After discussion, the following resolutions were adopted:

1. The Second Semester Academic Calendar and departmental plans shall be implemented effectively.
2. Timely completion of the prescribed curriculum shall be ensured.
3. Student-centric and ICT-enabled teaching-learning practices shall be promoted.
4. Student mentoring and academic support mechanisms shall be strengthened.
5. Seminars, workshops, skill-development and student-development activities shall be organized.



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6. Innovation, SSIP, placement and career-guidance activities shall be strengthened.
7. NSS, Saptadhara and other co-curricular activities shall be implemented with active student participation.
8. All activities shall be properly documented for IQAC, AQAR and NAAC purposes.
9. Green Campus and environmental sustainability initiatives shall be continued.
10. IQAC shall periodically review the progress of planned activities and take necessary corrective measures.

12. Conclusion

The Chairperson appreciated the cooperation and efforts of all faculty members and staff during the First Semester and expressed confidence that the Second Semester would further strengthen the academic and institutional quality of the College.

The meeting concluded with a vote of thanks to the Chairperson.

Sr. No.	Name & Designation	Signature
1	Shri Manojkumar P. Patel, Principal & Chairperson	
2	Keval S. Patel, IQAC Coordinator	
3	Dr. Bhrat M. Sahani, IQAC Member	
4	Dr. Meghna Dharane, IQAC Member	
5	Shri Anish C. Gamit, Faculty Representative	
6	Shri Amit N Parmar, Librarian	
7	Shri Sandip N Tandel, PTI	

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

Date: 10/11/2025

IQAC Coordinator



Principal
Government Arts & Science College,
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INTERNAL QUALITY ASSURANCE CELL (IQAC) AGENDA OF THE SPECIAL IQAC MEETING-04/2025-26

Mentor-Mentee Programme

Date: 05 December 2025

Time: 1:00 PM

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Subject:

Planning and Implementation of a Comprehensive Mentor-Mentee System for Monitoring Students' Academic Progress and Overall Development

Agenda Items

1. Discussion on strengthening the Mentor-Mentee System for all students of the College.
2. Allocation of all students to individual faculty mentors in a systematic manner.
3. Discussion on developing a Student Progress Monitoring Sheet for each mentee.
4. Identification of important parameters to be included in the Progress Monitoring Sheet.
5. Discussion on collecting and maintaining students' semester-wise academic and developmental data in a single consolidated format.
6. Monitoring of students' overall progress, including academic performance, attendance, participation, achievements, skills and progression.
7. Discussion on the design, format and practical implementation of the Mentor-Mentee Progress Sheet.
8. Finalization and approval of the proposed Mentor-Mentee Progress Monitoring Sheet.
9. Discussion on maintaining updated records throughout all semesters for assessing students' overall development.
10. Decision to complete the Mentor-Mentee data collection and documentation through a special campaign/drive within the stipulated period.
11. Allocation of responsibilities to mentors, departments and IQAC for effective implementation.
12. Periodic review of the Mentor-Mentee Programme by IQAC.

Date: 02/12/2025



Principal

Government Arts & Science College, Kaparada
District - Valsad

To:

1. All Faculty Members
2. All Administrative and Support Staff
3. IQAC Members
4. Heads/Coordinators of various Cells, Committees and Unit



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INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE SPECIAL IQAC MEETING-04/2025-26

Mentor-Mentee Programme

Date: 05 December 2025

Time: 01:00 PM

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Participants: IQAC Members, Faculty Members and Concerned Staff

1. Opening of the Meeting

A special meeting of the Internal Quality Assurance Cell (IQAC) was convened on 05 December 2026 under the chairmanship of Shri Manojkumar P. Patel, Principal, to discuss and finalize the implementation framework of the Mentor-Mentee Programme at the College.

The Chairperson emphasized the importance of continuous mentoring and systematic monitoring of students for their academic progress and overall development.

2. Allocation of Students to Faculty Mentors

The members discussed the need to assign all students of the College to individual faculty mentors.

It was decided that students would be distributed among the faculty members in a systematic manner and that each mentor would be responsible for maintaining regular information and progress records of the students assigned to him/her.

3. Comprehensive Student Progress Monitoring

The meeting discussed the need to monitor students not merely on the basis of their performance in a single semester but through their complete academic journey across all semesters.

It was proposed that relevant student data should be collected and maintained continuously so that the overall academic and developmental progress of each student can be assessed.

4. Development of a Consolidated Progress Sheet

After detailed discussion, the members agreed to collect the required information through one consolidated Mentor-Mentee Progress Monitoring Sheet.

The purpose of the sheet would be to maintain semester-wise information of each student at one place and facilitate easy review of the student's overall progress.

5. Discussion on the Format and Parameters

The members discussed the design and essential details to be incorporated into the Progress Monitoring Sheet.



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The proposed format was discussed with reference to the practical requirements of mentors and the need for systematic student tracking. It was decided that the sheet should facilitate collection and updating of relevant information for all semesters.

The format would enable mentors and IQAC to review students' progress over time and identify areas requiring academic or developmental support.

6. Finalization of the Progress Monitoring Sheet

After detailed discussion and suggestions from the members, the design and structure of the Mentor–Mentee Progress Monitoring Sheet were finalized.

It was decided that the finalized format would be uniformly used by all mentors for collecting and maintaining student progress data.

7. Mentor–Mentee Campaign

Considering the large number of students and the importance of completing the exercise systematically, it was unanimously decided to implement the Mentor–Mentee data collection as a special campaign/drive.

All concerned faculty mentors would undertake the assigned work in a coordinated manner and complete the collection and compilation of student data within the prescribed timeline.

8. Responsibilities

The following responsibilities were decided:

- **IQAC:** Overall coordination, monitoring and review of the programme.
- **Faculty Mentors:** Collection, verification and updating of mentee data.
- **Departments:** Coordination and support for effective implementation.
- **Students:** Providing necessary and accurate information to their respective mentors.
- **IQAC Coordinator:** Consolidation and review of the progress of the campaign.

9. Resolutions

After detailed deliberation, the following resolutions were unanimously adopted:

1. All students of the College shall be assigned to designated faculty mentors.
2. A consolidated Mentor–Mentee Progress Monitoring Sheet shall be maintained for each student.
3. The progress sheet shall facilitate collection of relevant student information semester-wise, enabling assessment of the student's overall development.
4. The finalized format shall be uniformly implemented by all faculty mentors.
5. The Mentor–Mentee data collection shall be completed through a special campaign/drive.
6. Mentors shall regularly update the information of their respective mentees.
7. IQAC shall periodically review the implementation and effectiveness of the Mentor–Mentee Programme.
8. The consolidated records shall be maintained systematically as part of the College's student support, mentoring and quality-assurance documentation.



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10. Conclusion

The Chairperson appreciated the suggestions and active participation of the IQAC members and faculty members in developing a systematic Mentor–Mentee mechanism.

It was emphasized that the programme should not remain limited to academic monitoring but should help the College understand and support the overall development and progression of every student throughout his/her academic journey.

The meeting concluded with a vote of thanks to the Chairperson.

Signatures

Sr. No.	Name & Designation
1	Shri Manojkumar P. Patel, Principal
2	Keval S. Patel, IQAC Coordinator
3	Dr. Bhrat M. Sahani
4	Dr. Meghna Dharane
5	Shri Anish C. Gamit
6	Shri Amit N Parmar, Librarian
7	Shri Sandip N Tandel, PTI

Signature

(Handwritten signatures of the seven members listed in the table)

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

Date: 05/12/2025

(Handwritten signature of Keval S. Patel)
IQAC Coordinator



(Handwritten signature of Shri Manojkumar P. Patel)
Principal
Government Arts & Science College,
Kaparada



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

AGENDA OF THE IQAC MEETING-05/2025-26

Planning and Organization of State Level Seminar

Date: 15 December 2025

Time: 12:00 PM

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Subject:

Discussion and Planning for the Organization of a State Level Seminar on "Ek Bharat – Shreshtha Bharat"

Agenda Items

1. Discussion on the proposal to organize a One-Day State Level Seminar on the theme "Ek Bharat – Shreshtha Bharat."
2. Finalization of the date, time and venue of the seminar.
3. Discussion and finalization of the proposed seminar date as 12 January 2026.
4. Finalization of the venue as Sanskar Kendra, College Campus, Tithal Road, Valsad.
5. Discussion on the seminar theme and department-wise sub-themes.
6. Discussion and finalization of the proposed Chief/Key Resource Persons:
 - Dr. Harshadev Madhav – Retired Professor, renowned literary personality and educationist.
 - Dr. Rajendra Shukla – Professor, senior poet and writer.
 - Dr. Arun Vadhela – Professor and historian.
7. Discussion regarding invitation and confirmation of the resource persons.
8. Appointment of Seminar Convenor
9. Appointment of Seminar Co-Convenor
10. Formation/assignment of responsibilities to the Seminar Organizing Committee, Paper Review Committee and other support teams.
11. Discussion on paper submission, paper review, registration and publication-related arrangements.
12. Discussion on seminar brochure, invitation, publicity and communication.
13. Planning of registration arrangements, registration fee, seminar kit, breakfast, lunch and high tea.
14. Planning of venue arrangements including seating, stage, sound system, projector, technical facilities, reception and hospitality.
15. Discussion on financial management, expenditure, sponsorship/grant utilization and payment procedures.



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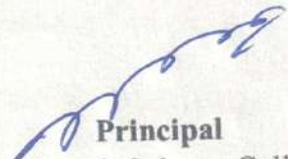
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16. Planning for documentation, photography, attendance, feedback, certificates and seminar report for IQAC/NAAC documentation.
17. Allocation of duties and responsibilities to faculty members and staff for smooth conduct of the seminar.
18. Any other matter with the permission of the Chairperson.
19. Vote of thanks.

Date: 12/12/2025




Principal
Government Arts & Science College, Kaparada
District – Valsad

To:

1. All Faculty Members
2. All Administrative and Support Staff
3. IQAC Members
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING-05/2025-26

Planning and Organization of State Level Seminar

Date: 15 December 2025

Time: 2:00 PM

Venue: Principal's Office / Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Subject:

Planning and Organization of a State Level Seminar on "Ek Bharat – Shreshtha Bharat"

1. Opening of the Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) was convened on 15 December 2025 under the chairmanship of Shri Manojkumar P. Patel, Principal, to discuss and finalize the planning and organization of a One-Day State Level Seminar on "Ek Bharat – Shreshtha Bharat."

The Chairperson welcomed the members and emphasized the importance of organizing meaningful academic events that promote national integration, cultural understanding, interdisciplinary dialogue and quality enhancement.

2. Finalization of Seminar Date and Venue

After detailed discussion, it was unanimously decided to organize the State Level Seminar on:

Date: 12 January 2026

Time: 09:00 AM to 05:00 PM

Venue: Sanskar Kendra, College Campus, Tithal Road, Valsad

The proposed venue was approved considering its suitability for academic sessions, adequate seating, stage arrangements and other seminar-related facilities.

3. Seminar Theme

The members discussed the central theme and academic scope of the proposed seminar. It was decided that the main theme of the seminar would be:

"Ek Bharat – Shreshtha Bharat"

The seminar would provide an interdisciplinary platform for discussion on India's cultural diversity, national integration, literature, history, society, languages, sports, science and technology.



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4. Department-wise Academic Participation

It was decided that faculty members and researchers from different disciplines would be encouraged to participate and present research papers related to the main theme and approved sub-themes.

The concerned departments were advised to coordinate paper submission, review and academic sessions.

5. Finalization of Resource Persons

After discussion, the following eminent resource persons were finalized for the seminar:

1. Dr. Harshadev Madhav – Retired Professor, renowned literary personality and educationist.
2. Dr. Rajendra Shukla – Professor, senior poet and writer.
3. Dr. Arun Vadhela – Professor and historian.

It was decided that formal invitations would be issued to the above resource persons and necessary arrangements would be made for their participation.

6. Appointment of Seminar Convenor and Co-Convenor

For effective coordination and execution of the seminar, the following responsibilities were assigned:

Seminar Convenor: Dr. Bharat Motilal

Seminar Co-Convenor: Dr. Meghna Dharane

The Convenor and Co-Convenor were entrusted with coordinating the academic and organizational activities in consultation with the Principal and IQAC.

7. Seminar Committees and Responsibilities

The meeting decided to constitute/assign responsibilities to various committees for smooth conduct of the seminar, including:

- Seminar Organizing Committee
- Academic/Paper Review Committee
- Registration Committee
- Reception and Hospitality Committee
- Stage and Technical Committee
- Publication Committee
- Finance Committee
- Documentation and Photography Committee
- Certificate and Seminar Kit Committee
- Food and Refreshment Committee
- Discipline and Volunteer Committee



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



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4. Department-wise Academic Participation

It was decided that faculty members and researchers from different disciplines would be encouraged to participate and present research papers related to the main theme and approved sub-themes.

The concerned departments were advised to coordinate paper submission, review and academic sessions.

5. Finalization of Resource Persons

After discussion, the following eminent resource persons were finalized for the seminar:

1. **Dr. Harshadev Madhav – Retired Professor, renowned literary personality and educationist.**
2. **Dr. Rajendra Shukla – Professor, senior poet and writer.**
3. **Dr. Arun Vadhela – Professor and historian.**

It was decided that formal invitations would be issued to the above resource persons and necessary arrangements would be made for their participation.

6. Appointment of Seminar Convenor and Co-Convenor

For effective coordination and execution of the seminar, the following responsibilities were assigned:

Seminar Convenor: Dr. Bharat Motilal

Seminar Co-Convenor: Dr. Meghna Dharane

The Convenor and Co-Convenor were entrusted with coordinating the academic and organizational activities in consultation with the Principal and IQAC.

7. Seminar Committees and Responsibilities

The meeting decided to constitute/assign responsibilities to various committees for smooth conduct of the seminar, including:

- Seminar Organizing Committee
- Academic/Paper Review Committee
- Registration Committee
- Reception and Hospitality Committee
- Stage and Technical Committee
- Publication Committee
- Finance Committee
- Documentation and Photography Committee
- Certificate and Seminar Kit Committee
- Food and Refreshment Committee
- Discipline and Volunteer Committee



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



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All committees were instructed to coordinate with the Seminar Convenor and complete the assigned responsibilities within the prescribed timeline.

8. Paper Submission and Registration

The members discussed the procedure for paper submission and participant registration.

It was decided to invite research papers from faculty members, researchers and other participants on the main theme and approved sub-themes.

The following tentative deadlines were approved:

- **Paper Submission: 31 December 2025**
- **Last Date for Registration: 05 January 2026**

Necessary instructions regarding paper format, submission procedure, registration and publication would be included in the seminar brochure.

9. Financial and Hospitality Arrangements

The meeting discussed the financial and logistical requirements of the seminar.

It was decided to make appropriate arrangements for:

- Registration and reception
- Seminar kit
- Breakfast
- Lunch
- High Tea
- Certificates
- Resource person hospitality
- Travel/other permissible arrangements
- Printing and publicity
- Technical and venue arrangements

All expenditure would be incurred following applicable institutional rules and procedures.

10. Venue and Technical Arrangements

The concerned committee was instructed to make arrangements for:

- Seating
- Stage and backdrop
- Sound system
- Microphones
- Projector and screen
- Presentation facilities
- Registration desk
- Direction/signage boards
- Photography and videography
- Drinking water
- Guest and participant hospitality

The venue would be inspected in advance to ensure smooth conduct of the programme.



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11. Publicity and Brochure

It was decided to prepare a comprehensive Seminar Brochure containing the theme, sub-themes, programme schedule, resource persons, registration details, paper submission guidelines, fee structure and general instructions.

The seminar would be publicized through appropriate institutional communication channels to encourage participation from faculty members, researchers and students.

12. Documentation and NAAC/IQAC Evidence

The IQAC emphasized that complete documentary evidence of the seminar should be maintained for institutional quality assurance and NAAC/AQAR documentation.

The following records would be maintained:

- IQAC Agenda and Minutes
- Seminar Proposal
- Approval/Permission
- Brochure
- Invitation Letters
- Resource Person Details
- Paper Submissions
- Review Records
- Registration Records
- Attendance Sheets
- Photographs
- Feedback Forms
- Certificates
- Expenditure Records
- Seminar Proceedings/Report
- Outcome/Impact Report

13. Resolutions Passed

After detailed deliberation, the following resolutions were unanimously adopted:

1. The College shall organize a One-Day State Level Seminar on “Ek Bharat – Shreshtha Bharat.”
2. The seminar shall be held on 12 January 2026 from 09:00 AM to 05:00 PM.
3. The venue shall be Sanskar Kendra, College Campus, Tithal Road, Valsad.
4. Dr. Harshadev Madhav, Dr. Rajendra Shukla and Dr. Arun Vadhela were finalized as the principal resource persons.
5. Dr. Bharat Motilal was appointed as Seminar Convenor.
6. Dr. Meghna Dharane was appointed as Seminar Co-Convenor.
7. Various committees shall be constituted/assigned for academic, administrative, technical and hospitality arrangements.



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8. Paper submission and registration shall be completed within the approved timelines.
9. All necessary arrangements for venue, food, registration, seminar kit, certificates and hospitality shall be made.
10. Complete documentary evidence of the seminar shall be maintained by the concerned committees and IQAC.
11. The Seminar Convenor and Co-Convenor shall coordinate all arrangements and regularly report the progress to the Principal/IQAC.

14. Conclusion

The Chairperson appreciated the active participation of the IQAC members and expressed confidence that the proposed State Level Seminar would provide a valuable academic platform for discussing national integration, cultural diversity and the vision of "Ek Bharat – Shreshtha Bharat."

All concerned were instructed to work in coordination and ensure the successful and academically meaningful organization of the seminar.

The meeting concluded with a vote of thanks to the Chairperson.

Signatures

Sr. No.	Name & Designation	Signature
1	Shri Manojkumar P. Patel, Principal	
2	Keval S. Patel, IQAC Coordinator	
3	Dr. Bharat Motilal, Seminar Convenor	
4	Dr. Meghna Dharane, Seminar Co-Convenor	
5	Shri Anish C. Gamit	
6	Shri Amit N Parmar, Librarian	
7	Shri Sandip N Tandel, PTI	

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

Date: 15/12/2025

IQAC Coordinator



Principal
Government Arts & Science College,
Kaparada



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INTERNAL QUALITY ASSURANCE CELL (IQAC) AGENDA OF THE IQAC MEETING-06/2025-26

Date: 06 March, 2026

Time: 11:00 AM

Venue: Principal's Office / Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

With reference to the letter issued by the Knowledge Consortium of Gujarat (KCG), Letter No. KCG/0035/04/2025 dated 19/05/2025, a grant of ₹4,00,000/- (Rupees Four Lakh only) has been sanctioned to the College under NAAC Criterion 7 – Institutional Values and Best Practices, specifically for Green Initiatives, Waste Management and Best Practices and Other Relevant Activities.

In this regard, a meeting has been scheduled on 06/03/2026 at 11:00 a.m. for discussion and deliberation among the faculty members of the College and the Purchase & Expenditure Committee regarding the activities to be undertaken, proposed expenditure, procurement procedures, and other related matters.

All concerned are hereby requested to remain present at the meeting.

Agenda Item No. 1

Planning and implementation of Green Initiatives, Waste Management and Best Practices and Other Relevant Activities, including proposed expenditure and other matters incidental thereto.

Date: 02/03/2026



(Signature)
Principal

Government Arts & Science College, Kaparada
District – Valsad

To:

5. All Faculty Members
6. All Administrative and Support Staff
7. IQAC Members
8. Heads/Coordinators of various Cells, Committees and Units





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING-06/2025-26

Date: 06 March, 2026

Time: 11:00 AM

Venue: Principal's Office / Conference Hall

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

2. Agenda of the Meeting

1. Discussion regarding the ₹4,00,000/- grant sanctioned under the Education Department/KCG Letter No. KCG/0035/04/2025 dated 19/05/2025.
2. Planning for **Green Initiatives, Waste Management, Best Practices and Other Relevant Activities**.
3. Discussion on various green initiatives that can be implemented on the College campus.
4. Giving priority to **Indoor Green Plantation** as one of the major green initiatives.
5. Discussion regarding the purchase of plants and pots, estimated expenditure and procurement procedure.
6. Development of a Best Practice through active participation of students.
7. Any other matter with the permission of the Chair.

3. Detailed Discussion

The meeting of the Internal Quality Assurance Cell (IQAC) was held on **06/03/2026** under the chairmanship of **Shri Manojkumar P. Patel, Principal**, to discuss the effective utilization of the grant sanctioned for Green Initiatives, Waste Management, Best Practices and Other Relevant Activities.

The members discussed in detail the appropriate and effective utilization of the ₹4,00,000/- grant sanctioned in accordance with the Education Department/KCG Letter No. KCG/0035/04/2025 dated 19/05/2025.

During the deliberations, various green initiatives that could be implemented in the College were considered. After detailed discussion, it was unanimously decided to give **first**





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priority to Indoor Green Plantation as an important green initiative and institutional best practice.

For this purpose, the **IQAC Coordinator, Shri Keval Patel, along with two other faculty members**, visited and surveyed various nurseries located in and around **Doldha village near Vandsa** to assess the availability, quality and approximate cost of indoor plants and pots.

Based on the nursery survey, the following observations were made:

- If plants are purchased along with pots, the estimated expenditure would be approximately **₹2,00,000/-**.
- However, purchasing plants and pots separately would result in considerable savings.
- It was therefore considered more economical and appropriate to procure the plants and pots separately.

Estimated Expenditure – Activity No. 1

Purchase of Indoor Plants

- Approximately 100 medium-sized indoor plants – **₹20,000/-**
- Transportation charges – **₹5,000/-**
- **Total estimated expenditure – ₹25,000/-**

Estimated Expenditure – Activity No. 2

Purchase of Pots

- Pots from Dharampur/Umergaon – **₹20,000/-**
- Transportation charges – **₹5,000/-**
- **Total estimated expenditure – ₹25,000/-**

After comparing the available options, the members agreed that purchasing **plants and pots separately** would be more economical and would ensure better utilization of the sanctioned grant.

It was further proposed that after plantation, all the pots/plants would be **allotted to individual students**, who would be responsible for their regular care and maintenance.

The initiative is intended not merely as a plantation activity but as a **student-centred environmental responsibility programme**. Through this activity, students will be encouraged to develop environmental awareness, a sense of responsibility, sensitivity towards nature, and a culture of sustainable practices.



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The members also discussed developing this activity as a **Best Practice of the College** under NAAC Criterion 7 – Institutional Values and Best Practices.

4. Resolutions Passed

After detailed discussion, the following resolutions were unanimously passed:

Resolution No. 1

It was resolved to give **first priority to Indoor Green Plantation** as a major Green Initiative of the College.

Resolution No. 2

It was resolved that **plants and pots shall be procured separately** in order to ensure economical and efficient utilization of funds.

Resolution No. 3

It was resolved to complete the procurement of indoor plants within an estimated expenditure of **₹25,000/-**.

Resolution No. 4

It was resolved to procure pots within an estimated expenditure of **₹25,000/-**.

Resolution No. 5

It was resolved that **soil, cocopeat and vermicompost** shall be procured separately as required for plantation and maintenance.

Resolution No. 6

It was resolved that the plants shall be **allotted to students**, and the respective students shall be responsible for their regular care and maintenance.

Resolution No. 7

It was resolved to develop the initiative as a **Best Practice of the College** under NAAC Criterion 7.

Resolution No. 8

It was resolved that the entire activity shall be implemented under the **guidance and supervision of IQAC**.



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Resolution No. 9

It was resolved that all procurement shall be carried out **strictly as per applicable rules, procedures and norms, ensuring transparency and proper utilization of funds.**

5. Conclusion

At the conclusion of the meeting, the **IQAC Coordinator** expressed gratitude to the **Chairperson and all the members present** for their valuable suggestions, active participation and constructive contribution towards planning and implementation of Green Initiatives and Best Practices in the College.

The meeting concluded with a vote of thanks to the Chair.

6. Signatures / Approval

Sr. No. Name & Designation

Signature

1. Shri Manojkumar P. Patel, Principal & Chairperson of the Meeting
2. Shri Keval Patel, IQAC Coordinator
3. Dr. Bharat Motilal, Chairman, Purchase & Expenditure Committee
4. Dr. Meghna Dharane, Member
5. Shri Anish C. Gamit, Member
6. Shri Amit N Parmar, Librarian
7. Shri Sandip N Tandel, PTI

(Signatures of all members)

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

Date: 06/03/2026

(Signature of IQAC Coordinator)
IQAC Coordinator



(Signature of Principal)
Principal
Government Arts & Science College,
Kaparada



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

AGENDA OF THE IQAC MEETING – 07/2025-26

Final Semester – Academic Session 2025–26

Date: 24 April 2026

Time: 10:00 AM

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

Subject:

Discussion on End-Semester Institutional Activities, Election Duties and GCAS-Based Admission Process for Academic Session 2026–27

Agenda Items

1. Review of the academic and institutional activities undertaken during the Academic Session 2025–26.
2. Discussion regarding the forthcoming **Taluka and District Panchayat Elections** and the arrangements required at the College.
3. Discussion regarding the College being designated as an important/main **Election Centre** and the arrangements to be made for the smooth conduct of election-related activities.
4. Discussion regarding the deployment of College faculty members as **Zonal Officers and other election-related duties**.
5. Planning for faculty members and staff required to discharge election duties during the vacation period.
6. Discussion regarding continuity of essential institutional responsibilities during the vacation.
7. Discussion regarding **GCAS-based admission of new students** for Academic Session 2026–27 in both **Arts and Science streams**.
8. Planning for providing admission guidance and assistance to prospective students through the GCAS system.
9. Assignment of responsibility for coordinating and facilitating the GCAS admission process.



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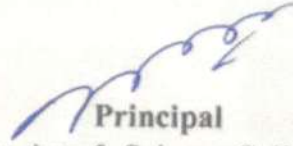
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10. Appointment of NODAL for GCAS admission-related activities.
11. Discussion on establishing/operating a **GCAS Admission Help Centre** at the College.
12. Planning for publicity, student guidance, document verification and assistance in the online admission process.
13. Maintenance of proper records and documentation of admission-related activities for institutional and IQAC purposes.
14. Allocation of additional responsibilities to concerned faculty members/staff as required.
15. Any other matter with the permission of the Chairperson.
16. Vote of thanks.

Date: 22/04/2026




Principal

Government Arts & Science College, Kaparada
District – Valsad

To:

1. All Faculty Members
2. All Administrative and Support Staff
3. IQAC Members
4. Heads/Coordinators of various Cells, Committees and Units



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE IQAC MEETING- 07/2025-26

Final Semester – Academic Session 2025–26

Date: 24 April 2026

Time: 10:00 AM

Venue: Principal's Office

Chairperson: Shri Manojkumar P. Patel, Principal

Organized by: Internal Quality Assurance Cell (IQAC)

1. Opening of the Meeting

The IQAC meeting was held on **24 April 2026** under the chairmanship of **Shri Manojkumar P. Patel, Principal**, to discuss important institutional matters concerning the completion of the Academic Session 2025–26 and preparations for the forthcoming academic session. The Chairperson welcomed the members and emphasized the importance of coordinated planning and uninterrupted institutional functioning during the forthcoming vacation period.

2. Review of Academic Session 2025–26

The members briefly reviewed the academic and institutional activities undertaken during the academic session. The importance of completing pending academic and administrative work and maintaining proper institutional records was emphasized.

3. Election-Related Responsibilities

The meeting discussed the forthcoming **Taluka and District Panchayat Elections**. It was informed that the **College campus would serve as a main/important Election Centre** and therefore various arrangements and responsibilities would have to be undertaken by the College during the election process. The members discussed the need to extend full cooperation to the concerned election authorities and to make the required infrastructure and facilities available for the smooth conduct of election-related activities.



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4. Faculty Election Duties

The meeting discussed that several faculty members had been assigned election-related responsibilities, including duties as **Zonal Officers**.

It was further discussed that such duties would require the concerned faculty members to remain available and perform election-related responsibilities even during the vacation period. The Principal emphasized that all concerned faculty members should discharge their assigned election duties responsibly and in accordance with the instructions of the competent election authorities.

5. Institutional Arrangements During Vacation

Considering the election-related duties and other essential institutional requirements, the members discussed arrangements for maintaining necessary administrative and institutional functioning during the vacation period. It was decided that concerned staff members and faculty members would coordinate their duties so that essential college activities and responsibilities could continue smoothly.

6. GCAS-Based Admission Process – Academic Session 2026–27

The meeting discussed the forthcoming admission process for new students for **Academic Session 2026–27 through the Gujarat Common Admission Service (GCAS)**. It was decided that appropriate guidance and assistance should be provided to prospective students seeking admission to both:

- **Bachelor of Arts (B.A.)**
- **Bachelor of Science (B.Sc.)**

The College would facilitate students in understanding the GCAS admission process and provide necessary assistance wherever required.



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7. Responsibility for GCAS Admission Process

After discussion, the following faculty members were assigned specific responsibility for coordinating and assisting with the GCAS admission process:

1. Shri Keval Patel – IQAC Coordinator

2. Shri Sandip Tandel – P.T.I.

They were entrusted with coordinating the GCAS-related admission activities, providing necessary guidance to students and assisting in the smooth implementation of the admission process.

8. GCAS Admission Assistance

It was decided that necessary arrangements would be made at the College for assisting prospective students with:

- GCAS registration
- Online application process
- Course/stream-related guidance
- Document-related guidance
- Admission procedure and important dates
- Other necessary GCAS-related assistance

The concerned faculty members were instructed to coordinate with the Principal and other departments whenever necessary.

9. Publicity and Student Guidance

The members emphasized the need to create awareness among prospective students regarding admissions to the **Arts and Science streams**.

It was decided that appropriate notices, publicity material and guidance would be provided to students to facilitate maximum participation in the GCAS admission process.

10. Documentation

The IQAC emphasized the importance of maintaining proper documentation of the GCAS admission assistance activities.

The following records were proposed to be maintained:

- GCAS Admission Help Centre records
- Student assistance/registration records
- Admission-related notices
- Guidance records



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- Photographs, wherever applicable
- Other supporting documents

Such documentation would be maintained for institutional records and **IQAC/NAAC quality documentation.**

11. Resolutions Passed

After detailed discussion, the following resolutions were unanimously adopted:

1. The College shall extend full cooperation for the smooth conduct of the forthcoming **Taluka and District Panchayat Elections.**
2. Necessary arrangements shall be made at the College as it would function as a **main/important Election Centre.**
3. Faculty members assigned election duties, including **Zonal Officer duties**, shall discharge their responsibilities as per the instructions of the competent authorities.
4. Necessary institutional arrangements shall be maintained during the vacation period in view of election-related responsibilities.
5. The College shall provide guidance and assistance for **GCAS-based admissions for Academic Session 2026-27.**
6. Admission assistance shall be provided for both **B.A. and B.Sc. programmes.**
7. **Shri Keval Patel, IQAC Coordinator, and Shri Sandip Tandel, P.T.I.,** shall be responsible for coordinating the GCAS admission-related activities.
8. Necessary arrangements shall be made to facilitate prospective students in the GCAS registration and admission process.
9. Proper documentation of the admission assistance and other institutional activities shall be maintained by the concerned persons and IQAC.
10. All concerned faculty members and staff shall coordinate with the Principal and IQAC for effective implementation of the above decisions.

12. Conclusion

The Chairperson appreciated the cooperation of all faculty members and staff and emphasized the importance of efficiently managing both **election-related institutional responsibilities and the forthcoming GCAS admission process.**

It was reiterated that despite the vacation period, essential institutional activities and student-support services should be continued effectively wherever required.

The meeting concluded with a vote of thanks to the Chairperson.



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Signatures

Sr. No.	Name & Designation	Signature
1	Shri Manojkumar P. Patel, Principal	
2	Shri Keval Patel, IQAC Coordinator	
3	Dr. Meghana Dharane, Faculty	
4	Shri Amit N Parmar, Librarian	
5	Shri Sandip Tandel, P.T.I.	

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

Date: 24/04/2026

IQAC Coordinator



Principal
Government Arts & Science College,
Kaparada