

Minutes of the IQAC Meetings & Action Taken Report

**Venue: IQAC hall, College building,
LNK College of Education (CTE)**

Time: 12.30 pm. PM to 2.00 pm.

Date: 11.12.2023

Details Report

Meeting of Internal Quality Assurance Cell of LNK College of Education (CTE), Patan was held on 11th Dec. 2023 The meeting began at 12.30 a.m. and Dr. G. N. Prajapati; IQAC Chairman welcomed the members in the meeting. The meeting steering by Dr. Nileshkumar B. Gajjar coordinator, IQAC.

Members Present:

1. Dr. Gangaram N. Prajapati (Chairman)
2. Dr. Jitendrakumar H. Pancholi (Management Representative)
3. Prof. Jay U. Dhruv (External Advisor/Nominee from Employer/Stake holders)
4. Dr. Lalitbhai S. Patel (External Advisor/Nominee from Society)
5. Dr. Nileshkumar B. Gajjar (Co-Ordinator)
6. Dr. Mineshbhai T. Patel (Assistant Co-Ordinator)
7. Dr. Girishkumar Chauhan (Faculty Member)
8. Dr. Pragadeshkumar N. Panchal (Faculty Member)
9. Dr. Kanchanben S. Dubey (Faculty Member)
10. Shri Jayprakash M. Patel (Member of students and Alumni)
10. Shri Jigneshbhai Trivedi (Senior Administrative officer)

Agenda of the Meeting

1. Discussion of the Recruitment of the Permanent Principal
2. Allotment of the course subjects for the academic year 2023-24 of HNGU affiliated B.Ed. Colleges.
3. To review the works done of the year 2022-23 under 'SAPTADHARA' and plan for the future.
4. Appointment of faculty member under Women Empowerment, SC-ST Cell, Anti Ragging and Grievance Redressal Cell for the year 2023-24.
5. To submit a detailed report of the responsibilities allotted to the teachers during the year 2022-23.
6. To furnish details of the passed examination/FDP/online training/certificate course or other skill-based training if any, during the year 2022-23.
7. Discussion the overall result and subject wise result of the Academic year 2022-23.
8. Review of student's responses during the year 2022-23.
9. Presentation and suggestions from Principal/Teacher/Administrative level.
10. Guidance and representation from management level.

Discussion & its Solutions

The committee discussed the above agenda and resolved as follows.

Agenda 1

Discussion of the Recruitment of the Permanent Principal

The Committee discussed the above matter and given responsibilities related to the recruitment of college principals for verification and evaluation of the applications received. The work distributed with the responsibilities to the teachers as follows:

Name of professor	Works
Dr. Nileshkumar B. Gajjar	To calculate API score of all Eligible candidates
Dr. Girishkumar K. Chauhan	To Prove the eligibility of the applicant as per sr. no.18 ,19, 20 (given on the page no. 10) and sr. no. 9,10, 11, 12, 13 (given on the page no. 4) for Principal recruitment guidelines of the Commissioner of Higher Education, Govt. of India
Dr. Mineshbhai T. Patel	As per guideline of the Commissioner of Higher Education you will work on the point no. 14
Dr. Pragneshbhai N. Panchal	To Prove the eligibility of the applicant as per sr. no.6 (given on the page no. 8) and sr. no. 11,12,13 (given on the page no. 9) for Principal recruitment guidelines of the Commissioner of Higher Education, Govt. of India

Agenda 2

Allotment of the course subjects for the academic year 2023-24 of HNGU affiliated B.Ed. Colleges.

The Committee discussed in this matter and the Subjects were allotted to all the teachers for the academic year 2023-24 of HNGU affiliated B.Ed. Colleges.

Agenda 3

To review the works done of the year 2022-23 under 'SAPTADHARA' and plan for the future.

All the teachers gave their brief progress report under 'Saptadhara' and discussed their future plan and their special activities under 'Saptadhara'.

Agenda 4

Appointment of faculty member under Women Empowerment, SC-ST Cell, Anti Ragging and Grievance Redressal Cell for the year 2023-24.

The teachers appointed as per above cell as follows:

Name of Teacher	Appointment in the Cell..
Dr. Girishbhai K. Chauhan	Anti Ragging
Dr. Mineshbhai T. Patel	SC-ST
Dr. Pragneshbhai N. Panchal	Grievance Redressal Cell
Dr. Kanchan S. Dube	Women Empowerment

Agenda 5

To submit a detailed report of the responsibilities allotted to the teachers during the year 2022-23.

All the teachers presented their report of their Academic & responsibilities working during 2022-23.

Agenda 6

To furnish details of the passed examination/FDP/online training/certificate course or other skill-based training if any, during the year 2022-23.

All the teachers had presented the report regarding their Cocurricular, Academic activities & responsibilities done during 2022-23.

Agenda 7

Discussion the overall result and subject wise result of the Academic year 2022-23.

The result analysis was discussed by Dr. Gangarambhai N. Prajapati 2022-23.

Agenda 8

Review of student's feedback/responses during the year 2022-23.

The committee reviewed the students' feedback/responses and decided to settle the following issues suggested by the students.

- (1) Girls room will be arranged
- (2) Water leakage will be fix in girl's room.

Agenda 9

Take Suggestions from Principal/Teachers & Administrative level.

The following suggestion were received from the IQAC members and the solution are as under.

Suggestion:1

Regarding to conduct the ICSSR sponsored seminar

The Committee discussed on above matter and unanimously decided that, to organize IQAC sponsored seminar in 2024.

Suggestion:2

To create a new personal website of our college starting with college own Domain i.e. (www.lnkbed.com)

The Committee discussed on above matter and unanimously decided to create a college own website which will be start with college own Domain in web content management system of WordPress.

Suggestion: 3

Collecting information related to seven criteria of NAAC and presenting as well as submit the file for its maintenance till next NAAC assignment.

The Committee discussed the above matter and give the responsibilities as follows:

Name of teachers	Given Responsibilities for Criteria
Dr. Kanchanben S. Dube	1. Curriculum Aspects
Dr. Pragneshbhai N. Panchal	2. Teaching Learning & Evolution
Dr. Nileshkumar B. Gajjar	5. Research, Innovation and Extension
Dr. Girishkumar K. Chauhan	4. Infrastructure and learning resources
Dr. Mineshbhai T. Patel	5. Student support and progression
Dr. Gangarambhai N. Prajapati	6. Governance, Leadership and Management
Shri Mohanishbhai Patel	7. Institutional values and best practices

Suggestion: 4

To write IQAC meeting report

The Committee discussed the above matter and decided that, all the concern reports of IQAC meeting and other college activities will be written and computerised by Dr. Mineshbhai T. Patel

Suggestion: 5

Frequently do the sports activity for the B.Ed. trainees in college campus and prepare students to take part in the College/University level Youth festival competition or programmes.

The Committee discussed the above matter & unanimously decided to organize it under the concern teacher Dr. Mineshbhai T. Patel

Suggestion: 6

Grant Duty leaves to attend the International/National/State level Seminar/Workshop/Training Programme conducted by university/affiliated Colleges/Institution for the CAS advancement of college teachers in rotation base.

The Committee discussed the above matter & unanimously decided that give duty leave to attend the said Programmes.

Agenda 10**Instruction from management level.****Suggestion: 1**

To allot the work for the college 2nd cycle of NAAC Assessment

The Committee discussed the above matter & unanimously responsibilities have been given to the concern teacher as per following table.

Name	Given Responsibilities for prepare last 5 year's AQAR
Dr. Nileshkumar B. Gajjar	to prepare and submit AQAR for academic year 2023-24
Dr. Girishkumar K. Chauhan	to prepare and submit AQAR for academic year 2022-23
Dr. Mineshbhai T. Patel	to prepare and submit AQAR for academic year 2021-22
Dr. Pragneshbhai N. Panchal	to prepare and submit AQAR for academic year 2020-21
Dr. Kanchanben S. Dube	to prepare and submit AQAR for academic year 2019-20

The meeting ended at 2.00 pm

Dr. Gangaram N. Prajapati
Principal, (I/c)
LNK. College of Education (CTE), Patan

Dr. Nileshkumar B. Gajjar
IQAC Coordinator,
LNK. College of Education (CTE), Patan