



NAVJIVAN ARTS & COMMERCE COLLEGE, DAHOD

[NAAC Accredited B (2.60)]

(Conducted By: Dahod Anaj Mahajan Sarvajanic Education Society)

P.B. No. 69, Jhalod Road, DAHOD – 389151

Ph. 02673 250039

INTERNAL QUALITY ASSURANCE CELL 2020-21

Meeting Title: IQAC Meeting

Meeting Arranged By: IQAC

Meeting Date & Time: June 24 (Wednesday), 2020 at 11:00 am

Meeting Venue/Place: Navjivan Arts & Commerce College

Dear Sir/Madam,

A meeting of IQAC has been scheduled to discuss the topics enumerated below in the agenda. You are requested to attend the same.

Yours

IQAC Coordinator



Coordinator - IQAC
Navjivan Arts & Commerce
College, Dahod

AGENDA:

- To attend Faculty Training Program to conduct Online classes on Micro Soft Teams
- Brief staff about Online classes
- Framing and implementation of Time Table and Academic calendar in accordance with Government guidelines and Covid- 19 SOP.
- Resolve problems/issues faced on Micro Soft Teams software
- Add students on MS Teams for Online classes and make their groups subject and class wise.
- To conduct University Exams according to Government guidelines
- Policy regarding collection and assessment of Assignments
- To guide the students about Online classes and solve their problems regarding it
- Insistence on use of masks/ social distancing/ sanitization
- Admission Policy regarding newly introduced PG Self Finance classes in Hindi, Gujarati and Accountancy.



MINUTES OF THE MEETING:

In the meeting of the IQAC held on June 24 (Wednesday), 2020 at 11:00 am the following points were discussed:

- Unlock 2 guidelines to be followed
- Staff meeting to brief the faculty regarding online classes on for MS Teams
- To brief the faculty about online classes
- To upload the lists of students on Teams
- Difficulties regarding upload were discussed and efforts made to tackle them satisfactorily
- Academic calendar and Time Table framed and followed according to the government guidelines
- Online classes to be held according to the time table
- Online guidance to be provided to the students
- Time slot for collection of Assignments discussed and tentative dates decided
- Every entry in the campus to be checked with thermal gun
- No entry without mask and sanitization
- Insistence on social distancing
- To ensure that maximum SC/ST/OBC students can avail government scholarship
- The Exam Committee and staff were briefed by the Principal regarding preparations to be made for University Term End Exams.
- Admission policy for newly begun Began PG self finance classes in Hindi, Gujarati and Accountancy





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INTERNAL QUALITY ASSURANCE CELL 2020-21

Meeting Title: IQAC Meeting

Meeting Arranged By: IQAC

Meeting Date & Time: Dec.2 (Wednesday), 2020 at 11:30 am

Meeting Venue/Place: Navjivan Arts & Commerce College

Dear Sir/Madam,

A meeting of IQAC has been scheduled to discuss the topics enumerated below in the agenda. You are requested to attend the same.



Yours

IQAC Coordinator

Co-ordinator - IQAC
Navjivan Arts & Commerce
College, Dahod

AGENDA:

- Online classes
- Every entry in the campus to be checked with thermal gun
- No entry without mask and sanitization
- Insistence on social distancing
- BCom semester 3 & 5 University Tern End Exam arrangements
- MA/MCom semester 3 University Tern End Exam arrangements
- Offline classes keeping the Covid situation in mind
- Induction Meeting for BA/BCom semester I
- Tentative dates for Assignments
- API computation work of 6 Adhyapak Sahayaks who had completed their stipulated tenure
- AQAR preparation and typing



MINUTES OF THE MEETING:

In the meeting of the IQAC held on Dec. 2 (Wednesday), 2020 the following points were discussed:

- Online classes to continue
- Every entry in the campus to be checked with thermal gun
- No entry without mask and sanitization
- Insistence on social distancing
- Arrangements made for UG/PG University Term End Exams
- Offline classes keeping the Covid situation in mind
- Induction Meeting for BA/BCom semester I by mid January 2021
- API computation and verification of 6 Adhayapak Sahayaks
- AQAR work as and when possible

