<u>**N O T I C E for IQAC meeting on 25<sup>th</sup> June, 2020.**</u>

**22/06/2020**

**Members of the Internal Quality Assurance Cell (IQAC) are hereby informed to remain present for a meeting on 25<sup>th</sup> June, 2020, in the Principal's Office, at 10.00 am.**

**IQAC Members:**

1. **Dr. Jenny Rathod, I/C Principal**
2. **Dr. Shubha Nigam, Coordinator IQAC**
3. **Shri G.P. Puranik, Associate Professor**
4. **Dr. Sharon Writer, Associate Professor**
5. **Dr. Paresh Prajapati, Associate Professor**
6. **Shri N. G. Panchal, Deputy Secretary, Ahmedabad Education Society**
7. **Shri C.B. Prajapati, Administrative Officer**
8. **Shri Nishit Shah, Administrative Officer**
9. **Dr. Kaushal Desai, Member Alumni Association**
10. **Dr. Shraddha Rai, Member, Local Society**
11. **Shri Kamlesh Makwana, Parent of Student**
12. **Ms. Jhanvee Shastri, Student at Undergraduate Programme**

**Agenda for the meeting is as follows:**

1. **Preparation of the AQAR for the previous years, 2018-19 and 2019-20.**
2. **Decision regarding online teaching**
3. **Discussion regarding curriculum changes in the new academic session**
4. **Taking stock of the Academic Calendar and other matters related to it**
5. **Any other matter**

**Minutes of the FIRST IQAC Meeting of the L.D. Arts College, held on 25ᵗʰ June, 2020, in the offline mode, in the Principal's chamber.**

**Matters arising out of the Minutes:**

1) The AQAR for the academic years 2018-19 and 2019-2020 had to be submitted on the NAAC Portal, so as to enable the Accreditation process of the College for the third cycle.
2) The data required to be collected for the same was discussed at great length and a proper understanding of the same was arrived at by the committee.
3) Data collection for the same to be collected from the Faculty members was immediately to be set in motion from the next working day.
4) The work distribution for the same was also carried out, as per the criterion given in the AQAR Manual.
5) Online teaching format was decided upon by the Committee in view of the Covid cases still in large numbers. It was however decided that the Faculty members would engage the online classes from the college premises.
6) The Academic Calendar prepared in the last academic year, i.e., 2019-20, was unanimously accepted by the Committee, and discussions were held for its successful execution.
7) In case of the Government allowing offline classes in a phased manner, the Committee decided to divide the students into batches and thus ensure their offline presence in the college premises.
8) A notice to all the HODs was circulated to have a close look at the changes in the curriculum, if any.
9) The NEP task force was constituted.
10) It was also decided to hold online Webinars, the ground work for which had already begun in the last academic year.

**Any Other Matter:**

1) The online admission system for the First Semester was to begin shortly, for which two faculty members from the Computer Department were appointed to oversee the entire process.
2) The SOP as per the Government instructions was to be followed in the College campus, and notices for the same were to be put up at various strategic locations of the premises.

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**Place: Ahmedabad**

**Date: 15.06.2020**                                          **Sd/-**