

# Tolani Commerce College, Adipur

## IQAC

Minutes of the first meeting of the IQAC held on 12.6.2018 at 11.00 am in the Library Room.

### Members Present:

Dr. M.K. Pandya, Principal  
Dr. A.V. Bharathi, Coordinator,  
Prof. P.M. Thapa, Member  
Prof. V.B. Jora, Member  
Dr. J.R. Raiyani, Member  
Dr. K.H. Kharecha, Member

### The Agenda:

1. Staff Room Renovations
2. Administrative Office Renovations
3. Principal's Chamber Renovations
4. NAAC Third cycle information updating
5. Academic Calendar Preparation
6. Discussion on allocation of duties for NAAC work
7. Research Project Proposals information
8. To bid fare well for superannuating employees.
9. Any other relevant points with the permission of Chairman

The Agenda points were discussed and following decisions were taken:

1. It was decided to follow-up the delivery of revolving chairs for staff (both teaching and non-teaching)
2. It was decided to get the renovation work completed by end of June 2018.
3. It was decided to process the preparation of AQAR report for the year 2018-19.
4. It was decided to organize a common farewell party for Prof.B.V.Vyas, Prof.K.P. Lalwani and Mr.A.U.Rangwani on 14<sup>th</sup> June 2018
5. All the HODs were informed to update their departmental profile.
6. It was decided to motivate students for SSS. (Students' Satisfactory Survey),

Dr. A.V. Bharathi, Prof. P.M. Thapa, Prof. V.B. Jora, Dr. J.R. Raiyani, Dr. K.H. Kharecha

Dr. M.K. Pandya, Principal  
Date: 12.06.2018