

# TOLANI COMMERCE COLLEGE

Nr. Post Office, Post Box No. 27, Adipur – 370205 Kachchh Gujarat

No.:TCC/IQAC Formation/2022-23/2022/

D. 15/06/2022

## Office Order:

**Internal Quality Assurance Cell (IQAC)** is formed as per revised Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (For Affiliated/ Constituent Colleges dated 20/02/2020 by National Assessment and Accreditation Council for **Academic Year 2022-23** wef. the office order.

### Composition of IQAC

SI No.	Name of Committee Members	Designation
1	Dr. Manish K. Pandya - <i>Principal</i>	Chairperson
2	Dr.Kalpesh V. Machhar- <i>Dept. of English, Faculty Member</i>	Coordinator
3	Dr. Kamal H. Kharecha- <i>Dept. of Accountancy, Faculty Member</i>	Member
4	Dr. P. M. Thapa- <i>Dept. of Economics, Faculty Member</i>	Member
5	Dr.Peena B. Chauhan - <i>Dept. of Commerce, Faculty Member</i>	Member
6	Dr.Jagdish R. Raiyani- <i>Dept. of Commerce, Faculty Member</i>	Member
7	Mr. L. H. Daryani- <i>Hon. Director- Management Representative</i>	Member
9	Mr. N. N. Nawani- <i>Senior Administrative Officer</i>	Member
10	Mr.Vidyut Buch- <i>Trustee Alumni Association</i>	Member
11	Mr. Manoj Mulchandani ( <i>Councilor Gandhidham Municipality</i> ) - <i>Local Society Representative</i>	Member
12	Mr. Vivek Milak ( <i>Industrialist</i> ) - <i>Industry Representative</i>	Member
13	Deep Shah – <i>Student Representative</i>	Member
14	Mr. Niraj Kriplani – <i>Sr. Clerk</i>	Member



*Manish K. Pandya*

Principal

PRINCIPAL  
Tolani Commerce College  
ADIPUR - KUTCH  
GUJARAT - 370 205

Copy to:

- 1 All Members of IQAC
- 2 Gandhidham Collegiate Board, Adipur
- 3 NAAC file

**TOLANI COMMERCE COLLEGE – ADIPUR KACHCHH**  
Nr. Post Office, Post Box no. 27, Adipur – 370205 Kachchh  
**IQAC Meeting** (College Members)

**Notice and Agenda**

**NOTICE:** All the IQAC college committee members are here by informed and requested to remain present in the meeting with the principal for the following agenda.

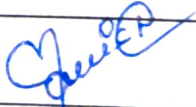
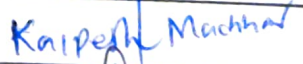

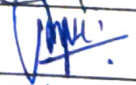
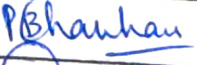
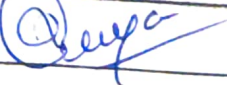
Date: 25/01-2023,

Place: Principal's Office,

Time: 11.00

**AGENDA:**

- 1) CAS of Dr. Jagdish Raiyani and Dr. Gaurav Thakor
- 2) Institutional Development Plan as per the government letter
- 3) Feedback analysis of semester 1 of the year 2022-23
- 4) Appointment of one more regular teacher in M.Com on contractual basis
- 5) Approval of Budget and AAP to send to GCB for the year 2023-24

Sr. No.	Name of the IQAC member	Designation	Signature
1	Dr. Manish Pandya,	Principal and Chairperson	
2	Dr. Kalpesh Machhar	Coordinator	
3	Dr. Kamal Kharecha,	Member	
4	Prof. P. M. Thapa	Member	
5	Dr. P. B. Chauhan	Member	
6	Dr. Jagdish Raiyani	Member	

**IQAC Meeting (College Members)****DATE: 02-02-2023****TIME: 12.00am****Minutes of the meeting held on 02-02-2023****AGENDA:**

- 1) CAS of Dr. Jagdish Raiyani and Dr. Gaurav Thakor
- 2) Institutional Development Plan as per the government letter
- 3) Feedback analysis of semester 1 of the year 2022-23
- 4) Appointment of one more regular teacher in M.Com on contractual basis
- 5) Approval of Budget and AAP to send to GCB for the year 2023-24

A meeting of IQAC college members is called by the principal to discuss the agendas given above.

The following members were present in the meeting

<b>Sr. No.</b>	<b>Name of the IQAC member</b>	<b>Designation</b>	<b>Present/Absent</b>
1	Dr. Manish Pandya,	Principal and Chairperson	<b>Present</b>
2	Dr. Kalpesh Machhar	Coordinator	<b>Present</b>
3	Dr. Kamal Kharecha,	Member	<b>Present</b>
4	Prof. P. M. Thapa	Member	<b>Present</b>
5	Dr. P. B. Chauhan	Member	<b>Present</b>
6	Dr. Jagdish Raiyani	Member	<b>Present</b>



## RESOLUTIONS:

### **1) Item No. 1: CAS of Dr. Jagdish Raiyani and Dr. Gaurav Thakor :**

Dr. Raiyani and Dr. Thakor are eligible to avail CAS benefits as per UGC regulations 2018 for 7<sup>th</sup> pay metrics from level 10 to 11. After a discussion, it was decided to form a committee of two IQAC members to look into the criteria of fulfilling all the requirements of the Career Advancement Scheme as guided by the UGC and the government and check the files and documents prepared by the candidates for the CAS promotion.

The members proposed the names of Dr. Kamal Kharecha and Prof. P. M. Thapa for the formation of the committee. All the members accepted the names.

The committee is asked to give their report in writing as soon as possible. The other meeting for the same will be called after the report of the committee.

### **2) Item No. 2: Institutional Development Plan as per the government letter :**

It was decided to prepare the IDP keeping in mind the implementation of NEP – 2020 from the next academic year. It was also decided to seek the help of the experts of the field to fill the technical and financial criteria.

### **3) Item No. 3: Feedback analysis of semester 1 of the year 2022-23:**

It was decided to collect the feedback of the students online through Google form before the term end examination. Dr. Jagdish Raiyani will look after the matter of collecting the feedback.

### **4) Item No. 4: Appointment of one more regular teacher in M.Com on contractual basis:**

Looking to the work load and the feedback of the students, it was decided to add one more contractual teacher to the M.Com department from the year 2023-24 as per the present rules and regulations.

5) Item No. 5: Approval of Budget and AAF to send to GCB for the year 2023

24:

As per the rules of the management, the college account department has prepared the budget for the year 2023-24 to be approved by the GCB and the Academic Activity Plan prepared by the principal is approved by the members for the next academic year and decided to send it to the management for the approval.

*Kalpesh Machhar*

Dr. Kalpesh Machhar  
Coordinator

*Manish Pandya*

Dr. Manish Pandya  
Chairperson and Principal

**TOLANI COMMERCE COLLEGE – ADIPUR KACHCHH**

Nr. Post Office, Post Box no. 27, Adipur – 370205 Kachchh

**IQAC Meeting (College Members)**DATE: **04-02-2023**

TIME: 12.00pm

**Minutes of the meeting held on 04-03-2023****AGENDA:**

- 1) Proposal for a new computer Lab (skill development center) sponsored by Gandhidham Chamber of Commerce and Industries.

An urgent meeting of IQAC college members is called by the principal to discuss the agenda given above.

The following members were present in the meeting

<b>Sr. No.</b>	<b>Name of the IQAC member</b>	<b>Designation</b>	<b>Present/Absent</b>
1	Dr. Manish Pandya,	Principal and Chairperson	<b>Present</b>
2	Dr. Kalpesh Machhar	Coordinator	<b>Present</b>
3	Dr. Kamal Kharecha,	Member	<b>Present</b>
4	Prof. P. M. Thapa	Member	<b>Present</b>
5	Dr. P. B. Chauhan	Member	<b>Present</b>
6	Dr. Jagdish Raiyani	Member	<b>Present</b>

**Discussion:**

The GCCI proposed a computer center to the college with 25 computers with required furniture and fixation on the occasion of 50 year's celebration of its establishment. The principal attended a meeting at chamber with all the officials of the chamber and discuss the matter in detail. After the discussion and deliberations, the following resolutions were made:

**RESOLUTION:**



**1) Item No. 1: Proposal for a new computer Lab (skill development center) sponsored by Gandhidham Chamber of Commerce and Industries:**

It was unanimously resolved that the college will accept the proposal of the chamber and a detailed draft MoU will be prepared in consultation with the members and sent to the chamber for the finalization.

It was also decided to take permission of the management to name the center as "Gandhidham Chamber of Commerce and Industries Sponsored Skill Development Center"

*Kalpesh Machhar*

Dr. Kalpesh Machhar  
Coordinator

*Manish Pandya*

Dr. Manish Pandya  
Chairperson and Principal

# TOLANI COMMERCE COLLEGE – ADIPUR KACHCHH

Nr. Post Office, Post Box no. 27, Adipur – 370205 Kachchh  
IQAC Meeting (College Members)

## Notice and Agenda

### NOTICE:

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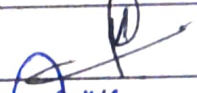
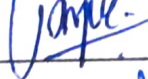
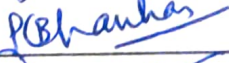
Date: 03/03-2023,

Place: Principal's Office,

Time: 12.00pm

### AGENDA:

- 1) Proposal for a new computer Lab (skill development center) sponsored by Gandhidham Chamber of Commerce and Industries.

Sr. No.	Name of the IQAC member	Designation	Signature
1	Dr. Manish Pandya,	Principal and Chairperson	
2	Dr. Kalpesh Machhar	Coordinator	
3	Dr. Kamal Kharecha,	Member	
4	Prof. P. M. Thapa	Member	
5	Dr. P. B. Chauhan	Member	
6	Dr. Jagdish Raiyani	Member	