



Estd : 1965

Managed by : The Unjha Education Board

# Shri B. P. Brahmhatt Arts & M.H. Guru Commerce College

Unjha Nagarpalika College Building,  
Shri K. I. Patel (Aries Group) Educational Campus,  
Unjha - 384170 (N.G.)

NAAC Accredited A (3.19 CGPA)

Principal  
Dr. Rakesh Rao

Ref. No. : IQAC /01 /2022-23

Date : 20/06/2022

In order to fulfill the goals and implement quality enhancement measures for the academic progress of the institution, an Internal Quality Assurance Cell (IQAC) with following members is hereby constituted for the academic year 2022-23.

## Notification of IQAC for the year 2022-23

Sr. No	Name	Designation	Nomenclature
1	Dr. Rakesh Rao	Principal	Chair Person
2	Dr. I. K. Mansuri	Associate Professor	Coordinator
3	Dr. A.S. Jadav	Associate Professor	Asst. Coordinator
4	Dr. N. R. Prajapati	Associate Professor	Member
5	Dr. A. C. Tadv	Associate Professor	Member
6	Dr. D. K. Patel	Assistant Professor	Member
7	Dr. M.G. Jani	Assistant Professor	Member
8	Mr. Rajendrakumar S. Patel	Management Representative	Member
9	Mr. Prahladbhai Patel	Industrialist	Member
10	Mr. Nitinbhai Shah	Alumni	Member
11	Mr. Nareshbhai Prajapati	Admin Office Superintend	Member
12	Miss Kajal Khatri	Student Representatives	Member

The IQAC will have a distinct identity within the institution and will ensure proper record management through its secretariat.

Date: 20/06/2022

Place: Unjha



Principal

Principal  
Shri B. P. Brahmhatt Arts &  
M.H. Guru Commerce College  
UNJHA-384170 (N.G.)



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NAAC Accredited A (3.19 CGPA)

Principal  
Dr. Rakesh Rao

Ref. No. : IQAC/02/2022-23

Date :

Ref No: <sup>02</sup>06/2022-23

Date: 25/06/22

## Internal Quality Assurance Cell (IQAC)


### Notice

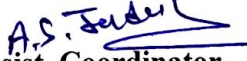
Respected members,

All the members of IQAC are hereby informed that on Saturday 25 June, 2022 we are going to organize a brief meeting of IQAC members at the Principal Sir's office at 10.30 am. You are kindly requested to make it convenient to attend it.

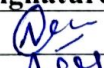
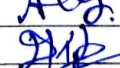


Agenda:

1. Introduction of new IQAC.
2. Information regarding new committees.
3. AQAR information.
4. Any matter proposed by the Chairman Sir or the Coordinator.

  
Coordinator  
(Dr. I.K. Mansuri)  
IQAC

  
Assist. Coordinator  
(Dr. A.S. Jadav)  
IQAC

  
Principal  
(Dr. Rakesh Rao)  
Principal  
Shri B. P. Brahmhatt Arts &  
M.H. Guru Commerce College  
UNJHA-384170. (N.G.)

Sr.No	Name of Member	Designation	Signature
1.	Dr. N.R. Prajapati	Member	
2.	Dr. A. C. Tadvi	Member	
3.	Dr. D. K. Patel	Member	
4.	Dr. M.G. Jani	Member	







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NAAC Accredited A (3.19 CGPA)

Principal  
Dr. Rakesh Rao

Ref. No. : 02/2022-23

Date : 25/06/2022

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting and Action Taken Report

A meeting of the new IQAC was held on 25<sup>th</sup> June, 2022 to discuss the following issues:

#### Agenda:

1. Introduction of new IQAC.
2. Information regarding new committees.
3. AQAR information.
4. Any matter proposed by the Chairman Sir or the Coordinator.

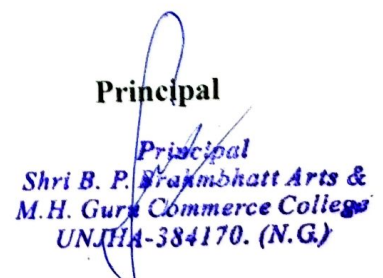


After the discussion the following the following resolutions have been made:

1. The principal sir has introduced the newly nominated members and informed them about the functioning of the IQAC.
2. The principal sir and the coordinator have informed the IQAC members about the formation of new committee for the extra-curricular and co-curricular activities.
3. The Coordinator and the assistant coordinator has informed the IQAC about the procedures and requirements of AQAR. Responsibilities regarding AQAR will be shared among the members of IQAC.
4. The Principal has also informed about the requirements of further improvements of the infrastructure facilities.
5. The Principal has also informed about the examination schedule and allocation of duties for the smooth functioning of examinations, assessment responsibilities (dispatch work) and academic calendar.

  
Coordinator

  
Assist. Coordinator

  
Principal  
Shri B. P. Brahmbhatt Arts &  
M.H. Guru Commerce College  
UNJHA-384170. (N.G.)



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Principal  
**Dr. Rakesh Rao**

Ref. No. : IQAC/03/2022-23

Date :

Ref No: 03/2022-23

Date: 04/07/22

## Internal Quality Assurance Cell (IQAC)


### Notice

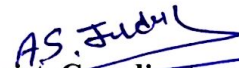
Respected members,


All the members of IQAC are hereby informed that on Saturday 4 July, 2022 we are going to organize a brief meeting of IQAC members at the IQAC office at 9.30 am. You are kindly requested to make it convenient to attend it.

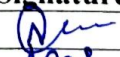



Agenda:

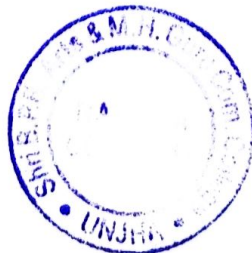
1. Planning for New Academic year
2. Information regarding new admissions.
3. AQAR information.
4. Any matter proposed by the Chairman Sir or the Coordinator.

  
Coordinator  
(Dr. I.K. Mansuri)  
IQAC

  
Assist. Coordinator  
(Dr. A.S. Jadav)  
IQAC

  
Principal  
(Dr. Rakesh Rao)  
Principal  
Shri B. P. Brahmhatt Arts &  
M.H. Guru Commerce College  
UNJHA-384170. (N.G.)

Sr.No	Name of Member	Designation	Signature
1.	Dr. N.R. Prajapati	Member	
2.	Dr. A. C. Tadvi	Member	
3.	Dr. D. K. Patel	Member	
4.	Dr. M.G. Jani	Member	







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Principal  
**Dr. Rakesh Rao**

Ref. No. : IQAC/03/2022-23

Date :

Ref No: 03/2022-23

Date: 04/07/22

## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting and Action Taken Report

A meeting of the IQAC was held on 4<sup>th</sup> July, 2022 to discuss the following issues:

Agenda:

1. Planning for New Academic year
2. Information regarding new admissions.
3. AQAR information.
4. Any matter proposed by the Chairman Sir or the Coordinator.

After the discussion the following the following resolutions have been made:

1. The principal Sir has discussed about the requirement of new teaching time table and academic calendar.
2. It is decided to arrange the departmental meetings and committee meetings to decide various academic and co-curricular/extra-curricular activities.
3. The principal Sir and the coordinator have informed the IQAC members about the status of new admission, situation of intake in each programme and P.G admission.
4. The Coordinator and the assistant coordinator has informed the IQAC about the commencement of procedures of AQAR. Discussed about responsibilities regarding AQAR.
5. The Principal Sir has also informed about the requirements of further improvements of the infrastructure facilities, like projectors, fans, Air-conditioners in staffrooms and conference rooms. Further, the requirements will be placed before the College Development Committee.

  
Coordinator



  
Assist. Coordinator

  
Principal

Principal  
Shri B. P. Brahmbhatt Arts &  
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Principal  
Dr. Rakesh Rao

Ref No: 04/2021-22

Date: 07/12/22

### Internal Quality Assurance Cell (IQAC)


#### Notice


Respected members,

All the members of IQAC are hereby informed that on Saturday 07 December, 2022 we are going to organize a brief meeting of IQAC members at the Principal Sir's office at 9.30 am. You are kindly requested to make it convenient to attend it.





Agenda:

1. To discuss about One-Day National Seminar on Gujarati Literature
2. Form Committees to organize the Seminar.
3. Financial matters related to seminar.
4. Any matter proposed by the Chairman Sir or the Coordinator.

  
Coordinator  
(Dr. I.K. Mansuri)  
IQAC

  
Assist. Coordinator  
(Dr. A.S. Jadav)  
IQAC

  
Principal  
(Dr. Rakesh Rao)

Sr.No	Name of Member	Designation	Signature
1.	Dr. N.R. Prajapati	Member	
2.	Dr. A. C. Tadv	Member	
3.	Dr. D. K. Patel	Member	
4.	Dr. M.G.Jani	Member	





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Principal  
Dr. Rakesh Rao

Ref. No. : IQAC/04/2022-23

Date: 07/12/2022

### Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting and Action Taken Report

A meeting of the IQAC was held on 7<sup>th</sup> December, 2022 to discuss the following issues:

#### Agenda:

1. To discuss about One-Day National Seminar on Gujarati Literature
2. Form Committees to organize the Seminar.
3. Financial matters related to seminar.
4. Any matter proposed by the Chairman Sir or the Coordinator.

After the discussion the following the following resolutions have been made:

1. The principal sir has informed that Gujarati Department is going to organize a One-Day National Seminar in collaboration with Gujarati Sahitya Academy.
2. The principal sir and the assistant coordinator have informed the IQAC members about the need of different committees for smooth organization of the Seminar.
3. The Coordinator and the assistant coordinator has informed the IQAC about the financial requirements.
4. Responsibilities regarding the seminar will be shared among the staff members.
5. The Department of Gujarati will lead all committees for the Seminar and the organizing secretary will coordinate. Dr. A.S. Jadav will work as an Organizing Secretary.

  
Coordinator

  
Assist. Coordinator

  
Principal



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Principal  
Dr. Rakesh Rao

Ref. No. : IQAC/05/2022-23

Date :

Ref:

Date: 12/04/23

Respected Members,

All the members of IQAC are hereby informed that on Wednesday, 12/04/2023 we are going to organize a brief meeting of IQAC members at the Principal's office at 9 am. You are kindly requested to make it convenient to attend it.

## Agenda:

To follow the CAS procedure of Dr. R. K. Shah (Economics), and Dr. D.D. Patel (PTI).

Sr. No.	Name	Designation	Sign
1.	Pri. Dr. Rakesh Rao	Chairman	
2.	Dr. I. K. Mansuri	Coordinator IQAC	
3.	Dr. A. S. Jadav	Assistant Coordinator IQAC	
4.	Dr. N. R. Prajapati	Associate Professor	
5.	Dr. A.C Tadv	Associate Professor	
6.	Dr. D. K. Patel	Assistant Professor	
7.	Dr. M. G. Jani	Assistant Professor	
8.	Mr. Rajendrabhai S Patel	Management Representative	Absent.
9.	Mr. Prahladbhai Patel	Industrialist	Absent.
10.	Mr. Nitinbhai K Shah	Alumni	Absent.
11.	Mr. Naresh Prajapati	Admin office Superintendent	
12.	Kajal Khatri	Student	





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Principal  
Dr. Rakesh Rao

Ref. No. : IQAC/05/2022-23

Date : 12/04/23

## Resolution of IQAC for CAS Procedure

1. It is resolved that for CAS (Career Advancement Scheme) of the teaching staff of the college, the principal sir and the representative of admin staff will check all the documents and verify them. After verification process, the principal sir will sign the necessary documents, after that as per request of the concern professor, all the members of the IQAC will proceed ahead for signature.
2. For CAS a formal meeting of IQAC will be called, and all IQAC members will be invited to sign the CAS documents. If a member is absent in the meeting, the concern professor will contact him/her and get documents signed.
3. To call a meeting of IQAC for CAS, the concern professor will have to give a simple application for the same to the principal, and the principal sir will proceed further to complete the process.

Sr. No.	Name	Designation	Sign
1.	Pri. Dr. Rakesh Rao	Chairman	
2.	Dr. I. K. Mansuri	Coordinator IQAC	
3.	Dr. A. S. Jadav	Assistant Coordinator IQAC	A.S. Jadav
4.	Dr. N. R. Prajapati	Associate Professor	
5.	Dr. A.C Tadv	Associate Professor	
6.	Dr. D. K. Patel	Assistant Professor	
7.	Dr. M. G. Jani	Assistant Professor	
8.	Mr. Rajendrabhai S Patel	Management Representative	Absent-
9.	Mr. Prahladbhai Patel	Industrialist	Absent-
10.	Mr. Nitinbhai K Shah	Alumni	Absent-
11.	Mr. Naresh Prajapati	Admin office Superintendent	
12.	Kajal Khatri	Student	

Principal  
Shri B. P. Brahmhatt Arts &  
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