

ધી સર્વોદય નાગરીક સહકારી બેંક લી.  
મહિલા આર્ટ્સ કોલેજ

વિજાપુર રોડ, મહેતાપુરા, પો. સવગઢ, તા. હિંમતનગર  
૩૮૩૨૨૦.જિ. સાબરકાંઠા, ગુજરાત.  
ફોન અને ફેક્સ : ૦૨૭૭૨ -૨૨૨૧૪૨,૨૨૨૮૪૭



I./C. Principal - Dr. Nazima R. Shaikh  
Mo. 94264 27048

The Sarvoday Na. Sah. Bank Ltd.  
Mahila Arts College

Vijapur Road, Mehtapura,  
At.&Po. Savgad, Ta. Himmatnagar-383 220.  
Dist. Sabarkantha, GUJARAT.  
Ph. & Fax : 02772-222142, 222847

E-mail : sbmahila@gmail.com - Website : www.sbmartscollege.org

MINUTES OF IQAC MEETING 1

(2020-21)

On 4<sup>th</sup> June, 2020 at 11:00A.M. IQAC meeting was conducted that ran 47 minutes.

Date: 4<sup>th</sup> June, 2020.

Time: 11.00 AM to 11.47 AM.

Chaired by: Dr. N. R. Shaikh (Principal I/C)

Agenda	Discussion	Action	Responsibility
Reading of the minutes of the academic year 2019-20	The academic year 2019-2020 was full of stress and anxiety for teachers and students due to COVID 19 hence, the management is ready in each and every aspect. Prayer and Physical exercises keeps the students and teachers energetic, fit and enthusiastic in maintaining healthy atmosphere regarding curricular and co-curricular activities.	Started Prayer and Physical exercises for students and teachers Teachers and students attended many online activities to keep them updated. The management paid full salary to the teachers of Self-finance.	All teachers, principal and management.
Covid 19 Awareness Programme	Coronavirus or COVID-19 is a deadly infectious virus causing panic among the citizens. Thus, the institute decides to create some awareness programs that aim to promote the health and safety of our staff, students, communities, and citizens.	The institute engaged an online Quiz based on the Indian context and Government advisory for the wellbeing of the wider society to minimize illness and mortality. Our NSS convener conducted a sanitization drive in neighbouring areas also	All teachers under the guidance of DPE and NSS convener.

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Faculty Development Programme	To sustain the quality of teachers and AQAR we have to promote and motivate the professional practices of the faculties in competitive teaching and learning environment.	The institute with the help of technician successfully conducted a three days FDP at national level.	All teachers under the guidance of principal and IQAC Coordinator
Assignment Collection (Second Term)	Due to Coronavirus students couldn't be called to the institution for presentation and assignment submission thus we should give them flexibility.	Called the students in odd and even numbers with parents' consent for assignment. Collected through pdf from those who didn't come to college.	All departments Under the guidance of principal.

Prof. S. Rose

  
(IQAC Coordinator)

Dr. N. R. Shaikh

  
(Principal I/C & Chairman IQAC)  
S. B. Mahila Arts College  
Himmatnagar



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Attendance Sheet Meet 1  
2020-21

Sr. No.	Name	Role & Responsibility IOAC	Designation	Mobile	Signature
1	Dr.N.R.Shaikh	Chairman	I/C Principal	9426427048	<i>NS</i>
2	Ms. S. Rose	Coordinator	HoD of English	9925389359	<i>Sadob</i>
3	Mr. M. Valjiwala	Management Correspondent	Engineer & Owner of MGR Technologies	9825757940	
4	Dr. S. A.Qureshi	Faculty	HoD of Sociology	9023060487	<i>S.A.Qureshi</i>
5	Dr. S. M. Shaikh	Faculty	HoD of Hindi	9898742319	<i>S.M.Shaikh</i>
6	Dr. I. A. Gazi	Faculty	HoD of Gujarati	9825589036	<i>I.A.Gazi</i>
7	Mr. A. A. Gadhwal	Administration	Head Clerk	9879327966	<i>A.A.Gadhwal</i>
8	Mr. Ishaq Lala	Local Society	Director Sehat Pharma Pvt. Ltd., Himmatnagar	9824049750	
9	Patil Dipika Maganbhai	Alumna	Lokniketan Vinay Mandir, Palanpur	9601533101	
10	Vekariya Humera S.Ahmed	Student	SBM, Hmt	6354586500	<i>Humera</i>
11	Dr. Z. Gadhawala	Stakeholder	HoD Chemistry(H. N. S. B. Ltd. Science College)	9998266589	

*Sadob*  
(IOAC Coordinator)

*NS*  
Incharge Principal  
S. B. Mahila Arts College  
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MINUTES OF IQAC MEET TWO

(2020-21)

On 28<sup>th</sup> September, 2020 at 11: 30 a.m. IQAC meeting was conducted that ran 1 hour and 10 minutes.

Date: 28<sup>th</sup> September, 2020.

Time: 11: 30 AM to 12.40. p.m.

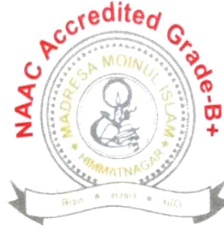
Chaired by: Dr. N. R. Shaikh (Principal I/C)

Agenda	Discussion	Action	Responsibility
Gandhi Jayanti	To aware the students of the moral, political, and social values of our Father of the Nation, Gandhiji. Staff comes regularly to the institute as per the government circular but students are not allowed to attend the classes offline mode.	Due to the pandemic (COVID 19) this year, it was celebrated online by taking the students for a virtual visit to Gandhi Ashram.	All teachers under the guidance of IQAC coordinator
Online Examination	Conducting exams is a big challenge to the institution due to COVID 19. The IQAC has suggested purchasing or making an MOU with an agency that could engage it online for the college.	The exams were conducted online but all students didn't appear thus, we collected assignments from them also.	All teachers under the guidance of IQAC coordinator
Webinars/Seminars	Every year the institute conducts a seminar but now coronavirus constraints doing it thus the institute will organize a webinar.	The institute with the help of technician successfully conducted one webinar on Hindi at national level.	All teachers under the guidance of research committee



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Yoga to reduce stress.	Health is wealth Yoga helps reduce mental and physical stress and anxiety also. It keeps physical flexibility, relieves tension, and alleviates pain. There are various Yoga poses (Asanas) to cope with stress.	The institute started many yoga Asanas like Surya Namaskaar, Kapalbhathi Sukhasana, Bhujangasana and etc.	All teachers under the guidance of DPE.
Teacher's Day	Every year on September 5, the birth anniversary of Dr. Sarvepalli Radhakrishnan is celebrated in our college but we are working from home thus a question arises how to conduct and make our students aware about its greatness of Dr. Radhakrishnan. Finally we decided to celebrate it in online mode.	We conducted the online National level quiz competition through Google link. The quiz was solely based on the books and preaching of Dr. Sarvepalli Radhakrishnan.	All teachers under the guidance of IQAC coordinator.
MS Teams Training.	Teams' online training resources help teachers and students greatly in teaching- learning thus, The teachers demanded another training for the same.	The training was conducted by the institute regarding the use of a whiteboard, submission of assignments, attendance, document sharing, online meetings, and other useful features in this training.	Entire staff under the guidance of IQAC coordinator.

Prof. S. Rose

(Coordinator of IQAC)

Dr. N. R. Shaikh

(Principal I/C Chairman-IQAC)

Incharge Principal  
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28/9/2020

Attendance Sheet Meet 2  
2020-21

Sr. No.	Name	Role & Responsibility IQAC	Designation	Mobile	Signature
1	Dr.N.R.Shaikh	Chairman	I/C Principal	9426427048	
2	Ms. S. Rose	Coordinator	HoD of English	9925389359	
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