

T N RAO COLLEGE - RAJKOT

(NAAC Accredited B)

Managed by : सत्यसाची Education Trust, Rajkot

Internal Quality Assurance Cell (IQAC) Meeting

Date: 28th December, 2020

Time: 10:30 am

Venue: Virtual Meet

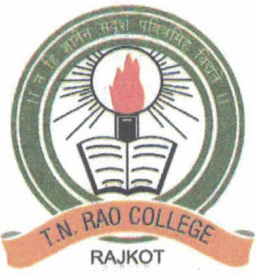
Present:

- | | | | |
|-----|--------------------|---|--|
| 1. | Dr. Nidatt Barot | Chairperson as Managing Trustee of Management | |
| 2. | Dr. Bharti Rathod | Principal | |
| 3. | Dr. Mital Vora | Faculty Member & Coordinator IQAC | |
| 4. | Shruti Jivani | Faculty Member | |
| 5. | Hina Tilavat | Student Representative | |
| 6. | Alpesh Khambhataya | Administrative Staff | |
| 7. | Dr. Janak Makwana | Principal from another College | |
| 8. | Dr Ketan Gohel | Faculty from another college | |
| 9. | Swati Joshi | Principal from Practice Teaching School | |
| 10. | Dr. Minaxi Patel | Sports Teacher from another College | |

Agenda Items Discussed:

- Opening Remarks:**
The Chairperson welcomed all members and confirmed the minutes of the previous meeting.
- Review of Action Items from Previous Meeting:**
The progress of action items was reviewed, and pending tasks were identified.
- Presentation and Discussion on Academic Performance:**
Academic performance data were presented and discussed, highlighting areas of improvement.





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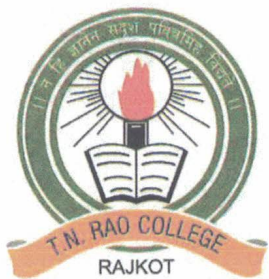
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IQAC noted the performance

During the IQAC meeting, students' outstanding performance across various departments in the year 2020 was duly noted and appreciated. Among the top achievers in their respective departments were:

- **B.Ed.**
 1. Patel Bansi Kiritbhai
 2. Bharad Niravkumar Shaileshbhai
 3. Chavda Jignaben Markhibhai
- **BSc**
 1. Padaliya Krishnakumar Rameshbhai
 2. Sagpariya Tixit Bharatbhai
 3. Sikotariya Hemanshu Dhansukh
- **MSc (Chemistry)**
 1. Gudaliya Kishankumar Manubhai
 2. Vegad Disha Hemrajbhai
 3. Baraiya Shreya Rameshkumar
- **BCA**
 1. Raj Ashvinbhai Raiyani
 2. Nikul Bhanubhai Kakadiya
 3. Apurva Mahesh Shethiya
- **MSc (IT)**
 1. Barot Heer Nidattbhai
 2. Choudhary Supriyakumari Hemantkumar
 3. Dangar Neha Vikrambhai
- **B.Com.**
 1. Tank Pooja
 2. Trivedi Noopurbahen
 3. Tandon Sneha
- **BBA**
 1. Bagda Jagruti
 2. Sojitra Trupti
 3. Vadera Maitri
- **M.Ed.**
 1. Makwana Khyatiben Arvindbhai
 2. Bhadarka Kajal Dadubhai
 3. Sureliya Priya Ashvinkumar





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IQAC noted the events

During the IQAC meeting, the diverse range of events organized by T.N. Rao College throughout the year were comprehensively acknowledged and discussed. The college kickstarted the year with the BCA Boys Cricket Tournament on January 4th, promoting sportsmanship among the students. Following this, the institution celebrated the Kite Festival on January 11th, fostering a cultural spirit within the campus. Notably, soft skills were emphasized through activities like Cake Making and Name Plate Making on January 25th.

Continuing its commitment to sports, T.N. Rao College hosted the Boys Kabaddi Tournament on the same day, January 25th, encouraging physical fitness and teamwork. The cultural calendar was marked by significant events, including the celebration of 26th January, Chupa Chups, and various other cultural festivities throughout February. These events not only added vibrancy to the campus but also created a platform for students to showcase their talents and engage with diverse cultural activities.

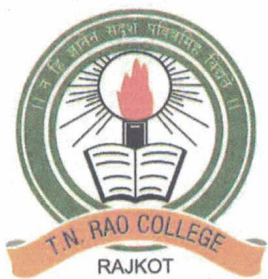
In the later months, the college facilitated inter-college collaboration with the Tonny Kakkar event on February 29th, promoting cultural exchange and unity among institutions. As the year progressed, T.N. Rao College demonstrated its commitment to holistic development by organizing the Ramat Utsav on April 26th, combining sports and cultural elements. The Gandhi Quiz on October 2nd reflected the institution's dedication to intellectual pursuits and awareness of historical figures.

Concluding the year, the college arranged a field visit titled "Sanstha Mulakat" on November 22nd, providing students with practical exposure and insights into various fields. The multitude of events organized throughout the year showcased T.N. Rao College's holistic approach to education, fostering not only academic excellence but also sportsmanship, cultural awareness, and soft skills among its student community.

Curriculum Enhancement and Development:

The IQAC meeting at our institution delved into comprehensive discussions on curriculum enhancement and development, recognizing the pivotal role of Value Added Courses. Among the offerings is the course on "Leveraging ICT for Effective Online Teaching with OpenShot" for B.Ed students. This course aims to equip educators with the skills to enhance their online teaching methodologies using OpenShot, fostering engaging and interactive learning environments. Participants will gain proficiency in leveraging technology to create impactful instructional materials, aligning with the contemporary demands of digital education.





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Another valuable addition to the curriculum is the course on "Harnessing ICT for Online Teaching: QR Code and Its Applications." This B.Ed program seeks to empower teachers with the knowledge and practical applications of QR codes in the educational realm. The curriculum focuses on integrating QR codes to enhance classroom activities, facilitating seamless communication, and creating dynamic, multimedia-rich content for effective online teaching.

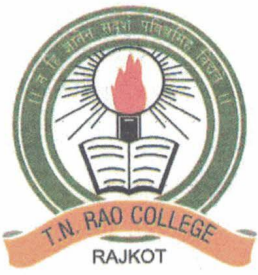
Furthermore, the Value Added Course titled "ICT for Effective Online Teaching: Google Classroom Training" stands out as a crucial component in our curriculum enhancement efforts. Geared towards B.Ed students, this course provides comprehensive training on leveraging Google Classroom to streamline online teaching processes, enhance collaboration, and manage educational resources efficiently. Participants will gain hands-on experience in creating and managing virtual classrooms, fostering a technologically enriched teaching-learning experience.

The course on "ICT for Effective Online Teaching (E-Learning Platforms)" adds another layer of enrichment to the B.Ed curriculum. This value-added course focuses on exploring various e-learning platforms, guiding educators in selecting and utilizing these platforms effectively. By integrating diverse e-learning tools, B.Ed students will be better prepared to adapt to the evolving landscape of online education.

The curriculum enhancement efforts extend to the course on "ICT for Effective Online Teaching: Transformative Education with Google Utility Tools." This B.Ed program delves into the practical applications of Google utility tools to transform the teaching-learning process. Participants will explore tools such as Google Docs, Sheets, and Slides, gaining proficiency in incorporating these technologies to create dynamic and collaborative learning experiences.

Lastly, the course on "ICT for Effective Online Teaching: A Practical MS-Office Approach" enriches the B.Ed curriculum by providing a hands-on approach to utilizing Microsoft Office tools for online teaching. Educators will learn how to integrate MS-Office applications creatively, fostering an interactive and efficient online teaching environment. These value-added courses collectively reflect our commitment to staying at the forefront of educational technology and ensuring our graduates are well-equipped for the demands of contemporary teaching practices.





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Faculty Development Programs

During the IQAC meeting, the Faculty Development Programs was discussed and several initiatives were highlighted to enhance the professional growth of faculty members. Active learning strategies emerged as a key focus, aiming to encourage student participation and engagement within the virtual classroom setting. Faculty members will be equipped with diverse techniques to foster an interactive learning environment, ensuring that students actively contribute to discussions, group activities, and collaborative projects.

In response to the shift towards remote teaching, the faculty development programs emphasized the effective use of email, video conferencing, and other communication tools in education. Faculty members will receive training on leveraging these tools to facilitate seamless communication, conduct virtual meetings, and enhance overall engagement in online learning environments. This strategic approach aligns with the college's commitment to maintaining effective communication channels despite the physical distance between students and educators.

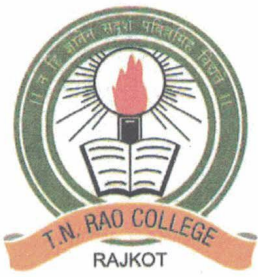
Adapting to remote teaching was another focal point of the faculty development programs, addressing the challenges posed by the transition to virtual classrooms. Strategies and best practices were discussed to help faculty members navigate the intricacies of remote teaching successfully. The emphasis was on creating a supportive and conducive online learning environment, ensuring that students receive a quality education despite the constraints imposed by the digital medium.

The integration of online learning platforms was underscored as a critical aspect of faculty development. Faculty members will be trained on utilizing these platforms effectively to deliver content, assess student progress, and foster collaborative learning experiences. The aim is to empower educators to leverage the full potential of online learning tools, enhancing the overall educational experience for both faculty and students.

Recognizing the importance of student engagement in virtual classrooms, faculty development programs focused on strategies to keep students actively involved and motivated. Techniques for designing interactive online sessions, incorporating multimedia resources, and fostering virtual discussions were discussed to ensure that the virtual classroom remains a vibrant and engaging learning space.

In addition to pedagogical aspects, the IQAC meeting also touched upon the importance of basic health and hygiene practices, considering the ongoing global health situation. Faculty members were briefed on incorporating health and safety measures in the virtual classroom, emphasizing the well-being of both educators and students.





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Furthermore, the meeting introduced a development program on the Miracle Accounting software, providing accounting staff with a demonstration program to enhance their proficiency in utilizing this accounting software effectively. This hands-on training aims to equip staff members with the necessary skills to integrate technology into accounting.

In conclusion, the IQAC Faculty Development Programs at T.N. Rao College reflect a forward-thinking approach, addressing the evolving landscape of education with a focus on active learning, effective communication tools, remote teaching strategies, online platform utilization, student engagement, health considerations, and technical proficiency in accounting software. These initiatives collectively contribute to the college's commitment to providing a dynamic and high-quality educational experience for both faculty and students.

Student Support and Welfare:

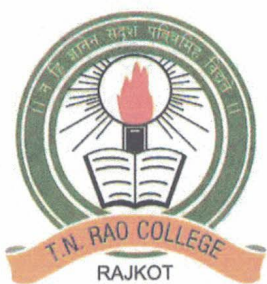
During the discussion on IQAC Student Support and Welfare at T.N. Rao College, the commendable efforts of the Rotaract Club were acknowledged for organizing a series of engaging and enriching events. The Kite Festival held on January 11, 2020, stood out as a vibrant cultural celebration organized as part of Saturday Activities. The event not only showcased the cultural diversity within the college but also provided students with a platform to come together, participate, and revel in the joyous celebration of the Kite Festival.

Furthermore, the Soft Skills initiative of Name Plate Making on January 4, 2020, highlighted the club's commitment to holistic development. This hands-on activity allowed students to engage in the art of nameplate making, combining creativity and craftsmanship. The session encouraged personalization of spaces, fostering a sense of individuality and creative expression among the participants. Such activities contribute significantly to the overall soft skills development and personal growth of the students.

The Chupa Chups event on January 29, 2020, showcased the club's innovative approach to soft skills development. The captivating game activities centered around the theme of Chupa Chups provided a delightful experience for BCA students. Through engaging contests and interactive challenges, the event not only added an element of fun but also promoted teamwork, creativity, and effective communication skills among the participants.

The Day Celebration on February 7, 2020, organized by the Rotaract Club, demonstrated their dedication to fostering a sense of unity and shared accomplishments within the college community. Bringing together students, faculty, and staff, the event served as a joyous platform for collective celebration and recognition of achievements. Such initiatives contribute to the overall well-being and sense of belonging among the student body.





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In conclusion, the Rotaract Club's initiatives align with the objectives of IQAC Student Support and Welfare by providing a diverse range of activities that cater to cultural engagement, soft skills development, and community building. These events not only enhance the overall college experience for students but also contribute to their personal and social development, aligning with the college's commitment to holistic education.

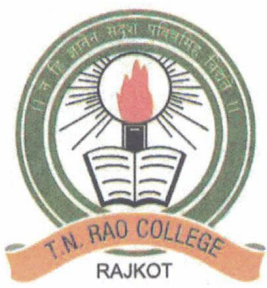
Quality Assurance Measures:

The IQAC diligently assessed the internal quality assurance mechanisms, aiming to enhance the existing processes. Under the umbrella of Quality Assurance Measures, the institution's committees and cells underwent a thorough review according to the predetermined schedule. This comprehensive evaluation sought to ensure strict adherence to established protocols and procedural integrity. Throughout this meticulous examination, the IQAC noted a seamless unfolding of the review process, revealing a lack of discrepancies across various functions, including the Curriculum Planning Committee, Youth Welfare Committee, SC-ST Cell, OBC Cell, Minority Cell, Internal Complaint Committee, Grievance Redressal Cell, and Anti-Ragging Cell. This positive observation underscores the institution's unwavering commitment to upholding high standards of governance and quality assurance, overseen by the IQAC.

The absence of discrepancies stands as a testament to the effective execution of responsibilities by the respective committees and cells, highlighting their dedication to cultivating an inclusive, supportive, and safe environment within the institution. This positive outcome reinforces the institution's commitment, as monitored by the IQAC, to procedural transparency, accountability, and the continual enhancement of its quality assurance mechanisms. Looking ahead, the institution, guided by the IQAC, remains steadfast in its dedication to sustaining these efforts, ensuring the holistic development and well-being of its stakeholders while upholding principles of fairness and equity.

Infrastructure and Facilities

Following the discussions in the last IQAC meeting, T.N. Rao College took a proactive step to enhance its infrastructure and facilities by installing over 20 computers across various departments. This strategic move is a testament to the institution's commitment to staying technologically updated and providing students and faculty with the necessary tools for a modern and efficient learning environment. The addition of these computers is expected to significantly contribute to research activities, digital literacy, and overall academic productivity. The IQAC acknowledges this positive development as a tangible step toward advancing the institution's technological infrastructure and ensuring that it remains aligned with contemporary educational standards. This initiative underscores the college's dedication to providing state-of-the-art facilities that enhance the overall learning experience for its academic community.



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Closing Remarks

In closing, the diverse array of activities, comprehensive curriculum enhancements, faculty development programs, student support initiatives, and infrastructure upgrades discussed in the IQAC meetings at T.N. Rao College collectively portrays a commitment to excellence and holistic education. The institution's proactive approach towards quality assurance, technological advancements, and overall welfare reflects a forward-thinking mindset. As we move forward, guided by the IQAC, T.N. Rao College remains dedicated to continuous improvement, ensuring an enriching educational experience that nurtures not only academic excellence but also personal and professional growth for students and faculty alike. The collaborative efforts showcased in these discussions underscore the institution's resilience and adaptability in navigating the ever-evolving landscape of education.

Next Meeting:

Date: 30th December, 2021

Agenda: The agenda for the upcoming IQAC meeting at T.N. Rao College will focus on further strengthening the quality assurance mechanisms, with a keen emphasis on reviewing the outcomes of recent initiatives and strategizing for future enhancements. Discussions will center on the effectiveness of the installed computers, the impact of faculty development programs, and the progress of the newly introduced value-added courses. Additionally, the meeting will address plans for upcoming events, ensuring a well-rounded approach to academic, cultural, and extracurricular activities that contribute to the holistic development of students. The agenda aims to foster continuous improvement and innovation in line with the institution's commitment to providing a dynamic and high-quality educational environment.

Mital
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Coordinator of IQAC & Faculty Member

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Managing Trustee of
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