



H L College of Commerce

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| Meeting Name: | IQAC Meeting |
| Date of Meeting: (MM/DD/YYYY) | 2/01/2021, Saturday |

1. Meeting Agenda

1. Organizing Mega Placement fair in association with Govt. of Gujarat
2. Conducting parallel online and offline classes
3. Preparation for Administrative & Academic Audit by Govt. of Gujarat
4. Internal exams for first year students

| Sr. No. | Name |
|---------|-----------------------------|
| 1 | Dr M S Kelshikar |
| 2 | Dr Parag Shah |
| 3 | Dr Manisha Bhavsar |
| 4 | Prof H R Bharucha |
| 5 | Prof P M Parmar |
| 6 | Dr Nisha Bhavsar |
| 7 | Dr Hetal Chokshi |
| 8 | Dr Sandip Parmar |
| 9 | Prof Y D Shastri (Invitee) |



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3. Discussion and Decisions

1.

KCG & Government of Gujarat gave responsibility of organizing a Mega Placement Fair of Zone 1 Node 1 to our college. Placement officer, Prof Y D Shastri took the responsibility of heading the event along with the Principal. Various staff & students committees were formed for the event.

2.

Gujarat University issued a guideline for giving students a choice to opt for online or offline classes. It was decided to send an online MS team form asking for the choice of the students. Dr Manisha Bhavsar took the responsibility of preparing a new time table for parallel online and offline classes. Covid 19 protocol to be adhered by the students opting for offline classes and also to be followed by staff members. It was decided to take proper care of all Covid 19 guidelines issued by the government.

3.

College received a letter from the Government of Gujarat for Academic and Administrative audit at the college. Prof P M Parnar took the responsibility for the audit.

4.

As it was the first time that online exams were to be conducted for the students, it was decided to conduct a mock test to make students acquainted with online mode of evaluation. It was decided to conduct MCQ based online exams through Forms in MS Team platform.