



Managed by – Himatnagar Kelavani Mandal, Himatnagar.
THE H.N.S.B. LTD. SCIENCE COLLEGE,
HIMATNAGAR, DIST. : SABARKANTHA – 383001.



Principal: Dr. P. S.Patel
(M) 94288 52751
Tel.: (02772) 228925

Website: www.hnsbscihmt.org
e-mail: scihmt@yahoo.co.in
Zone Code No. : 93

NAAC Accredited 'B' Grade

Ref. No./2025 -2026

Date:01/ 07 /2025

IQAC Meeting-1: Agenda (Academic Year 2025–2026)

Date: 3/7/2025

Time: 2.30 PM to Onwards

Venue: Principal Office

Chairperson: Principal

Director: IQAC Coordinator

All IQAC members are hereby informed that the first IQAC meeting for the academic year 2025–2026 is scheduled as follows. You are requested to attend the meeting **on time** without fail. Your presence and active participation are crucial for effective planning and implementation of academic quality initiatives.

AGENDA ITEMS

- 1. To discuss about the confirmation of previous meeting minutes and action taken report**
 - Review of key decisions made in the last IQAC meeting
 - Confirmation of previous meeting minutes
 - Assessment of action taken and pending items
- 2. To discuss about the design of Institutional Academic Planner 2025–2026**
 - Integration of CIE, examination, FDP, and institutional activity schedules
 - Collection of departmental inputs and alignment with University calendar
 - Finalization, documentation, and circulation of the academic planner



Managed by – Himatnagar Kelavani Mandal, Himatnagar.
THE H.N.S.B. LTD. SCIENCE COLLEGE,
HIMATNAGAR, DIST. : SABARKANTHA – 383001.



Principal: Dr. P. S.Patel
(M) 94288 52751
Tel.: (02772) 228925

Website: www.hnsbscihmt.org
e-mail: scihmt@yahoo.co.in
Zone Code No. : 93

NAAC Accredited 'B' Grade

Ref. No./2025 -2026

Date:01/ 07 /2025

3. **To discuss about the Standard Operating Procedures (SOPs) for Departments, Committees, and Faculty/Staff for 2025–2026**
 - Presentation of draft SOPs from departments and functional units
 - Process for approval, digital access, and storage
 - Schedule for orientation/training on SOP implementation
4. **To discuss about the preparation and finalization of AQAR 2024–2025**
 - Criterion-wise status update as per new NAAC Binary system
 - Verification of supporting documents and data validation
 - Assignment of responsibilities and timeline for final upload on NAAC portal
5. **To discuss about the preparation for NAAC Third Cycle Accreditation**
 - 2nd Cycle accreditation validity ending on 30/03/2026
 - Discussion on submission of IIQA and SSR in binary format
 - Formation of criterion-wise teams and coordinators
 - Understanding revised metrics, DVV clarification, and SSR draft review timeline
 - Planning internal academic/administrative audits and mock peer team visits
6. **To discuss about participation in NIRF 2026 and GSIRF 2026 rankings, AISHE.**
 - Identification of ranking criteria and responsible members
 - Compilation and analysis of institutional data
 - Strategies for score improvement and benchmarking
7. **To discuss about planning for ISO Certification activities**
 - Review of previous ISO audit outcomes
 - Internal audit schedule and compliance roadmap
 - Departmental SOP alignment with ISO quality benchmarks



Managed by – Himatnagar Kelavani Mandal, Himatnagar.
THE H.N.S.B. LTD. SCIENCE COLLEGE,
HIMATNAGAR, DIST. : SABARKANTHA – 383001.



Principal: Dr. P. S.Patel
(M) 94288 52751
Tel.: (02772) 228925

Website: www.hnsbscihmt.org
e-mail: scihmt@yahoo.co.in
Zone Code No. : 93

NAAC Accredited 'B' Grade

Ref. No./2025 -2026

Date:01/ 07 /2025

8. To discuss about the proposal and implementation of Best Practices for the year 2025–2026 (very good)

- Presentation of proposed best practices by departments
- Short listing of two institutional-level best practices
- Implementation strategy and documentation responsibility

9. To discuss about enhancing teaching-learning and quality practices

- Adoption of new ICT tools, use of LMS platforms, innovative pedagogy
- Calendar for FDPs, workshops, and academic enrichment programs
- Measures to improve academic performance and outcomes

10. To discuss about student, alumni, and stakeholder engagement

- Strengthening of alumni involvement and mentoring initiatives
- Monitoring of internship and placement activities
- Improving feedback systems from students and external stakeholders

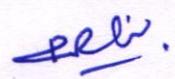
11. To discuss about initiation of Green Audit, Environment Audit, Energy Audit and Gender Audit for 2025–2026

- Selection of external agency/consultants
- Timeline and responsibilities for audit execution
- Documentation and usage of audit outcomes in NAAC and Best Practices

12. Any other matter with the permission of the Chair

- Open floor for additional suggestions or urgent discussions from members (IDP preparation & submission)


IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat


Principal
The H.N.S.B.Ltd Science College
Himatnagar-383 001.



The HNSB Ltd. Science College, Himatnagar

Action Taken Report (ATR)

IQAC Meeting-1: Academic Year 2025–2026

Date: 03/07/2025

Time: 2:30 PM onwards

Venue: Principal's Office

Chairperson: Principal

Director (IQAC): IQAC Coordinator

Agenda-wise Action Taken Report

Agenda 1: Confirmation of Previous Meeting Minutes and Action Taken Report

- The minutes of the previous IQAC meeting were presented by **Dr. Z.M. Gadhawala** and unanimously approved by the members.
- Actions taken on previous resolutions were reviewed, and pending items were noted for follow-up.

Agenda 2: Design of Institutional Academic Planner 2025–2026

- It was decided that the **Academic Planner** will be finalized after SOPs are shared with Department HODs and Club Conveners.
- IQAC instructed departments to align their activities with University calendars and SOPs, and to submit departmental schedules promptly.
- Planner documentation and circulation will be completed by the end of July 2025.

Agenda 3: SOPs for Departments, Committees, and Faculty/Staff

- SOPs were finalized and distributed to respective departments and functional units.
- Instructions were given for immediate implementation and maintenance of documentation as per NAAC standards.



- Orientation sessions on SOPs for faculty and administrative staff will be conducted in July 2025.

Agenda 4: Preparation and Finalization of AQAR 2024–2025

- Work on **AQAR 2024–25** has commenced.
- Departments have been assigned criterion-wise responsibilities under the Binary system.
- Submission deadline to NAAC portal is fixed for **before 31st December 2025**.
- Verification of supporting evidence and DVV formats is ongoing.

Agenda 5: NAAC Third Cycle Accreditation Preparation

- NAAC 2nd cycle accreditation is valid until **30/03/2026**.
- The meeting resolved that:
 - **IIQA will be submitted in April–May 2026.**
 - **SSR will be prepared and finalized by August 2026.**
- Criterion-wise core teams have been constituted.
- DVV clarifications and SSR drafts will be reviewed internally and through mock peer team visits.

Agenda 6: Participation in NIRF 2026, GSIRF 2026, and AISHE

- Preparation for **GSIRF submission scheduled for October–November 2025**.
- **NIRF data submission will be carried out in January 2026.**
- IQAC formed a data committee to oversee ranking criteria, benchmarking, and score optimization strategies.

Agenda 7: ISO Certification Activities

- The college resolved to apply for **ISO 21001** certification after management approval.
- Internal audit mechanisms and SOP alignment will be reviewed against ISO quality standards.
- Documentation and compliance calendar to be prepared by August 2025.



Agenda 8: Implementation of Best Practices (2025–2026)

- IQAC highlighted the importance and NAAC weightage of institutional best practices.
- SOPs for **Best Practices** were submitted to the Principal for review.
- Departments were asked to propose initiatives; two institutional-level practices will be selected for implementation and documentation.

Agenda 9: Enhancing Teaching-Learning and Quality Practices

- It was resolved that:
 - A **National-level seminar** will be organized by the **Chemistry Department**.
 - A **State-level seminar** will be organized by **Botany, Microbiology, and Physics Departments** through KCG grant support.
- Faculty will be encouraged to participate in **FDPs, STTPs, seminars, and conferences**.
- Integration of **ICT tools, LMS platforms, and innovative pedagogies** will be promoted.

Agenda 10: Student, Alumni, and Stakeholder Engagement

- Alumni engagement initiatives to be strengthened.
- An **Alumni Meet** will be held in the **first semester of 2025–26**.
- Departments instructed to enhance **internship activities** for UG and PG students.
- A **Placement Fair** will be organized by the Placement Cell to increase student employability.
- Feedback systems will be streamlined and **feedback-action loops** will be documented.

Agenda 11: Initiation of Green, Environment, Energy, and Gender Audits

- It was resolved to **compulsorily conduct**:
 - **Green Audit**
 - **Environment Audit**
 - **Energy Audit**
 - **Gender Audit**
- External government-certified agencies will be appointed.



- Timeline for audits to be prepared and outcomes will be used in NAAC documentation and Best Practices reporting.

Agenda 12: Any Other Matter with Permission of Chair

1. Institutional Development Plan (IDP) 2025–2030:

- Prepared by the IDP Coordinator and approved by management.
- To be submitted to the Education Department via UGC Form Link and uploaded on the institutional website.

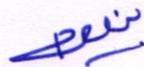
2. MOOCs Course Completion:

- All HODs instructed to **motivate and ensure student registration** for online **MOOCs courses** (e.g., SWAYAM, NPTEL).
- Completion certificates to be maintained and reported in AQAR.

Conclusion:

All IQAC members and departments were advised to adhere strictly to NAAC compliance, timelines, and documentation protocols. The next IQAC meeting will evaluate progress on AQAR, NAAC SSR, and institutional quality initiatives.


IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat


Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



Managed by – Himatnagar Kelavani Mandal, Himatnagar.
THE H.N.S.B. LTD. SCIENCE COLLEGE,
HIMATNAGAR, DIST. : SABARKANTHA – 383001.



Principal: Dr. P. S.Patel
(M) 94288 52751
Tel.: (02772) 228925

Website: www.hnsbscihmt.org
e-mail: scihmt@yahoo.co.in
Zone Code No. : 93

NAAC Accredited 'B' Grade

Ref. No./2025 -2026

Date:01/ 07 /2025

Internal Quality Assurance Cell (IQAC) Composition

Academic Year: 2025–2026

Introduction:

As per the guidelines of the **National Assessment and Accreditation Council (NAAC)**, every accredited institution is required to establish an **Internal Quality Assurance Cell (IQAC)** as a post-accreditation quality sustenance measure. The primary aim of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.

The composition of the IQAC is made in accordance with the NAAC recommendations, ensuring representation from all major stakeholders including the head of the institution, senior administrative officers, faculty members, industrialist/employer, alumni, local society, and student representative.

IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat

Principal
The H.N.S.B.Ltd Science College
Himatnagar-383 001.



Composition of IQAC (2025–2026)

Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
1	Dr. P. S. Patel	Principal	Chairperson	9428852751	
2	Mr. Jitubhai N. Patel	Secretary, Himatnagar Kelvani Mandal	Member (Management Representative)	9824100064	
3	Dr. Z. M. Gadhawala	PG In-charge	IQAC Coordinator	9426575775	
4	Dr. N. I. Patel	Associate Professor	ICT Member	9426537486	
5	Dr. J. S. Patel	Head, Dept. of Botany	Member	9825635055	
6	Dr. M. R. Chavda	Head, Dept. of Chemistry	Member	9998161140	
7	Dr. M. M. Prajapati	Associate Professor	Member	9099090077	
8	Dr. M. N. Parmar	Head, Dept. of Physics	Member	7990703884	
9	Mrs. Bhavani Parodiya	Head, Dept. of Microbiology	Member	9664829071	
10	Dr. S. P. Vyas	Associate Professor	Member	9429530353	
11	Dr. Shrenik Shah	Managing Director, Montage Laboratories Pvt. Ltd.	Member (Industrialist/Employer)	9824188815	
12	Dr. T. S. Bhrambhatt	Associate Professor	Member (Educationalist/Local Society)	9328791105	
13	Mr. Vikram Vanzara	Managing Director	Member (President, Alumni Association)	9904945080	
14	Dr. B. A. Patel	Librarian	Member	9428768901	
15	Mr. N. R. Sandhu	Senior Clerk	Member (Administrative Staff)	9825192200	
16	Mr. T. N. Patel	Store Keeper	Member (Administrative Staff)	9998502844	
17	Mr. K. S. Upadhyay	Gas Mechanic	Member (Technical Staff)	9925168501	
18	Mr. Yash Patel	Student	Member (Student Representative)	7984715459	

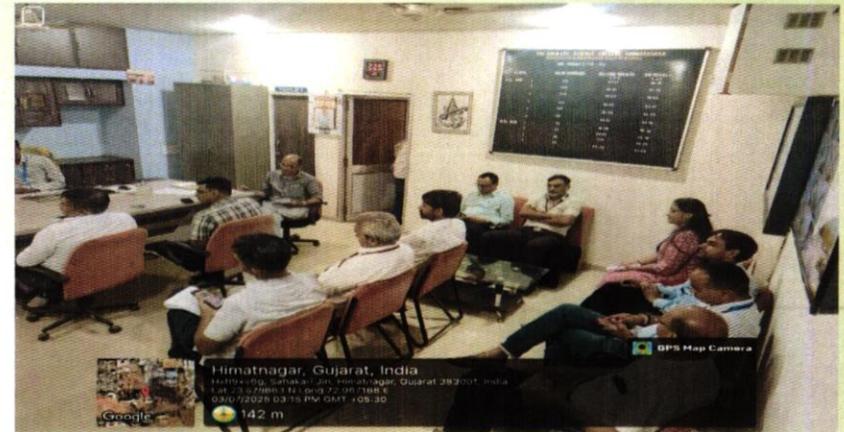
IQAC Coordinator
 The HNSB.Ltd. Science College
 Himatnagar (S.K.) Gujarat

Principal
 The H.N.S.B.Ltd Science College
 Himatnagar-383 001.

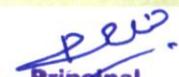


THE HNSB. LTD. SCIENCE COLLEGE, HIMATNAGAR

IQAC MEETING -1




IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat


Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



The HNSB. Ltd. Science College, Himatnagar

IQAC Meeting with Faculty -1

(Year 2025–2026)

Date: 4/7/2025

Time: 2.30 PM to Onwards

Venue: Seminar Room

Chairperson: Principal

Director: IQAC Coordinator

The first IQAC meeting with faculty is scheduled as follows: You are requested to attend the meeting punctually and without fail.

AGENDA ITEMS

- 1. To discuss about the confirmation of previous meeting minutes and action taken report**
 - Presentation of previous minutes
- 2. To discuss about the Standard Operating Procedures (SOPs) for Departments, Committees, and Faculty/Staff for 2025–2026**
 - Finalization of department-wise SOPs
 - Faculty roles in academic, administrative, and committee functions.
- 3. To discuss about formation of different committees**
 - *Nomination of Committee Members
 - *Roles and Responsibilities
 - * Scheduling of Committee Meetings and Reporting



4. **To discuss about the preparation and finalization of AQAR 2024–2025**
 - Department-wise responsibilities for each criterion
 - Documentation(**colorful**),evidence maintenance, and faculty contributions
 - Importance of active faculty participation in AQAR data validation
5. **To discuss about the preparation for NAAC Third Cycle Accreditation**
 - Validity of 2nd Cycle ends on 30/03/2026
 - IIQA and SSR submission in the NAAC Binary System
 - Formation of faculty teams for each criterion
 - Orientation on revised qualitative and quantitative metrics
 - Planning departmental internal audits and mock peer team visits
6. **To discuss about curriculum enhancement and value-added initiatives**
 - Proposal and implementation of skill-based/value-added/certificate courses
 - Mapping to NEP 2020 and industry relevance
 - Outcome tracking and assessment mechanisms
7. **To discuss about contribution in the Best Practices of the institution**
 - Department-level contributions to institutional Best Practices
 - Documentation formats and presentation of outcomes
 - Scaling up of innovative practices
8. **To discuss about implementation of innovative teaching-learning practices**
 - Use of ICT tools, YouTube channels, LMS platforms
 - Peer teaching, flipped classrooms, and blended learning models
 - Sharing and adoption of departmental best practices
9. **To discuss about the promotion of student participation in online learning platforms (SWAYAM, MOOCs, etc.)**



- Faculty mentorship for SWAYAM/NPTEL course participation
- Student tracking, certification records, and course relevance mapping
- Integration with internal assessment or credit system

10.To discuss about Continuous Internal Evaluation (CIE) planning

- Standardized internal assessment schedule and format
- Evaluation guidelines, moderation process, and remedial support
- Maintenance of CIE outcome records

11.To discuss about research and publication activities of faculty

- Encouragement and targets for UGC CARE/Scopus-indexed publications
- Minor/major project proposals, consultancy, and patent filing
- Institutional research funding and recognition policy

12.To discuss about the mentorship and counseling system

- Updating mentor-mentee records for 2025–2026
- Strengthening documentation and regular interactions
- Addressing academic, personal, and career-related issues

13.To discuss about student academic progress monitoring and syllabus tracking

- Monthly syllabus tracking formats by faculty
- Department-wise syllabus distribution and review
- Slow/advanced learner identification, support activities, and outcome tracking

14.To discuss about feedback mechanisms and academic improvement

- Collection of student, alumni, and employer feedback
- Analysis, report generation, and action plans for improvement
- Documentation for quality monitoring



15.To discuss about preparation of COs and POs at the end of the semester

- Department-level preparation of Course Outcomes (COs)
- Mapping and attainment tracking of Program Outcomes (POs)
- Maintenance of files for audit/NAAC

16.To discuss about organizing National/State-level academic events by departments

- Planning for seminars, FDPs, conferences, and workshops
- Interdepartmental and external collaboration
- Documentation of outcomes, participants, and feedback

17.To discuss about student and faculty exchange activities

- Collaboration with other institutions for academic exchange
- Procedure and reporting mechanism for outbound/inbound exchanges
- Outcome sharing through student presentations/reports

18.To discuss about Collaborations and MoUs for Industry-Academia Engagement

- Identification and signing of MoUs with industries/institutions
- Internship facilitation, industrial visits, and field-based learning
- Expert lectures from industry professionals and placement coordination
- Outcome tracking for NAAC Metrics 3.5, 5.1, and 7.2

19.Any other matter with the permission of the Chair

- Suggestions and feedback from faculty members
- Open floor for new quality enhancement ideas

Principal
The H.N.S.B.Ltd Science College
Himatnagar-383 001.

IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat



The HNSB Ltd. Science College, Himatnagar

Internal Quality Assurance Cell (IQAC)

Action Taken Report (ATR)

IQAC Meeting with Faculty – 1

Academic Year: 2025–2026

Date of Meeting: 04/07/2025

Time: 2.30 PM to Onwards

Venue: Seminar Room

Chairperson: Dr. Pankaj S. Patel (Principal)

Director (IQAC): Dr. Z.M. Gadhawala

Agenda-wise Action Taken Report

Agenda 1: To discuss about the confirmation of previous meeting minutes and action taken report

Action Taken:

The minutes and action taken report of the previous IQAC meeting were presented and read by Dr. Z.M. Gadhawala. The house unanimously confirmed the report and accepted the documentation as per standard practice.



Agenda 2: To discuss about the Standard Operating Procedures (SOPs) for Departments, Committees, and Faculty/Staff for 2025–2026

Action Taken:

SOPs for departments, faculty, and committees were prepared and discussed by Dr. Z.M. Gadhawala. These were distributed to all HODs and Conveners. Detailed guidelines for conducting departmental and committee-level activities with proper documentation as per NAAC norms were shared.

Agenda 3: To discuss about formation of different committees

Action Taken:

IQAC Coordinator formed all academic and administrative committees under the guidance of the Principal. Instructions were given that all committees must function according to their respective SOPs and maintain records of meetings and activities for quality assurance.

Agenda 4: To discuss about the preparation and finalization of AQAR 2024–2025

Action Taken:

Preparation of the AQAR for 2024–2025 has commenced. IQAC instructed all departments and committees to submit criterion-wise data with necessary documentation, duly signed by the Principal, to ensure timely submission before 31st December 2025.

Agenda 5: To discuss about the preparation for NAAC Third Cycle Accreditation

Action Taken:

IQAC informed that the validity of the 2nd Cycle ends on 30/03/2026. Teams were formed for each NAAC criterion. Faculty members were oriented on revised



qualitative and quantitative metrics. Planning for IIQA and SSR submission on the NAAC portal was initiated. Internal audits and mock peer team visits were proposed to strengthen preparedness. More over it was decided that awareness seminar will be conduct by the IQAC according to “New NAAC Binary System” and Dr. Chotaliya will be invite as a resource person for this seminar.

Agenda 6: To discuss about curriculum enhancement and value-added initiatives

Action Taken:

Departments were asked to propose value-added and certificate courses aligned with NEP 2020 and industry needs. Focus was placed on implementation of skill-based courses and tracking learning outcomes through defined assessment mechanisms.

Agenda 7: To discuss about contribution in the Best Practices of the institution

Action Taken:

The IQAC Coordinator discussed the importance and NAAC weight age of institutional Best Practices for 2025–2026. Departments were asked to document and report their best practices in standardized formats. Innovative practices with the potential for institutional scaling were encouraged.

Agenda 8: To discuss about implementation of innovative teaching-learning practices

Action Taken:

Faculty were guided to adopt ICT-based tools such as LMS platforms, YouTube teaching channels, and digital content delivery. Blended learning, flipped classrooms, and peer teaching models, Game based learning, Internships, Problem



solving, Field trips, Industrial visit and training were discussed and recommended for implementation and sharing among departments.

Agenda 9: To discuss about the promotion of student participation in online learning platforms (SWAYAM, MOOCs, etc.)

Action Taken:

Departmental responsibilities were assigned to HODs along with student representative Mr. Yash Patel. He submitted a list of certificate courses (2 and 4 credits) for Chemistry, Microbiology, Botany, and Physics. HODs were asked to implement these courses for UG and PG students in 2025–2026.

Agenda 10: To discuss about Continuous Internal Evaluation (CIE) planning

Action Taken:

Dr. M.N. Parmar was instructed to prepare the CIE calendar as per the University's Academic Planner 2025–2026. Uniform internal assessment guidelines, moderation protocols, and remedial support measures were planned for effective implementation and display on institutional website and notice boards.

Agenda 11: To discuss about research and publication activities of faculty

Action Taken:

Faculty were encouraged to publish in UGC CARE-listed and Scopus-indexed journals. Departments were advised to apply for research funding through minor/major project proposals. IQAC promoted consultancy work, patent filing, and institutional recognition of research output for 2025-2026.



Agenda 12: To discuss about the mentorship and counseling system

Action Taken:

Faculty were asked to update mentor-mentee records for the academic year. IQAC emphasized regular interactions and counseling sessions to address academic, career-related, and personal issues. Proper documentation of all mentorship activities was mandated. Motivate all students for mentorship with follow Know Your Mentor using college website.

Agenda 13: To discuss about student academic progress monitoring and syllabus tracking

Action Taken:

Monthly syllabus tracking formats were introduced for all faculty. Departments were instructed to monitor progress through these formats. Identification of slow and advanced learners and implementation of suitable support mechanisms were discussed and approved.

Agenda 14: To discuss about feedback mechanisms and academic improvement

Action Taken:

Dr. N.I. Patel was assigned to manage the feedback process. Collection of feedback from students, alumni, and employers was planned under IQAC supervision. The analysis of feedback and preparation of improvement action plans was emphasized for quality enhancement.

Agenda 15: To discuss about preparation of COs and POs at the end of the semester

Action Taken:

Departments were directed to prepare Course Outcomes (COs) and map Program



Outcomes (POs) as per NAAC guidelines. Attainment tracking formats were shared. Maintenance of records for internal audit and NAAC submission was emphasized.

Agenda 16: To discuss about organizing National/State-level academic events by departments

Action Taken:

It was decided to organize an International Conference in collaboration with Shri S.S. Mehta Arts, Shri M.M. Patel Commerce College, and J.U. Kadiwala Law College. A National Conference proposal was submitted by the Chemistry Department, and a State-level Conference proposal was submitted by Botany and Physics Departments to KCG, Ahmedabad, under the guidance of IQAC.

Agenda 17: To discuss about student and faculty exchange activities

Action Taken:

IQAC encouraged collaboration with external institutions for student and faculty exchange. Departments were instructed to define reporting formats and schedules. Participating students and faculty will be required to present activity reports to their departments.

Agenda 18: To discuss about Collaborations and MoUs for Industry-Academia Engagement

Action Taken:

Departments were directed to identify industries and academic institutions for signing MoUs. Plans were initiated for facilitating internships, industry visits, expert lectures, and placement activities.



Agenda 19: Any other matter with the permission of the Chair

Action Taken:

Faculty members were invited to offer suggestions and new ideas. Proposals such as inter-disciplinary learning, institutional ranking improvement, and quality enhancement were noted. The IQAC assured consideration of viable suggestions in future meetings.

Prepared by:

Dr. Z.M. Gadhawala

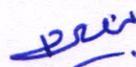
IQAC Coordinator


IQAC Coordinator
The HNSB.Ltd. Science Collage
Himatnagar (S.K.) Gujarat

Approved by:

Dr. Pankaj S. Patel

Principal & Chairperson, IQAC


Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



Composition of IQAC (2025-2026)

Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
1	Dr. P. S. Patel	Principal	Chairperson	6351247117	<i>[Signature]</i>
2	Dr. Z. M. Gadhawala	PG In-charge	IQAC Coordinator	9426575775	<i>[Signature]</i>
3	Dr. N. I. Patel	Associate Professor	ICT Member	9426537486	<i>[Signature]</i>
4	Dr. J. S. Patel	Head, Dept. of Botany	Member	9825635055	<i>[Signature]</i>
5	Dr. M. R. Chavda	Head, Dept. of Chemistry	Member	9998161140	<i>[Signature]</i>
6	Dr. M. M. Prajapati	Associate Professor	Member	9099090077	<i>[Signature]</i>
7	Dr. M. N. Parmar	Head, Dept. of Physics	Member	7990703884	<i>[Signature]</i>
8	<i>Mrs. Bhavani Pevndya</i>	Head, Dept. of Microbiology	Member	966482507	<i>[Signature]</i>
9	Dr. S. P. Vyas	Associate Professor	Member	9429530353	<i>[Signature]</i>
10	Dr. B. A. Patel	Librarian	Member	9428768901	<i>[Signature]</i>
11	Mr. N. R. Sandhu	Senior Clerk	Member (Administrative Staff)	9825192200	<i>[Signature]</i>
12	Mr. T. N. Patel	Store Keeper	Member (Administrative Staff)	9998502844	<i>[Signature]</i>
13	Mr. K. S. Upadhyay	Gas Mechanic	Member (Technical Staff)	9925168501	<i>[Signature]</i>
14	Mr. Jitubhai N. Patel	Secretary, Himatnagar Kelvani Mandal	Member (Management Representative)	9824100064	—
15	Dr. Shrenik Shah	Managing Director, Montage Laboratories Pvt. Ltd.	Member (Industrialist/Employer)	9824188815	—
16	Dr. T. S. Bhrambhatt	Associate Professor	Member (Educationalist/Local Society)	9328791105	<i>[Signature]</i>
17	Mr. Vikram Vanzara	Managing Director	Member (President, Alumni Association)	9904945080	—
18	Mr. Yash Patel	Student	Member (Student Representative)	7984715459	—

[Signature]

Principal
The H.N.S.B. Ltd. Science College
Himatnagar-383 001.

[Signature]
IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat

Year-2024-25
Grantable Teaching Staff



Chemistry Department				Sign
1	Dr.Mukeshkumar Amrutlal Patel	Asso.Prof.	7990711959 9428504777	
2	Dr.Sureshchandra Girdharbhai Patel	Asso.Prof.	9426013806 9687380750	
3	Dr.Harendrakumar Kantilal Patel	Asso.Prof.	9426338480 9824051005	
4	Dr.Kiritkumar Punjabhai Damor	Asso.Prof.	9427971012	
5	Dr.Kalpeshgiri Velgiri Goswami	Assit.Prof.	9924015112	
6	Mr. Amish Pramodbhai Khamar	Asso.Prof.	7016945791	
Botany Department				
7	Dr.Mahesh Punjabhai Tintisara	Asso.Prof.	9426595509 8160930446	
Physics Department				
8	Mr. Anil Ragavjbhai Sardava	Asso.Prof.	9427574565	
P.T.I. Department				
9	Shri Rameshbhai Nanjibhai Gadasa	P.T.I. Asso.Prof.	9426282822	
Grantable Non Teaching Staff				
10	Shri Nitinchandra Ravidas Sadhu	Sr.Clerk	9825192200	—
11	Shri Sureshchandra Bahecharbhai Prajapati	Lab.Assi. (Physics)	8780887721	—
SF Microbiology Department				
12	Ms. Rakhi Khatik	Assit.Prof.	7984195744	
13	Kajalben Jagatsinh Chauhan	Assit.Prof.	9265339502	—
14	Mehga Jignaben Ganpatlal	Assit.Prof. (Botany)	9016411339	—
15	Minhazbanu Shahnava Akuli	Lab.Assit. (Micro)	8200748313	—
16	Shri Mayursinh Ranjitsinh Rahevar	Jr.Clerk Ad.Hok	7202928573 8780206147	—
17	Shri Rajendrakumar Shamalbhai Patel	Head Clerk Ad.Hok	9979373734	—

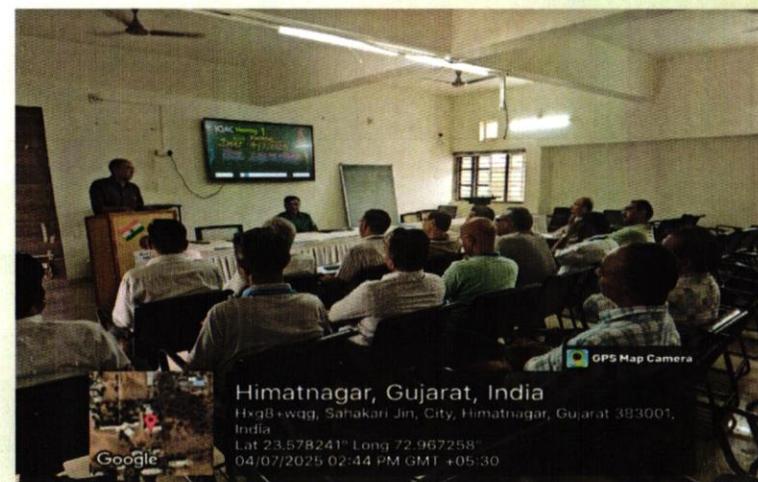
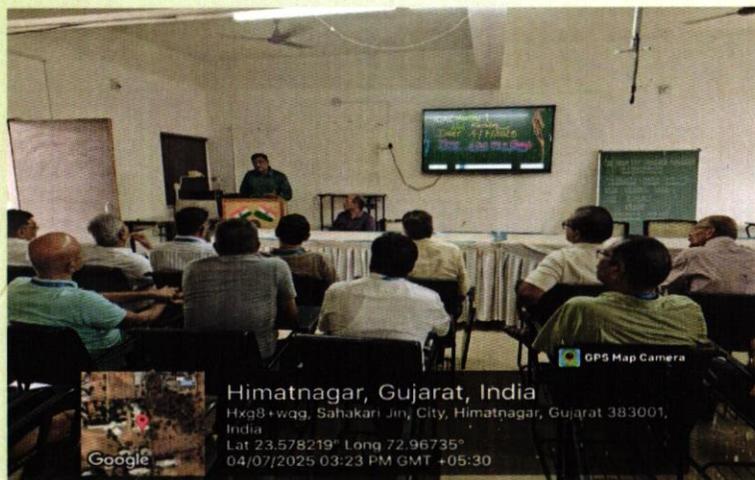
Principal
The H.N.S.B.Ltd. Science College
Himatnagar-383 001.

IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat



THE HNSB. LTD.SCIENCE COLLEGE,HIMATNAGAR

IQAC MEETING -1 WITH FACULTY




IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat


Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



The HNSB Ltd. Science College, Himatnagar

IQAC Meeting with Administrative Staff – 1

Academic Year: 2025–2026

Date: 7/7/2025

Time: 2.30 PM to Onwards

Venue: Principal Office

Chairperson: Principal

Director: IQAC Coordinator

The first IQAC meeting with Administrative staff is scheduled as follows: You are requested to attend the meeting punctually and without fail.

AGENDA ITEMS AND DISCUSSION POINTS

1. To discuss about the confirmation of previous meeting minutes and action taken report

- Presentation of minutes of the last meeting
 - Review of follow-up actions assigned to administrative staff
 - Identification of pending issues and planning corrective action
-

2. To discuss about the Standard Operating Procedures (SOPs) for Admin Staff for 2025–2026

- Presentation of department-wise SOPs aligned with NAAC requirements



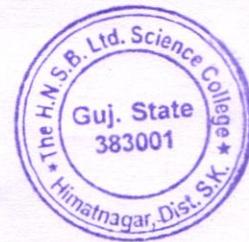
- Defining roles and responsibilities of clerks, assistants, accountants, librarians, etc.
 - SOP training and execution for better documentation and process transparency
-

3. To discuss about the preparation and finalization of AQAR 2024–2025

- Submission of administrative data for AQAR 2024–25
 - Coordination with faculty for timely collection of verified data
 - Ensuring NAAC portal-compatible formats, supporting evidence, and validation files
-

4. To discuss about the preparation for NAAC Third Cycle Accreditation

- Accreditation validity ending on 30/03/2026 – need to initiate IIQA & SSR
 - Binary Matrix compliance and data accuracy responsibilities
 - Finalization of internal documentation workflows and DVV readiness
 - Role of admin staff in audit and mock peer team support
-



5. To discuss about role-based data responsibilities under NAAC Binary Metrics

Area of Responsibility	Assigned Responsibility (Admin Staff)
Student Enrollment Data	Maintain year-wise and category-wise admitted student data (SC/ST/OBC/Minority/EWS/Open)
Scholarship Records	Track beneficiary details, amounts disbursed, and schemes used
Results and Higher Education Data	TC tracking, progression data, documentation for outgoing students
Physical Infrastructure	Up-to-date lab/classroom facilities data, cleanliness, maintenance
ICT/Internet Maintenance	Maintain logs for bandwidth, bills, outages, AMC records
Computer Repair Logs	Maintain registers/invoices of repair and AMC
Library Stock and Digital Access	Records of books purchased, existing inventory, e-books, e-journals, N-LIST, Daily visit register, Book issue barcode software Soul 3.0.
Stock & Purchase	Maintain purchase files, repair logs, consumption/utilization files



6. To discuss about the digital documentation and filing system

- Structured file naming conventions and folder structure
 - Use of shared Google Drive or college ERP for digital documentation
 - All supporting documents (screenshots, invoices, records) to be scanned and stored
-

7. To discuss about training and awareness for NAAC documentation

- Planning sessions for clerical staff on digital documentation, data accuracy
- Guidelines on confidentiality, audit readiness, and document formatting

8. To discuss about the Implementation of E-Governance.

- **E-Governance in Administration:**
 - Staff data management via ERP/HRMS, attendance via biometric
 - Digital circulars and notices
 - Required documents: screenshots, circular formats
- **E-Governance in Finance & Accounts:**
 - Tally/ERP-based financial entries
 - Online fee collection records
 - Audited statement uploads in PDF
- **E-Governance in Student Admission and Support:**
 - Online admission portal screenshots

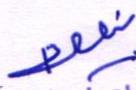


- Automated merit list generation, admission reports
- Online grievance/redressal/helpdesk systems
- **E-Governance in Examinations:**
 - Exam schedule circulation, hall ticket printing, result entry portal
 - Result processing software screenshots
 - Digital evaluation logs, moderation reports
- **Discussion Points:**
 - Assign admin staff for collecting screenshots and digital proof
 - File structure for maintaining e-governance evidence

9. Any other matter with the permission of the Chair

- Suggestions from administrative staff for smoother data handling
- Identification of training needs or system improvements
- Planning a follow-up meeting before SSR submission


IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat


Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



The HNSB Ltd. Science College, Himatnagar

Internal Quality Assurance Cell (IQAC)

Action Taken Report (ATR)

IQAC Meeting with Administrative Staff – 1

Academic Year: 2025–2026

Date: 07/07/2025

Time: 2:30 PM Onwards

Venue: Principal's Office

Chairperson: Dr. Pankaj S. Patel (Principal)

Director (IQAC): Dr. Z.M. Gadhawala

Agenda-wise Action Taken Report

Agenda 1: Confirmation of previous meeting minutes and action taken report

Action Taken:

The minutes of the previous meeting were presented by the IQAC Coordinator. Follow-up on previously assigned responsibilities to administrative staff was reviewed. Pending issues were identified, and necessary corrective actions were planned to ensure timely execution in the current cycle.



Agenda 2: Standard Operating Procedures (SOPs) for Admin Staff for 2025–2026

Action Taken:

Department-wise SOPs aligned with NAAC requirements were shared with all administrative staff. Roles and responsibilities of clerks, assistants, librarians, accountants, and technical staff were clearly defined. A briefing session was conducted to explain execution procedures and ensure transparency in documentation.

Agenda 3: Preparation and finalization of AQAR 2024–2025

Action Taken:

Administrative staff were instructed to submit AQAR-related data (admissions, scholarships, infrastructure, library, etc.) in NAAC-compatible formats. They were asked to coordinate with faculty to ensure verified data submission with supporting evidence. A timeline was shared to align the process with the expected submission before 31st December 2025.

Agenda 4: Preparation for NAAC Third Cycle Accreditation

Action Taken:

IQAC discussed that the current accreditation validity ends on 30/03/2026. Admin staff were briefed about their roles in IIQA and SSR documentation. Tasks related to internal workflows, Binary Matrix compliance, and DVV (Data Validation and Verification) preparedness were delegated. Staff were asked to support audit teams and mock peer visits by ensuring all records are up to date and accessible.

Agenda 5: Role-based data responsibilities under NAAC Binary Metrics

Action Taken:

Specific administrative responsibilities were assigned as follows:



- **Enrollment Data:** Staff was instructed to maintain category-wise student data with year-wise breakup.
- **Scholarship Records:** Staff assigned to update scholarship disbursement logs, including scheme-wise tracking. Responsibility given to the Mr.N.R.Sandhu
- **Results and Higher Education Data:** TC and progression data were streamlined for outgoing students. Responsibility given to the Mr.Mayursinh Rehvar and Mr. Tarakbhai Patel
- **Infrastructure and ICT:** Maintenance logs, AMC files, and bandwidth records were updated.
- **Library:** Daily visit register, barcoding via Soul 3.0, and e-resource records were verified. Responsibility given to the Dr.B.A.Patel
- **Purchase and Stock:** Staff updated all stock, repair, and consumption files. Responsibilities were documented clearly for internal audit and NAAC records.

Agenda 6: Digital documentation and filing system

Action Taken:

A structured digital documentation system was initiated. Standardized file naming conventions and folder hierarchies were explained. Staff were trained on scanning and saving all supporting documents (invoices, screenshots, approval files) in designated shared drives (Google Drive/ERP system) to maintain centralized access.

Agenda 7: Training and awareness for NAAC documentation

Action Taken:



Planning began for capacity-building workshops for clerical and administrative staff. Sessions will focus on digital documentation, formatting standards, audit preparedness, and confidentiality. Basic digital skills and awareness of NAAC requirements were emphasized as priority areas for up skilling. This training sessions will be arrange by the IQAC.

Agenda 8: Implementation of E-Governance

Action Taken:

E-Governance implementation was reviewed under the following domains:

- **Administration:** Staff was instructed to manage personal files via HRMS, ensure biometric attendance records, and circulate official communications digitally. Responsibility given to the Mr.Mayursinh Rehvar & Mr. Tarak Patel.
- **Finance & Accounts:** Staff began compiling records in Tally and preparing audit reports in digital PDF format for NAAC submission. Responsibility given to the Mr. Rajubhai Patel
- **Student Admission & Support:** Online admission and merit list generation processes were documented via screenshots. Helpdesk functions and Grievance Redressal mechanisms were strengthened. Responsibility given to the Mr.Mayursinh Rehvar and Mr. Tarakbhai Patel
- **Examinations:** Admin staff updated logs related to exam schedules, hall ticket generation, and result processing systems. Digital logs, moderation reports, and evaluation formats were collected for NAAC documentation.
- Administrative staffs were assigned the task of collecting screenshots and digital proofs for each e-governance function. Responsibility given to the Mr.Mayursinh Rehvar and Mr. Tarakbhai Patel



Agenda 9: Any other matter with the permission of the Chair

Action Taken:

Administrative staff gave suggestions for improving document flow and reducing delays in inter-departmental communication. Requests for refresher training in Tally, Excel, Google Workspace, and online form handling were noted. It was decided that a follow-up IQAC meeting with admin staff would be conducted post-AQAR compilation and prior to SSR finalization to ensure readiness.

Prepared by:

Dr. Z.M. Gadhawala

IQAC Coordinator

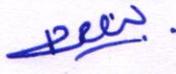


IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat

Approved by:

Dr. Pankaj S. Patel

Principal & Chairperson, IQAC



Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



Composition of IQAC (2025-2026)

Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
1	Dr. P. S. Patel	Principal	Chairperson	6351247117	
2	Dr. Z. M. Gadhawala	PG In-charge	IQAC Coordinator	9426575775	
3	Dr. N. I. Patel	Associate Professor	ICT Member	9426537486	
4	Dr. J. S. Patel	Head, Dept. of Botany	Member	9825635055	—
5	Dr. M. R. Chavda	Head, Dept. of Chemistry	Member	9998161140	—
6	Dr. M. M. Prajapati	Associate Professor	Member	9099090077	—
7	Dr. M. N. Parmar	Head, Dept. of Physics	Member	7990703884	
8	Ms. Bhavani Panchya	Head, Dept. of Microbiology	Member	966482507	
9	Dr. S. P. Vyas	Associate Professor	Member	9429530353	
10	Dr. B. A. Patel	Librarian	Member	9428768901	
11	Mr. N. R. Sandhu	Senior Clerk	Member (Administrative Staff)	9825192200	
12	Mr. T. N. Patel	Store Keeper	Member (Administrative Staff)	9998502844	
13	Mr. K. S. Upadhyay	Gas Mechanic	Member (Technical Staff)	9925168501	
14	Mr. Jitubhai N. Patel	Secretary, Himatnagar Kelvani Mandal	Member (Management Representative)	9824100064	—
15	Dr. Shrenik Shah	Managing Director, Montage Laboratories Pvt. Ltd.	Member (Industrialist/Employer)	9824188815	—
16	Dr. T. S. Bhrambhatt	Associate Professor	Member (Educationalist/Local Society)	9328791105	—
17	Mr. Vikram Vanzara	Managing Director	Member (President, Alumni Association)	9904945080	—
18	Mr. Yash Patel	Student	Member (Student Representative)	7984715459	—

IQAC Coordinator
 The HNSB.Ltd. Science College
 Himatnagar (S.K.) Gujarat

Principal
 The H.S.N.B. Ltd. Science College
 Himatnagar-383001, S.K.

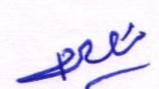


The HNSB. Ltd. Science College, Himatnagar

Administrative Staff List

Grantable Non Teaching Staff				Sign
1	Shri Nitinchandra Ravidas Sadhu	Sr.Clerk	9825192200	—
2	Shri Sureshchandra Bahecharbhai Prajapati	Lab.Assi. (Physics)	8780887721	SB Prasad
SF Microbiology Department				
3	Minhazbanu Shahnavaz Akuli	Lab.Assit. (Micro)	8200748313	Minhaz
4	Shri Mayursinh Ranjitsinh Rahevar	Jr.Clerk Ad.Hok	7202928573 8780206147	Mayur
5	Shri Rajendrakumar Shamalbhai Patel	Head Clerk Ad.Hok	9979373734	Rajendra
6	Dr. R. N. Gadaisa	PTI	9426282822	R. N. Gadaisa

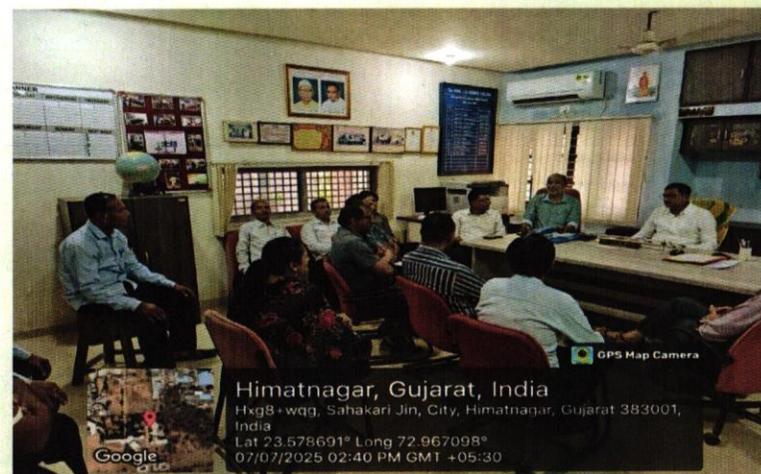

IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat


Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.



THE HNSB. LTD.SCIENCE COLLEGE,HIMATNAGAR

IQAC MEETING -1 WITH ADMINISTRATIVE STAFF



IQAC Coordinator
The HNSB.Ltd. Science College
Himatnagar (S.K.) Gujarat

Principal
The H.S.N.B. Ltd. Science College
Himatnagar-383001, S.K.