



The HNSB. Ltd. Science College, Himatnagar

(Managed by Himatnagar Kelavani Mandal)

IQAC Meeting-2

CIRCULAR

Date: 8/11/2025

To: All IQAC Members / Committee Conveners / HoDs

Subject: IQAC Meeting-2: Agenda for Academic Year 2025-2026

The Internal Quality Assurance Cell (IQAC) of **The HNSB. Ltd. Science College, Himatnagar** will hold **IQAC Meeting-2** as per the following schedule:

Date: 15 November 2025

Time: 10:00 AM onwards

Venue: Principal's Office

Chairperson: Principal

Director / IQAC Coordinator: Dr.Z.M.Gadhawala

All concerned members are requested to remain present for the meeting. The agenda items to be discussed are listed below.

AGENDA

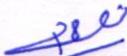
1. **Confirmation of minutes** of the previous IQAC meeting.
2. **Submission of AQAR 2024-2025** to the Knowledge Consortium of Gujarat (KCG).


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3. **Preparation and participation in NAAC Cycle-3** (as the Cycle-2 validity ends on 31/03/2026).
4. College participation and improvement strategies for **GSIRF and NIRF rankings**.
5. **Feedback Collection, Analysis and Action Taken Report (ATR) 2025-26**
 - From Students, Faculty, Employers, Alumni
 - Related to Curriculum
 - Feedback for Faculty and Administrative Staff
6. **Internal Academic and Financial Audit** of the College for 2025-26.
7. Conducting the following audits for 2025-26:
 - **Gender Audit**
 - **IT Audit**
 - **Library Audit**
 - **Female Safety Audit**
8. Planning of **International Conference** in collaboration with:
 - Shri S.S. Mehta Arts & M.M. Mehta Arts & Commerce College, Himatnagar
 - Law College, Himatnagar
9. Proposal to **Organize National/State Level Conference/Seminar** by the Departments of Botany, Physics & Microbiology before March 2026.
10. Implementation plan for **Finishing School Project** of KCG for final-year UG students.
11. Discussion regarding:
 - Publication of **College Magazine – Issue 1**
 - Release of **College/Management Song**
 - Publication of **IQAC Newsletter**


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12. Discussion on strengthening **MOUs and Collaborations** with institutions/industry.

13. Planning to organize a **NAAC Awareness Seminar** for faculty and students.

14. Discussion on planning of Conference hall, Gymnasium, Digital board

15. Discussion of points present by the Chair.

All members are requested to attend the meeting punctually and contribute to the discussions.

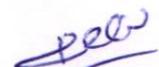
Coordinator, IQAC : Dr.Z.M.Gadhawala

The HNSB. Ltd. Science College, Himatnagar


Co-Ordinator
IQAC
The HNSB. Ltd. Science College
Himatnagar-383001

Principal: Dr.P.S.Patel

The HNSB. Ltd. Science College, Himatnagar


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The HNSB. Ltd. Science College
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IQAC Meeting: Date:15/11/2025, Time : 10.00AM to onwards

Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
1	Dr. P. S. Patel	Principal	Chairperson	6351247117	<i>PPS</i>
2	Dr. Z. M. Gadhawala	PG In-charge	IQAC Coordinator	9426575775	<i>ZMG</i>
3	Dr. N. I. Patel	Associate Professor	ICT Member	9426537486	<i>NI</i>
4	Dr. J. S. Patel	Head, Dept. of Botany	Member	9825635055	<i>JS</i>
5	Dr. M. R. Chavda	Head, Dept. of Chemistry	Member	9998161140	<i>MR</i>
6	Dr. M. M. Prajapati	Associate Professor	Member	9099090077	<i>MP</i>
7	Dr. M. N. Parmar	Head, Dept. of Physics	Member	7990703884	<i>MP</i>
8	Mrs. Hani Shah	Head, Dept. of Microbiology	Member	9409087558	<i>Hani</i>
9	Dr. S. P. Vyas	Associate Professor	Member	9429530353	<i>SP</i>
10	Dr. B. A. Patel	Librarian	Member	9428768901	<i>BA</i>
11	Mr. N. R. Sandhu	Senior Clerk	Member (Administrative Staff)	9825192200	<i>NR</i>
12	Mr. T. N. Patel	Store Keeper	Member (Administrative Staff)	9998502844	<i>TN</i>
13	Mr. K. S. Upadhyay	Gas Mechanic	Member (Technical Staff)	9925168501	<i>KS</i>
14	Mr. Jitubhai N. Patel	Secretary, Himatnagar Kelvani Mandal	Member (Management Representative)	9824100064	<i>JN</i>
15	Dr. Shrenik Shah	Managing Director, Montage Laboratories	Member (Industrialist/Employer)	9824188815	<i>AS</i>

[Signature]
Co-Ordinator
IQAC

The HNSB, Ltd. Science College
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[Signature]
Principal

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Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
		Pvt. Ltd.	—	—	—
16	Dr. T. S. Bhrambhatt	Associate Professor	Member (Educationalist/Local Society)	9328791105	
17	Mr. Vikram Vanzara	Managing Director	Member (President, Alumni Association)	9904945080	AB
18	Mr. Yash Patel	Student	Member (Student Representative)	7984715459	

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**THE HNSB. LTD. SCIENCE COLLEGE,
HIMATNAGAR**

(Managed by Himatnagar Kelavani Mandal)

Internal Quality Assurance Cell (IQAC)

MINUTES OF IQAC MEETING-2

ACADEMIC YEAR: 2025-2026

Date: 15 November 2025

Chairperson

Dr. P. S. Patel

Director / IQAC Coordinator

Dr. Z. M. Gadhawala

**THE HNSB. LTD. SCIENCE COLLEGE,
HIMATNAGAR**

(Managed by Himatnagar Kelavani Mandal)

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting-2

Academic Year: 2025-2026

Date: 15 November 2025

Time: 10:00 AM onwards

Venue: Principal's Office

Chairperson: Dr. P. S. Patel, Principal

Director / IQAC Coordinator: Dr. Z. M. Gadhawala

MINUTES OF THE MEETING

1. Confirmation of Minutes of Previous Meeting (held on 03/07/2025)

The IQAC Coordinator, **Dr. Z. M. Gadhawala**, with the permission of the Chairperson, presented the minutes of the previous meeting. The house confirmed the minutes unanimously.

2. Status of AQAR 2024-2025

The Coordinator informed that AQAR preparation work is ongoing under the joint responsibility of **Dr. Z. M. Gadhawala and Dr. N. I. Patel**. The report is in the final compilation stage and will be submitted shortly to **KCG, Ahmedabad**.

3. NAAC Cycle-3 Preparation

The house noted that NAAC Cycle-2 validity ends on 31/03/2026.

The IQAC decided to begin preliminary Cycle-3 processes while awaiting the revised


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NAAC methodology. Preparatory work (data audit, documentation, SSR framework) will be strengthened.

4. Participation in NIRF and GSIRF

IQAC resolved that the College will apply for **NIRF and GSIRF** once the platforms open. Data preparation responsibilities were assigned to respective committees and HoDs.

5. Feedback Collection, Analysis & ATR (2025–26)

IQAC decided to conduct comprehensive feedback processes:

- **Curricular Feedback**
- **Student Satisfaction Survey (SSS)**
- **Feedback on Faculty & Administrative Staff**
- **Employer & Alumni Feedback**

Responsibility for preparation of **Google Forms** and execution of the process was assigned to **Dr. N. I. Patel**, under guidance of IQAC.

The collection period: **December to February**; followed by analysis and preparation of ATR by IQAC.

6. Internal Academic & Financial Audit (2025–26)

IQAC decided to conduct:

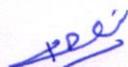
- **Internal Academic Audit** for all departments
- **Internal Financial Audit** in collaboration with HoDs and **CA Office Representatives**

Audit work will be carried out at the end of financial year 2025–26.

7. Conducting Mandatory Audits (2025–26)

Responsibilities were assigned as follows:

- **Gender Audit:** IQAC & Women Development Cell (WDC)


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- **IT Audit:** Digital Infrastructure & Support Club (DISC/ICT)
- **Library Audit:** Dr. B. A. Patel
- **Female Safety Audit:** Mrs. Hani Sisodiya

Audits will be completed and submitted within the stipulated timeframe.

8. International Conference Planning

IQAC discussed the upcoming **International Conference on “Education, Innovation, and Society: Towards a Holistic Future”** in collaboration with:

- Shri S. S. Mehta Arts & Commerce College, Himatnagar
- J. U. Kadiwala Law College, Himatnagar

Scheduled date: **17 January 2026**

Dr. T. S. Bhrambhatt provided comprehensive guidelines, planning insights, and structural suggestions for the successful execution of the conference.

Responsibilities for coordination were distributed to concerned committees.

9. National/State-Level Conferences (Sanctioned by KCG)

The house acknowledged that on **14/11/2025**, KCG sanctioned **₹3.0 lakh each** for the following conferences:

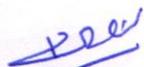
1. **National Conference (Chemistry)** – To be held in **February 2026**
 - Responsibility: **Dr. S. P. Vyas**
2. **State-Level Physics Conference** – To be held in **early January 2026**
 - Responsibility: **Dr. M. N. Parmar**
3. **State-Level Botany Conference** – To be held in **late December 2025**
 - Responsibility: **Dr. J. S. Patel**

All conferences will be organized in collaboration with IQAC.

10. Finishing School Project (KCG)

The Coordinator informed that KCG sanctioned **₹2,55,000/-** for **Batch-1**.

Application for **Batch-2** has been submitted.


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The programme will commence on **27 November 2025** under the supervision of **Dr. K. P. Damor**.

11. Publications: College E-Magazine, Song & IQAC Newsletter

IQAC assigned:

- **College E-Magazine (Issue-1):** Dr. N. I. Patel
- **College/Management Song Composition:** Dr. N. I. Patel
- **IQAC Newsletter (Issue-2):** Dr. Z. M. Gadhawala

12. Strengthening MOUs & Collaborations

IQAC reported successful signing of **two International MOUs** with:

1. **Isazi USA Inc., Edison, New Jersey**
2. **Department of Cardiothoracic Surgery, Prince of Wales Hospital, Sydney**

Several other collaborations are in process.

13. NAAC Awareness Seminar

IQAC Coordinator proposed organizing a **full-day NAAC Awareness Seminar** with NAAC experts, in collaboration with sister institutions. The proposal was approved unanimously.

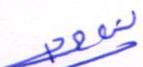
14. Infrastructure Enhancement Proposals

Requirements communicated to Himatnagar Kelavani Mandal include:

- Conference Hall
- Gymnasium
- PG Laboratory Renovation
- Smart Digital Boards for Room No. 5

The Management will review feasibility.

15. Points Discussed by the Chairperson


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The Chairperson, **Dr. P. S. Patel**, appreciated the proactive functioning of IQAC and suggested strengthening alumni engagement, including **Alumni Association Registration**, and emphasized coordinated efforts for NAAC Cycle-3.

Action Taken Report (ATR) – IQAC Meeting–2

Agenda Item	Action Taken / Status
1. Confirmation of Minutes	Previous minutes confirmed and recorded.
2. AQAR 2024–25	Compilation nearing completion by Dr. Z. M. Gadhawala & Dr. N. I. Patel; ready for submission to KCG.
3. NAAC Cycle–3 Preparation	Document organization initiated; departments instructed to update NAAC folders; awaiting new NAAC framework.
4. NIRF & GSIRF Participation	Data templates distributed; committees started data compilation.
5. Feedback Processes	Google Forms designed; collection scheduled Dec–Feb; ATR formats prepared.
6. Academic & Financial Audit	Audit schedule drafted; HoDs informed to maintain records for verification.
7. Various Audits (Gender, IT, Library, Female Safety)	Audit committees notified; data collection guidelines circulated.
8. International Conference	Theme finalized; responsibilities allocated; guidance document shared by Dr. T. S. Bhrambhatt. Venue and budget planning initiated.
9. National/State-Level Conferences	KCG approval letters received; organizing committees activated; timelines confirmed.
10. Finishing School Project	Batch-1 sanctioned; timetable prepared; commencing 27/11/2025 under Dr. K. P. Damor.
11. Publications	Draft content collection underway for Magazine & Newsletter; song composition initiated.
12. MOUs & Collaborations	Two international MOUs signed; additional proposals in progress.
13. NAAC Awareness Seminar	Speaker shortlisting and inter-college collaboration initiated.
14. Infrastructure Requirements	Proposal submitted to Himatnagar Kelavani Mandal; awaiting approval.
15. Chairperson’s Suggestions	Alumni Association registration process initiated; IQAC committees directed to strengthen documentation and

Agenda Item	Action Taken / Status
	collaborative work.

Prepared By:

Dr. Z. M. Gadhawala

IQAC Coordinator

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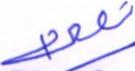

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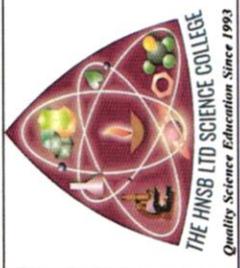
Approved By:

Dr. P. S. Patel

Principal

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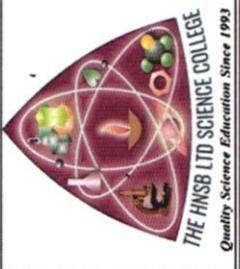

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IQA C MEETING - 2

DT:15/11/2025



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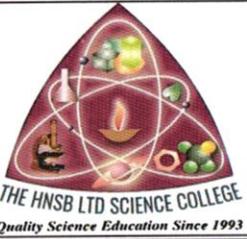
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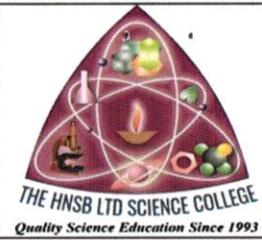
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I Q A C MEETING - 2

DT:15/11/2025



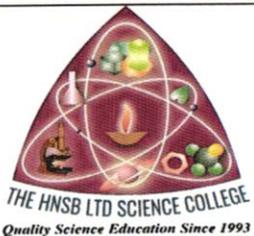
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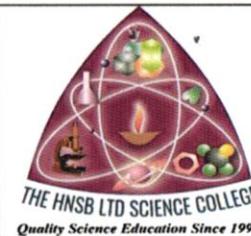
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I Q A C MEETING - 2

DT:15/11/2025



Himatnagar, Gujarat, India

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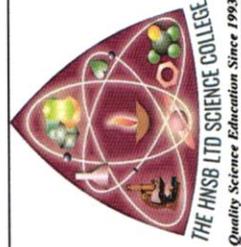
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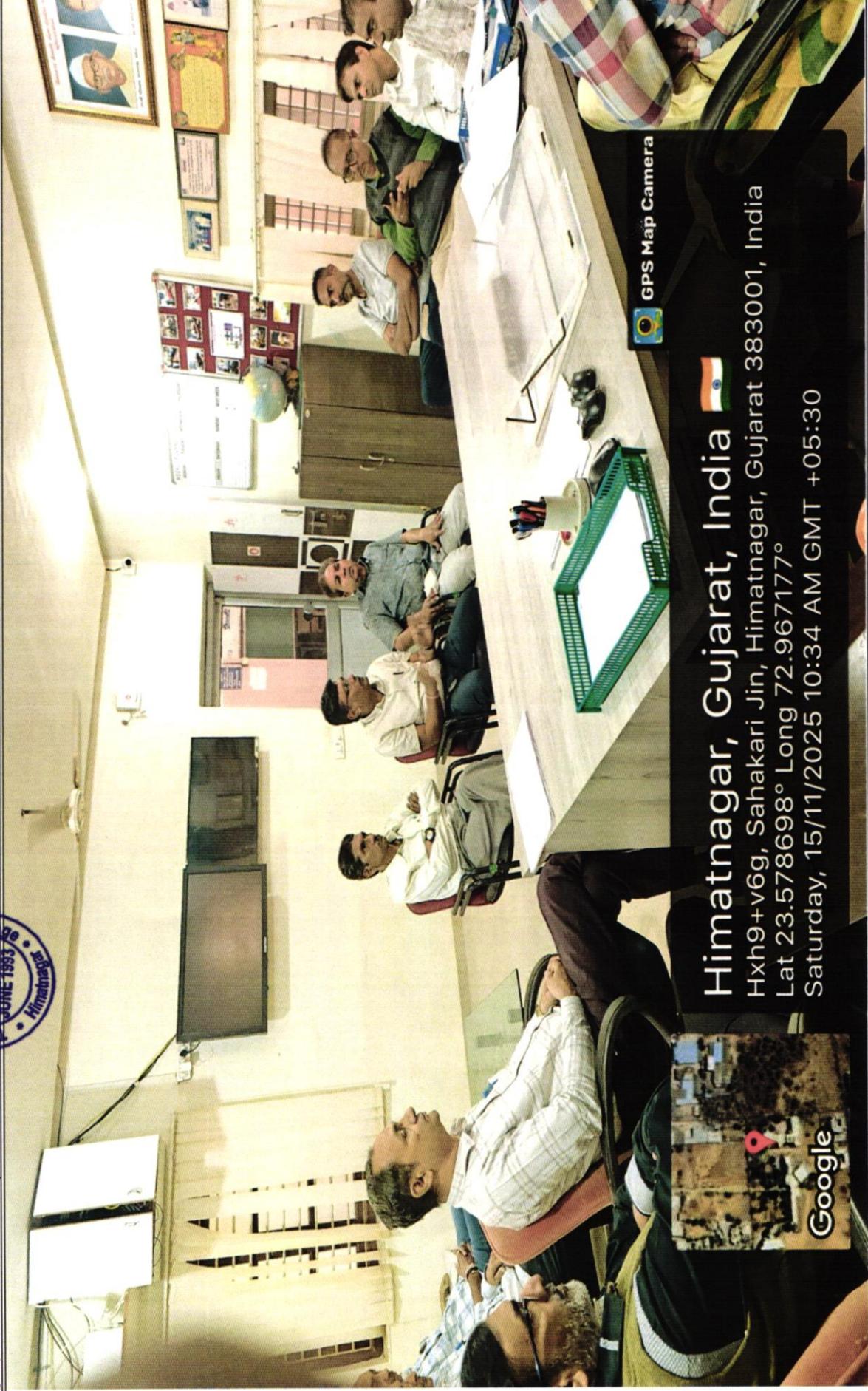
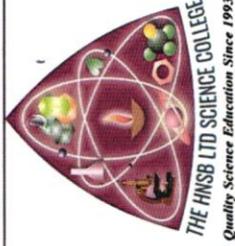
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I Q A C MEETING - 2

DT:15/11/2025



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Saturday, 15/11/2025 10:34 AM GMT +05:30



Google

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P. S. G.



The HNSB.Ltd. Science College, Himatnagar

IQAC MEETING WITH FACULTY – 2

All faculty members are hereby informed that the **IQAC Meeting with Faculty-2** is scheduled as per the details given below:

Date: 15/11/2025

Time: 11.15 to 12.15 PM onwards

Venue: Seminar Room

Chairperson: Principal

Director: IQAC Coordinator – **Dr. Z. M. Gadhawala**

AGENDA

1. **Confirmation of the minutes** of the previous meeting and review of the **Action Taken Report (ATR).**
2. **Preparation for NAAC Third Cycle Accreditation** – discussion on required documentation, criteria-wise data, and timelines.
3. **Curriculum Enhancement & Value-Added Initiatives:**
 - Certificate Courses
 - Field Projects
 - Internships
 - Problem-Solving Activities
 - Group Discussions
 - Quiz/Competitions
 - Project Work
 - Skill-based and experiential learning activities


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4. Implementation of Innovative Teaching–Learning Practices:

- Use of ICT tools
- Development of YouTube channels
- Smart classroom usage
- Digital content creation

5. Planning for Continuous Internal Evaluation (CIE) for UG & PG Even Semesters.

6. Preparation of CO & PO Attainments at the end of the semester as per OBE framework.

7. Discussion about Gender audit, IT audit, Library audit and Female students safety feedback.

8. Discussion about slow and advanced learners policies & activities

9. Discussion on organizing an International-level Academic Conference

- Collaboration with:
**Shri S. S. Mehta Arts & M. M. Patel Commerce College and
J. U. Kadiwala Law College, Himatnagar**
- Role of departments and IQAC support.

10. Any other matter with the permission of the Chair.

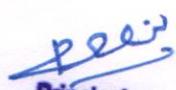
Coordinator, IQAC : Dr.Z.M.Gadhawala

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Principal: Dr.P.S.Patel

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**Principal
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IQAC Meeting with Faculty-2

Date : 15/11/2025 Time : 11.15 to 12.15 PM

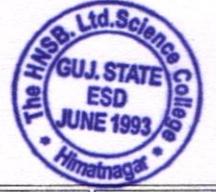
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1	Dr. P. S. Patel	Principal	Chairperson	6351247117	
2	Dr. Z. M. Gadhawala	PG In-charge	IQAC Coordinator	9426575775	
3	Dr. N. I. Patel	Associate Professor	ICT Member	9426537486	
4	Dr. J. S. Patel	Head, Dept. of Botany	Member	9825635055	
5	Dr. M. R. 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	Mrs. Hani Shah	Head, Dept. of Microbiology	Member	9409087558	AB
9	Dr. S. P. Vyas	Associate Professor	Member	9429530353	
10	Dr. B. A. Patel	Librarian	Member	9428768901	

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Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
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	AB
15	Dr. Shrenik Shah	Managing Director, Montage Laboratories Pvt. Ltd.	Member (Industrialist/Employer)	9824188815	AB
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17	Mr. Vikram Vanzara	Managing Director	Member (President, Alumni Association)	9904945080	AB
18	Mr. Yash Patel	Student	Member (Student Representative)	7984715459	
19	Dr.M.A.Patel				

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Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
20	Dr.S.G.Patel	Asso. Prof	—	9426013826	
21	Dr.H.K.Patel	Asso. Professor	—	9824051005	
22	Dr.K.P.Damor	Asso. Professor	—	9427971012	
23	Dr.K.V.Goswami	Asst. Professor	—	9924015112	
24	Mr.A.P.Khamar	Asso. Prof.	—	7016945791	
25	Mr. A.R.Saradva	Asso. Prof	—	9427574565	
26	Dr.M.P.Tintisara	Assoc. Prof	—	9426595509	
27	Mrs.Hani Shah	Assis. prof	—	—	AB
28	Mr.Rahul Khatik	Assist Prof	—	7984195777	
29	Mr. R.N.Gadsa	Assoc Prof	—	9426488822	
30	Dr.R.P.Patel	Asso. Prof	—	9426378778	
31					
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THE HNSB. LTD. SCIENCE COLLEGE, HIMATNAGAR



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All faculty members are hereby informed that the IQAC Meeting with Faculty-2 is scheduled as per the details given below:



Date: 15/11/2025



Time: 11.15 to 12.15 PM onwards



Venue: Seminar Room

AGENDA

Principal
The HNSB. Ltd. Science College
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The HNSB. Ltd. Science College, Himatnagar



Minutes of the IQAC Meeting With Faculty – 2

Date: 15/11/2025

Time: 11.15 AM to 12.15 PM

Venue: Seminar Room

Chairperson: Principal – Dr. P. S. Patel

Director / IQAC Coordinator: Dr. Z. M. Gadhawala

MINUTES OF THE MEETING

1. Confirmation of Previous Minutes & ATR

The minutes and Action Taken Report (ATR) of the previous meeting held on **04/07/2025** were read out by IQAC Coordinator **Dr. Z. M. Gadhawala**. After discussion, the house confirmed the minutes unanimously.

2. Preparation for NAAC Third Cycle

A review of NAAC Cycle-3 preparation was undertaken. Similar to the meeting held on **03/07/2025**, criterion-wise documentation, data compilation, required proofs, and timelines for submission were discussed in detail. All departments were instructed to maintain updated digital and physical records.

3. Curriculum Enhancement & Value-Added Initiatives

IQAC Coordinator provided detailed **information and guidelines** to all HODs regarding the effective planning and execution of:

- Certificate Courses


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- Field Projects
- Project Work
- Problem-Solving Activities
- Group Discussions
- Internships
- Skill-Based and Experiential Learning Activities
- Quiz/Competitions

These initiatives must be aligned with **NEP-2020** and **HNGU, Patan** guidelines. Departments were instructed to complete activity reports timely.

4. Innovative Teaching–Learning Practices

The IQAC Coordinator instructed all faculty members to:

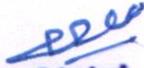
- Prepare **minimum 5 video lectures per faculty**
- Upload the videos on their **personal or college YouTube channels**
- Use smart boards, ICT tools, digital content creation, and interactive pedagogy
- Maintain documentation for all ICT-based teaching activities

The house agreed to strengthen ICT integration across departments.

5. Continuous Internal Evaluation (CIE)

Instructions were given to **Dr. M. N. Parmar**, who has **already prepared the CIE activity schedule** well in advance under IQAC guidance. The plan was reviewed and approved for implementation in the upcoming UG & PG Even Semesters.

6. CO & PO Attainments (OBE Framework)


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- All departments have **prepared and submitted CO Attainments** to IQAC.
- IQAC Coordinator briefed that **internal examination results** shall be used for CO attainment computation.
- **PO Attainments** will be computed by IQAC based on:
 - University examination results
 - Student progression to higher studies
 - Records of placed students

7. Gender Audit, IT Audit, Library Audit & Female Students Safety Feedback

Following the practice of the meeting dated **03/07/2025**, the committee reviewed the current status of these audits. Necessary guidelines were shared for the timely completion of reports and uploading evidence in the IQAC repository.

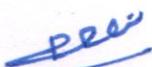
8. Slow & Advanced Learners Policy

The Coordinator explained the proper implementation of policies for identifying **slow learners** and **advanced learners**. HODs were instructed to conduct activities as per the approved schedule, including remedial coaching, practice tests, advanced assignments, and mentoring.

9. International-Level Academic Conference

As per similar discussions held in Agenda 8 of the 03/07/2025 meeting:

- The committee discussed organizing an **International Academic Conference** in collaboration with:
 - Shri S. S. Mehta Arts & M. M. Patel Commerce College
 - J. U. Kadiwala Law College, Himatnagar


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- Roles of departments, registration process, publication possibilities, and IQAC support were outlined.

10. Financial Assistance from Alumni Association

A detailed report was presented regarding financial support offered by the **Alumni Association Fund**:

- **50% Examination Fee Support for SWAYAM Courses**

- **M.Sc. Sem-4:** 02 students
- **M.Sc. Sem-1:** 08 students

These students are already registered for SWAYAM MOOCs. The faculty appreciated this initiative to promote self-learning and digital learning culture.

11. Discussion on Start-Up Projects & Industry-Supported Projects

IQAC Coordinator informed the members about new project sanctions:

A. Government Polytechnic, Himatnagar (Start-Up Grants)

- **Two start-up projects** from **M.Sc. Semester-3** have been sanctioned and amount 25000 Rs & 20000Rs.
- Projects are guided by **Dr. Z. M. Gadhawala** and **Dr. S. P. Vyas**.

B. Montage Laboratories Pvt. Ltd.

- **Five project proposals** submitted by PG student groups have been sanctioned.
- Total sanctioned support is **approximately ₹1,00,000** for all projects by Montage Laboratories Pvt.Ltd.
- These projects enhance research culture, industry–academia collaboration, and experiential learning.


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12. General Discussions by Principal Dr. P. S. Patel

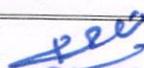
The Principal addressed the faculty on the following matters:

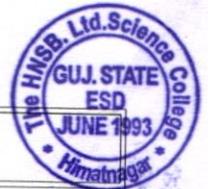
- Organizing **NSS Special Camp** at an appropriate time
- Timely commencement of **Theory & Practical sessions**
- Progress of **Alumni Association Registration**
- Arranging a **large-scale Placement Fair** through Placement Club & instructions given to the convener: **Dr. S. G. Patel.**
- Completion of all activities proposed by IQAC as per **SOPs** by Departments and Clubs
- Installation of **sensor-based lights** for energy conservation and campus modernization

The house agreed to follow all directives in a time-bound manner.

ACTION TAKEN REPORT (ATR)

Agenda Point	Action Taken
Confirmation of Previous Minutes	Previous minutes confirmed and documented.
NAAC Cycle-3 Preparation	Criterion-wise data updated; departments instructed to submit pending documents.
Curriculum Enhancement Initiatives	Guidelines circulated; departments initiated planning of certificate courses, internships & projects.
ICT & Innovative Teaching	Faculty began preparation of video lectures; ICT usage logs to be maintained.
CIE Planning	CIE schedule prepared and approved for UG & PG courses.
CO & PO Attainments	COs submitted; PO computation framework finalized by IQAC.


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Agenda Point	Action Taken
Audits (Gender, Library, IT)	Departments instructed to complete documentation with evidence.
Slow & Advanced Learners	Implementation schedule shared; activities initiated by departments.
International-Level Conference	Collaboration discussions initiated with partner institutions.
Alumni Financial Assistance	Pending reimbursement disbursed to 10 PG students enrolled in SWAYAM.
Start-Up & Industry Projects	Two start-up projects and five industry-funded projects approved; work commenced.
Principal's Directives	NSS camp planning started; placement fair preparations initiated; SOP-based tasks assigned to departments.

Meeting Concluded

The meeting ended with thanks to the Chair.

Coordinator, IQAC

Dr. Z. M. Gadhawala

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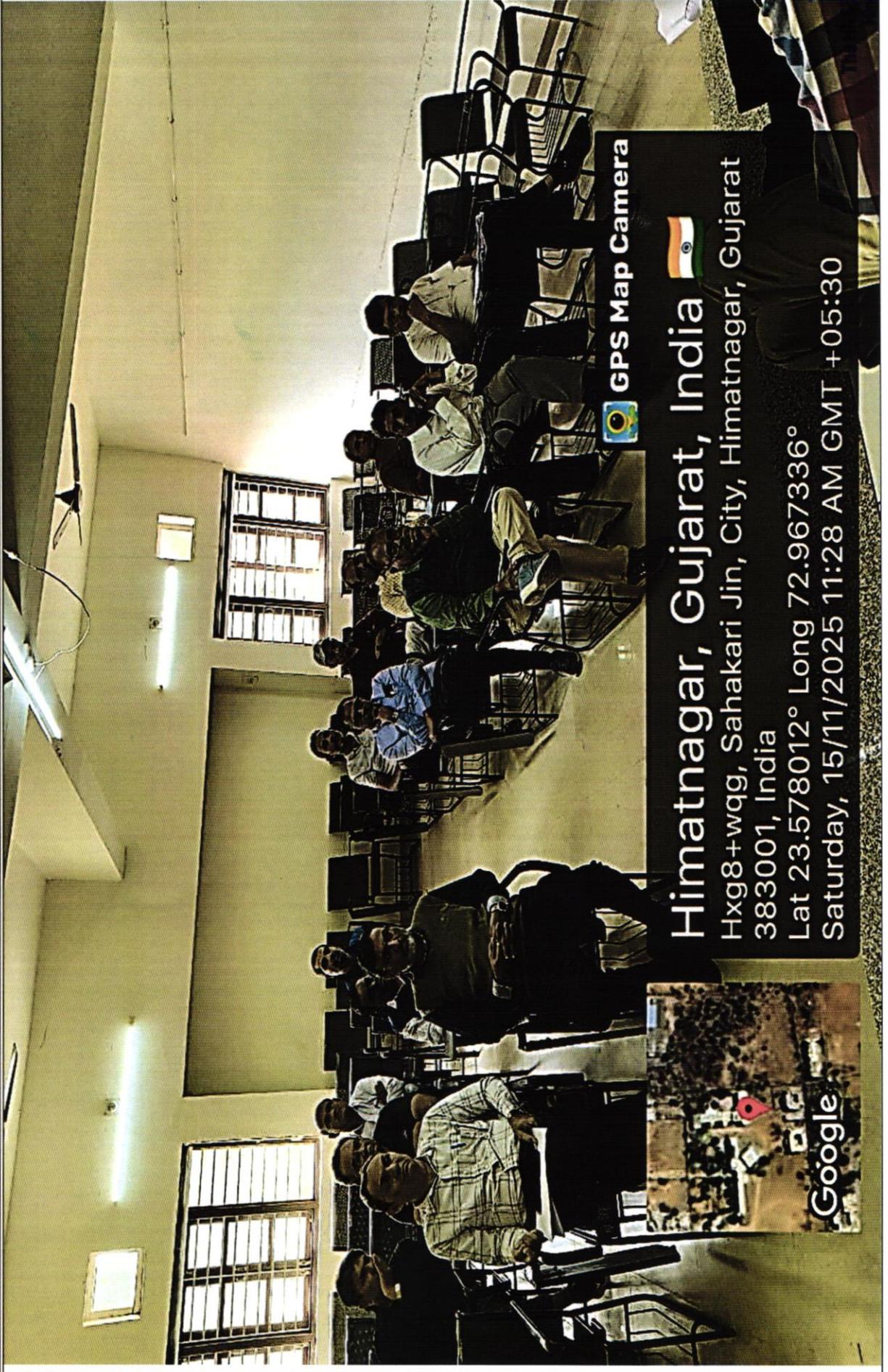
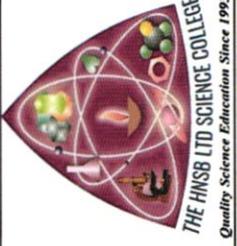
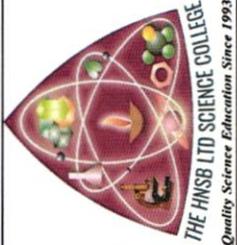

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IQAC
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**Principal
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I Q A C MEETING WITH FACULTY -2

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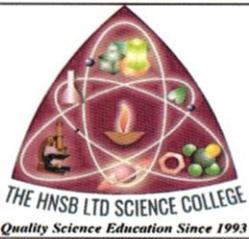
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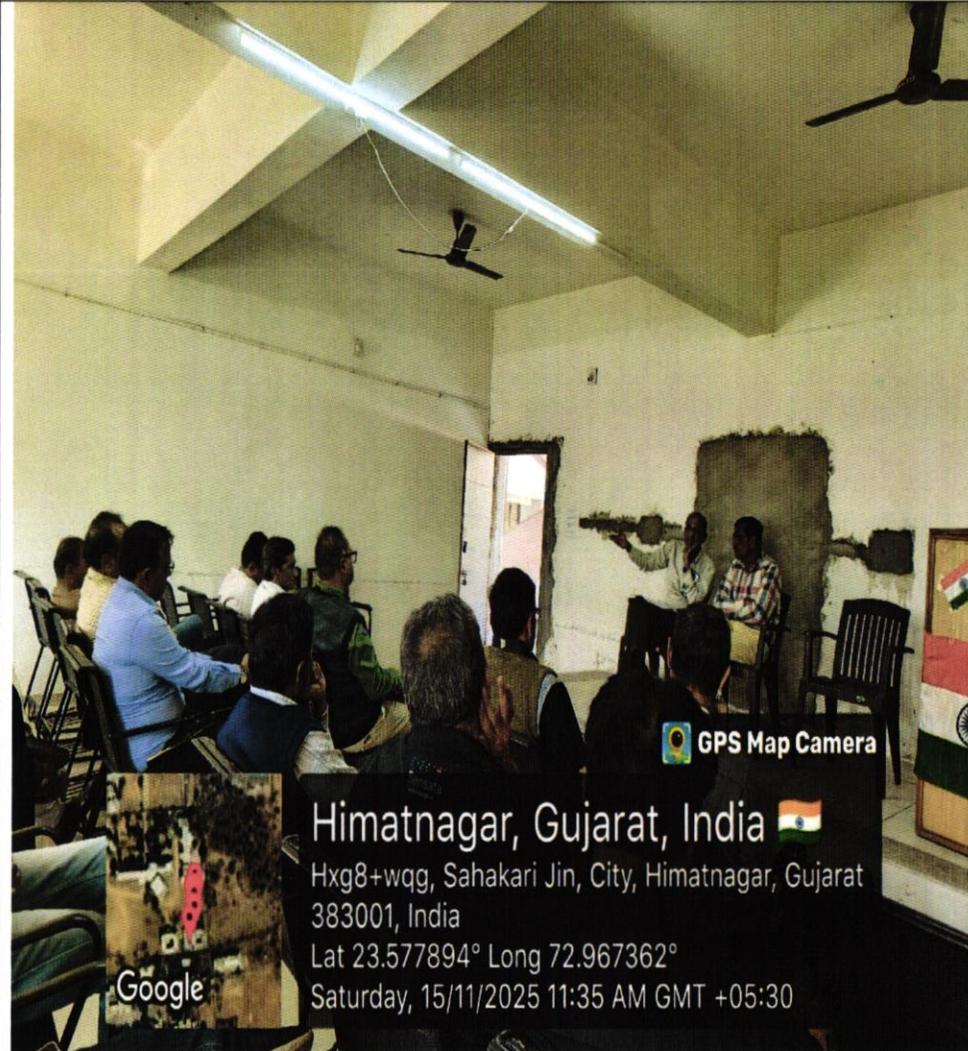
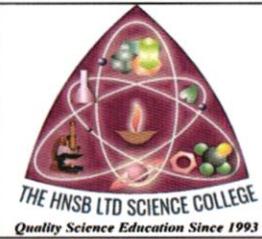




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I Q A C MEETING WITH FACULTY - 2

DT:15/11/2025



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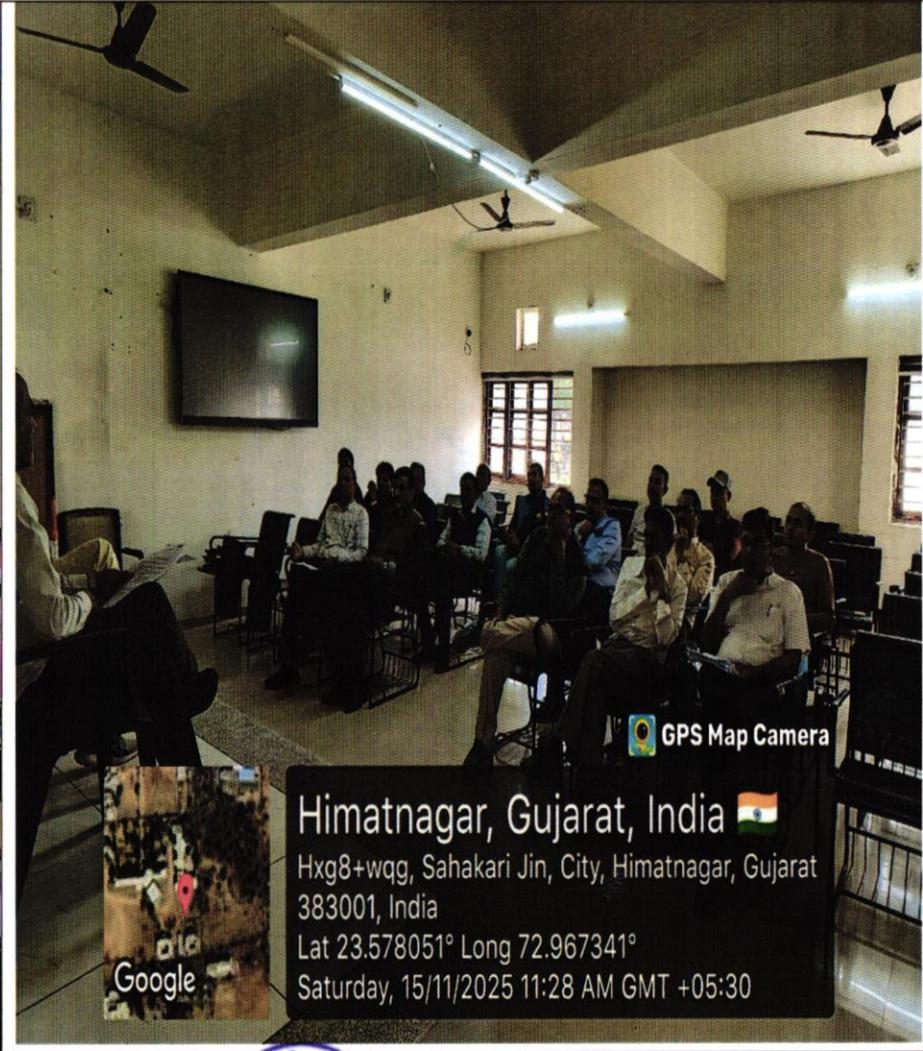
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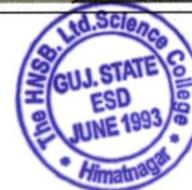
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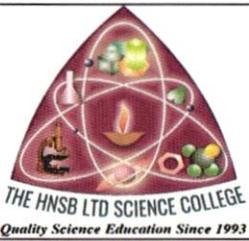
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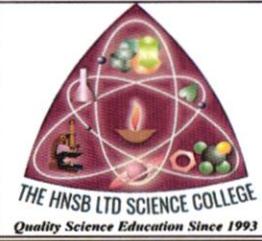
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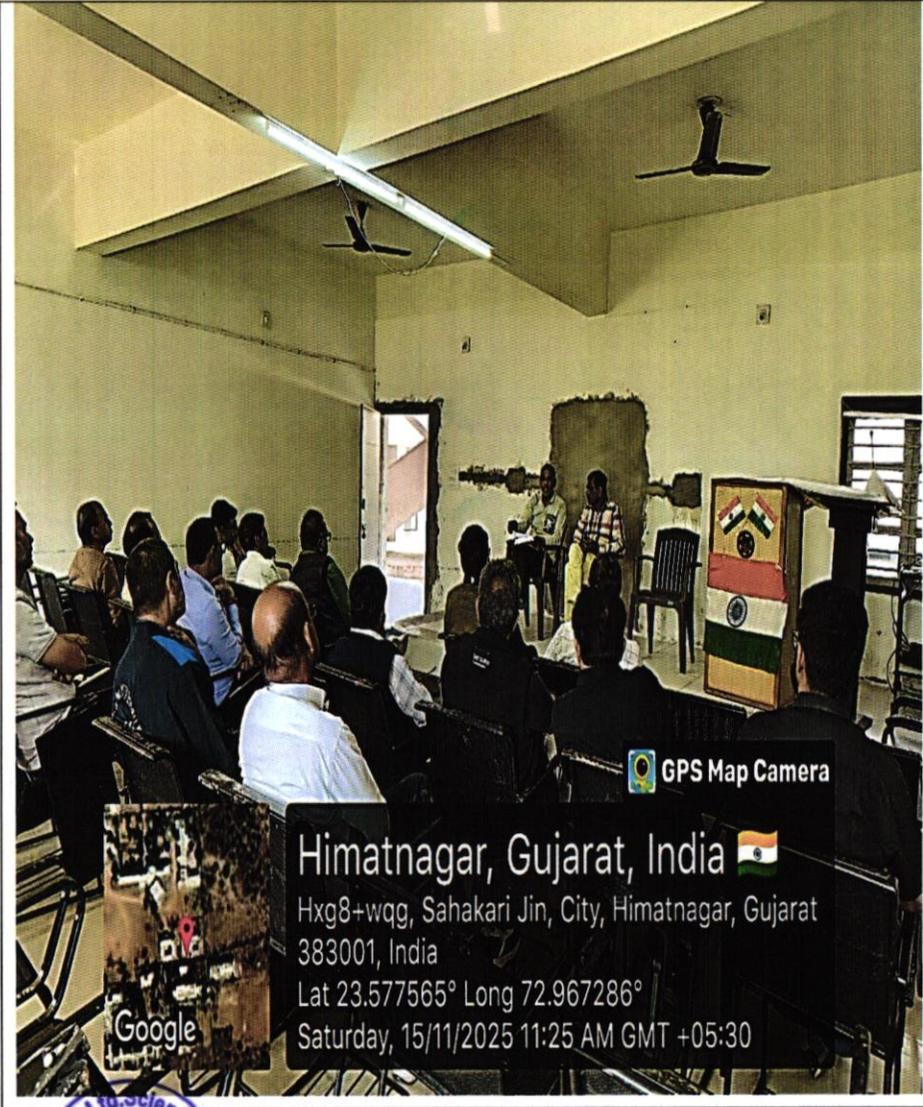


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NOTICE

The HNSB. Ltd. Science College, Himatnagar

IQAC Meeting with Administrative Staff – 2

Academic Year: 2025–2026

Date: 17/11/2025

Time: 1:30 PM Onwards

Venue: Library

Chairperson: Principal

Director / IQAC Coordinator: Dr. Z. M. Gadhawala

The 2nd IQAC meeting with the Administrative Staff is scheduled as per the details above.

You are requested to attend the meeting punctually and without fail.

AGENDA

1. Confirmation of previous meeting minutes and review of the Action Taken Report (ATR).
2. Discussion regarding the preparation and finalization of **AQAR 2024–2025**.
3. Planning and preparation for **NAAC Third Cycle Accreditation**.
4. Discussion on **Administrative Staff Training Programs** for quality enhancement.
5. Review and maintenance of administrative data as per NAAC requirements, including:
 - o Admissions


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- Student progression to higher education
 - Grants
 - Transfer Certificates (TC)
 - Results
 - Audit reports
 - Enrolled students
 - Sanctioned seats
 - ICT-based screenshots
 - Library registers
 - Maintenance & repairing bills
 - Infrastructure augmentation documents
6. Submission of all types of **Maintenance / Repairing / New Purchasing bills** to the IQAC office for the academic year 2025–26.
7. Any other matter with the permission of the Chair.

Coordinator, IQAC : Dr.Z.M.Gadhawala

The HNSB. Ltd. Science College, Himatnagar


Co-Ordinator
IQAC
The HNSB. Ltd. Science College
Himatnagar-383001

Principal: Dr.P.S.Patel

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ACTION TAKEN REPORT (ATR)

The HNSB. Ltd. Science College, Himatnagar

IQAC Meeting with Administrative Staff – 2

Academic Year: 2025–2026

Date of Meeting: 17/11/2025

Venue: Library

Chairperson: Principal

IQAC Coordinator: Dr. Z. M. Gadhawala

:ACTION TAKEN REPORT:

1. Confirmation of Previous Meeting Minutes (07/07/2025) & Review of ATR

Decision Taken:

Minutes of the previous meeting held on 07/07/2025 were reviewed and approved.

Action Taken:

- Previous ATR was presented and accepted.
- Pending and follow-up points were included in the agenda of the present meeting for further action.

2. AQAR 2024–2025 Submission to KCG

Decision Taken:

AQAR 2024–25 is to be submitted to KCG; hence all administrative staff must support the documentation work.


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Action Taken:

- Instructions were given to all administrative sections to provide accurate and timely data.
- Staff began organizing required registers, admission data, student progression, grant records, results, TC data, library details, maintenance bills, ICT screenshots, etc.
- Compilation of AQAR documentation is currently ongoing under the supervision of IQAC.

3. Preparation for NAAC Third Cycle Accreditation

Decision Taken:

NAAC Cycle 2 validity will end on **31/03/2026**; after that, the institution will begin the process for **NAAC Third Cycle** as per the revised NAAC guidelines.

Action Taken:

- Staff informed to maintain documentation for 2021–26 properly for Cycle 3.
- Updated NAAC templates shared with administrative staff.
- Initial planning for Third Cycle documentation initiated by IQAC.

4. Administrative Staff Training Programs

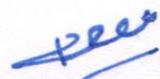
Decision Taken:

Administrative Training Programs will be organized in the next term by IQAC for quality enhancement.

Action Taken:

- Draft outline of training modules prepared.
- Proposed training areas include ICT documentation, NAAC evidence preparation, office automation, and data management.
- Final schedule will be circulated in the next term.

5. Instructions & Guidelines for Maintaining Administrative Data (as per Agenda Point No. 5)


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Decision Taken:

IQAC Coordinator provided detailed instructions to maintain all NAAC-related data properly.

Action Taken:

Guidelines were issued to maintain the following records in updated and verifiable format:

- Admissions
- Student progression to higher education
- Grants
- Transfer Certificates (TC)
- Results records
- Audit reports
- Enrolled students & sanctioned seats
- ICT-based screenshots
- Library accession & issue registers
- Maintenance & repairing bills
- Infrastructure augmentation documents

All sections were informed to maintain year-wise and department-wise documentary evidence as required by NAAC.

6. Submission of Maintenance / Repairing / New Purchase Bills

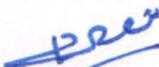
Decision Taken:

All types of bills must be submitted to the IQAC office for 2025–26.

Action Taken:

- Information was specifically communicated to **Shri Rajubhai Patel** for timely submission and compilation of bills.
- A dedicated file for 2025–26 bills has been created in the IQAC office.

7. Support for National / State Level Conferences & Other Academic Activities


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Decision Taken:

IQAC will support the organization of National and State level conferences and various academic/extension activities.

Action Taken:

- Administrative staff informed to cooperate in documentation, logistics, registration management, and report preparation for academic events.
- IQAC assured necessary guidance for maintaining conference documentation as NAAC evidence.

Prepared By:

Dr. Z. M. Gadhawala

IQAC Coordinator

The HNSB. Ltd. Science College, Himatnagar


Co-Ordinator
IQAC
The HNSB. Ltd. Science College
Himatnagar-383001

Approved By:

Dr. P. S. Patel

Principal

The HNSB. Ltd. Science College, Himatnagar

Principal
The HNSB. Ltd. Science College
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The HNSB. Ltd. Science College, Himatnagar

IQAC Meeting with Administrative Staff-2

Date: 17/11/2025, Time: 1.00 PM to Onwards

Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
1	Dr. P. S. Patel	Principal	Chairperson	6351247117	AB
2	Shree Jitubhai N Patel	Secretary	Member	9824100064	AB
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	AB
6	Dr. M. R. Chavda	Head, Dept. of Chemistry	Member	9998161140	AB
7	Dr. M. M. Prajapati	Associate Professor	Member	9099090077	
8	Dr. M. N. Parmar	Head, Dept. of Physics	Member	7990703884	
9	Mrs. Hani Shah	Head, Dept. of Microbiology	Member	9409087558	AB
10	Dr. S. P. Vyas	Associate Professor	Member	9429530353	AB

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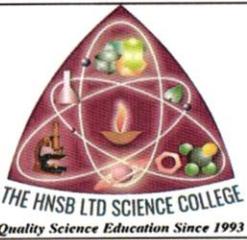
Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
11	Dr. B. A. Patel	Librarian	Member	9428768901	
12	Mr. N. R. Sandhu	Senior Clerk	Member (Administrative Staff)	9825192200	
13	Mr. T. N. Patel	Store Keeper	Member (Administrative Staff)	9998502844	
14	Mr. K. S. Upadhyay	Gas Mechanic	Member (Technical Staff)	9925168501	
17	Dr. Shrenik Shah	Managing Director, Montage Laboratories Pvt. Ltd.	Member (Industrialist/Employer)	9824188815	AB
18	Dr. T. S. Bhrambhatt	Associate Professor	Member (Educationalist/Local Society)	9328791105	AB
19	Mr. Vikram Vanzara	Managing Director	Member (President, Alumni Association)	9904945080	AB
20	Mr. Yash Patel	Student	Member (Student Representative)	7984715459	AB
21	Mr. R. N. Gadsa	PTI	----	9426282822	
22	Mr. Suresh B Prajapati	Lab Assistant Physics	---	9409024462	
23	Mrs Minhaj	Lab Assistant	----	8200748313	AB

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Sr. No.	Name	Designation	IQAC Position	Phone No.	Signature
	Akhunji	Microbiology	—	—	—
24	Mr. Mayursinh Rahevar	J.Clerk	-----	7202928573	
25	Mr. Rajendrabhai S. Patel	Head Clerk	---	9979373734	
26					

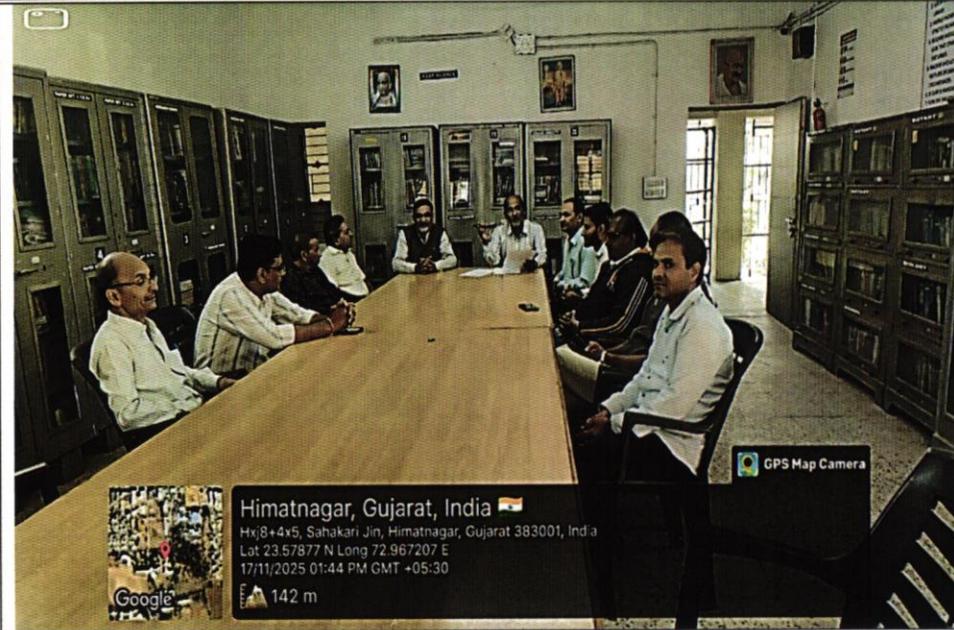
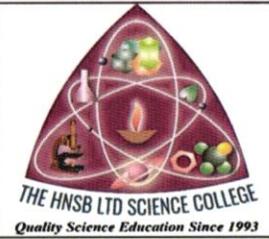
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I Q A C MEETING WITH ADMINISTRATIVE STAFF - 2

DT:17/11/2025



[Signature]
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