



M. A. Parikh Fine Arts And Arts College

Managed by Banaskantha District Kelavani Mandal

INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2025-26

Notice Date: October 10, 2025

Meeting Date: October 15, 2025

Notice:

A meeting of the Research Cell will be held under the chairmanship of the Principal on 15/10/2025 at 10.30 a.m. to discuss the following agenda. All the members are requested to remain present in said meeting.

Proceedings of the Meeting of the Internal Quality Assurance Cell, M. A. Parikh Fine Arts & Arts College, held on October 15, 2025, at the Staff Room, M. A. Parikh Fine Arts & Arts College

The meeting commenced with the predefined agendas shared with all committee members. Dr. Sharad Jani and Prof. Bhavik Goswami, Coordinators of the Internal Quality Assurance Cell, initiated the proceedings at 10:30 AM with a warm welcome and an outline of the agenda. They provided a clear briefing on the purpose of the session and presented each item in a systematic manner, encouraging detailed discussion and active participation from all members. Suggestions offered by the attendees were noted and incorporated into the deliberations.

The outcomes and decisions relating to each agenda item are recorded below. The meeting ended with a summary of the major resolutions and a brief reflection on their importance for sustaining and strengthening quality enhancement across the institution.

Agenda 1: Update on Course Files of the Previous Semester

Resolution:

This agenda focused on reviewing the status of course files maintained by faculty members for the previous semester. The coordinators emphasised the need for completeness, accuracy, and readiness of these files for verification at any given time, as they form a key component of academic documentation. The discussion also covered preparations for the coming academic year, reminding faculty to begin developing course files, teaching plans, and session schedules well in advance to ensure smooth academic operations.

Agenda 2: Follow-up on Certificate Course Development

Resolution:

The Cell reviewed the progress of certificate courses that departments are expected to design and offer. The purpose of the agenda was to ensure that every responsible faculty member prepares a well-structured blueprint that outlines objectives, modules, teaching strategies, duration, and assessment practices. The coordinators highlighted the importance of timely completion so that the courses can be vetted, approved, and integrated into the academic calendar without delay.

Agenda 3: Research Output and Academic Engagement

Resolution:

This agenda addressed the strength of the institution's research culture and the expectations placed on faculty members. The discussion covered the minimum research output required for the semester, the need to publish scholarly work in quality journals, and the importance of participating in international seminars. The Cell stressed that consistent publication and academic engagement not only contribute to professional growth but also support institutional ranking and accreditation standards.

Agenda 4: Submission of Mark Sheets and Assignments

Resolution:

The coordinators reviewed the status of mark sheets and assignment records for Semester 1 and Semester 3. These documents are essential for academic auditing, verification, and transparency.

Faculty members were reminded that all records must be complete, neatly compiled, and ready for submission when called for. The agenda reinforced the need for uniformity in record-keeping across departments.

Agenda 5: Unit Tests and Quiz Administration

Resolution:

This agenda was taken up to address the variations observed across departments in conducting internal assessments such as unit tests and quizzes. The discussion highlighted the need for consistency in planning, execution, and documentation of such assessments. It was noted that standard procedures help maintain fairness, ensure proper evaluation, and provide reliable evidence of continuous assessment. Heads of Departments were encouraged to align their processes with institutional expectations.

Agenda 6: Reforms in Examination Practices

Resolution:

The Cell discussed several aspects of the examination system that required strengthening. The agenda covered the need for properly formed committees, smooth coordination during re-tests, clarity in communication with students, and consistent fee structures for re-assessments. The coordinators emphasised the importance of establishing a transparent internal marking scheme and updating committee lists whenever personnel changes occur. The discussion aimed at improving efficiency, fairness, and accountability in all examination-related procedures.

Agenda 7: Instructions to the Sports Coordinator

Resolution:

This agenda dealt with the planning of upcoming sports competitions. The Sports Coordinator was asked to prepare a detailed blueprint outlining the events to be organised, tentative schedules, available facilities, expected participation, and logistical arrangements. The Cell highlighted that well-planned sports activities contribute to student engagement, institutional visibility, and overall campus life.

Conclusion

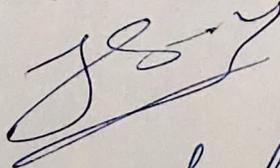
The meeting concluded with a reflective summary of the discussions held across all agenda items. The coordinators noted that the resolutions adopted during the session are central to maintaining academic discipline, strengthening administrative systems, and sustaining a culture of continuous improvement within the institution. Members were reminded that the progress of any quality initiative depends on timely action, clear documentation, and coordinated effort across departments.

The Cell acknowledged the active participation of all attendees, whose suggestions and observations contributed to a more comprehensive understanding of the challenges and expectations for the forthcoming term. The importance of consistent academic planning, adherence to institutional procedures, and commitment to research and student development was reiterated. The coordinators also highlighted that the success of quality enhancement measures relies on the collective responsibility shared by faculty, coordinators, and administrative units.

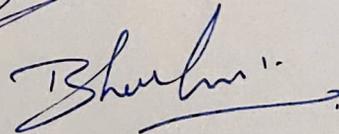
With these remarks, the session closed on a positive and forward-looking note, recognising the essential role of the IQAC in guiding and monitoring the institution's standards. The members were thanked for their cooperation, and the list of attendees for the meeting is attached with this report

Members Present: Principal, IQAC Coordinators, Librarian, Faculty members.

Dr. Sharad O. Jani:



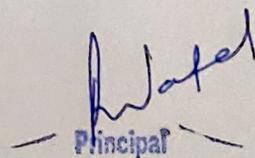
Prof. Bhavik V. Goswami:



Coordinators,

Internal Quality Assurance Cell,

M. A. Parikh Fine Arts & Arts College, Palanpur



Principal

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