



M. A. Parikh Fine Arts And Arts College

Managed by Banaskantha District Kelavani Mandal

INTERNAL QUALITY ASSURANCE CELL

Academic Year: 2025-26

Notice Date: 05/02/2026

Meeting Date: 10/12/2026

Notice:

A meeting of the Research Cell will be held under the chairmanship of the Principal on 10/02/2026 at 11:30 A.M. in the Staff Room to discuss the scheduled agenda items. All members are requested to remain present and participate actively in the proceedings.

Proceedings of the Meeting of the Internal Quality Assurance Cell, M. A. Parikh Fine Arts & Arts College, held on February 10, 2026, at the Staff Room, M. A. Parikh Fine Arts & Arts College

The meeting commenced with predefined objectives shared with all committee members. Dr. Sharad Jani and Prof. Bhavik Goswami, Coordinators of the Internal Quality Assurance Cell, initiated the proceedings with a warm welcome and outlined the purpose of the session. They emphasized the importance of systematic planning, structured coordination, and clearly defined operational procedures to ensure effective functioning of institutional committees.

The primary objective of the meeting was to formally constitute various institutional committees and finalize professional working guidelines to enhance administrative efficiency and

academic coordination. Members participated actively in the discussions and provided valuable suggestions for improving clarity of roles, documentation practices, and monitoring mechanisms.

The outcomes and decisions relating to each agenda item are recorded below.

Agenda 1: Formation and Structuring of Institutional Committees

Resolution:

The meeting reviewed the need for strengthening institutional governance through structured committees. Various committees were formally constituted to ensure efficient implementation of academic, administrative, student support, cultural, and outreach activities. Members agreed that clear allocation of responsibilities would enhance accountability and coordination.

Agenda 2: Drafting of Professional Working Guidelines

Resolution:

The Cell discussed the preparation of detailed working guidelines for all committees. These guidelines aim to establish uniform procedures for planning, execution, monitoring, and reporting of activities. The structured framework is expected to reduce ambiguity and promote effective institutional functioning.

Agenda 3: Alignment with IQAC and NAAC Quality Standards

Resolution:

The coordinators highlighted the importance of aligning committee activities with quality assurance practices. Members agreed to maintain systematic documentation and regular reporting to support institutional audits, accreditation processes, and continuous improvement initiatives.

Agenda 4: Scope of Committees and Functional Areas

Resolution:

The working guidelines included committees related to examination management, discipline, timetable planning, research promotion, career counselling, alumni and parent

engagement, NSS activities, sports coordination, cultural and fine arts activities, women development initiatives, grievance redressal, placement and internship coordination, social media communication, and student welfare services. Responsibilities and operational expectations for each committee were reviewed and finalized.

Agenda 5: Documentation, Reporting, and Monitoring Mechanism

Resolution:

Members agreed that all committees must maintain organized records of meetings, activities, and outcomes. Regular reporting to the IQAC will ensure effective monitoring and support continuous quality enhancement across institutional practices.

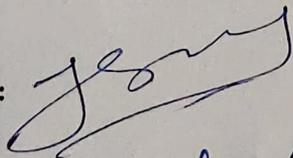
Conclusion

The meeting concluded with collective approval of the newly structured committee framework and the professional working guidelines drafted during the session. The coordinators noted that the revised structure will promote clarity, efficiency, and accountability in institutional operations. Members expressed their commitment to implementing the guidelines and contributing toward sustained quality enhancement.

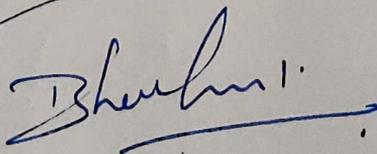
The session ended with a vote of thanks to all participants. The list of attendees is attached with this report.

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

Dr. Sharad O. Jani:



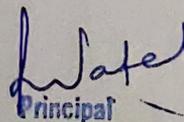
Prof. Bhavik V. Goswami:



Coordinators,

Internal Quality Assurance Cell,

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



Principal

M.A. Parikh Fine Arts and Arts College
Palanpur - 385001