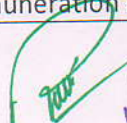


# Minutes of the Principal's Third Meeting with the HODs

Date: 2/11/2015 Time: 3.00 pm Venue: Conference Hall

Following Heads were present- Dr H N Patel, Dr V K Sinha, Mr P A Lashkari Dr P M Patel, Dr BC Dixit,, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. RH Sadhu, and Mr Ashish Joshi

		At the outset the Principal welcomed everybody and began the meeting .
1		In the light of the circular from the University regarding decentralization of various exams ,the Principal informed everybody that the college has sought clarification from the University about the following issues:
	i	The criteria for appointment of examiners by the college for theory and practical exams
	ii	The rate of remuneration
		Copy of rules and regulations received from University in this regard was distributed to all the heads for their reference. It was informed to all that in case of any other query pertaining to this may be given to the principal so that they can be clarified from the university. Mr. P.A. Lashkari along with two of the heads were asked to visit University officials to clarify issues pertaining to exam.
2		<b>Exam schedule (Practical)</b>
	i	Sem III Practical 30/11/2015 to 8/12/2015 to be completed before 2.00 pm
	ii	Sem I 9/12/2015 to 15/12/2015 to be conducted after 2.00 pm. In case of availability of separate labs, the exams can be conducted from morning.
	iii	Sem V 14/12/2015 to 19/12/2015 to be conducted before 2.00 pm
		All HoDs have been asked to coordinate and prepare a Time Table by 4th Nov, for the practical exams so that the same can be displayed and submitted to University.
3		<b>Practical exams</b>
	A	<b>Appointment of Examiners for Practical Exams</b>
	i	It has been decided that there would be a separate conveners for FY/SY/ TY Practicals. However, the HoD will hold the convenership of at least one exam.
	ii	The HoD + one senior staff in consultation with the principal will finalize the name(s) of the examiner(s). It was decided that head along with senior staff will prepare tentative panel and put before Principal for his approval.
	B	<b>Roll Numbers</b>
		Arjunbhai has been asked to procure roll nos. of College students in soft copy from the University and pass on the same to all the HoDs.
	C	<b>Time Table Format</b>
		A common Time Table format and examiners appointment for practical exams will be mailed to all HoDs by Mr. Ashish Joshi.
4		<b>Theory Exams</b>
	i	FY Theory Exams will start from 30/11/2015. Exam duties will be allotted before the college breaks for Diwali vacation.
	ii	The question papers will be from the University but the assessment work will be completed at the college itself.
	iii	The reading room in the college library will be converted into Evaluation centre. Subject wise coordinator will be appointed and a separate register for work distribution, work done etc will be maintained at the centre.
	iv	The HoD + a senior faculty in consultation with the Principal will finalize the name(s) of the Examiner(s). Each paper will be evaluated by two examiners.
	v	The HoD will monitor the evaluation work and as and when the assessment of each course is completed, the papers will be sent to the University.
	vi	N Y Patel and Arjunbhai will prepare the final detention list for FY B.Sc.
5		<b>Remedial/Bridge/Add on Course</b>
		Depts. which have conducted any of these courses have been asked to send the detailed remuneration bills along with attendance to N Y Patel before Diwali break.

  
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6		<b>Industry- Academia MOUs</b>
		It has been decided that the representatives from Industries will be invited on 22/12/2015. It is expected that all HoDs will be present and MOUs with atleast five industries will be signed. Dr. V.K. Sinha is to finalize the programme and coordinate with Industries.
7		<b>National Seminar in Chemistry Dept</b>
	i	The Chemistry Dept of the college will hold a UGC sponsored National Seminar on 8 <sup>th</sup> and 9 <sup>th</sup> January 2016. The dept is free to seek help any dept. Leaflet of the seminar was distributed to all the heads.
	ii	Principal asked Depts. to prepare proposals to organize One day seminars on self financed basis.
8		<b>Faculty Development Programme</b>
		It has been decided to organize a one FDP on 21/12/2015. Dr Nikunj Bhatt and Dr C R Gurjar will submit the final details to the Principal.
9		<b>Departmental Purchase Process</b>
		All dept have been asked to complete the purchase process before the February 2016 ,if not done till now.
10		<b>Alumni Meet</b>
		Based on the online registration to the alumni association, it has been decided to organize an alumni Meet on 10 <sup>th</sup> January 2016. Mr Piyush Lashkari has been asked to prepare a detailed plan for the same.
11		<b>New Academic Session</b>
		The new academic sessions for all semesters of B.Sc. will begin in right earnest from 22/12/2015 and for BCA 14.12.2015

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The meeting ended with a vote of Thanks to the Chair.



  
Dr. Bhavesh Patel

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Minutes of the Principal's second Meeting with the Heads of Departments

Date: 14/07/2015 Time: 2.30 pm Venue: Conference Hall

The Following Heads – Dr H N Patel, Dr V K Sinha, Mr B Lashkari, Dr P M Patel, Dr C R Gurjar, Dr BC Dixit, Dr JP Patel, Mr. NY Patel, and Mr Ashish Joshi were present at the meeting.

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting.
		The principal informed all the HoDs that the college has admitted 700 students this year, marginally lower than previous year and has started a long felt need for new students, namely: Bridge Course.
1		<b>Bridge Course</b>
		As of now bridge courses are being offered in Physics, Chemistry, Biology and Mathematics at no extra charge. The courses will run for two weeks and may be extended by a week. This will play an important role in helping new students deal with courses here in the initial stages of the academic year because all come from different backgrounds and with varying levels of competency and knowledge.
2		<b>Remedial Classes</b>
		After the completion of the first or second unit, remedial classes will be started to enable slow learners to understand concepts better. These courses too are free and are open to all students including senior students having NC in first semester.
3		<b>Add On Courses</b>
		All the coordinators must ensure that at least one cycle is completed in each semester. The courses can start with a minimum of 15 students.
4		<b>SY B Sc Practical</b>
		The SY Bsc Roll Nos are ready and the practical sessions can start from Monday ,20/7/2015. However, as there has been delay so teaching has to be expedited so as to complete the syllabus in time
5		<b>Industry- Institute MOU</b>
		Dr V K Sinha has been asked to follow up on the preliminary talks already held with the various industries and a date can be fixed to finalize MOUs at the earliest.
6		<b>Stock Checking</b>
		All HoDs were asked to ensure that stock checking is done and the registers are kept up to date. They are also asked to prepare a Stock Report for both consumables and non consumables.
7		<b>Chemicals/ Laboratories</b>
		As the store of chemistry and IC is common, it was discussed and decided that the yearlong requirement of IC is to be given to chemistry department so that they can plan the purchase. Dr. Dixit has been asked to fix the time for issuance of chemicals to ensure that there is proper utilization of manpower and time.
		All HoDs were asked to ensure that wastage of chemicals and breakage of glass ware is prevented.
8		<b>Syllabus Completion</b>
		All HoDs were asked to ensure that teaching is going on as scheduled and that Units are completed in time.
9		<b>Identity Card</b>
		Heads were informed to instruct and ensure that all the staff members must put an Identity Card while in the campus. Staff members intern are instructed to ensure the same for the students.
10		<b>UGC Proposals</b>
		The principal asked the HoDs to inform their colleagues about UGC proposals for Minor research projects and organizing workshops, seminars and symposia. Interested faculty



	members may apply before the last date.
11	<b>Workshop By Mathematics &amp; Statistics Dept</b> The Mathematics and Statistics dept is going to organize a workshop on 3 <sup>rd</sup> and 4 <sup>th</sup> August. All the heads were asked to extend their full support for the events.
12	<b>Internal Evaluation</b> The internal evaluation will remain the same which is as under Sem I & II: Exam + Chart Sem III & IV: Exam + Assignment Sem V & VI : Unit Tests + Seminar/ Field Trip
13	<b>Nomination of the Vice President of the Students' Central Committee</b> After much deliberation, Mr Nilesh Y Patel was unanimously nominated the Vice President of the Students' Central Committee for the year 2015-16. The meeting ended with a vote of Thanks to the Chair.

Dr. Bhavesh Patel

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Minutes of the Principal's first Meeting with the Heads of Departments

**Date: 18/06/2015 Time: 12.30 pm Venue: Conference Hall**

The Following Heads were present :-

Dr H N Patel, Mr P A Lashkari , Dr P M Patel, Dr C R Gurjar, Dr B C Dixit, Dr J P Patel, Mr. N Y Patel, Mr. R H Sadhu, and Mr Ashish Joshi were present at the meeting.

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting.
		The principal informed all the HoDs that the Academic Desk Calendar is ready and they can collect the same for departmental faculty members along with a departmental copy of Prospectus.
1		<b>International Yoga Day</b>
		As per the instructions from the GOG, and UGC, The International yoga Day will be celebrated in the college on 21 <sup>st</sup> June from 6.45am to 7.30 am all the staff members will assemble and perform Yoga as per guidelines. The dress code is white for the occasion. All HoDs have been asked to contact the local students to participate and make the function a grand success. Two days of practice sessions will also be held on 19 <sup>th</sup> and 20 <sup>th</sup> June at 8.00 am in the college. So the college will start at 8.00 am.
2		<b>Theory Classes</b>
	i	The TY B Sc theory classes will begin from 22/6/2015. The fee collection will go on parallel with the classes for three days.
	ii	FY/SY theory classes to start later from 1st July. Practical for all the years will start from Monday 5th July.
3		<b>SY B Sc Subject Allotment</b>
		The allotment of subjects/courses for SY B Sc will be done on 30 <sup>th</sup> June and 1 <sup>st</sup> of July 2015. Committee for the same would be formed soon.
4		<b>Events on 29<sup>th</sup> June 2015</b>
	i	<b>Orientation Programme for FY B Sc</b>
		- An Orientation Programme for FY B Sc will be held on 29 <sup>th</sup> June at 11.30. Dr BC Dixit has been made the convener of the same. Some TY students can be chosen to volunteer and express their views on the occasion. Detailed programme will be prepared by Convener. - Students of SF courses (BCA, Instrumentation, IC) are required to inform for the orientation programme and ask them to remain present along with their parents. (Action-concern department)
	ii	<b>Meeting of Counselors with their group.</b>
		Dr Charudutt Gurjar has been asked to coordinate the counseling sessions and do the needful regarding the same. Each counselor will meet his/her respective group from 12.30 onwards in classes allotted to them get the counselors form filled.
	iii	<b>Orientation Programme for SC/ST/OBC Students</b>
		The Equal Opportunities Cell will conduct an orientation programme at 3.00 pm for SC/ST/OBC students to make them aware about various Govt. schemes. Officials from district administration will attend the function. Coordinator equal opportunity cell, Dr. P.M. Patel (IC) is to prepare detailed programme and execute the same.
		The meeting ended with a vote of Thanks to the Chair.

  
Dr. Bhavesh Patel

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Date: 25/02/2015

Time: 3.00 pm

Venue: Conference Room

Following Heads were present- Dr H N Patel, Dr V K Sinha, Mr P A Lashkari Dr P M Patel, Dr BC Dixit,,  
Dr JP Patel, Dr C R Gurjar, Mr. NY Patel

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting by spelling out the agenda. Later the following points were discussed and finalized:
1		<b>Syllabus Completion</b>
	i	The HoDs informed the Principal that in Sem 2 about 50% syllabus was complete while in Sem 4 and Sem 6 about 75% syllabus was complete.
	ii	The Principal asked the HoDs to ensure that faculty members maintained the muster, attendance register carefully and that the teacher's diary is also being maintained.
2		<b>Forthcoming Events</b>
	i	The following dates have been finalized 1) Parents' Meet 8/3/15                      3) Talent day                      10/3/15 2) Annual Day 9/3/15                      4) Prize Distribution 11/3/15 Sunday 8.2.15 will be a working day and college will observe Saturday time table
	ii	Science day celebration on 27 <sup>th</sup> and 28 <sup>th</sup> Feb 2015. 27/2/15 Science Exhibition, PPT Competition (Room No 8) and Poster making competition (Bio Lab). 28/2/15 Science Quiz. On the day of the exhibition theory classes will be suspended but practical will be held.
3		<b>Internal Exams</b>
	i	It has been decided that the theory exams of FY/SY will be held from 13/3/2015 to 23/3/2015. The FYBSc Exams timings will be from 1.30 pm to 2.30pm, while that of SYBSc will be from 3.00 pm - 4.30pm.
	ii	The practical exams of FY/SY/TY will be from 24/3/2015 to 31/3/2015. The theory Arrear of FY/SY will be held during this period.
	iii	The syllabus for FY will cover 2 Units while for SY it will cover 3 Units.
4		<b>Subject Counselling</b>
		The Depts. of Electronics, Microbiology and Computer Science will inform the students of FY B.Sc. about career opportunities in these fields to attract more students to these disciplines from SY B.Sc. onwards
5		<b>Knowledge Repository</b>
		The HoDs were asked to start uploading PPTs and other course material on the college website.
		The meeting ended with a vote of thanks to the chair.

Dr. Bhavesh Patel

Principal

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# Minutes of the Principal's Fourth Meeting with the HODs

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Date: 28/12/2015 Time: 2.30 pm Venue: Conference Hall

Following Heads were present- Dr H N Patel, Dr V K Sinha, Mr P A Lashkari, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. RH Sadhu, and Dr Nikunj Bhatt.

		At the outset the Principal welcomed everybody and began the meeting.
		Principal Dr Bhavesh Patel congratulated Dr V K Sinha, Examination Assessment Incharge, for the successful completion examination assessment work at the college. He also congratulated Dr Nikunj Bhatt for the successful conduction of the one day Faculty Development programme.
1		<b>National Institutional Ranking Framework (NIFR)</b>
	i	Dr Nikunj Bhatt, Coordinator, IQAC, informed everybody that the MHRD has undertaken an exercise to rank all institutions of higher education in the country and for that all the college have to submit data by 31 <sup>st</sup> December 2015. The rankings will be made public by April 2016.
	ii	At present the data takes into consideration of faculties with PhD and /NET only. Achievements in sports meets, cultural festivals, gold medals in academics are also an important consideration for the rank.
	iii	The Principal informed all that it is mandatory to submit the data in time. Dr Nikunj Bhatt and Dr C R Gurjar were asked to complete the process and all HoDs were asked to submit the required data urgently( already mailed to them).
2		<b>Alumni Meet ( 10<sup>th</sup> January 2016)</b>
	i	Alumni Association coordinator informed all that the details about the event are posted on the website
	ii	600 and 200 alumni have registered for the event online and offline respectively. SMS have been sent to all
	iii	Newspaper Ads will also be published to spread the message.
	iv	Letters have been sent to all PG Depts and other colleges of Gujarat
	v	Banners about the Alumni Meet will also be displayed at a few places.
	vi	List of departmental alumni will be sent to each dept.
	vii	Invitation cards/letters will be printed
	viii	10 <sup>th</sup> of January 2016, Sunday will be a working day and no leave will be sanctioned.
3		<b>National Seminar jointly organized by Chemistry, &amp; IC Depts. 8<sup>th</sup> &amp; 9<sup>th</sup> January 2015</b>
	i	Dr B C Dixit informed all that 250 participants have registered and there will be 24 oral presentations and 109 poster presentations.
	ii	The venue would be BVM Auditorium.
	iii	Chairman Dr C L Patel and Hon Sec. Dr J D Patel have given their consent to attend the inaugural session.
	iv	Only those who present the papers or posters will be issued certificate stating it. Dr Dixit has been asked to inform the participants about the same.
	v	The Principal insisted that the Chemistry dept faculty should attend the seminar and benefit from listening to scholars. Other faculties' help can be taken for routine duties.
	vi	Prizes will be given for best papers and posters.
4		<b>Industry- Institute MOU</b>
	i	Coordinator Dr V K Sinha Informed that MoUs with six industries have been signed.
	ii	It was decided that a formal exchange of documents will be done on a suitable date after 20 <sup>th</sup> of January
5		<b>CVM Circular</b>
		As per the CVM Circular, remedial classes be vigorously conducted for those appearing for NC Exams and clear the backlog.
6		<b>ADD on Courses</b>
	i	It was once again reiterated that atleast one batch of each Add On course be conducted per semester. Mr N Y Patel was asked to submit a report.

The meeting ended with a vote of thanks to the Chair.

Dr. Bhavesh Patel



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