

# Minutes of the Principal's 2nd Meeting with the HODs

(34)

Date: 2/7/2016 Time: Venue: Principal's Office

Following Heads were present- Dr H N Patel, Mr P A Lashkari, Dr P M Patel, Dr Nikunj Bhatt, Dr BC Dixit, Dr JP Patel, Dr P M Patel(IC), Mr. Nilesh Patel, and Mr. RH Sadhu

		The Principal welcomed everybody and began the meeting.
1		The Principal reminded all the present to keep in mind the responsibilities for target of 2018 in mind when the college will apply for NAAC Reaccreditation (3rd cycle).
2		Principal informed all, about the seminar to be organized by Industrial Chemistry dept on 1 <sup>st</sup> October 2016 in collaboration with ISTAR.
3		<b>TY B Sc INTERNAL Evaluation</b>
		It was unanimously decided to replace Units tests as part of internal evaluation by term end internal exams.
4		<b>Remedial Classes &amp; Add On Courses</b>
	i	All HoDs were asked to take up remedial classes as regular activities and it was important to maintain a detailed record of student present along with their category
	ii	At least one batch of add on course should be done per semester and the students should be motivated to join them.
5		<b>STOCK TAKING</b>
		The principal asked all the HoDs to check the dept stock and update the register accordingly.
6		<b>Syllabus Renewal Committee</b>
		The Principal reminded the Heads to form a syllabus renewal committee at the earliest and conduct a relevant meeting by 15 Aug, 2016 and submit a report of the same to IQAC. The composition for the same was discussed in the earlier meeting.
7		<b>I Cards</b>
		All the staff should insist the students to wear their I Cards particularly during their theory and practical classes.
8		<b>Departmental alumni Meet</b>
		All HoDs were asked to plan an alumni meet at the departmental level. This is to be carried out by Dec. 2016
9		<b>Vice President of the Students' Central Committee</b>
		Dr P M Patel, Head, Physics Dept, was unanimously selected as the Vice President of the Students' central Committee for the year 2016-17.

The meeting ended with a vote of thanks to the Chair



  
Dr. Bhavesh Patel

PRINCIPAL  
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VALLABH VIDYANAGAR-388120

7<sup>th</sup>

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

Date: 5/3/2016 Time: 12.00 noon Venue: Principal's Office

Following Heads were present- Dr V K Sinha, Mr P A Lashkari, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. Rajesh Solanki, and Mr. RH Sadhu, Ms. Ranjni

		The Principal welcomed everybody and began the meeting.
1		<b>DETENSION CASES</b>
	i	All the HoDs were asked to prepare a tentative list of detention cases and display the same on the notice board.
	ii	All Heads were requested not to send students directly .In case they have to, the student must be accompanied with his/her counselor and with full attendance and other details.
	iii	Not less than 50 percent attendance to be considered for extra practical.
2		<b>Attendance</b>
	i	All faculty members are requested to ensure that the theory attendance reached the office in time so that to consolidate the same in time.
3		<b>TY B Sc Unit Test Marks</b>
		All Heads are requested to send the TY B Sc Unit tests marks at the earliest. The mark sheets should be verified properly before sending them to office.
4		<b>Online Feedback/ Alumni Membership Forms</b>
	i	The principal requested the heads to see that all the TY B Sc students have given the online feedback. In case, some remain, they are to expedite the same.
	ii	Arjunbhai has been asked to send the Alumni membership forms to all depts. at the earliest to get the TY B Sc students fill them before the exams.
5		<b>Report of the Remedial/Add on Classes</b>
		All HoDs were asked to send the details of the remedial and add on courses to Mr N Y Patel to ensure faculty payments in time
6		<b>Practical Exams</b>
		It has been decided that if the commencement of the Semester ending exams starting from 28/3/2016 are postponed , the college will conduct the TY B Sc Practical exams in the same period.

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

  
Bhavesh Patel

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Minutes of Dr Nikhil Zaveri's (Group Director CVM) Meeting with the Principal and the HoDs.

Date 06/09/2016

Time 3.30pm

Venue Conference Hall

The following were present at the meeting: Dr Bhavesh Patel, Dr Nikunj Bhatt (IQAC) , Dr H N Patel, Mr. Piyush Lashkari, Dr PM Patel(Phy), Dr J P Patel, Dr C R Gurjar, Mr. N Y Patel, Mr. R H Sadhu, Dr P M Patel (IC) and Mr. Vijay Pijwala (Office)

1	At the beginning of the meeting, the Principal welcomed Dr Nikhil Zaveri, the new Group Director with a bouquet and began the meeting.
2	At the very outset Dr Zaveri spelt out that he is a bridge between institutions and the CVM and that the Hon'ble Chairman has a lot of expectations from all the colleges and especially from "A" grade Colleges
i	<b>NAAC Peer Team's Report and Recommendations</b> Dr Zaveri then brought into discussion the Report of the Previous NAAC Peer team's report and its recommendations. In response , the Principal Dr Bhavesh Patel read out each recommendation and apprised Dr Zaveri about the steps taken. The idea is to prepare for the next NAAC Reaccreditation in March 2018.
ii	<b>Role of IQAC</b> Dr Zaveri emphasized the fact that the IQAC is the key in the college in achieving its true potential. It is the nucleus around which all the college activities should take place. So he hoped that regular IQAC meetings are held.
iii	<b>Departmental Goals</b> Dr Zaveri also said that each department has to be active and vibrant. They should set goals to achieve and also study the best practices of their respective depts. of other A Graded colleges. They can replicate , adopt or modify practices. Finally when the SSR is prepared, IQAC should evaluate all the practices and highlight the two best ones. Each Dept should study all the seven NAAC Criteria and evolve criterion wise best practices. Dr Zaveri also said that the care should be taken about proper documentation of all activities. In addition he suggested to have departmental accreditation well before NAAC
iv	<b>Daily Prayer</b> On behalf of Dr C L Patel, Dr Zaveri asked about the prayer in the morning. On being told that prayer indeed is played every day, he said, a different prayer should be played on each day of the week.
v	<b>Vacant Positions in the college</b> Dr Zaveri enquired about vacant positions and the Principal informed him about the same about teaching and teaching positions. Dr Zaveri asked the Principal to furnish a list of positions vacant in both teaching and non teaching. (Encl-01)
vi	<b>Up gradation of the college central Hall</b> Dr Zaveri asked the principal to form a committee to monitor the work going on in the central hall. He also asked the Principal to study the possibility of creating a seminar hall with a seating capacity of about 150 people in the same place. He insisted that LCD Projector should be installed in the hall. The Principal suggested that one of the theatre classrooms would be better suited for a seminar room. (Encl-02)
vii	<b>Funds from various Agencies</b> Dr Zaveri said that the college should create a committee or a mechanism to explore the possibility of getting fund from various agencies . All these activities should of course be routed through IQAC.
viii	<b>Cleanliness on the campus</b> Dr Zaveri said that all the teachers along with other staff should equally feel responsible towards keeping this beautiful college campus clean.
viii	<b>Visits to Hostel</b>



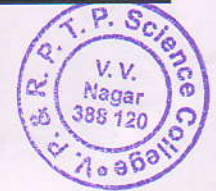
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	Dr Zaveri suggested that the faculty should visit the students' hostel regularly and report the same to the principal in order to analyze the needs and bring about improvements. Dr Bhavesh Patel being the in charge of Girl's Hostel should send a team there to study the facilities and submit a report. (Encl-03)
ix	<b>Advance Planning for Leave</b>
	Dr Zaveri said that any leave should be planned in advance and make necessary arrangements to ensure that teaching is not affected.
x	<b>Well defined duties</b>
	Dr Zaveri said that all the additional duties that are allotted should be well defined so that the faculty concerned can take advantage when applying for API
xi	<b>Celebration of National festivals</b>
	Dr Zaveri also conveyed Dr C L Patel's orders that all national festivals should be properly celebrated in the college for that the Students' central Committee should play an active role.
xii	<b>Remedial Classes/ Bridge Courses for Weaker sections</b>
	Dr Zaveri enquired about any remedial classes in the college. The Principal informed him that remedial teaching is in fact a part of the time table. Dr Zaveri suggested that the college should conduct a Bridge Course in major disciplines including English by defining the gaps in knowledge and skills and design 10 or 15 hour courses accordingly . The college should think of a mechanism to identify slow learners . Dr Zaveri opined that online tests can be conducted with keys to generate results and easily identify such learners instantly .
xiii	<b>Feedback System</b>
	The principal informed about the existing feedback system and the areas that are covered. Dr Zaveri suggested that a question about timely completion of syllabus should also be incorporated in the feedback.
xiv	<b>IT Initiatives</b>
	With regards to IT initiatives in the college, the Principal informed about LCD enabled classrooms, WI-FI Campus, Internet labs, Knowledge repository, Mobile communication platform, bulk SMS package etc. Dr Zaveri suggested a free mobile app called Teno which was being used in SEMCOM successfully. He said that the college should ensure that students use the knowledge repository for greater benefit.
xv	<b>Requirements of the college</b>
	The HoDs raised the issue of parking problem faced by the faculty. Dr Zaveri promised to look into the matter. He also asked the principal to give list of requirements with estimated cost.
3	<b>Principal's Presentation</b>
	The Principal then made the presentation to apprise Dr Zaveri of all the initiatives the college has taken in the last three years after the NAAC reaccreditation in 2013. The presentation included details about orientation for new students, orientation for SC,ST,OBC students(under Equal Opportunity Cell), Student Counseling, Exit meeting of TY B Sc students, online feedback system , MOUs with other institutes and industry, research grants etc.
i	Principal Bhavesh Patel suggested to Dr Zaveri that all the 7 "A" graded colleges of CVM need to work together as a team and share each other's best practices to improve their quality which will result in an improved NAAC Grade in the coming cycle. Dr Zaveri was happy with the suggestion and assured the principal concrete steps will be taken in this direction.
ii	Dr Nikhil Zaveri suggested that he would like to have one meeting in the college every month. He also felt that The Office superintendent and his team must visit class rooms and prepare reports to improve their condition and maintain their cleanliness.
iii	Dr Zaveri , the Principal and all the HoDs also visited the central hall to check the work. The team also visited room number 08 (Lecture theater) to check the possibility of converting it in to Seminar room. The room has all the potential and its location is also such that anyone from CVM may use it without disturbing college working. However, college is running short of class room and not in a position to sacrifice a class room, as informed by Principal.

The meeting ended with a vote of thanks to the chair

Dr. Bhavesh Patel

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

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Date: 8/02/2016 Time: 3.30 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, and Dr Nikunj Bhatt.

		At the outset the Principal welcomed everybody and began the meeting.
1		<b>IQAC</b>
		The Principal informed all that hence forth The Coordinator IQAC will attend all Meetings with HODs. After NAAC accreditation , all activities have to carried out under IQAC so the coordinator's inputs are also important in all matters.
2		<b>NEWSLETTER</b>
		The college Newsletter will now be published as IQAC Newsletter and it will cover the running academic year(June to April)
3		<b>FORTHCOMING EVENTS</b>
		In view of the University letter stating <b>28<sup>th</sup> March 2016</b> as the commencement of Semester ending exams, it has been decided that
	i	<b>Talent Day</b> would be held on <b>29/2/2016</b> afternoon.
	ii	<b>Annual Day</b> will be on <b>1/3/2016</b> .The Principal also asked for suggestions regarding Chief Guest's name.
	iii	<b>2<sup>nd</sup> March</b> Prize Distribution Day & A programme by <b>Equal Opportunities Cell (Gender Sensitization)</b> . Exact timings will be notified later.
	iv	The college internal tests would begin with <b>Practicals Exams from 4<sup>th</sup> March</b> . This will some more time for completion of theory syllabus.
	v	<b>16<sup>th</sup> February: Science Fest</b> . This will have a Inter college Poster and PPT competition from 10.00 am to 1.30 pm .Other teaching activities will go on simultaneously.
	vi	<b>11<sup>th</sup> February: Start Up Initiatives for Graduates</b> . This programme will be held under UDISHA Club. It focuses on TY Students to give them guidance regarding entrepreneurship and post B Sc Options .
4		<b>ONLINE FEEDBACK</b>
		The <b>dates 15<sup>th</sup> to 20<sup>th</sup> February</b> have been fixed for online feedback by TY B Sc Students. All HoDs have been asked to fix up the schedule with Ms Farheen Ansari of the BCA Dept.
5		<b>REMEDIAL CLASSES</b>
		ALL HoDs were asked to inform the semester IV students about the remedial classes and to take advantage of this special arrangement. Classes started from 8.2.16. Time table for same is displayed on notice boards.
6		<b>EXIT MEETING for TY B Sc Students.</b>
		The Principal expressed the view that we need to scale up the Exit Meeting of the outgoing TY students in an effort to have a fruitful dialogue. The exact date will be decided later on. IQAC coordinator will look after the detail planning of the same.
7		<b>SYLLABUS ENRICHMENT COMMITTEE</b>
		All depts. Have been asked to form the above mentioned committees and submit the list to IQAC at the earliest. The respective meetings can be held later.
8		<b>Syllabus completion</b>
		All the heads were asked to keep an eye on completion of syllabus at all the level and arrange extra classes during zero hours wherever required.

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



Bhavesh Patel

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All dept including IQAC



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

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Date: 13/01/2016 Time: 1 2.30 pm Venue: Botanical Garden

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 The Chemistry Dept., the IC Dept .and Mr Piyush Lashkari for successful conduction and completion of the National Seminar and Alumni Meet respectively.
1		<b>Alumni Association</b>
	i	In future each dept can have their own alumni meets which can allow the alumni a more fruitful engagement with the college.
	ii	An official committee can also be set up.
2		<b>IQAC: Syllabus Revision Committee</b>
	i	It has been decided that Departmental level Curriculum Enrichment Committees can be set up for Syllabus Revision. The committee will include HoD + 2-3 staff members + a member for industry+ member from the respective PG dept.
	2	The committee should meet at least once every year, preferably in January and discuss / analyze and suggest changes .The proper minutes with signatures should be maintained
	3	The signed suggestions should be presented to the Chairman, BoS and to the dean faculty to be taken up for discussion in the future Board of Studies meeting. Final outcome of such exercise must be recorded.
3		<b>Placements</b>
	i	It has been decided to collect data from TY students who wish to seek employment after their graduation .Only those students should be sent for job interviews after giving them required inputs and training.
	ii	Such a system will ensure that we have actual data about the number of students seeking employment and how many actually got the placement. The format for the same was created by Dr. Dixit and approved by all the heads. This is to be done now onward in every January for TY students.
4		<b>NSS Annual Camp</b>
	i	The principal informed all about the Annual NSS Camp at Ankalwadi.
	ii	A detailed list of possible departmental visit schedule to the camp has been sent to each Dept. accordingly the staff must visit the camp.
5		<b>Remedial Classes</b>
	i	Each Dept has been asked to collect data regarding the number of students (sem 4)who are yet to clear their sem 1 and 2, and accordingly arrange for remedial courses to ensure that they clear those papers
	ii	The students of semester 4 must be inform about the University circular regarding entry in to semester 5 (They have to clear semester 1 and 2 for entering in to semester 5.
6		<b>Sports Day</b>
		The Annual Sports day is scheduled on 21 <sup>st</sup> January 2016. The detailed list of committees will be circulated shortly
7		<b>Annual Day etc</b>
		Vice President My N Y Patel has been asked to tentatively plan dates for Science exhibition, Annual day, Talent day and prize distribution.

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

Dr. Bhavesh Patel

  
**PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**



# Minutes of the Principal's 1<sup>st</sup> Meeting with the HODs

(35)

**Date: 13/6/2016 Time: 2.30 noon Venue: Principal's Office**

Following Heads were present- Dr H N Patel, Dr PM Patel(IC), Mr P A Lashkari, Dr P M Patel(PHY), Dr BC Dixit, Dr JP Patel, Dr Nikunj Bhatt, Dr C R Gurjar, Mr. N Y Patel, Mr Ashish Joshi and Mr. RH Sadhu.

		The Principal welcomed everybody and began the meeting.
1		<b>SYBSc Admissions</b>
	i	The Principal informed everybody that following a transparent process and as per the preferences given by the students and their merit, the merit list for S Y BSc Admission has been put up on the web site and on the college notice board.
	ii	In case of change of subject, applications will have to be given to the principal and students will be allowed to change the course subject to availability.
	iii	14 and 15 <sup>th</sup> June have been fixed for the payment of the fees. HoDs or a representative is required to sign the admission form .
2		<b>Teaching</b>
	i	Theory and practical teaching of all classes will start from 20 <sup>th</sup> June 2016
3		<b>Forth coming events</b>
	i	<b>Orientation for FYBSc Students on Saturday 18/6/2016.</b> Dr P M Patel has been asked to coordinate the programme and senior students will be called to volunteer . Details will be circulated later
	ii	<b>Counseling:</b> The first counseling session will be held on the same day after the orientation programme. Dr C R Gurjar has been asked to prepare the list of counselors an allot class rooms for the same. A meeting of the counselors to be arranged before Saturday
	iii	<b>Identity Cards:</b> Mr. L M Katara will ensure that the ID cards are issued to the students at the library on the same day.
	iv	<b>Orientation for SC, ST, OBC students:</b> Immediately after the counseling, an orientation programme for SC,ST and OBC students have been arranged under Equal Opportunity Cell. This will be coordinated by Dr P M Patel(IC)
	v	<b>IQAC Workshop :</b> In view of the fact that the college will have to go for NAAC in Jan 2018,a workshop will be held on Thursday 16/6/2016 for all the staff members. Details will be circulated later.
	vi	<b>International Yoga day Celebrations 21/6/2016:</b> Dr J K Chauhan has been asked to work out time table for practice for the Yoga Day. It has been tentatively decided to have training sessions from 14th June.
		The meeting ended with a vote of thanks to the chair.



Dr. Bhavesh Patel



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**VALLABH VIDYANAGAR-388120.**

# Minutes of the Principal's Meeting with the HODs

Date: 17/12/2016 Time: 11.30 am 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 C R Gurjar, Mr. NY Patel, Mr. RH Sadhu,

		At the outset the Principal welcomed everybody and began the meeting.
1		<b>Departmental Alumni Meet</b>
	i	All HoDs were informed that the Biology Dept was organizing its meet on 24/ 12/ 2016 at 4.00 pm.
	ii	It was decided that all other depts. Will hold the meets in their respective depts.(TY Classrooms) on 28/1/2017 from 2.30 pm onwards.28/1/16 will be working day till evening.
	iii	On the spot registration will be done for those who have not registered themselves through website.
	iv	Each dept to target at least 100 alumni.
	V	<b>A tentative (common) program schedule will be as under:</b>
	A)	Registration from 2.30- 3.00 pm. Facility for on the spot registration to be made.
	B)	General Introduction by the HOD.
	C)	Principal's message on PPT/Video to be played out
	D)	Felicitation of one or two prominent alumni with a shawl, citation and memento
	E)	Feedback from the attendees.
	F)	VPM's Face book Page may be launched.
		Trying to motivate alumni to contribute to the College Endowment Fun. If they are willing they can also be allowed to contribute in groups. The principal will touch upon this topic in his message.(For Example New classrooms on Library Block, Solar Panels for library, R&D labs etc). Format for donation(only through cheque/ DD)
	G)	All registered alumni will be informed through SMS and Email about the meet
2		<b>Criteria wise Team for NAAC Report</b>
	i)	All criteria coordinators were asked to form a team to prepare report on concern criteria. They must inform about the committee to IQAC coordinator so that to avoid overlapping of members.
	ii)	The Principal and /or Dr Nikunj Bhatt will brief each team to discuss roles and responsibilities.
3)		<b>Faculty Exchange Programme</b>
		It was decided to send the HODs of Physics, Chemistry, Mathematics Dept for the first Faculty Exchange programme with the colleges with which we have signed an MOU.
4)		<b>Remedial Classes</b>
		The remedial classes will continue as per the schedule decided from the previous semester.
		All HODs to maintain a proper record including, attendance, photographs and number of classes conducted
5)		<b>Department Stock</b>
	i	It was decided that departmental stock registers will be printed so that uniformity can be maintained
	ii	Asset registers and stock registers to be maintained.
	iii	Equipments bought with UGC funds should be identified and labeled (if not done till now)

Meeting ended with thanks to chair

Dr. Bhavesh Patel

o/c



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# Minutes of the IQAC's Meeting with the HODs

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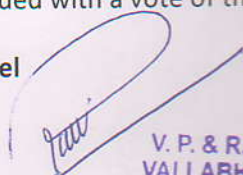
Date: 18/11/2016 Time: 1.30 pm Venue: Conference Room

Following Heads were present- Dr H N Patel, Mr P A Lashkari, Dr P M Patel, Dr Nikunj Bhatt, Dr C R Gurjar, Dr BC Dixit, Dr JP Patel, Dr V K Sinha (IC), Mr. R P Solanki, Mr. RH Sadhu, Mr Ashish Joshi

		The Principal welcomed everybody and began the meeting.
1		<b>Commencement of Classes</b>
	i	In view of the ongoing semester ending exams and followed by assessment work, it was decided that the teaching of all classes of B.Sc. will begin from <b>12/12/2016</b> . The BCA teaching will start from <b>1/12/2016 (both practical and theory)</b>
	ii	All should complete the assessment work by 12 <sup>th</sup> of December 2016
	iii	Mr N Y Patel has been asked to prepare the time table.
	iv	It was also decided that the counseling batch will not change in the second term .
2		<b>Departmental Accreditation</b>
	i	It has been decided that the departmental accreditation will take place in May 2017 just before the college closes for vacation
	ii	The list of files has already been sent to each HoD.
	iii	The details of activities will be from April 2013 to May 2017 i.e. post NAAC
3		<b>Preparing for NAAC</b>
	i	As decided previously, criterion wise SSRs of three 'A' Graded Science Colleges were distributed to Dr Dixit, Dr JP Patel, Dr P M Patel(IC), Dr Harshad Patel, Dr P M Patel, and Mr N Y Patel to study and prepare criterion wise report .Each coordinator is free to form a team for the purpose. These coordinators will work under the guidance of IQAC coordinator.
	ii	The NAAC manual will have to be read by the coordinator.
	iii	A questionnaire will also be given to each criterion coordinator.
4		<b>Departmental Alumni Meet</b>
	i	As decided earlier, each dept has to conduct an Alumni Meet. Large Dept must target at least 100 participants while smaller ones can target at least 50.
	ii	HoDs must inform the coordinator of Alumni Association Mr Piyush Lashkari about the planning. etc
	iii	The CVM has already given its consent.
	iv	The meets should be preferably on Saturdays or Sundays. The Principal and the IQAC coordinator and the coordinator will remain present.
	v	HoDs should ensure that the participants are from various older batches and confirm online registration. They must also plan to expand the data base
	vi	<b>During the meet, the following points can be covered:</b>
		A) General discussion about college B) Departmental presentation may be included
		C) One prominent alumnus can be felicitated D) Can ask for donation in cash or kind
5		<b>MOUs with 'A' Graded Colleges</b>
	i	In the coming semester, Physics, Mathematics and Chemistry departments are to identify one faculty each to send them to the institutes with which we have signed MOUs. We can invite faculties from those colleges too and arrange for their lectures in the college
	ii	The faculties who visit these colleges in January are expected to interact with faculty, study the syllabus, identify best practices and study the other facilities that the host colleges are providing to students.
6		<b>Seat Numbers</b>
		The list of roll numbers and corresponding seat numbers will be mailed to each dept.
7		<b>Spoken Tutorial</b>
		Mr R P Solanki has been asked to register as coordinator and register some students from the Mathematics dept at the earliest.
8		<b>Green Audit &amp; Energy audit</b>
		The Biology Dept and Physics dept have been asked to look into the process and methodology of these audits. The data about annual electricity consumption is with the college office.

The meeting ended with a vote of thanks to the chair

Dr. Bhavesh Patel



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# Minutes of the Principal's 3rd Meeting with the HODs

(33)

Date: 24/8/2016 Time: 2.00 pm Venue: Conference Room

Following Heads were present- Dr H N Patel, Dr PM Patel(IC), Mr. P A Lashkari, Dr P M Patel(PHY), Dr BC Dixit, Dr JP Patel, Dr Nikunj Bhatt, Dr C R Gurjar, and Mr. N Y Patel .

	The Principal welcomed everybody and began the meeting.
1	<b>Internal Tests</b>
	Keeping in view that that the college had started much earlier, the Principal expressed the view that by syllabus completion should be in time.
	The tentative internal exam dates for all the ongoing semesters are as follows:
i	Practical Internal Exams : 19/09/2016
ii	Internal Theory Exams : 29/9/2016
iii	External Practical Exams : 14/10/2016
2	<b>Golden Jubilee Fund</b>
i	Mr. N Y Patel has been selected as the coordinator of the Golden Jubilee Fund. The name of the treasurer would be announced at a later date.
ii	All HoDs were asked to suggest names of speaker for the event.
3	<b>External Exam Evaluation</b>
	Dr J P Patel was made the coordinator of the external exam assessment work to be carried out in the college
4	<b>Tasks for Target 2018</b>
	All HoDs were asked to take stock of the tasks assigned to respective dept. for the forthcoming NAAC and AAA accreditation.
5	<b>Syllabus Review Committee</b>
	Those depts. which are yet to form a committee and arrange a meeting were asked to do it as early as possible.

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



Dr. Bhavesh Patel

**PRINCIPAL**  
V. P. & R. P. T. P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388120.

All dept.

# REPORT OF THE EXIT MEETING OF B Sc FINAL YEAR Students

Organized by IQAC

Coordinated by Dr Nikunj Bhatt

Date: 27/2/2016

Time: 11.30am

Venue: Room No 08

The concept of an Exit Meeting for T Y B Sc students has become a part of the academic calendar for the last two years now. The college does have an orientation for FY B Sc Students on the opening day of College. In same way TY Students are also given an opportunity to express their views on the last day of working.

The programme was anchored by Dr C R Gurjar, member, IQAC. The principal began the proceedings by welcoming the students and spelling out the objectives behind such an event. Many students came forward to speak. They were all very happy with the college, the support of the principal and the staff, the central committee system, its atmosphere, its system, and most importantly with the teaching faculty, who they felt always took good care of them. They also gave a few suggestions to improve the working of the college.

The suggestions are as under:

- 1) Many felt that the **admission procedure should be made better (possibly online system)** because many parents had to stand in line for hours.
- 2) Students felt that such a good college should have a **well equipped auditorium** with good acoustics.
- 3) Many were unanimous about the **removing the Semester system** as they felt that the system robbed them of valuable time in the college which otherwise could be used for teaching and other co-curricular activities.
- 4) NCC students felt that they would be happy to get more support from departments when they got to attend various camps.
- 5) Girls wanted to have a **separate vehicle parking** in front of the college gate rather than at the existing place
- 6) Students suggested that **attendance should be taken in every lecture.**
- 7) Many felt that the Unit Test system should be replaced by regular exams.
- 8) Students wanted the college to upgrade the college camera and other musical instruments.
- 9) The students said that Instrumentation lab and Zoology lab needed to be upgraded.

Before conclusion, Prof Piyush Lashkari HoD, Electronics & Instrumentation Dept, and Coordinator Alumni Association, gave an overview about the association and urged the students to enroll themselves with the association and maintain their link with their Alma Mater.

Finally, Dr Charudutt Gurjar proposed the vote of thanks.

  
**PRINCIPAL**  
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MINUTES OF THE LIBRARY ADVISORY COMMITTEE

Date 30/3/2016

Time 3.00 pm

Venue: Library

The meeting was attended by Principal Dr Bhavesh Patel, Mr. L M Katara, Dr. Charudutt Gurjar, Mr. R.P. Solanki, Mr. Bholenath Lashkari

		At the outset the Principal welcomed all appreciated the work of Mr L M Katara and the functioning of the library and also informed the committee that about the Students' Feedback about the library, its functioning and facilities
1		<b>Students' feedback</b>
		The students' feedback form contained 4 questions about the library. They are as follows:
	A	<b>Internet Facility, Space for Reading, Number of Books, and Library Timings.</b> Majority of students were satisfied with the above mentioned facilities
2		<b>Proposals/Suggestions</b>
	A	It has been decided to hold at least have 1 meeting of the LAC every Semester
	B	The library should have its own website.
	C	The principal felt that more furniture needs to be added looking at the strength of the college. He also proposed setting up of 5 more terminals for <b>Internet.</b>
	D	More digital content should be created in the OFFLINE Mode so that it can be accessed quickly.
	E	The Principal also informed that the college has procured 180 CDs on different subjects. They can also be stored in the library computers for ease of access
	F	The principal proposed the buying of at least 5 EBook Readers (Eg KINDLE)
	G	Previous issues of magazines and newspaper can be kept in the hostel to encourage reading habits. A special room dedicated for the same can be readied in the hostel . The students should be encouraged to manage the same.
	H	There was a need to install display boards in the library and also upgrade the photocopying facility. The existing photocopy machine can be kept in the staff room.
		The meeting ended with a vote of thanks to the Chair.

Dr. Bhavesh Patel

Mr. L.M. Katara

**PRINCIPAL**  
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