

# Minutes of the Principal's Meeting with the HODs

**Date: 4/12/2017 Time: 3.30 pm Venue: Conference Hall**

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

Principal Dr Bhavesh Patel welcomed everybody to the meeting. The following points were discussed and finalized:

1		<b>New Semesters Dec 17-May 2018</b>
	i	The principal informed all that the roll numbers of the previous semester have not been changed. The roll numbers of those students who have left the college, will not exist.
	ii	The counseling batches will also remain the same.
	iii	All faculty members are instructed to engage the classes even if a few students are present to send out a strong message to other students.
2		<b>Forthcoming Events</b>
	i	It has been decided that the <b>Sports day</b> will be conducted on Saturday 30/12/17.
	ii	<b>Annual Day/Science Day:</b> All Heads agreed to the Principal's proposal that henceforth the college Annual Day would be celebrated on 28 <sup>th</sup> February every year. This day is also celebrated as the Science Day.
	iii	<b>Gujarat Science Academy Science Meet:</b> The GSA VVN & Changa Chapter are planning to hold a multidisciplinary event on 21st January 2018 in the college. The detailed planning will be discussed later.
	iv	<b>Talent Evening:</b> It has been tentatively decided that the Talent Evening will be held on 1 <sup>st</sup> of March.
	v	<b>Prize Distribution Function:</b> This function will be held on 2 <sup>nd</sup> March.
		It has also been resolved that the above three functions Annual day, Talent Day and Prize Distribution function will be held in the same order every year from now on.
	vi	<b>Parents Teachers meet:</b> It has been tentatively decided to hold the PT Meet in the first week of February 2018. The date will be finalized later.
	vii	<b>Alumni Association:</b> Prof Piyush Lashkari has been asked to suggest a list of office bearers. It has also been resolved to hold a common meet on first Sunday of January. The Principal suggested that the college can conduct a cultural/ musical program during the meet.
3		<b>Subject orientation for FYBSc Students</b>
		The Principal said that there was need to orient all the FYBSc Students about subjects like Electronics, Microbiology, Botany, Zoology, Statistics, and Computer Science. The concerned departments have been asked to prepare PPTs for the program regarding career options in their respective fields.
4		<b>Semester Ending Examinations(Practical)</b>
		The Principal informed all the HODs that the marks are not be entered online and that they can be submitted on paper. The Principal also asked all to expedite the submission.
		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.





## V.P. and R.P.T.P. Science College, Vallabh Vidyanagar

### MINUTES OF THE MEETING WITH THE RETIRED TEACHERS

DATE: 05/09/2017

Time 4.00 - 5.10 pm

On the occasion of Teachers' Day a meeting of retired professors of V. P. & R. P. T. P. Science was organized in the college conference room as a mark of respect to their contribution to the Institution.

24 retired teachers who were available on the campus were invited for the same and out of them 10 attended the meeting. All the Heads of Department of the college were also present. Dr. S. G. Patel, Hon. Secretary, CVM was honored as the Chief Guest of the function.

The following retired professors were present :

Dr. S. G. Patel, Shree R. P. Patel, Shree B. R. Shah, Dr H R Gershoam, Shree V. C. Shah, Shree K. M. Patel, Shree C. M. Raval, Dr. L. F. Rabari, Smt. Sarojben Pandya and Shree B. D. Patel.

In the begging of meeting two minutes silence was observed as a mark of respect to the late Shree J. S. Patel, Shree S. B. Patel, Shree N. V. Patel and Dr. A. J. Dave who passed away in the recent past.

Shree R. P. Patel (Former Principal of the college and Former Secretary of CVM) expressed gratitude and remembered qualities and their services at the institute.

Principal Dr. Bhavesh D. Patel welcomed all the retired teachers of the institution and explained the objectives behind the meet. The foremost being the need to strengthen the relations amongst the retired teachers and college. He spoke at length

the progress about college in past few years. He further explained that r\this year college is ranked 61by National Institutional Ranking Framework (NIRF) of MHRD, GoI. The college is ranked 11th among the Science Colleges in country, 2nd in the state of Gujarat and the only college in Sardar Patel University. He lauded the role of all the past teachers who have a played a role laying a strong foundation for the college. He stressed on the fact the college needed a few classrooms. This would enable uniform timings for the entire college and also to convert room no 8 as a small auditorium.

All the retired teachers appreciated the national ranking of college. He asked suggestions for achieving NAAC score above 3.5 for the next NAAC cycle.

Shree R. P. Patel (Former Principal of the college and Former Secretary of CVM), Dr L F Rabari, Shree V C Shah, Shree K M Patel, actively took part in the discussion related to deficit of staff and to collect donation from alumni to enrich the college endowment fund. Shree P. A. Lashkari, coordinator of alumni, assured them to do so.

Dr. S. G. Patel, Hon. Secretary, CVM gave blessing for the good progress of college and assured to support college by all possible means. Principal Dr. Bhavesh Patel on the occasion highly appreciated the help from CVM and particularly from Dr. C.L. Patel, Charuter Vidya Mandal.

Dr. P. A. Lashkari gave vote of thanks. The program was coordinated by Dr. B. C. Dixit.

Dr. Bhavesh Patel

  
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(17)

**MINUTES of the Staff Meeting regarding forthcoming University exams**

**Date: 6/11/2017      Time: 2.00 pm      Venue: Room No. 8**

Principal Dr Bhavesh Patel welcomed everybody and began the meeting. The main agenda of the meeting was the Forthcoming Semester Ending Examinations commencing from 7/11/2017

1		<b>Examination Schedule</b>
	i	The Semester I and V Theory will begin from 7/11/2017 in two sessions. Parallely, Semester III Practical Exams will be conducted by respective depts. from 8/11/2017
	ii	Semester I and V Practicals will start from 16/11/2017
2		<b>Supervision Duties</b>
	i	There is no scope for major changes in Centralized allotted duties. Any changes have to be managed internally at the departmental level.
	ii	Supervision duties cannot be cancelled. They can be exchanged in advanced only if one has a valid reason and after the Principal's permission
	iii	No Supervisor, Junior or senior is allowed to carry a cell phone to the examination hall.
	iv	Students are not allowed to carry any kind of bags or cell phones in the college campus during the exams.
	v	Students need to carry the exam hall ticket and a valid Photo ID with them.
	vi	Supervisors are expected to report for examination duty well in time and care is to be taken while filling the reports etc.
	vii	Senior Supervisors are expected to take rounds during the exams and presence of at least one supervisor is expected near the exam halls.
	viii	The college doors will open just before the exams.
	ix	Supervisors must announce in class that unfair means will not allowed and in the initial days, senior supervisors can frisk students randomly to discourage them from carrying copying material to the exam room
	x	Junior supervisors are informed to take continuous round in the block
	xi	Additional supplementary required by student is to be provided at their place
	xii	All the forms is to be filled with care without any mistake
		The meeting ended with a vote of thanks to the chair.

  
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Minutes of the Principal's 3rd Meeting with the HODs  
**Date: 8/9/2017      Time: 3.30 pm      Venue: Conference Hall**

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

Principal Dr Bhavesh Patel welcomed everybody to the meeting. The following points were discussed and finalized:

1		<b>Postponing events</b>
	I	Looking at the students demand and forthcoming examinations it was decided to postpone talent hunt and sports day which was scheduled in this term.
2		<b>Examinations</b>
	I	The Internal Practical exams will be conducted as usual for 30 marks while that of external would be of 70 marks. The Practical exams will begin from 22/9/2017. However, all laboratories will go on till 21/9/2017 as per the time table and theory classes (revision/ difficulty solving sessions/ extra classes) will go till 29th September. Internal theory exam will start from 3rd Oct, 2017.
	li	The Semester ending University exams of Semester I and V would begin from November 7(7/11/2017.) The Practical Exams of Semester III would be conducted during that period. Similarly at the time of Sem III University exam Practical exam for Sem I and V will be conducted.
3		<b>Forth coming events</b>
	I	A special program on <b>Cyber Crime/ Security</b> will be organized in the coming week for all students. (14th Sep, 2017)
	li	Navratri Celebrations: The college will organize a Garba Competition on 22/ 9 /2017
	lii	Veer Vitthalbhai Vyakhanmala: The Golden Jubilee Fund lecture series will be held on 27/9/2017 from 3.00 pm onwards .Dr Shirish Kulkarni, Hon'ble Vice Chancellor, SP University , will be the Chief Guest. Departments must ensure that all students attend the event.
	lii	<b>Minaxi Lalit Examination</b>
		The Principal informed all that more than 1600 students have been registered for the State level Exam. This time NVPAS has also been made a an exam Center due to the large number of students
		To ensure improved performance, all depts. will conduct <b>2 Hours</b> preparatory classes on Sunday to guide the students about the question style etc. Each dept is free to either arrange faculty in house or invite faculty from outside for the purpose. Remuneration will be paid to the faculty.
		The meeting ended with a vote of thanks to the chair.

Dr. Bhavesh Patel

Principal

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# Minutes of the Principal's Meeting with the HODs

**Date: 10/2/2017 Time: 12.30 pm Venue: Conference Hall**

Following Heads were present- Dr V K Sinha, Mr. P A Lashkari, Dr. P M Patel, Dr BC Dixit, Dr C R Gurjar, Dr J P Patel, Dr Nikunj Bhatt, Mr. R P Solanki, Mr. RH Sadhu.

		At the outset the Principal welcomed everybody and began the meeting.
1		<b>Academia- Industry Meet</b>
	I	The Principal informed all that the Academia- Industry Meet has been scheduled on 11/2/2017. All HODs, coordinators of NCC, NSS and Sports also to remain present.
	ii	We are targeting at least 10 industries and out of which 7 have confirmed their participation. We hope to sign MOUs. The draft of the MOUs is ready. All Heads will be sent the MOUs for a detailed reading so that they can correlate their activities with the company with which MOUs have been signed/ can be signed. Industry people can also deliver guest lectures on some field of expertise relevant to our students.
	iii	Any other interested industry can also be approached by all the HODs.
	iv	The programme will include a Presentation about the college so that the representatives of the industries can know about the kind of work we are doing and what role they can play in the collaboration or how both us could be mutually benefit one another.
2		<b>ALUMNI MEET</b>
	I	The coordinator of the Alumni Association Mr. Piyush Lashkari to send a detailed report to Dr Nikunj Bhatt.
	ii	A list of all the prominent alumnus who have been felicitated to be prepared and updated every year.
	iii	The Principal expressed his disappointment with the fact that the expected outcomes were not achieved because the most senior alumnus did not come for the meet.
	iv	All HoDs must analyze the lacunae and in future give the departmental staff more responsibility of inviting more and more alumni.
	V	The office bearers must be formed immediately. All required support will be provided including an office. The college faculty staff who are also the alumni will extend all help.
	Vi	We can also study and adopt the functioning of other associations who are organizing such meets very successfully. Someone from their association can be invited for ideas.
3		<b>Forth coming Events</b>
	I	<b>Sports Day on 22/2/2017</b>
		Counselors to ensure that their students shall come to the ground. Attendance can be taken there. (Action - all counselors). Dr. J.K. Chauhan to prepare the detail plan and its execution.
	ii	<b>The Annual day 28/2/2017</b>
		The Annual day has been scheduled on 28/2/2017 and Dr BG Patel Vice Chancellor, CHARUSAT has agreed to be the Chief Guest. All must ensure that maximum students attend the function.
	iii	<b>Other Important Events</b>
		Talent Day- 1 <sup>st</sup> march 2017
		Prize Distribution -2 <sup>nd</sup> march
		Vidyanagar Day 3 <sup>rd</sup> March
		Internal Theory Exam- 6 <sup>th</sup> March Onwards
		Internal Practical Exams- 20 <sup>th</sup> Feb onwards. HoDs can postpone or advance the exams as per departmental arrangements
4		<b>Annual Report</b>
	I	All depts. To send the departmental report Dr A R Jivani before 15 <sup>th</sup> Feb. for the Annual report.
	ii	All main activities reports to be sent to Dr C R Gurjar for the News letter and for the annual day report. He is advised to make a small committee for the same.
	iii	Dr A R Jivani to schedule the time and date for Committees photo session. The same





		Passport size photo of all staff with a common background will also be taken
5		<b>FEEDBACK</b>
		All HoDs are requested to schedule their time with the CS dept for the online feedback from TY BSc Students. Mr. R H Sadhu to prepare a time table for each dept.
6		<b>National Institutional Ranking Framework ( NIRF)</b>
	i	IQAC Coordinator Dr Nikunj Bhatt informed all the HoDs that that the college has successfully submitted all the data.
	ii	The NIRF has started gathering information about what the general public thinks about each institution. So all the staff members and all the people in their circle/ contact can go to the web site and log in using their personal Email. The NIRF will then send them a link from where they can select our college. This can eventually win us some important points which can help us to improve our national rank .
	iii	All students/ alumni/ relatives etc can be asked to do it for the college.

27

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



Dr. Bhavesh Patel

Principal

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# MINUTES OF THE ACADEMIA- INDUSTRY MEETING to sign MOU

Date: 11/2/2017 Time 10.30. Venue: Conference Hall

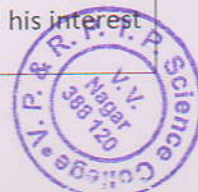
24

The following were present at the MOU signing meeting: Dr Bhavesh Patel, Principal, Dr Nikunj Bhatt, Coordinator, IQAC, Dr V K Sinha, Head, Industrial Chemistry Dept., Dr J P Patel, Biology Dept., Dr B C Dixit, Chemistry Dept., Dr C R Gurjar, English dept., Mr. R H Sadhu, Computer Science Dept., Mr Ashish Joshi, BSA Dept., Mr. R P Solanki, Mathematics & Statistics Dept., Mr. Piyush Lashkari, Electronics Dept., Mr Laxman Katara, Librarian, Mr. Atul Patel, NSS co coordinator( All from the college)

From the various Industries, the following were present:

- 1) Dr C P Patel, a former alumnus, a former professor and entrepreneur
- 2) Mr. Pradip Joshi from Green Circle, Baroda.
- 3) Mr. Tejas Shah, from Usha Coating, VU Nagar
- 4) Mr. Nitin Shah, from Ravikiran Ceramics pvt. ltd., Kanjari
- 5) Mr. Ruchit Desai, from Sahajahanad Beverages, Valasan
- 6) Mr. Dineshbhai Patel, Uma Plasto mac, manufacturer of PVC Water Tanks

		Introduction
		Dr Nikunj Bhatt, Coordinator, IQAC, began the meeting by welcoming the dignitaries. Then Dr Bhatt in his address spelt out the objectives behind our efforts to sign MOUs with industries. He stressed on the fact that today's students need to stand out in the crowd and it is possible only they learn something that is beyond the syllabus. Dr Bhatt then invited the Principal Dr Bhavesh Patel for his presentation.
		Presentation about the college
		Dr Bhavesh Patel, Principal, first introduced the various faculty members to the dignitary. The dignitaries also introduced themselves. This was followed by a detailed presentation about the college and its research activities to enlighten the entrepreneurs about the kind of work the college is doing. The Principal was very categorical in his assertion that the intention behind the MOUs was purely academic and there is absolutely no liability on the companies to finance any project or to commit any jobs to students of the college. It was only to give industrial exposure to the students. The industry personnel can deliver guest talk in the college and also give inputs about the curricular inclusions/ changes and discuss the requires skill sets that need to be developed which would equip students to work in industries. If needed the professors can also impart some training to industries' new recruits. The Principal then requested the dignitaries to present their views.
		Here are the views expressed by the dignitaries :
	i	Dr C P Patel, a former alumnus, a former professor and entrepreneur spoke about his days at the college and how he chose to become an entrepreneur, the challenges and how he overcame them. Dr Patel was very clear in his views that he would sign the MOU only after being fully convinced about the agreement. He was of the opinion that the academia and industry in more ways to improve the curriculum.
	ii	Then Mr. Pradip Joshi, Group President and CEO of Green Circle, expressed his views. Mr. Joshi said about his company that among things, his company was mostly involved in Recovery Plants. He was of the opinion that it was a good idea to introduce Certificate courses for students in the field of Green Audit and the likes. He also welcomed interns from all science fields, especially from Micro biology, Industrial Chemistry and Physics, to his centre and there are opportunities for BSc Students in this field. There also is a good opportunity in collaborative R&D with the Academia. Mr. Joshi also expressed his interest in delivering talks.





	iii	Then, Dr. Tejas Shah of Usha Coatings, V U Nagar. Dr Shah informed all present that they manufacture paints. He was of the opinion that basic sciences are important because only they will help in proper understanding of the properties of materials and in future help in engineering new products/ material. Dr Shah offered in plant training to the college students and deliver special lectures in the college	25
	iv	Mr. Nitin Shah of Ravikiran Ceramics, Boriavi , informed about his company that they manufacture electrical ceramics and high tension insulators. Mr. Shah, an alumnus of the college welcomed fresh Chemistry and industrial graduates to work for the company.	
	V	Mr. Ruchit Desai of Sahajahanad Beverages said there was good scope for students of Micro biology in his company for testing. He also wanted to know whether the college can produce minerals for beverages which they buy from the market.	
	Vi	Mr. Dineshbhai Patel, Uma Plasto Tech., Khambat , manufacture PVC water tanks. He was of the opinion that the youth need education in entrepreneurship development and welcomed students for industrial visits anytime.	
		Dr V K Sinha then briefed the dignitaries and the Heads of the depts.. about other companies like Swiss Glasscoat, Champion Paints, Nutan Ayurvedic, Global, Pharma and V M Chemicals are also willing to sign the MOUs with the college.	
		Dr Charudutt Gurjar, Head English Dept. thanked all the visiting dignitaries and expressed the hope that this new association will provide valuable exposure to students and also be association of mutual benefits. He also reiterated what the Principal said that the companies have absolutely no financial or any other liability like job placements .	
		The meeting ended with the signing of MOUs between the college and the industries	

  
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18

Date: 19/9/2017

Time: 1.00 pm

**Venue:** Conference Hall

Following were present- Dr H N Patel, MR P A Lashkari, Dr V K Sinha, Dr P M Patel, Dr C R Gurjar, Dr BC Dixit, Dr JP Patel, Mr. NY Patel, Mr. RH Sadhu and Mr. Ashish Joshi, Dr J K Chauhan(PTI), Dr Rajiv Bhatti and Mr. Atul Patel(NSS Coordinators), Mr. Laxman Katara(Librarian)and Dr M M Morekar(NCC)

Principal Dr Bhavesh Patel welcomed everybody and Dr Nikunj Bhatt, Coordinator, IQAC initiated the meeting. Dr Bhatt Spelt out the agenda for the meeting and apprised everybody present there about the following points

1		<b>NAAC</b>
		Dr Nikunj Bhatt informed everybody that the new RAR has a completely new format
	i	Unlike the previous NAAC Process where colleges could apply anytime for accreditation, now under the new process, there are only two windows to apply- May- June or Nov- Dec. We are targeting the May-June window as the new system is still new and we want to put on the best possible show.
	ii	The reason why this has to be expedited is that scanning and uploading is a time consuming process. Moreover, as 70% of the grade points can be calculated on the basis of data, we still have time to add documentary evidence in case, they are found lacking.
	iii	The IQAC will start writing the RAR from 21 <sup>st</sup> Sept and all the Heads are requested to send the data in the format sent earlier via email, as soon as possible
	iv	All data/documents are to be scanned and uploaded. All the departmental data can be scanned and uploaded centrally by IQAC. The concerned department/ staff can remain present during the process.
	vi	Document for every activity should be presented.
	vii	The formats for data will be sent to NSS, NCC and sports Coordinators
	Viii	Departments can still send requisitions for equipment, software, recreational facility and reading room (in hostels). Previous issues of magazines can be sent to the Hostel reading rooms. Two news papers can also be subscribed for the hostels
2		<b>NIRF</b>
	i	Dr Nikunj Bhatt informed all that there are five parameters to decide on the ranking. While we did well in four, we got the lowest score in public perception parameter. Otherwise our rank would have been still better
	ii	Since it is to be done every year, this time an all out effort has been done in the public perception parameter. We will need to make the students, our friends and relatives and our alumni aware about this and make them visit the NIRF site to show their preference when the window opens. This will significantly help us score better in that parameter.
3		<b>GOLDEN JUBILEE LECTURE SERIES FUNCTION(27/9/2017)</b>
	i	All staff members are equally responsible for maintaining discipline. The discipline committee should be especially vigilant.
	ii	To ensure good attendance of the students, Mentor depts. of FYBSc should devise mechanism for the same. All heads informed that the journal certification works will be on that day. This will ensure that the students will be in college on the day
		The meeting ended with a vote of thanks to the chair.

Dr. Bhavesh Patel

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# Minutes of the Principal's Meeting with the HODs

28

Date: 20/1/2017

Time: 3.30 pm

Venue: Conference Hall

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

		At the outset the Principal welcomed everybody and began the meeting.
1		<b>Departmental Alumni Meet</b>
	i	Biology Dept has already conducted its meet on 24/ 12/ 2016.
	ii	As decided all other depts. Will be holding the meets in their respective depts.(TY Classrooms) on 28/1/2017(Saturday) from 2.30 pm onwards .The college will function normally till 2.30 pm . Registrations will from 2.30 to 3.00 pm
	iii	On the spot registration will be done through Physical forms for those who have not registered themselves online.
	iv	Each dept will conduct the programme in the rooms allocated. Thereafter, all will gather in the college central hall, to listen to the Principal's address followed by high tea. The basic outline is already circulated.
	v	As decided earlier, one or two prominent alumni will be felicitated with a shawl, citation and bouquet. All HODs are requested to take the consent of the alumnus before finalizing the names for the felicitation. The names are to be forwarded to the coordinator before 24/1/2017.
	vi	An Independent committee can be formed and the office bearers can be named and responsibilities can be assigned. All the college alumni- faculty are by default working members of the association
	vii	All HoDs are requested to provide the tentative numbers of participants who are likely to attend the meet by 25 <sup>th</sup> January without fail to coordinator
	viii	It was decided to display photographs in the central Hall. (Action - P.A. Lashkari)
	ix	The attendance of the attendees must be duly recorded in a separate register.
	x	The current lot of TY BSc students can be involved in the activities as volunteers
	xi	Feedback from the attendees must also be collected and preserved.
2		<b>Regarding NAAC Report</b>
	i	The Principal urged the Criteria wise team to submit the report at the earliest.
	ii	The IQAC to study the recommendation of the previous peer team report and to prepare compliance report. IQAC to prepare action plan for the shortfall , if any. The IQAC also to do a SWOC analysis of college
	iii	The department should start working towards achieving departmental target as well as individual targets , if not done till now. IQAC will take final stock at the end of semester.
	iv	The departmental presentation should be ready and by mid March, we may have the mock departmental accreditation. This review gives us some more time to take some corrective steps.
3		<b>Forthcoming Events</b>
	i	Semester Ending Exams
		As of now, 27 <sup>th</sup> March 2017 is the date on which the exams will begin.
	ii	Internal Exam
		The college internal exams will begin from 6 <sup>th</sup> March 2017.
	iii	Sports' Day
		It has been decided that the Annual Sports' Day will be on Saturday, 18 <sup>th</sup> February 2017. To ensure maximum students' presence, different ways and means were also discussed, which will soon be finalized.
	iv	Annual Day, Talent Day,& Prize Distribution Day
		Tentatively, the Annual Day would be any of the first three days of March, subject to the Chairman's availability. The other days' date would be finalized accordingly.
		The meeting ended with a vote of thanks to the Chair.

Dr. Bhayesh Patel

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VALLABH VIDYANAGAR-388120.





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

**Date: 21/8/2017 Time: 1.30 pm Venue: Conference room**

Following Heads were present- Dr H N Patel, MR P A Lashkari, Dr V K Sinha, Dr P M Patel, Dr C R Gurjar, Dr BC Dixit, Dr JP Patel, Dr Nikunj Bhatt, Mr. NY Patel, Mr. RH Sadhu and Mr. Ashish Joshi. Principal Dr Bhavesh Patel welcomed everybody to the meeting. The following points were discussed and finalized:

		<b>Agenda</b>
		To discuss and finalize dates of the forthcoming events.
1	i	<b>SCIENCE CARNIVAL: 30<sup>th</sup> August (Coordinator - Dr. Tarun H. Patel)</b>
		The Principal informed all that the leaflet pertaining to the carnival have been sent and also uploaded on the website. All depts. Should ensure that maximum students participate. It has been resolved that students of any college from Gujarat are free to participate.
	ii	After the inauguration, the students would be bifurcated according to events. At 11.30 the PPT presentations would be in the respective TY Classrooms and at that time the students of TY BSc of each dept should remain present
	iii	Parallely the Poster competition would be going on in the Central Hall and Elimination Round for Quiz would also be going on. The final quiz competition would begin from 3.30 pm onwards
2		<b>IPR (Intellectual Property Rights): 29/8/2017</b>
		There will be half day program for all TY BSc Students. Dr Vipul Kataria has arranged for the speakers. Venue will be room number 13. All the students of TY Chemistry and IC along with interested students from other department will attend.
3		<b>YOGA TRAINING COURSE for BOYS: 28/8/2017 TO 3/8/2017</b>
		Dr J K Chauhan has arranged for a one week Yoga Training Program for only boys. The timings of the training would be from 6.45 am to 8.30 am. Male faculty members are also free to join the program.
		There are also plans to arrange for a Karate Training program for Girl Students
4		<b>YOUTH FESTIVAL : 18/9/2017 TO 20/9/2017</b>
		During this period, no extra curricula activities will be held in the college. All Ex officio must ensure maximum participation in the events. (Coordinator- Mr. K.C. Raval)
5		<b>PARENTS' TEACHERS MEETING: 28/8/2017</b>
		It has been decided that the Parents' Teachers meeting would be held on 28/8/2017 from 9.30 am to 10.30 am. The counseling committee should get the actual number of parents who would be present for the meet. The college phone can be used to call the parents. The college timings would be from 9.15 am. on 28.8.17 (Coordinator - Dr. C.R. Gurjar)
6		<b>SPORTS DAY</b>
		It has been decided that the Sports Day would be held in the Second week of Sept. 16th Sept is the tentative date for the event. (PTI - Dr. J.K. Chauhan)
7		<b>Talent Hunt 9/9/2017</b>
		The Talent hunt would be held on 9/9/2017 in the morning session. (Coordinator - Mr. K.C. Raval)
7		<b>EXAMINATIONS</b>





	i	The Internal Practical Exams will be held between 21/9/2017 and 27/9/2017.
	ii	The Theory exam will begin from 3/10/2017- 11/10/2017
	iii	The Semester ending exams will be from 7 <sup>th</sup> Nov onwards.
8		<b>Minaxi Lalit State Level Exam: 17/ 09 /2017</b>
	i	The last date for registration is 31/8/ 2017. It is compulsory for all TY BSc Students and voluntary for other students. All HoDs are to collect the fee of Rs 30/- each and deposit the same with <b>Dr A R Jivani</b> .
	ii	The Principal asked all the depts. to orient the students about the exam and also give them previous years papers for practice to improve their performance.
9		<b>State Level A R Rao competition in Mathematics: 10/9/2017</b>
		<b>Mr. N Y Patel</b> , HoD, Mathematics dept informed that the college is the centre for SY BSc students. The dept will brief the students for the exam.
10		<b>Workshop on Astronomy : 7/9/2017 (Coordinator - Dr. P.S. Vyas)</b>
		The college will organize a workshop on astronomy in collaboration with the Community Science Centre. The registration fees for the same is Rs 100/-

Meeting ended with vote of thanks to Chair



Dr. Bhavesh Patel

Principal

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



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

23

Date: 22/6/2017

Time: 3.30 pm

Venue: Principal's office

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

Principal Dr Bhavesh Patel welcomed everybody to the first meeting of the academic year. The following points were discussed and finalized:

1	<b>NAAC</b>
	The Principal said that the new guideline are expected to be released in the first week of July. Only after going through them we will finalize the strategy and start completing the SSR.
2	<b>ACTIVITIES</b>
	In view of the fact that the ensuing NAAC visit in the second term ,it has been decided that as far as possible, all activities including Sports' Day, Talent day will be completed in the first term itself to enable us to include the data in the SSR. Department also should ensure that any seminar, workshop, guest talk etc be conducted in the first term.
3	<b>Counseling</b>
	The Principal said that we are going to present this as one of our best practices to the NAAC committee. Though in the last two years there is a marked improvement, a lot can be still done to make it more effective. So, all counselors are requested to conducted the meeting without fail on every Saturday in time and venue allotted. The process will be reviewed periodically.
4	<b>Staff Timings</b>
	The Principal once again reiterated that the staff has to remain present in the college from 10.30 onwards to 4.30 pm. Any faculty members going home/out for lunch can do so only during the recess and is expected to be back before the recess ends.
5	<b>Centralized Muster</b>
	Hence forth the faculty muster will be placed in the Principal's office and faculty has to sign it by 10.30. A relaxation of 15 minutes can be given. A red line will be drawn if the faculty has not registered by his/her presence by 10.45. A CL will be deducted in case non compliance on three occasions.
6	<b>Random Checking</b>
	Weekly random checking of staff presence in the college will be done to ensure that staff members remain in the college premises.
7	<b>Staff Notices</b>
	All faculty members should ensure that they should sign the notices sent to the dept by the Principal office from time to time and comply if applicable in time. HoDs to report to the Principal for any noncompliance in this regard.
8	<b>Casual Leave Arrangement</b>
	Faculty members who wish to avail of CL as far as possible must fill the form in advance. It will be the faculty's responsibility to show substitute arrangement. In case, they have not filled the forms, they must ensure that they have made arrangement for substitute faculty. All the heads are required to ensure about the adjustment period as submitted by the faculty member on leave.
9	<b>Vice President of the Students' Central Committee</b>
	It was proposed by the Principal sir to continue Dr P M Patel will continue as the Vice President for this year too.
10	<b>Bridge &amp; Remedial Classes</b>
	The Principal informed all HoDs that a new initiative of diagnostic tests is being planned to identify slow learners. Then mobile groups would be formed and duly informed about bridge and remedial classes

All the above decisions were taken unanimously in the interest of the Institute. All the staff members are required to read, sign and follow the instructions given.

Meeting ended with vote of thanks to chair



Dr. Bhavesh Patel  
PRINCIPAL  
V.P. & R.P.T.P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388720



# Minutes of a meeting with girl students staying in Ranak and Square hostels....

Meeting with the girl students staying in Ranak and square hostel was held on 28-08-2017 at 5:00 P.M in central hall of V.P. & R.P.T.P. Science college to know their experience of stay in college hostels and about the problem they face in hostel. Principal Dr. Bhavesh Patel, Dr. P.M. Patel, Dr. Minal Patel, Dr. Gita Patel and Dr. Nayna Patel were present in the meeting. About 75 student of F.Y/S.Y and T.Y. B.Sc. were attended meeting. Dr. Minal Patel welcomed all. Then Dr. Bhavesh Patel, principal discussed about the main problems students faces in the hostel. Girl students complained about the problems

- 1) Not getting water in the wash room after evening in the hostels
- 2) Not getting R.O drinking water after 6:00 P.M.





3. Dog entered in the hostel campus and washrooms.
4. About the quality of food getting in the mess.
5. About the light in the wash room not working etc. ...

At the end Dr. Bhavesh Patel, Principal assured the girls students to make their stay in the hostel more comfortable and the meeting ended with a vote of thanks given by ~~MS~~ Ms. Namrata Patel student of T.Y. B.Sc. and Square hostel L.R.

*Minal*  
Dr. Minal Patel

\* આજે 20/9/17 નામનાલેખ તથા ડીનાલેખ હોસ્ટેલ મેમ્બર્સ ડાટા ફર્મ અને જરૂર ફર્મ.





તા. : 28/8/17.

પ્રતિ,  
પ્રિન્સીપાલ સર,  
વી.પી.૫ આર. પી.ટી.પી. આયન્સ કોલેજ,  
વી.વી. નગર.

અધિનય આથી જાગાવાનું કે તા. 28/8/17 ના રોજ અમારી સ્કેલર ૫ જાગક હોસ્ટેલની મીટીંગ થઈ હતી. તેમાં પ્રિન્સીપાલ સર, પી.એમ પટેલ સર, મિનલ મેંડમ, ગીતા મેંડમ કે નયના મેંડમ હાજર હતા. અને હોસ્ટેલની ગાર્ડ પણ હાજર હતી. તે દિવસે સર આથી બધા હોસ્ટેલની ભગતી ચર્ચાઓ થઈ અને જે-જે હોસ્ટેલમાં તકલીફો હતી તે બધા અમે તેમની જાગવી અને તેમણે તે તકલીફો દવાની દારી. અને અમારી મીટીંગ સારી રહી.

લિ.

આપની વિશ્વાસુ  
Narmada Patel  
(Square Hostel LR)

હોસ્ટેલની ભગતી તકલીફો

- (1) હોસ્ટેલમાં બપોરે જમવાનું પૂરું થઈ જાય છે.
- (2) હોસ્ટેલમાં અંદર કૂતરા આવ્યા જાય છે.
- (3) હોસ્ટેલમાં દરરોજ સાંજે વોશરૂમમાં પાણી નહીં આવવાનું અને સવારે પણ મોડા પાણી આવે છે.
- (4) મેસમાં સાંજે 6:00 વાગ્યા પછી આરોગ્ય પીવાનું પાણી નહીં આવવાનું





1. Hanykhami Hanyshita P.	F.Y. BSC	
2. Jigisha Vasava	F.Y. BSC	
3. Mayyaji P. Patel	F.Y. BSC	
4. Mansi K. Patel	F.Y. BSC	
5. Shradddha . G. Solamki	S.Y. BSC	
6. Nidhi . P. Patel	S.Y. BSC	
7. Pooetvi M. Patel	T.Y. B.SC	483
8. Rutika B. Thummar	T.Y. B.Sc.	561
9. Samir M. Mathurkiya	T.Y. B.Sc.	95.
10. Riddhi V. Kyale	T.Y. B.Sc.	558.
11. Namrata B. Patel	T.Y. B.Sc.	169
12. Unnati A. Patel	F.Y. B.Sc	712
13. Arti P. Chauhan	T.Y. BSC	138
14. Jagruti H. Joshi	F.Y. BSC	140
15. Foram S. Thakkar	T.Y. BSC	272
16. Himani d. Shekhda	S.Y. BSC	587
17. Shivani N. Saty	S.Y. BSC	93
18. Darshita J. Patel	S.Y. BSC	
19. Kinjal Y. Patel	S.Y. BSC	602
20. Kavita V. Gungajari	F.Y. BSC	2720
21. Keyuri Z. Sanghani	F.Y. BSC	<del>214</del> 214
22. Nisha J. Gungajari	F.Y. BSC	238
23. Bindiya N. Patel	T.Y. BSC	432
24. Bansari G. Bhandari	F.Y. BSC	168
25. Bineel J. Todvi	T.Y. BSC	430.
26. Kaksha A. Patel	F.Y. BSC	210
27. Ayushi B. Digawale	F.Y. BSC	167
28. Heliben P. Patel	F.Y. B.SC	244
29. Bhasa Shweta R.	S.Y. BSC	723
30. Ankita J. Mahaliya	S.Y. B.Sc	703
31. Nency J. Patel	F.Y. BSC	682
32. Himaxi D. Patel	F.Y. B.Sc.	644
33. Khushbu J. Patel	F.Y. BSC	662





34.	Jinal, A. Patel.	F.Y. B.S.C	656
35.	Hiral .M. Patel.	F.Y. B.S.C	C-348
36.	Jinal. A. Parmar	F.Y. B.S.C.	2-C-305
37.	Ravindra. V. patel	F.Y. B.S.C	C-392
38.	Snehal C. patel.	F.Y. BSC.	A-118
39.	Vanita D. Vankar	F.Y. BSC	A-130
40.	Subhagi S. choudhri	F.Y BSC	A-123
41.	Harni H. Patel	F.Y. Bsc.	C-343
42.	Khushbu. S. patel.	S.Y. B.S.C	E-592
43.	Khushbu. N. Patel	S.Y. BSC	D-426
44.	Vidhi. R. Bhavsar	F.Y BSC	F-783
45.	Nishita .v. Tilavat	F.Y Bsc	F-935
46.	Kaishna V. Kachhadia	F.Y. BSC	B-216
47.	Srushti J. Patel	F.Y. BSC	B-267
48.	Nishu P. Patel	F.Y. Bsc	B-240
49.	Ankita K. Goswami	Ay. BSC	B-159
50.	Deashti S. Patel	F.Y. BSC	B-219
51.	Deeksha Soni	S.Y. Bsc	A-146
52.	Pragna Pateliya	S.Y. BSC	
53.	Pooja Patasal	S.Y. BSC	
54.	Divya A. Patel	F.Y. Bsc	3A-302
55.	Aryali. J. Parmar	F.Y. Bsc	B-244
56.	Binul R chavda	F.Y. BSC	B-244
57.	Gurmit Mittal A.	F.Y. BSC	B-230
58.	patel sahira	F.Y. BSC	2C-315
59.	Saleh mehreja	"	"
60.	Purva Khushbu	F.Y BSC	3A-202
61.	Hitesh Patel	"	C-332
62.	Aakanksha Patel	"	C-324
63.	Dimple D. Patel	"	3A-209
64.	Dolir Chohan	"	3A-308
65.	Joshi Deashti	"	B-243
66.	Patel Manoj	"	B-243





67	Patel Drashti R.	F.Y. BSC	A-141
68	Pandya Jahanavi V	F.Y. BSC	A-141
69	Patel Zimul R.	"	"
70	Patel Bamsari M	"	B-253
71	Patel Bhis Bhuladiya bindu.	"	B-251
72	Lad tejani P	3A 202 SY BSC	3A-202
73	Sarathiya nidhi C	3A 5.Y BSC	3A-201
74	Mehta bhumi G	"	3A-201
75	Kanabkar Gaurimi P.	F.Y. BSC	B-222