

Minutes of the Principal's Meeting with the HODs

Date: 7 /02/2018 Time: 12.30 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 BC Dixit, Dr JP Patel, Dr Nikunj Bhatt, Dr C R Gurjar 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	Students' feedback for 2018
	The Principal invited any suggestions/ additions/ changes in the existing format of the Feedback form. The Principal also suggested that a question(s) on syllabus should also be added.
	All HoDs have been asked to contact Mr Akshar Parekh for Time slots to avoid unnecessary rush
2	Student's Satisfaction Survey(SSS)
	In view of the forthcoming NAAC Reaccreditation, SSS is a very important component. For this, college is to submit data of all the students of the college. It has been decided that for FYBSc, English Dept will do it, while for SY respective dept will get it done. The TYBSc students will fill in their details when they go to the Internet Lab for filling the online feedback. The format in xl format is uniform for all classes. It will be sent to all departments by Dr Nikunj Bhatt. Entire data collection must be error free and in soft form.
	Once the data is ready, printout can be taken and get it verified. All concerned teachers to brief the regarding correct phone number and importance of not changing it .
3	Regarding SSR Report for NAAC Preparation
	Dr Nikunj Bhatt informed all that a first draft of the report is almost ready. He also requested everybody to send the faculty profile and the departmental profile if not sent earlier immediately. Heads are required to ensure the submission of the same from their faculty members.
	All faculty members are also requested to submit the hard copies of documents in the department and heads are required to submit it to IQAC for scanning and uploading at the earliest because the SSR has to be accompanied by the scanned copies of each document.
4	Felicitation of Student Achievers
	It has been decided that from now on the college will form a committee to identify and felicitate all the achievers in various curricular, co-curricular, sports, NCC, NSS activities every year to motivate other students. One student from among the achievers can be awarded the prize of the Student of the year. (detail of the same will be circulated separately by Principal Sir)
5	Forthcoming Events
	The following dates have been finalized for the below mentioned events:
	I Parent Teachers Meet:17/2/2018
	ii Talent day: 27/2/2018
	iii Annual day: 28/2/2018
	iv Prize Distribution day: 1/3/2018



6		Examinations
		Internal Practical Exams: 5/3/2018 to 10/3/2018
		Internal Theory Exam:12/3/2018 to 20/8/2018
		University Exams from 26/3/2018.
7		Placement form
		All the depts. Will have to get a form from TY students to indicate their choice in the prescribed for to either appear for placement interview of to go for higher/ different course
8		Choice Feeling for III semester
		The students of II semester are to fill subject choice for the III semester. This activity is to be performed by English department during Internal Practical exam of semester II. Mr. Arjunbhai will provide the forms to the department and the filled up forms is to be deposited back to him.
9		Caution money form
		Mr. Arjunbhai will provide the form to all the department and the same is to be filled by TY students of respective department during their Internal Practical examination and deposit it back to Arjunbhai.
10		Senate Elections
		Subject to approval from the CVM
	I	Prof Piyush Lashkari has been nominated for the Senate on the Ordinary Teacher fellow.
	li	Dr J P Patel has been nominated from the college to contest for the Science faculty seat.

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



Dr. Bhavesh Patel

Principal

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MINUTES OF THE FIRST MEETING OF THE ACADEMIC COUNCIL

DATE 8/6/2018

TIME: 11.00 AM

VENUE: CONFERENCE HALL

The following were present at the Meeting: Dr Nikunj Bhatt, Dr C R Gurjar, Dr H N Patel, Mr Piyush Lashkari, Dr J P Patel, Dr P M Patel Dr B C Dixit, Dr M M Morekar, Mr N Y Patel, Mr Laxman Katara, Mr Atul Patel

		The Principal welcomed all and began the meeting.
		ADMISSIONS
1		The Principal informed all that the SY B Sc admission process is going on while the admission for FY B Sc will begin from 11th June 2018 as per the Schedule given by the University . A committee has been formed and all necessary arrangements have also been done.
	ii	The SY B Sc & TYBSC Admissions will be done on 14 th & 15 th of June 2018
	iii	All vacational peons have asked to report for duty from 9 th of June 2018
2		RESULTS
	i	The College results are much better than the University results in SEM II,IV and IV and are very encouraging.
	ii	Results of all the colleges are now on the University website
3		FORTHCOMING EVENTS
	i	Orientation Programme: The Orientation programme will be held on 18th June . Dr J P Patel will make arrangements for the event.
	ii	Equal Opportunity Cell orientation: Dr P M Patel will make arrangements for the meet to be held 18 th June after the Counseling meeting.
	iii	Counseling Meet: Dr C R Gurjar will make arrangements for the first counseling meet to be held after the Orientation Programme.
4		Classes
	i	The theory teaching will start from 19 th of June. The Practical teaching will begin from 25 th June.
	ii	Concerned HoDs have been asked to submit a report about last year's trainee teachers in their respective depts. and whether or not they are willing to join and if yes, is their work satisfactory.
5		NAAC
		The Principal was highly appreciative of Dr Nikunj Bhatt who came to the college during the whole vacation for preparing the NAAC. The Principal also informed that the report is almost ready. However, we will apply for NAAC only after a thorough reading of the report and then apply in view of the fact that NAAC has revised the guidelines for application. Moreover, there is no provision to provide supplementary data. However, it is now possible to apply for NAAC anytime.
		The meeting ended with a vote of thanks to the Chair.

Dr. Bhavesh Patel
Principal

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Minutes of Academic Council Meeting

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Date: 11/4/2018

Time: 1.30 pm

Venue: Conference Hall

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 Pravin M Patel , Mr. NY Patel, Mr. RH Sadhu Mr. Aashish Joshi, Dr M M Morekar ,Dr J K Chauhan, Dr Rajiv Bhatti, Mr. Laxman Katara, and Mr. A K Patel .

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

1	Renaming of Different Committees
	It has been decided that with immediate effect, the following committees take shape
i	Management Council : Comprising of the CVM (Governing Board)
ii	Academic Council : Comprising of all the IQAC, Heads of the dept, Librarian ,NCC, NSS and sports Coordinators. The same is also considered as In-house IQAC. The decision taken in this group and the outcome will be discussed further in the IQAC of college.
	The idea behind this is that all the above are important components of the college and decisions taken here after thorough discussion can be disseminated to the general staff council and student council
iii	General Council : Will include all teaching and non teaching staff. A meeting will soon be called
iv	Student Council : Will comprise of the GS, Student Secretaries, CRs and LRs
2	Official Whats App Group of the College
i	The VP Parivar Group which was till now an unofficial group of college staff members will now be made the official group of college staff . Mr Kamlesh Raval has been made the Group Admin., while Dr J P Patel has been made the Group Admin of Academic Council Group.
ii	This is an initiative to drive paperless and instant communication of all official matters. All members are hereby informed that no one should post anything that is non academic and personal on this group.
3	NAAC 2018
i	In view of the ongoing preparation for NAAC 2018, the Principal noted with disappointment that many faculty members have not submitted their data to the IQAC despite several reminders. Therefore, those who have not done so are hereby informed to submit before the start of vacation, failing which, they will have to come to college for one more week to submit the documents.
	The Principal added that the staff members must obtain different certificates/letters of appointment as a proof and in case if they find any difficulty they may ask the IQAC coordinator or Principal.
ii	The new NAAC has 121 questions. 70% are of Quantitative matrix for which documents need to be uploaded (These will be evaluated by a different agency)and 30% are of qualitative matrix which the PEER team will evaluate
ii	All faculty members are requested not to leave the station during this vacation. In case someone has to go due to unavoidable reasons/ circumstances, they must take prior permission and are required to carry their data with them so that can be forwarded if required.
iii	Steering Committee for NAAC : The Committee will comprise of the following
	1) Principal - Chairman 2) Dr Nikunj Bhatt - Coordinator 3) Dr C R Gurjar, Co- Coordinator, Dr H N Patel, Dr Prakash M Patel, Dr J P Patel, and Dr B C Dixit
	The steering committee will meet regularly to oversee the day to day preparations for NAAC. The committee will meet for the following agenda
	1) Final SWOC Analysis
	2) Action Taken Report on the previous cycle's Peer Team's Recommendations



		3) Creating profile of the college
		4) Presentation and related issues.
		5) Mock on Score Sheet (to be provided by the Principal)
	iv	Departmental Presentation
		All departments should be ready with their respective presentations. The content and data in the previous presentations can be updated.
		Each dept has to make one presentation before the vacation so that they have enough time to make necessary and desirable changes
	v	The Principal's Presentation will be criterion wise so that it will better reflect the college and the depts.
	vi	All heads to look into cosmetic changes in the dept eg. Instructions in Lab etc. (Prepare list)
4		Dr Nikunj Bhatt then apprised the committee about the following:
	i	revised NAAC guidelines with regard to criterion 7 received recently
	ii	Student Satisfaction Survey (SSS) to be taken up very seriously because 50 points are allotted to it. A committee with the following members has been formed for SSS: Mr. N Y Patel, Dr P M Patel(Ind. Chem.), Dr Rajiv Bhatti, Dr M M Morekar The Committee will ensure that students are informed and guided properly about the SSS.
		Dr Bhatt further informed that the NAAC has already sent in the questionnaire that will be administered to the students for SSS. The independent agency will make two attempts to contact the students for their responses for SSS.
	iii	We have the option of opting out of a few questions totaling not more than 50 points. However, they should not be part of the essential list of questions to be answered. We can strategically plan which we can opt out of to maximize our chances of scoring well.

Dr. Bhavesh Patel
Principal

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Minutes of the Principal's Meeting with the HODs

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Date: 12 /1/2018 Time: 11.30 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 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		New faculty
		The Principal informed all that Dr D K Varma has joined the Mathematics & Statistics Dept. Previously he was with Narmada College, Bharuch
2		New gadgets
	i	The depts. Of mathematics, Physics, Biology, and Chemistry have been given the microphone system for theory teaching.
	ii	Smart board has been installed in Room No 08 and training would also be given to learn to use it properly. He also briefed about up gradation of audio systems in the college
3		Principals' Meeting at the CVM
		The Principal apprised the Heads of the following points discussed at the Principals' Meet at CVM.
	i	All Faculties should ensure that teaching should be effectively done in the classroom.
	ii	Equipment should be used optimally and carefully
	iii	Teachers' dealings with students should be appropriate and polite
	iv	Students living in hostels should be well taken care of
	v	College should not do any financial transaction in cash.
4.		New courses
	i	Principal informed that for any new Courses at UG or PG to be introduced in the college proposals can be submitted by 31/1/2018. One such proposal is already submitted from Biology department for M.Sc. Wildlife Zoology.
5		Gold Medals
		The principal expressed his disappointment with the fact that this year the college students could get only four gold medals(Maths, Physics, Instrumentation and Botany). Loosing gold medals in Chemistry and Industrial Chemistry is matter of concern. The concern head must discuss this with their staff and come out with concrete plan to ensure the same in future. All HoDs must ensure more attention to the potential toppers give extra coaching and guidance to such students.
6		SCIENCE MEET 21/1/2018
	i	The college will host the Science Meet on 21/1/2018, Sunday, which will be a working day. In lieu of that 15/1/2018 was declared a holiday.
	ii	All TYBSc students asked to prepare Poster Presentations for the event.
	iii	All the staff members are required to remain in the college from 9.30am till the end of the programme
7		Gujarat Science Congress
		The Gujarat Science Congress will be held in Bhavnagar on 4-5 th of February. The broacher of the same is available with Principal. Interested teachers may contact Principal sir.
8		Convocation
		The Sardar Patel University will hold the convocation on 24/1/2018
9		Teachers' Diary
		All depts. Have been asked to submit the teacher's diary to the principal's office by Saturday.
		The meeting ended with a vote of thanks to the chair.

Dr. Bhavesh Patel

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Minutes of second Meeting of Academic Council

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Date: 17/7/2018

Time: 2.30 pm

Venue: Conference Hall

The following 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 Pravin M Patel, Mr. NY Patel, Mr. RH Sadhu Mr. Aashish Joshi, Dr M M Morekar, Dr Rajiv Bhatti, Mr. Laxman Katara, and Mr. A K Patel.

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

1		Departmental matters
	i	The Principal asked all HoDs to ensure that the depts. are following the new syllabus from Semester I. Moreover, it was reminded that no Internal practicals exams will be conducted as per the University directives.
	ii	The teacher's Diary will be sent the departments shortly.
	ii	The Principal urged all departments to use stationery items more judiciously and keep a track of non - exhaustible items.
	iii	Each dept must take students' attendance regularly.
	iv	Each Dept. should ensure cleanliness in their respective depts. and laboratories.
	v	Counseling should be done regularly.
	vi	Heads to ensure the cleaning of classroom allocated to their peon
2		NCC/ NSS Enrolment
	i	The NSS coordinators informed the Council that this time they have initiated online enrolment process and till now 184 students have enrolled. An orientation program will be held shortly. The NSS will conduct Blood donation camp, Thalassemia testing camp and tree plantation programme in the immediate future.
	ii	The NCC Coordinator Dr M M Morekar, informed the council that there are a good number of applications for NCC enrolment and therefore a selection will be done. The Principal asked the Coordinator to start preparing for the 15 th August function. Mr. Kamlesh Raval (Ex officio, cultural club) to look after the cultural program for the day.
3		Gold Medals
		The Principal expressed his concern towards the dwindling number of Gold medals by the college students in the university exams. He urged all the heads to identify potential rankers to motivate and groom them towards academic excellence.
4		NAAC
		The Principal and Dr Nikunj Bhatt informed the council that the RAR is almost ready and most files have been uploaded and barring a few things, everything is ready.
		All heads have been requested to send the Course outcomes and program outcome of the respective Courses of their department positively by Monday, 23 rd .
		All faculty members to verify the number of conferences and publications they had submitted to IQAC.
		Mr. Aashish Joshi has been asked to keep the website updated and upload the latest departmental activities photos submitted by the heads and coordinators of various clubs.
		Those who have not submitted the syllabus review committee minutes are requested to do so immediately.
		Prof. Nirmal kumar of ISTAR has been asked to conduct the Green Audit of the college as per the requirements of NAAC.
		The Principal also shared his concern regarding the new methodology of assessment in view of the down grading of several colleges who applied for NAAC under the new system and that possibly NAAC may revise a few guidelines due to negative feedback. Therefore suggestions were sought from the council. The council after deliberations was of the opinion that since there has already been a delay in applying and a little further wait is not very significant. Therefore, it has been decided that applying for NAAC can be postponed by a few weeks rather than applying in haste.
		The meeting ended with a vote of thanks to the chair.

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MINUTES OF THE THIRD MEETING OF THE ACADEMIC COUNCIL
DATE 30/8/2018 TIME: 1.30 PM VENUE: CONFERENCE HALL

The following were present at the Meeting: Dr Nikunj Bhatt, Dr C R Gurjar, Dr H N Patel, Mr. B H Lashkari, Dr P M Patel, Dr Pravin M Patel Dr B C Dixit, Dr M M Morekar, Mr. N Y Patel, Mr Laxman Katara, Dr J K Chauhan, Dr Rajiv Bhatti, Mr. Atul Patel, Mr. Navtej Bhatt

		The Principal welcomed all and began the meeting.
1		NAAC Countdown
		Departmental Preparation
	i	The Principal informed all that the IIQA has been uploaded successfully .This means that the countdown to the NAAC visit has started.
	ii	All the departments have to the departmental readiness- cleanliness, tidiness, de-cluttering, etc on a daily basis
	iii	All departmental presentations should incorporate the suggestions that were discussed in the previous session. The date for the next departmental presentation has been fixed for 4 th September. The time and venue will be conveyed later.
	iv	All departments have been asked to keep the content ready in soft format for the printing of posters/ pictures/ general lab instructions.
		Website Updation
	v	The Principal informed the council that the institutional website is the most important part of any assessment by any agencies. The first impressions about the college and its functioning are formed by looking at the website. Therefore, the BCA and CS depts. have asked to constantly strive to keep it updated with the support and cooperation from all departments. All departments should study the content of their respective depts. and suggest any changes/ corrections. Any other issues about the website can also be brought to the notice of the Principal/ BCA,CS Depts./ IQAC.
	vi	Students' satisfaction Survey: The Principal asked the team convened by Dr Pravin M Patel to activate the team to start preparing the students for the survey to be conducted by NAAC.
		As the questionnaire was already available it is crucial to prepare the students . We will need to focus on the FY students and the TY students who passed out in April 2018.
2		Course Completion Status:
	i	All the heads informed the council that two units in each paper have been completed and the teaching of third is in progress.
	ii	All faculty members are to informed that classes have to be engaged even if syllabus gets completed.
	iii	All depts. to ensure that as far as possible all the units are taught. If need be, extra classes should also be conducted to complete the syllabus.
3		Internal Exams:
	i	The theory exams to start from 29th September .
	ii	The dates clash with the Youth festival That starts from 3 rd October. In such a case Arrear test to be given to participants of the Youth festival
	iii	The Internal Practical exam to start from 20th September to 26th September. Theory classes will continue during this time.
	iv	Journal certification will be done on 27 th September by all depts.
4		Preparation of Question Banks



	All the depts. have been asked to prepare unit wise question banks in the format of the university exam pattern. The idea is to have comprehensive list of questions. The idea is that whenever required, it would be easy to generate question paper .The CS& BCA depts. have been asked to prepare a program for question paper generation.
	The questions / pattern should be thoroughly checked and approved by the faculty/ head concerned. The marks allocation also must be mentioned.
	The number of questions should be as follows: from each Unit A) 10 MCQs B)7 short questions C) 5 Long answer questions. The task is to be completed by 10th Sep., 2018

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


Principal
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