

21st June 2013

Agenda: To discuss NAAC Accreditation under expert guidance of Principal Bhavesh Patel (V.P. Science)

Madam introduced Dr. Bhavesh Patel & Coordinator Dr. Nikunj Bhatt followed by Floral welcome by Ms. Pareha Patel & Ms. Bhavana Chauhan respectively.

Dr. Bhavesh Patel started as an informal meeting

A form was given to the staff for analysis of present grade of our college

➤ **Curricular aspect & criteria were disused which carries 100 points**

Madam added their home science being the only college so we had plan the curriculum. Sir has asked to highlight faculties' Board of Studies, Dean as a part of it. It should be changed every 3 yrs. If required mention how change was brought (By visits, industry input, parent meeting, staff holders etc). Syllabus should satisfy National, Local and International needs

For *Academic Flexibility* we should point out we had semester systems from years. Maam should highlight herself as a core member of CBCS team at state level

- Add on course are positive
- Value added course Dell to be reported

For *Feedback System* write the analysis action discussed with preparation

4. Teaching learning evaluation - 350 points

- Indicators
- Enrollment system i.e how, data, graph
- Action taken for enrollment
- Involvement of SC/ ST/ OBC ratio as per Govt points
- Scholarship data
- Whether catering to student diversity (as above)
- Tutorials for weak / needy rural students
- CBCS, Gujarati language used as a part of teaching. Providing study material etc are positive outcomes.

Teaching Learning Process :

- ICT Process Eg. Power point
- Feedback on teachers

Teacher quality : - Qualification

- Transparent recruitment
- Short outs if any
- Additional Degree / Diploma

=> mobility of faculties for exchange progress

ie. Organizing . attending / seminar etc.

- Evaluation Process :

Internal test – show question paper ie. Transparent

- learning Outcomes :

Outgoing students - PG . Diploma . job training etc.

➤ **Promotion of Research . consultancy (structured)**

- **Extension activity (Whether e charge)**

- Paper Presentation

- PHD

- Research Guide

- Research projects

- Research Funding

- Research Mobilization - Financial fund / patents

- Research facilities . publication . award even small 1s to mention)

- Extension activities (NSS . NCC)

= Import of activities i.e. Analysis outcome / work done

= Institutional social responsibilities : eg . soil health card

= Collaboration . MOU (Structured)

Sicart (visit)

= have any collaboration with school enhanced our academic profile

➤ **Infrastructure & learning Facilities :**

- Classroom

- furniture change

- Sport equipment (to get from sister institute)

- Library - install soul – I

- competence

- feedback & action

- Hostel

- Garden

- Parking

- GYM

- Cafeteria

- Health Center

- Shastri maidan

- Auditorium

- Swimming pool

= Install 5 computer in library with internet

= Principal room a NAAC room

= Answer logically to the team with patience

➤ **Student monitoring & support :**

- Student welfare , scholarships, insurance, krupa card. Competitive classes, career counseling, soft skills, placement (UDISHA) Alumni (outcomes)
- = Loophole in RAR can be improved influence in presentation
- = grievance redressed box –outcomes
- Ant ragging . women cell committee
- = Student progression : Placement
Saptdhara
Games

➤ **Governance . Leadership & Management**

- = Vision , Mission , Goal
- = Institutional practices decentralized
- Presentation by principal & HOD should be repeated frequently
- = Department / central result analysis

➤ **Innovation & Best Practices :**

- = green Audit
- CNG . Waste management, collection & rain water . solar disrication use of solar cooker . eco friendly campus.
- = Innovation - counseling ALM etc
- = IQAC meeting format is important
- Coordinator should have everything by heart RAR be improved presentation start visit from best department
- Department files and personal files in IQAC room
- Utilization of CPE fund to be kept ready
- Certified & details
- Fees Structure (receipt)
- Library I card barcode should be functionary
- Concrete future plans
- Concrete Department plans for student development

Lastly the meeting ended with a suggestion by the V.P.Science coordinator on how to prepare students on basic information of college.

Bala *Rup*

IQAC Co-ordinator
S.M. Patel College of Homescience
V. V. Nagar-388120



Rekha Manu

PRINCIPAL
S. M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120

22.06.2013

Agenda: Academic Portfolio & Term Planning

Action taken of the previous meeting:

- *A list of positive aspects of the college was prepared after discussion with the senior staff members as per the suggestions Of Prin. Bhaveshbhai*

The meeting was chaired by Principal Rekha Emanuel & started with last meeting minutes by staff sec. Bhavana Chauhan

NAAC duties were allotted as under :

1. Ambience	Kalpana Srivastava
2. Extension lab	Tanvi makwana Padmaja puppala
3. Extension activities	Dr. Sharda Joshi
4. Hostel	Shazia sharma
5. Library & eco club	Dr . Nidhi Gupta
6. IQAC	Ms. Sushma Batra
7. Auditorium & infrastructure	(i) Dr.Devika Thakkar (ii) Mr. yogesh Vadiwala
8. Academic innovation	Alpana Shah
9. Syllabus, teaching Aids	Sushma batra
10. Alumni	Shazia Sharma
11. Canteen	(i) Malvika Patel (ii) Minal chauhan
12. IQAC files	(i) Rekha Emanuel (ii) Paresha Patel (iii) Sushma batra
13. Bulletin boards	Minal Chauhan
14. Balwadi	Mittal Barot
15. Students training	Bhavana chauhan

- Vision Mission Display board on entry as suggested by Dr. Nidhi Gupta
- Ms Bhavna Chauhan suggested change in name in staff list on front board
- Yogesh Vadwala informed to the staff regarding staff fund for weak students

Fees expenditure & balance (10k)

- It was discussed that alumni can help in cultural program during NAAC Visit
- Dinner for all staff members with NAAC team on cultural night will be Organized.
- There was a suggestion from staff to have car parking slots

Farewell was planned on 29/06/13 for Devdabhai & Rohini Pathak

Term Schedule :

- Term From 17/06/2013 to 23/09/2013
- Internal test 22/08/2013
- Internal marks submission : 03/10/2013
- Madam Suggested that internal paper pattern should be exactly like external Paper pattern
- Regular semester exams : 15/10/2013
- Practical's : After Diwali break
- Central assessment : After Break
- Diwali Break : 28/10/13 to 09/11/13
- II term : 25/11/13
- FY practical & NSS Camp : After Diwali

Meeting ended with vote of thanks.

Bah
7/11/13
IQAC Co-ordinator
S.M. Patel College of Home Science
V. V. Nagar-388120



Pehla Manu
PRINCIPAL
S. M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120

24th June 2013

Agenda : preparation for NAAC peer Team Visit on 29-31st July 2013

Action Taken of previous meeting:

- ✓ *Elaborated the allotted duties by Principal and IQAC coordinator*
- ✓ *Constant check for the given duties time to time before NAAC visit*
- ✓ *Schedule of the NAAC peer team visit was discussed with the faculty*
- ✓ *Unanimously passed the portfolios given to the staff and the academic plan*

IQAC meeting was organized with DR. J.D. Patel Sir Hon. Secretary CVM and a team member of IQAC cell to discuss about the peer team visit. He has given some suggestions which are as follows.

- Preparing list of Minor and Major research projects.
- List of knowledgeable articles in journals/magazines/newspapers.
- Prepare a scrap book for Dharas.
- Make departmental presentations.
- Mandal is ready to provide transportation facilities.
- Management is ready to support morally and financially.
- Discussed some queries of the staff.

Meeting ended with thanks.

Bahs

M.P.

IQAC Co-ordinator

S.M. Patel College of Homescience

V. V. Nagar-388120



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PRINCIPAL

S. M. PATEL COLLEGE OF

HOME SCIENCE

V. V. NAGAR-388120

23/07/2013

Agenda: Duties for the NAAC team visit

Action taken of previous meeting as per the suggestions given by Dr. J.D. Patel sir, for various aspects:

- *The duties were allotted to each faculty member for the enhancement of campus.*
- *Dept. presentations were made on a common format of 15 minutes each.*
- *Principal's presentation was prepared for 10 minutes with lot of photographs.*

A staff meeting was organized on 23/07/2013 at 3:30p.m. in the library to discuss the duties for the NAAC team visit where in various allotted duties were discussed, manner of providing required inputs were also planned. The meeting was conducted under the headship of Prin. Rekha Emanuel & NAAC coordinator Ms. Paresha Patel.

Bah-

IQAC Co-ordinator

S.M. Patel College of Homescience
V. V. Nagar-388120

Ms. P.



Rekha Emanuel
PRINCIPAL

S. M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120

1st Sept 2013

Agenda : Review of NAAC peer team visit

Action Taken of previous meeting:

✓ *NAAC peer team visit was completed successfully*

- The Principal Mam appreciated the efforts and cooperation of teaching , non- teaching and support staff during the successful NAAC peer team visit.
- She discussed the strong and weak points as per the team. She emphasized that we have to work hard and systematically on the weaknesses pointed by the peer team especially introducing short term courses and post graduate courses in the college.
- The peer team was quite impressed with the extension work of our college and cohesiveness among the staff.
- Mam insisted that we should work more systematically and documents of each and every event should be filed.

Meeting ended with thanks gesture from IQAC coordinator.

Bah

M.P.E.

IQAC Co-ordinator
S.M. Patel College of Homescience
V. V. Nagar-388120



Petelia Emmanuel
PRINCIPAL
S. M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120

13th August 2013

Agenda : Academic Audit as per CVM Letter

Action Taken of previous meeting:

- *Short term courses finalized for each dept.*
- *Format for filing documents finalized*
- *Adopt a village for extension work*
- *Plan of five year extension work needed*

A faculty meeting was organized on Tuesday **13th August 2013** at 02:15 p.m. in the college library to introduce the academic audit for each faculty as per Dr.C.L.Patel , chairman , CVM letter and enclosed Performa to decide the minimum points to be credited by each faculty.

Principal Rekha Emanuel requested faculties to maintain the daily diary with minute details of lectures, practical, library, administration etc. to be total 40 hours per week . Wherever there is direct teaching it will be 16 hrs. Laboratory preparation & teaching preparation is 12 hrs, evaluation 4 hrs , administration 2 hrs., extracurricular activities 4 hrs and extension activity 2 hrs. After lots of discussion it was decided that each faculty member should gain minimum total 280 points at least per year for CVM academic audit. The criteria decided are...

1. Lectures, practical's, library , administration etc. $360/4= 90$ pts.
 2. Field trips undertaken by faculty with students 04 pts.
 3. Every article written in newspaper / magazine
 4. Every published book review,
 5. Conducting workshop / training program. (3workshop x2pts)=6 pts.
 6. Event managed as a team leader / team member = 02 pts present
 7. Every material added to the knowledge bask = 02 pts
 8. Coordinator of a committee or annual programmed
 9. Keynote address at conference.
 10. Presented paper / deliecered talk at regional / national conference
 11. Patent generated
 12. Articles in journal
- Furthermore madam draw attention that extra classes taken will not be counted in the workload but if a faculty has taken remedial classes beyond regular college hours (i.e.in morning hours) it should be counted (basically for the academically weaker student or late admissions.)

- Principal Rekah Emanue suggested starting M.Sc (Extension And Communication). She further informed faculties that the NAAC peer team members have insisted to have extension & education as a major area in the college . To this .Ms.Paresha Patel and Dr. Nidhi Gupta added that to start this programme B.Sc(extension & education) is a must
- Dr. Sharda Joshi suggested starting B.Sc (extn. & edn.) to which all faculties refused Dr. Nidhi Gupta suggested to start M.Sc in major subjects instead of interdisciplinary subject.
- Principal mam informed faculties that internal test timings will be 10:30 a.m. to 11:45 a.m. with 30 marks & 20 marks test as per credits of subject faculties suggested madam to have internal tests from to be of 02 hrs.

The meeting ended with a thank you note from the principal Ms. Rekha Emanuel.

Bah- Mpe

IQAC Co-ordinator
S.M. Patel College of Homescience
V. V. Nagar-388120



Rekha Emanuel
PRINCIPAL
S. M. PATEL COLLEGE OF
HOME SCIENCE
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22nd November 2013

Agenda: planning of short term courses

Action Taken of previous meeting:

- **Academic Audit of the faculty was done and a report was sent to the CVM**

A meeting was organized on 22nd November 2013 under the headship of Ms. Rekha Emanuel , the Principal.

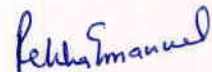
Two faculties from each department attended the meeting and discussed the short term courses they have planned and submitted the details of the short term courses intent to start, training programs and extension activities planned for the next five years along with the budget.



IQAC Co-ordinator

**S.M. Patel College of Homescience
V. V. Nagar-388120**





PRINCIPAL

**S. M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120**

IQAC Meeting

Agenda : IInd term Schedule

CPE planning

Action Taken of previous meeting:

- *Short term courses finalized for each dept.*
- *Training programs for the community were planned*
- *Extension activities for five years were listed down*

A faculty meeting was conducted on **Thursday 05/12/2013** in the college library chaired by Ms, Rekha Emanuel.

The principal informed faculties that under the CPE grant the college is planning to make a college film. The film on college will include the information on Vallabh Vidyanagar , CVM , College infrastructure , vision , mission , goals and objectives, activities etc.

Along with that college is also planning to develop a CD of prospectus under the classroom enhancement grant of CPE. Mr. Yogesh Vadwala suggested that with prospectus include the interviews of teachers, parent , alumni, stakeholders etc. It was also decided, that study material of II semester, CD's of 'SANDHAN ' audio visual lectures etc. should be purchased.

Mr. Ishwarbhai Patel presented his demand for library augmentation i.e. library should be furnished with computer for main server purpose OPAC software . scanner, barcode reader, printer. Appx. Cost for the same is 183000/- as nonrecurring. To this Mr. Yogesh Vadwala added that we should also install biometric in library, CCTV cameras & electronic bell with timer. It was also suggested by faculties that we should purchase licensed CD's of jodha akbar , Raam leela, laksh , manthan etc.

Later on each department presented the departmental development plan with reference to new courses to be offered, extension activities, community our reach to be executed in the year 2013 to 2018 .

Ms. Rekha Emanuel suggested faculties to give their departmental demands in black & white on paper with minute detailing and then we will arrange a meeting with joint secretaries of CVM i.e. Mr. M. J. Patel and Dr. J.D. Patel & then finalize everything . It was jointly decided that the area between FRM lab and chemistry laboratory should be covered.

Ms Rekha Emanuel further added that as per suggestion & instruction Dr. J. D. Patel Joint Secretary, CVM college is organizing a 'flower show' and ' home garden' competition .The coordinators for same will be Ms. Kalpana Srivatava and Ms. Shazia Sharma and it will be done under alumni association event.

She further informed that the college going to get Rs.60,000/- for renting the auditorium by aanganwadi training center & this amount will be utilized for developing the parking area . Afterwards madam requested faculties to suggest place for the educational tour under environment awareness and nature club within the budget of Rs. 24699/--

Principal mam also asked all the in charge faculties of saptdhara to motivate the students for participation in 'UDAAN' dated 21,22,23,24 Dec. 2013 . She insisted that participant's list should be sent latest by 13th Dec 2013.

Ms. Emanuel told the faculties that on 05/12/2013 morning, in principal meet CVM authorities have asked principal's of respective college to prepare a Power Point presentation on the five year plans and submit with details of year of introducing the course , name of the course , outline, fees structure , viability , objectives etc. Later on it was further decided that college will apply for two seminars. i. e.

- I) Home science education at cross roads need for quality introspection i.e. NAAC seminar.
- II) UGC national seminar on Geriatrics – issues , challenges and suggestions

Dr. Nidhi Gupta suggested that consultancy should be structured but not paid right now & can named as expert guidance .

Chairperson requested the faculties to sign the muster regularly before 11:00 a.m.

The final agenda of the meeting was the academic calendar .It was as follows :

II term: 09/12/2013 to 04/05/2014

Summer Break: 04/05/2014 to 28/06/2014

90 days of teaching: 28/03/2014

Internal mark submission: 14/03/2014

Regular university exam: 10/04/2014 to 22/04/2014

ATKT University exam : Before 10th April 2014

University practical exam : Before 10th April 2014

Central assessment: 25/04/2014

Extra-curricular activities:

Annual day: last week of January i.e. either 23/24 Jan 2014 or 30/31 Jan 2014

Sports day: 3rd/4th Jan 2014

Intercollege debate: 18th Jan 2014

Research seminar: 30th & 31st Dec 2013

Principal Madam along with faculties decided that for 40 marks internal evaluation – give 30 marks test + 10 marks Quiz / assignment.

Faculties also suggested following names as chief guest for annual day celebration 2013-2014.

Mr. Jay Vasavada

Ms. Neeta Patel Directors, Mother's school

Ms. Kalpana Amin

Tejal Amin, Navrachana Group

Ms. Anita Karval . Chief Election commissioner .Gujarat .

At the end of meeting it was decided that Ms. Sushma Batra and Dr. Nidhi gupta will be the coordinators of IQAC.

The meeting ended with 'Thank u ' note from Ms. Rekha Emanuel the chairperson.

Bah *M. P. E.*

IQAC Co-ordinator
S.M. Patel College of Homescience
V. V. Nagar-388120



Rekha Emanuel
PRINCIPAL
S. M. PATEL COLLEGE OF
HOME SCIENCE
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2nd Jan. 2014

Agenda : Presentation of Five Year Plan of sister institutions of CVM colleges

Action Taken of previous meeting:

- *The Departmental portal needs to be uploaded.*
- *Lab augmentation expenditure calculated by the dept.*
- *Study materials to be prepared by the faculty in the process.*
- *Faculty funds discussed with transparency.*
- *Applied for the seminar in UGC on Geriatrics*
- *Academic plan was passed*
- *Suggestions for chief guest on Annual day were given*
- *Short term courses finalized for each dept.*



The meeting was held on 2nd Jan. 2014 in the auditorium. Principal mam Welcomed all the members present in the meeting.

Presentations of various colleges were done by the principal of sister institutions in presence of Chairman, CVM Dr. C.L. Patel Sir, Hon. Jt. Sec. Dr. J.D. Patel Sir and Dr. S.G. Patel Sir.

After the presentation discussions were done. Dr. C.L. Patel Sir suggested that in our institute instead of P.G. Diploma introduce post graduate course in Public Health and Nutrition. For some community programmes CVM is ready to provide funds especially Ragi Project.

He said that faculty should apply for more minor and major research projects in various funding agencies.

Meeting ended with thank gesture.



IQAC Co-ordinator
S.M. Patel College of Homescience
V. V. Nagar-388120




PRINCIPAL
S. M. PATEL COLLEGE OF
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05/03/2014

Agenda :

- **Duties for publicity and campaigning of college**
- **Planning for educational tour**

Action Taken of previous meeting:

- *Presentation was done for five year plan of the institute*

A Faculty meeting was organized on **Wednesday 05/03/2014** at 1:45 p.m. in the college library. During the meeting it was decided that for the college film. Ms. Bhavana Chauhan . Mr. Yogesh Vadwala . Dr. Sharda Joshi . & Dr. Nidhi Gupta will work together. The suggestions and input will be provided by Ms. Rekha Emanuel . Ms Pareha Patel & Dr. Devika Thakker . The target to inaugurate the college film is 8th march 2014 , 'International Women's Day

Secondly chairperson Ms. R. Emanuel requested faculties to encourage and make efforts to increase student enrollment . She pointed out that as per UGC , grant can be sought if only a college has minimum 12 permanent teachers on roll. Later on , duties were distributed for college publicity and creating awareness regarding college and various courses offered . The duties given were as follows :

Minal and Mital – Nadiad , Uttarsanda, Karamsad

Kalpana - Vadodara

Alpana – Ahmedabad . Polytechnics schools

Sushma and Shardaben –Borsad , Napa, Vahera, Ras

Devikaben and Pareshaben – V.V.Nagar, Bakrol & adjoining area.

Bhavana and Shazia –Anand & around anand

Nidhi and Tanvi – Chikhodara, Sarsa, Bedva.

Yogeshbhai, Trusha and Shazia – Dahod , Godhara, Santrampur

It was further added that few faculties can have a one day visit to Ode, Dakor Umreth & Bhalej and target schools over there. It was also decided that each faculty will show the CD of infrastructure for publicity and has to procure it from Yogeshbhai & Nayan bhai.

Mr. Yogesh Vadawala suggested to procure a list of higher secondary schools of Anand district from DEO and plan accordingly.. Dr. Nidhi Gupta further suggested to organize awareness camp in village. Later on it was decided that the college publicity should be finished by the end of February.

The third agenda of the meeting was to organize an educational trip to Bhuj, Mandvi & Mundra for S.Y. & T.Y B.Sc students. Principal Mam requested concerned departmental faculties to plan the trip and discuss it out with her.

The meeting ended with 'Thank U' gesture.

Balu *M.P.*

IQAC Co-ordinator

S.M. Patel College of Home Science
V. V. Nagar-388120



Leha Samuel

PRINCIPAL

S.M. PATEL COLLEGE OF
HOME SCIENCE
V. V. NAGAR-388120