

23/06/2014

Agenda of the meeting:

- ✓ AQAR report
- ✓ Portfolio for 2014-2015
- ✓ AAA visit

Action Taken of previous meeting:

- *College film is prepared for the publicity*
- *Duties were distributed for college publicity and creating awareness regarding college and various courses offered*
- *Educational trip is organized to Bhuj . Mandvi & Mundra*

A meeting of the faculty member commenced on **Monday 23/06/2014** at 2:30 p.m. in the college library with a new academic year (2014-2015)

She informed that AQAR report of the year 2013-2014 is to be sent to NAAC and further added that a peer team visit of three members is scheduled on Monday 7th July 2014 for Academic Assessment Audit (AAA), Knowledge consortium of Gujarat, Higher Education Department Gujarat . Later it was decided to felicitate Dr. Ratnam for becoming Managing Director 'AMUL' and ex- faculty S.M. Patel college of home science for his mentioned achievement.


- Mr. Yogesh Vadwala requested Madam to allow boys to pursue undergraduate program me in our college. Principal Mam cordially replied that if we allow male education in this college than we will not be entitled for the benefits of a girl's institution by UGC and such other statutory bodies. Ms. Emanuel suggested the faculties to decide the various curricular and extra-curricular portfolios for the academic year 2014-2015.
- Portfolio for 2014-2015 were as follows.
 - Vice president - Ms. Aplana Shah
 - Gyandhara incharge – Dr. Devika Thakkar
 - Sarjanatmak abhiyakri dhara – Ms. Kalpana Srivastava
 - Geet , Sangeet . nritya dhara -
 - NCC – Ms. Padmaja Puppala
 - NSS – Ms. Tanvi Makwana
 - Kalakaushalya dhara – Ms. Minal Chauhan
 - Natya dhara – Dr. Mittal barot
 - Khel . kud ,yogdhara – Mr. Ranjit Bhagora
 - Magazine – Dr. Nidhi Gupta
 - Staff Secretary – Ms. Bhavana Chauhan
 - Hostel incharge – Ms. Shazia Sharma

- IQAC Coordinator –	Ms. Sushma Batra Dr. Nidhi Gupta
- Career & placement –	Ms. Bhavana Chauhan Dr. Sharda Joshi Dr. Nidhi Gupta
- Counseling duties distribution –	Ms. Alpana Shah
- Alumni -	Ms. Kalapana srivastava Ms. Shazia Sharma
- College Website -	Ms. Kalapana srivastava
- Publicity -	Ms. Sushma Batra
- DELL	Dr. Dhrunal (guest faculty) Mr. Nayan
- ICT -	Mr. Yogesh Vadawala
- Mike . LCD)	Mr. Ranjeet Bhagora
- Library -	Ms. Alpana Shah
- Dr. Nidhi Gupta	
- College surrounding & landscaping	Dr. Mittal Barot(back yd & nearby) Ms. Trusha . Minal (all Plants) Ms. Tanvi (front)
- In charge of financially weak	Dr. Devika thakkar
- Student fees funds	Ms. Bhavana Chauhan Mr. yogesh Vadwala
- Gym -	Mr. Ranjit Bhgora
-	Ms. Bhavana Chauhan Ms. Shazia Sharma
- BISAG -	Mr. Ranjit Bhagora
- Timetable Committee -	Ms. Aplana Shah Ms. Sushma Batra Ms. Shazia Sharma
- Test Time table -	Ms. Aplana Shah Dr. Devika Thakkar
- Reception of guest -	Ms. Bhavana Chauhan Dr. Sharda Joshi
- Grievance -	Ms. Rekha Emanuel Ms. Paresha Patel Ms. Alpana Shah
- Women cell -	Ms. Rekha Emanuel Ms . Paresha Patel Dr. Devika Thakker Ms. Alpana Shah Ms. Bhavana Chauhan
- Academic Calender -	Ms. Rekha Emanuel

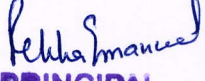
Ms . Sushma Batra
Dr. Nidhi Gupta
Mr. Yogesh Vadawala

- Principal Emanuel told the faculties that 11% college in Gujarat are re-accredited with 'A' grade and our college is one of them. Thus we have to achieve the same score in 'AAA' also. The peer team for 'AAA' comprises of
 - 1) Chairman – Dr. S.B.Solanki . Principal Gujarat Arts & commerce college Ahmedabad
 - 2) Member coordinator – Dr. Khushman Dholawala Sheth P.T. Mahila college of Arts & Home Science, Surat
 - 3) Member – Dr. Ashwin Punjani . Principal Govt. Arts & commerce college Rajkot.
- She told that all the departmental presentations should be updated and mock presentation was scheduled on 3rd July 2014 at 2:15 p.m. in college auditorium . Faculties suggested that college should be regular on Sunday 6th July 2014 and exchange holiday for that can be 16th August 2014 to which chairperson readily agreed.
- Duties were distributed for peer team visit scheduled on 07/07/2014.

The meeting ended with a note of thanks from the principal.


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

30th June 2014

Agenda: To get suggestions regarding quality enhancement

Action Taken of previous meeting:

- ***AQAR of the year 2013-14 submitted***
- ***Felicitated Dr. Ratnam for becoming Managing Director 'AMUL' and ex faculty S.M. Patel college of home science for his mentioned achievement.***
- ***Portfolio's given to faculties***
- ***Duties allotted for team visit***

The meeting started with a welcome note from Principal Rekha Enamuel followed by the felicitation of Mr. Ratnam, Managing director AMUL, by Dr. J. D. Patel, Incharge secretary CVM.

The observations of the NAAC Peer team were shared by Ms. Paresha Patel, the former IQAC Co-ordinator and it was emphasized that sports facilities and extra courses need to be enhanced.

The points/drawbacks which were highlighted by the mentor J. D. Patel were:

- Decrease strength of college
- Less publicity of courses offered
- Poor documentation of records
- Poor awareness of students about the IQAC cell
- Students grievances should be addressed

The suggestions given by the principal regarding the plans for further enhancement of the college activities involve:

- Introduction of earn while you learn
- Syllabus updated and made more professional
- Rain water harvesting
- Solar lighting

Suggestions were also given like:

- MoU's formally need to be signed with AMUL and SEWA
- Website updating with the display of infrastructure
- Facebook page for home science
- Attitude of people towards home science need to be changed
- Girls should be motivated to be more carrier-orientated
- Job- opportunities to be increased and entrepreneurship encouraged

Paresha Ma'am mentioned that in TAT exam there is no home science option and for that Dr. J. D. Patel suggested for collective representation of the same.

Dr. Ratnam suggested that 3 years course with the practice experience should be done, girls should be encouraged to manufacture products and can sell it in campus and generate income. In nutrition there are plenty of jobs. We need to tie up with various institutions for job placements and a course on accounting also should Ms. Kalpana Amin suggested that we have to encourage students for micro-business and can train them accordingly.

Dr. J.D. Patel suggested that we need to call the alumni and ask them for their suggestions. Moreover, we need to involve print media and highlight the positive points of the institute. Ms. Bhamini Patel gave suggestion regarding inviting people and show them entire property(campus) and surrounding.

It was again emphasized that the college need to market self and preparations should be done for students to appear for GPSC/UPSC exam.

- Counselling for admission students should be involved
- Recognize the weakness of courses
- SWOT analysis should be done

The meeting ended with a vote of thanks

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



Behramanul
PRINCIPAL
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12th July 2014

Agenda: Review of AAA visit

Action Taken of previous meeting:

- *Monday 7th July 2014 peer team visit for Academic Assessment Audit (AAA), Knowledge consortium of Gujarat, Higher Education Department Gujarat was done successfully.*
- *College publicity duties were allotted to the Faculties*
- *For updated documentation six months report will be taken by IQAC*
- *Committees of women cell and anti-ragging will be put up at the entrance gate*
- *Upgradation of website is taken care of*
- *Facebook page for our college activities introduced*

The meeting started with warm greeting by Principal Rekha Emanuel. She congratulated all the faculties for getting A Grade with CGPA 3.07 by AAA (KCG). Madam appreciated the hard work of each and every member of the college and students. Madam read out the report of the exit meeting and elaborated on the grades given in all the criterias. She told that we should focus more on research and enhancement of infrastructure facilities.

In the end she concluded that we should work more on weaknesses emphasized by the peer team.

Meeting ended with Thank you gesture.

Bal M. Patel

IQAC Co-ordinator

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



Rekha Emanuel

PRINCIPAL

**S. M. PATEL COLLEGE OF
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2nd December 2014

Agenda of the meeting: Academic Audit



Action Taken of previous meeting:

- *Under the CPE grant, committees were formed and each committee were asked to focus as per the suggestions given by the peer team.*
- *Faculties were asked to prepare research proposals to utilize seed money granted by the university.*

A meeting was organized on 2nd December 2014 in the college library at 12:00 o'clock by the IQAC coordinators to discuss how to fill up form for the Academic Audit. Ms. Paresha Patel & Dr. Nidhi Gupta discussed about the credit points and manner to calculate each credit point as per 15 weeks per term .

- Under the lecture points classes of regular programme i.e. B.Sc + add-on courses + IGNOU classes + FSQC lectures & practical should be calculated. Faculties are not supposed to include the lecture taken at PG Dept. of Home Science or elsewhere in the University.
- The NAAC peer team visit duties should be counted in an event managed.
- Furthermore , one has to calculate according to unit written in knowledge bank (i.e.02 pts x 01 unit = 02)
- Poster presented can be calculated in paper presentation international / national / regional conference.
- Practical manual should be included in Non- text book published by recognized publisher.
- Further queries were solved.

The meeting ended with a 'Thank u 'note.



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9th December 14.

Agenda for meeting was

- ✓ Date and chief guest for annual day.
- ✓ Dates for Sports day and Talent day.
- ✓ Planning for II term.

Action Taken of previous meeting:

- **Faculties submitted their credit points for each semester and the report was sent to the CVM for Academic audit.**

A meeting of the faculty members commenced on **9th December 14.**


- Planning for the IInd Term
 - Internal Test – 19th Feb 2015.
 - Practical Test – 9th March 2015.
 - 90 days of teaching – 3rd March 2015.
 - Internal Marks Submission – 20th March 2015.
 - External practical FY- 6th April 2015 .
 - SY – 11th April 2015.
 - Theory Regular- 13th April 2015.
 - Theory ATKTK – 23rd March 2015.
 - Central Assessment - not decided.
- Sport day is finalized on 30th Dec 2014 Tuesday. Duties will be allocated by Ranjit bhai and chief guest will be Paresha madam.
- The date for the annual day will be 23rd Jan and talent morning will be 24th Jan 15. The names suggested for the chief guests Ms. Janki vasant from Samvedna Foundation and Ms. Suvarna Kadam Director Mitra
- The date of UDAAN was announced which is 27-30th Jan .
- The pre requisite classes for D to D students will start from 16th Dec.14 for 10 days from morning 11-2 , regular timing at 2-5 II term .
- Under CPE (women's day) would be celebrated on 8th march 15
- UDAAN duties – attached circular .
- Seminar To be Planned in Dec or 1st Week of Jan 2/ 3rd Jan under CPE.

Under CPE environment (N-R 62000/-, 15000/-)

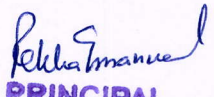
- Suggestion for rain water harvesting (RUSA)
- FY student should be taken to some nature area.
- Pavagadh , vedavdar, Rattan mahal.
- For Library R- 28000/- for Journals and CCTV
- For Faculty improvement (NR - 48970) (R- 69000) for software .

- A publication grant is 45000/-. For manuals, booklets , leaflets.
- Madam suggested to prepare a booklet by all dept under CPE working with adolescent girls be children R- 37000/- , NR – 81000/-
- There was a suggestion to make prepare a common booklet for all dept and Gujarati booklets which would be useful to students and society.
- Holidays schedule – Attached
- Decided to organize a common farewell.

The meeting ended with vote of Thanks.


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