

15th June 2015

- Agenda :**
- **Yoga Day**
 - **National Conference**
 - **Portfolios**

Action taken of previous meeting:


- *Chief guest Ms. Janki Vasant from Samvedna Foundation was finalized for the Annual day*
- *Planning for the second term was done*
- *Pre-requisite classes fixed for D to D students*
- *Celebration of sports day , women's day*
- *Visit to Narmada Dam is planned for F.Y. students*
- *Faculty prepared booklets for their Dept in Gujarati which would be useful to students and society.*
- *Manuals for practical courses were prepared namely :*
 - *Kitchen modular design*
 - *Introduction to foods and nutrition*

Meeting of the faculty member commenced on **15th June 2015** in the college library with new academic year greeting from Ms. Rekha Emanuel

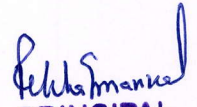
- Department will prepare a booklet and dead line for the same is 15/10/2015.
- Student & staff should participate in celebration of yoga day. Staff was requested to inform all the students that college had started for yoga. Further she requested everyone to remain present on 21/06/15 at 6:30 p.m. sharp at Shastri Maidan.
- Prin. Ms. Rekha Emanuel may go on leave 30 . Dr. Devika Thakkar will serve as in charge Term schedule was discussed (to be attached)
- Add more pages to the **Satvik Aahar** booklet by F.N. Department & rest all departments will follow the same booklet.
- She mentioned that brochure for the conference on environment was dispatched to the staff & other places in the campus. Duties of the seminar (attached)
- Scientific committee suggested.
Dr. Rita Kumar
Dr. Vijal trivedi
Dr. Darshna Dave
Dr. Namrata Kola
- **Keynote address : suggestions**
 - Dr. Savita Singal
 - Ms. Anjana Vyas (CEPT) Dean

- Dr. S,G. Patel Suggested collector as a guest for the seminar.
- Invitations to be sent to Rajubhai (dharmaj), Babakaka, Principal of sister institutions NGO's, Dr. Kane (kalpesh yojana) vadodara.
- **For Panel discussion names suggested were :**
 - Dr. K. Rathnan
 - Mr. Sunil Dave
 - Dr. Nirmal kumar
 - Dr. Jagdish Rao
 - Vijaya agarwal suggested Mr. Nirav Thapara architect to be invited for management
- Permission is taken from CVM to purchase required things under CPE
 - Display – FN
 - Adobe & photoshop to be downloaded – TC
 - Furniture – FRM
 - For upgrading software in FN & FRM-
 - Quotation to be invited
 - Posture analysis – recurring(1 lac +)
 - Classroom enhancement – mike+ CPU
 - Mike 12000 NR to be purchased by Ranjeetbhai & Trusha Prajapati.
 - Stage repairing in all classrooms– Classroom enhancement recurring 1 lac.
- Vijaya agarwal suggested classroom fans to be changed and Yogesh Vadwala suggested pigeon grill.
- We have 36000/- non recurring to be used for study material.
- Madam suggested installation of bulletin boards in all classrooms.
- smart board for auditorium. (seminar room) suggested
- Madam suggested to maintain a register of expensive instrument usage in each dept.
- Yogesh Vadwala suggested to prepare a question bank in each subject
- In association with that discussion madam suggested to organize a 1 week workshop on preparing a question bank for III & IV Sem in the month of October.
- To organize workshop for faculty on faculty improvement recurring 69000/-.
- a workshop on meditation and yoga for the faculty was suggested.
- Non recurring funds 11914/- which can be utilized in library & auditorium to cushion the chairs.
- Research seminar – To buy books Alpana Shah, Nidhi Gupta .

Meeting ended with thanks.


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23/10/2015

Agenda : University examination & supervision rules.

Action taken of previous meeting:

- *Yoga day was celebrated successfully.*
- *Term schedule planning was done*
- *Brochures and invitation sent for National conference*
- *Workshop for preparing Question bank/faculty improvement program in pipeline*
- *Faculty teaching first years are requested to prepare study material*

The meeting started with the greetings by Principal Rekha Emanuel

The agenda for this meeting was university examination & supervision rules.

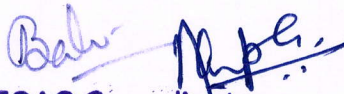
University circular regarding supervision rules was given & was discussed by the Principal.

Major Points :

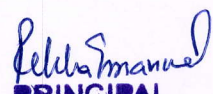
- How we have to conduct the examination principal & senior faculty will decide.
- In first year all teachers have to upload the marks. (convener + Examiners)
- Tentative date for central assessment is from 30th Nov . 15

Everyone was requested to read the circular attached.

Meeting ended with vote of Thanks.


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04th Nov. 2015

Agenda: Spending under CPE.

Action taken of previous meeting:

- *University examination & supervision rules were decided as per university norms*
- *Convener and Examiners have to Upload the marks of first year*

Non Recurring - 50000/-

To Publish a book with ISBN & chapter for eg. as **Satvik Ahar** booklet each department will publish their own.

Topics Highlighted :

- women's issue - Ms. Rekha Emanuel i.e. Motivational quality , self-conceptualization.
- Conservation of resources - FRM.
- Image building physique, posture, dressing etc. - TC.
- Laundry agents - Yogeshbhai.
- Kishore Awastha - HD.
- Satvik Ahar with Addition - FN.

Madam suggested 15-20 pages . She added to contact Roopal books Store or someone who can help in getting ISBN.

Target group will be community – women

- Few faculties suggested to add reference & plagiarism to be considered. Ms. Shazia suggested note to add references.
- For proof regarding it is decided to allot the task to some expert.
- Deadline given is 15/12/15.
- 20,000/- for books on research & Ms. Alpana Shah & Dr. Nidhi Gupta were given the duty.
- In FN & FRM department 2 Chapters can be written per 2 persons.
- Yog can be added as a chapter.

CPE – Non- Recurring – Study material 36000/-

CPU can be bought for auditorium & FRM from recurring 27000/-

Place of central assessment was finalized as library.

Meeting ended with vote of Thanks.

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Rekha Emanuel
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2nd Dec. 2015.

Agenda: Faculty Enhancement Program

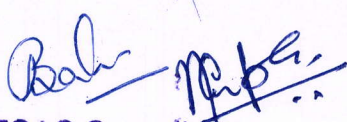
Action taken of previous meeting:

- *Format, budget and Titles for the community booklets were finalized.*
- *Computers for auditorium and FRM to be brought under CPE*

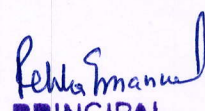
- The meeting started by greetings from Prin.Rekha Emanuel .
- Discussion on faculty enhancement program as carried out where various topics like latest pedagogies in teaching , how to counsel students etc were suggested.
- Faculties suggested ms. Khyati Mehruba
- Ms. Alpana Shah suggested etiquettes in personal life. (professional etiquettes).
- Madam suggested 1 week program 1 hr. early i.e. from 9:00 am to 11 am for 7 days to be organized for the teachers (22 – 28 Feb .16). Department wise invitations could be sent to the expert.
- Various activities were lined up as follows :
 - Sports day – 02/01/2016 .
 - Intercollegiate debate – 08/01/2016.
 - Research Seminar - 4th & 5th Jan 2016.
 - Annual Day - 22/01/2016 or 23/01/2016.
 - Chief quest – Madam Trupti Shah Sahiyar Vadodara .

- Madam gave a reminder for a booklet & suggested to finalized by 15/12/2015 on working with adolescent girls & working women.
- Magazine article to be submitted by end of December to Dr.Shazia Sharma
- Department report to be submitted in a given format by 2nd week of January.

Meeting ended with vote of Thanks.


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15th March 2016

Agenda:

- Faculty Enhancement Program dates
- Gujarati typing workshop
- Internal and external assessment

Action taken of previous meeting:

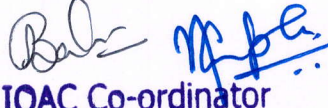
- ***Faculty Enhancement Program topics, duration were finalized***
- ***Term planning was done including activities like Debate , sports day and Annual day.***
- ***Magazine articles and department reports to be submitted soon***


Principal Rekha Emanuel started the meeting with greetings on International consumer day.

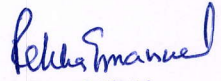
- Faculty enhancement program still to be organized.
- Madam Suggested to have the program before 28th march 2016 . i.e. before examinations.
- 26th March 2016 as the final date suggested.
- It was finalized to have a demonstration on ergo fellow on 22/3/2016.
- For faculty enhancement program Ms.Bhavna suggested swamiji & Dr. Shardaben suggested Yoga instructor.
- Topic suggested were stress management positive thinking etc.
- Ms. Bhavana Chauhan & Dr. Nidhi Gupta were given the responsibility for the same.
- Ms. Minal Chauhan suggested to organize a Gujarati typing workshop for teachers.
- It was finalized by the chair on 21/03/2016 as Minal Chauhan as an in charges .
- Mr. Yogesh Vadwala suggested that all faculty members should install 'Shruti' font in their laptops.
- The above discussion was carried out as madam informed about university circular on typing of Gujarati question papers.
- It was further discussed that no gracing in practical's & no resolutions to be attached.
 - 40% is passing standard for Internal / External
 - In theory make final total after gracing (don't add +1) then write a resolution.
 - Resolution is must.
 - Practical marks to be entered by the convener in both soft & hard copy.
 - (University Exam Circular attached)
 - Entered by convener
 - Checked by examiner

- Verified by the coordinator (Exam)
 - Answer sheets to be maintained by the departments.
 - ATKT exams to be finalized in common.
 - those who fail in V semester waste an year.
 - ATKT only for FY BSC.
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- Central Assessment : 18/04/2016 - 25/04/2016.
 - CPE Research dates : 13-14 to submit seminar research papers
 - 14-15 by 10/04/2016
 - 15-16
 - Study material : Ms. Vijaya & Ms.Minal by 22/03/2016 community submission.
 - IQAC team informed about the feedback forms to be collected from the students..
 - Major selection forms to be given on 1st day of theory & to be collected on the last day of theory exams.
 - Lastly madam requested all the departments to complete stock checking.

Meeting ended with vote of Thanks.


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31st March 2015.

Agenda:

- National conference
- Skill oriented workshops
- Student enhancement activities
- Faculty enhancement programme

Action taken of previous meeting:


- *Faculty Enhancement Program dates were finalized.*
- *Demonstration on ergo fellow (software)*
- *Gujarati typing workshop for teachers to be organized as question papers to be submitted in Gujarati*
- *Feedback forms and Major selection forms to be filled*
- *Department stock checking to be completed.*

The AAA visit was discussed and suggestions were imparted related to paid consultancy services.

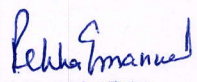
- Large room for indoor facility in sports.
- Enhance visits to community
- Collaboration activity.
- Various workshops and programme that were planned by each department were discussed.
- "Earn while you learn" practice in collaboration with Madhubhan resort was discussed and well appreciated.
- Emphasis was placed on enhancement of faculty & office staff.
- Booklets for community in the local language were suggested to transfer technology from lab to land.
- National conference brochure, objectives, themes guidelines were presented by Dr. Nidhi Gupta and were discussed by the IQAC members.
 - ✓ Suggestion on theme categorization.
 - ✓ Increasing the Registration fees for NGO's Industry.

- Other suggestions made by the members were,
 - ✓ Have MOU with 'A' Grade college of Gujarat.
 - ✓ Offer courses for student enrichment.
 - ✓ Emphasis was placed on consultancy & Extension services.
- Programme for peon (supporting staff) on sanitation & hygiene.
 - ✓ Basics etiquettes.
- Remedial classes for slow learners.
- Bridge courses for diploma students.
- Publish research articles with impact factor.

Meeting ended with vote of Thanks.


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