

## Minutes IQAC Meetings

2018-19

13<sup>th</sup> Jun 2018.

- Agenda:**
- Term planning
  - Portfolio's to the faculty

**Action taken of Previous Meeting:-**

- API forms of faculty were filled
- Successfully conducted meetings with each criteria and queries were discussed.

The meeting started with a welcome note and greetings for the new academic year. The following points were discussed.

- Congratulated for getting 81<sup>st</sup> Rank among top 120 science colleges of India by National Magazine INDIA TODAY.
- Academic term plan prepared by IQAC based on the term plan of SPU was discussed among the faculty members.
- Dr. Bhavana Chauhan, Principal, assigned duties of various extra-curricular activities of the faculty.
- College website is updated.
- Stock checking should be done regularly after every six months.
- Update files in the department.
- Plan short term causes.
- Provides the report of the event after the completion of each event.
- Before purchasing anything permission should be taken from Mandal.
- Place remedial classes in the time-table.
- Biometrics will be installed soon.

The meeting ended with thank you gesture.

*Bali* *[Signature]*

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*[Signature]*  
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**30<sup>th</sup> Aug, 2018**

**Agenda:** - Planning for CPE Phase- II funds.

**Action taken of previous meeting:** -

- Unanimously passed the academic calendar.
- Portfolio's distributed and asked to plan out the event for the term.
- Remedial classes were planned in the time table.

Principal Dr. Bhavana Chauhan started the meeting by welcoming the staff. Planning for spending the CPE funds under different heads were discussed.

- Lab up gradation
- Renovation of language lab and computer lab.
- Renovation of principal office.
- LAN and RIFD in library.
- Faculty chairs.
- Classroom with smart boards.
- UPVC widows in Auditorium.
- Maintenance of Equipment
- Sports facilities.
- LED lights and fans.
- Painting of Building.

Meeting ended with thank you note.

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*Bhavana Chauhan*

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19<sup>th</sup> Oct, 2018

**Agenda:** - Presentation of NAAC criteria's.

**Action taken of previous meeting:**

- Renovation has been started as per planning of CPE funds in the committee. The work is in the progress.

The meeting started with welcome note by IQAC coordinators .They discussed the objective behind this presentation to gear up the working of SSR.

**On the first day presentation was scheduled as under:**

Ms. Sushma Batra and Ms. Minal Chauhan	Criteria - I
Ms. Kalpana Srivastava and Ms. Vijaya Agrawal.	Criteria - II
Mr. Yogesh Vadwala & Mr. Ranjit Bhagora.	Criteria -IV
Ms. Alpana Shah and Dr. Mittal Barot	Criteria -V

**On the 2<sup>nd</sup> Day 20/10/2018 presentations were made by following criterias**

Mr. Shard Joshi & Mrs. Tanavi.	Criteria -VI
Ms. Shazia Sharma and Dr. Padmaja.	Criteria -VII
Dr. Nidhi Gupta and Ms. Trusha lad.	Criteria -III

The discussion was pertaining to the documents to be attached with key indicators under each criteria and data templates to be prepared for the given Quantitative Matrix.

Meeting ended with thank you gesture.

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11<sup>th</sup> Dec, 2018

- Agenda:** - - II<sup>nd</sup> term plan
- NAAC and CPE
  - Syllabus
  - Working on MOU'S

**Action taken of previous meeting:**

- Data templates were finalized and documents to be procured initiated.

Meeting started by Dr. Bhavana Chauhan by congratulating all the staff for the success of Ratri before navratri and appreciated that central assement was over in time.

As per the Agenda following points were discussed.

- The term plans was discussed and open for suggestion.
- Emphasized on publicity of the college to strengthen the enrolment in next academic year.
- Parent teacher meeting is planned on 22<sup>nd</sup> Jan and asked the faculties to motivating parents to attend the same.
- Scheme of I to VI Semester has been passed from BOS and from this year implementing new syllabus at F.Y. level.
- Appreciated the criteria wise presentation by all the faculties and asked to meet IQAC coordinators regularly to report the work carried out.
- Discussed the work completed under CPE and the work in the pipeline, like Rain water harvesting, solar roof top, and enhancement of ladies room.
- She informed that alumni have given RO and water cooler in Balwadi.
- Motivate student to register in MOOC, Swayam courses.
- Informed about Start- up Initiative.
- MOU'S with different organisation are in the pipeline. We are working with SWARNIM GUJARAT SPORTS UNIVERSITY, MODE, Madhuvav pathsala and Karamsad Medical College.

Meeting ended with thank you note.

*Balri*

*Arpe*

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*Bhavana*

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**18<sup>th</sup> Dec 2018**

- Agenda:**
- To review the activities of the first term.
  - Planning second term.
  - Suggestion for the 3<sup>rd</sup> cycle of NAAC.

**Action Taken of the Previous meeting: -**

- 2<sup>nd</sup> term plan was finalized
- Scheme finalized and new syllabus implemented from 18-19 at first level.
- Few students have registered in MOOC, Swayam courses.

The Principal Ma'am introduced the new IQAC Committee members. The meeting started after narrating the minutes of the previous meeting. After the minutes action taken report was discussed by the Principal Ma'am. She updated the IQAC team with the recent developments of the college like

- MOU'S with different institutes like Swarnim Gujarat Sports University, MODE, Madhuvan Pathshala & Karamsad Medical College are in pipeline.
- Remedial classes are put up in the time-table but no remuneration is taken by the faculty but attendance register need to be maintained.
- Alternate source of energy will be used in the college by installing roof top solar panels for two labs and the same process will be expanded in future.
- The college is working extensively for the publicity and admission and we are going to request the university administration to grant us the centre for admission.
- The grade we got in the Green Audit (B+) was very unsatisfactory as the team visited the campus at time when lot of renovations and construction were going on. So the management suggested that we should re-apply for the Green Audit.
- We are working on the compost pit again in our college campus taking help from polytechnic college.
- The informal consultancy services need to be formalized and also need to be mentioned in the SSR.

Nikhil sir, the honorary secretary also gave us few suggestions which can help us in a great deal like:-

- Identifying the slow learners and advance learners by conducting quiz or test. Emphasized that we should give some benefits to advance learners like provision of five library tickets.
- **Buddy project and peer to peer learning which is practised** should be reflected in SSR also.

- Incorporate innovative technologies in teaching and faculty by preparing five minutes videos of the subject and uploading it on college website.
- Ask the alumni to give their one minute feedback on the college which can be uploaded on the website of the college and register the alumni of the college.
- Workshops like “Team creativity at workplace” and in any case CPE fund shouldn't be left unspent.
- Exclusive workshop for the faculty with respect to research (approx. 15 days) during vacation so that research proposals can be made and applied in various agencies.
- We should adopt five villages but if not 5 than at least two which can project the community work done by the college.
- We should utilize the innovative technologies and also work on social media like Facebook, Instagram, twitter etc. for the publicity of our college.

Mr. Sunil Adesara one of the stakeholder insisted that we should prepare documentaries which are more interactive including job prospects, facilities and courses. The video should be uploaded on the college website. .

Dhaval bhai from VNC of suggested a workshop on **Household Herbal remedies** and an exhibition on medicinal plants.

It was decided that we need to do a presentation on various criterion comparing it with previous cycle on 22<sup>nd</sup> Feb in front of the management.

Meeting was very interactive and ended with thank you gesture.

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*Sunil*  
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1<sup>st</sup> Feb, 2019

Agenda: - Planning to check documents of various NAAC criterions.

Action taken of previous meeting: -

- MOU'S with MODE and Madhuvan were finalized.
- Teaching modules and videos are prepared.
- All the departments have together prepared presentations for the publicity of the college.

The meeting was held for checking the documents of the seven criteria's of NAAC and the schedule fixed after discussion with faculty was.

12/02/2019	criterion – II
13/02/2019	criterion – IV
14/02/2019	criterion – V
15/02/2019	criterion – VI
16/02/2019	criterion – VII
17/02/2019	criterion – III
18/02/2019	criterion – I

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15<sup>th</sup> March, 2019

Agenda: - Presentation of post accreditation initiative

Action Taken of the Previous meeting:

- Documents of the criteria's were checked and verified, missing documents need to be procured.

The meeting started with a welcome note from IQAC coordinators followed by their presentation criterion wise, based on the up gradations done after the second cycle of NAAC. The presentation was well appreciated by the management . The following suggestions were given by the management :-

**Criterion I :**

- Documents are required for the basis on which the syllabus was revised/feedback of stakeholder on curricular.
- In earn while you learn scheme we need to have objectives & mechanism for implementing the same.
- Categorize the MOU's as per the activities.
- Best practices of each criterion in the end.

**Criterion II :**

- Mechanism for identifying slow and advanced learners.
- Documentation of activities done beyond prescribed syllabus.

**Criterion III :**

- Record of using SICART facilities.
- Put proposal of new research projects

**Criterion IV :**

- Maintain stock register and service book.
- Do impact assessment of electricity bill after replacing LED lights.

**Criterion V :**

- Document of scholarship, Training for scope exam and self-defence.
- Instead of extra coaching write additional academic support.
- Go for digital alumni association.

**Criterion VI :**

- Why reframe vision / mission ( justification ).

**Criterion VII :**

- Prepare booklet for herbal garden as best practice.
- Do MOU with sister institution ( pharmacy college).
- Under student induction program acquaint them/ orient them about the vidyanagar campus.

The meeting ended which vote of thanks by principal and coordinator.

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22 to 27<sup>th</sup> April, 2019

**Agenda:** - NAAC documents drive.

Since there were quite few documents which were missing in the criterion's so after the college was closed for vacation, all the faculty members were asked to come for a week and fully concentrate on the enhancement of their criterion along with searching for the missing documents in the common files of saptdharas and vice president's report. Everyday a meeting was held in the end of the day to report for the day's work.

The drive was really successful and lot of documents which were missing could be found.

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