



## **IQAC Meeting Minutes**

A meeting of IQAC was held at Principal's office on 18<sup>th</sup> August 2020 at 2.30 pm.

### **Attendees**

Attendees included

Dr Bhavana Chauhan (Principal)

Ms Kalpana Srivastava (IQAC Coordinator)

Ms Vijaya Agarwal (IQAC Co- coordinator)

Dr Yogesh Vadwala (Vice President of Student's Council)

### **Agenda**

Formation of IQAC Committee

Orientation of First year to be planned

Circular for portfolio of different Dhara

Soft skills workshop for administrative staff

Faculty Development Programme for teaching staff

Grievances to be addressed

Counselling hour to be included in the time table by respective counsellors depending on the availability of students and the counsellor

3 major activities from Sapt Dhara In charges to be submitted to IQAC and Vice President

Month wise Calendar of Activities to be planned by the Vice President

New FB page to be made by the FB IN charge

For Golden Jubilee celebration Batch wise WhatsApp group to be formed. and named SMPALUFRM91-92, for FRM Department and likewise for other departments.

S M Patel College of Home Science, Vallabh Vidyanagar

Action taken report based on the discussions held and decisions taken in the  
2<sup>nd</sup> IQAC Meeting held on 18<sup>th</sup> August 2020.

Sr. No.	Description of Work	Responsible Person/s	Action Taken
1.	Formation of IQAC committee	<ul style="list-style-type: none"> <li>Ms. Kalpana Srivastava</li> <li>Ms Vijaya Agarwal</li> </ul>	Discussed with the Principal
2.	Orientation of First year to be planned	<ul style="list-style-type: none"> <li>Ms. Kalpana Srivastava</li> <li>Ms Vijaya Agarwal</li> <li>Dr Yogesh Vadwala</li> </ul>	Planning done
3.	Circular for portfolio of different Dhara	<ul style="list-style-type: none"> <li>Dr Yogesh Vadwala</li> </ul>	Discussed with the Principal
4.	Soft skills workshop for administrative staff	<ul style="list-style-type: none"> <li>Ms. Kalpana Srivastava</li> <li>Ms Vijaya Agarwal</li> </ul>	Discussed with the Principal
5.	Faculty Development Programme for teaching staff	<ul style="list-style-type: none"> <li>Ms. Kalpana Srivastava</li> <li>Ms Vijaya Agarwal</li> </ul>	Discussed with the Principal
6.	Grievances to be addressed	<ul style="list-style-type: none"> <li>Ms. Kalpana Srivastava</li> <li>Ms Vijaya Agarwal</li> </ul>	

*Kalpana*  
18/08/20  
IQAC Coordinator

*B*  
IQAC Co-ordinator  
S.M. Patel College of Home Science  
V. V. Nagar-388120

*belisap*  
18/8/20  
Principal

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