

Meeting - IQAC - HoD Council

Date : 01/06/2019

Time : 04:00 pm to 6:30 pm

Venue: Board Room

❖ Agenda:

1. BoS - agenda and notes
2. Planning of Next semester all courses
3. Part-III courses follow-up / ATR under Autonomy
4. Central valuation – SU and VSC-A
5. Time table – second CIE, SEE-Practical
6. Distribution of First Aid Kits
7. Any other

❖ Minutes of the Meeting:

Agenda-1: BoS - agenda and notes

- Principal has shared and discussed general observations and comments given by Advisor and asked to submit revised documents related to BoS - June 2019 viz. agenda and detailed notes with enclosures to CRC.

Agenda-2: Planning of Sem.-V all courses

Following points were discussed in detail and deadlines have been fixed

S.N.	Detail	Deadline
1.	Allotment of teaching load/ work load distribution Work load calculation Requirements: HR & Infrastructure and other resources	Before 5 th July 2019
2.	Detail time table for odd semesters – I-III-V – June-2019	Before 5 th July 2019
3.	Soft copy of validated and proofed question bank (at least 1200 Q&A) for CBT of all UG / Int. programs to submit.	
4.	CoE and CS & IT department to take trials and finalize software for CBT (in house or subscribed)-	
5.	To prepare departmental structure, assignments and CIE for self study course; based on objectives of the course and evaluation norms passed. To appoint departmental coordinator for SSC	

- Regularly conduct departmental meeting
- Submit validated CBT soft copy after proof reading on 25th August 2019
- CoE office to finalize CBT software after studying received proposal from various agencies
- To prepare and submit integrated programs, Group project-concept note-industrial placement details.
- Generic elective: Name of departmental coordinator – entire college common period-display Generic elective detailed offered by the department on departmental notice board for two days then after suggests time to the Principal regarding student-Principal meeting.
- To provide option form for selection of a Generic elective from bunch of seven courses.
- Principal distributed the tailor made First Aid Kit to Head of all departments and asked to give name of responsible person from the department to maintain it.
- Give priority to parent institute in condition when Saurashtra University paper checking and parent institute duties are assigned at the same time.
- No D/L will be allowed for paper checking at Parent University, faculty may get relaxation in punch-in and punch-out with permission of respective Head.
- Motivate PG students to take extra credit course, VAC, CoC etc.
- Take personal follow-up of student for their regularity in Communication Skill & Soft Skill courses and assure its timely completion.
- Department is requested to send name of departmental coordinator for Communication Skill & Soft Skill courses.
- The Principal has instructed several times to Admin Office to communicate the updated list to respective HoD regarding cancellation of students.
- All are instructed to follow-up of General Awareness, CoC and VAC courses and assure that all students have completed it in stipulated time.
- All heads take a check for special compulsory components in their scheme of instruction. For completion of any project HoD must issue duly signed certificate to the students and submit a general certificate to the students.

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Principal
Shri Manibhai Virani and
Smt. Navabai Virani Science College
(Autonomous) Rajkot.

Action Taken Report

❖ **Agenda:**

1. BoS – agenda and notes

All chairpersons of the board have submitted the revised documents with enclosures of BoS-June 2019.

2. Planning of Sem-V all courses

Chairpersons of all the Boards have taken proper follow up and subsequent reports have been communicated to the Principal regarding attainment all the components as discussed in the meetings.

