

## IQAC - Minutes of Committee Meeting

Date : 01.06.2018

Time : 4:30 pm

Venue: IQAC

### ❖ Agenda:

1. Review of previous meeting.
2. PG Entrance Test
3. Autonomy extension committee visit
4. UG syllabus
5. Induction program

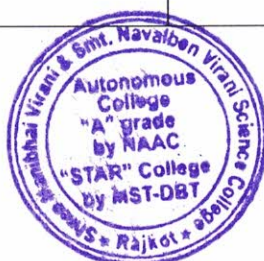
### ❖ Minutes:

1. All complied as per previous meeting dated 13/03/2019.

#### 2. PG Entrance Test

- List of documents to be presented by the candidate at the time of PG entrance test:
  - 12<sup>th</sup> marksheet
  - Leaving certificate
  - All six semester original marksheets
  - Reservation certificate from competent authority
  - Aadhar card
  - Two Passport size photographs
- SMS to be sent to all students clearly stating type of documents to bring, entrance date & time and venue
- Merit list to be prepared as below:

50% Weightage		50% Weightage
40%	10%	Total marks of T.Y. Sem-V and Sem.-VI
Entrance test	Personal Interview	
50 Questions		
100 Marks		
One hour		



- Microbiology, Biotechnology, & PG-DMLT entrance exam to be taken on same day with a gap of 1 hour in between.
- Undertaking to be taken from every candidate. Dr. S. M. Patel will draft the undertaking.
- Reservation policy will be sent to all heads by Mr. H. N. Donga.

### 3. Autonomy extension committee visit

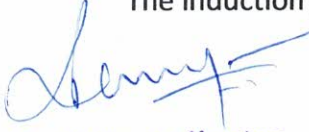
- The Principal read the letter received on 31<sup>st</sup> May, 2018 from UGC dated 25<sup>th</sup> May, 2018 regarding autonomy extension and asked all heads of the department to conduct a departmental meeting and start all necessary preparation for the committee visit.
- List of files to be kept ready will be sent soon.
- Format for AAA which is prepared by Dr. S. M. Patel and Mr. R. S. Tank in consultation with Principal will be send within in 2-3 days.

### 4. UG Syllabus


- All Heads were informed to cross check and finalize the complete syllabus of UG programs for Atmiya University.

### 5. Induction program

- All heads are informed to prepared and plan 36 hours of induction program. The induction program includes theory as well as practical.

  
 IQAC Co-ordinator,  
 Shri Manibhai Virani & Smt. Navalben  
 Virani Science College, Rajkot



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