

IQAC- Minutes of Committee Meeting

Date : 05-01-2017

Time : 03:40 pm

Venue: Board Room

❖ Agenda:

1. Review of previous meeting.
2. To discuss about the 1st SEE declared result and about the remedial measures of the students who have failed.
3. To inform about the Jivan Vidhya Shibir at Yogidham Gurukul from 16th to 23rd January 2017 for all the HoDs.
4. About SciTech Utsav-2017 on 10th & 11th February 2017.
5. To brief all HoDs about Merethon Rajkot organized by RMC and to plan the agenda to motivate more number of students to participate in it.
6. To discuss about the celebration of 26th January 2016, the Republic Day in the college and to plan for various events for the same.
7. To brief all the HoDs about the convocation held at Saurashtra University on 7th January 2017 and to send the team of selected students of the departments to motivate the rankers.
8. To discuss about the academic calendar of 2nd half of the academic year i.e. December to May.
9. To brief all HoDs about 1 day workshop for students and parents on "Gau Adharit Jaivik / Sajiv Kheti" and to distribute the forms.
10. To distribute the rules for students for 'Minakshi Lalit' exams and to discuss about the duties for the same.
11. To give essential information regarding the reassessment process.

❖ Minutes:

- All the compliances has been done, which were discussed in IQAC previous meeting dated 14-09-2016.
- The Principal, Dr. K. D. Ladva initiated meeting with the note that as per the demand of HoDs, the detailed and analyzed result of Sem-1 is being prepared and the HoDs are asked to submit their 'follow-up plan' for the students who have failed in the exam. The mail has to be sent to principal regarding this.



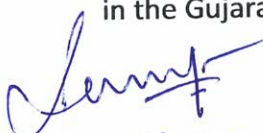
- The Principal, informed all the HoDs about the Jivan Vidhya Shibir, organized for all the Heads of the departments from 16th to 23rd January 2017. The Principal insisted to attend it, as it is mandatory for all the heads.
- According to Academic Calender, the celebration of SciTech Utsav is on 10th & 11th February 2017. It will be celebrated in two groups.
A – Life Sciences, B – Chemistry & other sciences
- Mr. Prabhumay was asked to coordinate with Mrs. Sheetal Tank, Librarian, AITS, regarding the ISBN book publication of SciTech 2017.
- The HoDs were briefed about the Rajkot Merethon organized by RMC and were asked to motivate students to take part it in a large number.
- The Principal shared one proud news for the college that the team of Shree M. & N. Virani Science College is selected as the official Guard of Honour Team.
- The conovocation programme of the university on 7th January 2017 is going to be held at the university campus and the HoDs are asked to form the team of students from the department, to be sent for the programme.
- Exhibiting the National Spirit, the principal emphasized on the celebration of 26th January 2017; in the campus of Yogidham Gurukul. He emphasized on the presence of all the students and teachers. Moreover, selected speeches, cultural items, model – display were also being asked to be taken care.
- The HoDs and Principal discussed on the academic calendar, effective from December.
- The HoDs were informed about 1 day workshop for students and parents on “Gau Adharit Jaivik / Sajiv Kheti” and were given the forms, to be distributed to the students.
- The Principal announced it happily that Shree M. & N. Virani Science College has been selected this year to be the centre for state level ‘Minakshi Lalit Exam’. The overall coordinator of it is Dr. Shivani Patel. The exam & evaluation coordinators are Dr. Naval Kapuriya & Dr. A. K. Singh. The arrangement coordination is Mr. J. D. Patel.
- Dr. Jignasu Chauhan is the coordinator of Madhava Mathematics Competition-2017, which is a National level competition, organized by the college.
- Mr. Hitendra Donga, CoE briefed all the HoDs about the reassessment process. The process is divided in 3 steps. The explained following thing
 1. Retotaling = Rs. 100/-
 2. Transperancy = Rs. 150/-
 3. Reeevaluation = Rs. 200/-
- The students can ask for the reassessment of **All** the papers.




- All the HoDs unanimously decided that if the gaps between actual marks and rechecked marks exceeds +/- 20%, moderation or some check point is to be kept then.
- The HoDs were also instructed about the careful entry of internal marks from 2nd sem. Onwards.
- If there is any spelling error in the name or mistake in the photo, in the online declared result, the students must fill the form and submit it to the department.
- The Chairman will receive circular for reassessment by Monday and will have to take follow-up of the process in one week.
- Moreover, the timetable of CIE 1 was displayed and the Principal asked HoD of concerned department to think about the provision for NCC students who are going to attend camp and unable to take exam.
- The HoDs are asked to submit the time table of M.Sc. Sem.-IV – CIE 2 and the COE asked to submit the timetable of Autonomous practical internal exam of the department.
- The Principal shared the news that the college has proposed for the Grant-in-aid courses of Physics, Botany, Zoology to Saurashtra University and has proposed for the extra seats of these courses.

❖ **To Do List:**

- The HoDs are asked to submit the remedial measures to be taken by the department for the students who have failed.
- Prabhumsir is asked to coordinate with Shital madam for ISBN-Book, for SciTech.
- The selected students are to be sent for the convocation.
- The protocols for the VED courses must be submitted to Dr. Mahesh Sawant.
- The students will have to be informed about the reassessment process.
 1. Timetable of CIE 2 Internal M.Sc. Sem-IV.
 2. Timetable of practical internal exam.
- Dr. Shivani Patel is going to deliver two lectures on 'Effectiveness of Quality Assurance in Higher Education' at Somaiya Autonomous college.
- Dr. Jignasu Chauhan has been reappointed second time as the executive member in the Gujarat Granth Nirman Executive Committee for next 3 years.


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




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