

IQAC - Meeting – Principal & HoDs

Date : 13/03/2019

Time : 04:00 pm to 6:30 pm

Venue: Board Room

❖ Agenda:

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

❖ Minutes of the Meeting:

Agenda-1: Review of previous meeting:

All agendas complied as per the meeting dated 08-12-2017.

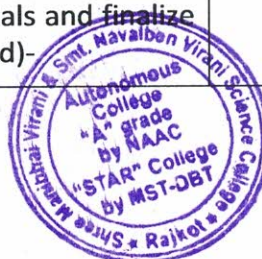
Agenda-1: BoS - agenda and notes

- 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

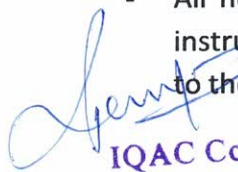
Following points were discussed in detail and deadlines have been fixed

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	Before 12 th July 2019
4.	CoE and CS & IT department to take trials and finalize software for CBT (in house or subscribed)-	Before 12 th July 2019

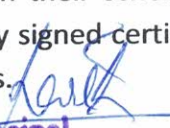


5.	To prepare departmental structure, assignments and CIE for self study course; based on objectives of the course and evaluation norms passed. To appoint departmental coordinator for SSC	Before 12 th July 2019
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- Regularly conduct departmental meeting
- 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.


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




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