

IQAC - Minutes of Committee Meeting

Date : 14-09-2016

Time : 12:30 pm

Venue: IQAC Room

❖ Agenda:

Review of previous meeting dated 26-07-2016.

Preparation for the teaching-learning process, model question paper & feed backs.

Course completion.

❖ Minutes:

- All the matters discussed in the previous meeting dated 26-07-2016 has been complied.
- Dr. Sheela Ramchandran started the meeting with the questions regarding the HoDs feelings about the process of Autonomy.
- Dr. Sheela Ramchandran discussed the following points. No negative thoughts for syllabus should emerge now.
- Madam advised to experience the framing & implementation of fundamentals.
- Only left part for next semesters and year 2017-18 is communication skill / soft skill.
- Madam suggested that specific boards can meet for specific reasons.
- The Principal is asked to set a system.
- Every month, there should be HoD meeting, departmental meeting and every meeting should be recorded in words.
- All the evaluation norms need to be framed now only.
- Madam discussed about working hours.
- UGC recommends teaching working hours = 40 hours.
- So the college should follow schedule and plan accordingly.
- The HoDs are asked to see that **All** the staff members participate in the work.
- According to Dr. Sheela Ramchandran, UGC guideline is very important.
- The **Feedback** process is very important for any institute.
- The feedback of Teacher, Stake-holders, Students, industrialists, trainers should be recorded.
- Madam asked to prepare feedback templates.



(not only curriculum feedback but about the delivery also – at the end of the semester)

- The Principal is asked to decide on feedback format.
- Dr. Shivani Patel suggested to have Bi-lingual format of feedback.
- The next meeting for feedback format is arranged on Saturday at 2:00 pm, in IQAC Room.
- All the Chair-persons are asked to take care of the smallest thing.

❖ **Model Question Paper:**


- The model question paper need to be ready.
- Each paper-setter is to set 2 papers, along with evaluation skim.
- The model of scheme of evaluation and remuneration form for paper-setting are to be developed.
- The faculties are asked to submit the model question paper within 24 hours.
- The A.C. would be in November, so notes, agenda Anextures should be ready and should be for warded to Dr. Sheela Madam as well as CRC.
- Dr. Sheela Ramchandran madam asked to go through drafts, before A.C. meeting.
- The **Attendance** criteria is to be monitored & calculated.
- There should be policy of attendance.
- HoDs agreed to have 100% syllabus for 2nd CIE.
- The practical CIE should be done 100% syllabus.
- The final practical SEE should be finished before SEE theory.
- The announcement of the **time-table** should be approved by all HoDs and should be done before one month of the exam.
- Each department is asked to plan and submit the timetable of practical exams to CoE.
- The binding of A.C. 1st, 2nd and 3rd should be ready.
- Madam asked to identify the coordinators and trainer for Value Added courses and co-curricular courses.

❖ **Course completion:**

- The syllabus completion feedback has been taken and it is found that the syllabus completion is as per teaching plan.


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




Page 2 of 2
Principal
Shri Manibhai Virani and
Smt. Navalben Virani Science College
(Autonomous) Rajkot.