

IQAC-Minutes of Committee Meeting

Date : 20-04-2017

Time : 10:30 am

Venue: Board Room

❖ Minutes:

- Reviewed minutes of previous meeting dated 13-04-2017. It was complied in totality.
- Dr. Shivani Patel is given **academic calendar** to be filled with details.
- Adviser madam **Dr. Sheela Ramchandran's** visit is scheduled **23rd to 29th April** and all the HoDs are asked to remain present.
- The **proposed date of the BoS** is last week of **May**.
- The departments are suggested to **review the syllabus of semester-III & IV** and if need **redesign**.
 - **Maths & Physics – B.Sc. Allied** need to be review.
 - The long **title Animal Science** can be changed.
 - **Dr. Shivani Patel** is asked to take reference from UG & _____ syllabus for **B.Sc. Food Processing**.
- The Governing Body has differed to implement M.Phil. course from this academic year.
- Dr. Sheela Ramchandran could go through all the rules, regulations; norms of exam & evaluation and may revise, if needed.
- All the HoDs agreed to have **total 3 assignments**:
 - **Assignment-1** : Based on the **previous exam** for progressive cumulative preparation.
 - **Assignment-2** : Before **1st CIE**
 - **Assignment-3** : Before **2nd CIE**
- The HoD should distribute assignment to each teacher and there must not be any assignment during exam CTE.
- The **full exam is needed** for CIE-II, as it supports and increases the ability of students.
 - The revision of the syllabus is to be done, with sub-detailing. The **extent of the chapter** is to be fixed. Sub detailing is **MUST**.
- The following things are **to be prepared**.

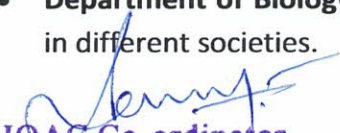


- **Question Bank** of each paper for SEE theory. To be given to external examiner for the reference. The ratio of the questions should be 1:5.
 - **CBT Question Bank, course wise** needs to be prepared by each department.
 - **The collection of Scientific Terminologies and definition** should be ready, to be given as assignment-1.
- **Tasks for each department:**
 - The HoD are asked to conduct **departmental meeting**.
 - Prepare the **lesson plan** for theory and practical and follow strictly.
 - **Dr. Shivani Patel** is asked to submit the **format**.
 - The distribution of workload, question bank and assignment topics should be done.
 - A person can be hired to assess the assignment, under earn while you Learn' scheme.
 - Fix Mentor – Mentee Scheme.
 - Submit the name of mentor batch-wise for Sem-1 & 3.
 - Prescribe the role of a mentor.
 - Prepare the list of paper setter & Evaluator & Moderator for UG & PG Sem-1 & 3.
 - Chairman is authorized by GB to decide the names and update the list.
 - Prepare Teaching-Learning planner, Perspective planner.
 - **In-charge for self-study** paper can be appointed.
 - **Departmental Evaluatory Report** for NAAC is to be submitted by HoD by the evening on 20th April 2017.
 - **Entrance Exam** for admission is fixed on 21st May, 2017. The exam will be conducted before the declaration of result of 12th Science.
 - The exam is VSET-2017 (Virani Science Entrance-2017)
 - The offline exam will be conducted in more than 25 centers.
 - The paper structure would be

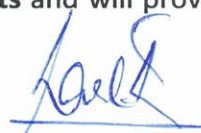
A. Grammar	10 marks	}	2 Hours
B. Chemistry	30 marks		
C. Physics	30 marks		
D. Maths/Biology	30 marks		
 - The weightage would be 10% from JEE/NIIT and 90% from Gujarat Board.



- The last date for online registration is 10th May 2017 and the fee is Rs. 500/-.
- **Research** : The faculties must publish their research papers in recommended research journals.
 - They should index the research in Web of Science and Scopus.
- **Finishing School** : Dr. Shivani Patel and Dr. Neepa Pandhi are asked to co-ordinate for finishing school project.
- **CRC co-ordinator** is asked to submit the data.
- Each department has to submit the **5 pages brochure**.
- The Principal will appoint 1 **Programme-Coordinator** to each programme.
- The department needs to submit **the list of faculty** for **UHV Shibir** (name, contact number, email, remarks)
- The **list for FDP in Saurashtra University** is to be submitted.
- **Dr. Shivani Patel** will help in **Orientation Days Planning**.
- **Ms. Shivangi Oza** is asked to submit the branch wise plan for **7 days workshop of communication skills**.
- **Dr. Shivani Patel** is to submit (via email) **the format for industrial visit, summer training** etc.
- **Biology department** needs to be appointed in **Interdisciplinary board**.
- **Dr. Shivani Patel** is to be appointed in **finance committee**.
- **The minutes of DDU-Kaushal Kendra** is to be circulated.
- The complete **data of general BoS** _____ to be circulated.
- **The copy of previous BoS** are to be submitted to Principal.
- Under the project **"Sarjan"**, one flower shop of Rajkot has offered the partnership under which the photographs will be displayed and orders will be taken.
- Under the project **"Samarth"**, the following things are ordered.
 - Fevicol : 20 Kg.
 - Dish washer : 100 Kg.
 - Liquid hand wash : 10 Kg.
 - Glass cleaner : 5 Ltr.
- **Department of Biology** prepared 40 **Bird-nests** and **Water-pots** and will provide in different societies.


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




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