

**Shree Manibhai Virani and Smt. Navalben Virani Science College
(Autonomous), Rajkot**

Affiliated to Saurashtra University, Rajkot

IQAC – Minutes of the Meeting

Date : 30.03.2019

Time : 02:00 pm

Venue: IQAC Room

Agenda:

- Review of previous meeting.
- UGC expert committee visit.


Minutes:

- All the points of previous meeting dated 11.01.2019 have been complied.
- UGC expert committee visit date : 01/05/2019.
- The following Preparation to be ensured:
- Statutory & Non-Statutory committee's data & documents.
- Reports with annexure.
- Annual report including audit.
- Departmental files to be kept ready.
- Analysis to be kept ready (Result/Remedial/Attendance/Syllabus Revision etc.)
- IQAC records.
- Academic & Administrative Audit (AAA- Internal & External) reports.
- All communication to be done by email id naaccycle3@vsc.edu.in.
- Plan of action for UGC Expert Committee Visit:

SN	Details	Date
1	All Documentation	10/04/201 to 15/04/2019
2	Departmental Preparation Visit	15/04/201 to 20/04/2019
3	Mock visit	20/04/201 to 25/04/2019


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




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