

Shree M & N Virani Science College(autonomous)

IQAC MoM of Meeting

Date 08-12-2017 Time: 3:30 PM onwards Venue: Board Room, Virani Science College

SN	Name	Designation	Signature
1	Dr. Sheela Ramchandran	Former VC – Avinashilingam Women's University, Coimbatore	
2	Er. Ravi S. Tank	Department of Industrial Chemistry, Virani Science College	
3	Dr. A. M. Kothari	Head, Dept. of Elect. & Comm. Engg., AITS, Rajkot	

- Reviewed the minutes of previous meeting dated 06/12/2017 and found that all the agenda has been addressed without any lapse.
- To Study the UGC Autonomous Guidelines and tabularize the important concepts
- Prepare the need analysis based on the guidelines
- Prepare the list of Mandatory Statutory and Non Statutory Committee – We may use the guidelines and list of committee given by Dr. Sheela Ramchandran
- All Committee should have a separate file – Composition, Duration (1 year e.g. June 2016 to May 2017)
- In May 2017 – Thanking Letter to current members - Invitation Letter to new members - Acceptance letter before 3 months
- Different committee can be placed at a different level of hierarchy – Tier Up approach
- Highest –
Governing Body
IQAC,AC,CRC,P&EC,Research Advisory Committee
BOS
EC,Library



RPB

All Student Related Committees

- Following Table can be prepared

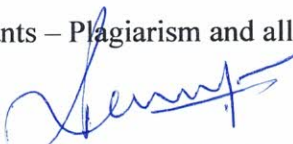
Sr. No. - Level - Name of Committee - Period - Minimum Frequency of Meeting - Time of Meeting (Month / Year) - Roles and Responsibility

- Internal Audit to be planned by External Members - February 2018


Roles of IQAC for Sustained Quality Assurance

- Central Body - Collecting Information from various committee - Benchmarking of Quality of other colleges and inter departments
- Composition of Overall IQAC - As per NAAC
- Meeting Frequency - 2 times / year - June 1st Week - AQAR approval - December Last Week for planning and action taken report
- Planning for the next year - Between April 15th - May 15th
- Make an IQCell - Actual Working - Meeting Every Month
- Members of IQCell -
 1. Chairperson (Overall IQAC Coordinator or TQM Director) -
 2. TQM Director (not the regular academic teaching faculty) with Two Support Staff - Director Coordinate all meetings of various committee - Do all the documentation process - Prepare Paper - Publishes that as Best and innovative practices of the institutions
 3. Two Support Staff of TQM Director - Typing and Maintaining File.
 4. Other members - Quality Staff from Admin (from office-aware of all admin process) - Academic (may be from CRC) - Student Related Activities (EC & CC)
 5. Student Members

Please Refer Organization Chart for Autonomy - Research, I & C - Dedicated Person - May be retired professor - knows how to write proposals and research project - knows about the UGC grants - Plagiarism and all


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




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