

IQAC-Minutes of Committee Meeting

Date : 04-02-2017

Time : 01:45 pm

Venue: Board Room

❖ Agenda:

1. Review of previous meeting.
2. Inauguration of Jan Aushadhi Kendra
3. Rajkot Marathon-2017.
4. Marksheet design.
5. Marksheet content.
6. Reassessment process.
7. Result analysis.
8. Workload calculation
9. Value Added Course.
10. Co-curricular Course.
11. Time table-Saurashtra University.
12. CIA components- Saurashtra University.
13. Minaxi lalit awards.
14. National workshop-ICMAR.
15. Governing Body.

❖ Minutes:

1. Minutes of Previous meeting dated 05-01-2017 has been reviewed and its found that all the matter discussed has been addressed.
2. Inauguration of "Jan Aushadhi Kendra" – AIP is to be done by Hon. Chief Minister of Gujarat. The ceremonial welcome will be done. The Guard of Honour is not possible due to the exams of NCC-A certificate.
3. Rajkot Marathon-2017 is arranged and no NCC cadets are going to participate. Mr. Hiren Kavathiya, Mr. Parag Sir and Mr. Vaghela are co-ordinators. The kit has been distributed.
4. The design and data for the marksheet of UG/PG has been approved.
5. The verification of content of marksheet is to be done by each department.
The details like correct name of student, photo, programme, enrollment number, signature should be verified.
6. Reassessment process-2017 is finished.
1 paper for transparency and 92 for revaluation.
- The revision of the list of Examiners (subject wise) should be done.



- The hard copy of the marksheet will have revaluation marks.
7. Result analysis is must.
 - The reasons should be found out for low result.
 - The web result is dept. wise / programme wise.
 - CoE should give statistic of Pass-Fail students.
 - CoE is asked to give candidate's result as per course.
 - CoE should declare Top-10 students-program wise.
 8. Each dept is to submit workload calculation.
 - The format will be sent. It is to be submitted for management appointed teachers.
 9. New course codes have been generated of VAC.
 - Value Added course should add value based assignments (for sustainability).
 - The general guideline are to be discussed with adviser madam.
 10. For COC-General Awareness, 2 teachers from each department (interested in G.K.) should be member.
 11. Saurashtra University exam calendar and timetable for internal are announced.
 12. The Internal Evaluation Components for Saurashtra University Sem. 4/6 are:
 - (1) Subjective (2) Objective (3) Assignment
 - In affiliating system, no retest of student if fail in 2nd internal or absent. The marks of 1st internal can be considered with extra assignment.
 - The serve medical case, NCC, NSS, sports cases can be considered.
 13. Minaxi Lalit Award is declared.

Total **12** students secured position, out of which **5** are from Virani Science College.


2 from B.T., 2-PG, 1-Microbiology.
 14. The National workshop – ICMAR is sanctioned.
 15. Governing Body is in circulation.

To Do List:


- To ask Sheela Madam about new generated course codes of VAC.
- To submit names of 2 teachers of each dept. who are interested in G.K. for CoC-General Awareness.
- To send workload calculation format for management appointed staff.



- To prepare MCQ bank for CBT (To appoint one teacher from dept. as the coordinator for the collection of MCQ).
- CoE-To send format of Question Bank.
- Verification of content of marksheet. CoE should send the details of students to be verified.
- List of examiner (subject wise) for revision.
- CoE is to prepare result dept. wise / programme wise give statistics data of pass-fail 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.