

## IQAC- Minutes of Committee Meeting

Date : 16-03-2017

Time : 10:30 am

Venue: Board Room

### ❖ Agenda:

- Review of previous meeting.
- Distribution of Marksheets
- Exam Timetable
- Other agendas from the adviser

### ❖ Minutes:

- All points complied as per minutes of previous meeting dated 04-02-2017.
- Marksheets should be distributed **through** HoDs.
- Two days for distribution of marksheet.
- Submit by 18<sup>th</sup> March 2017, 4:00 pm.
- After the declaration, mark sheets should be distributed within **3 weeks**.
- The time table should be announced before 1 month. On notice board & website.
- The practical exams should be finished before 2<sup>nd</sup> CIE (march itself).
- So the process of circulating the time table & approval should be done 1.5 months early.
- The time table of Sem-2 SEE should be announced by 12<sup>th</sup> March 2017.
- All the time tables must be signed by all the HoDs.
- Supplementary exams can be taken along with regular practical (if less in number).
- Merge the time table with regular.
- Some examiner can perform the duty for both.
- Prefer to appoint VAC resource person from outside the college.
- Next sem, you can \_\_\_\_\_ VAD just after 1 week of college regular classes.
- Commence the batches, as soon as you can.
- 20<sup>th</sup> March 2017 – get sign of students in marksheet of VAC and get feedback form filled.



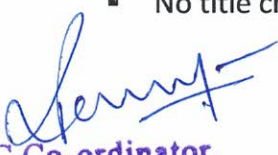
- HoDs must find out the students who have **NOT** enrolled themselves for VAC and ensure that they do it in Sem.-3.
- From next sem, students can do more than 1 VAC for extra credit.
- Software needs to be generated to confirm the status of VAC of students.
- Extra credit – only in consolidated marksheet.
- Give certificate at the end of the course.

❖ **Analysis of the result of Sem.-1.**


- Madam asked for the remedies. Question bank, old papers, remedial, practice paper.
- HoD needs to do counseling and personal care is required.
- Each department should have **ATR** (Action taken on Results).
- Very weak students – give important question with answers. Ask them to practice.
- Record all the steps, decisions and remedies in your department.
- Next BoS in August.
- Frame the syllabus of 5<sup>th</sup> & 6<sup>th</sup> Sem. by **June**.
- Develop evaluation guideline and makeover, if any component is left out for evaluation, improve it.
- If syllabus of 3<sup>rd</sup>, 4<sup>th</sup> Sem. is not framed for any specific course, complete by **April** end.

❖ **AC meeting should be in May.**

- Submit details to Dr. Shivani Patel by Monday.
- If syllabus needs any revision in already passed syllabus.
- M.Phil. Programmes – Swamiji's decision.
- Refer UGC guidelines and regulations should be ready.
- If any revision in syllabus.
  - No title change, no scheme change, no updation, **only content**.

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



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