

IQAC- Minutes of Committee Meeting

Date : 25-05-2017

Time : 12:00 pm

Venue: Board Room

❖ Agenda:

- Review of previous meeting.
- To discuss the agendas of BoS, to be held on 27th May with adviser madam Dr. Sheela Ramchandran.

❖ Minutes:

- All points complied as discussed in previous meeting dated 20-04-2017.
- The 3rd BoS is going to meet on **27th May, 2017**, Saturday for certain departments.
- The college is going to offer **two** new courses.
 - 1) B.Sc. Electronics
 - 2) B.Sc. Food Processing & Preservation Technology
- The DDU KAUSHAL Kendra scheme is getting over by 2017, so all B.Voc courses are to be revised under Autonomy.
- The syllabus, scheme, question paper pattern are to be revised for all B.Voc. courses.

❖ Common Agendas for all Boards:

- All the B.Voc. and both the new courses must have **internal (CIE) and External (SEE) practical**.
- The student must have completed minimum **75% practicals** to be eligible to take exam.
- **Scheme of instruction** should be ready.
- **Evaluation norms** should be framed and recorded as minutes.
- This will help for Academic Council meeting too.
- The **lateral entry is not possible for B.Voc. offered** by Chemistry department.
- Madam advised to borrow norms from parent University, but cannot go beyond it.
- Each board **must be careful with the name and title** of the course & paper.
- Each board is asked to confirm with the parent board offering the course.



- CRC, in co-ordination with CoE, is asked to allot **subject codes for new programs.**
- **All the codes are to be changed** for all B.Voc. courses.
- The updation of the **list of paper setters and examiners** should be prepared and the board has to minute the list.
- **Question Paper Pattern** is to be passed in the Board.
- All the boards are asked to submit scheme syllabus and paper-pattern to office by 12:00 pm on 26th May, 2017, Friday.
- Adviser Madam discussed agendas with each board

❖ Chemistry

- The dept. is going to revise the B.Voc. courses.
- The dept. is asked to frame and revise the syllabus from 1st semester up to 6th semester.
- The lateral entry for B.Voc. is not possible.

❖ Computer Science & IT

- The dept. is asked to pass the full scheme from semester 1 to 4 for M.Sc.
- The evaluation norms for unique course should be passed in board.
- DSC allied is having theory as well as practical

❖ English

- All B.Voc. courses and B.Sc. Food Processing & Preservation Technology will have English in Sem.-I & II.
- Functional English - Sem.-I
- Business Communication – Sem.-II
- The CIE will be of 40 marks and SEE will be of 60 marks.
- The dept. will have common code for this paper in all the courses.
- B.Sc. Electronics is going to offer English till Sem.-4. So the dept. will _____ regular B.Sc. syllabus of English from Sem.-I to IV.

❖ Food Processing & Preservation Technology

- The dept. needs to add (“effective from year”) everywhere.
- The dept. can borrow from already existing courses too.

❖ Electronics

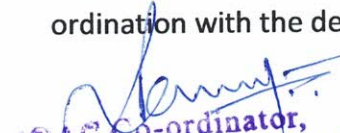
- The syllabus from Sem.-I to VI is framed and to be passed in BoS.
- The norms and evaluations are to be recorded as minute.




- English for four semesters is going to be offered. So the board can mention in minutes.

❖ Maths

- The dept. is asked to prepare scheme and question paper pattern, in co-ordination with the dept. of Electronics.


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




Principal
Shri Manibhai Virani and
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