

**20<sup>TH</sup> June 2016**

**Agenda:**

- Term planning for the first term
- Orientation program
- Portfolios
- Economic aid to the needy students.
- Revisions in syllabus

***Action Taken of previous meeting:***


- *National conference was held successfully and well appreciated*
- *No. of workshops for the students were conducted by each department*
- *Remedial classes were conducted for slow learners*
- *Had MOU with JOL village for NSS activities*
- *Faculty development programme is planned in collaboration with V.P.Science college*

A meeting was organized on **Monday 20/06/2016** at 2:15 p.m. in library under the leadership of Dr. Bhavana Chauhan, 1/C principal. She started the meeting with welcome greeting to teaching and non-teaching faculties.

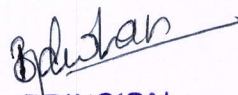
- Term planning for the first term of the academic year 2016-17 included:
  - ✓ Internal test (theory) : 06<sup>th</sup> Sept. 2016
  - ✓ Internal test (practical) : 16<sup>th</sup> Sept. 2016
  - ✓ Internal mark submission : 1<sup>st</sup> Oct. 2016
  - ✓ 90 days of teaching : 5<sup>th</sup> Oct. 2016
  - ✓ A.T.K.T. university exam : 3<sup>rd</sup> Oct. 2016(tentatively)
  - ✓ Practical university exam : 6<sup>th</sup> Oct. 2016 ( tentatively)
  - ✓ Theory university exam : 15<sup>th</sup> Oct. to 22<sup>nd</sup> Oct. 2016
  - ✓ Diwali break : 24<sup>th</sup> Oct. to 12<sup>st</sup> Nov.2016
  - ✓ Central assessment : 15<sup>th</sup> Nov. to 21<sup>st</sup> Nov. 2016
  - ✓ Annual N.S.S. camp : 21<sup>st</sup> Nov. to 27<sup>th</sup> Nov. 2016
  - ✓ II Term : 5<sup>th</sup> December 2016
- Further discussions in the meeting were on the following points:
  - ✓ Regular timetable for F.Y., S.Y. and T.Y.B.Sc. will commence from Thursday 23<sup>rd</sup> June, 2016.
  - ✓ Orientation program is scheduled on Wednesday 22/06/2016 in the auditorium for F.Y.B.Sc. and diploma to degree students.

- ✓ Distribution of various faculty duties of saptdhara and co-curricular activities for the academic year 2016-17 (attached overleaf).
- ✓ International yoga day celebration in Shastri maidan at 6:30 a.m. till 8:00 a.m. on 21<sup>st</sup> June, 2016. The college will work during regular timing of 10:30 to 05:15 p.m.
- ✓ Faculties should file documents along with picture proof as hard and soft copy of the departmental and individual activities for the API.
- ✓ College continues to offer add on courses as it will be beneficial for the college.
- ✓ Faculties were requested to donate funds (min.Rs.5000/-) as an economic aid to the needy students.
- ✓ Teachers were asked to make required revisions in syllabus in each subject latest by 01<sup>st</sup> sept. 2016.
- ✓ Faculties need to do vigorous marketing for more admissions.
- ✓ Stickers for sanitation and clean campus at various places in college building should be placed.

The meeting ended with a Thank you note.

  
**IQAC Co-ordinator**  
**S.M. Patel College of Homescience**  
**V. V. Nagar-388120**



  
**PRINCIPAL**  
**S.M. PATEL COLLEGE OF**  
**HOME SCIENCE**  
**V. V. NAGAR-388120**



**17<sup>th</sup> September 2016.**

**Agenda:**

- Add-on-courses
- revising I, III, and V semester courses
- Teno software
- Dr. Nikhil Zaveri Director CVM's visit to college
- University Youth Festival Dates

***Action Taken of previous meeting:***

- *Term planning for the first term was finalized and portfolio's given to the faculty*
- *Orientation program on Wednesday 22/06/2016*
- *International yoga day celebration on 21<sup>st</sup> June 2016*
- *Economic aid to the needy students by contributing Rs. 5000*
- *Revisions in syllabus latest by 01<sup>st</sup> sept. 2016*

Under the headship of Dr. Bhavana Chauhan I/C principal a meeting was organized on Saturday 17<sup>th</sup> September 2016. Following points were discussed in the meeting:

- ✓ Add on courses in sports nutrition and interiors are offered in this academic year also
- ✓ Balvadi day celebrated on 10<sup>th</sup> September 2016.
- ✓ U.G.C. syllabus should be followed for revising I, III, and V semester U.G. and P.G. Courses because dates for board of studies meeting will be declared in near future.
- ✓ Two day workshop at KCG Ahmadabad dated 26 & 27 Aug, 2016 on "best practices of our college" were highly appreciated.
- ✓ Faculties were oriented about a software named 'TEN0' comprising of live lecture recording that can be edited by faculty and then is uploaded on mobile operator of students and parents.
- ✓ College intends to celebrate 'energy conservation week', 'no plastic day' and 'collection day'.
- ✓ From next year college will conduct entrance and exit meeting for whole college students exit meeting has features as resume preparation , placement and job scopes. Ms.Bhavana chauhan suggested to invite parents and 03 subject experts during parent meeting (can be from industries etc.) Dr. Nidhi also said that Prof. Hedge (director NAAC) has requested college to go for green audit , energy audit , presentations in graph, collaboration programmers with industries.

- ✓ Ms. Bhavna Chauhan requested faculties to make entries in library register during their visit . She also suggested to have a best user award in library. Furthermore insisting on placement enhancement and admissions.
- ✓ Later on 1/C principal Bhavna Chauhan talked about second agenda i.e. Dr. Nikhil Zaveri Director CVM's visit to college on 09<sup>th</sup> September 2016.
- ✓ She informed faculties about following suggestions given by Dr.Zaveri:
  - Dr.Zaveri will visit college once a month.
  - Faculties should think beyond curriculum uploaded lecture, resume of students , each and every activity immediately with photograph on website.
  - Form an intenal board of studies with in the college
  - Each department can form their own IQAC group.
  - CVM internal audit within each department.
  - Each department should have their own best practices.
  - Have conveners for each activity.
  - Each department should have a 5<sup>th</sup> year plan with budget. If it is to be introduced in 2017, by now the structure should be submitted.
  - College should have organized MOU's signed with organizations industries.
  - Improvement in publicity cell is required i.e. not only through newspapers but also thorough websites etc.
  - CVM has requested faculties for rules and responsibilities of teacher.
  - Orient students with importance of sport and make efforts for it to be a part of students life.
  - College can plan and execute short term courses with still development programmers.
  - Make a list of persons ready for donations so that they can be contacted whenever required.

Dr. Zaveri suggested to introduce internship in 2<sup>nd</sup> year as the 3<sup>rd</sup> year internship is a part of syllabus (this 2<sup>nd</sup> year internship can be beyond curriculum.

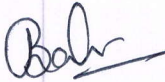

Principal in charge Ms.Bhavna chauhan requested faculties to encourage students to use grievance cell. She insisted on discipline within campus adding to fine Rs.150/- for mobile usage by student. Ms. Bhavna chauhan asked faculties to submit the revised and updated syllabus latest by 01<sup>st</sup> week of October. and structure and scheme till 26<sup>th</sup> sept.2016. After this Bhavna mam requested Dr. Devika Thakker to announce final semester examination date they are as follows.

Theory exam university	16/11/2016 to 20/11/2016
Date of central assessment	24/11/2016 to 30/11/2016
N.S.S. annual camp	30/11/2016 to 05/12/2016
Commencement of II term	5/12/2016

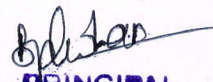


- University practical examination will be as per Roll Nos . Later on convener in respective subject will have to convert roll no. to seat no. and submit mark sheet in the university.
- Dr. Yogesh vadawala informed faculties about 13,14,15 oct.2016 as university youth festival dates but due to practical examination commencement from 06 Oct.2016, college needs to take a decision for participation .Ms. Bhavana chauhan replied to conduct a separate meeting of saptdhara faculties and then to decide for participate
- I/C principal Ms. Bhavana Chauhan informed faculties of rescheduled internal marks submission date from 01<sup>st</sup> October to 26<sup>th</sup> sept. 2016. She Further added that a general policy should be implemented in distribution of journal, study material , reference materials in their Xerox forms to students by each subject teacher.

The meeting ended with 'Thank You' note by the head of institution .Ms.Bhavana Chauhan.

  
  
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20<sup>th</sup> October 2016.

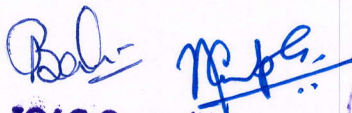
**Agenda :**

- Revision of scheme & F.Y. syllabus.
- Examination reforms.

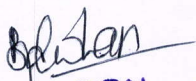
**Action Taken:**

- *Final semester examination dates*
- *Revising I, III, and V Semester U.G. And P.G. Courses*
- *Rescheduled internal marks submission date*
- The meeting started with a 'good morning' wish by the chairman she briefed faculty with visit of Dr.Zaveri Director Charutar Vidya Mandal. As per university notification, the central assessment will start from 21<sup>st</sup> November 2016 drafted a letter and sent to registrar (examination). S.P.University requesting to allow central assessment from 24<sup>th</sup> November 2016. She discussed various exam reforms implemented and to be followed by paper setters, examiners, junior and senior supervisors along with assessment and mark sheet submission to the university.
- Dr. Bhavana chauhan . I/C principal discussed about the changes to be done in syllabus of I and II semester and scheme of I to VI semester in all major courses offered by the college. As per S.P.University directives a booklet has to be prepared for home science stream including exam reforms, admission procedure, scheme and syllabus etc. Senior faculty of each major discussed the changes in their schemes respectively.
- She further added that tentatively the board of studies meeting is scheduled on 15<sup>th</sup> November 2016.

The meeting ended with a 'Happy Diwali' wish by Dr.Bhavana chauhan.

  
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**10/12/2016**

**Agenda:**

- Changes in syllabus
- II term plan
- Training programme

***Action Taken of previous meeting:***

- *Syllabus of I and II semester and scheme of I to VI semester in all major courses finalized*

**On 10<sup>th</sup> December 2016** a faculty meeting was executed in the college library from 12:30 p.m. onwards.

- Dr. Bhavana Chauhan I/C principal greeted everyone and started the meeting. She informed faculties about her meeting with vice chancellor, Dr. Shirish Kulkarni emphasizing of no need to implement exactly the same syllabi as per UGC but it should be of 148 credits ultimately decided as 24 credits at F.Y.B.SC, 26 credits of S.Y.B.SC and 24 credits at T.Y.B.SC level. She directed faculties to finalize scheme and syllabus during the training programme arranged for T.Y.B.SC i.e. one or two days on 13<sup>th</sup> and 14<sup>th</sup> December 2016. Dr. Bhavana Chauhan also informed faculties to have 30% internal and 70% external weightage from the academic year 2017.
- Later on, Dr. Bhavana Chauhan moved on to the 2<sup>nd</sup> agenda. The S.M. Patel college of home science in collaboration with Oakbrook school of management and department of travels and tourism, govt. of Gujarat is organizing a training workshop on "Hospitality and tourism management" for T.Y.B.SC (home) students from 13<sup>th</sup> December to 28<sup>th</sup> December 2016. She further added that the F.Y.B.SC and S.Y.B.SC classes will be conducted as per schedule. Workshop will be from 11:00 a.m. to 04:00 p.m. daily. On 13<sup>th</sup> December 2016, i.e. the first day at 10:00 a.m. the inauguration function will be organized and everybody has to be present by 9:15 a.m. Venues for the workshop will be auditorium and FRM laboratory. Furthermore, lunch for students and faculties will be sponsored by the Oakbrook school of Management. She informed everybody about the blessings and message of Dr. C. L. Patel, chairman CVM for the training workshop
- Dr. Bhavana Chauhan discusses II term plan with faculties and was decided as follows:
  - II term : 05<sup>th</sup> December 2016 to 10<sup>th</sup> June 2017
  - Internal test : 09/02/2017 to 18/02/2017

- Internal practical : 20/02/2017
- Internal mark submission : 02/03/2017
- 90 day of teaching : 20/03/2017
- II,IV & VI semester exam : 28/03/2017 . tentatively
- Annual day celebration : 2/3/4 feb.2017
- Annual sport day : 04/01/2017 , Wednesday
- Interclass debate/elocution : 20/12/2016
- Inter college debate : 21/01/2017
- Research seminar : 30/12/2016

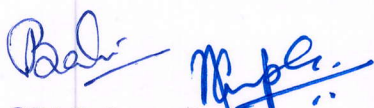
- Dr. Bhavana Chauhan showed her displeasure in irregularity of F.Y.B.SC students. She strictly directed teachers to teach students from day one itself. She further asked counselor to report in writing to the parent. The blank complaint letters will be available from office shelves for further action Madam requested faculties get the student membership enrollment forms filled up for the forthcoming senate elections of Sardar Patel University. The criteria for the above membership is any graduate from any university residing for at least 180 days in anand , kaira destruct is eligible . Along with filled up from 2 photographs , copy of aadhar card, degree certificate copy and Rs.110/- are to be submitted . If the individual is not ready to pay Rs.110/- then please mention the same with pencil on one side so that the CVM will make arrangement accordingly.
- Ms.Bhavana Chauhan , directed faculties to reorganize the department files and records for CVM team visit due in April 2017 and NAAC per team visit in 2018-2019. She insisted on working for college with potential funds as per submitted plan for new courses to be implemented in 2017-2018 scheme and estimated budget needs to be planned and submitted now. Meeting ended with suggestions for the name of chief quest for annual day 2016-2017 suggestions were.

Nirali saumya -Entrepreneur , Rajkot (while in chitralla)


Sahaj founder , Gurvant shah

Dr. Kamarpal Desai, Taruben (elecon)

Meeting ended with vote of thanks.

  
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07/02/2017

**Agenda:**

- Errors during university exams
- Annual day celebration

**Action Taken of previous meeting:**

- *Necessary changes in syllabus according to UGC and as per directive of higher education department govt. of Gujarat was done.*
  - *The S.M.Patel college of home science in collaboration with Oakbrook school of management and department of travels and tourism, govt. of Gujarat organized a training workshop on "Hospitality and Tourism Management" for T.Y.B.SC (home) students from 13<sup>th</sup> December to 28<sup>th</sup> December 2016.*
  - *Interclass debate was decided as 28<sup>th</sup> December*
  - *30% internal and 70% external weightage from the academic year 2017.*
  - *II term plan finalized*
  - *Membership enrollment forms filled up for the forthcoming senate elections of Sardar Patel University.*
- 
- On 07/02/2017 a staff meeting was conducted under the headship of Dr. Bhavana Chauhan .
  - At the commencement of meeting she informed faculties about submission of syllabus to be followed by board of studies meeting. Furthermore, adding the appreciation of the workshop on travels and tourism department govt. of Gujarat for T.Y.B.SC students.
  - Madam draw attention on number of errors done by faculties in university exam October – November 2016. From this year on words the teachers have to enter the internal and external marks online in their respective subjects. She pointed that the university will give the dates for the same but the faculties before submission of online marks will have to complete marks entry in white sheets.
  - Later on, the second agenda was discussed i.e. the duties allocation for the annual day celebration dated 21/02/2017. She briefed faculties about the chief guest Ms. Renu Khanna, trustee 'SAHAJ', Vadodara. Annual day theme can be spring i.e. vasant season. After discussion it was unanimously decided that 22/02/2017 and 23/02/2017 will be working days. 24/02/2017 is holiday for shivaratri and annual day celebration holiday can be on Saturday 25/02/2017 i.e. college will remain closed on 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> February 2017. Ms. Swati ex-student has donated Rs. 5000/- for dinner on the annual day.

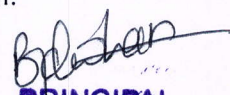
Faculties were informed about still the CPE money is awaited and is not received by any college.

- Dr. Bhavana chauhan instructed faculties to celebrate 'women's day' i.e. 8<sup>th</sup> March 2017 as directed by CVM and asked for the suggestion, She asked each department to maintain departmental files. Also asked career & placement cell to arrange lecture for students. Principal appreciated the efforts done by Ms.Trusha and Ms.Mittal for successfully having MoU with jod graam panchayat i.e. for tenure of 3 yrs. . She also informed about Dr. Nidhi in the process for signing MoU with nature club and consumer organization. she again repented not to collect money in each above Rs. 200/- . Dr. Bhavana talked about the annual maintenance as well computer maintenance will be taken care under overall office budget. Even the auditorium sound system has to be reinstalled.
- Dr. Chauhan invited faculties for further agendas to be discussed apart main agenda to which Dr. Vadawala requested faculties to give him dhara reports latest by 15<sup>th</sup> February 2017.

Meeting ended with 'Thank you' note from chair person.

  
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03/03/2017

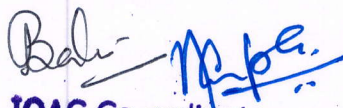
**Agenda:**

- Teacher's diary
- Women's day celebration
- Facebook page for publicity

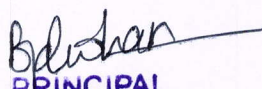
**Action Taken of previous meetin:**

- *Submission of syllabus in board of studies'*
  - *Duties allocation, theme, chief guest for the annual day celebration finalized*
  - *Suggestions to celebrate 'women's day*
  - *MOU with Jol graam panchayat*
- 
- **On 3<sup>rd</sup> march 2017** an immediate meeting was called by Dr. Bhavana chauhan I/C Principal.
  - She thanked faculties about the success of annual day celebration dated 21/02/2017 . She asked faculties to submit teacher's diary for the year 2014-2015,2015-2016 and 2016-2017 and submit it by 15<sup>th</sup> march 2017 as government audit is coming on 17<sup>th</sup> March 2017.Internal submission will be 4<sup>th</sup> March 2017.For government audit conveners have to fill up the passing standards for last 3 semester individually in each subject. At the end of summer break CVM accreditation may take place so everyone has to be prepared with it.
  - On 8<sup>th</sup> Mach 2017 , women's day will be celebrated . A talk on 'women empowerment' by Ms.Rekha Emanuel will be followed by prize distribution (i.e. II & III prizes). The programmed is scheduled from 02:00 to 05:00 p.m.
  - Dr. Bhavana Chauhan asked Shazia and Kalpana about college FB page mainly as a part of college publicity.
  - The semester examination for II , IV & VI semester will commence from 27<sup>th</sup> March 2017 and I , III , V semester ATKT from 15/16 March 2017.

Meeting ended with a 'Thank You' gesture by Dr. Bhavana chauhan.

  
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17<sup>th</sup> April 2017

**Agenda:**

- Review of Activities during the academic year
- MOU's with different organizations
- Reframing of vision Mission and objectives
- Upgradation of curriculum

***Action Taken:***

- *Submission of teacher's diary for government audit*
- *CVM accreditation during summer break*
- *FB page mainly as a part of college publicity was initiated*
- *A talk on 'women empowerment' by Ms. Rekha Emanuel and prize distribution was finalized on International women's day*

The meeting started with a welcome note from the IQAC coordinator Dr. Nidhi Gupta followed by the minutes of the previous meeting. After the minutes of the previous meeting Dr, Nikhil Zaveri asked for the dates of previous meetings and asked the principal /co-ordinator to elaborate on the action taken after the meeting. In charge Principal D. Bhavana Chauhan emphasised on activities done based on the suggestion of IQAC like reframing of IQAC Committee, collaborative activities like Mid-Day Meal Programme (Gandhinagar) booklet was made on Standard recipes to be implemented in MDM Programme. Another booklet was prepared on Food Adulteration with Dharmaj Patidar. Two booklets for the community are in progress namely, "Energizing rural women in day to day life" and "Cleaning agents: Total 21 workshops were conducted in this term I & II term. Two MOU's were signed with VNC (Vidyanagar Nature Conservatory) and Jod village with aim of working together where each one is benefited by the other Community Science Centre, SPU, Karamsad is in progress. The college intent to conduct separate meetings of the office staff and also two workshops "Soft Skill Development" and "Gujarati Typing" is in the pipeline for coming academic year.

Principal Ma'am also added that Remedial classes for the slow learners are incorporated in regular time table. This year (2016-17) many faculties have published research papers in Journals with high impact factor. Some innovative practices are also introduced this year like prayer



before term University exam and short term training programme for third year students namely, "Training in Tourism & Hospitality Management" for 15 days. The syllabus for B. Sc Home Science is updated which included 144 credits and degree awarded will be B.Sc Home Science. We have started gearing up for RAR; as the depts. are given the preform to update their information as per NAAC criteria.

Nikhil Sir complemented that in a college IQAC should be everything, every single activity should be go through IQAC. The minutes of every meeting should be typed and there should be 4 meetings of IQAC in a year i.e.

I<sup>st</sup> Meeting: Planning for entire academic year

II<sup>nd</sup> Meeting: Review meeting for Implementation & Programme

III<sup>rd</sup> Meeting: Planning for next semester

IV<sup>th</sup> Meeting: Last meeting to preview


The agenda of the meeting need to be circulated beforehand so that experts can come prepared and make sure that all remain present during I<sup>st</sup> and last meeting and it should be on website. The accounts of the college should be paperless and try to complement new IT initiatives. IQAC should be the most vibrant and formal committee of the college. Also try to have MOU with Community Science Centre. Update the college Website and should be updated before 12<sup>th</sup> results are declared. Dr. Bhavana Chauhan told that we are working on the website and pamphlets are already uploaded.

Dr. Vinayak Patel, Head of P. G. Department of Home Science suggested that we should divide criteria's of NAAC to individual teacher and also try to develop some functional tools for the community. Nikhil Sir suggested on Environmental Audit and Energy Audit which will be carried out by the CVM and GEDA respectively. The colleges also need to identify two-three best practices which could be enhanced.


One of parent also commented on poor level of Spoken English among the students. One of Alumni member Ms. Paresha Patel suggested that we make Directory of our Alumni, their placement, alumni meet and she also suggested that seminar should be in 5<sup>th</sup> semester and

research project in 6<sup>th</sup> semester. This will help them in understanding the research in a better way. She also said that Newspaper coverage of one college is very less which need to be enhanced.

The meeting ended with a note of thanks to all the IQAC members.

  
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