

S.M.PATEL COLLEGE OF HOME SCIENCE

Minutes of Meeting

Date: 18-06-2021

Time: 3:00 pm

Attendance: Attached herewith

Agenda: Term planning and activities
Portfolio
IQAC
Any other

A staff meeting was conducted under the leadership of Dr.Bhavana Chauhan. A staff meeting began with the Principal wishing the staff good luck for the upcoming academic year 2021-22.

Before moving on to the main agenda, madam discussed the following points:

- Madam informed that a virtual farewell for T.Y.B.Sc students is being planned.
- The CPE spending was approved, but there was still plenty to do. So we need to be more active and serious about some things, or we will have to pay back the money.
- The ICT room is still undergoing renovations.
- Everyone must work diligently during the Admissions Drive.
- We are in the process of updating our leaflets.
- We already have a contract with alma shine, on which Tanvi madam is working. Madam proposed that because senior faculty members are not comfortable meeting virtually, we could have a meeting with them using social distancing practices.

Following the discussion outlined above, madam proceeded to the meeting agenda.

Madam began the meeting by stating that the most senior office staff member Mr.Ishaqbhai Vahora had retired and that we would certainly miss him because he was so particular and enthusiastic about his work. Madam congratulated the staff secretary, Ms.Minal Chauhan, on a good job in organizing the farewell. Madam congratulated Mr.kamleshbhai Panchal, senior office clerk and wished him success in his office management.

The meeting then progressed to the agenda of term planning. Principal Madam requested Ms.Alpana Shah to communicate with staff regarding term planning.

Ms.Alpana Shah stated that the term planning was carried out in accordance with Gujarat government guidelines. She highlighted the following points:

- The first term will begin on 7th June 2021.
- Diwali holiday is from the 1st to the 13th of November 2021.
- From the 13th of November, we shall have university exams.
- The first term's 90 days of teaching completes on September 20th, 2021.
- Internal testing is scheduled to begin from 19th July 2021 onwards.
- The second term begins on 1st December 2021.
- We will conduct an internal practical examination 2-3 days after the internal theory examination. Internal marks will be submitted on 1st September.
- Distribution of marks under the university's prescribed format.
- 15 marks for 2 credit and 30 marks for 3 credit courses for internals.

Dr. Bhavana Chauhan, Principal, added that continuous evaluation of practicals is a must so In addition, we should maintain record of any practical rescheduling, as the university may ask at any time. Online lectures must be recorded, and attendance must be documented. Ms Minal Chauhan stated that the new id and password had already been provided to each faculty and student and that they must login using the updated id. She also requested that the faculties provide the names of students who are having difficulty logging in through Microsoft teams. Madam indicated that we will resume our regular classes from Monday onwards.

Principal madam stated that this semester she will restart meetings with each department, including the librarian, office staff, and vice president. All teaching and non-teaching staff members are strongly expected to maintain a movement register. Madam asked IQAC coordinators to plan non-teaching staff activities at least twice a year. Madam appreciated the greenwaste lecture series. Ms Shazia Sharma suggested that we continue such initiatives in collaboration with Polytechnic. Madam also proposed innovative waste-related activities for F.Y. students.

Madam requested that faculties assist in increasing adornment funds by approaching individuals and alumni. Dr. Mittal Barot suggested that we may get substantial funds if we offer an 80 G certificate in payment for a donation. Madam mentioned that, apart from student welfare, we want finances to install a lift in our campus and solar panel. In addition, we have CPE funding available for the purchase of books, journals, and teaching materials. Ms. Alpnana Shah proposed that if each department prepared study material for the UGC NET/SLET exams, it would benefit students. Ms. Minal Chauhan suggested that we can also purchase books on computer skills, general knowledge, and competitive examination preparation from those funds. Ms. Kalpana Srivastava suggested online journals. Mr. Kamlesh Panchal insisted that a committee to be formed to prepare teaching aids. Madam mentioned that as Ms. Minal Chauhan and Ishwarbhai Patel are working on to collect MCQs from faculties, we can prepare one booklet from it.

The second agenda was the portfolio. Principal Madam stated that the portfolio will remain the same as previous term (except kala kaushalya dhara).

Madam emphasized that we need to be more active in research because we are lagging behind in respect to publishing research papers. The Principal suggested that we offer a memento to Ms Dolly madam and Ms Naina madam from higher secondary for assisting us with the admission drive.

The meeting ended with vote of thanks.

Note: The portfolio for the year 2021-2022 is attached herewith.

Action taken:

- Virtual farewell for T.Y.B.Sc students was organised.
- Admissions drive run successfully.
- College leaflets (for admission) were developed and distributed.
- Collection of MCQ from faculties for booklet preparation is in process.

bpattan
18/21

Attendance.

S.M.PATEL COLLEGE OF HOME SCIENCE
VALLABH VIDYANAGAR, DIST.-ANAND

STAFF LIST: AS ON 13-02-2021

- [1] **PRINCIPAL** : Dr. Bhavana Chauhan
- [2] **HUMAN DEVELOPMENT**
1. Dr. Mittal J. Barot
- [3] **TEXTILES & CLOTHING**
1. Ms. Alpana Shah
- [4] **FOODS & NUTRITION**
1. Ms. Shazia Sharma
2. Ms. Minal Chauhan
3. Ms. Tanvi Makwana
4. Ms. Vijaya Agarwal (AS)
- [5] **FAMILY RESOURCE MGT.**
1. Ms. Sushma Batra
2. Dr. Nidhi Gupta
3. Ms. Kalpana Srivastava
4. Dr. Padmaja Puppala (PT)
- [6] **CHEMISTRY**
1. Ms. Trusha Lad
- [7] **BIOLOGY**
- [8] **ENGLISH**
- [9] **EXTENSION EDUCATION**
- [10] **PHYSICAL INSTRUCTOR**
1. Mr. Ranjit Bhagora
- [11] **LIBRARIAN**
1. Shri I.C. Patel
- [12] **ADMINISTRATIVE STAFF**
1. Shri. I. R. Vahora (Head Clerk)
2. Shri. K.S. Panchal (Sr. Clerk)
3. Ms. Daxa Sharma (Lab.-Assi.)
4. Ms. Hiral Patel (Jr. Clerk)

Staff meeting

Agenda : 17 Term planning & activities
27 Portfolio's
37 IQAC
47 Any other.

18/06/2021

S.M.PATEL COLLEGE OF HOME SCIENCE

Minutes of Meeting

Date: 29/07/2021

Time: 10:40 am

Attendance: Attached herewith

Agenda: CVM University and FSQC

Under the direction of Dr. Bhavana Chauhan, an urgent staff meeting was held. Madam received a call from CVM, a call from NVPAS Principal the day before, and a call from Anu Mishra within a week.

Madam stated that she did not believe FSQC should be returned for the following reasons:

- (1) FSQC is completely involved with NVPAS and they have changed the entire scheme science structure.
 - (2) They have admitted Boys.
 - (3) Fees have increased as a self-finance College.
 - (4) The goal of S M Patel College of Home Science was simply to educate the girls and give them the necessary freedom in their studies. As a result, adding boys to a girl's college should be avoided.
 - (5) They have appointed Dr. Anu Mishra as full-time faculty for FSQC, and she is paid 50,000 rupees per month. Hence, expenses will increase.
 - (6) Also we don't have enough classrooms for FSQC.
 - (7) Some parents switched their children's careers from FSQC to FN because FSQC was transferred and they did not want their children to attend another college. So, if FSQC returns, those parents will come back to us.
 - (8) Madam suggested that we give NVPAS three years to complete the first batch, and then we can rethink.
 - (9) If we have 15 students for FSQC, it is feasible.
 - (10) They also told us to start PG courses.
- Madam opened the floor for suggestions and they were as below:
 - (1) There will be staffing issues.
 - (2) We don't have lab, chemicals to perform the practical.
 - (3) There is insufficient funding to launch FSQC at our college.
 - (4) In addition, S M Patel of Home Science should not lose the goal for which it was built; only girls should be permitted.
 - (5) According to the majority of staff, FSQC should not return to S M Patel of Home Science.
 - (6) Postgraduate courses can be introduced to our college.

The meeting ended with vote of thanks.

Bhavana
30/7/21

Attendance.

S.M.PATEL COLLEGE OF HOME SCIENCE VALLABH VIDYANAGAR, DIST.-ANAND

STAFF LIST: AS.ON 13-02-2021

- [1] PRINCIPAL : Dr. Bhavana Chauhan
- [2] HUMAN DEVELOPMENT
1. Dr. Mittal J.Barot *MJB*
- [3] TEXTILES & CLOTHING
1. Ms. Alpana Shah *AS*
- [4] FOODS & NUTRITION
1. Ms. Shazia Sharma *SS*
2. Ms. Minat Chauhan *MC*
3. Ms. Tanvi Makwana *TM*
4. Ms. Vijaya Agarwal (AS) *VA*
- [5] FAMILY RESOURCE MGT.
1. Ms. Sushma Batra *SB*
2. Dr. Nidhi Gupta *NG*
3. Ms. Kalpana Srivastava *KS*
4. Dr. Padmaja Puppala (PT)
- [6] CHEMISTRY
1. Ms. Trusha Lad *TL*
- [7] BIOLOGY
- [8] ENGLISH
- [9] EXTENSION EDUCATION
- [10] PHYSICAL INSTRUCTOR
1. Mr. Ranjit Bhagora *RB*
- [11] LIBRARIAN
1. Shri I.C. Patel *ICP*
- [12] ADMINISTRATIVE STAFF
1. Shri I. R. Vahora (Head Clerk)
2. Shri. K.S. Panchal (Sr. Clerk) *KSP*
3. Ms. Daxa Sharma (Lab.-Assi.) *DS*
4. Ms. Hiral Patel (Jr. Clerk) *HP*

Staff Meeting

Agenda : CVM University & FSQC.

Date : 29/07/2021

Bal San.
29/7/21

S.M.PATEL COLLEGE OF HOME SCIENCE

Minutes of Meeting

Date: 29-10-2021

Time: 1:30 pm

Attendance: Attached herewith

Agenda: Term Planning

Under the leadership of the principal, Dr. Bhavana Chauhan, a staff meeting was scheduled. Madam stated that the university has not yet provided term planning. It was expected to begin on October 21, 2021. Planning committee members Mrs. Shazia Sharma and Dr. Nidhi Gupta. Dr. Nidhi Gupta and Ms. Shazia Sharma are under the term planning committee. Madam said that supervision duties would be divided among the staff. Madam remarked that all examiners should submit the theory paper five days before the start of the exam. She was requested that staff members keep their phones accessible while on vacation in case there is a need.

The NSS programme "Joy of Sharing" was well appreciated by the Principal, madam. For S.Y. and T.Y. BSc students, the upcoming term will mark the start of a new academic year, whereas for F.Y., internal exams will be conducted.

The meeting ended with a vote of thanks.

Action taken:

Term planning was done.

Bdolan
30/10/21

S.M.PATEL COLLEGE OF HOME SCIENCE
VALLABH VIDYANAGAR, DIST.-ANAND

STAFF LIST: AS ON 13-10-2021

- | | |
|--|--|
| [1] PRINCIPAL : Dr. Bhavana Chauhan | |
| [2] HUMAN DEVELOPMENT
1. Dr. Mittal J. Barot <i>MJB</i> | [3] TEXTILES & CLOTHING |
| [4] FOODS & NUTRITION
1. Ms. Shazia Sharma <i>SS</i>
2. Dr. Minal Chauhan <i>MC</i>
3. Ms. Tanvi Makwana <i>TM</i>
4. Ms. Vijaya Agarwal (AS) <i>VA</i> | [5] FAMILY RESOURCE MGT.
1. Ms. Sushma Batra <i>SB</i>
2. Dr. Nidhi Gupta <i>NG</i>
3. Ms. Kalpana Srivastava <i>KS</i>
4. Dr. Padmaja Puppala (PT) |
| [6] CHEMISTRY
1. Ms. Trusha Lad <i>TL</i> | [7] BIOLOGY |
| [10] PHYSICAL INSTRUCTOR
1. Mr. Ranjit Bhagora <i>RB</i> | [8] ENGLISH |
| [12] ADMINISTRATIVE STAFF
1. Shri. K.S. Panchal (Sr. Clerk) <i>KSP</i>
2. Ms. Daxa Sharma (Lab.-Assi.) <i>DS</i>
3. Ms. Hiral Patel (Jr. Clerk) <i>HP</i> | [9] EXTENSION EDUCATION |
| | [11] LIBRARIAN
1. Shri I.C. Patel <i>ICP</i> |

Dear staff members,

28/10/2021

We will have a staff meeting on,
Friday, 29/10/2021 at 1:00 pm in the library.
kindly remain present in time.

Agenda: New term planning

Regards

Bpd Chauhan
28/10/21

(Dr. Bhavana Chauhan)
Principal

S.M.PATEL COLLEGE OF HOME SCIENCE

Staff Meeting

Minutes of Meeting

Date: 08-10-2021

Time: 3:30 pm

Attendance: Attached herewith

Agenda: University Exam

Under the direction of Dr. Bhavana Chauhan, a staff meeting was held. Madam talked about the 123 admissions that were made. 130 official admissions are permitted. Madam had planned to sustain the students by motivating them, so they don't drop out. To keep the students from dropping out, Madam prepared a program to encourage them.

The Principal insisted CP expenditure should be carried out quickly. She added that the FN department has begun renovation work and assured to provide the bill until December, or else Kamleshbhai will look into it.

The Principal commented that the term planning was carried out on time.

The Principal instructed that for F.Y.BSc, the practical exams will be finished first; hence, the schedule will change. It was discussed that lectures should be recorded online. Therefore, we have proof of attendance, which will help.

Principal madam discussed the following points.

- As Alpana Madam was leaving, Madam began the textile department meeting.
- The Alumni account is about to be opened; she spoke with Ms. Tanvi Makwana and Dr. Mittal Barot about it.
- As the syllabus changes, the study material for the first year is being taken into account, and it must be completed; we also have a budget for it.
- Students from FSQC have begun their training.
- Dr. Nidhi Gupta and Ms. Shaiza Sharma were in charge of term planning.
- As Ms. Alpana Shah leaves the college, Mr. Rangeet Bhagora will be the charge of Sarjnakma Abhivakti Dhara, and the women's cell is now under Dr. Minal Chauhan.
- It is still needed to decide who will get NSS duty.
- The MCQs manual or booklet must be discussed later with Iswarbhai.
- Diwali holiday starts from 1st November to 13th November 2021.

The Principal mentioned that F.Y.B.SC has already begun offline, and we will begin university examinations on October 18th so that FYBSC will be present on campus. We will have SY and TY practical. As a result, teachers will be kept busy.

Ms.Kalpna Srivastawa received a call regarding the one-week induction training for freshers as per the UGC guidelines. Therefore, we will invite 3 to 4 Guest Faculty members for as a speaker. Madam requested a list of the guest experts (fluent in Gujarati) from the faculties and we will also pay them.

Madam mentioned that she had sent so many reminders to Mr. Atulbhai at the university to provide the seat number, which has yet to be provided. Hence, the exam timetable is not yet ready.

Madam added that a few staff members would drop Ms.Alpana Shah to Ahmedabad at her place on her last working day. On that day, college hours are from 8:30 to 12:00.

Madam instructed that, according to the CVM circular, attendance should be strictly followed by all faculty members, and a report, including in-out timing and faculty names, will be sent to CVM. In addition, movement register planning will now be done on a monthly basis.

The meeting ended with a vote of Thanks.

Action Taken: Student Induction Programme were planned.

Duties planned for the new portfolio.

Adhishan
11/10/21

Attendance

S.M.PATEL COLLEGE OF HOME SCIENCE VALLABH VIDYANAGAR, DIST.-ANAND

STAFF LIST: AS ON 06-09-2021

[1] PRINCIPAL : Dr. Bhavana Chauhan

[2] HUMAN DEVELOPMENT
1. Dr. Mittal J. Barot

[3] TEXTILES & CLOTHING
1. Ms. Alpana Shah

[4] FOODS & NUTRITION

1. Ms. Shazia Sharma
2. Dr. Minal Chauhan
3. Ms. Tanvi Makwana
4. Ms. Vijaya Agarwal (AS)

[5] FAMILY RESOURCE MGT.

1. Ms. Sushma Batra
2. Dr. Nidhi Gupta
3. Ms. Kalpana Srivastava
4. Dr. Padmaja Puppala (PT)

[6] CHEMISTRY

1. Ms. Trusha Lad

[7] BIOLOGY

[8] ENGLISH

[9] EXTENSION EDUCATION

[10] PHYSICAL INSTRUCTOR

1. Mr. Ranjit Bhagora

[11] LIBRARIAN

1. Shri. I.C. Patel

[12] ADMINISTRATIVE STAFF

1. Shri. K.S. Panchal (Sr. Clerk)
2. Ms. Daxa Sharma (Lab.-Asst.)
3. Ms. Hiral Patel (Jr. Clerk)

Staff Meeting

Agenda : University Exam
: Internal marks.

8/10/21

S.M.PATEL COLLEGE OF HOME SCIENCE

Minutes of Meeting

Date: 24-03-2022

Time: 3:00 pm

Attendance: Attached herewith

Agenda: Annual day
University Examination

A staff meeting began with the warm wishes by the Principal madam.

The agenda of the meeting was Annual day. Madam assigned duties for the same. The annual day was scheduled for March 29, 2022, at 4:00 p.m. The Rotary International President, Mrs. Bina Vyas, was selected as the chief guest. Mr. R.C. Talati sir presided over the function.

Madam requested the entire faculty members to be available for additional duties along with the allotted duties whenever required. Madam mentioned that all the committee members had already started working on the assigned duties and also added that this time instead of dinner, we will serve an ice cream as refreshment.

Madam requested that all faculty members be available for additional duties in addition to their assigned duties whenever they are needed. Madam explained that all committee members had already begun working on their allotted tasks.

Due to time constraints, Madam requested that the decoration and refreshment for the guests be kept as simple as possible, and the cultural programme to be cancelled. All staff are expected to submit timely reports to the Principal madam, including personal achievements and departmental reports and dhara reports to the Vice president.

This year, a new way of honoring staff members who have completed 25 years of service began with the presentation of mementos. Mementos will be offered to the Chief guest, as well as the staff who retired in the years 2020-21 and 2021-22 – Mr. Ishabhai Vahora, Mrs. Alpana Shah, Mrs. Sushma Batra and Mrs. Daxa Sharma, who is retiring this year, will also be honored by the memento.

All of the duties related to the annual day will be thoroughly briefed by Principal Madam.

The meeting then moved on to the second part of the examination agenda. Because semester examinations are coming, Principal madam instructed all teaching staff to complete the syllabus for S.Y. and T.Y. within three days. Madam stated that the university exams for S.Y. and T.Y. will begin on April 4th and end on April 11th.

We will conduct an external practical examination for S.Y and T.Y. from 11th to 15th April after the theory examination. University practical and theory exams for F.Y. will be commenced from 18th to 24th April and 25th to 4th May 2022, respectively.

After the theory examination, we will conduct an external practical examination for S.Y. and T.Y. from the 11th to 15th of April.

Internal tests for F.Y. will begin on April 4th (9 to 10 a.m.) and will run simultaneously with S.Y. and T.Y. university exams. Principal madam mentioned that the senior supervisor for F.Y.internals and S.Y/T.Y external exam will remain the same. Junior supervisor and blocks will be different. Madam requested all the teaching staff to finish the F.Y. syllabus by 5th of April.

Due to examinations, Principal madam indicated that we will not be having a holiday on Good Friday, April 15th and that it will be adjusted.

On Saturday, April 26th, Principal Madam had arranged a farewell for the T.Y. students. On April 25th, BJVM College conducted a student exchange programme. Mrs. Vijaya Agarwal and Dr.Minal Chauhan have agreed to welcome and attend all of the students and two faculty members from BJVM college to our campus to orient them with the college's curriculum, while Mrs.Trusha Lad and Mrs. Meghana Purohit will accompany our students to BJVM college as part of a student exchange programme.

Madam insisted on all staff members putting in their best efforts and working hard for the admission drive. She further stated that all bills under CPE, both consumable and non-consumable, must be submitted to the office by March 31, 2022.

The meeting ended with vote of thanks.

Note: The duty for the annual day for the year 2021-2022 is attached herewith.

Action taken:

- Farewell for T.Y.B.Sc students was organised.
- College leaflets (for admission) were distributed.
- Annual Day was completed successfully.

bdulan
26/3/22

S.M.PATEL COLLEGE OF HOME SCIENCE
VALLABH VIDYANAGAR, DIST.-ANAND

STAFF LIST: AS ON 8-01-2022

- | | |
|--|--|
| [1] PRINCIPAL : Dr. Bhavana Chauhan | |
| [2] HUMAN DEVELOPMENT
1. Dr. Mittal J. Barot | [3] TEXTILES & CLOTHING |
| [4] FOODS & NUTRITION
1. Ms. Shazia Sharma
2. Dr. Minal Chauhan
3. Ms. Tanvi Makwana
4. Ms. Vijaya Agarwal (AS) | [5] FAMILY RESOURCE MGT.
1. Dr. Nidhi Gupta
2. Ms. Kalpana Srivastava
3. Dr. Padmaja Puppala (PT) |
| [6] CHEMISTRY
1. Ms. Trusha Lad | [7] BIOLOGY |
| | [8] ENGLISH |
| | [9] EXTENSION EDUCATION |
| [10] PHYSICAL INSTRUCTOR
1. Mr. Ranjit Bhagora | [11] LIBRARIAN
1. Shri I.C. Patel |
| [12] ADMINITRATIVE STAFF
1. Shri. K.S. Panchal (Sr. Clerk)
2. Ms. Daxa Sharma (Lab.-Assi.)
3. Ms. Hiral Patel (Jr. Clerk) | |

24/3/22

staff Meeting

Agenda : Annual Day - Duties & its discussion
- Year closing - CPE funds.

Bdistan
24/3/22

S.M.PATEL COLLEGE OF HOME SCIENCE

Minutes of Meeting

Date: 29-4-22

Time: 3:00 pm

Attendance: Attached herewith

Agenda:

- Vacation plan for new courses
- Admissions 2022-23
- Workload/timetable
- Term plan
- Portfolio for 2022-23

A staff meeting was conducted under the leadership of Dr. Bhavana Chauhan. The Principal began a staff meeting by wishing the staff luck for the next academic year, 2022-2023 and complimenting for a successful annual day that was adequately planned and celebrated in such a short time.

Madam told that the S.Y and T.Y.B.Sc semester exams were completed and that the only remaining exam is the FYs, which is going well.

She mentioned that Dr. Ketki Sheth conducted a student exchange (40 students) with BJVM, which yielded positive results and was well appreciated so that a teacher exchange programme will be implemented from the next term.

She then began with the first agenda and recommended that Departmental clubs be formed. She added that some fundamental courses must be provided and we can invite the resource person for that too. We can also include students from institutions other than the college.

Madam moved to the second agenda and mentioned that admission for 2022-23 is a considerable challenge. She advised teachers to keep online meetings with parents and convince them, as teachers will have to go to other schools to get new admission. And this year, there are only 55 girls, with attempts to bring 70 girls the following year. So we must work very hard. In addition, one teacher must come on vacation for at least two hours.

Madam informed us that CPE was a marathon task and that we had spent money over the last three months. i.e., for the office renovation and conversion of wasteland to a helpful area, second exit and stairs to the third floor, rainwater harvesting, interactive boards purchased, mini seminar room to be developed, computer lab curtains purchased, and flooring in FN lab completed.

The Principal discussed three circulars received from CVM.

- (1) For the hostel: our college has had no fee issues, but we still received a notice.
- (2) The CVM assessment form will be provided by madam later.
- (3) Code of conduct: CVM insisted that each faculty member should have a copy.

The third agenda was the workload and timetable. The Principal informed faculties that the workload preparation has already been completed and that timetables were ready.

Madam instructed every faculty member to keep track of the number of absent students in the class, and if there were more than five, she suggested writing a letter to the parents. Madam advised all counselors to write down the details and keep counseling records. Finally, Madam insisted all counselors tell the students not to run away from home because it would harm their careers.

Moving on, Principal Madam stated that this year's term planning is complete, but she will not share it because university term planning has not yet been completed. Madam requested that unused laboratory equipment be used immediately. Madam specifies that Kalpana madam must continue IQAC because CVM's Chairman and Talati Sir refused her proposal and stated that this is a 5-year duty, so she must continue.

The last and main part of the meeting was portfolio sharing and planning.

The following portfolio was given for the academic term 2022-2023.

- ✓ President: Dr. Bhavana Chauhan,
- ✓ Vice President: Dr Minal Chauhan
- ✓ Kala kaushalya dhara: Ms.Kalpna Shrivastava.
- ✓ Sarjnatmak abhivyakti: Mr.Ranjitbhai Bhagora
- ✓ Geet sangeet Nrutya dhara: Dr. Mital Barot
- ✓ Nrutya Dhara: Dr.Nidhi Gupta
- ✓ NSS: Ms.Trusha Lad and Ms.Megha Purohit(yet need to be finalized)
- ✓ Gyan Dhara: Mr.Iswarbhai Patel
- ✓ Khel Kood Dhara: Mr.Ranjitbhai Bhagora
- ✓ NCC: to be decided(Dr.Poonam Oza)
- ✓ Staff Secretary: Dr. Mital Barot
- ✓ IQSC: Ms.Kalpna Shrivastava and Ms.Vijaya Agarwal
- ✓ Udisha/ placement: Ms.Vijaya Agarwal
- ✓ Magazine : Ms.Tanvi Makwana
- ✓ Hostel : Ms.Tanvi Makwana
- ✓ College Website: Ms.Kalpna Shrivastava
- ✓ Publicity: Mr.Ranjitbhai Bhagora

- ✓ ICT Facility: Ms.Trusha Lad and Mr.Vijaybhai Macchi
- ✓ Gym: Mr. Kamleshbhai Panchal, Mr.Ranjitbhai Bhagora, and Ms.Vijiya Agarwal
- ✓ Discipline: Mr.Ranjitbhai Bhagora and Staff
- ✓ Library: Mr.Iswarbhai Patel and Dr. Minal Chauhan
- ✓ Timetable committee: Dr. Nidhi Gupta, Ms.Shazia Sharma, and Dr. Mital Barot
- ✓ Receiving guest committee: Ms.Tanvi Mawana and Dr. Poonam Oza
- ✓ Academic calendar and examination calendar: Dr. Bhavana Chauhan, Dr. Nidhi Gupta, and Ms. Shazia Sharma
- ✓ Research: Dr. Nidhi Gupta
- ✓ Innovation club: Dr. Minal Chauhan and Mr.Ranjitbhai Bhagora
- ✓ Nodel officer: Ms. Shazia Sharma
- ✓ Allumini: Ms.Tanvi Mawana and Dr. Mital Barot
- ✓ Green Audit: Ms. Trusha Lad and Ms. Shazia Sharma
- ✓ Internal complain cell: (by default - Principal), Ms.Tanvi Makwana and Asha Dalal
- ✓ Anti-ragging: Dr. Bhavana Chauhan, Ms.Shazia Sharma and Mr. Kamleshbhai Panchal
- ✓ Women cell: Dr. Bhavana Chauhan, Dr. Minal Chauhan, Dr. Mital Barot, Ms.Hiral Patel, Dr. Namrita Kola
- ✓ Admission committee: Dr. Nidhi Gupta, Ms.Vijaya Agarwal

Dr. Minal Chauhan provided information about the Vadodara Innovation Club workshop. She discussed that there are 483 innovation clubs in Gujarat. Each will provide ten kits, including electronic and advanced electronic kits, solar panels, rotors, mechanical kits, Agro tech kits, Science and technology kits, drones, telescopes, and so on. She requested that all faculties use these kits for students during relevant practicals once training is finished.

The meeting ended with a vote of thanks.

Action taken:

A portfolio will be formed for the academic term 2022-23

Admission work was done during vacations.

Workload distributed to the staff for the new term.

Splisan
30/4/22

staff meeting
S.M.PATEL COLLEGE OF HOME SCIENCE
VALLABH VIDYANAGAR, DIST.-ANAND

STAFF LIST: AS ON 8-01-2022

- | | |
|---|--|
| [1] PRINCIPAL : Dr. Bhavana Chauhan | |
| [2] HUMAN DEVELOPMENT
1. Dr. Mittal J. Barot | [3] TEXTILES & CLOTHING |
| [4] FOODS & NUTRITION
1. Ms. Shazia Sharma
2. Dr. Minal Chauhan
3. Ms. Tanvi Makwana
4. Ms. Vijaya Agarwal (AS) | [5] FAMILY RESOURCE MGT.
1. Dr. Nidhi Gupta
2. Ms. Kalpana Srivastava
3. Dr. Padmaja Puppala (PT) |
| [6] CHEMISTRY
1. Ms. Trusha Lad | [7] BIOLOGY |
| | [8] ENGLISH |
| | [9] EXTENSION EDUCATION |
| [10] PHYSICAL INSTRUCTOR
1. Mr. Ranjit Bhagora | [11] LIBRARIAN
1. Shri I.C. Patel |
| [12] ADMINISTRATIVE STAFF
1. Shri. K.S. Panchal (Sr. Clerk)
2. Ms. Daxa Sharma (Lab.-Assi.)
3. Ms. Hiral Patel (Jr. Clerk) | |

Attendance

29/4/2022

Agenda :

- Vacation plan for new courses
- Admissions 2022-2023
- Workload / Timetable
- Term plan
- Portfolio for 2022-2023