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Sir P. T. Science College, Modasa

Managed by : The M. L. Gandhi Higher Education Society, Modasa.

(Accredited B** by NAAC)

Post Box No. 1, MODASA - 383 315 (Gujarat)

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सर पी. टी. सायन्स कॉलेज, मोडासा

मोडासा-३८३ ३१५ (गुजरात)

गोन नं० - ६३

College Code : 127 / 32

Ref. No.

Date : / / 201

Minutes of meeting of Internal Quality Assurance Cell

Date: 19.06.2023

Time: 02:00PM

Venue: Library Meeting Room

First IQAC meeting for Academic Session 2023-24 was held on 19th June 2023 at 02:00 PM.

The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Sign
1.	Dr. K. P. Patel	Principal and Chairman, IQAC	[Signature]
2.	Prof. G. L. Vekaria	Coordinator, IQAC	[Signature]
3.	Shri Rajeshbhai Makvana	Administrative Officer	[Signature]
4.	Dr. S. D. VEDIYA	Senior Faculty	[Signature]
5.	Dr. R. H. Parmar	Senior Faculty	[Signature]
6.	Dr. M. P. Gongiwala	Senior Faculty	[Signature]
7.	Dr. S. V. Patel	Senior Faculty	[Signature]
8.	Dr. V. R. Patel	Senior Faculty	[Signature]
9.	Prof. A. J. Modi	Member Society	[Signature]
10.	Shri S. M. Shah	Management Representative	[Signature]
11.	Shri Mahasukhbhai Patel	Industrialist	[Signature]
12.	Prin. A.M. Prajapati	Alumni President	[Signature]

Sr. No.	Invited Member Present	Designation	Sign
1.	Dr. D. R. Fudani	Senior Faculty	[Signature]
2.	Dr. S. M. Dave	Senior Faculty	[Signature]
3.	Dr. J. N. Patel	Senior Faculty	[Signature]
4.	Dr. M. S. Jangid	Alumni Member	[Signature]
5.	Dr. H. S. Kharadi	Alumni Member	[Signature]

The chairperson Dr. K. P. Patel welcomed the members of IQAC committee and other invited members which was followed by a brief review about IQAC activities and AQAR by Prof. G. L. Vekaria, Coordinator, IQAC. Meeting had been conducted for the discussion of following agenda.

[Signature]
Principal
Sir P. T. Science College
Modasa, 383315, Dist. Arvalli.



[Signature]
Co-ordinator

Meeting Agenda

- (1) Review of minutes of previous IQAC Meeting and subsequent action taken.
- (2) Planning for academic schedule, evaluation schedule and various activities
- (3) Status of resources and infrastructure requirement for all departments.
- (4) Planning for various national and international days celebration and extension activities under NSS for the upcoming semester.
- (5) Planning for conducting various placements and strategy making on Bridging gap of Industry – Institute.
- (6) To organize programmes for career counselling and preparation for competitive exams.
- (7) Discussing about the CAS status of senior faculty members and encourage faculty members to attend faculty orientation and faculty development program.
- (8) Preparation for upcoming NAAC, GSIRF and AAA accreditation process
- (9) Preparation for Energy audit, green audit, gender audit, environment audit
- (10) Result review of previous semester
- (11) Any other point with permission from the chair

Agenda 1: Review of minutes of previous IQAC Meeting and subsequent action taken.

The minutes of previous meeting which was held on 19th June, 2023, were presented by IQAC coordinator and reviewed by the committee. Chairperson evaluated the work done by committee members during the semester and made sure that all the task has been completed as per the discussion in previous meeting.

Agenda 2: Planning for academic schedule, evaluation schedule and various activities

Planning for academic activities for upcoming semester along with examination planning and various activities. Tentative dates for and framework of the events have been decided by the committee members along with the suggestions of improvement.

Agenda 3: Status of resources and infrastructure requirement for all departments.


To improve the education, resources and infrastructure are one of the important factors. Chair of the meeting asked to prepare a list of requirements for the proper functioning of labs and classes. It has been decided that one faculty under the guidance of head of the department would prepare the list and submit to the principal within two days of the meeting.

Agenda 4: Planning for various national and international days celebration and extension activities under NSS for the upcoming semester.

NSS and NCC co-ordinators have given brief idea about the upcoming celebrations and extension activities to be carried out during the year. Cultural committee has also present tentative planning about the annual function and cultural events.


Agenda 5: Planning for conducting various placements and strategymaking on Bridging gap of Industry – Institute.

Principal


Principal
Sir P. T. Science College
Modasa-383313, Dist. Arvailli.



Co-ordinator


21/12/23

To improve the students' placement ration, gap points between industry and institute had been identified and probable solution for the same had been discussed. Committee members has assigned the duties to take action to fulfil the gaps and to increase the number of placed students.

Agenda 6: To organize programmes for career counselling and preparation for competitive exams.

As placement committee has planned to organize more interviews for students' placement, it becomes essential for the students to perform well in the interview. In order to fulfil that, it has been decided to organize career counselling programmes for students in order to improve their soft skill along with CV and interview preparation. Apart from this, it also has been decided to arrange seminars for the preparation of competitive exam so that the students can perform better.

Agenda 7: Discussing about the CAS status of senior faculty members and encourage faculty members to attend faculty orientation and faculty development program

Along with the growth of students, teachers' growth equally important for the college. The CAS status and updates of the same has been reviewed and decided to complete all the process soonest. Along with it, faculty members have been asked to join orientation and FDP programmes which can be helpful in future CAS.

Agenda 8: Preparation for upcoming NAAC, GSIRF and AAA accreditation process

Different committees had been formed in order to enter the second cycle of NAAC. The work done and the information gathered by all committees has been reviewed along with the planning to get accredited at different levels through AAA, GSIRF and NAAC.

Agenda 9: Preparation for Energy audit, Green audit, Gender audit and Environment audit

Various audits at institution level are an important part of one of the NAAC criteria. Keeping it in priority bases, it has been decided to complete all four audits i.e. Energy audit, Green audit, Gender audit and Environment audit should completed within the given time limit.

Agenda 10: Result review of odd semesters.

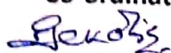
As students have studied previous semester in hybrid mode, online and offline both, it had a great impact on their results. So, the result has been analysed and possibilities have been discussed to improve it. All the faculty members have been asked to discuss the issues with the students personally.

Agenda 11: Any other point with permission from the chair.

Discussion: A brief conversation was made about the making campus greener and opinions were invited from the members.

Principal 
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Co-ordinator

2/12/23



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मोडासा-383 315 (गुजरात)

मोन नंजर - ६३

College Code : 127 / 32

Ref. No.

Date : / / 201

Minutes of meeting of Internal Quality Assurance Cell

Date: 02.12.2023

Time: 09:45 AM

Venue: Library Meeting Room

Second IQAC meeting for Academic Session 2023-24 was held on 2nd December 2023 at 09.45 AM. The following members attended the meeting.

Sr. No.	Name of the Member	Designation	Sign
1.	Dr. K. P. Patel	Principal and Chairman, IQAC	
2.	Prof. G. L. Vekaria	Coordinator, IQAC	
3.	Shri Rajeshbhai Makvana	Administrative Officer	
4.	Dr. S. D. Vediya	Senior Faculty	
5.	Dr. R. H. Parmar	Senior Faculty	
6.	Dr. M. P. Gongiwala	Senior Faculty	
7.	Dr. S. V. Patel	Senior Faculty	
8.	Dr. V. R. Patel	Senior Faculty	
9.	Prof. A. J. Modi	Member Society	
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5.	Dr. H. S. Kharadi	Alumni Member	

The chairperson Dr. K. P. Patel welcomed the members of IQAC committee and other invited members which was followed by a brief review about IQAC activities and AQAR by Prof. G. L. Vekaria, Coordinator, IQAC. Meeting had been conducted for the discussion of following agenda.

Principal
Principal, Science College
Modasa-383315, Dist. Arvaill.



Co-ordinator



Meeting Agenda

- (1) Review of academic and extra-curricular activities carried out during academic year 2022-2023
- (2) Organizing student orientation program regarding New Education Policy (NEP)
- (3) Planning for various national and international days celebration and extension activities under NSS, NCC and Sports committee for the academic year 2023-24
- (4) Organizing industrial tours and botanical tour for students.
- (5) Discussion upon creating new MOUs and renewal of non-active ones.
- (6) Updating college website
- (7) Analysis of students' placement for the batch of academic year 2022-23 and strategy planning to organize on and off campus interviews.
- (8) To organize programmes for career counselling and preparation for competitive exams.
- (9) Review on add-on courses going to be offered for the academic year 2023-24
- (10) Discussing about the CAS status of senior faculty members and encourage faculty members to attend faculty orientation and faculty development program.
- (11) Any other point with permission from the chair

Discussion carried out during meeting

Agenda 1: Review of academic and extra-curricular activities carried out during academic year 2022-2023

A brief idea about academic activities was given by head of the departments. Briefing of extra-curricular activities were provided by co-ordinators of NSS, NCC and cultural committee. All activities have been reviewed and suggestions were given for further improvement by the members present in the meeting

Agenda 2: Organizing student orientation programme regarding New Education Policy (NEP)

Planning of organizing orientation programme for newly admitted students about New Education Policy. Such programme can help students to understand NEP better along with the clarity of subject selection. So, it has been decided to orient students not only for NEP but also about the employability and scope of subjects offered by the college.

Agenda 3: Planning for various national and international days celebration and extension activities under NSS, NCC and Sports committee for the academic year 2023-24

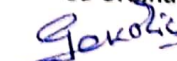
Suggestions had been invited from the members for effective implementation of various activities and classes for the academic year 2023-24. Head of the departments come up with schedule of classes with evenly distributed workloads among faculty members. Exam committee have given tentative planning for conduction of exam. NSS and NCC co-

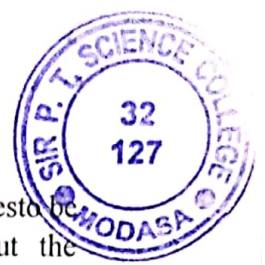
Principal


Principal

Sir P. T. Science College
Modasa-383315, Dist. Arvaill.

Co-ordinator


19/6/23



ordinators have given brief idea about the upcoming celebrations and extension activities to be carried out during the year. Cultural committee has also given brief idea about the programmes going to be held during the year.

Agenda 4: Organizing industrial tours and botanical tour for students

Tours are one of the important activities for experiential learning, better understanding and application of the concerned subject. Places, time and duration according to the subjects had been discussed and finalised for industrial and botanical tours for the students.

Agenda 5: Planning to get new MOUs and renewal of expired ones

A Memorandum of Understanding is a valuable tool for establishing a common understanding and framework for collaboration between institutions which can be utilized to provide training to students, for student exchange program and also to provide better employment opportunities to students. So, it has been discussed to identify more institutions and industries in order to expand network. Along with this previously done MOUs have been examined in order to identify expiring ones so that they can be renewed.

Agenda 6: Updating of institute website

Activities of previous academic year had been discussed to upload on the website to keep website updated.

Agenda 7: Analysis of students' placement for the batch of academic year 2022-23 and strategy planning to organize on and off campus interviews.

Placement committee has presented the report of the placement activities conducted during the academic year 2022-23. Detailed discussion had been made on the planning for ongoing year placement activities along with the suggestion implementation for further improvement.

Agenda 8: To organize programmes for career counselling and preparation for competitive exams.

As placement committee has planned to organize more interviews for students' placement, it becomes essential for the students to perform well in the interview. In order to fulfil that, it has been decided to organize career counselling programmes for students in order to improve their soft skill along with CV and interview preparation. Apart from this, it also has been decided to arrange seminars for the preparation of competitive exams so that the students can perform better.

Agenda 9: Review on add-on courses going to be offered for the academic year 2023-24

Representative of each department has presented their designed add-on courses. Committee members had reviewed the courses and give their acceptance along with suggestions of improvement.

Principal

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19/6/23

Agenda 10: Discussing about the CAS status of senior faculty members and encourage faculty members to attend faculty orientation and faculty development program

Along with the growth of students, teachers' growth equally important for the college. The CAS status and updates of the same has been reviewed and decided to complete all the process soonest. Along with it, faculty members have been asked to join orientation and FDP programmes which can be helpful in future CAS.

Agenda 11: Any other point with permission from the chair.

Points were discussed for overall improvement of organization and teaching practices. Along with that the pandemic situation and its consequences have been reviewed along with the possible help and actions provided by the institution.



Principal

[Signature]
Principal
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Co-ordinator

[Signature]
19/6/23