

# Minutes of the Principal's 2<sup>nd</sup> Meeting with the HODs (2012-13)

Date: 2/07/2013

Time: 4.00 pm

Venue: Conference Room

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Following Heads were present- Dr H N Patel, Dr P M Patel, Dr V K Sinha, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. P A Lashkari, Mr. R H Sadhu and Mr. Dhavat Shah.

		At the outset the Principal welcomed everybody and began the meeting .During the following points were finalized
1		<b>ATTENDANCE</b>
	i	The Principal asked the HoDs to ensure that their staff takes the attendance carefully. And in order to avoid fake/ proxy attendance, they should randomly verify the attendance every now and then
	ii	Periodically compare the students' attendance in theory and practical to identify those attending only practical or vice- versa.
	iii	Attendance to be counted from July 1 <sup>st</sup> 2013
2		<b>DISCIPLINE</b>
	i	The Principal once again reiterated that the teachers should reach at least five minutes in advance to their classes.
	ii	The Principal urged the HoDs to monitor the performance and classroom discipline of the newly appointed staff to ensure that the classes go on smoothly.
3		<b>WORKLOAD</b>
	i	The HoDs were informed that the workload of the permanent faculty would be 18 lecture (+2 or- 2), while that of Ad-Hoc faculty; it would be 25 (+2 or- 2) lectures. The HoDs were asked to send the workload and the Timetable of the Dept and each faculty to the Principal's Office by Saturday 6/7/13
4		<b>OTHERS</b>
	i	Each dept can apply for advance amount of Rs 1000/- for Sundries expenditure.
	ii	The Asset details requested by the office to be sent immediately.
	iii	HoDs to ensure that the departmental library books should be verified and any additions or deletions should be carried out.
	iv	The entries in the Teachers' Diary have to be done with care. The Ad-Hoc faculty should also fill the Teachers' Diary.
	v	The stationary requirements should be sent to the office. The Principal requested the staff to be rational in the use of dust free chalk sticks looking at its cost.
	vi	Assignments to students to be given after the completion of each unit and the same can be collected at the time of the Internal Practical exam or during the semester as per the convenience.
	vii	Each dept should at least conduct <b>one guest talk</b> in their respective discipline in the <b>coming month</b> . Retired teachers willing to do so can also be invited. Outstation experts can be called with prior permission from Principal.
	viii	One day educational tour on self financed basis to be organized in each semester.
	ix	Stock registers to be kept up to date. New entries to be added in the existing one and proper maintenance will give an accurate picture over a period and also ensure accountability.
4		<b>SEMINAR/CONFERENCE/WORKSHOP</b>
	i	As instructed by Dr J D Patel, IC Secretary, CVM, each dept has to submit a proposal for a one day/two day State or National Level Seminar/ Conference. The Proposals are to be submitted by 15 <sup>th</sup> of July.
	ii	Research Committee to initiate a One Day workshop on 'Writing Research Proposal'.
	iii	A format for applying for seminar/conference/workshop has been kept with Dr P M Patel, HoD ,Physics for ready reference.
5		<b>Appointment of Vice President</b>
		Dr C R Gurjar has been asked to continue as the Vice President of the Students' Central Committee for the academic year 2013-14.

The meeting ended with a vote of thanks



*[Handwritten signature]*

**PRINCIPAL**  
V. P. & R. P. T. P. SCL COLLEGE  
VALLABH VIDYANAGAR-388120.

Date: 2/09/2013

Time: 4.00 pm

Venue: Conference Room

(66)

The following were present-, Dr H N Patel, Mr. P A Lashkari, Dr V K Sinha, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr N Y Patel, and Mr. RH Sadhu.

		The Principal welcomed all and began the meeting
1		Internal exam
	i	Looking at the new term schedule released by University now the internal exam will begin from 21 <sup>st</sup> Sep (practical) and 30 <sup>th</sup> Sep (theory)
	ii	The time for 2-credit courses would be 1 hour and for 3 credit courses would be one and half hours.
	iii	The theory paper pattern would be the same as last year's. 3 Units will be covered for internal exam. The units to be covered must be displayed timely on departmental notice board. Q1 MCQs--- 2Qs from each unit =6 marks Q2 Short Answer Qs---3 out of 6 =6 marks Q3 Ques from Unit 3 = 6marks Q4 Qs from Unit 4= = 6 Marks Q5 Qs from Unit 5 = 6 marks Total= 30 Marks
2		<b>YOUTH FESTIVAL</b>
	i	The Principal informed all the HoDs about the communication from the Chairman, CVM, that the Youth festival is be conducted in the respective colleges of CVM and that the colleges will not be participate in the University Youth Festival.
3		<b>VEER VITTHAL BHAI LECTURE SERIES</b>
	i	All were informed that Guest Speaker for the event is Dr Gaurang Jani, Head, Dept of Sociology, Gujarat University.
	ii	The Principal also informed the Heads that, there proposal to change the date from 27 <sup>th</sup> Sept is under consideration as it affects the exam schedule in the new semester system.
4		<b>SYLLABUS COMPLETION</b>
	i	All Heads informed the Principal that 3 units have been covered in each paper.
	ii	Mr N Y Patel has been asked to prepare a time table for exam oriented preparation for the benefit of those who took admission late and also for those who have difficulties in the paper. The timing for the class would be from 9.30 to 10.30 am and the same is to be implemented from 5 <sup>th</sup> Sep,13.
4		<b>ASSIGNMENT</b>
	i	Each student has to submit a minimum of 2 assignments to be eligible for internal marks in the paper.
	ii	From the next semester, a separate assignment notebook of 60 pages will be supplied to the students. The design for the same is under preparation. The notebook will carry all important information .Such a system will ensure uniformity and will be easy to use /refer.
5		<b>ATTENDANCE</b>
		The Theory attendance is be considered up to 14/9/2013 and the compiled attendance has to be submitted by 17/9/2013
6		<b>COMPLAINTS REGARDING BASIC AMENITIES</b>



		All HoDs should ensure that any complaints regarding electricity, plumbing, building repair etc should be submitted on the 1 <sup>st</sup> of every month only, barring any emergencies. All complaints will be in turn compiled and sent to the estate department for necessary action.
7		<b>PRACTICAL LAB PREPARATION</b>
	i	All Heads were asked to make advanced planning for requirements in the lab for everyday practical and prepare a register to ensure availability of equipment and materials.
	ii	All Heads should also plan in advance any purchases especially for SF Courses.
8	i	It has been observed those peons are moved out from the department without permission and for long time. It was directed by the principal that the peons should not be sent out for any personal work.
9		<b>CREDIT POINT SYSTEM FROM CVM FOR FACULTIES</b>
		The credit point scheme received from CVM is in force from current academic year. As discussed in the last heads meeting certain additional areas are under consideration. The Principal informed all Heads that points could be awarded for work related Headship, Counseling, Guest talks, Guiding students for PhD and PG Dissertation, members of Academic bodies, NSS/NCC coordinators and Hostel rector ship. Heads were instructed to bring any additional point to the notice of Principal after discussing with faculty members.

The meeting ended with vote of Thanks to the chair



Dr. Bhayesh Patel

**PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**



11<sup>th</sup>

HS

# Minutes of the Principal's Meeting with the Heads of Departments

Date: 3/4/2013

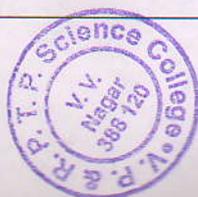
Time: 4.00 pm

Venue: Principal's Office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Mr. NY Patel, Mr. RH Sadhu, MR P A Lashkari, and Mr Dhavat Shah

Principal, Dr Bhavesh D Patel welcomed everybody and in the course of the meeting, the following points were discussed and finalized.

1	<b>Autonomy for College</b>
	<p>All the HoDs were informed that College is planning to apply for academic autonomy only and not financial autonomy. The State Government as well as the UGC will remain the funding agencies. Salary and all other perks will be retained along with appointments and surpluses rules. The degree will be issued by Sardar Patel University.</p> <p>The Principal explained about the advantages of autonomy. For instance, we can design our own curriculum, course, have our own Academic Calendar, Board of Studies, Academic Council, Examination etc., as per our needs. UGC will provide an additional Rs Nine lakhs per year.</p> <p>We may give back the autonomous status at any time if we find that it is not suitable, he added.</p> <p>Dr. P.M. Patel of Industrial Chemistry is studying the entire guidelines and will make a presentation in near future to understand the concept completely. If required we may call some expert from an autonomous college.</p>
2	<b>Add on Courses</b>
	<p>One of the suggestion that was given by the NAAC PEER Team was to have some add-on courses for giving something extra to the students for increasing their employability. A list of such certificate courses along with tentative guideline is provided by the Principal to N.Y.Patel. It was decided that faculty who have some skill which can be provided as certificate course are invited to submit the same. Such faculty will be appointed as course coordinator. Minimum intake of ten students will be needed to start a course. Mr. Nilesh Patel has been appointed as convener for the same.</p>
4	<b>Assets Register</b>
	<p>Each Department has to create and maintain a separate Assets Register and that shall include each and every item of the Department except one which is already entered in laboratory stock register. Once the assets have been defined, dept will be responsible for every item mentioned in the register.</p>
5	<b>Stock Verification</b>
	<p>Each Department has to do stock verification after the completion of Practical examination.</p>
6	<b>Admissions</b>
	<p>Shree P. A. Lashkari has been asked to prepare Admission Instruction for admitting students in Sem. III. Similarly he is asked to prepare the admission committee for coming academic year.</p>
7	<b>Internal marks</b>
	<p>It was decide to check and display the final internal marks list before sending to the University. Mr. K.M. Patel, Mr. P.A. Lashkari and Dr. H.N. Patel will finalize the matter.</p>
8	<b>Academic Calendar</b>
	<p>Dr J P Patel and Dr P M Patel will plan detailed Academic Calendar for the academic year 2013-14</p>



9	<b>Result Analysis</b>
	Each Head has to evaluate results of each faculty for the sem I, III and V of their Department and take necessary action for the improvement of the same.
10	<b>Work Load</b>
	Each Head has to plan for the work load of the next academic year.
11	<b>Conducting Seminars / Conferences</b>
	Each Department has to apply for arranging seminar/ workshops in the respective depts.
12	<b>Research Projects</b>
	College Faculty has to apply for receiving new projects from various funding agencies.

The meeting ended with a vote of thanks.

Dr. Bhavesh Patel  
Principal

**PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**



# Minutes of the Principal's 3rd Meeting (2013-14) with the HoDs

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Date: 7/08/2013

Time: 4.00 pm

Venue: Conference Room

Following were present-, Dr H N Patel, Dr V K Sinha, Mr. P A Lashkari, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. RH Sadhu, Mr N Y Patel

	The Principal welcomed all and began the meeting
	At the outset the Principal reviewed the work done regarding the points discussed in the previous meeting held on 2/7/2013 and the following issues were raised/discussed
i	<b>PROPOSAL FOR SEMINAR/CONFERENCES/ WORKSHOPS</b>
	Since no dept had sent any proposal till 15 <sup>th</sup> July 2013, the deadline has been extended to the end of August.
ii	<b>GUEST TALKS</b>
	All HoDs were asked to get in touch with prospective speakers for guest talks in the dept.
iii	<b>VISITS</b>
	The Principal proposed that Students of Electronics/CS/ Instrumentation and BCA can be taken to BSNL HQs at Ahmadabad. HoD ,Physics proposed that Students of TY Physics will be taken ISRO/PRL HoD ,Biology proposed that Students of Biology will be taken to Hindolgarh Sanctuary. Other HoDs are also directed to plan at least one visit in the session.
iv	<b>DEPARTMENTAL LIBRARY</b>
	Any changes/addition/deletion in the dept. library list is to be done in consultation with the Librarian.
v	<b>DEPARTMENTAL ASSETS</b>
	The Principal informed everybody that the Assets List from each dept was received and accordingly it was compiled to make consolidated assets of the College. All the Hods were instructed to maintain a copy of departmental assets with them and the same has to be verified/ updated at the end of each year.
1	<b>SYLLABUS</b>
	The HoDs informed that between 50 -60% of the syllabus has been covered and assignments have also been given to students.
2	<b>ATTENDANCE</b>
	The Principal informed everybody that each counselor will receive the attendance record for the month and they will have to inform (via letters) parents of students who have less than 40%.
3	<b>INTERNAL EXAMS</b>
	The tentative date for the internal exam is 16/9/2013(Theory) and followed by practical. The course for theory papers should include 3 Units.
4	<b>POINTS FOR FACULTY APPRAISAL</b>
	With regard to the communication received from CVM about credit points for Faculty Appraisal, the Principal informed all HoDs that any changes/ addition needed can be Suggested to CVM. The copy of the Point System will be sent to each dept shortly and the same is to be followed from the current year.

The meeting ended with vote of Thanks.



Dr. Bhavesh Patel



# Minutes of the Principal's 8<sup>th</sup> Meeting with the Heads of Departments

Date: 10/1/2013

Time: 4.00 pm

Venue: Principal's office

(86)

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr RH Sadhu, MR P A Lashkari, and Mr Dhavat Shah. Dr Nikunj Bhatt and Dr J K Chauhan were the special invitee.

Principal, Dr Bhavesh D Patel welcomed everybody and spelt out that the agenda for the meeting, finalize dates for important forthcoming events in the college in the current term

1		<b>UNIVERSITY EXAM</b>
	i	The Principal informed all that the tentative date for the University final exams is 25 <sup>th</sup> March 2013 to be followed by practical exams.
	ii	The tentative date for college internals is from 1 <sup>st</sup> march, 2013
2		<b>SYLLABUS COMPLETION</b>
	i	All the heads were asked to take a report of completion of course from the respective staff members at the end of each month. The Principal also insisted that this should be a routine practice henceforth.
3		<b>YOUTH DAY</b>
	i	To commemorate Swami Vivekananda's 150 <sup>th</sup> Birth Anniversary, the college will observe Youth Day. All staff members were asked to remain present on the college terrace for Surya Namaskar. This would be followed by Kite flying day.
4		<b>ELECTRONICS CONFERENCE</b>
	i	A National Level Electronics conference will be held from 7 <sup>th</sup> to 9 <sup>th</sup> March, 2013.
5		<b>SPORTS DAY</b>
	i	PTI, Dr J K Chauhan informed everybody that the sports day would be held on 2 <sup>nd</sup> Feb, 2013.
6		<b>ANNUAL DAY AND TALENT DAY</b>
	i	It was decided that the annual day would be held on any day between 20th Feb. to 23th Feb, 2013 subject to the Hon'ble Chairman's availability.
	ii	It was decided that the date of the talent day would be two days prior to the annual day.
	iii	A Prize Distribution programme would be held a day before the annual day.
	iv	All the HODs were asked to suggest names of eminent people who could be invited as chief guest for the annual day and price distribution.
7		<b>NAAC</b>
	i	It was decided that the NAAC team would be invited to visit the college during the theory internals i.e. 1 <sup>st</sup> week of March, 2013. The final slots will be submitted after concerning Chairman sir.
	ii	It was decided that the Principal and a few senior staff members will visit each class to brief the students about NAAC and also give handout about college and NAAC to each student. Dr. Nikunjhai was asked to prepare handouts about the college information and to get it printed for the distribution among the students.
	iii	Dr Nikunj Bhatt, Coordinator, NAAC was asked to give a checklist to each department to prepare for NAAC.
8		<b>PHOTOGRAPHS</b>
	i	BCA and Computer science departments were asked to prepare slides of photographs of various events of the college that can be replayed during the annual day.

The meeting ended with a vote of thanks.

Dr. Bhavesh Patel

**PRINCIPAL**  
V. P. & R. P. T. P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388120.



# Minutes of the Principal's 10<sup>th</sup> Meeting with the Heads of Departments

Date: 12/2/2013

Time: 4.00 pm

Venue: Principal's office

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Following Heads were present-, Dr H N Patel, Dr P M Patel, Dr V K Sinha , Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, and Mr N Y Patel

		The Principal welcomed all and began the meeting
1		<b>FORTHCOMING EVENTS</b>
	i	TALENT DAY on 14/2/2013. It was decided that the teaching would go on till recess and thereafter the classes will be suspended. However, it will not be announced formally.
	ii	The same will be done on the PRIZE DISTRIBUTION Function on 15/2/2013.
	iii	16/2/2013, being a Saturday, the college will begin from the morning. However, on account of the annual day, it will begin 9.00 am.
	iv	All the HoDs were asked to keep some Invitation cards with them to make it easier for them to invite some specific guests they wished to invite.
	v	The following faculty were given the responsibility to ensure that certain guests visit the college during the Annual Day by following up invitation Dr B C Dixit: Retired Teachers Dr H N Patel: University Officials Dr J P Patel: Principals of CVM Colleges Dr P M Patel: Principals and Heads of colleges other than CVM Prof. P.A. Lashkari: Council members and distinguish alumni Dr. Bhavesh Patel: All the authorities of CVM
2		<b>NAAC</b>
	i	The Principal informed all HoDs that the NAAC Peer team will visit the college from 10 <sup>th</sup> to 12 <sup>th</sup> of March.
	ii	All Depts. were asked to ensure that the departments are kept clean and with uniform sitting arrangement wherever possible.
	iii	Bulletin Boards would be given to each dept. Besides all were asked to keep thumb pins for notice boards and bulletin boards.
	iv	All HoDs were asked to ensure that the fire safety devices and First Aid kits were properly placed in the labs.
	v	It was decided to start the Internal Practical Exam from 25/2/2013. On account of Science day Celebration on 28 <sup>th</sup> afternoon there would be no exam in that session to ensure student attendance in the function.
	vi	The internal theory Exams will start on 5 <sup>th</sup> March and the syllabus for the test would cover 3 Units in each Paper

The meeting ended with a Vote of Thanks

Dr. Bhavesh Patel

Principal

PRINCIPAL  
V. P. & R. P. T. P. SCI. COLLEGE  
WALLABH VIDYANAGAR-388120.



# Minutes of the Principal's 1st Meeting (2013-14)

Date: 13/06/2013

Time: 3.00 pm

Venue: Conference Room

(72)

Following were present-, Dr H N Patel, Mr. P A Lashkari, Dr R S Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. RH Sadhu, Mr N Y Patel, Mr. Bhaskar Parikh, Mr Dhavat Shah and Mr Laxman Katara.

		The Principal welcomed all and began the meeting
1		At the outset the Principal gave a prospectus for each dept. The Principal also drew attention to the Academic Calendar. He stressed upon the need to complete the syllabus in the allotted time. Each dept should make advance planning to conduct extra classes to complete the syllabus and not wait till the end of the term. He also informed that the Theory classes will begin from 18 <sup>th</sup> and the Practical from 24 <sup>th</sup> of June
2		<b>Departmental</b>
	i	The Heads were asked to conduct regular structured staff meetings and the instructions and messages from the Principal's office should be conveyed in its original form to ensure that the staff follow them seriously to achieve the desired outcome.
	ii	All the Heads were asked to procure the Teacher's Diary as per requirement and ensure that the faculty members make proper entries regularly.
	iii	All the Heads were asked to get the Attendance Registers ready and start marking attendance from 18 <sup>th</sup> June onwards. All should take care to mark the same accurately. The same should be sent to the attendance compiler by the 2 <sup>nd</sup> of each month.
	iv	All faculties should reach the classes in time especially before the 1 <sup>st</sup> period to ensure sanctity and discipline during prayer.
	v	There is no lunch time for any staff. Only recess time to use for the purpose.
	vi	All staff should wear ID Cards without fail. Action is proposed for those failing to do so.
	vii	All should register their thumb impressions twice everyday without fail (in the morning and before leaving). No faculty should leave the campus without informing their Head.
3		<b>DEFINING ASSETS</b>
	i	All depts. should ensure that the assets (anything not included in the Stock Register) like chairs, cupboards; tables etc are defined. A separate Register has to be prepared and updated every year. This will facilitate easy transfer of charge as and when required.
	ii	Every year, an Asset Form will have to be filled and submitted
4		<b>PROGRAMMES FOR DAY 1</b>
	i	An Orientation Function would be held on 17 <sup>th</sup> June for newly admitted students and their parents/guardians. Invitation letter for the same were given at the time admission. The function will be from 11.30 am to 12.30pm.
	ii	Dr Charudutt Gurjar was asked to conduct the programme and Mr. Bhaskarbhai Parikh to manage the seating arrangement.
	iii	There would be a 10 Minute presentation on PPT followed by the Principal's address
	iv	From 12.30 to 1.30pm, the students would get their Roll Nos., ID Cards, information regarding counseling. Mr Laxmanbhai Katara to ensure that the ID cards are issued to students. He is free to ask for help any faculty or peon for the same.
	v	Between 12.30 pm and 1.30 all the counselors of FY B.Sc. to attend a Special Talk on Counseling in the Conference Room.
	vi	From 1.30pm to 2.30pm, all counselors to have their first counseling meeting with their respective groups.

The meeting ended with vote of Thanks

*[Signature]*  
13/6

**PRINCIPAL**  
V. P. & R. P. T. P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388120.





## V.P. & R.P.T.P. Science College, Vallabh Vidyanagar

(Managed by Charutar Vidya Mandal)

### Instructions to be by all the staff members

1. All staff members are expected to observe punctuality and availability in the college strictly as per the following timings.

Class	I & II	10.30 am – 5.00 pm
Class	III	10.15am – 5.15 pm
Class	IV	9.30 am -- 5.15 pm

2. The Biometric System is to be strictly followed as per the above time table. Anybody who does not register his /her presence through biometric system will be treated as LWP.
3. Those whose impressions are not recorded should sign in a register with the Office.
4. Staff members who come early because of any class or practical (and not otherwise) must complete the required duty hours.
5. If anyone has to leave early due to unavoidable reasons, (for which permission from head/principal is to be taken) they should record their finger impression at the time of leaving and also make a note in the register with the office.
6. Faculty members should at least inform telephonically to the HOD well in advance if they want to be on leave.
7. HODs should make alternate arrangements for the teachers who are on leave. No class should be unattended under any circumstances.
8. There is no lunch break. Staff members may use the recess for lunch.
9. All staff members must wear the college Identity card during the duty hours. In case of lost/missing Identity card, a new one must be obtained from library.
10. No staff can leave the campus without informing the HOD. If required head should maintain a Movement Register with exit and entry time.
11. In case the HOD has to leave the campus he/she should inform the Principal.
12. Any movement which is found uninformed, non wearing of Identity Card, non completion of require duty hours will be considered as indiscipline and appropriate action will be taken.
13. Staff should ensure that their cell phones are in silent mode when they are in the class. They must not use the phone when their class is in progress. The staff members are required to use cell phones only in case of urgency and that too not at common areas like corridors, lab etc.
14. Smoking in the college premises is a punishable offence.
15. Use of tobacco and consumption of tobacco related products is strictly prohibited.

All the heads are instructed to convey the instructions to teaching and nonteaching staff and that it should follow.

Dr. Bhavesh Patel

*[Signature]*  
18/6.  
**PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**



Following Heads were present- Dr H N Patel, Mr B Lashkari Dr VK Sinha, Dr P M Patel, Dr C R Gurjar, Dr BC Dixit, Dr JP Patel, Mr. NY Patel, Mr. RH Sadhu, Mr Dhavat Shah.

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting.
1		NAAC SPONSORED ONE DAY SEMINAR
		The Principal informed everybody about the One day NAAC sponsored seminar to be held on 11 <sup>th</sup> January 2014 in the college. The keynote speaker for the same would be Dr Ganesh Hegde from NAAC, Bangalore. The other main speakers have also been finalized. The committees for the same would be formed at a later date.
2		AAA (Academic and Administrative Audit (AAA))VISIT
		The college would be preparing for AAA visit at the end of January 2014 subject to confirmation .Each dept should update (from March to December) their departmental presentation prepared for NAAC. The AAA inspection would be for one day and follows NAAC format.
3		RUSA [Rashtriya Uchchar Shiksha Abhiyan]
	i	The Principal briefed all the HoDs about the RUSA document. As per the document, major part of grants to Aided colleges would be routed through the State government and the respective affiliated University.
	ii	RUSA aims to identify 54 Model colleges in India .VP Science College would be applying for such a status as we meet the criteria.
4		FIVE YEAR PLANS
		The basic thrust would be to start new courses to in UG and PG. There plans to start UG courses in Pharmaceutical Chemistry, Space Technology and possibly Bio Chemistry, and PG in Physics, Maths, Chemistry and M.Phil in Chemistry, Physics and Industrial Chemistry. The possibility of starting an IGNOU Study centre would also be explored. All these would be launched gradually only after careful study of all the factors involved.
5		CPE
		The Principal briefed all about His visit to New Delhi with regard to application for CPE renewal
6		NEW SESSION
	i	The Principal expressed concern about the rising copy cases in the exams and urged all to educate the students regarding this issue.
	ii	All teachers should also inform the students about the changed internal evaluation pattern so that the students' attitude towards Internal evaluation improves. A separate handout will also be printed for students. The Principal may address the students personally.
	iii	The HoDs were asked to monitor the teaching quality especially of the new ad-hoc staff. The HoDs were to monitor the weaknesses and suitable measure be taken. They may also be guided about the most effective teaching method .With regards to use of language of instruction, teachers need to be judicious and use a mixed bi-lingual mode to teaching .
	iv	The Saturday timings would be from 8.00am from 21/12/13
8		UDAAN YOUTH FESTIVAL
		The UDAAN YOUTH festival to held from 21/12/13 to 24/12/2013.All staff to participate in the rally on 21 <sup>st</sup> Dec.
		The meeting ended with a vote of thanks to the Chair.

Dr. Bhavesh Patel

Principal



*[Signature]*  
**PRINCIPAL**  
 V. P. & R. P. T. P. SCI. COLLEGE  
 VALLABH VIDYANAGAR-388120.

# Minutes of the Principal's 5<sup>th</sup> Meeting with the Heads of Departments

Date: 19/10/2013

Time: 9.00 am

Venue: Principal's office.

65

All the heads were present. The Principal welcomed everybody and began the meeting.

1		<b>Workshops/Events</b>
	I	The Principal informed all HoDs about the workshop conducted for Class IV employees in CZ Patel College of Business and Management, New Vidyanagar. This workshop was aimed at basic skills for serving, health and hygiene, communication, manners and antiques, wearing etc.
	li	The English Dept is Coordinating with CDC for a workshop in Language Skills for teaching faculty from 21/10/2013 to 25/10/2013. The fees of Rs 1200/- would be borne by the college. It was desired that more and more faculty would avail themselves of the opportunity.
	lii	The English Dept is also going to organize a workshop for Non teaching staff from 22/10/2013 to 25/10/2013.
	lv	Two of the laboratory technicians undergone for training at ARIBAS for maintenance of equipments.
2		<b>Internal Marks</b>
	I	The Principal expressed serious concern over the students' lackadaisical attitude towards Internal exams and promised effective measures from the next semester to change this.
	li	All HoDs were asked to submit mark sheets by Tuesday evening. They were also asked to prepare a list of students whose forms should be withdrawn
3		<b>Semester Exams</b>
	I	In view of the First Semester exams from 12/11/13, just immediately after the Diwali break, Mr RH Sadhu was asked to prepare the exam invigilation duty chart before the college closed for Diwali. The Peons' duty chart is to be prepared.
	li	A general Staff meeting will be held on 11/11/13 to apprise the staff of the rules and regulations of the Exams.
4		<b>Library</b>
	I	All HoDs were asked to provide a list of books to be purchased at the earliest. In case no books are to be purchased, they should inform the librarian about the same in writing.
	li	The departmental library should be updated.
5		<b>Budget</b>
	I	The depts. have to use the budget allotted only for recurring expenditure.
	li	Depts. running SF Courses should make advance provision for purchase of equipment /instruments in the original departmental budget every year. It should be ensured that up gradation and purchase of expensive and important equipment should be gradual.
6		<b>Assets of the Dept</b>
	I	All assets to be labeled in the following manner : VPSc / Dept/T 01 /C 01/CB 01
	li	Equipment or instruments purchased under UGC plans or CPE should be labeled accordingly.
7		<b>Five Year Plans</b>
		All HoDs were to go through and revise if necessary, the proposed Five Year Plans before sending the same to CVM for approval.
8		<b>AAA</b>
		The principal informed all Heads that the Gujarat Govt. had adopted the NAAC Model for granting AAA and that the college has already applied for the same. The team may be invited in January 2014.
9		<b>Credit Point System</b>
		The Principal reminded all Heads to suggest any other criteria that can be included in the Credit point System adopted by the CVM before it is finalized.
10		<b>Invitation to Retired Teachers</b>
		All Heads were asked to invite willing retired faculty from college for lectures.
11		<b>Alumni Meet</b>
		Mr Piyush Lashkari was asked to meet local eminent alumni for a preliminary meeting at the earliest.

The meeting ended with a vote of thanks to the chair.



3rd

Minutes of the Principal's Meeting with the Staff Members (Teaching & Non Teaching)

(77)

**Date: 22/2/2013**

**Time: 3.30 pm**

**Venue: room No 13**

		The Principal welcomed all and began the meeting
1		<b>NAAC</b>
	I	The Principal informed everybody that this meeting was being held to apprise the staff about the NAAC Peer team visit to the college from 10th to 12th of March. Therefore 10th March, Sunday 2013 would be a working day. He expressed confidence that with the cooperation and support from all, the college would get a good grade .
	ii	Different committees have been formed for the three day NAAC visit and the list would be circulated soon. However, the Principal stressed four major committees Alumni, Parent Teachers, students and Cultural Committee and their respective conveners and outlined their roles on the first day of the NAAC team's visit. The Conveners were also asked to prepare a brief which can be used to begin the respective meeting with NAAC Team. Some students could be prepared to anchor the programme.
		<b>Alumni</b> : Prof Piyush Lashkari to ensure that at least 50 alumni visit the college to meet the NAAC team. It would be better if at least 10 alumni are prominent.
		<b>Parent -Teachers' Association</b> : Dr Rekha ben Patel to ensure that at least 50 Parents /guardians visit the college on 10th Feb. It would be better if some can express themselves in English as the team members are South Indians.
		<b>Students</b> : Dr Charudutt Gurjar to get in touch with Secretaries of the Central Committee and students of NCC ,NSS, Sports through Dr Morekar, Dr LK Chauhan and J K Chauhan respectively. Besides some other meritorious students from different classes also to be identified, and all of them briefed properly. A total of 100 students must be present during meeting (20 central committee+15 NCC+15 NSS+15 Sports+20 meritorius+20 others). A meeting of this group must be organized before NAAC visit to brief the students about the event.
		<b>Cultural Committee</b> : Dr Rajiv Bhatti and Prof Kamlesh Raval to prepare students for a small cultural programme of about 45 minutes duration for 10th Feb. Few faculty members must be involved to present something.
	iii	On the first day of the Peer Team's visit, the team would view the Principal's Presentation, followed by Heads' Presentation and then they would start their departmental visit.
	Iv	The Peer Team would have lunch with the Management in the afternoon and continue with departmental visits post lunch. This would be followed by their meeting the Alumni, Parents and students. The Cultural Committee would present a Programme on the same evening.
2		On the second day of the visit on 11th February, the Peer Team would visit the hostels, health centre, play ground, gymnasium. In the hostel, a group of students to be kept ready to meet the Peer Team.
3		On the third day of the visit on 12th Feb., the Peer Team would verify Documents, prepare the report and hold an Exit Meeting with the staff
4		In view of the time needed for NAAC, 3rd of March, Sunday would be working and it will be later compensated. Dr C L Patel and his team will

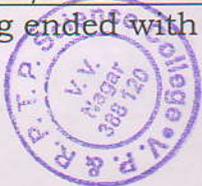


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J. M. W.  
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		conducted a mock visit to each dept on 4 <sup>th</sup> March. So each departmental presentation and files to be ready by 3 <sup>rd</sup> March
5		All leave applications will be approved by the Principal only till the NAAC visit is completed
6		Principal informed that new identity cards are ready; all the staff members were asked to deposit the old one and collect new from library within two days. Putting the identity card is must for all the members and this must be followed strictly.
7		<b>DEPARTMENTAL CLEANLINESS &amp; READINESS</b>
	i	All Depts. were asked to ensure that the departments are kept clean.
	ii	All HoDs were asked to ensure that the fire safety devices and First Aid kits were properly placed and easily visible in the labs. They should also ensure that the fire extinguishers are checked for expiry and are refilled if necessary.
	iii	All Lab assistants to ensure that the Stock Registers and Bill Books are up to date.
	iv	All depts. were asked to get incur small expenses (if needed) for NAAC from their budget to be shown in sundries. In case the expense is bigger, it could be approved from the office.
	v	Important instructions for labs can be printed on Flax boards.
8		<b>EXAMINATION</b>
	i	The principal informed everybody that the University Theory exams have been postponed to 8 <sup>th</sup> April. The Practical Exams will be conducted prior to theory exam.
	ii	Internal practical exam will be from 25 <sup>th</sup> Feb and theory exam will be from 7 <sup>th</sup> March, 2013.
9		<b>AUTONOMY</b>
		The Principal cautioned everybody against needlessly spreading misinformation about autonomy. He informed all that Dr P M Patel of Industrial Chemistry dept has been given the guidelines to make a detailed study and prepare a summary of pros& cons which can be later discussed with the CVM to address our concerns properly. I will address you separately on autonomy and its benefits, he said.
10		<b>IQAC Coordinator, Dr Nikunj Bhatt's Instructions</b>
	i	Dr Bhatt gave information about the PEER TEAM
	ii	The list of committees will be circulated later
	iii	The documentation about Extension Activities(NSS/NCC) to be kept in readiness
	iv	The Grievance and Redressal Committee should keep their Policy Document ready
	v	Women's Cell & Anti Harassment Cell will be called Women's Empowerment Cell after NAAC.
	vi	All faculty members to keep the first page of their published articles ready.
	vi	The copy of thesis of staff and students who have completed their research from college to be kept in the Departmental Library.
	vii	Each dept can highlight winners of Gold medals and students who clear NET/SLET for NAAC visit.

The meeting ended with a vote of thanks



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*[Signature]*  
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# Minutes of the Principal's 9<sup>th</sup> Meeting with the Heads of Departments

Date: 24/1/2013

Time: 1.30 pm

Venue: Principal's office

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Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. RH Sadhu, MR P A Lashkari, and Mr Dhavat Shah

The Principal welcomed all and began the meeting

1	<b>NAAC</b>
i	The Principal informed everybody that Feb 26 and 27, and march 4& 5 are the tentative dates given to NAAC and that we are awaiting communication from them. The Internal exams of the college may be advanced in case the NAAC team gives dates in Feb for their visit.
ii	All staff was asked to prepare a personal file
iii	All HoDs to prepare departmental file.
iv	The departmental PPT presentation w would be seen on 29 <sup>th</sup> Jan at 4.00 pm in the Internet lab to finalize a the most suitable and uniform presentation for all depts.
v	The Principal also informed all that the college leaflet is being prepared for students for NAAC
vi	The Principal also informed everybody that retired teachers of the college are being called on 31 <sup>st</sup> Jan 2013. Dr BC Dixit has been asked to contact all HoDs for contact details of their respective retired staff members.
vii	The Principal also informed everybody that the students' feedback will be collected by Dr Rekha S Patel.
vii	All the staff members were asked to fill the Self appraisal forms sent by Dr Nikunj Bhatt and mail it back to him.
2	<b>FORTHCOMING EVENTS</b>
i	The Sports Day would be held on 2 <sup>nd</sup> Feb and Dr J K Chauhan would look after it.
ii	The Talent Day would be held on 14 <sup>th</sup> Feb and Mr Kamlesh Raval would look after it.
iii	The Prize Distribution Programme would be held on 15 <sup>th</sup> at 3.30 pm and Dr M M Morekar would prepare the list.
iv	The College Annual Day would be held on 16 <sup>th</sup> Feb from 11.00 am onwards and the Chief Guest for the function is Dr G Srinivas, Jt. Director, UGC, Pune. This would be followed by lunch from 1.00pm onwards.
	The Prize Winners should be seated right in front to avoid wastage of time .
v	The Science Day would be held on 28 <sup>th</sup> Feb and a well known scientist will be the Chief Guest and deliver a popular talk on science.
vi	The Womens' day would be observed on 8 <sup>th</sup> March and Ms. Medhaben Patel would look after it.
viii	The National Conference being organized by Electronics Dept from 7 to 9 <sup>th</sup> March would be looked after by Prof. Piyush Lashkari and Dr Mnaxi Vinodkumar.
	The Principal expressed the desire that all staff cooperated to ensure successful conduction of all functions.
3	<b>SYLLABUS</b>
	Each Dept was asked ensure completion of at least 3 units in each paper by 14 <sup>th</sup> Feb.
4	<b>UNIVERSITY EXAM</b>
	The University exam would tentatively begin from 25 <sup>th</sup> March 2013.

The meeting ended with a vote of thanks.

Dr. Bhavesh Patel

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# V.P. & R.P.T.P. Science College, Vallabh Vidyanagar

Minutes of the meeting of staff alumina of V.P. Science College held on 29<sup>th</sup> June 2013 at Conference room, the following points were discuss

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- Principal and president well-come everyone and expressed the willingness to proceed in structured way by registering the association.
- Mr. Hiren Patel, legal officer CVM suggested that instead of getting registration it should be in the form of some other method.
- Following core committee to resolve and finalize the issue was formed
  1. Mr. P.A. Lashkari (Convener)
  2. Dr. J.K. Baria
  3. Dr. H.R. Maradia
  4. Dr. T.H. Patel

Committee will submit its report within seven days.

- A mega alumni meet approx 5000 person in the month of December 2013 was proposed with various events viz. live concert, Dinner.....  
The following committee for the event will finalize the tentative dates, detailed programme, budget etc. and submit the report within seven days.
  1. Dr. H.N. Patel (Convener)
  2. Dr. (Mrs.) R. S. Patel
  3. Dr. B.C. Dixit
  4. Mr. K.C. Raval
- Online registration and tie up with the bank for payment of registration fee was proposed. The member in charge for the same will be
  1. Dr. (Mrs) Minaxi Vinod Kumar (Convener)
  2. Dr. A.R. Jivani

Committee may take help of BCA department for the same and will submit the report within seven days.

- Focus was drawn on the key areas on which the association is targeting are:
  1. Canteen block development,
  2. Solar lighting in the campus
  3. Library building extension
  4. Compound wall
  5. Pond and fountain in the botanical garden
- At the end a request for the contribution of Rs. 11111/- which was decided in the earlier meeting by staff members (who are still left) towards the association was appealed.

Meeting ended with vote of thanks

Dr. Bhavesh Patel

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Mr. P.A. Lashkari



## V.P. & R.P.T.P. Science College, Vallabh Vidyanagar

### Minutes of meeting of old professors of College

A meeting of retired professor of V. P. Science was organized on 31/01/2013 at 3.00 pm, in the principal's office.

25 retired professors likely to be available in the campus were invited for the same and out of that 15 were remain present including Professor (Dr.) S. J. Patel Joint secretary, CVM.

Principal Dr Bhavesh D. Patel introduced himself and he welcomes all the old faculty members. Dr. B. C. Dixit gave introduction of all the retired teachers to Principal.

Principal Dr. Bhavesh D. Patel explain the motto behind the meet. He enforced to strengthen the relation amongst the retired teacher and college as well as with alumni. In the beginning he explained about three pillars of the academic organization i.e. students, teachers, and parents. This part was taken care by the college in the form of parent teacher meeting, students orientation programme, alumni meet etc.

He further emphasize on the need of networking of college with Industries, old professors and society. In this connection the meet of old professors was organized. Such interaction will benefit the students of the college, present teachers of the college, and the college at large.

The idea of such meeting was welcomed by all the old professors present. During the discussion hours following was decided –

1. An identity card must be issued to all the old professors of the college.
2. Principal offers the library facility to all the old professors.
3. It was also decided that if any professor want to use laboratory facility of college for any short/ long term project in association with present faculties is welcome.



4. All the present heads of various departments were instructed to arrange guest talk of these professors at regular interval.
5. Dr. C.C. Patel of English department offered his services at any time, which was appreciated by all.
6. Dr. Harish Gershom emphasizes on release of mental stress and he offered his services in the same direction through music therapy. He also point out the need of connecting the students with the society. He donated Rs 1000/- for needy students.
7. Dr. L.F. Rabari opened the discussion on helping the economically weak student in perusing their studies.

Principal invited all the old teacher for annual day celebration on 16<sup>th</sup> Feb, 13.

Finally data of all the present retired staff was up dated and Principal expressed their gratitude for their presence in the meet.

Dr. B.C. Dixit  
(Convener)



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# V.P. & R.P.T.P. Science College, Vallabh Vidyanagar

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## GIRLS HOSTEL REPORTS (Jan. 2013)

Every year about 150 girls are accommodated in the CVM management's hostel (Ranak and Square), C.J. Patel ladies Hostel. The girls are commonly have following problems:

1. Hygiene and sanitation problem.
2. Water problem
3. Hot water problem
4. Food problem
5. Their leave letter problem etc.

This year girls have complained twice / thrice regarding these problems. We the in charge teachers have tried to solve these problems. We have visited the hostel many a times and discuss the issues with Rector Ms. Uma Desai and tried to find out the solution. The girls of the hostel had given in writing to our Principal Sir, it was filed. Our principal had also taken initiation to sort out these few problems, by visiting himself in the hostel twice. He has also asked the in charge teachers i) Dr. (Mrs.) Rekha Suresh Patel, ii) Dr. (Mrs.) Nayna H. Brahmbhatt and iii) Mrs. Ranjani Menon, to visit the hostel time to time and the rector madam also. This was practiced by these members and they also tried to sort out them.

This year when it was complained by the girls students third time principal sir took a bold initiation and brought all the stake- holders in the same platform including the joint secretary of the CVM management Shree Bhupendrabhai Patel, Rector madam Mrs. Umaben Desai, Principal, all the in charge teachers and girls. At the begning girls have put their problems. Everybody tried to understand and solve the problems of the girls. It was then told to girls that things will be OK. We think they are now comfortable with the hostel facilities, as there is no more complain from their side so far.

Dr. (Mrs) Rekha Suresh Patel,  
Girls hostel-LR

Principal

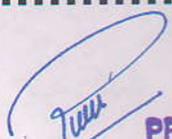
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ORIENTATION PROGRAMME FOR GIRLS STUDENTS

1. An "ORIENTATION PROGRAMME FRO GIRLS STUDENTS " was organized under the umbrella of the hostel (girls) committee, L.R. and women empowerment cell of the college on 10<sup>th</sup> July 2013, at 4.30 pm in the central hall of the college.
2. Principal Dr. Bhavesh Patel well come all the girl students and explain the purpose of the meeting. He emphasized the importance of hostel life that teaches them a lot. You become bold and smarter.
3. He also mentioned that if any girl student is facing any sort of problem can approach any of the lady staff members of the college. He assured that they are not alone we all are there with them. These words of principal sir definitely have boosted their moral, which is required at this age. He said that the phone number of the respective staff members is displayed on the notice board, in the ladies rooms.
4. He also mentioned about the women cell and its activities, which is already there in our college. This cell organizes various activities throughout the year.
5. He concluded with these words that "you all are my daughters for any problem you can approach me even after the college timings if you are in trouble." One can store my cell number. These words of principal sir show the concern about the girl's students of the college.
6. Dr. (Mrs) Rekha S Patel, coordinator, Hostel (girls) committee and Ladies room, motivated girls students and emphasize on adaptation. Also regarding their food and food habits, life style in the hostel, room partners and friends, hostel discipline, timings etc. She said that we all should enjoy the degree of freedom but not swachhndta (स्वच्छन्दता). Feel proud of yourself that you are a woman. After thy God, it is you who can create on the earth. She also said that look into the trees how they are bonded with the soil? Otherwise ask them what would have been to them during the heavy storms. Same way we the female should have some bonding, not only women but for any human being, there must be some bonding, some sets of rules, discipline to live the life happy and healthy. She also mentioned that for hostel they can approach Dr. (Mrs) Nayna Bhrahmbhatt madam (Biology) and Dr. (Mrs) Trupti Darji madam (chemistry)
7. She also added that as it is told by principal sir, any problem if they are having in the hostel, or in the college or even outside the premises can approach us immediately without hesitating. The ladies rooms (L.R.) are for you try to keep them neat and tidy. Any problem with the L.R. can approach Mrs. Ranjani Menon madam (Microbiology) or Dr. Geetha M. Patel madam (Chemistry).
8. Mrs. Medha K. Patel, coordinator, women empowerment cell, she also addressed the girl students. She made them aware of the activities carried out by the women cell. She explained about the women empowerment. How one can empower herself? What are the types of harassments (written/ verbal)? She introduced the women cell members Mrs. Pragnaben Patel (Microbiology), Mrs. Vanita Patel (Microbiology), Mrs. Truptiben Darji (Chemistry). She had also said the same that for any harassment do tell us, inform us. We are always there with you.
9. About 500 girls have attended the same.
10. Meeting ended with vote of thanks.

Dr. Bhavesh Patel

  
PRINCIPAL  
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Dr. R.S. Patel

# V.P. and R.P.T.P. Science College, Vallabh Vidyanagar

## Research Cell

A meeting was called by the Principal, Dr. Bhavesh Patel on date 03/04/2013, 3.00 pm at conference room. Following members were present –

**Dr. K.D. Patel (Convener), Dr. H.N. Patel, Dr. M. V. Kumar, Dr. P.M. Patel(IC), Dr. V.K. Sinha, Dr. J.K. Baria, Dr. N. H. Brahmbhatt**

In the beginning Principal Sir benevolently welcomed all members of research cell committee and had a discussion on the research agenda. The discussed points over the meeting were as stated below.

1. Proper records of research activities should be maintained in soft as well as hard copy viz. publications, presentation, attendance of seminar or workshop, awards, sanction of research projects etc. by any of the faculty must be immediately submitted (along with proof i.e. first page of paper published, certificate received, sanction letter etc.) to Coordinator, Dr. K.D. Patel.
2. A record of information shared with any agency e.g. SICART, SPU, and CVM. Must be maintained by the cell.
3. News letter related to research (4-5 pages) covering abstract of publication, project, awards, patents etc. to be published once in a year, for the period of 1<sup>st</sup> Jan – 31<sup>st</sup> December. Publication month January every year.
4. Half day or one day seminar for upcoming teachers to inculcate the research culture i.e. writing the project proposal, publications, interdisciplinary research activities etc. should be conducted twice per year
5. Secretarial Assistance disbursement rules to be framed in reference to the guideline of UGC, DST, SPU etc.

  
 Dr. Bhavesh Patel  
 Principal

Dr. K.D. Patel  
 Coordinator, Research Cell

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