

Minutes of the Principal's 11<sup>th</sup> Meeting with the Heads of Departments

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Date: 3/4/2014 Time: 12.30 pm Venue: Conference Hall

The Following Heads - 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, and IQAC Coordinator Dr Nikunj Bhatt, Librarian L.M. Katara were present at the meeting

	The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting	
	The principal informed that the XII th Plan Guidelines have been mailed to all HoDs and that there are 12 heads under which the General Development Grant has to be utilized. So all HoDs are being given the responsibility of a criterion to plan and suggest how the grant can be utilized. The Principal also said that this has to be done soon as the UGC may demand it in summer. The Following are the criteria and the HoD responsible for the same:	
1	Books and Journals	Mr LM Katara, Librarian
2	Lab Equipment	Dr HN Patel & Dr B C Dixit
3	Maintenance of equipments	Dr VK Sinha
4	Building	Mr Piyush Lashkari & Mr NY Patel
5 & 11	Improvement of existing premises	Dr PM Patel
6&7	Competency Building and Educational Innovation	Dr Charudutt Gurjar
8 & 9	Field Work/Study Tour and Extension activity	Dr J P Patel
10	ICT in Education	Mr RH Sadhu
14	Career & Counselling	Dr BC Dixit
	All HoDs were asked to give a brief, justification and approximate cost about their respective proposal after studying the guidelines mailed to them.	
	Meeting ended with a vote of thanks to the Chair.	

  
Dr. Bhavesh Patel

Principal

**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

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Date: 4/3/2014 Time: 2.00 pm Venue: Principal's Office

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 J P Patel, Mr. NY Patel, Mr. RH Sadhu, Mr Dhavat Shah.

	At the very outset the Principal, Dr Bhavesh Patel welcomed everybody and began by thanking all the HoDs for extending whole hearted cooperation and support throughout the year in making all the functions/ events a great success. Thereafter the following points were discussed and finalized
1	Arrear Test for MCQ Evaluation
	Considering the fact that many students missed their regular MCQ tests due to genuine reasons, it was decided that an Arrear Test in MCQ would be held soon after the Arrear Test in Theory. The MCQ Arrear Test for all subjects will be held on the same day. The HoDs may use the previously used papers by reshuffling the questions or by addition or deletion of few questions as per the convenience. The arrear test for SY and TY will be organized by the department itself.
2	Internal marks
	The format for the internal Marks has been mailed to all HoDs and the marks have to be entered in the same and are to be submitted in hard as well as soft copy. The tentative detention list is to be prepared by the heads simultaneously and consult about the same with other concern departments.
3	Academic and Administrative Audit(AAA)
	ANNUAL QUALITY ASSURANCE REPORT (AQAR) forms will be sent to all depts. for information needed for NAAC compliance and AAA. All HoDs were requested to send the same by 15 <sup>th</sup> April 2014 to enable the IQAC team to compile the report.
4	Student support
	In view of the fact that a large number of students taking admission in Semester 1 belong to Gujarati medium background and that they struggle to comprehend lectures, all the Depts have been asked to compile the terminology used in their respective papers/ subjects and give Gujarati equivalent to allow such students to improve their performance. The same has to be made ready by the beginning of the next term in June 2014. This was the suggestion came from one of the parent during PTM.
	The meeting ended with a vote of thanks to the chair

Dr. Bhavesh Patel

Principal

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**V.P. & R.P. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**





V.P. & R.P.T.P. Science College, Vallabh Vidyanagar  
(Managed by Charutar Vidya Mandal)

MINUTES OF THE MEETING WITH THE RETIRED TEACHERS

DATE 5/9/2014.

Time 3.30-4.30 pm

On the occasion of Teachers' Day a meeting of retired professors of V. P. Science was organized in the college as a mark of respect to their contribution to the Institution.

14 retired professors who were available in the campus were invited, attended the meeting. All the Heads of Department and Dr. Rekha Patel, Vice President of Students Central Committee were also present.

Principal Dr. Bhavesh D. Patel explained the objectives behind the meet. The foremost being the need to strengthen the relations amongst the retired teachers and college. Principal R. P. Patel was honored as the Chief Guest of the function . Principal Dr. Bhavesh D. Patel welcomed all the professors all were presented with bouquets . Dr. B. C. Dixit then introduced all the retired teachers.

Principal Dr Bhavesh D. Patel spoke at length the about progress of College in past few years and reaccreditation of college by "A" grade from NAAC, Bangalore and by KCG. He also informed them about CPE status and grant received from UGC, as well as grant received for research activity.

Shree R. P. Patel, Dr. L. F. Rabari, Professor C. C. Patel, Shree B R Shah, Shree B A Patel, Dr A J Dave, Shree V C Shah, Shree K M Patel, Shree B D Patel actively took part in the discussion related to remedial class, NCC activity, library facility, potentiality of staff, deficit of staff, project work to final year students, and industrial visits, They recommended giving Prize to students with 95% attendance.

The meeting ended with thanks giving to all the respected retire teachers by Principal.

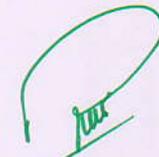
The following were present

Shree R P Patel, Dr. L. F. Rabari, Professor C. C. Patel, Shree B A Shah, Shree B A Patel, Dr A J Dave, Shree V C Shah, Dr N R Patel, Smt Saroj Pandya, Ms Neela Dave, Shree K M Patel, Shree M H Patel, Shree R A Patel, Shree B D Patel he meet.

Coordinator

Dr. B.C. Dixit



  
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VALLABH VIDYANAGAR-388120.

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

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Minutes of the Principal's 3rd (2014-15) Meeting with the Heads of Departments

Date: 09/09/2014 Time: 2.30 pm Venue: Principal's office.

The following Heads were present at the meeting: Dr H N Patel, Mr Piyush Lashkari, Dr P M Patel, Dr J P Patel, Dr C R Gurjar, Mr R H Sadhu, Mr. Aashish Joshi

	The Principal welcomed everybody and began the meeting
1	Principal Sir briefed all the heads about the decision taken in the principals meeting at University about the Term schedule for 1st year B.Sc.
	The starting date of Sem I term is 4 <sup>th</sup> August 2014.
	As of now the summer break will be postponed by one week.
	Final decision will be communicated by University.
2	<b>UNIT TEST at SEM 5 and SEM 6</b>
	It has been decided to consider <b>the best two performances out of four tests</b> in the interest of the students. However, the students are not be informed about this till all the four tests are conducted to ensure their seriousness about the same.
3	<b>ATTENDANCE</b>
	The Principal asked all the HoDs to make sure that attendance is taken and compiled properly to avoid mistakes. He also said that he would randomly check the registers of staff members.
4	<b>COUNSELLING</b>
	The Principal informed that from the next term, a special counseling period of 20 Minutes will be allotted every week on Saturdays. This will ensure that each group meets their counselor without fail and it will be easy to monitor the students. More details will be supplied at a later date.
5	<b>INTERNAL EXAMS</b>
	The following are the tentative dates of the Internal exams
	Practical: SY & TY - 22/9/2014 To 27/9/2014
	SY Theory & FY Practical 7/10/2014 To 15/10/2014
	Arrear Test : 16/10/2014 To 18/10/2014
	Revised pattern for FY, SY internal exam is- 05 marks (attendance), 05 marks (Chart/assignment) marks obtained of this, half will be added to internal. A test of 25 marks will be conducted with following pattern - Q-1 MCQ (three of one mark each) Q-2 Short answer questions (Any two out of three, 02 marks each) Q-3 Long answer questions (three with internal option, 6 marks each)
6	<b>SUGGESTION BOX</b>
	It was suggested that the suggestion Boxes installed in the college need to be revived and it was also suggested that their location be changed for better access and use.
	The meeting ended with a vote of thanks to the chair.

Dr. Bhayesh Patel

PRINCIPAL

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



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

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## Minutes of the Principal's 2nd (2014-15) Meeting with the Heads of Departments

Date: 14/07/2014

Time: 4.00 pm

Venue: Conference Hall

Following Heads were present- 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 Ashish Joshi

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting by congratulating all for securing A grade during the AAA Accreditation. A copy of the certificate was given to each dept.								
1		<b>Attendance</b>								
	I	The attendance will be counted from July 1 <sup>st</sup> for Sem I. The list of coordinators will be sent in a day or two who will compile the attendance for each class and submit it to the office latest by 3 <sup>rd</sup> of every month. The office in turn will compile the attendance of all students and display it on the notice board latest by 5 <sup>th</sup> of every month.								
2		<b>Mentorship</b>								
		Mentorship of each division especially the Sem I and SemII divisions has been decided. The mentors (HoD) should talk to the counselors at least once a month and be apprised through feedback from them.								
3		<b>Academic</b>								
		In view of the fact that, officially the session of FY starts from 28/7/2014 and that we have already started, teachers should be asked to go slow so far as teaching is concerned to avoid a situation where the syllabus is completed early and the students stop coming in the classes and term will be longer.								
		HoDs have been asked to monitor the teaching of the new faculty that has been taken up to ensure quality teaching. If need be they can even sit in the class and observe								
4		<b>Internal Exams</b>								
	I	As decided in the previous meeting it was decided to allot topic based chart work (Half Size)/Biography of scientist in Sem 1 and 2 instead of Assignments. The best chart may be displayed in the Lab and even awarded with a certificate to motivate students.								
	ii	In Sem 3 and 4 Assignment will continue.								
	iii	In sem 5 and 6, students will either do a field trip or a seminar (in place of assignment). But student cannot repeat the activity .For instance, if he/she has given a seminar in Sem 5, then in the 6 <sup>th</sup> Sem he/she will have to undertake a field trip and write a report.								
	iv	The Unit Test conducted in Sem 5 and 6 will have duration of One Lecture Period and the paper pattern will be as given under <table style="margin-left: 20px;"> <tr> <td>Q1 MCQs (03)</td> <td>3 marks</td> </tr> <tr> <td>Q2 2 Short Qs out of 03</td> <td>4 Marks</td> </tr> <tr> <td>Q3 01 or 01 Long Q</td> <td>8 Marks</td> </tr> <tr> <td>Total</td> <td>15 Marks</td> </tr> </table>	Q1 MCQs (03)	3 marks	Q2 2 Short Qs out of 03	4 Marks	Q3 01 or 01 Long Q	8 Marks	Total	15 Marks
Q1 MCQs (03)	3 marks									
Q2 2 Short Qs out of 03	4 Marks									
Q3 01 or 01 Long Q	8 Marks									
Total	15 Marks									
		4 Unit test have to be conducted (15 X 4= 60) 60/3= 20 + 5 Marks Attendance + 5 Marks Seminar/Field Trip= 30 Marks (final Internal)								
5		<b>Lab Equipment</b>								
		An upper limit of Rs 3 Lakhs has been kept for Phy, Chem., Biology, Micro Biology, IC, and Electronics. The procedure for procuring the equipment should be strictly followed with minimum 3 quotations with all specifications and details.								
		It was decided to replace all CRT monitors with TFT monitors in all dept especially Math, English, CS and BCA. Moreover, all the proposals regarding RAM and Hard Discs should be given To Mr R H Sadhu.								
		Proposals to buy software can also be considered.								
6		<b>Maintenance of Equipment</b>								
		The department must repair all the equipments and keep them ready to use. Any equipment								



	which is not repairable must be written off by following the standard procedure. The maintenance contract should have well defined terms and conditions with the estimate
7	<b>Workshops/Conferences/ Seminars/Guest Talk</b> The Principal stressed on the need for all Depts. must organize seminar/conference etc. At least one guest talk per semester must be organized. It must be ensured that we do not repeat the guests. He added that the UGC gives funding of Rs 1 Lakh for State level and Rs 1.5 Lakhs for Organizing National Level seminar. This year IC and Chemistry will jointly host a Seminar while the Math Dept has been asked to plan a workshop and Microbiology and Biology Depts. have been asked to plan a seminar/conference. The last day for submitting the proposal for seminar/workshop/conference and for Minor research project proposal is 31/7/2014.
8	<b>Painting Work in Dept</b> A painter has been fixed for numbering the tables/chairs/etc as per the assets Register. All HoDs Should keep the data ready. The painting should be in the following manner VPM/PHY/T-1 T -Table, Ch -Chair, CB -Cupboard etc.
9	<b>Nomination of Vice President</b> Dr Rekhaben Patel has been unanimously nominated as the Vice President of the Students' Central Committee for the Academic Year 2014-15.

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The meeting ended with a Vote of thanks to the Chair.

Dr. Bhavesh Patel

Principal

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



The Following Heads - Dr H N Patel, Mr B Lashkari, Dr V K Sinha, Dr P M Patel, Dr C R Gurjar, Dr B C Dixit, Dr J P Patel, Mr. NY Patel, Mr. R H Sadhu, and Mr Ashish Joshi were present.

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	The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting
	AGENDA: Discussion of the Policy Documents: 1) Industrial Visits/Training etc. 2) MoU between college and Industry, 3) Faculty-Institute Relation
1	<b>Industrial Visits/Training etc</b>
i	It was decided that Group Travel Insurance should be mandatory whenever a visit is planned out of station.
ii	It was also decided that a common Performa regarding Parents'/guardian's consent to their wards going on such visits, will be framed and circulated. A signed consent should be made a must. <b>Action-Dr. B.C. Dixit</b>
iii	There was complete unanimity that the escort faculty must brief the group the industry they are going to visit, its products, processes etc. The students must make it a habit to carry a note pad for notes. All students must submit a report of the visit.
2	<b>Industry-Academia Interaction</b>
	It needs to be stressed that the Industry with which we sign an MoU and institute, have no financial liabilities and they will be under no obligation to give jobs to our students who visit the plant for training. The primary objective is to develop a healthy and fruitful Industry-Academia relation that will facilitate industrial visits for students and faculty, expert talks by industry Personnel., get their inputs in curriculum etc. In short it should be a two-way collaboration.
i	The Principal proposed that initially at least 10 diversified industries be targeted, invite them for discussions leading to signing of the MoUs.
ii	It was decided to draft a common introductory letter with a concise profile of the college, its activities and the objective of the invitation as a starting point.
iii	It tentatively decided that the first such meet be held in the 1 <sup>st</sup> week of January. The exact date will be finalized later. <b>Action - Dr. V.K. Sinha</b>
3	<b>Faculty - Institute Relation</b>
	The Faculty-Institute relation document was also discussed at length and unanimously accepted.
4	<b>Institute-Institute Interaction</b>
i	On the lines of Industry-Institute Interaction, the Principal expressed plan to draft a an Institute-Institute Interaction Policy aimed at allowing for faculty and student exchange with "A" graded colleges within the State. Later, collaboration with institutes from neighboring states may also be considered.
ii	Dr P M Patel has been made the Convener of this policy and the tentative date of the meeting with the prospective college Principals/representatives is January, 2015. The initial target is to have a collaboration with at least 5 colleges.
5	<b>Examination Issues</b>
i	An Orientation programme for new faculty would be conducted for new faculty to make them aware of various issues related to examination processes, supervision duties etc. on 13/11/2014. Dr H N Patel and Dr P M Patel have been asked to conduct the programme.
ii	A general staff meeting will be held on 14/11/2014 at 2.00 pm <b>2.00 pm</b>
iii	All were informed that the FY(Sem 1) Practical will start from 11/11/2014 while the S Y/TY Theory will start from 17/11/2014
V	Mr R H Sadhu has been asked to prepare a marksheet pattern in Excel for TYBSC to be circulated among all depts. The mark sheet should be in the following pattern:
6	<b>State level Seminar on Medicinal Plant Research</b>
	The Principal informed all that the Biology Dept is going to organize a One Day State level Seminar on Medicinal Plants on 11/11/2014.
7	<b>Cleaning of Depts.</b>
	All depts. must ensure that the labs, classrooms etc are cleaned before the college closes for the Diwali Break.
	The meeting concluded with a vote of thanks to the chair.



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

Dr. Bhavesh Patel

Minutes of the Principal's 9<sup>th</sup> Meeting with the Heads of Departments

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Date: 15/2/2014

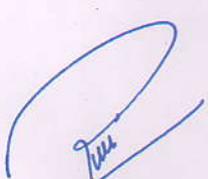
Time: 11.30 am

Venue: Principal's office.

Following Heads 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 NY Patel, Mr. R H Sadhu , Mr Dhavat Shah

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting. The following points were discussed and finalized:
1		<b>Exams</b>
		The Principal informed all that the Internal Practical Exam would be from <b>3/3/2014</b> , Theory from <b>10/3/2014</b> and Arrear Tests would be from <b>24/3/2014</b> . Time table is to be prepared by Dr. H.N. Patel with the help of Shri Arjunbhai <b>The semester ending exams would start from 7/4/2014.</b>
2		<b>Syllabus for internal exams</b>
		It was decided to include three units for the internal tests.
		No MCQs to be asked in the exams.
		The paper pattern should include 1) Short Questions [3 out of 6], = 6marks, 2) 3 Long Questions, with Internal options equal to 8 marks each.
3		<b>CPE Status</b>
	a.	The Principal informed and congratulate all the HoDs that the CPE Status of the college has been renewed and a grant of Rs 1.3 Crore has been approved over the next five years.
	b.	He asked all the heads to pass on this information to all the staff members of the department and congratulate them on my behalf.
	c.	He thanked all the staff members and particularly Dr. Nikunj Bhatt for his constant effort to achieve this status.
	d.	He also informed the HoDs to prepare a proposal to use up a total of Rs 5 lakhs from the previous grant to buy new equipment. All are requested to prepare a detailed comparative with at least 3 quotations to make decision making easy and transparent. The purchase committee must have Head, one or two senior faculty members, and Principal. All the quotations must be called and sealed quotations must be opened in presence of purchase committee. This is to be completed before March 2014.
4		<b>Parent Teachers' Meeting</b>
		All Counselors who were free were requested to remain present in the central hall on 16/2/2014 at 9.00 am for the meeting.
5		<b>Annual day</b>
		All HoDs will be given extra invitation cards to extend invitation to the guest faculties /resource persons in each dept.

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

  
Dr. Bhavesh Patel

Principal

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



Minutes of the Principal's 1st (2014-15) Meeting with the Heads of Departments

Date: 19/6/2014

Time: 11.00 am

Venue: Conference Hall

Following Heads were present- Dr H N Patel, Dr P M Patel, Dr Nikunj Bhatt, Dr BC Dixit,, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. RH Sadhu, MR P A Lashkari, Dr Rekha S Patel, Mr Ashish Joshi, Mr L M Katara, and Mr. Bhaskar Parekh.

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting with a review of the points discussed during the previous meeting on 24/ 4/2014.
1		<b>Admissions</b>
	I	The Principal informed everybody that as the instructions from higher authorities regarding online admissions were neither clear nor timely, as usual we went ahead with the process and admitted 760 students for Sem 1. The bifurcation is as under: A Group-493, B Group-276,, Instrumentation-17, IC-67, BCA 27. The University in its letter has clearly stated that the admissions of those already given will not be affected. However, any new admissions for available seats, except SF seats, have to be through online process as declared by the Govt. of Gujarat.
	ii	The Principal also informed that all FY Theory Classes will have 150 students and this has necessitated allotting room No 8, 13, and 39 for FY Theory.
2		<b>Programmes for Day One i.e 23/6/2014</b>
	I	Common Staff meeting at 10.30 am to be addressed by Secretary, CVM, Dr J D Patel.
	ii	Orientation programme for F Y B Sc Students. Dr J P Patel and Dr BC Dixit to be in charge of the same.
	iii	Dr Rekha S Patel to brief Counselors after staff Meeting in Conference Room. Meeting of Counselors with their respective group of students in rooms allotted to them. Counselors to take written undertaking from students and their guardians/ parents
	iv	Orientation for SC/ST/OBC students: An Orientation Programme has been organized to brief them about various Govt Schemes.
	V	Admission Committee Meeting for SY B Sc at 4.00 pm
3		<b>Academic session</b>
	I	As per the University Circular, the academic sessions are to start from <b>22/7/2014</b> . However, since we are not being affected by the current online process, all were of the opinion that we should start the teaching. Therefore, theory the teaching will begin from <b>26/6/2014</b> and the Practical will begin from <b>7/7/2014</b> .
4		<b>Media Visibility</b>
		In order to increase media visibility of the college activities, all HoDs hence forth should prepare a brief report of any activity and send it to Mr L M Katara who will ensure that it gets proper press publicity.
5		<b>AAA Visit</b>
		The AAA visit in the college has been scheduled on 7/7/2014. Dr Nikunj Bhatt and Dr Charudutt Gurjar will prepare a detailed programme. The principal will have a separate staff meeting regarding this.
	I	All Depts have to update the presentation prepared for NAAC by adding more slide(s) about the last year's activities.
	ii	Since all faculty will be present in the college from 9.00 am onwards, a working lunch will be arranged.
	iii	It was decided to select students who will meet the Peer Team. Rekhaben to contact 25 Parents, 10 students each from Sports, NCC and NSS (Respective faculty to take note), 25 students from our alumni (Mr Piyush Lashkari) and 10 students selected by Dr Charudutt Gurjar
	iv	All faculty should remain present for the Exit Meeting



6	<b>Star Status</b>
	The Dept of Bio-Technology, awards Star Status to deserving colleges. Only a few in Gujarat have got this. We have decided to apply for the same for Physics, Chemistry and Biology Depts. The respective HoDs have been asked to go through the proposals and sent it before deadline.
7	<b>Workshops/Conferences/ Seminars</b>
	The Principal stressed on the need for all Depts. must organize seminar/ Conference/ Workshop etc (at least one a year). At least two guest talk per semester must be organized. It must be ensured that that we do not repeat the guests. It is advisable to invite the persons from industry and experts from nearby University/ Organization

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The meeting ended with a Vote of thanks to the Chair.



Dr. Bhavesh Patel

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



# Minutes of the Principal's 12th Meeting with the Heads of Departments

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Date: 24/4/2014

Time: 2.00 pm

Venue: Conference Hall

Following Heads were present- Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Dr Nikunj Bhatt (IQAC), Mr. NY Patel, Mr Rajesh Solanki, Mr. RH Sadhu, Mr Bholenath Lashkari, Mr LM Katara (Librarian) and Mr Ashish Joshi

Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting by informing that the agenda of the meeting is to plan for the forthcoming Academic session beginning from June 2014.

1	<b>Programmes on the Opening Day i.e. 23/6/2014</b>
	The principal informed about the following programmes on the day of college reopening.
i	Staff Meeting: Hon I/C Secretary ,CVM, Dr J D Patel would have a common meeting with the College staff at 10.30.All HoDs should convey this to their respective faculties.
ii	An Orientation Programme for FY B.Sc. students will be held at 11.30am.Dr BC Dixit and Dr J P Patel have been asked to design the detail programme
iii	<b>Orientation for SC/ST/OBC/Minorities:</b> An Orientation Programme for all students from SC/ST/ OBC/Minorities categories to acquaint them about various Govt schemes available for them will be organized at 2.30 pm on the same day i.e. 23.06.2014. An Equal Opportunity Centre of the college and some eminent person from a Social Welfare Organization may be called to deliver a talk. The coordinator equal opportunity centre is required to plan and execute the same.
iv	<b>Counseling:</b> All the FY B.Sc. Counseling Teams are to kept ready. All HoDs have been asked to give the names of Faculties teaching at the First Year so that they could be assigned students for Counselling. It was decided that the department is to assign the particular division as a whole. The head of the department will act as mentor and the staff members of the same department will act as counselor for them. <b>Action is to be taken by Dr R.S. Patel.</b>
v	<b>ID Cards:</b> Librarian Mr. LM Katara has been asked to keep the ID Cards ready so that they can be issued to the new students on the same day.
vi	<b>Time Table :</b> The Time table of FY/SY/TY should be ready for display on the same day.
2	<b>Theory Teaching</b>
	The Theory Classes of FY B.Sc. to start on 24/6/2014
	Theory classes for SY will start from 26/6/2014
	Theory classes for TY B.Sc. will start from 30/06/2014
	Practical of all the classes will start from 30/06/2014
3	<b>Foundation Course</b>
	It has been decided to offer Foundation English at SY B.Sc. for Biology Students only. Others would continue to have Statistics as the Foundation Course.
4	<b>SY-TY B.Sc. Admission</b>
i	It was tentatively decided to allot the following number of students for each subject at SY B.Sc., subject to approval from CVM.
	Chemistry 100+20 (from B Group) , Microbiology 100,Biology 15(Bo)+ 15(Zoo),Electronics 60, Physics 60, Mathematics 60, Computer Science 50 , IC 60+10 (from B Group)
ii	The admission at SY B.Sc. will be done as per the schedule decided and distribute to the students. Strict merit is to be followed n admission.
iii	Students of TY B.Sc. are required to get admission by paying their fee on 26-27 June,2014
5	<b>Review of Internal Marking Scheme</b>
	The Principal stressed the need to review the marking scheme and said that a different module can be considered for each level. Something in the lines of CCE(Continuous Comprehensive Evaluation) that even NAAC approves could be thought of.
i	Chart work, Biography studies, Field work, seminars could be used at different levels
ii	It was decided that at FY B.Sc. level Chart/Biography of scientists (Sem I and II) will be given



		in place of assignment
	iii	At Sem III and IV Assignment will be given
	iv	It was decided that at TY B.sc. Level each dept will organize Unit wise Test as part of Internal Evaluation. <b>No Internal Exam</b> will be held for them. In place of assignments, seminars /field visits (Sem V and VI) will be in place.
6		<b>12<sup>th</sup> Plan</b>
		The Principal informed that the Planning Boards have submitted their proposals which will be compiled and submitted to UGC by Dr. Nikunj Bhatt
7		<b>Finalizing Mission/Vision/objectives</b>
		The Principal informed all that Vision/ Mission / and Objectives of the college has almost been finalized in the workshop. Each Dept has also submitted a punch/tag lines. These statements are still open to revision.
8		<b>Thought Process on Excellence at VPM</b>
	i	The Principal stressed that the next target is to get a CGPA at least 3.5 in the next NAAC Reaccreditation
	ii	The areas of concern to be addressed are Attendance, learning outcomes, counseling and visibility in the media. All HoDs presented the dept views regarding the ways to improve quality.
	iii	It was decided to allot all FY B.Sc. Divisions to each dept for mentoring. A & B Biology Dept, C,D,E and F to be adopted by Phy, Chem, Math and IC depts. BCA of course to BCA dept
	iv	At least two guest lectures per Semester have to arrange. If possible Speakers from industry should be invited
	v	Mr. LM Katara has been made coordinator of the committee to increase institution's media visibility. The team also comprises Dr Jayanti Chauhan and Mr Lincoln Chauhan.
9		<b>AAA visit to College</b>
		It was decided to have AAA visit on 7 <sup>th</sup> July, 2014. The necessary formalities are to be completed by Dr Nikunj Bhatt and other college members of IQAC. Department heads are required to inform the faculty members and prepare as per the NAAC visit.

The meeting ended with a vote of thanks to the chair

Dr. Bhavesh Patel

**PRINCIPAL**  
**V. P. R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYAN GAR-388120.**



Date: 24/12/2014

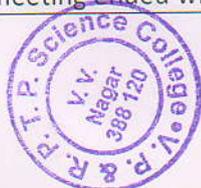
Time: 3.00 pm

Venue: Conference Hall

(48)

The Following Heads - ,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, and Dr Nikunj Bhatt (invited) were present at the meeting.

		The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting.
		The Principal informed everybody about the proposed MOU with Academia and industry has been appreciated and permitted by CVM and that both have been implemented. Principal is entrusted with Academic collaboration and Almost all the 'A' grade science colleges of state have agreed in principle to sign the MOU. An MOU has been signed with MG Science Institute, Ahmadabad. All heads were also requested to identify at least one industry each so that in 2015 we may have MOUs with a minimum of five industries.
1		<b>Status of purchase of Equipment</b>
i		Rs 3 lakhs were allotted to each dept and almost all dept s have utilized the fund allotted for the purpose. Industrial Chemistry dept has requested for additional funds and the same was allocated for the purchase of UV-Vis spectrophotometer.
2		<b>Workshops, seminars/ conferences/ Guest talks to be arranged</b>
i		HoD of Mathematics & Statistics informed that the dept is planning to have a seminar in Feb 2015, while Chemistry and IC will collaborate to jointly conduct one, and Physics, and Micro biology will conduct one in 2015-16
ii		All depts. have been asked to arrange at least one guest talk per semester. Departments should look to invite new speakers
3		<b>SY B.Sc. and TY B.Sc. Timetables</b>
i		All HoDs were asked to send a copy of the present SY and TY theory timetables to the principal to enable him to monitor the classes
ii		Mr. N Y Patel asked to prepare new time table for theory and practical for FY, SY, TY to be effective from January 5th . It was decided that the roll numbers of Sem 1 will be reshuffled and new counselors will be allotted. The students should be asked to collect their counseling forms from their counselors and submit them to the new counselors as and when they are allotted.
4		<b>Internal Marks</b>
		All HoDs were asked to submit Internal marks to the office immediately if not done so.
5		<b>Annual News Letter</b>
		All Hods were asked to send the details of activities, achievements etc to Dr C R Gurjar for the newsletter
6		<b>Knowledge Repository Bank</b>
		IQAC Coordinator, Dr Nikunj Bhatt informed all HoDs that there was a proposal to create a repository of all teaching material on the college web site to enable students to access it freely and help in revising the lectures. For this purpose a teacher wise account will be created. The material could be in the form of PPTs, PDFs, Word Documents etc.
		The language, facts etc should be proof read thoroughly and ensure that it is error free, authentic and correct. If need be even voice can be added to the PPTs.
		The Principal will convene a general staff meeting to demonstrate live through the college web site
7		<b>Important Events/Dates</b>
		The tentative dates for the forthcoming events in the college are as under
		Sports Day- 14/02/15
		Science Day 28/02/15
		Parent-Teachers' meeting 08/03/15
		Talent day 16/03/15
		Prize Distribution 17/03/15
		Annual Day 18/03/15
		The meeting ended with a vote of thanks to the chair.



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



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

(Managed by Charutar Vidya Mandal)

### NOTICE

A meeting of all the heads of department is scheduled on 24th Dec. At 3.30pm (Conference room) for the following agenda-

1. Half yearly stock taking -

a. status of purchase of equipment. Please come with the information about the amount spent till date and in process (Meeting 14.7.14 point 05)

b. Workshop/conference/ seminar organized /planning is to be discussed (Meeting 14.7.14 & 19.6.14 point 7)

c. Guest talk organized (Meeting 14.7.14 & 19.6.14 point 7)

d. Maintenance of equipments (Meeting 14.7.14 point 6)

2. Bring present departmental time table day wise for SY and TY theory classes.

3. To decide the tentative dates for Sports day/Talent evening/Annual day/ Prize distribution/ Science day/ PTM etc.

4. Internal marks for FY BSc.

5. Knowledge bank

6. Any other

Chem.

Phy.

I/C

Bio.

Inst.

Eng.

Ete.

C.S.

Micro.

Maths

Library

Office

BCA

Principal



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

Date: 25/1/2014

Time: 11.30 am

Venue: Principal's office.

Following Heads 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. R H Sadhu , Mr Dhavat Shah

	The Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting. The following points were discussed and finalized:
1	<b>5<sup>th</sup> Semester Results</b>
	The Principal informed all that the pass percentage University for 5 <sup>th</sup> Semester is 77 while that of the college is slightly better at 78 %.He expressed concern that pass percentage of Physics is 46, Microbiology 52 and Electronics 71.All the concerned HoDs were asked to review paper wise results and analyze the reasons and identify the weak areas to improve the students' performance. It was noted that some students had failed in practical too, Which is a matter of great concern. All the heads are required to monitor about the academic progress regularly and take necessary measures in time. They must be in direct contact with the students for any of their problem.
	HoDs were asked to conduct meeting with the staff in this regard and if necessary the Principal may also talk to them.
2	<b>Attendance and Discipline</b>
	The principal asked all depts. to identify students who have less than 50% attendance in practical and inform the respective counselors by the end of January and take corrective measures.
	The principal also sought cooperation from everybody to identify and warn students of strict action who were spoiling the college discipline.
3	<b>Forthcoming Events</b>
	The college will celebrate Science Day on 28/1/2014 and hold a Quiz, Poster making competition, Oral presentation competition and a science exhibition. The teaching will go on as usual on the day.
	The tentative dates for Talent day, Prize distribution and Annual day are 24, 25 and 26 February 2014
4	<b>Internal Evaluation</b>
	All HoDs were asked to once again inform the students of all semesters about the new internal mark framework.
	HoDs must ensure that the MCQ Test at the completion of two units should be announced formally on the Departmental Notice Board at least one week in advance. No arrear test is to be allowed.
	The MCQ test for FY B.Sc. will be organized centrally while that of SY and TY B.Sc. will be handled by the respective dept.
	The tentative date of Internal test (Theory) is from 3 <sup>rd</sup> or 4 <sup>th</sup> March 2014 while the tentative date of University exam is 23 <sup>rd</sup> March.
5	<b>Presentation in FY B.Sc. Classes</b>
	The HoDs of Electronics, Microbiology, Computer Science and Industrial Chemistry were asked to visit classes of FY BSc to talk about their subjects and create awareness about the future prospects/ career in their fields
6	<b>Guest Talk</b>
	The Principal reminded the HoDs to hold at least one Guest talk in the dept soon if not done till date
7	<b>CVM Circular regarding 26<sup>th</sup> January celebration</b>
	The principal asked all staff to register their presence in the biometric system between 8.30 and 9.30 am before proceeding to Shastri Ground for Flag Hoisting.
	The meeting ended with a vote of thanks to the chair.



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