

Vanita Vishram, Surat
SHETH P.T. MAHILA COLLEGE OF ARTS AND HOME SCIENCE

Academic staff meeting was held on 11th November, 2017, at 1:00 pm in the College Central Hall under the chairmanship of Academic Co-ordinator Dr. Imran Surti, Vice-Principal Dr. Smita Bhatt and IQAC Coordinator Shri Virendra Joshi.

Members Present:

Home Science

Dr. R.H. Bhatt
Smt. J.S. Godre
Smt. S.A. Vaidya
Smr. M. Tripathi
Smt. A. Shah
Smt. P. Pancholi
Smt. N. Patel
Smt. A. Khaitan
Smt. R. Agarwal
Smt. S. Juneja
Dr. Vinita Dave
Dr. P. Jain
Smt. U. Jadhav
Dr. S. Agarwal
Smt. H. Trivedi

Arts

Smt. K.H. Bhabhor
Shri A.D. Vasava
Dr. M. Chauhan
Dr. D. N. Chakraborty
Dr. J. M. Barevadia
Dr. (Cpt.) Saroj Prajapati
Shri Harendra Parmar

Agenda:

1. NAAC
2. IT Infrastructure Upgradation

The following points were discussed:

1. The staff members were asked about the work done regarding the individual criteria allotted to them.
2. The staff members discussed about the problems encountered in collecting the data and thus suggested that instead of working on all criteria individually at once, it would be better if each criterion could be taken up in order and completed with the collective efforts of the staff.
3. Thus it was decided that the staff would again meet well-prepared with the 1st criteria on 13th November 2017, at 11:00 am in the college Central Hall.
4. The Staff was also instructed to read the SSR Manual thoroughly before the next meeting.
5. Dr. Imran Surti informed about the IT Infrastructure development in the college. He informed that networking work will be completed within a few days.
6. It was informed that there is a plan to set up 2 servers – one for VVWCC and the other for our college.
7. All PPT presentations and software will be put in this server which can then be accessed from any of the classroom through networking.
8. The staff members have created their new official Gmail ID, and it was informed that all correspondence would be now done through mail only.
9. Dr. Imran Surti then read out a few important pages from the SSR Manual like
 - Pg. 35 – Data requirement for SSR
 - Pg. 43 – Quality Indicator Framework (QIF)
 - Pg. 78 – Best Practices Format

- Pgs. 80-81 – Data templates – narrative, qualitative
- Pg. 91 – Documents, quantitative
- Pg. 116 onwards – Glossary, notes and abbreviations

10. Dr. Jaya Barevedia informed about the login IDs for 'Enlist' – E-JOURNAL created for the GIA staff. She informed that if the staff members do not log in, then their account may get de-activated.

11. It was informed that the Vanita Vishram Management may meet regarding NAAC follow up in the coming week.

The meeting was adjourned by giving thanks to the chairperson and the authorities on the dais.