

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

Academic and administrative staff meeting was held on 13th October 2017, at 1:00 pm in the College Central hall under the chairmanship of Vice-Chairperson of SAC-Vanita Vishram, Shri Ashwin Mehta. Also present were the Hon. Secretary, Shri Haresh Mehta, the Hon. Director, Dr. Pratibha Desai and the Academic Co-ordinator Dr. Imran Surti.

Members Present:

Home Science

Shri V.D. Joshi
Dr. R.H Bhatt
Dr. V.N. Solanki
Smt. J.S. Godre
Smt. S.A. Vaidya
Smt. M. Raja
Smt. N. Patel
Smt. A. Khaitan
Smt. R. Agarwal
Smt. S. Juneja
Dr. S. Saini
Shri. H. Parmar
Shri A. Farsole
Dr. P. Jain
Smt. U. Jadhav
Dr. S. Agarwal
Smt. H. Trivedi

Arts

Dr. S.B. Bhatt
Smt. K.H. Bhabhor
Shri A.D. Vasava
Dr. M. Chauhan
Dr. J. M. Barevadiya

Administrative

Shri D. D. Solanki
Shri T. Gandhi

Agenda:

NAAC Follow-up Meeting

The following points were discussed:

1. Shri Ashvin Mehta informed that the minutes of the meeting must be circulated only via e-mail to the staff members and not in hard copy.
2. Shri Ashvin Mehta read out the minutes of the last meeting that was held on 28th September, 2017.
3. Dr. Imran Surti was instructed to send the revised NAAC Guidelines to all the faculty members who haven't received it yet. The faculty members were instructed to submit their E-mail Id to Dr. Imran.
4. Dr. Pratibha Desai read and discussed the department-wise assessment report.
5. It was informed that in order to work for SSR, individual tasks shall be allotted by Dr. Imran Surti by 14th October 2017.
6. Shri Ashvin Mehta advised all the faculty members to read the NAAC Guidelines thoroughly, and to go through the SSR reports of 'A' Grade colleges.
7. Shri Ashvin Mehta assured of full co-operation and assistance from Vanita Vishram Management. He also cited an example as to how Shri Haresh Mehta has developed a Technology Lab in the primary section.
8. A few important points like 'Contribution of the Institute to National Development', 'Inculcating Value Systems' from the NAAC Guidelines were discussed.
9. Shri Ashvin Mehta informed that Mr. Tejal Parekh from Vanita Vishram Women's College of Commerce has been appointed to take care of the computer and technology upgradation of both the colleges, and he may be approached whenever required.
10. It was insisted that the staff members must increase their computer knowledge and make maximum use of online systems.
11. Students of special needs must be catered to.
12. The Management proposed that once all the data is collected, the process of organized documentation can be completed through outsourcing.
13. The next NAAC meeting will be held on 11th November 2017 at 1:00 pm in College Central Hall.
14. The staff members suggested having a consumer store for students in which basic stationery, photocopy facility etc. can be given.
The Management agreed to the proposal and instructed the staff to make a list of items to be kept in the store for sale.
15. A few staff members brought to the notice of the Management about the antivirus upgradation that needs to be done for all the computers, and to which the Management assured assistance.
16. Dr. Jaya Barevadiya was asked about the functioning of the library. She was informed to make the library rich in e-books and e-journals.
17. Smt. Archita Khaitan raised concerns over the library problems which the students face. To which the Management assured that the library shall be upgraded and the P.T.C. Library shall also be used for college library space. The library of both the colleges (Sheth P. T. Mahila College of Arts and Home Science and Vanita Vishram Women's

College of Commerce) shall be accessible to the students of both the colleges. Modern library facilities and open access of books to students will be undertaken.

- 18.** Shri Ashvin Mehta informed that due to some issues, the interview for the post of the principal has been postponed till 16th October, 2017.
- 19.** The Management also spoke about the efficiency of E-Vidyalaya software. They said that the software is very easy to use and can take care of all the administrative work. They requested the administrative staff to be more receptive to the changes.
- 20.** Shri Ashvin Mehta also informed that the internet facility upgradation work is under progress and will be completed shortly. All the staff members were requested to make optimum use of the same.

The meeting was adjourned by giving thanks to the Chairperson, Shri Ashvin Mehta, Shri Haresh Mehta, Dr. Pratibha Desai and Dr. Imran Surti.