

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

Academic staff meeting was held on 13th November, 2017 at 11:00 am in Room No. 7 under the chairmanship of IQAC Co-ordinator Shri Virendra Joshi and I/C Principal Dr. (Smt.) K.J. Dholawala.

Agenda:

1. NAAC (Criterion I)

The following points were discussed:

1. Shri Virendra Joshi discussed about the technicalities to be considered before applying for NAAC.

He gave an insight about NAAC

- Three steps to NAAC-Self Study Report (SSR), Student Satisfaction Survey (SSS) and Peer Team Report (PTR)
- SSR has 7 Criteria and 32 Key Indicators
- Open Window for NAAC application – May 1st - June 30th and November 1st – December 31st
- A college can apply online in any of the one window is open with a fees of Rs. 25,000.
- If the online IIQA is accepted then SSR needs to be submitted immediately, and within 30 days, the NAAC PEER Team visits the college. The logistics of the team is taken care of by the NAAC Body.
- If the Online IIQA is rejected, then it can be re-sent in the same open window or the next window. If sent later, then it shall be treated as a fresh application.
- For NAAC team to visit, a college must attain the pre-qualifier score which is minimum 30% in the quantitative data.
- In order to achieve 'A' Grade, a college must attain 'A' in Criterion II and V individually also.

2. Shri Joshi then read out the detailed points in Criterion I.

The following was decided:

- **1.1.1** – All staff members must start compiling the study plan and lesson plan of the last five years (2011-17).
- **1.1.2** – It was suggested that each department must start short-term certificate courses of 30 hours duration. By 20th November they must submit the list of suggested courses to Shri Joshi.
- **1.1.3** – It was informed by the staff that since 2012, none of them have been members in BOS or AC.
- **1.2.1** – Regarding academic flexibility and horizontal mobility, it was discussed that to a certain extent we provide flexibility to the students.
- **1.3.1** – Curriculum Enrichment – The staff members enlisted the names of the courses that do offer topics related to gender sensitization, environment and sustainability.
- **1.3.2** – The list of the value-added courses was discussed and inputs were given.
- **1.3.3** – Internship and field project work
- **1.3.4** – Structured feedback from the alumni, parents, employers, stakeholders is required. Dr. Smita Bhatt and Dr. Saroj Prajapati were given the responsibility to collect these forms from all the departments. They would also compile the analysis of these reports and ATR.

3. Dr. K.J. Dholawala informed Dr. Shashi Saini and Smt. Smriti Juneja about the Saptadhara report that needs to be uploaded on the Saptadhara website.

The meeting was adjourned by giving thanks to the chairperson.