

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

Academic and Administrative Staff was held on **14<sup>th</sup> December 2016** at 11:45 am under the Chairmanship of Shri Ashvin Mehta, the Vice-President of Vanita Vishram and in the presence of Dr. S.K. Mohanty, the Honorary Secretary (Development and Planning) of Vanita Vishram.

**Members Present:**

Home Science

Dr. K.J. Dholawala  
Shri V.D. Joshi  
Smt. P.P. Pancholi  
Dr. S.A. Vaidya  
Dr. R.H. Bhatt  
Dr. V.N. Solanki  
Smt. M.A. Tripathi  
Smt. H. Trivedi  
Dr. S. Agarwal  
Dr. S. Saini  
Smt. S. Juneja  
Dr. V. Dave  
Smt. R. Agarwal  
Dr. M. Agarwal  
Smt. N. Patel  
Smt. M. Raja

Arts

Dr. S.B. Bhatt  
Smt. K.H. Bhabhor  
Dr. C.D. Vasavda  
Shri A.D. Vasava  
Dr. D.N. Chakraborty  
Dr. M. Chauhan  
Dr. (Lt) S.M. Prajapati  
Dr. J. M. Barevadiya  
Shri R.S. George

Administrative

Shri T. Gandhi  
Shri N.G. Joshi  
Shri D. D. Solanki  
Shri G. S. Valand  
Shri B.M. Patel  
Shri P.H. Patel  
Smt. J. M. Trivedi  
Smt. B.R. Trivedi

**Agenda:**

- 1) Presentation on administrative software 'Easy Edmin' by Mr. Chintan Naik
- 2) Discussion about the appointment of Shri Imran A. K. Surti as an Academic Co-ordinator
- 3) Review of the work in progress regarding NAAC Re-accreditation
- 4) Discussion on any other agenda put forward by the staff

**The following points were discussed:**

- Mr. Chintan Naik demonstrated with the help of PPT that the software 'Easy Edmin' is developed to facilitate systematic functioning and administration of the college. He gave an overview regarding all the options and fields available in the software. The staff members also clarified their queries regarding the same. It was also informed that training shall be provided to the teaching and non-teaching staff members regarding the use of software. Mr. Chintan offered that he will provide his software

free of cost for three months. Afterwards, if the institute thinks that the software is useful, then it may purchase it. It was decided that we will install the software for three months as offered by Mr. Chintan. In this context, the college will make a regular follow-up with him and provide all the basic data to him. The Principal will co-ordinate with him regularly.

- Shri Ashvin Mehta informed the staff members that Shri Imran Surti has been appointed as the Academic Co-ordinator of Vanita Vishram. Dr. S.K. Mohanty explained in detail the scope of Mr. Imran Surti's work and appealed all the staff members to co-operate with him. Shri Imran Surti addressed the staff and informed that mutual cooperation and dedication will help the college to attain its goals.
- The Management was informed by the I/c Principal Dr. K. J. Dholawala and the IQAC Co-ordinator Shri V.D. Joshi about the work completed and that which is in progress of AQAR (Academic year 2014-15 and 2015-16) for NAAC Re-accreditation. The Principal was instructed to submit a detailed status report on the preparedness of Re-accreditation to management as early as possible. Shri Imran Surti was assigned the task to speed up the work in progress and apply for NAAC Re-accreditation at the earliest.

The meeting was adjourned by giving thanks to the Chairperson, Shri Ashvin Mehta and the Hon. Secretary (Development and Planning), Dr. S.K. Mohanty.