

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

Academic staff meeting was held on 15<sup>th</sup> November, 2017 at 11:00 am in the College Central Hall under the chairmanship of IQAC Co-ordinator Shri Virendra Joshi and I/c Principal Dr. (Smt.) K.J. Dholawala.

**Agenda:**

1. NAAC (Discussion of Criteria I and II)

**Each criterion was discussed in detail and the following was decided:**

1. **1.1.1** – Dr. K.J. Dholawala will be writing a script of 500 words on the curriculum practices in which criterion I team comprising of Dr. Smita Bhatt, Dr. Rupam Bhatt, Smt. Purnima Pancholi and Dr. Saroj Prajapati will assist her.
2. **1.1.2** – The departments were instructed to submit all the details of the certificate courses (name / objective / syllabus / names of the students / remuneration details etc.) to Dr. K.J. Dholawala and Criterion I Team.
3. **1.2.1 – 1.2.3** – Dr. Navnit Chothani was assigned the duty to complete the work of the given criterion. But due to his absence in the meeting these points could not be discussed. However the staff members were instructed to furnish him with all the details and documents regarding the number of new courses and percentage of CBCS programs running in the college.
4. **1.3.1 – 1.3.3** – Smt. Archita Khaitan informed that the work regarding these criteria is in progress and she also clarified her doubts regarding the same. The staff members were instructed to submit the details of new certificate courses (30 hours duration) to Smt. Archita Khaitan., in which the course objective, learning outcomes and syllabus must be given. Smt. Minakshi Tripathi was assigned the duty to make a soft copy of the study plan format for the convenience of the staff.
5. **1.4.1 – 1.4.3** – Dr. Smita Bhatt and Dr. Saroj Prajapati were assigned the task of compilation of feedback forms of the teachers / parents / alumni / employers / industrial associates for the last five years and also compile the analysis and minutes of the ATR.

- 6. 2.1.1** – Dr. Smita Bhatt along with the admission committee was assigned the task of calculating the percentage of students from other states / universities for the last five years.

The mark distribution is as follows:

5% - 10 marks; 4.5% - 9 marks; 4% - 8 marks

Shri V.D. Joshi suggested that in order to make work easier, the staff must request in writing to the I/c Principal for any data required from the college office.

- 7. 2.1.2** – Dr. Smita Bhatt together with the admission committee was assigned the task of calculating the average enrolment percentage.

The formula is as follows:

Total no. of students admitted / sanctioned seats

- 8. 2.1.3** – Dr. Smita Bhatt was assigned the task of finding the average seats in relation to reserved seats.

Reserved seat percentage – S.T. – 7%, S.C. – 14%, O.B.C. – 27%

- 9. 2.2.1** – Dr. Rupam Bhatt was assigned the task of writing 500 words on assessing learning levels of students and programs for slow learners and advance learners. Shri Joshi suggested that all faculties must ask their students to do courses online on MOOC. It will be beneficial to the students as well as to the institute.

- 10. 2.2.2 and 2.2.3** – Dr. Rupam Bhatt would find out the ratio of students to full-time teachers and percentage of differently-abled students who were granted admission over the course of last five years.

**11. 2.3.1** – Dr. Vinita Dave was instructed to write a description of student-centric methods used for teaching in 500 words.

**12. 2.3.2** – Dr. Vinita Dave was assigned the task of surveying the use of ICT, LMS and e-learning resources. Shri Joshi informed that Learning Management System – MOODLE can be used by the college for which the faculty may be trained. He also suggested that students and teachers may get registered on edmora.com on which online quiz and study material may be shared. He said that he has been using this software for the last two years. Shri Joshi also stressed on the importance of upgrading the college website. Smt. Ruchika Agarwal was instructed to enlist the pages that need to be completed on the website and make a list of departments and committees who can do the respective work. Shri Joshi informed that all e-learning resources like e-books, links, presentations and any other information that needs to be uploaded on the website must be provided to him in soft copy.

**13. 2.3.3** – Dr. Vinita Dave was also assigned the task of collecting all documents related to mentoring (academic as well as stress-related) for the last three years.

**14.** It was decided that the meeting shall continue on 16<sup>th</sup> November, 2017 at 11:00 am in the College Central Hall.

The meeting was adjourned by giving thanks to the chairperson.