

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

Academic and Administrative Staff meeting was held on 16<sup>th</sup> February, 2017 at 11:30 a.m. in the Conference Hall under the Chairmanship of Shri Ashvin Mehta, the Vice-President of Vanita Vishram and in the presence of Shri Haresh Mehta, the Honorary Secretary (General Administration), Vanita Vishram, Dr. S.K. Mohanty, the Hon. Secretary (Development and Planning) and Dr. Ashok Desai, the LMC member.

**Members Present :-**

**Home Science**

Dr. K.J. Dholawala  
Shri V.D. Joshi  
Smt. P.P. Pancholi  
Dr. S.A. Vaidya  
Smt. A.C. Shah  
Smt. H. Trivedi  
Dr. S. Agarwal  
Dr. S. Saini  
Smt. S. Juneja  
Dr. V. Dave  
Smt. R. Agarwal  
Smt. A. Khaitan  
Dr. M. Agarwal  
Smt. M. Raja

**Arts**

Dr. S.B. Bhatt  
Dr. A.D. Vasava  
Shri I.A. Surti  
Smt. K.H. Bhabhor  
Dr. D. N. Chakraborty  
Dr. (Lt.) S.M. Prajapati  
Dr. M. Chauhan  
Shri R.S. George

**Administrative**

Shri T.A. Gandhi  
Shri D.D. Solanki  
Shri G.S. Valand  
Shri P.H. Patel

**Agenda:**

1. AQAR reporting
2. NAAC Re-accreditation

**The following points were discussed:**

- Shri Ashvin Mehta addressed the staff members and Dr. Ashok Desai, the Principal and LMC member guided all for the NAAC Re-accreditation procedure. He said that the I/c Principal & staff members must extend their support whenever required and everyone must work in team and be co-operative in order to achieve the desired results.
- Dr. Ashok Desai said this with conviction that achieving A++ is not altogether impossible, provided needs analysis is conducted and things which need improvement are immediately addressed.

**The following suggestions were given:**

- The academic staff who have completed their Ph.D. must be recorded and those who have not registered for Ph.D. must get registered for the same at the earliest. Within 10 days, the faculties must give their consent in writing.

- Those who have completed Ph.D. must take up Major or Minor Research Projects.
- Dr. Jyoti Godre informed that the UGC has not still sanctioned her research proposal submitted before 2 years, and to which Dr. Ashok Desai replied by saying that a fresh proposal must be given at the beginning of the new academic year. The Management sanctioned a sum of Rs. 2 lakhs to undertake Major and Minor Research Projects. Dr. Ashok Desai said that having MOUs and collaboration is also important. Dr. Mohanty informed that alternative funding agencies can also be found in order to undertake such Major and Minor Research Projects.
- The teachers can take up the role of consultants for external bodies and a percentage of remuneration received can be given towards the progress of the institute.
- Add on courses and certificate courses should be started in the institute.
- The role of placement–officer/s is extremely important and records must be maintained about the career progression and place of working of the alumni.
- Undertaking FDP is important but organizing FDP is also very important. FDP is usually a program of one week.
- Conducting remedial classes is of great importance for the college. Teachers must maintain detailed reports which functions as the proof of extra classes taken, and of the students who are benefitted from the classes. If the institute has funds, then the teachers can be remunerated accordingly.
- Using Power Point for teaching
- College website must be updated regularly.
- Conducting state level, national level seminars, workshops; holding NET/SLET classes during vacation; having students as well as faculty exchange programs are some of the ways in which quality of education can be improved and in turn we can perform better in NAAC.
- Study plan of the last 5 years must be kept ready.
- Dr. Ashok Desai gave a Faculty Performance Appraisal Form that needs to be filled every year by the faculty members every year.
- Dr. Ashok Desai suggested that NAAC should be called in the beginning of the academic year.
- SSR is important and it must be uploaded on the college's website.
- As the campus is big, lots of care should be taken like maintaining cleanliness, and conducting Environmental / Green Audit etc.
- A very strong Alumni Association as well as Parents Association is important for NAAC.
- Putting up sign boards, maintaining discipline, cleanliness in all class, conducting CSR activities are some of the minor areas requiring consideration.
- Students' feedback, maintaining suggestion box and acting on the suggestions are also important points in NAAC.
- Dr. Desai said that while preparing an SSR, grammatical errors must be avoided.
- Carrying out SWOC analysis (strengths, weaknesses, opportunities and challenges) is necessary in which the institute can analyze all the important points and this can be well displayed in the presentation.
- Committees must keep a note of all the activities.
- Work must be decentralized and staff work must contribute towards the working of the institute.
- The institute must have contact with various service providers like electrician etc.
- The record of students who pursue higher education must be with the institute. This information can be collected based on the number of migration certificates issued.

- The drop out ratio can be reduced by counselling and conducting meeting of and for the parents.
- Best practices of the institute, for example, mentoring of students, having a movie class, BISAG activities add to the positive aspects of the institute.
- During NAAC visit, students' representative must be trained about the aims and objectives of NSS, NCC etc. Videos related to college activities can be displayed at different areas.
- Providing Wi-Fi facility and installing CCTVs also advantageous for NAAC
- The role of the librarian was emphasized. The library needs to be fully digitalized.
- If possible, collaboration with foreign universities can also be done.
- Photographs of students' achievers can be displayed in the college building.
- Role of the administration office was also emphasized.
- Result analysis must also be done.
- It was decided that within 15 days, AQAR for the last two years (2014-2015, 2015-2016) will be completed and submitted.
- The IQAC chairman and principal will decide the date of NAAC visit.
- It was suggested that Dr. S.B. Bhatt, Shri Imran Surti and Dr. Saroj Prajapati will help in preparing the report. Shri V.D. Joshi, IQAC co-ordinator informed that Mrs. Roshni Vakilna, Dr. Shilpee Agarwal and Dr. Meena Raja are helping in preparing AQAR.
- Dr. Desai informed that in the next 3 months the rough draft of SSR must be ready.
- It was decided that on 2<sup>nd</sup> March, 2017, a meeting will be conducted and by then all reporting must be completed.

The meeting was adjourned by giving thanks to Shri Ashvin Mehta, Shri Haresh Mehta and Dr. S.K. Mohanty, Dr. Ashok Desai of Vanita Vishram management.