

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

Minutes of the Meeting held on 19th July, 2018

Staff meeting was held on **19th July, 2018** under the chairmanship of Shri Ashvin Mehta, Vice-Chairman of Vanita Vishram and in the presence of Dr. S.K. Mohanty, Honorary Secretary (Development and Planning) of Vanita Vishram.

Members Present:

Dr. Imran Surti (Academic Co-ordinator)

Arts Faculty	Home Science Faculty	Science Unit	Librarian
Dr. Smita B. Bhatt	Dr. Khushman J. Dholawala	Dr. Navnit Chothani	Dr. Jaya Barevadia
Dr. D.N. Chakraborty	Shri Virendra D. Joshi	Dr. Padmshree Patel	
Smt. Kala S. Bhabhor	Dr. Rupam H. Bhatt		
Dr. Arvind D. Vasava	Smt. Purnima P. Pancholi		
Dr. Mukesh Chauhan	Dr. Vitthal N. Solanki		
Dr. Vishwanath Patel	Smt. Minakshi Tripathi		
Shri Aditya Farsole	Smt. Anuaradha C. Shah		
Dr. Vidushi Choksi	Smt. Jyoti Godre		
	Dr. Suhas A. Vaidya		
	Smt. Meena P. Raja		
	Smt. Archita R. Khaitan		
	Smt. Ruchika Agarwal		
	Dr. Vinita Dave		
	Smt. Smriti Juneja		
	Smt. Roshni Vakilna		
	Dr. Manjali Sharma		
	Dr. Shashi Saini		
	Dr. Shilpee Agrawal		

Agenda:

- NAAC Review

The following points were discussed:

- Dr. Imran Surti briefed the members of Vanita Vishram Management and the present faculty members about the progress in preparation and documentation related to NAAC. This reporting was based on the meetings held with the members of individual criterion held earlier.
- Shri V.D. Joshi read out the individual criterion and the sub-criteria in which we need to collect data and get help from the Management.
- It was informed that a 'To-Do-List' must be developed keeping in mind the individual criterion. Based on the same, prospective strategic planning can be done.
- Additional Certificate, Diploma and Add-on courses must be developed.
- It is important to take the feedback of students, alumni and parents.

- Dr. Surti further emphasized that forming the Alumni Association is the immediate requirement.
- Shri Ashvin Mehta cited from Ordinance 69 A-2 of VNSGU that the professors should be sufficiently trained to teach in Higher Education, and thus he emphasized on the updation of technology-related knowledge of the teachers and its effective utilization for teaching-learning. The faculty members were instructed to make full use of the Library.
- It was informed that the use of multimedia for teaching must be emphasized. For this, the staff must use the IT facility in the college. For any complaints related to IT, it must be noted in the complaint register kept in the administrative office and reported to Mr. Tejal Parekh (IT In-charge)
- Shri V.D. Joshi informed about many online sites like quizizz.com that can be used by the staff to take online tests and for interacting with the students.
- It was informed that a number of online courses are available in which the staff must enrol themselves in their respective fields.
- The Management also suggested that the college can also design and offer online courses.
- It was informed that each department should make academic calendar from the beginning of the term.
- Shri Ashvin Mehta instructed Dr. Padmshree Patel to take up projects with Surat Rakhtdan Kendra. He informed that they have 8 on-going projects.
- Regarding rain water harvesting, a 10,000 litres water-tank will be installed in the campus.
- Dr. S.K. Mohanty informed that focus should be laid on the development of infrastructure and faculty. New courses must be introduced in the college.
- It was emphasized that documentation and linkages with the industry is the area that we need to strengthen.
- Dr. Padmshree Patel was instructed to enter into a MOU with the SMC for getting support in green audit.
- The Management motivated the staff to work dedicatedly for NAAC and assured their full support whenever the need be.

The meeting was adjourned by giving thanks to the Members of Vanita Vishram Management.