

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

Staff meeting was held on 28/03/18 at 10:00 am under the chairmanship of I/c Principal Dr. K.J. Dholawala.

Agenda

- NAAC
- Committees of extra-curricular and co-curricular activities
- Submission of internal marks
- B.Voc. Courses
- College Annual Magazine

1. NAAC

- It was informed that vigorous work is yet to be done for NAAC and there is not much time left.
- It was also informed that Commissioner of Higher Education, KCG and University has inquired to submit NAAC status of the college.
- In order to make work faster and smoother, it was decided that a core team needs to be set up, which will work towards NAAC in April and May. The members of this core team shall also be exempted from supervision duty, if needed.
- The following members volunteered to make the core team under the leadership of Dr. K.J. Dholawala, Shri Virendra Joshi and Dr. Imran Surti:
 - a) Dr. Smita Bhatt and Dr. Rupam Bhatt (Criteria I)
 - b) Smt. Archita Khaitan and Shri Aditya Farsole (Criteria II)
 - c) Dr. D.N. Chakraborty (Criteria III)
 - d) Dr. Jaya Barevadiya (Criteria IV)
 - e) Smt. Roshni Vakilna (Criteria V)
 - f) Dr. Suhas Vaidya and Smt. Smriti Juneja (Criteria VI)
 - g) Smt. Ruchika Agarwal (Criteria VII)

2. Committees of Extra-curricular and Co-curricular activities

- It was suggested that the extra-curricular and co-curricular activities committees will be reshuffled for the coming academic year.
- In order to do so, it was suggested that a blank committee list shall be circulated amongst the staff members and they may put their names in a minimum of 4 committees. After this process, the committees shall be finalized by discussion.
- Instead of it, finally, it was decided to meet on 3rd April for the purpose.

3. Submission of Internal Marks

- The staff was instructed to submit the internal marks timely and correctly. The subject teacher is responsible for the verification of the marks. As soon as the excel sheet is set up for the purpose, the marks must be entered on the computer.
- It was also instructed that consolidated internal marks must be displayed for the students.

4. B.Voc. Courses

- It was informed that NEED committee constituted by V.N.S.G.U. has already visited the college for B.Voc. courses and have advocated the immediate need to begin such courses.
- LIC will be coming soon for the same.

5. College Annual Magazine *Aparajita* – All staff members were requested to submit all the details regarding the magazine.

The meeting was adjourned by giving thanks to the Chairperson.