

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

Academic and administrative staff meeting was held on 28<sup>th</sup> September 2017, at 1:00 pm in the college central hall under the chairmanship of the Vice-Chairman of Vanita Vishram - Shri Ashvin Mehta. Also present were Hon. Director, Dr. Pratibha Desai and Academic Co-ordinator, Dr. Imran Surti.

**Present Staff Members:**

**Home Science**

Shri V.D. Joshi  
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  
Smt. N. Patel  
Smt. M. Raja

**Arts**

Dr. S.B. Bhatt  
Smt. K.H. Bhabhor  
Dr. C.D. Vasavda  
Shri A.D. Vasava  
Dr. M. Chauhan  
Dr. (Lt) S.M. Prajapati  
Mr. Harendra Parmar  
Mr. Aditya Farsole

**Administrative**

Shri D. D. Solanki  
Shri T. Gandhi

**Agenda:**

NAAC

**The following points were discussed:**

1. It was informed that the work related to AQAR 2014-2017 has been completed, but documentation of the same needs to be done before applying for NAAC.
2. SSR questions need to be answered for which somebody from the staff must take up the responsibility.
3. Dr. Pratibha Desai informed that if same documents are needed for different criteria, then they must be photocopied. The criteria shall be treated as incomplete without the supporting documents.
4. NAAC is inevitable for our college and everyone must work sincerely towards accomplishing it.
5. Shri Ashvin Mehta informed that regular follow-up meetings at an interval of every 15 days will be conducted. The meeting should not last for more than 45 mins to 1 hr.
6. Shri Ashvin Mehta assured of all help from the side of Management that might be needed by the departments and the college to function better.

7. He suggested that apart from teaching, the all-round growth and development of the students is equally important.
8. It was informed that the new guidelines of NAAC will be circulated in the staff for their understanding and better preparation.
9. It was also informed that the 1<sup>st</sup> NAAC involves college assessment while 2<sup>nd</sup> NAAC involves departmental growth and progress for which good co-ordination in the department is required.
10. It was instructed that before the next meeting, department report must also be completed.
11. Departments must have regular meetings which should be documented in a separate notebook.
12. He also suggested that the departments can enter into MOUs with businessmen and small firms who are related to their fields and the management shall offer assistance regarding this matter.
13. He also requested the staff to work more systematically and in a channelized manner.
14. The staff members raised concerns over problems faced regarding the completion of administrative work. To which, he replied by saying that in order to complete need-based work, people can be hired for a short duration.
15. The next meeting was scheduled on 13<sup>th</sup> October, 2017 at 1:00 pm.

The meeting was adjourned by giving thanks to the Chairperson.