

D.D.CHOKSI COLLEGE OF SECONDARY EDUCATION

VIDYAMANDIR TRUST, PALANPUR

Minutes of the Meeting

Date: 5th March 2020

Venue: Staff Room

Time: 2:00 p.m.

The meeting of IQAC was held under the chairmanship of Dr. Neelu Ghosh on 5th March 2020 in which following agendas were discussed :

Agenda of the meeting:

1. To review of last meeting held on 13th November 2019
2. To organize various activities of NSS
3. To arrange English spoken classes for the students
4. To purchase new books for the college library
5. To review the Internship activities of Sem IV students
6. To organize a seminar for the students
7. To arrange TET and TAT classes for the students
8. To prepare the academic calendar for the ensuing academic session
9. To prepare the annual report of 2019-20
10. To review the results of I semester

Members present :

- a. Chairperson – Dr. Neelu Ghosh (Principal)
- b. Coordinator – Dr. Bharat Mali (IQAC Coordinator)
- c. Member- Dr. Has Mukh M odi (Management representative)
- d. Member- Mr. Shailesh Limbachiya (Administrative Officer)
- e. Member- Mr. Kannu Bhai Prajapati (Trust Representative)
- f. Member- Mr. Naresh Panchal (Alumni).

After the exchange of thoughts and ideas, the committee made the following resolutions:

1. Review of last meeting held on 13th November 2019 :

The minutes of last meeting were reviewed, discussed and the following points were concluded:

- a) On 2nd December 2019 Luv Kush Fun Fair was successfully conducted in the college campus in which students and staff members of Vidyamandir Trust managed Schools participated.

- b) Internship Programme for Sem III and Sem II was arranged from 5th dec. to 31st Jan and 17th Feb. to 29th Feb respectively.
- c) An Educational tour to Haridwar, Mussorie, Shimla and Dehli was successfully conducted from 6th Jan 20 to 14th Jan 20 for the students. During the tour students visited educational institutes like Indian Institute of advanced studies, Shimla etc.
- d) An 7 days NSS night camp was arranged at Gopalpuridham (Dangiya)in which dignitaries like Shri Harchand Bhai Chauhan, Dr. Hasmukh Bhai Modi, Shri Prabhudas Patel were present. During the 7 days camp student prepared Solar Lamp, arranged an awareness rally and plantation programme.
- e) She bank was inaugurated on 13th Feb 20 by the renowned gynecologists of Palanpur. Dr. H.K.Shah and Dr. Mehtaab also gave lecture to aware the students about the importance of maintaining hygiene.
- f) To enrich the knowledge of 5E model an Extension lecture was arranged on 14th Feb 20. In which Dr. Jayendra Amin (Asso. Prof, Central University) explained how to utilize the model during teaching learning process.

2) To organize various activities of NSS:

Members discussed and arrange the groups of the students for the night camp. Students' coordinators were also identified to organize the camp and it was finalize that it will be compulsory for all the students to attend the camp.

3) To arrange English spoken classes for the students:

Looking to the significance of spoken English for the students, it was decided to arrange the English spoken classes for language development.

4) To purchase new books for the college library:

To enrich the college library, it was decided to purchase new reference booksfor the different compulsory and pedagogical subjects.All the faculty members were requested to submit a list of required reference books of their subjects so that process can be initiated to purchase the books.

5) To review the Internship activities of Sem IV students:

The committee members reviewed all the internship reports done by the student and suggestions were given for improvement.

6) To organize expert lectures for the students:

Discussion regarding utilization of eminent faculties in the field was held andname of some of the such experts were discussed and accordingly it was finalized to arrange a lecture of subject expert for the students.



7. To arrange TET and TAT classes for the students:

As TET and TAT have become the essential qualification for the recruitment of the teachers, the committee unanimously resolved to arrange TET and TAT classes for the students. Timetable was also discussed and topics were assigned to the different faculties.

8. To prepare the academic calendar for the ensuing academic session:

In view of new academic session 2020-21, time table was discussed and it was decided to prepare the time table in such a way so that developmental and extra-curricular classes can be incorporated with disturbance to the core courses.

9. To prepare the annual report of 2019-20:

In the meeting, it was also finalized to prepare the annual report of the college. Format and framework of the report was also discussed.

10. To review the results of I semester:

Result of I semester was also discussed in the meeting and it was decided to arrange the remedial classes for the needy students.

Attendance of the Meeting –I

Date: 5th March 2020 Venue: Staff Room Time: 11:00a.m.

S.No.	Name of the Present Members	Signature
1.	Chairperson – Dr. Neelu Ghosh (Principal)	
2.	Coordinator – Dr. Bharat Mali (IQAC Coordinator)	
3.	Member- Dr. Hasmukh Modi (Management representative)	- AB -
4.	Member- Mr. Shailesh Limbachiya (Administrative Officer)	
5.	Member- Mr. Kannu Bhai Prajapati (Trust Representative)	- AB -
6.	Member- Mr. Naresh Panchal (Alumni).	- AB -

Principal