



D.D.CHOKSI COLLEGE OF SECONDARY EDUCATION

VIDYAMANDIR TRUST, PALANPUR

Minutes of the Meeting

Date: 19 November 2018

Venue: Staff Room

Time: 12:30p.m.

The meeting of IQAC was held under the chairmanship of Dr. Neelu Ghosh on 19 November 2018 in which following agendas were discussed :

Agenda of the meeting:

1. To review minutes of last meeting held on 15th June 2018
2. To plan educational tour for the student.
3. To organize expert lecture for the students
4. To represent institute at trust level on Republic Day
5. To organize Suryakant Parikh center for Humanities studies activities
6. To organize campus placement for the student
7. To review the internship activities
8. To motivate and groom students for the NSS camp and various intercollege competition

Members present :

1. Chairperson – Dr. Neelu Ghosh (Principal)
2. Coordinator – Dr. Bharat Mali (IQAC Coordinator)
3. Member- Dr. Hasmukh Modi (Management representative)
4. Member- Mr. Shailesh Limbachiya (Administrative Officer)
5. Member- Mr. KannuBhai Prajapati (Trust Representative)
6. Member- Mr. Naresh Panchal (Alumni).

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

1. **Review of minutes of last meeting held on 15.06.2018:** The minutes of last meeting were reviewed, discussed and the following points were concluded:
 - 1.1. Academic Calendar was prepared and curricular and cocurricular activities were conducted accordingly.
 - 1.2. New students were welcomed by the seniors and an ice breaking session was conducted at Nadabet in which students introduced themselves with fun activities.
 - 1.3. Eminent educationists from all the corners of the country visited the campus on 1st September 2018. Among the dignitaries were Heads of Department of Education and Principals from 13 states like Jammu, West Bengal, Manipur, Kerala etc. They guided and benefitted the students and teachers with their vast experiences.



- 1.4. Micro teaching competition was successfully conducted on 14th September in which students from different subjects participated.
- 1.5. To get enrolled in consumer club and organize activities to make students aware about the consumer rights
- 1.6. Teacher Trainees of Sem II visited Mamta Mandir (School for special Children)
- 1.7. Faculty development programme was conducted in which Dr. Kishori Das and Dr. Hemlata Talesra benefitted the Faculties
- 1.8. To enhance the knowledge of students in 'Models of Teaching' an extension lecture was organised. The lecture was taken by Dr. Kalpesh Pathak (Principal and Dean, Center of Education, IITE)
2. **To plan educational tour for the student:**
For the overall development of the students and provide opportunity to the students to learn new cultures and explore new places an educational tour to North India was organized by the members of IQAC.
3. **To organize expert lecture for the students:**
Discussion regarding utilization of eminent faculties in the field was held and accordingly it was finalized to arrange a lecture of subject expert for the students.
4. **To represent institute at trust level on Republic Day :**
70th Republic Day State Level celebration is going to held at Palanpur. On this occasion, Vidyamandir Trust is planning to prepare the exhibition 'The Life and Times of Mahatma' on Gandhiji's journey. Hon. Chief Minister Shri Vijaybhai Rupani will visit this exhibition on 25th January, 2019. Therefore, IQAC members discussed the ways in which they can represent institute in the exhibition.
5. **To organize campus placement for the student:**
Discussion regarding Campus Placement of the students was held and accordingly list of the schools to be contacted were finalized.
6. **To review the internship activities**
Internship activities of the II Semester Students were reviewed and suggestions were given to improve the teaching skills of the students. Responsibilities were given to Method Master to further guide the students.
7. **To motivate and groom students for the NSS camp and various intercollege competition:**
Duties were assigned to various faculties to train students for the NSS camp and intercollege competitions.

Principal
D. D. Choksi College of
Sec. Education, Palanpur.



Attendance of the Meeting held on 19 November 2018

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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)	
4.	Member- Mr. Shailesh Limbachiya (Administrative Officer)	
5.	Member- Mr. KannuBhai Prajapati (Trust Representative)	
6.	Member- Mr. Naresh Panchal (Alumni).	