



## **D.D.CHOKSI COLLEGE OF SECONDARY EDUCATION**

### **VIDYAMANDIR TRUST, PALANPUR**

**Date:** 5<sup>th</sup> March 2018

**Minutes of the Meeting**

**Venue:** Staff Room

**Time:** 11:30a.m.

The meeting of IQAC was held under the chairmanship of Dr. Neelu Ghosh on 5<sup>th</sup> March 2018 in which following agendas were discussed :

#### **Agenda of the meeting:**

1. To review and confirm the minutes of the last meeting
2. To organize various activities of NSS and Eco Club
3. To arrange English spoken classes for the students
4. To purchase new books for the college library
5. To plan the Internship activities for the students
6. To discuss the admission process for the next year
7. To organize expert lectures for the students
8. To arrange TET and TAT classes for the students
9. To plan Libre Office certificate course for the students

#### **Members present :**

- a. Chairperson – Dr. Neelu Ghosh (Principal)
- b. Coordinator – Dr. Bharat Mali (IQAC Coordinator)
- c. Member- Dr. Hasmukh Modi (Management representative)
- d. Member- Mr. Shailesh Limbachiya (Administrative Officer)
- e. Member- Mr. KannuBhai Prajapati (Trust Representative)
- f. Member- Mr. Naresh Panchal (Alumni).

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

1. To review and confirm the minutes of the last meeting
  - The coordinator read the minutes of last meeting and the members reviewed the minutes.



2. To organize various activities of NSS
  - The committee members discussed and make 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
  - For the language development of the students the members decided to have English spoken classes for the students.
4. To purchase new books for the college library
  - To enrich the college library, it was decided to purchase new reference books for the different compulsory and pedagogical subjects. All the faculties members were requested to submit a list of required reference books of their subjects.
5. To review the Internship activities of Sem IV students
  - The committee members reviewed all the internship reports done by the student and gave suggestions for the improvement.
6. To organize expert lectures 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.
7. To arrange TET and TAT classes for the students
  - As TET and TAT classes 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 faculties.
8. To plan Libre Office certificate course for the students
  - Looking at the significance of the Libre Office course in the technological enhancement and professional development of the students the committee decided to initiate the course.



Principal  
D. D. Choksi College  
Sec. Education, Palanpu.



## Attendance of the Meeting -I

Date: 5<sup>th</sup> March 2018

Venue: Staff Room

Time: 11:30a.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)	
4.	Member- Mr. Shailesh Limbachiya (Administrative Officer)	
5.	Member- Mr. KannuBhai Prajapati (Trust Representative)	
6.	Member- Mr. Naresh Panchal (Alumni).	