



Minutes of meeting - 1

(Year: 2019 - 20)

Meeting: 1 Date: 17/06/2019

Place: Principal's office

Time: 11:30 to 12:30 PM

The 1st IQAC meeting is held under the chairmanship of Principal Dr. B.S.Patel. The meeting session started by welcoming of IQAC members by the coordinator Dr.Z.M.Gadhawala

The following IQAC members were present

Sr. No.	Name	Designation	Position	Signature
1	Dr. B.S.Patel	Principal	Chairperson	
2	Dr.Z.M.Gadhawala	Associate professor	Coordinator	
3	Dr.J.S.Patel	Associate professor	Member	
4	Dr.M.R.Chavda	Associate professor	Member	
5	Dr.M.N.Paramar	Associate professor	Member	
6	Dr. M.M.Prajapati	Associate professor	Member	
7	Dr. N.I.Patel	Associate professor	Member	
8	Dr.S.P.Vyas	Assistant professor	Member	
9	Dr. B.A.Patel	Librarian	Member	
10	Mr. R.R. Mankadiya	Head Clerk	Member	
11	Mr.P.D.Patel	Senior Clerk	Member	Absent
12	Mr. Prahladbhai Somani	Secretary	Member	Absent
13	Mr. Vikram Vanzara	Alumni	Member	
14	Dr. Rajesh Parmar	Local society	Member	
15	Dr.Mitesh A Khant	Industrialist	Member	
16	Mr.Arun Malviya	Employer	Member	Absent
17	Ms.Rafiya Pothigara	P.G.Student	Member	

Principal
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IQAC MEETING – 1

Minutes and Action taken

Date ; 17/6/2019

- 1) To confirm the minutes of the previous meeting
At – The minutes of the previous meeting of IQAC were read out and confirmed
- 2) To design academic calendar for the year 2019-2020
AT – Academic calendar is prepared by IQAC according to university calendar. It is uploaded on website, main notice board as well as on departmental display boards.
- 3) To design activities of the Saptdhara initiatives of KCG for academic year 2019-2020
At – It is uniformly decided that current year mega event 2020 will be arrange in the month of February which include all Saptdhara , sports events and extension activities. Responsibility given to Dr. N.I.PATEL and convener of each committee.
- 4) To form students council committee
AT – Students council of 2019-20 is formed under the convener ship of Dr.M.A.PATEL as per norms
- 5) To submit college data on AISHE portal
AT - .Responsibility given to Dr.B.S.PATEL & shree H.M.Nayak. AISHE report submitted dated on 21/01/2020 .
- 6) To arrange end semester examinations.
AT – ESE program is designed by the examination convener. ESE started in the month of March 2020
- 7) To start certificate, value added course, internships, field projects and training programs for students
AT- Following certificate courses, value added courses, field projects, internships and training programs were completed by the diff. Departments.

Title	Department	Name	Date
Certificate course	Physics	Nuclear energy	24/06/2019 to 17/09/2019
Field projects	Botany	Plant flora of HMT	01/07/2019 to 31/08/2019
	Chemistry	Water analysis	05/08/2019 to 06/08/2019, 08/08/2019 to 09/08/2019
	Microbiology	Microbial analysis of food	05/08/2019 to 10/08/2019
Internships	Chemistry (PG)	Sanjer pharma LLP.	04/11/2019 to 14/11/2019
	Microbiology	Yash med. pvt .ltd	25/09/2019 to 30/09/2019
	Microbiology	Montage lab.ltd	25/11/2019 to 30/11/2019

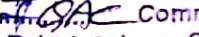
- (8) To arrange yearly NSS camp, extension activities and local society related activities.

AT – NSS camp was arranged at pedhamli on 04/12/2019 to 10/12/2019 and local society related activities are arranged by SSU group of the college.


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(9) To arrange alumni meet, incubation and start up activities.

AT – Alumni meeting was arranged date on 24/11/2019. Different types of incubation & start up activities done by incubation cell under the convener ship of Dr S.P.VYAS

(10) To apply for NAAC accreditation.

At – IIQA submitted on 18/10/2019

SSR submitted on 07/11/2019

(11) To arrange faculty development programs.

AT – Following faculty development programs are arranged by IQAC.

NAAC awareness prog. by Tejas Azad :11/07/2019

NAAC awareness prog. for teaching & non teaching – by Dr S.S.Shah : 05/10/2019


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IQAC MEETING With Faculty - I

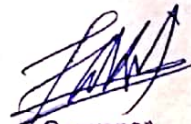


Minutes and Action taken

Date : 17/6/2019

- 1) To confirm the minutes of the previous meeting.
AT – The minutes of the previous meeting of IQAC with faculty were read and confirmed
- 2) To read the results of the semesters
AT – The results of the previous SEM- read by the principal, result analysis was done by the IQAC coordinator and discuss in the meeting
- 3) Discussion about formation of various committees for the academic year 2019-20
AT – Various committees are formed, conveners of each committees decided, student representative also involved in each committee.
- 4) To encourage students for participation in certificate and value added course, internships and training programs
AT – Information given to all HODS, faculties and convener regarding inspire students for taking keen interest & also register their name for the certificate course, value added course, field project, internship and training programs .
- 5) Formation of mentor-mentees system.
AT- Mentor-mentee system was formed – responsibility given to Dr.M.N.Parmar. Guideline of mentoring to students also given. Format for mentor mentee system is prepared.
- 6) Discussion about to organize state or national level seminar.
AT - Responsibility given to chemistry dept.
- 7) Discussion about participation in research activities and e content development and submission of research projects.
AT- Guidelines given to faculties to take keen interest for research paper publication , book publications ,poster presentation and research project submission to GUJCOST,DST & UGC.
- 8) About theory and practical sessions starts
AT- Information given to UG & PG HODS about theory and practical session's staff in the month of June.


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IQAC Meeting – 2



Minutes and Action taken

Date : 30/11/2019

- 1) To confirm the minutes of the previous meeting.
AT- The minutes of the previous meeting of IQAC were read out and confirmed in the meeting.
- 2) Information about SSR submission and NAAC process.
AT- Information about SSR submission & NAAC process is given by the IQAC coordinator.
- 3) To start certificate course and value added course.
AT- Information given to departmental HODS to start certificate course and value added course at departmental level : In the chemistry dept. certif. course on medicinal chemistry is completed in the month of January -2020 . Value added courses are running in the departments till to date.
- 4) To receive on line structured feed back forms students, alumni, parents and teachers.
AT- Online structured feed back were taken from students and teachers in the month of Feb-2020 and for alumni & parents in the month of March-2020
- 5) To arrange training programmes, internships and field projects for UG and PG students.
AT- Following training programs & field project for UG and PG students were arranged.
Training:
Microbiology: Training at Sabar dairy: 05/12/2019 to 10/12/2019
BT-CBC workshop at Kadi: 04/02/2019 to 09/02/2019
Chemistry (PG) : Sophisticated instrumentation training at Bayer crops sciences Ltd: 10,12,13,to15,,17 to 19/02/2020.
Instrumentation training of UV, Friability, DT at APMC Pharmacy College, on 5 to 07/02/2020
- 6) To arrange alumni meet.
AT- Alumni meet was arrange dated on 24/11/2019
- 7) To arrange annual function.
AT- Annual day function was organized dated on 02/02/2020
- 8) To prepare annual report of the college for the academic year 2019-20
AT- It is decided that annual report the of the college will be prepare at the end of semesters.

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IQAC Meeting with Faculties – 2



Minutes and Action taken

Date : 9/12/2019

- 1) To discuss about activity of mentor-mentee system.
AT- Inform to all mentors that counsel their mentees as per academic and stress related issues by arranging meeting with them.
- 2) To discuss about activity of slow and advanced learners.
AT- Inform to all faculties that guidelines provide to slow and advanced learners as per their doubts, critical topics revision, theory and practical's related guidelines.
- 3) General discussion about future activities.
AT- It is decided that NAAC awareness guidelines will be given to faculties, students, alumni and parents regarding in future NAAC team visit.

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IQAC Meeting with Support Staff

Minutes and Action taken

Date : 20/7/2019

- 1) To discuss about information of SSR about profile, academic information, and extended profile
AT- Information about SSR profile, academic information & extended profile are given by IQAC coordinator
- 2) To discuss about programs for supporting staff.
AT- Supporting staff training is arranged dated on 17/02/2020 to 24/02/2020 on computer awareness to administrator staff under the guidance of IQAC.
- 3) To discuss about SSS data collecting of students.
AT- Guidelines given about SSS data collecting from student. e.g., name, class, roll no, enroll .no, adhar no, email etc.


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PTA MEET (2019-20)

Place: Class Room No.- 8

Date 15/09/2019

Time: 9:00 to 11:00 am

The parents teacher association meeting was held on 15th Sept.2019 under the chairman sheep of Dr J.S.Patel. the meeting session started by welcoming of members by the PTA convener Dr M.R.Chavada.

AGENDA

Agenda 1: To reconstruct composition of PTA for 2019-20

Action Taken: The new composition of PTA reconstructed for the academic year 2019-20. The new PTA composition is attached on next page.

Agenda 2: To register parents of B.Sc. Sem - I to VI and M.Sc. Sem – I to IV students for current academic year.

Action Taken: For academic year 2019-20. Registration forms given to students parents who are interested in college activities. Apart from this 75 parents registered for PTA.

Agenda 3: To collect feedback of parents on offline and online base.

Action Taken: Feedback forms are given to parents during PTA meet. Parents have filed the feedback forms which were analysed and possible suggestion was implemented during academic year.


Dr. Z. M. Wadhavala

(Coordinator of IQAC)

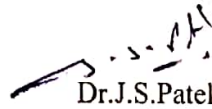
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Dr.M.R.Chavda

(Convener of PTA Association)

Convener
PTA Committee
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Dr.J.S.Patel

(Chair person of IQAC)

I/c. Principal
The H. N. S. B. Ltd. Science College
Himatnagar-383001, S.K.


Dr. B.S. Patel
The H.N.S.B. Ltd., Science College
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DR. B. S. Patel

ALUMNI MEET (2019-2020)

AGENDA

- Agenda: 1. To arrange awareness about NAAC Process.
2. Registration of final year students for alumni association.
3. To decide future program for UG and PG students.
4. To arrange awareness seminar about Competitive exam
5. Feedback collection on offline base

Minutes: 1. To arrange awareness about NAAC Process.

AT Our IQAC Co-ordinator Dr. Z. M. Gadhawala takes a lecture for Awareness on NAAC Process on dated 24th November, 2019 during Alumni Meeting.

Minutes: 2. Registration of final year students for alumni association.

AT At the end year the registration forms were given to students. A part from this UG and PG programme students were registered.

Minutes: 3. To decide future programme for UG and PG students.

AT The following programme was decided for betterment of students.

- (i) Career Awareness programme.
- (ii) Awareness about competitive Exams.


Minutes: 4. To arrange awareness seminar about Competitive exam


AT We arranged a lecture for NET and JRF exam on 6th February, 2020. The Resource person for the Seminar is Mr Raj N. Patel.

Minutes: 5. Feedback collection on offline base

AT After completion of Meeting, We collect offline base and online base feedback from our Alumni.


D.B. S. Patel
Chairperson


Dr Z. M. Gadhawala
IQAC Coordinator


Dr M. R. Chavda
Convener of alumni Asso.


Mr. Vikram Vanzara
President of Alumni committee

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Alumni
Convener
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President
Alumni Association
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