

The HNSB. LTD. Science College, Himatnagar
IQAC Meeting – 1

Date: 12/10/2020

Time: 12 to 1.00 PM Venue: Microsoft Team

Sr.No.	MINUTES(AGENDA)	DISCUSSION POINT/Action Taken
1	To confirm the minutes of the previous meeting	Previous meet: 30/11/19 Read by the IQAC Coordinator & confirmed
2	Confirmation of Academic calendar for the year 2020-21	Tentative academic calendar prepared for six months due to uncertain situation of covid 19 and displayed on website, MT, College and Departmental notice board.
3	To Start B.Sc& M.Sc. programmes lectures online through MT.	For MT the college appointed Dr. N.I. Patel as a MT Convenor. He has created IDs & passwords for faculties & students as well as prepared channels for B.Scsem 1 to 3 , M.Scsem 1 & 3. Information given to all staff members that upload their e-content materials, videos and lectures on MT & also create their own youtube channels for students benefit. B.Sc Sem 3 lectures started on 16/7/2020. B.Scsem 5 lectures started on 13/7/2020. M.Scsem 3 (organic) lectures started on 28/9/2020. B.Scsem 1 lectures started on 6/8/2020.
4	To Start continuous internal evaluation in B.Sc&M.Sc programmes through MT	As a part of internal evaluation & guidelines given by the exam committee, assignments should be given & received through MT by the faculties of each department. After discussion in the chemistry dept.meeting, it is decided that internal evaluation of the PG students also will take on MT. & unit tests will start in the month of December & January.
5	To Design activities of the saptdhara initiatives of KCG for the academic year 2020-21	Information given to conveners of Kala-Kaushalyadhara, Gyan dhara & Sarjnatmak Abhivyaktidhara to arrange Rangoli, Drawings, Mehndi, Essay, Quiz, Best form waste as a part of cultural activities. So rangoli, drawing, mehndi, spot photography was arranged on 12/10/2020 by Kala Kaushalyadhara.
6	To Form students council committee	Information given to Dr. M.A. Patel convenor to form SCC for the year 2020-21 as per norms of selection of the students.
7	To Start certificate courses, Value added courses, IPR webinars, Career guidance webinar & NET guidance webinars for B.Sc&M.Sc students.	Information given to Dr. S.P. Vyas, to arrange National Webinar on IPR. Also responsibility given to Dr. K.V. Goswami to arrange career guidance and NET Webinars. As a result, national level webinar was arranged on 7/12/2020 by HNSB Incubation cell. Moreover, National level webinar was arranged on Research opportunity in chemical sciences on 3/12/2020 by career

		council & competition exams cell.
8	To Arrange online PTA & Alumni meet	Information and guidelines given to Dr. M.R. Chavda to arrange PTA meet as well as Alumni meet on online base. Alumni meet was arranged on 15/2/2021 by Alumni committee and PTA meet was arranged on 31/12/2020 by PTA cell.
9	To Decide celebration of Gandhi Jayanti, Lalbahadur shastri Jayanti & Sardar Patel Jayanti	Guidelines given to Dr. B.A. Patel, convener of library committee for the celebration of birth anniversaries of our national leaders on their birth date. Gandhi Jayanti was celebrated on 2/10/2020. Speech competition on Sardar Patel was arranged on 29/10/2021, Worlds AIDS day celebration on 11/2/2020, Constitution Day celebrated on 26/11/2020 by NSS unit/library committee.
10	To Decide outreach programs, Universal values related and Women Empowerment (Gender Equality) related programs	To increase universal values like love, humanity, truth, communal harmony, peace etc. in the students mind, it is decided for celebration of such types of programs for our students. eg Poster competition on gender equity by women cell equity on 27/10/2020. Helping hands to blind by NSS community [collection of funds]. Awareness & safety measures for covid 19 by NSS dated on 3/10/2020 [covid 19 rapid test] Fund collection on flag day on 7/12/2020 by NSS Winter clothes distribution in slum area on 14/12/2020 by NSS.
11	To Arrange faculty development programs and Administration staff development programs.	One faculty development program entitled "Workshop on Awareness about MS team" arranged under the guidance of Dr.N.I.Patel by ICT cell under the guidance of IQAC. According to NAAC guidelines it is decided that one state/national level Webinar should be arrange on IPR & Responsibilities given to Dr. S.P. Vyas. National level webinar was arranged on 7/12/2020 by HNSB Incubation cell under the guidance of IQAC. For administration staff training programs guidelines given to Mr. P.D. Patel.


Principal
The H.N.S.B.Ltd.Science College
Himatnagar-383 001.

The HNSB.LTD.Science College, Himatnagar

IQAC MEETING - 2

Date:17/12/2020, Time:12 to 1.00PM Venue: Microsoft Team

SR NO.	MINUTES	ACTION TAKEN
1	To Confirm the minutes of the previous meeting	Minutes of previous meeting 12/10/2020 was read by the IQAC coordinator & confirmed.
2	Discussion about NAAC peer team visit.	Different committees were formed by the IQAC Coordinator with respect to NAAC Peer team visit. Responsibilities given to all committee members.
3	To discuss about End semester Examinations.	Information given to convenor of the examination committees for designing schedule of ESE for B.Sc&M.Sc programs as per following schedule. B.Sc: January M.Sc : practical : December Unit test: January
4	To submit college data on AISHE Portal.	Responsibility given to Mr. H. M . Nayak. So AISHE Data has successfully uploaded on 21/1/2020 by Mr. H.M. Nayak.
5	Discussion about feedback collection, Analysis & Action taken.	It is decided to take feedback of Faculty, Students, Alumni, Parents & Employers for the curriculum. As well as decided to take feedback from faculty and administrative staff from students. Information given to the convenor Dr. M.M. Prajapati. Feedbacks of the all stakeholders was collected in the month of _____ & analyzed by the IQAC & A.T. by the IQAC convenor & Principal.
6	Discussion about annual day celebrations.	Due to corona pandemic situation, it is decided that Annual day will be celebrate when corona will be mild. So it was arranged on 14/6/2021 with the farewell function of Dr. B.S. Patel & Mr. L.S. Desai.
7	Discussion about activities of different committees.	Information given to convenors of all committees for arranging respective activities as per academic planner. So various activities like career guidance seminar, gender activities, International & National day celebration. Celebration of Birth & death anniversaries of leaders, Seminar on IPR, faculty and administrative staff developing

		programs was successfully arranged by different committees under guidance of IQAC.
8	Discussion about Grievance & Redressal data collection, analysis, action taken.	Information given to Dr. M.A. Patel for the collection of grievance at the end of month. So, grievances of students were collected, analyzed & suitable action taken was decided. Moreover, it was displayed on college notice board.
9	Discussion about submission of self appraisal report of the teaching & non teaching staff.	Responsibilities given to IQAC Convenor for designing of SAR Format. So, after designing, it was prepared through google form by Dr. N.I. Patel. Faculty has filled up SAR & submitted. It was analyzed by the IQAC & appropriate guidelines given to the faculty whose performance was moderate to poor.


Principal
The H.N.S.B.Ltd.Science College
Himatnagar-383 001.

The HNSB. LTD. Science College, Himatnagar

IQAC meeting with Administrative & Supporting Staff: 1

Date: 21/10/2020, Time: 12 to 1.00 PM Venue: Microsoft Team

Sr. No.	Minutes	Action Taken
1	To Confirm the minutes of the previous meetings.	Minutes of the previous meeting was read & confirmed by the IQAC Co Ordinator.
2	Discussion about programs for administrative & supporting staff.	According to NAAC guidelines it was decided that at least 3-4 professional programs will be conduct for the betterment of the admin & supporting staff. One NAAC Awareness program was conducted by the IQAC & rest of the programs was conducted by the admin department.
3	Discussion about checking of O2 level & temperature of person coming from outside in the college due to covid 19.	Responsibilities given to Mr. Bhavin Rathod & Mr. Ashish Makwana.
4	Discussion about waste-management system in the college campus.	Dustbins was purchased for dry waste. In the chemistry labs , dustbins for dry, wet, broken glasswastes, was kept. All types of waste were collected by Nagar Palika tractor for recycling process.
5	Discussion about plastic free campus.	Awareness was created by the faculties among students. Banner was displayed for reducing the plastic waste in the college premises. Responsibility also given to peons.
6	Discussion about maintain records of strengths, results, scholarships, TC, AMC, Expenses of green initiatives etc.	Responsibility given to following persons: Strength, Results: Mr. H.M. Nayak Scholarships: Mr. N.R. Sandhu TC, Results: Mr. P.D. Patel AMC & Others: Mr. R.R. Makadiya.


Principal
The H.N.S.B.Ltd.Science College
Himatnagar-383 001.

The HNSB. LTD. Science College, Himatnagar

IQAC meeting with Administrative & Supporting Staff: 2

Date: 18/12/2020, Time: 2.30 to 3.30 PM Venue: Microsoft Team

Sr. No.	Minutes	Action Taken
1	To Confirm minutes of previous meetings.	Previous meeting was held on 21/10/2020. Minutes was read & confirmed by the IQAC Coordinator.
2	Discussion about higher education progression data.	For these responsibilities given to Mr. P.D. Patel & information given for submission of these data at the end of the year to the IQAC.
3	To Discuss about data collection of Strengths of B.Sc & M.Sc programs.	Guidelines given to Mr H.M. Nayak & Mr. P.D. Patel. They have submitted data of strengths of SC & ST, OBC & General students to the IQAC.
4	Discussion of scholarships data collection.	Guidelines given to Mr. N.R. Sandhu for submission of scholarship data as per NAAC format to the IQAC at the end of the year.
5	Discussion about library data collection.	Guidelines given to Dr. B.A. Patel for the submission of the Library data according to criterion 4 to the IQAC at the end of year.


Principal
The H.N.S.B.Ltd.Science College
Himatnagar-383 001.

The HNSB.LTD.Science College, Himatnagar

IQAC MEETING WITH FACULTY – 1

Date: 20/10/2020, Time: 12 to 1.00PM Venue: Microsoft Team

(1) To confirm the minutes of the previous meeting.

Last meeting of IQAC with the faculties was arranged on 9/12/2019 read and confirmed.

(2) To read the results & strengths of the semesters

Results of various semesters was read by the principal. As per information given by the principal, the results static is given below:

SEMESTER	COLLEGE RESULTS	UNIVERSITY RESULT
1	61.40%	56.33%
2	90.67%	90.37%
3	93.49%	76.15%
4	97.36%	94.61%
6	95.96%	90.57%
1 (M.Sc)	84.62%	75.29%
3 (M.Sc)	93.47%	91.47%
4 (M.Sc)	86.96%	90.73%

(3) Discussion about formation of different committees for the academic year 2020-21

Various committees designed by the principal Dr B.S. Patel and convenors of respective committee also decided. Activities are given to the convenor according to the NAAC Criteria. Following types of information should be submitted through google form after completion of activities. Committee's list was displayed on website.

- (1) Browser/Notice
- (2) Students list with signature/ Attendance
- (3) Report in English
- (4) Photos (Geotag)
- (5) Videos (if possible)

NOTE: KINDLY MAINTAIN MINUTES & ACTION TAKEN RECORD OF MEETINGS.

(4) Formation of Mentor-Mentee system

For academic year 2020-21, according to strengths of B.Sc&M.Sc programs & total number of faculties the mentor-mentee system will be set up under the guidance of IQAC with convenor

Dr. M.N. Parmar.

For this academic year the mentor can mentoring their mentees for the academic & stress related issues.

It is request to all mentor that maintain your mentor-mentee file with the necessary documents & photos.

(5) Discussion about participation in [papers, seminars, e-books, research projects]

IQAC Coordinator &Dr. B.S. Patel have informed all faculties for research papers publications, present papers in the seminars, book publication & formation of youtube channels.

(6) Discussion about policies & activities of slow & advanced learners.

Request to all faculties kindly maintain your file with the necessary documents & Photographs regarding activities of slow & advanced learners.

(7) Discussion about student's centric methods such as experimental (learning, participative learning & problem-solving methodologies)

Inform to all the faculties kindly use above student's centric methods during the year regarding teaching-learning process & maintain its records.

Request to HOD's of the respective departments that maintain files at your department level for above methods with documents.

(8) Discuss about apply innovation & creativity in teaching- learning

Regarding innovation & creativity in teaching- learning, guidelines given by the IQAC Coordinator.

Inform all faculties to introduce innovative methods in theory session as well as innovative methods in project work & field project etc.

(9) Discuss about ESE & CIE System at the institutional level.

Guidelines given by the examination convenor regarding ESE & CIE for PG & UG Programs.

(10) Discussion about designing of Cos , POs & PSOs for B.Sc sem 1 & M.sc sem 3

Designed at departmental level & prepare COs, POs & PSOs of each courses of B.Sc sem1 & M.Sc sem3 .

Designed COs, POs, PSOs are displayed on website, MT & on departmental display boards.

(11) Discussion about MOUs, Linkages & Collaborations

Responsibilities given to convenor Dr. S.G. Patel for MOUs & Linkages with educational institutions, industries & NGOs.

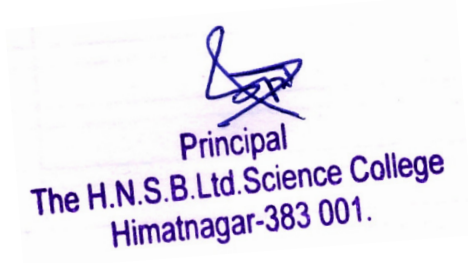
(12) To discuss about financial help from the management to faculties for state/national/international level seminar/conference.

After discussion with the secretary of the Himatnagar Kelvani Mandal, following criteria has decided regarding financial help to faculties.

Research paper publication in UGC care Journals (Maximum four for one year), 1000 rupees will be paid for each paper by the management.

For poster presentation in state/national/international seminar registration fee or 1000 rupees

(Which will be less) will be paid by the management



Principal
The H.N.S.B. Ltd. Science College
Himatnagar-383 001.

The HNSB. LTD.Science College, Himatnagar

IQAC MEETING WITH FACULTIES – 2

Date:17/12/2020 Time: 2.30 to 3.30PM Venue: Microsoft Team

SR NO.	MINUTES	ACTION TAKEN
1	To Confirm the minutes of the previous meeting.	Previous meeting was held dated on 20/10/2020, minutes & action taken was read by the IQAC Coordinator & confirmed.
2	Discuss about formation of mentor-mentee system & its activities.	Activities which were conducted by the mentors for their respective mentees was discussed & guidelines given by the IQAC.
3	Discussion about activities of slow & advanced learners	Activities which were conducted by the faculties of every department was discussed & instructions given by the IQAC.
4	To Discuss for preparation of academic planner.	Due to corona pandemic situation, it was decided that academic calendar for new team will be prepared according to line with university academic calender


Principal
The H.N.S.B.Ltd.Science College
Himatnagar-383 001.