



Ref No. 424 / 2023-24

Date: 11/10/2023

Dear Sir / Madam,

A meeting of the members of the **Internal Quality Assurance Cell (IQAC)** of **P T Sarvajani College of Science** has been scheduled to discuss matters as per the agenda attached.

The meeting details are as follows:

Date and Time: 17th October, 2023 at 3:00 pm

Venue : Principal's office

Kindly make it convenient to attend the same. We will be delighted to have valuable inputs from you to enhance and strengthen the quality-oriented policies of the institute.

With regards,

Kileen Mahajan

IQAC Co-ordinator

Encl: IQAC meeting agenda

Members:

Sr. No.	Name	
1	Dr. Pruthul Desai	Chairperson
2	Prof. Kileen J. Mahajan	Co-ordinator
3	Dr. M. B. Mahida	Member
4	Prof. S. A. Sutar	Member
5	Dr. K. J. Chauhan	Member
6	Prof. Priti S. Singaraju	Member
7	Dr. S. P. Vora	Member
8	Dr. Jayaben M. Patel	Member
9	Dr. Anjali V. Varshney	Member
10	Dr. Dhiraj B. Shah	Member
11	Shri Mayank Trivedi	Member
12	Shri Arvind Kagalwala	Member
13	Shri Keyur Patel	Member
14	Shri Ketan Desai	Member
15	Dr. Anand Desai	Member
15	Mr. Jay Sevalia	Member
16	Mr. Pankaj Hurkat	Member





1. Meeting Details

Meeting Name:	IQAC		
Date of Meeting:	17-10-2023	Time:	3:00 pm
Meeting Facilitator:	Prof. Kileen Mahajan	Location:	Principal's office

2. Attendees

Name	Department/Division	E-mail	Phone
As per attached list			

3. Meeting Agenda

Topic	Owner	Time
Autonomous Status and its implications	Dr. Pruthul Desai	3:00 pm
PTSCS Team visit to various institutes	Dr. Pruthul Desai	3:10 pm
Information on MoU with Adani Port Pvt. Ltd. Hazira, MoU's under discussion with K J Somaiya College, Vidhyavihar and Fergusson College, Pune	Dr. Sambhav Vora	3:20
New courses to be offered – suggestions from members	Prof. Kileen Mahajan	3:25 pm
Result analysis of the academic year 2022-23	Prof. Kileen Mahajan	3:30 pm
Feedback mechanism from stakeholders to be made a regular activity	Prof. Kileen Mahajan	3:40 pm
Acknowledgement of activities taken up so far during the academic year- <ul style="list-style-type: none">• Lectures and live screening of Chandrayaan and Aditya missions by ISRO• World millet week,• PTSCS students' participation in K J Somaiya College event and winning a competition there,• Zoology students' visit to Zoo etc.	Prof. Kileen Mahajan	3:45 pm
Planning for new Governing Body, Academic Council and Board of Studies	Dr. Pruthul Desai	3:50 pm
Continuation of student centric policies - more emphasis on site visits and field training	Prof. Kileen Mahajan	4:00 pm
Discuss staff cases put up for CAS	Prof. Kileen Mahajan	4:05 pm
Quality Initiatives for the year ahead	Dr. Pruthul Desai	4:15 pm
Any other proposal from the chair	Dr. Pruthul Desai	4:25 pm

Minutes of the IQAC meeting dated 17-10-2023

A meeting of the IQAC members was held on 17th October, 2023 at 3:30 pm in the Principals office. The meeting was chaired by the Principal, Dr. Pruthul Desai and coordinated by Prof. Kileen Mahajan.

The minutes of the meeting are as follows:

1. The Principal welcomed the new members of the committee and an overview of the purpose and working of the IQAC was explained by the Principal.
2. A brief outline of the benefits of being awarded the “Autonomous Status” were given by the Principal.
3. The Principal also gave details about the visit by some staff members to other autonomous institutes in Mumbai and Pune. The institutes visited in Mumbai were St. Xavier’s College, Wilson College and K J Somaiya College of Science and Commerce.
4. The MoU with Adani Ports, Hazira was discussed and the how it would be beneficial to the students was discussed.
5. It was also informed that MoUs with Fergusson College, Pune and K J Somaiya College of Science and Commerce were in the final stages and would be soon finalized.
6. Prof. Kileen Mahajan informed about the feedback mechanism to be strengthened and made a regular event. Shri Kishor Sharma also shared the experience of taking feedback. He stressed that it should be a regular event with adequate follow-ups so that it eventually becomes a habit.
7. Prof. Kileen Mahajan also explained how the new syllabi under autonomy would be based on Blooms taxonomy so that learning outcomes could be determined by the examination system. A training session for teachers of the Institute was also being designed so that the quality of new syllabus in each subject could be made more industry relevant and also outcomes were aligned with the objectives of the syllabi.
8. Shri Kishor Sharma put forth the lack of communication skills in the graduates across all the fields of study. He also stressed on how behavioural grooming was missing in current graduates. It was discussed that the Institute may introduce finishing school and communication courses as mandatory requirement in the final year of study by including them as a part of the curriculum.
9. Prof. Kileen Mahajan raised the requirement of a Psychologist / Student Counsellor. Shri Kishor Sharma also informed that a counsellor was helpful for students and



teachers as well. Shri Ketan Desai volunteered to identify a suitable person and if possible from the Alumni circle.

10. Shri Kishor Sharma also shared his opinion regarding the Alumni involvement. An alumni student meet should be regularly organised so that a new platform is available for students to interact with.
11. The local requirement of the industry in terms of employability of the graduates was also discussed. Some suggested courses to be looked at were like Waste management, Food Technology and Diamond Industry related courses.
12. Shri Mayank Trivedi offered his help to coordinate with Dr. Manoj Sharma regarding collaboration, for the benefit of Zoology students, in Aquatic (Prawns) culture related activities.
13. Prof. Kileen Mahajan informed about the various activities taken up during the academic year. The lectures and live screening of Chandrayan and Aditya mission were discussed.
14. The efforts of the students and staff members in organising a food festival during the World millets week were highlighted. Shri Ketan Desai suggested to expand the scope of the event to make it open for public so that awareness and reach could be extended.
15. The PTSCS students' participation in K J Somaiya College of Science and Commerce, Mumbai event and winning a competition there were also discussed.
16. The visit to the Zoo by Zoology students and their activities were also discussed. It was highlighted as to how they learnt the process of tranquilization of captive animals during their visit.
17. Dr. Pruthul Desai informed the gathering on the ongoing process of formation of the Governing Body, the Academic Council and the various Boards of Studies required for the new structure of the Autonomous Institute.
18. It was resolved to continue with the student centric policies and to increase the frequency of site visits and field work / training.
19. The CAS file of Dr. Anjali Varshney and Dr. Nitin Solanki were put up for consideration and approved after discussion.


Prof. Kileen Mahajan
IQAC Coordinator




Principal
Sir P. T. Sarvajanik College of Science
(Autonomous)
Surat.