



SARVAJANIK EDUCATION SOCIETY

# P T SARVAJANIK COLLEGE OF SCIENCE

NAAC ACCREDITED 'A' (3.03 CGPA)  
COLLEGE WITH POTENTIAL FOR EXCELLENCE

No.:

Date: 12/06/2019

The meeting of the IQAC committee members for the new academic year 2019-20 is scheduled on 13/06/2019 at 04:00 pm in the Principal's office. The agenda for the meeting are:

1. Principal's address.
2. Any other matter proposed from the chair.

I request all the members to make it convenient to remain present in the meeting.

Sincerely yours

*Thakkar*  
(IQAC coordinator)

Sign:

Prin. Pruthul Desai

Dr. A. H. Dholakia

Prof. S. A. Sutar

Dr. Anjali Varshney

Prof. Pritiben Singaraju

Prof. Viresh Thakkar

Dr. M. B. Mahida

Dr. K. J. Chauhan

Dr. J. M. Desai

Dr. S. P. Vora

## Minutes of the IQAC meeting, 2019-20

Date: 14/06/19

A meeting of the IQAC committee members was held on 13/06/2019 at 04:00 pm in the Principal's office. In this meeting apart from the IQAC chairperson, Prin. Pruthul Desai and the IQAC Coordinator Prof. Viresh Thakkar, the following committee members were present to discuss the matter of agenda.

The minutes of the meeting are:

1. The meeting started with the Principal's address to the one and all present there. He appreciated the support and the efforts put in by the members for the smooth functioning of the college in the previous year and wished that the same will continue this year also. He briefed the role and importance of the IQAC, particularly for the new members.
2. A new syllabus in the subjects of Physics and Chemistry for B. Sc. Sem I and Sem II has been designed by the respective Board of Studies of VNSGU to be implemented from 2019-20. Also some changes in one or two papers in the subject of mathematics for B. Sc. Sem IV, Sem V and Sem VI have been done. The principal urged The HODs to convene departmental meetings to discuss it and assign the topics to the faculties as per their fields of specialization and also form a modality to implement it in the best possible way with proper time framing.
3. The principal also instructed to the heads of the other departments to convene Departmental meetings, discuss the academic calendar provided by the VNSGU and plan departmental activities accordingly. He also requested them to invite suggestions from the faculties about what new activities can be done for the students.
4. The members were further instructed to enter Student's attendance online in the software of the college. Student's Assessment through test/ assignment/ presentation to be completed by 25<sup>th</sup> October during the odd semesters and by 15<sup>th</sup> March during the even semesters. Remedial classes to be scheduled by all the departments with proper notification to the students and the office. These classes would be organized based on the assessment of student's performance in their previous semesters.
5. To strengthen college's Alumni association, the Chairperson suggested that every department should invite and engage some alumni to interact with the current batch of students.
6. He urged to work on activation of mentors for the students and their reporting by the departments to IQAC.

7. Cultural diversity, one of our unique features, should to be highlighted through diversified academic and cultural programs. It was contended that it brings more participation of the students of the college.
8. Modalities of maintaining data for easy access, retrieval and subsequent analysis were discussed. In this, the role of MIS was reiterated as experienced in the previous academic year.
9. It was reiterated by him to have timely, efficient and progressive performance of academic, administrative and financial tasks and simultaneously have proper documentation of the various programmes/activities leading to quality improvement.
10. Participation of faculties in workshops/seminars/conferences and that of students in symposia/competitions/interactive sessions etc to continue among all departments.
11. The meeting concluded with positive environment with support from all the fraternities.



Prof. Viresh Thakkar  
(IQAC coordinator)



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No.:

Date: 06/07/2019

The first meeting of the IQAC committee members for the academic year 2019-20 is scheduled on 08/07/2019 at 04:15 pm in the Principal's office. The agenda for the meeting are:

1. To discuss the future plans.
2. To discuss the new internal/continuous evaluation system and its implementation.
3. Programs to be implemented during the current academic year.
4. To discuss about how to make seminar slot in the time table more effective.
5. Any new event/activity that can be initiated.
6. Analysis of previous year's results.
7. Any other proposal from the chair.

I request all the members to make it convenient to remain present in the meeting.

Sincerely yours

  
(IQAC coordinator)

Sign:

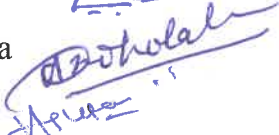
Prin. Pruthul Desai



Prof. Viresh Thakkar



Dr. A. H. Dholakia



Dr. M. B. Mahida

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Dr. K. J. Chauhan



Dr. Anjali Varshney




Dr. J. M. Desai



Prof. Pritiben Singaraju



Dr. S. P. Vora



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## Minutes of the IQAC meeting, 2019-20

Date: 11/07/19

The first meeting of the IQAC committee members for the academic year 2019-20 was held on 08/07/2019 at 04:15 pm in the Principal's office. In this meeting apart from the chairperson, Prin. Pruthul Desai and the coordinator Prof. Viresh Thakkar, six committee members were present and long discussion on various topics of the agenda.

The minutes of the meeting are:

1. It was resolved to establish Language Laboratory in the college. Prof. Pritiben Singaraju of Department of English will look after its activities.
2. It was proposed to restart the college magazine. A new editorial committee will be formed and the articles will be invited from students as well as from the teachers for the magazine.
3. The principal of the college appealed all the HODs to initiate a departmental newsletter/magazine.
4. Our students take active part in various curricular and extra-curricular activities organized at various levels, like state, university, inter-college etc. Most of the times, they win prizes and bring glory to the college. The principal suggested that their achievements must be publicized so that the others also get motivated to participate in such activities. Such achievements must be appreciated at proper level.
5. Various departments of the college were urged to organize state/regional level workshop/seminar wherein the students get opportunity to interact with the resource persons who are experts in their respective fields and coming from different parts of the country. The Department of Zoology had organized a workshop in the beginning of the academic year to frame new curriculum for UG students. In this workshop, faculties from different colleges took active part in framing the syllabus. It was felt that the other departments may also organize such workshops.
6. We have a tradition of organizing Bridge Course in various subjects during the summer vacation and it should continue.
7. It was decided to hold orientation program for the new entrants to the college (B. Sc. Sem I students) in which they will be made familiar with the college, its rules and regulations. They will also be informed about all the departments and the departmental activities and simultaneously about the future prospects available to them.
8. Various clubs are running successfully in the college for quite some time. They must be strengthened and more and more student-oriented activities may be carried out.
9. The college has tradition of screening science fiction movies, documentaries etc. This year also, the students will be shown such movies and documentaries.

10. The students must be shown NPTEL lectures on various topics of their study. There lectures are actually given by the best professors of that particular field and therefore they are very interesting as well as informative.
11. The activities like organizing educational tours, sky gazing etc. should be continued. Such activities help them to explore the world outside the four walls of their classroom.
12. The faculties should be encouraged to present papers, posters, invited talks etc. in conferences, seminars, workshops, colloquia etc. After returning back from them, they should share their experience with other staff members also.
13. Our college has a unique feature having seminar slot in the time table itself. Talks on various subjects and topics will be given by the staff members in this seminar slot.
14. Analyze the previous year's results of our college students.
15. Identify the slow learners and do needful for them.
16. Receive feedback from the students and analyze them.

Prof. Viresh Thakkar  
(IQAC coordinator)



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No. :

Date : 24/07/2019

A meeting of the IQAC committee members is scheduled on 25/07/2019 at 04:30 pm in the Principal's office to discuss on some academic and internal evaluation related matter.

I request all the members to make it convenient to remain present in the meeting.

Sincerely yours

  
(IQAC coordinator)

Sign:

Prin. Pruthul Desai



Prof. Viresh Thakkar



Dr. A. H. Dholakia



Dr. M. B. Mahida



Prof. S. A. Sutar



Dr. K. J. Chauhan



Dr. Anjali Varshney



Dr. J. M. Desai



Prof. Pritiben Singaraju



Dr. S. P. Vora




## Minutes of the IQAC meeting, 2019-20

Date: 26/07/19

A meeting of the IQAC committee members was held on 25/07/2019 at 04:30 pm in the Principal's office. In this meeting apart from the chairperson, Prin. Pruthul Desai and the coordinator Prof. Viresh Thakkar, seven committee members were present and had good discussion on various topics of the agenda.

The minutes of the meeting are:

1. It was decided to form Google forms for the feedback form and Student Satisfaction Survey and then inform the students to fill them. Prof. Khagen Chauhan accepted the responsibility to prepare the Google form.
2. An induction program is to be carried out for the new entrants to the college.
  - As a part of this program, orientation of library was done by the librarian of our college. The other departments were informed to do it and they agreed to it.
  - A questionnaire is prepared for the new entrants as a part of the induction program. It will be given to them and their responses will be analyzed.
  - A career guidance seminar was conducted as a part of this program.
  - A documentary on Apollo 11 was screened in the Tara-Moti Hall on 26/07/19 at 04:30 pm as a part of this program.
3. The editorial board for the college magazine "Anvixa" was finalized. The faculties included in the board are: Prof. Priti Singaraju, Dr. Hemaben Desai, Dr. Sambhav Vora, Dr. Nisha Patel and Dr. Anjali Varshney.
4. There was a long discussion on internal evaluation and finally it was resolved to take one mid-term examination of one hour duration during the last week of August and the first week of September, 2019. At the end of the semester, an MCQ test based on the 100 % syllabus will be conducted for all the subjects, except English. For English, it will be subjective test.
5. An examination committee is formed. The members are: Prin. Pruthul Desai (Chairman), Dr. Arun Dholakia, Dr. Mahendrasinh Mahida, Prof. Sadanand Sutar, Dr. Khagen Chauhan, Dr. Anjali Varshney, Dr. Jatinbhai Desai and Dr. Sambhav Vora.
6. The assignments will be collected by the faculties during their respective classes.

  
Prof. Viresh Thakkar  
(IQAC coordinator)





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No.:

Date: 8/8/19

A meeting of the IQAC committee members is scheduled on 09/08/2019 at 04:30 pm in the Principal's office primarily to discuss the progress made in the preparation criterion I and criterion II. All the concerned teachers of these two criteria are hereby requested to bring the same in the meeting for further discussion.


I request all the members to make it convenient to remain present in the meeting.

Thank you.

Sincerely yours

  
(IQAC coordinator)


Sign:

Prin. Pruthul Desai 

Prof. Viresh Thakkar 

Dr. A. H. Dholakia 


Dr. M. B. Mahida

Prof. S. A. Sutar 

Dr. K. J. Chauhan 

Dr. Anjali Varshney 

Dr. J. M. Desai 

Prof. Pritiben Singaraju 

Dr. S. P. Vora 


## Minutes of the IQAC meeting, 2019-20

Date: 10/08/19

A meeting of the IQAC committee members for the academic year 2019-20 was held on 09/08/2019 at 04:15 pm in the Principal's office. In this meeting apart from the chairperson, Prin. Pruthul Desai and the coordinator Prof. Viresh Thakkar, seven committee members were present to discuss the progress made in the preparation criterion I and criterion II.

The minutes of the meeting are:

1. The meeting started with discussion on criterion I. Prof. Arun Dholakia had prepared and filled the data available with him. He requested the other HODs to provide the necessary information available with them and relevant to criterion I so that he can complete the remaining part of the criterion.
2. The responsibility of criterion II was resting with Dr. Sambhav Vora.
  - He had filled many of the fields in the criterion. Some of them are almost ready and some require detailed discussion.
  - Data are required from all the departments to fill some of the fields and the HODs have been informed about the same.
  - Some information in criterion II is to be collected from the office and they have been informed to provide that data.
3. In all, it was a fruitful meeting.

  
Prof. Viresh Thakkar  
(IQAC coordinator)



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No. :

Date: 20/08/2019

A meeting of the IQAC committee members is scheduled on 21/08/2019 at 04:30 pm in the Principal's office primarily to discuss the progress made in the preparation criterion III and criterion IV. All the concerned teachers of these two criteria are hereby requested to bring the same in the meeting for further discussion.

I request all the members to make it convenient to remain present in the meeting.

Thank you.

Sincerely yours

  
(IQAC coordinator)

Sign:

Prin. Pruthul Desai

Dr. A. H. Dholakia

Prof. S. A. Sutar

Dr. Anjali Varshney

Prof. Pritiben Singaraju

Prof. Viresh Thakkar

Dr. M. B. Mahida

Dr. K. J. Chauhan

Dr. J. M. Desai

Dr. S. P. Vora

## Minutes of the IQAC meeting, 2019-20

Date: 22/08/19

A meeting of the IQAC committee members for the academic year 2019-20 was held on 21/08/2019 at 04:30 pm in the Principal's office. In this meeting apart from the chairperson, Prin. Pruthul Desai and the coordinator Prof. Viresh Thakkar, seven committee members were present to discuss the progress made in the drafts for criterion III and criterion IV.

The chairmen of the committee for the criteria III and IV presented their progress report and some suggestions were presented by the committee members for the inclusion and the improvement of the proposed presentation. The chairmen of the respective criteria noted them and agreed to include those in their drafts.

The meeting ended with the suggestion to meet after some time for further discussion the progress made by them.

Prof. Viresh Thakkar  
(IQAC coordinator)



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# P. T. SARVAJANIK COLLEGE OF SCIENCE

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No. :

Date : 20/4/2020

## Action Taken Report of the IQAC meeting, 2019-20

As per the suggestions of IQAC regarding the activities to be carried out during the year 2019-20, the following actions have been taken.

1. Head of all the departments convened their departmental meetings to discuss the curriculum to be taught and assigned papers to the faculties as per their fields of specialization and also formed a modality to implement it in the best possible way with proper time framing. The faculty were informed about the academic calendar prepared by VNSGU so that they can plan out the proceedings for the semesters.
2. The Student's attendance were entered online in the software of the college.
3. Remedial classes were conducted for the needy students by all the departments.
4. Some cultural diversities were conducted and students participated in an enthusiastic manner. They also represented our college in such activities organized by other institutes as well.
5. The faculty participated in workshops/seminars/conferences.
6. Students participated in competitions and interactive sessions at various levels and platforms.
7. Different clubs existing in the college provided platforms to the students to explore their talents in respective fields.
8. We continued with our unique tradition of having "Nobel Lecture Series" and arranged lectures in all three subjects, Physics, Chemistry and Medicine.
9. To initiate new lecture series, "Stalwarts in Indian Science". The first lecture in the series was delivered by Prof. K. N. Joshipura on "Dr. Vikram Sarabhai".



  
Principal

(Dr. Pruthul Desai)  
Principal

P. T. Sarvajani College of Science

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