

NOTICE

01/10/2018

Members of the Internal Quality Assurance Cell (IQAC) are hereby informed to remain present for a meeting on **4th October, 2018, Monday**, in the Principal's Office, at 10.00 am.

One representative from the Management will also remain present for the same.

IQAC Members:

1. **Dr. M.D. Chavda, Principal**
2. **Dr. Jenny Rathod, Coordinator IQAC**
3. **Shri Girish P Puranik, Associate Professor**
4. **Dr. Jaydev D. Bholra, Associate Professor**
5. **Dr. Shubha Nigam, Associate Professor**
6. **Shri Natubhai Panchal, deputy secretary AES, representative of the Management**
7. **Shri C.B. Prajapati, Administrative Officer**
8. **Shri Nishit Shah, Administrative Officer**
9. **Dr. Kaushal Desai, Member – Alumni**
10. **Dr. Shraddha Rai, Member, Local Society**
11. **Shri Kamlesh Makwana, Parent of Student**
12. **Ms. Dehini Trivedi, Student at UG Programme**

The Agenda for the said meeting is as follows:

- 1) **To take stock of the preparations for the Internal exams to be held for SEM I, SEM III and SEM V, in all the departments of UG and PG programmes.**
- 2) **To apprise the Faculty members about any new decisions announced by the affiliating University regarding Curriculum, Examinations, or otherwise.**
- 3) **To make a calendar of the final University exams and then tentatively decide for the classes for SEM V in the period after the Diwali vacation.**
- 4) **To encourage the Faculty members to participate actively in research activities.**

Minutes of the Meeting on 4th October, 2018, with IQAC members:

- 1. It was hereby informed by the coordinator that all the departments have completed the exercise of taking Assignments and Presentations.**
- 2. The exam committee has submitted a verbal report that all the preparations for the upcoming exams have been made. The appropriate question papers have been printed for the same.**
- 3. The final exam dates for all the three semesters have been allowed by the University. Hence, once the college reopens after the Diwali vacation, a tentative schedule was made by the IQAC to conduct lectures, especially in the SEMESTER V.**
- 4. The Principal and the Coordinator urged to call for a meeting with the HODs to encourage each Faculty member to write as many Research papers as possible.**

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