

## **NOTICE**

**05/01/2019**

Members of the Internal Quality Assurance Cell (IQAC) are hereby informed to remain present for a meeting on **10<sup>th</sup> January, 2019, Friday**, 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. Bhola, 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 curriculum completion in all the departments, and plan for the internal exams.
- 2) To plan elaborately for the upcoming state level competitions and internal Sports Day as well as the Annual Function celebrations.
- 3) To identify and mark students from each department who can become potential Gold medalists, and then provide them with extra assignment and writing practice.
- 4) To encourage the Faculty members to participate actively in research activities.

**Minutes of the Meeting on 10<sup>th</sup> January, 2019, with IQAC members:**

- 1. The HOD of each department informed that the curriculum completion was going at a very good pace. The assignments and presentation dates by each department had been identified and the same would be conducted duly by all the Faculty members.**
- 2. Various committees for the Mahadev Desai state level elocution competition was formed and their tasks were duly distributed.**
- 3. The Annual Day celebration preparations were under way, and the committee formed for the same was also asked to submit a report for the same within a week.**
- 4. From the department of English, Psychology and Political Science, some students who can become potential Gold-medalists, were identified. It was proposed by the IQAC to give them extra coaching and assignments to prepare them better for winning the Gold medal.**
- 5. All the HODs present were asked to take stock of the research work indulged in by the Faculty members and to encourage them further for the same.**

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