

## IQAC Internal Meeting Minutes-1

25/04/2015

### Agenda

1. Plan of Action ( 2015-15)
2. Review of Curriculum and Activities

A meeting was held on 15<sup>th</sup> April 2015 at the conference room to discuss the plan of action chalked out by the IQAC and review the new curriculum proposed and the activities which are to be organised. The following plan of action was discussed and approved.

### Plan of Action

1. New Curriculum Revision
2. Time table and plan for Micro demonstrations
3. Formation of students' council
4. Review of Curriculum ( Sem-I & III)
5. Co-curricular activities
6. UGC 12th Plan

The new syllabus for two year B Ed programme was reviewed and teachers were assigned the courses as per their expertise. Dr Nishant Joshi was assigned the task of preparing time table and schedules for micro teaching. Dr Mayur was assigned the work of planning and implementing co-curricular activities. All members agreed to chalk out plans to utilize remaining fund released by UGC.

  
**IQAC  
Coordinator**



## IQAC Internal Meeting-Minutes-2

22/07/2016

A meeting was held in the conference hall at 01:30 pm with a view to discussing:

1. Demo Lessons
2. Stage Teaching
3. Time Table for different courses
4. Formation of student's council
5. Any other

The meeting started with a note that we have received confirmation from SPU about increase in the seats of M.Phil. (ELT) from 10 to 15. The total number of admission in all the courses was discussed.

Dr. Varast appealed to the B.Ed. (English) members to help MA (ELT) teachers by conducting a few sessions / papers, as long as the institute doesn't allot some ad hoc members on the faculty. Dr. Varsat and Dr. Parmar agreed to take papers both in the 1st and the 3rd semesters of MA (ELT).

It was suggested that the time-tables for various courses offered at the institute are to be done in a way that work-load / sessions of all the faculty members do not clash.

Micro/Stage teaching programme would start from the next week as Demo lessons have already been delivered.

Ms. Anna Patel, who is the vice president of the students' council was asked to form the council soon. Dedicated and sincere students should be consulted to be part of the student's council. It was decided that all the students from all the semester should be give equal opportunity to represent their semesters.

The B.Ed. (Eng.) trainees who are presently busy with internship programme should also be part of the students' council. It was suggested by the I/C Principal that different types of Saptadhara co-curricular activities are to be planned soon.

Dr. Varsat suggested that, as discussed with Mr. Bakul , a workshop to be organized on 23/07/16 (Saturday) for enriching life skill in students.



**IQAC  
Coordinator**



### IQAC Internal Meeting-Minutes-3

05/10/2016

A meeting was held at 03:00 pm in the conference room of the institute in order to discuss the accreditation process at institutional level as per the rules framed by UGC. In this regard, CVM would form a committee and guide the IQAC as per the NAAC criteria.

Dr. Anil Varsat shared the information that government of Gujarat has sanctioned four vacant teaching posts to be filled soon.

It was suggested that Dr. Nishant Joshi and Dr. Mayur Parmar should write reminders to the UGC to release the sanctioned grants for the minor research projects. A brief discussion on Internal Exams as well as Navratri Celebrations was also done.



### IQAC Internal Meeting-Minutes-4

19/11/2016

Agenda: Planning for Sem 2 & 4

A meeting was held with a view to discussing the work-load of B.Ed. (Eng.) course. Theory papers and practical lessons as well as submission tasks were discussed. The need of ad-hoc faculty was realized. At least for practical lesson is needed badly as lessons would be there both for the sem 2 as well as sem 4 trainees of B.Ed. (Eng.). It was decided that the management would be approached and requested to allot us at least one full time faculty in the coming semester. It was decided that theory sessions would be planned in the last week of November 2016. The second week of December 2016 onwards, practical lessons would be scheduled. The meeting got over with the preparation of the time-table for the coming week.



**IQAC  
Coordinator**

