



Date: 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 decided that we must take regular classes for M.Phil. (ELT) students. It was suggested that the time-tables for various courses offered at the institute are to be done in a way that work-loud / sessions of all the faculty members do not clash.

Stage teaching programme would start from the next week. 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 decided so. Even new faces that were not earlier part of the council, should also be given chances.

It was suggested by the I/C Principal that different types of Saptadhara co-curricular activities are to be planned soon.

Ms. Anna Patel suggested organizing a few co-curricular activities on every Saturday in order to create a healthy environment in college.

Dr. Varsat suggested that, as discussed with Mr. Bakul, a workshop to be organize on this Saturday for enriching life skill in students. Farther, he shared the discussion happened at the institute. 06 members remain present on the campus in the office and consider lunch break between 1 pm to 2 pm.





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 us as per the NAAC criteria.

Dr. Anil Varsat shared the above stated information with the staff members. Further, he also shared the piece of news 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 to write one more letter to the UGC to release the sanctioned grants for the minor research projects proposed by Dr. Joshi and Dr. Parmar. A brief discussion on Internal Exams as well as Navratri Celebrations was also done.

20/10/2016

Time: - 03:00 pm

Venue: Conference Room

Agenda: Review of Sem 1 & 3, Planning for sem 2 & 4

The meeting started with a note of satisfactory completion of internal exams. It was decided that some of the Ph. D. scholars would be requested to contribute in the next semester both in B. Ed. (Eng.) as well as MA (ELT) by conducting a few sessions.

It was decided that the annual NSS camp would be organized tentatively in third week of November and block teaching would be organized in the second week of December, 2016. There was a discussion on inviting a few guest experts in the coming semester month wise.

Further, it was proposed that the institute should approach various colleges on and off the campus to attract TY BA students in joining different courses at the institute. It was also decided that a few co-curricular activities/ contests would be planned month-wise in the next semester.



Date: 13/04/2017

Time: 11.30 am

Venue: Conference Room

Agenda: Review of 2016-17 Planning of 2017-18 NAAC related work.

In order to review various curricular as well as co-curricular transactions held at the institute during the current academic year and also to plan things for the next academic year, a meeting was held at 11.30 am in the conference room. It was headed by Dr. Anil Varsat, I/C Principal, HMPIETR.

He initiated the discussion with a note that by and large, the team HMP has done satisfactory job despite the staff shortage. Various points like examination, syllabus, allocation of responsibilities, new initiatives, grievances & redressal and many such points were discussed in detail.

Brief oral reports of various courses like B.Ed. (English), MA (ELT), M.Phil(ELT), and Ph.D.(ELT) were presented.

Further Dr. Varsat shared the piece of news that Dr. N. V. Bose, the new Principal is likely to join our team by 1st June, 2017.

Dr. Joshi, being the coordinator suggested that the major part of the syllabus should be taken care of by the respective teacher in charge only, not by the guest / visiting teachers.

Further, he proposed the need of making some changes / modifications in the existing syllabi of sem. 2 and sem. 4. He further suggested that viva-voce part could be dropped if there is a lot of burden on the shoulders of the faculty members. He also appreciated the cooperation of MA (ELT) teachers in helping the B.Ed. (English) papers and submissions.

Dr. Varast shared the details of different schools that approached the institute for placement services. Nearly 19 schools visited the institute this year for the same. He also proposed the strong need of some remedial programmes for the sem. 2 trainees as they appear quite poor linguistically.

It was decided that all the submissions and theory papers would be continued next year as well. Dr. Bose would be given a few papers and submissions once he joins the institute.

The allocation of various responsibilities for the next academic year was discussed and finalized. Only the point regarding the co-ordinatorship of B.Ed. (English) was not decided. Upon the request of Dr. Nishant Joshi, it was decided that who would coordinate the B.Ed. (English) course would be decided after discussing with Dr. N. V. Bose in June, 2017.

It was suggested to prepare the list of expert / guest sessions for all the courses offered at the institute.

At the end of the meeting, Dr. Varsat shared a few points about his meeting with the Hon. Vice Chancellor, SPU.

The meeting ended with a brief discussion on Quality Indicators proposed by the NAAC. It is a pilot study at present.

Further, Dr. Varsat asked all the faculty members to fill up the self-appraisal from online within a couple of days.

