

H M Patel Institute of English Training & Research

Vallabh Vidyanagar

IAQC Meetings Minutes 2017-18



02/06/2017

Time: 10.00 am

Agenda: Planning for the coming semester

Venue: Principal office

A meeting was held at 10.00 am with a view to discussing the functioning of the coming semester. The meeting was quite interactive. Dr. N. V. Bose, the new Principal was acquainted with the way the institute has been functioning. Various points like timings of the class, time-table, different committees, work allotment etc. were discussed.

It was decided that this semester onwards, the institute would start at 09:45 am. 10:00 am onwards, the classes would begin. Bose sir asked Dr. Joshi, co-ordinator of B.Ed(English) to prepare the time-table for the coming semester as per the UGC work load norms. It was decided that B.Ed(English) teachers would take a few classes in MA (ELT) and MA (ELT) teachers would conduct a few classes in B.Ed(English) in order to benefit the students.

Dr. Bose drew the attention of the teachers to take care of the API. He further requested all the teaching and non-teaching staff members to extend full co-operation and work as a team for the smooth functioning of the institute.

The meeting ended at 11.00 am.

07/07/2017



Time: 04.00 pm

Agenda: NCTE TEACH R Norms & discussion

Venue: Principal Sir's office

A meeting was held with a view to discussing the Teach R norms proposed by the NCTE. Dr. N. V. Bose briefed the faculty members about the norms. It was decided that demo lessons would be recorded as part of Micro / Stage teaching programme. A few extra sessions of classroom teaching too would be recorded. Each teacher would get minimum two video recording done.

Dr. Nishant Joshi willingly took up the responsibility to act as the coordinator / convener of the Teach R initiative.

06/11/2017



Time: 09.30 am

Venue: Principal Sir's Office

- Agenda: a) Planning of 2nd & 4th Semester
b) NSS Camp
c) Distributing of work
d) Planning of co-curricular activities

A meeting was held at 09:30 am in principal Sir's office. The following points were discussed.

- a) Practical Teaching would take place during the period of 27/11/2017 to 18/12/2017 in nearby schools of Anand.
- b) Due to staff shortage, 3 new teachers to be appointed for practice teaching guidance and supervision of lessons.
- c) NSS Camp would be held once the SPU release the grants for the same.
- d) Theory papers and submission tasks of 2nd and 4th semesters were discussed and work was distributed equally.
- e) Looking at the staff shortage, it was decided that the management would be approached with a request to provide at least one full time teacher to B.Ed. (English) who can help in completion of theory work.

07/02/2018



Time: 10.30 am onwards

Venue: Principal's office

The meeting started with the discussion on parents' Meet on 7th March 2018, 4:00 pm. The program schedule was decided and the responsibilities were assigned. Mr. Prashant Mehta was requested to take care of refers meal Dr. Anil Varsat was requested by the principal to formally address the parents. Further, the some kind of discussion proceeded regarding the 'Alumni Meeting' and Dr. Mayur Parmar was assigned the responsibility to address the alumni. The 'Alumni Meeting' was planned i.e. program and key points to be discussed.

Following committees were formed for the annual day program

1. Reception Committee- Dr. Mayur Parmar, Mr. Jagdish Parajapati
2. Program Committee- Dr. Nishant Joshi
3. Stage Decoration – Ms. Parinda Dalwadi, Ms. Jui Upadhyay
4. Refreshment – Mr. Prashant Mehta
5. Technical Support – Mr. Bakul Barad
6. Prize Distribution – Mr. Kishan Joshi, Mr. Anil Varast
7. Welcome Speech – Dr. N. V. Bose
8. Reflections – B.Ed. (NSJ), MA (KJ)
9. Vote of Thanks – Mr. Vivek Mishra (GS)
10. National Anthem – Dr. Nishant Joshi