

IQAC Meeting Minutes


14th June, 2022



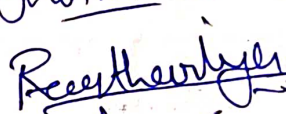
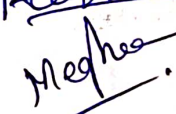
The IQAC external meeting was held at the Institute's conference room on 14th June, 2022 at 11:00 am. The agenda for the meeting were as under.

1. Superannuation of Principal Sir Dr N V Bose
2. Handing over the charge of principal to Dr Mayur Parmar
3. Reflections from the teaching and admin staff members

The meeting was held on superannuation of Dr N V Bose Sir as a principal at the institute on 14th June 2022. Dr Bose greeted all and presented his experiences at the institute in the last five years. Dr Bose thanked all for being supportive throughout his tenure as a principal at the institute. Dr Bose welcomed Dr Mayur Parmar, the senior faculty of the institute, to accept the charge as an in-charge principal of the institute. Dr Mayur Parmar with Sir's blessings accepted the responsibility and thanked all for showing trust and respect towards him. Further, all the faculty members gave their reflections on their experiences of working under the leadership of Dr Bose in the past years. Dr Rajnikant Dodiya, as a coordinator of IQAC, outlined the achievements of the institute during the tenure of Dr Bose. Dr Maunas Thaker expressed his gratitude towards Dr Bose for being the leader of us and providing us various learning and growing opportunities. At the end of the meeting, all staff members wished Dr Bose happy retirement and healthy life ahead. The meeting ended with a group photo of the event.


Coordinator IQAC
Coordinator
H.M. Patel Institute of English
Training & Research


Principal & Chairman IQAC
Principal
H M Patel Institute of English
Training & Research
Vallabh Vidyanagar

- (1) Dr. Mayur Parmar 
- (2) Dr. Maunas Thaker : 
- (3) Dr. Rohit Bagthariya - 
- (4) Ms. Megha Patel - 

with reference to
The meeting held on 14/6/2022

- (1) On the superannuation of Dr. N.V. Bose, the change of principal was given to the most senior faculty Dr. Mayur Parmar as per the directions of Charutar Vidya Mandal.
- (2) The staff members presented their best wishes to Dr. N.V. Bose and their reflections on his leadership during last six years.



VC Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 1st July, 2022 at 10:30 am.

The agenda for the meeting were as under.

1. Reforming Academic Council
2. IQAC Action Plan
3. Timetable and Schedule of academic activities
4. Student Induction Programme
5. Micro-teaching programme
6. Teacher-training Programme with CDC
7. Distribution of Syllabus and Allotment of duties

The meeting was with the discussion on reforming the academic council of the institute as the principal sir Dr N V Bose is retired on 14th June 2022 and Dr Mayur Parmar was handed over the charge of In-charge principal of the institute. After the discussion in the meeting, it was decided that Dr Mayur Parmar being the In-charge principal of the institute will be the chairman of the council and Dr Maunas Thaker will be the vice-chairman. Dr Rajnikant Dodiya, Dr Rohit Bagthariya and Ms Megha Patel will be the members of the council.

Further, it was decided that Dr Rajnikant Dodiya, being the coordinator of the IQAC, will prepare the action plan for the academic year 2022-23. Along with the action plan, an academic calendar will be prepared and put forward in the academic council to discuss on it and finalise it.

Dr Rajnikant Dodiya will be the coordinator of B.Ed. Semester-I and Ms Megha Patel will be the coordinator of Semester-III for the year 2022-23. Dr Dodiya will also prepare the timetable for both the semesters along with the schedule of academic and co-curricular activities.

A Student Induction Programme as per the guidelines of UGC will be planned and carried out for the new students of Semester-I. Dr Dodiya, being the IQAC Coordinator will plan the same and implement with the help of all faculty members. This SIP will include expert sessions, academic & field visits, competitions, cultural events, etc. and will be conducted from 1st July to 15th July.

After the SIP, micro-teaching programme will be carried out for the semester-I from 16th July to 30th July which will include theory sessions and demonstrations on micro-teaching skills followed by presentations of the trainees. Dr Dodiya will coordinate the micro-teaching programme and divide the trainees in different groups who will be guided by the faculty members on the micro-teaching skills.

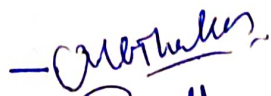
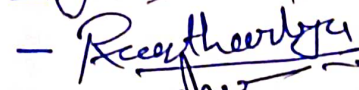
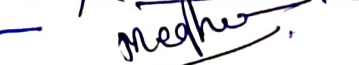
Moreover, one-week teacher-training programme will be planned with CDC for the teachers of M S Mistry Bilingual School. The faculty members of the institute will provide their services as experts by conducting sessions on various topics of English language classroom. Dr Bagthariya will coordinate the programme with H M Patel CDC.

Further, the allotment of theory papers of the syllabus and allocation of duties & responsibilities will be done with the direction of the principal sir. It was also decided that the faculty members will have to coordinate accordingly and submit the reports of the same time to time.


Coordinator IQAC

Coordinator
H.M. Patel Institute of English
Training & Research


Principal & Chairman IQAC

- ① Dr. Maunas Thaker — 
② Dr. Rohit Bagthariya — 
③ Ms. Megha Patel — 

with reference to
The meeting held on 1/7/2022



- (1) The Academic Council was reformed under the directions of Dr. Mayur Parmar.
- (2) Dr. Rajnikant Dodiya prepared the Action Plan for 2022-23 and shared with principal sir.
- (3) Ms. Megha Patel was allotted the duty of preparing timetable and schedules for both semesters.
- (4) The Student Induction Programme was scheduled and organised from 1st July to 15th July. Dr. Dodiya coordinated this.
- (5) Micro-teaching programme was organised from 16th July to 30th July.
- (6) The teacher training programme was organized with CDC from 27/6/2022 to 22/07/2022.
- (7) The syllabus and submissions were distributed among the faculty members with equal workload.

H.C. Principal
H.M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 30th July, 2022 at 11:30 am.

The agenda for the meeting were as under.

1. Review of the activities done during the month
2. Editorial board of ELTQ
3. English Enrichment Programme (EEP)
4. Simulation Programme
5. Azadi ka Amrit Mahotsav Activities
6. Parent-teacher meeting (PTM)

Dr Dodiya introduced the agenda of the meeting to the members.

The meeting started with the review of the activities done in the month and to plan out programme and activities for the next month.

There was a discussion on ELT quarterly and revising the editorial board as principal Dr N V Bose is retired. The principal sir directed to add new members in the editorial board and guided the faculty members on the same. Dr Dodiya being the IQAC coordinator will look after the publication of the quarterly issues on time; and Dr Bagthariya will coordinate the editing and review process of the articles and papers received for publication.

Further the discussion was carried out to plan one week English Enrichment Programme (EEP) for B.Ed. trainees. The Alumni Association of the institute will conduct the whole programme by arranging sessions on LSRW skills with the help of previous years' students of B.Ed. Dr Bagthariya, being the convener of Alumni Association, will coordinate the EEP.

As a part of practice teaching in B.Ed. Semester-I, the simulation programme will be planned in two stages -- six lessons offline and four lessons online. First stage will be completed before 15th August and then other lessons will be arranged online on Zoom, Google Meet and MS Teams in order to provide the trainees the exposure of using web platforms for teaching. The faculty members will provide understanding on the simulation methods and demonstrate the same.

As per the directions of the government, it was decided to organise patriotic events in the first week of the August month under Azadi Ka Amrit Mahotsav. Dr Thaker being the vice-president of Students' Council, will coordinate the whole programme. The events like Patriotic song singing competition, Essay Writing competition, Poster Making competition, Elocution, etc. will be arranged at the institute.

Further it was also decided to organise one parent-teacher meet (PTM). Dr Thaker will coordinate the whole meeting along with other faculty members. The progress of the trainees will be discussed with their parents. The meet will be arranged offline before Diwali.

Coordinator IQAC

Dr. N. V. Bose
Coordinator
H.M. Patel Institute of English
Training & Research

Dr. N. V. Bose
Principal
H.M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

① Dr. Maunus Thaker

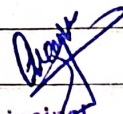
② Dr. Rohit Bagthariya

③ Ms. Megha Patel

— **Dr. N. V. Bose**
— **Dr. N. V. Bose**
— **Dr. N. V. Bose**

Action Taken Report for the meeting held on 30/7/2022

- (1) The activities done were reviewed and the suggestions and inputs were shared.
- (2) The editorial board was revised for ELT Quarterly as Dr. Bose is retired now.
- (3) The English Enrichment Programme was organised from 20/9/22 to 30/9/22 for Sem-I trainees.
- (4) The Simulation programme was organised from 1st August to 15th August.
- (5) The Azadi Ka Amrit Mahotsav Activities were organised as per the directions and guidelines of KCG.
- (6) The Parent-teachers' meet was organised on 20/10/2022 at the institute.



VC Principal
H. M. Patel Institute of English
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IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 22nd August, 2022 at 10:00 am.

The agenda for the meeting were as under.

1. Founder's Day
2. Alumni Meet
3. State-level Workshop

Dr Dodiya introduced the meeting agenda to the members.


The meeting was arranged to discuss planning upcoming events in the August month, i.e. Founder's Day, Alumni Meet and State-level Workshop.


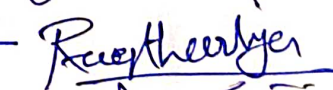

The discussion was carried on celebrating the Founder's Day – the Birth Anniversary of Dr H M Patel Sir – on 27th August. The honourable Chairman, Secretary, Joint Secretary and other honourable members of the management will be invited in the event. It was decided to arrange a memorial lecture by inviting Dr Rajendrasinh Jadeja Sir as an expert, the former Director of the institute and the present director of H M Patel CDC. Dr Jadeja Sir would present his views on "Socio-cultural Dimensions of English Studies in India". It was decided that Dr Dodiya will compeer the whole event with the help of other faculty members.

Followed by the celebration of the Founder's Day, it was decided to arrange an Alumni Meet at the institute from 2 pm to 4 pm. Dr Mayur Parmar would coordinate the whole meet with the help of the faculty members. The meet will be arranged to discuss upcoming events and programme to be conducted with the support of Alumni Association of the institute.

Further, it was decided to organise one state-level workshop on Teachers' Day, 5th September. The institute would invite one Alumnus as an expert of the workshop where the teachers, college students, research scholars, faculty members and admin staff members can participate. Dr Dodiya would prepare the flyer of the event and also the registration link for the same.

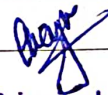

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Principal & Chairman IQAC
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- ① Dr. Maunus Thaker – 
② Dr. Rohit Bagthariya – 
③ Ms. Megha Patel – 

Action Taken Report for the meeting held on 22/08/2022

- (1) The founder's day was celebrated by organising an expert session on "Socio-cultural Dimensions of English in India" delivered by Dr. R. P. Jadeja.
- (2) The Alumni meet was organized on 27th from 2:00 pm to 5:00 pm where upcoming programmes and events were planned.
- (3) The state-level workshop on "Critical Thinking Skills" was organised on 5th September.



VC Principal

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IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 3rd September, 2022 at 10:00 am.

The agenda for the meeting were as under.

1. Review of Syllabus completion
2. English Enrichment Programme
3. Online Simulation & Podcast
4. Celebrating the Special Days of the Month

Dr Dodiya introduced the meeting agenda to the members.

The meeting started with review on the syllabus completed till now in B.Ed. classes. The faculty members described the syllabus they have completed. It was also discussed to arrange a few expert sessions / guest sessions in their theory papers in order to provide a wide exposure of learning to the trainees on various topics of B.Ed. All the faculty members agreed on inviting guest speakers for their respective theory papers.


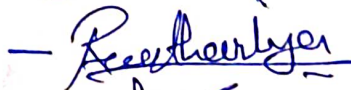
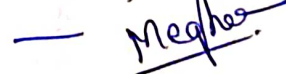
It was discussed earlier to organise an English Enrichment Programme (EEP) for B.Ed. trainees during 3rd & 4th week of the month. Hence, the alumni association of the institute would coordinate in organising it and Dr Bagthariya from the faculty members will communicate in this regard with the alumni members who are willing to serve by conducting classes on LSRW in EEP. Dr Dodiya will also look after the whole programme being the IQAC coordinator.

It was also discussed to schedule online simulation as a part of practice teaching in B.Ed. Semester-I and arrange podcast for story-telling method. Dr Thaker will coordinate the podcast with the help of other faculty members in their groups of trainees. The trainees will record their stories and submit it through podcast to Dr Thaker.

The members also discussed on celebrating various special days coming in the month, i.e. Teachers' day, National Hindi Day, World Ozone Day, etc. The trainees will plan out activities and programmes on these special days with the guidance of the faculty members. The trainees will celebrate the Teachers' Day as a self-governing day. There would be speeches on the history and importance of Hindi language on National Hindi Day. On World Ozone Day, a few documentaries would be shown to the trainees in order to make them understand the climate change and the importance of Ozone layer.


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Principal & Chairman IQAC
VC Principal
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Vallabh Vidyanagar

- ① Dr. Mausam Thaker — 
- ② Dr. Rohit Bagthariya — 
- ③ Ms. Megha Patel — 

for the meeting held
on 03/09/2022



- 1) The syllabus was completed as per the discussion in the meeting. The faculty members shared question bank and worksheet with students.
- 2) The EEP was organised during the last week of September month.
- 3) The Online Simulation and Podcast were arranged for story-telling method. The same was recorded and submitted to Dr. Mausam Thaker.
- 4) The Teachers' Day, Hindi Day, World Ozone day were celebrated by organising speeches presentations and documentaries.

H.C. Principal
H.M. Patel Institute of English
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IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 17th September, 2022 at 10:00 am.

The agenda for the meeting were as under.

1. Youth Festival
2. Micro-teaching skills Competition
3. Expert Sessions at BVM

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was arranged to discuss especially the youth festival (*Kalaakunj*) at ITE, Gandhinagar. Dr Thaker, being the Vice-president of the Students' Council, would coordinate this event by motivating and encouraging the trainees of both the semesters to participate in various literary and cultural competitions. Principal Sir guided all the faculty members to put their collective efforts in preparing the trainees for the competitions of the Youth Festival.

ITE, Gandhinagar has organised the competition of teaching by using Micro-teaching skills. Principal sir directed the faculty members to prepare two trainees in order to participate in this competition. Ms Megha Patel would coordinate this competition at the zone level and guide the trainees in lesson planning and presentation with the help of the other faculty members. Dr Thaker would coordinate for the same for the next level competition at ITE, Gandhinagar.

BVM has organised Student Induction Programme for their newly admitted students of engineering. The faculty members of HMPIETR are invited to conduct expert sessions in the SIP. Hence, the faculty members will provide their services as an expert. Principal Sir instructed to arrange the timetable and schedule of B.Ed. keeping in mind the schedule of expert sessions of SIP.

Coordinator IQAC

IQAC
Coordinator
H.M. Patel Institute of English
Training & Research

Principal & Chairman IQAC

Principal
H.M. Patel Institute of English Training & Research

- ① Dr. Maunab Thaker
- ② Dr. Rohit Bagtharia
- ③ Ms. Megha Patel

- Dr. Thaker
- Dr. Bagtharia
- Megha

with reference to
the meeting held on 17/9/2022



(1) The institute participated in Youth Festival 'Kalakunj' organised by ITE on 19th Sept. 2022 at Gandhinagar.

(2) Two trainees Jassti Raval and Koushnal Sodhaparmar participated in micro-teaching competition organised by ITE.

(3) All faculties delivered expert sessions in the student induction programme organised by BVM college.

VC Principal

H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 1st October, 2022 at 10:00 am. The agenda for the meeting were as under.

1. Review of the activities done so far
2. Language Lab & Computer Lab
3. School Exposure in Sem-I
4. Celebration of Birth Anniversary of Gandhiji, Shastriji and Dr Kalam

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting started with a review on the activities done so far. Principal Sir congratulated all faculty members for actively participating in the university youth festival organised by ITE.

Further, the discussion was carried out on arranging sessions in language lab and computer lab. Principal sir allotted this duty to Dr Bagthariya and Ms Megha Patel. Dr Bagthariya would be the coordinator of Computer Lab and Ms Megha Patel would be the coordinator of Language Lab. Principal sir also discussed on arranging digital language laboratory with Bakulbhai, the lab technician at HMPIETR. Bakulbhai told that he had already communicated with the management in this regard. Principal sir instructed the faculty members to arrange sessions on LSRW skills in language lab by preparing language tasks for the students.

Moreover, it was discussion to send the B.Ed. Semester-I trainees for school exposure of three days from 06/10/2022 to 08/10/2022 as a part of practice teaching. Dr Thaker will coordinate this programme and orient the trainees to the activities to be done during the school exposure. A letter will be given to the trainees in order to get permission from the schools and complete their school exposure.

It was also discussed to arrange programmes on the birth anniversary of Mahatma Gandhi & Lal Bahadur Shastri on 2nd October and of Dr APJ Abdul Kalam on 15th October. The faculty members were instructed to plan activities for the same in B.Ed. English classes.


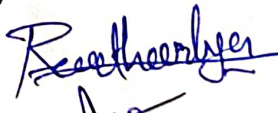


Coordinator IQAC
Coordinator
H.M. Patel Institute of English
Training & Research


Principal & Chairman IQAC
Principal
H.M. Patel Institute of English Training & Research

① Dr. maunas Thaker

② Dr. Rohit Bagthariya

③ ms. Megha Patel

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* Action Taken Report for the meeting
held on: 07/10/2022



- (1) The activities done were reviewed by sharing inputs for improvements.
- (2) The language lab was renovated by the management.
- (3) The School exposure programme was organized from 6/10/2022 to 8/10/2022.
- (4) Mahatma Gandhi Jayanti and Dr. APJ Abdul Kalam Jayanti were celebrated by arranging speeches.

VC Principal

H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC - Internal Staff Meeting.

Today is the first day after the Diwali vacation. All the faculty members were present in this internal (teaching) staff meeting. The following decisions were taken after fruitful discussion and reviews.

- 1) The internal examination (prelim) for Semester I and III can be arranged between 21st to 30th November, 2022. Detailed time-table will be prepared Dr. Manoj Thakur in two days.
- 2) Syllabus of all the papers must be completed before 21st November - 2022
- 3) Unit tests of all the papers should be arranged in this week (11 to 21 Nov. 2022)
- 4) 'Prabodh' level workshop / training for the students will be arranged after the election - 7 to 10 December - 2022. This decision is taken after telephonic confirmation with Ms. Jinal Pectunwadiya - the Innovation Club - trainer appointed at Vallabh Vidyanagar.
- 5) Biometric Attendance will be registered and taken from Monday - 14th November onwards.
- 6) It is decided that all the faculty members shall help the students for filling the TET-II forms. It is also decided that we shall arrange tutorial classes as per our convenience.
7. Decision was taken to form a Research and Development Cell according to UGC Norms at the earliest



This decision was taken with reference to the letter of Dr. R. Manoj Kumar, UGC- dated 10th November, 2022. (through mail).
(No. F. 1-5/2021 (NVP/DESK-RU2))

Dr. Ms. Megha Patel is assigned the task of looking after the Finishing School - ICCR project - on the basis for 2022-23.

The meeting ended with congratulating the IQAC Coordinator. Dr. Dodi's for working hard to fill the GSIRF form. The institute has obtained Four star rank in GSIRF ranking conducted by ICCR, Gujarat.

Rajnikant
IQAC

Coordinator

H.M. Patel Institute of English
Training & Research

Amey
Principal

H.M. Patel Institute of English Training & Research

1) Dr. Mayur Parmar

2) Dr. Maunav Thaker : Mithul

3) Dr. Rajnikant Dodiya - Rajnikant

4) Dr. Rohit Bagthariya - Rohit

5) Ms. Megha Patel - Megha

Action Taken Report for the meeting held on 11/11/2022

DATE :



- (1) The internal exams were organised in the last week of November as it was decided.
- (2) The syllabus was completed in time.
- (3) Unit tests and presentations were arranged for CCE.
- (4) 'Prabodh' training for innovation was organized from 7/12/22 to 10/12/22.
- (5) The communication was made with the technician for Bio-matic Attendance and registration of students.
- (6) HMP faculties guided and facilitated last sem students in filling up TET- II forms.
- (7) The Research and Development Cell was formed as per the guidelines of UGC.
- (8) Ms. Megha Patel coordinated the Finishing School Programme in Sem- IV.

VC Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

12th January, 2023

IQAC Meeting Minutes

The IQAC meeting was held at the Institute's conference room on 12th January, 2023 at 10:00 am.

The agenda for the meeting were as under.

1. IDP – Institutional Development Plan
2. Role of faculties in preparing IDP

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was started with greetings and welcome by I/C Principal Dr Mayur Parmar Sir. Principal Sir introduced the Institutional Development Plan to all staff members. After discussion, Dr Maunas Thaker, the senior faculty of the institute, was assigned the role of IDP coordinator and Dr Rajnikant Dodiya was assigned the duty to assist him in preparing the report. The other staff members including teaching and admin staff were instructed to share important data required for IDP report. The IDP will be prepared under the guidance and supervision of Hon. Jt. Secretary Dr R C Talati Sir and Principal Dr Mayur Parmar Sir.

Principal Sir, Dr Maunas Thaker and Dr Rajnikant Dodiya will attend the meetings organised for IDP at BVM and will submit the first draft before 23rd February, 2023 to principal sir.

Coordinator IQAC

[Signature]

IQAC

Coordinator

**H.M. Patel Institute of English
Training & Research**

Principal & Chairman IQAC

[Signature]

Principal

H.M. Patel Institute of English Training & Research

1. Dr. Mayur Parmar: *[Signature]*
- 2) Dr. Maunas Thaker: *[Signature]*
- 3) Dr. Rajnikant Dodiya: *[Signature]*
- 4) Dr. Rohit Bagthariya: *[Signature]*
- 5) Ms. Megha Patel: *[Signature]*

Action Taken Report

- (1) Dr. Thaker prepared the IDP draft and submitted it to UEC.

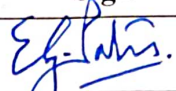
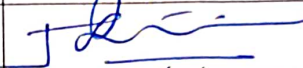
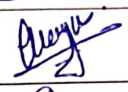
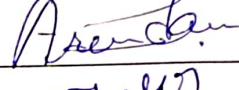
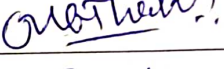
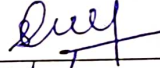
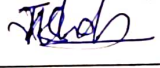

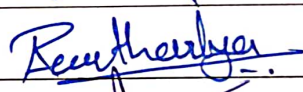

H M Patel Institute of English Training and Research

Vallabh Vidyanagar


B.Ed. (English) 2022-23

Internal Quality Assurance Cell (IQAC) Meeting

Date: 19th January, 2023, Time: 04:00 pm

Sr. No.	Name	Sign
01	Dr. S G Patel, Secretary, CVM	
02	Dr. R C Talati, Jt. Secretary, CVM	
03	Dr. Mayur Parman	
04	Arundam Banerjee	
05	Dr. Maunna Thaker	
06	Shivani Ninama	
07	Jigisha Shah.	
08	Dr. Rajnikant Dodiya	
09	Dr. Rohit Bhatnagar	
10	Ms. Megha Patel	
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IQAC Coordinator
Coordinator
H.M. Patel Institute of English
Training & Research


Principal & Chairperson of IQAC
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

19th January, 2023

IQAC Meeting Minutes

The IQAC external meeting was held at the Institute's conference room on 19th January, 2023 at 4:00 pm.

The agenda for the meeting were as under.

1. Greetings and welcome IQAC Members: Dr Mayur Parmar, I/C Principal
2. Briefing about last IQAC meeting suggestions and academic activities: Dr Rajnikant Dodiya, Coordinator of IQAC
3. IQAC initiatives during last Sem. & Action Plan for Next Sem.: Dr Rajnikant Dodiya
4. Inputs from the IQAC members
5. Hon. Jt. Secretary's remarks
6. Vote of Thanks: Dr Maunas Thaker, Assistant Professor

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was started with greetings and welcome by I/c Principal Dr Mayur Parmar Sir. Dr Rajnikant Dodiya briefed all about the last IQAC meeting suggestions and academic activities done so far. Dr Dodiya also presented the details of the academic programmes and events organised at the institute using PPT and elaborated the work done in the last six months.

After the presentation was over, Hon. Secretary of CVM Dr S G Patel Sir and Hon. Jt. Secretary of CVM Dr R C Talati Sir gave a few suggestions on registration of Alumni association of the institute. Moreover, it was suggested to think on organising certificate examinations for English language as the Hindi vinit exam is organised by Gujarat Vidyapith. Sir also instructed to highlight the NEP 2020 recommendations in the activities and programme organised at the institute. Other members of IQAC, Arindam Banerjee, the alumnus of the institute, provided his valuable inputs on organising English language examination at the institute.


Dr Maunas Thaker proposed the vote of thanks to all members on behalf of the institute. He also mentioned the valuable inputs provided by the CVM authorities and other members of IQAC and assured that the institute will follow the given suggestions and inputs in the future initiatives.


Coordinator IQAC
IQAC
Coordinator
H.M. Patel Institute of English
Training & Research


Principal & Chairman IQAC
Principal
H.M. Patel Institute of English Training & Research

*Action Taken Report

- (1) The Alumni Association was registered.
- (2) NEP 2020 was focused in all theory papers.
- (3) Mr. Arindam Banerjee was assigned the task of researching on organising English Language certificate examinations.


I/C Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC meeting was held at the Institute's conference room on 4th February, 2023 at 11:00 am.

The agenda for the meeting were as under.

1. Review of Syllabus completion
2. Review on IDP work done so far
3. Faculty Development Programme
4. Academic Visit
5. NSS Activities
6. Workshop on Lesson Planning
7. Add on and Value Added Course for Sem-II
8. International Conference
9. G20 Activities and Panch-Prakalp Activities
10. Internship School Visits and Stray Lesson Planning
11. Finishing School Programme

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was started with greetings and welcome by I/c Principal Dr Mayur Parmar Sir. Principal sir asked all the faculty members regarding the syllabus remained to cover. He instructed all conveners to conduct interactive activities in their theory papers and focus more on the practical part of the syllabus.

Further, the Principal sir asked to the IDP coordinator to present his work done so far in the first draft of Institutional Development Plan of the institute. The faculty members also provided their inputs for the same.

It was also discussed to arrange a Faculty Development Programme (FDP) for the teachers of the institute. Principal Sir suggested to invite former faculties of the institute and other experienced teachers to conduct FDP sessions. The IQAC coordinator would decide the dates for the FDP in the next month.

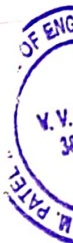
As a part of educational training, all faculty members discussed on organising an academic visit to an innovative learning centre. The place would be decided later on by the coordinator.

It was also discussed to plan out NSS Activities for both the semester students in the upcoming months. The principal sir instructed Dr Bagthariya to plan out and to report to the principal in the next week.

Further, it was discussed to organise a workshop on Lesson Planning in semester-II in order to orient the students to various aspects of lesson planning in English language teaching. The IQAC coordinator suggested to invite Dr Deepali Mahida, an assistant professor at M B Patel College of Education to conduct the workshop in the next week.

Another important agenda was to assign an add-on course to the B.Ed. trainees of Semester-II. Principal Sir allotted this task to Ms Megha Patel to coordinate and take follow up of the trainees.

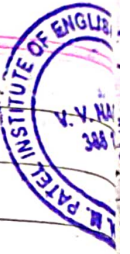
Next to this discussion, all faculty members discussed on the International Conference; which is organised on 25 February. Principal Sir asked the conference convener Dr Maunas Thaker for the update of the registration and instructed to accelerate the registration process by connecting to the nearby colleges and departments.



At the end, it was discussed to arrange sessions of finishing school programme in semester-IV assigned by KCG, Ahmedabad to the institute. Principal Sir allotted the duty of scheduling and looking after this programme to Ms Megha Patel. She would communicate with the finishing school experts and the trainees during the programme.

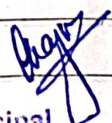
Principal & Chairman IQAC
Principal
H.M. Patel Institute of English Training & Research

- 1) Dr. Mayur Pasmav -
- 2) Dr. Maunus Thaker : MoThaker
- 3) Dr. Rajnikant Dodiya : Rajnik
- 4) Dr. Rohit Barchhaviya - Barchhaviya
- 5) Ms. Megha Patel : Megha



* Action Taken Report for the meeting
held on - 04/02/2023

- (1) The syllabus was completed on time.
- (2) The IDP proposal was submitted to UGC.
- (3) The faculty development programme was organised for four days (28/4/23 to 3/5/23).
- (4) The visit to Shree Gourd Gurus University, Godhra and Ratanmahal, Dahod was organised on 21st march.
- (5) The lesson plan workshop was organised by inviting Dr. Deepali Mahida on 09/02/2023.
- (6) Ms. Megha Patel offered future learn online courses to trainees.
- (7) The International Conference was organised on 25/02/2023.
- (8) The activities under G20 were planned and conducted between 23/01/23 to 3/4/23.
- (9) The schools where B.Ed. trainees have gone for internship were visited by faculties.
- (10) The finishing school programme was organised for Sem-IV trainees.


VC Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC meeting was held at the Institute's conference room on 20th February, 2023 at 10:15 am.

The agenda for the meeting were as under.

1. IDP Report Finalization
2. International Conference Preparation
3. BOG and Annual Function
4. Admission Campaign 2023-24
5. Practice Teaching Mark sheet Compiling

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was started with greetings and welcome by I/c Principal Dr Mayur Parmar Sir. Principal sir asked the IDP Coordinator Dr Maunas Thaker to present the first draft of IDP in the meeting. Dr Thaker presented the whole report through a PPT detailing the institutional requirements and the proposed budget that was prepared by Mr Bakulbhai Barad. Principal Sir gave his inputs to modify a few things in the IDP draft and asked him to submit it latest by 26 February.

Next to it, Principal Sir instructed to Dr Thaker and Dr Bagthariya to look into the preparation of the International Conference on "Socio-cultural Dimensions of English Studies" to be held on 25 February. He suggested to make conference committees of the student volunteers and alumni members for the same. Dr Dodiya was allotted the duty of compering the conference inauguration session. Ms Megha Patel and Dr Parinda Dalwadi were assigned the duty of floral welcome of the guests. Dr Bagthariya was assigned the task of hospitality of the guests of the conference.

Later, it was discussed to finalise the date for Board of Governance (BOG) Meeting and Annual Function by getting approval from the BOG members and Management of the institute. Principal Sir would meet the management for finalising the date and would also communicate with the BOG members to invite them for the meeting. He also instructed Dr Dodiya to prepare the report of the Academic Activities to present in the BOG meeting. Mr Prashant Mehta was allotted the duty of preparing the financial report of the year 2022-23 and Dr Parinda Dalwadi was allotted the task of preparing report on the expenses and upgradation of the library.

Further, it was decided to visit various Arts colleges and departments for the purpose of admission campaign of 2023-24. Principal Sir suggested all faculties to conduct expert sessions on ELT in such colleges and departments and let the students know the B.Ed. training programme carried out at H M Patel Institute.

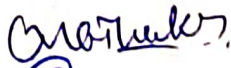

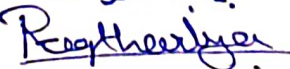

Next to it, it was discussed to compile the marks of practice teaching programmes (Block-teaching and Stray-lessons) held in both the semesters for the purpose of preparing the internal marks of the trainees. Principal Sir assigned this task to Dr Bagthariya and asked him to present the detailed mark sheet soon.

Coordinator IQAC

Coordinator
H.M. Patel Institute of English
Training & Research

Principal & Chairman IQAC

Principal
H.M. Patel Institute of English Training & Research

- ① Dr. Maunas Thaker - 
- ② Dr. Rupnikant Dodiya - 
- ③ Dr. Rohit Bagthariya - 
- ④ Ms. Megha Patel : 

* Action Taken Report with reference to the meeting held on 20/02/2023

- (1) The IDP proposal was finalised after getting suggestions and submitted.
- (2) The International Conference was organised successfully.
- (3) The BOG meeting and annual function were arranged on 15/03/2023.
- (4) The faculty members communicated with nearby graduation colleges for the purpose of Admission 2023-24.
- (5) Dr. Bagthariya compiled the internal exam marks and submitted to admin office.



VC Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC meeting was held at the Institute's conference room on 1st March, 2023 at 04:00 am.
The agenda for the meeting were as under.

1. Review of the International Conference
2. Annual Lessons in Semester-IV
3. Annual Day Celebration and BOG Meeting
4. Review of Syllabus Completion and Redistribution for new temporary faculty
5. Expert Sessions in both semesters
6. Recruitment of Adhoc teachers in B.Ed.
7. Admission Campaign review
8. Sannidhi Magazine and IQAC Newsletter 2022-23

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was started with a review discussion on the International Conference held on 25 February at the institute. Principal Sir congratulated all for the successful event organised in a well-programmed way. Further, he also added to organise two conferences every year – one is national and other is international.

Next to this discussion, it was decided to schedule Annual Lessons of Semester-IV trainees as per the guidelines of IITE. Principal Sir instructed all faculty members to guide the trainees on lesson planning for the annual practical examinations of IITE. The trainees would be divided among the different groups and the faculties would sit in groups to guide them and check their lesson plans.

Further, it was discussed to organise the Annual Day and BOG meeting on 15 March; which was decided with the approval of management and BOG members. Hence, Principal Sir assigned the task of organising the Annual Function to Dr Maunas Thaker and instructed the other faculty members to assist him. Ms Megha Patel was allotted the duty of compering of the event. Prof. Atanu Bhattacharya, the senior BOG member would be invited as the chief guest of the function.

The discussion carried out on the next agenda of reviewing the syllabus completed so far. Principal Sir suggested to redistribute the syllabus allotment as a new faculty Mr Vivek Mishra has been appointed by the management on temporary basis. A few topics from two papers would be allotted to Vivek Mishra in both the semesters.

Principal Sir reminded all to invite experts from other colleges to conduct guest sessions in their respective papers. Moreover, he also added that he would talk with the management to appoint one more temporary faculty in B.Ed. department so that the workload of other faculties can be lessened and the activities can be conducted in a smooth way.

Principal Sir also suggested the faculty members to accelerate the Admission Campaign for the year 2023-24 by visiting the nearby colleges and departments as soon as possible. Sir assigned the task of preparing Admission flyer to Dr Bagthariya with the help of any local publisher.

Moreover, it was discussed to release Sannidhi magazine and IQAC Newsletter of the year 2022-23 in the month of April. Dr Maunas Thaker, being the Vice-president of Students' Council, would coordinate the Sannidhi magazine and Dr Rajnikant Dodiya, being the IQAC Coordinator, would prepare the IQAC Newsletter. Principal Sir and other faculty members would facilitate it whenever it is needed.

Coordinator IQAC

Coordinator

**H.M. Patel Institute of English
Training & Research**

Principal & Chairman IQAC

Principal

H.M. Patel Institute of English Training & Research

① Dr. Maunas Thaker - *Maunas Thaker*

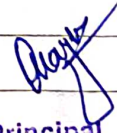
② Dr. Rajnikant Dodiya - *Rajnikant Dodiya*

③ Dr. Rohit Bagthariya - *Rohit Bagthariya*

④ Megha Patel - *Megha Patel*

* Action Taken Report for the meeting held
on 01/03/2023

- (1) The review of the international conference was done and the suggestions were noted.
- (2) The annual lessons were organised as per the guidelines of ITE.
- (3) The Annual Day function was organised successfully on 15/3/23.
- (4) The syllabus was redistributed for the newly joined faculty Mr. Vivek Mishra.
- (5) Expert sessions were organised in both the semesters.
- (6) The recruitment of an ad-hoc faculty Mr. Vivek Mishra was done.
- (7) The flyer for admission campaign was prepared and circulated.
- (8) Dr. Maunus Thaker assigned the work of preparing Sannidhi 2023 to Sem-IV trainees.



VC Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC meeting was held at the Institute's conference room on 1st April, 2023 at 11:00 am.

The agenda for the meeting were as under.

1. Syllabus Completion Review
2. Internal Examination in Sem.-II & Sem.-IV
3. Farewell of Sem.-IV Students
4. TET-II Guidance
5. FDP – Faculty Development Programme
6. Expert Sessions in theory papers

Dr Dodiya introduced the meeting agenda to the members of IQAC.

The meeting was started with a review of the syllabus completed. Principal Sir instructed all faculties to cover the syllabus till 15 April, 2023 and also share the important self-study material, worksheets / question bank with the students. Moreover, Sir suggested conducting revision classes if needed in any paper. It was decided that the paper conveners would ensure the completion of syllabus and sharing of the self-study material with the trainees before the examination.

The internal examinations would be conducted in the last week of April month. Dr Maunas Thaker would act as the coordinator of the Internal Examination (Theory & practical). All the paper conveners have to submit their Internal Exam papers on or before 20th April to the Exam coordinator and Principal Sir. The detailed schedule of the exam will be shared by Dr Thaker on week prior to the scheduled date of examinations.

In addition, a farewell is to be organised for the semester-IV trainees as they are completing B.Ed. programme of two years. Dr Thaker, being the vice-president of B.Ed., will plan the farewell function and other faculty members will assist him in the organising events for the same.

Moreover, it was discussed to arrange a few sessions to provide guidance to the TET-II aspirants (Sem.-IV Trainees) on various topics. Dr Rajnikant Dodiya will schedule the sessions and share the same with all faculties. He will also ensure whether the sessions are being taken or not as per the schedule.

It was also decided to organise one week faculty development programme (FDP) for the HMP faculties at the institute. Dr Rajnikant Dodiya, being the IQAC Coordinator, will communicate with the experts and invite them to conduct sessions on various topics relevant to B.Ed. programme and upcoming changes in teacher education. The experts would be from the former faculties of the institute and other institutions of Charutar Vidyamandal. The detailed schedule will shared by Dr Dodiya very soon.

Principal suggested all faculties to invite experts from other colleges to conduct at least one guest session on different B.Ed. topics from the syllabus. He also added that Dr R C Talati Sir, Hon. Jt. Secretary of CVM, would come and conduct a session on "Teachers as Torch bearers of the Society" in the next week. Ms Hina Patel from N V Patel Arts College would be invited to conduct a session in Pedagogy of English L1 on Tuesday.

Coordinator IQAC

IQAC

Coordinator

H.M. Patel Institute of English
Training & Research

Principal & Chairman IQAC

Principal


H.M. Patel Institute of English Training & Research

- | | |
|--|--|
| ① Dr. Maunas Thaker - <i>Maunas Thaker</i> | ③ Dr. Rohil Bhatnagar - <i>Rohil Bhatnagar</i> |
| ② Dr. Rajnikant Dodiya - <i>Rajnikant Dodiya</i> | ④ Megha Patel - <i>Megha Patel</i> |

Action Taken Report for the meeting held on 01/04/2023



- (1) The syllabus was completed and revision classes were conducted.
- (2) The internal examination was organized in the last week of April.
- (3) Shri R.C. Talati Sir was invited to deliver a session on the farewell function of Sem-IV.
- (4) TET- II guidance sessions were organized from 27/3/23 to 21/4/23.
- (5) FDP was organized for HMP faculties from 28/4/23 to 3/5/23.
- (6) Ms Hina Patel and R.C. Talati Sir conducted expert sessions in both the semesters.


VC Principal
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