

INSTITUTE OF SCIENCE & TECHNOLOGY
FOR ADVANCED STUDIES & RESEARCH
(ISTAR)
VALLABH VIDYANAGAR – 388 120

NOTICE

A meeting of IQAC with all HoDs is arranged on Monday, 17th November, 2014 at 11:30 a.m. in Room No.403. All are requested to attend the same.


AGENDA

- Discussion on BOM preparation
- Action Plan for Admission 2015-16
- Seminars / Conferences planned
- Status of Syllabus updation
- Action Plan for Campus Placement


(Merlin Thomas)
IQAC Coordinator

cc.to.: All HoDs

Date: 14th November, 2014


(P.M. Udani)
Principal

**INSTITUTE OF SCIENCE & TECHNOLOGY
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Minutes

Minutes of the meeting of IQAC members arranged on Monday, 17/11/2014 at 10: 30 a.m. in Conference Room of ISTAR.

The following members participated in the meeting.

1. Dr. P.M.Udani
2. Dr. Merlin Thomas
3. Dr. Priya Swaminarayan
5. Dr. Kalpesh Patel
6. Dr. Nirmalkumar J. I.
7. Mrs. Suchita Patel in place of Dr. S O.Khanna

Following points were discussed:

1 Appraisal report

All faculty members (except those on probation) should fill the Appraisal report and submit to the office after getting duly signed by HoD of the concerned department.

2.Students Feedback

The students feed back process for the academic year 2014-15 should be started in the month of January and all HoDs to ensure that the forms be filled as soon as possible. The process should be done in presence of Mrs. Heena Patel, in the seminar hall under CCTV camera and footages must be kept for record. Ms.Heenaben is required to get the forms of individual departments checked by the concerned HoD before starting the process.

3.Duty Leave

Those who take duty leave for attending seminar / conference are requested to inform / appraise about the usefulness of the seminar and experience to students and concerned staff.

4.Remuneration limit for Guest Faculty from CVM institutes

To reduce expenses, each department except M.Val & MIHS need not pay more than Rs.6,000/- per semester for the guest faculty. Numbers of guest lecturers must be minimized and in-house capability must be developed.

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5. Participation of in house faculty in seminar/workshops organized by ISTAR

It is advised not to organize seminar/conference with 100% dependency on external faculty .Internal faculty must contribute as speaker so that the public in large come to know about the technical knowledge of the in-house faculty which will in turn boost the admission prospects.

6. Research and Consultancy

Regular meeting must be conducted by the research committee for the follow up of research and consultancy work and planning of new proposals. More networking should be done to stimulate this.

7. Inclusion of in-house projects in IQAC rating of departments

The percentage of students doing In-house projects to be considered in IQAC rating of departments in addition to the already existing points. The departments should be graded as GOOD/Satisfactory . This audit is to be done in the first week of June. Dr. Merlin Thomas, IQAC Coordinator is given the duty.

8. Functioning of MOODLE

As Dr.Priyanka Sharma and Dr.Kamlesh Vaishnav who were looking after the functioning of MOODLE have resigned, Mr. Pritesh Patel & Mr. Nirbhay Choubey are to be requested to look after the functioning of MOODLE.

9. Admission Counseling

Admission canvassing must be started from December 2014 itself. Saurashtra, Mehsana, South Gujarat and Ahmedabad regions to be covered in profound by all departments, if possible with other sister entity of CVM for admission.

10. New co-ordinators for Women Cell & Research Committee

In place of Dr. Priyanka Sharma who resigned on 14th November, 2014, new co-ordinators are appointed for Women cell & Research Committee. Dr. Nirmal Kumar is given the duty for Research committee and Mrs. Suchita Patel for Women cell.

11. Mr.Vijaybhai Patel of EST department is to help the office staff in process of admission and filling of forms for SPU on line examination .

Meeting ended with a vote of thanks.



(Dr. Merlin Thomas)
IQAC Coordinator

Date: 18th November, 2014



(Dr. P.M. Udani)
Director, ISTAR