

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

NOTICE

A meeting of all IQAC members with all HoDs is planned on Tuesday, 27<sup>th</sup> January, 2015 at Conference Room of ISTAR at 04:00 p.m.

The Agenda for the discussion is provided below:

AGENDA

1. Seminar to be organized by IQAC
2. Progress of admission Counseling
3. PDP sessions for 2015-16
4. Induction programme for freshers
5. Reorganization of committees



(Dr. Merlin Thomas)  
IQAC Coordinator



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

Date: 24<sup>th</sup> January, 2015

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**Minutes of the meeting of IQAC members with HoDs held on Tuesday, 27<sup>th</sup> January, 2015, at 04:00 p.m. at Conference Room of ISTAR.**

All were present.

Following points were discussed.

- ❖ IQAC to arrange a seminar on Higher Education in India-Striving for excellence on 20<sup>th</sup> Feb, 2015. Provost of CHARUSAT and VC of Gujarat University to be invited as experts. The brochure for the same to be sent to all CVM colleges and other colleges nearby.
- ❖ Induction program for fresher students should be conducted in a coordinated way in the month of July. The new students should also be appraised about all types of student support activities available in the institute.
- ❖ Director emphasized the importance and relevance of academics and placement for attracting students in PG institute.
- ❖ HoDs are requested to submit placement data to Mrs. Heena Patel as soon as the placement activities are over. Mrs. Heena Patel & Mr. Swapnil Patel are requested to verify the data and prepare inventory. Campus placement in each department must be done before March – April.
- ❖ The counseling for admission should be coordinated under 3 groups  
1.CH departments 2. M.SC.I T & MCA & M.Sc. INST 3. MIHS & M.Val.  
There has to be collective efforts from all for securing 425 + admission
- ❖ It is decided that no relaxation shall be given to fresh students regarding hostel admission. The service charges for urgent repairing and maintenance for Girnar Hostel may be paid by ISTAR (with prior permission of concerned secretary).
- ❖ CCTV cameras need to be installed in IC and PST buildings including classes, laboratories and store. Report of CCTV camera to be prepared Mr Himanshu ( MCA) and discuss with Director once in 15 days.

❖ PDP classes from the next session should be conducted in 2 groups and should be conducted in Seminar Hall :

I. Chemical Science Departments

II. IT, MCA, EST, MIHS & M.Val.

Web seminar, workshop by professional & industrial experts must be arranged to make PDP sessions more interesting.

❖ Thanks giving letters should be written to students of final semester. More ever, Acknowledgement receipt should be given to them for donation of caution money to be deposited in endowment fund.


❖ 2 minutes silence to be observed on Shahid Din - 30<sup>th</sup> January, 2015, in honour of our respectable National Leader, Mahatma M.K. Gandhi along with taking oath for cleanliness of ISTAR premise under Swachchata Abhiyan. Mr. Rupeshbhai Shah will coordinate these activities.

❖ All HoDs are advised to complete student feedback as soon as possible and give their departmental plan for improving Academic & Placement within 2/3 days.

❖ All the committees are reorganized as per needs.

Meeting ended with a vote of thanks.

  
(Dr. Merlin Thomas)  
IQAC Coordinator

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

Date: 28<sup>th</sup> January, 2015