

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 Friday, 2nd January, 2015 at Conference Room of ISTAR at 03:30 p.m.

The Agenda for the discussion is provided below:

AGENDA

1. Budget preparation for 2015-16
2. Preparation of plan for admission of 425 students
3. Discussion on BOM
4. Orientation programme for Undergraduate students
5. Renovations in directors office and reception


(Dr. Merlin Thomas)
IQAC Coordinator


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

Date: 29th December, 2014.

**INSTITUTE OF SCIENCE & TECHNOLOGY
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Minutes of the meeting of all HoDs and IQAC members held on Friday, 2nd January, 2015 at Conference Room of ISTAR at 03:30 p.m.

All were present.

Following points were discussed.

❖ **Budget Preparation**

- The budget ^{available} ~~allowed~~ for admission counseling and orientation programmes to be ^{arranged} ~~done~~ by all departments (covering Saurashtra, Ahmedabad, Mehsana, South Gujarat, Vadodara, Dabhoi etc.) is Rs. 1,50,000/- .
- All HoDs need to submit estimates for expenditures regarding hardware, software, equipment, fixture etc. to Mr. Samirbhai within two days so that consolidated Institute budget can be prepared
- Revenue generated by testing and analytical charges in Surface Coating Technology should be mentioned under fund mobilization

❖ **Fund for NSS Camp**

The fund required for NSS camp (in excess of the fund received from S.P. University) may be taken from gymnasium fund.

❖ **Renovations**

The tiles of Director's cabin and Reception area to be changed. Mr Swapnil Patel to coordinate with Estate department, CVM for preparation of estimate of expenditure

❖ **Research fund mobilization**

Faculty members with Ph.D degree need to submit at least 2 research proposals for fund mobilization. One project should be submitted by the end of March 2015. One copy of project proposal should be submitted to office.

❖ **Admission plan for 2015-16 (425 students)**

- Each department is advised to make efforts to increase the intake of students by at least 5 to 10 than the number admitted last year. Expected department wise admission for 2015-2016 is given below.

Department	Current intake	Expected intake (15-16)
IC	70	70
OC	14	30
EST	43	53
PST	25	35
SCT	37	47
IT	43	70
MCA	36	70
MIHS	15	15
M.VAL.	19	29
INST	07	25
TOTAL	309	444

Students of nearby colleges may be invited at ISTAR for appraising about different programmes

❖ **Hostel admissions**

No relaxation to be given for any student for hostel admission. Minimum 150 boys and 25 girls be admitted in hostel. Wi-Fi connection to be provided in both hostels.

❖ **Plan for revival of M.Sc. Oils, fates and Waxes.**

- IC and SCT departments jointly need to prepare plan for the revival of M.Sc. program in OFW.

❖ **Institute level short term courses**

- Short term certificate / diploma courses should be started by all departments as per below mentioned fees structure.

Course Duration	Fee Structure
03 months	Rs. 3,500/-
06months	Rs. 7,000/-
12months	Rs. 15,000/-

❖ **Planning of conferences/seminars**

- Each department should plan for organizing one day seminar/workshop
- At least two seminars/workshops should be arranged for under graduate students by each department.
- Seminars on Industrial Law to be planned by Chemical Science departments

❖ **Industrial Chemistry survey of sick units.**

2 sick industrial units at Nandesari are identified by Industrial Chemical Department and survey work is started.

❖ **All departments need to work for more contribution in Endowment Fund.**

❖ **Placement brochure to be prepared for each department (50% charge to be taken from students and 50% supported by ISTAR)**

All departments are required to upload digital placement brochure as link in our website.

❖ **Enrollment of staff members for Ph.D.**


- Following staff members have to enroll themselves for the Ph.D. program.
Mr. H. N. Parikh- Instrument
Mr. BaijuVerghese-MIHS
Mr. Rupesh Shah-M. Val.


❖ **Miscellaneous**

- As per chairman's remark, numbers of Non-Teaching staff members should be limited to 75% of teaching staff. Director to take necessary action in consultation with I/C Secretary.
- A Training & Placement Officer must be recruited. Advertisement for the same to be given. He/She is also supposed to look after spoken English, Personality Development, Projects and Internship for MCA/ M.Sc. (IT)
- Staff club may take initiative to organize a dinner party for all staff along with family.
- Discussed the possibility of starting NCC unit and found not possible
- Gold Medals should be achieved by students of IT & MCA department.
- For Government scholarship, guidance from Prof. Hari Desai should be taken.
- Dr. Bankim Patel's relieving records should be checked and informed to higher authority.

- EST department should try for special notification from Pollution control Board, Gandhi Nagar. *for M.Sc. EST programme.*
- In M.Val, one faculty should be appointed.
- Mr. Nirbhay Chaubey will look after Library in place of Mr. Rupesh Shah
- Preparation for Annual Day and Galaxy magazine should be started. Annual Day may be in the first week of the March, 2015. Minimum 3 articles per department should be collected from students for Galaxy.
- MCA & IT departments will participate in Poster Competition at DA-IICT.
- Separate BSNL connections will be installed for the IC & PST buildings. Intercom facility for all departments should be provided
- One smart screen for presentation must be purchased.

Meeting ended with a vote of thanks.


(Dr. Merlin Thomas)
IQAC Coordinator


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

Date: 3rd January, 2015