

INSTITUTE OF SCIENCE & TECHNOLOGY FOR
ADVANCED STUDIES & RESEARCH (ISTAR)
VALLABH VIDYANAGAR-388120

Minutes of the meeting held on 27th JANUARY, 2017 at 04.00 p.m

The following members were present

Dr.P.M.Udani

Dr.A.R.Jani

Dr.Merlin Thomas

Dr.Nirmal Kumar

Dr.Mayank Patel (in place of Dr.Kalpesh patel)

Dr.Parag Moteria

Mr.Samir Patel

Dr.Mahendra Raj

Dr.Sanjay Panjabji

Dr.Himanshu Kanse

Ms.Hiral Soni

Mr.Rupesh Shah

Mrs.Nikky Jain

Mrs.Suchita Patel

Mrs.Unnati Patel

The following points were discussed in the meeting

- The minutes of the meeting held on 10th October 2016 was approved
- The internal tests in theory are to be conducted in the last week of February and practical exams after Annual day celebration. The HoDs of M.Sc. Industrial Hygiene and safety and M.Sc. Valuation are requested to streamline their internal examination pattern with that of other departments by making necessary changes in the academic guideline.
- Dr.Parag Moteria and Mrs. Suchita Patel are to develop the MIS system for institute and submit report to Director by the end of February,2017. Demand for any new software required for online MCQ examination may be submitted to CVM.
- A training related to accounting for office staff to be organised. Mr.Samir Patel, OS is to work out the details.
- Regularisation of Dr.Parag Karia from OC to be done and new appointments for Asst. Professors/adhyapak sahayak to be done in SCT & PST departments.
- Performance appraisal forms to be filled in by all staff as per CVM format.
- More orientation programmes for UG students to be conducted and the new colleges which were transferred from GU to SPU to be targeted. Joint seminars/workshops to be organised jointly with UG colleges.
- All records regarding admission counselling are to be maintained by the staff involved. A copy of the same should be submitted to Mr.Himanshu Joshi.



Dr.Merlin Thomas
IQAC co-ordinator



Dr.P.M.Udani
Director