

**INSTITUTE OF SCIENCE AND TECHNOLOGY FOR ADVANCED STUDIES AND
RESEARCH (ISTAR)**

IQAC MEETING

IQAC MEETING OF NON-TEACHING STAFF MEMBERS WAS SCHEDULED ON 26-10-2018, FRIDAY AT 4:00P.M. IN CONFERENCE ROOM OF ISTAR.

Minutes of the meeting

FOLLOWING MEMBERS WERE PRESENT IN THE MEETING

Dr. Jigar V Patel *J.V. Patel* Dr. Kalpesh Patel *Kalpesh Patel* Mr. Samir Patel *Samir Patel* Mr. Sumit Patel *Sumit Patel*
Mr. Nilesh Pandya *Nilesh Pandya* Mrs. Parulben Thakkar *Parulben Thakkar* Mr. Jatin Patel *Jatin Patel* Mr. Rajni Patel *Rajni Patel*
Mr. Pinakin Patel *Pinakin Patel* Mr. Hitesh C Patel *Hitesh C Patel* Mr. Hitesh Patel and all peons were present in the meeting.

Dr. Jigar V Patel, Coordinator, IQAC welcomed all the non teaching staff members.

Following points were discussed as per the agenda:

- ❖ Dr. Jigar V Patel briefly introduced the NAAC accreditation process and the role of non teaching staff in this process of accreditation
- ❖ Discussion on various issues related to administrative and technical supporting staff were discussed
- ❖ A discussion was held on the cleaning duties allotted to various peons and their performance
- ❖ Mr. Sunil Machi was appointed by OS Mr. Samir Patel for the operation of LCD and Sound system of seminar hall and also to look after the same
- ❖ A discussion was also done on maintaining the records and data of the institute at the central level in the institute's administrative office, the duty of maintaining these data and records will be given by OS Mr. Samir Patel
- ❖ Administrative and Technical staff were invited by the IQAC coordinator to the workshop on 'Effective Educators' organized by IQAC on 29th October, 2018

J.V. Patel
27/10/18

Dr. Jigar V Patel,

Co-ordinator, IQAC, ISTAR

Nirmalkumar J I

Dr. Nirmalkumar J I

Chairman IQAC &
I/c Principal