

**D.D.CHOKSI COLLEGE OF SECONDARY EDUCATION**

**VIDYAMANDIR TRUST, PALANPUR**

**Minutes of the Meeting**

**Date:** 14<sup>th</sup> June 2019

**Venue:** Staff Room

**Time:** 2:00 p.m.



The meeting of IQAC was held under the chairmanship of Dr. Neelu Ghosh on 14<sup>th</sup> June 2019 in which following agendas were discussed :

**Agenda of the meeting:**

1. To review of last meeting held on
2. To review the results of last year
3. To review the academic calendar
4. To organize various cultural activities
5. To organize ice breaking session and welcome ceremony of new students
6. To organize Faculty development programme and expert lecture for the students
7. To arrange the oath taking ceremony for newly elected GS and CR
8. To arrange the one day picnic
9. To organize the green India campaign
10. To arrange the cleanliness awareness programme

**Members present :**

- a. Chairperson – Dr. Neelu Ghosh (Principal)
- b. Coordinator – Dr. Bharat Mali (IQAC Coordinator)
- c. Member- Dr. Hasmukh Modi (Management representative)
- d. Member- Mr. Shailesh Limbachiya (Administrative Officer)
- e. Member- Mr. Kannu Bhai Prajapati (Trust Representative)
- f. Member- Mr. Naresh Panchal (Alumni).

**After the exchange of thoughts and ideas, the committee made the following resolutions:**

1. **Review of last meeting held on 05.03.2018:**
  - The minutes of last meeting were reviewed, approved the same.
2. **To review the results of SEM II and SEM IV:**

In order to further improve the performance of the current batches, the performance of last batches i.e. semester I and III were discussed and as the results were very much



satisfactory, it was appreciated by one and all. The chairman urged to all the faculty members to maintain the same.

**3. To prepare the academic calendar:**

Academic calendar was also discussed and all the activities were planned accordingly and committees for each activity was also discussed.

**4. To organize various cultural activities:**

Different cultural activities viz. debate, songs, group discussions, chart making etc. were discussed and their schedule was finalized.

**5. To organize ice breaking session and welcome ceremony of new students:**

Fresh students are the soul of an institute and their welcome is an important part of college activity and accordingly responsibilities were given to the various faculties to welcome the new students. From this year it was also decided to organize an ice breaking session with different activities so that new and old students can get acquainted with each other.

**6. To conduct visit of eminent faculties:**

For the better knowledge and understanding of core and allied subjects of curriculum, it was decided to conduct the visit of different eminent faculties of the respective fields (other than Vidyamandir) from various institutes and their names were finalized.

**7. To arrange the oath taking ceremony for newly elected GS and CR:**

- After successful election for the post of Class Representatives and General Secretary of College, oath taking ceremony was planned to be held on 3<sup>rd</sup> August 2019.

**8. To arrange the one day picnic:**

- One day picnic was also planned on 20<sup>th</sup> August 2019 and names of few places were discussed.

**9. To organize the green planet campaign:**

- On 20<sup>th</sup> August 2019, it was decided to organize the Green Planet Campaign. It was decided to arrange the tree plantation on this day and to start the various activities for *JalSarankshanAbhiyan*.

**10. To arrange the cleanliness awareness programme:**

- To inculcate the cleanliness discipline, members discussed to arrange a programme of cleanliness awareness with a theme of 'Plastic Free India' on 14<sup>th</sup> September 2019.

Date: 14<sup>th</sup> June 2019

Attendance of the Meeting -I

Venue: Staff Room

Time: 2:00 p.m.



S.No.	Name of the Present Members	Signature
1.	Chairperson - Dr. Neelu Ghosh (Principal)	
2.	Coordinator - Dr. Bharat Mali (IQAC Coordinator)	
3.	Member- Dr. Hasmukh Modi (Management representative)	-AB-
4.	Member- Mr. Shailesh Limbachiya (Administrative Officer)	
5.	Member- Mr. Kannu Bhai Prajapati (Trust Representative)	-AB-
6.	Member- Mr. Naresh Panchal (Alumni).	-AB-

Principal  
D. D. Choksi College of  
Sec. Education, Palanpur.