

## Minutes of the Principal's 4<sup>th</sup> Meeting with the Head of Departments

Date: 1/9/2012

Time: 12.00 pm

Venue: Principal's office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. RH Sadhu, MR P A Lashkari, and Dr OS Shrivastava

Principal, Dr Bhavesh Patel welcomed everybody and in the course of the meeting, the following points were discussed and finalized.

1		<b>NOTICES</b>
	i	All the HoDs were asked to ensure that all the notices sent from the office were read and followed by staff members of each dept and they should be asked to sign the same.
	ii	All Heads were also asked to see that the information required for NAAC and otherwise must be supplied in time.
2		<b>ATTENDANCE</b>
	i	The attendance for the month of August 2012 should be compiled by the 3 <sup>rd</sup> i.e. Tuesday so that the cumulative attendance up till now can be sent to the parents.
3		<b>SYLLABUS</b>
	i	All depts. Should ensure that the syllabus should be completed by the end of September. Even if the syllabus is completed, the classes will continue which can be utilized for exam oriented revision/practice.
	ii	Extra classes may be organized if the syllabus is not completed.
	iii	Laboratories are also required to run till the further notice. Revision turn must be planned for those admitted late and otherwise.
4		<b>ASSIGNMENTS</b>
	i	Each student to submit a minimum of at least two assignments per course. Although they are to be given assignment for all the four units. These are to be assessed and returned back to the students.
5		<b>INTERNAL EXAMINATION</b>
	i	Dr H N Patel has been requested to prepare the exam schedule for theory exams.
	ii	Practical Exams to start from 29/9/2012
	iii	Theory Exams to start from 8/10/2012
	iv	Those who miss their exam due to participation in Youth Festival will be given Arrear test
6		<b>EXAM SYLLABUS &amp; FORMAT OF QUESTION PAPERS</b>
	i	Three units to be covered in the Tests. (Each dept to decide on the Units)
	ii	<b>FORMAT</b>
		1)MCQ 6 Marks(2 Questions per unit)
		2)Short Answer Questions(Any 3 out of 6) 6 marks (2 × 3)
		3) Q3 OR Q3 6 marks
		4)Q4 OR Q4 6 marks
		5)Q5 ORE Q5 6 marks
		<b>Total marks 30</b>
		Time: 2 Credits 1 hour & 3 credits 1.5 Hours
7		<b>UNIVERSITY EXAMS</b>
	i	The Practical exams to be completed before Diwali.
	ii	The Theory Exams to commence after Diwali vacations
8		<b>EXTRA CLASSES</b>
	i	The Principal Dr Bhavesh Patel expressed his happiness at the students' response and



		teachers hard work. He urged the teachers to keep up the good work.
	ii	It was decided to return the money collected from students for extra classes.
	iii	All heads have been asked to check if any student of Semester 5 <sup>th</sup> need guidance for his/her 3 <sup>rd</sup> Semester Paper and to arrange for extra classes as per need.
	iv	All attendance data of the extra classes to be meticulously maintained to facilitate payment to teachers.
	v	Extra classes for students of Semester 5 <sup>th</sup> Biology (Elect) or Mathematics (Ele) to be arranged.
9		<b>Co &amp; Extra Curricular Activities</b>
	i	All the Ex- Officio should ensure that practice should not extend beyond a few days prior to the event in case it is needed during college hours. As far as possible practice to be done from 4.30 pm to 6.00 pm.
	ii	All HODs were asked to allow students to practice for cultural events for Youth festival if the students have sought permission in writing.
10		<b>ALUMNI ASSOCIATION</b>
	i	Prof Piyush Lashkari has been asked to conduct an alumni meet. He was asked to fix a meeting of alumni committee for framing the event.
11		<b>GOLDEN JUBILEE FUND LECTURE SERIES</b>
	i	The HODs were informed that Mr Devendrakumar Desai, Chairman, National Khadi Gramodhyog Board, has given his consent to be the Chief Guest on 27 <sup>th</sup> September 2012.

The meeting ended with the Vote of Thanks.



Dr. Bhavesh Patel

Principal

**PRINCIPAL**  
V. P. & R. P. T. P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388120.

Minutes of the Principal's 3rd Meeting with the Heads of Departments  
Date: 7/8/2012 Time: 1.00 pm Venue: Principal's office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. RH Sadhu, MR P A Lashkari, Mr L M Katara and Dr OS Shrivastava Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting. The following points were discussed and finalized:

1		<b>HOLIDAY</b>
	i	It was decided that 11 <sup>th</sup> August 2012 would be a holiday and in lieu of that 26 <sup>th</sup> August would be working day and the time table of Saturday would be followed as 11th August happens to be a Saturday.
2		<b>LIBRARY</b>
	i	The library budget was circulated and approved each Head of the Dept. It was also decided that if any dept needed more budget and if some dept does not need the funds, the same can be diverted.
	ii	HoDs and / or faculties of the dept will approve the books they had requisitioned.
	iii	All HoDs will prepare the list of books to be purchased according to priority
	iv	It was decided to start the process of setting up a Departmental Library in each Dept. for departmental use. The Dept. Lib. will be under the direct responsibility of the Head. The charge of the same may be given to any permanent faculty of the dept. The books will be purely for reference only.
	v	The stock checking of the books to be done every year. (Action – L.M.Katara)
3		<b>Departmental Equipment</b>
	i	Each dept. Should prepare a detail list of equipments (along with date and year of purchase, Party name, Amount etc) to be written off. Each list to be prepared as per the grant under which it was purchased (UGC/CVM/Project etc.). You may take help from Mr. Ketan of Chemistry.
	ii	If any item does not reflect in any record(which must be confirmed properly) it may be directly written off.
4		<b>Counseling</b>
	i	It was stressed that the counseling has to be made more effective
	ii	A printed letter, ready with the office, is to be collected and sent to parents of students with less than 50% attendance.
	iii	Counselors should ensure that the addresses are properly written.
	iv	To check absenteeism, parents should be informed regularly about their ward's absence and create a strong base for some punitive action as per rules of the University regarding the minimum compulsory attendance required to appear in the University Exams.
	v	All HoDs suggested that the a common staff meeting be held to stress 1) the need to collect the attendance accurately and send in time to the convener 2) To play an active part in counseling to counsel students
5		<b>OMR</b>
	i	The Principal informed all the Heads that OMR Reader has been installed in the BCA Lab and teachers can use it assess MCQ questions. The BCA Dept was asked to conduct a trial to sort out any problems.
	ii	Since MCQs are a part of University examinations, each dept has been asked to prepare 15 questions per unit to help students get practice and improve their performance.
		The meeting ended with a Vote of Thanks.



*[Signature]*  
**PRINCIPAL**  
V. P. & R. P. T. P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388120.

**V.P. & R.P.T.P.SCIENCE COLLEGE, Vallabh Vidyanagar**  
**MINUTES OF 1<sup>st</sup> STAFF MEETING ON 9<sup>TH</sup> AUGUST 2012**

Principal Dr. Bhavesh Patel welcomed all the members of the staff. At the outset he appreciated the support from the members of the staff members during last three months particularly regarding use of Biometric system, ID card and not using the mobile in the premises of the college.

- 1) He briefed the staff members about the work in progress -
  - i) Stickers activity at higher education, Gandhinagar is almost completed, After about a 20 day we will know whether or not there are any queries.
  - ii) We have initiated the process of upgrading the documents e.g. stock register, bills, register etc.
  - iii) Central committee and other committees for the academic year 2012-13 are in place.
- 2) **NAAC –**
  - i) College is planning to apply for NAAC reaccreditations by next month. Dr. N.B. Bhatt is looking after this. All the staff members are requested to furnish the documents and submit them immediately whenever asked after.
  - ii) The Principal also emphasized the preparation of the personal file as well as department file at the earliest (List of files have already been sent to department).
  - iv) Next month the RAR will be submitted to the NAAC, as these are all time bound, so whatever is asked should be submitted without delay to Dr. Nikunj Bhatt. In case of any queries, they can be sorted out with Dr Nikunj Bhatt.
  - v) Faculties are requested to record even a small document or activity in their personal file. Principal also informed that if any staff member is involved in any social activity other than the college activity should also be documented properly.
- 3) **Web site –**
  - i) The website of the college which is an important part of an institution is to be upgraded before the RAR report is submitted. So all the faculty members are requested to submit their personal information to Mr. Dhavat’s (BCA department) email address (dhavat@gmail.com).
  - ii) All faculty members must regularly visit College website and suggestions(if any) for its improvement are welcome.
- 4) **Casual Leave -**
  - CVM secretary has suggested that when ever any faculty member wants to avail CL, he/ she should inform in advance, if possible, otherwise they should inform telephonically to the respective Head, so that possible arrangements are made. In such case they should submit the CL form on the day of resuming the duty.
  - 5) Instructions given by HOD are policy matters discussed at the Heads’ Meeting. Hence must be followed. Any suggestions are most welcome.
  - 6) All the staff must follow proper channel for communication.  
Staff ⇒ HOD ⇒ Principal ⇒ CVM ⇒
  - 7) Teacher’s diary and attendance registers must be properly maintained and all the entries must be made on the same day. The attendance record must be submitted on time.
  - 8) The counseling is to be made more effective. The counselors should regularly send letters to the parents of those students whose attendance fall below 50%.Counsellor must inform the parents on phone; even SMS can be also sent. All the records must be maintained for future use.

At the end principal wished happy weekend to all and sought support from all the members of the staff.



*[Signature]*  
**PRINCIPAL**  
**V P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**

# Minutes of the Principal's 6<sup>th</sup> Meeting with the HODs

Date: 9/11/2012 Time: 4.00 pm Venue: Principal's office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. P A Lashkari, and Mr. Dhavat Shah

		At the outset the Principal welcomed everybody and began the meeting .During the meeting following points were finalized
1		<b>LIBRARY</b>
	I	All HoDs were requested to attend a meeting in the Library on 10/11/12 at 9.00 am regarding setting up of a Departmental Library.
2		<b>PARENT- TEACHERS' MEETING &amp; ALUMNI MEET</b>
	I	The Principal informed the Heads that 6 <sup>th</sup> January 2013(Sunday) would be a working day to facilitate holding a Parent- Teachers' Meeting. Some other day would be observed as holiday, which would be decided later.
	ii	On the same day each Dept. should also organize an Alumni Meet at the departmental level. Each Dept should ensure that at least 50 alumni attend the meeting. The alumni should be asked fill forms with all important information. They should also be briefed about NAAC and that their presence would be required during the NAAC Team's visit somewhere in Feb 2013. Immediately after this meeting we should start the process of greeting the Alumni on their birthdays.
3		<b>NAAC</b>
	I	All HoDs were informed that the RAR has been uploaded on the college website and the Principal requested all to view the same and suggest any suggestions to improve / correct the data.
4		<b>TIME TABLE</b>
	I	The Time table Committee was asked to prepare the time table for Semester 2, 4 and 6 well in time to ensure immediate commencement of teaching after the University Exams.
5		<b>PRACTICAL JOURNALS</b>
	I	All HoDs were asked to place order for the journals to avoid delay.

The meeting ended with a Vote of thanks

Dr. Bhavesh Patel

**PRINCIPAL**  
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VALLABH VIDYANAGAR-388120.



## Minutes of the Principal's 2<sup>nd</sup> Meeting with the Staff

Date: 10/11/2012 Time: 11 00 am Venue: Room No 8

		At the outset the Principal Dr Bhavesh Patel welcomed everybody and began the meeting. The Principal first reviewed the work done June 2012 to Nov 2012 and expressed satisfaction about the overall administrative processes in the college.
1		<b>REVIEW</b>
	i	He informed everybody about the up-gradation of the college website that was being done with the help of Mr. Dhavat Patel and his team of BCA Dept. The Principal urged all staff members to view the site and give suggestions to improve the same. He also asked Mr. Dhavat to remove old news and keep upgrading latest events of the college. The RAR has also been uploaded and requested all staff members to view it online as the college is planning for NAAC visit in February 2013
	ii	The Principal informed everybody regarding campus renovation being taken up and invited suggestions about using main entrance of the college.
	iii	All the grants were being used fruitfully and preparations are also going on for the XII Plan
	IV	He was happy about the successful Parent Teachers' Meeting and hoped that more such meeting will be held t which will help in improving result, attendance and discipline(credit goes to Dr. R.S. Patel and her team).
	V	The principal also expressed his satisfaction about the successful conduction of the Golden Jubilee function (credit goes to Dr. H. N. Patel and his team).
	VI	The Principal also informed all that after the Diwali break Departmental Libraries would be set up and all Depts. would be given books for use in the dept. purely for reference and not for issue and that all staff members have to cooperate with Head of the Dept for smooth administration. The staff should carry out instructions given by the HoD as they are given by the Principal.
	VII	The Principal also mentioned about the unfortunate suspension of one of the staff members and urged the staff to be scrupulous in their dealings and prevent situations that invite censure and punishment from the authorities. The staff should avoid any kind of monetary transaction with the students. He added that use of tobacco in any form is a punishable offence and will be treated strictly.
2		<b>EXAM INVIGILATION</b>
	i	The Principal requested the staff members to cooperate during unavoidable situations (if any) that demand extra work.
	ii	The principal informed the staff that the basic rules and regulations have been circulated an mailed to each faculty which they have to read carefully, sign and follow.
	iii	If any change in allotted exam duty is required, the faculty should also arrange for substitute/ alternate arrangement
	IV	The Senior supervisors also to monitor peons who have also been allotted blocks during exam timings so that work can be carried out smoothly. The Junior Supervisor should report to the senior supervisor if the peons are not available at their allotted block.
	V	The junior supervisor should make sure that the students take their seats in the exam room just as soon as the first bell is rung. They should also ensure that they leave their bags outside the class rooms. The junior supervisor should also inform that the centre does not take any responsibility for any loss of bags, books and other things brought by the students to the exam centre.
	VI	The junior supervisor should ensure that unfair means are not used by the students and if



	they detect any student indulging in any such practice, he or she should report the matter to the Senior Supervisor on duty.
VII	The Senior Supervisors should remain at the Exam Office during the time of their duty.
VIII	No student should be allowed to enter the hall after 30 minutes of the commencement of the exam and no one should be allowed to leave in the last 10 minutes.

The meeting ended with the Principal wishing everyone Happy Diwali and happy New Year

Dr. Bhavesh Patel 

**PRINCIPAL**  
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VALLABH VIDYANAGAR-388120.



## Minutes of the Principal's 2<sup>nd</sup> Meeting with the Heads of Departments

Date: 11/7/2012

Time: 4.00 pm

Venue: Principal's office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr. RH Sadhu, MR P A Lashkari, and Dr OS Shrivastava

Principal, Dr Bhavesh D Patel welcomed everybody and began the meeting with a review of the points discussed during the previous meeting on 21/ 6/2012. The principal expressed his satisfaction with the fact that all the staff members were strictly following the Biometric way of attendance and most staff members were wearing the I Card. The HODs were asked to convince the staff to follow the rules and regulations decided time to time by the authority. They were asked to convince the staff to start wearing their I Cards. A review of faculty requirement (if any) was also taken. Later the following points were discussed and finalized:

1		<b>TIME TABLE</b>
	i	It was decided that henceforth the duration of each theory period would be of <b>1 Hour</b> duration. The workload is to be calculated accordingly. The new Time-table cards would be made available soon.
	ii	A Three Member Committee comprising of Mr. N Y Patel, Dr JP Patel and Mr. RH Sadhu was formed to look into the possibility of having a morning time schedule for Saturdays.
2		<b>STOCK REGISTER &amp; EQUIPMENT</b>
	i	It was decided that each department should maintain a separate Stock Register for Recurring and Non- Recurring items. In the Stock Register, the entry for each item should be on a separate page. Details about the stock entry will be explained by Principal to all the heads and laboratory assistants.
	ii	A separate Bill Register is to be maintained. Details about the same will be explained by Principal to all the heads and laboratory assistants.
	iii	All departmental equipment should be appropriately labeled as per plan/ UGC grant/ project/ college grant by 15 <sup>th</sup> of July 2012.
	iv	The heads were to ensure that all the equipment must be in working order.
3		<b>POLICY MATTERS</b>
	i	The Principal requested all the heads to convince the staff of their respective depts. to work as per the policy decided during the Principal's meeting.
	ii	The Principal one again stressed the need to work through proper channel.
	iii	All staff members are to make appropriate entries in the Teacher's Diary and get it signed by the Principal by the end of each month.
4		<b>EXTRA CLASSES</b>
		It was observed that there was a dire need for extra classes for those students who could not clear courses in Semester I, so that dropout in semester IV can be minimize.
		The classes would be compulsory and to ensure student sincerity, they would be on chargeable basis. The teachers engaging these classes would be paid an honorarium. The





		fee will be finalized on a later date.
		The Heads were asked to prepare the time table after ascertaining the number of students appearing in each course.
5		<b>RESEARCH PROPOSALS</b>
	i	Those who attended the 'Workshop on Preparing Research Proposals', shall make a presentation in their respective departments to guide other faculty members. They also have to compulsorily submit a Research Proposal by 25 of July.
6		<b>ASSIGNMENTS</b>
	i	Every department has to display the assignment on the department notice board by the 15 <sup>th</sup> of August.
	ii	Assignments are to be given Unit wise in the following format:
		Q 1 MCQs 5
		Q 2 Short Answer Questions 2 out of 4
		Q 3 Long Answer Questions 1 OR 1
		Students have to submit minimum 02 assignments as part of Internal Evaluation.
7		<b>IDENTITY CARDS</b>
		Students are not to be allowed in the Labs if they do not wear the I Cards. In case they don't have an I card, they at least should show the fee receipt.
8		<b>INTERNET</b>
		Dr O S Shrivastava has been asked to prepare the time table for students for Internet time by 15 <sup>th</sup> July.
9		<b>National Year of Mathematics</b>
		The mathematics Dept has been asked to plan some activity in the college to celebrate the National Year of Mathematics.
10		<b>Alumni Association</b>
		Prof. P A Lashkari, Secretary of <b>Alumni Association</b> , has been asked to supply the names and address of prominent alumni to Mr. Dhavat Patel at the earliest for the up gradation of the college website. Also the birthday wishes to alumni must immediately start.
11		<b>NOMINATION OF VICE- PRESIDENT OF STUDENT CENTRAL COMMITTEE</b>
		Dr C R Gurjar has been nominated as the Vice President of the Students' Central Committee for the year 2012-13.
		The meeting ended with the vote of thanks.



Dr. Bhavesh Patel

Principal

**PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**

# Minutes of the Principal's 7th Meeting with the Heads of Departments

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Date: 18/12/2012

Time: 1.30 pm

Venue: Principal's office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. NY Patel, Mr RH Sadhu, MR P A Lashkari, and Mr Dhavat Patel

Principal, Dr Bhavesh D Patel welcomed everybody and in the course of the meeting, the following points were discussed and finalized.

1	<b>UNIVERSITY CIRCULAR REGARDING APPROVAL of LABS for PhD/M Phil</b>
i	The Principal Dr Bhavesh D Patel informed everybody that all departments have to get the labs approved by the University if they want to register students for PhD
ii	In case that is already done, each department was asked to submit a copy of the document to the office, immediately. If department do not have the copy they must procure it from University.
2	<b>GENERAL ACADEMIC ISSUES</b>
i	Principal, Dr Bhavesh D Patel informed everybody that a new division for Biology has been created for Sem 2
ii	The counseling batches allotted to each counselor in Sem 1 have not been changed and counseling has to be done well.
iii	The Principal reviewed the circular that was sent earlier in the month and asked the HoDs to ensure that all the staff read it and sign. He further clarified the GR about 40 hours of total workload per week. He also said that presence of the staff would be monitored and once again stressed that who so ever wishes to go out has to mention the same in the movement register. More over two thumb impressions are a must for each day.
iv	The Principal also asked the staff to maintain the Teacher's Diary properly. Teachers should avoid filing it in one day and be a little more specific about the work they are doing in the class.
v	The Principal requested the HoDs to ensure that syllabus is completed in time and if need be start extra classes early to ensure the same. The HoD may seek data from concerned staff about syllabus completion at the end of each month.
3	<b>POWERPOINT PRESENTATION</b>
I	Each dept was asked to prepare a PPT Presentation of the dept for NAAC purpose and submit the same latest by 31 <sup>st</sup> December. Later the most suitable format would be adopted for all depts. to ensure uniformity.
4	<b>DEPARTMENTAL LIBRARY</b>
I	All the HoDs were asked to ensure that the departmental library was set up by 22/12/2012. Those dept which are yet to get cupboards will be given later.
5	<b>CLEANLINESS of THE DEPARTMENTMENT</b>
I	All HoDs were requested to make sure that clutter and unwanted things were removed and the department is kept clean.
6	<b>ALUMNI MEET</b>
I	The Principal asked for suggestions for the successful conduction of the Alumni meet on 6 <sup>th</sup> January 2013 on which the Saturday timetable would be followed. The classes are to be suspended after 10.30 am.
II	It was decided that all alumni would report to the respective departments at 10.00 am and they would interact with the departmental faculty and fill the forms to create a database. Thereafter all the alumni would gather in the Central Hall at 11.00am along with the staff members where they would be addressed by the Principal. This would be followed by High Tea
7	<b>UGC MAJOR/MINOR RESEARCH PROJECTS</b>
I	The Principal asked the staff to give him a copy of project (latest by 21 <sup>st</sup> Dec) they may have applied for but are awaiting approval so that he can follow it up on his visit to UGC, Pune.

The meeting ended with a vote of thanks.

Dr. Bhavesh Patel

**PRINCIPAL**  
V. P. & R. P. T. P. SCI. COLLEGE  
VALLABH VIDYANAGAR-388120.



## Minutes of the Principal's 1<sup>st</sup> Meeting with the Heads of Department

Date: 21/6/2012 Time: 3.00 pm Venue: Principal's office

Following heads were present- Prof. K.M. Patel, Dr. H.N. Patel, Dr. P.M. Patel, Dr. B.C. Dixit, Dr. J.P. Patel, Mr. N.Y. Patel, Dr. C.R. Gurjar, Mr. R.H. Sadhu, Mr. P.A .Lashkari, Mr. O.S. Shrivastava

Following were absent- Nil

		At the outset the Principal welcomed everybody and began the meeting. During the meeting following points were finalized
1		<b>TIME TABLE &amp; WORKLOAD</b>
	i	The SY B.Sc. Theory teaching will start on Monday 25/6/2012
	ii	FY B.Sc. Practicals will start on 25/6/2012
	iii	Each department should calculate the workload based on the student strength and inform the Principal if more faculty is required with justification by Saturday i.e. 23/6/2012
2		<b>STOCK REGISTER</b>
	i	Each department must update their stock register and get it verified and duly signed by the Principal by 10/ 7/2012
	ii	All departments to make a new Stock Register effective from April 2012. The old stock registers are to be preserved and all the entries are to be carried forward to new register with old reference page number.
	iii	All departmental equipment must be appropriately labeled as per plan/ UGC grant/ project/ college grant etc. latest by 31 <sup>st</sup> July.
3		<b>PUNCTUALITY OF STAFF</b>
	✓ i	All staff members are expected to observe punctuality and be available in the college strictly as per the following timings. Class I & II                      10.30 am – 5.00 pm (6.30 hrs.) Class III                            10.15am – 5.15 pm (7.00 hrs.) Class IV                             9.30 am -- 5.15 pm (7.45 hrs.)
	✓ ii	The Biometric System is to be strictly followed from Monday 25/6/2012. Anybody who does not register his /her presence through biometric system will be treated as LWP.
	iii	Those whose impressions are not recorded should sign in a register with the Office.
	iv	Staff members who come early because of any class or practical must complete the required duty hours.
	v	If anyone has to leave early due to unavoidable reasons,(for which permission from head/principal is to be taken) they should record their finger impression at the time of leaving and also make a note in the register with the office.
	vi	Faculty members should at least inform telephonically to the HOD well in advance if they want to be on leave.
	vii	HODs should make alternate arrangements for the teachers who are on leave. No class should be unattended under any circumstances.
	viii	From this academic year number of Duty Leave is restricted to 10 per head per



		Academic year.
✓	ix	There is no lunch break. Staff members may use the recess for lunch.
	x	Mr. Bhupendra of the BCA Dept is entrusted with the responsibility of recording 2 more impressions in addition to existing one for each staff for the Biometric system
4		<b>IDENTITY CARD</b>
		All staff members must wear the college Identity card during the duty hours (effective from Monday 25/06/2012). In case of lost/ missing Identity card, a new one must be obtained from library.
5		<b>LEAVING THE CAMPUS DURING OFFICE HOURS</b>
✓	i	No staff can leave the campus without informing the HOD. If required head should maintain a Movement Register with exit and entry time.
✓	ii	In case the HOD has to leave the campus he/she should inform the Principal.
	iii	Any movement which is found uninformed will be considered as indiscipline.
6		<b>COLLEGE WEB SITE (Action is to be taken by Department of BCA in general and by Mr. Dhavat in particular)</b>
		Keeping in view the forthcoming NAAC Reaccreditation, the updating of the college web site is going on in full swing.
	i	HODs are requested to verify the syllabus placed on the web site. All the faculty members are required to see the website and are free to give any suggestion for improvement.
	ii	The principal stressed the need to place the names of prominent alumni on the web site. List of names of prominent alumni of college is to be provided by Mr. P.A. Lashkari to Mr. Dhavat by 30 <sup>th</sup> June 2012.
	iii	Activities of the Golden Jubilee fund also to be placed on the site.
	iv	A page on the Research Activity to be prominently displayed(format will be provided by Principal).
	v	All staff members are requested to supply the information as and when required for the web site promptly to Mr. Dhavat of BCA department.
7		<b>MERGING OF DEPARTMENTS</b>
		For the purpose of website following departments have been merged:
		Zoology and Botany as Biology
		Electronics and Instrumentation
		Mathematics and Statistics
8		<b>UPDATING ALL DOCUMENTS FOR NAAC</b>
		All departments must hence forth prepare an Activity Register to include any activity conducted by the department (Guest lecturers arranged, workshops conducted/ arranged, seminars, achievement of students and faculty members etc).
10		<b>WORKING THROUGH PROPER CHANNEL</b>
	i	Hence forth all requests/ applications of staff members must be forwarded through the respective HOD to the Principal
	ii	No staff member should approach the management/ University officials directly. Any correspondence to any agency must be forwarded through the Principal.
11		<b>ORGANISING WORKSHOPS/ EXPERT TALKS/ SEMINARS ETC</b>
	i	Departments should organize at least one expert talk per semester



	ii	Micro Biology and Biology Depts. have been asked to conduct a seminar/ or workshop this year. Other department may also plan for the same.
12		<b>✓COUNSELLING PROCESS</b>
	i	It was stressed to improve the counseling process.
	ii	It was also decided to provide phone nos. of students along with roll nos. of the students to counselors at the beginning of the academic year.
	iii	Teachers have to be polite with students so that they are easily approachable.
13		<b>CLEANLINESS OF THE DEPT</b>
		All the departments have to be kept clean and free of clutter.
14		<b>Security of the Dept.</b>
		It was decided that henceforth
	i	The dept keys will be deposited to the office everyday in the evening. In case work is to be conducted in time other than office hours, permission has to be taken in writing (effective from Monday 25 <sup>th</sup> June,2012).
	ii	As the responsibility of the departments lies with the Head, he may even put a paper seal.
15		<b>SERVICE BOOK OF STAFF (action is to be taken by Dr. K.M. Patel)</b>
		The Principal gave an assurance that
	i	The Sticker work in the service books will be expedited.
	ii	At the end of every academic year, staff will be informed about leave accumulated, availed etc.
16		<b>REPAIRING AND MAINTENANCE OF EQUIPMENT</b>
	i	The HODs should ensure that all equipment should be in working order and those that are irreparable should be written off. They must prepare a separate list(UGC purchase/college purchase/purchase under any other head) of all such equipments and proceed for write off as per the rule latest by 15 <sup>th</sup> July 2012.
17		<b>WASTAGE OF ELECTRICITY AND STATIONERY.</b>
	i	All have to ensure that wastage of electricity is to be avoided.
	ii	Stationery should be used judiciously and both sides of the paper to be printed.
18		<b>CELL PHONES</b>
	i	Students are strictly prohibited from using cell phones in the college premises. A penalty of Rs 50/- is to be imposed if caught and a receipt be given.
	ii	Staff should ensure that their cell phones are in silent mode when they are in the class. They must not use the phone when their class is in progress. The staff members are required to use cell phones only in case of urgency and that too not at common areas like corridors, lab etc.
19		<b>SMOKING AND USE OF TOBACCO STRICTLY PROHIBITED.</b>
	i	Smoking in the college premises is a punishable offence.
	ii	Use of tobacco and consumption of tobacco related products is strictly prohibited.
20		<b>TEACHER'S DIARY</b>
		Teacher's diary of the previous academic year duly completed and signed by faculty and countersigned by head should be submitted and a new one to be collected for the year 2012-13.
21		<b>JOURNALS FOR PRACTICALS</b>
		All HODs are entrusted with the responsibility of ordering and distribution of the journals to students.



22		<b>INTERNAL MARKS</b>
	i	It has been decided that attendance in internal test is compulsory for students failing which, marks allotted for attendance in theory and practical, and assignments will not be considered.
	ii	As per the University rule, students should be clearly informed that if they
		Do not clear 1 <sup>st</sup> sem. ,they cannot go to 4 <sup>th</sup> semester
		Do not clear 2 <sup>nd</sup> sem- cannot go to 5 <sup>th</sup> semester.
		Do not clear 3 <sup>rd</sup> , they cannot go into 6 <sup>th</sup> semester
23		<b>OBTAINING RESEARCH GRANTS</b>
	i	All the faculty members are required to prepare minor/major research projects and submit it to the agencies like UGC/CSIR/ DST/DBT etc. for the financial assistance

Meeting ends with vote of thanks



  
Dr. Bhavesh Patel

Principal

**PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**

Minutes of the Principal's <sup>5<sup>th</sup></sup> ~~3<sup>rd</sup>~~ Meeting with the Heads of Departments

Date: 25/9/2012

Time: 4.00 pm

Venue: Principal's office

Following Heads were present- Prof. K M Patel, Dr H N Patel, Dr P M Patel, Dr BC Dixit, Dr JP Patel, Dr C R Gurjar, Mr. RH Sadhu, MR P A Lashkari, and Dr OS Shrivastava

		The Principal welcomed all and began the meeting
1		<b>GOLDEN JUBILEE FUND LECTURE SERIES</b>
	i	The Principal informed everybody that the students' Central committee has been called for a meeting to ensure smooth conduction of the function and to ensure good attendance.
	ii	It was decided that classes will not be suspended. The faculty engaging last class would bring the students to the central Hall.
2		<b>REMEDIAL CLASSES</b>
	i	The principal reviewed the remedial classes and since they were being well attended, they would go on for at least one more week.
	ii	The principal asked the HoDs to maintain a detailed record and to provide the same to facilitate remuneration to faculty.
3		<b>ATTENDANCE/INTERNAL TEST</b>
	i	It was tentatively decided to allow students with <b>50% and more</b> to appear for Internal test in Practical.
	ii	The list of students with less than 50% to be displayed on the notice boards immediately. Such students are not to be allowed to appear for the Internal test now. They might be given an arrear provided they complete the extra work given by the dept.
4		<b>INTERNAL MARKSHEETS</b>
	i	The HoDs were asked to start preparing the Internal mark sheet by adding the marks for assignments and attendance
	ii	Attendance up to 25 <sup>th</sup> Sept 2012 to be considered
	iii	The following is the criteria of marks for attendance
		80% %& above -- 15
		70-79% -- 13
		60-69% -- 11
		50-59% -- 9
		40-49% - 7
		<40 - 5
		<b>(Students with ZERO attendance to get 0)</b>

The meeting ended with a Vote of Thanks

Principal  
Dr. Bhavesh Patel **PRINCIPAL**  
**V. P. & R. P. T. P. SCI. COLLEGE**  
**VALLABH VIDYANAGAR-388120.**



*Circulate to all the department.*

# V.P. & R.P.T.P. Science College, Vallabh Vidyanagar

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## Minutes of the Principal's Meeting with the Faculty Alumni of College

Date: 28/12/2012

Time: 4.00 pm

Venue: Principal's office

At the outset the Principal welcomed everybody and began the meeting. Principal briefed the Faculty Alumni about the purpose of the meeting. The meeting was aimed to create a cohesive group of functional alumni of the College which will work as base for Alumni Association of College. During the meeting following points were finalized.

1. Principal Dr. Bhavesh Patel expressed his happiness that a total of 25 present teaching staff is the alumni of the College. He further informed the group about the Departmental Alumni meet on Sunday 6<sup>th</sup> Jan, 2013 at 10 AM. He instructed all the staff alumni to ensure their active participation to make the event a great success. He further added that a mega event will be organised after the successful execution of this present event.
2. The official draft of Constitution will be prepared and adopted during the mega event. Office bearers will also be elected/ nominated during the same.
3. The following broad activities of the association were also discussed and approved by the members.
  - a. To establish and maintain contact among the past students, present students and the College.
  - b. To pursue and sustain excellence in Education by interaction between the alumni, faculty and present students of V.P. & R.P.T.P. Science College.
  - c. To strengthen Industry-Institute-Interaction and operate related activities for the benefit of the students of V.P. & R.P.T.P. Science College.
  - d. To extend all assistance and co-operation to the institute in its endeavours for the growth and development of education and research.
  - e. To institute scholarships and awards for deserving past and present students of the for educational and research purposes as per the terms and conditions to be laid down by the Board of Management.
  - f. To encourage and assist the students of V.P. & R.P.T.P. Science College in various academic and cultural activities.
  - g. To establish endowments through donation to extend financial and other assistance to deserving past and present students of V.P. & R.P.T.P. Science College for educational and research purposes as per terms and conditions mutually decided with the Board of Management.





h. To generate funds through donations for conducting activities for achieving the objectives of the Association. (86)

i. To create fellowships for the Alumni to pursue post-graduate studies or research.

j. To project constructive activities of V.P. & R.P.T.P. Science College in India and abroad.


k. To provide a common platform for exchange of ideas and disseminating knowledge in professional areas.

l. To perform any other constructive activities leading towards the enhancement of the skill and knowledge of the members of the Association.

4. In order to initiate the process of strengthening the Endowment Fund of College, The Principal asked all the faculty alumni to donate a token amount. After a long discussion on use of funds it was proposed to donate Rs.11, 111/- per faculty by K.C. Raval of Electronics Department. The proposal was seconded by Dr. R.S. Patel. Finally it was unanimously decided to donate this amount by all the faculty alumni (except those faculties working on ad-hoc basis). It was decided that there is no sealing for ad-hoc staff.

The meeting ended with the vote of thanks

  
Dr. Bhavesh Patel

  
Prof. P.A. Lashkari

PRINCIPAL  
V. P. & R. P. T. P. SCI. COLLEGE  
VAHANGA, BHAYANAGAR-388120.

