

## **Planning Board Meeting**

**Date : 28 - 6 - 2014**

On 28<sup>th</sup> June 2014, Saturday, 12<sup>th</sup> plan, Planning board meeting was held in staff room at 11.30 a.m. under the chairmanship of Prin. Dr. Sudhir G. Joshi. Undersigned planning board members remained present and the following agenda was put before them for the procedure.

<b>Name</b>	<b>Designation</b>
1) Prin. Dr. Sudhir G Joshi	Chairman
2) Prof. Dr. M K Patel	Co-ordinator
3) Prof. R H Patel	Member
4) Prof. N V Upadhyay	Member
5) Prof. Dr. I D Sagar	Member
6) Prof. G V Vankar	Member
7) Prof. Dr. A J Patel	Member
8) Shri K R Patel	Librarian
9) Shri H N Adesara	Computer Programmer
10) Shri M J Pandya	Accountant
11) Shri Kanubhai R patel	External Expert
12) Shri R M Patel	External Expert

### **AGENDA :**

About planning for the activities of IQAC under the UGC 12<sup>th</sup> plan and to implement and complete them within time limit.

### **RESOLUTIONS & PROCEDURE :**

The chairperson Prin. Dr. Sudhir G. Joshi read and explained the UGC 12<sup>th</sup> plan guidelines and put the above agenda before the members for discussion and told them to give their valuable ideas about how we can make our college usefulness for students and society. After a long discussion following resolutions were made collectively and unanimously.

1. Resolved that college activities should be monitored and made effective by IQAC. For that purpose IQAC should meet four times in a year, proceeding should be done after 2/3 quorum and proceeding should be in accordance with the agenda and resolutions should be written accordingly
2. Resolved that action taken report should be prepared and written according to agenda in minute's book and report should be placed on website regularly.
3. IQAC window should be created on the website.
4. IQAC should be included in College Brochure.
5. College Brochure should be made more informative.
6. Separate telephone, unlimited internet connection with Wi-Fi facilities, printer, scanner etc should be provided for IQAC.
7. Use of ICT must be promoted in classroom for interaction with students.
8. Add the columns for mobile number and Email-id in admission form to make it more effective and useful.
9. College videos should be uploaded on YouTube and Face book
10. Separate letter head for IQAC should be prepared and the information about planning board's members should be put on it.
11. On the basis of work load, If necessary teaching and non teaching staff should be recruited
12. If necessary, coaching classes for GPSC / UPSC / NET / SLET should be arranged.
13. Seminar about online admission in different fields should be arranged and if necessary, online admission center should be formed.
14. Library should be updated in accordance with the syllabus and competitive exams.
15. Looking at the rush of students for admission, increasing the strength of students per division or separate division should be demanded from the University
16. Efforts should be made to motivate the students to participate in Sports and cultural activities