# MINUTES OF IQAC MEETING

DATE: 7-6-2021

PLACE: PRINCIPAL OFFICE, H&HB KOTAK INSTITUTE OF SCIENCE RAJKOT

CHAIR: PRINCIPAL, DR. R A AGARWAL

An IQAC meeting of all the HODs in the headship of principal, H & H B Kotak institute of Science- Rajkot organized wherein following issues have been discussed.

- As per guidelines of Government of Gujarat, and Saurashtra University, Online Education as per SOP to be started W.E.F 7-06-2021.
- All the HODs are informed about academic calendar 2021-22, and Department of Education circular dated 4-06-2021
- The viva-voce, and practical exams for semester 2,& 4 to be completed before 11-06-2021 to complete online marks entry on or before 12-06-2021. The committee must design the time-table as per students' strength.
- Repeater students of semester 4 should also be considered for practical exam. The data of such students to be fetched from Students' branch.
- The details of all staff to be verified on COGENT  portal.
- The scanning and uploading of Service books to be completed on COGENT platform as per latest features.
- The HODs must ensure to provide day to day information of visiting faculties on monthly basis so it can be uploaded on COGENT accordingly.

-Sd-

Principal,

H&HB Kotak Inst. of Sci.

Rajkot

<h1 align="center">MINUTES OF IQAC MEETING</h1>

DATE: 21-06-2021

PLACE: PRINCIPAL OFFICE, H&HB KOTAK INSTITUTE OF SCIENCE RAJKOT

CHAIR: PRINCIPAL, DR. R A AGARWAL

A meeting of IQAC in the headship of Principal, and IQAC Co-Ordinator was organized with all the staff to discuss and invite suggestions for making college website more user friendly. Followings have been suggested in the meeting;

- A flash line of different activities of the college to be included on a home page.
- An additional tab to be included in individual department tab to show departmental activities separately
- For admissions and enrollments of the students a flash banner on home page should be included.
- In activity tab, activities of library, and sports should also be included.
- Under IQAC tab, NAAC, NIRF, AISHE tabs to be included.
- An alumni tab should be included where former students can update their information. Also photographs of notable alumni to be included.
- An information tab providing information of all courses, and semesters should be provided in a separate tab.
- Academic calendar and Time-table to be included in Administration Tab.
- Information regarding course offered in B.Sc., and B.C.A. all semesters to be included under Admission Tab.
- Separate Department Pages for all departments to be maintained. Faculty Profile or C V of all departmental faculties to be uploaded under this tab.
- NSS,NCC, RUSA, Library, and Sports details to be uploaded under Facility Tab.
- A separate tab for various activities such as EBSB, SSIP, CLUB, Finishing School, Udisha, Placement, etc. to be provided as an Activity tab.
- Dr. Naresh Ajudia, Assistant Professor, Mathematics instructed to look for any additional suggestions to be included in future.

-Sd-

Principal,

H&HB Kotak Inst. of Sci. Rajkot

# MINUTES OF IQAC MEETING

DATE: 30-10-2021

PLACE: PRINCIPAL OFFICE, H&HB KOTAK INSTITUTE OF SCIENCE RAJKOT

CHAIR: Dr. P S Oza, Head, Chemistry Department.

A meeting of all HODs held to discuss following issues.

- Planning of teaching learning activities for the coming semester as per Government of Gujarat and Saurashtra University academic calendar.

- Organizing different activities under Saptdhara, and Udisha initiatives.

- Communication with industries to organize campus placement.

- Registration for student orientation and training in the areas of life skills and soft skills under Finishing School.

- Preparing demands for the laboratory equipment and other needful.

- Planning of Industrial visits for students by all departments.



-Sd-

Principal,

H&HB Kotak Inst. of Sci.

Rajkot

DATE: 30-04-2022

PLACE: PRINCIPAL OFFICE, H&HB KOTAK INSTITUTE OF SCIENCE RAJKOT

CHAIR: PRINCIPAL, DR. R A AGARWAL


A meeting of IQAC with all the staff in the head in the headship of The Principal was organized wherein followings have been discussed;

- Timely conduct of exams of all the semester.
- All the concerned Co-Ordinator were instructed to submit a detailed report on NSS,NCC, Finishing Scool, RUSA, UDISHA, EBSB, and Saptdhara.
- HODs were instructed to update the deadstock registers and present it for certification by the principal which has been accomplished.
- A discussion on timely completion of CR and CAS file was done. Faculties were instructed to prepare their annual API to be presented before IQAC for the approval.
- The Committee for First Year Admission was formed and instructed to work accordingly for the online admission procedure.
- The approval for fresh admission in 3$^{rd}$ semester on direct basis and on lateral entries was made by the Principal.
- The HODs were instructed to present their academic plan for the nest year for effective execution of teaching learning, and co-curricular activities.

-Sd-

Principal,

H&HB Kotak Inst. of Sci.

Rajkot