

Meeting Minutes

IQAC Meeting

Date: 22/07/2020

Chair: Principal Dr. R.P. Bhatt

Attendee: IQAC Co-Ordinator and HODs of all departments

- Issues related to academic requirements due to Covid-19 were discussed
- Principal congratulated to the staff and teachers for successfully conducting webinars during lockdown period
- The members discussed on opportunity to think and guide students in the direction of Innovation and start-ups to avail benefit of 20lac crore 'Aatmnirbhar Bharat' package declared by government of India.
- Principal appreciated the work performed by NSS and NCC Cadets during lockdown.
- The launch of in-house magazine of institute 'e-vigyan' was announced
- It was proposed to make all student communications online due to pandemic situation.
- It was instructed to carry out all activities like admissions, teaching, and other interactions through online mode only.
- A webinar on 'Fundamentals of core Science Subjects' was proposed
- Teachers were instructed to use Microsoft Teams for online teaching. A training for all academic and administrative staff, and students on using Microsoft Teams was planned.
- The Principal instructed all teachers to prepare digital material of respective subjects and also suggested to provide students with recorded lectures of the college teachers.
- To provide students with video lecture or online lecture for Science Practical was suggested.
- It was decided to continue with teaching learning process on online mode only till further notification provided by government.
- The Time-Table committee to prepare time-table for online classes as per government guidelines.
- Finishing school to be carried out on online mode.
- College building and classrooms to be sanitised on regular basis without fail.
- Students are to be informed and encouraged to spread awareness on Covid-19 and its safety measurements.

Principal
Dr R P Bhatt
H & H. B. ROTAR INST. OF SCI.
RAJKOT

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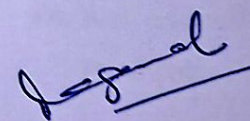
Date: 21 Dec. 2020

Chair: Principal Dr. R A Agarwal

Attendee: IQAC Co-Ordinator and All Hods

Following agenda was carried out in the meeting:

- Internal Exams and Practical exam of Semester 3 and 5 to be conducted and result to be submitted to the University before closing date.
- Communication with R & B department to be made for renovation of Chemistry Building.
- Classes to be conducted offline as per strict adherence to Covid-19 SOP and Guidelines by Education Department of Gujarat State.
- For physical presence in offline classes, consent of student and parents in written to be collected.
- College Building and campus to be sanitised on regular basis without fail.
- All departments to be provided with sanitization kit.
- All Classroom must be provided with sanitizer and all students and teachers were instructed to sanitize their hands before entering into the classroom or laboratory.
- All block supervisors and exam conducting staff to be provided with mask and hand gloves.



PRINCIPAL,
H. S H. B. KOTAR
NST. OF Sc. RAJKOT
Dr. R A Agarwal

Principal

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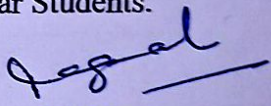
Date: 20/11/2020

Chair: Principal Dr. R A Agarwal

Attendees: IQAC Co-Ordinator and All the HODs

Following agenda was discussed in the meeting:

- SEM 3 and 5 exams to be carried out as per revised circular of Saurashtra University
- Teachers were instructed to complete online marks entry within 10 days before external exam start date.
- For internal evaluation MCQ exam online or offline can be conducted.
- A revised time-table for offline teaching W.E.F 23/11/2020 to be prepared
- It was instructed to conduct Practical exams for semester 3 before 15/12/2020
- Guidance for performing Practical during practical exam to be given to all students.
- It was suggested to prepare data of repeater students and to inform them to join MS Teams Class.
- For First Year students class division to be made based on their admission forms.
- Commencement of classroom teaching to be made for First Year Students.


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Dr. R A Agarwal
Principal