



A meeting was held at 04:00 pm in the conference room with a view to discussing:

1. IITE E-Content Development
2. NAAC preparations

Since all the grant-in-aid colleges are now affiliated to IITE, this year, Principal Sir suggested to prepare a datapool of E-content as per the newly introduced syllabus.

Further, IITE has invited experts to come forward and contribute to their university level E-content development. In this regard, all the teachers were asked to register for the same and develop e-content as per their choice and convenience. The name of the e-content platform is ANGIIRA.

Principal Sir, Dr. Bose asked the teachers to accelerate the speed of NAAC preparations. Dr. Anil Vassat has already agreed to act as the coordinator for the same and Dr. Mausam Thaker agreed to assist him for NAAC preparations. All the teachers were instructed to go through the NAAC requirements and prepare AAR accordingly.

(1) Dr. N. V. Bose

(2) Dr. Anil Vassat

(3) Dr. Mausam Pasmar

(4) Dr. Mausam Thaker

(5) Dr. Rajnikant Dodiya

(6) Dr. Rohit Bagthariya

(7) Megha Patel

Action Taken Report

DATE:



With Reference To
The Meeting Held On 29/09/2020

1. All the teachers agreed to show willingness of developing e-content by sending e-mails to IITE. Further, they agreed to start developing the e-content as per their area of interest and expertise once there is a green signal from IITE, Grandhinagar

2. The IQAC Coordinator, Dr. Anil Varsat gave the overview of different heads of AQAR format. He further shared a sample AQAR for further detailed understanding and insisted all to prepare documents accordingly.

- (1) Dr. Anil Varsat
- (2) Dr. Anil Varsat
- (3) Dr. Anil Varsat
- (4) Dr. Anil Varsat
- (5) Dr. Anil Varsat
- (6) Dr. Anil Varsat
- (7) Dr. Anil Varsat
- (8) Dr. Anil Varsat
- (9) Dr. Anil Varsat
- (10) Dr. Anil Varsat

At 02:30 pm, in the Conference Room, a meeting was held in order to discuss:

1. Review of online teaching
2. NAAC preparations.

For more than five months, using the MS Teams platform online teaching has been going on. Principal sir and all the teachers reviewed the work done. On the whole, all agreed that online teaching was done in a satisfactory (not effective) manner. At times, trainees and even teachers had some technical issues / internet issues. Relevant reference and reading materials, PPTs, PDF, have been already uploaded on MS Teams for the trainees to refer to.

Principal sir once again reminded all the teachers to start working on NAAC as per the areas they have assigned. He further instructed not to keep any work pending till the eleventh hour.

(1) Dr. N.V. Bose

(2) Dr. Anil Vassat

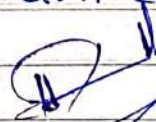
(3) Dr. Mayur Pansar

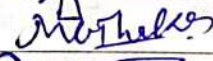
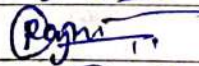
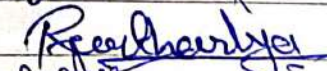
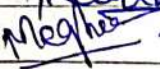
(4) Dr. Maymas Thaker

(5) Dr. Rajnikant Dodiya

(6) Dr. Rohit Baytheerija

(7) Megha Patel



DATE: 20/10/2020

Action Taken Report

DATE:

With Reference To

The Meeting Held On 20/10/2020



1. All the teachers shared with one another various features of MS Teams through their practical use of it.

Almost all the teachers came to know about sharing screen, file uploading, storage, retrieval related features of MS Teams

2. Work distribution of different heads/points and sub-points was done democratically. All the teachers themselves selected the area to work on.

The teachers to start working on their assigned areas they have assigned. They will be the elements of their work.

- (1) To N.V. Nagar
- (2) To N.V. Nagar
- (3) To N.V. Nagar
- (4) To N.V. Nagar
- (5) To N.V. Nagar
- (6) To N.V. Nagar
- (7) To N.V. Nagar

H M Patel Institute of English Training and Research
Vallabh Vidyanagar
B.Ed. (English)
Internal Quality Assurance Cell (IQAC) (2020-2021)

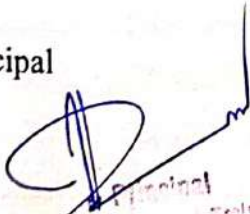
Timing: 10:30 to 11:30

23rd Dec 2020

Agenda of the IQAC Meeting

1. Greetings and welcome IQAC Members: Principal
2. Briefing about last IQAC meeting suggestions and academic activities:
Dr Anilkumar
3. Affiliation with IITE and Curriculum, New NOC for the vacant seat,
NAAC, GSIRF, Add Course: Moodle: Dr Bose
4. Publications: Dr Anilkumar
5. CTET Training: Dr Rajnikant Dodiya
6. Inputs from the IQAC members
7. Hon. Secretary's remarks
8. Vote of Thanks: Dr. Anilkumar

Principal



H. M. Patel Institute of English Training & Research
Vallabh Vidyanagar



IQAC Coordinator

H M Patel Institute of English Training and Research
Vallabh Vidyanagar
B.Ed. (English) 2019-20
IQAC Meeting

Date: 23rd December 2020, Time: 10:30am onwards
Attendance Sheet

Sr.No.	Name	Sign
1	Dr. S. G. Patel	
2	P. K. PRIYAN SP. unit IQAC	
3	Dr P. V. Satya Ramesh	
4	Dr R. P. Judeja	
5	Mr. P R Matety	
6	Dr. Mayur Parmar	
7	Mohammad Azim M. Saiyad	
8	Masoom . M. Mansuri	
9	Rohit Bagthariya	
10	Dr. Rajnikant Dodiya	
11	Dr. Anilkumar	
12	Ms Bindu Semkhatkar	online
13	Dr. Mausum Thakur	online
14	Ms Megha Patel	online

Principal & Chairperson IQAC

Principal
H. M. Patel Institute of English Training & Research
Vallabh Vidyanagar

IQAC Coordinator

IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 23rd Dec, 2020 at 10:30 am.

The agenda for the meeting were as under.

1. Briefing about last IQAC Meeting suggestions and academic activities
2. Affiliation with IITE and Curriculum, New NOC for the vacant seat, NAAC, GSIRF, Add-on Course, Moodle
3. Publications
4. CTET Guidance and Training
5. Inputs from IQAC Members
6. Hon. Secretary's remarks
7. Vote of Thanks

Dr Anil Varsat introduced the agenda for the meeting. Dr Varsat briefed all members on the last meeting's suggestions and action taken on that. Further he outlined the academic activities done in the last semester. Moving to the next agenda, the principal Dr Bose made everyone aware of the affiliation with IITE – Indian Institute of Teacher Education from new academic year of 2020-21. Sir discussed on the new curriculum that is prescribed by IITE from new academic year. He added that the institute has also started applying for NOC for the vacant teaching position and already done the progress this regard. Sir also discussed the progress of NAAC AQAR submission, GSIRF Application, Moodle course.

Further, Dr Varsat presented on the publications done in the last semester which included ELT Quarterly reviving and publication of National Conference books.

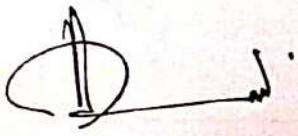
Dr Rajnikant Dodiya presented the report of CTET guidance classes conducted online to facilitate the preparation of current and previously passed out trainees of the institute.

IQAC members were requested to give their valuable inputs and suggestions for improvements in the next semester. It was a suggestion to begin such guidance sessions for TET and TAT examinations also. Hon. Secretary Sir instructed to accelerate the work of NAAC pending AQARs and move on to apply for reaccreditation. On the whole, all members congratulated the institute for conducting valuable events and activities for the purpose of strengthening the academic standard of the institute.

The meeting was ended with the vote of thanks proposed by Dr Varsat.



Coordinator IQAC



Principal & Chairman IQAC
Principal
H. M. Patel Institute of English
Training & Research
Vallabh Vidyanagar

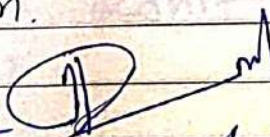
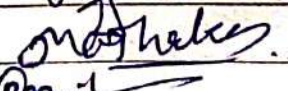
A staff meeting was held at 04:30 pm in the conference room to discuss:

1. Internal exams of B.Ed (Eng)
2. Publications
3. Add on course

It was decided to conduct the internal exams in the last week of January. There would be at least 10 days gap between internal and external exams. All the teachers were asked to prepare exam papers within a week and submit them to the Exam Committee. Dr. Manoj Thaker was assigned the duty of preparing the time-table and supervision schedule.

A book on post conference is already published (ready with print). Principal sir congratulated Dr. Anil Vasvat, Dr. Mayur Parmar and Dr. Rajnikant Dodiya for editing it well. The second book would be published next month.

Dr. N.V. Bose agreed to prepare and offer an Add on Course to the present B.Ed (Eng) batch soon.

- (1) Dr. N.V. Bose 
- (2) Dr. Anil Vasvat 
- (3) Dr. Mayur Parmar 
- (4) Dr. Manoj Thaker 
- (5) Dr. Rajnikant Dodiya 
- (6) Dr. Rohit Bagthariya 
- (7) Megha Pattel 

Action Taken Report

DATE:



With Reference to
Meeting dated 18/01/2021

1. Dr. Thaker prepared the Internal Exam time-table as well as the schedule of supervision

2. All the faculty members set the question papers for the internal exams and sent the same to the Exam coordinator in time.

3. The second book of the National Conference would be published next month and that duty is given to Dr. Rohit Bagthariya.

4. Dr. N.V. Bose prepared the Add-on course and gave it to B.Ed. trainees.

(1) Dr. N.V. Bose
(2) Dr. Anil Vasari
(3) Dr. Madhu Prasad
(4) Dr. Manoj Thakur
(5) Dr. Anil Vasari
(6) Dr. Anil Vasari
(7) Dr. Anil Vasari
(8) Dr. Anil Vasari

A staff meeting was held at 02:30 pm in the Conference Room today.

The agenda was:

1. NAAE preparations
2. Alumni Association
3. Syllabus
4. Assessment

Different teachers were allotted different criteria in a point form and were asked to make preparations accordingly.

Dr. Mayur Parmar was asked to get the Alumni Association of the Institute registered as soon as possible by meeting the legal dept. of CVM

A copy of the second semester was provided to all the teachers. Theory papers and practical work was allotted equally among the teachers. Teachers were instructed to start preparing the study materials/content accordingly.

All the teachers were asked to complete the assessment work carefully in time and submit marks to Rohit sir

- (1) Dr. N. V. Bose
- (2) Dr. Anil Vassat
- (3) Dr. Mayur Parmar
- (4) Dr. Manoj Thakur
- (5) Dr. Rajnikant Dodiya
- (6) Dr. Rohit Breythelizer
- (7) Megha Patel

[Signature]

[Signature]
[Signature]
 Megha



With Reference to Meeting Held On 28/01/2021

1. All the teachers agreed to work on different criteria of NAAC/AAR and start collecting data for the same.

2. Dr. Mayur Parmar will communicate to the Legal Departments of UVM to proceed for the registration of Alumni Association of the institute.

3. The teachers have started preparing study materials for their respective theory papers.

4. The teachers have been given the deadline to complete their assessment work before 24th February, 2021.

Handwritten signatures and notes at the bottom left of the page.

- (1) Dr. Mayur Parmar
- (2) Dr. Anil Vast
- (3) Dr. Manoj Parmar
- (4) Dr. Manoj Parmar
- (5) Dr. Rajendra Dabhi
- (6) Dr. Rajendra Dabhi
- (7) Dr. Rajendra Dabhi



A meeting was held at 10:40:00 pm in the conference room with a view to discussing:


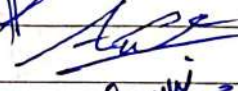

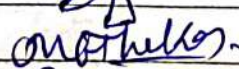
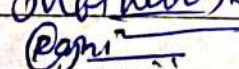
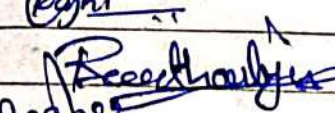
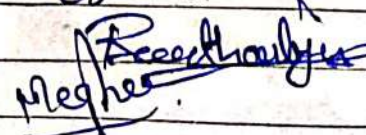
1. Internal Exam marks
2. Registration of Alumni Association
3. Planning for next sem
4. GISIRFA

All the teachers completed the assessment work and latest by tomorrow Rohit sir would prepare the comprehensive sheet of marks. It will be shared with faculty.

Dr. Mayur Parmar shared that he contacted Lathiya sir who looks after the registration work of Alumni Association of all the colleges run by GVM. Lathiya sir has agreed to give appointment next week.

All the teachers were once again reminded about the allotment of theory papers and practical work for the next semester.

From NAAC point of view, separate AdARs will have to be prepared. Teachers were asked to furnish details accordingly.

- (1) Dr. N. V. Bose 
- (2) Dr. Anil Vassat 
- (3) Dr. Mayur Parmar 
- (4) Dr. Manoj Thakur 
- (5) Dr. Rajnikant Dodiya 
- (6) Dr. Rohit - 
- (7) Megha Patel 

Action Taken Report



With Reference To

Meeting Held On 04/02/2021

1. All the faculty members have completed their assessment work and soon the internal marks will be declared and shared with the students.
2. Dr. Mayur Parmar met the Legal Advisor Shri Lathiya sir who oversees the registration work of Alumni Association at CVM Legal Department and next week they are meeting again to proceed with the registration of Alumni Association.
3. The B.Ed.(Eng) syllabus (theory & practical) will be distributed equally among the teachers and the report will be shared with Principal sir.
4. All the teachers have started collecting data as per the criteria given to them by the Principal sir.

(1) Dr. V. B. ...
 (2) Dr. ...
 (3) Dr. ...
 (4) Dr. ...
 (5) Dr. ...
 (6) Dr. ...
 (7) Dr. ...
 (8) Dr. ...
 (9) Dr. ...
 (10) Dr. ...



A meeting was held in the Conference Room at 11:00 am. Agenda was:

1. Review of sem-I
2. Planning of sem-II
3. NAAC preparatory
4. Formation of students' council

Review of work done during the sem-I was already done earlier. However, further discussion took place in the meeting today regarding improving the quality of teaching and revising the theory papers and work load. All the teachers agreed to manage the work load of Megha Sodam at present. She is not able to offer her services for a few days due to medical issues.

Principal sir projected a little dissatisfied on the way NAAC preparatory are going on. He asked all the teachers to accelerate the work of NAAC preparatory.

Since offline teaching-learning has been started, it was decided to form the Students' Council in coming 2 to 3 days. It was decided that Dr. Maunab Thaker would act as the Vice President of the students' council this year.

- (1) Dr. N.V. Bore
- (2) Dr. Anil Vassat
- (3) Dr. Mayur Pasmur
- (4) Dr. Maunab Thaker
- (5) Dr. Rajnikant Dodia
- (6) Dr. Rohit Bandyopadhyay
- (7) Megha Patel

17/02/2021

DATE

Action Taken Report

DATE :



With Reference To

The Meeting Held On 17/02/2021

1. The teachers redistributed the workload as Ms. Megha Patel is on medical leave.

2. The teachers started filling up data and preparing reports required in the NAAC AQAR.

3. The students' Council is formed and Dr. Maunika Thaker is given the responsibility of acting as the Vice President of the same for the current academic year.

Principal Sir requested a little disbursement on the way NAAC preparation. Our part on the asked all the teachers to accommodate the work of NAAC preparation. Since a distance teaching learning has been started, it was decided to form the Students' Council for coming 2 to 3 days. It was decided that Dr. Maunika Thaker would act as the Vice President of the Students' Council for this year.

(Signature)

- (1) Dr. N. V. Bose
- (2) Dr. Anil Kumar
- (3) Dr. Madhu Kumar
- (4) Dr. Manoj Thaker
- (5) Dr. Rajendra Doshi
- (6) Dr. Pratik Deshpande
- (7) Megha Patel

with reference to

A meeting of all the teaching & non-teaching staff members was held at 03:30 pm on 1st March, 2021 in the Conference Room.

- Agenda:
1. NAAC preparatory
 2. PDP for non-teaching staff
 3. Webinar series in ELT

Teaching staff is somewhat clear about its role in NAAC preparations. Today, in the meeting non-teaching staff members were oriented about their roles & responsibilities from NAAC point of view.

It was decided that the institute would plan a PDP for non-teaching staff members and help them grow professionally. Various topics for PDP were proposed and Dr. Anil Varsat was allotted the duty to coordinate the PDP.

In the new syllabus proposed by IITE, second semester has a paper on ELT which contains many points which could be quite unfamiliar to many B.Ed colleges. Hence principal sir suggested to plan and offer a webinar series for the same. Dr. Mayur Parmar was assigned the duty to act as the coordinator for the same. All the teachers agreed to select at least a couple of core topics and offer services as Resource Persons for the webinar. The webinar would start in the last week of March and end in the first week of April, 2021.

(1) Dr. N.V. Bose

(2) Dr. Anil Varsat

(3) Dr. Mayur Parmar

(4) Dr. Manmay Thakur

(5) Dr. Rajnikant Dodiya

(6) Dr. Rohit Bhatnagar

(7) Megha Patel

With Reference To

The Meeting Held On 01/03/2021 A

08:30 to 10:30 AM in the Conference Room.

1. Admin staff provided necessary data for the NAAC purpose.

2. Professional Development Programme is planned renaming as Administrative Staff Development Programme (ASDP) for the admin staff of Charutar Vidya Mandal Institutions.

3. A webinar series as 'Expert Sessions in ELT' is planned and organised for 10 days which includes around 14 online sessions on various topics of Pedagogy of English.

For the above 2 sessions were arranged by the second semester had a paper on ELT which contains many points which could be with reference to B.Ed colleges. Hence the coordinator for the same. Dr. Manoj Kumar was assigned the duty to collect the data for the same. All the teachers were to submit at least a couple of core points after service as Resource Person for the webinar. The webinar would start in the last week of April, 2021.

Dr. Manoj Kumar
Dr. Manoj Kumar
Dr. Manoj Kumar
Dr. Manoj Kumar

A meeting of the teaching staff members was held at 2 pm on 19th March, 2021 at the conference room.

Agenda :-

1. NAAC Preparation Progress Report
2. Dr. Anilkumar Varsat's selection at IITE as an associate professor
3. BED Annual Lessons
4. Online Teaching
5. Appointing the New IQAC Coordinator

The progress report of NAAC preparation was presented by all the teaching and admin staff members. Jagdishbhai was instructed to retain the details of the scholarship of last five years. Principal sir guided the members on moving ahead to the report writing and submission to IQAC.

Dr. Anilkumar Varsat got selected as an Associate professor at IITE. So, a farewell is to be bid and the date is to be decided. The tentative date 12th April was decided for the farewell.

The discussion on planning and arrangement of BED Annual Lessons was conducted. It was decided that there will be 04 pairs of the examiners for observing and evaluating the lessons. The tentative dates decided are 30th & 1st in M.U. Patel Technical School, 05th & 06th April in I.B. Patel English school, 07th April in I.B. Patel Secondary School (English medium). The principal Sir will be the convener of the BED practical exam.

It was decided that due to this pandemic if the situation becomes worse, the teachers



have to be prepared for online teaching.

It was further decided that one day will be allotted to the NAAC preparation and the students will be assigned some practical work and library work.

With the effect of the leaving of Dr. Anilkumar Vasant, there is a need of appointing a new coordinator of IQAC. So, after the discussion, it was decided that Dr. Rajnikant Dodiya will be the co-coordinator of IQAC for the year 2021-22.

In addition, it was discussed and decided that Dr. Rohit Bagthariya will take care of templates, flyers and brochures.

- ① Dr. N. V. Bose
- ② Dr. Mayur Parasar
- ③ Dr. Manmoh Thaker
- ④ Dr. Rajnikant Dodiya
- ⑤ Dr. Rohit Bagthariya
- ⑥ Megha Patel

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Principal & Chairman
 H. M. Patel Institute of English Training & Research

Action taken Report with reference to

The meeting held on 19/03/2021

- ① Jagdishbhai provided the data of scholarship of last five years as asked in NAAC AQAR.
- ② The farewell function for Dr. Anil Vasat was organised.
- ③ The schedule of arranging B. Ed. Practical Exam (Annual Lessons) was prepared by Principal sir and shared with the decided schools as the exam venue.
- ④ It was decided that the faculties will do the AQAR data collection work when they have free classes.
- ⑤ Dr. Rajnikant Dodiya was given the charge of IQAC of the institute.

