

IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 13th July, 2021 at 2:30 pm.

The agenda for the meeting were as under.

1. NAAC Preparation Progress Report
2. AQAR Submission
3. Parent-Teacher Meeting
4. Farewell of Semester-IV Trainees

Dr Rajnikant Dodiya introduced the agenda for the meeting.

All the faculties presented their work done on NAAC and asked for the suggestions from the principal sir. The principal suggested updating the psychology lab with tests, photos and equipment that are required for this. The in-charge of the psychology lab Dr Mayur Parmar was given this responsibility and other faculties will be coordinating with him on this task.

The remained AQARs are to be submitted to NAAC before the deadline given by NAAC. This responsibility was given to Dr Rajnikant Dodiya of submitting the remained AQARs to NAAC within the time limit.

One meeting of parents-teachers is to be organised in the upcoming days. Dr Mayur Parmar, being the coordinator of PTA, was given this responsibility of arranging one such meeting between the parents and the faculty members. It would be an online meeting as decided by all.

The semester-IV B.Ed. Trainees are leaving the institute as they have completed the course. It is therefore decided to arrange a small farewell function for them keeping in mind the guideline of the government on the pandemic. Dr Maunas Thaker, being the president of Students' Council, was given this responsibility of deciding the date and arranging the farewell for these trainees.

In addition, it was decided that the feedback on curriculum, teacher's performance, etc. will be taken from the Semester-IV trainees through Google form. Dr Rohit Bagthariya will prepare the feedback form as well as the form of Student Satisfaction Survey online and share the same with the trainees. The feedback will be taken semester-wise.

Coordinator IQAC

H.M. Patel Institute of English
Training & Research



Principal & Chairman IQAC

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

- ① Dr. N.V. Bose
- ② Dr. Maunas Thaker :- M.Thaker
- ③ Dr. Rajnikant Dodiya - Rajnikant
- ④ Dr. Mayur Parmar
- ⑤ Megha Patel
- ⑥ Rohit Bagthariya

With Reference To
The Meeting Held on 13/07/2021



1. As per the suggestion and directions given by the Principal sir, the coordinator of Psychology Lab, Dr. Mayur Parmar took care of the required equipment, tests and photos in the lab.
2. As per the directions of the Principal sir, the IQAC coordinator Dr. Rajnikant Dodiya submitted the remaining AQARs and also solved the queries in the same.
3. As per the discussion, Dr. Mayur Parmar planned one meeting of parents and teachers. This meeting would be online through MS Teams.
4. Dr. Manas Thaker and Dr. Mayur Parmar planned a farewell function for the trainees of Sem-IV.
5. Dr. Rohit Bagthariya collected the feedback from the last semester trainees through a google form. He also prepared the form of SSS and sent it to the trainees for collecting their feedback on the course and other relevant matters.

Principal

IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 23th July, 2021 at 3:30 pm.

The agenda for the meeting were as under.

1. College Academic Council
2. IQAC Action Plan
3. Coordinators of B.Ed. Programme
4. Website Portal Updating
5. Language Enrichment Programme
6. Timetable of B.Ed.

Dr Rajnikant Dodiya introduced the agenda for the meeting.

Discussing with the faculty members, the principal sir formed the academic council of the college. Dr N V Bose, being the principal, will be the Chairman of this council. Dr Mayur Parmar will be the vice-chairman and other faculty members including Dr Maunas Thaker, Dr Rajnikant Dodiya, Dr Rohit Bagthariya and Ms Megha Patel will be the members of this council.

It was decided that the IQAC Action Plan for the year 2021-22 would be prepared by the IQAC Coordinator Dr Rajnikant Dodiya. He will forward it to the principal sir and he will be verify the same.

The B.Ed. Programme is of two years and so it is important to decide the coordinators for both the years. As per the directions of the principal Sir and the discussion in the meeting, Dr Mayur Parmar was selected as the coordinator of B.Ed. (English) first year Coordinator and Dr Maunas Thaker was selected as the coordinator of B.Ed. (English) Second year.

The work of updating college detail on the web portal was assigned to Dr Rohit Bagthariya under the supervision and directions of the Principal Sir.

The institute conducts many training programmes to enrich the English language of the trainees during the course of B.Ed. One such programme is English Language Enrichment Programme (ELEP), which is conducted every year for the new trainees. ELEP for the year 2021-22 was decided to begin after the Student Induction Programme (SIP). All the faculties will participate in this and will arrange sessions in order to develop the language skills of the new trainees.

The timetable of B.Ed. Semester-III is to be prepared including the activities to be conducted. Dr Maunas Thaker, being the coordinator of Semester-III (2nd Year), was assigned the work of preparing the timetable and the activities to be conducted in the upcoming the month.

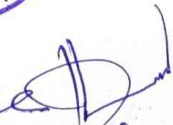

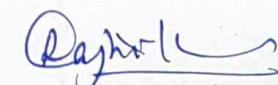


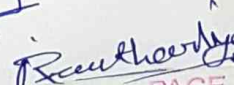

Coordinator IQAC

Coordinator
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Principal & Chairman IQAC
Principal

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Vallabh Vidyanagar

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

DATE:

Action Taken Report

DATE:

With Reference To
The Meeting Held on 23/07/2021



1. The college academic council was formed by the Principal sir
2. The IDAC coordinator prepared the proposed action plan for the whole year.
3. Dr. Mayur Parmar and Dr. Maunus Thaker were allotted the duty as coordinators of B.Ed (Eng) first year and second year respectively.
4. Dr. Rohit Bagthariya was allotted the task of website updation with latest documents.
5. English Enrichment Programme was planned by the Principal sir.
6. Dr. Maunus Thaker was allotted the duty of preparing the time-table for both the years.

Principal

H M Patel Institute of English
Training & Research
Vallabh Vidyanagar

IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 19th August, 2021 at 10:30 am.

The agenda for the meeting were as under.

1. Punctuality and Responsibility of all Staff Members
2. Admission of Semester-I
3. Founder's Day Celebration
4. Student Induction Programme (SIP)

Dr Rajnikant Dodiya introduced the agenda for the meeting.

The principal sir instructed all the staff members to maintain punctuality in work and fulfil the duties and responsibilities given to them in time. Sir also gave his suggestions on maintaining the files in the admin office. Moreover, he instructed the admin staff on time management so that they can complete the given works, student related tasks, etc. in the decided time.


For the admission procedure, Mr. Jagdishbhai Prajapati was given the charge of looking into the online and offline applications. One faculty will be coordinating with him for the additional support to Mr. Jagdishbhai Prajapati. Dr Mayur Parmar was given the duty to look after the admission procedure with Jagdishbhai.


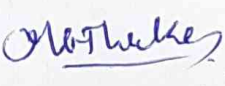
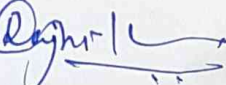

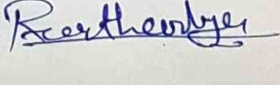

Further, it was decided to arrange one online expert session on the occasion of the birth anniversary of Dr H M Patel Sir, the founder of the institute, on 27th August, 2021. Principal Sir suggested to invite any ELT Expert to talk on English Language Teaching. In addition, he told that he will invite one expert of ELT and the session will online. It was decided that the trainees of Semester-III will participate in this online session and also the interested faculty members and students from other colleges can participate in this online talk. The IQAC coordinator Dr Rajnikant Dodiya was given the responsibility to look after all the arrangements including the flyer creation, YouTube live streaming and recording of the session.

Further, it was decided to arrange Student Induction Programme (SIP) for the newly admitted trainees of Semester-I. In the discussion, it was decided that SIP would be conducted from 1st September to 15th September, 2021. Dr Rajnikant Dodiya, being the coordinator of IQAC, will work out this and prepare its detailed plan with expert sessions, academic visits, competitions and cultural programme. All the other faculties were instructed to cooperate in this whole programme. It was decided that there would be some expert sessions on various topics related to education, language, law, NSS and literature. Moreover, it would be including minimum one academic visit and a couple of competitions among the students to enhance their communication with each other. During this SIP, there would be orientation to B.Ed. Course, syllabus and activities as well as mentoring of the trainees.


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- ① Dr. N.V. Bose 
- ② Dr. Manmas Thaker: 
- ③ Dr. Rajnikant Dodiya - 
- ④ Dr. Mayur Parmar 
- ⑤ Rohit Barytheeriy 
- ⑥ Megha Patel 

DATE:

Action Taken Report

DATE:

With Reference To

The Meeting Held On 19/08/2021



1. All the staff members followed the instructions as per the directions of Principal sir.
2. Dr. Mayur Parmar looked after the admission procedure going on at the Admission Center of IITE, Gandhinagar.
3. The Founder's Day was celebrated by organising Dr. H.M. Patel Memorial Lecture on 'Constructivist Perspective on Second Language Pedagogy' delivered by Dr. KN Arandan, eminent ELT Expert in India.
4. Dr. Rajnikant Dodiya organised and scheduled the Student Induction Programme from 01/09/2021 to 15/09/2021.

Principal
H M Patel Institute of English
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IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 5th October, 2021 at 2:30 pm.

The agenda for the meeting were as under.

1. NAAC Preparation review
2. Timetable of Semester-I & III
3. College Magazine and ELT Quarterly
4. Attendance Register
5. Post-prayer Activities
6. Syllabus Completion
7. Simulation Planning



Dr Rajnikant Dodiya introduced the agenda for the meeting.

The principal sir instructed to all faculties to find out and put in folder all the works done on different criteria of NAAC application 2020-21. It was decided that there would be a meeting on every Tuesday to discuss the NAAC preparation review and the criteria. The faculties were instructed to complete the allotted criteria before the deadline given to them.

The semester-I timetable was reviewed and shared with the faculties and students. Dr Mayur Parmar shared the timetable with the faculties via mail. It was decided that the M.Ed. trainees from MS University would be provided some sessions for their internship programme and that would be mentioned in the timetable, too. There was also the review discussion of Micro-teaching programme conducted in the last week.

The college magazine – “Sannidhi” is yet to be published. The task was already assigned to Dr Rohit Bagthariya by the principal sir. The review of the same was done in the meeting and it was decided that the college magazine would be published in the October end. Moreover, the ELT Quarterly – September Issue would be published before 15th of October month. The papers received were reviewed and the selected papers would be published in this issue. This responsibility was also given to Dr Bagthariya.

The responsibility of taking the attendance of Semester-I has been given to Dr Rohit Bagthariya who will also take care of the leave reports and forwarding the same to the principal sir.

Dr Maunas Thaker is given the responsibility of arranging and distributing the English language enrichment activities to be conducted in the post-prayer time every day. These activities will include presentation of an idiom with examples, language structures with examples, vocabulary, pronunciation of difficult words, language skills, etc. in 20 minutes time every day. It was decided that these activities would be equally distributed among the faculty members and a schedule would be prepared for arranging such language exercise in the classroom. This would be under the English Language Enrichment Programme (ELEP) for the whole year.

Further, it was decided that the conveners of different papers of the syllabus would take care of the completion of the same in the time limit before the internal exam. It was also discussed to arrange minimum one expert session or a workshop in each paper in order to provide the students with some interesting and fruitful interaction with the experts from other institutions.

In addition, the library audit has been going on; so the faculty members were instructed to return the borrowed books to the library.

Moreover, it was decided that the institute would send two trainees from Semester-I to participate in the Micro-teaching Competition arranged by IITE, Gandhinagar. Dr Rohit would be the coordinator of the same looking after the process of participation of the trainees and online set up for the same.


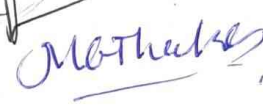
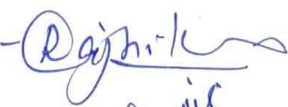

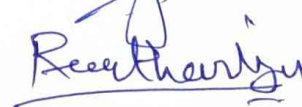
After the successful completion of the micro-teaching programme, it was an apt time to schedule the simulation teaching. In the meeting, the whole schedule including the demonstration, presentation and observation were planned and the Dr Mayur Parmar is given the responsibility of the simulation programme. The tentative date decided for simulation are: 11 to 13 October for Demonstrations of the teaching methods of the simulation; and 18 to 30 October for the presentation by the trainees in the relevant groups. The methods were also distributed among the faculty members for the demonstration. It is as follows: (1) Questioning Method by Dr N V Bose; (2) Inductive-deductive Approach by Dr Mayur Parmar; (3) Story-telling Method by Dr Maunas Thaker; (4) CLT Approach by Dr Rajnikant Dodiya; (5) Bilingual Approach by Dr Rohit Bagthariya; (6) Demonstration Method by Dr Mayur Parmar.

Further, with the request from the B.Ed. Trainees, one day will be allotted to Navratri celebration including Maa Durga Worship and Garba celebration at the institute in the next week. Ms Parinda Dalwadi, being the member of the Women Cell, and Dr Maunas Thaker, being the president of Student Council, would be coordinating this celebration.


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- ② Dr Maunas Thaker 
- ③ Dr. Rajnikant Dodiya 
- ④ Dr. Mayur Parmar 
- ⑤ Dr. Rohit Bagthariya 

DATE:

Action Taken Report

DATE:



With Reference To The Meeting Held on 05/10/2021

1. Principal sir took the follow-up of the NAAC AQAR works.
2. The M.Ed. trainees conducted classes as part of their internship and Dr. Maunus Thaker coordinated the same.
3. Dr. Bagthariya started the work of preparing Sannidhi magazine.
4. Dr. Bagthariya started working as a coordinator for taking attendance in B.Ed (Eng) Sem-I.
5. All the teachers started presentations of language activities in daily prayer assembly.
6. The syllabus was completed in time keeping in mind the Internal & External exams of IITE.
7. All the teachers demonstrated on various simulation methods with lesson plans and also checked the lessons prepared by the students

Principal

H M Patel Institute of English
Training & Research
Vallabh Vidyanagar

30th October, 2021

IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 30th October, 2021 at 4:30 pm.

The agenda for the meeting were as under.

1. Parents-Teacher Meet (Online)
2. B.Ed. (English) Syllabus and Submissions
3. Expert Sessions in Theory papers
4. ELT Quarterly December 2021 Issue


Dr Rajnikant Dodiya introduced the agenda for the meeting.

The meeting began with the review of the last meeting and the work done so far. It was discussed that one parents-teacher meeting should be arranged online in order to discuss the progress of the trainees with their parents and guardians. The faculty-in-charge of PTA Dr Mayur Parmar was given the responsibility to plan and arrange an online meeting on Zoom video-conferencing platform for the trainees of both the semesters of B.Ed. (English).


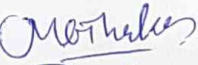

Further, it was discussed that the syllabus of all the theory papers of both the semesters should be completed in time before the internal exams in the December month. The principal sir instructed the conveners of the theory papers for looking into it. Moreover, he instructed to prepare worksheets for all the theory papers along with the question bank for the exam. These are to be submitted by the faculties to the conveners of the papers. It was also decided to orient the trainees to various submissions and assignments as well as practical work portfolio which is to be completed before the internal exams.

It was discussed that the faculties can invite the experts for guest sessions in their theory papers in order to provide wide exposure to the trainees on different topics of the syllabus. All agreed to arrange such sessions in their respective papers.

Moreover, it was decided to publish an advertisement for ELT Quarterly December 2021 Issue. A flyer cum advertisement would be shared on social media platforms as well as in students' groups. Dr Rajnikant Dodiya and Dr Rohit Bagthariya were given the responsibility of ELT Quarterly December 2021 Issue. The papers received would be forwarded to the reviewer team and only quality papers would be published in the magazine as reviewed.


Coordinator IQAC
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Principal & Chairman IQAC
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Vallabh Vidyanagar

- ① Dr. Mayur Parmar - 
- ② Dr. Manas Thaker - 
- ③ Dr. Rohit Bagthariya - 
- ④

DATE:

Action Taken Report

DATE:

With Reference To
The Meeting Held on 30/10/2021



1. Dr. Mayur Parmar successfully organised 'Parents-Teachers Meet' online.
2. The B.Ed (Eng) syllabus was completed in time and submissions were examined by the respective supervisors.
3. All the teachers invited experts from outside in theory classes of B.Ed (Eng)
4. The December 2021 issue of ELT Quarterly was published with quality papers.

Principal
H M Patel Institute of English
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IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 22nd Nov., 2021 at 3:30 pm.

The agenda for the meeting were as under.

1. Review on Syllabus completion
2. National Conference
3. Academic Visit to Innovative Learning Centre
4. Workshops in theory papers
5. Internal Theory & Practical Exam

Dr Rajnikant Dodiya introduced the agenda for the meeting.

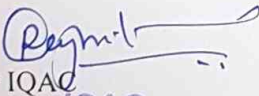
The meeting started with the discussion on the syllabus completed so far. The paper conveners asked the faculties to submit the question bank as well as worksheet on each paper. It was decided that the upcoming time-table for arranging sessions would be prepared as the remaining topics in various theory papers. The principal sir instructed all faculties to submit the question papers of the internal exam on or before 15th of December 2021. All the faculties agreed to the same.

Another significant point discussed was arranging an online National conference. Principal sir instructed the faculties to work on any distinctive topic related to English Language Teaching (ELT). This conference would be online keeping in mind the prevailing Covid-19 situations. Dr Mayur Parmar would be the convener of the national conference and other faculties would be given different responsibilities of the conference. The senior trainees of B.Ed. would play the roles as a rapporteur and IT supporter. Dr Rohit Bagthariya would create the registration form of the conference and Dr Maunas Thaker would compering in the conference. Dr Rajnikant Dodiya would manage the live streaming of the conference on institute's YouTube channel.

An academic visit to an innovative learning centre would be arranged in the end of the month. Mitra Rehabilitation Centre at Mogri would be the place for this visit. The faculties were instructed to arrange the visit for the trainees of both semesters. Dr Rajnikant Dodiya and Dr Maunas Thaker would be the coordinator of this visit as suggested by principal sir. The trainees will also be taken to Malataj village where they will visit the Malataj lake which is a place of research for the nature lovers. These would be the educational visits for the trainees.

The institute has a tradition to invite guest speakers and experts of education field for workshops and seminars on different topics in B.Ed. English. Every faculty will plan such workshops in their theory papers which would benefit the trainees. This would also include expert sessions on a few significant topics of the syllabus.


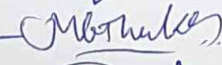
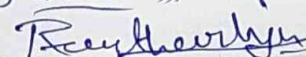
Further it was discussed to complete the syllabus before December 15, as the internal theory examination would be planned in both the semesters. The conveners of theory papers were instructed by principal sir to take care of the syllabus completion and preparing the internal exam papers. The practical exam of Gujarati language and Hindi language would be arranged before the theory exam. Dr Maunas Thaker would be the coordinator of theory exam and Dr Rajnikant would be the coordinator of practical exam.


Coordinator IQAC

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Principal & Chairman IQAC

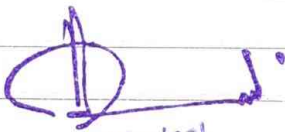
Principal
H M Patel Institute of English
Training & Research
Vallabh Vidyanagar

- ① Dr. Mayur Parmar - 
- ② Dr. Maunas Thaker - 
- ③ Dr. Rohit Bagthariya - 

With Reference To

The Meeting Held On 22/11/2021

1. The syllabus was completed before 15th December 2021
2. The National Conference was organised online on 'Discourse Oriented Pedagogy'
3. The visit was organised to Mitra Rehabilitation Center and the students were oriented to inclusive education aspects over there.
4. Student workshop was organised in theory papers by the respective faculty members.
5. The internal theory and practical examinations were conducted during the 3rd week of December



Principal
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IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 9th April, 2022 at 11:30 am.

The agenda for the meeting were as under.

1. Review on Syllabus completion
2. Annual Function, Farewell and BOG meeting
3. ELT Quarterly issue March 2022

Dr Rajnikant Dodiya introduced the agenda for the meeting.

The meeting started with the discussion on the theory and practical examinations completed in the last month. Further, the faculty members did the review of the remained syllabus. Principal Sir instructed to the paper conveners to take care of the B.Ed. English syllabus and complete the same before the June month. It was also decided to arrange guest sessions along with self-learning projects by the trainees.

Further, the planning of Annual function as well as farewell of the B.Ed. English semester-IV trainees was discussed. The tentative date for the programme would be 2nd of May. Along with this, the annual meeting of Board of Governance of the institute would be arranged on the same day in the morning. The IQAC coordinator would plan both these programmes with the coordination of the faculty members.

Moreover, Dr N V Bose, the principal of the institute is going to retire in the month of June. So, a farewell function for Sir would be on the same day. The institute will invite former faculty Dr Anil Varsat on the function. Dr Mayur Parmar would play the role of coordinating the whole event on the annual day function.



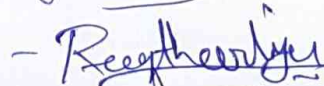
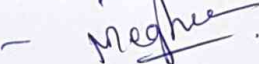
Further, the discussion was done on the research papers and articles received for ELT Quarterly March 2022 issue. The papers and articles selected after the review done by the review team of the magazine would be published in the March 2022 issue on 10th April, 2022. The advertisement of Call for Papers for the June 2022 issue would also be published on the same day in order to invite new papers and articles.


Coordinator IQAC

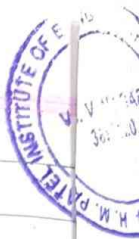
IQAC
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Principal & Chairman IQAC

Principal
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- ① Dr. Mayur Parmar - 
- ② Dr. Maunus Thaker - 
- ③ Dr. Rohit Bagthariya - 
- ④ ~~Dr.~~ Ms. Megha Patel - 

With Reference To
The Meeting Held on 09/04/2022



1. The major units in the syllabi of both the semesters were completed by the faculty members.
2. The Board of Governors was arranged online on 10th May, 2022.
3. The March 2022 ELT Quarterly issue was published with quality papers.

A handwritten signature in blue ink, appearing to be "D. K. Patel", is written above the printed name of the Principal.

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

IQAC Meeting Minutes

The IQAC internal meeting was held at the Institute's conference room on 13th April, 2022 at 3:30 pm.

The agenda for the meeting were as under.

1. IQAC Annual Meeting
2. Annual Sports Meet
3. Annual Function & Farewell
4. New Admission Campaign
5. Intra-college competitions

Dr Rajnikant Dodiya introduced the agenda for the meeting.

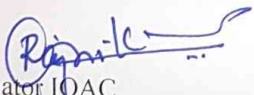
The meeting began with the review on the discussion done in the last meeting. The discussion was led to arrange significant events in the upcoming weeks. Firstly, the discussion was carried out on arranging an external IQAC meeting at the institute in the first week of May.

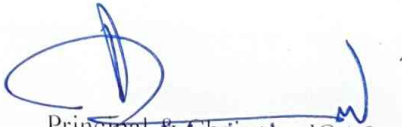
Moreover, it was discussed to arrange the annual sports meet for the trainees of both semesters of B.Ed. (English). Dr Rajnikant Dodiya would be planning and scheduling the sports meet under the sports club of the institute. The tentative dates decided are 25th & 26th April, 2022.


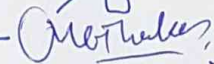
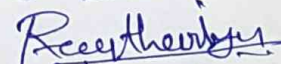

Further, it was discussed to arrange annual function and board of governance meeting of the year 2021-22 in the second week of May. Principal sir instructed all the faculty members to plan out annual function, certificate distribution and farewell of the last semester trainees. Dr Mayur Parmar would plan the whole function in collaboration with other faculty members of the institute. The annual report would be prepared by Dr Maunas Thaker for the year 2021-22. The certificates distribution and compeering of the function would be conducted by Dr Rajnikant Dodiya.

It was also discussed to visit graduate and post-graduate colleges and departments for B.Ed. (English) admission 2022-23. Dr Mayur Parmar and Dr Maunas Thaker would be visiting such colleges and departments. Moreover, one google form will be created to collect the data from the new students who are willing to get admission in B.Ed. (English). Such students will be provided guidance for IITE B.Ed. Entrance as well.

At the end, it was decided to arrange a few intra-college competitions in both the semesters of B.Ed. (English) in the end of the month. Such competitions will include poetry recitation, elocution, singing, drama and dancing competitions. Dr Maunas Thaker, being the in-charge of the literary club, would be planning and arranging these competitions in collaboration with other faculty members.

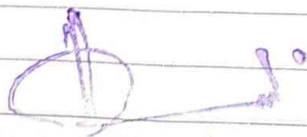

 Coordinator IQAC
 H.M. Patel Institute of English
 Training & Research


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

- ① Dr. Mayur Parmar — 
- ② Dr. Maunas Thaker — 
- ③ Dr. Rohit Bagthariya — 
- ④ Ms. Megha Patel — 

With Reference To
The Meeting Held On 13/04/2022

1. The IQAC Annual external meeting was organised on 5th May, 2022
2. The Annual Sports Meet was organised on 25th and 26th April, 2022
3. The annual function was not organised on 16/07/2022 due to COVID 19 situation but the farewell function was organised on the same day following the Covid-19 protocols.
4. Dr. Mayur Parmar and Dr. Maunas Thaker visited different graduate colleges for admission purposes.
5. Literary and performing arts club activities were planned and organised. Dr. Maunas Thaker coordinated these events.



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



IQAC Meeting Minutes

5th May, 2022

The IQAC external meeting was held at the Institute's conference room on 5th May, 2022 at 10:30 am.

The agenda for the meeting were as under,

1. Welcome by Principal Sir
2. Briefing about last IQAC meeting suggestions and academic activities
3. Reflections over quality practices at the institute during the year
4. IQAC initiatives during the year
5. Inputs from IQAC Members
6. Hon. Secretary's remarks
7. Vote of Thanks


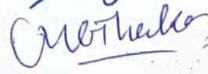
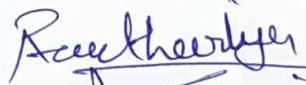

The meeting began with greetings and welcome by principal sir to all the members of IQAC. The IQAC coordinator, Dr Rajnikant Dodiya briefed all on the last IQAC meeting suggestions made by the members. Further, the principal Sir gave his reflections on the various quality practices conducted at the institute during the year. In addition, Dr Rajnikant Dodiya talked on various quality initiatives taken by the institute in the completed year in detail with the help of a PPT. These initiatives included Administrative Staff Development Programme (ASDP), Expert Lecture Series on ELT (Webinar Series of 14 sessions), Student Induction Programme (SIP) for new students, National Webinar on NEP 2020, Founder's Day Celebration, Students' Workshop, Special Day celebrations, Guest sessions on various topics of BED course, Sports meet, Talent week, Campus Interview for last semester trainees, Educational visits to Innovative Learning Centre, Parent-teacher meet, National Conference on ELT, English Enrichment Programme (EEP), etc. He also outlined a few future activities to be conducted in the next year.

Moreover, the members of IQAC were asked to present their views and inputs on the activities already conducted and the initiatives to be taken next year. Respected Prof. R C Talati Sir, hon. joint secretary of CVM, congratulated the team for the works done during the year and blessed for the new initiatives in the next year. Honourable Dr Rajendrasinh Jadeja Sir and Dr Priyan provided their valuable suggestions on the activities of the year and congratulated the whole team. Dr Jadeja suggested to classify the activities as per the criteria of NAAC and to increase the activities of Alumni association of the institute.

At the end, Dr Dodiya proposed the vote of thanks.


 Coordinator IQAC
 Coordinator
 H.M. Patel Institute of English
 Training & Research


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

- | | |
|------------------------|--|
| ① Dr. Mayur Parmar | —  |
| ② Dr. Maunus Thaker | —  |
| ③ Dr. Rohit Bagthariya | —  |
| ④ Ms. Megha Patel | —  |

DATE:

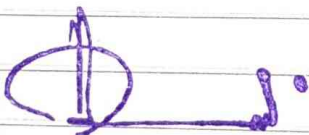
Action Taken Report

DATE:

With Reference To
The Meeting Held on 05/07/2022



1. The activities were classified as per the requirements of NAAC AQAR criteria as suggested by Dr. Rajendrasinh Jadeja in the meeting.
2. The inputs from other IQAC members were noted down and followed in the planning of upcoming events at the institute.
3. Alumni association was made active and a few members were invited to conduct guest sessions and workshops at the institute. They were called to conduct classes in Student Induction Programme in the new academic year.



Principal

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