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### □ Action Taken Report of the 4<sup>th</sup> Meeting:

- (1) All the staff members were given API format to be filled in due course. They were explained how to fill in the same.
- (2) All the heads of various activity committees have planned their annual programmes to be followed during the year.
- (3) We tried to activate the Lang. Lab, but in vain, as no response was there from students. The librarian was enthusiastic to make library services more techno-friendly. RFID will be installed soon.
- (4) We got the API screening committee formed.

## \* Notice \*

All the members of IQAC are informed herewith that the **SIXTH** meeting of IQAC will be held on 13/02/2017, Monday, at 3.30pm in the Principal's office to discuss the followings items on the Agenda.

□ Date: 7 Feb. 2017

*Mad*  
Principal  
Principal,  
M. T. B. Arts College  
Athwalines, Surat.

## \* AGENDA \*

- (1) Approval to the minutes of the last meeting.
- (2) To fix the date and schedule of the Internal Test
- (3) To review the completion of the syllabus in all the subjects.
- (4) To discuss the need of re-structuring certain physical facilities.
- (5) To review the preparation of centenary celebration, tasks assigned.
- (6) Anything proposed by the chair.

## \* To The IQAC Members \*

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|---------------------------|----------|
| (1) Dr. B. J. Champaneri  | Bischoff |
| (2) Dr. R. T. Bhatt       | RB       |
| (3) Dr. M. J. Patel       | MP       |
| (4) Dr. R. M. Vyas        | Rmy      |
| (5) Prof. D. K. Patel     | D Patel  |
| (6) Shri C. M. Brdhibhatt | CB       |
| (7) Shri S. K. Patel      | SKP      |
| (8) Dr. C. J. Desai       | gelesai  |
| (9) Shri Kadir Pirzada    | -        |

## □ Action Taken Report of the 5<sup>th</sup> Meeting:

- (1) We reviewed various activities such as- expert lecture of Dr. Sweta Tejurkar for two departments, and found that such collaboration is beneficial to the students. Large number of students can be covered. Students are found taking good interest in Sanskrit language. Some general topics also should be selected for expert lectured.
- (2) In view of celebrating the centenary year, we prepared letters to invite articles and support from alumni and experts for publication of a souvenir.

## ⊙ MINUTES ⊙

The sixth meeting of the IQAC was attended by 8 members, on 13/2/17, Monday at 3-30 pm and all the points of the Agenda were discussed by the members present. The minutes of the said meeting are as follows:

- (1) Dr. Chaitanya Desai, the IQAC Co-ordinator read out the minutes of the previous meeting and the members got it approved.
- (2) Looking to the university exam. schedule, it was decided to conduct our internal tests of sem 2, 4, 6 & MA in the beginning of March, 2017. And as such 1st March, 17 was fixed to commence the test; the re-test will follow it.
- (3) All the HoDs expressed their views that by 20th of Feb. all the courses in all the subjects will be completed and the students will get enough of time of at least one week to prepare for the test.

- (4) Dr. Bharnaben Champaneri gave a list of items that needed urgent attention for restructuring and beautification of campus facilities. The Ladies Staff Toilet requires urgent renovation, and other issues were taken up. Shri Shankar Patel, O.S. said that the cash cabin in the main office needed reshuffling, to avoid damage due to leakage in the roof. The Principal assured that Estate section of SES will do the needful in the matter.
- (5) Centenary tasks were found in progress.

Meeting. 7 ⇒

## \* NOTICE \*

It is to be informed herewith to the members of Internal Quality Assurance Cell of our college, that the **SEVENTH** IQAC meeting will be held on 7/10/2017, Saturday at 3.30 p.m. in the Principal's office to discuss the following points of the Agenda:

□ Date: 3/10/2017

## • AGENDA •

*M. T. B.*  
Principal,  
M. T. B. Arts College  
Athwalines, Surat.

- (1) To finalise the details and data to prepare the IQAC Report of the last year.
- (2) To plan out the programme of felicitation of the teaching & non-teaching staff during the centenary. To prepare the letter or trophy for honouring them.
- (3) To organise different programmes during the centenary year.
- (4) Anything proposed by the chair.

To the IQAC Members 23

- (1) Dr. B.J. Champaneri Bscot
- (2) Dr. R.T. Bhatt RB
- (3) Dr. M.J. Patel @MJP
- (4) Dr. R.M. Vyas RMV
- (5) Prof. D.K. Patel DKP
- (6) Shri C.M. Brahmabhatt CMB
- (7) Shri S.K. Patel SKP
- (8) Dr. C.J. Desai  
(co-ordinator) CJD

## ☸ Minutes ☸

- (1) The IQAC co-ordinator read out the Minutes of the last meeting and the members present approved the same.
- (2) Though we are a bit late in sending the Annual Report of IQAC, the members were ready with the activities-report, who presented the same in the meeting and handed it over to the co-ordinator to use the details in the final report.
- (3) It was decided to felicitate the professors and office employees of the past years, during the centenary year. The date of the programme was discussed looking to the schedule of the Students' council Election and uni. exams in the next term. It would probably be in the last week of November. Probable names of the chief guest were also discussed.  
- Dr. Gurnant Shah,

Dr. Raghuvir Chaudhari  
Dr. Bhadraysi Vachharajani etc

The matter of the letter or Trophy was also discussed and it was assigned to the teachers of Gujarati, Hindi, English to finalise the draft.

Some samples of the Trophy were also presented before the committee to approve.

- (4) Prin. Dr. Padvi suggested to hold an expert lecture by Dr. Guha during the next term. He is in touch with him as well as with Bhagyendra Patel, the Chief Editor, Gujarati, National Book Trust of India, New Delhi.

Moreover, 'Kelidoscope' a lecture series on last Saturday of every month was decided to host at our Seminar Hall. And accordingly, Prof. Unmesh Pandya would speak on Gandhiji, as a guest speaker.

Members present, discussed every issue with enthusiasm and offered their views.

- (5) The meeting was concluded with the remarks and vote of thanks by the co-ordinator. The purchase of some office stationery was also proposed by the co-ordinator and was approved by the members.

Meeting: 8 ⇒

## □ Action Taken Report of the 6<sup>th</sup> Meeting:

- (1) The dates of internal exam. were decided in such a way that they may not clash with the uni. exam. dates.
- (2) All the HoDs were informed to instruct their concerned staff members to complete their syllabus one week prior to the final exam.
- (3) The Principal took careful interest in improving necessary infrastructure facilities in consultation with the estate section of the Management.

## \* Notice \*

All the members of the IQAC are informed herewith that the 8th meeting will be held on 1st January, 2018, at 2.30 pm in the Principal's office to discuss the following items of the agenda:

□ Date: 01/01/2018.

*M. G. D.*  
Principal,  
M. T. B. Arts College  
Athwalines, Surat.

## \* AGENDA \*

- (1) Approval to the last meeting's minutes.
- (2) To plan the Annual Prize Distribution and Cultural Programme, to decide the chief guest and the venue of the event.
- (3) To organise Sapta-dhara activities during the next two months.
- (4) To plan out some academic programmes - expert lectures, talks, seminar etc. during the centenary year of the college.
- (5) Anything proposed by the chair.

\* To The IQAC Members \*

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|-------------------------|----------------|
| (1) Dr. B J Champamari  | B Champari     |
| (2) Dr. R T Bhatt       | R T Bhatt      |
| (3) Dr. M J Patel       | M J Patel      |
| (4) Dr. R M Vyas        | R M Vyas       |
| (5) Prof. D K Patel     | D K Patel      |
| (6) Shri CM Brahmabhatt | CM Brahmabhatt |
| (7) Shri K L Dave       | K L Dave       |
| (8) Dr. C J. Desai      | C J. Desai     |

## Minutes

- (1) The minutes of the last LOAC meeting were read out by Dr. C.J. Desai, Co-ordinator, LOAC and were approved by the members present.
- (2) After proper discussion, it was decided to hold the prize distribution on 15th March and Annual Cultural Day on 19th March, 2018, in the Central Hall of the college. For Annual Day the venue was selected - VNSGU, convention Center and the chief guest would be the Pro. VC Dr. Bhasker Raval.
- (3) Various Saptadhara activities were planned. - 'Masyotsav', 'Bansari Vadam', talk of the 'Gujarati Theatre', English Day celebration etc. and the responsibilities of the same were allotted to the concerned teachers.
- (4) Regarding centenary celebration planning certain items were selected:
  - Expert lecture by Dr. Mohan Meghani, on the history of Surat.

- A five-day long 'Rang-Pavva' during 27 to 31 Jan, 2018 to be conducted in collaboration with Surat Performing Artist's Association.
- A meditation camp in collaboration with Osho chair in February.
- Annual meet of South Gujarat Adhyapak Sangh of Gujarati subject in Feb. 2018.
- A workshop on new proposed syllabus of Economics at TYBA, by Board of Studies in Economics in the first week of March, 18.
- An International Seminar on 'Indian Tribal Literature' in collaboration with Indira Gandhi National Tribal Uni, Amarkantak, in March, 18.

(5) Prin. Padvi proposed to convene a meeting or gathering of Alumni of our college. All the member accepted the proposal. The meeting ended with the vote of thanks by the co-ordinator. □ □

## Action Taken Report of the 7<sup>th</sup> Meeting:

- (1) The IQAC co-ordinator Dr. C.J. Desai gathered the data and details given by heads of activity committees and started preparing IQAC reports to be submitted to the NAAC.
- (2) Centenary celebration planning was in full swing. Trophies or gift articles for the felicitation of the staff was explored. The guests were approached through the Management.
- (3) Bhagyendra Patel was approached for a National Book Trust, Delhi programme.
- (4) We started 'Kelidoscope' series of lectures in our Seminar Hall. Umesh Pandya was invited and he delivered a very good speech on Gandhiji.