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★ NOTICE ★

The members of the IQAC are informed herewith that the 9th meeting will be held on 7th July, 2018, Saturday at 3.00 p.m. in the Principal's office for the discussion and decision of the following points of Agenda.

□ Date: 7/7/2018

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

★ AGENDA ★

- (1) Approval to the last meeting's minutes.
- (2) To plan out the academic calendar and co-curricular activities to be conducted during the current year.
- (3) To prepare a report of the activities/programmes done during the centenary year.
- (4) Submission of IQAC report to the NAAC & CPE report to UGC.
- (5) Anything proposed by the chair.

• The IQAC Members •

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|----------------------------|-------------------|
| (1) Dr. B. J. Champaneri | B. J. Champaneri |
| (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 C. M. Brahmabhatt | C. M. Brahmabhatt |
| (7) Shri K. L. Dave | K. L. Dave |
| (8) Dr. C. J. Desai | C. J. Desai |

△ MINUTES △

- (1) Dr. C.J. Desai, the co-ordinator IQAC, read out the minutes of the last meeting and it was taken as approved by the members present.
- (2) All the heads of the department, presented their planning to conduct various co-curricular activities. The academic calendar to be followed, issued by the university, was taken into consideration and we planned the exam. schedule, election of the students' council, etc.
- (3) Dr. Rekhaben Bhatt was allotted the responsibility to prepare a report of the activities conducted during the centenary year, which will be included in the centenary volume, along with their respective photographs.
- (4) Earlier we had sent the IQAC reports to Pune office

but now we re-send the same to VAC Delhi office. One copy of it is to be sent to NAAC also. The past reports were checked by the accountant and now it will be sent to the concerned offices.

(5) To create environmental consciousness, it was suggested to place slogans with appropriate photographs on the campus. Dr. C.J. Desai was assigned the task to prepare such slogan boards. The NAAC inspection also may take note of this activity, to be done under our NSS, NCC units.

(6) The meeting was concluded by the vote of thanks by the coordinator.

□ Action Taken Report of the 8th Meeting

- (1) The Prize Distribution and Annual Day cultural celebration were clubbed together on 19th March, 2018, at VNSG University Convension Hall, presided over by Dr. Bhaskar Raval, the Pro. VC, and attended by Rajnikant Marfatia and Dr. Ashvin Desai.
- (2) The centenary celebration of the college witnessed multifarious activities, which were conducted as per the planning, the reports of which are published in the College Annual Magazine 'Saraswanikam' under 'Shatabdi Parva' (p. 5 to 13)
- (3) 'Saptadhara' activities were also held successfully, the reports of which are published on p. 13 to 16 in the college magazine.
- (4) Alumni meeting and cultural programme was organised in the Tara-Moti Hall of P.T. Science College, which was followed by dinner, sponsored by Mr. Naishadh Desai, a leading labour lawyer and alumnus.

◉ NOTICE ◉

The members of I&AC are informed herewith, to remain present at the 10th meeting of I&AC, which will be held on 19th January, 2019 Saturday at 3.15 p.m. in the Principal's office for the discussion of the following points of Agenda.

□ Date: 12/1/2019

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

◉ AGENDA ◉

- (1) To plan the celebration of 'Matrubhasha Day' and 'English Day' in the next month.
- (2) To think over the proposal of 'Sanskrit Achyapak Mandal' to organise their gathering and an expert lecture on the occasion.
- (3) To plan the schedule of Internal Test in the college.
- (4) Anything proposed by the chair.

* To The Members: *

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|--------------------------|------------------|
| (1) Dr. B. J. Champaneri | B. J. Champaneri |
| (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) Mr. C. M. Brahmhatt | C. M. Brahmhatt |
| (6) Mr. K. L. Dave | K. L. Dave |
| (8) Dr. C. J. Desai. | C. J. Desai |

• MINUTES •

- (1) Chaitanya Desai, the co-ordinator of IBAC, read out the minutes of the last meeting and it was taken as approved by the members present.
- (2) 20th February is to be celebrated as 'Matrubhasha Day' and Dr. R.T. Bhatt presented her concept and idea of the programme. The Principal suggested the name of the chief guest. Dr. Rekhaben was assigned to conduct the said program. In the same way Dr. C.J. Desai presented the blueprint of English Day celebration. And 4th Feb. was fixed for the said programme.
- (3) Dr. Bhavna Champaneri proposed, on behalf of Sanskrit Adhyapak Mandal, to hold their meeting and seminar. Dr. Vijay Pandya was suggested as an expert to be invited on the event. And 3rd Feb. was fixed for it.

- (5) The college internal tests were scheduled in the third week of February, as it was decided in the meeting.
- (6) The co-ordinator concluded the meeting with vote of thanks.

□ The Action Taken Report of the 9th Meeting

- (1) All the Heads of the Departments and activity committees have prepared their planning to be followed during the year, which included college general activities.
- (2) Dr. Rekhaben Bhatt, have started collecting details and photographs of activities conducted during the centenary year. And the publication committee of 'Shatabdi-Smaranika' was given the matter.
- (3) The IQAC reports of the past were sent to UGC, Delhi office.
- (4) Dr. C. J. Desai, prepared the decorative slogan boards to be placed in the campus to create environmental consciousness under NCC/NSS of our college. 35 of such boards were placed on the trunks of the garden trees, which made the campus look beautiful.

□ Notice □

All the members of IQAC are informed herewith that the 11th meeting of IQAC will be held in the Principal's office on 6th July, 2019, Saturday at 3.15 pm to ponder over the following points of Agenda.

□ Date: 1st July, 2019

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

□ Agenda □

- (1) To take the minutes of the last meeting into consideration and approval.
- (2) To ponder over the planning of preparation for NAAC cycle 3 and divide the task.
- (3) To decide the programmes to be conducted during the current year-2019-20.
- (4) Anything proposed by the chair.

□ To the Members □

- (1) Dr. B.J. Champaneri B. J. Champaneri
- (2) Dr. M.J. Patel M. J. Patel
- (3) Dr. R.M. Vyas R. M. Vyas
- (4) Prof. P.N. Shukla P. N. Shukla
- (5) Dr. K.B. Bindel K. B. Bindel
- (6) Mr. C.M. Bhrambhatt C. M. Bhrambhatt
- (7) Mr. K.L. Dave K. L. Dave
- (8) Dr. C.J. Desai C. J. Desai

▣ Minutes ▣

(1) The co-ordinator welcomed every member present and read out the minutes of the last meeting and it was taken by all the members present, as approved.

(2) The Principal introduced the blueprint of preparation for the NAAC evaluation, and allotted 7 criterion to the 7 Departments of subjects. Each head of the Dept. was given a folder that contained the questions and the format of answers to be written.

The co-ordinator gave an idea of its marking scheme and discussed the allied issues.

Dr. K B Bindu and Dr. R M Vyas asked to throw light on the grant that has been allotted for teachers' participation in Seminars/Conference out of town. The Principal explained the scheme.

- (3) The planning of co-curricular activities and academic schedule was assigned to the Heads of respective committees. But the cultural committee declared the date of 17th July, 2019, for their first event of Mehandi, Hairstyle and Aarti decoration.
- (4) The Department of English also decided to arrange various literary competitions in the second week of August.
- (5) The Principal expressed his hope to have whole-hearted co-operation and support in the smooth functioning of all the activities.
- (6) The Co-ordinator expressed his vote of thanks at the end of the meeting, at 4.18 p.m.

□ Action Taken Report of the 10th Meeting

- (1) Matriubhasha Day was celebrated on 20 Feb. 2019 as per its planning by the Department of Gujarati. A spectacular cultural-cum-Literary programme was performed by the students. It was not only for Gujarati, but all major Indian languages were touched upon in various items like songs, mono-acting, Raas, mime etc.
- (2) English Day was celebrated on 4th Feb. 2019 in the central Hall of the college with fun and frolic under the anchoring of Rutvi Zaveri & Ayeman Sheikh. It included prayer, solo dance, drama, monologue etc. Western dance, speech, were also the attractions. Mrs. & Mr. Khurshed Vanskuiwala, an alumnus was the chief guest.
- (3) Sanskrit Adhyapak Mandal Seminar was organised on 3rd Feb. 2019 in the presence of Dr. Vijaybhai Pandya, Sri Chandrakant Jariwala, SES chairman, Prem Dilip Varsani, Dean Arts Faculty, etc. Book written by Dr. B. J. Champaneri & Dr. Nayna Naik was launched.