

## Micro IQAC Meeting

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Date: 26/10/2018  
Time: 12:30 pm onwards.  
Venue: Arts Staff Room

Meeting 17

### **Agenda**

- 1 Student progression data collection
- 2 Structuring a college-level mentoring program

### **Committee Members:**

**Prof. Amit Koshti**<amit.koshti@sxca.edu.in>,

**Dr. Arti Oza**<arti.oza@sxca.edu.in>,

**Prof. Dhawal Bhatt**<dhawal.bhatt@sxca.edu.in>,

**Prof. Dwanir Shah**<dhwanir@gmail.com>,

**Ms. Dipali Talsania**<dipali.talsania@sxca.edu.in>,\

**Dr. C.J. Clement**<clement.chammasheril@sxca.edu.in>,

**Mr. Mukund Parmar**<mukund.parmar@sxca.edu.in>,

**Dr. Profaina Christian**<profaina.christian@sxca.edu.in>,

**Dr. Prashant Patel**<prashant.patel@sxca.edu.in>,

**Prof. B.B. Bhaduria**<baldev.bhadauria@sxca.edu.in>,

**Dr. Shraddha Bhatt**<shraddha.bhatt@sxca.edu.in>,

**Dr. Sanjeev Gupta**<sanjeev.gupta@sxca.edu.in>,

**Dr. Uma Harikrishnan**<uma.harikrishnan@sxca.edu.in>

## Micro IQAC Meeting

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Minutes of Micro IQAC Meeting 17 held on October 26<sup>th</sup>, 2018

The Meeting No.17 of the Micro IQAC was held on October 26<sup>th</sup>, 2018 in the Arts Staff Room. The members present are as shown in the attached attendance sheet. The main points of the discussion are as shown below:

### 1 Student progression data collection

1.1 Dr. Clement had forwarded a Google form with student information to be filled-up to all committee members; Sir suggested that using ERP we can send it to all students passed out in 2017. We gauge the response obtained and then decide to take this process forward to obtain data of all old batches

1.2 For the above purpose Dr. Clement suggested that the committee should request Dr. Nirmal Desai to create a microiqac e-mail

1.3 The committee also decided that if the response is poor to the Google form then we can contact them on phone or through post.

1.4 Dr. Profaina suggested that we could also organize batch-wise reunions for collections of data; Ma'am also suggested creating a facebook page of the college to get in touch with old students

1.5 Dr. Clement was of the opinion that the student data collection should be taken forward by student volunteers; this will smoothen and hasten the process

### 2 Structuring a college-level mentoring program

2.1 Dr. Uma H briefly described the mentoring program structure of Nirma University wherein the total students are divided amongst the total faculty (15-20 students per faculty); every semester the faculty is supposed to meet the student twice and fill up a report which mentions all personal details of the student and his/her academic performance

During the course of the academic performance discussion any emotional disturbances must be reported to the chief mentor who will take it forward to the professional counselor appointed by the Institute

The decisions taken by the committee are as follows:

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1. Sending the Google form prepared by Dr. Clement to the 14-17 batch of students
2. To discuss further the mentoring program structure

The committee members also decided to put up a formal request for an office for the following committees and activities:

1. Micro IQAC committee
2. An incubation center as suggested by the peer review committee
3. A counseling center managed by the psychology department

The meeting ended with a decision to meet probably in the coming week.

### C.C

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