

Minutes of Meetings

2018-2023



Managed by Arya Kanya Vidyalaya Trust

Gurukul Mahila Arts and Commerce College

At & Post : Tapobhumi, Arya Kanya Gurukul Campus, Jubilee, Bokhira Vistaar,

PORBANDAR– 360579 GUJ INDIA

Re-Accredited 'B' (CGPA 2.38) by NAAC

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Agenda: 08/01/2024

1. Initiation of Courses by Every Department (20)
 - a. English: SCOPE, EPP & Spoken English
 - b. Hindi: Hindi Grammar & PCCE
 - c. Gujarati: Journalism & Gujarati Grammar
 - d. Sanskrit: Sanskrit Grammar
 - e. Economics: Organic Farming & Course in Entrepreneurship
 - f. Home-Science: Beauty & Wellness; Pedicure & Manicure; Fashion Designing; Sewing Machine Operator, Mehendi Classes
 - g. Commerce-GM: Tally-ERP; DEO, CCC, Coding, Music & Dance; Vedic Mathematics
 - h. Commerce-EM: Innovation – Projects, Field Trips et. al.; Collaborating with all the departments
 - i. Sports: Training in Sports & Games
- NOTE: ALL STC/ADD-ON/VALUE-BASED COURSES SHOULD HAVE A FILE WITH THE FOLLOWING DETAILS:** (Proposal, Sanction-letter, Circular, Brochure, List of registered students, Time-Table, Content, Pictures, Attendance Muster, Examination (Question-Paper & Result-sheet), Certification, Newspaper Report, Feedback, Feedback Analysis)
2. Percentage of students undertaking Project work/Field work/Internship (Latest completed academic year) – 40
 - a. Group – Not more than 5
 - b. Aim at Novelty/Innovation (Proposal, Sanction-letter, Circular, Brochure, List of registered students, Time-Table, Content, Pictures, Attendance Muster, Examination (Question-Paper & Result-sheet), Certification, Newspaper Report, Feedback, Feedback Analysis)
3. **STUDENT-SATISFACTION SURVEY: (A) ALL THE DEPARTMENTS SHOULD HAVE THE MOBILE NUMBERS AND EMAIL IDS OF ALL THE FY-SY-TY STUDENTS (B) AS A HEALTHY PRACTICE ALL DEPARTMENTS SHOULD ACCEPT THE ASSIGNMENTS BY EMAIL ONLY (C) QUESTIONS PERTAINING TO NAAC PARAMETERS SHOULD BE ASKED EVERY WEEK AND RESPONSES SHOULD BE CHECKED. PLEASE ASSIGN THE RESPONSIBILITY TO A FACULTY-MEMBER OF YOUR DEPARTMENT. (D) ENROLLMENT@SWAYAM PORTAL – MOOC COURSES-AT LEAST FIVE IN EVERY DEPARTMENT**
4. **EVERY DEPARTMENT SHOULD APPLY FOR RESEARCH GRANTS BY WAY OF MAJOR/MINOR RESEARCH PROJECTS.**
5. **NUMBER OF RESEARCH PAPERS IN THE JOURNALS NOTIFIED ON UGC CARE YEAR WISE DURING THE LAST FIVE YEARS**
6. **NUMBER OF BOOKS AND CHAPTERS IN EDITED VOLUMES/BOOKS PUBLISHED AND PAPERS PUBLISHED IN NATIONAL/ INTERNATIONAL CONFERENCE PROCEEDINGS PER TEACHER DURING LAST FIVE YEARS**
7. **NUMBER OF MOUS, COLLABORATIONS/LINKAGES FOR FACULTY EXCHANGE, STUDENT EXCHANGE, INTERNSHIP, FIELD TRIP, ON-THE- JOB TRAINING, RESEARCH AND OTHER ACADEMIC ACTIVITIES DURING THE LAST FIVE YEARS: (20 are required)**
 - a. ENGLISH: GAC-Rananvav, Marvadi University-Rajkot
 - b. HINDI - Gujarat Vidyapeeth, Ahmedabad?
 - c. GUJARATI : Sat Nirman Foundation, College – Prin. Arti Bhatt?
 - d. ECONOMICS: Dept. of Economics, Bhavnagar University
 - e. HOME-SCIENCE: Godhani College, Junagadh
 - f. COMMERCE: Chamber of Commerce, Arya Computers
 - g. COMMERCE (EM): EDVISHAN, UP
8. **PERCENTAGE OF PLACEMENT OF OUTGOING STUDENTS AND STUDENTS PROGRESSING TO HIGHER EDUCATION DURING THE LAST FIVE YEARS (DEPARTMENT-WISE DETAILS TO BE SUBMITTED WITHIN A WEEK)**
9. **PERCENTAGE OF TEACHERS PROVIDED WITH FINANCIAL SUPPORT TO ATTEND CONFERENCES/WORKSHOPS AND TOWARDS MEMBERSHIP FEE OF PROFESSIONAL BODIES DURING THE LAST FIVE YEARS (Beena)**

11/01/2024

Falguni Mehta

to me, ranjana, Vandana, Kamalakshi, Yogeshkumar, Suresh, Nilima, Juhi

Dear all

Here are the main points of this meeting:

1. Sureshbhai to seek help from Ms Chetna Tiwari for anti-plastic projects. (Sureshbhai)
2. Gurukul to be in the news from now till admissions – especially the events. (Gurukul Team)
3. Sureshbhai to follow up with Auditorium expert Umeshbhai Mawani (Rajkot) and Architect Kiritbhai Trivedi for Saraswati Mandir. (Sureshbhai)
4. Weekly AKG Team Meetings to commence from Saturday, January 13th onwards from 4 – 4.30 pm. (Dr Nagar)
5. For Rector post vacancies – a word to be spread among the teachers, in case they know someone who is interested in applying. Thereafter, more advertising can be done. Possibility of the rectors working in two shifts could be explored, if 24 x 7 becomes a challenge. Position can be a combined one, e.g. a sports teacher could also be a rector. (Gurukul Team)
6. PM Usha project matter discussed by Dr Nagar. (Dr Nagar)
7. Vandanaji to share the admission process and disciplinary action process in 10 days. (Vandanaji)
8. Nilima to share the new brochure options. (Nilima)
9. Pareshbhai can be relieved by 14th Jan and new supervisor can be hired. (Dr Nagar)

05/01/2024

Agenda and Zoom link, 1500 Hrs IST:

Falguni Mehta <falgunimehta@mehtagroup.com>

Dear All

The Gurukul Trustee Meeting has been fixed for tomorrow, **5th of January 2024 at 3 pm IST.**

Here is the zoom link:

Topic: Gurukul Trustee Meeting

Time: Jan 5, 2024 03:00 PM Mumbai

Join Zoom Meeting

<https://us06web.zoom.us/j/88224751038?pwd=1DvEEV12ZPqaxQ5M1I4Sqo7EvJGHs4.1>

Meeting ID: 882 2475 1038

Passcode: 513791

Here is the agenda:

1. Superannuation of AKG-Employees - Sureshbhai
2. Tara mandir - Arrangement with Dr. Rawal and Planetary Society - Yogeshbhai/Sureshbhai/Juhiben and Trustees
3. Increment for Vandanaben/Ranjanaben

With best regards

Falguni

09/11/2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Suresh, me, Yogeshkumar, Uma, ranjana, Vandana

Meeting Notes: Gurukul Internal Meeting on November 7, 2023

1. NAAC Update by Dr Nagar.
2. Vandana conducted the logo competition. Winning entries to be shared.
3. Interaction with Aditi Dave and Krishna Dikshit. Krishna to be considered for the post of Assistant Librarian. Dr Nagar to speak to Krishna's previous employer.
4. Procurement of books for the library to be considered on a priority – a budget to be set aside for purchase of books, over a period of time.
5. Dhruti Vala's presentation.
Suggestions for Dhruti:
 - a. Quality of photographs to be improved.
 - b. Only one or two photos of each activity to be posted.
 - c. Public Relations to be improved.
 - d. Sakhi Mandal could be invited to seminars.
 - e. Journalists could be invited.
 - f. Photographer could be invited to events.
 - g. Paid Social Media campaigns to be considered.
 - h. Dhruti could check with Ranjanben regarding relevant captions.
 - i. IQAC members could be tagged.
 - j. Parents' bytes could be posted on social media.
 - k. Campus visits could be improved and could be conducted by trained students.
 - l. Feedback questionnaire could be created in Gujarati and Hindi.
 - m. Dhruti to study videography tips online.
 - n. Candid shots and videos could be taken from time to time to depict the soul and essence of Gurukul.
 - o. Simple questions related to these candid photos /videos could be posted for response so as to spark engagement.
 - p. Next year's brochures and hoardings to be prepared from now itself so as to avoid last minute hassles. Principals could share content with Nimisha, so that she could draft a layout.
 - q. Next meeting with Dhruti to be in mid-December.

09/10/2023:

Meeting Notes:

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, me, Suresh, Yogeshkumar, ranjana, Vandana

1. Vandana presented the list of items planned.
2. Some of the ideas discussed were:
 - a. Vrundvaadan, Ved Mantra
 - b. The samvaad (dialogue) between Bapuji and Didiji could be presented either as gosti (in gujarati or sanskrit) or a gujarati play explaining how gurukul came into being.
 - c. Some parts of Emcee could be in sanskrit
 - d. Mother earth play
 - e. Anekta mein ekta
 - f. Folk dances of 5 states
 - g. Mime
 - h. Fusion garba
 - i. Ye bachpan kahan kho gaya
3. Duration of the whole show to be kept between 1.5 to 2 hours.

4. Options for chief guests and special invitees to be explored.
5. Pros and cons of having the programme outdoor vs having it in Saraswati Mandir were discussed. Decision regarding the same to be taken in the next meeting.
6. All the children to come on stage at the end of the programme.
7. If the programme is held outside, timing of the show would be 7 pm. Extra screens to be kept at the back and perhaps at Saraswati Mandir too. Parents could also sit down on the floor with the kids if space is less, with some chairs on the sides and a stage that would not be too high.
8. The list of items would be divided between the English and Gujarati Medium.

27/10/2023:

Meeting Notes:

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Suresh, me, Yogeshkumar, Uma, ranjana, Vandana

Meeting Notes: Gurukul Internal Meeting on October 27, 2023

1. **NAAC Preparations** going on in full swing.
2. **Gurukuliyam** event presentation by Dr Nagar:
Juhiben's few suggestions:
 - a. Can the children make some things themselves to be sold at the stalls, including home-
 - b. made snacks, drinks, etc.
 - b. To avoid buying things to sell
 - c. To avoid plastic and plastic packaging
 - d. To try to keep the décor Eco-Friendly, e.g. buntings, etc
 - e. Certificates, banners to be nicely made and presented at event
3. **At the museum:**
 - a. Pitch and briefing to be given to Kanchan as to what information to be shared and whose contact details to be given for further information that any visitor may require.
 - b. A table with some books (for sale at nominal cost) and brochures (giving details of schools and college) to be kept for visitors to take-away, e.g. Ranjanben's brochure.
 - c. Issues around Shanti Kutir discussed. Visitors unable to go there from Didiji's museum currently.
4. **Positions vacant:** Newspaper ads did not have good response. Rojgar Mela was attended by Amitbhai and Sumitbhai. Some graduates have been identified. Hopefully some of the candidates may be good.
5. **Kiritbhai Rajpara** has now vacated his quarters.
6. **Tara Mandir** show improvement: Dr Rawal to visit soon.
7. **Water Fountain** at Didiji's Museum: Madhura requested to move a little faster, if possible it should be completed by December.
8. **AKG 2:** 7 students have qualified for athletics at National level. Students to be encouraged. Coaches and students may be given logistics arrangement of travel and stay, if required.
9. **AKG Logo** designing competition to be held. If possible, Manisha can try and design one too. It should fit in a square, and black/white. The line impression of the design be so clear that it is clear design on a small pin head as well as when blown up onto a large hoarding.
10. **Certificate sample:** to be created and draft be shared with Umaben, Juhiben, Kamalben. (ideally we have a nice Logo for AKG by then.... to put on the Certificate) Achievers in sports, academics, performing arts etc can be rewarded with these certificates in a special awards program at Saraswati Mandir post Annual day , maybe January 2024
11. **Kanchan** to be offered accommodation currently at Rector's residence.
12. **Gorana updates:** Falguni to reconfirm with Amarsinhkaka if all utility bills of Gorana residence have been paid, etc.

13. **Land Matters:** inspection has been carried out. Follow-up is being done.
14. **Pareshbhai** (lawyer) to quote his expected compensation.
15. **Money to Planetary society** has been paid till September. Yogeshbhai says can now onwards be paid quarterly.

Meeting Notes: Gurukul Internal Team Meeting on October 3, 2023

Inbox

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03/10/2023:

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Suresh, me, Yogeshkumar, Uma, ranjana, Vandana

Meeting Notes for Gurukul Internal Team Meeting on October 3, 2023

1. **Librarian, Rector, Caretaker:** Advertisements have been placed in Aajkal Newspaper last week. Applicants would apply within a fortnight. (Dr Nagar)
2. **Kanchan's sister-in-law:** Kamalben to speak to Kanchan about sending her sister-in-law to meet Dr Nagar. Dr Nagar to then assess her potential and offer his inputs. (Kamalben, Dr Nagar)
3. **Dr Yesha review:** Dr Nagar said that the arrangements around Dr Yesha have been working well. Ranjanben said that she is not currently fully aware on how well it is working out as Neetaben looks into it. Vandana said that most English medium students are still visiting outside doctors, as Dr Yesha mostly attends to skin issues and the girls usually have cold-congestion related complaints and very little patience for recovery without antibiotics. Dr Nagar suggested that Vandana speak to Dr Yesha. Kamalben would like to know if Dr Yesha does prescribe medicines to the girls. (Vandana)
4. **Petty cash:** of Rs 1000 has been given to Kanchan for refreshments to visitors, which she can maintain an account for. Three additional dust-bins have been installed. Kanchan gives the museum tour to visitors. She said that she doesn't require a loudspeaker or mic for the same.
5. **The cleaning lady:** comes in the morning and evening from Bharat Mandir to clean the museum.
6. **Bhojabhai's niece:** has declined to come on Sundays. Kanchan takes care for Sundays as of now. She can inform and take leave when she needs one. Within a fortnight, Dr. Nagar can update if any of the applying candidates (for the other posts) are suitable for Sunday duty. (Dr Nagar)
7. **Water Fountain:** location has been approved by Channa behind the museum. Madhura is designing it while taking Juhiben's suggestions into consideration. (Madhura)
8. **Attendance of guests after making the fees as 40 rupees:** Sureshbhai wished to know if there has been any changes in the footfalls of visitors. Dr. Nagar said that the visitors to the museum don't come back to Tara Mandir. Moreover, the one hour waiting period due to the heated machine has been disappointing the visitors. It was decided to continue with the existing system and test it for a few more months, with addition of a few more signposts and better signages showing exactly what the ticket covers. Madhura to look into their placement, designs and themes. (Dr Nagar, Madhura)
9. **Pooja:** to be conducted 48 days before the installation of the Navgraha dieties. Contractors have started working on the foundation and columns. They will give a timeline, so that the estimated date of the pooja can be identified. (Madhura)
10. **Yogeshbhai (Smruti Mandir) matter:** Yogeshbhai has been served notice regarding vacating the quarters. Monghiben has been served notice of retirement from this mont. i.e. October. Increments have not been paid to them yet. Kamalben suggested that while legal ordinance has to be followed and lawyer has to be consulted for our advantage to not be taken of, a more humane approach should be adopted, and cruelty to be avoided.

If possible, Monghiben could be given her increments till date, as a moral obligation. If court judgement goes against them, then both of them could vacate. Only Monghiben vacating may not be fair. (Sureshbhai, Yogeshbhai, Dr Nagar)

11. **Land matters:** Sureshbhai said that we will get the collector's response hopefully by this month. (Sureshbhai)
12. **December function:** Suggested dates - 23rd and 24th of December. Sureshbhai to speak to Juhiben about assessing the requirement of creating an outdoor stage for the function for having one single show for a large audience at one time, versus, having a few shows within the weekend of 23rd & 24th December at Saraswati Mandir with separate audiences per show. The conclusion of Sureshbhai and Juhiben's discussion to be communicated to Ranjanben and Vandanaaji soon, so that they start making arrangements, especially to give the estimate for outfits etc. for the show to Yogeshbhai. If it is decided that the venue should be outside, then Sureshbhai could also work out the estimates for the stage, sound, lights etc. (Sureshbhai, Juhiben) (Ranjanben, Vandanaaji)
13. **Sports coach:** advertisement to be given in the papers. (Dr Nagar, Ranjanben)
14. **10 computers:** have been received well by Ranjanben. She has requested if the laptop that was supposed to be sent to her can be replaced by a computer as Ravi's computer keeps conking off again and again. Ranjanben to send an email regarding the same to Dr Nagar. (Ranjanben, Dr Nagar).
15. **AKG2:** Playhouse, bathrooms and interactive classroom board is pending. Washrooms would be a priority. (Madhura, Dr Nagar, Vandanaaji)
16. **How to increase student strength (especially Gujarati Medium):** short term/long term goals to be identified.
 - a. Vandanaaji's suggestions:
 - ☐ New features & Unique features to be added.
 - ☐ Branding exercises to be done, especially outside state for the CBSE section.
 - ☐ Pamphlets and brochures at Education fairs, malls.
 - b. Ranjanben's suggestions:
 - ☐ Personal visits and PR exercises to be conducted in the villages.
 - ☐ Upanishad Varg has been set up for special attention to extremely weak students.
 - ☐ Bulk pamphlets to be distributed (via ghar ghar prachaar).
 - ☐ Interschool competitions and championships to be hosted.
 - ☐ Paid social media ad-campaigns to be conducted.
 - ☐ If possible, TV commercials to be produced and telecast on various local channels for three to four months continuously.

16/08/2023:

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhiben, Kamalakshi, Uma, Jay, Hemnabh, me, Suresh, Yogeshkumar, Madhura, Shraddha, Secretary

Meeting notes for Gurukul Meeting:

August 14, 2023

A. NAAC:

1. 2nd cycle of NAAC assessment at College: Preparations in full swing, efforts to improve grades in all 7 criteria.
 - Dec 2023: Self Study Report (SSR) to be prepared.
 - Jan 2024: Self Study Report (SSR) to be submitted.
 - July 2024: NAAC Assessment team visits college for assessment
 - A budget of approximately Rs 20 lakhs (in phases) was approved for investment in NAAC (related developments at college, e.g. Internal – External painting, Multipurpose hall, additional courses, etc.)

B. LAND MATTERS:

20 existing plots of Gurukul land:

Out of 20 plots (list attached herewith),

- 1) Documents of 7 plots are clearly in Trust name and present with us.
- 2) Documents of 10 other plots are in the name of 'Shri Sarkar' and have to be transferred to the name of the AKV Trust. (Gandhinagar)
- 3) Documents of 3 plots which are represented by the NCC ground, documents have to be renewed. (Collectors Office Porbandar)
 - a. Documents of 7 plots are clearly in Trust name and present with us.
 - b. Documents of 10 plots to be transferred from 'Shri Sarkar' to 'AKV Trust': these matters are lying at lower levels in Collectors office Porbandar and consistent follow up is required to escalate them and accelerate the matters. Sureshbhai would be visiting Porbandar next week to pay a visit to the new Collector Mr Lakhani. Our Advocate Pareshbhai will accompany him for introduction, post which Pareshbhai can pursue the matter on a consistent and regular basis with the relevant offices.
 - c. NCC playground: It has been inspected thrice recently, and at every inspection it has been projected that the ground is being used well by AKG. The lease for two of these 3 plots had expired in 2006, and its application for renewal has been filed. The file is currently lying with the Jt. Secretary at Gandhinagar and will move to the Secretary after another 15-20 days. Sureshbhai would be following up regarding the same.
 - d. All the important land documents of Gurukul are currently with Dr Nagar in his safe locker. Soon as the files get ready, Dr Nagar to place one set of the same in the Trust office.
 - e. Land Matters to be taken up in the Gurukul Meetings once a month.

24/07/2023:

Meeting Notes: Gurukul Internal Team Meeting on July 24, 2023

Inbox

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Hemangi, Yogeshkumar, Mahendra, Annet

Meeting Notes: Gurukul Internal Team Meeting on July 24, 2023

1. Tara Mandir show: Shri J J Rawal would be visiting Gurukul with his team in 5-6 days' time. He and his team would be addressing the issues regarding over-heating of the projector and poor quality of show slides. Principals to verify the quality of the show once the solution is implemented by him.
2. Ticket cabin: Chajja is being installed. 15th August would be the deadline for the ticket cabin to be ready.
3. LED Screen Shutter: also to be ready and installed by 15th August.
4. Ticket printing: Amount would not be printed. Basic paper and printing quality has been approved by Juhiben. Final printing would not be taking long and will be done soon as ticket cabin is ready.
5. Drainage work: has started from Rajwadi to Bhojnalaya.
6. Leakages: are being addressed. Especially those in AKG1.
7. Sustainability: is not being implemented in the campus currently due to heavy costs. Rainwater harvesting tank is present only in the college premises, and is connected to the fire safety system.
8. Vedic way of life: Implementation is going on in the English Medium. Currently band practice is going on (with a view of Aug 15 celebrations). Subsequently Ved Mantra and saadhan vyayaam skills will be introduced.
9. Sports coach: the position is vacant in AKG1. Sureshbhai to help place advertisement in relevant newspapers.
10. Ringing the bell 10 mins in advance for children to clean: Is being practiced

currently for senior girls in the English Medium, but not in Gujarati Medium. In the Gujarati medium, there is already a system in place where the girls carry out intensive cleaning activities on a regular basis and from time to time. Daily 10 mins system may not be a practical solution for Gujarati medium.

11. Gorana home maintenance: Sureshbhai will be speaking to Amarsingh bhai regarding pending past payments and regular future payments of utilities. Amarsingh bhai would start visiting the site once the road and rain conditions are better. Sureshbhai would be making a schedule for his visit to Gorana once in every 2 months.
12. Yogeshbhai's (Smruti Mandir) case: Court hearings are going on under consultation of advocate Shri Deepakbhai Lakhani. Sureshbhai would be meeting Deepakbhai on his upcoming visit to Gurukul in another 5-6 days' time, for charting the way forward on this case.
13. 24 x7 caretaker: the lady who was shortlisted for this position would not be able to join this year. Efforts are being made to search another prospective candidate.
14. Website & logo: Ranjanben to send her cousin's portfolio to Kamalben. Juhiben to decide on designer for Logo.
15. Laptops and computers: 50% of Ranjanben's requirement has been forecasted in the budget. Dr Nagar to negotiate AMC with Silver enterprises.

26/06/2024:

Falguni Mehta <falgunimehta@mehtagroup.com>

to Kamalakshi, Uma, Juhi, Suresh, me, ranjana, Vandana, Yogeshkumar, Madhura, Mahendra, Annet, V, Hemangi, Rajbir, Nirav

Meeting Notes: Gurukul Meeting (Civil Matters) on June 26,2023

1. Ticket Cabin: The layout of ticket cabin is good enough to go ahead. Water purifier to kept at the water dispenser instead of in the ticket cabin. Wall to wall straight line simple table design could be used. Request all work to be complete in a month, by mid-July.
2. Server Room: Construction is going on. It would be air conditioned 24 x 7, and locked when unmanned. Should be ready by August.
3. Bathrooms in AKG1: Soil testing in progress currently. Drawings would be made according to the reports of the soil.
4. Staff Room in AKG1: Work in progress, only floor tiling work is pending.
5. AKG2 KG area: Madhura has prepared the drawing plan. Class decoration hooks for buntings to be included. Madhura to keep things pleasant, colourful & minimalistic to control costs. The centre wall being removed needs to be checked first by civil expert as to whether it is a load bearing wall.
6. Nakshatra Gardens: Line-out drawing for plantation has been given, and plantation would be completed in a day or two. Fencing/protection around the saplings to be arranged. Small shrubs to be planted in bunches, big trees as single.
7. Navgrah Pavilion: It will be built with cement and concrete and decorated with limestone. Madhura to check with Channa if the cement pillars are to have cut polish or plain polish, and then to send the detailed drawings to Shuklaji. Work to commence during the dry part of the monsoon.
8. Nets for the BM windows: Sample has been shared by Dr Nagar. Windows to be completed.
9. Benches at BM: can be painted in a neutral colour. Sign board such as 'Aamli Chowk' to be looked into by Madhura.
10. Crack in college building: Soil testing for college also being carried out. According to those results, remedy for the cracks (along with way forward for the Multipurpose Hall being constructed) to be determined.

11. Shutters for LED Screen: Madhura to come see the samples at VB. Shutters to end completed in a month, mid-July.
12. Water dispenser at Didiji's Museum area (& if possible at BM too): Channa to suggest a good location and design for the same to Madhura. (This will also have to be done soon, so that the cabin, tickets, CCTV camera, film show, drinking water, all are ready at same time.)

19/06/2023

Meeting Notes: Gurukul Internal Team Meeting (with Special attendee Shri J J Rawal) on Monday,

June 19, 2023 at 4 pm IST

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Hemangi, Yogeshkumar, Madhura, Mahendra, Annet, V

Meeting Notes: Gurukul Internal Meeting (with Special Attendee Shri J J Rawal) on Monday, June 19, 2023

1. Dr Rawal and his team to visit Gurukul after a week or 10 days to resolve the issues of requirement of a 15-minute show and heating up of the projector.
2. Juhiben has got a go ahead from Mahendrabhai for Pu. Baa's photo for the statue. Kamalben to look for Baa's photo with her age around 30-40 on her visit to Mumbai in July. Falguni to send the photo to Anchitji, as to whether he will be able to make the murti based on this photo. The work should be done in the month of October-November when Jaybhai or Sureshbhai or Juhiben or Mahendrabhai can travel to Jaipur to finalise the features of the clay murti.
3. Around 3000 copies of the ticket to be printed on ordinary paper. Ticketing at Didi's Memorial to commence after around a month once the CCTV system is installed and ticket cabin is ready for use.
4. The shutter for the LED screen would also be ready in a month.
5. Original wooden beams have been received from Anandbhai and have been put to appropriate storage.
6. Vedic Way of life:
 - a. The English medium girls would be trained in Ved Mantra/Sashwar path/Shanti Mantra
 - b. English Medium girls to be also trained in school band
 - c. Guruji to train the girls about Arya Samaj ways and values
 - d. Music teacher to be selected
 - e. Teacher required for Saadhan Vyayaam
 - f. Ranjanben to speak to Kanchan regarding her lezim, etc skills
 - g. Juhiben to check about Jal Tarang
7. A discussion could be made in the next meeting about ringing one bell 10 minutes before the last bell for the girls to clean their classrooms intensively. The possibility of providing each class with proper cleaning equipment to be explored.
8. Gorana maintenance:
 - a. Sureshbhai to reinstate the electricity connection and other utilities, if any.
 - b. Gurukul trust to disburse the cleaning lady's pending salaries and compensation
 - c. Amarsinh bhai to visit Gorana every month to pay cash salary to the cleaning lady and oversee the maintenance of the place.
 - d. Falguni to remind Amarsinh bhai about the same and to bring up the topic of Gorana house after around every 45 days.

- e. Ranjanben to explore the possibility of the children making a field visit to the Gorana house, if there are elements of their interest available there.
9. Parents would not be required to sign any special photo disclaimer for the website. A generic privacy policy to be put into place.
10. Nimisha Pandit seems to be a positive candidate for the brochures. Dr Nagar to follow up with her.
11. Dr Yesha will commence work soon. She will help to identify and train a caretaker lady who will be at Gurukul 24 x 7, and attend to children who are unwell. This lady must be of a happy and caring disposition, clean and trained in basic medical care.
12. Dr Nagar civil updates:
- A. Pipelines of drainage no. 2 will come in a day or two and then the work will commence
 - B. Tiling will be done in washrooms of AKG1 staff room
 - C. Ranjanben's other requests for AKG1 that are being addressed:
 - (i) expansion of staff room
 - (ii) cupboards
 - (iii) kota stone
 - (iv) windows
 - D. For English medium block at college and washroom project in AKG1, soil analysis has to be done so that the foundation design can be accordingly worked out
 - E. Server room work is being done and plaster is in progress
 - F. Grouting work is completely done in AKG2 and college. In AKG1 it will be done in janmashtami break.
 - G. Harinath has finalised the BM Net sample
 - H. Juhiben to select oil paint colour for cement benches in the sit out behind BM.
 - I. Swings to be installed in GMC and BM
 - J. System has been put in place for applications of work requested to be routed to Dr Nagar through Amitbhai.

01/06/2023

Meeting Notes for Gurukul Meeting on Thursday , June 1, 2023 at 6pm IST

Falguni Mehta <falgunimehta@mehtagroup.com>

to Mahendra, Jay, Hemnabh, Kamalakshi, Uma, Radha, Shivani, Medha, Yogeshkumar, me, Suresh Madhura, V, ranjana, Vandana, Annet, Lilian, Secretary, Shraddha, Juhi, Hemangi

1. SALARIES: Efforts are being made since the last three years to bring the Gurukul salaries in line with other reputed institutions. By the end of June 2023, Yogeshbhai and Dr Nagar would be working out the proposed salary structures, projections and subsequent deficit along with the solutions as to how the gap will be bridged.
2. ACCOUNTS: Yogeshbhai and Dr Nagar presented the last year's budget break up, as well as the budgets for the upcoming year with two lists having civil-related tasks with first priority and second priority. The amount carried forward from last year has now to be added to the list for the upcoming year. Yogeshbhai to discuss the budget deficit of approximately 50 lakhs with Jaybhai after Mr Mohnot returns from leave.
3. BATHROOM CONSTRUCTION: Madhura presented the three options for bathroom construction. Option three was finalised, whereby four new bathroom blocks would be constructed in two phases, i.e. two blocks in this year and two blocks to be made next year, with the centre two blocks being made first. The existing bathrooms to be demolished, and the whole area to be neatly cleared up for open space.
4. NAVGRAH PAVILION AND NAKSHATRA GARDENS: Madhura to show the samples of the columns from Rajasthan and Jamnagar to Channa when he is here on the 4th and 5th of June for his approval, also she can prepare an agenda of other matters to be discussed with him. The grahs and murtis have been paid for. Arunachalamji would be sending the samples to

Veer Bhavan. Layout of the Nakshatra Pavilion has been okayed by Channa. Tree plantation should be started with extra saplings of reasonable size and good quality being kept available. Mahendrabhai would be sending photos to Madhura of the existing Balinese temple style structure from Uganda, which Channa could look into and finalise the elevations for Porbandar accordingly.

30/05/2023:

Meeting Notes: Gurukul Internal Meeting about Vedic Way of Life on May 30, 2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Suresh, me, Yogeshkumar, Uma, ranjana, Vandana, Hemangi

Meeting Notes: Gurukul Internal Meeting about Vedic Way of Life on May 30, 2023

TOPIC: Vandanaji's presentation about values, practices and festivals being followed and celebrated in the English Medium.

1. Falguni : exploring the possibility of English Medium girls performing Ved Mantra/Shanti Mantra (Saswar Paath) and school band at special occasions. Also, niti shikshan and outdoor learning with integration of the concepts of various subjects and reduction in textbook learning.
2. Ranjanben : shared use of vyayaam shaala with the English Medium for training in archery, dumbbells, lezims, barbells, bamboos, NCC, magdad pyramid formations, etc. Also, about the possibility of Acharyaji from Arya Samaj training the English medium girls on improving their vedic and havan competencies.
3. Yogeshbhai : budgeting for full time teachers (imparting cultural values / talents such as music, etc) to be hired commonly for the three institutions who could provide trainings to the girls with continuity and consistency.
4. Juhiben : 15 minutes being devoted to this topic (vedic way of life at Gurukul) in the next meeting , for any more input that may come to mind .
5. Ranjanben : request for being given an opportunity to make her presentation in one of the upcoming meetings, so that she can have better clarity for mapping her curriculum in the upcoming academic year.
6. Dr Nagar to obtain a dummy sample of the ticket, and if he finds the quality alright, then he could have the printer proceed with printing of the tickets for a smaller quantity to the tune of 2000 or 3000 tickets or so. After trail & feedback we can fine tune the ticket design , if need be.
7. LED Screen and its security system to be installed.
8. Mr Rawal to look into the Tara Mandir show.

22/05/2023

Meeting Notes: Gurukul Meeting on May 22, 2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Hemangi, Yogeshkumar, Madhura, Mahendra, Annet, V

Meeting Notes for Gurukul Meeting on May 22, 2023

1. Meeting with Shri Anchit Natha:
 - a. Sureshbhai to send any two photos of Pu. Ba to Anchitji.
 - b. Anchitji to send a sample of the chosen sourced marble to Dr Nagar for comparison with Pu. Bapuji's existing bust.
 - c. Approval of clay prototype to be done (Juhiben / Sureshbhai) shortly after it is ready.
 - d. Sureshbhai to draft the write up for the sandstone pedestal. (Sureshbhai, Kamalben, Juhi) (maybe we need to get approval from Mahendrabhai)

2. Tara Mandir Projector: The lens gets heated up, so Mr Rawal has suggested a break of 30 mins between each show for cool down. Mr Rawal would be visiting shortly to sort out the issue. In the meantime, number of people per show to be increased to (minimum of) 25. The grand opening of tara mandir can be done after all is functioning well. Mr Rawal to create new shows (Sureshbhai, Dr Nagar)
3. Navgrah Pavilion:
 - a. Madhura to pursue the designs with Channa.
 - b. Column samples to be prepared from both vendors, hence payment of Rs 10000/- to be made to the second vendor for his sample.
4. Server room: Construction is going on. Madhura is in touch with Valli for the intricate details.
5. AKG2 KG area: Madhura to discuss the same with Vandanaaji. (Avoid stove in nursery)
6. Bhojnalaya: Existing platform to be demolished, interior painting work to be done.
7. Painting of the four wings of AKG to be done
8. Old washrooms: some of them need to be repaired on a priority basis.
9. Study tables fabrication: 50 – 60 tables already made for the college. Remaining 250 tables to be made in phases.
10. Staff room expansion needed in AKG1. Hall to be converted into a classroom.
11. Grouting is being done on the ground floor for the study wings. Dr Nagar to look into the grouting being done at the hostel.
12. The road permission clarity has been obtained by Mr Amit Bhatt, hence Shuklaji to proceed with the project.
13. Pictures of the hostel facilities to be taken (with girls), while it is looking fresh and neat.
14. These high-definition pictures are needed for website. (Dr Nagar)
15. Prioritisation of civil related matters: Madhura to be involved in it.
16. The three rooms one above the other: there is a washroom leakage issue, Madhura to suggest the solution.
17. Meeting with Emile:
 - a. Hindi (museum timing) lines to be edited.
 - b. Punching spots to be clearly marked.
 - c. Counting of visitors would be independent of the ticket. (needs to be worked out)
 - d. Colour – black and white outlined is selected.
18. Museum:
 - a. Film to be shared with all by Sureshbhai for feedback.
 - b. LED screen is being delivered on this Thursday.
 - c. Shutter – the fully closed one , yet to be selected
 - d. Sound system – existing sound of the LED would be adequate, no extra sound would be required
18. Ticket cabin is getting ready.

15/05/2023:

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Hemangi, Yogeshkumar, Madhura, Mahendra, Annet

Meeting Notes: Gurukul Internal Meeting on May 8, 2023

1. Photo Disclaimer: A privacy policy to be put in place, using reference from another school . Juhiben to speak to Vaishnavi regarding the same. Sureshbhai to find out the reference policy from another school. Post finalisation, privacy policy to be made a part of the admission process. (Sureshbhai, Juhiben, Dr Nagar)

2. Sureshbhai to share the documentary film with all.(Sureshbhai)
3. LED Screen: Sureshbhai and Yogeshbhai to finalise the screen selected. Security of the screen to be put into place. Sound engineer/LED Screen supplier to be consulted to check the effectiveness of the existing sound in the amphitheatre of the LED screen, and assess the requirement of an additional system, if any. (Sureshbhai, Yogeshbhai, Dr Nagar)
4. Ticket Cabin: Fibre cable has been put. Cabin doors are ready. Existing stored wood will be polished and used for the door. Concealed electrical wiring to be installed. CCTV to be installed. (Dr Nagar)
5. Ticket design: Iridescent foil to be avoided, due to high budget. Juhiben suggested that black-white ticket design not preferred. Emile to send a shortlist of suggested colour designs, and majority to vote to finalise colour. Emile to re-do the museum icons too including the bharat mandir icon. (Emile)
6. Meeting to be set up with Anchit Natha before payment of advance.(Sureshbhai, Yogeshbhai, Dr Nagar, Kamalben to decide a mutually convenient 20 min slot)
7. Tara Mandir Projector Show: Mr Rawal to make one or two new shows for the projector. Ranjanben to watch the show. Sound engineer to check the acoustics for echoes, and in case sound is bouncing, padding the walls behind could be a possible solution that could be explored. (Dr Nagar, Sureshbhai, Ranjanben)
8. Ranjanben
 - a. Exploring the possibility of scholarships for deserving girls from Ramkrishna Mission's Gadaadhar Prakalp – scholarship funds may not be adequate.
 - b. Exploring the possibility of Exchange Program with Canossa convent – may not be appropriate for Gujarati Medium.
 - c. Day Boarding additional cost could be quoted as Rs 2200 per month to be charged per semester basis, i.e Rs 11000 per semester.
 - d. Anjali and Hiral – 2 student rectors could be awarded Rs 51000/- each for their services rendered.
9. Cleaning lady in Gorana: Sureshbhai to decide the way forward. Rs 750 salary would be fine, with a retrospective compensation of Rs 25000/- (Sureshbhai)
10. Kamalben to speak to Amarsinh kaka for making a visit once in two months to the Gorana home. (Kamalben)

27/04/2023:

Meeting notes: Gurukul Meeting on April 27, 2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Hemangi, Yogeshkumar, Madhura, V, Nirav, Annet, Mahendra

Meeting notes: Gurukul Meeting on April 27, 2023

1. Salary issues: Yogeshbhai and Dr Nagar would be able to come up with a proposal by last week of May or first week of June.
2. LED Screen: Yogeshbhai, Sureshbhai and Dr Nagar to go ahead and take a decision as to which is the appropriate option.
3. Projector: Dr Rawal and his team are in the process of installation. Test shows to be run.
4. Post satisfactory results, launch of the new show to be organized on an auspicious occasion by inviting special guests, announcing in the media, etc.
5. Documentary film: Is 95% done. Sureshbhai to re-share the link with Juhiben as the old link has expired. Juhiben to visit Ahmedabad for a day to finish the editing. Phone number to remain absent from the short film. Water mark to be used. Film to be then shared with Juhiben.
6. Uniforms: Designer to be identified and a common thematic design to be developed across the three institutions within the next quarter.
7. Should old clothes be sold if possible? Yes.

8. Washroom comparative costs: Madhura to prepare the pros and cons for option one and option three. Trustee board to decide.
9. Design for AKG 2 pre-primary section was presented and discussed.
10. Madhura's visit photos:
 - a. Library in AKG 1 to be converted into 'Knowledge Resource Centre'
 - b. AKG 1 refurbishment of the two toilets adjoining basketball court – still to be decided
 - c. AKG 1 refurbishment of existing bathrooms in the corridor behind Saraswati Mandir for use of guests – to be done
 - d. Corridors painting – required. Tiling to be considered.
 - e. Broken tiles – to be replaced.
 - f. Request for extension of existing bathrooms in AKG 1 into the garden.
 - g. Requirement of refurbishment of the worn out slabs in AKG1
 - h. The big bathroom on the first floor in AKG 1, which has less washrooms and more empty space in it – additional washrooms could be made.
 - i. AKG 1, first floor staff room could be made. Space to be cleared out.
11. Shivling Maze: Madhura to check with Arunachalamji if it is okay to commence the foundation work before the shivlings are made. Drawings to be shown to Arunachalamji. Drainage and slope of land to be looked into to avoid water dampness.
12. Navgrah Pavilion: Arunachalamji has made the murtis. Columns etc could take 3-4 months.
13. Quotations are available. Channa to share the revised designs.
14. It is important for this work to be completed before the rains come.

13/04/2024:

Meeting Notes: Gurukul Website and Ticket Design Meeting + Civil Related Matters on April 13, 2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Emile, Chinmaya, Hemangi, Yogeshkumar, Madhura, Mahendra, Annet

Meeting Notes: Gurukul Website and Ticket Design Meeting + Civil Related Matters on April 13, 2023

Ticket Design Related:

1. Over 30 ticket design options presented by Emile. Emile to incorporate the feedback given by all during the call to shortlist and improvise the options.
2. Post downsizing the design options, the PDF file along with specific questions that need answers to be shared by Emile on email with the Gurukul Team.
3. All members to respond with their views on email, Falguni to collate all internal responses and share the final feedback with Emile to speed up and expedite the ticket design process.
4. Dr Nagar to check with Shri Dinesh Printer about the feasibility of printing the tickets with the iridescent foil options.

Website Related:

1. Post Emile's presentation of the homepage design, the homepage wire frame was improvised and re-arranged in the order of significance of information to be provided to the audience. Emile to re-design the home-page on basis of the new order.
2. Calendars of each school could be either skipped or kept on the side. Text size to be further reduced.
3. Content file to be shared with Kamalben again for perusal and review.
4. Juhiben suggested to set up a separate meeting for the website to discuss the finer details.

5. Emile to share a link of the current homepage design with the Gurukul team.

Civil Related:

1. Madhura to share the updates of her visit to Gurukul with the team by email.
2. Channa has approved the Navgrah Maze and Nakshatra Garden design.
3. Shri Arunachalam is in the process of crafting the murtis.
4. Limestone vendor to revert with the cost and delivery timelines for the columns.
5. The foundation construction research has begun and line-outs have been prepared for both structures.
6. The design for the pedestal of Pu. Baa and Pu. Bapuji's bust has not yet been approved.
7. Server Room: Clearance has been received from Channa and Valli, design has been shared with Dolubhai, Ground breaking has been done and construction has begun.
8. Washrooms at AKG1: The cost and feasibility comparison for all the three options to be prepared for further deliberation and decision.
9. List of small repair works on-going at AKG 1 and AKG 2 to be prepared and kept a track of.
10. Structural drawings for refurbishment of Saraswati Mandir to be prepared.
11. Drainage near Shanti Kutir is in proper shape to the extent of 90%.
12. AKG1 Staff Room to be expanded.
13. Washroom Septic tank issue to be sorted
14. Half Slab work in AKG 2 going on well.
15. AKG2 needs a playhouse.
16. Conversion of labs needed in AKG1
17. AKG 2 Washroom doors to be attended to.
18. Trustee Office to be renovated (hence a new place for the electrical workshop to be identified.
19. Ticket cabin for Museum- design is in process. Doors and Windows are being ordered.
20. Volleyball court needs refurbishment, along with the washrooms attached to it.
21. Separate meeting to be held for discussion for the civil related matters.

08/03/2023

Meeting Notes: Gurukul Stationery Meeting, Wednesday March 8, 6 pm IST

Falguni Mehta <falgunimehta@mehtagroup.com>

to Juhi, Kamalakshi, Uma, Suresh, me, ranjana, Vandana, Emile, Chinmaya, Hemangi, Yogeshkumar

Meeting Notes: Gurukul Stationery Meeting March 8, 2023

1. The Shloka "Vidya Dadaati...." has been finalised for the back cover of the notebook, to be used in Sanskrit only.
2. Mango shaded front cover and cream shade of back cover with small label on the bottom to be used.
3. School heads to evaluate the quality of printing by examining the samples.
4. LED Screen: Sureshbhai suggested that screen of size 8 x 12 be purchased. Dr Nagar to visit Rajkot to have a look at the screen.
5. Tara mandir projector: Mr Rawal has confirmed that the projector in Prayagraj is in working condition, and he requires another 10 days' time to arrange for its packing and transportation from Prayagraj to Porbandar.
6. Film: Editing of the film needs to be nicer.
7. Position of Ticket counter: to be arranged at the entrance of Didiji's memorial with manning and CCTV.

28/02/2023:

Meeting notes: Gurukul Civil and Horticulture Meeting on Tuesday, February 28, 2023 at 5 pm IST

Falguni Mehta <falgunimehta@mehtagroup.com>

to Mahendra, Annet, me, Suresh, Juhi, Joan, Kamalakshi, Uma, Yogeshkumar, Vandana, ranjana, Hemangi, Madhura, V, Rajbir, Nirav

Dear all

Sending herewith the meeting notes of yesterday's meeting:

1. The muhurat of the half slab work in AKG 2 was held on Feb 28. Yogeshbhai has already approved the work. Shuklaji to be closely involved for surety of quality.
2. 7 additional rooms are getting ready in the residential wing of AKG 2.
3. Om tank repair work in AKG 1 has been completed. Work of fixing washing area taps is in progress.
4. Staff room for teachers and water-proofing of bathroom doors will be done.
5. Interactive boards for both schools, quotations are being looked at, they will be procured and installed.
6. In the Bhojnalaya area, there is a space where there is no cement sheet covering, that will be covered soon.
7. Exterior painting work of major buildings is almost complete.
8. Exterior painting work of Bhojnalaya is being done currently.
9. Interior painting work of hostel rooms will commence in April once the children go for their holidays. The quotes for the interior work will be coming in.
10. The quotes for the carpet work in Tara Mandir will be commencing. Seats will be painted black.
11. In Bharat Mandir, double doors on all four sides will be made.
12. In AKG 1, the barbed wires for security will be made.
13. Drainage work has started, as per plan and under Shuklaji's close supervision.
14. Potholeraja's sample strength is being tested for 14 days and 28 days. 7 day test results are appropriate.
15. Alternatively, The plastic paver blocks option to be explored, and to see which of the two methods, paver blocks or grid mat is suitable. Suppliers of these paver blocks to be introduced to the civil team. (juhi ben)
16. Madhura's proposed solution for the bathrooms: Design to be run by Channa for his approval. Shuklaji to evaluate the strength component. Sureshbhai to arrange the permissions required, if any. Madhura to discuss the plan in detail with the three principals. If plan is approved, cost estimates to be worked out.
17. Regarding the designs and implementation of the gardens, Madhura to follow up with Shri Arunachalam, Channa and Joan for pursuing the plans. Saplings of the trees to be purchased in double.
18. Nathaji's team would be submitting the detailed plan and estimates in the next 8 to 10 days for the colour options for both the marble statues.
19. Sureshbhai will be enquiring about cost and availability of 8 * 10 size LED screen.
20. Regarding the second hand projector for Tara Mandir coming from Prayagraj – Sureshbhai to evaluate its working condition, spare parts availability, repair and maintenance feasibility and the quality of the shows and videos, etc before it's procurement is agreed to and before it is transported out from Prayagraj.
21. A meeting to be fixed with Emile in this week to finalise the notebook design, initiate the ticket design and to follow up on the website design.

21/02/2023:

Meeting notes: Gurukul Ticketing Meeting Feb 21, 2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Suresh, Kamalakshi, Uma, me, Yogeshkumar, Vandana, ranjana, Hemangi, Divyesh, Ranjit, Juhi

1. Existing simple ticketing system as proposed by Divyesh to be implemented.
2. Ticket to be perforated with separate sections for DM , BM , TM.
 - adults ticket rs 50
 - children under 16 rs 40
 - separate booklets for the above 2 categories
 - children under 6 go free
 - design to be in consultation with Emile .
 - (Kamalben , Falguni , Hemangi .)
 - matter to be printed yet to be decided (Sureshbhai , Dr Nagar please suggest)
2. Divyesh to have a computerised local ticketing system set up at-site in the small cabin at the entrance of Didi's Memorial.
3. Dr Nagar to help organise the manning of the computerised ticketing system.
Phase 2 , an online sale of tickets through website and Instagram to be set up.
8. Sureshbhai to examine the actual size requirement of the LED Screen during his upcoming Porbandar visit
9. New projector for Tara Mandir has been approved and will be provided free of cost. Now to please begin process of bringing the projector and installing in TM
(Mr Raval , Sureshbhai , Dr Nagar)
10. Everyone to revert with their responses regarding the documentary and stationery

13/02/2023:

Meeting notes of Website & Stationery meeting on Feb 13, 2023

Falguni Mehta <falgunimehta@mehtagroup.com>

to Suresh, Juhi, Kamalakshi, me, Yogeshkumar, ranjana, Vandana, Hemangi, Uma

Meeting Notes - Website & Stationery Meeting on Feb 13, 2023:

1. Website : Emile to incorporate the suggestions and inputs in Option 1 of the Website Menu and to revert by beginning of March 2023 (2 - 3 weeks time)
2. Stationery : Vandanaji to send the cdr file to Emile for amendments in logo application and design settings
3. New Candidates for the positions of:
 - a. Librarian: One candidate who has been shortlisted by Dr Nagar to be hired and kept on probation.
 - b. Media Manager: Ms Dhruti Vala shortlisted by Dr Nagar, presentation meeting before onboarding.
 - c. Ayurvedic Consultant: Ms Nisha Vora (daughter of Ms Bhartiben Vyas) shortlisted by Dr Nagar, meeting before onboarding.
 - d. Nurse (24 x 7): One residential nurse per campus i.e. AKG 1 and AKG 2 – both Positions remain open. Preferred to have a medical Doctor. Medical Qualification and experience necessary.
4. LED Screen – Sureshbhai to email the options to all
5. AKG film – Sureshbhai to share the film with all for feedback.
6. Sandhya Havan – Dilipbhai to be retained.
7. Implementation of traditions and rituals at English Medium similar to Gujarati Medium – Vandanaji to prepare the detailed plan and present.

**MINUTES OF FORTNIGHTLY MEETING FOR DEVELOPMENT OF GURUKUL MAHILA
COLLEGE COORDINATED BY MS. JUHIBEN MEHTA**

(i) Dated: 12.09.2018:

7. Update Dr Nagar:

- a. Several activities that have taken place. Steps needed to realise Gurukul's long term vision of being seen as a University.
- b. Hostel was closed for 10 days and the college follows a separate calendar from Gurukul, so the girls had to go on a forced holiday.
- c. Punctuality of the girls to be improved.
- d. DM Acharya matter submission needs to be done (in conjunction with Sureshbhai).
- e. Rajbir to help in cleaning of the jungle near the border, so that the girls can have a place to play.
- f. The platforms on the mezzanine of the auditorium have now been removed, so whether funds recently received from the Nibhaav Grant can be utilised towards construction of basic classrooms at that place.
- g. Vedic chanting can be organised at 7 am, and whether havan kund can be brought in once a month at that time.
- h. Annual Day will be held on 30th Jan 2019, and a special request to the Mehta Family and Juhiben & Umaben to attend.
- i. Feedback – thanking Juhiben for the garden, and also organising this video conferencing.

(ii) Dated: 26.09.2018:

9. Dr Nagar:

a. Recesses at Mahila College:

About this Dr. Nagar said that the teachers would be unable to stay for more than 5 hours everyday, so increasing the time slot of recesses or the number of recesses cannot be done at the moment.

b. The matter of different holidays for the college and hostel has now been sorted.

c. The punctuality of the girls has improved. To this Ramaben confirmed that the girls leave before 7.30 am as she locks the gate at 7.30 am and opens it at 1 pm. Dr Nagar said to inform him in case 3 or 4 or the girls get late some time. Kamalben and Umaben said that communication and coordination can be improved.

d. Regarding the DM Acharya matter:

Sureshbhai said that Jayant Sheth is making the reply to the higher commissioner. Mr Acharya is not responding at all. From our end every action is being taken on those responsible as per advise by the court.

e. Many activities planned for celebrations on 2nd of October. Falguni to follow up with Rajbir for speeding up the cleaning of grass so that work can be finished by then.

f. Whether some of the old precious paintings of Nanjibhai can be placed on the mezzanine floor of Prarthana Mandir once the painting work is over. Kamalben said to please send images of the paintings and not to do any restoration work on them. Nilima to send the images of the paintings to Kamalben.

g. Sureshbhai's help need about the Junior Clerk matter.

h. Hasmukh Sarvaiya helps the students in Sporting activities from 11 – 1 pm. And possibly can extend to 4 – 6 pm also.

i. TY exams start on the 23rd October. Hopefully uniforms will be done by then.

j. Sureshbhai's help needed about the Tax issue matter of 2006-16/17. A query of Rs 7.5 lakhs remains. Sureshbhai said that he has requested Chetanbhai from Rajkot to help.

(iii) Dated: 10.10.2018:

k. Canteen construction and tiling work in the college to be done in the vacations. While Dr. Nagar would like the work to finish between 5th and 18th November, Pragnaben mentioned that the work will take at least 30 to 40 days, given that there are breaks in the work and the cheap and good tilers work at their convenience. Sureshbhai will be identifying the location of the canteen during his upcoming visit. Pragnaben has shared the rough sketch of the canteen and will soon share further details of the sketch, as much is not clear from the sketch. The estimated budgets stand at Rs 1,21,000 for the upper part and around Rs 30000 to 50000 for the inside part of the canteen. Sureshbhai to sort out the location, cost, estimated amount of time it will take and whether to do the tiling in phases.

m. Uniforms & Patches:

m. 150 uniforms have been issued. Of which 46 hostel girls of First Year are included. Dr Nagar requested if the other students could get their uniforms before their exams begin on the 19th November.

Kamalben has suggested that samples with patches should be created, so that it is easier to arrive at the most appropriate option. Pragnaben to try and have it put on the a dupatta to see how it looks. Dupatta folding and pinning code of conduct to be decided and enforced.

r. Dr Nagar wishes to know if the old paintings can be exhibited on the mezzanine floor of PrarthanaMandir, as it has now been painted and there is no water seepage there. The assessment officials coming from NAC can see it there when they come in 2019. Kamalben requested Dr Nagar to resend the photos of the paintings as she hasn't received them yet. In any case, they should not be retouched.

v. Dr. Nagar:

Can the paintings be exhibited in the mezzanine?

Students should be made aware of their trustees. Can their photos be put

up in the office space? Every year the legacy can be celebrated. Annual programme (30th Jan) can showcase their life, vision and missions. To this Juhi said that this point can be discussed in the monthly meetings after they start.

Playground: Preparation of tracks. Basketball ground and volleyball court need maintenance. Commando Hasmukhbhai Sarvayya has helped the performance of the students, though a little bit of training but in a big way. Girls have performed well in the track and field events.

The garden is looking good, can a little more attention be paid to the lawn?

Didiji's contribution to Theatre, Dance and Music is well known. If promoted, our institution will stand out, as no other institution can do that. To preserve the legacy, liberal arts, humanities, commerce can be encouraged.

Bapuji's wonderful biography and Mahendrabhai's excellent autobiography can be percolated to the students – small skits etc can they be done? Juhi advised that this (university and books related) be brought up in the monthly meetings.

(iv) Dated: 26.10.2018:

7. Dr. Nagar:

- a. First draft of SSP to be submitted is ready.
- b. We should be ready for state level accreditation in Jan 2019 and national level accreditation in Sept 2019.
- c. As a part of the specifics needed for accreditation, ramps and railings are required to be made for disabled students.
- d. For water storage, whether the swimming pool can be re-plastered. This was found to be a big expense and Kamalben asked whether there is any other option. Pragnaben said that even covering it will be a very big expense, so it has to be evaluated if this is going to be a worthwhile expense.
- e. The back side of the college building has now been cleaned well, so whether square and rectangles can be made there for a kitchen garden.
- f. Whether a lawn can be made in front of the college.
- g. The websites have now been integrated, but Mr Bhavesh Joshi is facing some problem in updating the content. To this Falguni said that she will have this problem sorted out. She had been waiting for Sureshbhai's green signal on proceeding with work on updation of the content – which he has now given.
- g. The QR process for icards is being put in place. Teachers icards to be ready by 10th November.

- h. Dineshbhai had submitted his report for the paintings.
- i. Diwali vacations will end on the 18th November and 19th November the second session will begin.
- j. F.Y. students have their exams on the 1st of December, so they will return from vacations on the 30th of November.
- k. At the drawing competition held on the 2nd of October during the Gandhi Jayanti celebrations, 3 of the students have won prizes.
- l. Uniforms have been given to 375 students. Regarding the patches it was discussed that not only would be not be appropriate to call them back from the students, but also the 'Au Ru M' printed on the patch is now obsolete and does not really resonate with AKG – so it was decided that the uniform should not have this patch. Sureshbhai said that a new and beautiful logo should be made for the uniforms.

(v) Dated: 21.11.2018:

- 1. Dr Nagar:
 - a. Girls are coming in their uniforms. There is no patch on it at present. A common emblem for AKG to be identified as a part of the consultant's scope with the long term vision in mind.
 - b. SY exams get over on the 27th and FY exams get over on the 10th. There was no tradition earlier where regular classes would be going on during exam time, whereas in his opinion, maximum use of time should be made.
 - c. Self Study Report (SSR) – State level would be in Jan 19 and National Level would be in Sept 19. Mid of December we can apply for AAA.
 - d. Thankful for Canteen and Ramp approval (for Divyanjan disable students).
 - e. Swimming pool cost estimated as around Rs. 65000, which is not a priority at the moment.
 - f. Planting of some seeds done behind the kitchen – hopefully they will sprout well.
 - g. Bhavesh Joshi working round the clock for setting up the ID cards for teachers with QR codes.
 - h. With the help of the jogging track (after jungle was cleared) and the army coach, Varsha stood 3rd in Porbandar marathon.
 - i. Dinesh to send quote for reconstruction of paintings. Since the pictures are not too impressive, reconstruction can be done by Jan only if the cost is not too high. Juhiben requested Dr Nagar to take the help of Pragnaben in this work, as she has a knack of doing things neatly.
 - j. In line with NAAC – instilling of values and ethos, yagyakund is ready and Rishikumar from Sandipani Ashram is helping. To this Sureshbhai said that help for havan should be taken from our own Brahmacharinis, as they can

do it very well. Aartiben and Ramaben to select and send the girls who can help with the havans organised every month by Dr Nagar.

- k. Proficiency in English – 209 students will be taking the exam on the 5th December, and will be getting a certificate from Cambridge University.
- l. 2nd term from 19th Nov till 24th of April. 2nd week of March, TY exams begin.
- m. Regarding the carpentry and masonry work in college, so as not to delay the work, Dr Nagar can obtain a quotation, take Sureshbhai's approval and commence the necessary work as required. For eg . Tracks and ramp.

(vi) Dated: 19.12.2018:

GMC update from: 19.11.2018 - 19.12.2018

Sl. No.	Task/Event	Organized by/follow up by	
1	Yagna after Diwali Break at Gurukul Mahila College by College students: 29.11.2018	College students	10
2	Tablet Distribution Programme: 29.11.2018	Govt. of Gujarat	170
3	UDISHA District-Level Interface Principal's Meet at GMC: 13.12.2018	Govt. of Gujarat	10
4	AAA/NAAC PREPARATORY: 18.12.18	Principal & Team GMC	539+22
5	Preparations for PTA Interface Meet on 10 & 11.01.2018	Team GMC	539
6	Printing of Arya Kanya Gurukul Patrika & Gurukul Samchar	Team GMC	05 copies for record purpose
7	MoUs with 04 NGOs: RM; SGU; YRC & The Prakriti, the Youth, Porbandar	Team GMC	NAAC REQUIREMENT

8	Course in Value Education; Computer Literacy; Quality initiatives like CCC, Tally ERP9	Team GMC	For hostel students
9	Sports week	17.12 to 22.12 in session	All students
10	Web development: AKG & GMC Control panel user name & password to be procured	Bhavesh Joshi	
11	QR: 98% complete: bita testing in process: to implement from Monday i.e., 24.12.2018	BHAVESH JOSHI	
12	District-level Seminar to be organized on 05.01.2019: Subject: Folk literature of Porbandar district	GMC	30 have registered so far
13	Musical instruments (lent to Arya Kanya Gurukul in 1993 as per college dead-stock register) to be procured back.	Dr. Ranjana Majithia & Pragna Gajjar	
14	New Motor (submersible) installed	GMC	-
15	IT query (2007-2016) still remains unsolved	Shri Sureshbhai Kothari to follow up	-
16	UGC grants can be availed after valid accreditations	Who would be accountable?	-

(vii) Dated: 11.01.2019:

1. Dr. Nagar:

- a. Dr Nagar and the staff are preparing for the visit of the Peer Team members arriving on 17th Jan evening for the purpose of Data Validation and Verification to take place on the 18th of Jan. A meeting with all the staff and students to prepare for this process will be held on the 15th of Jan, for the Peer Team's interaction with parents, teachers, students as well as administrative officers.
For this occasion, 30 staff members would be required to have their meals in Gurukul. Dr Nagar to send an email request to Pragnaben to this

effect.

Dr Nagar to also send the names of the 3 visiting Faculty members to Sureshbhai.

- b. Dr Vasavada and his team are making presentations to First Year students from 1 pm to 2 pm everyday for their health modules under Environmental Studies.
- c. Dr. Nagar to go ahead with the purchase of the trolley for waste and garbage disposal.
- d. Dr Nagar had conducted an arts faculty meeting, where in parents and alumni were invited along with the present students. They were all counselled or waiting for the girls to finish their education before getting them married.
- e. If there are more number of college students next year, their accommodation would have to be looked into. Pragnaben and Dr Nagar to discuss internally on this.

(viii) Dated: 07.03.2019:

1. Dr. Nagar:

a. Updates from 11.1.2019 till 01.02.2019 :

- 1. Academic and Administrative Assurance Peer-Team visit: 18.01.2019
- 2. Expert Session by Rajubhai Potdar on Rural Self-Employment Training Institute(RSETI): 19.01.2019
- 3. Workshop on Nursing: 09.01.2019 to 21.01.2019
- 4. EMC visit to D R Garments Factory: 24.01.2019
- 5. Educational visit to Pooja Dying factory: Jetpur: Department of Home-Science: 24.01.2019
- 6. Youth Parliament at Gurukul Mahila Arts & Commerce College: Dt. level competition: 25.1.2019
- 7. Republic-Day celebrations in Gurukul Mahila Arts & Commerce College: 26.01.2019
- 8. Annual Programme 2019
- 9. Legal Awareness Session organized by the District Court: 31.01.2019
- 10. Workshop on Rifle Shooting: 31.01.2019 to 02.02.2019
- 11. Nehru Yuva Kendra camp on Personality Development: 04-06/02/2019

b. Updates from 02.2.2019 till 06.03.2019:

12. Placement Fair: 77 students registered from GMC
13. Amreli College (Department of English) visit to GMC: 14.02.2019 and they are impressed with work of Department of English and exchange notes
14. Celebration of International Mother-Tongue Week: 15.02.2019 to 21.02.2019
15. Inauguration: Travelogue writing competition
16. Educational Visit to Department of Gujarati: Bahuddin Arts College, Junagadh
17. Varta Lekhan Spardha (Short-story writing competition)
18. Valedictory: Know the writer (Shri Hirji: Ranavav Govt. College)
19. Workshop on Environment & History (plantation of 48 saplings as a Green Tribute to the Pulwama Martyrs) (25.02.2019 to 02.03.2019)

Other Matters:

- ❑ TY Exams to commence from 19.03.2019 and if hostel students want 7-8 days of study time, they can be permitted to go home and come back for exam.
- ❑ Study-time from 15.03.2019 for SY
- ❑ Study-time from 30.03.2019 for FY
- ❑ Summer Camp: 15.04.2019 to 30.05.2019 we are inviting experts to run as many as 12 courses.
- ❑ NAAC preparation: We are in the process of uploading the SSR. IQA has been submitted on 14th Feb. and now we have entered in the 2nd cycle of NAAC which was derailed after 2007 and we kept on writing and with help of Sureshbhai and Arun Nigvekarji they extended the rating from 2007 till 2012-13. The AQAR data that we have prepared for the years 2013-2014, 2014-15, 2015-16, 2016-17 and 2017 -2018 is 99% over and now we are in the process of uploading data. After filing IQA we get 45 days to submit the SSR report. Hence, we have been sitting with Criterion Heads and the IQAC Coordinators everyday and uploading data.
- ❑ Newly constructed washrooms (First Floor) which were recently built have had some pipeline issues and we have got it repaired. Now whatever leakages were there are in the process of drying up but the septic tank area needs attention. The Civil engineer, Shri Niravbhai Modh (Saurashtra Cement) has noted this.
- ❑ NAAC: We need Memorandum of Understanding with Saurashtra Cement. As such we have signed 04 MoUs (with Saheli Group, Om Computers, Prakruti, the Youth Society & Youth Red Cross Society) so far. An MoU with Saurashtra Cement would help us in placement and counselling.

Tasks that need prompt attention at Gurukul Mahila Arts & Commerce College

1. Rain-water Storage Tank (Behind the Computer Lab.)
2. New Pipeline connection from the terrace to the Rain Water Storage Tank
3. Canteen Gutter line to be repaired (exit to be directed towards the boundary wall)
4. Need of mud to extend garden towards the boundary wall
5. Repair of Roof of Prarthana Mandir (Previous year matter)
6. Requirement of Trolley (to transport waste): In process
7. Repair of Newly constructed Washrooms
8. Parking shed for two-wheelers to be prepared from the Canteen point up to the boundary wall.

(ix) Dated: 15.04.2019:

Falguni suggested that while the fee structures of Santokba English Medium and Gurukul are being discussed, the fee structures of the College and SantokbaVidyamandir should also be looked into and revised if the management deems fit and in line with government compliances. It was noticed that the college fees range from Rs. 465 to Rs 1200 per student per semester.

Sureshbhai said that as the college is run by the government, we may not have a major say in the fees of the college. So far all these years, the college fees were managed by the Principal and the concerned officers, so it was never an issue for the Trust. Pragnaben mentioned that when Mr Jayesh Bhatt was the Vice Principal, he had deposited a profit from college in the Trust. Sureshbhai also said that Dr Nagar having to invest his own funds in the operation of the college is not a good thing and that Sureshbhai would address this matter soon in a proper manner.

(x) 16.05.2019

GMC UPDATE FROM 13.04.2019 TILL 16.04.2019

1. Summer Camp begins on 15.04.2019 (47 students have enrolled this year)
2. Summer Vacation has commenced for teachers: 22.04.2019 to 11.06.2019
3. NAAC DVV task is 90% complete:
 - a. C-I: Supplementing the curriculum with add-on/short-term/value-added courses
 - b. C-II: Adopting an Innovative approach in Teaching-Learning and Evaluation with ICT
 - c. C-III: Organising FDP; Seminars & workshops and promoting extension activities (NSS, YRC, SG, RM, VK)
 - d. C-IV: Computerization of the Library with easy access; Skill-development Centre; Availability of e-content
 - e. C-V: Student support & Progression with various Student Development programmes (SDP) by IQAC; Celebration of all National festivals; Annual Parents-Alumni Interface Meets; Annual Programme; Publications
 - f. C-VI: Decentralization by way of formulating 18 committees, Students' Council with CRs; fortnightly/monthly video-conferencing with the management.
 - g. C-VII: Effective waste management; Green ambiance; Best Practices – Study-circles & Saptadhara
4. Tasks completed: Repair of Canteen Gutter line; Cricket Pitch; Running track (boundary line demarcated); Bore-well; mud procured for extension of garden area; 20 posters to showcase our achievements; received 240 sacks of cement
5. Tasks in process:
 - a. Rain-water-storage Tank (25000 approx)
 - b. Parking Shed (1,00,000 approx)
 - c. Repair of Basket-Ball/Volley-ball court (1,50,000 approx)
 - d. Running Tracks (82000 approx)

Budget required for a+b+c+d=3,57,000/-

 - e. Repair work of Prarthana Mandir roof (need completion before 10th June 2019); Saurashtra Cement
6. Areas to be addressed:
 - a. Linkages & MoUs/Collaborative Activity/Extension Activity
 - b. Remedial coaching
 - c. Research & Research Journal
7. Income & Expenditure of GMC: Against an income of 7,88,795/-, 6,21,872 is paid to the University; Visiting Staff salary: 3,17,026; Grants received: 80,000/- Saptadhara & Udisha: 40,000/- Total Grants received: 1,20,000/-
8. All hostel students to positively report by 11.06.2019 and to strictly abide by the **college calendar**.

Minutes of Meeting with Trustees: 27/12/2023: Venue: Conference Room, AKVT-Office: 2.30 pm

Sl. No.	Section	Inputs/Suggestions	Person Responsible	Remarks
1	Akg-01 & Akg-02	To Learn from Experience	Principals	Start to Finish Methodology to be adopted; Group Effort; Identification of Skills; Alumni Experience; Encourage Talent; Take the right person
2	Akg-01 & Akg-02	Post-Programme experiences to be posted	Marketing team	Nilima, Dhruti
3	Campus Administration	Land & Legal matters; PR; Shanti-Kutir; Bharat-Mandir, Tara-Mandir & Museum	Amit Bhatt	All Vidyalaya Press-Notes to be routed through Amit Bhatt
4	Campus Administration	To identify the best in Team Gurukul - HR	Harinath & Paresh Rajpara	To have a separate meeting

Minutes of Meeting with Trustees: 27/12/2023: Venue: Conference Room, AKVT-Office: 6.40 pm

Sl. No.	Section	Inputs/Suggestions	Person Responsible	Remarks
1	Akg-01 & Akg-02	To seriously examine the reasons for the decrease in strength & drop-out ratio	Ranjana Madam & Vandana Sharma	Aggressive Marketing; To give admission to Locals as well; Increase of 200 + students required in the next academic year
2	Campus	Slab-work at Old Bhojnalaya or Tiles	AKG-Team Civil	To examine cost factor
3	College	New Women's Hostel; Multi-Purpose Hall; NSS-NCC Store Room; Installations of Chairs - Mezzanine (PM); New Courses - B.Ed, PG etc.	Dr Nagar	To invite plans/designs and get them approved asap
4	Museum	Pathway to Shanti-Kutir	AKG-Team Civil	To follow-up
5	Sarawati Mandir	Repair/Renovation or a New Construction	AKG-Team Civil	To discuss

Minutes of Meeting with Trustees: 28/12/2023: Venue: Conference Room, AKVT-Office: 2.30 pm

Sl. No.	Section	Tasks/Inputs/Suggestions	Person Responsible	Remarks
1	Akg-Principals	To arrange coordination meetings every Saturday	Dr. Nagar	4.00 to 4.30 pm
2	Saraswati Mandir	Backside Cleaning of Saraswati Mandir	Paresh Rajpara	Weekly cleaning to be done

3	Campus cleaning	Parth from SCL to Supervise cleaning	Paresh Rajpara	To organize demonstrations for cleaning staff
4	Akg-01	To redo doors of Hall into classrooms	Paresh Rajpara	To take Harinathji's guidance
5	Security	To provide Chairs for Security Staff	Amit Bhatt	To reduce the working hours from 12 to 8 hrs.
6	Garden	To provide Tools for Gardening	Amit Bhatt	To have a fixed Store room for keeping tools (Plumbing/Electric/Carpentry)
7	Civil work Quotes	Niravji/Madhuraji/Harinathji to check rates	Amit Bhatt	Principal's name to added in work-order and Harinath/Madhuraben to check before final release of payment
8	Printing/Social Media	Meeting with Jayesh Chudasama	Team marketing	Sample brochure-logo- to shared with Quotations; Elements to be explained; Prepare sample brochures and Sample reels for Instagram; Hoarding designs; Toppers to be highlighted
9	Social Media	Dhruti's work profile to be defined; Increase followers; Post replies et al.	Team marketing	Nilima to assist; to check Dhruti's skills on Website designing
10	Campus	Superannuation of AKG-Employees	Suresh Kothari	Sureshbhai to coordinate with Lawyer in Next visit
11	Shanti-Kutir	Meeting with Sonalben & Audabhai	Amit Bhatt	Sureshbhai to convince Yogeshbhai to withdraw case against AKG.
12	Bhojnalaya	Meeting with Caterer Shri Chetan Joshi: Requirement of Plates; Generator	Amit Bhatt	To used filtered Ground-nut oil of standard companies (Gulab/Shilu); Masalas (Hathi/Ramdev)
13	Bhojnalya	Disposing off Old Utensils	Chetan Joshi	Amitbhai/Jasuben to coordinate
14	Bhojnalya	Backside Cleaning of Bhojnalaya	Chetan Joshi	Amitbhai/Jasuben to coordinate

Arya Kanya Vidyalaya Trust, Porbandar

Sl. No.	Date	Subject of the Meeting	Follow-up by	Current Status
1	11-04-2022	Major Issues: GMC : Devendra Acharya's Double payment matter	Sureshbhai K	Civil Suit has been filed on 05/09/2022
2	11-04-2022	AKG#Front: Parents' Rest Room	Anand/Nirav	As per Harinathji's suggestion Vetrified Tiles have been installed
3	11-04-2022	AKG-02: 10-Rooms-Repair & Renovation	Hiren Masani	Work completed : 15/08/2022
4	11-04-2022	BM-Painting work	Amitbhai & Rajubhai	Out of 103 statues 36 have been completed on 05/10/2022
5	12-04-2022	AKG- Website: Bilingual Email Molin : Photography- Content-tone Unique coloure for specific schools. (Contemporary Brisht)	Falguni	Content shared by all the Principals: Last meeting held on 08/10/2022
6	13-04-2022	AKG-Shashank's contribution; Uniforms; Contract with Dobhi; Cupboards for GMC-Hostel students; Reopening of Bharat-Mandir; Manu to commence Painting of Statues	Dr Nagar	Dr Ranjana M to prepare a ppt on Shahshank's contribution; Contract with Dobhi in place@650/-month; BM functional; Painting of 36 statues have been completed.
7	06-06-2022	AKG-Felicitation of 10th Standard Students; Hitesh Makvana assigned written work of BM; Harishbhai assigned Study-table work	Dr Nagar	Press-notes given to Aaj-kal; BM-written quote painting completed; 20 table-prepared till date.
8	11-06-2022	Bus- Battery; Podium for AKG-EM; Mafatlal Material for AKG students; Purchase of Lawn Mower; 03 Buses each for AKG-EM & GM; Mandap for Yoga day	Amit & AKG-Principals	All tasks completed
9	15-06-2022	GTPL Connection (New); 03 Laptops for AKG Principals; Scholarship; Icard; Logbook; Bedsheet	Amit & AKG-Principals	All tasks completed
10	16-06-2022	AKG- 01: Notebook purchased in Advance; Bedsheets arrive; Scholarship details explained to VS; Repair of Diesal Pump; Purchase of Tractor with implements	Amit & AKG-Principals	All tasks completed

11	17-06-2022	GMC #Hostel; Website-meeting; Cycle quotations; Laundry refund; PTI for AKG-EM	Amit & AKG-Principals	Cycle quotes invited by Ranjana madam; Shabana as full-time PTI for AKG-EM; Ishita Sodha as Music Teacher (4000/-pm)
12	18-06-2022	Website Meetings, Large pic of Pujya Kulbharatashri	Falguni & Sureshbhai Kothari	Pictures placed in the Trustees Room
13	14-07-2022	AKG- 02-Garden (left side)	Vandana Sharma	All dead plants have been removed; Garden area has been cleaned
14	15-07-2022	Thought: Work Towards Solution; AKG-Road; AKG-Photography; Manish Doshi Follow-up; Tara-Mandir follow-up	Dr Nagar & Sureshbhai K	AKG-Road quotations shared; Photography task completed in all the three sections; Manish Doshi's visit completed; Raval sir to come back in 02 months time.
15	04-08-2022	Admin Interview; Website development/upgradation; Social-media-marketing	Falguni & Dr Nagar	Ankit Nimbark goes in for a trial period of one month from 15/08/2022 to 14/09/2022; Relevant Instagram post are uploaded on AKG-Insta
16	09-08-2022	Paintings @ BM; Slab-work at AKG-02; Need of Exhaust fans at BM; Plastic-thorns for Pigeon Menace at BM; Follow-up on TM-Rivers; Photoshoot preparations	Falguni & Dr Nagar	Slab-work completed. Manish Doshi is satisfied with the work; Photoshoot completed in all Units; TM-Rivers on verge of completion
17	10 & 22-08-2022	Colour Work expenses for 15 days (66627); Lecture series (SK); Foundation-Day preparations	Dr Nagar & Sureshbhai K	Shri Nimit Oza was invited as the Speaker
18	17-09-2022	Akg-Road; Tara-Mandir-Rivers; Local Photography; Manish Doshi; AKG-Website	Dr Nagar & Falguni	AKG-Road under discussion; AKG-Website-Work in Progress; Other tasks completed
19	21-09-2022	AKG Principals Meeting with Photographer	Falguni	Task completed
20	24-09-2022	Meeting with AKG-Principals-Saraswati-Mandir cleaning; Parents meeting on Sunday; Transportation for Rajkot visit; Exams from 10 to 18/10/2022; Reopening on 10/11/2022	Dr Ranjana Majithia & Ms. Vandana Sharma	Task completed
21	26-09-2022	AKG-Uniforms; AKG-Photography; AKG-Website; Tara-Mandir Projector; Bharat-Mandir-Pigeon Menace; LED Screen; Manish Doshi's visit; AKG Annual Programme	Dr Nagar, Dr Ranjana Majithia & Ms. Vandana Sharma	All tasks under progress

22	06-10-2022	GMC-Photography; GMC-Website updation; Sharing pictures of Bharat-Mandir; Manish Doshi's Report; AKG-Annual Programme; BM-Exhaust fans; BM-Painting-India Map-Proper Lighting	Suresh Lothari, Dr Nagar, Dr Ranjana Majithia & Ms. Vandana Sharma	GMC-Photography completed; BM pictures shared with Hon'ble Juhi madam; MD's report shared; Annual Programme planning in progress; Falguni following up the Exhaust fan matter with SCL; Suresh Kothariji pays a visit to BM.
23	07-10-2022	AKG-Road	VS Shukla & Trivediji	Quotations shared and matter discussed with Trustees
24	07-10-2022	Meeting with Vandana Sharma	Dr Nagar	Increment released with effect from Oct. 2022
25	08-10-2022	Meeting with Ranjana Majithia	Dr Nagar	Increment released with effect from Oct. 2023
26	14-10-2022	AKG-Road	VS Shukla & Trivediji	Cement road a permanent solution; need 15 day curing period; reduce to 6"; BM to College - 6 mm wide; thickness-8"; Drainage on both sides; Cross-over (Insert U Pipe); Necessary permission; 300 mm depth.

AKG Meeting: Campus Updates-11/05/2022

- (i) BM Painting work in Progress (Team-AKG)
- (ii) AKG-02: Staff-common room shelves being fixed; Exam room is ready; Repair & renovation of 10 rooms for accommodating AKG-EM students - work is in progress
- (iii) Vandana has shifted to the new AKG-Principal's office
- (iv) Stones purchased for making rectangles for plantation by children
- (iv) AKG-Plantations - Work in progress at Entry Gate, Gayatri Gate, Bharat-Mandir & GMC (Fencing being fixed to protect plants)
- (v) Rough-Floor leveling in front of Toilets@Bharat-Mandir - Work in progress
- (vi) Water-proofing completed at the roof-tops of the Bharat-Mandir and Tara-Mandir entry gates.
- (vii) Parents-rest room work in progress
- (ix) Inputs received from Shri Karthik (Smarter Dharma) for RWH repair & renovation (- You will need to hire a structural engineer to calculate the pressure generated with dead weight and live weight of the rwh tank. Which means when tank is empty and full. This will tell how many partitions and what should be strength of partition. Otherwise, in couple of years.. This will form cracks in other locations in couple of years again.")
- (xi) Bore-well quotes have been finalized for NCC#Playground and AKG-01.
- (xii) Installation of Motor in front of Smruti Mandir for plant-watering purposes.
- (xiii) Received Last-Notice from CHE for Devendra-Acharya's double payment case.
- (xiv) AKG-Buses to be sent for General repairs & maintenance.

Other Updates:

- (i) PTMs held at AKG-02 & AKG-01
- (ii) Karate (250)/Bharat-Natyam (2000)/Sports classes have been fixed by the AKG-Principals
- (iii) Marketing efforts being made by the Principals
- (iv) Session to commence from 14/06/2022

- (v) ERP implementation from June 2022
- (vi) Dead-stock work in progress
- (vii) FDPs being planned with the opening of the new term
- (viii) Introduction of Vocational courses of Hand-stitching and Coding (need to finalize) _ Dear Dr Nagar
- (ix) Sports being encouraged (Volley-Ball team participated at the District level).
- (x) Land measurement applications for as many as 12 plots have been successfully submitted.

“The two best organisations for coding for school students are (i) the Raspberry Pi Foundation, and (ii) WhiteHat Junior. I do not know if these organisations have a presence in Porbandar or can arrange coaches at AKG.

I have not heard of MasterKoder and their fees per student seem to be very high.” – Shashank Vira

Budget meetings

- (i) **All details regarding strength, staff requirement have been shared with Yogeshbhai for forecast purposes**

Arya Kanya Vidyalaya Trust, Porbandar

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8	11-06-2022	Bus- Battery; Podium for AKG-EM; Mafatlal Material for AKG students; Purchase of Lawn Mower; 03 Buses each for AKG-EM & GM; Mandap for Yoga day	Amit & AKG-Principals	All tasks completed
9	15-06-2022	GTPL Connection (New); 03 Laptops for AKG Principals; Scholarship; Icard; Logbook; Bedsheet	Amit & AKG-Principals	All tasks completed
10	16-06-2022	AKG- 01: Notebook purchased in Advance; Bedsheets arrive; Scholarship details explained to VS; Repair of Diesal Pump; Purchase of Tractor with implements	Amit & AKG-Principals	All tasks completed

11	17-06-2022	GMC #Hostel; Website-meeting; Cycle quotations; Laundry refund; PTI for AKG-EM	Amit & AKG-Principals	Cycle quotes invited by Ranjana madam; Shabana as full-time PTI for AKG-EM; Ishita Sodha as Music Teacher (4000/-pm)
12	18-06-2022	Website Meetings, Large pic of Pujya Kulbharatashri	Falguni & Sureshbhai Kothari	Pictures placed in the Trustees Room
13	14-07-2022	AKG- 02-Garden (left side)	Vandana Sharma	All dead plants have been removed; Garden area has been cleaned
14	15-07-2022	Thought: Work Towards Solution; AKG-Road; AKG-Photography; Manish Doshi Follow-up; Tara-Mandir follow-up	Dr Nagar & Sureshbhai K	AKG-Road quotations shared; Photography task completed in all the three sections; Manish Doshi's visit completed; Raval sir to come back in 02 months time.
15	04-08-2022	Admin Interview; Website development/upgradation; Social-media-marketing	Falguni & Dr Nagar	Ankit Nimbark goes in for a trial period of one month from 15/08/2022 to 14/09/2022; Relevant Instagram post are uploaded on AKG-Insta
16	09-08-2022	Paintings @ BM; Slab-work at AKG-02; Need of Exhaust fans at BM; Plastic-thorns for Pigeon Menace at BM; Follow-up on TM-Rivers; Photoshoot preparations	Falguni & Dr Nagar	Slab-work completed. Manish Doshi is satisfied with the work; Photoshoot completed in all Units; TM-Rivers on verge of completion
17	10 & 22-08-2022	Colour Work expenses for 15 days (66627); Lecture series (SK); Foundation-Day preparations	Dr Nagar & Sureshbhai K	Shri Nimit Oza was invited as the Speaker
18	17-09-2022	Akg-Road; Tara-Mandir-Rivers; Local Photography; Manish Doshi; AKG-Website	Dr Nagar & Falguni	AKG-Road under discussion; AKG-Website-Work in Progress; Other tasks completed
19	21-09-2022	AKG Principals Meeting with Photographer	Falguni	Task completed
20	24-09-2022	Meeting with AKG-Principals-Saraswati-Mandir cleaning; Parents meeting on Sunday; Transportation for Rajkot visit; Exams from 10 to 18/10/2022; Reopening on 10/11/2022	Dr Ranjana Majithia & Ms. Vandana Sharma	Task completed
21	26-09-2022	AKG-Uniforms; AKG-Photography; AKG-Website; Tara-Mandir Projector; Bharat-Mandir-Pigeon Menace; LED Screen; Manish Doshi's visit; AKG Annual Programme	Dr Nagar, Dr Ranjana Majithia & Ms. Vandana Sharma	All tasks under progress

22	06-10-2022	GMC-Photography; GMC-Website updation; Sharing pictures of Bharat-Mandir; Manish Doshi's Report; AKG-Annual Programme; BM-Exhaust fans; BM-Painting-India Map-Proper Lighting	Suresh Lothari, Dr Nagar, Dr Ranjana Majithia & Ms. Vandana Sharma	GMC-Photography completed; BM pictures shared with Hon'ble Juhi madam; MD's report shared; Annual Programme planning in progress; Falguni following up the Exhaust fan matter with SCL; Suresh Kothariji pays a visit to BM.
23	07-10-2022	AKG-Road	VS Shukla & Trivediji	Quotations shared and matter discussed with Trustees
24	07-10-2022	Meeting with Vandana Sharma	Dr Nagar	Increment released with effect from Oct. 2022
25	08-10-2022	Meeting with Ranjana Majithia	Dr Nagar	Increment released with effect from Oct. 2023
26	14-10-2022	AKG-Road	VS Shukla & Trivediji	Cement road a permanent solution; need 15 day curing period; reduce to 6"; BM to College - 6 mm wide; thickness-8"; Drainage on both sides; Cross-over (Insert U Pipe); Necessary permission; 300 mm depth.

AKG-GMC

Gurukul Alumini and Parents Association

Minutes: Interface Meeting conducted on 18.08.2020

Society Office bearers

Dr Anupam R Nagar

Prof. Rohiniba Jadeja

Dr. Ketki N Pandya

Dr. Shanti Modhvadiya

Dr. Bharatsinh Dodiya

Dr. Sharmistha Patel

Dr. Pranali Modha

Ms. Urvi Modha

Ms. Manisha Kataria (English)

Ms. Dina Masani (English)

Ms. Aditi Dave (English)

Ms. Jagruti Majithia (Home-Science)

Ms. Geeta K. (Home-Science)

Ms. Bharti S. (Home-Science)

Ms. Rupl Bokhiriya (Home-Science)

Ms. Rekha Majithia (Home-Science)

Ms. Beena Dattani (Commerce)

Ms. Nita Vora (Commerce)

Ms. Manisha Masani (Commerce)

Ms. Gita Odedra (Gujarati)

Ms. Sonal Bapodara

Ms. Dhara Kher

Members proposed

Dr. Ila Thanki (Economics)

Dr. Ranjana Majithia (Hindi)

Ms. Shilpa Balas (Hindi)

Among others the following points were discussed:

1. To appoint all the above-mentioned HoDs as Trustees of the Gurukul Alumni & Parents Association (Regd. Society)
2. To submit **two passport-size and copies of Aadhar-card to Beena Dattani** (College office-staff) for enrolment as members of the Society by Saturday.
3. All HoDs would suggest a few more names of Alumni/Parents for enrolment as members of the society asap.
4. To work actively towards realizing the dream of our founding father Raj-ratna Shreshthishri Nanjibhai Kalidas Mehta.

PROVOST/DIRECTOR

GURUKUL CAMPUS

ARYA KANYA VIDYALAYA TRUST PORBANDAR

MINUTES

MEETING FOR DEVELOPMENT OF GURUKUL MAHILA ARTS AND COMMERCE COLLEGE PORBANDAR

Coordinated by Dr. Anupam R. Nagar

ON 04.05.2020 at 10.00 am

List of Participants (Shri/Smt/Dr/Ms):

ANUPAM NAGAR
ROHINIBA JADEJA
KETKI PANDYA
SHANTI MODHVADIYA
SHARMISTHA PATEL (ONLINE)
BHARATSINH DODIYA
NANDITA GHEDIYA
DEVI KHUNTI

1. Welcome to all by Dr. Anupam R. Nagar
2. Initiation of Online SDP –Student Development Programme (04.05.2020 to 16.05.2020) in the presence of all HoDs. All HoDs shared their good-wishes with the TY students.
3. Time-Table (Arts & Commerce) updated & finalized for the academic year 2020-21.
4. AQAR data cross-checking finalized for 2019-20.
5. Academic-Calendar to be revised and updated in keeping with UGC/BKNMU guidelines.
6. Dr. Sharmistha Patel to coordinate with Shri Bhavesh Modha for e-magazine format to be emailed to the college asap.
7. All HoDs to ensure that in the next academic term we move towards conducting online internal assessment/online teaching and preparation of e-content.

PRINCIPAL

**MINUTES OF FORTNIGHTLY MEETING FOR DEVELOPMENT OF GURUKUL
MAHILA COLLEGE COORDINATED BY MS. JUHIBEN MEHTA**

(i) Dated: 12.09.2018:

7. Update Dr Nagar:

- a. Several activities that have taken place. Steps needed to realise Gurukul's long term vision of being seen as a University.
- b. Hostel was closed for 10 days and the college follows a separate calendar from Gurukul, so the girls had to go on a forced holiday.
- c. Punctuality of the girls to be improved.
- d. DM Acharya matter submission needs to be done (in conjunction with Sureshbhai).
- e. Rajbir to help in cleaning of the jungle near the border, so that the girls can have a place to play.
- f. The platforms on the mezzanine of the auditorium have now been removed, so whether funds recently received from the Nibhaav Grant can be utilised towards construction of basic classrooms at that place.
- g. Vedic chanting can be organised at 7 am, and whether havan kund can be brought in once a month at that time.
- h. Annual Day will be held on 30th Jan 2019, and a special request to the Mehta Family and Juhiben & Umaben to attend.
- i. Feedback – thanking Juhiben for the garden, and also organising this video conferencing.

(ii) Dated: 26.09.2018:

9. Dr Nagar:

a. Recesses at Mahila College:

About this Dr. Nagar said that the teachers would be unable to stay for more than 5 hours everyday, so increasing the time slot of recesses or the number of recesses cannot be done at the moment.

b. The matter of different holidays for the college and hostel has now been sorted.

c. The punctuality of the girls has improved. To this Ramaben confirmed that the girls leave before 7.30 am as she locks the gate at 7.30 am and opens it at 1 pm. Dr Nagar said to inform him in case 3 or 4 or the girls get late some time. Kamalben and Umaben said that communication and coordination can be improved.

d. Regarding the DM Acharya matter:

Sureshbhai said that Jayant Sheth is making the reply to the higher commissioner. Mr Acharya is not responding at all. From our end every action is being taken on those responsible as per advise by the court.

- e. Many activities planned for celebrations on 2nd of October. Falguni to follow up with Rajbir for speeding up the cleaning of grass so that work can be finished by then.
- f. Whether some of the old precious paintings of Nanjibhai can be placed on the mezzanine floor of Prarthana Mandir once the painting work is over. Kamalben said to please send images of the paintings and not to do any restoration work on them. Nilima to send the images of the paintings to Kamalben.
- g. Sureshbhai's help need about the Junior Clerk matter.
- h. Hasmukh Sarvaiya helps the students in Sporting activities from 11 – 1 pm. And possibly can extend to 4 – 6 pm also.
- i. TY exams start on the 23rd October. Hopefully uniforms will be done by then.
- j. Sureshbhai's help needed about the Tax issue matter of 2006-16/17. A query of Rs 7.5 lakhs remains. Sureshbhai said that he has requested Chetanbhai from Rajkot to help.

(iii) Dated: 10.10.2018:

k. Canteen construction and tiling work in the college to be done in the vacations. While Dr. Nagar would like the work to finish between 5th and 18th November, Pragnaben mentioned that the work will take at least 30 to 40 days, given that there are breaks in the work and the cheap and good tilers work at their convenience. Sureshbhai will be identifying the location of the canteen during his upcoming visit. Pragnaben has shared the rough sketch of the canteen and will soon share further details of the sketch, as much is not clear from the sketch. The estimated budgets stand at Rs 1,21,000 for the upper part and around Rs 30000 to 50000 for the inside part of the canteen. Sureshbhai to sort out the location, cost, estimated amount of time it will take and whether to do the tiling in phases.

m. Uniforms & Patches:

m. 150 uniforms have been issued. Of which 46 hostel girls of First Year are included. Dr Nagar requested if the other students could get their uniforms before their exams begin on the 19th November.

Kamalben has suggested that samples with patches should be created, so that it is easier to arrive at the most appropriate option. Pragnaben to try and have it put on the a dupatta to see how it looks. Dupatta folding and pinning code of conduct to be decided and enforced.

r. Dr Nagar wishes to know if the old paintings can be exhibited on the mezzanine floor of PrarthanaMandir, as it has now been painted and there is no water seepage there. The assessment officials coming from NAC can see it there when they come in 2019. Kamalben requested Dr Nagar to resend the photos of the paintings as she hasn't received them yet. In any case, they should not be

retouched.

v. Dr. Nagar:

Can the paintings be exhibited in the mezzanine?

Students should be made aware of their trustees. Can their photos be put up in the office space? Every year the legacy can be celebrated. Annual programme (30th Jan) can showcase their life, vision and missions. To this Juhi said that this point can be discussed in the monthly meetings after they start.

Playground: Preparation of tracks. Basketball ground and volleyball court need maintenance. Commando Hasmukhbhai Sarvayya has helped the performance of the students, though a little bit of training but in a big way. Girls have performed well in the track and field events.

The garden is looking good, can a little more attention be paid to the lawn?

Didiji's contribution to Theatre, Dance and Music is well known. If promoted, our institution will stand out, as no other institution can do that. To preserve the legacy, liberal arts, humanities, commerce can be encouraged.

Bapuji's wonderful biography and Mahendrabhai's excellent autobiography can be percolated to the students – small skits etc can they be done? Juhi advised that this (university and books related) be brought up in the monthly meetings.

(iv) Dated: 26.10.2018:

7. Dr. Nagar:

- a. First draft of SSP to be submitted is ready.
- b. We should be ready for state level accreditation in Jan 2019 and national level accreditation in Sept 2019.
- c. As a part of the specifics needed for accreditation, ramps and railings are required to be made for disabled students.
- d. For water storage, whether the swimming pool can be re-plastered. This was found to be a big expense and Kamalben asked whether there is any other option. Pragnaben said that even covering it will be a very big expense, so it has to be evaluated if this is going to be a worthwhile expense.
- e. The back side of the college building has now been cleaned well, so whether square and rectangles can be made there for a kitchen garden.
- f. Whether a lawn can be made in front of the college.
- g. The websites have now been integrated, but Mr Bhavesh Joshi is facing some problem in updating the content. To this Falguni said that she will have this problem sorted out. She had been waiting for Sureshbhai's green signal on proceeding with work on updation of the content – which he has now given.
- g. The QR process for icards is being put in place. Teachers icards to be ready by

10th November.

h. Dineshbhai had submitted his report for the paintings.

i. Diwali vacations will end on the 18th November and 19th November the second session will begin.

j. F.Y. students have their exams on the 1st of December, so they will return from vacations on the 30th of November.

k. At the drawing competition held on the 2nd of October during the Gandhi Jayanti celebrations, 3 of the students have won prizes.

l. Uniforms have been given to 375 students. Regarding the patches it was discussed that not only would be not be appropriate to call them back from the students, but also the 'Au Ru M' printed on the patch is now obsolete and does not really resonate with AKG – so it was decided that the uniform should not have this patch. Sureshbhai said that a new and beautiful logo should be made for the uniforms.

(v) Dated: 21.11.2018:

1. Dr Nagar:

a. Girls are coming in their uniforms. There is no patch on it at present. A common emblem for AKG to be identified as a part of the consultant's scope with the long term vision in mind.

b. SY exams get over on the 27th and FY exams get over on the 10th. There was no tradition earlier where regular classes would be going on during exam time, whereas in his opinion, maximum use of time should be made.

c. Self Study Report (SSR) – State level would be in Jan 19 and National Level

- would be in Sept 19. Mid of December we can apply for AAA.
- Thankful for Canteen and Ramp approval (for Divyanjan disable students).
 - Swimming pool cost estimated as around Rs. 65000, which is not a priority at the moment.
 - Planting of some seeds done behind the kitchen – hopefully they will sprout well.
 - Bhavesh Joshi working round the clock for setting up the ID cards for teachers with QR codes.
 - With the help of the jogging track (after jungle was cleared) and the army coach, Varsha stood 3rd in Porbandar marathon.
 - Dinesh to send quote for reconstruction of paintings. Since the pictures are not too impressive, reconstruction can be done by Jan only if the cost is not too high. Juhiben requested Dr Nagar to take the help of Pragnaben in this work, as she has a knack of doing things neatly.
 - In line with NAAC – instilling of values and ethos, yagyakund is ready and Rishikumar from Sandipani Ashram is helping. To this Sureshbhai said that help for havan should be taken from our own Brahmacharinis, as they can do it very well. Aartiben and Ramaben to select and send the girls who can help with the havans organised every month by Dr Nagar.
 - Proficiency in English – 209 students will be taking the exam on the 5th December, and will be getting a certificate from Cambridge University.
 - 2nd term from 19th Nov till 24th of April. 2nd week of March, TY exams begin.
 - Regarding the carpentry and masonry work in college, so as not to delay the work, Dr Nagar can obtain a quotation, take Sureshbhai's approval and commence the necessary work as required. For eg . Tracks and ramp.

(vi) Dated: 19.12.2018:

GMC update from: 19.11.2018 - 19.12.2018

Sl. No.	Task/Event	Organized by/follow up by	
1	Yagna after Diwali Break at Gurukul Mahila College by College students: 29.11.2018	College students	10
2	Tablet Distribution Programme: 29.11.2018	Govt. of Gujarat	170
3	UDISHA District-Level Interface Principal's Meet at	Govt. of Gujarat	10

	GMC: 13.12.2018		
4	AAA/NAAC PREPARATORY: 18.12.18	Principal & Team GMC	539+22
5	Preparations for PTA Interface Meet on 10 & 11.01.2018	Team GMC	539
6	Printing of Arya Kanya Gurukul Patrika & Gurukul Samchar	Team GMC	05 copies for record purpose
7	MoUs with 04 NGOs: RM; SGU; YRC & The Prakriti, the Youth, Porbandar	Team GMC	NAAC REQUIREMENT
8	Course in Value Education; Computer Literacy; Quality initiatives like CCC, Tally ERP9	Team GMC	For hostel students
9	Sports week	17.12 to 22.12 in session	All students
10	Web development: AKG & GMC Control panel user name & password to be procured	Bhavesh Joshi	
11	QR: 98% complete: bita testing in process: to implement from Monday i.e., 24.12.2018	BHAVESH JOSHI	
12	District-level Seminar to be organized on 05.01.2019: Subject: Folk literature of Porbandar district	GMC	30 have registered so far
13	Musical instruments (lent to Arya Kanya Gurukul in 1993 as per college dead-stock register) to be procured back.	Dr. Ranjana Majithia & Pragna Gajjar	
14	New Motor (submersible) installed	GMC	-
15	IT query (2007-2016) still remains unsolved	Shri Sureshbhai Kothari to follow up	-

16	UGC grants can be availed after valid accreditations	Who would be accountable?	-
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(vii) Dated: 11.01.2019:

1. Dr. Nagar:
 - a. Dr Nagar and the staff are preparing for the visit of the Peer Team members arriving on 17th Jan evening for the purpose of Data Validation and Verification to take place on the 18th of Jan. A meeting with all the staff and students to prepare for this process will be held on the 15th of Jan, for the Peer Team's interaction with parents, teachers, students as well as administrative officers.
For this occasion, 30 staff members would be required to have their meals in Gurukul. Dr Nagar to send an email request to Pragnaben to this effect.
Dr Nagar to also send the names of the 3 visiting Faculty members to Sureshbhai.
 - b. Dr Vasavada and his team are making presentations to First Year students from 1 pm to 2 pm everyday for their health modules under Environmental Studies.
 - c. Dr. Nagar to go ahead with the purchase of the trolley for waste and garbage disposal.
 - d. Dr Nagar had conducted an arts faculty meeting, where in parents and alumni were invited along with the present students. They were all counselled or waiting for the girls to finish their education before getting them married.
 - e. If there are more number of college students next year, their accommodation would have to be looked into. Pragnaben and Dr Nagar to discuss internally on this.

(viii) Dated: 07.03.2019:

1. Dr. Nagar:
 - a. Updates from 11.1.2019 till 01.02.2019 :

1. Academic and Administrative Assurance Peer-Team visit: 18.01.2019
2. Expert Session by Rajubhai Potdar on Rural Self-Employment Training Institute(RSETI): 19.01.2019
3. Workshop on Nursing: 09.01.2019 to 21.01.2019
4. EMC visit to D R Garments Factory: 24.01.2019
5. Educational visit to Pooja Dying factory: Jetpur: Department of Home-Science:
24.01.2019
6. Youth Parliament at Gurukul Mahila Arts & Commerce College: Dt. level
competition: 25.1.2019
7. Republic-Day celebrations in Gurukul Mahila Arts & Commerce College:
26.01.2019
8. Annual Programme 2019
9. Legal Awareness Session organized by the District Court: 31.01.2019
10. Workshop on Rifle Shooting: 31.01.2019 to 02.02.2019
11. Nehru Yuva Kendra camp on Personality Development: 04-06/02/2019

b. Updates from 02.2.2019 till 06.03.2019:

12. Placement Fair: 77 students registered from GMC
13. Amreli College (Department of English) visit to GMC: 14.02.2019 and they are impressed with work of Department of English and exchange notes
14. Celebration of International Mother-Tongue Week:15.02.2019 to 21.02.2019
15. Inauguration: Travelogue writing competition
16. Educational Visit to Department of Gujarati: Bahuddin Arts College, Junagadh
17. Varta Lekhan Spardha (Short-story writing competition)
18. Valedictory: Know the writer (Shri Hirji: Ranavav Govt. College)
19. Workshop on Environment & History (plantation of 48 saplings as a Green Tribute to the Pulwama Martyrs) (25.02.2019 to 02.03.2019)

Other Matters:

- ☐ TY Exams to commence from 19.03.2019 and if hostel students want 7-8 days of study time, they can be permitted to go home and come back for exam.
- ☐ Study-time from 15.03.2019 for SY
- ☐ Study-time from 30.03.2019 for FY

☐ Summer Camp: 15.04.2019 to 30.05.2019 we are inviting experts to run as many as 12 courses.

☐ NAAC preparation: We are in the process of uploading the SSR. IQA has been submitted on 14th Feb. and now we have entered in the 2nd cycle of NAAC which was derailed after 2007 and we kept on writing and with help of Sureshbhai and Arun Nigvekarji they extended the rating from 2007 till 2012-13. The AQAR data that we have prepared for the years 2013-2014, 2014-15, 2015-16, 2016-17 and 2017 -2018 is 99% over and now we are in the process of uploading data. After filing IQA we get 45 days to submit the SSR report. Hence, we have been sitting with Criterion Heads and the IQAC Coordinators everyday and uploading data.

☐ Newly constructed washrooms (First Floor) which were recently built have had some pipeline issues and we have got it repaired. Now whatever leakages were there are in the process of drying up but the septic tank area needs attention. The Civil engineer, Shri Niravbhai Modh (Saurashtra Cement) has noted this.

☐ NAAC: We need Memorandum of Understanding with Saurashtra Cement. As such we have signed 04 MoUs (with Saheli Group, Om Computers, Prakruti, the Youth Society & Youth Red Cross Society) so far. An MoU with Saurashtra Cement would help us in placement and counselling.

Tasks that need prompt attention at Gurukul Mahila Arts & Commerce College

1. Rain-water Storage Tank (Behind the Computer Lab.)
2. New Pipeline connection from the terrace to the Rain Water Storage Tank
3. Canteen Gutter line to be repaired (exit to be directed towards the boundary wall)
4. Need of mud to extend garden towards the boundary wall
5. Repair of Roof of Prarthana Mandir (Previous year matter)
6. Requirement of Trolley (to transport waste): In process
7. Repair of Newly constructed Washrooms
8. Parking shed for two-wheelers to be prepared from the Canteen point up to the boundary wall.

(ix) Dated: 15.04.2019:

9. Falguni suggested that while the fee structures of Santokba English Medium and Gurukul are being discussed, the fee structures of the College and SantokbaVidyamandir should also be looked into and revised if the management deems fit and in line with government compliances. It was noticed that the college fees range from Rs. 465 to Rs 1200 per student per semester.

Sureshbhai said that as the college is run by the government, we may not have a major say in the fees of the college. So far all these years, the college fees were managed by the Principal and the concerned officers, so it was never an issue for the Trust. Pragnaben mentioned that when Mr Jayesh Bhatt was the Vice Principal, he had deposited a profit from college in the Trust. Sureshbhai also said that Dr Nagar having to invest his own funds in the operation of the college is not a good thing and that Sureshbhai would address this matter soon in a proper manner.

(x) **16.05.2019**

GMC UPDATE FROM 13.04.2019 TILL 16.04.2019

1. Summer Camp begins on 15.04.2019 (47 students have enrolled this year)
2. Summer Vacation has commenced for teachers: 22.04.2019 to 11.06.2019
3. NAAC DVV task is 90% complete:
 - a. C-I: Supplementing the curriculum with add-on/short-term/value-added courses
 - b. C-II: Adopting an Innovative approach in Teaching-Learning and Evaluation with ICT
 - c. C-III: Organising FDP; Seminars & workshops and promoting extension activities (NSS, YRC, SG, RM, VK)
 - d. C-IV: Computerization of the Library with easy access; Skill-development Centre; Availability of e-content
 - e. C-V: Student support & Progression with various Student Development programmes (SDP) by IQAC; Celebration of all National festivals; Annual Parents-Alumni Interface Meets; Annual Programme; Publications
 - f. C-VI: Decentralization by way of formulating 18 committees, Students' Council with CRs; fortnightly/monthly video-conferencing with the management.
 - g. C-VII: Effective waste management; Green ambience; Best Practices – Study-circles & Saptadhara
4. Tasks completed: Repair of Canteen Gutter line; Cricket Pitch; Running track (boundary line demarcated); Bore-well; mud procured for extension of garden area; 20 posters to showcase our achievements; received 240 sacks of cement
5. Tasks in process:
 - a. Rain-water-storage Tank (25000 approx)
 - b. Parking Shed (1,00,000 approx)
 - c. Repair of Basket-Ball/Volley-ball court (1,50,000 approx)
 - d. Running Tracks (82000 approx)
 - Budget required for a+b+c+d=3,57,000/-**
 - e. Repair work of Prarthana Mandir roof (need completion before 10th June 2019): Saurashtra Cement
6. Areas to be addressed:
 - a. Linkages & MoUs/Collaborative Activity/Extension Activity
 - b. Remedial coaching
 - c. Research & Research Journal
7. Income & Expenditure of GMC: Against an income of 7,88,795/-, 6,21,872 is paid to the University; Visiting Staff salary: 3,17,026; Grants received: 80,000/- Saptadhara & Udisha: 40,000/- Total Grants received: 1,20,000/-
8. All hostel students to positively report by 11.06.2019 and to strictly abide by the college calendar.