



Managed by Jivan Jyot Trust, Amroli-Surat  
**J.Z.SHAH ARTS & H.P.DESAI COMMERCE COLLEGE, AMROLI-SURAT**  
Grant in Aid College affiliated to Veer Narmad South Gujarat University, Surat  
Accredited 'B++' (CGPA 2.94) by National Assessment And Accreditation Council  
(3<sup>rd</sup> Cycle) Sep-2019 Bengaluru  
An ISO QMS - 9001: 2015, EMS - 14001 : 2015 & OHSAS - 18001 : 2007 (IMS)  
Certified Institute

### Minutes of the Local Managing Committee

2020-21

Minutes of the Local Managing Committee meeting held on 14/03/2020 at 10.00 a.m. at college multimedia hall. The following members were present:

Sr. No.	Name of the Member	Position
<b>Nominee of JivanJyot Trust:</b>		
1.	Shri. Bharatbhai Shah	Chairman
2.	Shri. Ashwinbhai Patel	Member
3.	Shri. Kantibhai	Member
<b>Teachers elected by the teachers of the college:</b>		
4.	Dr. Sejal Desai	Member
<b>Non-Teaching employee elected by the Non-teaching employee of the college:</b>		
5.	Shri. Champakbhai Patel	Member
<b>Principal of the college:</b>		
6.	Dr. K. N. Chavda	Member- Secretary

Agenda: -

1. To confirm minutes of previous meeting held on 04/05/2019.
2. Discussion on Budget.
3. Discussion and planning on Major recommendations of the Peer Team.
4. College Update.

5. College Update.
6. Activity Report of A.Y. 2019-20.
7. To introduce new certificate courses and continuation of old.
8. To apply for Certificate courses in Baba Ambedkar University.
9. Recommendation plan of action for academic year 2020-2021.

**Item No. 1: To confirm minutes of previous meeting held on 04/05/2019.**

The minutes of the Meeting held on 4<sup>th</sup> May, 2019 approved by the Chairman and circulated to the other members. Since there were no comments received from any of the members, the proceedings were confirmed as correctly recorded and the following resolution was passed: “RESOLVED THAT the minutes of the meeting of the Local Management Committeemembers of the college held on 4<sup>th</sup> May, 2019 be and is hereby confirmed as true record of the proceedings as no comments have been received from any members”.

**Item No. 2: Discussion on Budget:**

All the members discussed about the budget of the college for the academic years 2019-20 and appreciated on proper maintenance of Books of Accounts and Audit Report. The committee has also reconciled the actual data with budgeted of previous year.

**Item No. 3: Discussion and planning on Major recommendations of the Peer Team:**

The various recommendations of the NAAC Peer Team and ways of implementing them were discussed. These recommendations constitute Section IV of the Peer Team Report entitled ‘Recommendations for Quality Enhancement of the Institution’.

The Major recommendations of the Peer Team include:

- All payments be made through digital mode to promote digitization.
- Teachers be encouraged to enrol for PhD, and complete the same.
- Courses may be taught on textile and diamond business that are flourishing in Surat.
- College-industry linkage be strengthened for students.
- Outdoor sports facilities be strengthened for the benefit of students.

Various plans were invited and discussed on the above mentioned recommendations and decided to make all payments through digitization from the academic year 2019-20.

**Item No. 4: College Update:**

Principal informed about the College updates. Presentation was made to themembers regarding various activities and achievement during last academic year.

Principal informed that continuous follow up for inspection by Local Management Committee is being done till date. Committee noted and appreciated it.

**Item No. 5: Approval of Staff requirement for A.Y. 2020-21:**

Recruitment of faculty for A.Y. 2020-21 was approved. It was unanimously resolved that efforts be made to get qualified faculty.

**Item No. 6: Activity Report of A.Y. 2019-20:**

Principal explained about the various activities like NSS, NCC, Seminars, Conferences and various guest lecturers from eminent speakers from industries and academia were arranged.

**Item No. 7: To introduce new certificate courses and continuation of old.**

College is already providing certificate courses. From feedback analysis LMC decided to introduce new certificate courses like Disaster Management, Workplace Security, E-Commerce, Government's scheme, Introductory course on Diamond, Media & Communication, N.S.S, Textile Study and Traffic Awareness. And Continuation of old courses like C2C, IIT –bombay, Finishing school, and Tally. All the members discussed about the same and suggested to introduce more skill based courses

**Item No. 8: To apply for Certificate courses in Baba Ambedkar University:**

LMC decided to apply for Certificate courses to Baba Ambedkar university for permissions of the same.

**Item No. 9: Recommendation plan of action for academic year 2020-2021.**

- 1 To make innovation in evaluation method.**
- 2 To increase/ modify certificate courses, add-on and value added programs as per the demand of job market.**
- 3 To increase student centric activities.**
- 4 To increase the participation of students in green activities.**
- 5 To focus on outcome based education.**
- 6. To set-up a committee for certificate courses and recommended them to think about courses of textile and diamond.**
- 7. To construct a new gymkhana block for sports activities.**

**Item No. 10: Any other matter with the permission of the Chairperson.**

With no other matter was pending, the meeting ended with a vote of thanks to the chairperson.

