

## 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. Jayantbhai Patel	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 14/03/2020.
2. Discussion on Budget.
3. College Update.
4. Approval of Staff requirement for A.Y. 2020-21.
5. Activity Report of A.Y. 2019-20.
6. Report of feedback analysis & action taken report.
7. Confirmation about plan of action for academic year 2020-2021.

**Item No. 1: To confirm minutes of previous meeting held on 14/03/2020.**

The minutes of the Meeting held on 14<sup>th</sup> March, 2020 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 Committee members of the college held on 14<sup>th</sup> March, 2020 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: College Update:**

Principal informed about the College updates. Presentation was made to the members 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. 4: 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. 5: 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. 6: Report of feedback analysis & action taken report:**

The college strongly believes in feedback system. IQAC coordinator Dr. Sejal Desai presented the Report of feedback analysis report of year 2019-20 which is as follows:

Sr. No.	Feedback / Stakeholder	Analysis	Suggestions	Outcome
1	<p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>• Alumni</li> <li>• Student</li> </ul>	<p><b>(B.com.)</b></p> <p><b>Sem I:</b></p> <p>Out of 123 students...</p> <p>1. 38% of the students strongly agree while 27% of students agrees that syllabus should be update. 34% of students</p>	<p>Practical based topics should be included.</p> <p>Internship should be included in the</p>	<p>Suggestions are communicated to the IQAC &amp; principal for its implementation.</p>

		<p>were neutral and 1% were disagree.</p> <ol style="list-style-type: none"> <li>2. 87% of students believes that course of curriculum fulfilling their expectations.</li> <li>3. 83% of students believes that syllabus enhances employability or business skills while 12% of students have neutral opinion on it remaining 5% were disagree on it.</li> </ol> <p><b>Sem II:</b></p> <p>Out of <b>235</b> students...</p> <ol style="list-style-type: none"> <li>1. 22% of the students strongly agree while 34% of students agrees that syllabus should be update. While 40% of students were neutral and 4% were disagree on it.</li> <li>2. 77% of students believes that course of curriculum fulfilling their expectations.</li> <li>3. 81% of students believes that syllabus enhances employability or business skills while 16% of students have neutral opinion on it and 3% were disagree on it.</li> </ol> <p><b>Sem III:</b></p> <p>Out of <b>782</b> students...</p> <ol style="list-style-type: none"> <li>1. 24% of the students strongly agree while 31% of students agrees that syllabus should be update. While 41% were</li> </ol>	<p>curriculum.</p>	
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		<p>neutral and 4% were disagree on it.</p> <ol style="list-style-type: none"> <li>2. 78% of students believes that course of curriculum fulfilling their expectations.</li> <li>3. 78% of students believes that syllabus enhances employability or business skills while 15% of students have neutral and 7% were disagree on it.</li> </ol> <p><b>Sem IV:</b></p> <p>Out of <b>209</b> students...</p> <ol style="list-style-type: none"> <li>1. 23% of the students strongly agree while 33% of students agrees that syllabus should be update. While 44% of students have neutral opinion on it.</li> <li>2. 70% of students believes that course of curriculum fulfilling their expectations.</li> <li>3. 79% of students believes that syllabus enhances employability or business skills while 18% of students have neutral and 3% were disagree on it.</li> </ol> <p><b>Sem V:</b></p> <p>Out of <b>571</b> students...</p> <ol style="list-style-type: none"> <li>1. 26% of the students strongly agree while 33% of students agrees that syllabus should be update. While 39% of students have neutral and 2% were disagree on it.</li> </ol>		
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2. 77% of students believes that course of curriculum fulfilling their expectations.
3. 77% of students believes that syllabus enhances employability or business skills while 19% of students have neutral and 4% were disagree on it.

**Sem VI:**

Out of **41** students...

1. 20% of the students strongly agree while 39% of students agrees that syllabus should be update. While 39% of students have good and 2% were disagree on it.
2. 75% of students believes that course of curriculum fulfilling their expectations.
3. 81% of students believes that syllabus enhances employability or business skills while 10% of students have neutral and 9% were disagree on it.

**(M.Com.)**

**Sem I:**

Out of **6** students...

1. 1 student is strongly agree while 1 student is agree and 4 students have good opinion that syllabus should be update.
2. 4 students are agree while 2 students have good

		<p>opinion that course of curriculum fulfilling their expectations.</p> <p>3. 2 students agree and 4 students have neutral opinion that syllabus enhances employability or business skills.</p> <p><b><u>Sem II:</u></b></p> <p>Out of <b>6</b> students...</p> <ol style="list-style-type: none"> <li>1. 1 student is strongly agree and 2 students are agree on that syllabus should be update. While 1 student is neutral and 2 students have good opinion on that syllabus should be update.</li> <li>2. 2 students is agree and 3 students have neutral on that course of curriculum fulfilling their expectations. Only 1 students is disagree on it.</li> <li>3. 3 students are agree on that syllabus enhances employability or business skills while 3 students have neutral opinion on it.</li> </ol> <p><b><u>Sem III:</u></b></p> <p>Out of <b>9</b> students...</p> <ol style="list-style-type: none"> <li>1. 2 students strongly agree and 1 student agree on that syllabus should be update. 2 students have neutral and 3 student have good opinion on that syllabus should be update. Only 1 students have disagree on it.</li> </ol>		
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2. 1 student strongly agree and 3 student agree on that course of curriculum fulfilling their expectations.3 students have neutral and 2 students have disagree opinion on that.
3. 1 student strongly agree and 5 student agree on that syllabus enhances employability or business skills while 1 student have neutral and 2 students have disagree opinion on that.

**Sem IV:**

Out of 2 students...

1. Both the students strongly agree that syllabus should be update.
2. Both students believes that course of curriculum fulfilling their expectations.
3. 1 students strongly agree while 1 student agrees that syllabus enhances employability or business skills.

**(B.A.)**

**Sem III:**

Out of 22 students...

1. 10 students strongly agree while 6 students agrees that syllabus should be update. Remaining 6 students have good opinion on it.
2. 5 students strongly agree

		<p>while 16 students agrees that course of curriculum fulfilling their expectations. Only 1 has neutral opinion on it.</p> <p>3. 6 students strongly agree while 11 students agrees that syllabus enhances employability or business skills while only 5 has neutral opinion on it.</p> <p><b>Sem V:</b></p> <p>Out of 8 students...</p> <ol style="list-style-type: none"> <li>1. 7 students have good while only 1 student have neutral opinion syllabus should be update.</li> <li>2. 2 students strongly agree while 3 students agrees that course of curriculum fulfilling their expectations. Only 2 students have neutral and one is disagree on it.</li> <li>3. 1 student strongly agree while 5 students agrees that syllabus enhances employability or business skills while 1 student have neutral and 1 student is disagree on it.</li> </ol> <p><b>Sem VI:</b></p> <p>Out of 1 student...</p> <ol style="list-style-type: none"> <li>1. Student is strongly agree that syllabus should be update.</li> <li>2. Student is agree that course of curriculum fulfilling their expectations.</li> <li>3. Student is agree that</li> </ol>		
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syllabus enhances employability or business skills.

**(M.A.)**

**Sem I:**

Out of 4 students ...

1. 2 students strongly agree while 1 students agrees and other 1 thinks it is good that syllabus should be update.
2. 2 students strongly agree while 2 students agrees that course of curriculum fulfilling their expectations.
3. 2 students strongly agree while 2 students agrees that syllabus enhances employability or business skills.

**Sem II:**

Out of 4 students ...

1. 2 students strongly agree while 1 students agrees and other 1 thinks it is good that syllabus should be update.
2. 3 students strongly agree while 1 student have neutral opinion on that course of curriculum fulfilling their expectations.
3. 3 students strongly agree while 1 student agrees that syllabus enhances employability or business skills.

**Sem III:**

		<p>Out of <b>13</b> students...</p> <ol style="list-style-type: none"> <li>1. 2 students strongly agree while 5 student agrees that syllabus should be update. Remaining 6 students have neutral opinion on it.</li> <li>2. 5 students strongly agree while 6 student agrees that course of curriculum fulfilling their expectations.2 students have neutral opinion on it.</li> <li>3. 3 students strongly agree while 8 student agrees that syllabus enhances employability or business skills. While 1 have neutral opinion and other one is disagree on it.</li> </ol>		
	<ul style="list-style-type: none"> <li>• <b>Teacher</b></li> </ul>	<p>Out of <b>124</b> responds...</p> <ol style="list-style-type: none"> <li>1. All teachers are agree with credit allocation and depth of the course content.</li> <li>2. Most of the teachers are agree with syllabus content, syllabus material and timely complementation of course.</li> <li>3. Syllabus is sufficient to bridge the gap between industry standards/current global scenarios and academics: Out of 124 responses 20 responses were in favor of strongly agree while 102 were in favor of agree and 2 were in favor of uncertain.</li> <li>4. The pre-requisite courses are appropriate for this course: Out of 124</li> </ol>	<p>Practical or field work Compulsory as an assignment work or marks.</p> <p>Add one more topics on How to become Environmentalists.</p> <p>Cut some portion on natural resources units.</p> <p>There should be only Banking chapter to be taught.</p> <p>Some Banking practical</p>	<p>Suggestions are communicated to the BOS VNSGU, Surat for its implementation.</p>

		<p>responses 12 responses were in favor of strongly agree while 104 were in favor of agree and 8 were in favor of uncertain.</p> <p>1.</p>	<p>should be introduced.</p> <p>Survey work must be included in demographic methods so students can understand important of topic practically.</p> <p>Project work must be included in testing of hypothesis so students can understand important of topic in research.</p> <p>Recent practical issue to be introduced.</p> <p>Syllabus is lengthy so some topics can be excluded from non-parametric methods.</p>	
	<ul style="list-style-type: none"> <li>• <b>Parents</b></li> </ul>	<p>Out of 23 Parents...</p> <ol style="list-style-type: none"> <li>1. 30% of the parents were rate the programs based on the comfort of their ward is excellent in coping with the workload while 17% rates it is very good and 35% of the parents were rate it is good and 9% rates it is average remaining 9% rates it is poor.</li> <li>2. 31% of the parent were rate the outcomes that their ward had achieved from the courses is</li> </ol>	<p>Skill base subject should be include in curriculum</p>	<p>Suggestions are communicated to IQAC &amp; principal for its implementation</p>

		<p>excellent while 30% rates it is very good and 26% rates it is good and 4% rates it is average remaining 9% rates it is poor.</p> <ol style="list-style-type: none"> <li>30% parents were rate the transparency of the evaluation system is excellent in the college while 22% rates it is very good, 35% rates it is good, and 4% rates it is average remaining 9% rates it is poor.</li> </ol>		
	<ul style="list-style-type: none"> <li><b>Industrialist</b></li> </ul>	<p>Out of <b>11</b> responds...</p> <ol style="list-style-type: none"> <li>82% of the companies were says that the subjects are relevant to industry prevailing demand.</li> <li>6 companies were believes that the subjects are directly applicable to job.</li> </ol>	<p>Internship program or vocational training should be include as a part of curriculum.</p>	<p>Suggestions are communicated to the BOS VNSGU, Surat for its implementation.</p>
2	<p><b>Exit Student</b></p> <p><b>College Facility</b></p>	<p>Out of <b>40</b> students...</p> <ol style="list-style-type: none"> <li>7 students were excellently while 23 students were very satisfied with the library facilities. Remaining 10 of them is believes that facility of library is average.</li> <li>Majority of the students were believes that the internal evaluation system done fairly in college.</li> <li>Majority of students says that the complaints regarding to college are treated properly but 8 students are not satisfied with resolved complains.</li> </ol>	<p>Need to improve in parking facility, canteen facility and water drinking facility.</p>	<p>Suggestions are communicated to the principal for its implementation.</p>

		<ol style="list-style-type: none"> <li>4. 85% of the students were says college inspired them in extracurricular activities.</li> <li>5. Majority of students were satisfied with washroom facility of the college only 8% of the students were not satisfied with washroom facility of the college.</li> <li>6. 93% of the students were satisfied with drinking water facility of the college.</li> <li>7. 95% of the students are satisfied with technique of providing the information regarding important notice.</li> </ol>		
	<b>Teaching Evaluation by Students</b>	<p>Out of <b>40</b> students...</p> <ol style="list-style-type: none"> <li>1. 90% of the students believe that the all the teachers excellently completed their syllabus in the class.</li> <li>2. 95% of the students believe that the teachers were regularly taking the attendance in the class.</li> <li>3. Majority students say that teachers make alternate arrangement of class in their absence in the college.</li> <li>4. 95% students say that the focus on syllabus of the teachers is very good.</li> <li>5. 90% of the students were satisfied with the teaching methodology (OHP, Black board, PPT's) of teachers.</li> <li>6. 34 students believe that the teachers used innovating method to</li> </ol>	Students suggested that teachers should increase use of Digital Teaching.	Suggestions are communicated to the teachers & principal for its implementation.

		<p>teach in the class.</p> <p>7. 95% of students says that the teachers were clarified students doubt of the concept in the class.</p> <p>1. 93% of the students are satisfied with the teacher's attitude (helping approach towards varied academic interest of students) in the class.</p>		
3	<b>Library facilities by students</b>	<p>Out of 70 students...</p> <ol style="list-style-type: none"> <li>1. 74% of the students were comfortable in the studying area of library.</li> <li>2. 74% of the students were believes that the basic amenities (utilities, furniture) is enough in the library.</li> <li>3. 56% of the students were satisfied with the library working hours.</li> <li>4. 69% of the students were satisfied with the quantity and quality of books in the library.</li> <li>5. 73% of the students were not satisfied with the service provided by the library Comparing with previous academic year.</li> <li>6. 23% of the students were believes that the total library services and facilities is excellent while 24% of the students were believes that it is very good. 22% of the students were believes that it is good and remaining 31% of the students were</li> </ol>	New edition of the books are required to purchase	<p>In 2017-18 38% students believe that library facility is poor so this year decide to renovate library facilities &amp; infrastructure.</p> <p>98% of the students were found the development in the library facilities and services in Comparison to previous academic year.</p>

		believes that it is poor.		
4	<b>Recruiters</b>	<p>Out of 4 respond...</p> <ol style="list-style-type: none"> <li>2 companies were believes that our students are very good with respect to technical skills while 2 companies were believes that our students are good with respect to technical skills.</li> <li>All companies were rate our students as excellent with respect to their ethical and moral values.</li> </ol>	<ul style="list-style-type: none"> <li>They need to be more confident.</li> <li>They should be practice in asking and telling their requirements.</li> <li>Communication skill need to be improve.</li> <li>To increase employability skills of final year students finishing school program by knowledge consortium of Gujarat (KCG).</li> </ul>	<p>Suggestions are communicated to IQAC &amp; principal for its implementation.</p>
5	<b>Teachers evaluated by students</b>	<p>Structured feedback received for Design and review on Teachers and their teaching method semester wise from Students. Introduce Online feedback system for Feedback on Teacher evaluation by Students Feedback collected from students helps in evaluation of the Teaching – Learning process.</p> <p><b>Accountancy</b></p> <p>Out of 141 students...</p> <ol style="list-style-type: none"> <li>27% of the Students believe that the all teachers have excellent communication skill and 70% of the students were believes that the only some teachers have good communication.</li> <li>78% of the students say that teachers give advice</li> </ol>	<p>Analysis report on teacher and their teaching method from the students reviews by Principal. On some special issues principal arrange meetings with Heads of Department. In some cases, principal arrange meeting with concerned teacher and give advice to improve teaching skills. Principal &amp; IQAC member decided to increase use of ICT in teaching and learning.</p>	

to them for making their career.

**Statistics**

Out of 531 students...

1. 31% of the Students believe that the all teachers have excellent communication skill and 59% of the students were believes that the only some teachers have good communication.

**English**

Out of 29 students...

1. 31% of the Students believe that the all teachers have excellent communication skill and 59% of the students were believes that the only some teachers have good communication.

**Economics**

Out of 50 students...

1. 30% of the Students believe that the all teachers have excellent communication skill and 60% of the students were believes that the only some teachers have good communication.

		<p><b>Business Administration</b></p> <p>Out of 170 students...</p> <ol style="list-style-type: none"> <li>1. 34% of the Students believe that the all teachers have excellent communication skill and 58% of the students were believes that the only some teachers have good communication.</li> </ol> <p><b>Banking</b></p> <p>Out of 263 students...</p> <ol style="list-style-type: none"> <li>1. 31% of the Students believe that the all teachers have excellent communication skill and 56% of the students were believes that the only some teachers have good communication.</li> </ol>		
6	<b>Parents</b>	<p>Out of 9 parents...</p> <ol style="list-style-type: none"> <li>1. 67% of the parents believe that the college regularly communicates with them while 11% of the parents believe that the college is not regularly communicates with them only 22% of parents have neutral opinion.</li> <li>2. All the parents agree on that the college has a clean and tidy appearance.</li> <li>3. All the parents agree on that the college always informs them if their</li> </ol>	Introduce more extracurricular activities.	Suggestions are communicated to IQAC & principal for its implementation.

		<p>son/daughter is irregular in the college.</p> <ol style="list-style-type: none"> <li>4. All the parents says that students get opportunity to involved in extra-curricular activities. (e.g. sports/NSS/NCC/Cultural)</li> <li>5. 66% of the parents believe that college supports to students with their social needs while 11% of the parents believe that the college does not supports to students with their social needs only 22% of parents have neutral opinion.</li> <li>6. All the parents say that college gives equal opportunity to the girl as well as boys.</li> <li>7. 44% of the parents say that the college always listen their opinion as well as involves them in the college activities while 33% of the parents gave neutral opinion on it only 22% of the parents were not agree on it.</li> <li>8. All the parents say that college teaches discipline to their son/daughter.</li> <li>9. All the parents say that college is fully equipped with the latest equipment.</li> <li>10. All the parents say that facilities provide by college in the classroom, recourse and administrative areas are good.</li> </ol>		
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All the LMC members discussed on suggestions received from feedback and decided to improve in parking facility by allotting more area to parking and water drinking facility.

**Item No. 7: Confirmation about 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. 8: 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.