

Minutes of the Local Managing Committee

2018-19

Minutes of the Local Managing Committee meeting held on 03/05/2018 at 10.00 a.m. at college multimedia hall. The following members were present:

Sr. No.	Name of the Member	Position
Nominee of JivanJyot Trust:		
1.	Mr. Bharatbhai Shah	Chairman
2.	Mr. Ashwinbhai Patel	Member
3.	Mr. Knatibhai	Member
Teachers elected by the teachers of the college:		
7.	Dr. Sejal Desai	Member
Non-Teaching employee elected by the Non-teaching employee of the college:		
9.	Mr. Champakbhai Patel	Member
Principal of the college:		
10.	Dr. K. N. Chavda	Member- Secretary

Item No. 1: To confirm minutes of previous meeting held on 22/05/2017.

The minutes of the Meeting held on 22nd May, 2017 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 22nd May, 2017 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 2018-19 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. 2018-19:

Recruitment of faculty for A.Y. 2018-19 was approved. It was unanimously resolved that efforts be made to get qualified faculty.

Item No. 5: Activity Report of A.Y. 2017-18:

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 2017-18 which is as follows:

Sr. No.	Feedback Stakeholder /	Analysis	Suggestions	Implementation
1	<u>Curriculum:</u> <ul style="list-style-type: none"> • Alumni • Student 	<ul style="list-style-type: none"> • 337 students say that the regularity of the teachers in taking classes is excellent while 525 students believe it is very good. • 95% of the students believe that the teachers were regularly taking the attendance in the class. • 36% of the Students believe that the all teachers have excellent communication skill and 69% of the students were believes that the only some teachers have good communication. • 290 students believe that the skill of teacher to link subject to other subject is excellent while 641 students were believes that skill of teacher to link subject to other subject is very good. • 96% of the students say that teachers give advice to them for making their career. • Most of the students are satisfied with the teacher's attitude in the class. 	<p>Job oriented courses are required.</p> <p>Practical based topics should be included.</p> <p>Internship should be included in the curriculum.</p> <p>Start practical in short term courses.</p>	<p>Suggestions are communicated to the IQAC & principal for its implementation.</p>

	<ul style="list-style-type: none"> • Teacher 	<ul style="list-style-type: none"> • 81% teachers were says that the curriculum is relevant to industry prevailing demands. • 84% teachers were believes that the subjects are directly applicable to job. 	<p>Internship should be included in the curriculum.</p>	<p>Suggestions are communicated to the BOS VNSGU, Surat for its implementation.</p>
	<ul style="list-style-type: none"> • Parents 	<ul style="list-style-type: none"> • 25% of the parent were rate the outcomes that their ward had achieved from the courses is very good while 50% rates it is good and remaining 25% parents were rate it is excellent. • 62% parents were rate 	<p>Skill base subject should be include in curriculum</p>	<p>Suggestions are communicated to IQAC & principal for its implementation</p>

		<p>the transparency of the evaluation system is good in the University while 38% rates it is very good.</p>		
	<ul style="list-style-type: none"> Industrialist 	<ul style="list-style-type: none"> 82% of the companies were says that the subjects are relevant to industry prevailing demand. 82% of the companies were says that the curriculum is relevant to industry prevailing demands. 6 companies were believes that the subjects are directly applicable to job. 	<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>Exit Student</p> <p>College Facility</p>	<ul style="list-style-type: none"> 19% of the students were not satisfied with washroom facility of the college. Majority of the students were inspired in extracurricular activities. 328 students were believes that the scope dell training given by the college is excellent while 523 students believes that it is good. 93% of the students were satisfied with drinking water facility of the college. 427 students were believes that the parking facility of the college is very good while 242 students thinks it is excellent. Majority of students 	<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>

		<p>believes that facility of I-notice board and information provide on website are helpful to them.</p> <ul style="list-style-type: none"> • Most of the students are satisfied with technique of providing the information regarding important notice. 		
Teaching Evaluation by Students	<ol style="list-style-type: none"> 1. 337 students say that the regularity of the teachers in taking classes is excellent while 525 students believe it is very good. 2. 95% of the students believe that the teachers were regularly taking the attendance in the class. 3. 36% of the Students believe that the all teachers have excellent communication skill and 69% of the students were believes that the only some teachers have good communication. 4. 290 students believe that the skill of teacher to link subject to other subject is excellent while 641 students were believes that skill of teacher to link subject to other subject is very good. 5. 96% of the students say that teachers give advice to them for making their career. 6. Most of the students are satisfied with the teacher's attitude in the class. 	Students suggested that teachers should increase use of Digital Teaching.	Suggestions are communicated to the teachers & principal for its implementation.	

3	Library facilities by students	<ol style="list-style-type: none"> 1. 97% of the students were believes that the library allowing the student to use pen-drive or any other Storage devices to copy the content of on-line material. 2. 97% of the students had been find difficulty at the time of entering into the library (entry register). 3. 35% of the students were believes that the total library services and facilities is very good while 38% of the students were believes that the total library services and facilities is poor. 	New edition of the books are required to purchase	Suggestion is communicated to the library committee.
4	Recruiters	<ul style="list-style-type: none"> • 5 companies were believes that the strength of our graduates is very good while 2 companies were believes that the strength of our graduates is good. Only one company believes that the strength of our graduates is excellent similarly one company believes that the strength of our graduates is satisfactory. • 3 companies were rate our students as excellent with respect to their ethical and moral values while other 3 companies were rate our students as good with respect to their ethical and moral values and remaining 3 	Communication skill need to be improve.	Suggestions are communicated to IQAC & principal for its implementation.

		<p>companies were rate our students as very good with respect to their ethical and moral values.</p> <ul style="list-style-type: none"> • 5 companies were rating our students as good with respect to their work while 2 companies were rate our students as very good with respect to their work. <p>Only one company rate our students as excellent with respect to their work similarly one company rate our students as satisfactory with respect to their work.</p>		
5	Teachers evaluated by students	<p>1. Structured feedback received for Design and review on Teachers and their teaching method semester wise from Students. Introduce Online feedback system for 1.Feedback on Teacher evaluation by Students Feedback collected from students helps in evaluation of the Teaching – Learning process.</p>	<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 & IQAC member decided to increase use of ICT in teaching and learning.</p>	
6	Parents	<p>1. 85% of the parents says that students get opportunity to involved in extra-curricular activities.(e.g. sports/NSS/NCC/Cultural)</p>	<p>Introduce more extra curricular activities.</p>	<p>Suggestions are communicated to IQAC & principal for its implementation.</p>

		2. All the parents said that facilities provide by college in the classroom, recourse and administrative areas are good.	
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All the LMC members discussed on suggestions received from feedback and decided to renovate library.

Item No. 7: To introduce more certificate courses.

College is already providing certificate courses. Still the suggestions have been invited on the current certificate courses. All the members discussed about the same and suggested to introduce more skill based courses

Item No. 8: To develop new website

The Principal informed that IQAC is suggest to develop new website. It was noted by the Committee.

Item No. 9: Apply for NAAC accreditation:

Reaccreditation is valid up to February 2019 so the committee has decided to apply for getting accreditation from NAAC in third cycle and the preparation will be initiated immediately.

Item No. 10: Confirmation about plan of action for academic year 2018-2019.

- 1 Preparation and Submission of Self Study Report to NACC.**
- 2 Preparation of ISO audit, AAA & NIRF**
- 3 Indentify more “Best Practices” and institutionalize them.**
- 4 Focus on “Student Centric ” activities to enhance their skills.**
- 5 Generated Resources through UGC, RUSA and other sources.**

Item No. 11: Any other matter with the permission of the Chair.

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