

Minutes of the Local Managing Committee

2019-2020

Minutes of the Local Managing Committee meeting held on 04/05/2019 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 03/05/2018.

The minutes of the Meeting held on 3rd May, 2018 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 3rd May, 2018 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: Suggestions for SSR:

SSR was placed before Local Managing Committee for suggestions for the same.

Item No. 4: 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. 5: Approval of Staff requirement for A.Y. 2019-20:

Recruitment of faculty for A.Y. 2019-20 was approved. It was unanimously resolved that efforts be made to get qualified faculty.

Item No. 6: Activity Report of A.Y. 2018-19:

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: 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 2018-19 which is as follows:

Sr. No.	Feedback / Stakeholder	Analysis	Suggestions	Outcome
1	<u>Curriculum:</u> <ul style="list-style-type: none">• Alumni• Student	Out of 105 students we found that... <ol style="list-style-type: none">1. 87% of the students were found the curriculum has been easy while 13% of the students were found the curriculum has been hard.2. 95% students were believes that instructions are easy to follow while 5% students were not.3. 91% students were believes that reading materials and references regarding curriculum / subjects easily found.	Practical based topics should be included. Internship should be included in the curriculum.	Suggestions are communicated to the IQAC & principal for its implementation.

		<p>4. 91% students were believes that the subjects are relevant to their job and their future aspirations.</p> <p>5. 95% students were believes that the subjects are applicable in their practical / daily life.</p> <p>6. 92% students were believes that the subjects / course help in developing their personality.</p>		
	<p>• Teacher</p>	<p>Out of 31 teachers we found that....</p> <ol style="list-style-type: none"> 1. All teachers are agree with credit allocation and depth of the course content. 2. Most of the teachers are agree with syllabus content, syllabus material and timely complementation of course. 	<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 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</p>	<p>Suggestions are communicated to the BOS VNSGU, Surat for its implementation.</p>

			be introduced. Syllabus is lengthy so some topics can be excluded from non-parametric methods.	
	<ul style="list-style-type: none"> Parents 	<p>Out of 13 feedbacks of the parents we found that...</p> <ol style="list-style-type: none"> 23% of the parents were rate the availability of the Text and reference books is very good in the Market while 15% of the parents were rate it is good and remained 54% of the parents were rate it is average and 15% of the parents were rate it is poor. 8% of the parents were rate the programs based on the comfort of their ward is very good in coping with the workload while 7% rates it is excellent and remained 54% of the parents were rate it is good and 31% of the parents rate it is poor. 77% of the parents were rate the quality of teaching is very good in the university while 15% rates it is good and remaining 8% parents were rate it is poor. 	Skill base subject should be include in curriculum	Suggestions are communicated to IQAC & principal for its implementation
	<ul style="list-style-type: none"> Industrialist 	<p>Out of 11 different industrialist companies we found that....</p> <ol 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. 	Internship program or vocational training should be include as a part of curriculum.	Suggestions are communicated to the BOS VNSGU, Surat for its implementation.

		3. 6 companies were believes that the subjects are directly applicable to job.		
2	Exit Student College Facility	<p>Out of 254 students we found that...</p> <ol style="list-style-type: none"> 1. 91% of the students were satisfied with the library facilities. 2. Most of the students were believes that the cleanliness of the college campus and class room are very good. 3. Majority of students says that the complaints regarding to college are treated properly but 27 students are not satisfied with resolved complains. 4. Majority of the students were inspired in extracurricular activities. 5. Majority of students were satisfied with washroom facility of the college only 5% of the students were not satisfied with washroom facility of the college. 6. 73 students were believing that the parking facility of the college is very good while 66 students thinks it is excellent and 82 students were believes that the parking facility of the college is good. 7. Most of the students are satisfied with technique of providing the information regarding important notice. 	Need to improve in parking facility, canteen facility and water drinking facility.	Suggestions are communicated to the principal for its implementation.
	Teaching Evaluation by Students	<p>Out of 254 students we found that...</p> <ol style="list-style-type: none"> 1. 91 students say that the regularity of the teachers in taking classes is excellent while 73 students believe it is very 	Students suggested that teachers should increase use of Digital Teaching.	Suggestions are communicated to the teachers & principal for its implementation.

		<p>good.</p> <ol style="list-style-type: none"> 2. 96% of the students believe that the teachers were regularly taking the attendance in the class. 3. 30% of the Students believe that the all teachers have excellent communication skill and 63% of the students were believes that the only some teachers have good communication. 4. 89 students believe that the skill of teacher to link subject to other subject is excellent while 76 students were believes that skill of teacher to link subject to other subject is very good and 72 students were believes that skill of teacher to link subject to other subject is good. 5. 91% 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. 		
3	Library facilities by students	<p>Out of 2193 students we found that...</p> <ol style="list-style-type: none"> 1. 98% of the students were satisfied with the general books available in the library. 2. 98% of the students were satisfied with the service provided by the library Comparing with previous academic year. 3. 98% of the students were 	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 & infrastructure.</p> <p>98% of the students were found the</p>

		<p>believes that the library having Internet facility in the library.</p> <p>4. 98% of the students were satisfied with e-resources access facility in the library.</p> <p>5. Majority of the students had been find difficulty at the time of entering into the library (entry register).</p> <p>6. 98% of the students were found the development in the library facilities and services in Comparison to previous academic year.</p>		development in the library facilities and services in Comparison to previous academic year.
4	Recruiters	<p>Out of 12 different industrialist companies we found that....</p> <p>1. 5 companies were rating our students as very good with respect to overall performance in terms of percentage contribution to their organization while 5 companies were rate our students as good.</p> <p>2. Also get remark from companies to improve communication skills of students.</p>	<ul style="list-style-type: none"> • They need to be more confident. • They should be practice in asking and telling their requirements. • Communication skill need to be improve. • To increase employability skills of final year students finishing school program by knowledge consortium of Gujarat (KCG). 	Suggestions are communicated to IQAC & principal for its implementation.
5	Teachers evaluated by students	<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>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</p>	

			concerned teacher and give advice to improve teaching skills. Principal & IQAC member decided to increase use of ICT in teaching and learning.	
6	Parents	<p>Out of 104 parents we found that...</p> <ol style="list-style-type: none"> 1. 51% of the parents believe that the college regularly communicates with them while 25% of the parents believe that the college is not regularly communicates with them only 24% of parents have neutral opinion. 2. 84% of the parents says that students get opportunity to involved in extra-curricular activities. (e.g. sports/NSS/NCC/Cultural) 3. 35 parents say that the college always listen their opinion as well as involves them in the college activities while 46 parents gave neutral opinion about that the college always listen their opinion as well as involves them in the college activities only 20 parents were not agreeing on it. 	Introduce more extra curricular activities.	Suggestions are communicated to IQAC & principal for its implementation.

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. 8: 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 Communication skills , Governments 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. 9: To be prepared for NAAC Peer team visit.

LMC discussed about the NAAC Peer Team visit and discussed about the preparations for the same.

Item No. 10: To apply for B.Voc courses in UCG:

LMC decided to apply for Bachelors Of Vocational courses to University Grant Commission for permissions of the same.

Item No. 11: Confirmation about plan of action for academic year 2019-2020.

- 1 To be prepared for NAAC peer team visit.**
- 2 To arrange a mock Peer visit to fill the gaps in the department.**
- 3 To make innovation in evaluation method.**
- 4 To increase/ modify certificate courses, add-on and value added programs as per the demand of job market.**
- 5 To increase student centric activities.**
- 6 To increase the participation of students in green activities.**
- 7 To focus on outcome based education.**

Item No. 12: 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.