



**LALJIBHAI CHATURBHAI INSTITUTE OF TECHNOLOGY  
MANCHHIBA LALJIBHAI INSTITUTE OF DIPLOMA STUDIES**

At & Post: Bhandu-384120, Lalji Park Campus  
Ta: Visnagar, Dist.: Mehsana, Gujarat  
Email: principal@mlids.org URL: www.mlct.org.in



No.: Academic Committee / 2023 / 170

Date: 01/03/2023

**COMMITTEE LIST YEAR – 2023 to 2025**

In order to have effective implementation of various curricular, co-curricular & extra- curricular activities towards the smooth functioning of the institute as per guidelines of Government, Institute, GTU, AICTE, MHRD NORMS Etc., undersigned are responsible members in committees.

The preliminary scopes of the work of the committees are also listed. Please note that, these are not exhaustive but gives brief outline of work, committees can go beyond the same to achieve the Objectives, Goal, Mission & Vision of the Institutes. All activities photos, detailed report should be kept by committee members and send it to **Principal** for records.

**Note. : HODs & All staffs are equally responsible for all events. They have to look after every task for smooth conduction of events. Event Coordinator can expand committee / assign the duty to any staff as per need.**

<b>A</b>	<b>Academic Activities &amp; Internal Quality Assurance Cell</b> <ol style="list-style-type: none"> <li>Shri S. P. Patel (Campus Director)</li> <li>Dr. A. U. Amin (Administrator)</li> <li>Shri H. D. Patel (Administrator)</li> <li>Shri Rakeshbhai Patel (Admin Officer)</li> <li>Dr. N. D. Patel (Principal)</li> </ol>	<ul style="list-style-type: none"> <li>To look after regular academic activities.</li> <li>To implement various academic reforms at the departments.</li> <li>To arrange for induction training for the newly recruited teachers.</li> <li>To arrange for pedagogy lecture on regular basis at department level.</li> <li>To motivate faculties, staff and students for regularizing teaching-learning process. Regularly audit the faculty records and instruct to update academic files regularly by staff.</li> <li>To take students feedback, peer rating etc. in odd and in even semesters for staff performance appraisal and for corrective actions. Also keep records of analysis.</li> <li>To develop and implement staff appraisal system</li> </ul>
<b>B</b>	<b>NEP 2020 &amp; NBA, IIC, Faculty Observation Schedule, Updates, Meeting, Formats &amp; Record keeping.</b> <ol style="list-style-type: none"> <li>Mr. V. K. Pandya (ME)</li> <li>Mrs. Alpa Vyas (Civil)</li> </ol>	<ul style="list-style-type: none"> <li>Has to update academic infrastructure according to NEP 2020 &amp; NBA circulars and upcoming modifications.</li> </ul>
<b>1</b>	<b>GTU Coordinators</b> <ol style="list-style-type: none"> <li>Mrs. Alpa Vyas (Civil)</li> <li>Mr. V. M. Patel (Mech.)</li> </ol>	<ul style="list-style-type: none"> <li>Coordination of various GTU students Exam &amp; Administration related activities considering all the GTU circulars</li> <li>To help student sections to carry out various activities as per GTU norms &amp; circulars.</li> <li>To handle the viva practical files/external exam of GTU and all details record of all activities.</li> <li>To maintain Financial &amp; other records of the activities</li> <li>Do a detail result analysis of the exams with the help of counselors. Prepare list of institute/university list of toppers and maintained record for awards.</li> <li>Arrange mid, remedial etc. exam as per GTU scheme and collect compile result for submission to university.</li> </ul>
<b>2</b>	<b>Affiliation Process of Institute</b> (AICTE / GTU / UGC / LIC / FRC / MHRD / KYC / VIGILANCE / Govt. of India & Gujarat) <ol style="list-style-type: none"> <li>Mr. M. K. Patel (CE)</li> <li>Mrs. Megha Patel (CE)</li> </ol>	<ul style="list-style-type: none"> <li>To carry out the activities related approval and affiliation process with AICTE / GTU / UGC / LIC / FRC / MHRD / KYC / VIGILANCE work as per circulars and guidelines.</li> <li>Plan for requirement of additional courses / faculties at the campus.</li> </ul>
<b>3</b>	<b>First Year Admission &amp; ACPDC, ACPDC Activities</b> <ol style="list-style-type: none"> <li>Mr. M. K. Patel (CE)</li> <li>Mrs. Kinjal Patel (Gen.)</li> <li>Mr. Amit Patel (Gen.)</li> <li>Mr. Sumit Patel (Civil)</li> <li>Ms. Vaishali Patel (CE)</li> <li>Ms. Janki Nayi (Gen.)</li> </ol> <b>Induction Program / Orientation Program / Parents Meet / Farewell Function</b> <ol style="list-style-type: none"> <li>Mrs. Pooja Patel (CE)</li> <li>Mr. Arpan Patel (Civil)</li> <li>Mr. Nirav Darji (ME)</li> <li>Mrs. Nilam Patel (CE)</li> <li>Mrs. Drashti Patel (Civil)</li> </ol>	<ul style="list-style-type: none"> <li>Admission Help Centre &amp; ACPDC Activities – Students admissions process</li> <li>To carryout Affiliation - Enrollment Process of students</li> <li>Organize Effective welcome / induction of first year students.</li> <li>Arrange parents meet every year.</li> <li>Arrange farewell of final year students.</li> </ul>

<b>4</b>	<b>Student Section – Scholarship Activities</b>  1. Mr. Vishal Patel (EE) 2. Mr. Shabbirali Champa (EE) 3. Ms. Rashmika Raval (Civil) 4. Mr. Sumit Sharma (Civil) 5. Mr. Deep Patel (Auto)	<ul style="list-style-type: none"> <li>• Develop systems for smooth functioning of students section.</li> <li>• Liaison with admission committee for professional courses.</li> <li>• Assign roll numbers to the students through the student section.</li> <li>• Monitor enrolment of students at University and also made students identity card provision.</li> <li>• Help to STS to fill Scholarship Portal.</li> </ul>
<b>5</b>	<b>Sports Activities, Fit India Yuth Club &amp; Yoga Training, NCC/NSS Activities, Thelesemia Test, Blood Donation and other Camps</b>  1. Mr. Harsh Sharma (EE) 2. Mr. Sumit Sharma (Civil) 3. Ms. Krutika Patel (EE) 4. Ms. Rajal Patel (CE) 5. Ms. Janki Nayi (Gen.)  <b>Staff Students Welfare &amp; Cultural Program, Day Celebrations Activities</b>  1. Mr. M. K. Patel (CE) 2. Mrs. Megha Patel (CE) 3. Mrs. Kinjal R. Patel (Gen.) 4. Mr. Kishan Khatri (Civil) 5. Mrs. Nilam Patel (CE) 6. Mr. Sidharth Prajapati (EE)	<ul style="list-style-type: none"> <li>• Plan and arrange for indoor &amp; outdoor sports activities in odd &amp; even terms respectively.</li> <li>• Decide the requirement for sports equipments.</li> <li>• Select the students for participation at university level.</li> <li>• Maintain the record of prizes won by the students.</li> <li>• Maintain the stock register &amp; sports goods in liaison with stores section.</li> <li>• To organized yoga activities.</li> <li>• To coordinate different welfare activities for students and staff.</li> <li>• To coordinate annual function, day celebrations, one minute game shows and other related activities.</li> <li>• To arrange and organize different social awareness programs and camp for betterment of students as per norms of GTU, AICTE, UGC.</li> <li>• Keep record of it.</li> </ul>
<b>6</b>	<b>Time Table Activities</b>  1. Mr. Prakash Darji (Auto) 2. Mr. V. K. Pandya (ME) 3. Class Coordinators	<ul style="list-style-type: none"> <li>• To prepare class wise time tables at the begging of the each semester, circulate it to notice board, students and keep upto date record of it.</li> <li>• Modify as per strength of students and faculty transitions and inform as above to all staff and students.</li> </ul>
<b>7</b>	<b>Training – Placement &amp; Project Fair Activities, AICTE Schemes : AICTE 360 * Feedback, AIU, AICTE Internship Portal , ATAL Academy, NEAT, COGENT, ISTE, Pedagogy Series:</b>  1. Mr. Tejash Patel (ME) 2. Mr. Sumit Patel (Civil) 3. Mr. Arpan Patel (Civil) 3. Class Coordinators	<ul style="list-style-type: none"> <li>• Support to arrange industrial tours &amp; training for students as per GTU/AICTE Guidelines and detailed records of it.</li> <li>• To prepare students to face various interviews.</li> <li>• To arrange campus interviews and also to increase industry-department interaction.</li> <li>• To plan and implement the continuing education programs.</li> <li>• To implement activities as per the MOUs with various organization and look for opportunities to have similar MOUs with organizations, which can help the growth of department.</li> <li>• Approach various industries for consultancy and testing assignments.</li> <li>• Develop the good industrial relations.</li> <li>• To invite industries expert for students and staff lecture.</li> </ul>
<b>8</b>	<b>SCOPE, UHV, SSIP :</b> 1. Mr. Brijesh Pandya (ME) 2. Mr. Arpan Patel (Civil) 3. Mr. Kishan Khatri (Civil) 4. Ms. Rashmika Raval (Civil)	<ul style="list-style-type: none"> <li>• To carryout activities as per circular and information. Establish SSIP Cell. To keep up-to-date record of it.</li> <li>• To initiate AICTE schemes and participation of Students / Staff @ Institutes and fill information in respective portals.</li> <li>• Keep records of it.</li> </ul>
<b>9</b>	<b>Branding – Marketing Activities, WhatsApp, Face Book, You Tube, Instagram etc.</b>  1. Mrs. Alpa Vyas (Civil) 2. Mr. V. K. Pandya (ME) 3. Mr. Arpan Patel (Civil) 4. All Staff	<ul style="list-style-type: none"> <li>• Promotion to strength the name of Parivar.</li> <li>• Committee will do all efforts to increased Brand Name and Fame of Parivar.</li> <li>• Arrange activities related to increase students' admissions and maintain record of it.</li> <li>• Keep posting activities on social media regularly.</li> </ul>
<b>10</b>	<b>Institute, GTU Website / Portal &amp; Institute Emails, Soft Skill Liaisons Cell</b>  1. Net. Admin Members 2. CE Departments	<ul style="list-style-type: none"> <li>• To update college website time to time. To update portal of GTU.</li> <li>• To develop different modules for E- Governance project.</li> <li>• To maintain and update department website, regularly.</li> <li>• Will provide all detail related to mandatory discloser, web info,</li> </ul>
<b>11</b>	<b>Alumni Liaison &amp; Library Use</b> 1. Mr. V. M. Patel (ME) 2. Mr. P. B. Darji (Auto) 3. Mrs. Pooja Patel (CE) 4. Mr. Kishan Khatri (Civil) 5. Mr. Harsh Sharma (EE)	<ul style="list-style-type: none"> <li>• Carry out activities as per the guide lines given in the constitution of alumni association of the department. To develop strong alumni relations and create database of department alumni. To organized alumni functions. To invite alumni at the various department functions &amp; activities. To invite alumni for expert lectures. To take help of alumni for industries visit, training and placement activities.</li> <li>• Operate library facility for various stake holders in and after office hours. Effective usage for the students.</li> </ul>

12	<p><b>1. Anti-Ragging Cell</b></p> <ol style="list-style-type: none"> <li>Principal</li> <li>Mrs. Alpa Vyas (Civil)</li> <li>Mr. Arpan Patel (Civil)</li> </ol> <p><b>2. Grievance Rederssal Cell &amp; ICC Cell</b></p> <ol style="list-style-type: none"> <li>Director</li> <li>Principal</li> </ol> <p><b>3. ST- SC Cell</b></p> <ol style="list-style-type: none"> <li>Principal</li> <li>Mr. Vishal Patel (EE)</li> <li>Mr. Shabbirali Champa (EE)</li> </ol> <p><b>4. Anti Tobacco Cell</b></p> <ol style="list-style-type: none"> <li>Principal</li> <li>Mr. Amit Patel (Gen.)</li> <li>Mr. Arpan Patel (Civil)</li> </ol> <p><b>5. Women Development Cell</b></p> <ol style="list-style-type: none"> <li>Mrs. Kinjal Patel (Gen.)</li> <li>Mrs. Pooja Patel (CE)</li> <li>Mrs. Nilam Patel (CE)</li> </ol> <p><b>6. Anti Sexual Harassment Cell</b></p> <ol style="list-style-type: none"> <li>Mrs. Alpa Vyas (Civil)</li> <li>Mr. V. M. Patel (ME)</li> </ol> <p><b>7. Phy. Disability Grievance Rederssal Cell</b></p> <ol style="list-style-type: none"> <li>Mr. Amit Patel (Gen.)</li> <li>Mr. V. M. Patel (ME)</li> </ol>	<ul style="list-style-type: none"> <li>To investigate the cases of sexual harassment of girl students and lady staff members and recommend necessary punitive actions.</li> <li>To carry out activities to prevent women harassment at the campus.</li> <li>To carry out activities for the overall development of the women.</li> <li>To attend complaint about ragging in the campus immediately and investigate the cases to recommend necessary punitive actions.</li> <li>To improve the harmony among the students.</li> <li>To carry out activities, that can have smooth induction of students in the main stream of the department and college.</li> <li>To comply with Hon. Supreme Court Judgment with AICTE/GTU ETC. Guidelines.</li> <li>To ensure complete discipline among the every individual at the campus and resolve their grievances.</li> <li>To ensure complete discipline among the every individual at the campus and resolve their grievances.</li> <li>Carry out activities to create environment of self-discipline and harmony among all at the campus.</li> <li>For any complaint, the committee will take appropriate decision which will be informed to the HOD also it will be informed to their parents in coordination with their counselors.</li> <li>To ensure tobacco free, hygienic and clean and green campus.</li> </ul>
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**Dr. N. D. Patel**  
Principal – LCIT & MLIDS