



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

At & Post: Bhandu-384120, Lalji Park Campus
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No.: Academic Committee / 2025 / 01

Date: 01/01/2025

COMMITTEE LIST (Jan. 2025 to Dec. 2027)

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, UGC, 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. : Department Coordinators & 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.

A	Academic Activities & Internal Quality Assurance Cell <ol style="list-style-type: none"> Shri H. D. Patel (Administrator) Dr. A. U. Amin (Administrator) Shri Rakeshbhai Patel (Admin Officer) Principals 	<ul style="list-style-type: none"> To look after regular academic activities. To implement various academic reforms at the departments. To arrange for induction training for the newly recruited teachers. To arrange for pedagogy lecture on regular basis at department level. 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. 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. To develop and implement staff appraisal system
1	GTU Coordinators <ol style="list-style-type: none"> Mr. V. M. Patel – C (LCIT - Mech.) Mr. Amit Patel (MLIDS - Gen.) Ms. Krupa Mehta – (EE - MLIDS) Mr. Poojan Patel – (CE - LCIT) Department Coordinators / Section Head <ol style="list-style-type: none"> Prof. Mayur K. Patel – Computer Engg. Prof. Viral Pandya – Mech & Auto Engg. Prof. Alpa Vyas – Civil Engg. Prof. Vishal Patel – Electrical & EC Engg. 	<ul style="list-style-type: none"> Coordination of various GTU students Exam & Administration related activities considering all the GTU circulars To help student sections to carry out various activities as per GTU norms & circulars. To handle the viva practical files/external exam of GTU and all details record of all activities. To maintain Financial & other records of the exam activities Proper Implementation of Classes & Laboratories as per time Table. Maintain infrastructure neat, clean and working conditions as per GTU / AICTE Norms and keep ready it all for any Authority Inspections and approvals. Has to update academic infrastructure according to NEP 2020 & NBA circulars and upcoming modifications. Prepare list of Institute / University list of toppers and maintained record for awards. Maintain Notice Board as per academic schedule and circulate all necessary information among students and staff. Arrange department seminar, workshop, industry visit and other technical programs, exam preparation & paper solutions for result improvement. Do a detail result analysis of the exams, submissions, class test, with the help of counselors.
2	Affiliation Process of Institute (AICTE / GTU / UGC / LIC / FRC / MHRD / KYC / VIGILANCE / Govt. of India & Gujarat) & GTU Endorsements Interview, HRD Faculty Files & Attendance <ol style="list-style-type: none"> Mrs. Megha Patel - C (CE - MLIDS) Mrs. Neelam Patel – CC (CE - LCIT) 	<ul style="list-style-type: none"> 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. Plan for requirement of additional courses / faculties at the campus. Arrange interview process for faculty endorsement. Verify faculty Attendance month wise and HRD faculty files data. Keep upto data the data of faculties as per norms of AICTE / GTU. Maintain Staff Portals and keep upto date as per norms.
3	First Year Admission & ACPDC, ACPDC Activities & Mid Semester Exam <ol style="list-style-type: none"> Mrs. Kinjal Patel – C (Gen. - MLIDS) Mr. Brijesh Pandya - CC (Mech. - MLIDS) Mr. Amit Patel (Gen. - MLIDS) Mr. Anal Prajapati (Gen. - LCIT) 	<ul style="list-style-type: none"> Admission Help Centre & ACPDC Activities – Students admissions & enrollment process To carryout Affiliation - Enrollment Process of students Arrange internal mid semester examination for first year and its records,

	Induction Program / Orientation Program / Parents Meet / Farewell Function 1. Mr. Sumit Patel - C (Civil - LCIT) 2. Mrs. Pooja Patel – CC (CE - MLIDS) 3. Ms. Krupa Mehta (EE - MLIDS)	<ul style="list-style-type: none"> Organize Effective welcome / induction of first year students. Arrange parents meet, Farewell function every year.
4	Student Section – Scholarship Activities 1. Mr. Arpan Patel – C (Civil - LCIT) 2. Ms. Rashmika Raval - CC (Civil - MLIDS) 3. Mrs. Pooja Patel (CE - MLID) 4. Mrs. Neelam Patel (CE - LCIT) 5. Mr. Brijesh Pandya (Mech. - MLIDS) 6. Mr. Anal Prajapati (Gen. - LCIT)	<ul style="list-style-type: none"> Develop systems for smooth functioning of students section. Liaison with admission committee for professional courses. Assign roll numbers to the students through the student section. Monitor enrolment of students at University and also made students identity card provision. Help to STS to fill Scholarship Portal.
5	Sports Activities, Fit India Yuth Club & Yoga Training, NCC / NSS Activities 1. Mr. Ravi Prajapati - C (Mech. - MLIDS) 2. Mrs. Krutika Patel - CC (EE - MLIDS) 3. Mr. Deep Patel (Auto - MLIDS) 4. Mrs. Drashti Patel (Civil - MLIDS) 5. Mr. V. M. Patel (Mech. - LCIT) Thelesemia Test, Blood Donation and other Camps, Govt. Quiz and other Activities, Morning Prayer 1. Mr. P. B. Darji - C (Auto - MLIDS) 2. Mr. Poojan Patel (CE - LCIT) 3. Ms. Rajal Patel (CE - MLIDS) Staff Students Welfare & Cultural Program, Day Celebrations Activities 1. Mrs. Kinjal R. Patel – C (Gen. - MLIDS) 2. Ms. Rajal Patel – CC (CE - MLIDS) 3. Mr. Sidharth Prajapati (EE - MLIDS) 4. Mr. Kishan Khatri (Civil - MLIDS)	<ul style="list-style-type: none"> Plan and arrange for indoor & outdoor sports activities in odd & even terms respectively. Decide the requirement for sports equipments. Select the students for participation at university level. Maintain the record of prizes won by the students. Maintain the stock register & sports goods in liaison with stores section. To organized yoga activities. Arrangements of Thelesemia, Blood Donations Camps and other govt. liaison activities like quit etc.. To coordinate annual function, day celebrations, one minute game shows and other related activities. To coordinate different welfare activities for students and staff. To arrange and organize different social awareness programs and camp for betterment of students as per norms of GTU, AICTE, UGC. Keep record of it.
6	Time Table Activities 1. Mr. Sumit Patel - C (Civil - LCIT) 2. Mr. Prakash Darji - CC (Auto - MLIDS) 3. Mrs. Krutika Patel (EE - MLIDS) 3. Class Coordinators	<ul style="list-style-type: none"> To prepare class wise time tables at the beginning of the each semester, circulate it to notice board, students and keep upto date record of it. Modify as per strength of students and faculty transitions and inform as above to all staff and students.
7	Training – Placement & Project Fair Activities, AICTE Schemes : AICTE 360 * Feedback, AIU, AICTE Internship Portal , ATAL Academy, NEAT, COGENT, ISTE, Students Interview skill Enhancement Pedagogy Series: 1. Mr. Tejash Patel – C (Mech. - MLIDS) 2. Mr. Sumit Patel – CC (Civil - LCIT) 3. Class Coordinators	<ul style="list-style-type: none"> To prepare students to face various interviews. To arrange campus interviews and also to increase industry-department interaction. Sign MOUS with various Industries etc.... Approach various industries for consultancy and testing assignments. Develop the good industrial relations. To invite industries expert for students and staff lecture. Keep upto date of placement records....
8	SCOPE, UHV, SSIP : 1. Mr. Brijesh Pandya (Mech. - MLIDS) 2. Mr. Kishan Khatri (Civil - MLIDS) 3. Ms. Vaishali Patel (CE - MLIDS)	<ul style="list-style-type: none"> To carryout activities as per circular and information. Establish SSIP Cell. To keep up-to-date record of it. To initiate AICTE schemes and participation of Students / Staff @ Institutes and fill information in respective portals. Keep records of it.

9	Branding – Marketing Activities, WhatsApp, Face Book, You Tube, Instagram etc. 1. Mrs. Alpa Vyas (Civil - MLIDS) 2. Mr. V. K. Pandya (Mech. - LCIT) 3. Mr. Kishan Khatri (Civil - MLIDS)	<ul style="list-style-type: none"> Promotion to strength the name of Parivar. Prepare Posters Committee will do all efforts to increased Brand Name and Fame of Parivar. Arrange activities related to increase students' admissions and maintain record of it. Keep posting activities on social media regularly. Remaining faculties excluding this committees will be used for Marketing & other purposes.
10	Institute, GTU Website / Portal & Institute Emails, Soft Skill Liaisons Cell, CCTV Cameras 1. Mr. M. K. Patel – C (CE - LCIT) 2. Mrs. Megha Patel – CC (CE - MLIDS) 3. Net. Admin Members	<ul style="list-style-type: none"> To update college website time to time. To update portal of GTU. To develop different modules for E- Governance project. To maintain and update department website, regularly. Will provide all detail related to mandatory discloser, web info,
11	Alumni Liaison & Library Use 1. Mr. P. B. Darji – C (Auto - MLIDS) 2. Mrs. Drashti Patel - CC (Civil - MLIDS)	<ul style="list-style-type: none"> 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 & activities. To invite alumni for expert lectures. To take help of alumni for industries visit, training and placement activities. Operate library facility for various stake holders in and after office hours. Effective usage for the students.
12	1. Anti-Ragging Cell 1. Principal 2. Mrs. Alpa Vyas (Civil - MLIDS) 3. Mr. Arpan Patel (Civil - LCIT) 2. Grievance Rederssal Cell & ICC Cell 1. Director 2. Principal 3. ST- SC Cell 1. Principal 2. Mrs. Rashmika Raval (Civil - MLIDS) 3. Mr. Siddharth Prajapati (EE - MLIDS) 4. Anti Tobacco Cell 1. Principal 2. Mr. Amit Patel (Gen. - MLIDS) 3. Mr. Sumit Patel (Civil - LCIT) 5. Women Development Cell 1. Mrs. Kinjal Patel (Gen. - MLIDS) 2. Mrs. Pooja Patel (CE - MLIDS) 3. Mrs. Nilam Patel (CE - LCIT) 6. Anti Sexual Harassment Cell 1. Mrs. Alpa Vyas (Civil - MLIDS) 2. Mr. V. M. Patel (ME - LCIT) 7. Phy. Disability Grievance Rederssal Cell 1. Mr. Amit Patel (Gen. - MLIDS) 2. Ms. Rajal Patel (CE - MLIDS)	<ul style="list-style-type: none"> To investigate the cases of sexual harassment of girl students and lady staff members and recommend necessary punitive actions. To carry out activities to prevent women harassment at the campus. To carry out activities for the overall development of the women. To attend complaint about ragging in the campus immediately and investigate the cases to recommend necessary punitive actions. To improve the harmony among the students. To carry out activities, that can have smooth induction of students in the main stream of the department and college. To comply with Hon. Supreme Court Judgment with AICTE/GTU ETC. Guidelines. To ensure complete discipline among the every individual at the campus and resolve their grievances. To ensure complete discipline among the every individual at the campus and resolve their grievances. Carry out activities to create environment of self-discipline and harmony among all at the campus. 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. To ensure tobacco free, hygienic and clean and green campus.
13	NPTEL, NEP, 1. Mrs. Alpa Vyas – C (Civil - MLIDS) 2. Mr. Sumit Patel - CC (Civil - LCIT)	<ul style="list-style-type: none"> Carry out activities as per the guidelines given in the constitution of NEP, NPTEL and other MOOC initiative involves use of pre-recorded lectures, resource video materials, lecture notes, assignments and quizzes, Registration of All staff for faculty developments.

**Principals
LCIT & MLIDS**