

**Shree Manibhai Virani and Smt. Navalben Virani Science College
(Autonomous), Rajkot**

Affiliated to Saurashtra University, Rajkot

UGC-DDU-KAUSHAL Kendra




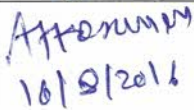
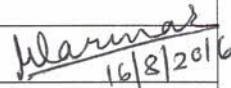
First Advisory Committee Meeting

Date: 16/08/2016

Time: 11:00 AM

Venue: Board Room

Attendance Record

S.N.	Name of Member	Designation	Signature
1.	Dr. K. D. Ladva, Principal I/C, Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous), Rajkot	Chairperson, Governing Body	 16/8/16
2.	Prof. M. R. Yadav Head, Department of Pharmacy, M. S. University of Baroda, Vadodara	UGC Nominated Expert Member	
3.	Prof. V. G. Gaikar Department of Chemical Engineering, Institute of Chemical Technology, Mumbai	UGC Nominated Expert Member	
4.	Dr. Hemang A. Desai Education Officer, University Grants Commission, New Delhi	UGC Nominee Member	 16/8/16
5.	Prof. H. S. Joshi, Professor, Department of Chemistry, Saurashtra University, Rajkot.	Principal Nominated Member	
6.	Dr. Kishor H. Atkotiya, Chairman, Board of Studies, Computer Science, Saurashtra University, Rajkot	Principal Nominated Member	 16/8/2016
7.	The Commissioner	Nominee from State Higher Education Council	
8.	Ms. (Dr.) M. M. Parmar	Member Secretary	 16/8/2016
9.		Representative(s) members of industries relevant to the Specializations Nominated by regional CII	
10.			
11.			
12.			



Shree Manibhai Virani and Smt Navalben Virani Science College, (Autonomous) Rajkot

Minutes of Meeting - First Advisory Committee Meeting - DDU KAUSHAL Kendra

Date: 16.08.2016

Time: 11:00 AM

Venue: Board Room

Agenda

1. Welcome & introductory remarks
2. Income-expenditure statements of Vocational Programs - B. Voc. and B. Voc. under DDU KAUSHAL Kendra
3. Budget of UGC's DDU KAUSHAL Kendra grant for 2016-17
4. Admission Eligibility
5. Introduction & Implementation M. Voc. Programs
6. Curriculum design, development & approval of B. Voc. & M. Voc. Programs
7. Annual Assessment & Certification of NSQF levels of B. Voc. & M. Voc. Programs
8. Any other matter with permission of the Chair

Attendees

All the members of the Advisory Committee except the following attended the meeting.

1	UGC Nominated Expert Members	Prof. M. R. Yadav	Head, Department of Pharmacy, M. S. University of Baroda, Vadodara-390002 (M): 09426721112 Ph.(O): 0265-2434187 msumryadav@gmail.com	Leave of absence
2		Prof. V. G. Gaikar	Department of Chemical Engineering, Institute of Chemical Technology, Mumbai-400019 M: 09920446256 vg.gaikar@ictmumbai.edu.in	Leave of absence



3	Nominee from State Higher Education Council	Nominee from the Commissioner	Commissionrate of Higher Education, 2nd Floor, Block No. 12, Dr. Jivraj Mehta Bhavan, Gandhinagar-389180	Absent
4	Representative of industries nominated by Regional CII	Industry Nominee/s from Director, Regional CII	Western Region - CII Gujarat State Office, CII House, Gulbai Tekra Road, Near Panchvati, Ahmedabad-380006 info@cii.in	Absent

Agenda 1: Welcome & introductory remarks

The chairperson of the Advisory Committee, Dr. K. D. Ladva, I/C Principal, gave a warm welcome to the members of the **first** Advisory Committee of the UGC DDU KAUSHAL Kendra.

The chairperson briefed about UGC sanction, approval, Grant in Aid received and the implementation of UGC B. Voc. programs in two disciplines from 2014-15, B. Voc Applied Computer Technology and B. Voc Medical Laboratory and Molecular Diagnostic Technology. (UGC letter no. F. 2-2/2014 (B. Voc.) dated 5th May 2014 and approval of affiliating Saurashtra University, Rajkot vide letter no. SU/Affi/02/3103/2015 dated 26/02/2015)

The chairperson also briefed about the establishment of UGC DDU KAUSHAL Kendra with three UG and three PG Vocational programs in 2105-16 as per UGC letter no. 3-43/2015 (KAUSHAL) dated 14/08/2015.

The students' strength in each program year wise was mentioned with proper justification.

The chairperson then highlighted the function of advisory committee as per UGC guidelines.

With the authorization of the UGC Member Dr. Hemang Desai, the Chairperson Dr. K. D. Ladva, took up the other agenda.



Agenda 2: Income-expenditure statements of Vocational Programs - B. Voc. and B. Voc. under DDU KAUSHAL Kendra

The details of financial assistance approved and received by the college for B. Voc programs (2014-15 to 2016-17)-UGC letter no. F. 2-2/2014 (B. Voc.) 05/05/2014 was explained by the Dr. K. D. Ladva and the statement of Income-expenditure for 2014-15 was presented before the committee members.

The Committee had gone through the statements presented and commented that Audited statement for operative cost for B. Voc program 2014-15 was found in order. With the consensus of all the members it was ratified with note that deficit amount can be carried forward / adjusted in the next year.

Dr. K. D. Ladva then briefed about the financial assistance for DDU KAUSHAL Kendra (2015-16 & 2016-17)-UGC letters (1) No. 3-43/2015 (KAUSHAL) dated 14/08/2015 (2) 3-43/2015 dated 15/09/2015 and the statement of Income-expenditure for 2015-16 was presented before the committee.

The Committee went through the audited statement of expenditure under the head of operative cost with DDU KAUSHAL Kendra 2015-16 and found the account in order. It was noted by the Committee that the college had exceeded the expenditure of Rs. 6528/ which may be carried forward under the same head in the account of year 2016-17. With the consensus of all the members it was ratified with note that deficit amount can be carried forward / adjusted in the next year.

The Committee considered the subsuming of the GIA received for B.Voc. scheme under DDU KAUSHAL Kendra and resolved that college can write to UGC about it.

Agenda 3: Budget of UGC's DDU KAUSHAL Kendra grant for 2016-17

The chairperson had presented the budget for 2016-17 which was prepared on the basis of UGC's amended guidelines for DDU KAUSHAL Kendra; for approval.

Dr. Hemang Desai suggested the following improvements in the budget under the head of operative cost

1. Reduce the honorarium for guest and visiting faculty
2. The amount can be compensated for web creation and preparation of material, manual etc.
3. The amount under the consumables be increased



Prof. H.S. Joshi and Dr. Kishor Atkotia also agreed with the restructuring of the budget and gave inputs regarding Web creation, Preparation of material and faculty expenditure.

The Committee approved the budget for 2016-17 with suggested modification in allocation of funds under different heads. The improved budget for the same to be sent to the UGC office along with the minutes of the meeting of Advisory Committee.

Agenda 4: Admission Eligibility

The chairperson put forward a detailed account of admission eligibility for B.Voc./M.Voc. programme as follows:

- 1. Lateral Entry: UG:** Candidate seeking admission directly in third semester of Bachelor of Vocation must have passed Examination of either Diploma Engineering or Diploma in Pharmacy **OR** B.Sc. /BE/B. Voc. First year from any UGC recognized University.
- 2. Lateral Entry: PG:** Candidate seeking admission directly in third semester of Master of Vocation must have passed Examination of PG Diploma in Engineering /Science/ Pharmacy or any relevant discipline from any UGC recognized University.

Such candidate has to take up Skill Bridge course- Theory & Practical designed by the DDU KAUSHAL Kendra of the college based on the UGC guidelines.

The chairperson requested for permitting lateral entry in UG and PG Vocational program for those candidates seeking admission from other relevant discipline.

UGC Nominee Dr. Hemang Desai suggested writing a request letter to UGC and also to affiliated University for this matter.

The chairperson acknowledged the efforts of Dr. G. C. Bhimani, Dean, Faculty of Science-Saurashtra University, in formulation of Adhoc board for Vocational Programs in Saurashtra University.

Dr. Hemang Desai appreciated the formation of Adhoc board of Vocational Programs in Saurashtra University.



Agenda 5: Introduction & Implementation M. Voc. Programs

Dr. K. D. Ladva briefed about the Introduction & Implementation M. Voc. Programs for exiting B. Voc. Programs (sanctioned in 2014-17) with same or relevant specialization with specific job roles.

The chairperson requested for the permission to be given to UGC DDU KAUSHAL Kendra of the college to implement M. Voc. programs approved by the UGC parallel to B. Voc. programs during XII plan period.

Dr. Hemang Desai suggested writing a letter to UGC for the approval of these courses as earliest for the benefit of students

Agenda 6: Curriculum design, development & approval of B. Voc. & M. Voc. Programs

The chairperson requested for the permission to be given to UGC DDU KAUSHAL Kendra of the college for curriculum - design, restructuring and development in alignment with the **new or existing job roles** corresponding to respective NSQF levels of exiting B. Voc. & M. Voc. programs.

Dr. Hemang Desai suggested writing a letter to UGC and Sector Skill Council for the approval of change in job role for the next academic year

Agenda 7: Annual Assessment & Certification of NSQF levels of B. Voc. & M. Voc. Programs


The chairperson revealed the difficulty in arranging the Annual assessment and certification by Sector Skill Council of the students. Dr. K. D. Ladva requested for the permission to be given to DDU KAUSHAL Kendra of the college to conduct the annual Assessment & Certification of NSQF levels of B. Voc. & M. Voc. Programs either with respective Sector Skill Council &/or with relevant industry partner/s.

Dr. Hemang Desai suggested requesting UGC for the same.

The other committee members also assured to identify the respective industry to support DDU KAUSHAL Kendra of the college.

The meeting ended with (Dr.) Minaxi Parmar proposing the vote of thanks.




Principal
Shree Manibhai Virani and Smt. Navalben Virani Science College
(Autonomous) Rajkot. 5 | Page

Shree Manibhai Virani and Smt Navalben Virani Science College, (Autonomous) Rajkot

Minutes of Meeting - Second Advisory Committee Meeting - DDU KAUSHAL Kendra

Date: 12.03.2017

Time: 12:00 PM

Venue: Board Room

Agenda

1. Welcome & introductory remarks
2. Deliberations on Minutes of First Meeting of Advisory Committee held on 16/08/2016.
3. Annual progress reports (upto 11/03/2017) of all B. Voc Programmes under DDU KAUSHAL Kendra
4. Release of remaining grant in aid(second installment) and submission of UC and SE for AY 2016-17 of UGC's DDU KAUSHAL Kendra
5. Curriculum revision and implementation of all programmes under DDU KAUSHAL Kendra
6. Multiple exit and entry points with provision for vertical and horizontal mobility and certification/s
7. Any other matter with permission of the Chair

Attendees

All the members of the Advisory Committee except the following attended the meeting.

1	UGC Nominated Expert Members	Prof. M. R. Yadav	Head, Department of Pharmacy, M. S. University of Baroda, Vadodara-390002 (M): 09426721112 Ph.(O): 0265-2434187 msumryadav@gmail.com	Leave of Absence (Telecom 10.03.2017)
2		Prof. V. G. Gaikar	Department of Chemical Engineering, Institute of Chemical Technology, Mumbai-400019 M: 09920446256 vg.gaikar@ictmumbai.edu.in	Leave of Absence (Email 07.03.2017)



3	Nominee from State Higher Education Council	Nominee from the Commissioner	Commissionrate of Higher Educatjion, 2nd Floor, Block No. 12, Dr. Jivraj Mehta Bhavan, Gandhinagar-389180	Absent
4	Representative of industries nominated by Regional CII	Industry Nominee/s from Director, Regional CII	Western Region - CII Gujarat State Office, CII House, Gulbai Tekra Road, Near Panchvati, Ahmedabad-380006 info@cii.in	Absent

Agenda 1:

Welcome & introductory remarks

The chairperson of the Advisory Committee, Dr. K. D. Ladva, I/C Principal, gave a warm welcome to the members of the **Second** Advisory Committee of the UGC DDU KAUSHAL Kendra.

The chairperson briefed about UGC approval for B. Voc. programs in **two** disciplines from 2014-15, B. Voc Applied Computer Technology and B. Voc Medical Laboratory and Molecular Diagnostic Technology. (UGC letter no. F. 2-2/2014 (B. Voc.) dated 5th May 2014 and approval of affiliating Saurashtra University, Rajkot vide letter no. SU/Affi/02/3103/2015 dated 26/02/2015) and the establishment of UGC DDU KAUSHAL Kendra with **three UG & PG** Vocational programs each in 2105-16 as per UGC letter no. 3-43/2015 (KAUSHAL) dated 14/08/2015.

The details of batch wise enrollment of students in each program under DDU KAUSHAL Kendra were presented before committee members. The details include Gender ratio, Medium of instruction, Regional background and Category (Annexure-I).

The committee found that the enrollment is diverse in terms of gender, region, caste, class and others. Different sections encouragingly presented in all the courses.

With the authorization of the UGC Member Dr. Hemang Desai, the Chairperson Dr. K. D. Ladva, took up the next agenda.



Agenda 2:

Deliberations on Minutes of First Meeting of Advisory Committee held on 16/08/2016.

The chairman mentioned that the draft Minutes of 1st Meeting of Advisory Committee have been finalized after including observations, comments received from the education officer, UGC, New Delhi.

The audited Utilization Certificates and Statement of Expenditure duly filled in UGC prescribed formats for B. Voc Degree Programmes under DDU KAUSHAL Kendra along with details of students fees have been sent to Joint Secretary, UGC.

The proceedings of first meeting of advisory committee have been sent to Education Officer and Joint Secretary, UGC, New Delhi along with agenda and notes, minutes of Advisory committee meeting, copy of budget approved in the meeting for Grant-in-Aid General-31(Recurring) A.Y. 2016-17 and annual progress reports of B. Voc Programmes under DDU-KAUSHAL Kendra.

Utilization Certificates and Statement of Expenditure had been approved by the committee.

The committee found that the actions taken upon resolutions made in last advisory committee dated 16/08/2016 and the minutes of the same are in order.

Agenda 3:

Annual progress reports (up to 11/03/2017) of all B. Voc Programmes under DDU KAUSHAL Kendra

The member secretary has presented the following documents.

1. The annual progress reports of all B. Voc programmes up to 11/03/2017 as per the prescribed format of UGC-DDU KAUSHAL Kendra
2. The study materials prepared for all B. Voc programmes
The representative Project reports prepared by students of all B. Voc programmes (B. Voc A.C. Tech. in Sem. 4, 5 and 6, B. Voc ML&MDT in Sem. 6 and B.Voc. Chem. Tech, B. Voc PAQA Sem. 2 and 4 students)

Dr. Ladva has displayed 11 chemical household consumer products such as cold cream, hand wash, lip balm, toilet cleaner, perfume etc. formulated by Sem. 2 and 4 students of B. Voc CT and PAQA.



Prof. H S Joshi, went through the printed study material prepared by the department and was pleased to see the appropriate content. He also appreciated the products made by 2nd year students of B.Voc. CT and PAQA.

Dr. Kishore Atkotia, appreciated the Project CD prepared by B. Voc A.C.Tech. Department.

The committee has seen all the reports, study material and project report in detail. They commented that the study material is up to the mark and the project work done by the student at UG level is extensive and noteworthy. The chemical products made by the students are highly appreciable and these efforts are satisfying the objective of Vocational programmes.

Agenda 4:

Release of remaining grant in aid (second installment) and submission of UC and SE for AY 2016-17 of UGC's DDU KAUSHAL Kendra

The chairperson put forward a detailed account of 1st installment of grant released for B. Voc Scheme and DDU KAUSHAL Kendra as per the UGC letter. The details of expenditure incurred up to 28/03/2017 under the head of recurring are presented.

The grant approved by first ACC under operative cost is Rs. 51, 00,000 and expenditure up to 28th February 2017 is Rs. 49, 27,464. The grant to be released is Rs. 50, 00,000. The committee has seen the expenditure of grant under recurring head and it was found in order.

The chairperson then asked for the release of remaining grant in aid from the UGC as the scheme is being ending by March 2017.

Dr. Hemang Desai mentioned that UGC will conduct Review Committee Meeting wherein DDU-KK of the college has to present the annual progress report with necessary prescribed documents.

Agenda-5:

Curriculum revision and implementation of all programmes under DDU KAUSHAL Kendra

The chairman said that the current curriculums of all programmes are according to the UGC's guideline for B. Voc. / DDU KAUSHAL Kendra.

Remaining in line with UGC's basic principles of curriculum design, the permission be granted to strengthen the existing curriculum or to formulate new curriculum in accordance with the changing requirements of the industry and Regional/ National economic priorities.



Dr. Hemang Desai said that the syllabus has two components. He suggested that the general components curriculum can be modified as per requirement, but the skill component be changed after approval from UGC.

Agenda-6:

Multiple exit and entry points with provision for vertical and horizontal mobility and certification/s

Dr. Ladva discussed about the flexibility for the candidate with NSQF level 5/6 of B.Voc programme to get admitted to 2nd / 3rd year of relevant B.Sc. programmes. The student of B. Voc Applied computer Technology should be considered eligible to get lateral entry into direct 3rd semester of MCA. The B. Voc degree students should also be considered eligible to get admission to relevant PG programmes (trans disciplinary vertical mobility) like M.Sc./B.Ed./MCA etc.

Dr. Hemang Desai quoted UGC letter dated 4th Aug. 2016 and said B.Voc. Degree be recognized at par with the other bachelor degrees for competitive exams conducted by state / central agencies and students with B.Voc. Degree should be considered eligible for the trans disciplinary vertical mobility into such courses where entry qualification is a Bachelor Degree without specific requirement in a particular discipline. Accordingly BoS of the parent University have to recommend admission eligibility.

Dr. Kishore Atkotia added that AICTE approval is required for lateral entry of B.Voc.-Applied computer Technology students into MCA. Prof. H S Joshi also said that college has to seek guidance from the parent University. This process should be passed in statutory bodies and academic council of Saurashtra University following the UGC guidelines.

Agenda-7:

Annual Assessment and Certification

The chairperson revealed the difficulty in arranging the Annual assessment and certification by Sector Skill Council of the students. Dr. K. D. Ladva requested for the permission to be given to conduct the annual Assessment & Certification of NSQF levels of Vocational. Programs either with respective Sector Skill Council &/or with relevant industry partner/s.

Dr. Hemang Desai suggested not involving any private agency/sector in annual assessment/certification. Saurashtra University assessment is proper & acceptable.




I/O Principal
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Smt. Navabhai Virani Science College
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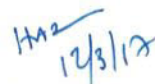

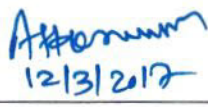
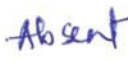
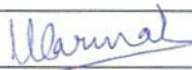
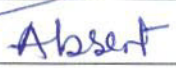
Second Advisory Committee Meeting

Date: 12/03/2017

Time: 11:00 AM

Venue: Board Room

Attendance Record

S.N.	Name of Member	Designation	Signature
1.	Dr. K. D. Ladva, Principal I/C, Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous), Rajkot	Chairperson, Governing Body	
2.	Prof. M. R. Yadav Head, Department of Pharmacy, M. S. University of Baroda, Vadodara	UGC Nominated Expert Member	Leave of Absence (Telecom 10.03.2017)
3.	Prof. V. G. Gaikar Department of Chemical Engineering, Institute of Chemical Technology, Mumbai	UGC Nominated Expert Member	Leave of Absence (Email 07.03.2017)
4.	Dr. Hemang A. Desai Education Officer, University Grants Commission, New Delhi	UGC Nominee Member	
5.	Prof. H. S. Joshi, Professor, Department of Chemistry, Saurashtra University, Rajkot.	Principal Nominated Member	
6.	Dr. Kishor H. Atkotiya, Ex. Chairman, Board of Studies, Computer Science, Saurashtra University, Rajkot	Principal Nominated Member	
7.	Representative of Commissioner Higher Education, Gandhinagar	Nominee from State Higher Education Council	
8.	Ms. (Dr.) M. M. Parmar	Member Secretary	
9.		Representative(s) members of industries relevant to the Specializations Nominated by Regional/ Zonal CII	
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