

TOLANI COMMERCE COLLEGE – ADIPUR

DECLARATION OF DIFFERENT COMMITTEES – 2022-24

Ref:

Resolution of Government of Gujarat, General Administration Department letter of 04-03-2014 resolution no. ૫૬૯/૧૦૨૦૧૩-૫૬૨૨૮૪/૬ work Distribution

Office Order:

Tolani Commerce College – Adipur imparts the higher education in UG and PG in Commerce. Many students seek admission in this college every year and most of them desire to be admitted in the college which will not be possible due to seat & division restriction by the university. For the effective management of these students for admission, exam, fee collection, co curricular and extracurricular activities, forming a committee is necessary. Hence this office order is issued to all the concerned for taking charge and following their duties in a good code of conduct.

Sr.	Name of Committee	Nature of work (Work Plan)
1	Student Representative Committee	<ul style="list-style-type: none"> - At least two meetings a year - Forming the students' Representation committee as per the government/university Norms. - Preparing the list of students for university senate and Students' welfare committee election and such other activities. - Celebration of national days - planning and implementation - Planning of annual day in consultation with the other committees and its execution. - Report of the committee to be submitted at the end of the every academic year
	1) Dr. Kalpesh Machhar	
	2) Dr. Gaurav Thakor	
	3) Hinal Gadhvi	
	4) Jigyasa Dave	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
2	Exam Committee	<ul style="list-style-type: none"> - At least two meetings in an academic year(before exam and after exam) - Smooth conduction of internal and external exams - Announcement of results in time - Timely submission of the results to the university - Advance planning of internal mark sheets so as to give to the students at the time of final examinations - Analysis of the internal/university results - Maintaining the exam/publication record - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Prof. P. M. Thapa	
	2) Dr. P. B. Chauhan	
	3) Dr. Sachin Abda	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
3	Administrative & Financial Advisory Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Budget planning and implementation - Quality improvement in administration - To contact the alumni for financial assistance for college needs - To suggest the ways and means for revenue generation - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. Kamal Kharecha	
	2) Dr. Swati Thacker	
	3) Dr. Sachin Abda	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
4	Internal Quality Assurance Cell (IQAC), UGC & RUSA Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Planning and implementation of the 4th cycle of reaccreditation of NAAC due in Nov-2023 - Planning and implementation of UGC schemes (if any) - Sending AQAR online report to NAAC office every year whenever required. - Feedback mechanism for quality enhancement - Filling teachers' appraisal form - Data collection of students taking admission in HE - To promote & suggest the subject wise activities to the departments that will benefit the institution in the 4th cycle of reaccreditation (Conference/ seminar/workshop/academic activities /participation /maintaining the records etc.) - Submitting the report of the committee to the head of the institution at the end of every year for annual report.
	<ol style="list-style-type: none"> 1) Dr. Kalpesh Machhar 2) Prof. P. M Thapa 3) Dr. P. B. Chauhan 4) Dr. K. H. Kharecha 5) Dr. J. R. Raiyani 	
	One Student representative of your choice	
	Dr. Kalpesh Machhar – IQAC Dr. J. R. Raiyani – RUSA Dr. K. H. Kharecha – UGC	

Sr.	Name of Committee	Nature of work (Work Plan)
5	Library Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - New recommendation of books - Suggestions for improvising the facilities in the library - To ensure the students functioning of computer with internet at the library - Submitting the report of the committee to the head of the institution at the end of every semester
	<ol style="list-style-type: none"> 1. Dr. Sachin Abda 2. Hinal Gadhvi 3. Gargi Dalapati 	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
6	IT and Website Maintenance Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Updating the college website time to time - Uploading the latest information/functions/events/ Results/merits etc. - To upload the info on net asked by UGC/Govt etc. - Making website familiar with the stakeholders - Submitting the report of the committee to the head of the institution at the end of every semester
	<ol style="list-style-type: none"> 1) Darshan Virwani 2) Dr. J. R Raiyani 3) Mohit Bablani 	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
7	Placement - UDISHA – Career and Counseling Cell	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Collecting students resume for job purpose - Providing information regarding recruitment to the students and employer - Conducting campus interview - Liaison with KCG/UDISHA/Govt. for the same - Conducting workshops etc. to develop GD/PI for interview - Submitting the report of the committee to the head of the institution at the end of every semester
	<ol style="list-style-type: none"> 1) Prof. P. M. Thapa 2) Vishal Bhatt 3) Mohit Bablani 4) Sagar Saini 	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
8	Time Table, Foundation Course and Academic Planning Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Preparation of academic calendar before the new academic year - Preparing the time table for the teaching staff
	1) P. M. Chauhan	

	2) P. B. Chauhan 3) CA Swati Thacker	<ul style="list-style-type: none"> - Everyday lecture planning in case of absentees - Submitting the report of the committee to the head of the institution at the end of every semester
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
9	Sports & NCC Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Conduction of sports activities throughout the year - Coaching & preparing the students to secure the numbers in the university level competitions - Enrollment of the students as per unit strength - Preparation of flag hoisting celebration at campus - Social awareness programs - Students' participation in different camps - Support to co-curricular and extracurricular activities. - Maintaining the records of the same - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. Gaurav Thakor 2) Prof. P. M. Chauhan 3) Avinash Bhuriya	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
10	NSS, Cultural, Youth Festival and Saptadhara Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Planning and implementation of the cultural events in the college - Conduction of events in coordination with the NSS/NCC/sports/external agencies etc (Thalassemia, blood donation, teacher's day etc) - To organize the programs as per Uni. NSS Guidelines - Enrollment of the students as per unit strength - Organizing one day/10 days camp etc - Social awareness programs (tree plantation etc) - A student oriented programs/inter collegiate cultural competitions etc. - Annual day celebration/annual events, if any - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. K. V. Machhar 2) Sachin Abda 3) Avinash Bhuriya 4) Niyati Jethwa 5) Vijay Jhatiya	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
11	Admission Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - To look after the admission process - To ensure the transparency in the whole process - To put the merit list on the website - Keeping the record of the admission process - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. K. H. Kharecha 2) Avinash Bhuriya 3) Niraj Kripalani	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
12	Reports & News Letter Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - To report the activities of the college to the college news letter - Managing media and public relations including press notes of the events in the college in coordination with the event organizer
	1) Dr. D. R. Maheshwari 2) Chandni Patel	
	One Student representative of your	

	choice	- Submitting the report of the committee to the head of the institution at the end of every semester
--	--------	--

Sr.	Name of Committee	Nature of work (Work Plan)
13	CWDC (Collegiate Women Development Cell), Gender Sensitization & Anti-Sexual Harassment of Women Cell	<ul style="list-style-type: none"> - At least two meetings in an academic semester - To spread the message of women empowerment - Conduction of different programs related to girl students (Lectures/shows/awareness program etc.) - Attempts to ensure the girl students their security - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. D. R. Maheshwari	
	2) Ms. Chandni Patel 3) Ms. Nidhi Goswami 4) Ms. Jigyasa Dave	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
14	Research Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - To promote research activity through publications/participation in seminar/conferences Workshops etc. - To motivate the faculty to undertake UGC MRP and other individual schemes of UGC - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. J. R. Raiyani	
	2) Dr. K. H. Kharecha 3) Dr. Sachin Abda	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
15	Students Grievance Redressal cell, Anti Ragging & College Discipline Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - To monitor anti-ragging activity - To maintain & suggest for discipline in the campus - To open/handle and review suggestion box feedback. - To maintain the record of student-teacher feedback - To ensure the students' security in the campus - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. Gaurav Thakor	
	2) Dr. K. H. Kharecha 3) Hinal Gadhvi	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
16	AISHE, NIRF and GSIRF and Data Management Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Uploading the data as and when required on respective portal - Maintaining the date uploaded on portal for the ready reference - Making payment if necessary by instructing the account office - Collecting data of every segment to be uploaded on the portal as and when required - Instructing the required data sheet to the concerned committee to prepare in advance for the next cycle - Submitting the report of the committee to the head of the institution at the end of every semester
	1) Dr. J. R. Raiyani	
	2) Vishal Bhatt 3) Yogesh Dave 4) Niraj Kripalani	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
17	SC/ST/Minority cell	- At least two meetings in an academic semester

	1) Avinash Bhuriya 2) Dr. D. R. Maheshwari 3) P. H. Balat	- Arranging programs of awareness to such students - Encouraging the students for availing the benefits of government schemes
	One Student representative of your choice	- Handling the issues related to such students with the consultation with the authorities
		- Submitting the report of the committee to the head of the institution at the end of every semester.

Sr.	Name of Committee	Nature of work (Work Plan)
18	Finishing School Committee	- At least two meetings in an academic semester
	1) Dr. D. R. Maheshwari 2) Gargi Dalapati 3) Mohit Bablani	- Arranging programs for the same as per the government guide lines - Encouraging the students for joining the classes
	One Student representative of your choice	- Payment and record keeping for the finishing school grants - Organizing and controlling the classes as per the norms - Submitting the report of the committee to the head of the institution at the end of every semester.

Sr.	Name of Committee	Nature of work (Work Plan)
19	Eco Club	- At least two meetings in an academic semester
	1) Vijay Jhatiya 2) Dhirubha Sodha 3) Nidhi Goswami	- Organizing trips and visit to places of nature to study the nature and its importance - Keep record of all the members of the club
	One Student representative of your choice	- Organizing different activities like exhibition, essay competition, debate, rangoli, poster making on the theme of nature and its consequences. - Submitting the report of the committee to the head of the institution at the end of every semester.

Sr.	Name of Committee	Nature of work (Work Plan)
20	SSIP & Innovation Club	- At least two meetings in an academic semester
	1) Nidhi Goswami 2) Mohit Bablani 3) Sachin Abda	- Coordination with the local industry for innovative activities and collaboration. - Organizing different competitions to promote start ups and innovative ideas.
	One Student representative of your choice	- Recommending the students after all procedure for innovation grants - Communication with the governments for the same - Submitting the report of the committee to the head of the institution at the end of every semester.

Sr.	Name of Committee	Nature of work (Work Plan)
21	Alumni Association and Parents Association	- At least two meetings in an academic semester
	1) Dr. Manish Pandya 2) Darshan Virwani 3) Niyati Jethwa 4) Jigyasa Dave	- To organize at least one meeting of alumni in each semester - To contact the alumni and in that way increase the members through Face book & other social sites. - To acquaint the members about happened/happenings and will happen events of the college through ICT
	One Student representative of your choice	- Submitting the report of the committee to the head of the institution at the end of every semester

Sr.	Name of Committee	Nature of work (Work Plan)
22	Scholarship Committee	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Making students aware of the scholarship schemes - Online government portal management of student scholarship forms - Timely answer to the students' query on portal - Keeping the record of the students and the amount of every year - Furnishing data as and when required
	1) Kishor Sorathiya	
	2) P. H. Balat	
	3) N. N. Nawani	
	One Student representative of your choice	

Sr.	Name of Committee	Nature of work (Work Plan)
23	Right to Information Act (RTI)	<ul style="list-style-type: none"> - At least two meetings in an academic semester - Giving information in time to the applicants in consultation with the legal advisor, if received such application - Making students aware of their rights through different programs - Announcement of officials through a sign board outside the office for general public - Maintaining register for received applications and sent responses.
	1) Dr. Manish Pandya	
	2) Prof. P. M. Chauhan	
	3) Niraj Kriplani	
	One Student representative of your choice	


PRINCIPAL
Tolani Commerce College
ADIPUR - KUTCH
GUJARAT - 370 205