



Managed by Jivan Jyot Trust, Amroli

**J. Z. Shah Arts & H. P. Desai Commerce College, Amroli - Surat**  
Women's Additional Class (SFI Divisions) B.Com. (Guj.-Eng. Medium & Data Science & Data Analytics)

Re-accredited "B++" Grade with CGPA 2.94 by NAAC Bengaluru (3rd Cycle) (Sept.2019)

An ISO 9001 : 2015 Certified Institute

Grant-in-Aid College Affiliated to Veer Narmad South Gujarat University, Surat



Tel: +91 261 2495 288

Mail: principal@acs.ac.in

web: <https://www.acs.ac.in/>

Name of the Committee		Nature of Work (Work Plan)
<b>1</b>	<b>Student Representative Committee (SRC)</b>	
1	Prof. Rundranath D. Jha (Coordinator)	<ul style="list-style-type: none"><li>The formation of a student union meeting should be based on the guidelines set by the Veer Narmad South Gujarat University based on the merit criteria.</li><li>The election process for the Senate and Student Welfare Committee members of Veer Narmad South Gujarat University shall be conducted in accordance with the names nominated by the voters, aiming to facilitate timely functioning of the university.</li><li>Celebration and organization of National Festival.</li><li>College Annual Prize distribution as well as participation in arranging all activities.</li></ul>
2	Dr. Rustom N. Sadri	
3	Prof. Bharatbhai D. Patel	
4	Prof. Hemaben D. Dave	
5	Prof. Kanubhai S. Sutariya	
6	Dr. Sejalben A. Desai	
7	Prof. Binduben A. Thakor	
8	Dr. Zankhana S. Parmar	
9	Dr. Kruti A. Patel	
10	Shri. Kishorbhai R. Solanki (Senior Clerk)	

<b>2</b>	<b>Examination Committee</b>	
1	Prof. Rundranath D. Jha Dr. Rustom N. Sadri (Over all Examination Coordinators)	<ul style="list-style-type: none"><li>Arrangement and implementation of college's all examination</li><li>To send internal marks to Veer Narmad South Gujarat University</li><li>To keep all records of students, result of internal and external</li><li>To arrange all external university examinations.</li></ul>
2	Dr. Rujutaben C. Gandhi (BA-Gujarati Co-Coordinator)	
3	Prof. Jitendrabhai B. Chaudhari (BA-Economics Co-Coordinator)	
4	Prof. Bharatbhai D. Patel (FYBCOM Co-Coordinator)	
5	Dr. Sejalben A. Desai (SYBCOM Co-Coordinator)	
6	Prof. Bharatbhai N. Patel (TYBCOM Co-Coordinator)	
7	Dr. Balvantbhai N. Dhimmar (MCOM Co-Coordinator)	
8	Prof. Kanubhai S. Sutariya (MA-Economics Co-Coordinator)	
9	Dr. Zankhana S. Parmar (SFI Co- Coordinator)	
10	All Administrative Staff	





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<b>3 UGC &amp; MHRD Committee</b>	
1	Prin. Dr. Kishorsinh N. Chavda
2	Dr. Sejalben A. Desai (Coordinator)
3	Dr. Kruti A. Patel
4	Dr. CS. Shweta P. Patel
5	Dr. Manish H. Tailor
6	Dr. Chirag K. Sidhpuria

- Process according to UGC/KCG Scheme
- UGC/KCG Scheme /grants –its record and share all accounts or financial details to – UGC/KCG

<b>4 Purchasing Committee</b>	
1	Shri. Kamleshbhai R. Prajapati (Junior Clerk)
2	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)
3	All Teaching Faculties and Office Staff

- As per the need of the college purchase process should be done
- Purchasing Process as per UGC and RUSA

<b>5 Internal Quality Assurance Cell (IQAC)</b>	
1	Prin. Dr. Kishorsinh N. Chavda
2	Dr. Sejalben A. Desai (Coordinator)
3	Dr. Rustom N. Sadri (Secretary)
4	Dr. Rujutaben C. Gandhi
5	Prof. Bharatbhai D. Patel
6	Prof. Kanubhai S. Sutariya
7	Dr. Balvantbhai N. Dhimmarr
8	Prof. Chhayaben U. Naik
9	Prof. Jitendrabhai D. Vachhani
10	Dr. Manish H. Tailor
11	Dr. Mayank V. Sodha

- To prepare the Reports and keep documents as per the NAAC.
- To do IQAC related to work

<b>6 Library Committee</b>	
1	Dr. Rujutaben C. Gandhi (Coordinator)
2	Dr. Ritu R. Agarwal (Co-Coordinator)

- Arrangements should be done for students to use library book





3	Dr. Manish H. Tailor	
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<b>7</b>	<b>IT and Website Maintenance Committee</b>	
1	Dr. Mayank V. Sodha (Co-ordinator)	<ul style="list-style-type: none"><li>● To maintain college computer, internet and Wi-Fi</li><li>● To take care of college website and updating process</li><li>● To fulfill IT equipment and continue evaluation</li><li>● To do online assessment work of Veer Narmad South Gujarat University.</li></ul>
2	Shri. Vatsalbhai P. Parmar (SFI Administrator Jr. Clerk) (Co-Coordinator)	
2	Shri. Prakashkumar P. Patel (Adhoc Clerk)	
3	Shri. Pankajbhai A. Mistry	

<b>8</b>	<b>Research Committee</b>	
1	Dr. Balvantbhai N. Dhimmar (Coordinator)	<ul style="list-style-type: none"><li>● To do Various UGC Schemes and Research Proposal work</li><li>● To do Program to create awareness on Research</li><li>● To organize seminars, conferences, workshops for Research.</li><li>● To do changes as per the UGC/VNSGU circulars and instructions.</li></ul>
2	Dr. Rujutaben C. Gandhi (Co-coordinator)	
3	Dr. Rustom N. Sadri	
4	Prin. Dr. Kishorsinh N. Chavda	
5	Dr. Ritu R. Agarwal	
6	Dr. Sejalben A. Desai	
7	Dr. Zankhana S. Parmar	
8	Dr. Kruti A. Patel	
9	Dr. CS. Shweta P. Patel	
10	Dr. Chirag K. Sidhpuria	
11	Dr. Mayank V. Sodha	

<b>9</b>	<b>Career-Guidance Club</b>	
1	Dr. Balvantbhai N. Dhimmar (Coordinator)	<ul style="list-style-type: none"><li>● To organize competitive exams and other</li></ul>





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2	Prof. Kanubhai G. Patel (Co-Coordinator)	activities for increasing the employability of students <ul style="list-style-type: none"><li>To facilitate employment for students, communicate with various company and to organize various activities</li><li>To participate K.C.G's various activities</li></ul>
3	Prof. Jitendrabhai B. Chaudhari	
4	Dr. Chirag K. Sidhpuria	
5	Dr. CS. Shweta P. Patel	

<b>10</b>	<b>Time Table and Academic Planning Committee, Foundation Soft Skill Subject Lecture Arrangement and Teaching Work Report</b>	
1	Prof. Bharatbhai N. Patel (Commerce-Coordinator)	<ul style="list-style-type: none"><li>As per the instruction of University and Academic Calendar College will prepare Time table and other activities.</li><li>To prepare information and keep report of Academic and other activities and to arrange classroom for all the activities</li><li>To maintain the notices on the notice board and to keep record</li><li>As per the Veer Narmad South Gujarat University syllabus, they need to organize Foundation and Soft skill's subject program in each and every syllabus and make arrangements to invite guest lectures (PIP) and also need to pay the remuneration.</li></ul>
2	Prof. Hemaben D. Dave (Arts-Coordinator)	
3	Prof. Kanubhai S. Sutariya (PG-Coordinator)	
4	Dr. Zankhana S. Parmar (SFI-Coordinator)	

<b>11</b>	<b>Sports &amp; Gymkhana Committee</b>	
1	Dr. Rustom N. Sadri (Coordinator)	<ul style="list-style-type: none"><li>College team to be selected for Sports, continuous guidance and university and other level competition participation, arrangement should be done.</li><li>To create reports for each and every program and to upload on college website, and to share with Government, University, and KCG.</li></ul>
2	Prof. Bharatbhai D. Patel (Co-Coordinator)	
3	Dr. Balvantbhai N. Dhimmarr	
4	Prof. Niharikaben H. Joshi	





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12 Cultural, Youth Festival and Sapthdhara Committee	
1	Prof. Hemaben D. Dave (Coordinator)
2	Dr. Zankhana S. Parmar (Co-Coordinator)
3	Prof. Rudranath D. Jha
4	Prof. Bharatbhai N. Patel
5	Prof. Kanubhai S. Sutariya
6	Prof. Nehaben V. Upadhayay
7	Dr. Kruti A. Patel
<ul style="list-style-type: none"><li>To organize cultural activities under the banner of Sapthdhara.</li><li>To organize the college annual day.</li><li>The Sapthdhara Committee has to follow instructions given by KCG.</li><li>To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li></ul>	

13 Geet Sangeet Nrutya Dhara	
1	Prof. Rudranath D. Jha (Coordinator)
2	Prof. Harshadbhai B. Patel (Co-Coordinator)
3	Prof. Vijaybhai M. Chaudhari
4	Prof. Narendrabhai B. Bariya
5	Dr. Kruti A. Patel
6	Dr. Chirag K. Sidhpuria
7	Dr. Mayank V. Sodha
8	Prof. Chandni A. Joshi
<ul style="list-style-type: none"><li>To organize college's cultural activity / to work in cultural committee and to organized various activities</li><li>To organize the college annual day.</li><li>To follow the instructions given by KCG.</li><li>To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li></ul>	

14 Natya Dhara	
1	Prof. Nehaben V. Upadhayay (Coordinator)
2	Dr. Zankhana S. Parmar (Co-Coordinator)
3	Prof. Niharikaben H. Joshi
<ul style="list-style-type: none"><li>To organize college's cultural activity / to work in cultural committee and to organized various activities</li><li>To organize the college annual day.</li><li>To follow the instructions given by KCG.</li><li>To prepare the reports of all activities and to upload on the college website and share with</li></ul>	





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	Government, University, and KCG.
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15 Sarjanatmak Abhivakti Dhara	
1	Prof. Vijaybhai M. Chaudhari (Coordinator)
2	Prof. Kanubhai S. Sutariya (Co-Coordinator)
3	Dr. Balvantbhai N. Dhimmarr
4	Prof. Chhayaben U. Naik
5	Dr. Paresh J. Rabari
6	Dr. Zankhana S. Parmar
7	Dr. CS. Shweta P. Patel
8	Dr. Chirag K. Sidhpuria
9	Dr. Mayank V. Sodha
10	Prof. Chandni A. Joshi

- To organize college's cultural activity / to work in cultural committee and to organized various activities
- To organize the college annual day.
- To follow the instructions given by KCG.
- To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.

16 Rang Kala Kaushalya Dhara	
1	Prof. Jitendrabhai D. Vachhani (Coordinator)
2	Dr. Ritu R. Agarwal (Co-Coordinator)
3	Prof. Kanubhai S. Sutariya
4	Prof. Nehaben V. Upadhayay
5	Prof. Binduben A. Thakor
6	Prof. Niharikaben H. Joshi
7	Dr. Zankhana S. Parmar
8	Dr. CS. Shweta P. Patel
9	Dr. Chirag K. Sidhpuria
10	Dr. Mayank V. Sodha

- To organize college's cultural activity / to work in cultural committee and to organized various activities
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17 Gyan Dhara	
1	Dr. Rujutaben C. Gandhi (Coordinator)





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2	Prof. Bharatbhai D. Patel (Co-Coordinator)	<ul style="list-style-type: none"><li>● To organize college's cultural activity / to work in cultural committee and to organized various activities</li><li>● To organize the college annual day.</li><li>● To follow the instructions given by KCG.</li><li>● To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li></ul>
3	Prof. Bharatbhai N. Patel	
4	Prof. Kanubhai G. Patel	
5	Prof. Kanubhai S. Sutariya	
6	Dr. Balvantbhai N. Dhimmarr	
7	Dr. Sejalben A. Desai	
8	Prof. Jitendrabhai B. Chaudhari	
9	Prof. Narendrabhai B. Bariya	
10	Dr. Swati R. Joshi	
11	Dr. Kruti A. Patel	
12	Dr. Manish H. Tailor	
13	Dr. CS. Shweta P. Patel	
14	Dr. Mayank V. Sodha	
15	Prof. Chandni A. Joshi	

18	<b>Samudaiyak Seva Dhara</b>	<ul style="list-style-type: none"><li>● To organize college's cultural activity / to work in cultural committee and to organized various activities</li><li>● To organize the college annual day.</li><li>● To follow the instructions given by KCG.</li><li>● To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li></ul>
1	Prof. Vijaybhai M. Chaudhari (Coordinator)	
2	Prof. Jitendrabhai B. Chaudhari (Co-Coordinator)	
3	Prof. Pankajbhai M. Nayka	
4	Prof. Niharikaben H. Joshi	
5	Dr. Mayank V. Sodha	
6	Prof. Harshadbhai B. Patel	

19	<b>Khelkud, Vyayam, Yog Dhara</b>	<ul style="list-style-type: none"><li>● To organize college's cultural activity / to work in cultural committee and to organized various activities</li><li>● To organize the college annual day.</li><li>● To follow the instructions given by KCG.</li></ul>
1	Dr. Rustom N. Sadri (Coordinator)	
2	Prof. Bharatbhai D. Patel (Co-Coordinator)	
3	Dr. Balvantbhai N. Dhimmarr	
4	Prof. Niharikaben H. Joshi	





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		<ul style="list-style-type: none"><li>● To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li></ul>
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20	<b>NSS Unit</b>	
1	Prof. Vijaybhai M. Chaudhari (Coordinator)	<ul style="list-style-type: none"><li>● To do all activities of NSS.</li><li>● To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li><li>● To audit NSS Grants and to submit to the university</li><li>● To organize NSS Camp (seven days)</li></ul>
2	Prof. Jitendrabhai B. Chaudhari (Co-Coordinator)	
3	Prof. Pankajbhai M. Nayka	
4	Prof. Niharikaben H. Joshi	
5	Dr. Mayank V. Sodha	

21	<b>NCC</b>	
1	Dr. Sonalben P. Jariwala (Coordinator)	<ul style="list-style-type: none"><li>● To communicate with the NCC Gujarat Bataliyan office and to do various activities.</li><li>● To prepare the reports of all activities and to upload on the college website and share with Government, University, and KCG.</li><li>● To arrange guard of honor for the guests for various activities done by Veer Narmad South Gujarat University or college.</li></ul>

22	<b>Reports, Magazine &amp; Newsletter Committee</b>	
1	Dr. Ritu R. Agarwal (Coordinator)	<ul style="list-style-type: none"><li>● To prepare the report of all college activities and to prepare annual Reports and to take print of it.</li><li>● To collect all details from others and to publish the Reports on the college website.</li></ul>
2	Prof. Kanubhai G. Patel (Co-Coordinator)	
3	Prof. Vijaybhai M. Chaudhari	
4	Dr. CS. Shweta P. Patel	
5	Dr. Manish H. Tailor	
6	Shri. Kishorbhai R. Solanki (Senior Clerk)	







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7	All Teaching Staff & All Administrative Staff	<ul style="list-style-type: none"><li>To publish ShabdJyot and Spark 1-2 on time on the website</li></ul>
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<b>23</b>	<b>CWDC and Gender Sensitization Committee</b>	
1	Dr. Rujutaben C. Gandhi (Coordinator)	<ul style="list-style-type: none"><li>To do various activities of CWDC</li><li>To do work on Gender Sensitization Committee</li></ul>
2	Prof. Nehaben V. Upadhayay (Co-Coordinator)	
3	Dr. Rustom N. Sadri	
4	Dr. Swati R. Joshi	
5	Dr. Zankhana S. Parmar	
6	Dr. Kruti A. Patel	
7	Dr. CS. Shweta P. Patel	
8	Shri. Kamleshbhai R. Prajapati (Junior Clerk)	

<b>24</b>	<b>Anti-Ragging Committee</b>	
1	Prin. Dr. Kishorsinh N. Chavda	<ul style="list-style-type: none"><li>To monitor students activities</li></ul>
2	Dr. Rustom N. Sadri (Coordinator)	
3	Prof. Vijaybhai M. Chaudhari (Co-Coordinator)	
4	Prof. Harshadbhai B. Patel	
5	Prof. Binduben A. Thakor	
6	Dr. Kruti A. Patel	

<b>25</b>	<b>Students Guidance Committee</b>	
1	Dr. Sejalben A. Desai (Over All Coordinator)	<ul style="list-style-type: none"><li>To guide students</li><li>To organize seminar for higher education and career guidance</li></ul>
2	Dr. Rujutaben C. Gandhi (BA-Gujarati Co-Coordinator)	
3	Prof. Jitendrabhai B. Chaudhari (BA-Economics Co-Coordinator)	
4	Prof. Bharatbhai D. Patel (FYBCOM Co-Coordinator)	
5	Prof. Nehaben V. Upadhayay (SYBCOM Co-Coordinator)	





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6	Prof. Bharatbhai N. Patel (TYBCOM Co-Coordinator)	
7	Dr. Balvantbhai N. Dhimmar (MCOM Co-Coordinator)	
8	Prof. Kanubhai S. Sutariya (MA-Economics Co-Coordinator)	
9	Shri. Kishorbhai R. Solanki (Senior Clerk)	
10	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	

<b>26</b>	<b>Students Grievance Redressal Committee</b>	
1	Prin. Dr. Kishorsinh N. Chavda	<ul style="list-style-type: none"><li>● To guide students</li><li>● To check transcript</li><li>● To do bus pass activity</li><li>● To solves the queries of students</li><li>● To take students' complaints in writing and to solve them in a constitutional way.</li></ul>
2	Dr. Sejalben A. Desai (Coordinator)	
3	Dr. Rujutaben C. Gandhi (Co-Coordinator)	
4	Prof. Kanubhai G. Patel	
5	Prof. Kanubhai S. Sutariya	
6	Dr. Balvantbhai N. Dhimmar	
7	Sujalkumar D. Chahwala (Student)	

<b>27</b>	<b>AISHE, NIRF, GSIRF and Data Management Committee</b>	
1	Dr. Sejalben A. Desai (Coordinator)	<ul style="list-style-type: none"><li>● To complete all AISHE work in time.</li><li>● All data of College need to keep in soft and hard copy</li><li>● To do Registration in time of NIRF and GSIRF</li></ul>
2	Dr. Manish H. Tailor (Co-Coordinator)	
3	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	
4	Shri. Vatsalbhai P. Parmar (SFI Administrator Jr. Clerk)	

<b>28</b>	<b>Discipline Committee</b>	
1	Prof. Rudranath D. Jha (Coordinator)	<ul style="list-style-type: none"><li>● To maintain the college discipline we need to work in collaboration.</li></ul>
2	Dr. Rujutaben C. Gandhi (Co-Coordinator)	
3	Dr. Rustom N. Sadri	
4	Prof. Bharatbhai D. Patel	
5	Prof. Hemaben D. Dave	
6	Prof. Bharatbhai N. Patel	





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7	Prof. Kanubhai S. Sutariya	
8	Dr. Sejalben A. Desai	
9	Prof. Binduben A. Thakor	
10	Dr. Zankhana S. Parmar	
11	Dr. Kruti A. Patel	
12	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	
13	Shri. Raysingbhai N. Patel (Peon staff)	
14	All Teaching & All Administrative Staff	

<b>29</b>	<b>RUSA Committee</b>	● To prepare the documents of RUSA and to work for getting grants and to keep the record of the utilization
1	Prin. Dr. Kishorsinh N. Chavda	
2	Dr. Sejalben A. Desai (Coordinator)	
3	Dr. Manish H. Tailor (Co-Coordinator)	
4	Dr. Swati R. Joshi	
5	Dr. Kruti A. Patel	
6	Dr. CS. Shweta P. Patel	
7	Dr. Chirag K. Sidhpuria	

<b>30</b>	<b>SCOPE &amp; DELL LAB</b>	● To do activities of Scope and DELL
1	Prof. Chandni A. Joshi (Coordinator)	
2	Dr. Ritu R. Agarwal (Co-Coordinator)	
3	Dr. Swati R. Joshi	
4	Shri. Vatsalbhai P. Parmar (SFI Administrator Jr. Clerk)	
5	Shri. Pankaj Arunbhai Mistry	

<b>31</b>	<b>Anti-Sexual Harassment of Women Cell</b>	● To monitor students activities
1	Prof. Binduben A. Thakor (Coordinator)	
2	Prof. Bharatbhai N. Patel (Co-Coordinator)	
3	Dr. Zankhana S. Parmar	





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<b>32 Women's Empowerment Cell</b>		
1	Dr. Rujutaben C. Gandhi (Coordinator)	<ul style="list-style-type: none"><li>● To monitor student's activities of the college students and to arrange seminars for the guidance of the students</li><li>● To take students' complaints in writing and to solve them in a constitutional way.</li></ul>
2	Prof. Nehaben V. Upadhyay (Co-Coordinator)	
3	Dr. Zankhana S. Parmar	
4	Prof. Niharikaben H. Joshi	
5	Dr. Kruti A. Patel	
6	Shri. Pushpaben N. Patel (Head Clerk)	

<b>33 Counseling Committee</b>		
1	Prof. Rudranath D. Jha (Coordinator)	<ul style="list-style-type: none"><li>● To monitor student's activities</li><li>● To guide the students</li><li>● In adverse situation council the students and take them to the right path</li><li>● To communicate with students, ask question and to motivate students</li><li>● To do seminar on positivity</li></ul>
2	Dr. Rujutaben C. Gandhi (Co-Coordinator)	
3	Dr. Sejalben A. Desai	
4	Prof. Chhayaben U. Naik	
5	Dr. Kruti A. Patel	
6	Prof. Chandni A. Joshi	

<b>34 Entrepreneur Committee</b>		
1	Prof. Pankajbhai M. Nayka (Coordinator)	<ul style="list-style-type: none"><li>● To monitor student's activities</li><li>● To share information about Government schemes with students</li><li>● To arrange a seminar on Entrepreneurship where students can start their own business.</li><li>● To establish a Job opportunity center and to provide guidance to students.</li></ul>
2	Dr. Chirag K. Sidhpuria (Co-Coordinator)	
3	Prof. Jitendrabhai D. Vachhani	
4	Dr. Paresh J. Rabari	
5	Shri. Vatsalbhai P. Parmar (SFI Admin. Jr. Clerk)	

<b>35 Placement Committee</b>		
1	Prof. Chhayaben U. Naik (Coordinator)	<ul style="list-style-type: none"><li>● To monitor student's activities</li><li>● To share information about Government schemes with students</li><li>● To arrange a seminar on</li></ul>
2	Dr. Chirag K. Sidhpuria (Co-Coordinator)	
3	Prof. Jitendrabhai D. Vachhani	
4	Prof. Pankajbhai M. Nayka	





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5	Shri. Vatsalbhai P. Parmar (SFI Admin. Jr. Clerk)	Entrepreneurship where students can start their own business. <ul style="list-style-type: none"><li>To establish a Job opportunity center and to provide guidance to students.</li></ul>
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<b>36</b>	<b>SC/ST/Minority/OBC Cell</b>	
1	Prin. Dr. Kishorsinh N. Chavda	<ul style="list-style-type: none"><li>To monitor student's activities</li><li>To arrange a seminar on to guide the students</li><li>To solve the question of the students</li></ul>
2	Prof. Harshadbhai B. Patel (Coordinator)	
3	Prof. Kanubhai G. Patel (Co-Coordinator)	
4	Prof. Vijaybhai M. Chaudhari	
5	Prof. Jitendrabhai B. Chaudhari	
6	Dr. Sonalben P. Jariwala	
7	Dr. Zankhana S. Parmar	
8	Shri. Pushpaben N. Patel (Head Clerk)	
9	Shri. Kishorbhai R. Solanki (Senior Clerk)	

<b>37</b>	<b>Finishing School</b>	
1	Dr. Chirag K. Sidhpuria (Coordinator)	<ul style="list-style-type: none"><li>To do the activities of Finishing School as per KCG instruction</li><li>To upload all details to our college website and to share with KCG.</li></ul>
2	Dr. Swati R. Joshi (Co-Coordinator)	
3	Dr. Mayank V. Sodha	

<b>38</b>	<b>Green Club</b>	
1	Prof. Bharatbhai N. Patel (Coordinator)	<ul style="list-style-type: none"><li>As per the rules do all the activities of it.</li><li>To organize seminars, various competition associated with Green Club</li><li>To prepare the report of all the program</li></ul>
2	Dr. Mayank V. Sodha (Co-Coordinator)	
3	Prof. Pankajbhai M. Nayka	

<b>39</b>	<b>Moral-Value Education Committee</b>	
1	Prof. Vijaybhai M. Chaudhari (Coordinator)	<ul style="list-style-type: none"><li>To organize seminars, various competition associated with the committee</li></ul>
2	Prof. Chhayaben U. Naik	





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	(Co-Coordinator)	<ul style="list-style-type: none"><li>● To prepare the report of all the programs.</li></ul>
3	Prof. Jitendrabhai B. Chaudhari	
4	Prof. Narendrabhai B. Bariya	
5	Prof. Pankajbhai M. Nayka	
6	Prof. Niharikaben H. Joshi	
7	Dr. Mayank V. Sodha	

<b>40</b>	<b>SSIP &amp; Innovation Club</b>	<ul style="list-style-type: none"><li>● To organize seminars and other activities based on SSIP and to prepare the reports and other details.</li><li>● To get grants for SSIP</li><li>● To organize seminars and other activities of Innovation Club and to prepare the report of it.</li><li>● To get a grant for Innovation Club and keep the record of the utilization.</li></ul>
1	Prin. Dr. Kishorsinh N. Chavda	
2	Dr. CS. Shweta P. Patel (Coordinator)	
3	Prof. Binduben A. Thakor (Co-Coordinator)	
4	Prin. Dr. Kishorsinh N. Chavda	
5	Prof. Narendrabhai B. Bariya	
6	Prof. Pankajbhai M. Nayka	
7	Dr. Swati R. Joshi	
8	Dr. Manish H. Tailor	
9	Dr. Chirag K. Sidhpuria	
10	Dr. Mayank V. Sodha	

<b>41</b>	<b>Right to Information (RTI)</b>	
1	Dr. Rustom N. Sadri (Coordinator)	Assistant Information Officer
2	Prof. Binduben A. Thakor (Co-Coordinator)	Public Information Officer
3	Prin. Dr. Kishorsinh N. Chavda	Appeal Officer
4	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	Administrator

<b>42</b>	<b>MYSY &amp; National Scholarship Portal</b>	<ul style="list-style-type: none"><li>● To work regulary for MYSY &amp; National Scholarship Portal</li></ul>
1	Prof. Chhayaben U. Naik (Coordinator)	
2	Shri. Pushpaben N. Patel (Head Clerk) (Co-Coordinator)	
3	Shri. Kishorbhai R. Solanki (Senior Clerk)	
4	Shri. Prakashkumar P. Patel (Adhoc)	





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	Clerk)	
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43 Alumni Association		
1	Dr. Sejalben A. Desai (Coordinator)	<ul style="list-style-type: none"><li>● To organize seminars and other activities and to prepare the report of it.</li><li>● To get a grant for Alumni Association and keep the record of the utilization.</li><li>● To organize two meetings of Alumni Association on 15th August and 26th January</li></ul>
2	Prof. Bharatbhai N. Patel (Co-Coordinator)	
3	Prof. Jitendrabhai D. Vachhani	
4	Dr. Mayank V. Sodha	
5	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	

44 Parents Teachers Association		
1	Prof. Hemaben D. Dave (Coordinator)	<ul style="list-style-type: none"><li>● To organize seminars and other activities and to prepare the report of it.</li><li>● To get a grant for it and keep the record of the utilization.</li><li>● To organize two meetings of Alumni Association on 15th August and 26th January</li></ul>
2	Prof. U. Naik (Co-Coordinator) Chhayabe	
3	Prof. Narendrabhai B. Bariya	
4	Shri. Prakashkumar P. Patel (Adhoc Clerk)	

45 Healthcare Committee:		
1	Prof. Chhayaben U. Naik (Coordinator)	<ul style="list-style-type: none"><li>● To monitor students activities</li><li>● To organized activities and to do discussion on it</li><li>● To prepare the report.</li></ul>
2	Prof. Niharikaben H. Joshi (Co-Coordinator)	
3	Dr. Swati R. Joshi	
4	Dr. CS. Shweta P. Patel	

46 Certificates & Awards Committee:		
1	Dr. Rustom N. Sadri (Coordinator)	<ul style="list-style-type: none"><li>● To monitor students activities</li></ul>





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2	Dr. Paresh J. Rabari (Co-Coordinator)	● To prepare certification and prize distribution program during the year
3	Dr. CS. Shweta P. Patel	
4	Shri. Kishorbhai R. Solanki (Senior Clerk)	

<b>47</b>	<b>Red Ribbon Club:</b>	
1	Prof. Bharatbhai D. Patel (Coordinator)	● To monitor students activities ● To organized activities and to do discussion on it ● To prepare the report.
2	Prof. Chhayaben U. Naik (Co-Coordinator)	

<b>48</b>	<b>Gujarati Sahitya Sabha:</b>	
1	Dr. Rujutaben C. Gandhi (Coordinator)	● To monitor students activities ● To organized activities and to do discussion on it ● To prepare the report.
2	Prof. Hemaben D. Dave (Co-Coordinator)	
3	Prof. Vijaybhai M. Chaudhari	

<b>49</b>	<b>Sanskrit Sahitya Mandal:</b>	
1	Prof. Narendrabhai B. Bariya (Coordinator)	● To monitor students activities ● To organized activities and to do discussion on it ● To prepare the report.
2	Prof. Chandni A. Joshi (Co-Coordinator)	
3	Dr. Sonal P. Jariwala	

<b>50</b>	<b>Internal Squad:</b>	
1	Dr. Rustom N. Sadri (Coordinator)	● To monitor students activities
2	Prof. Hemaben D. Dave (Co-Coordinator)	
3	Dr. Zankhana S. Parmar	

<b>51</b>	<b>Anti-Ragging Squad:</b>	
1	Dr. Rustom N. Sadri (Coordinator)	● To monitor students activities
2	Prof. Vijaybhai M. Chaudhari (Co-Coordinator)	







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3	Prof. Binduben A. Thakor	
4	Dr. Kruti A. Patel	

<b>52</b>	<b>Vigilance Cell:</b>	
1	Prin. Dr. Kishorsinh N. Chavda	● To monitor student's activities
2	Dr. Rustom N. Sadri (Coordinator)	
3	Shri. Kamleshbhai R. Prajapati (Junior Clerk) (Co-Coordinator)	
4	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	
5	Shri. Vatsalbhai P. Parmar (SFI Administrator Jr. Clerk)	
6	Shri. Prakashkumar P. Patel (Adhoc Clerk)	

<b>53</b>	<b>Internal Complaint Committee:</b>	
1	Dr. Rustom N. Sadri (Coordinator)	● To monitor student's activities ● To maintain a Suggestion Box and solve the problems of the students ● Prepare reports of the solutions of the problems of the students.
2	Prof. Hemaben D. Dave (Co-Coordinator)	
3	Prof. Kanubhai S. Sutariya	
4	Dr. Kruti A. Patel	
5	Shri. Pushpaben N. Patel (Head Clerk)	

<b>54</b>	<b>Prize distribution and other event Committee:</b>	
1	Dr. Rustom N. Sadri (Coordinator)	● To monitor students activities ● To organize prize, trophy and certificate distribution program for the students who participated in college internal activities or external activities. To prepare the report of it
2	Prof. Bharatbhai D. Patel (Co-Coordinator)	
3	Dr. Balvantbhai N. Dhimmar	
4	Dr. Sejalben A. Desai	
5	Prof. Chhayaben U. Naik	
6	Dr. Kruti A. Patel	
7	Prof. . Kishorbhai R. Solanki	
8	Shri. Rahulbhai P. Patel	

<b>55</b>	<b>High Power Committee:</b>	
1	Prin. Dr. Kishorsinh N. Chavda	● To solve the discipline issues of students ,





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2	Dr. Rustom N. Sadri (Coordinator)	other questions of students and teachers, ● To do some creative work for the benefit of the students.
3	Dr. Rujutaben C. Gandhi (Co-Coordinator)	
4	Prof. Bharatbhai D. Patel (IQAC Member)	
5	Dr. Sejalben A. Desai (IQAC Co-Ordinator)	
6	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	

<b>56</b>	<b>Staff Leave &amp; Salary Related Committee:</b>	
1	Prof. Rudranath D. Jha (Coordinator)	● Information about staff leave, payment - evaluation and other process
2	Dr. Rustom N. Sadri (Co-Coordinator)	
3	Prof. Bharatbhai D. Patel	
4	Shri. Kamleshbhai R. Prajapati (Junior Clerk)	

<b>57</b>	<b>Document of Students from Other Universities Verification Committee:</b>	
1	Dr. Balvantbhai N. Dhimmar (Coordinator)	● other university and college 's students details evaluation
2	Dr. Ritu R. Agarwal (Co-Coordinator)	
3	Dr. Kruti A. Patel	
4	Shri. Rahulbhai P. Patel (SFI Administrator Head Clerk)	

<b>58</b>	<b>Staff Welfare Committee:</b>	
1	Prof. Rudranath D. Jha (Coordinator)	● Staff increment, pension, and gratuity, leaves, motivation, Complaint Administrative System, Financial assistance, Infrastructure, medical help etc...
2	Prof. Bharatbhai D. Patel (Co-Coordinator)	
3	Dr. Rustom N. Sadri	
4	Dr. Sejalben A. Desai	
5	Ms. Pushpaben N. Patel (Head Clerk)	
6	Shri. Kamleshbhai R. Prajapati (Junior Clerk)	





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- The College Committee will organize various activities and will take the permission of the Principal.
- If needed any advance for the program then before seven day application should be written and has to be submitted to the Principal. If the price list is associated with it then the details should be forwarded to the Principal.
- After the completion of the program within seven days original vouchers and final accounts should be submitted to the account office with two xerox copies.
- A well typed Report with color photographs should be submitted within two days to [prin1@acs.ac.in](mailto:prin1@acs.ac.in).
- Details of activities, list of students and other required documents should be attached with the report. To share all the details with students and to put on notice board.
- To share details on the college website along with facebook, twitter, instagram, linkedin to create awareness and to share good values in the society.
- To submit all details along with photographs in IQAC, and to submit to Dr. Manishbhai Tailo





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➤ **Internal Evaluation 2024-25**

● **General Committee**

Dr.R.D. Rana	Dr.Rujuta C. Gandhi
Prof.B.D. Patel	Dr.Sejal A. Desai

● **Chairperson of Different Program**

Prof.B.D.Patel – B.Com.	Dr.B.N.Dhimmar - M.Com.
Prof.J. B.Chaudhari – B.A.(Economics)	Dr. Zankhanaben S. Parmar – B.Com. Data Science
Prof. Hemaben D. Dave – B.A. (Gujarati)	Prof.K.S.Sutariya – M.A.(Economics)

● **Co-ordinator**

Class	Gujarati	Economics
F.Y.B.A.	Prof.Hema D.Dave	Prof.J.D.Vachhani
S.Y.B.A.	Prof. V. M. Chaudari	Prof.H.B.Patel
T.Y.B.A.	Dr. R.C.Gandhi	Prof.J. B.Chaudhari
M.A. (Economics)	---	Prof.K.S.Sutariya

Class	E.M.	G.M.
F.Y.B.Com	Prof.Chhayaben U.Naik	Prof.K.G.Patel
F.Y.B.Com (SFI)	Dr. Mayank V. Sodha	Prof.Chandni A. Joshi
FYBCOM-Data Science	Dr. Zankhana S.Parmar	-
S.Y.B.Com	Dr. Sonal P. Jariwala	Prof.N.V. Upadhayay
S.Y.B.Com (SFI)	Dr. CS. S.P.Patel	Dr.Manish H. Tailor
SYBCOM- Data Science	Prof.Chandni A. Joshi	-
T.Y.B.Com	Dr. Ritu R. Agarwal	Prof.B.D. Patel





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T.Y.B.Com(SFI)	Dr. Kruti A. Patel	Dr. Zankhana S.Parmar
M.Com.Part-1 (Sem.1-2)	Prof.B. A. Thakor	Dr.B.N.Dhimmar
M.Com.Part-2 (Sem.3-4)	Dr. Chirag K. Sidhpuria	Prof.B.N.Patel





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### Committees work -

- As per the instruction and guidance of Gujarat Government, Veer Narmad South Gujarat University and NEP 2020 admission process will be done. For that Committee members will organize the things and will inform the administrator officials. Members will be available at the time of admission for the verification of the form. Admission process should be done very carefully.
- To make arrangements to fill the online application form of Veer Narmad South Gujarat University and to verify examination form. To be conscious about the details of admission of students.
- To do evaluation of college internal marks and send it to the Veer Narmad South Gujarat University within time limit.
- The Account section will do an online fee collection process. Students and the account department will do combined work.
- The students' admission forms, internal confidential information, and examination forms will be checked by all members present during this task. It is essential to maintain confidentiality in this regard. Responsibility for this matter will lie with the consensus.
- Computer Data entry of Admission form of students, internal marks, examination form and I Card will be in the collaboration of administration department.
- Students' Enrollment form, Registration form, examination form, and internal marks need to be submitted to the university within time. Pay attention to submitting all details of students.
- To do the examination work of university.
- Coordinators will take the responsibility from students admission to examination form.





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### **Administrative department's Work-**

- To coordinate with Committee members and to do the admission and fee collection process.
- Fee collection process and fee receipt should be according to the guidance and instruction per the instruction and guidance of Gujarat Government , Veer Narmad South Gujarat University.
- To note the details of fee collection everyday and on the same day submit the fee to the account section. On the same day cross verification should be done with the fee receipt. Account section must submit the fee to the government and the account section will be taking the responsibilities of it.
- Computer Data entry of Admission form of students, internal marks, examination form and I Card will be in the collaboration of administration department.
- Students' Enrollment form, Registration form, examination form, and internal marks need to be submitted to the university within time. Pay attention to submitting all details of students.
- To do the examination work of university.
- Administrative section will print the admission form and do the process of the examination form within the time limit. To maintain the account register.
- When the university sends the marksheet of the students to the college it should be soon distributed to students immediately and notice should be circulated for it. First Section needs to see the original hall ticket and then to give the marksheet. Section will maintain the register. If a student is not having the original hall ticket in that case, the administrative section will take the student's government id and will take the permission of the Registrar/ Principal to give the marksheet.
- Administrative staff will do student's transcript verification, T.C. bonafide, duplicate I- card, receipt, N.O.C certificate etc. To maintain the



*Onehede*

PRINCIPAL  
Dr. K. N. CHAVDA  
J. Z. SHAH ARTS &

H. P. DESAI COMMERCE COLLEGE  
At & Po. AMROLI-394 107, ST.UTRAN(W.R.)  
TA. CHORYASI, DIST. SURAT.