

Vitthalbhai Patel & Rajratna P. T. Patel Science College
(Autonomous)
Managed by Charutar Vidya Mandal
(Affiliated to Sardar Patel University)

Governing Body

Number	Category	Nature
5 Members one of them to be Chairperson	Management	Er. Bhikhubhai B. Patel - Chairperson Chairman, CharutarVidya Mandal, Vallabh Vidyanagar
		Shri Manishbhai S. Patel, Vice President, CharutarVidya Mandal, Vallabh Vidyanagar
		Shri Ramesh Talati Hon. Jt. Secretary, Charutar Vidya Mandal, Vallabh Vidyanagar
		Shri Basudev Baxi, Principal, N. V. Patel Science College, Vallabh Vidyanagar
		Shri Dilipbhai Hariharbhai Patel, CVM Council Member
2 Members	Teachers of the College	Dr. B. C. Dixit, Head, Chemistry Department
		Dr. C.R. Gurjar, Head, English Department
1 Member	Administrative Staff of the College	Mr. Aniruddh Patel, Junior Clerk, Office
1 Member	Educationist or industrialist	Shri Ramjibhai A. Faldu, Industrialist
1 Member	State Government nominee	
1 Member	University Nominee	Dr. Kiritbhai Lad, Professor, Physics Department, Sardar Patel University
1 Member	Principal of College	Dr. Nikunj B. Bhatt



Vitthalbhai Patel & Rajratna P. T. Patel Science College
(Autonomous)
Managed by Charutar Vidya Mandal
(Affiliated to Sardar Patel University)

Academic Council

Category	Member
Chairman	Dr. Nikunj B. Bhatt, I/c. Principal
All the Heads of Departments	Dr. B.C. Dixit, Head, Chemistry Department
	Dr. P. M. Patel, Head, Physics Department
	Dr. Pravin M. Patel, Head, Industrial Chemistry Department
	Dr. J. P. Patel, Head, Botany Department
	Mrs. M. K. Patel, Zoology Department
	Mrs. S. K. Menon, Head, Microbiology Department
	Mr. R. P. Solanki, Head, Mathematics Department
	Mr. R. H. Sadhu, Head, Computer Science Department
	Dr. C. R. Gurjar, Head, English Department
Four teachers of the college	Dr. K. D. Patel, Associate Professor, Chemistry Department
	Dr. J. K. Baria, Associate Professor, Physics Department
	Dr. Minaxi Vinodkumar, Associate Professor, Electronics Department
	Mrs. Medha K. Patel, Associate Professor, Zoology Department
Four experts/academicians from different category	Dr. Jigar V. Patel, Associate Professor, ISTAR College, CVM University
	Dr. Sanjay Ajmeri, I/c. Principal, BJVM College, V. V. Nagar
	Dr. Anilkumar K. Patel, Industrialist, Ahmedabad
	Dr. Shreelal Jha, Industrialist, GIDC, V. V. Nagar
Three nominees of the University	Dr. Saurabh Soni, Professor, Department of Chemistry, Sardar Patel University
	Dr. Ujjaval Trivedi, Professor, Department of Bioscience, Sardar Patel University
	Dr. Diptiben Shah, Professor, Department of Computer Science, Sardar Patel University
Controller of Examination	Dr. Yogesh B. Vadwala, Associate Professor, Chemistry Department
Member Secretary	Dr. A. R. Jivani, Associate Professor, Physics Department



Vitthalbhai Patel & Rajratna P. T. Patel Science College
(Autonomous)
Managed by Charutar Vidya Mandal
(Affiliated to Sardar Patel University)

Finance Committee

Category	Member
Chairman	Dr. Nikunj B. Bhatt, I/c. Principal
One person nominated by Governing Body	Mr. Vimalbhai Oza, Chief Accountant (CVM)
One member nominated by Principal	Dr. B. C. Dixit, Head, Chemistry Department
Member Secretary	Mr. Harshadbhai J. Patel, Accountant (College)



ADMISSION COMMITTEE :

Role & Responsibilities:

- The committee coordinator will head the committee.
- The committee coordinator will be responsible for the process of admissions and will report to the principal on a timely basis.
- The committee will have representation from each faculty.
- The committee will frame the guidelines in lieu of the guidelines by UGC, Parent University and Government of Gujarat.
- The admission related communication will primarily be the responsibility of the committee.
- The entire process of admissions should be error free, fair and disciplined for every stakeholder.
- The committee should decide the guidelines for any kind of unfair means that takes place in the process.
- Website updating with respect to admissions and time to time notices should be the responsibility of the committee.
- Admission quotas, its fair implementation should be looked after by the committee.
- Training, updating of the processes, allocation of duties, timings, venue of admission and SOP for admission process to be designed by the committee.
- A daily report and a final report of the process to be maintained and submitted to the principal.
- A record copy of the final report will be submitted to the IQAC.

About the Committee :

Sr. No	Category	Names of the member
1	Chairperson	Dr. Nikunj B. Bhatt
2	Coordinator	Dr. Pravin. M. Patel
3	Members	All Heads of the Department
4	Administrative section- Head	Mr. Aniruddh Patel

Committee Working Process:

- I. Admission committee will be formulated by the principal in the last month of the previous academic year.
- II. First meeting of the committee with the Principal and the IQAC Committee should be held in the last month of the previous year after committee formation.
- III. Review of the processes of the committee in the first meeting, any changes suggested in the processes should be considered.



- IV. Second meeting of the committee to start the preparation as per the preparation guidelines prepared by the admission committee, necessary changes be incorporated with date.
- V. The accepted changes should be sanctioned in the meeting with consent of the principal.
- VI. The second meeting should be conducted at least two weeks before the admission process.
- VII. Advertising of the admissions, media to be used, prospectus status and its updating, banners, instructions boards, manpower planning should be completed in the second meeting and necessary communications should be done for the respective faculties in the second meeting.
- VIII. Periodic meetings of the committee to ensure that every seat has been filled and the 100% admission process ensures the success of the efforts taken by the committee. The Admission Committee should ensure that the college website and all prospectus have complete information about Eligibility of program, rules of refund, syllabus, rules and regulation of attendance, Examination pattern, rules of examination, Terms of passing, Marking system, etc.

Admission display mechanism and further processes of taking admissions:

The Admission committee checks one week before, the availability of:

- Admission Forms
- Photocopy of Online Admission Form
- Prospectus
- Course Information Book
- Pamphlets
- Banners
- Photocopy of list of all Freeship/scholarship Schemes available.
- The Non-teaching staff should prepare folders (Admission Register, Stapler, Pin & plain paper) for each faculty and keep it ready for admission one day before the admission begins.
- The Admission committee should arrange all banners, posters, seating arrangement one day before the admission.
- The Admission procedure should commence on the day following the declaration of H.S.C. results.

Advertising of admissions:

Advertising of the courses should begin much earlier on during the closure of the academic year, visits, various types of advertisements such as pamphlets distribution, orientations, lectures, displays, posters, banners and sometimes through radio and television.

Review meeting mechanisms:

The application and admission processes should be reviewed periodically in consultation with the Principal by the Admission Committee to streamline the admission process in terms of percentage cut offs and increasing counseling sessions if there is a drop seen in any of the courses.



CODE OF CONDUCT FOR EMPLOYEES

Employees (Teaching and Non-Teaching faculty):

- A strict code of conduct is mandatory for all employees.
- All the employees are required to maintain regularity, punctuality and personal and general discipline in the campus.
- Teaching faculty must maintain academic integrity and transparency.
- All employees are expected to be committed in their duties and contribute towards the progress and quality of the institution.
- All employees have to apply for leave as per norms with the prior permission of the Principal. For long leave, permission of the Secretary/Correspondent is required.
- All employees must inform the Principal before leaving the headquarters even during vacation.
- Employees are not expected to indulge in business, trade or politics or any other employment or work.
- 'On Duty' assignments are to be taken upon the production of proof from the authorities.
- The services of an unaided employee can be terminated on grounds of fraud, involvement in crime, negligence of duties, unsatisfactory discharge of duties, while memo for explanation can be issued to an employee with aid and later referred to the higher authorities for necessary action.
- All employees are required to undertake any additional duties after college hours.
- All employees shall follow the college code of conduct and not take up any violence, indiscriminate politics and threaten the academic ambience and peace and harmony in the institution, be it among students, staff or other stakeholders.
- Disciplinary action shall be initiated against those who violate the norms of discipline and the smooth functioning of the institution.

