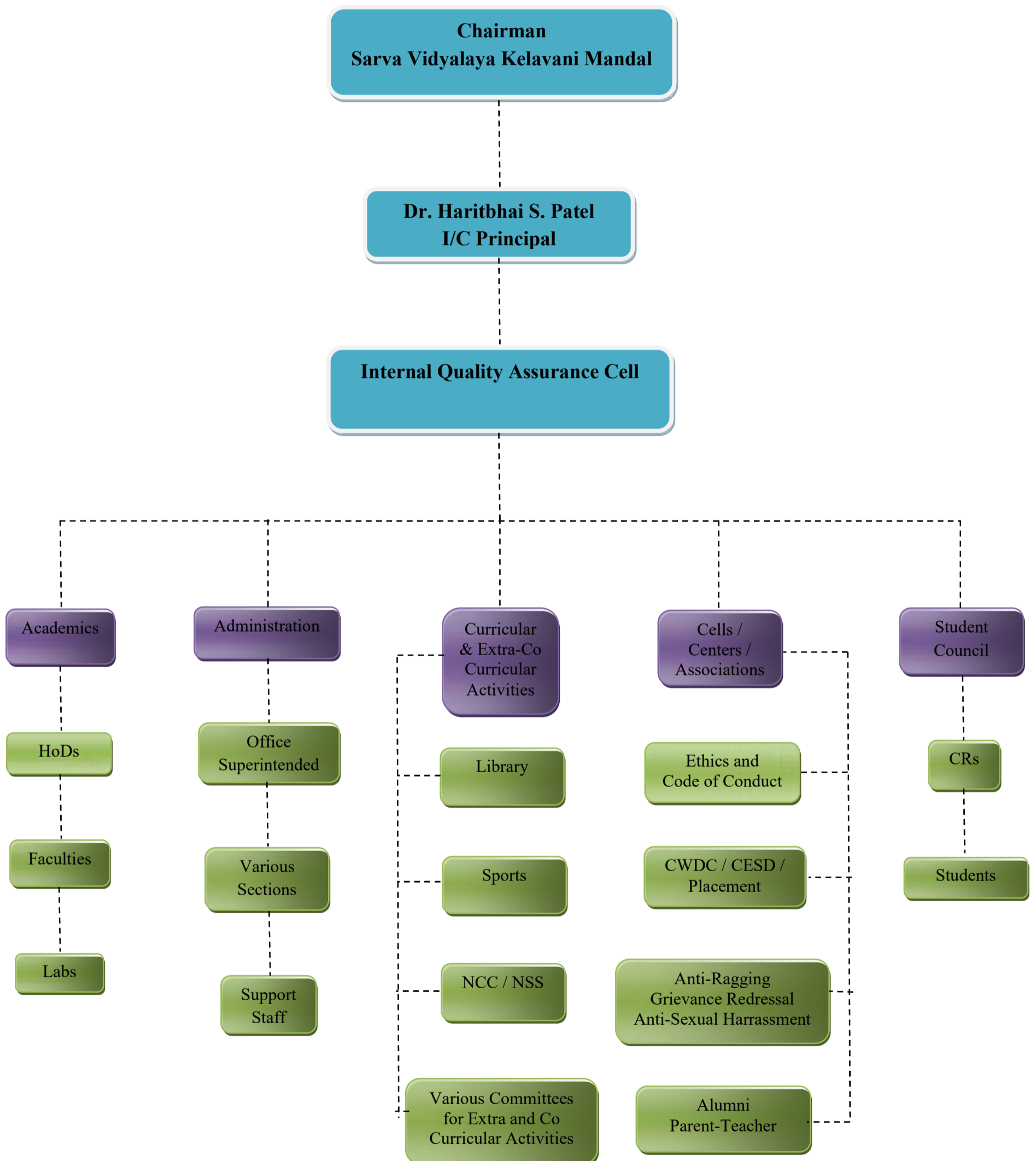




Sarva Vidyalaya Kelavani Mandal managed  
**UMA ARTS AND NATHIBA COMMERCE MAHILA COLLEGE**

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 (Estd. in 1991, Affiliated with Gujarat University - College Code 191 – AISHE Code C-5881)  
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**Organogram**



## IQAC Committee 2022-2023

IQAC may be constituted in every institution under the Chairmanship of the Head of the Institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

No	Name	Designation	Position in IQAC
<b>* Chairperson: Head of the Institution</b>			
1	Dr. Haritbhai S. Patel	I/C Principal, Uma Arts & Nathiba Commerce Mahila College	Chairperson
<b>* Coordinator</b>			
2	Dr. Pranav Joshipura	Associate Professor	Coordinator
<b>* Teachers to represent all levels (Three to Ten)</b>			
3	Prof. Payalben Pandya	Senior Faculty, Commerce	Member
4	Prof. Haresh M. Patel	Senior Faculty, Arts	Member
5	Dr. Mayuriben D. Patel	Librarian	Member
6	Dr. Jeram V. Patel	Sanskrit Dept. (UG & PG)	Member
7	Dr. Shrutiben Suthar	NCC ANO	Member
8	Dr. Mukeshchandra C. Gor	NSS PO	Member
9	Prof. Falguniben R. Patel	Coordinator, RUSA	Member
10	Dr. Rita R. Gandhi	Coordinator, Finishing School	Member
<b>* One Member from the Management</b>			
1	Shri Vallabhbbhai M. Patel	Chairman, SarvaVidyalayaKelavani Mandal, Kadi and Gandhinagar	Member
<b>* Few Senior Administrative Officers</b>			
1	Prof. Tejas F. Shah	AISHE Coordinator	Member
2	Dr. Kiran M. Dave	Coordinator, National Commemorative Day Celebration	Member
3	Dr. Manubhai Parmar	Cultural Committee	Member
4	Dr. Jyotiben M. Panchal	In-Charge, Alumni & Hostel	Member
5	Prof. Arun Ganvit	Office Administration Supervision	Member
6	Prof. Hetalben J. Raval	Coordinator, Job Placement	Member
7	Dr. Rakesh Prajapati	SSIP & Innovation Club	Member
8	Dr. Vishal Pancholi	Computer & ICT	Member
9	Mr. Darshan Trivedi	Office Administration	Member
<b>* One nominee each from Local Society, Students and Alumni</b>			
1	Mrs. Aashaben Sarvaiya	Local Society	Member
2	Ms. Dhruvi R. Patel	Student: General Secretary	Member
3	Ms. Urmial Zankat	Alumni (S/O Home Dept., Govt. of Guj)	Member
<b>* One nominee each from Employers /Industrialists/Stakeholders</b>			
1	Mr. Shaileshbhai Patel	Industrialist: Chairman, GIDC	Member
2	Mr. Nirmal Patel	Career Counsellor, Employment Office	Member
3	Mr. Pravinbhai Valera	Stakeholder / Liaison Officer, Suraksha Setu Society	Member

## IQAC Committee 2022-2023

No	Name	Designation	Position in IQAC	Signature
<b>* Chairperson: Head of the Institution</b>				
1	Dr. Haritbhai S. Patel	I/C Principal, Uma Arts & Nathiba Commerce Mahila College	Chairperson	
<b>* Coordinator</b>				
2	Dr. Pranav Joshipura	Associate Professor	Coordinator	
<b>* Teachers to represent all levels (Three to Ten)</b>				
3	Prof. Payalben Pandya	Senior Faculty, Commerce	Member	
4	Prof. Haresh M. Patel	Senior Faculty, Arts	Member	
5	Dr. Mayuriben D. Patel	Librarian	Member	
6	Dr. Jeram V. Patel	Sanskrit Dept. (UG & PG)	Member	
7	Dr. Shrutiben Suthar	NCC ANO	Member	
8	Dr. Mukeshchandra C. Gor	NSS PO	Member	
9	Prof. Falguniben R. Patel	Coordinator, RUSA	Member	
10	Dr. Rita R. Gandhi	Coordinator, Finishing School	Member	
<b>* One Member from the Management</b>				
1	Shri Vallabhbbhai M. Patel	Chairman, SarvaVidyalayaKelavani Mandal, Kadi and Gandhinagar	Member	
<b>* Few Senior Administrative Officers</b>				
1	Prof. Tejas F. Shah	AISHE Coordinator	Member	
2	Dr. Kiran M. Dave	Coordinator, National Commemorative Day Celebration	Member	
3	Dr. Manubhai Parmar	Cultural Committee	Member	
4	Dr. Jyotiben M. Panchal	In-Charge, Alumni & Hostel	Member	
5	Prof. Arun Ganvit	Office Administration Supervision	Member	
6	Prof. Hetalben J. Raval	Coordinator, Job Placement	Member	
7	Dr. Rakesh Prajapati	SSIP & Innovation Club	Member	
8	Dr. Vishal Pancholi	Computer Department	Member	
9	Mr. Darshan Trivedi	Office Administration	Member	
<b>* One nominee each from Local Society, Students and Alumni</b>				
1	Mrs. Aashaben Sarvaiya	Local Society / Social Worker	Member	
2	Ms. Dhruvi R. Patel	Student: General Secretary	Member	
3	Ms. Urmial Zankat	Alumni (S/O Home Dept., Govt. of Guj)	Member	
<b>* One nominee each from Employers /Industrialists/Stakeholders</b>				
1	Mr. Shaileshbhai Patel	Industrialist: Chairman, GIDC	Member	
2	Mr. Nirmal Patel	Career Counsellor, Employment Office	Member	
3	Mr. Pravinbhai Valera	Stakeholder / Liaison Officer, Suraksha Setu Society	Member	



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### **Administration Committee & COGENT & Official Communication**

**2022-2023**

Dr. Haritbhai S. Patel (I/C Principal)

Dr. Mayuriben D. Patel (Coordinator)

Prof. Arun B. Ganvit

Dr. Jeram V. Patel

Prof. Tejas F. Shah

Prof. Babubhai N. Chaudhary

Mr. Darshan Trivedi (Admin)

Mr. Nilesh Patel (Admin)

Ms. Mittal Prajapati (Admin)



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## **Admission Committee 2022-2023**

Dr. Haritbhai Patel (I/C Principal)

Dr. Pranav Joshipura (IQAC Coordinator)

Prof. Haresh Patel (Coordinator)

Prof. Payalben Pandya (Coordinator)

Dr. Vishal Pancholi (Computer)

Mr. Darshan Trivedi (Admin)

Ms. Mittal Prajapati



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### **AISHE & GSIRF Committee 2022-2023**

Dr. Hartibhai S. Patel (I/C Principal)

Dr. Pranav Joshipura (IQAC Coordinator) (Coordinator - GSIRF)

Prof. Tejas Shah (Coordinator - AISHE)

Dr. Manubhai D. Parmar

Dr. Vishal Pancholi



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## **Alumni Association ‘POORVA’ 2022-2023**

Dr. Jyotiben M. Panchal (Coordinator)

Dr. Kirtikamal B. Vaghela

Dr. Ritaben R. Gandhi



SarvaVidyalayaKelavani Mandal managed  
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## Anti-Ragging Committee – 2022-2023

Sr. No	Details	Name and Address	Contact No
1	Head of College	Dr. Haritbhai S. Patel	
2	Representative Police Inspector	Shri Pravin K. Valera	98240 7382
3	Local Media	Shri KrashnakantJha Managing Editor, Gandhinagar Samachar, Sector 8, Gandhinagar	079 232 37571
4	Non-Government Organizations (NGO)	Smt. Jashuben Thakkar Trustee, GayatriShaktipeeth, Sector – 1, Gandhinagar	7621025142
5	Representative of Parents	Shri Rajendrakumar H. Patel	9879143245
6	Representative of non-teaching	Ms. Mittal Prajapati	9724483819
7	Representative of civil administration	Deputy Collector, Gandhinagar	
8	Representative of faculty members	Prof. Falguni R. Patel, Head, Geography Department of this college	9426361940
9		Prof. Haresh M. Patel	9825471048
7	Representative of senior students	Dhrutiben R. Patel (GS)	9328780476
8		Kumkum Nemichand Malaviya (Vice GS)	9662511319
9		Janki Rajendrasinhji Zala	8469586902
10		Avani Kanubhai Chaudhary	9726399716
11		Meghaben Dilipsinh Solanki	9904550209
12	Representative of students belonging to fresher's category	Apurva Kanakrai Joshi	9023655266
13		Anjali Yogeshkumar Vyas	7383769439
14		Vaishali Arvindbhai Patel	8238389798
15		Urvashi Bharatji Thakor	6351362108
16		Dipikaben Fulsinh Rathod	9327696019
17		Shruti Raval	9723416417





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## **Best Student Award Committee 2022-2023**

Dr. Bharat Tadvı (Coordinator)

Dr. Jeram V. Patel

Dr. Jyotiben Panchal

Dr. Mayuriben Patel



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## **Canteen Committee 2022-2023**

Prof. Haresh M. Patel (Coordinator)

Prof. Arunbhai Ganvit

Prof. Falguniben R. Patel



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## **Career Counselling 2022-2023**

Dr. Haritbhai Patel (I/C Principal)

Prof. Payalben Pandya (Chief Coordinator)

Dr. Ritaben R. Gandhi (Coordinator – Arts)

Dr. Rakesh A. Prajapati (Coordinator – Commerce)

Dr. Manubhai Parmar

Mr. Darshan Trivedi (Admin)



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# **Certificate Course Committee 2022-2023**

Dr. Haritbhai S. Patel (I/C Principal & Coordinator)

Prof. Payalben Pandya

Dr. Bharat Tadvī

Dr. Jyotiben Panchal

Dr. Ritaben R. Gandhi

Dr. Manubhai Parmar

Dr. Vishal Pancholi



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## **Cleanliness and Hygiene Committee 2022-2023**

Prof. Haresh M. Patel (Coordinator & Sports Director)

Dr. Mukeshchandra Gor - NSS Coordinator

Dr. Shrutiben Suthar - NCC ANO

Prof. Falguni R. Patel

Mr. Darshan Trivedi (Admin)



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## **Code of Conduct Committee 2022-2023**

Dr. Haritbhai S. Patel (I/C Principal & Coordinator)

Dr. Pranav Joshipura (Member)

Prof. Haresh Patel (Member)

Prof. Payalben J. Pandya (Member)



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# College Tour Committee

## 2022-2023

Dr. Kiran Dave (Coordinator)

Prof. Babubhai Chaudhary

Dr. Rakesh A. Prajapati

Prof. Hetalben Raval



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## **Cultural Committee 2022-2023**

Prof. Payalben Pandya

(Chief Coordinator) (Coordinator – Youth Festival)

Dr. Kirtikamal Vaghela

Prof. Falguniben Patel (Coordinator - Navratri Committee)

Dr. Ritaben R. Gandhi

Dr. Pranav Joshipura

Prof. Tejas Shah

Dr. Mukeshchandra C. Gor

Dr. Manubhai D. Parmar (Coordinator - Kalshor)

Dr. Naresh D. Dave

Prof. Babubhai N. Chaudhary

Prof. Hetalben Raval (Coordinator - Days Celebration)





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# Collegiate Women Development Cell (CWDC)

2022-2023

Notification

## CWDC Complaints Committee: (For 3 years)

Sr. No.	Name	Designation	Contact No	E-mail ID
1	Dr. Harit S. Patel	Chairman	9427703973	artscollegeuma@gmail.com
2	Ms. Falguni R. Patel	Convenor	9426361940	falgu116@gmail.com
3	Dr. Rita R. Gandhi	Counsellor	9429601787	ritagandhi212@gmail.com
4	Ms. Mittal Prajapati	Member		artscollegeuma@gmail.com
5	Ms. Dhruti Patel GS	Member	9328780476	
6	Kumkum Nemichand Malaviya Vice GS	Member	9662511319	
7	Mr. Haresh M. Patel	Member	9898502016	hareshmpatel100@gmail.com

As all the resolutions, rules and laws laid down by the CWDC of Gujarat University is conducive to Uma Arts & Nathiba Commerce Mahila College for smooth functioning of its CWDC, the college adopts the entire document in toto for its purpose, with light modification to suit its purpose.

### 1. CWDC:

- (1) The college shall set up a Collegiate Women's Development Committee (CWDC) to deal with complaints of any kind of harassment, including sexual harassment;
- (2) The college/institution shall inform the Cell about the members of its CWDC and keep the Cell informed about any change therein;
- (3) CWDC shall submit its half-yearly report of activities to the Cell;

### 2. COMPOSITION OF COLLEGIATE WOMEN'S DEVELOPMENT COMMITTEE:

The Collegiate Women's Development Committee (CWDC) shall consist of six members as appointed by the principal of the college, as under, namely:

- i. Principal of the college shall be the Chairperson of the Committee;

- ii. Two members from the teaching staff of the college (of whom one shall be a woman);
- iii. One woman member from the non-teaching staff of the college;
- iv. Two students from the college;
- v. Where there is no woman, an employee man may be appointed.

(**Note:** Out of the two members from teaching staff of the college or of the recognized institutions, the woman member shall be the Convener of the Committee)

### **3.TERMS OF OFFICE:**

The members of the Committee shall hold office for a period of three years provided that where a person ceases to be an employee or the student, he shall cease to be a member of the Committee.

### **4. POWERS AND FUNCTIONS OF THE COMMITTEE:**

The powers and functions of the Committee shall as such may be determined by the Cell.

### **POWERS & FUNCTIONS OF THE CWDC:**

- To ensure implementation of these Regulations in the college to which they are applicable.
- To ensure and supervise the proper constitution and functioning of the Collegiate Women's Development Committee (CWDC) set up in the college.
- To organize regular workshops and training programmes for members of the staff, students of the college.
- To process individual grievances concerning any kind of harassment including sexual harassment in the college and to take suitable action in the manner and mode particularly provided hereafter.
- To formulate programmes for the spread of awareness of these regulations among the Managements of college, employees and the students.
- To bring out publications in Indian languages and English language concerning harassment and also concerning the implementation of these regulations.
- To hold annual programmes, seminars, workshops and meetings regarding Women's Development and any kind of Harassment, to propagate against sexual harassment amongst Managements, students and employees of the colleges and for that purpose to invite experts or resource persons.
- To set up pools; one each for NGOs and Women's Associations working within the geographical area of the college for carrying out the purposes of these regulations.
- To act as the Appellate Authority in respect of the decisions taken by the CWDC in affiliated college.

- To exercise such other powers and perform such other duties as may be conferred or imposed on it by or under these regulations.
- To do all such activities and things as may be necessary to carry out the objectives of these regulations.
- The Cell shall constitute one or more Committees for implementation of women's policy in general and for dealing with the cases/ complaints of any kind relating to sexual harassment.

**STATUS OF THE CELL:** For all the purposes, the Cell shall be treated as one of the departments of the college.

### **GRIEVANCE PROCEDURE (ICC):**

1. Any woman employee or girl student shall have the right to file a complaint to the Cell concerning any harassment including sexual harassment against a boy student or a male employee or a representative of the management with any of the members of the Cell as the case may be.
2. Such a complaint may be either oral or in writing.
3. Any complaint in writing has to be signed by the person making the complaint. If the complaint is oral, the same shall be put in writing (in detail) by the member of the Cell to whom the complaint is made and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
4. The complainant shall be afforded full secrecy at each stage.
5. In the event of the complaint being made to the member of the Cell, immediately upon receipt of the complaint, and within not more than five working days, the member of the Cell to whom the complaint is made shall communicate the same to the Chair Person or the President, as the case may be, of the Cell. The name of the complainant shall be kept confidential and will not be divulged even to the Cell, till the meeting in this regard is convened.
6. Within a period of ten working days from the date of such communication, the Chair Person of the Cell shall convene a meeting of the Cell to deal with the complaint.
7. Within ten working days of the enquiry committee being set up, the Convener shall convene a meeting for which an advance intimation shall be given to the complainant. At the first meeting, the complainant or at her request her representative shall be heard. The Inquiry Committee shall then decide whether the complaint deserves to be proceeded with. The complaint will stand disposed of if according to the CWDC the complainant has not been able to disclose *pritra* *facie* an act of any kind of sexual harassment.
8. In case, the Inquiry Committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Cell, heard and if so satisfied that a warning is just and proper, he may be warned about his behaviour. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.

9. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the same may be proceeded with as laid down in regulation 18.

**PENALTIES:**

1. A person found guilty of any kind of sexual harassment shall be subject to the same penalties for major and minor misconduct as prescribed under the Statutes of the University for the teaching staff and as per the Standard Code Rule, 1984/2013 for non-teaching staff.
2. An employee guilty of sexual harassment shall be liable to any of the following penalties:
  - (i) Warning, reprimand or censure.
  - (ii) Withholding of increments,
  - (iii) Reduction in Rank.

Provided however, that in addition to all these penalties, the offender is also required to give a written apology to the victim and upon his failure to do so, his case shall be considered for major penalty under relevant statutes of the University or the standard Code Rules.

3. A student guilty of sexual harassment shall be liable to any of the following penalties:
  - (i) Warning, reprimand or censure.
  - (ii) Suspension from the University/ College/ Institution for a period upto one month.
  - (iii) Debarment from appearing for the final examination for a period up to three years.
  - (iv) Rustication from the University/ College/ Institution as the case may be.Provided however, that in addition to all these penalties, the offender is also required to give a written apology to the victim and upon his failure to do so, case shall be considered for other action as deemed fit according to prevalent law.
4. Any person from the Management found guilty of sexual harassment shall be liable to any of the following penalties:-
  - (i) Warning, reprimand or censure.
  - (ii) Suspension from the Management of the University/ College/ Institution for a period up to one month.
  - (iii) Removal from the Management of the University/ College/ Institution, as the case may be.



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### **Dead Stock Committee 2022-2023**

Dr. Haritbhai S. Patel (I/C Principal)

Dr. Pranav Joshipura (IQAC Coordinator)

Dr. Mayuriben Patel (Coordinator)

Dr. Manubhai D. Parmar

Prof. Tejas F. Shah

Dr. Vishal Pancholi

Mr. Darshan Trivedi (Admin)

Mr. Nilesh Patel (Account)



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## **Discipline Committee 2022-2023**

Prof. Haresh M. Patel (Senior Faculty-Arts)

Prof. Payalben Patel (Senior Faculty – Commerce)

Prof. Falguni R. Patel (CWDC Coordinator)

Dr. Shrutiben Suthar (NCC)

Dr. Mukeshchandra Gor (NSS)

Mr. Darshan Trivedi (Admin)



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## **Centre for Entrepreneurship and Skill Development Committee 2022-2023**

Dr. Haritbhai Patel (I/C Principal)

Prof. Payalben Pandya (Coordinator)

Dr. Jyotiben Panchal

Dr. Bharat Tadvi

Prof. Falguniben Patel

Dr. Ritaben Gandhi



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Address: UANC Mahila College, Gandhinagar || Twitter : @UmaandNathiba

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## **E-Service Book Upload Committee: 2022-2023**

<b>Name</b>	<b>Designation</b>
Dr. Shrutiben Suthar	Nodal
Dr. Mayuriben Patel	Member
Dr. Vishal Pancholi	Member
Mr. Darshan Trivedi	Admin

### **Works:**

- To scan all service books
- To upload E-Service on cogent portal
- to update it as when it is needed.





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Youtube : UANC Mahila College, Gandhinagar || Twitter : @UmaandNathiba

## **Essay Writing 2022-2023**

1. Dr. Kirtikamal B. Vaghela (Coordinator)
2. Dr. Nareshbhai V. Dave
3. Prof. Hetalben Raval



Sarva Vidyalaya Kelavani Mandal: Gandhinagar Branch  
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# Examination Committee (2022-23)

Principal - Dr. Haritbhai Patel

Coordinator - Prof. Haresh Patel

Permanent Members - 1. Prof. Payalben Pandya

2. Dr. Pranav Joshipura

Co-opt Members - 1. Dr. Mitaben Shah

2. Dr. Naresh D. Dave

Administrative Staff - 1. Mr. Darshan Trivedi

2. Ms. Mittal Prajapati



## કોલેજ આંતરિક પરીક્ષાનું આયોજન

- આંતરિક પરીક્ષાના પૂર્વ આયોજન માટે શૈક્ષણિક વર્ષના જુલાઈ માસના અંતમાં તેમજ જાન્યુઆરી માસના અંતમાં પરીક્ષા સમિતિની મીટીંગ બોલાવીને, પરીક્ષાના સમયપત્રક, પરીક્ષા પદ્ધતિ, સિલેબસ, પેપર સ્ટાઈલ, પરીક્ષાના નવા પ્રયોગોની ચર્ચા, સેટ કરેલ પ્રશ્નપત્રો પરત મેળવવાની અંતિમ તારીખ, રી-ટેસ્ટ, ઈન્ટરનલ એટીકેટી પરીક્ષા તથા જરૂરી સ્ટેશનરી તથા અન્ય ફેરફારો વગેરે નક્કી કરવા. (પ્રો. હરેશભાઈ)
- તમામ પરીક્ષાનું સમયપત્રક નોટીસ બોર્ડ તથા વોટ્સેપ ગ્રૂપમાં મુકવાની વ્યવસ્થા કરવી. (પ્રો. પાયલબેન)
- ફાઉન્ડેશન તથા સોફ્ટસ્કીલ પરીક્ષાનું સમયપત્રક તૈયાર કરવું તેમજ પ્રશ્નપત્રો તૈયાર કરાવવા. (પ્રો. પાયલબેન)
- જુનિયર સુપરવિઝનનો ચાર્ટ તૈયાર કરવો. (પ્રો. પાયલબેન)
- તૈયાર પ્રશ્નપત્રો એકત્ર કરવાં તથા પ્રિન્ટ કરાવવી. (પ્રો. કો-ઓપ્ટ)
- પરીક્ષા માટે રૂમ ફાળવણી તથા બેઠક વ્યવસ્થા ગોઠવવી. (પ્રો. પ્રણવભાઈ)
- માર્ટશીટ પરત કરવાની અંતિમ તારીખ નક્કી કરવી. (પ્રો. હરેશભાઈ)
- અધ્યાપકોએ વિષયવાર તૈયાર કરેલાં પરિણામો વોટ્સેપ ગ્રૂપમાં મુકાવવા તથા વિદ્યાર્થીનીને ઉત્તરવહી પ્રત્યક્ષ અવલોકન માટેનું સમયપત્રક તૈયાર કરવું. (પ્રો. પ્રણવભાઈ)
- તૈયાર પરિણામ નોટીસ બોર્ડ તેમજ વોટ્સેપ ગ્રૂપમાં મુકાવવા તેમજ રીચેકીંગ-રીએસેસમેન્ટનું આયોજન કરવું. (પ્રો. પ્રણવભાઈ)
- ઈન્ટરનલ ગુણાંકન માટે પરીક્ષાના 15 માર્ક્સ સિવાયના અન્ય 15 માર્ક્સના ગુણભાર માટે એસાઈન્મેન્ટ, પ્રોજેક્ટ્સ, હાજરી, લાઈબ્રેરી રેકોર્ડ તથા અન્ય પ્રવૃત્તિના રેકોર્ડની અધ્યાપકોને સમજૂતી આપવી. (પરીક્ષાસમિતિ)
- અંતિમ પરિણામ નક્કી કરતાં પહેલાં પરીક્ષા સમિતિની મીટીંગ બોલાવીને ચર્ચા કરવી, રીચેકીંગ-રીએસેસમેન્ટની કાર્યવાહી કરવી, ધારાધોરણો નક્કી કરવાં, કોસ ચેકીંગ કરવા, ઠરાવો નક્કી કરવાં તેમજ ઓફિસને પરિણામ તૈયાર કરવાં સૂચના આપવી. (પ્રો. હરેશભાઈ)
- અંતિમ પરિણામ કાર્યાલયમાં તૈયાર કરાવવું તેમજ યુનિ. પોર્ટલ પર મુકવું. (પ્રો. હરેશભાઈ અને કાર્યાલય)
- પરીક્ષા દરમિયાન કોઈપણ આક્રમિક કે અણધાર્યા સંજોગોમાં જરૂરી વ્યવસ્થા ગોઠવવી. (પ્રો. હરેશભાઈ)
- પરીક્ષા પહેલાં પ્રશ્નપત્રો બ્લોક પ્રમાણે કવરો તૈયાર કરવા. (પરીક્ષા સમિતિ)
- પેપર તપાસવા માટે વિષય-પેપર પ્રમાણે સંબંધિત અધ્યાપકની યાદી વિષય-અધ્યક્ષ પાસેથી મેળવીને કાર્યાલયને આપવી. (કોઓપ્ટ મેમ્બર)
- પરીક્ષા પૂર્ણ થયાં પછી તપાસેલી ઉત્તરવહીઓ દરેક વિભાગ પાસેથી મેળવીને ઓફિસમાં જમા કરાવવાની કાર્યવાહી કરવી. (કોઓપ્ટ મેમ્બર)



## ગુજ. યુનિ. પરીક્ષાનું આયોજન

- મંડળ તથા પોલીસને જાણ કરતાં પત્રો મોકલવા.(શ્રી દર્શનભાઈ)
- યુનિ. પરીક્ષા માટે સ્ટેશનરીની વ્યવસ્થા કરવી. (પ્રો.હરેશભાઈ તથા શ્રી દર્શનભાઈ)
- કોલેજની પરીક્ષા કેન્દ્ર તરીકેની ફાળવણીમાં, જે તે વિદ્યાશાખા તથા તે સંબંધિત પરીક્ષાનું સમયપત્રક તેમજ ફાળવાયેલી વિદ્યાર્થી સંખ્યાની પૂર્વ માહિતી એકત્રિત કરવી તેમજ ફાઈલ બનાવવી.(કો-ઓપ્ટ)
- કોલેજ નોટીસ બોર્ડ તેમજ વોટ્સેપ ગ્રુપમાં યુનિ. પરીક્ષાનું સમયપત્રક મુકવું.(પ્રો.પાયલબેન)
- વિદ્યાર્થીનીઓના એડમીટ કાર્ડની વ્યવસ્થા કરવી.(કાર્યાલય)
- યુનિ. પરીક્ષા માટે બે ઓબ્ઝર્વરના નામ નક્કી કરીને યુનિ.માં યાદી મોકલવી.(પ્રો.હરેશભાઈ)
- જુનિયર સુપરવાઈઝર તથા અન્ય સ્ટાફની ગોઠવણી કરવી.(પ્રો.હરેશભાઈ તથા શ્રી દર્શનભાઈ)
- સિનિયર સુપરવાઈઝરની યાદી બનાવવી.(પ્રો.પાયલબેન)
- ઓબ્ઝર્વર માટે જમવાની વ્યવસ્થા કરવી.(શ્રી દર્શનભાઈ)
- પરીક્ષાની શરૂઆતની 10-15 સુધી પરીક્ષા ખંડમાં તેમજ અન્ય વ્યવસ્થા માટે ઉપસ્થિત રહેવું. (પરીક્ષા સમિતિના બે સભ્યો-રોટેશન મુજબ)
- જે તે ગુજ. યુનિ. પરીક્ષાના પરિણામો તથા યુનિ. ક્રમાંક પ્રાપ્ત વિદ્યાર્થીનીની માહિતી મેળવવી તથા પ્રકાશિત કરવી.(પરીક્ષા સમિતિ તથા કાર્યાલય)
- પરીક્ષા દરમિયાન કોઈપણ આક્રમક કે અણધાર્યા સંજોગોમાં જરૂરી વ્યવસ્થા ગોઠવવી.(પરીક્ષા સમિતિ તથા કાર્યાલય)



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Since 1991 UANC Mahila College, Gandhinagar || Twitter : @UmaandNathiba

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# **Farewell Committee**

## **2021-2022**

Dr. Haritbhai Patel (I/C Principal)

Dr. Pranav Joshipura (IQAC Coordinator)

Dr. Jeram V. Patel (Coordinator)

Dr. Bharat M. Tadv



SarvaVidyalayaKelavani Mandal managed

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# **Feedback and Survey Committee**

**2022-2023**

Dr. Pranav Joshipura (Coordinator)

Prof. Tejas F. Shah

Dr. Manubhai Parmar

Dr. Vishal Pancholi



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# **Finishing School 2022-2023**

Dr. Ritaben R. Gandhi (Coordinator)

Dr. Rakesh A. Prajapati

Mr. Darshan Trivedi (Admin)

Mr. Nilesh Patel (Accounts)

Ms. Mittal Prajapati (Admin)



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## **Green Club Committee 2022-2023**

1. Dr. Pranav Joshipura (Coordinator)
2. Dr. Manubhai Parmar
3. Prof. Tejas F. Shah
4. Prof. Payalben Pandya





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# Health Check Up Committee

**2022-2023**

1. Prof. Haresh M. Patel (Coordinator)
2. Prof. Falguniben R. Patel
3. Mr. Darshan Trivedi (Member)



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# **Hostel Committee 2022-2023**

Dr. Haritbhai Patel (I/C Principal)

Dr. Jyotiben Panchal (Coordinator)

Prof. Payalben Pandya

Prof. Haresh M. Patel



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## **ICT Maintenance & Upgradation Committee**

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Dr. Haritbhai S. Patel (I/C Principal)

Dr. Vishal Pancholi (Coordinator)

Dr. Mayuriben Patel

Prof. Payalben Pandya

Dr. Manubhai D. Parmar

Mr. Darshan Trivedi (Admin)



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# Infrastructure Maintenance

## 2022-2023

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Prof. Haresh M. Patel

Dr. Mayuriben Patel

Prof. Falguniben R. Patel

Dr. Vishal Pancholi

Mr. Darshan Trivedi (Admin)



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## **Innovation, Start-up & SSIP Committee**

**2022-2023**

Dr. Rakesh A. Prajapati (Coordinator)

Dr. Vishal Pancholi

Dr. Shruti A. Suthar



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## **Job Placement Committee - 2022-2023**

Sr. No	NAME	
1	Prof. Hetalben Raval	Coordinator
2	Dr. Rakeshbhai Prajapati	Assistant -Coordinator
3	Dr. Jeram Patel	Member
4	Dr. Bharatbhai Tadvi	Member
5	Prof. Babubhai Chaudhari	Member



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# **Library Committee**

## **2022-2023**

Dr. Haritbhai Patel (I/C Principal)

Dr. Pranav Joshipura (IQAC Coordinator)

Dr. Mayuriben Patel (Committee Coordinator)

Dr. Narehsh D. Dave (Gujarati)

Dr. Mitaben Shah (English)

Dr. K. B. Vaghela (Hindi)

Dr. Jeram V. Patel (Sanskrit)

Dr. Jyotiben M. Panchal (Economics)

Prof. Falguniben R. Patel (Geography)

Dr. Bharat M. Tadvī (Sociology)

Dr. Kiran M. Dave (History)

Dr. Ritaben R. Gandhi (Psychology)

Prof. Payalben Pandya (Commerce)

Dr. Vishal Pancholi (Computer)

Prof. Hareshbhai M. Patel (Sports)

Dhrutiben R. Patel (GS) (TYBA) (Student Representative)

Kumkum N. Malaviya (Vice GS) (TYBCom) (Student Representative)



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## **Minority and Reserved Category Welfare Committee**

### **2022-2023**

Dr. Kiran M. Dave (Coordinator)

Dr. Jeram V. Patel

Dr. Naresh D. Dave

Dr. Bharat Tadv

Dr. Manubhai Parmar

Dr. Shruti Suthar





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# MoU Committee 2022-2023

Dr. Haritbhai Patel (I/C Principal)

Dr. Pranav Joshipura (Coordinator)

Dr. Bharat Tadvī

Dr. Mayuriben Patel

Prof. Payalben Pandya



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## **NCC COMMITTEE 2022-2023**

<b>SR.NO</b>	<b>NAME</b>	<b>RANK</b>
1.	<b>Lt. Dr. Shruti A. Suthar</b> Assistant Professor, Psychology Department	Lieutenant Associate NCC Officer (ANO)
2.	<b>Prof. Payalben Pandya</b> Associate Professor, Head Commerce Department	Member
3	<b>Prof. Falguniben Patel</b> Associate Professor Head, Geography Department	Member



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## **NSS Committee 2022-2023**

Dr. Mukeshchandra C. Gor (Coordinator)

Dr. Naresh D. Dave

Dr. Rakesh A. Prajapati



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# **Orientation & Farewell Committee**

## **2022-2023**

Dr. Haritbhai Patel (I/C Principal)

Dr. Pranav Joshipura (IQAC Coordinator)

Dr. Jeram V. Patel (Coordinator)

Prof. Hareshbhai M. Patel

Dr. Mayuriben Patel

Dr. K. B. Vaghela

Dr. Jyotiben M. Panchal

Prof. Falguniben R. Patel

Dr. Bharat M. Tadv

Dr. Manubhai Parmar

Dr. Vishalbhai Pancholi



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## **Parents’ Association 2022-2023**

1. Dr. Kirtikamal B. Vaghela (Coordinator)
2. Dr. Jyotiben M. Panchal
3. Dr. Ritaben R. Gandhi



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# Prevention of Sexual Harassment Committee

**2022-2023**

Dr. Haritbhai S. Patel (Principal)

Prof. Falguniben R. Patel (Coordinator)

Dr. Jyotiben M. Panchal

Dr. Ritaben R. Gandhi

Prof. Haresh M. Patel (Senior Faculty, Arts)

Prof. Payalben Pandya (Senior Faculty, Commerce)



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# Quiz Committee

## 2022-2023

Dr. Manubhai Parmar (Coordinator)

Dr. Vishalbhai Pancholi



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# **Research and Publication Committee**

**2022-2023**

1. Dr.Haritbhai S. Patel (I/C Principal)
2. Dr. Pranav Joshipura (Coordinator)
3. Dr. Mayuriben Patel
4. Dr. Manubhai Parmar
5. Dr. Jyotiben M. Panchal
6. Dr. Ritaben R. Gandhi
7. Dr. Rakesh A. Prajapati
8. Dr. Bharat M. Tadvi





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# **RTI Committee 2022-2023**

Shri Vallabhbhai M. Patel (Chairman, SVKM)

Dr. Haritbhai S. Patel (I/C Principal & Coordinator)

Dr. Pranav Joshipura (Member)

Prof. Haresh Patel (Member)

Prof. Payalben J. Pandya (Member)

Mr. Darshan Trivedi (Admin)



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# **RUSA Committee**

## **2022-2023**

1. Dr. Haritbhai S. Patel (I/C Principal)
2. Prof. Falguniben R. Patel (Coordinator)
3. Dr. Pranav Joshipura (IQAC Coordinator)
4. Mr. Darshan Trivedi
5. Mr. Nilesh Patel



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# **SAMVAD Committee**

**2022-2023**

1. Dr. Pranav Joshipura (Coordinator)
2. Dr. Manubhai Parmar
3. Prof. Tejas F. Shah
4. Prof. Payalben Pandya



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## **SCOPE Committee 2022-2023**

Dr. Mitaben Shah (Coordinator)

Prof. Tejas F. Shah

Mr. Darshan Trivedi (Admin.)



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## **Sports Committee 2022-2023**

- |                                       |                        |
|---------------------------------------|------------------------|
| 1. Hareshbhai M. Patel                | Coordinator            |
| 2. Dr. Pranav P. Joshipura            | Member                 |
| 3. Dr. Kiran M. Dave                  | Member                 |
| 4. Prof. Arun B. Ganvit               | Member                 |
| 5. Dr. Jyotiben Panchal               | Member                 |
| 6. Prof. Tejas F. Shah                | Member                 |
| 7. Dr. Rakeshbhai Prajapati           | Member                 |
| 8. Dr. Jerambhai Patel                | Member                 |
| 7. Vaishali Arvindbhai Patel (SYBCOM) |                        |
|                                       | Student Representative |
| 8. Hemangi I. Parmar SYBA             | Student Representative |



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# Students' Council Committee 2022-2023

1. Prin. Dr. Haritbhai S. Patel (Chairman & Coordinator)
2. Dr. Pranav Joshipura (IQAC Coordinator)
3. Prof. Haresh M. Patel
4. Prof. Payalben Pandya

વિદ્યાર્થિનીઓએ પોતાના પોતાના વર્ગ કે કોલેજ અંગેની કોઈ પણ રજૂઆત હોય, તો પોતાના વર્ગ પ્રતિનિધિને મૌખિક અથવા લેખિત સ્વરૂપમાં કરી શકે છે. આ રજૂઆતો વિદ્યાર્થિની મંડળ દ્વારા સ્ટુડન્ટ કાઉન્સિલની મીટીંગ વખતે રજૂ થશે અને તે અંગે યોગ્ય કરવામાં આવશે.

## Students' Representative

5. Dhrutiben R. Patel (GS) (TYBA)
6. Kumkum Nemichand Malaviya (Vice GS) (TYBCom)
7. Janki Rajendrasinhji Zala (SYBA)
8. Avani Kanubhai Chaudhary (SYBCom)
9. Apurva Kanakrai Joshi (FYBA)
10. Meghaben Dilipsinh Solanki (FYBCom)
11. Anjali Yogeshkumar Vyas (MA)
12. Vaishali Arvindbhai Patel (Sports Secretary) (SYBCom)
13. Urvashi Bharatji Thakor (NCC Representative) (TYBA)
14. Dipikaben Fulsinh Rathod (NSS Representative) (SYBA)
15. Shruti Raval (Cultural Secretary) (TYBA)



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Sarva Vidyalaya Kelavani Mandal managed

## **UMA ARTS AND NATHIBA COMMERCE MAHILA COLLEGE**

Sarva Vidyalaya Campus, Sector - 23, Gandhinagar – 382023

(Estd. In 1991, Affiliated with Gujarat University-College Code-191- AISHE Code – C-5881 )

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# **Time-Table and Academic Calendar Committee**

## **2022-2023**

Prof. Payalben Pandya (Coordinator - Commerce)

Prof. Falguniben Patel (Coordinator - Arts)

Dr. Mayuriben Patel

Dr. Pranav Joshipura

Mr. Darshan Trivedi