

History:

The need for an Educational Institution was felt by Rofel- A trust established by Rotary Club Of Vapi, to provide a platform, to the the aspiring students of Vapi and surrounding areas, to achive their higher educational dreams.

Rofel Arts and Commerce college was the pioneer institution in the field of education at vapi which was established in the year 1989 at Bhole Baba Ashram.

Well known lawyer of Valsad “Late Shri Bhagwanbhai Khadubhai Desai” donated 2 acres of land at Namdha where our college building stands today. Well known Industrialist Manhedrabhai Jobhalia (Girnar Packaging) gave handsome donation in the name of his mother for the Arts College, While Shri Shantilal Achchhariwala, a well know donor from the village of Achchhari gave a handsome donation to the commerce college which helped us to construct a beautiful campus for our students.

About Us:

Smt.C.D.J. Rofel Arts and Smt.I.S.R.A Rofel Commerce College is affiliated to Veer Narmad South Gujarat University. Our College is “NAAC –Accredited” and secured 75.56% in the first Cycle. The college is graded “A” by AAA-Academic & Administrative Audit undertaken by the department of Education, Govt. Of. Gujarat.

With the continous efforts of the Management and U.G.C Aids we have great infrastructural facilities such as a huge library, a well equipped computer lab, a sophisticated English-language lab, Smart – class rooms, Girls common room, NSS & NCC room, Bisag Multimedia room ,Indoor sports room with morden equipments, huge play gorund, hostel’s for girls/boys, Canteen, and other morden amenities. Thousands of students study in our college who make the campus come alive.

Vision, Mission and objectives:

Our Vision

The Vision of the Institute is to Develop & keep Skill and Value Based Employable Quality of Education which Leads the Institution to Excellence and Make Institution Compatible with Globalize Requirements and New Social Realities.

Our Mission

To Encourage the Students to become more responsible to the Society and Nation and be a Good Citizens of India.

To Stimulate the Academic Environment in such a way to turn the Exam Based Attitudes of the Students and Faculty into Knowledge and Skilled Based Attitudes.

To Involve all the Players of the College in such a way i.e. from Management to Students, which Creates a Good & Healthier Team Building and Work Culture.

To Encourage the Students through Various Academic Extra and co-curricular Activities to Make them More Confident and Socially Responsible.

Evaluate the Capability of Various Groups of Students and Help and Guide Them to Achieve Their Aspirations and Goal.

To Direct the Students and Faculty about Their Responsibilities to Turn Their Classroom into an Efficient Learning and Resource Centre.

Our Objectives

Develop the Student's Skills by Encouraging them to Participate in the Various Activities at College Level and Outside the College.

To Make Concentration to Understand the Student's Need and Problems to Resolve Them Efficiently and Promptly to Create Confidence for the Institute among Them.

The Flexibility in Decisions and Practical View Adopted by the College Authority for the Students, Faculty and Administrative Staff to Provide an Environment of "PARIVAR".

Considering the Best Interests of the Students the Institute Priorities the Utilization of Their Resources.

Institute-Industry link: the Institute Built Relationship with the Industrial Sector to Provide Exposure to their Students by Creating Opportunities for the Training, Industrial Visit and Ultimately Placement.

FROM THE CHAIRMAN'S DESK:



Shri Rajju Shroff (if we want to reframe the message)

(Chairman)

As a Trustee of Rofel Arts & Commerce College, I am very proud and happy to know that our College is progressing well.

In Vapi and its surrounding area there is very big industrial development and with industrial progress there is all-round improvement in living standards of people. Earlier we were getting qualified people from different parts of the country but now our Arts & Commerce College is providing well-educated and well-trained staff to meet requirement for the Industry.

I see a bright future for all the students of our College!

- Best Regards,

Rajju Shroff

(Chairman)

FROM OUR TRUSTEE'S DESK:



Shri Bharat Patel

(Trustee)

Adhering strictly to our motto, "Enlighten to Excel" and following the footprints of our Patrons, we at Rofel college, believe that a great responsibility is vested on us as educators of the modern world. Eversince the inception of this college, we have been striving hard to comprehend the broad significance of education while designing our mode of instruction. We mentor our students to sharpen their intelligence and enable them to accomplish their aspirations.

Simultaneously, we instill in them a foundation to tackle the challenges of life.

We procure the support of a strong team of faculty members, who whole heartedly put their efforts to motivate our students and guide them to progress at every step. In conducive learning environment at our serene campus, we nurture champion, who with intellectual brilliance and ethical excellence emerge out as leader with difference.

- Bharat Patel
(Trustee)

FROM THE PRINCIPAL'S DESK



Prin .Dr. H.A. Desai

(Dean- Faculty of Arts, VNSGU)

Dear Students, Staff and Parents:

Smt.C.D.J Rofel Arts and I.S.R.A Rofel Commerce college is the pioneer institution in the field of education at Vapi. We have been imparting quality education and values to our students since 1989. We aim to provide the best to our student's all round development.

Welcome to the 2018-19 academic year! Our aim at Smt.C.D.J Rofel Arts and I.S.R.A Rofel Commerce college is to provide a safe and intellectually challenging environment. This will empower students to become groundbreaking thinkers and enthused learners equipped to flourish in the twenty-first century.

High standards and anticipations for each student in respect to academic performance, co-curricular participation, and responsible citizenship are the base of our college. It is with pride that we hold these high standards and ask each of our students to promise to maintain the extraordinary record of achievement and contribution that has been the legacy of our college. It is the contribution of our students to our college that makes this college an exceptional learning community. Complete participation in academic and co-curricular programs and a willingness to act responsibly as an individual within our educational environment are the factors that enable all to have a successful and enjoyable year.

Education is not merely acquirement of facts but also of values which help us improve the different facets of mankind. It ensures that we leave the world at a far better place than we found it.

Projects, Industrial visits, seminars and guest lectures by eminent academic and business leaders make the real-time learning experience exhilarating. The vocational courses like Certificate Course In Accountancy Technician and the classes which ties us tightly to our culture and art like music classes are organised to inculcate culture and knowledge deeply into the students.

The culture of rural background and the technology of modern world are mixed sensibly to create favourable academic atmosphere, nice ambiance for effective, pleasant and better learning and for transforming students into better citizens.

I am glad to invite you all to be a part of our family and wish you all the very best for a brilliant future.

-Prin .Dr. H.A. Desai

(Dean- Faculty of Arts, VNSGU).

Eligibility:

- A candidate seeking admission to F.Y.B.A/F.Y.B.Com must have passed the higher secondary examination conducted by Gujarat Secondary Education Board.
- A candidate seeking admission to M.A/M.Com must have passed the graduation examination conducted by university.

- * As per the amended statute- 223 passed by the senate at its annual meeting held on 29-03-2012 and conveyed to VNSGU, Surat the office of the secretary to the governor of gujarat, vide letter no. UNI-141-S-U-UOR-102-GS, Dt.-19/10/2012, a candidate shall be considered eligible for admission to F.Y of the Degree Course under the faculty of commerce if he or she has passed the Higher Secondary or equivalent examination in General Stream or **if he or she has passed equivalent examination in Vocational Stream subjects or science stream with A-Group.**
- A candidate seeking admission to F.Y.B.A and F.Y.B.Com will have to get the form of Rs. 150 from the college.

Important informations for the students willing to take admission

- Timing of college will be 12:00 to 4:00. Students living outside Vapi should must take note of the timings of train/buses for commutation. Take admission only if the medium of commutation matches with the timings of college.
- Admission will be given only on the basis of excellence and qualificationnal eligibility.
- The final dicision, regarding admission of student in any class, will be taken by Principal.
- Students taking admission will have to follow the rules and regulations of college and university strictly.
- During the academic session if student maintains irregularity, bunks the college, ignores the warnings and notices of college, misbehaves with principal, teaching staff and non teaching staff, he/she will show unwillingness in giving internal exam for invalid reasons, in such situation strict actions will be taken towards the student. Such situation will loose the chance of getting promotion to the next class and will be prohibited from the college.
- The celebration of events which involves wastage of money and are unproductive in nature, such as tie-day, saree day, chocolate day etc. are strictly prohibited in college premises.
- The acceptance of admission form by college does not mean that student has got admission. If student fails to achieve the criteria of merit and excellence they will not get the admission.

Procedure Of Admission:

- Admission process will start immedietly after the declaration of results of H.S.C.

- Important dates regarding the distribution of form and submission of form will be displayed on notice board. After deadline neither form will be distributed nor accepted by the college.
- *Documents needed for getting admission*
 - a) Admission form filled with correct details.
 - b) Original marksheet of H.S.C
 - c) leaving certificate.
- *Regulation and admission requirements:*
 - a) Students seeking admission to this college will have to apply for admission in the prescribed form with the notified time.
 - b) It is obligatory for a student to get his/her form checked and to meet in person along with the fees.
 - c) **For student's own convenience they are supposed to take keep extra copies of their marksheets and Leaving Certificate.**
 - d) **It is compulsory for the students belonging to SC/ST/SEBC categories to open their own bank account in bank of barorda vapi town branch in order to get advantage of scholarships.**
 - e) Address of the important offices for
 - District Welfare Officer
New bahumali bhawan, 4th flor, opp. Jalaram temple, valsad.
 - Vigilance officer
New bahumali bhawan, 4th flor, opp. Jalaram temple, valsad.
 - District Social Welfare Officer
New bahumali bhawan, 4th flor, opp. Jalaram temple, valsad.
- It is compulsory to write adhar card no. in admission form.
- *Documents needed at the time of admission:*
 - Original marksheet and three self attested copies.
 - 3 self attested copies of school leaving certificates.
 - 2 passport size photos.
 - SC/ST/SEBC certificates wherever applicable.
 - For SEBC category seat, Non-creamy layer certificate, issued after March must be attached.
 - 2 copies of aadhar card.
- **Information about admission**
 - At that time the admission eligibility will be considered as per the existing rules of the University
 - For taking admission in F.Y.B.com candidate must have passed with elements of accountancy ,business organisation, statistics or business statistics, economics or banking in 12th standard.

- Students will get admission according to the rules and regulations of university. Students who gets the admission will have to pay their fees within the stipulated time limit. If they fail to pay the fees in given time their admission granted will be treated as null and the seat will be allotted to other student.
 - **For getting enrollment no. from university students of F.Y.B.com/F.Y.B.A. will have to fill the form for it and pay the fees.**
 - Students belonging to other board or university will have to go to VEER NARMAD SOUTH GUJARAT UNIVERSITY and get “Provisional Eligibility” certificate. Only Students with this certificate are eligible for getting admission at our college.
 - After taking admission student with provisional certificate will have to go to the VEER NARMAD SOUTH GUJARAT UNIVERSITY again for getting final eligibility certificate before the end of first semester. They are supposed to submit this certificate at college.
 - For getting promotion in the next class/semester students are supposed to pay determined fees in given time. If students will fail to do so, the decision of promotion in the next class/semester will be taken by principal of the college.
- **Reserved seats for admission:**
- 7% of seats are reserved for the students belonging to schedule caste, 15% seats are reserved for schedule tribe, 27% of seats are reserved for the students belonging to economic, social and educational backward classes, 3% of seat are reserved for students belonging to differently abled category.
 - In case if student fail to fill the form of scholarship or the scholarship is not granted, student will have to pay the fees of college.
 - As per the act passed by Government of Gujarat and Department of Social Justice and Empowerment
- **The situations under which admission will be cancelled**
- If the documents produced by the students for admission turned out to be false.
 - If student fails to get enrolment no. or final eligibility certificate.
- **About identity card**
- Students of SY/TY will have to get their identity card renewed immediately within 5 days of their admission. For this students will have to go to the library of college with the paid fee receipt for the semester. If they will fail to do so they will have to pay the fine

decided by principal. Students are not allowed to get the books if identity card is not renewed.

➤ **About the return of deposit:**

- After completion of studies, **within a year** or if student have withdrawn he or she can come to college with original receipt of deposited money within six months to get the deposited money back. After this stipulated time deposit will not be returned.

➤ **Warning**

- Ragging is strictly prohibited in this school.
- Student involved in ragging will be punished as per government rules.

➤ **Understandings about education**

- Before taking admission a student must ponder about the subject of his/her interest, must have talk with their parents and only then specify the choice of subject in admission form.
- After the completion of admission process students cannot change the subject. As per the rules of university as well none of the students are allowed to change their subjects in second or third year as well.

➤ **Under Graduate courses**

The syllabus of under graduate courses are divided into two branches. A student should make a choice on the basis of his or her interests or linking.

F.Y.B.A			
		SEM I (Paper)	SEM II (Paper)
foundation compulsory	Language through literature OR Bhasha sahyta kaushal	I	II
foundation elective	Environmental studies	I	II

core allied	Sanskrit	I-II	III-IV
core course(Any one)	Economics Gujarati Sanskrit	I-II	III-IV
Core Elective	Gujarati Hindi Sanskrit History Psychology	I-II	III-IV

S.Y.B.A			
		SEM-III	SEM-IV
foundation compulsory	Language through literature OR Bhasha sahyta kaushal	III	IV
foundation elective	population education	III	IV
core course(Any one)	Economics Gujarati Sanskrit	V,VI,VII	VIII,IX,X
Core Elective	Gujarati Hindi Sanskrit History Psychology	V,VI	VIII,IX

T.Y.B.A			
		SEM-V	SEM-VI
foundation compulsory	Language through literature OR Bhasha sahyta kaushal	V-VI	IX-X
core course	gujarati	XI-XVI	XVII-XXII
core course	sanskrit	XI-XVI	XVII-XXII
Core Elective	economics	XI-XVI	XVII-XXII

F.Y.B.Com			
		SEM I (Paper)	SEM II (Paper)
Foundation Election	Language through literature	I	II

Core compulsory	Business economics	I	II
Core compulsory	Financial Accounting	I	II
Core compulsory	Business administration	I	II
Core Elective	statistics	I	II
Foudation Compulsory	Elements of banking and insurance	I	II
Foudation Compulsory	Environmental Studies	I	II

S.Y.B.Com			
		SEM III (Paper)	SEM IV (Paper)
Foundation Election	Language Through Literature	III	IV
Core compulsory	Macro Economics		
Core compulsory	Business Administration	III	IV
Core compulsory	Accountancy And Taxation		
Core compulsory	Advanced Accounting And Auditing	I	III
Core compulsory	Advanced Accounting And Auditing	II	IV
Core Elective	Statistics Or Banking		

T.Y.B.Com			
		SEM V (Paper)	SEM VI (Paper)
Foundation Election	Language Through Literature	V	VI
Core compulsory	mercantile law		
Core compulsory	Business Administration	V	VI

Core compulsory	economics	V	VI
Core compulsory	Advanced Accounting And Auditing	V	VII
Core compulsory	Advanced Accounting And Auditing	VI	VIII
Core Compulsory	Statistics Or Banking	IX	X

➤ **Post Graduate courses**

The syllabus of Post graduate courses are divided into two branches. A student should make a choice on the basis of his or her intresets or linking.

M.A. Economics		
		SEM I (Paper)
CC-01	Micro Economics	I
CC -02	Macro Economics	I
CC-03	Quantitative methods for Economics	I
EC-01	Industrial Economics Agricultural economics Economics of Human Resource Economics	I
ID-01	Agribusiness Research Methodology	I
SOC-01	Term Paper	I

M.A. Economics		
		SEM II (Paper)
CC-04	Micro Economics	II
CC -04	Macro Economics	II
CC-03	Quantitative Methods for Economics	II
EC-02	Industrial Economics Agricultural Economics Economics of Human Resource(Health) Economics	II

ID-02	Fundamental of Accountancy/ Indian Political System	II
SOC-02	Term Paper	II

M.A. Economics		
		SEM III (Paper)
CC-07	Economics of Social Sector	
CC -08	Environmental Economics	
CC-09	Theories of Growth and Development	
EC-03	Human Resource Agricultural Economic Econometrics	III
ID-03	Business Environment/ Banking and Insurance/ Computer Application in Economics	
SOC-03	Term Paper	III

M.A. Economics		
		SEM IV (Paper)
CC-10	Theories of International Trade	
CC -11	Indian Economic Policy	
CC-12	Public Economics	
EC-04	Human Resource/ Agricultural Economic/ Econometrics	IV
ID-04	History of Economics Thought/ Organised Market	
SOC-04	Term Paper	IV

M.Com	
	SEM I (Paper)
Economics Of Growth Development And Planning	I
Management Theory And Practice	I
Advertising And Sales Management	I
Financial And Management Accounting	I
Financial And Management Accounting	II

Financial And Management Accounting	III
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M.Com	
	SEM II (Paper)
Economics Of Growth Development And Planning	II
Management Theory And Practice	II
Advertising And Sales Management	II
Financial And Management Accounting	IV
Financial And Management Accounting	V
Financial And Management Accounting	VI
M.Com	
	SEM III (Paper)
Organised Markets	I
Financial Management	I
Strategic Management	I
Financial And Management Accounting	VII
Financial And Management Accounting	VIII
Financial And Management Accounting	IX

M.Com	
	SEM IV (Paper)
Organised Markets	II
Financial Management	II
Strategic Management	II
Financial And Management Accounting	X
Financial And Management Accounting	XI

STUDENT'S STRENGTH – 2016-17

STREAM	NO: OF STUDENTS
B.A	296
B.COM	865
M.COM	168
M.A	104
TOTAL	1433

Our Faculties:**Department of Economics**

- **Principal : Dr. Hemaliben A. Desai**

Qualifications : **M.A. Ph.D**

Experience : **27 Years**

Dean : Faculty of Arts, VNSGU, Surat.

Chairman : Board of studies(Economics).

Member : Sexual Harrasement Committee, VNSGU, Surat

State Co-ordinator : MMI, KCG

M.Phill and Ph.D Guide

Two Students have been awarded M.Phill under her guidance.

Three students are persuing Ph.D under her Guidance.

One of the selected members of Assessor's Orientation Program at Banglore (NAAC).

Visited NAAC as peer team member.

- **Dr. Ajay B. Naik**

Qualifications : **M.A., M.Phil, Ph.D**

Experience : **26 Years**

Member executive council, College & University Teacher Association, VNSGU, Surat

Elected Member of Senate(2012-2017), VNSGU, Surat

- **Mr. Kishorkumar P. Chavda**

Qualifications : **M.A. B.Ed**

Experience : **18 Years**

- **Ms. Anita L. Mehta**
Qualifications : **M.A.**
Experience : **24 Years**

Department of Accountancy

- **Dr. Maheshkumar U. Daru**
Qualifications : **M.Com, B.ed, Ph.D**
Experience : **27 Years**
NAAC College co-ordinator - 2007 & 2014
AAA College co-ordinator
IQAC College co-ordinator
Board of Studies Accounting in costing member (VNSGU, Surat)
Ph.D Guide
Head of Department of Accountancy (College)
- **Dr. Rashmiben B. Mehta**
Qualifications : **M.Com, B.Ed, Ph.D**
Experience : **25 Years**
- **Mrs Parul A Bhanvadia**
Qualifications : **M.Com, ACCA, PGDFM, GSET**
Experience : **6 Years**

Department of Commerce

- **Mrs. Jaynaben I. Desai**
Qualifications : **M.Com**
Experience : **27 Years**
Member : Board of studies in Commerce VNSGU, Surat.
- **Mr. Manharbhai B. Macchi**
Qualifications : **M.Com**
Experience : **25 Years**
- **Ms Pooja S. Desai**
Qualifications : **M.B.A**
Experience : **4 Years**

Department of Gujarati

- **Mr. Natvarlal K. Patel**
Qualifications : **M.A.**
Experience : **25 Years**
Member : Board of Studies in Gujarati, VNSGU, Surat.
Member : SC/ST Cell
- **Mr. Mukeshkumar G. Thanki**

Qualifications : **M.A**
Experience : **24 Years**

Department of Sanskrit

- **Mrs. Indiraben P. Patel**
Qualifications: **M.A., B.Ed.**
Experience: **27 Years**
Chairman : Board of Studies in Sanskrit VNSGU, Suart.
HOD : Sanskrit department
- **Dr. Jayaben C. Parmar**
Qualifications : **M.A. B.ed, Ph.D**
Experience : **25 Years**

Department of statistics

- **Dr. Harshad M. Tandel**
Qualification : **M. Com, Ph.D**
Experience : **33 Years**
Member : Board of Study in Statistics VNSGU, Surat.

Department of English

- **Dr. Vivekanand S. Pathak**
Qualifications : **M.A., Ph.D.**
Experience : **22 Years**
Board of Studies in English, VNSGU, Surat
Ph.D Guide.

Department of Hindi

- **Dr. Amitaben L. Tandel**
Qualifications : **M.A., Ph.D.**
Experience : **23 Years**

Department of Psychology

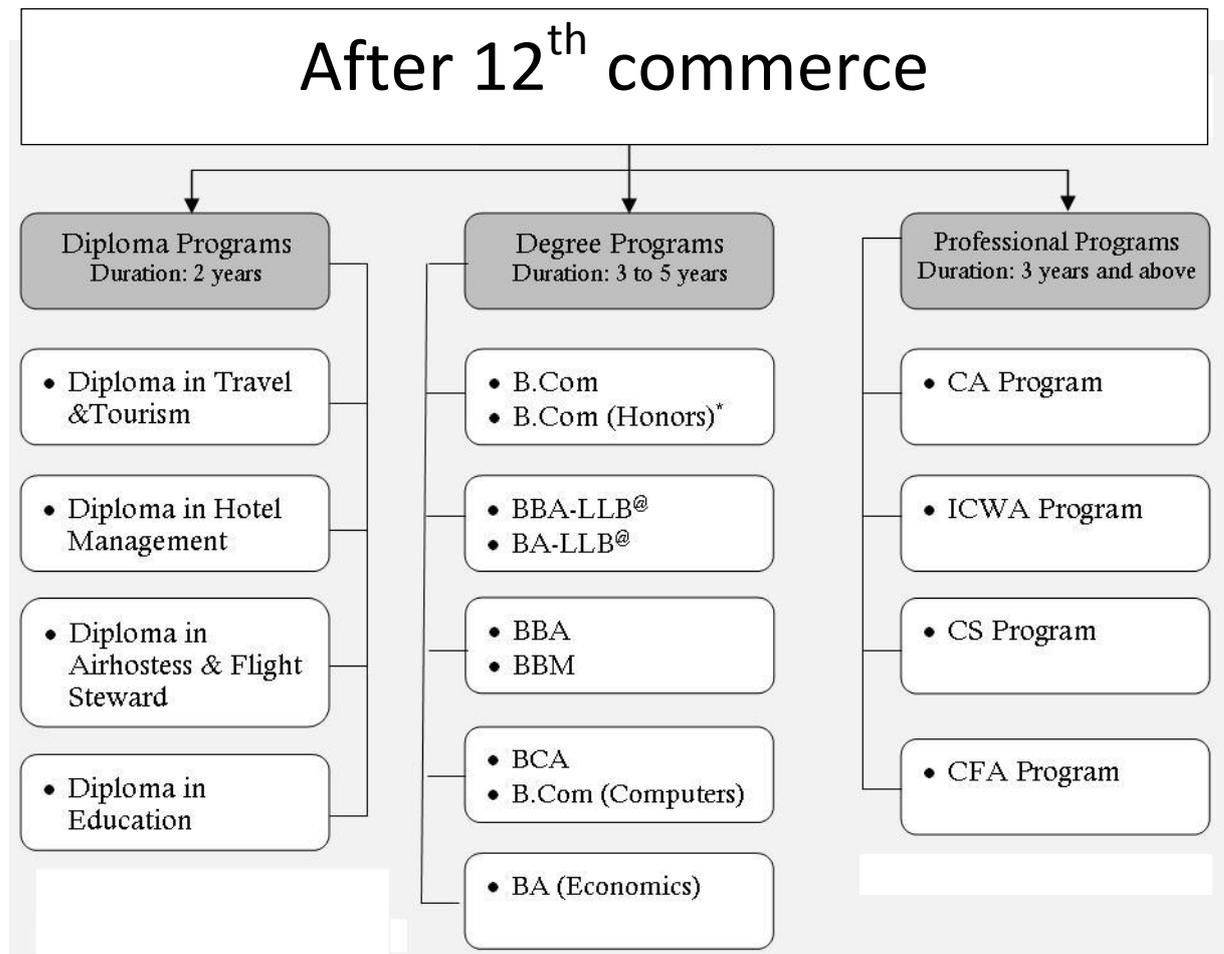
- **Mrs. Khyatiben A. Vyas**
Qualifications : **M.A, M.Phil, Ph.D**
Experience: **26 Years**

Department of History

- **Mr. Kiritkumar M. Gohil**
Qualifications : **M.A, B.Ed**
Experience : **24 Years**

Department of Physical Education

- **Mr. Jagdish A. Patel**
Qualifications : **M.P.Ed, Ph.D**
Experience : **4 Years**



- **Important rules of university for students.**

Internal Assessment or Evaluation.

- Each subject consist of 70 marks- 50 marks for university examination and twenty marks for internal evaluation, it consist of the heads such as assignments, library work, unit tests, class participation, punctuality and sincerity of students in attending lectures.
- Each student require to pass in internal evaluation and external university examination of each subject separately.
- The minimum passing score in each subject head is 07 out of 20 in UG and 08 out of 20 in PG for internal evaluation and 18 out of 50 in external.
- In internal evaluation 10 marks are given on the basis of internal exam's result, 05 marks for attendence and discipline and 05 marks for library assignment.

Attendance:

- As per the rules of university 80% attendence is compulsory in each semester. If attendence will be less than 80% student will not be considered eligible for giving university exam.

Saptdhara activities:

- The college encourages student's participation in many activities such as sports, culture, debate, etc. It is compulsory for every student to participate in minimum two activities. The credit will be given to students for their participation.
- Each student is encouraged to participate in the saptadhars namely Gyan Dhara(Knowledge band), Sarjanatmak Abhivyakti Dhara(Creative Expression Band), Kala Kaushalya Dhara(Fine arts band), Natya Dhara (Theater Band), Geet Sangeet Nrutya Dhara(Music and Dance Band), vyayam, yoga and khelkud band(yoga and sports band), Smudayik Seva Dhara (Community/ social Service Band).

NSS and physical education:

- National service scheme was started by the government with the aim of developing social skills in the students. It is obligatory to

join anyone of the activities e.i, NSS and physical training for the first year and second year students. Term is granted only on the successful completion of the prescribed work. 120 hours of work in NSS and 75% attendance in physical training is must. Attending NSS camps is compulsory. Students who will fail to fulfill these criterial will not be allowed to sit in the class.

Students taking part in NSS or NCC will be awarded with the credit points as per the university rules.

NCC:

- A wing of NCC is functioning in the college to nurture the students with the qualities like, courage, sportsmanship, unity, co-operation, brotherhood, patriotism and self service, discipline.
NCC opens up the opportunities for students who are willing to get enrolled in defence or police services.

Disciplinary Rules:

- Every student is expected to follow the disciplinary rules of the college. violation of the rules will lead to strict actions.
- While taking admission students should remain present compulsorily on the given time in person.
- To take the admission, after collecting the admission form, fill all the details appropriately and correctly, submit the fee of one semester.
- Every student will have to follow the instructions of college and notice board right from the starting day of semester. Attending the lectures from the beginning of semester is compulsory.
- All the students will have to remain present in the allotted classrooms as per their time table.
- In case of sickness/illness, students are supposed to produce medical certificate and application for the same reason to Principal of the college.
- During free lectures roming around the college and in lobby is strictly prohibited. In free lectures it is compulsory for students to visit library or computer lab.

- It is mandatory for students to follow the instructions of college and teachers in the classroom. Strict actions will be taken if anyone is found dishonoring such instructions.
- Strict disciplinary actions will be taken against students who misbehave with the college staff or cause damage to college property.
- Please take note that students can meet Principal only in the working hours of college.
- Student maintaining discipline and good behaviour in the will be considered eligible for the students council election.
- Vehicle should be parked at the parking zone. Nobody will be allowed to park vehicle in the campus after college hours. Do not park vehicle outside the campus.
- Strict action will be taken against the student who do not keep mobile phones silent in the class room and in the lobby..
- Students are required to maintain decency and formality in their dressing.
- Students should get their identity cards, library reader card ticket or renew the cards as and when instructed by the college. The card should be produced by the students for any kind of verification. If the card is lost, duplicate card can be obtained from college library. **NOTE: Without I card students will not be allowed in college campus.**
- It is compulsory to remain present in all the exams. Students are supposed to follow all the instructions of instructors/supervisors, malpracticing and misbehaviour during exams will be punishable.
- Bringing outsiders in campus is strictly prohibited.
- Maintain silence in library. Tearing pages of magazines are not allowed. Students are allowed to issue the books limited to their course and curriculum.
- Students are not allowed to roam in the college after college hours and without necessary work. In such situations strict and punishable actions will be taken against the student.
- Only students of our college are allowed to utilize the facilities of college. If students will be caught misbehaving, malpracticing, or irresponsible the final decision regarding the punishment will be taken by principal.

- Horn Honking in the college and surrounding the premises of college will be punishable.
- **Mobile phones are prohibited during internal/university exams. Students who will be found overlooking the rules, their phones will be ceased by the college and legal actions will be taken against such students.**

Expectation of college from the students towards following the discipline

- Discipline and sincerity should be maintained inside and outside of the class.
- Regularity in attending the lectures.
- In free lectures students are supposed to utilize library and their action should not cause disturbance to other classes.
- Standing in groups and talking loudly in lobby and around the classes is strictly prohibited.
- Make habit of observing notice board daily, all the notices will be displayed on notice board if student fail to take any notice college will not be responsible for it.
- Do not throw papers or any kind of waste in or around class. Do not spit on the walls. Use dustbin.
- Smoking and chewing mava, pan masala are strictly prohibited in the campus. If students will be caught in such actions strict actions will be taken against them.
- Wearing identity card is compulsory inside the campus.
- Each student will have to devote their time for educational and co- curricular activities.
- Students can access computer lab and internet between 8:00 am and 4:00 pm for free.

Infrastructural Facilities:

- **Class-rooms:** The College has evolved effective method of teaching in the smart class-rooms and have good seating and lighting. The class rooms are well equipped with Laptops and projectors which are skilfully

used by the faculty as teaching aids making the lectures more interesting and creative.

- **Library:** The Library holds huge number of books on different fields of learning. These also include journals, periodicals, encyclopedias, hand books and books on general knowledge. The library premises are spacious and most suitable for all the students as well as erudite scholars seeking knowledge.

- **Study Room:** The college has a well lighted and ventilated study room where the students can study.

- **Language Lab:** There is a fully equipped English Language Lab with audio-visual aids where students are taught to speak Fluent English. Apart from the regular Curriculum the college serves as the center for SCOPE exam- established in 2007 by the Government of Gujarat to build English language proficiency in the youth of Gujarat and thereby create employment opportunities for them, the qualifying students are awarded certificates from University of Cambridge.

- **Computer Lab:** In today's technology driven era it is very important to possess Computer skills in order to be competent and employable. The college has a well equipped computer lab for the students to improve their basic computer skills.

- **Multimedia Room (BISAG) :** The college has a Multimedia room where students can attend direct online lectures which are telecasted on T.V.

- **Sports Room:** The college has well equipped Indoor sports room and a huge open ground where the sports activities such as cricket matches, rally, hockey, table tennis etc are conducted.

- **Multipurpose Hall:** The college has a multipurpose hall where all the guest lectures, seminars, cultural activities, yoga etc are conducted.

- **Security and Safety:** The College offers a very safe and secured environment with Close Circuit Cameras installed in all classrooms and at all important places and round the clock security.
- **Girls Common room :** The college has a Girl's common room for the girl students.
- **Canteen:** The canteen is very spacious and offers hygienic food at affordable rates.
- **Play ground:** the college has huge play ground where students can play the outdoor games and various outdoor sports competitions are carried out on this ground.
- **Wash-rooms/Water Coolers:** These facilities are available in common and floor-wise, to suit every ones needs. Proper arrangements with great precautions are made for the differently abled and persons with special needs.

Mentoring System:

- **Class-room :** The audio- visual , teaching- learning aids are skill fully used by the faculty members to impart education to the students . It not only make the lectures intersting but also helps to improve the retention power of the studnets.
- **Industrial Visits:** In-order to provide the students with practical experience and knowlegde Industrial Visits and educational tours to various Industries such as Parle-G, Relaince, Inject- Care parenterals Pvt. Ltd. etc are organised by the college every year.
- **Guest lectures and Seminars:** Guest lectures and seminars by eminent speakers from the Industry on various topics of interest and importance are conducted regularly to increse the practical knowlegde and interest of the students.

- **Soft skills :** The students are trained with soft skills giving them the extra- boost and final touch to help them to become competent and job ready.
- **Value education:** Try not to become a man of success but a man of value –by Albert Einstein. The students are constantly imparted with value education and molded to become better individuals.
- **Proxy lectures:** Understanding the importance of “TIME Management” students are always kept occupied with lectures and activities by the faculty members, in case a particular faculty is busy with other work, the lecture is inter-changed with other faculty member so that the students do not have to suffer any loss.
- **Continuous Evaluation :** For constant assessment and evaluation of the students, Class tests & Internal Exams are conducted regularly. The students are provided with proper guidance for better performance. Extra lectures are conducted for the students, if they need special guidance.
- **Extra-Curricular Activities :** Emphasising the need for all-round development of students various extra-curricular activities are conducted such as Yoga, sports, self-defence, cultural activities etc.
- **Counseling centre:** college has counselling center for M.Phil and Ph.D guidance.
- **Bridge courses:**
 - **Tally:** With the common vision of empowering students by conveying industry relevant skill sets and increasing their employability, The college collaborated with “Chips and Bytes Computer institute” to conduct Tally courses for our students within the college campus. The course is conducted in our computer lab making it convenient for our students to attend class and appear for the exam. The qualifying students are awarded certificates directly from the Tally Education Pvt Ltd.
 - **SCOPE:** The college has a well-equipped English Language Lab with the necessary software to conduct training for SCOPE (Society for Creation

of Opportunity through Proficiency in English), established in 2007 by the Government of Gujarat to build English language proficiency in the youth of Gujarat and thereby create employment opportunities for them. The students are trained and made to appear for the SCOPE exam at our college. The qualifying students are awarded with certificates from the university of Cambridge.

- **Certificate course in accounting technicians:** To meet the huge demand for entry level Accountants in India, ICAI has launched a short term Course - Certificate in Accounting Technicians (CAT) for 12th (10+2) passed and Under Graduates. This Course has been introduced in consultation with Ministry of Corporates Affairs, Government of India. CAT equip students become well versed with the maintenance of accounts, preparation of Tax Returns, Filling of Returns under Companies Act, Filling of Returns under Income Tax, GST, Custom Act, Export & Import documentation etc . this course has been offered at our college. The students who pass the examination are awarded with the certificates.
- **Course of makeup and hair artist:** This is one of the fastest growing industry in today's world, it offers great opportunities to the students interested in these areas. To equip our student with on more skill, we have introduced this vocational course to our students, expecting their benefits and assistances.

Extracurricular Activities:

Sports: Researchers have confirmed that a healthy mind resides in a healthy body, the students are encouraged to participate in various in-door and out- door sports activities such as cricket, hockey, table tennis, volley-ball , kick-boxing, athletics etc.

Yoga: Yoga helps one to develop his/her personality at four different levels- physical, mental, intellectual, emotional, and simultaneously brings about spiritual progress. Understanding the importance of Yoga, we train our students to perform yoga.

Self – defence : Self defense courses are designed and conducted to make our female students more aware, prepared, for any situation that may occur in their everyday life on any given day.

Cultural Activities: The cultural events can be broadly classified into competitions and workshops. We have a cultural committee - Saptadhara which aims to bring out talent in the student community in all the possible forms whether its music, dance, literary skills, sketching or other fine art styles.

NSS:

More than 300 of our students are benefited from National Service Scheme as volunteers. Social service & awareness camps, Blood donation camps, tree plantation etc are conducted in vapi and surrounding villages by our enthusiastic students. We are proud that among 10 selected students of V NSGU two students are from our college at National Integration Camp held at Sirisi Karnataka.

NCC: The NCC is a responsive, learning and continuously evolving organization. Its activity is guided by certain core values that we endeavour to instill among all our cadets and we are proud that four students of our college have got B certificate and Eleven students have got C certificate.

Workshops & Seminars: Special Lectures ,seminars and workshops by experts and renowned personalities are arranged for the students. On topics such as personality development, Competitive examination preparation, stress management, career guidance, current topic of interest, awareness etc.

Competitions: To motivate students n number of chances are provided to students to enhance their skills through the activities like garba, Elocution, inter college competitions, inter class competition, mehndi competition, hairstyling competition, poster making competition, rangoli competition, etc..