Proactive Disclosure

(Under Section 4(1) (b) – RTI Act, 2005 for the year 2025-26)

Mannaged by Shri Sarvoday Kelvani Mandal

Smt. Amrutben Valjibhai Damjibhai Savjani Arts and Commerce College, Jamjodhpur

(Affiliated with Saurashtra University, Rajkot)

(Trust Reg.No.F-71)

College Code: 58 **Zone:94**

University College Code :JAM4001

Shri. Rameshbhai R Kalariya
Public Information Officer
Smt. A.V.D Savjani Arts and Commerce College Jamjodhpur

Dr. Alkesh Vachhani
Principal
Smt. A.V.D Savjani Arts and Commerce College Jamjodhpur

Year 2026

1. Particulars of Organization, Functions and Duties

Smt. A.V.D Savjani Arts and Commerce College Jamjodhpur is managed by Shree Sarvodaya Kelvani Mandal Trust Jamjodhpur. The society came in to existence and started a new dimension of higher education in the rural area, for the benefit of community and develop vision and mission for the people, the persons who are unable to bear higher educational expenses, may take the benefit of such institutions and overall progress of the assets of the Nation and younger generation.

Dr. A. R. Patel whose birthplace is Petlad, Ta. Anand, Karmabhoomi Jamjodhpur. He was a hard worker in social, cultural and service activities. With his ideas and efforts, the college was started on 15-6-1971. The Nagar Panchayat provided support for classes and furniture in the girls' school. But running the college financially was not only difficult but also impossible. At such a time, Shri Vitthalbhai Premjibhai Kalaria accepted the responsibility, with the cooperation of everyone, he maintained the college. Sustained it. The Nagar Panchayat allotted an independent building, and received government grants, and the facility of college education for the rural areas became stable. With a view to inspiration and a precious love for home town in 1971 a large amount donated by Smt. Amrutben Valjibhai Damjibhai Savjani (U.S.A) to establish Smt. A.V.D Savjani Arts and Commerce College Jamjodhpur. At that time the decision for Arts and Commerce College in rural area was remarkable for the donor as well as for the people of Jamjodhpur.

VISION

The goals and objectives of the college as decided by the board of trusties after consulting the staff members have been mentioned as below.

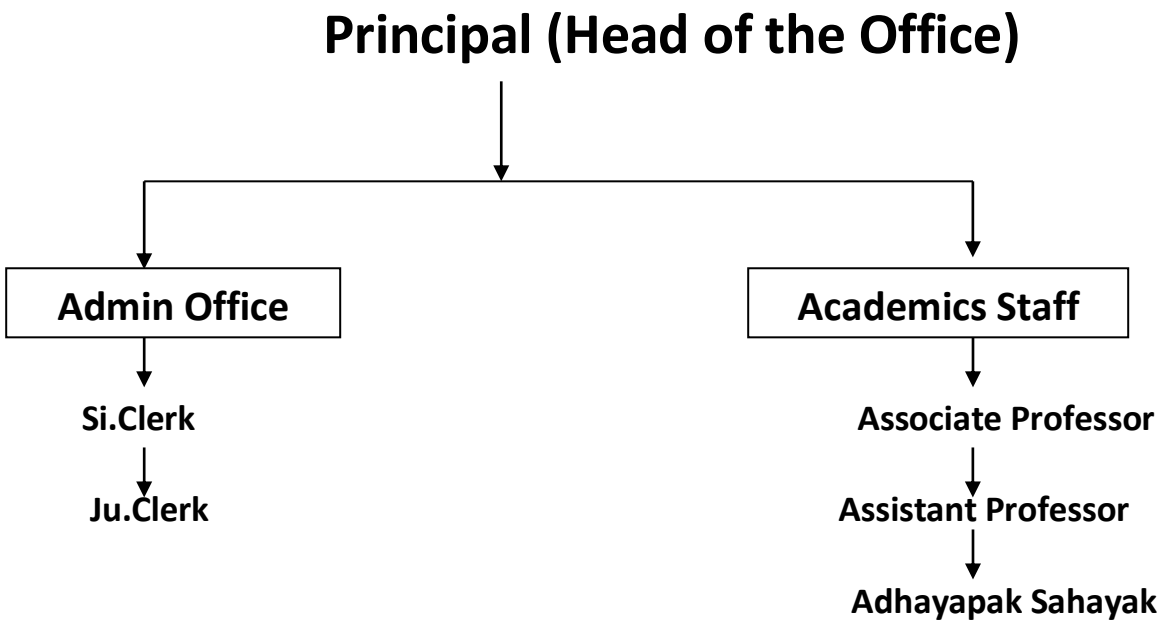
1. **To constantly review and implement immediately the national and state level educational policy.**
2. **To contemporary review the international trends in education, negotiate it with the stakeholders.**
3. **To introduce industry and market oriented program.**
4. **To provide vocational training to the candidates after passing their graduate by offering courses.**
5. **To shape, mould, sculpt and build the overall character, competency and capacity of the students by managing quality standards.**
6. **To provide platform to the students to sharpen their managerial skills to compete at the market.**
7. **To create a team of the students – teacher to be useful to the self help group. Govt. Department and other missionaries to stand by at the time of local, regional and national disaster, etc.**

MISSION

- **Develop with delivering quality education.**
- **Achieve the goals with accountability.**
- **Perform and prosper.**
- **Do not depend, be independent.**
  To ensure and enhance to quality of life through academic activities by providing programmes of aspired attributes with competitive returns and by rendering resources for personal, individual and collective development.

• Duties

The primary duty of any academic organization is to give the best academic framework. The institute has been aspiring to plan, develop, execute, and monitor technical education. The institution offers programs as per the needs of society as a whole to create skilled human resources. Teaching, relevant administration, and developmental activities of Arts and Commerce students Structure of Governance



- **Function**

To impart education in the area of Arts and Commerce from undergraduate

Academic Programs					
Sr.	**Name Of Course**	**Year Started**	**Level UG/ PG**	**Type Full Time/ Part-Time**	**Sanctioned Intake**
1	**B.com**	**1971**	**UG**	**FT**	**260**
2	**B. A**	**1971**	**UG**	**FT**	**300**

- **Address & Contact Details**

1.	**Name of College :**	**Smt A.V.D Savjani Arts and Commerce College Jamjodhpur**
2.	**Address :**	**Gingani Raod Jamjodhpur-360530 Di. Jamnagar Gujrat India**
3.	**Website:**	**www.avdscollege.edu.in**
4.	**Mail ID:**	**Avdscollege71@gmail.com**
5.	**Working Days and Timings:**	**Monday to Saturday** **from 07.30 am to 12.30 pm.**

2. Powers and Duties of its Officers and Employees

- **Principal** – Academic & administrative head;
- **Vice Principal** – Academic coordination;
- **Heads of Departments** – Departmental administration;
- **Teaching Staff** – Teaching, evaluation, mentoring;
- **Office Superintendent** – Office administration;
- **Clerical Staff** – Records, accounts, admissions;
- **Support Staff** – Campus maintenance.

- **Principal:**
  - **As Head of office all administrative and financial powers delegated by Govt. of Gujarat.**
  - **Academic administration is performed guided by the rules and regulations laid down by the University, UGC, and State government.**
- **Administrative Office:**
- **Librarian: N/A**
- **Head clerk: N/A**
- **Senior Clerk/ Junior Clerk : Administration operations pertaining to audit, Vikas, roster register, increment, pension, and service-related matters as well as supervise and guide subordinate staff.**

  Statistical information, register of resolutions, Vacation detention, GPF, inward/outward file, salary bills, arrear bills, IT forms, Work assigned by the principal
- **Peon: N/A**
- **Associate & Assistant Professor: To carry out the academics and all allied duties assigned by the authorities.**

3. Procedure Follows in the decision-making process

- **The establishment comprising of administrative officer, follows the rules of the Government of Gujarat for service, finance, and disciplinary power delegated.**
- **University rules are followed for academics, examinations, and declaration of results of the students.**
- **For academic matters, Head of the department's opinion is considered in an absolutely fair and neutral way.**

4. The norms set for the discharge of its functions

- **Norms are framed by Govt. of Gujarat and Commissionerate of Higher Education for administration.**
- **For academic matters, Saurashtra University, guidelines are followed.**
- **The rules, regulations, and guidelines of Commissionerate of Higher Education for are also followed.**
- **For student admission, Saurashtra University guidelines are followed**.

5 The rules, regulations, instructions, manuals, and records used by employees for discharging their functions are under

Sr	Detail	Rules & Regulation	Monitoring body
1	Student Admission	Admission Rules	Che, Education Dept. , Saurashtra University Rajkot
2	Academic	University rules	Saurashtra University Rajkot
3	Transfer of employee	Transfer Rules	Che, Education Dept. Gandhinagar
4	Promotion of employee	Promotion Rules	Che, Education Dept. Gandhinagar
5	Workload	Workload Rules	Che, Education Dept. Gandhinagar
6	Payment	Payment Rules	Che, Education Dept. Gandhinagar

6 . A Statement of the categories of the document held

Sr	Category of Document	Detail of Document	Procedure to Obtain Document	Held by /Under the Control of
1	Academic	Syllabus	Personally	Principal and Admin office
2	Admission	Admission details	Personally	
3	Administration	Administration rules	Personally	

7. The particulars of any arrangement that exists for consultation with or representation by the members of the public, in relation to the formulation of policy or implementation thereof.

Academic and administrative norms or reform or policies are being formulated by statutory authorities at the central level and at the level of the Government of Gujarat and are being implemented by the college as per the given guidelines. The college does not have independent authority to formulate the policies or norms.

8. A statement of the boards, councils, committees, and other bodies consisting of two or more persons constituted by it additional information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public.

College Committee, IQAC, Anti-Ragging Committee, Women Development Cell, Examination Committee, Admission Committee, Purchase Committee (meetings not open to public).

9. A directory of its officers and employees

Sr	Department	Name	Designation
1	Principal	DR. A.R Vachhani	PRINCIPAL
2	OFFICE	NA	SENIOR CLERK
		R. P. Javiya	JUNIOR CLERK
3	Academic Staff	Shree K.G. Patel	ASSOCIATE PROFESSOR
4		Dr. V. N. Paramar	ASSOCIATE PROFESSOR
5		Shree N.N. Thakarar	ASSOCIATE PROFESSOR
6		Dr. B. P. Bhaliya	ASISTANT PROFESSOR
7		Dr. G. J. Wagh	ASISTANT PROFESSOR
8		Dr. R. H. Yadav	ASISTANT PROFESSOR
9		Dr. S. B. Kanzariya	ASISTANT PROFESSOR
10		Dr. S.S. Manek	Adhyapak Sahayak
11		Dr. P. M. Chaudhari	Adhyapak Sahayak
12		Dr. A. H. Hothi	Adhyapak Sahayak

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

Sr	Name	Designation	Department	Pay Scale	Determined procedure to decide remuneration
1	**DR. A.R Vachhani**	PRINCIPAL	OFFICE	131400-217100	As per Government rules
2	**R. P. Javiya**	Junior CLERK	OFFICE	Fixed Salary	
3	**Shree K.G. Patel**	ASSOCIATE PROFESSOR	Academic Staff	131400-217100	
4	**Dr. V. N. Paramar**	ASSOCIATE PROFESSOR	Academic Staff	131400-217100	
5	**Shree N.N. Thakarar**	ASSOCIATE PROFESSOR	Academic Staff	131400-217100	
6	**Dr. B. P. Bhaliya**	ASISTANT PROFESSOR	Academic Staff	57700-182400	
7	**Dr. G. J. Wagh**	ASISTANT PROFESSOR	Academic Staff	57700-182400	
8	**Dr. R. H. Yadav**	ASISTANT PROFESSOR	Academic Staff	57700-182400	
9	**Dr. S. B. Kanzariya**	ASISTANT PROFESSOR	Academic Staff	57700-182400	
10	**Dr. S.S. Manek**	Adhyapak Sahayak	Academic Staff	Fixed Salary	
11	**Dr. P. M. Chaudhari**	Adhyapak Sahayak	Academic Staff	Fixed Salary	
12	**Dr. A. H. Hothi**	Adhyapak Sahayak	Academic Staff	Fixed Salary	

11. The budget allocated to each of its agencies indicating the particulars of all plans, proposed expenditures and disbursements made

Financial Year	Grant Head	Grant (Rs.)	Expenditure (Rs.)
2022-23	Salary Grant		
	Building Rent		
	Miscellaneous Grant	RS 60 Per Student	
2023-24	Salary Grant		
	Building Rent		
	Miscellaneous Grant	RS 60 Per Student	
2024-25	Salary Grant		
	Building Rent		
	Miscellaneous Grant	RS 60 Per Student	

12. The manner of executive of subsider programmes, including the amounts allocated and the details and beneficiaries of such programmes.

Not applicable (No direct subsidy schemes implemented by the college).

13. Particulars of recipients of concessions, permits or authorizations granted by it.

Fee concessions and scholarships implemented as per Government of Gujarat and Saurashtra University guidelines.

14. Details of the information available to or held by it reduced in an electronic form.

Website of the college: **www.avdscollege.edu.in** provides adequate information

15. The particulars of facilities available to citizens for obtaining information including the working hours of a library of reading room if maintained for public use.

Students can use the library from 08:30 AM to 1:00 PM on working days.

16. The names, designations, and other particulars of the public information officers

Sr	Name	Designation	Contact No.	Mail id	Address
Public Information Officer					
1	DR. A.R Vachhani	Principal	9428622982	arvachhani@gmail.com	**Smt A.V.D Savjani Arts and Commerce College, Gingani road Jamjodhpur**
Appellate Officer					
3	Mr. R. V Kalariya	President	**9427256555**	pragalriyar@gmail.com	**Smt A.V.D Savjani Arts and Commerce College, Gingani road Jamjodhpur**

17. Such other information as may be prescribed and thereafter updated every year

Students can use the library from 07:30 AM to 1:00 PM on working day