



Government Science College, Vankal

માન્યતા- શિક્ષણ વિભાગ, ગુજરાત સરકાર ઠરાવ ક્રમાંક:જીસીઓ/1512/ન.બા.-13/ખ D:

21/4/2012

Affiliation:- Veer Narmad South Gujarat University, College Code-340

Address:- At Po:- Vankal -394430 Ta:- Mangrol Dist:- Surat

Principal Name:- Dr. Parthivkumar Kantilal Chaudhari

Phone Contact:- (O) 02629-243444

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Functions of Career Guidance Cell

The Career Guidance Cell at our college is dedicated to empowering students by providing them with essential support and guidance beyond the classroom. Our goal is to equip students with the necessary tools and knowledge to excel in their careers and personal development journeys.

Aim: Our aim is to foster the growth of students into well-rounded individuals and responsible citizens. We strive to instill in them a blend of scientific inquiry and respect for Indian values and culture. Additionally, we aim to facilitate connections between job seekers and employers.

Objectives:

1. **Integrated Support:** The Career Guidance Cell seamlessly integrates with the academic and administrative processes of the college, serving as a hub for informed and dedicated experts to assist students.
2. **Soft Skills Development:** We focus on enhancing students' soft skills and communication abilities to prepare them for the competitive demands of the professional world.
3. **Expert Team:** Our team comprises professionals from diverse fields who collaborate to achieve the cell's objectives and support institutional goals effectively.
4. **Dynamic Learning Environment:** The cell cultivates a vibrant atmosphere that encourages learning, problem-solving, critical thinking, and self-exploration among students. We regularly invite master trainers to conduct skill development workshops for students.

Activities:

1. **Holistic Development:** The Career Guidance Cell prioritizes holistic student development through a range of targeted initiatives and programs.
2. **Soft Skills Enhancement:** Specialized programs are designed to nurture essential soft skills crucial for career success.
3. **Communication Skills:** Workshops and activities focus on improving students' verbal and written communication skills.
4. **Interview Preparation:** Practical techniques and mock interviews are conducted to prepare students for professional interviews.
5. **Written Communication:** Emphasis is placed on refining students' written communication skills through various enrichment activities.
6. **Self-Discovery:** Students are guided to develop greater self-awareness of their interests, values, abilities, and personality traits.
7. **Resource Accessibility:** The cell facilitates access to resources that enhance students' understanding of job opportunities and career pathways.

Through these initiatives, the Career Guidance Cell plays a pivotal role in empowering students to navigate their career paths with confidence and competence, ensuring they are well-prepared for future challenges and opportunities.





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Functions of Admission Committee

1. **Comprehensive Subject Admission:** The committee ensures that students are eligible for admission in all subjects offered by the institution or program.
2. **Adherence to Government Regulations:** Admissions are conducted strictly in accordance with government norms and regulations.
3. **Allocation Based on Seat Availability:** Admissions are granted based on the availability of seats in each subject or course, ensuring compliance with institutional capacity.
4. **Merit-Based Selection Process:** When necessary, the committee prepares a merit list based on established criteria such as academic performance or entrance examination results.
5. **Verification of Documentation:** The committee verifies that the subjects selected by the student align with those stated in the admission form. Additionally, it meticulously checks all submitted documents for accuracy and authenticity.

These functions collectively ensure a fair, transparent, and efficient admission process that upholds institutional standards and regulatory requirements.



વિદ્યાસમં નાસ્તિ શરિરમૂષણમ
E=MC²



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Functions of Discipline Committee

1. **Maintenance of Campus Discipline:** The committee is responsible for managing discipline within the college campus, ensuring a conducive environment for learning and activities.
2. **Enforcement of Attendance Regulations:** It ensures that all students are present in classrooms or in designated areas like the library during college hours.
3. **Management of Discipline in Activities:** The committee oversees discipline during prayers, college programs, and classes to uphold decorum and respect.
4. **Management of Physical Facilities:** With the principal's consultation, the committee has the authority to discipline students who deliberately damage physical facilities, gardens, or plants.
5. **Monitoring Attendance:** It monitors and ensures the regular attendance of students as per college regulations.
6. **Record Keeping of Attendance:** The committee maintains records of latecomers and early departures from classes.
7. **Enforcement of College Rules:** It takes necessary actions against students who violate college rules and regulations.
8. **Promotion of Healthy Practices:** The committee actively works to prevent the use of tobacco, smoking, drugs, and other substances harmful to health within the college premises.
9. **Prevention of Sexual Harassment:** It works to create a safe and respectful environment, taking measures to prevent and address incidents of sexual harassment.
10. **Promotion of Equality and Fraternity:** The committee endeavors to foster an environment of equality, fraternity, and cooperation among students and staff.





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Functions of Standing Committee

Functions of the Standing Committee:

1. **Policy and Rule Formulation:** The committee is responsible for framing and implementing policies and rules to ensure transparent management and administration of the college.
2. **Equipment and Material Requirement:** It assesses the actual requirements for equipment and materials necessary for the college's functioning.
3. **Recommendation of Purchase Committee:** The committee recommends the constitution of the purchase committee in accordance with expenditure-justification rules set by the finance department.
4. **Policy Decisions:** It decides on policies concerning admission procedures, examinations, and internal arrangements within the college.
5. **Visiting Faculty Appointment:** Suggestions for the requirement and appointment of visiting faculty members are reviewed and decided upon by the committee.
6. **Library and Book Acquisition:** The committee instructs the library committee and purchase committee on the requirements and procurement of books, magazines, and other educational materials.
7. **Student Development Activities:** It organizes and oversees student development activities, Student Representative Council (SRC) activities, seminars, webinars, and other academic events.
8. **Maintenance Policy and Recommendations:** The committee formulates rules and policies for the maintenance, purchase, and repair of physical property within the college, making necessary recommendations as needed.





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Functions of Examination Committee

The Examination Committee at the undergraduate science college will:

- Establish rules and regulations for exams, ensuring clarity and fairness in assessment.
- Determine various exam formats and timings to suit different courses and subjects.
- Create a comprehensive timetable for examinations to prevent scheduling conflicts.
- Appoint and train invigilators to maintain exam integrity and ensure security.
- Monitor exam conduct and procedures closely during each examination session.
- Manage the distribution and collection of exam papers efficiently.
- Address any instances of cheating or technical issues promptly and fairly.
- Resolve disputes over results or procedures with transparency and accountability.
- Ensure accuracy and fairness in the internal exam results across all disciplines.
- Maintain consistency in grading standards across different courses.
- Continuously review and improve exam processes to enhance efficiency and effectiveness.
- Ensure strict adherence to academic standards and regulatory requirements.
- Inform students and faculty members about examination policies and updates regularly.
- Uphold academic integrity through rigorous quality assurance measures.





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Functions of Cultural Committee

The Cultural Committee will:

- Organize and oversee cultural events, promoting diversity and inclusivity.
- Coordinate workshops, seminars, and cultural competitions to foster creativity.
- Collaborate with student clubs and societies to host cultural activities.
- Facilitate cultural exchanges and interactions among students from diverse backgrounds.
- Celebrate national and international cultural festivals to enhance cultural awareness.
- Promote artistic talents through exhibitions, performances, and showcases.
- Encourage participation in cultural activities to enrich the student experience.
- Support initiatives that promote cultural understanding and appreciation.
- Engage with faculty and staff to integrate cultural elements into academic and social programs.
- Serve as a platform for students to express their cultural identities and perspectives.





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Functions of Purchase Committee

The Purchase Committee in the college will:

- Identify and assess procurement needs across academic and administrative departments.
- Evaluate potential vendors based on criteria such as quality, cost-effectiveness, and reliability.
- Negotiate contracts and terms with suppliers to secure favorable agreements for the college.
- Maintain meticulous records of purchases and expenditures to ensure transparency and accountability.
- Ensure compliance with both college policies and relevant government regulations concerning procurement.
- Continuously review purchasing processes to enhance efficiency and cost-effectiveness.
- Collaborate closely with finance and administration departments to manage budget allocations effectively.
- Proactively address any issues related to vendor performance or product quality.
- Provide guidance and support to departments on procurement procedures and best practices.
- Uphold high ethical standards in all procurement activities to preserve the college's integrity and reputation.

