



Government Science College, Idar

At & Post: Sapavada, Idar, Sabarkantha

NAAC "A" Graded (3.22 CGPA)

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Ref.: No.GSCI/MKM/Committee/2025-26/445

Date: 01/12/2025

Revised Allied committees during Academic year 2025-26 W.E.F.-01-12-2025

For the smooth functioning and conduction of different activities, various committees are, herewith, announced which will work till beginning of next academic year. The principal of the institute will head all the committee by the virtue of the post. All committees will perform their tasks with mutual co-operation and integration.

Note:

- All members are supposed to prepare 2 copies of the report(s) (Notice/Brocher, Attendance, summary of the event, Color photographs with GPS) of any cocurricular or extra-curricular activity/activities carried out under your leadership within 2 working days of completion of activity and get it approved from the principal and submit one copy to IQAC coordinator and another should be filled in respective file.
- All members are supposed to prepare the list of any cocurricular or extra-curricular activity/activities carried out under your leadership starting from academic year till 31st March of said academic year and submit it to IQAC coordinator till 5th April in the said academic year

Sr. No.	Name of the committee	Faculty member & role	Duties to be performed
1	F.Y. Admission Committee	Prof. D. D. Bihola (Chairman) Dr. R. N. Maru (Member) Dr. U. M. Qureshimatva (Member) Dr. A. D. Acharya (Member) Dr. D. V. Chaudhary (Member) Dr. A. B. Patel (Member)	Admission process, Roll call, student statistics, enrolment, exam form & Internal marks related work on HNGU portal.
2	S.Y. Admission Committee	Dr. D. S. Gandhi (Chairman) Mr. A. V. Chavda (Member) Dr. D. T. Panchani (Member)	Admission process, Roll call, student statistics, exam form & Internal marks related work on HNGU portal.
3	T.Y. Admission Committee	Dr. G. R. Patel (Chairman) Mr. M. D. Vala (Member) Mr. C. K. Patel (Member)	Admission process, Roll call, student statistics, exam form & Internal marks related work on HNGU portal.
4	Examination Committee	Dr. G. R. Patel (Chairman) Prof. D. D. Bihola (Member) Dr. R. M. Bhavsar (Member)	Downloading & printing from HNGU portal Jr./Sr. Supervision duty allotment, other requirements & overall monitoring. Schedules, block arrangement & display Numbering and dispatching. Schedules, block arrangement & display. To prepare & ensure that theory and practical bills of all the department is submitted to the university within the stipulated time.
5	Purchase Committee	Prof. D. D. Bihola (Chairman) Dr. G. R. Patel (Member) Dr. D. S. Gandhi (Member) Dr. A. V. Chavda (Member) Mr. M. Z. Dedhrotiya (Member)	To carry out the fair process for opting the goods/services from various schemes/grants/funds as per the rules of GoG (along with amendments) and the rules prescribed for the schemes/grants/funds.
6	Time-table committee	Dr. D. S. Gandhi (Chairman)	To prepare and circulate time-table for theory & practical along with batches as per the credit structure.
7	RUSA	Dr. D. S. Gandhi (Co-ordinator)	To ensure the effective utilization of grant and maintain regarding documentation.

8	IQAC	Dr. D. S. Gandhi (Co-ordinator)	To ensure the effective & efficient utilization of the available resources. To analyze the data and suggest the change/modification for the betterment of beneficiary. To maintain the documentation in all sense. To organize Seminar/Conference and workshop
		Prof. D. D. Bihola (Member)	
		Dr. G. R. Patel (Member)	
		Dr. R. M. Bhavsar (Member)	
		Dr.U.M.Qureshimatva (Member)	
		Dr. N. T. Chotaliya (External Member)	
		Mr. Kamlesh Patel (Member: Employer)	
		Mr. Mihir H Joshi (Alumni)	
		Mr. Yashkumar R. Chaudhary (Member- Student)	
9	GeM	Dr. A. V. Chavda(Chairman) Dr.U.M.Qureshimatva (Member)	To Procure the required items from GeM, Portal and to keep Record and Documentation
10	Finishing School	Dr. U. M. Qureshimatva (Co-ordinator) Mr. C. K. Patel (Member)	To conduct the event/course under the initiatives, keep record, report and documentation.
11	SSIP/ Innovation	Dr. R. M. Bhavsar (Co-ordinator)	To conduct/schedule the event/course under the initiatives.
		Mr. D. T. Panchani (Member)	Look after the need for conduction of event/course, record keeping , report and documentation.
		Mr. M. D. Vala (Member)	
		Dr. D. V. Chaudhary (Member)	
12	EDII	Mr. D. T. Panchani (Co-ordinator)	To conduct/schedule the event/course under the initiatives.
		Mr. M. D. Vala (Member)	Look after the need for conduction of event/course, record keeping , report and documentation.
		Mr. C. K. Patel (Member)	
13	Library	Mrs. D. R. Vaghela (Chairman) Dr. D. V. Chaudhary (Member)	To conduct the event/course that increase the foot fall at library, work plan to make it rich, keep record, report and documentation.
14	UDISHA	Dr. R. N. Maru (Co-ordinator) Dr. A. D. Acharya (Member) Dr. D. V. Chaudhary (Member) Dr. A. B. Patel (Member)	To conduct the event/course under the initiatives, keep record, report and documentation.
15	Placement	Dr. R. N. Maru (Co-ordinator)	To conduct/schedule the event to get the maximum students placed. To increase participation of college at Govt. initiative in the matter.
		Dr. A. D. Acharya (Member)	Look after the needs for event under the committee, record keeping , report and documentation.
		Dr. D. V. Chaudhary (Member)	
		Dr. A. B. Patel (Member)	
16	ABC (Academic Bank of Credit)	Mr. A. V. Chavda (Chairman) Dr.U.M.Qureshimatva (Member) Prof. M. D. Vala (Member)	To ensure that all the students are having their ABC ID. In case of discrepancy: possible solution in the matter.
17	MYSY	Dr. D. T. Panchani (Center In-charge)	To look after the uninterrupted service at the campus, keep record, report and documentation as per the policy.
18	Internal Complaint committee	Dr. G. R. Patel (Chairman)	In case any complaint received from any students or member of the college, it is to be resolved in stipulated time with satisfactory solution.
		Prof. D. D. Bihola (Member)	
		Dr. D. S. Gandhi (Member)	
		Dr. R. N. Maru (Member)	

19	Cleanliness & Hygiene committee	Mr. A. V. Chavda	To ensure that the parameters of health and hygiene, cleanliness are maintained.
20	CWDC and Anti-sexual harassment	Dr. A. B. Patel (Chairman)	To ensure: campus is free from gender bias
		Dr. G. R. Patel (Member)	In case any complaint received from any students or member of the college, it is to be resolved in stipulated time with satisfactory solution.
		Prof. D. D. Bihola (Member)	
		Mr. A. V. Chavda (Member)	
	Mrs. D. R. Vaghela (Member)		
21	Website	Dr. D. S. Gandhi (In-charge)	To maintain and to update the website regularly.
22	Cyber Club - CWACH	Mr. C. K. Patel (Co-ordinator) Mr. D. T. Panchani (Member)	To conduct the event/course under the initiatives to make aware about safety measures about cyber security and keep record, report and documentation.
23	SAPTADHARA	Dr. R. N. Maru (Chairman)	To schedule the event to get the maximum students benefited.
		Dr. A. B. Patel (Member)	To keep record of every event, report and documentation
		Dr. D. V. Chaudhary (Member)	
		Mr. S. G. Rathva (Member)	
		Mr. M. D. Vala (Member) Mrs. D. R. Vaghela (Member)	
24	AISHE & Statistical Data - University	Dr. R. M. Bhavsar (Chairman)	To ensure the participation, communication and proper documentation in the matter.
25	NIRF & GSIRF	Dr. D. S. Gandhi (Co-ordinator)	To ensure the participation, communication and proper documentation in the matter.
26	Anti-ragging and Anti-harassment	Prof. D. D. Bihola (Chairman) Dr. G. R. Patel (Member) Dr. D. S. Gandhi (Member) Dr. A. B. Patel (Member) Mrs. D. R. Vaghela (Member) Mr. Yashkumar R. Chaudhary (Member-Sr. Student) Miss. Jaiminiben P. Patel (Member-Jr. Student)	In case any complaint received from any students or member of the college, it is to be resolved in stipulated time with satisfactory solution.
27	National Task Force Cell Mental Health Awareness	Prof. D. D. Bihola (Nodal) Dr. R. M. Bhavsar (Counselor) Dr. U. M. Qureshimatva (Vidhyarthi Mitra) Dr. A. B. Patel (Vidhyarthi Mitra) Dr. Keya Prajapati (MD Psychiatrist)	To schedule the event to get the maximum students benefited. To keep record of every event, report and documentation
28	SC/ST Cell & Minority Cell	Dr. R. N. Maru (Chairman) Dr. U. M. Qureshimatva (Member) Dr. M. D. Vala (Member) Shri. S. G. Rathva (Member) Shri. M. Z. Dedhrotiya	In case any complaint received from any students or member of the college, it is to be resolved in stipulated time with satisfactory solution.
29	Gymkhana / Sports	Shri S. G. Rathva (Chairman) Dr. U. M. Qureshimatva (Member) Dr. M. D. Vala (Member) Dr. D. T. Panchani (Member) Dr. C. K. Patel (Member) Dr. A. B. Patel (Member) Dr. D. V. Chaudhary (Member) Dr. A. D. Acharya (Member)	To schedule the event to get the maximum students benefited. To keep record of every event, report and documentation To maintain and look after the sports resources



