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Preface

At a glance Bhikhabhai Jivabhai Vanijya Mahavidyalaya (BJVM) is named after grandfather of Shri Upendrabhai M. Patel, the Chairman of Shree Dinesh Mills Ltd., Vadodara. Bhikhabhai Jivabhai Patel, the donor hailed from village Ode. Late Shri Bhaikaka approached him with the purpose to obtain donation which late Shri Bhikhabhai Jivabhai readily and happily gave. With the help of this donation, it became possible to establish the present Commerce College -BJVM. The foundation stone of BJVM was laid by Dr. Rajendra Prasad, the First President of India on October 16, 1950 and was inaugurated by Shri Kasturbhai Lalbhai, a renowned industrialist of Gujarat.

The college started functioning from June 15, 1951 with an enrolment of 51 students in its B. Com. Programme. Over the years, it has grown in all dimensions and has become the torch-bearer in academic field. Being the pioneer institute, to launch BBA Programme in the whole of Western region the college is still very serious about conducting the Personality and Character-Building activities on regular basis.

The College was established by Charutar Vidya Mandal (CVM), affiliated to Sardar Patel University (SPU), Vallabh Vidyanagar. The College has flourished into an esteemed institution in the last 72 years with its focus on quality education and holistic development of the students.

Fixed on the vision and mission advocated by the visionary founders, the institution travails with quality policies as articulated in its policy documents. The policy documents specify the rules, guidelines and regulations of the institution for faculty and students. These policies reflect the values and ethics that uphold the equality of the Institution.

Policies, procedures, and practices are meant to guide members of the college community. Students, faculties and others can refer to these documents for guidance as a requirement to follow. To ensure that the course of action at all realms of activity are observing to the quality policy of the institution.



Policy on E- governance

E-governance shall be implemented in maximum areas of operation of the college in order to provide a transparent and efficient system of governance within the college.

E-governance shall be made available in the following areas:

A. Administration:

- The administrators shall resort to e-administration through ICT for information process and decision making.
- Attendance Management Software (Time Attendance and Access Control Terminal MANTRA) to be used by Teaching and Non-Teaching Staff to record and track attendance.
- Administrative office should use Advanced Excel and File Management System Tools to maintain effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

B. Finance and Accounts:

The office continues to maintain its account on Tally. Latest licensed versions of the Tally software is installed and used by the college for the transparent and efficient functioning.

C. Student Admission and Support:

- **Admission:** The admission process shall be done using the Centralized Admission Portal of the affiliating Sardar Patel University. The college has purchased and installed "Acharya software" to carry out the admission of Management and Community quota.



- **Website:** The website of the college needs revamp taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available to the students and stakeholders.
- **Communication:**
 - All the important administrative information including notices are regularly published on Students Notice board.
 - WhatsApp Groups are used to provide the brief notices of events and awareness for smooth functioning of the same.
 - To achieve the target of paperless college has started using Google facilities like:
 - Google sheet: For data collection from students
 - Google Docs: To prepare notices and activity reports.
 - Google Forms: To prepare Feedback forms and get online feedbacks of Students, Parents.
- **CCTV:** The college campus is equipped with CCTV Cameras.
- **Library:** Library services shall be made digital to utilize the library resources effectively for which library automated services such as RFID, Latest Version of SOUL Software, INFLIBNET, etc. has been installed. For the benefit of the students more e-learning resources shall be added to the library.
- **Alumni:** In order to strengthen alumni interaction, a separate alumni website is there for providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects.

D. Examination:

As per the mandates of the Sardar Patel University, examination related formalities shall be done via university portal for the smooth conduct of external examination. The internal examinations shall be managed by college ensuring transparency with provisions to generate internal exam reports as per university format and progress reports.




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Charutar Vidya Mandal's...



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POLICY DOCUMENT

WASTE MANAGEMENT POLICY





Dr. Ketaki P. Sheth, M.Com., Ph. D.
Principal

• Waste Management Policy

The Waste Management Policy is produced to project the institution's commitment to safe and efficient waste management, to reduce waste produced and to ensure compliance with all legal requirements relating to waste management. It also promotes environmental initiatives as an integral element of its activities and exhibits its commitment to upgrade in the environmental practices. The waste Management Policy shall inspire the staff and students to:

Follow efficient waste management in the college premises,

- Promote a purchasing policy that will give preference to those products and services which cause least harm to the environment, whenever it is practicable,
- Undertake Waste disposal in line with the suggestions given by the inspection team of Green Audit,
- Dispose all Biodegradable or Non degradable wastes through stated norms of Charutar Vidya Mandal, Managing Trust of the college,
- Follow Green Protocol at all possible occasions, academic or non-academic, &
- Abide by the decisions and suggestions of the Green Audit Team of the college.

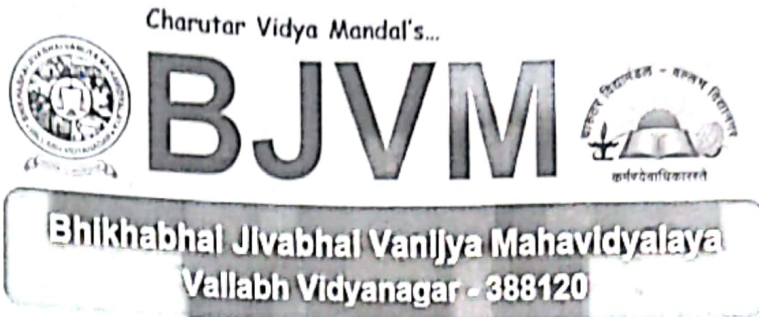



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POLICY DOCUMENT

ENVIRONMENT AND SUSTAINABILITY POLICY





Dr. Ketaki P. Sheth, M.Com., Ph. D.
Principal

• Environment and Sustainability Policy

B.J.Vanijya Mahavidyalaya is ever conscious about being a good protector of the environment along with pursuing its higher educational goals. A Green living habit helps in making the planet more sustainable and more livable, making it fit to live in. The institution tries to carve the green movement into its regular pattern. Hence, the institution has included Green Audit in its policy documents ensuring its focus on applying it in the course of action.

With a motive to ensure green behavior, the institution conducts a Green and Energy audit once in a year. The team of green audit is formed comprising of co-ordinator and two members who will be responsible for preparing the report and co-ordinating with inspection team. The institutional authority will take corrective measures and appropriate interventions are done to improve the sustainable practices of the college.

The NSS team will organize various environmental promotional activities and awareness programmes.

The college foresees a holistic development of the society and the world at large through initiatives that are environment friendly. The College is committed to ensuring that its impact on the environment both locally and globally is minimized. This is achieved via sensible use of resources, energy, and in its purchasing and waste management policies. The college makes every effort to conserve and enhance natural resources to create a sustainable environment both in its current and future endeavors. The college agrees that climate change is now a major and urgent sustainability issue and seeks to responsibly use resources and to strive to continually improve its environmental performance. The quality policy of environment and sustainability of the college ensures that the college shall:




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- Arrange to undertake **Green Audit and Energy Audit**,
- Improve awareness and understanding of environmental issues and sustainable development by conducting various awareness programmes,
- Motivate all staff and students to be active contributors in environmental initiatives,
- Improve the way the College manages its own environment by incorporating green initiatives and green protocol,
- Improve energy performance and reduce the carbon footprint of the college by replacing filament bulbs with LED bulbs,
- Consolidate environmental and sustainable principles into the operational procedures and promote best practice at every level,
- Install and maintain solar plants and other energy efficient equipments to minimize the energy consumption in the college,
- Monitor and reduce water usage to the possible limit,
- Actualize all measures to conserve rain water and protect environment within the campus,
- Construct and maintain water tanks as needed for ecological enrichment of the college campus,
- Allotment of separate parking areas in the college campus to reduce carbon footprint,
- Enforcing discipline amongst staff and students for waste prevention and reduction,
- Encourage environment-friendly vehicles to reduce carbon emission and air pollution,
- Harvest rainwater effectively for storage and recharging of land in the campus,
- Promote tree plantation drives inside and outside the college premises,
- Ensure measures for minimizing and managing proper disposal of all forms of wastes- solid, liquid and e-wastes,
- Encourage paperless drive through substitution of electronic and other means in academic and administrative activities,
- Fostering activities in line with the Central Government Project- Swach Bharat Abhiyan.
- Encourage various cells to work with the local community and NGOs to spread awareness and improve the local environment and promote sustainable development, &
- Monitor and respond to emerging environmental and energy issues.

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DIFFERENTLY ABLED FRIENDLY PERSONS POLICY






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Principal

• Differently Abled Friendly Persons Policy

Students / staff with disabilities will have the rights to get extra tickets for library,
The library peon will assist him / her in finding the books,
Separate seating arrangement at the time of exam in case of his / her inability to climb the stairs,
The fellow students or supporting staff of the college will help him / her to reach the classroom,
Arrangement of wheel chair, ramp and railing facility, & Arrangement for getting scholarship.


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