

Proactive Disclosure



B. J. Vanijya Mahavidyalaya
Vallabh Vidyanagar

Shri Akshay Navik, Jr. clerk
Public Information Officer
B. J. VANIJYA MAHAVIDYALAYA
(Autonomous)
(Grant-in-Aid)
(Affiliated to Sardar Patel University)
Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat,
India
Accredited with CGPA of 2.78 on four point scale
at B++ Grade by NAAC

Dr. Sanjay K. Radadiya, Principal
B. J. VANIJYA MAHAVIDYALAYA
(Autonomous)
(Grant-in-Aid)
(Affiliated to Sardar Patel University)
Vallabh Vidyanagar- 388 120, Dist. Anand, Gujarat,
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Year 2026

S. K. Radadiya
PRINCIPAL
B. J. Vanijya Maha Vidyalaya
Vallabh Vidyanagar-388120



Particulars of Organization, Functions and Duties

B. J. Vanijya Mahavidyalaya (BJVM), Vallabh Vidyanagar, is a distinguished autonomous commerce institution in Gujarat with a legacy of more than seventy five years. Established in 1951 with 51 B.Com. students, the college was founded through the philanthropic vision of Shri Bhikhabhai Jivabhai Patel, inspired by Bhaikaka and supported by Charutar Vidya Mandal, whose mission was rooted in the ideals of Sardar Vallabhbhai Patel. The foundation stone was laid by Dr. Rajendra Prasad and inaugurated by Kasturbhai Lalbhai. BJVM has played a pioneering role in commerce education, becoming the first institution in Western India to introduce the BBA programme in 1975. With continuous support from CVM, the college has developed strong infrastructure, modern academic facilities and a value-based learning environment that blends tradition with innovation.

Affiliated with Sardar Patel University, BJVM is unique in offering B.Com. in both English and Gujarati mediums along with specialized BBA and M.Com. programmes. The college has earned recognition for its academic quality through accreditation by National Assessment and Accreditation Council (NAAC B++) and autonomous status granted by the University Grants Commission in 2024. Supported by experienced faculty, ICT-enabled classrooms, a rich library and active student development initiatives, BJVM promotes academic excellence, leadership, social responsibility and professional growth. Today, it stands as a premier centre of commerce and management education, committed to shaping competent professionals, responsible citizens and future leaders through its strong educational legacy and progressive vision.

Vision

- "To add significantly to our enduring civilization tradition of pioneering excellence in learning, knowledge, enlightenment and self - realization, in a universally relevant context."

Mission

- "To dedicate ourselves to the perpetuation of our Founders' Vision of providing the infrastructure, facilities, operating conditions and overall environment conducive to the Education of young scholars, along with the desired physical, mental and character building inputs; to firmly renew our commitment of providing value added, globally relevant Education with an emphasis on the Techno - Management domain, to ensure that our scholars fruitfully exercise their knowledge, skills and values in the global perspective."

Objectives

- To create and nourish a stimulating learning environment that ensures a globally relevant Education based on Eternal human values.
- To forge and reward excellence in the curricular as well as the non-curricular sectors so as to ensure the scholars global competitiveness.
- To tap, nurture and unleash the innovative entrepreneurial abilities of scholars and thereby ensure life-long socio-economic value - addition.
- To evoke and embellish the finest traits of human excellence that goes on to dovetail into a sustainable career growth curve in commerce and management.
- To affiliate, associate, liaise or otherwise synergize with any Institution Body, Entity, Ethno-Cultural Diaspora and the overall global fraternity in any form whatsoever, in support of the above.
- To initiate, consolidate and extrapolate any objectives, functions and activities in support of the above.

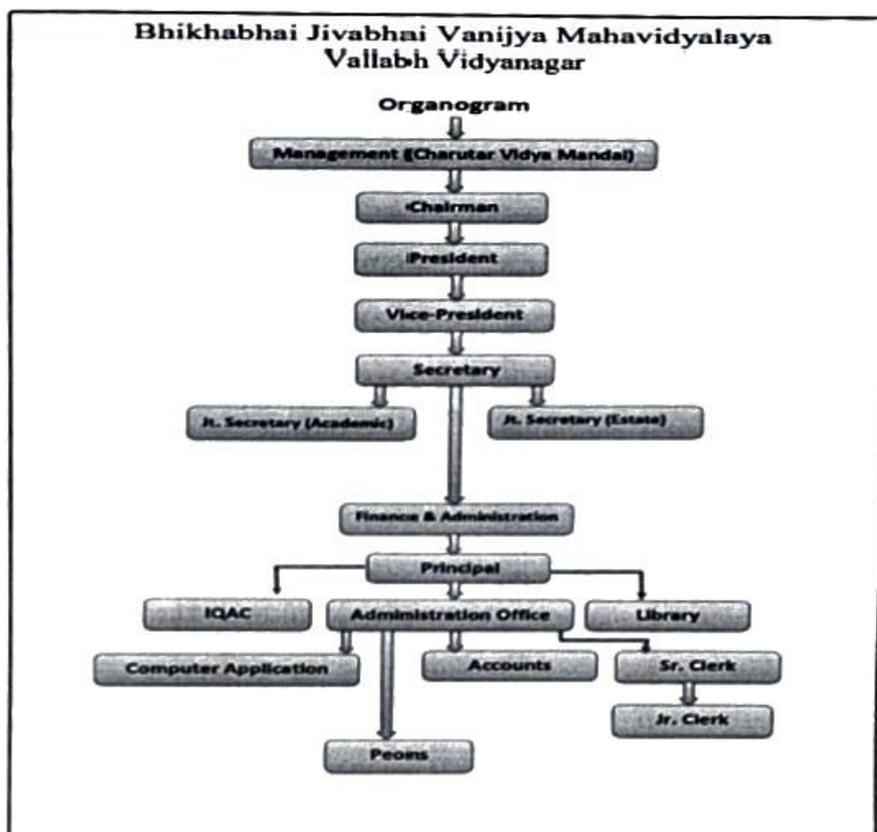


Duties

B. J. Vanijya Mahavidyalaya (BJVM) performs its duties as an academic institution by ensuring effective teaching-learning processes, academic development and overall growth of students. The college is responsible for conducting lectures as per the prescribed curriculum, maintaining academic discipline and providing quality education through qualified faculty and ICT-enabled classrooms. It facilitates continuous evaluation, internal examinations and academic guidance to enhance student performance. The college also provides library and knowledge resources to support learning, research and self-development. Through its IQAC, the institution works towards maintaining and improving academic quality, adopting innovative teaching methods and ensuring educational standards.

In addition to classroom teaching, BJVM fulfills its duty by promoting the holistic development of students through skill development programmes, seminars, workshops and co-curricular and extension activities. The college encourages character building, leadership qualities, communication skills and social responsibility through activities such as NSS and student support services. It also maintains academic records, provides guidance and counselling and creates a conducive learning environment. By performing these academic and developmental functions, BJVM fulfills its responsibility of shaping competent, responsible and future-ready graduates.

- Organization Chart





staff) appointed by the President of the Students' Council, i.e., the Principal of B. J. Vanijya Mahavidyalaya. Thereafter, various committees such as Course Coordinators, Women Cell, Placement Cell and other academic and support committees are constituted. These committees comprise members from the teaching staff and non-teaching staff to ensure effective planning, coordination and execution of academic, co-curricular and student development activities. Each committee is entrusted with specific duties and responsibilities to facilitate smooth functioning, promote student welfare and support the overall academic environment of the college.

3. Procedure Followed in the decision-making process

The governance of the college is multipolar in nature by using a supportive and proactive management Charutar Vidya Mandal (CVM), Vallabh Vidyanagar, in which authority and obligation are assigned, delegated and shared. As stated in the vision & mission statement, the college management is committed to strive tirelessly to fulfil the lofty goals that the founding fathers had envisioned. They work through decentralized and participatory governance. The Governing body of CVM takes in consultation with the principal, delegates all the academic and administrative decisions based on college for common working procedure. Academic and Administrative decisions are mostly taken jointly by the Principal, IQAC coordinator, Programme coordinators and Office Superintendent. Various Autonomous committees i.e. Governing Body, Academic Council, Board of Studies, Finance Committee also play an important role in decision making process. All policy matters with regard to the day to-day matters are discussed in the meeting. Various committees are constituted and responsibilities are assigned to them.

4. The norms set for the discharge of its functions

The college is granted Autonomous Status by UGC from the year 2024-25. So, the college has autonomy in Syllabus Designing and conducting External Exam in accordance with UGC Rules for Autonomous Colleges and Sardar Patel University Guidelines. The college discharges its functions of admission, recruitment, examination and other related matters, as per UGC Regulations, NEP-2020 guidelines, NAAC guidelines, Rules of Commissionerate of Higher Education (CHE), Government of Gujarat, Sardar Patel University Ordinances and Charutar Vidya Manal Norms, and rules set by Governing Body, Board of Studies and Academic Council of the college constituted for Autonomous Status.

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

Sr. No.	Detail	Rules & Regulation	Monitoring body
1	Student Admission	Admission Rules	GCAS, CHE, Govt. of Gujarat, Gandhinagar and Sardar Patel University, Vallabh Vidyanagar



2	Academic	University rules	Sardar Patel University, Vallabh Vidyanagar
3	Promotion of employee	Promotion Rules	CAS, CHE, Govt. of Gujarat, Gandhinagar
4	Workload	Workload Rules	CHE, Govt. of Gujarat, Gandhinagar
5	Payment	Payment Rules	CHE, Govt. of Gujarat, Gandhinagar

6. A Statement of the categories of the document held

Sr. No.	Category of Document	Detail of Document	Procedure to Obtain Document	Held by /Under the Control of
1	Academic	Syllabus	Website	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 CHE, Govt. of Gujarat, Gandhinagar and Charutar Vidya Mandal and then, are being implemented by the college as per the given guidelines. However, the college is granted Autonomous Status by UGC from the year 2024-25. So the college has autonomy only for syllabus designing and conducting of examination but strictly in accordance with the UGC Rules for Autonomous Colleges and Sardar Patel University Guidelines. The college has its IQAC Feedback System, Alumni Association, Parent Teacher Meetings, College Websites and Notice boards.

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.

The details of Governing Body, Boards of Studies and Academic Council constituted for Autonomous Status are as under:

Governing Body

	Category	Nature
5 Members one of them to be Chairperson	Management	Er. Bhikhubhai B. Patel - Chairperson Chairman, Charutar Vidya Mandal, Vallabh Vidyanagar
		Shri Ramesh Talati (Resigned) Hon. Jt. Secretary, Charutar Vidya Mandal, Vallabh Vidyanagar



		Shri Mehul D. Patel Hon. Jt. Secretary, Charutar Vidya Mandal, Vallabh Vidyanagar
		Dr. Yagnesh M. Dalvadi Professor, P. G. Department of Business Studies, S. P. University, Vallabh Vidyanagar
		Shri Kiranbhai Patel Managing Partner, Comfy, Vallabh Vidyanagar
2 Members	Teachers of the College	Dr. R. N. Patel Associate Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
		Dr. S. M. Vohra Assistant Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
1 Member	Administrative Staff of the College	Shri Akshay Navik Clerk, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
1 Member	Educationist or industrialist	Shri Hemal Patel Industrialist, Tripcon Engineering Pvt. Ltd., Vithal Udyognagar, Anand
1 Member	State Government nominee	---
1 Member	University Nominee	Dr. Kamini Shah Professor, P. G. Department of Business Studies, S. P. University, Vallabh Vidyanagar
1 Member	Principal of College	Dr. Sanjay K. Radadiya, I/c. Principal, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar

Board of Studies - Business Studies

Sr. No.	Category	Names of the member
1	Head of the Department/ Institution concerned (Chairperson)	Dr. S. K. Radadiya I/c Principal, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar



2	All faculty members of the Department	<p>Dr. R. N. Patel Associate Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Dr. P. U. Mordhara Assistant Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Dr. S. M. Vohra Assistant Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Smt. J. D. Parmar Assistant Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Shri Armit Vasava Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Dr. Anu Verma Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Dr. Chintankumar V. Chavda Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p> <p>Dr. Jitendra Fefar Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p>
		<p>Dr. Ashutosh B. Mehta Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar</p>
3	Two subject experts from outside the parent University to be appointed by the Academic council	<p>Dr. Khyati J. Patel Assistant Professor, SEMCOM, Vallabh Vidyanagar</p>



		Dr. Ajayraj Vyas Assistant Professor, SEMCOM, Vallabh Vidyanagar
4	One expert to be appointed by the Vice Chancellor from a panel of six recommended by the Autonomous Principal	Dr. Komal Mistry Associate Professor, P G Department of Business Studies, Sardar Patel University, Vallabh Vidyanagar
5	One representative from Industry/Corporate nominated by the Principal	Shri H. S. Barad CEO, Milcent, Vitthal Udyognagar
6	One member of the College alumni to be nominated by the Principal	Shri Sanjay Shah Executive, GCMMF, Anand
7	Expert from outside the Autonomous College, whenever special courses of the studies are to be formulated to be nominated by the Principal	Dr. Bhautik Patel Assistant Professor, School of Commerce, Birsa Munda University, Rajpipla

Board of Studies - Economics

Sr. No.	Category	Names of the member
1	Head of the Department / Institution concerned (Chairperson)	Dr. Komal K. Jani Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
2	All faculty members of the Department	--
3	Two subject experts from outside the parent University to be appointed by the Academic council	Dr. Jayraj Shah I/c. Principal, T. V. Patel Commerce College, Nadiad
		Shri Dilipbhai B. Rathod Associate Professor, M. K. College of Commerce, Bharuch



	One expert to be appointed by the Vice Chancellor from a panel of six recommended by the Autonomous Principal	Dr. Kinjal Ahir Associate Professor and Head, Department of Economics, Sardar Patel University, Vallabh Vidyanagar
5	One representative from Industry/Corporate nominated by the Principal	Shri Dilip Makadiya Phoenix Frozen Foods, Mogar, Anand
6	One member of the College alumni to be nominated by the Principal	CA Hiten Mehta Proprietor, Hiten & Associates
7	Expert from outside the Autonomous College, whenever special courses of the studies are to be formulated to be nominated by the Principal	Dr. Sajna Pillai Associate Professor, C P Patel And F H Shah Commerce College. Anand

Board of Studies - English

Sr. No.	Category	Names of the member
1	Head of the Department/Institution concerned (Chairperson)	Smt. R. N. Vora Associate Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
2	All faculty members of the Department	Dr. Hemlata V. Varde Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
3	Two subject experts from outside the parent University to be appointed by the Academic council	Dr. Sunil Shah Professor, Department of English, Veer Narmad South Gujarat University, Surat
		Dr. Manish Solanki Assistant Professor, Department of English, Sardar Patel University, Vallabh Vidyanagar



4	One expert to be appointed by the Vice-Chancellor from a panel of six recommended by the Autonomous Principal	Dr. Parul Popat Head, Department of English, Sardar Patel University, Vallabh Vidyanagar
5	One representative from Industry/Corporate nominated by the Principal	Dr. Mayur Parmar I/c. Principal, H M Patel Institute of English Training & Research, Vallabh Vidyanagar
6	One member of the College alumni to be nominated by the Principal	Dr. Rajeshwari Singh Vallabh Vidyanagar
7	Expert from outside the Autonomous College, whenever special courses of the studies are to be formulated to be nominated by the Principal	Shri Bhagyesh Dave Educator and Trainer, Ahmedabad

Board of Studies - Mathematics & Statistics

Sr. No.	Category	Names of the member
1	Head of the Department/Institution concerned (Chairperson)	Vacant
2	All faculty members of the Department	--
3	Two subject experts from outside the parent University to be appointed by the Academic council	Shri Chetan Patel Assistant Professor, SEMCOM, Vallabh Vidyanagar
		Dr. Dharmendra Raykundaliya Head and Professor, Department of Statistics, Sardar Patel University, Vallabh Vidyanagar



	One expert to be appointed by the Vice Chancellor from a panel of six recommended by the Autonomous Principal	Dr. A. H. Hasmani Professor & Head, Department of Mathematics, Sardar Patel University, Vallabh Vidyanagar
5	One representative from Industry/Corporate nominated by the Principal	Shri Vinod Patel Partner, Utsav Food Products, Nadiad
6	One member of the College alumni to be nominated by the Principal	CA Brijesh Shah Anand
7	Expert from outside the Autonomous College, whenever special courses of the studies are to be formulated to be nominated by the Principal	Dr. K. L. Patel Assistant Professor, C. P. Patel and F. H. Shah Commerce College, Anand

Board of Studies - Management

Sr. No.	Category	Names of the member
1	Head of the Department/Institution concerned (Chairperson)	Dr. S. R. Ajmeri, Chairman Associate Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
2	All faculty members of the Department	Dr. R. N. Patel Associate Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
		Dr. S. M. Vohra Assistant Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
		Dr. A. J. Dholariya Assistant Professor, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
		Dr. Chintan V. Chavda Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar
		Dr. Pinki J. Nanvani Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya, Vallabh Vidyanagar



3	Two subject experts from outside the parent University to be appointed by the Academic council	Dr. Preethi Luhana I/c. Principal, SEMCOM, Vallabh Vidyanagar
		Dr. Joe Marry Assistant Professor, SEMCOM, Vallabh Vidyanagar
4	One expert to be appointed by the Vice Chancellor from a panel of six recommended by the Autonomous Principal	Dr. Mitesh Jaiswal Professor, Post Graduate Department of Business Management, Vallabh Vidyanagar
5	One representative from Industry/Corporate nominated by the Principal	Shri Manoj Sivaya Partner, Topnotch Foods LLP Vitthal Udyognagar
6	One member of the College alumni to be nominated by the Principal	Dr. Jayen Mehta Managing Director, GCMMF, Anand
7	Expert from outside the Autonomous College, whenever special courses of the studies are to be formulated to be nominated by the Principal	Dr. Hemant Trivedi Director, MBA, CVM University

Academic Council Members List

Sr. No.	Nature	Category
1	Dr. Sanjay K. Radadiya, Chairman, I/c. Principal, B. J. Vanijya Mahavidyalaya	Principal
2	Dr. Sanjay R. Ajmeri Associate Professor, B. J. Vanijya Mahavidyalaya	Head of the Department
3	Dr. Rupal N. Patel Associate Professor, B. J. Vanijya Mahavidyalaya	Head of the Department
4	Smt. R. N. Vora Associate Professor, B. J. Vanijya Mahavidyalaya	Head of the Department
5	Shri H. P. Dave Associate Professor, B. J. Vanijya Mahavidyalaya	Head of the Department
6	Dr. Komal K. Jani Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya	Head of the Department
7	Smt. J. D. Parmar Assistant Professor, B. J. Vanijya Mahavidyalaya	Teacher of the College
8	Dr. A. J. Dholariya	Teacher of the



	Assistant Professor, B. J. Vanijya Mahavidyalaya Dr. Amit R. Vasava Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya	College Teacher of the College
10	Dr. Chintankumar V. Chavda Adhyapak Sahayak, B. J. Vanijya Mahavidyalaya	Teacher of the College
11	Dr. B. L. Nagar Principal, S. S. College of Physical Education	Governing Body Nominee
12	Dr. Apurva C. Pathak Principal, Law College, Godhra	Governing Body Nominee
13	Shri Shailu Patel Managing Partner, Comfy, Vallabh Vidyanagar	Governing Body Nominee
14	Shri Devang D. Desai Proprietor, New Anand Sports, Anand	Governing Body Nominee
15	Dr. Y. M. Dalwadi Professor & Head, P. G. Department of Business Studies, Sardar Patel University, Vallabh Vidyanagar	University Nominee
16	Dr. Kaminiben Shah Professor, P. G. Department of Business Studies, Sardar Patel University, Vallabh Vidyanagar	University Nominee
17	Dr. Suresh Machhar Professor, P.G. Department of Business Studies, Sardar Patel University, Vallabh Vidyanagar	University Nominee
18	Dr. S. M. Vohra Assistant Professor, B. J. Vanijya Mahavidyalaya	Examination Controller
19	Dr. Pareshkumar U. Mordhara, Assistant Professor, B. J. Vanijya Mahavidyalaya	Principal Nominee

In addition to above, the college has its, Finance Committee, IQAC Committee, Admission Committee, Anti-Ragging Committee, Women Development Cell, Examination Committee, etc.

9. A directory of its officers and employees

Principal, Vice President, Teaching Faculty, Office Superintendent, Senior Clerk, Junior Clerk, Peons (designation-wise list available in Office)

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

Pay scales as per UGC/ Government of Gujarat norms applicable to Regular Principal, Teaching staff and Non-Teaching staff

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	38899651/-	38899651/-
	Building Rent	38578/-	39000/-



2023-24	Miscellaneous Grant	106920/-	3024377/-
	Salary Grant	35862360/-	35862360/-
	Building Rent	38578/-	39000/-
2024-25	Miscellaneous Grant	94680/-	1189416/-
	Salary Grant	38726577/-	38726577/-
	Building Rent	38578	39000/-

Annual budget prepared under heads: Salary, Infrastructure, Library, computer lab, Maintenance, student activities; approved by Management and audited annually.

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

Not applicable

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

Fees concession and scholarships implemented as per Government of Gujarat and S. P. University guidelines.

14. Details of the information available to or held by it reduced in an electronic form.
Admission notices, 'syllabi', examination circulars, results, NAAC documents, AQAR, RTI disclosures available on the college website.

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 8:00 AM to 3:00 PM on working days.

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

Public Information Authority (PIO)	Shri Akshay Navik, Jr. Clerk
First Appellate Authority	Dr. Sanjay K. Radadiya, I/c Principal
Appellate Authority	Mr. Vishal Patel, Head Administration, CVM
Higher Authority	Commissioner of Higher Education, Gandhinagar

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

RTI disclosures are reviewed and updated periodically as per statutory requirements.