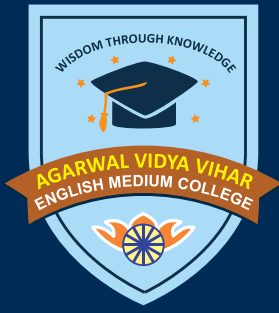


AFFILIATED TO VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT



# AGARWAL VIDYA VIHAR ENGLISH MEDIUM COLLEGE, SURAT.



**PROSPECTUS**  
**2019-20**

Managed By:

**Agarawal Samaj Vidya Vihar Trust, Surat**

Vesu-Abhwa Road, Surat – 395007

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# PRESIDENT'S MESSAGE



**Shree Vinod Goyal**

*President*

Agarwal Samaj Vidya Vihar Trust

Education is the basic need of any Individual, Society and finally the Nation. School education is one segment of student's life, but the real challenges and new ventures start when a student enters in college or university for education. These years are very crucial for the students because they are finally going to decide their career, future and eventually the life they wish to lead. Therefore, College Education is the most important factor deciding many things in the life of an individual.

We provide a good, different and unique college to the Surat city. We are giving a platform to Commerce & Arts Students not just to get a degree but to develop physically and mentally to compete for any National Level Examinations, like UPSC, CS, CA, ICMA, ICFA, etc. We believe that if proper academic environment is given to the students they may be projected in desired direction. This College offers B.A., B.Com & B.B.A. Courses to the Students through English Medium.

It is our endeavor to shape well groomed personalities that will contribute positively to the society. It is our aim to provide the right academic environment to young minds to take own decisions and face any situation in a positive manner. The College organizes Various Co-Curricular Activities, Seminars, Social Welfare Activities and Cultural Programmes in order to inculcate social and moral values in the students. These years are very crucial in moulding their personality and making them responsible citizens with brightened future.

Our Ultimate aim is to equip the students with competencies and skill needed in the changing time and transforming young minds into skilled professionals with moral values and spirituality.

The Trust has also initiated a vocational academy named "Agrwal Vidya Vihar Vocational academy" providing varied courses ; to name a few, digital marketing, stock market & Financial Management for enhancing future carrier opportunities of students. we aspire to add-on more courses in near future.

## FROM THE DESK OF THE PRINCIPAL

**Dr. Gautam Gopal Dua**

*I/c Principal*

Agarwal Samaj Vidya Vihar Trust



AVVEM College-Surat is aiming to be among the best college in India. I believe that at the core of AVVEM College success will be certain underlying principles that will ensure its pinnacle position. Give me a chance to list a couple of that are over the detector:

- Leveraging the scholarly and enthusiastic faculty and understudy group at AVVEM College are working fundamentally to produce tomorrow's worldwide pioneers today.
- Ensuring an enduring sense of duty regarding foster a differing and comprehensive group of students, driven by values and empowered by the meritocracy that denotes our organization.
- Sustaining an open and straightforward culture that feeds interest every step of the way, energizes coordinated effort and gets the best out of each understudy.
- Preparing understudies for the mind boggling world that they will confront when they leave the entrances of this vaunted establish utilizing our nearby linkages with industry, the Government and obviously the scholarly community. A mind boggling world where they should take a position, express sentiment, shape it and prompt improve it a place.
- Building a responsive and intense group of graduated class in city and India who will be famous names to figure with and will be anchored in seriously with the establishment.

Today, we see stir and distress all around the globe. Against this grieved setting, there is without a doubt new expectation ascending in India. In the current moderate development world, India's economy is an encouraging sign. We are left on a crisp round of progression – one that will take our economy to higher pinnacles.

AVVEM College adhere fundamentally on its principles to ride this wave and hold its position remarkably.



## COLLEGE COMMITTEE

MEMBER'S	MEMBER'S
SHRI VINOD GOYAL	SHRI SUBHASH BANSAL
SHRI RAMESH CHAUDHARY	SHRI PAWAN GUPTA
SHRI MOHAN GUPTA	DR. MANUBHAI AGARWAL
SHRI GOKULCHAND BAJAJ	SHRI PREMKUMAR JAIN
SHRI SUBHASH PATODIA	SHRI ANIL GUPTA
SHRI SHRAWAN AGARWAL	Dr. U.T.DESAI
SHRI GOVIND SONTALIA	SHRI DINKARBHAI NAIK
SHRI PRAMOD AGARWAL	Dr. GAUTAM DUA

### ABOUT THE TRUST

Agarwal Samaj Vidya Vihar Trust was established by Agarwal Samaj Trust in the year 1998. The Trust was established with an aim to fulfill the educational needs of the Children in Surat. Initially a school was started in the year 2002. This school was affiliated to CBSE-New Delhi in the year 2005. Now it is a well-established school of the City.

The School Education is an incomplete education & therefore the trust has aimed to give a good college to the students who have passed Higher Secondary from English Medium. There are only a few Colleges functioning in English Medium in Surat. To prepare the Children of Surat City to face any competition at National or International Level, English is Essential. Therefore, in the interest of XII Std. passed out Students the Trust has established an English Medium College with Under-Graduate Courses in Commerce & Arts Faculties. The Ultimate purpose of the Trust is to establish a good English Medium College to the Students so that their personality may be Groomed & Transformed into a Global Achiever & to produce sensible Citizen for the Motherland.

### OUR VISION

To provide a platform to the students to compete for UPSC Services /Journalism/ Mass Communication/ HR Management/ Chartered Accountancy and many more such professions and to serve a valuable source for Industry and Society.

### MISSION STATEMENT

To provide cutting-edge, career-oriented academic programs in a supportive and stimulating environment, for the intellectual and ethical growth of a diverse student community, with an unwavering commitment to excellence in education, sensitivity to students, and to the spirit of community.



## QUALITY POLICY

“AVVEMC (Agarwal Vidya Vihar English Medium College), aims to provide Quality and Value Based Education to the students.

The College is committed to provide consistent quality in educational services through standardization and continual improvement of our college Quality Management System which leads to the satisfaction of our learners, parents and staff. AVVEMC is dedicated to create an environment where all the students strive towards excellence and leadership, ensuring that students are moulded into responsible and sensible citizens.

We, at AVVEMC involve all our stakeholders in growth and development of the college through our Quality driven focus and by ensuring compliance of applicable statutory and learners' requirements.”

## AIMS AND OBJECTIVES

- Impart education of the highest standard through value based holistic teaching and learning by integrating traditional and innovative practices.
- Create a platform for students for exploring their creative potential and nurturing the spirit of entrepreneurship and critical thinking.
- Inculcate a strong belief in hard work and core values of gender equality, human rights and ecology in order to make them socially responsible citizens.
- Provide inclusive education by making it accessible to all sections of society.
- To maintain and promote quality, transparency, compliance and sustainability in governance and service delivery.

## SALIENT FEATURES OF THE COLLEGE

- Beautiful Campus
- Quality Consciousness in Teaching & Learning
- Advantage of Eco-Friendly Educational Atmosphere
- Computer Lab
- Focus on Low Achievers
- Qualified & Experienced Professors
- Well Stocked & Comprehensive Library
- Well equipped Sports Complex
- College Premises Under CCTV Surveillance
- Activities
- Separate Parking Facility for Boys & Girls
- Co-Curricular Activities like Aerobics, Photography, Painting
- Rangoli, Singing & Dancing, and Elocution Competitions
- Seminars and Symposiums by Experts from Different Disciplines
- Infirmary Facility
- Professional Books Library
- Students Book Bank
- Freeship to needy students

## ADMISSION REQUIREMENTS

1. Students seeking Admission to this college will have to apply for admission in the prescribed form within the time notified.
2. It is obligatory for a student to get his/her form checked and to meet in person along with the fees.

## ELIGIBILITY

FACULTY	STREAM	SUBJECTS	BOARD
(1) B.Com	XII General	Elements of Accountancy, Business Admn., Business Maths/Statistics/Economics/Banking	GHSEB
(2) B.B.A	XII General (Arts & Commerce) / Science Stream	English	ICSE
(3) B.A.	XII General (Arts & Commerce) / Science Stream / Vocational	Any Subjects	CBSE & Other Board

## DOCUMENTS NEEDED AT THE TIME OF ADMISSION

### (a) For H.S.C students from Gujarat State Board.

1. Original Marksheet and Trial/attempt certificate with 2 attested copies
2. School Leaving Certificate and 2 attested Copies
3. Passport Size Photos-2
4. SC/ST/OBC /PH Certificate wherever applicable
5. For SEBC Category Seat , Non-Creamy Layer Certificate, issued after March, must be attached
6. Aadhar Card
7. Students should keep 10 Self-attested Copies of H.S.C Marksheet with them for future needs
8. Certified Copies of Aadhar Card-2

### (b) H.S.C Students from Other Boards

1. Original Marksheet and Trial/attempt certificate with 2 attested copies
2. Certificate showing the Main and Subsidiary Subjects
3. Passport size photos-2
4. Migration Certificate
5. "No-Objection" Certificate - if applicable
6. Students who have passed the Higher Secondary Examination held by other than Gujarat Secondary Education Board or those migrating from other universities shall have to produce a Provisional Eligibility Certificate from V.N.S.G.U., Surat along with the application form for admission, such students will have to produce the Final Eligibility Certificate in due course.

## DOCUMENTS NEEDED FOR PROCURING FINAL ENROLLMENT CERTIFICATE

1. Passing Certificate
2. Attendance Certificate
3. Character Certificate
4. Migration Certificate
5. Medium Certificate
6. PEC\*

- ★ Candidates coming from other colleges have to furnish No Objection Certificate and Transfer Certificate. Application for the Transfer Certificate has to be made within a month after the admission. Late applicants will have to pay a late-fee. It is Obligatory for the students to seek Transfer Certificate. College only forwards application.

## GENERAL RULES & REGULATIONS

- Candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes shall have to submit Social Welfare Department's Certificate and Physically Handicapped shall have to attach a Civil Surgeon's medical certificate along with the application.
- Candidates seeking admission for the first time will be charged Entrance fee, Enrollment fee, Identity Card fee and Deposit fee in the first term.
- The Principal's decision will remain final in all admissions and it would be binding on the students.
- Regular Students shall have to seek admission within 6 days after the result.
- Admission already granted to a student will be cancelled if the information provided by him/her is either false or if he/she withholds the required information. In such cases the fees and deposits will be forfeited.
- Repeaters are not entitled for admissions. A Student failing in one faculty will not be given Admission in another Faculty. 80% attendance in any term/semester is compulsory, failing which the admission will be cancelled. Admitted Students must be regular in the class and participate in all extracurricular activities of college.
- Reading the notice board is must for the students. Ignorance of any notice or rules of the college will not be an excuse for not fulfilling any requirement.
- If the deposit is not claimed in a year, it will get lapsed.
- Applicants who are in service will not be given admission.

## SUBJECTS OFFERED in B.Com.

### F.Y. B.Com.

COMPULSORY SUBJECTS
1. Written & Spoken Comm.
2. Business Economics
3. Business Administration
4. Statistics for Business
5. Financial Accounting
6. Environmental Studies
7. Element of Banking & Insurance / Financial Management / Secretarial Practice / Foreign Trade procedure and documentation / Salesmanship & Publicity.

### S.Y.B.COM

COMPULSORY SUBJECTS
1. Written & Spoken Comm.
2. Macro Economics
3. Business Administration
4. Accounting & Taxation
5. <b>Principal Subjects :</b> Advance Accounting & Auditing (2 papers) / Banking (2 Papers)
6. <b>Subsidiary Subjects :</b> Statistics / Banking / Cost Accounting / Marketing Management / Tax procedure and Practice / Management

### T.Y.B.COM

COMPULSORY SUBJECTS
1. Written & Spoken Comm.
2. Indian Economics problem & planning
3. Business Administration
4. Mercantile Law
5. <b>Principal Subjects : (As per S.Y. B.Com.)</b> Advance Accounting & Auditing or Indirect Tax (2 papers) / Banking (2 Papers)
6. <b>Subsidiary Subjects : (As per S.Y. B.Com.)</b> Statistics / Banking / Auditing or Indirect Tax / Marketing Management / Tax procedure and Practice / Management



## SUBJECTS OFFERED in B.B.A.

### F.Y.B.B.A

COMPULSORY SUBJECTS
1. Element of Economics
2. Communication Skills
3. Computer Application (Fundamental)
4. Communication and Soft Skills
5. Financial Accounting
6. Quantitative Methods
7. Managerial Economics
8. Principles of Management

### S.Y.B.B.A

COMPULSORY SUBJECTS
1. Production Management
2. Marketing Management
3. Financial Management
4. Human Resource Management
5. Quantitative Methods
6. Computer Application
7. Organizational Behavior
8. Management Accounting

### T.Y.B.B.A

COMPULSORY SUBJECTS
1. Service Management
2. Entrepreneurship Development
3. New Project Management
4. Business Environment
5. Research Methodology
6. Element of Strategic Management
ELECTIVE SUBJECTS
1. Marketing
2. Finance
3. Human Resource
1. Project Work

## SUBJECTS OFFERED in B.A.

### F.Y.B.A

COMPULSORY SUBJECTS
1. Written & Spoken Comm.
2. Environmental Studies
3. Statistics
4. <b>Principal Subject :</b> Economics (2 Papers)
5. <b>Subsidiary Subjects : (Tick any one)</b> History/Pol. Science/English (2 Papers)

### S.Y.B.A

COMPULSORY SUBJECTS
1. Written & Spoken Comm.
2. Population Education
3. <b>Principal Subject :</b> Economics (3 Papers)
4. <b>Subsidiary Subjects : (As per F.Y.B.A.)</b> History/Pol. Science/English (2 Papers)

### T.Y.B.A

COMPULSORY SUBJECTS
1. Written & Spoken Comm.
2. <b>Principal Subject :</b> Economics (6 Papers)

\* Subsidiary subjects will be offered if sufficient number of students are enrolled.

## FEES FOR B.COM. / B.B.A./ B.A. (SEM I TO VI)

PARTICULARS	AMOUNT
1. Tuition Fees	NOTE: THE FEE STRUCTURE FOR ANY TERM/ SEMESTER ARE AS PER V.N.S.G.U., SURAT AND GUJARAT GOVERNMENT RULES & REGULATIONS.
2. Students & Teachers Welfare Activities Fee	
3. Books & Equipment Fee	
4. Students' Union Fee	
5. Amenities Fee	
6. Campus Development Fee	
7. Internal Exam Fee	
8. Admission Fee (One Time)	
9. Identity Card Fee (One Time)	
10. Enrollment Fee (One Time)	
11. Enrollment Form Fee	
12. Uni. Campus Development Fee	
13. Uni. Sports & Cultural Activity Fee	
14. Uni. Sports Complex Development Fee	
15. Uni. Exam. Fee	—
16. Uni. Exam Form Fee	
17. Laboratory Fee (Including Computer Lab)	
18. College Deposit (One Time)	
19. Library Deposit (One Time)	
20. Bank Process Charge	

**COLLEGE TIMINGS : 2:00 PM ONWARDS**

## ATTENDANCE

The prime motive of the college is to provide quality education to students. Great care is taken to ensure quality and various measures are adopted with this intention. Agarwal Vidya Vihar English Medium College is one of the colleges in Surat city that ensures strict attendance of students in all lectures. Attendance is carefully marked in every lecture. A list of irregular students is prepared by every lecturer. Parents of such students are intimated and strictly warned about the consequences. Students who do not have minimum attendance are not allowed to sit for internal tests, but are asked to appear for the additional test with the entire syllabus. Students who fall short of attendance due to illness / sports or cultural activities are given concession on the basis of valid documents or proofs and are allowed to appear in the examinations. The students who find it difficult to attend college regularly are advised to leave the college and are given No Objection Certificate.

## ASSIGNMENT

Assignments are given to the students twice in each term. The topics are given in advance and sufficient time is allowed for preparation. Students are required to write assignment in the class room. Oral tests are taken to check whether they have really made efforts or not. faculties also conduct class test for their respective subjects so that students can prepared better for forthcoming exams. Generally, the topics given for assignments are important from examination point of view which helps the students a lot. After assessing the assignments, proper instructions are given in order to avoid or correct the mistakes.

## INTERNAL EXAMINATIONS

Internal Examinations are conducted twice a year as per University regulations and are monitored as seriously as University Examinations. The teaching staff is very particular in setting standard question papers in tune with the University paper style. Sixty to seventy students are accommodated in a room in two blocks with only two students of different courses on a bench.

Strict discipline is observed in the examination halls and surprise checking is carried out by senior supervisors or Principal. Disciplinary rules are displayed in each and every examination hall and are strictly observed. The teaching faculty of the college is keen in assessing the answer books on a war footing and gives the result at the earliest. The errors and shortcomings are discussed in the classrooms so that students can correct themselves. The mark sheets are displayed on the notice boards.

Open house is conducted for all the classes where students get to know their mistakes and discuss with respective faculties on one to one basis. The staff members are well trained and there is uniformity in the evaluation work.



## INTERNAL ASSESSMENT OR EVALUATION

- 1) Each subject consists of 70 Marks – 50 Marks for University examination and 20 Marks for internal evaluation which is done continuously throughout the year and shall consist of head such as assignments, library work, unit tests, class participation, punctuality and sincerity of students in attending lectures.
- 2) Each student is required to pass in internal evaluation and external University examination of each subject separately.
  - a) The minimum passing score in each subject head (internal and University separately) is 36% (7 out of 20 and 18 out of 50). Those who fail in more than 50% subjects in the internal evaluation will not be allowed to appear for University examination.
  - b) Second class is awarded to a student getting 48% marks or more in the examination. An aggregate score of 48% in the internal and University examination is not enough. 48% must in the University examination and in internal evaluation separately.
  - c) First class is awarded to students getting 60% marks or more in the examination. An aggregate score of 60% in the internal and University exam is not enough. 60% must in the University examination and in the internal evaluation separately.
- 3) Exam form will be withdrawn if a student does not have 75% attendance in the first term and 80% attendance in the second term.
- 4) A student who fails to appear in 50% subject heads in the internal examination will not be allowed to sit for the University exams and his/her form would be withdrawn. A student with less than 75% attendance in the first term will not be promoted to the second term.

## INTERNAL MARKS STRUCTURE FOR UNDER GRADUATE COURSES

Commerce Faculty : Internal Tests + Attendance + Library Work / Assignments = Total

10	+	5	+	5	=	20
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### BOOK BANK FACILITY

We provide Book Bank Facility to students in which all books of particular semester are issued to them for whole semester at minimum depreciation cost.

### THE SEXUAL HARASSMENT CELL

In accordance with the Bill passed by Parliament in 2004 - the Sexual Harassment of women at the work place (Prevention and Redressal) and the UGC recommendations, the institution will establish the Sexual Harassment Cell. The college will make arrangement to listen to the complaints and grievances of the students, the college will set up a formal system of redressing the complaints related to women and create in them an awareness for justice and their rights and at the same time help them to stand for their self-respect. In case of any complaints the students can contact the chairperson of the cell. The college has established the sexual Harassment cell in the very first year of the college.

### PHYSICAL EDUCATION

It is obligatory to join any one of the activities viz. NSS or physical training for first year & second year students. Term will be granted only on the successful completion of the prescribed work.

### SCHOLARSHIP

Scholarships are available for the poor and needy students. Welfare fund and various trusts cater to their needs. The outstanding students are also honoured in wake of their hard work and diligence. Students of the back ward class are required to apply for scholarship.

## STUDENTS' COUNCIL CONSTITUTION

As per the constitution of the Students' Council for colleges affiliated to Veer Narmad South Gujarat University, the following terms and conditions have been agreed upon. To contest elections for the varied posts of Students' Council., all contestants including the students will have to strictly abide by the rules.

On account of misappropriation of rules / misconduct & misbehavior a student can even be debarred and his admission can be treated as cancelled by the orders of the President of the Students' Council (Principal).

1. Canvassing for elections should be stopped in the college campus before 24 hours of the time of elections.
2. Each contestant will have to seek permission in writing from the Principal.
3. Graffiti is strictly prohibited. Sticking posters, hoarding Pictures, wall displays for elections is prohibited in the college campus.
4. Canvassing for elections can be done only verbally or in a written form through pamphlets.
5. Personal comments, criticism of the opponent are to be avoided during canvassing.

6. I-card is a must for casting vote. A student would be allowed to enter the college campus on the day of election only after producing an I-card. If a student forges the use of I-card and is found guilty, she/he would be punished.
7. Issued like Religion, Caste, Class should not be touched upon during canvassing.
8. Voters should not be bribed or forced.
9. Outsiders would not be allowed entry in the college campus on the day of election.
10. Vulgarity and Indecency during canvassing or celebration after election would not be tolerated.
11. Not more than Rs. 2000/- should be spent for canvassing or celebration. In a two weeks time, the expenditure statement along with evidences should be submitted to the authorities.
12. Students resorting to violence, mischief, threat, kidnaping would be liable for strict punishment by the Principal.
13. Any student found misbehaving with the staff, Principal, would be liable for strict punishment.
14. Loudspeakers and Vehicles should not be used for canvassing.
15. Within 48 hours after election, all the contestants should gather and clean the college campus.
16. To file the nomination for a Class Representative a student is required to deposit Rs. 2001- along with the form.
17. Graffiti is strictly prohibited. Nothing should be written on the walls, windows, doors, furniture in the college campus.
18. Canvassing literature like bill boards, sign boards, pamphlets etc. should not be stuck on the walls.
19. No pamphlets or hand bills should be hung in the classroom.
20. If college furniture like table, chairs, electric fitting, fans etc. are found to be tampered with, the cost would be deducted from the deposit money, any other loss would also be recovered of the contestant.
21. Any student found shouting slogans in the college campus or lobby would be strictly punished.
22. During or after election, no outsiders other than the bonafide students of the college would be allowed an entry in the campus. No hearing of an outsider before the Principal of election committee would be entertained.
23. No personal comments or allegations should be made against the opponents.
24. More than 2000/- Rs. cannot be spent on canvassing or on the celebration of victory in elections.
25. A contestant for Class Representative will have to canvas in his/her class itself.
26. A candidate found misbehaving or ignoring the instructions of teachers during election would be strictly punished. A candidate found threatening or terrorizing would be liable for cancellation of admission.
27. No mischief would be allowed during the counting of votes. Playing with colours after the declaration of results is prohibited in the campus. Students found bursting crackers would be severely dealt with.



- 28 Instruction of election officials will have to be strictly followed. Authority's decision would be final.
- 29 In case of a tie, election result would be decided by a lucky draw.
- 30 As per the constitution, apart from seats reserved for lady students, all other seats would be open for students. A student (Male / Female) winning the highest number of votes on an open seat would be declared a winner.
- 31 For the entire election process and administration a committee has been formed comprising the following members of the staff. Candidates are requested to meet them. After the decision of the committee, a written application could be forwarded to the president. Guidelines and instruction of the committee will have to be strictly followed:
- 32 Students are instructed to leave the campus after casting the vote. For the counting of votes only contestant would be allowed to remain present in the classroom.
- 33 Voters should put (X) before the candidate's name. Nothing else should be written and no sign should be inscribed on the ballot paper.
- 34 No candidates or supporter of the candidate should canvass or distribute pamphlets on the election day.
- 35 Identity card is the must for casting vote. Any illegal use of identity card by a student is strictly prohibited and the students would be liable for punishment and the contestant found responsible for this illegal act would have to lose his candidature.
- 36 All students except the candidates will have to leave the college campus after the election is over.
- 37 A student who once files his name as a proposer or as a supporter for one candidate will not be eligible to stand for another Candidate. He / She also would not be entitled to file the nomination for Class Representative.

## **GUIDELINES FOR THE NOMINATION**

- 1 The nomination forms would be scrutinized prior to the election.
- 2 A photograph of the candidate should be affixed on the nomination form.
- 3 The birth date of the candidates should be correct
- 4 Roll no. of the candidates should be correct.
- 5 The proposer and the supporter should be from the same division from which the candidate is contesting the election. They should have signed the form.
- 6 The candidate, proposer and the supporter should not have any changes of involvement in any illegal activity, malpractice or violation of disciplinary rules.

7. The form should be duly signed by parent or guardian.
8. The date of filling the form should be written.
9. One copy of the constitution carrying the candidate's signature should be attached with the nomination form. The form should be duly signed by the parent / guardian.
10. The student's name should be written in short.
11. Academic year should be mentioned.
12. Candidate, proposer and the supporter should not have any past record of any malpractices in the examination.
13. One student can propose only one candidate.
14. One student can support only one candidate.
15. The original leaving certificate should be enclosed.
16. A student contesting for the post of Class Representative should not have any A.T.K.T. (Allowed to keep terms) in the previous exam.
17. Contestants and the winners should have minimum attendance of 75%.
18. A student in his / her academic career can contest for the post of G.S. and C.R. only once and twice respectively.
19. A contestant should not have any record of criminal case registered against him. Moreover, there should be no case of misbehavior / malpractice against him, in the college, university or any other institution.
20. Candidates should submit along with the nomination (any two identification proofs) the original school Leaving certificate, one self-attested copy, a passport size photo, copy of the driving license and copy of PAN card (for age proof). F.Y.B.Com. students should submit a copy of the thalassemia test report also with the nomination.
21. Candidate, proposer and supporter have to submit a copy of the I- Card (Both Sides) & Fee Receipt. It is compulsory.
22. The students who are above 18 years of age will have to enclose a copy of the Employment registration Number.
23. The Final decision in any matter would be of the Principal.

### **REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATION INSTITUTIONS, 2009**

“Ragging” means any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, including rowdy or Undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking to do any act or perform something which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

## REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATION INSTITUTIONS 2009

### Punishable ingredients of Ragging:

- |   |   |
|---|---|
| (1) Abetment to ragging                             | (10) Assault as well as sexual offence or even unnatural offences                     |
| (2) Criminal conspiracy to rag                      | (11) Extortion  |
| (3) Unlawful assembly and rioting while ragging     | (12) Criminal Trespass  |
| (4) Public nuisance created during ragging          | (13) Offences against property  |
| (5) Violation of decency and morals through ragging | (14) Criminal intimidation  |
| (6) Injury to body, causing hurt or grievous hurt   | (15) Attempts to commit any or all of the above mentioned offences against the victim |
| (7) Wrongful restraint                              | (16) All other offences following from the definition of: Ragging                     |
| (8) Wrongful confinement                            |   |
| (9) Use of criminal force                           |   |

## PUNISHMENTS

Depending upon the nature and gravity of the offence as established by the Anti – Ragging Committee of the institution, the possible punishment for those found guilty of ragging at the institution level shall be anyone or any combination of the following:

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding / withdrawing scholarship / fellowship and other benefits
4. Debarring from appearing in any test / examination or other evaluation process
5. Debarring from representing the institution in any regional national or international meet, tournament, your festival, etc.
6. Suspension / expulsion from the hostel.
7. Rustication from the institution for period ranging from 1 to 4 semester
8. Expulsion from the institution and consequent debarring from admission to any other institution.
9. Fine of Rupees 25,000/-
10. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall report to collective punishment as a deterrent to ensure community pressure on the potential raggers.



- (11) School Leaving Certificate
- (12) Character Certificate
- (13) Undertaking by the candidate / Student in prescribed format
- (14) Undertaking by parent / Guardian in prescribed format

## DISCIPLINARY RULES

- (1) Apply within 6 days after the publication of results. Forms will not be accepted after the date notified. The irregular Students will not be allowed to sit in internal as well as University examination.
- (2) Every student is expected to follow the disciplinary rule of the college. Violation of the rules will lead to strict action.
- (3) It is compulsory to appear in the internal tests conducted by the college. In case of illness the parents or guardian shall inform the college in writing along with medical certificate, within three days from the commencement of examination.
- (4) 80% attendance in any term / semester is very essential for appearing for university examination, failing which the term / semester of the student will be cancelled. Attendance will be marked in every lecturer and a student who remains absent in one lecture will lose the whole day's attendance. If a student remains absent due to illness, he / she will have to submit a written application along with a doctor's certificate.
- (5) Students who remain absent in the internal test will not be eligible for appearing at the University exam. The examination forms of those students who fail in 50% or more subject in the internal assessment will be withdrawn.
- (6) Fees must be paid on the dates announced and at the specified time. Otherwise admission will be cancelled automatically.
- (7) Students are allowed to visit the college office for necessary work only during free period and recess
- (8) As per rules of the university, every student has the responsibility to submit exam forms and fees in time and the college, under any circumstances, will not accept late forms and fees.
- (9) Students should procure their identity cards renew them after each term. No students will be allowed to enter the campus or attend lectures without identity card. If card is lost, a duplicate card can be obtained from the college library.
- (10) Subjects once chosen cannot be changed.
- (11) Strict disciplinary action will be taken against students who misbehave with the college staff or cause damage to college property. Serious breach of law will be punishable by canceling the admission immediately.

- (12) Bringing outsiders to the campus is punishable.
- (13) Any instruction from the college and teachers should be obeyed by students. Strict action will be taken if anyone found dishonoring such instructions.
- (14) Students once caught and punished for malpractice in the university examination will not be readmitted.
- (15) The admission of students who bunk lecture and move about in the campus will be cancelled. Irresponsible students will not be admitted to second term.
- (16) Admission obtained providing wrong, unclear and incomplete information will be cancelled.
- (17) Students of this college are not allowed to attend lectures in any other college during college timing and they should not join service anywhere.
- (18) Vehicles should be parked at the parking zone. Nobody will be allowed to park vehicles in the campus after college timing. Do not park vehicles outside the campus.
- (19) Smoking /pan or mava masala chewing are strictly prohibited in the campus. Those who spit pan or mava masala will be punished.
- (20) Strict action will be taken against students who do not keep mobile phones switched off in the class room and in the lobby.
- (21) Parents of every students have to meet the Principal once in every term / semester compulsorily.



# AGARWAL SAMAJ VIDYA VIHAR TRUST

## 2019-20



SHRI VINOD GOYAL  
PRESIDENT



SHRI PRAMOD KUMAR CHAUDHARY  
I.P.P.



SHRI GOKULCHAND BAJAJ  
VICE-PRESIDENT & CHAIRMAN,  
SCHOLARSHIP-FEE WAIVER  
COMMITTEE



SHRI SUBHASH MITTAL  
VICE-PRESIDENT & CHAIRMAN,  
SCHOOL MANAGEMENT COMMITTEE



SHRI RAMESH CHAUDHARY  
SECRETARY



SHRI BRJMOOHAN AGARWAL  
TREASURER & CHAIRMAN  
PRESS, MEDIA & PUBLICITY  
COMMITTEE



SHRI PREMKUMAR JAIN  
JOINT SECRETARY



SHRI ANAND MEGOTIA  
JOINT TREASURER



SHRI MOHAN GUPTA  
CHAIRMAN  
COLLEGE MANAGEMENT COMMITTEE



SHRI ARJUNDAS AGARWAL  
CHAIRMAN  
ADMISSION COMMITTEE



SHRI SHARVAN AGARWAL  
CHAIRMAN  
FINANCIAL, INTERNAL AUDIT  
& LEGAL COMMITTEE



SHRI RAMMOOHAN AGARWAL  
CHAIRMAN  
TRANSPORT COMMITTEE



SHRI NARENDRA GARG  
CHAIRMAN  
PURCHASE, STORE & MAINTENANCE  
COMMITTEE



SHRI RAJKISHOR SHAH  
CHAIRMAN  
SPORTS & GAMES COMMITTEE



SHRI GOVIND SONTHALIA  
CHAIRMAN  
CULTURAL & EVENT CELEBRATION  
COMMITTEE



SHRI MANOJ AGARWAL  
CHAIRMAN  
SECURITY & VIGILANCE  
COMMITTEE



SHRI PRAMOD AGRAWAL  
CHAIRMAN  
COMMUNITY & SOCIAL  
SERVICES (CSS) COMMITTEE



SHRI SANTOSH KUMAR SARAWAGI  
MEMBER



SHRI VINODKUMAR AGARWAL  
MEMBER



SHRI BAJRANGLAL GARODIA  
MEMBER



SHRI PAWANKUMAR GUPTA  
MEMBER



SHRI PURANMAL AGARWAL  
MEMBER



SHRI NARESHKUMAR AGARWAL  
SPECIAL INVITEE & CHAIRMAN,  
DEVELOPMENT & FUND RAISING  
COMMITTEE



SHRI ANIL KUMAR GUPTA  
SPECIAL INVITEE & CHAIRMAN  
WELFARE & MORAL EDUCATION  
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SHRI SANJAY KUMAR SARAWAGI  
SPECIAL INVITEE



DR. MANUBHAI AGARWAL  
SPECIAL INVITEE



SHRI SUBHASH BANSAL  
SPECIAL INVITEE



## INFRASTRUCTURE & FACILITIES



**AUDITORIUM**



**TABLE TENNIS**



**BADMINTON**



**LIBRARY**



**VOLLEYBALL**



**COMPUTER LAB**



**KHO-KHO GROUND**