

Tolani College of Arts & Science, Adipur

Kindly find enclosed the action taken report towards the matter placed before EC as well as the New Requisition.

Matter to be presented, Executive Committee, 28/8/18

1.1 Kind Approval:

- i. It has been made mandatory by University to have CC Tv in each and every class room where Exams are to be taken for monitoring and record purpose. College presently has 24 rooms where CC Tv needs to be installed. (Lobbies already Covered.) Estimated cost Rs. 2,25,000/-. (SF/Regular UGC) We also await CPE fund.
Quotation Invited
- ii. Many Class 4 (peon) have retired, there is a vacancy in the admin department for the same. Kindly permit to appoint a peon in office. (SF) Rs.4,500/-
Search in appropriate person
- iii. Request to permit an extra security person during morning hours. (SF) Rs.4,500/-
Search in appropriate person
- iv. College has just received letter towards permission to grant admission in B.Voc. Industrial & Applied Mathematics. College proposes to Levi Tuition Fee of Rs.5000/- per semester. As the admission season is over, it shall be hard to register students also, resultant we might not get fund from UGC NSQF. College suggests to extend a scholarship of Rs. 2000/- in the initial year.
No admission done as permission received late and due to wrong condition placed by LIC.
- v. Request to purchase Mat Lab Software for B.Voc. Industrial & Applied Mathematics. Probable cost Rs. 50,000/- (B.Voc)
Quotation invited
- vi. Increase the remuneration of Visiting faculties in Regular college as well as MA Hindi & Economics from 150 to 200. Make it at par with Uni affiliated Sister concern.
Implemented

1.2 Immediate Action:

- i. Revision of SF- B.Sc., M.Sc. remuneration which hasn't been done since inception 2013-14, rather decreased. Matter already placed before EC.
Proposed Change by Mgmt of 10% to Non teaching & 20% to teaching is been rejected by them. Need revision.
- ii. Request to demolish the crumbling shade in the car park. It has become a menace, a sit out for outsiders as well as a night shelter for the hutment residents residing opp. College.
Not implemented.

Find herewith the fresh requisition:

Matter to be presented, Executive Committee, 5/12/18

- i. Kind Request: Management once for all needs to have a face to face meeting with SF Science staff to reach on the amicable solution of remuneration. The non teaching staff is demanding the remuneration to be fixed as: Class 3= 6000/- pm, class 4= 4000/- pm
- ii. Dr. Papia Chatterji, HoD Chemistry retired. Need to appoint a visiting lecturer.
- iii. Dr. Archana Upadhyay, HoD Microbiology retired. Need to appoint a visiting lecturer.
- iv. Need to appoint an extra watchman for morning hours. Presently have a contractual Watch man for morning and one for Night.
- v. Need to appoint two visiting Peons for office. Presently college has only three, of which one is Contractual.
- vi. Replacement of 25 computers with Software in Dell laboratory as per the requirement of M.Sc. Maths & B.Voc. Per Computer Rs.30,000/-
Matlab software: 75,000/-
Estimate cost: Rs. Head SF.
- vii. Establishment of RO System on terrace to supply all Coolers with the capacity of 100 ltrs per hour. Estimate cost: Rs.1,50,000/- Head SF
- viii. Purchase of new water cooler as the old one on the ground floor is beyond repairs. Estimate cost: Rs.50,000/- Head SF.
- ix. Dr. Anjali Shrivastav, Adhyapak Sahayak- Mathematics has remained on LWP, more than 3 months due to the ongoing treatment of her son at Bangalore for speech therapy. College has appointed a visiting faculty in her absence. How long should we be awaiting her return as there is no clear directive from CHE related to the LWP of AS.
- x. To increase internal exam fees per paper Rs 50/-. Total 7 papers. Rs, 350/-. Presently we charge Rs. 240/-

Minutes of the Executive Committee meeting held on 26th September 2019

Members present

Dr A H Kalro

Mrs Anjana Hazari

Ms Pinky Pinto

Prof H K Kripalani

Dr Sampada Kapse

Prof K. Venkateshwarlu

Proceedings of the meeting

1. Final version of service rules to be submitted by the end of October 2019.
2. Prof. K. Venkateshwarlu was asked to visit GTU and obtain information on the process for admissions to a minority institute.
3. A tentative schedule of various meetings was approved.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tolani Foundation										*		
Tolani Eye Hospital				*						*		
GCB Board of Trustees										*		
GCB Governing Council		*						*				
GC TMIMS		*						*				
GC TFGP		*						*				
GC TIP		*						*				
GC TIL		*						*				
EC		*		*				*		*		
AC GCB		*						*				

GCB

- Academic council of GCB: It was decided to formalize AC of GCB under the chairmanship of Prof. H K Kripalani. Dr A H Kalro and all the principals will be the members of AC. Prof K. Venkateshwarlu will be secretary of AC.
- Prof K. Venkateshwarlu will draw Honorarium from GCB.
- It was decided that one month rent should be given to an employee occupying GCB quarter for repair and maintenance expenditure for the whole year. GCB will not pay for any additional expenditure.

Common

- All colleges are required to complete performance appraisal process for the teaching as well as non teaching employees.
- Member responsible for performance appraisal of the respective college is as follows
 - TCC: Prof H.K. Kripalani
 - TFGP: Prof K. Venkateshwarlu
 - TMIMS: Prof L.H. Daryani
 - TCAS: Prof K. Venkateshwarlu and Prof Kripalani to share the work.
 - TIC: Dr A H Kalro
 - TIP: Dr A H Kalro
 - TMIL: Prof L.H.Daryani
- After faculty, staff and Principal's appraisal, if any employee is getting very low salary that can be revised based on appraisal.
- All employees will fill up API, principals will give their opinion on API form itself. One copy of **PA** is to be sent to GCB after completion of the process.
- CPF accounts for all employees should be separate in all colleges including eye hospital
- All the self finance colleges should provide for gratuity
- All eligible AICTE approved colleges should prepare themselves for NBA. All colleges should prepare their SWOT Analysis

- One person from GCB nominated by the president will be participating in all purchase committee meetings as a representative of management in all self finance and grant in aid colleges.

TFGP

- TFGP is one college having Grant in Aid and self-finance division. Employees of TFGP will work for both. Sweeper's salary, security salary and other common expenses will be divided between both the divisions of TFGP
- There will be common working hours for both the divisions from next semester. Extra work allowances will therefore be stopped.
- Reduction in DA due to large budgetary deficit will be decided after rationalization of expenditure for self- finance division.
- If the self finance departments are making consistent deficit then GCB may think of progressive closure of those divisions.
- For coloring and painting work, proposal and estimates should be submitted and supported by due documents along with source of funds

TIC

- After completion of PhD degree grades will be revised
- In TIC all the faculty will not be put on scale.They will remain on consolidated salary with yearly increase in salary of 10% and 7.5 % as decided in last EC.
- ACR for principals will be taken up later. Dr Archana Kella's promotion/increments/ increase in allowance for principal will be considered at that time. Prof K. Venkateshwarlu to study rules of UGC and to provide information before taking the decision.
- DA will be frozen till further notice.

TCAS

- Water proofing which is urgent should be carried out.Proper estimate and source of funds should be clearly specified and president can approve
- Purchase of computers for SFI BSC and MSC is deferred till next year.
- No further investment in COP and that should be closed if makes losses.
- Purchase of 165 liter refrigerator is approved

- Electric generator is not approved.
- Visiting faculty will not be required now as new positions are sanctioned.
- Guest lecturers' remuneration should be a part of annual budget.
- High speed net wi-fi will be considered for sanction only after proper quotation is provided
- Smart classroom proposal stands deferred
- All other regular activities should be as per the budget

TCC

- Water harvesting proposal is approved in principle. Proper estimates and quotations are to be submitted to the President for sanction.

EC Minutes

16th, 24th July 2020

Virtual meetings of EC were held on 16th, 24th July 2020. Academic Activity Plans of all the colleges were presented to the EC as per the dates mentioned below:

TMIMS: 28th July

TCC and TIP: 29th July

TFGP and TMIL: 30th July

TCAS and TIC: 31st July

Members present

Dr A H Kalro

Prof H K Kripalani

Prof. L H Daryani

Prod Venkat

Dr Sampada Kapse

Respective principals with their IQAC coordinators (except TCC, TCAS, TIC)

TCAS

1. Proposal was submitted by TCAS for M.Sc. in Microbiology on self-finance basis. University has given consent subject to fulfilling certain criteria. Financials were provided for the approval of EC. EC approved the proposal, with some conditions on the amount to be spent on capital and revenue expenditure.
2. EC suggested to pursue the proposal with the University. Capital expenditure will be incurred in Phase II and all other essential expenses may be incurred for commencement of the program. Corpus contribution to GCB will be payable from the beginning. Actual transfer of funds can be made when cash flow permits. All staff requirements, whether from existing or new recruitments, will have to be spelt out clearly. Salary structure for these two segments is to be defined (looking into the timings of the college).
3. Infrastructure cost will be reduced in the first phase if maths department's lab is used for the Microbiology department. Necessary approvals will be obtained.
4. Looking into the smaller number of students in COP in TCAS, it was suggested to either change the subject offering based on the demand or close down the course. COP should be taken as a separate agenda item in the next EC meeting.
5. College will keep pursuing with Government the matter of filling up vacant posts.
6. College should offer certificate courses for which it should meet and seek permission from Hon VC and registrar of the University.
7. College should substantially improve the quality and quantity of research output of the faculty; policy should also be framed to allow only those faculty who are publishing in peer reviewed indexed journals to take additional classes with remuneration in the programs of the college.

Common

1. Every year colleges will put up a proposal for increments, DA and their financial implications to EC for approval.
2. In January 2022 MidTerm Review of AAPs will be scheduled.
3. Prof H K Kripalani will sign the documents required by University as a trustee of GCB.
4. Capital expenditure of all colleges to be submitted to EC members in the format circulated by GCB.
5. All colleges will conduct an annual global alumni meet. Alumni participation should increase in academic endeavours.

6. All eligible colleges will mandatorily participate in GSIRF rankings
7. All colleges should maintain the performance appraisal records.
8. Online webinars will be organised by all the colleges individually or in collaboration with sister institutes
9. All the colleges will revise the AAP according to the suggestions of EC members and will resubmit to EC members and GCB in two weeks.
10. All the colleges will work on accreditation. Colleges will be formalising their Vision, Mission, and Values and Statements. They should also define their midterm and long term goals.
11. Colleges will approach alumni, donors for naming a part of infrastructure, CSR funding from companies, schemes and grants from various bodies for fund raising.

GANDHIDHAM COLLEGIATE BOARD

EC Minutes 26th April 2021

Minutes of EC meeting

- **Approval for VRS of Mr. Maheshwari:**

EC approved the application of Shri Bhudharam A. Maheshwari of Tolani Arts and science college for Voluntary retirement Service Scheme on medical grounds. This was recommended by principal of Tolani Arts and science college

Details as under

Name : Shri Bhudharam A. Maheshwari
Designation : Head Clerk
Joining Date : 01.06.1984
Date of Birth : 23.01.1963
Retirement Date : 18.06.2023

VRS Date : 31.10.2021

Reason of VRS. - Suffering from cancer since last 3 years

- **Approval of the proposed expenditure of TCAS (meeting held on 28th April 2021)**
 - On shelf cost of the furniture items will be checked and finalized by Dr Dharmani and Prof Venkat.
 - Matlab software is free in open sources.
 - Faculty will use the same lab allocated for the students.
 - Sowing machine will be purchased. Old machine can be donated to SHG or can be given in buyback.
 - Civil work – Costing Rs.23,29,907.00 is approved.
 - Furniture work – Part of furniture work which goes along construction work is approved.
 - Furniture for Staff and students will be approved according to the batch side of the students and to be purchased after full off line classes are started.
 - Number of computers will be based on batch type and to be purchased after offline classes are started.

GANDHIDHAM COLLEGIATE BOARD

REF: 02ECM22112022

DATE: 23.11.2022

Minutes of the EC meeting of Gandhidham Collegiate Board held on 22.11.2022 @ 10.30 AM online.

The following Trustees/Members were present:

1. Dr. A.H. Kalro, Trustee,
2. Shri H.K. Kripalani, Trustee,
3. Shri L.H. Daryani, Hon. Director-GCB
4. Shri K. Venkateshwarlu, Head-Administration, GCB

Leave of absence was granted to Mrs. Sampada Kapse, Director-TMIMS, being out of station.

Following Agenda Items were discussed:

1. Minutes of last EC Meeting Dated 19.10.2022 were read and confirmed.
- 2. Request for increase in Audit Fees of M/s. Lalka & Lalka LLP:**
 - a) The members advised to merge the different accounts of the colleges and GCB wherever possible which will reduce the cost as well as administration. For this (1) Shri L.H. Daryani and (2) Shri K. Venkateshwarlu are requested to have discussions with Accountant and Principal of all colleges and propose the outcome to EC.
 - b) The members unanimously agreed to continue M/s. Lalka & Lalka LLP as Auditor for FY 2022-23.
 - c) The members agreed to increase the Audit Fees to Auditors by 20% only after compliance of point No. 2(a) above.
- 3. Request for increase the rate in Security Charges of Guards of M/s. Maheshwary Security Services.**

The members agreed to increase the Security charges @ 10% in existing rate wef 01.01.2023 to Maheshwary Security Services.
- 4. Renovation of Z-2 bungalow:**

Members noted the action taken for renovation of Z-2 Bungalow and suggested for good supervision during construction by our Civil Engineer.
- 5. Tolani Eye Hospital & Research & Centre:**

The members agreed the request of Dr. Swim Parmar regarding change of her post from Hospital Superintendent (Regular Employee) to Hospital Superintendent (Professional consultant on contractual basis) and suggested to give the order after next EC Meeting after discussion regarding her Fees for Professional or Technical Services which is at present is 18%
- 6. Appointment of Prof. of Practice in TMIMS** was deferred to the next EC meeting.
- 7. The members reviewed the admission status of TFGP** (Self finance) and also discuss of Cash flow of SF up to June 2023 and suggested to have a meeting with faculty of SFI to encourage them for better results and less dropouts.
- 8. The Members advised that the decision of authorised signatories to operate the Stock Holding Corporation of India Ltd., Bond Ledger Accounts of (1) Tolani Foundation**

and (2) Tolani Eye Hospital & Research Centre will be taken up separately in their Board meeting which will be held on 26.11.2022.

9. There being no other business, the meeting was ended with vote of thanks to the Chair.

K. Venkateshwarlu,
Head-Administration,
Gandhidham Collegiate Board.

EC Minutes

3rd and 4th Feb 2023

EC meeting was conducted on 3rd and 4th Feb 2023.

Members present:

Dr A H Kalro

Prof H K Kripalani

Prof. Venkat

Dr Sampada Kapse

Minutes of the meeting

AAP and Budgets were presented by the colleges during the meeting. Few important suggestions by EC institute wise are listed below.

TIP

- Conduct programs for all TVM students: ‘After covid effects on body and mind’, 10 minutes podcast related to health, Institute can publish monthly podcast.

- Add programs through Anjana Hazari Community Development Centre related to awareness related to protein, iron deficiency, eye problems

TFGP

- Add at least one faculty development activity.
- Encourage research activity.
- Explore chatbot.
- School students can be invited for visit TFGP wherein students' projects are displayed. This exhibition can be arranged with the help of DO.
- In case of emergency TFGP may utilize funds from CC account (`100000) and ` 100000 from SFI main account.

TCC

- College should prepare a draft proposal for 'Tolani Centre for skill development' in line with NEP.
- EC will provide inputs on which basis the college will prepare a draft. Main points to be covered will be objective, Centre governance, governing council, oversight, functioning. An annual activity plan of the centre must be approved by EC. Resources should be raised to make it self-sufficient. These centres will not be for revenue generation but to contribute to social and economic development.
- Courses should not be fully outsourced. A part of the course should be taught by internal core faculty.
- Renovation payment to Mr Santoshi will be from TCC's own funds and will be compensate from RUSA grant afterwards.

TIC

- Other programs should be added in TIC like 'Banking and Finance'.

- TIC proposed two short term courses. The proposal should be modified based on title, content, fees, demand for the course, surplus generated and certificate awarding authority. TMIMS faculty's input can be taken for "research analyst" course. For GST and taxation course, inputs should be sought from Prof. H.K. Kripalani.
- The entire course should not be outsourced. A part of the course should be taught by internal core faculty.
- Seminars should be organised on tax reforms, old/new tax regime, and other related topics.
- TIC will take the responsibility of clearing the ground through NSS activity.
- TIC should write to PMO to resolve the drainage problem under Swachh Bharat Abhiyan.
- Increase in remuneration to visiting faculty per session from Rs 200 to Rs 250 was approved by EC

TCAS

- Budget was not approved. College will have to get the budget approved at the earliest. Otherwise it will not be able to spend any amount after 1st April 2023.
- Joint certificate/ diploma course on data analytics should be developed jointly with TCC, TMIMS and TFGP faculty.
- Short term programs should be included in AAP.
- Research activities should be planned and must be included in AAP. The research output is very poor.
- 2 hrs FDP is not advisable.
- College will raise funds for conferences.
- Placement data will be communicated to EC by the college.
- Applying for NAAC accreditation at the earliest is mandatory.

TMIL

- College should conduct seminars on themes such as domestic violence act, child labour, how to draft a will etc.
- TMIL can play a transformative role in the society by conducting legal awareness programs.

TMIMS

- Institute will fix an appointment with VC GTU again to obtain 'data required for attainment calculation' in OBE required for submission to NBA.
- Institute should collaborate with Anjana Hazari Community Development Centre to promote SHGs in the region.
- Institute should try to raise funds for research projects from GUJCOST and GTU.
- Institute should explore programs in collaboration with KSEZ.
- Institute should develop and offer promote MDPs.
- Institute may utilise the FCNR funds for institute development as per the approved policy.

Common:

- All new recruits in all colleges should meet EC at the earliest.
- All colleges must conduct a virtual global alumni meet.
- All colleges must follow the format for AAP circulated by EC and should submit the AAP and budgets after incorporating the suggestions during the meetings.

GCB:

- GCB will prepare an estimate to cover the drainage around the campus. Efforts will be made to get the amount through donations.
- Performance appraisal related overall grade data (during the previous two/three years) in the following format is to be submitted to EC at the earliest.

College	Name of the faculty	No of years' service	Year	Overall grade
---------	---------------------	----------------------	------	---------------

- GCB will follow up with auditor for recruiting a part time accounting person to assist in merger of accounts, overseeing preparation of accounts in the colleges, and providing guidance if required.
- Appointment in leadership positions in self- finance colleges may preferably be for 5 years which can be extended for more 5 years based on performance. This matter may be discussed in the Governing Body before implementation.
- Existing in charge principals/directors' tenure will be decided by the management based on performance appraisal. This matter may be discussed in the Governing Body before implementation.
- If performance of the head of any grant in aid College is not satisfactory for a prolonged period, then management may consider approaching government for their help in resolution of the issue. This matter may be first discussed in the governing body.
- GCB admin office is overloaded and overstressed. For strengthening the office, one more person for estate management may be appointed by GCB. Prior approval from Board must be taken.
- Implementation of earlier EC decisions regarding construction work must be expedited, relating to staircase of TIC, TMIL, alternative access to TIC, Z bungalow.
- A document will be prepared by GCB for 'Tolani Kala Niketan', with details of objectives, governance, resources required, staffing, activities and programs, management and control.
- Venkat will share the existing document of Anjana Hazari Community Development Centre with EC.

- In the view of increasing interest rates, GCB will review all the existing FDs and renew them with higher interest rates with advice from our Bankers. This has to be done as soon as possible.

There were no other matters for discussion.