

DR. VIRAMBHAI RAJABHAI GODHANIYA COLLEGE

of Art, Commerce, Home Science &
IT for Girls, Porbandar

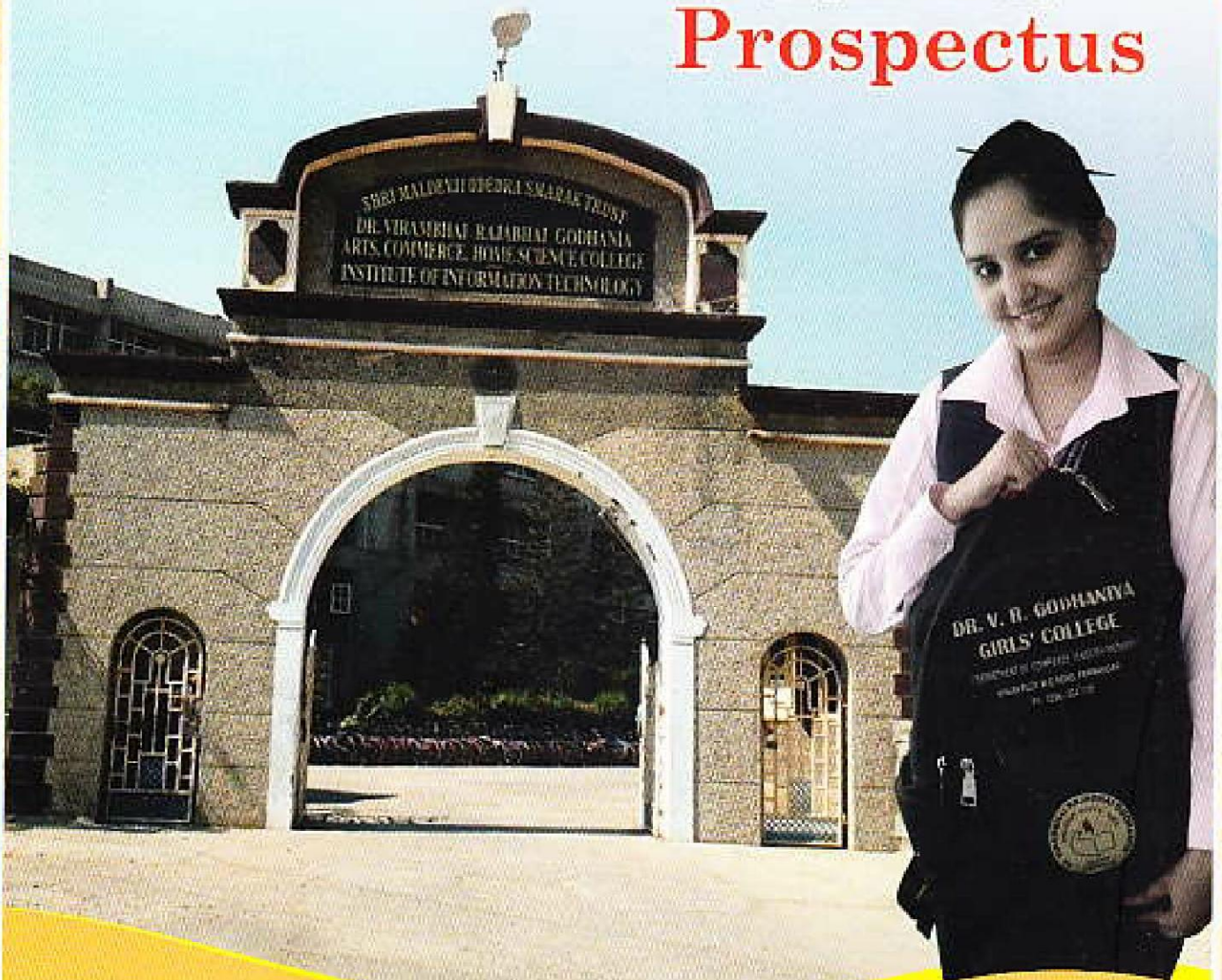


Managed by Shri Maldevji Odedra Smarak Trust, Porbandar

Affiliated to Bhakat Kavi Narsinh Mehta University | Approved by Govt. of Gujarat.

Department of Commerce
(English Medium)

Prospectus



Phone : 0286 2247709

Website : drvrginstitute.org

Email : drvrgodhaniyaihl@rediffmail.com

Blog : docemvrg.wordpress.com

Form fee
Rs. 50/-

❧ Vision ❧

The vision of the institute is to ennoble the heart and uplift the mind of every individual to new vistas of learning and teaching

❧ Mission ❧

- To develop into a model educational institute that caters to the needs of Saurashtra and provides worthy citizens to the nation.
- To contribute to the development and implementation of an updated and effective curriculum that places the students in a position to compete with the best in the world.
- To assist in augmenting the educational standards of rural women and making them self-reliant.

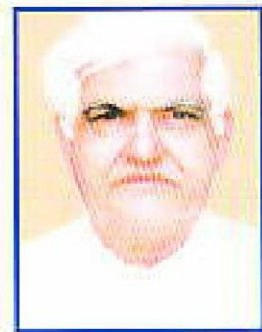
Management Team



Honourable President
Dr. Virambhai R. Godhaniya



Managing Trustee
Shri Arjunbhai Modhwadiya



Trustee
Shri Bharatbhai Odedara



Trustee
Shri Shantaben B. Odedara



Trustee
Smt. Jayshreeben V. Godhaniya



Trustee
Shri Madhusudan Meheta



Principal
Dr. Anupam R. Nagar

PREAMBLE

Dr.Virambhai Rajabhai Godhaniya College of Arts, Commerce, Home science and Information Technology for Girls, Porbandar was established by Shri Maldevji Odedara Smarak Trust, Porbandar (Gujarat) in 1988. It is a grant-in-aid college affiliated to Bhakta Kavi Narsinh Mehta University, Junagadh and Saurashtra University, Rajkot as well as approved by Government of Gujarat. This institute of Higher Education offers Under Graduate Courses in the faculty of Arts (B.A.), Commerce (B.Com. : Both English and Gujarati Medium), Home Science (B.Sc.) and Information Technology (I.T.) only for Girls. In addition, the institute also provides Post Graduate Diploma in Computer Application (PGDCA), Master of Arts in English (M.A. – English), Master of Commerce (M.Com. – English & Gujarati Medium) and Master of Computer Applications and IT [M.Sc.(I.T. & C.A.)] in the self-financed mode.

Our institute has been accredited by National Assessment and Accreditation Council (NAAC) twice. The college had last obtained B Grade in 2012. Furthermore the college has scored "A" Grade i.e. (GPA3.02) in AAA (Academic and Administrative Audit) conducted by the Commissioner of Higher Education, Gandhinagar in 2015.

ABOUT THE INSTITUTE

As a pioneering institute in the domain of Girls' education the college seeks to empower Girls through higher education. In fact, the institute has opened its doors to all the students regardless of caste, creed, race, religion and community. The institute has been striving ceaselessly for the last 29 years and has indeed come a long way from its humble beginnings.

The institute firmly believes in imparting integral education in its programmes of higher studies. Hence, besides the fundamental aim of imparting the best academic education, the college is devoted to inculcating positive attitude and correct values. The college thus, does not merely impart bookish knowledge but tries to educate each and every student to actively participate in various extra-curricular activities such as sports, games, debates, seminars and youth festivals.

HOW TO REACH US?

The college is located in the heart of the city. It is very near to Kamla Nehru Park, Old Fountain Bus Stand and Railway Station. In order to get to the college various inexpensive transit facilities from any location of the city are easily available.

REMARKABLE FEATURES

- *Maximum distinction holders, District Toppers and University Toppers from this Department.*
- The only Department in the district to offer **Mathematics as an optional subject.**
- All the scholarships offered by the government are extended to the students by the office.
- Affordable fees.
- Appreciation by awards and rewards.
- Enormous infrastructure, playground, hostel facility and Health Centre.
- Located in the middle of the city with natural environment.
- Qualified, Experienced and University Ranker Faculties.
- Simple and effective teaching methodology through multimedia
- Massive classrooms
- Comfortable sitting arrangement as well as projectors, computer and audio systems.
- Three fully Air Conditioned Computer Labs.

- Internet facility.
- Rich Library with more than 22000 books.
- Remedial Coaching, Career Counselling and Placement Centre Facilities.
- Exposure to extracurricular activities.
- Opportunities to take part in activities from the college level to the national level.
- Arrangement of Seminars, Projects, Tutorials, Group Discussions, Debates etc to make students eloquent and confident.
- Fully equipped and furnished A.C. Education Learning Laboratory (ELL).
- Special facilities for the students having Gujarati Medium Background.
- Training centre for GPSC / UPSC and IBPS competitive exams.

ABOUT THE DEPARTMENT OF COMMERCE (ENGLISH MEDIUM)

Our department, which paved a way for the regional English Medium Commerce Students, was established in the academic year 2009-10. It embarked with only four students and all the disbursements from its very beginning were gladly as well as selflessly sponsored by our kind hearted management until it achieved self-financed status.

The Department of Commerce (English Medium) is a fine example of the spirited and visionary approach of the College Management. The English division has been specially introduced with due approval and affiliation from Saurashtra University, Rajkot (in 2011) to enable the students to succeed and stand-out in the world of competition. In fact, we have a very good team of very well experienced, dedicated and dynamic, kind and Student Progress Oriented Staff. Our accomplishments are substantiated by the fact that ever since the establishment of the department we have consistently achieved excellent results with maximum number of students securing distinction.

TEAM EMC

Sr.No.	Name of the faculty	Subjects taught
1	Ms.Kalpna Joshi (Co-ordinator)	Computer Science
2	Dr. Rushi Pandya	English, Business Communication, English Proficiency Programme
3	Prof.Vipul Dasani	Account, Auditing, Income Tax, Corporate Accountancy etc.
4	Prof.Mukul Gokulgandi	Computer Science (Lab sessions), Web Maintenance
5	Prof.Janki Kotecha	Economics, Business Maths, Company Law, Statistics
6	Prof.Mital Jethava	Cost Accounting, Financial Accounting, Management Account, Account & Finance
7	Prof.Pooja Acharya (Visiting)	Business Organisation and Management, Entrepreneurship, Personal Selling and Salesmanship

ABOUT THE COURSE

The Commerce faculty is a professional faculty in India and abroad. Moreover, as per the requirements of the market this course provides great skills and opportunities for getting recruited in any of the Government, Semi Government, Private organizations as well as industries and institutes. The course also prepares students for the fundamentals of Chartered Accountancy. The course endows students with an ability to understand the commercial aspects of the government, market and international standards.

To develop cutting edge professional as well as academic skills in our cherished students, our institute provides the following facilities and platforms:

Remedial Courses & short term courses (As per the needs of Regional Requirements& Recommendation by UGC)

- 1) **Environment:** This course is a UGC Approved mandatory course. It gives the students a sense of environmental consciousness and makes them aware about their duties and responsibilities towards the environment. This course is also useful in preparation of competitive examinations.
- 2) **Food & Nutrition:** A special course for girls which creates a great level of understanding regarding the food and diets in daily life. It has become very popular among the students.
- 3) **Knitting & Embroidery:** For the creative students who love to work artistically and utilize their minds to develop measurable and remarkable skills in the field of art which may be useful in their daily life.
- 4) **Competitive Exam Training Centre:** Nowadays various entrance exams have become essential in order to obtain any government service or migrate abroad. Our students can opt for the various kinds of training offered for competitive exams such as UPSC / GPSC, IAS/IPS, IBPS, Net, SET, CA etc.
- 5) **Drama & Theatre:** The students, who have interest in acting and have a dream to indulge in the field, can get a perfect up-to-date training of drama under our college experts.
- 6) Bridge course of *Spoken English* for Gujarati Medium Students.
- 7) Accounting Package, Multimedia, Jewellery designing Vedic Mathematics HRM etc. (proposed under skill based courses from 2017 June)

Courses for International Level Proficiency

Scope (Cambridge University Certified): Our students have been taking the advantage of Learning English Language in accordance with international standards and attaining the Certificates from Cambridge University at our Scope Centre which is administered by the institute in collaboration with the Government of Gujarat.

TRAININGS (PARALLEL TO EDUCATION)

- 1) Training for Personality Development, Positive Thinking and Progressive Attitude.
- 2) Training in Dance, Drama and Music.
- 3) Training in Social Aspects, Law and Rights.
- 4) Training in event management, program hosting, etc.

ACTIVITIES

- 1) **Sports & Athletics:** The institute has a large and vast playground, with almost all the required equipments.
- 2) **Debate:** It helps the students to develop skills to think open minded and to discuss any topic with deeper understanding.
- 3) **Elocution:** It enables the students to face people, be confident and earn respect.
- 4) **Group Discussion:** It helps the students to improve their ability to work as a team.
- 5) **Quiz Competition :**It improves general knowledge of the students.
- 6) **Study Circle Activities:** The department organises various study circle activities on every Saturday.
- 7) **Dharas:** The Government of Gujarat has introduced Saptdhara as a part of Co-curricular Activities, and it has generated a good response in the field of education. The dedicated Dharas are as follows:
 - a) **Music Society:** For those who love Music, Songs, Lyrics, and Dance.

- b) **Drama/Theatre Society:** For those who want to make career in the field of acting.
- c) **Fine-Arts Society:** For those who are happy with art and crafts.
- d) **Community Service Society:** For those who like to participate in social services and awareness processes.
- e) **Knowledge Society:** For those who like the field of education and knowledge.
- f) **Sports & Games Society:** For those who prefer fitness, games, sports and adventures.
- g) **Creative Writing Society:** For those who have creativity, intelligence and skills.

FACILITIES AT A GLANCE

- Computer Laboratories
- CCPS & CCDC
- Health Centre
- Research Centre
- NSS, Scout & Girls Guide
- Girls' Hostel
- Playground & Sports Room
- Internet Laboratory
- Library, DELL and e-Library
- BISAG & Sandhan facility
- Music Room and Art Gallery
- Open Air Theatre(Muni Bharat Rangmanch)
- Central Hall
- Women's Cell
- Anti-Ragging Cell
- Grievance Redressal Cell

ACADEMIC SCHEDULE 2017-18

FIRST TERM: (15-06-17 to 17-10-17)

COLLEGE PRAVESH USTAV	15-06-2017 (Thursday)
WORLD YOGA DAY	21-06-2017(Wednesday)
FOUNDATION/TALENT DAY	01-07-2017(Saturday)
GURU PURNIMA	08-07-2017 (Saturday)
INDEPENDENCE DAY	15-08-2017 (Tuesday)
TEACHERS' DAY	05-09-2017(Tuesday)
NAVARATRI CELEBRATION	23-09-2017 (Saturday)
GANDHI JAYANTI	03-10-2017 (Tuesday)
SARADAR PATEL JAYANTI	17-10-2017(Monday)

INTERNAL EXAMINATION:

1. Assignment tentative dates	12-07-17 to 22-07-17
2. Written Test tentative dates	17-08-17 to 27-08-17
3. Presentation/Projects	10-09-17 to 25-09-17

Winter break: 18-10-17 to 15-11-17

SECOND TERM: (16-11-17 to 2-05-18)

PARENTS /ALUMNI MEETING	10-01-2018 (Wednesday)
REPUBLIC DAY	26-01-2018 (Friday)
SEMINAR	03-02-2018 (Saturday)
ANNUAL FUNCTION	18-02-2018 (Sunday)

INTERNAL EXAMINATION:

1. Assignment tentative dates	19-12-18 to 29-12-18
2. Written Test tentative dates	20-01-18 to 02-02-18
3. Presentation/Projects	20-02-18 to 28-02-18

CODE OF CONDUCT

- 1) Rules of the institution must be observed strictly.
- 2) College prayer begins at 07:15 A.M. It is compulsory for the students to be punctual and regular in college prayer as well as academic classes.
- 3) Students are expected to maintain self-discipline.
- 4) Each student must have at least 80% of attendance.
- 5) Students must show due respect to all the staff members of the institute.
- 6) Students must abide by the dress-code of the institute.
- 7) Students are not allowed to bring Cell Phone to the college .
- 8) Students must not indulge in any kind of destructive activities.
- 9) Students must maintain complete silence and decorum in the class-rooms, library, corridors, college premises etc.
- 10) Students should not loiter to and fro in the college premises during free periods but should engage themselves in academically fruitful activities.
- 11) Students should cultivate reading habits and look up for important instructions on the notice board every day.
- 12) In case a student has to take leave from the class, it is the student's duty to provide an application / leave note with a necessary reason, duly signed by parent / guardian.
- 13) All internal tests conducted by the college are compulsory. Absence due to unavoidable reasons must be notified to the Principal in writing after getting it countersigned by the Subject Teachers.
- 14) Complaints and grievances should be made to the Principal through Grievance Redressal Cell or Complaint Box.
- 15) Students are expected to participate in all extra-curricular activities and functions organized by the college.
- 16) Courtesy and good manners have to be observed at all the times.
- 17) Students must always try to live up to the good name and reputation of the institute.
- 18) All the students admitted to this college should abide by the above mentioned rules.

COLLEGE LIBRARY: RULES & REGULATIONS:

- 1) College Library remains open from 07:30 a.m. to 01:30 p.m. for the Faculties of Arts / Commerce and Home Science.
- 2) Students may take the maximum benefit of the library facilities but they are not permitted to be in the library during their regular lectures.
- 3) Students must maintain absolute order and complete silence in the library, must not tear off pages, disfigure or deface books by writing in margins or by underlining in the books, periodicals, maps or charts.
- 4) No personal belongings shall be allowed to be carried by the readers beyond the issue counter.

- 5) A book once issued, is allowed to be kept for 15 days. A member therefore will have to return the book within the stipulated time limit.
- 6) If a member requires the same book for a longer period (more than the prescribed time limit) she will have to return it first. Afterwards, if possible, it shall be issued again.
- 7) If books issued to a member are found defaced, mutilated or torn at the time of return, she will have to replace them or pay the price. Students are therefore, advised to scrutinize books thoroughly before getting issued.
- 8) No tracing or mechanical reproduction of any book, map or manuscript shall be made without the written permission of the concerned authority.
- 9) If a book issued is lost by a member, she will have to pay its price according to the current price list of the Library Register.
- 10) Periodicals in the library itself are not be issued to the students. They are allowed to read in the library itself during free periods only.
- 11) College authority reserves the right to cancel the membership of irregular students.
- 12) Any violation of the Library Rules shall render a member loose her privilege of borrowing books from the library.
- 13) Enrolment for Borrowing Books: A student will be enrolled in the library at the beginning of the academic session with her fee receipt and identity card.

DRESS CODE

Navy Blue Trouser and Jacket with Pink Shirt

Note: For Hostel Girls Navy Blue Trouser and Jacket with Pink Shirt with blue cuffs on sleeves.

Dress Code is compulsory even during exams and industrial visits

APPRECIATIONS

With a purpose to encourage and appreciate the efforts of the students in the various activities of the college and University Examinations, the college has instituted a number of prizes to be awarded during the annual function of the college.

- 1) Gold Medal for academic excellence: **Smt. Jayshreebahen Virambhai Godhaniya Gold Medal** can be achieved by the final-year students on securing maximum marks in respective faculties in the University Examinations.
- 2) Prizes and certificates for good academic performance: For students who secure distinctions at the University Examinations every year.
- 3) Certificates for Extra Ordinary Performance: Certificates are awarded to all the students who participate in various curricular and co-curricular activities organized by the institute.

EVALUATION AND EXAMINATION SYSTEM

Internal Evaluation: Each subject consists of 30 internal marks which will be submitted to the University to be incorporated in the Result of the University Examination. The internal marks will be evaluated with base of the followings,

- 1) Test
 - 2) Subject Assignments.
 - 3) Practical for Computer Science / Presentation for Account and Finance or Other Subjects.
- Apart from these the internal marks may be affected by attendance, overall academic performance and behaviour of the students.

PAPERS OFFERED

Year / Sem.	Foundation Course	Core Courses	Elective Courses
F.Y. B. Com. : Sem. : I & II	English	<ol style="list-style-type: none"> 1) Principles of Micro Economics 2) Business Organization and Management 3) Financial Accounting 4) Company Law 	<ol style="list-style-type: none"> 1) Computer Science (C Language) 2) Computer Application in Business (MS ACCESS etc) Or <ol style="list-style-type: none"> 1) Accounting 2) Entrepreneurship AND Personal Selling and Salesmanship Or Business Mathematics
S.Y. B. Com. : Sem : III & IV	English	<ol style="list-style-type: none"> 1) Corporate Accounting 2) Cost Accounting 3) Income Tax 4) Money and Financial System 5) Business Communications 	<ol style="list-style-type: none"> 1) Computer Science (IT) – Fox Pro Or <ol style="list-style-type: none"> 1) Account and Finance
T.Y. B. Com. : Sem : V & VI	English	<ol style="list-style-type: none"> 1) Statistics 2) Managerial Account 3) Auditing 4) Business Environment 5) Business Management 	<ol style="list-style-type: none"> 1) Computer Science (IT) – Visual Basic Or <ol style="list-style-type: none"> 1) Account and Finance

ADMISSION ELIGIBILITY

Any Girl Student with qualifications as described in this section is eligible to get admission in B.Com English Medium.

- 1) To get admission in the first semester of B.Com (English Medium), a student who has cleared HSC or say Standard 12th or any equivalent course done from a recognized institute, is eligible to get admission. (The acceptance of the certificates of equivalent courses will be subject to University Approval.)
- 2) A student who has appeared in 1st, 2nd, 3rd, 4th or 5th Semester of B. Com, from any other institute will be permitted to get admission in next semester only if she has cleared all previous semesters according to the

rules and by the permission of the Principal of the institute with a self-responsibility to collect and represent all the necessary documents.

Note: 1) The students coming from other institute have to submit a Transfer Certificate (TC) from their last institute.

2) Students from other Universities will have to follow the necessary protocols of the university failing which the admission may be cancelled automatically.

3) For admission in consequent semesters candidate admitted in Sem. 1 shall be eligible for admission up to Sem. IV provided she gradually appears in Internal (CCA) and External (SEE) Components of the Examinations of Sem II, III and IV. In case of admission to Semester V, the candidate should have cleared all the courses of at least three semesters out of four semesters referred above. A candidate shall be eligible for admission to Sem. VI when she has cleared all the courses of Sem. I to IV and obtained minimum credits and percentage of marks in each of the course as prescribed in the syllabus.

This means that to get admission in the Fifth Semester all the four semesters are to be cleared. And to get admission in the Sixth Semester all the Previous Four Semesters should be cleared.

REQUIREMENTS: LIST OF DOCUMENTS TO BE SUBMITTED WITH FILLED-IN ADMISSION FORM

For Admission in 1st Semester

- 1) HSC Mark Sheet (Original with 4 Self-attested Xerox Copies)
(Remember: Keep at least 10 Attested Copies of the Mark Sheet with you because as per the University Rules, till the completion of the enrolment process, your Original Mark Sheet will remain under official custody. Do not forget to collect it back, when you are notified to collect it from the administrative office.)
- 2) SC / ST / OBC Certificate (Original) if you belong to any of these categories & two Xerox)
- 3) Physically Challenged Certificate (Original) (if you belong to this category)
- 4) School Leaving Certificate (LC) (2 Xerox self attested Copies)
- 5) Proof of Change in Name (1 Self-attested Xerox Copies)
(Only if you have legally changed your name i.e. in case of marriage)
- 6) Duly Filled Admission Form (Original – It is at the end of the brochure)
- 7) Passport Size current Photographs (4 Copies)
- 8) Fees to be paid.

For Admission in 2nd, 3rd, 4th, 5th or 6th Semester

- 1) Transfer Certificate (TC) (Original - in case a student comes from any other college)
- 2) All the previous mark sheets (1 Self-attested Xerox Copy)
- 3) Duly Filled Admission Form (Original – It is at the end of the brochure)
- 4) Passport Size Fresh Photographs (4 Copies)
- 5) Fees to be paid.

INSTRUCTIONS FOR PAYING FEES

- Fees can be paid either through online transfer or cheque.
- Transfer can be made in the following bank account (Xerox copy of the receipt should be submitted in the office.)
 - NAME OF A/C : DR. V.R. GODHANIYA MAHILA COLLEGE (SELF-FINANCE B.COM. ENGLISH MEDIUM)
 - A/C NO. : 08660100029348
 - NAME OF THE BANK: BANK OF BARODA
 - IFSC CODE: BARB0GANPOR (FIFTH CHARACTER IS ZERO)
 - BRANCH CODE: GANPOR



Form No : _____

Dr. VIRMABHAI RAJABHAI GODHANIYA COLLEGE
of Arts, Commerce, Home Science and IT for Girls, Porbandar

Opp. Khijdi Plot, M. G. Road, Porbandar – 360 575 Phone : 0286 2247709 Fax : 0286 2246886

Admission Form

To,
The principal,

Myself, _____ hereby with the kind permission of my
parents / guardians, applying for admission in B.Com. Sem : _____ (English Medium) for the
academic year 20__ - 20__.

Sign of Student : _____

Roll No. : _____

For office use only:

Fee Details of Previous Year for existing students from Past Semester:

First Term (SemI/III/V) _____ Receipt No : _____ Date : _____

Second Term (SemII/IV/VI) _____ Receipt No : _____ Date : _____

General Register No : _____ Date of Admission : _____

Enrolment No: _____ Date of Enrolment : _____

Aadhar Card No: _____

Provisional Eligibility Certificate No : _____ Date : _____ Final Eligibility / T.C. No : _____ Date: _____

Admission Granted Not Granted Temporarily Granted (Subject to Final Eligibility)

Details of Student : (Write Name in CAPITAL LETTERS same as in Std 12th Marksheet)

Surname																					
Name																					
Father's/ Husband's Name																					

Address: _____

City: _____ Taluka: _____ District: _____ State: _____

Email Address _____

Contact Nos _____

Father's Occupation _____

Gender : Female _____ Category: Put _____ SC ST SEBC GENERAL

Religion : _____ Birth Date: _____ / _____ / _____ Birth Place: _____

SELECTION OF ELECTIVE SUBJECTS: (Put in any one of the followings)

COMPUTER SCIENCE OR ACCOUNTING & FINANCE & SSP OR MATHEMATICS

PLEASE GO THROUGH THE SUBJECT LIST GIVEN AT OVERLEAF AND THEN SELECT A SUBJECT OF YOUR CHOICE

Result of Last Examination:

EXAM	YEAR OF PASSING	NAME OF INSTITUTE	CENTER	SEAT NO.	MARKS OBTAINED	TOTAL MARKS	CLASS GRADE
HSC (12 th)							
B.COM SEM _____							

Form No : _____

Special Courses by Career Training Center (CTC)

Institute often arranges different courses for which the student has continuously keep watch on Notice Board and also have to keep attention during prayer session. The student has to separately register themselves for such the professional courses. A few of them may have entrance test and interviews i.e. for the special course of the preparation for UPSC / GPSC / IBPS and other Competitive Examinations.

Year/ Sem	Foundation Course	Core Courses	Elective Courses
F.Y. B.Com : Sem : I & II	English	1) Business Economics 2) Principles of Business Management 3) Financial Accounting 4) Company Law	Elective 1 Computer: 1) Computer Science (C Language) And 2) Computer Application & IT Or A/C Fin : 1) Account and Finance And 2) Entrepreneurship Elective 2: 1) Personal Selling and Salesmanship Or 1) Business Mathematics
S.Y. B.Com : Sem : III & IV	English	1) Corporate Accounting 2) Cost Accounting 3) Income Tax 4) Money and Financial System 5) Business Communications	1) Computer Science (IT) – Fox Pro Or 1) Account and Finance
T.Y. B.Com : Sem : V & VII	English	1) Statistics 2) Managerial Account 3) Auditing 4) Business Environment 5) Business Management	1) Computer Science (IT) Visual Basic Or 1) Account and Finance

Principal Sir,

With this application myself, _____
 _____ assures you that during the duration of my study in the college, agree to abide and to sincerely follow all the rules and regulations exists and to be announced in future by the College, Saurashtra University and/or Government of Gujarat. Also agree and aware that,

- The uniform and regular attendance are compulsory and the fee once paid is not refundable.
- As per government rule the mobile is prohibited in the institute.
- The subject selected once cannot be altered later on.

Parent's Signature : _____

Name of Parent: _____

Student's Sign : _____

Principal's Signature : _____



યુનિવર્સીટી પ્રથમ આઠમાંથી ત્રણ બી.કોમ. (સંગેજી માધ્યમ)ની વિદ્યાર્થીનીઓ



❧ પ્રાર્થના ❧

પરમાત્માની પ્રાર્થના આત્માની અનંત શક્તિઓને જગાડનારા દેવી બળ છે.

❧ સરસ્વતી તંદના ❧

યા કુન્દેન્દુતુષારહાર ઘવલા, યા શુભ વસ્ત્રાવૃતા ।
યા વીણા વરદંડ મંડીતકરા યા સ્વેતપદ્માસના ।
યા બ્રહ્માચ્યુત શંકર પ્રમુતિમિઃ દેવૈઃ સદા વંદિતા ।
સામાં પાતુ સરસ્વતી ભગવતિ નિઃશેષ જાડયાપહા ॥

જેના શરીરની સફેદ કાંતિ ડોલરના ફુલ, ચંદ્ર હિમ અને મોતીના હાર જેવી શુભ છે. જેણે સફેદ પસ્ત્રો ધારણ કર્યા છે. જેનો હાથ વિહાના ઉત્તમ દંડથી શોભે છે. જે સફેદ કમળ પર બિરાજમાન છે. બ્રહ્મા, વિષ્ણુ, મહેશ વગેરે દેવો જેને સદાકાળ વંદન કરે છે કે જે સંપૂર્ણ રીતે જડતાને હરી લેનારા છે તે સરસ્વતી ભગવતી મારું રક્ષણ કરો.

❧ સર્વધર્મ પ્રાર્થના ❧

ૐ તત્સત્ શ્રી નારાયણ તું પુરુષોત્તમ ગુરુ તું
સિદ્ધ બુદ્ધ તું સ્કંદ પિનાચક સપિતા પાપક તું
બ્રહ્મ મધ્ય તું યહ્વ શક્તિ તું ઈશુ પિતા પ્રભુ તું
રુદ્ર વિષ્ણુ તું રામકૃષ્ણ તું રહીમ તાઓ તું
વાસુદેવ તું વિશ્વરૂપ તું ચિદાનંદ હરિ તું
અક્ષિતિય તું અકાલ નિર્ભય આત્મલિંગશિવ તું
ૐ તત્સત્ શ્રી નારાયણ તું પુરુષોત્તમ ગુરુ તું

ૐ સહનાપવતુ સહનો ભુનક્તુ સહવીર્ય કરવાપહે તેજસ્વીનાવધીતમસ્તુ
મા વિદ્ધિષાપહે ૐ શાન્તિઃ શાન્તિઃ શાન્તિઃ

❧ પ્રાર્થના ❧

અમારા વિચારો સદા હો પવિત્ર, હો વાણી અમારી સદા પ્રિય સત્ય.
જે કર્મો અમારા હો પૂર્ણ વિશુદ્ધ, પ્રભો હો અમારું આ જીવન પ્રબુદ્ધ.
અમે તારી શાંતિનું વાજંત્ર બનીએ, સદા સ્નેહ શ્રદ્ધા ને આશાને વરીએ.
અમારું જીવન હો સદા સત્યનિષ્ઠ, અમારું કવન હો પ્રકાશ પ્રતિષ્ઠ.
પ્રભો સારી સૃષ્ટિનું કલ્યાણ થાયે, મળે સુખ-શાંતિ ને સંતાપ જાયે.
ને સત્યમ્-શિવમ્-સુંદરમ્ની જીવનમાં પ્રભો સર્વકાળે ત્રિવેણી રચાયે.
અમારા વિચારો સદા હો પવિત્ર, હો વાણી અમારી સદા પ્રિય સત્ય.
જે કર્મો અમારા હો પૂર્ણ વિશુદ્ધ, પ્રભો હો અમારું આ જીવન પ્રબુદ્ધ.