

*Janvikas Shikshan Sanstha's*  
**Arts Commerce College, Yeoda,**  
**Tq. Daryapur, Dist. Amravati**

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**Manual-I:**

Particulars of the Organization, Functions and Duties

Janvikas Shikshan Sanstha's Yeoda, Arts Commerce College, Yeoda has been established in July 1994 to cater for the need for higher education in rural and nearby villages of Yeoda. It is affiliated with the SGB Amravati University, Amravati.

The college believes in advancing men in society by embracing up dates and innovations in the field of education but simultaneously works towards its social-commitment to serving the deprived class of society, particularly in rural areas. To work for the disadvantaged and down trodden classes of the society is the basic principle of our parent society. Our vision and mission indicate our line of action. All programmes are planned to serve the local, national needs and global needs of higher education.

**Vision**

Self-sufficing, self-reliant and self-respect in education for a deprived class of the society and visualize the institute as the best centre for development and application of knowledge contributing to a modern nation.

**Mission**

- To impart and evolve quality higher education for our rural people to make them academically and emotionally competent and socio- economically self-reliant
- To inculcate values and promote life skill education

**Objectives**

- To develop the holistic personality of the students
- To impart education through self-help and imbibe dignity of labour
- To provide higher educational opportunities, primarily to the lower classes pertaining education to their doors by use of modern technology
- To generate physically, spiritually and academically sound motivated graduates with

an awareness of the importance of national integration and social responsibilities.

- To provide overall education to the casteless and classless society
- To impart value education based on cardinal principles of true nationalist orientation, self-reliance and dignity of labour.

### **Core Values of the Institute**

- Inculcate global competencies among students
- Promote ICT in teaching-learning
- Develop scientific temper through *Social activity and* incubation centre
- Imbibe environmental awareness and eco-friendly approach through actions
- Enhance employability skills through skill development programmes
- Contribute to national development by producing cultured graduates

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**JANVIKAS SHIKSHANSANSTHA'S**  
**Arts Commerce College Yeoda**  
**Powers and Duties of Officers and Employees**  
**[As per RTI, 2005 -Section 4(1)(b)(II)]**

S.N.	Section	Name of the Employee	Function/Activity	Details
1	Administration	Principal Dr Y.G. Singh	Planning and execution of governance	<ul style="list-style-type: none"> <li>• Govern the administration with applicable governmental laws, rules and regulations</li> <li>• Understand the institutional Vision, Mission and Objectives and form the policies accordingly</li> <li>• Take review and monitor the administration of the academic programmes and general administration of the institute to bring smooth conduct in practices</li> <li>• Strictly observe the decisions of the authorities, bodies and committees which are obligatory as per Acts, Statutes, Ordinances and Regulations</li> <li>• Place the report of the work before the Management/authorities periodically</li> <li>• Plan and execute the faculty development programmes</li> <li>• Maintain secrecy in professional related matters</li> <li>• Keep impartiality and accountability in finance related matters</li> <li>• Inculcate the sense of responsibility and ethics among the fellows in the institute</li> </ul>

				<ul style="list-style-type: none"> <li>• Suspend, punish or expel teacher from his duties or take disciplinary action, if found Guilty; and shall report the matter to the higher authorities</li> <li>• Suspend, punish or expel the student from the institute or take disciplinary action, if Found guilty</li> <li>• Nominate a representative in his absentia</li> <li>• Allot the funds as per the need and demand considering the priorities</li> </ul>
2	Administration	Mr. Kishor Rahate	Entries in Service Books	Necessary entries in the Service Book are made on the same day.
			Preparation of Personal Files & Service Books of Newly Joined Employees	Personal files and Service Books are maintained up to date.
			Recruitment process(concerning university)	Advertisement, Receipt of applications, Scrutiny of applications, sending call letters to the eligible candidates for interview, the constitution of Selection Committee, calling for the meeting of Selection Committee, the conduct of interviews by the Selection Committee, submission of the report by the Selection Committee by the appointing authority, acceptance of the Report of the Selection Committee, issuing Appointment Letters to selected candidates (as per the provisions of the Maharashtra Universities Act, 2016, Standard Code, 1984 and Teachers Statute).
3			Disciplinary actions	Minor Penalty-Issuance of show cause notice, calling for explanation, consideration of the explanation by the disciplinary authorities. The principal as the case may be the infliction of punishment if the explanation is not satisfactory.

				Major Penalty-Issuance of the charge sheet, calling for explanation, consideration of the explanation By the disciplinary authorities i.e. Principal as the case may be, the appointment of enquiry officer/committee, if the explanation is not satisfactory, the conduct of the enquiry, submission of the report by enquiry officer/committee to the disciplinary authority, issuance of Show Cause Notice as regarding proposed punishment, consideration of explanation to the show cause notice, infliction of punishment by the disciplinary authorities if the explanation is not satisfactory(as per the provisions of the St standard Code, 1984 and Teachers' Statutes).
			Sanction of Long Leave	After receipt of an application for long leave, the same is forwarded to the Principal as the case may be, after verifying by the staff concerned.
			Issue of various certificates	Certificates are issued within 7 days on demand, after verifying the facts.
			Preparation & submission of pension case	Formalities are completed 6 months before the date of superannuation.
			Verification of roster registers (Office, Janvikas Shikshan Sanstha, Yeoda, Joint Director, Higher Education of respective region and concerned university)	The roster registers are verified within 7 days from the date of the proposal.
			Scrutiny of Advt. (Office, Janvikas Shikshan Sanstha, Yeoda, Joint Director, Higher Education of respective region and concerned university)	The advertisements are scrutinized from the point of view of reservation, within 3 days from the date of proposal.

			Replies to Star questions	Star question is replied to as early as possible.
			Acknowledgement of correspondence	Correspondence is acknowledged by the Head Clerk immediately.
			Preparation of information required by Higher Authority	The information required by the higher authority is provided on the same day, as far as possible.
			Implementation of orders	Within 2 days from the date of remarks by the higher authority.
			Submission of items before various authorities for decision	Immediately after the directions to that effect and before the due date.
			Preparation of Agenda for Various Meetings	As per provisions laid down
			Preparation and confirmation of Minutes for the meetings	Within 3 days from the date of the meeting.
			Circulation of Minutes/ Resolution	Within 7 days from the confirmation.
			Compliances on resolutions of various authorities.	Within 5 days from the receipt of resolution or after completion of necessary formalities, as the case may be.
			Sending proposals to the UGC and various funding agencies.	Within the time limit provided by the UGC/other funding agencies or as required by the projects.
		Examination related documents	Issue of duplicate marks statement, name correction, passing certificate	7 days on receipt of application
			Issue of the transcript by following due process	Within 1 month after demand.
		Examination	Issue of Hall ticket	15 days before the date of commencement of the Examination.
			Verification of Result- (Examination Committee)	30 days from the receipt of the answer book to the section.
			Result Revaluation- (Examination Committee)	Generally before the commencement of the examination of the next higher class.

			Allotment of Junior and Senior Supervisors	Equal supervision will be allotted to all faculty and Senior Supervisors will be appointed by seniority.
		Finance	Appointment of examiners for practical oral examinations and issuance of appointment letters to examiners.	15 days before the date of commencement of the Practical / Oral Examination.
			Preparation of Cheques	5 Minutes per Cheque
			Passing or Cash Vouchers	Two Hours per Voucher
			Issue of No Dues Certificates	3 Hours per Certificate
			Payment of Cash per Voucher	15 Minutes per Voucher
			Acceptance of Cash and Issue of Receipt	15 Minutes
			Record Section	Maintenance of records.
3	Administration	Mr Bawankule	Filling of Log Book	Logbooks are filled by the Senior Clerk concerned on the same day, immediately after the signing of the authority.
			Confirmation of staff/Approval (Office, Janvikas Shikshan Sanstha, Yeoda, Joint Director, Higher Education of respective region and concerned university)	Issuance of Confirmation letters to the employees after successful completion of probation period/extended probation period after the following procedure as laid down in Standard Code or Teachers Statute, as the case may be.
			Annual Report	The annual report of the college shall be prepared and submitted online by the Junior Clerk after approval by IQAC and CDC. The report is submitted to the university online.
			Inward of letters	Entries are made in the Inward Register immediately by Junior Clerk.
			Submission of correspondence to the Head	Correspondence is submitted to the Head/ Committee Chairman on the same day, by

			/Committee Chairman	the Junior Clerk immediately.
			Dispatch of Urgent letters	Urgent letters are dispatched on the same day by the Junior Clerk immediately
			Preparation of notes	Notes are prepared on the same day of cause of action by the Junior Clerk.
5	Teaching-Learning and Evaluation	All Teachers	Teaching and dissemination of knowledge	<ul style="list-style-type: none"> <li>• Shape the future of the students moulding them towards the path of career building and motivate them for effective learning</li> <li>• Create an effective, conducive and healthy teaching-learning environment in the classroom</li> <li>• Imbibe nationalism, patriotism and charity among the students</li> <li>• Provide counseling and motivation to the students for studies and career growth</li> <li>• Engage discussions in the classroom and motivate students for understanding the subjects</li> <li>• Adopt innovative teaching methodologies for</li> <li>• Generating students' interest in learning</li> <li>• Impart communication skills among the students</li> <li>• Remain in contact with the guardians, and send the reports of the performance of their ward.</li> <li>• Accept the responsibilities other than academics such as extension, social welfare, community oriented programmes etc</li> </ul>



				<ul style="list-style-type: none"> <li>• Work activity to bring social harmony, peace and affection to society</li> <li>• Cooperate with the authorities for the welfare and upliftment of the institution</li> </ul>
			Evaluation	Engage lectures in a well-prepared manner for theory and give practical examples of the subject
6	Knowledge Resource Center	Dr U.D. Band	Circulation, management and utilization of knowledge resources	<ul style="list-style-type: none"> <li>• Look after the administration of the Knowledge Resource Center</li> <li>• Issue and return books, journals, and periodicals to staff and students</li> <li>• Maintain online software and repository</li> <li>• Maintain and update accession register and other registers</li> <li>• Supervise the working of library attendants</li> <li>• Execute book bank scheme for students</li> </ul>
7	Support and services for the overall conduct of the institute	All Administrative and Support staff	Supporting the institute at various levels	<ul style="list-style-type: none"> <li>• Attend duties as directed by the concerned authorities.</li> <li>• Protecting and preserving the institute property</li> <li>• Assistance in all internal and university assessments/exams/tests fairly and properly concerning confidentiality and security.</li> <li>• Attending in-service training programmes.</li> </ul>

				<ul style="list-style-type: none"><li>• Use their skills and show efficiency for the advantage of the institute.</li><li>• Acting in a fair, humble, courteous and mature manner to students, colleagues and other stakeholders.</li></ul>
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## **Manual—2:**

### **The procedure followed to decide on various matters**

- Strategies and procedures in organizing admissions, seminars, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
- The College functions under the supervision and control of the Parent Institution Janvikas Shikshan Sanstha, College Development Committee, IQAC and the Principal.

## **Manual—3:**

### **Norms set by the College for the discharge of its functions**

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
- The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- Norms and standards for various academic activities are set by the SGB Amravati University, Amravati, UGC, IQAC and the College Development Committee of the College.

## **Manual—4:**

### **Rules, regulations and instructions used**

- Statutes and Ordinance of SGB Amravati University, Amravati,
- Regulations, instructions, notification, and Resolutions regarding all the courses following a)SGB Amravati University, Amravati, b)Government of Maharashtra State c)UGC d) Rules and regulations of Janvikas Shikshan Sanstha, Yeoda f) Standard code rules g) Maharashtra Civil services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules/instructions of the SGB. Amravati University, Amravati and Janvikas Shikshan Sanstha, Yeoda concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India and UGC except where the University has its provisions concerning teaching and non-teaching staff.

**More information is available at following websites.**

- [www.mhrd.gov.in](http://www.mhrd.gov.in)
- [www.ugc.ac.in](http://www.ugc.ac.in)
- [www.sgbau.ac.in](http://www.sgbau.ac.in)
- [www.jdhepune.org](http://www.jdhepune.org)
- [www.naac.gov.in](http://www.naac.gov.in)
- [www.dhepune.gov.in](http://www.dhepune.gov.in)

**Manual-5: Official documents and their availability**

Following documents are available in the College with various officers under the Principal.

<b>Sr. No.</b>	<b>The person with whom information is available</b>	<b>Documents</b>
1	Lecturer	Student attendance ,tutorial, academic diary, internal examination record,
2	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cashbook, ledger, paybook, muster book, Audited statement, Assessment Report, Employee service book and persona file, Cheque register, dead stock register, voucher files
3	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals
4	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Free ships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register

**The following documents are available in the college office**

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- Examination results

- The College prospectus
- Staff information and College directory( Muster, Service Books and Personal files) Matters about Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and, Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports )
- Composition and proceedings of various Committees

## **Manual -6:**

### **Mode of public participation**

- The College Development Committee comprises eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents' meetings
- The College organizes Special Winter Camp in the nearby village Yeoda every year.
- Orientation Programme, lectures, and workshops are organized for the students

### **Citizens/Stakeholders/Public Interaction**

- Interaction with various Stakeholders is ensured by organizing Parent meetings, Alumni Meet and various felicitation programs, special winter camps, and literacy programs.
- The college conducts lectures through Extra-Mural Education Committee every year where renowned personalities, Academicians, Senior Lawyers, Social Activists etc. Are invited to guide faculty and students. This program is open to all public as well.
- Interaction is also encouraged and formally conducted during the Alumni Meet.
- Feedback is taken from parents, students, teachers, alumni and stakeholders about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal/ other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organizes various programs/ lectures for creating social awareness, environmental awareness, and awareness about gender equality and gender justice etc .involving various stakeholders.

### **Manual-7:**

#### **Councils, Committees, Faculties, Departments, etc. under the College**

The college has IQAC as well as College Development Committee. Apart from these committees, the college has constituted different committees. Some of them are:

- Student Welfare Committee
- B .C. Cell
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee /Prevention of Sexual Harassment of Women

**Note:** The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.

### **Manual 9:**

#### **Directory of officers and employees**

**The details of the employees are available on the following website**

Teaching: <http://www.accy.ac.in>

Non-Teaching <http://www.accy.ac.in>

### **Manual-10: Budget allocated to each agency**

The budget and the financial estimates are as approved by the College Development Committee, Janvikas Shikshan Sanstha Yeoda and Regional Joint Director, Higher Education, Amravati.

### **Manual-11:**

#### **Manner of execution of subsidy programmes**

- Salary Grant (As per norms and procedure prescribed by the Government of Maharashtra)
- Medical Reimbursement Grant (As per norms and procedure prescribed by the Government of Maharashtra)
- Leave Encashment (As per norms and procedure prescribed by the Government of Maharashtra)
- Scholarships(As per norms and procedure prescribed by the Government of Maharashtra and Central Government)
- Free ship and other Concessions (As per norms and procedure prescribed by

the Government of Maharashtra and Central Government)

**Manual-12:**

**Concessions granted by the College**

- Reservation policies of the Government of India in principle as approved by the SGB Amravati University, Amravati are followed. Scholarships are given to eligible students as per norms and procedures prescribed by the Government of Maharashtra and the Central Government.

**Manual-13:**

**The information available in Electronic form**

- All the 16 manuals under RTI and other information about the College are available in the college office and on the College website.
- Information made publicly available can be accessed at the college website.
- All the information about the college is available on our website and in the college office.

**Manual-14:**

**Means, methods and facilities available to citizens for obtaining information**

- Unrestricted access to the website.
- Citizens may seek the information in the Officer of the college on working days during office hours.
  - Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
  - Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
  - Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
  - **Library Timing:** From 10.00 a.m. to 05.00 p.m. on Monday to Friday and on Saturday from 8.00 am to 1.30 pm.
  - **The weekly Holiday** will be on **Sunday**.

## **Manual-15**

### **Public Information Officer**

**Shri Kishor Rahate**

Head Clerk, Arts Commerce College, Yeoda

Mobile: 9850325481

Email: kishorrahate1234@gmail.com

### **Appellate Authority**

**Prin. Dr Y.G. Singh**

Principal, Arts Commerce College Yeoda

Mobile: 8668772598

Email: [ygs2010@rediffmail.com](mailto:ygs2010@rediffmail.com)

## **Manual-16:**

### **Other Useful Information**

- Recognised by the Government of Maharashtra
- It is Affiliated with SGB Amravati University Amravati (Permanent Affiliation from 2011)
- Recognised by UGC with 2(f) &12B status (From 2011)
- Accredited by NAAC with C.G.P.A. 2.52 with 'B+' Grade on 29 October 2017
- Research Center in History
- P. G. in English & History
- Participation in NIRF since -----
- Conducted so many Seminars and conferences
- Established Centre of Guidance for Pre Recruitment in Military Services
- Imparting skill based education through Certificate (Short Term) Courses

Necessary information about the college is available on the website and office. This information is updated from time to time on the college website.



**JANVIKAS SHIKSHAN SANSTHA'S**  
**Arts Commerce College Yeoda**  
 Annual Planning: 2021-22

S. N.	Name of Committee	Duties	Members
1	College Development Committee(CDC)	i) Supervise the overall working in the college. ii) Approve the budget estimate and sanction the required works and projects. iii) Take necessary measures to deal with the complaints, if any. iv) Monitor the administration and development of the staff, students and the college.	MRS. SULBHATAI M. KOKATE (CHAIR PERSON) MR. GAJANANRAO N. KOKATE DR. K.D. MALDHURE DR. MOHD. AZEEMUDDIN DR. U.D. BAND DR. KU. S.D. SAWARKAR MR. K.R. RAHATE MR. DEVIDASRAO N. KOKATE MR. AVINASH S. SHELKE DR. DIPALITAI A. KHODE MR. VIVEK S. KHODE DR. A.M. KATROJWAR DR. Y.G. SINGH (STUDENT REPRESENTATIVE)
2	Advisory Committee	Plan, execute and govern the day to day activities/ administration	<b>PRIN. DR Y. G. SINGH</b> DR. A.M. KATROJWAR N.W. HAMPARDE DR. A.K. TEWARE DR. U.D. BAND DR. S.D. BANSOD (STUDENT REPRESENTATIVE)
3	Internal Quality Assurance Cell (IQAC)	i) Update the website ii) Guide, monitor and supervise the teaching-learning activities and maintain the records iii) Encourage the use of audio-visual aids and different ICT techniques, teaching methods etc. iv) Undertake faculty development programme and various co-curricular & extra-curricular activities. v) Plan and ensure overall quality in the college. vi) Submit AQAR reports every year to NAAC before the due date. vii) Maintain a record of faculty profile and self-appraisal. viii) Plan to execute the Academic and Administrative Audit. ix) ) Check and balance the perspective plan x) Implement the NAAC Re-accreditation process as per the norms & guidelines from Janvikas Shikshan Sanstha, Yeoda	<b>PRIN. DR Y G SINGH.</b> (CHAIRPERSON) DR. A.M. KATROJWAR (COORDINATOR) DR. SAYYAD SAJJAD (COORDINATOR CRITERIAN NO. 1) DR. A.K. TEWARE (COORDINATOR CRITERIAN NO. 2) DR. P.J. JAMBHULE (COORDINATOR CRITERIAN NO. 3) DR. S.B. DONGARE (COORDINATOR CRITERIAN NO. 4) DR. S.D. BANSOD (COORDINATOR CRITERIAN NO. 5) DR. MD. AZEEMUDDIN (COORDINATOR CRITERIAN NO. 7)

4	NAAC Coordination and AAA(Academic and Administrative Audit) Execution Committee	<p>i) Accomplish all the activities related to NAAC accreditation</p> <p>ii) Plan and execute the standardization process</p> <p>iii) Collect, process and manage the data each year for the Academic and Administrative Audit</p>	<p>SHRI GAJANANRAO KOKATE  DR. Y.G. SINGH  DR. A.M. KATROJWAR  DR. MD. AZEEMUDDIN  DR. S.D. BANSOD  DR. A.K. TEWARE  DR. U.D. BAND</p>
5	In-charge P. G.	Monitor the academics, examinations and administration of Post Graduate classes.	<p>DR. S.B. DONGARE  DR. A.M. KATROJWAR</p>
6	Faculty In-charge U. G.	Monitor the academics and administration of the Arts Faculty	<p>ARTS:  DR. S.D. SAWARKAR</p>
		Monitor the academics and administration of the Commerce Faculty	<p>COMMERCE-  PROF. N.W. HAMBARDE</p>
7	Students Council Committee	<p>i) Form the Students' Council and conduct the process for the election of secretary to the Council as per university rules.</p> <p>ii) Coordinate/Promote students in organizing sports and various events in the college.</p> <p>iii) Organize various student welfare activities.</p> <p>iv) Make arrangements for the organization of sports and cultural activities in the college.</p> <p>v) Send college teams to participate in various games and various activities conducted by universities and submit written reports of all events.</p> <p>vi) Maintain discipline in the college.</p> <p>vii) Make and implement the rules regarding I-Card and dress code.</p> <p>Take necessary actions to improve the attendance of students</p>	<p>DR. K.D. MALDHURE  DR. S.B. DONGARE  DR. S.G. DHAGE  DR. P.J. JAMBHULE  PROF. V.R. RATHOD</p>
8	Anti-Ragging Committee	<p>i) Display the information about the committee on the campus and college website</p> <p>ii) Take necessary measures including surprise visits on campus to prevent ragging in the college and deal with the complaints, if any.</p> <p>iii) Organize programmes for the personality development of the students.</p> <p>iv) ) Supervise the working of CCTV on the college premises.</p>	<p>PRIN. DR Y G SINGH  PROF. SAYYAD SAJJAD  DR. S.G. BANSOD  DR. KU. S. D. SAWARKAR</p>

9	Internal Complaints Committee (Prevention of Sexual Harassment at the workplace)	<p>i) Display the information about awareness against sexual harassment in the college.</p> <p>ii) Take necessary measures to prevent sexual harassment in the college and deal with the complaints if any.</p> <p>iii) Undertake programmes for the personality development of the girls.</p>	<p>PRIN. DR Y.G. SINGH DR. SAWARKER (SECRETARY) PROF. SAYYAD SAJJAD PROF. N.W. HAMBARDE</p>
10	Grievance Redressal Cell	<p>i) Solve the grievances of students, teaching and administrative staff reported to the committee.</p> <p>ii) Promote friendly relationships among students, faculty and stakeholders of the institution.</p>	<p>DR. H.G. DHAGE PROF. V.R. RATHOD DR. S.B. DONGARE DR. S. D. BANSOD</p>
11	Backward Class (B.C.)Cell	<p>i) Send a report of the admission details to the University</p> <p>ii) Display information about various/ government scholarships/free ships/ concession to students.</p> <p>iii)Monitor the online scholarship/free ship form filling process</p>	<p>DR. H.G. DHAGE PROF. N.W. HAMBARDE</p>
12	U. G. C., RUSA, DSO etc. proposals Committee	<p>i) Prepare and submit the proposals to various funding agencies and utilize the amount judiciously on the said heads.</p> <p>ii) Submit the utilization within time to the funding agencies.</p> <p>iii)Order and purchase the necessary types of equipment</p>	<p>SHRI GAJANANRAO KOKATE (SECRETARY) DR. S.B. DONGARE DR. S.D. BANSOD</p>
13	Examinations Committee	<p>i) Conduct the examinations as per university guidelines</p> <p>ii) Declare the result of the first year classes 45 days from the date of examinations</p> <p>iii) Conduct the internal examinations as per institute planning</p> <p>iv)Collect the result in format from all departments and submit them to the parent institute and university.</p>	<p>DR. A.K. TEWARE DR. S.G. DHAGE PROF. V.R. RATHOD (STUDENT'S REPRESENTATIVE)</p>
14	Examination Grievances Redressal Committee	<p>i) Solve the grievances related to examination, rechecking and revaluation</p> <p>ii) Monitor and execute the rechecking and revaluation process judiciously.</p>	<p>DR. A.K. TEWARE DR. S.G. DHAGE PROF. SAYYAD SAJJAD</p>
15	Competitive Examinations Guidance and Career Counseling Center	<p>i) Motivate the students for studying and apply for various competitive examinations</p> <p>ii) Organize and schedule the classes for the admitted students</p> <p>iii) Sign MoU with other organizations</p> <p>iv) Publish various advertisements about the recruitments on the notice board</p>	<p>DR. S.B. DONGARE DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD</p>

16	N. S. S. Committee	<ul style="list-style-type: none"> <li>i) Inculcate social awareness among students and cater service to society.</li> <li>ii) Provide help to needy people and enhance their standard of living.</li> <li>iii) Inculcate moral and social responsibilities among volunteers.</li> <li>iv) Help in disaster management.</li> <li>v) Relate with the community throughout reach programmes.</li> <li>vi) Understand their role in the community.</li> <li>vii) Identify the needs and solve the problems of the community.</li> <li>viii) Develop a sense of social and civic responsibility.</li> <li>ix) Utilize knowledge in finding solutions to individual and community problems.</li> <li>x) Develop competence required for group living and sharing of responsibilities.</li> <li>xi) Gain skills in mobilizing community participation.</li> <li>xii) Acquire leadership quality and a democratic attitude.</li> <li>xiii) Develop capacity to cope with the situations under emergencies and natural disasters.</li> <li>xiv) Involve in National events.</li> <li>xv) Select and prepare the list of the volunteers</li> <li>xvi) Conduct regular activities as per the guidelines of the university</li> <li>xvii) Organize Special Winter Camp</li> <li>xviii) Prepare the utilization of accounts</li> </ul>	<p>DR. S.B. DONGARE  DR. H.G. DHAGE  (STUDENT'S REPRESENTATIVE)</p>
17	Short Term Courses Committee	<ul style="list-style-type: none"> <li>i) Avail add-on courses at a viable cost.</li> <li>ii) Enhance curriculum by integrating skills.</li> <li>iii) Make self-reliant students by providing skills (of their interest).</li> <li>iv) Support the government policy of self-employability.</li> <li>iv) Imbibe skills for employability and self-employability.</li> <li>v) Appoint a Course-Coordinator</li> <li>vi) Provide the information/details of the courses to the parent institute and government</li> </ul>	<p>DR. S. G. DHAGE  DR. K. D. MALDHURE  PROF. SAYYAD SAJJAD</p>

18	Soft Skills Development Programme	<ul style="list-style-type: none"> <li>i) Imbibe various soft skills among the students</li> <li>ii) Produce learned and skilled graduates</li> <li>iii) Up gradation of students to develop and utilize soft skills</li> <li>iv) Organize 10 days Soft Skills Development Programme and prepare a report</li> <li>v) Submit the utilization of accounts</li> </ul>	<p>DR. S.D. BANSOD  DR. S.B. DONGARE  DR. MOHAMMED AZEEMUDDIN  (STUDENT'S REPRESENTATIVE)</p>
19	Placement Cell	<ul style="list-style-type: none"> <li>i) Promote the students for the placements</li> <li>ii) Display various advertisements related to recruitment in various fields.</li> <li>iii) Organize the campus interviews</li> <li>iv) Send students to the campus interviews organized in other institutes</li> </ul>	<p>PROF. N. W. HAMBARDE  PROF. V. R. RATHOD  PROF. SAYYAD SAJJAD  (STUDENT'S REPRESENTATIVE)</p>
20	Alumnae Association	<ul style="list-style-type: none"> <li>i) Participate in the development of the institute through financial and non-financial means.</li> <li>ii) Organize the meeting of the Alumnae Association regularly to share and discuss the issues related to the progress of the institute.</li> <li>iii) Share the ideas and expectations with the administration.</li> <li>iv) Organize Alumnae Gathering once a year</li> </ul>	<p><b>PRIN. DR Y G SINGH</b>  (CHAIRPERSON)  DR. A. K. TEWARE  PROF. P.J. JAMBHULE  DR. S. G. SAWARKAR  PROF. N. W. HAMBARDE  &amp;  ALUMNI  REPRESENTATIVE</p>
21	Center for Innovation, Invention and Incubation	<ul style="list-style-type: none"> <li>i) Collaborate with the other institutes for research, linkages, faculty exchange and student exchange</li> <li>ii) Innovate the ideas and present them effectively for the welfare of the mankind</li> <li>iii) Sign the MoU with related organizations</li> </ul>	<p>DR. S. D. BANSOD  DR. D.M. MOHOD  DR. U.D. BAND</p>
22	Research and Projects Committee	<ul style="list-style-type: none"> <li>i) Motivate the faculty to apply for research projects to various funding agencies</li> <li>ii) Prepare proposals for the various schemes and submit the utilizations</li> </ul>	<p>DR. D.M. MOHOD  DR. S. D. BANSOD  DR. KU. S. D. SAWARKAR  DR. A.K. TEWARE</p>
23	Janvikas Research Committee	<ul style="list-style-type: none"> <li>i) Inclusion of projects related to the curriculum</li> <li>ii) Offering the students an exposure to our knowledge</li> <li>iii) Encouraging students for project presentations, models and innovative ideas</li> <li>iv) Teach theory with action</li> </ul>	<p>DR. A.K. TEWARE  DR. S. D. BANSOD  DR. S.B. DONGARE  (STUDENT'S REPRESENTATIVE)</p>
24	Extra Mural and Continuing Education	<ul style="list-style-type: none"> <li>i) Organize the lectures of experts for the all round development of the students</li> <li>ii) Imbibe a humanistic approach among the students</li> </ul>	<p>DR. S.G. DHAGE  DR. MOHAMMED AZEEMUDDIN  PROF. SAYYAD SAJJAD  DR. U. D. BAND</p>

25	Earn while Learn and Students Welfare as per direction of the affiliating university	<ul style="list-style-type: none"> <li>i) Imbibe the value of labour among the students</li> <li>ii) Work in tune with the motto of the parent institute i.e. 'Education through Self-Help is our Motto'</li> </ul>	<p>DR. Y. G. SINGH DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD (STUDENT'S REPRESENTATIVE)</p>
26	Students Feed Back Committee	<ul style="list-style-type: none"> <li>i) Fill out the online feedback forms from the stakeholders</li> <li>ii) Analysis of the collected data</li> <li>iii) Prepare a qualitative and quantitative report</li> <li>Submission of report to IQAC</li> <li>iv) Prepare Action Taken Report on feedback</li> </ul>	<p>DR. KU. S.D. SAWARKAR PROF. V.R. RATHOD PROF. N.W. HARBARDE DR. D.M. MOHOD</p>
27	Teacher Guardian Committee (Mentor- Mentee Scheme)	<ul style="list-style-type: none"> <li>i) Allot the mentors to each mentee</li> <li>ii) Solve the problems of the mentee collectively</li> </ul>	<p>DR. P.J. JAMBHULE DR. S.G. DHAGE PROF. V.R. RATHOD</p>
28	Human Resource Development and University Scholarships Committee	<ul style="list-style-type: none"> <li>i) Plan the various programmes for the development of the faculty</li> <li>ii) Organize faculty developmental activities</li> <li>iii) Motivate the students to apply for various university scholarships</li> <li>iv) Forward the proposals of scholarship to the university</li> </ul>	<p>PROF. SAYYAD SAJJAD DR. MOHAMMED AZEEMUDDIJN DR. S.B. DONGARE</p>
29	Health and Hygiene Awareness Committee	<ul style="list-style-type: none"> <li>i) Organize the physical check up of the students at the beginning of the year</li> <li>ii) Arrange the lecture series of experts on the health awareness and other issues</li> <li>iii) Organize haemoglobin and HB checkup camp for the students</li> </ul>	<p>DR. K.D. MALDHURE DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)</p>
30	Remedial Teaching	<ul style="list-style-type: none"> <li>i) Plan and instruct all departments for the effective execution of remedial teaching to slow learners</li> <li>ii) Take review and monitor the activity</li> </ul>	<p>DR. MOHAMMED AZEEMUDDIN PROF. P.J. JAMBHULE</p>
31	Cultural Activity and Celebrations Committee	<ul style="list-style-type: none"> <li>i) Organize various cultural activities for the students</li> <li>ii) ) Present the cultural activities programme on Annual Day</li> <li>iii) Promote the students to participate in cultural competitions</li> </ul>	<p>DR. S.B. DONGARE DR. K.D. MALDHURE DR. S.D. BANSOD</p>
32	Prospectus Committee	<ul style="list-style-type: none"> <li>i) Publish the related information in the prospectus i.e. Admission rules, fee structure, courses offered examination guidelines, various scholarships etc.</li> </ul>	<p>DR. D.M. MOHOD PROF. N.W. HAMBARDE DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)</p>
33	Library Advisory Committee	<ul style="list-style-type: none"> <li>i) Plan for the development of the library</li> <li>ii) Utilize the funds effectively on the learning resources</li> <li>iii) Imbibe the reading culture among the stakeholders</li> </ul>	<p><b>DR Y. G. SINGH</b> PROF. P.J. JAMBHULE DR. MOHAMMED AZEEMUDDIN DR. S.B. DONGARE</p>

34	Academic Calendar, Time Table Committee, Academic Planning and	i) Prepare the yearly plan of the institute and all its related activities ii) Design the general and ICT time-table	DR. D.M. MOHOD PROF. V.R. RATHOD PROF. N.W. HAMBARDE DR. MOHAMMED AZEEMUDDIN
35	Staff Academy	Organize the lectures for the development of the faculty on the recent topics and trends	DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD PROF. V.R. RATHOD
36	Staff Welfare Committee	i) Plan and execute various schemes for the welfare of the staff ii) Collect the funds in need of any particular staff iii) Participate in the family functions and odd times	PROF. P.J. JAMBHULE PROF. SAYYAD SAJJAD DR. KU. H.G. DHAGE
37	Website Maintenance	i) Collect the data from various departments, and committees and scrutinize it before uploading ii) Display necessary information on the website as per the norms of the	DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD
38	Sports Committee	i) Plan and organize various sports activities for the physical and mental development of the students ii) Provide training and coaching for various games iii) Organize the lectures and guidance of the experts	PRIN. DR Y G SINGH DR MALDHURE PROF. N.W. HAMBARDE DR. KU. S.G. DHAGE
39	Discipline Committee	i) Maintain the discipline on the campus ii) Prepare the time-table of the verandah supervision and monitor it rigorously iii) Solve the issues related to indiscipline, if any	DR. K.D. MALDHURE DR. S.G. BANSOD DR. A.M. KATROJWAR (STUDENT'S REPRESENTATIVE)
40	Purchase Committee	i) Recommend purchase of items. ii) Invite quotations for the same. iii) Purchase the things as per the prescribed rules, considering the requirement of the institute considering the existing budget of the college.	PRIN. DR Y G SINGH PROF. V.R. RATHOD DR. S.B. DONGARE PROF.N.W. HAMBARDE DR.MOHAMMED AZEEMUDDIN (STUDENT'S REPRESENTATIVE)

		iv) Update the Stock register and Dead Stock register every year v) Write off the stationery, types of equipment, computers, tools, various goods etc. every year	
41	Publicity Committee	i) Publish the news, update sand programmes of the institute regularly through media ii) Collect all clippings related to the institute	DR. S.B. DONGARE DR. S.D. BANSOD DR. U.D. BAND (STUDENT'S REPRESENTATIVE)
42	Green Audit Committee		DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
43	Building Construction and Maintenance Committee	i) Prepare the proposals for the building on the campus ii) Get the plan/sanctioned by the Sanstha Engineer iii) Plan for the maintenance of the buildings iv) Get the structural audit done by the competent authority	PRIN. DR Y G SINGH. (SECRETARY / NOMINEE) PROF. V.R. RATHOD PROF. N.W. HAMBARDE
44	Campus Beautification Committee	i) Develop the campus ii) Maintain the greenery by planting more trees iii) Plan land scaping at the institute iv) Keep the campus clean and tidy	DR S.D. SAWARKAR PROF. V.R. RATHOD PROF. N.W. HAMBARDE
45	Equal Opportunity Cell		DR. A.M. KATROJWAR DR. MOHAMMED AZEEMUDDIN
46	Fund Raising Committee	i) Collect the funds from philanthropists ii) Utilize the funds properly and get them audited regularly	DR. Y.G. SINGH SECRETORY DR. S.D. BANSOD
47	Finance Budgeting Committees		DR D.M. MOHOD DR. A.K. TEWARE DR. KU. S.D. SAWARKAR PROF. N.W. HAMBARDE
48	Commerce Association	i) Organize lectures of experts and orientation programmes ii) Imbibe entrepreneurship skills among students iii) Organize Trade Fair iii) Organize industrial visits	PROF. N.W. HAMBARDE DR. H.G. DAGHE



49	Debate Club	<p>i) Organize debate competitions on various issues</p> <p>ii) ) Promote The students to participate in various competitions held outside colleges</p> <p>iii) Display the invitation for debates competitions on the notice board</p>	<p>DR. P.J. JAMBHULE DR. S.B. DONGARE DR. A.K. TEWARE DR. N.W. HAMBARDE (STUDENT'S REPRESENTATIVE)</p>
50	Literary Association and Wall Paper Committee	<p>i) Nurture the literary talent among the students</p> <p>ii) Promote the students for writing articles, poems and extracts in institutional magazine</p>	<p>DR. U.D. BAND DR. A.K. TEWARE DR. MD. AZEEMUDDIN DR. N.W. HAMBARDE</p>
51	Magazine Committee	<p>i) Promote the students for creative writing</p> <p>ii) Publish the magazine</p> <p>iii) Conduct the proofreading of the magazine</p> <p>iv) Incorporate the glimpses of the yearly programmes and activities</p>	<p>DR KATROJWAR(ENGLISH SECTION) DR TEWARE (MARATHI SECTION) DR. AZEEM (URDU &amp; PARSIANSECTION ) DR DAGE(COMMERCE SECTION) DR DONGARE (REPORT SECTION) DR BAND(PHOTO AND EVENTS SECTION) PROF. JAMBHULE &amp; DR SAWARKER (ADMINISTRAT ION) &amp; (OFFICE ENTRANCE)</p>
52	Educational Tour Committee	Organize the tour and excursions at necessary places	<p>DR. S.B. DONGARE DR. MD. AZEEMUDDIN DR. P.J. JAMBHULE</p>
53	Light, Mike, Speaker, video shooting, photography and Generator and Computer Laboratory Maintenance Committee	<p>i) Arrange the audio-visuals at the time of the programme</p> <p>ii) ) Arrange standby power supply at the time of the programme</p> <p>iii) ) Look after the maintenance of the generator</p> <p>iv) ) Maintain the computer laboratory</p> <p>v) Look after the purchase and maintenance of ICT appliances</p>	<p>DR D.D. MALDHURE DR. MOHAMMAD AZEEMUDDIN DR. U.D. BAND</p>
54	Consumer Store	<p>i) Provide daily goods to the students</p> <p>ii) Maintain the stock register</p> <p>iii) Get the audit done regularly</p>	<p>PROF. V.R. RATHORE MR VIAY BAWNKULE</p>
55	Flex Board Committee	Prepare, design and get the flex printed from the designer of various programmes	<p>DR. S.B. DONGARE DR. MD. AZEEMUDDIN</p>

56	Committee for Environmental Awareness Course for S.Y.:B. A./ B. Com.	i) Imbibe environmental awareness among the students ii) Examine as per university guidelines iii) Allot and supervise the projects iv) Fill out the grades & submit them to the		PROF. N.W. HAMBARDE PROF. V.R. RATHOD DR. D.M. MOHOD
57	Rangoli and Decoration	Prepare and arrange the Rangoli design at the time of the programme		DR. S.D. SAWARKAR DR. S.B. DONGARE DR. S.G. DHAGE & (STUDENT REPRESENTATIVE)
58	Pre-recruitment Training Committee	Enrol and prepare the students for defence services by providing necessary counselling and training.		DR. S.D. BANSOD DR. MOHAMMED AZEEDMUDDIN
59	Students Attendance and Correspondence Committee	i) Maintain the students' attendance daily and communicate to the parents/guardians ii) Look after incase of continuous absence of a student personally	F.Y.B. A.	DR. KU. S.D. SAWARKER AND PROF. P.J. JMBHULE
			S.Y. B. A.	PROF. V.R. RATHOD
			T.Y. B. A.	DR. DR. D.M. MOHOD
			F. Y.B. Com.	DR. S.D. BANSOD
			S. Y. B. Com.	DR. S.G. DAGHE
			T. Y.B. Com.	PROF. N.W. HMBARDE
			F.Y. M.A. HISTORY	DR. S.B. DONGARE
			S.Y. M.A. HISTORY	DR. MD. AZEEMUDDIN
			F.Y. M.A. ENGLISH	DR. A.M. KATROJWAR
S.Y. M.A. ENGLISH	DR. MD. AZEEMUDDIN			
60	<b>Online Admission Management Committee (2021-22 &amp;2022-23) Prof. (Dr.Y.G. SINGH) Chairman</b>			
	i) Conduct online admission to various courses run by the college. ii) Fill the seats available for each class and decide the vacant seats to be filled for open & reserved categories through merit list/ first come first serve as per government rules. iii) Scrutinize all applications as per the Merit List, and Reservation norms and approve them. iv) Check the admission forms and other documents. v) Prepare & display necessary information on Notice Board. vi) Interview the students.	F.Y.B.A.	PROF. SAYYED SAJJAD DR. S.B. DONGARE	
		S.Y.B.A.	DR. P. J. JAMBHULE DR. KU. S.D. SAWARKAR	
		T.Y.B.A.	PROF. V.R. RATHOD DR. A.K. TEWARE	
		.		
		F.Y.B.COM.	DR. S.D. BANSOD	
		S.Y.B.COM.	DR. H.G. DHAGE	
		T.Y.B.COM.	PROF. N.W. HAMBARDE	
		M.A.(History)	DR. S.B. DONGARE DR. MOHAMMED AZEEMUDDIN	
M.A.(English)		DR. A.M. KATROJWAR DR. S.D. BANSOD		

<p>vii) Carry out the admission procedure as per the prescribed rules of UGC, State Government and University.</p> <p>viii) Finalize and update the roll call list and socio-economic profile of the students.</p>		
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Note:

Each committee must:

1. Organize at least four meetings in a year.
2. Maintain a register of the minutes of the meetings.

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