



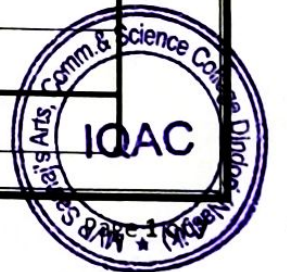
**MARATHA VIDYA PRASARAK SAMAJ'S**  
**ARTS, COMMERCE & SCIENCE COLLEGE,**  
**DINDORI**

Gut No.836, Umrade Road, Near Govt. ITI, DindoriShivar, Tal.Dindori, Dist. Nashik-422202(M.S.)INDIA  
 E-mail: srcollege.dindori@mvp.edu.in, Website : mvpsrcollegedindori.ac.in  
 Affiliated to SavitribaiPhule Pune University, PuneId. No. PU/NS/ASC/069/2001

**ACADEMIC YEAR : 2023-24**

**Academic College Committees Composition**

Sr.	Name of the committee	Composition
1	<b>Incharge (Vice-Principal)</b>	Mr. S. W. Zoting (Morning)
		Mr. R. R. Zoman (Afternoon)
2	<b>Academic and Administrative Audit (AAA)</b>	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. M. M. Bagul (Coordinator)
		Mrs. P. D. Garud (Member)
3	<b>Academic Research cell (ARC)</b>	Prin. Dr. K. N. Gaikwad (Chairman)
		Mrs. Dr. S. M. Magdum (ARC)
		Mrs. P. B. Ashtekar (Member)
4	<b>College Development Committee (CDC)</b>	Dr. K. N. Gaikwad (Principal)
		Mr. R. R. Zoman (Member)
		Mr. S. K. Pagare (Member)
		Mr. B. R. Gaikwad (Member)
5	<b>Alumni association</b>	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. R. R. Zoman (Coordinator)
		Mr. G. K. Tadvi (Member)
		Mr. S. S. Gatkal (Member)
		Mr. B. G. Kambale (Member)
		Mr. S. M. Wagh (Member)
		Mr. R. A. Indrekar (Member)
6	<b>Reservation cell &amp; Anti-caste based discrimination committee (ACBD)</b>	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. D. H. Dudhmal (Coordinator)
		Mr P. D. Deshmukh (Member)
		Mrs. L. S. Avhad (Member)
		Mr. B. R. Gaikwad (Member)
7	<b>Anti-ragging committee</b>	Prin. Dr. K. N. Gaikwad (Chairman)





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		Mr. G. K. Tadvi (Member)
		Mr. S. S. Gatkhal (Member)
		Mr. B. G. Kambale (Member)
		Mr. S. M. Wagh (Member)
		Mr. R. A. Indrekar (Member)
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		Mr. D. H. Dudhmal (Coordinator)
		Mr P. D. Deshmukh (Member)
		Mrs. L. S. Avhad (Member)
		Mr. B. R. Gaikwad (Member)
7	<b>Anti-ragging committee</b>	Prin. Dr. K. N. Gaikwad (Chairman)



		Mrs. P. D. Garud (Coordinator)
		Mrs. B. T. Thakare (Member)
		Mr. D. S. Pawar (Member)
8	Art circle	Mr. B. G. Kambale (Coordinator)
		Mr. S. W. Zoting (Member)
		Mrs. P. E. Birari (Member)
9	Bahishal(jaykaranivyakhyamala)	Mr. B. G. Kambale (Coordinator)
		Mr. S. W. Zoting (Member)
10	Board of Student Development (BSD)	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. D. H. Dudhmal (Coordinator)
		Mrs. B. T. Thakare (Member)
		Mrs. L. C. Gorade (Member)
		Mrs. P. S. Kad (Member)
		Mrs. A. A. Sonawane (Member)
		Mr. S. M. Wagh (Member)
11	Carrier Katta	Mr. R. R. Zoman (Coordinator)
		Mr. S. S. Gatkal (Member)
		Mr. G. K. Tadvil (Member)
12	Competitive Examination guidance cell	Mr. G. K. Tadvil (Coordinator)
		Mrs. P. J. Gare (Member)
		Mrs. L. S. Avhad (Member)
		Mr. R. A. Indrekar (Member)
		Mrs. P. S. Kad (Member)
13	College Academic Council	Mr. R. R. Zoman (Coordinator)
		Mr. A. A. Nikam (Member)
		Mr. M. M. Bagul (Member)
14	College magazine committee	Mr. J. S. Moon(Coordinator)
		Mr. D. B. Patil(Member)
		Mr. M. Y. Shaha (Member)
		Mr. B. G. Kamble (Member)
		Mrs. S. R. Jadhav (Member)
		Mrs. P. B. Ashtekar (Member)

15	College Website Maintenance Committee	Prin. Dr. K. N. Gaikwad (Coordinator)
		Mr. M. M. Bagul (Member)
		Mr. A. A. Nikam (Member)
16	Commerce association	Mrs. B. T. Thakare (Coordinator)
		Mr. R. A. Indrekar (Member)
		Mrs. Y. D. Gaikwad (Member)
		Mr. S. B. Topale (Member)
17	Cultural committee	Mrs. P. D. Garud (Coordinator)
		Mrs. P. J. Gare (Member)
		Mrs. L. C. Gorade (Member)
		Mr. G. K. Tadvi (Member)
		Mrs. A. A. Sonawane (Member)
18	Discipline	Dr. L. S. Kandalkar (Coordinator)
		Mr. S. W. Zoting (Member)
		Mr. R. A. Indrekar (Member)
		Dr. D. K. Londhe (Member)
		Mr. E. T. Gavitt (Member)
19	Environment Awareness	Mr. R. R. Zoman (Coordinator)
		Mrs. P. J. Gare (Member)
		Mr. S. M. Wagh (Member)
		Mr. G. K. Tadvi (Member)
20	Examination and Evaluation	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. M. M. Bagul (CEO)
		Mr. R. R. Zoman (Member)
		Mr. P. P. Jamdade (Member)
		Mrs. B. T. Thakare (Member)
		Mr. S. S. Chaudhari (Member)
		Mrs. A. D. Chaudhari (Member)
21	Extra credit committee	Mr. M. M. Bagul (Coordinator)
		Mr. S. M. Page (Member)
		Mrs. Dr. S. M. Magdum (Member)
		Dr. D. K. Londhe (Member)



		Mrs. B. T. Thakare (Member)
		Mr. B. G. Kamble (Member)
		Mr. S. M. Zoting (Member)
		Mrs. P. E. Birari (Member)
22	ICT committee	Mr. G. K. Tadvi (Coordinator)
		Mrs. L. S. Avhad (Member)
		Mrs. L. C. Gorade (Member)
23	IQAC	Dr. K. N. Gaikwad (Principal)
		Mr. A. A. Nikam (Member)
		Mr. G. K. Tadvi (Member)
		Mr. R. R. Zoman (Member)
		Mr. J. S. Moon (Member)
		Mr. M. Y. Shaha (Member)
		Mr. D. H. Dudhmal (Member)
		Mr. P. P. Jamdade (Member)
		Mr. G. B. Karvande (Member)
24	Finance Committee	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. S. N. Ganore (Member)
25	Library Committee	Mr. J. S. Moon (Coordinator)
		Mr. S. M. Page (Member)
		Mr. D. B. Pawar (Member)
		Mrs. L. S. Avhad (Member)
		Mrs. P. B. Ashtekar (Member)
26	Mentor-Mentee committee	Mr. G. K. Tadvi (Coordinator)
		Mrs. P. D. Garud (Member)
		Mr. M. P. Dunbale (Member)
		Mrs. Y. D. Gaikwad (Member)
27	MoUs and Linkages	Dr. D. K. Londhe (Coordinator)
		Mrs. L. C. Gorade (Member)
		Mr. S. M. Wagh (Member)
		Mr. R. A. Indrekar (Member)
28	National service scheme (NSS)	Prin. Dr. K. N. Gaikwad (Chairman)

		Dr. D. K. Londhe (Coordinator)
		Mr. B. G. Kamble (Member)
		Mrs. P. S. Kad (Member)
		Mr. S. M. Wagh (Member)
		Mr. S. N. Ganore (Member)
		Mr. D. S. Pawar (Member)
29	Parent-Teacher Association	Mr. R. R. Zoman (Coordinator)
		Mr. S. W. Zoting (Member)
		Mr. S. S. Gatkal (Member)
		Mrs. B. T. Thakare (Member)
		Mr. B. G. Kamble (Member)
30	Placement cell	Mr. P. P. Jamdade (Coordinator)
		Mrs. A. A. Sonawane (Member)
		Mr. M. Y. Shaha (Member)
		Mrs. P. E. Birari (Member)
31	Publicity	Mr. B. G. Kamble (Coordinator)
		Mrs. P. B. Ashtekar (Member)
32	Purchase committee	Dr. K. N. Gaikwad (Principal)
		Mr. R. R. Zoman (Member)
		Mr. A. A. Nikam (Member)
		Mr. J. S. Moon (Member)
		Mr. S. N. Ganore (Member)
33	Science association	Mr. S. M. Page (Coordinator)
		Mr. M. M. Bagul (Member)
		Dr. D. B. Patil (Member)
		Mrs. A. A. Sonawane (Member)
		Mr. M. Y. Shaha (Member)
34	Sexual Harassment Committee, ICC & Vishakha Committee	Prin. Dr. K. N. Gaikwad (Chairman)
		Mrs. Dr. S. M. Magdum (Coordinator)
		Mrs. B. T. Thakare (Member)
		Mrs. P. J. Gare (Member)
		Mrs. P. S. Ashtekar (Member)



35	Soft skill and personality development	Mr. G. K. Tadvi (Coordinator)
		Mr. P. D. Deshmukh (Member)
		Mrs. Y. D. Gaikwad (Member)
36	Sports, health and awareness club	Dr. L. S. Kandalkar (Coordinator)
		Mrs. Y. D. Gaikwad (Member)
		Mr. S. M. Wagh (Member)
		Mr. R. A. Medhane (Member)
37	Time table and academic calendar	Mr. R. R. Zoman (Coordinator)
		Mrs. P. J. Gare (Member)
		Mr. S. M. Wagh (Member)
		Mr. R. A. Indrekar (Member)
38	Vidyarthini munch and women empowerment and counseling cell	Mrs. P. D. Garud (Coordinator)
		Mrs. A. A. Sonawane (Member)
		Mrs. L. C. Gorade (Member)
		Mrs. S. R. Jadhav (Member)
		Mrs. L. S. Avhad (Member)
		Mrs. P. B. Ashtekar (Member)
39	Waste Management	Dr. D. K. Londhe (Coordinator)
		Dr. D. B. Patil (Member)
		Mr. D. H. Dudhmal (Member)
		Mrs. L. S. Avhad (Member)
40	YashwantraoChavan Maharashtra Open University Center (YCMOU)	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. J. S. Moon (Coordinator)
		Mr. G. K. Tadvi (Member)
		Mrs. P. E. Birari (Member)
		Mr. S. N. Ganore (Member)
41	Staff Secretary	Mr. B. G. Kamble (Coordinator)
		Mrs. P. J. Gare (Member)
		Mrs. B. T. Thakare (Member)
42	Tea-Club	Prin. Dr. K. N. Gaikwad (Chairman)
		Mrs. P. J. Gare (Coordinator)
		Mr. R. R. Zoman (Member)

		Mrs. A. D. Chaudhari (Member)
		Mr. P. S. Gadakh (Member)
43	<b>Gandhi VicharDhara Committee</b>	Mr. D. H. Dudhmal (Coordinator)
		Mr. S. M. Wagh (Memebr)
		Mrs. P. J. Gare (Member)
44	<b>Human Right &amp; Cyber Security</b>	Mrs. B. T. Thakare (Coordinator)
		Mr. R. A. Indrekar (Member)
		Mrs. Y. D. Gaikwad (Member)
45	<b>College Maintenance Committee</b>	Dr. L. S. Kandalkar (Coordinator)
		Mr. A. A. Nikam (Member)
		Mr. M. Y. Shaha (Member)
		Mr. D. S. Pawar (Member)
		Mr. S. U. Sangamneri (Member)
46	<b>College Garden Committee</b>	Mr. S. S. Galkal (Coordinator)
		Mrs. S. R. Jadhav (Member)
		Mr. E. T. Gavitt (Member)
47	<b>Study tour</b>	Mr. D. H. Dudhmal (Coordinator)
		Mrs. S. R. Jadhav (Member)
		Mrs. P. J. Gare (Member)
		Mrs. L. S. Avhad (Member)
		Mr. B. G. Kambale (Member)
		Mr. R. A. Indrekar (Member)
48	<b>Grievance Redressal Committee</b>	Prin. Dr. K. N. Gaikwad (Chairman)
		Mr. R. R. Zoman (Coordinator)
		Mr. S. W. Zoting (Member)
		Mrs. Dr. S. M. Magdum (Member)
		Mr. S. N. Ganore (Member)

*Ani dem*

Coordinator  
IQAC

Co-Ordinator

Internal Quality Assurance Cell (IQAC)  
MVP Samaj's Arts, Comm. & Science College  
Dindori (Nashik)



*[Signature]*

Principal  
Principal

Arts Commerce & Science College  
Dindori Tal Dindori Dist Nashik



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Affiliated to Savitribai Phule Pune University, Pune Id. No. PU/NS/ASC/069/2001

ACADEMIC YEAR : 2023-24



## Academic College Committees and their Functions

Name of the committee	Function
Incharge (Vice-Principal)	<ul style="list-style-type: none"><li>This is a non-cadre post with no additional remuneration and administrative &amp; financial powers of delegation.</li><li>The Purpose of this post is to extend help to the Principal in the matters of Academic Activities and handle day to day affairs in the absence of Principal.</li></ul>
Academic and Administrative Audit (AAA)	<ul style="list-style-type: none"><li>Evaluates the quality of education in the Institution and makes sure that the college offering top-class education for the students in all aspects such as research, projects, internships, classes, job opportunities, and others.</li><li>Assess and monitor their processes with a well-planned system of internal and external reviews.</li><li>Suggest the methods for improvement for overcoming the weaknesses.</li></ul>
Academic Research cell (ARC)	<ul style="list-style-type: none"><li>To promote faculties and students to participate in research activity for their technical skills and knowledge improvement.</li><li>To make aware about the funding agencies, research proposal submission, and consultancy activities.</li><li>To encourage and facilitate the publication of the research work/projects in reputed academic journals.</li></ul>



- To encourage and facilitate the presentation of the research work through academic events such as workshops/seminars/guest lecturers or the media.
- To compile data on all the research work/projects/publications undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year.

**College Development Committee (CDC)**

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities
- Recommend to the management about introducing academic courses and the creation of additional teaching and administrative posts.
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure not provided for in the annual budget.
- Make recommendations regarding the students' and employees' welfare activities in the college
- Discuss the reports of the IQAC and make suitable recommendations.
- Consider and make appropriate recommendations on local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.

**Alumni association**

- To establish an alumni cell and maintain a database of the alumni
- To share information with the alumni regarding the latest initiatives of the institution
- To invite them for participation in various college activities.



	<ul style="list-style-type: none"> <li>• To organize networking get-togethers</li> <li>• To honor distinguished alumni for supporting in brand building exercise as well as overall development of the institution</li> <li>• To take feedback and suggestion related to institute, curriculum, etc.</li> </ul>
<p>Reservation cell &amp; Anti-ragging based discrimination committee (ACBD)</p>	<ul style="list-style-type: none"> <li>• To implement the reservation policy for category in the and College as per guideline by State Government and Affiliating University</li> <li>• To collect data regarding the implementation of the policies in respect of admissions in the institute and analyse the data showing the trends and changes towards fulfilling the required quota</li> <li>• To implement, monitor and evaluate continuously the reservation policy in college and plan measures for ensuring effective implementation of the policy and programme of the Government of India</li> </ul>
<p>Anti-ragging committee</p>	<ul style="list-style-type: none"> <li>• To advise/counsel the senior students in the class rooms not to involve in ragging</li> <li>• To prevent ragging at different places like corridors, canteen, laboratories, library, college campus, etc.</li> <li>• To report/recommend actions on the students involved in ragging.</li> <li>• To display the important factors of anti-ragging act including the punishments at different important places.</li> </ul>
<p>Art circle</p>	<ul style="list-style-type: none"> <li>• Organizes various programmes and celebrates many commemorative days under the guidance of the affiliating university. Motivate art stream students that upgrade themselves in all aspects such as social, cultural, etc.</li> <li>• Also submit the report along with photos (duly signed by higher authority) to IQAC within two days after organizing the program.</li> </ul>
<p>Published (Chykar ani Vyakhyanmal)</p>	<ul style="list-style-type: none"> <li>• Organizes various programmes and celebrates many commemorative days under the guidance of the affiliating university. Motivate art stream students that upgrade themselves in all aspects such as social, cultural, etc.</li> <li>• Also submit the report along with photos (duly signed by higher authority) to IQAC within two days after organizing the program.</li> </ul>
<p>Board of Student</p>	<ul style="list-style-type: none"> <li>• Organizes various programmes and celebrates many commemorative days under the guidance of the affiliating university.</li> </ul>



Development (BSD)	<ul style="list-style-type: none"> <li>Motivate art stream students that upgrade themselves in all aspects such as social, cultural, etc.</li> <li>Also submit the report along with photos (duly signed by higher authority) to IQAC within two days after organizing the program.</li> <li>The students who are economical backward and need financial support are well come to join in Earn and Learn scheme.</li> </ul>
Carrier Katta	<ul style="list-style-type: none"> <li>To develop students as a multifaceted personality with academic excellence and a commitment to an egalitarian society</li> </ul>
Competitive Examination guidance cell	<ul style="list-style-type: none"> <li>Arrange lectures of eminent personalities from various organizations regularly for the students in the college.</li> <li>Help the students to prepare for the examinations such as MPSC, UPSC, NET, SET, GATE, CHEMISTRY, MATH OLYMPIAD etc.</li> </ul>
College Academic Council	<ul style="list-style-type: none"> <li>To Review completion of syllabus in all subjects as per lesson plans submitted by the faculty.</li> <li>To review the seminars/conferences attended by the faculty and students.</li> <li>Review of attendance of the students and to finalize the list of detained candidates before the commencement of University end examinations in each semester/year</li> <li>Conduct unit examinations and University end examinations</li> </ul>
College magazine committee	<ul style="list-style-type: none"> <li>College magazine reflects the identity of the educational institutions and is an integral part of the education system.</li> <li>With prior discussion with Principal sir and IQAC, committee must finalize the topic for current academic year.</li> <li>College magazine is entitled as "DARPAN". It is very symbolic title as it reflects the writing of the student's mind.</li> </ul>



- Provide a wonderful platform for these young potential ones to showcase their talent as writers and express.
- Also collect departmental report and merge them in proper format.
- After typing, proof reading, and finalizing the photographs for the DARPAN, send it to Printing press.

**College Website**

**Maintenance Committee**

- To prepare the web page.
- To obtain information from all the departments and place it on website.
- To update it whenever required.
- To update website, the information of any special programs as and when organized.
- To place admission notifications, important circulars, college information, etc.,

**Commerce association**

- To organize personality development programme/s for Commerce students.
- To encourage students to write articles for wall papers and for the College Magazine.
- To display cuttings/photographs copies of important scientific achievements reported in magazines / journals on notice board.
- To organize visits to appropriate Institutions / place.
- To arrange personality development programme for commerce students.
- To organize activities such as training camps, awareness campaigns etc. in co-ordination with other committees.
- To maintain records of the activities conducted and submit the same to the IQAC Committee

**Cultural committee**

- The Cultural committee helps the students to distinguish themselves apart from their curriculum. Students are encouraged to take part in various cultural events in college and other colleges and showcase their talents through various clubs/associations/national service schemes.
- Plan and schedule cultural events for the academic year.



- The committee shall display on the Notice Board/Website information about events to be celebrated.
- Events arranged for students in coordination with Cultural Committee are Fresher's Day, Teachers' Day, Festival Celebrations Annual Day, etc
- To obtain formal permission from the College authorities to arrange programs
- To decide the date, time and agenda of the programs.
- To inform members of staff and students about the events.
- To arrange the venue and logistics (audio/video system, dais, podium etc)
- Invitation & felicitations

**Discipline**

- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
- To ensure overall disciplined environment in the College.
- To initiate timely action against erring students.
- To sensitise students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
- To address complaints about ragging as per the Govt. and University procedures.
- To maintain records of the cases investigated and submit the same to the IQAC Committee.

**Environment Awareness**

- As per guideline by Central Government, State Government and Affiliating university, committee must run the Environmental awareness course smoothly across all second year BA, BCom and BSc students for the current academic year.
- Add lecture schedule in master time-table, generate notice for students and circulate it.
- Guide students for Environmental Awareness project.
- Run practical, internal theory and external theory examination smoothly within due date as per guideline.
- Submit the data to IQAC and office whichever and whenever they require.

**Examination and**

- Collect statistics on various subjects/papers and enrolment therein.



**Evaluation**

- including roll numbers of students.
- Arrange for paper setting by faculty & printing of OP.
- Prepare examination blocks, requisition invigilators and support staff.
- Allot supervision duties.
- Conduct the examination as per the schedule.
- Calculate allowance due for invigilation/examination duty.
- Student can forward examination related issues on email:- examination@mypscollegeindori.ac.in

**Extra credit committee**

- In addition to the compulsory credits of 132, the student has to earn additional 8 credits from various groups by taking/participating/conducting respective activities.
- The concern committee member must guide students through personal, groupwise, what's app sharing, website, prospectus, etc about various ways of earning those credits.
- The committee can organize course / program so as to support extra credit for the students.

**ICT committee**

- Look after the ICT infrastructure of the College
- Promote ICT enabled learning culture
- Ensure the connection with other educational institutions
- Promote innovation and opportunities in learning
- Take steps for maintenance of Computers, their accessories
- Arrange for uninterrupted internet service

**IQAC**

- Decide about the overall academic calendar of the college



	<ul style="list-style-type: none"> <li>• Frame suitable admissions procedure for different programmes by following the statutory norms.</li> <li>• Keeping the vision of the institution in view the cell advises on the : Excellence in academics, Curricular, extra-curricular, co-curricular activities, Improvement of skills and knowledge, Improvement of employment opportunities, Infrastructural requirements, Welfare schemes for staff and students, Research and consultancy, Awareness programs for students., Promotion of culture and Heritage, etc</li> <li>• Help teachers in matter of promotion through CAS.</li> </ul>
<b>Finance Committee</b>	<ul style="list-style-type: none"> <li>• To prepare budget estimates</li> <li>• See that expenses incurred have budgetary provision</li> <li>• Recommend for approval financial proposals made by other committees with or without modification</li> <li>• To prepare audited accounts</li> </ul>
<b>Library Committee</b>	<ul style="list-style-type: none"> <li>• To receive requirements for new titles/books from Faculty members.</li> <li>• To procure new titles/books</li> <li>• To obtain new learning resources like Journals, Magazines, E-Resources, etc</li> <li>• To strengthen the Digital Library.</li> <li>• To maintain proper records of library</li> </ul>
<b>Mentor-Mentee committee</b>	<ul style="list-style-type: none"> <li>• Guide the mentees with their academic curriculum</li> <li>• Update the mentees for scholarship</li> <li>• Solve their academic problem</li> </ul>





	<ul style="list-style-type: none"> <li>• Update the mentees for cultural activities</li> <li>• Update the mentees for exam processes</li> <li>• Guide the mentees for various competitive examinations</li> <li>• Inspire the students to participate in extracurricular activities</li> <li>• If necessary, guide the mentees to solve their problems by concerned committees members / Office staff / Principal.</li> </ul>
<p><b>MoUs and Linkages</b></p>	<ul style="list-style-type: none"> <li>• To identify and establish linkages including MOUs for long term relationships with academia, industry bodies and individuals for creating opportunities for teachers and students to involve themselves in joint research projects.</li> </ul>
<p><b>National service scheme (NSS)</b></p>	<ul style="list-style-type: none"> <li>• To Motivate, recruit and select students for NSS work.</li> <li>• To create awareness regarding social service among the students and other members of the college community.</li> <li>• To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.</li> <li>• Organizes various programmes under the guidance of the affiliating university. Motivate NSS students that upgrade themselves in all aspects such as social, cultural, etc.</li> <li>• With prior permission from affiliating university, parent institute and Principal, arrange special NSS camp.</li> <li>• Also submit the report along with photos (duly signed by higher authority) to IQAC within two days after organizing the programs.</li> </ul>
<p><b>Parent-Teacher Association</b></p>	<ul style="list-style-type: none"> <li>• To provide Orientation to parents to inculcate the feeling of accountability about the goals and discipline for upholding the reputation of the college.</li> </ul>



	<ul style="list-style-type: none"> <li>• Help learners explore career options.</li> <li>• Provide career guidance to students on the basis of their aptitudes &amp; groom them for the jobs opportunities.</li> <li>• Invite commercial/ industrial organizations to the campus for conducting campus interviews and recruitment.</li> <li>• Promote self-reliance among students.</li> <li>• Select students for participation in recruitment drive organized by other institutions.</li> <li>• Takes help of alumni associations for promoting employment of students.</li> <li>• Lectures of eminent personalities from various organizations &amp; industries are arranged for the students.</li> <li>• Group discussions of students are conducted with people from industrial alumni, who have secured good positions in industries and organizations, which helps our students to face the interviews confidently.</li> </ul>
<p><b>Placement cell</b></p>	<ul style="list-style-type: none"> <li>• To disseminate the efforts and the achievements of the College, Students and Staff to the outer world through Website updates, publicly through Media, News Papers, etc.</li> <li>• To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
<p><b>Publicity</b></p>	<ul style="list-style-type: none"> <li>• After receiving the requests from the departments, the committee will call for quotations from authorized dealer from parent institute.</li> <li>• After receiving quotations, the committee send the bill for sanction to parent institute.</li> <li>• After sanction from parent institute prepare purchase order to the concern dealer.</li> <li>• After proper installation / delivery, the payment procedure will done.</li> </ul>
<p><b>Purchase committee</b></p>	<ul style="list-style-type: none"> <li>• To encourage students to write articles for wall papers and for the College Magazine</li> <li>• To organize Science exhibitions.</li> <li>• To display cuttings/photographs copies of important scientific achievements reported in magazines / journals on</li> </ul>
<p><b>Science association</b></p>	<ul style="list-style-type: none"> <li>• To encourage students to write articles for wall papers and for the College Magazine</li> <li>• To organize Science exhibitions.</li> <li>• To display cuttings/photographs copies of important scientific achievements reported in magazines / journals on</li> </ul>



	<ul style="list-style-type: none"> <li>• To organize visits to appropriate Institutions / place.</li> <li>• To arrange personality development programme for science students.</li> <li>• To organize activities such as training camps, awareness campaigns etc. in co-ordination with other committees.</li> <li>• To maintain records of the activities conducted and submit the same to the IQAC Committee</li> </ul>
<b>Sexual Harassment Committee &amp; Grievance Cell for women</b>	<ul style="list-style-type: none"> <li>• To aware all girl students as well as ladies staff about the committee.</li> <li>• To enquire the Complaints received from the female students or staff of the College.</li> <li>• To deal with the issues of Gender based violence.</li> <li>• To conduct various gender sensitization programmes.</li> <li>• To pay Special Attention on ragging/exploitation related issues.</li> <li>• To recommend to the Principal of the college the penalty / punishment to be imposed.</li> </ul>
<b>Soft skill and personality development</b>	<ul style="list-style-type: none"> <li>• Arranges personality development programmes for all the aspirant students to develop their personality.</li> <li>• Enhance the skills like positive attitude, team management, time management, stress management, communication skills, CV writing, interview technique, body language, etc. within the students.</li> </ul>
<b>Sports, health and awareness club</b>	<ul style="list-style-type: none"> <li>• Provide both indoor and outdoor game facility to college students.</li> <li>• Promote student to enrich their ability and encourage them to participate in Inter-class, Intercollegiate, Interzonal and All-India-Interuniversity competition.</li> <li>• To finalize annual calendar of internal and external sports activities as per guidance by affiliating university.</li> <li>• Preparing budget for proposed activities.</li> <li>• Providing necessary training to the students in different sports activities</li> </ul>



- Selection of teams to represent college in intercollegiate tournaments and intramural tournaments.
- Arrange different sports events.
- With proper collaboration, arrange Two full-time doctors for institute.
- Emergency aid and health check-up facilities can be availed by the students during college working hours.
- Various health camps such as routine check-up, blood donation camp, etc must be organize.
- Organizes Yoga classes absolutely free for students and teachers.

**Staff welfare and staff academy**

- Arrange for extra-curricular activities for all members of staff.
- Ensure favorable working environment for members of staff.
- Coordinate benevolent fund for the members of staff.
- Arrange regular casual meetings for all.
- Mentor and orientate junior members of staff.
- Organize the annual event in which awards and accomplishments of college members are announced.
- Ensure the college has staff tea room for all members of college

**Student welfare committee**

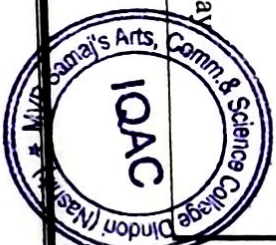
- To provide Orientation to students and parents to inculcate the feeling of accountability about their goals and discipline for upholding the reputation of the college.
- To develop unity and integrity among students.
- Various on-campus events will be conducted, which will represent different Indian festivals. These events will make students aware of customs of others.
- To organize social service groups and clubs to encourage and involve students in social service activities.
- To ensure cleanliness of common areas for hygiene of the students in coordination with maintenance department.
- To help students in times of illness and difficulties Dispensary is provided.

**Time table and academic**

- To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.



	<ul style="list-style-type: none"> <li>• To attend to various complaints of clashes in the time-table and make necessary adjustments.</li> <li>• To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.</li> <li>• To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.</li> <li>• Follow the academic calendar given by affiliating university and prepare college academic calendar as per directions of IQAC and Principal.</li> </ul>
<p><b>Vidyarthini munch and women empowerment and counseling cell</b></p>	<ul style="list-style-type: none"> <li>• Manage sentry napkin requirement from authorize dealer.</li> <li>• To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.</li> <li>• To celebrate International Women's Day.</li> <li>• To counsel and solve the personal and academic related problems of Women.</li> <li>• To maintain the records of the activities conducted and submit the same to the IQAC Committee.</li> </ul>
<p><b>Waste Management</b></p>	<ul style="list-style-type: none"> <li>• Committee must provide hygienic and efficient solid waste storage, collection, transportation and treatment or disposal of waste without polluting the atmosphere, soil or water system.</li> <li>• Guide college peons about collection of solid waste and dump into sink pit as well as in vermicompost bed.</li> <li>• About E-waste management, committee hand-it over the computer waste to the sister institute i.e. MVP Samaj's Polytechnic college, Nashik through proper channel and guide them to reuse or recycle it properly.</li> </ul>
<p><b>Yashwantrao Chavan Maharashtra Open (YCMOU)</b></p>	<ul style="list-style-type: none"> <li>• College has Yashwantrao Chavan Maharashtra Open University Centre under which TWO programs are running i.e. BA and BCom</li> <li>• The concern committee member must prepare and display banner at the beginning of academic year for display</li> </ul>



- Follow the admission procedure as per YCMOU university guideline.
- Take approval for subject teacher from YCMOU university and arrange lecture series for different subject.
- Provide Book-set to concern students received from university.
- Conduct examination in prescribed manner and guidelines by university.

ICC

**Staff Secretary**

- Preparing minutes of the meetings, maintaining records, administration and flow of information/communication.
- The Secretary also ensures that the decisions taken by the Board are clearly communicated to various stakeholders and they are implemented.

**Tea-Club**

- Fulfill tea-club requirement on timely basis.
- Focus on hygieness and cleanness of tea-club area
- Reschedule the tea-time as per requirement.

**Gandhi Vichar Dhara Committee**

- Organizes various programmes and celebrates many commemorative days under the guidance of the affiliating university. Motivate students about Gandhi Vichar Dhara in all aspects such as social, cultural, etc.
- Also submit the report along with photos (duly signed by higher authority) to IQAC within two days after organizing the program.



**Human Right & Cyber Security**

- As per guideline by Central Government, State Government and Affiliating University, committee must run the Human Right and Cyber Security course smoothly across respective PG students for the current academic year.
- Add lecture schedule in master time-table, generate notice for students and circulate it.
- Run practical, internal theory and external theory examination smoothly within due date as per guideline.
- Submit the data to IQAC and office whichever and whenever they require.



*Amil Kumar*  
**Co-Ordinator**  
Internal Quality Assurance Cell (IQAC)  
MVP Samaj's Arts, Comm. & Science College  
Dindori (Nashik)

*[Signature]*  
**Principal**  
Arts Commerce & Science College  
Dindori Tal Dindori Dist Nashik