

Janvikas Shikshan Sanstha Yeoda's

Arts Commerce College, Yeoda

Tq. Daryapur Dist: Amravati,

Maharashtra, PIN: 444706



NAAC

CRITERION-VI

**GOVERNANCE LEADERSHIP
AND MANAGEMENT**



Janvikas Shikshan Sanstha, Yeoda's

Arts-Commerce College Yeoda

Tq. Daryapur, Dist. Amravati, Maharashtra, 444706

Affiliated to S.G.B. Amravati University, Amravati (M.S.)

Recognized by U.G.C. u/s 2(f) & 12B & NAAC Accredited B+

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College Code: 155

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Shri Gajananrao N. Kokate

Secretary

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Principal

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Declaration

This is to declare that the information, photos, reports, true copies, numerical data, etc. furnished in this file as supporting documents are verified by IQAC and found correct.

IQAC Coordinator

Coordinator

Internal Quality Assurance Cell
Arts Commerce College, Yeoda
Tq. Daryapur, Dist. Amravati



Principal

PRINCIPAL

Arts-Commerce College
Yeoda, Dist. Amravati

Janvikas Shikshan Sanstha Yeoda's

Arts Commerce College, Yeoda

Tq. Daryapur Dist. Amravati (Maharashtra)



SUPPORTING DOCUMENTS

6.2.: STRATEGY DEVELOPMENT AND DEPLOYMENT

6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Janvikas Shikshan Sanstha Yeoda's

Arts Commerce College, Yeoda

Tq. Daryapur Dist. Amravati (Maharashtra)



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IQAC Coordinator

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Internal Quality Assurance Cell
Arts Commerce College, Yeoda
Tq. Daryapur, Dist. Amravati



Principal

PRINCIPAL
Arts-Commerce College
Yeoda, Dist. Amravati

FIVE YEARS PERSPECTIVE PLAN

(Procedure and Policies)

VISIBLE FROM POLICIES



ADMINISTRATIVE SETUP



APPOINTMENT



SERVICE RULES



PROCEDURES, ETC

ARTS-COMMERCE COLLEGE, YEODA TQ. DARYAPUR DIST AMRAVATI
DETAIL PROJECT REPORT FOR PM-USHA

CURRENT STATUS OF THE COLLEGE

General profile

Name and Address of the college	ARTS COMMERCE COLLEGE, YEODA, TQ. DARYAPUR DIST AMRAVATI Pin: 444706, MAHARASHTRA Mail id: accollegeyeoda@gmail.com Website: www.accy.ac.in
Year of Establishment	: 1994
Types of Institution	: Co-Education
Location	: Rural
Institutional Status	: Government Aided
Award, Recognition, Accreditation	: UGC Recognized 2f and 12(B) Accredited with B ⁺ grade (CGPA: 2.52) by NAAC (2017), NRIF-22 Participated Total Score (0.79)
Number of Programme offered	UG (Aided) : BA, B. Com PG (Un-aided) : MA History & M.A. English
No. of sanctioned post (teaching)	: 18

BRIEF INTRODUCTION OF ARTS-COMMERCE COLLEGE, YEODA

Welcome to Arts Commerce College, Yeoda, a renowned educational institution located in the rural landscape of Taluqa Daryapur, Dist. Amravati, Maharashtra. Established in 1994, our college is dedicated to providing high-quality education in the fields of Arts and Commerce.

1. Janvikas Shikshan Sanstha, Yeoda, has been the driving force behind the establishment of our college, nurturing the seeds of education since its inception. Through unwavering dedication and relentless efforts, they have led the college to unparalleled success and academic excellence. Janvikas Shikshan Sanstha's commitment to upholding values and providing quality education has been instrumental in the college's continuous growth and prosperity. Their unwavering support and guidance have positively impacted countless lives, empowering future generations and leaving a lasting impression on the community.

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- 2 At Arts Commerce College, Yeoda, we offer a diverse range of academic programs catering to both undergraduate and postgraduate students. Our undergraduate programs include Bachelor of Arts (B.A.) and Bachelor of Commerce (B.COM.), while at the postgraduate level, we offer Master of Arts (M.A.) programs in English and History. Furthermore, we take pride in serving as a Ph.D. research center for History, promoting research and advanced study in this subject.
- 3 One of the distinctive features of our college is its emphasis on linguistic diversity. We offer education in four different languages: English, Urdu, Marathi, and Persian, allowing students to broaden their linguistic horizons and gain insights into different cultures and perspectives.
- 4 Another aspect that sets us apart is our inclusive environment. Embracing unity in diversity, Arts Commerce College, Yeoda, warmly welcomes students from all walks of life, irrespective of their religious beliefs. We provide a co-educational setting, offering equal opportunities for both male and female students to pursue their education under one roof.
- 5 Our institution firmly upholds secular and constitutional values, ensuring that all students are treated with respect and fairness, regardless of their backgrounds or beliefs. We strive to cultivate an environment that encourages open-mindedness, tolerance, and acceptance, nurturing responsible citizens for the nation.
- 6 The success of Arts Commerce College, Yeoda, is attributed to our dedicated team of teaching and non-teaching staff. They are passionate about imparting knowledge, guiding students, and creating a supportive atmosphere for learning and personal growth. Their commitment to education reflects in the achievements of our students and the overall academic excellence of the college.
- 7 As an institution, Arts Commerce College, Yeoda, is committed to the holistic development of our students. We place equal emphasis on academic excellence, co-curricular, and extracurricular activities, allowing students to explore their talents, interests, and leadership potential.
- 8 We take pride in having played a significant role in the educational journey of numerous students who have graduated from Arts Commerce College, Yeoda, and have gone on to make substantial contributions to society across various fields. With a strong foundation in education, an inclusive and diverse atmosphere, and a commitment to excellence, we continue to be a beacon of knowledge and progress in the region.
Join us at Arts Commerce College, Yeoda, and embark on a transformative educational experience that will shape your future and mold you into a responsible and compassionate global citizen.

INTRODUCTION TO IDP

The NEP Taskforce of the college has undertaken the mission of designing an Institutional Development Plan for a period of Ten years commencing from Academic Year 2023-2024 to Academic Year 2033-2034 for balanced growth of the college. The Quality Indicators of

different criteria determined by National Accreditation and Assessment Council (NAAC) have been taken into consideration as the base to create Quality Factors and to make our milestones for the future.

GUIDING PRINCIPLES OF IDP, ARTS COMMERCE COLLEGE YEODA

The NEP Task Force has considered the following main objectives for preparing the Institutional Development Plan:

VISION STATEMENT OF THE COLLEGE :

The vision of our college is to inculcate good values in students and to make education more accessible to rural and backward class students of the region. Create a class of intellectually, morally sound citizens, who will become a human resource of high caliber to cater the needs of society by excepting rapid changes in the global scenario

MISSION :

- I. To create learning environment and knowledge base society.
 - II. To create teaching-learning environment conducive to pursuit higher knowledge, relevant skills and experience of rural and backward class students.
 - III. To create research environment helpful for the all round development of the society.
 - IV. To include new developments in education into the curriculum so as to promote academic advancement leading to national development.
 - V. To sensitize the students on social economic issues like gender discrimination and human rights through co-curricular and extracurricular activities.
 - VI. To promote awareness on ecological and environmental issues.
 - VII. To promote and develop digital literacy among students to undertake various extension activities to reflect the aims and objects of by institutions.
 - VIII. To uplift to rural girls who lack in educational opportunities.
-

Core value of NAAC - the observer of quality bench marking in higher education The Core values of NAAC are:

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology

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- Quest for Excellence

QUALITY POLICY OF THE COLLEGE

Arts commerce College Yeoda is committed to a culture of quality enhancement through a process of continuous quality improvement in all its endeavours, namely, teaching-learning, research, student support and extension services. For all round development of the students, the college is committed to provide platforms to focus on various areas of education, art and knowledge in the line of 'fourdhara' or Four Bands. These are,

- *Gyan Dhara* (Knowledge Band)
- *Srijanarmak Abhivyakti Dhara* (Creative Expression Band)
- *Yog Vyayam Khel Dhara* (Yoga and Sports Band)
- *Samudayik Seva Dhara* (Community and Social Service Band)

The quality policy is also communicated and understood by all stakeholders within the college and is reviewed for continuing suitability. The policy is embedded in the process of self-evaluation and continuous improvement.

GUIDELINES OF NATIONAL EDUCATION POLICY-2020

As per NEP 2020, the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. The policy aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and pluralistic society as envisaged by our Constitution.

SWOC Matrix for Arts Commerce College Yeoda :

Strength :

- Started in 1994 Arts Commerce College Yeoda in the rural areas of the taluk of Daryapur, Amravati District.
- The College has PG Course in History and English college has Ph.D. research center in the department of History & other Ph.D. department in process.
- Co-operative development in teaching and non-teaching staff.
- College has registered under UNNAT BHARAT PROGRAMM Under MHRD
- College constantly engages in community linkage programme.
- The institution has very vibrant and academically expert faculties.

Weakness:

- Deterring Socio-economic condition of the students comes on the way of their learning process.

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ROAD MAP FOR IMPLEMENTATION OF NEP-2020

Step 1: Analysis of the present scenario in terms of 'Access', 'Quality' and 'Future Readiness'

ACCESS

Equity including Gender Parity	- The college fosters equal opportunity to all. - Organising various programmes on gender equity - Preparation of gender sensitization action plan - Undertake Gender audit in the college campus.
Inclusion including Socio-economic Deprived Groups (SEDGs)	- Arts Commerce College Yeoda is government aided college, affiliated to S G B AMARAVATI University, adheres to the reservation policy of the Govt. of Maharashtra, with respect to the admission of students to various programme offered in the college. - College sticks to the Fee waiver Policy of the state government - Provision of regular mentoring of the students - Face-to face Counselling of the students
Measures for increasing access including online and Open and Distance Learning (ODL) education	- Own Learning Management System for online learning - Use of online platform for teaching-learning process - Online access of N-LIST - Library for students/faculties
Increasing access through Indian languages	Teaching-learning process is done through Marathi language along with English as per guidelines of affiliating University Offers courses on the following languages as subjects-1) Marathi 2) Urdu 3) Persian

QUALITY

Multidisciplinary and holistic education	- Arts Commerce College Yeoda offers BA, B.Com, MA (History And English) programme under SGB Amaravati University. - Establishment of various student clubs to nurture the creativity of the students
Flexibility of courses and student mobility-multiple entry and exit	Both the UG and PG course are run as per new CBCS under SGBAU, however, the multiple entry and exit system is yet to be implemented by the affiliating university Offering various value added and skill based Add on Courses.

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Indian Knowledge System	Students can enroll themselves in various Add on Courses of Indian Knowledge System, for e.g, Value Education, Human rights etc.
Research, Innovation and Ranking	A recognized research center by SGBAU for pursuing Ph.D Teachers regularly publish papers in reputed Journals. There are recognized Research Guides in the college under various departments.
Capacity building of faculty	- Providing drinking water facilities, toilets, teaching aids, - Libraries, laboratories, and an overall pleasant college campus. - Encourages faculty members to participate in FDP, - Workshop, Seminar by sanctioning duty leave,

FUTURE READINESS

Enhancing employability through internship /apprenticeship	- The College has Career Counselling and Placement Cell under which various career counselling programmes and coaching for competitive examinations are organized. - Offering few skill based Add on courses
Transforming education through integration of technology	- College has developed its own Learning Management System for online mode of teaching-learning. - The central library of the college facilitates the access of DELNET, NLIST e-Sodhsindu, Sodhganga, and e-pathshala to the readers. - Use of various online platforms for teaching-learning process
Accreditation for quality education	College is accredited by NAAC (First cycle, 2017) with the CGPA 2.52, participate in NIRF-2022, Total Score 0.79.
Internationalization	No step has yet been taken
Governance	- The governance is taken care by Governing Body constituted by Department of Higher Education, Maharashtra with College Development Committee Principal as the member-Secretary - Implementation of e-governance in various areas of operation, namely, students admission and examination

Step 2: Envision transformation of the institution for next 10 years in lines of NEP-2020 and draw a strategic plan of action

Institutional Development Plan is the basis on which the college will frame the initiatives, assess the progress and reach the goals set therein Arts Commerce College, Yeoda envisages

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The following initiatives :-

- Provide more financial assistance and scholarships to socio-economically disadvantaged students
- A transparent and stated process of faculty recruitment
- Retention of faculty members and motivating them towards advancing the students, institution, and profession
- Maintenance of ideal PTR so that faculty can interact with students, conduct research and can involve in other activities of college as well as extension
- Autonomous, more accountable, decentralized and transparent internal governance.
- Strong Grievance Redressal system
- Strictly administer all no-discrimination and anti-harassment rules
- Continuous Professional Development (CPD) for faculty and staff, and leadership training for Principal and others
- Encouraging and empowering the faculty to conduct innovative teaching and pedagogy, research and service which will motivate them to do outstanding creative work.
- Excellent performance of the faculty in teaching, research and other services will be incentivized through appropriate rewards, recognitions, and movement into institutional leadership. Meanwhile, faculty not delivering on basic norms will be held accountable.
- Strengthening the student support system
- Allocation of budget for establishment of Student clubs and organise activities by students under the supervision of faculty. Such activities will be incorporated into the curriculum as and when the student feel the necessity
- Develop and use supportive technology tools for better participation and learning outcomes.
- Emphasis to increase the employability potential of the students
- Develop bridge courses for students of disadvantaged educational backgrounds
- Provide regular counselling and mentoring programmes for social, emotional and academics support
- Develop more quality study material in local languages
- Encourage research work among faculty and students
- Augmentation of basic infrastructure facilities, viz, clean drinking water, clean working toilets, sports facilities, and pleasant classroom spaces and campuses.
- Establishment of MoUs with institutions of national importance to undertake collaborative work in research and teaching and to facilitate faculty/student exchanges.
- Conduct outreach programmes on higher education opportunities, scholarships, skills

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- Undertake programme/add on course/activities to sensitise faculty, staff and students on issues of gender-identity
- Framing a mechanism for regular communication with all the stakeholders, so that they can be aware of new information in teaching-learning, research and community service; collection of feedback on various aspects of the college, its scientific analysis and action taken on that Improving alumni engagement in various fields of activities of the college.
- Fostering greater engagement with the local community
- Incorporating the principle of sustainability in all sphere of policies as well as activities.
- Allocation of budget to make a complete disabled-friendly college campus
- Allocation of budget for environmentally sustainable campus by upholding the natural landscape and biodiversity using renewable sources of energy and giving importance in resilience (to mitigate natural disasters and accidents), sustainability, utilities and services,
- Undergo regular accreditation of the institution by the appropriate body with the aim to attain the highest level of accreditation over the next 10 years

Step 3: Define the mission statement of the institution to identify the goals, strengths, opportunities, priorities and commitments

Mission statement of the college:

Arts Commerce College strives to achieve its vision by

- Committing itself to intellectual exercises based on effective teaching, interaction programme and exchanges in order to lift the diverse communities from stagnation to development,
- Nurturing emerging disciplines and the creation of new knowledge and artistic expression in response to a rapidly changing world,
- Inculcating deep historical knowledge of diverse cultures at home and abroad
- Making effective use of the emerging technological tools to create skilled manpower and to bridge the gap between social needs and higher education
- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions,
- Actively cultivating efforts aimed at developing students into independent-minded, responsible global citizens.

Step 4: Identify the strengths and capacity (human and financial) in regard to organizational gaps and develop the process to mitigate these gaps

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Present Strength and Capacity

- Cordial relationship among all the stakeholders
 - Functioning in the plural and multicultural atmosphere
 - Driven by the mission statement of imparting knowledge to all
 - Admission of students across all communities and areas who are socially and economically marginalised including the provision of admission of the transgender students
 - Student-centric teaching-learning process
 - Internal complaint committee, Anti-ragging committee, anti-sexual harassment committee are in place
-

Few steps

- Appeal to NGOs and philanthropic persons/groups for sponsoring the socio-economically disadvantaged groups
 - Introduction of full flagged e-governance to bring transparency
 - Organise regular professional development programme for faculty and staff
 - Facilitates to participate in online and Face-to-face training programme organised by UGC/IGNOU on leadership training
-

Step 5: Identify institutional goals -Long term and Short term

LONG TERM STRATEGIC PLANS

- Convert into a self-governing degree granting autonomous institute of higher education.
- Undertake courses (diploma/certificate) on gender related issues.
- Offering more Add On Courses on various cross-cutting issues, like, Value Education, Human Rights, Web Designing, Mushroom Cultivation, Knowledge of Self, Vedic Mathematics, etc to encourage multidisciplinary and holistic education Provision of bridge courses for students of disadvantaged educationally backgrounds
- Regularly organising students' visit to places of importance to know the history, scientific contributions, traditions, indigenous literature and knowledge as a part of holistic education.
- Introduction of new pedagogy that supports student-centric learning.
- Creating online educational resources which students can use for independent learning.
- Establishment of MoUs with industries for better industry-academia relationship..
- Refine quality based education and student exchange programmes.
- Providing counselling and mentoring system to all students.
- Establishment of more Students Clubs to nurture the creativity and skills of the students and organise various activities under these clubs.
- Providing with sufficient basic infrastructure and facilities, including clean drinking

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water, clean working toilets, blackboards, offices, teaching supplies, libraries, labs, and pleasant classroom spaces and campuses.

- Regular upgradation of the campus infrastructure according to the changing needs and frequent maintenance of the same.
- Providing 100% ICT enabled classrooms for teaching-learning.
- Provision of financial assistance and scholarships for the students of socio-economically deprived group.
- Encourage start-up and entrepreneurship.
- Framing of Gender sensitisation action plan and its implementation.
- Providing opportunities for participation in sports and cultural activities.
- Endeavour to create systems and processes that are required to ensure students' physical health and emotional wellness.
- Improving alumni engagement.
- Apply for various grants to Central and State Govt.
- Empowering the faculty to conduct innovative teaching, research and service.
- Providing support to the faculty/staff for capacity building and promote leadership.
- Develop a fully automated Management Information System.
- Promote decentralized administrative mechanism with participation, flexibility and accountability.
- Framing a mechanism for regular communication with all the stakeholders, collection of feedback on curriculum, Teaching-Learning Process, infrastructures, etc, its scientific analysis and action taken on that.
- Technological upgradation of the campus with centralized WiFi, ICT enabled classrooms, modernisation of computer labs and fully automated library.
- Providing a disabled-friendly college campus and introduction of disabled-friendly initiatives like introducing mobile apps and QR codes to facilitate easy movement.
- Fostering research culture in the institution, establishment of research centres and encourage 'Citizen research'.
- Fostering greater engagement with the local community.
- Establishment of Central Instrumentation Facility to encourage inter-departmental research by faculties and students.
- Framing transparent and objective mechanisms for evaluation of Self Appraisal Documents of faculty members; Peer review Committees to review contribution to teaching, research and publication, projects (research and consultancy), contribution in corporate life and extension activity.
- Preparation of detailed Campus Safety guidelines and its circulation among all stakeholders.
- Emphasis on environmentally sustainable campus by upholding the natural landscape and biodiversity.
- Promote sustainable development through eco-friendly practices and implementation of the green protocol.
- Introduction of Document management system.

- Undergo regular accreditation of the institution by the appropriate body.

SHORT TERM STRATEGIC PLANS

CURRICULAR ASPECTS

TARGET

- Introducing more Add-on courses to enrich students in various domains to promote multidisciplinary and holistic education as well as to comprehend Indian Knowledge system.
- Organising students' visit to places of importance to know the history, traditions, indigenous literature and knowledge system.
- Encouraging students to participate in programme like, creative writing, drama, recitations etc. in their own language to promote Indian language.
- Take education out of the current rigid structure and encourage flexible and holistic learning.
- To augment placements by establishing a centre for career guidance which will remain connected with the different departments of the college.

STRATEGY

- Introduce outcome-based education (OBE) wherein students will learn to structure activities to prioritize the end result.
- Design, compile and publish study materials for the restructured and newly introduced Add on courses.
- Give importance to placement activities by conducting job fairs and hosting Recruitment drives.

TEACHING, LEARNING AND EVALUATION

TARGET

- To position itself as the primary choice of institute for higher education by ensuring high quality output consistently.
- Strengthening of own Learning Management System (LMS) for online mode of teaching-learning.
- Holistically uplift weaker students by making special provisions based on their unique needs and learning style.
- To encourage the students to be socially committed global citizens by improving their awareness about current socio, political and environmental scenarios.
- Use of more ICT in teaching and learning process.
- Establish a networking team consisting of all stakeholders to get feedback for the curriculum and its transaction.
- Introduce more student-centric teaching-learning process with special emphasis on technology.

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- Strengthening the mentoring system.

STRATEGY

- Encourage students and teachers to pursue online courses.
- Compulsory 'Diagnostic test' for the beginners to evaluate the learning level and draw a comparison at the end of the course to map their progress.
- Remedial classes/bridge courses for the slow learners
- Encourage teachers to incorporate new methods of teaching and learning into the curriculum by attending Faculty Development Programs.
- Organise collaborative learning, like group project, Group discussion, etc to improve teamwork among students.
- Arranging programme on innovative teaching, pedagogy, classroom delivery techniques, etc.
- Systematic collection and analysis of feedback from all stakeholders and action taken.
- Development of smart class rooms with state-of-the-art facility.
- Full digitalisation of central library.
- Establishment of MoUs Academic Institution for Student Exchange and other Programmes.
- Organising students' visit to places of importance to know the history, commerce, traditions, indigenous literature and knowledge.

RESEARCH, INNOVATION AND EXTENSION

TARGET

- Fostering research culture in the institution.
- Educational linkages in terms of more MoUs with premier institutions and take up collaborative research projects.
- Promote faculty members to have major/ minor project.
- Abide by the guidelines for plagiarism prevention by introducing a plagiarism checker software.
- Motivate faculty to apply for Patent
- Encourage Start-up and create an innovation ecosystem.
- Assist Government and local bodies in community projects.
- Adoption of villages.
- Encourage research on local issues.

STRATEGY

- Promote inter-disciplinary research within the college.
- Encourage the students to publish their project work in collaboration with their teacher-guide.
- Encourage innovative, location specific and society relevant research among teachers and students.

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- Efforts will be made to undertake awareness programme on various Government schemes for community.
- To arrange programme/competitions where students can explore their ideas and transform those into the prototype.
- Invite Industry experts for motivating students and provide practical knowledge.
- Conduct extension and proactive research programmes that would facilitate local developments in line with emerging global changes.

INFRASTRUCTURE AND LEARNING RESOURCES

TARGET

- Regular upgradation of the campus infrastructure according to the changing needs.
- Enhance use of technology in teaching-learning and administration.
- To revamp existing academic and other common facilities.
- Introduction of disabled-friendly Initiatives like introducing mobile apps and QR codes to facilitate easy movement.
- Establishment of Central Instrumentation Facility.

STRATEGY

- Technological upgradation of the campus with centralized WiFi, ICT enabled classrooms, modernisation of computer labs and fully automated library.
- Establishment of facilities like guest house, playground, health club, medical Centre, convention centre, faculty hostel and campus radio centre.
- Installation and upgradation of solar panels, wastewater treatment plants rainwater harvesting.
- Upgradation of college canteen facilities..

STUDENT SUPPORT AND PROGRESSION

TARGET

- ~~Refine~~ quality based education and student exchange programmes.
- ~~Ensure~~ more scholarships for students.
- ~~Engage~~ students in research studies and motivate them to optimize publication and design-based projects.
- ~~Improve~~ placement activities.
- ~~Fully functional~~ counselling cell to cater the needs of students.
- ~~Analysis and~~ updation of student progression annually.
- ~~Enhance~~ the employability skill of the students.
- ~~Fully automated~~ central library.
- ~~Encourage~~ start-up and entrepreneurship.

STRATEGY

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- Extend scholarship facilities to eligible and financially needy students.
- Appeal will be made to NGOs and philanthropic persons/groups to extend their financial help to the students from socio-economic deprived group (SEDGs).
- Conduct job fairs in collaboration with other institutes.
- Special counselling and mentoring for slow learners.
- Rejuvenate students' clubs to nurture the creativity of the students.
- Organising capacity enhancement programme.
- Organising various programme to enhance the leadership capacity of the students, with special emphasis to girl students.
- Introduction of finishing schools for the outgoing students to enhance their employability.
- Establishment of Start-up incubation centre to support the entrepreneurship.

GOVERNANCE, LEADERSHIP AND MANAGEMENT

TARGET

- Develop a fully automated Management Information System.
- Promote decentralized administrative mechanism with accountability.
- Initiative to integrate the Indian knowledge system in the curriculum.
- Ensure transparency in Financial Audit.
- To conduct various quality audits.
- Providing facilities to the faculty members to prepare e-content under MOOC.
- Undergo regular accreditation of the institution by the appropriate body.
- Apply for various grants to Central and State Govt.
- Providing support to the faculty/staff for capacity building and development.
- Continuous Professional Development (CPD) for faculty and staff, and leadership training.

STRATEGY

- Promote participation of staff members in FDPs like refreshers, orientation programmes, shortterm courses.
- Facilitates participation in online and Face-to-face training programme organised by UGC/IGNOU on leadership training.
- Establishment of Sant Gadge Baba, Rashtrasant Tukdoji Maharaj Study Center and Vivekananda Study center to integrate the Indian knowledge system.
- Undertake academic and administrative audit, green and environment audit, library audit, energy audit and to implement the recommendations.
- Uphold efficient Grievance Redressal committee, Anti ragging Committee, Anti Sexual Harassment Committee with the participation of staff and students.
- Preparation of Detailed Project Report and submission of the same to respective agency for funding.
- Organising faculty and staff development programme (including pedagogical

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training, workshops, seminars and conferences) for improved competence.

INNOVATIONS AND BEST PRACTICES

TARGET

- Promote sustainable development through eco-friendly practices.
 - Ensure proper waste management and water management system.
 - Implementation of the green protocol.
 - Awareness and sensitivity about environmental issues.
 - Ensure gender equity and parity.
 - Framing of Gender sensitisation action plan.
 - Make a global impact on society through education, empowerment, research, innovation and philanthropic activities.
 - Introduction of full flagged e-governance in areas of operation.
-

STRATEGY

- Enhance energy management by installation of solar panels, use of LED bulbs, sensor-based energy conservation system.
 - To limit the use of paper in office administration.
 - Preservation of various varieties and species of trees in the ecosystem.
 - Preservation of natural water resources in the campus.
 - Strengthening the Environment & Climate cell, Eco club of the college.
 - Observation of environmentally important commemorative days with students, staff and community.
 - Undertake Green and environment audit, energy audit, fire audit and implementation of the recommendations.
 - Regular Gender sensitization programs.
 - Undertake Gender Audit.
 - Programs for Transgender Communities.
-

Step 6: Identify institutional level challenges – Long term and Short term

- Drop out of girl students from college due to early marriage.
 - Poor per capita income of the guardians leads to drop out of students from SEDGs.
 - Lack of motivation of the faculty members to write textbooks in local language which is very important for increasing access through Indian language.
 - Challenges of infrastructure and manpower to run multidisciplinary courses.
 - Lack of trained personal within the college to introduce programme on Indian knowledge system.
 - Lack of orientation about research (academic and community based) and innovation for majority of the faculty members.
 - Stagnant mindset of some faculty members creates hindrance to attend/participate in various capacity building programme.
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- Lack of awareness about the use of IT facilities in teaching-learning reduces the potential capability of the teachers.
- Maintenance of quality to attract the international learners.
- Inadequate funding for implementation of full flagged e-governance.

Step 7: Develop a workable hypothesis to mitigate and overcome the challenges in a phased manner

Challenges	Hypothesis to mitigate the issue	Timeline (year)
Drop out of girl students from the college due to early marriage	• Mass awareness in the grassroot level by faculty and students	5
Poor per capita income of the families leads to drop out of students from SEDGs	• Facilitate Govt. freeship/scholarship • Appeal will be made to NGOs and philanthropic persons/groups to extend their financial help to the students from socio-economic deprived group (SEDGs)	5
Lack of motivation of the faculty members to write and teach in local language which is very important for increasing the scores through Indian language	• Organising workshop/session to encourage and inspire the faculty by proper resource persons	7
Challenges of infrastructure and manpower to run interdisciplinary courses	• Apply for Govt grants	5
	• Search out alternative fund	7
	• Appoint tenure-based faculty as and when needed	5
Lack of trained personnel within the college to implement programme on Indian knowledge system	Providing training	10
Lack of awareness about research (academic and community based) and innovation for majority of the faculty members	Providing awareness and facilitate the basic requirement	7

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Stagnant mindset of some faculty members creates hindrance to attend/participate in various capacity building programme	• Providing awareness • Organising programme related to CPD • Sanction leave to attend the same • Incentivised in terms of reward and felicitation after the application of knowledge and experience gained in the teaching-learning, research and Other	5
Lack of awareness about the use of IT facilities in teaching-learning reduces the potential capability of the Teachers	• Organise awareness programme • Organise workshop	5
Inadequate funding for implementation of full flagged e- governance	• Apply for grants to State and Central Govt • Searching of other funding agency	7

Step 8: Develop strategies to promote leadership

Effective governance and leadership empower the creation of a culture of innovation and excellence in higher education institutions. It is expected that the Leaders of an HEI will demonstrate strong alignment to Constitutional values and the vision of the institution, along with attributes like, trust in teamwork, ability to work with diverse people, strong social commitment, pluralism with a positive outlook.

- Keeping these in view, the following initiatives will be undertaken to promote leadership skill among the faculty members,
- Identification of excellent faculty with high academic and service credentials as well as demonstrated leadership and management skills
- Excellence in teaching, research and services will be incentivized through appropriate rewards and recognitions and will be encouraged and motivated to be an institutional leader
- Engaging faculty at all levels with strategic direction and decision-making capacity which will help to encourage them to pursue leadership roles
- Organise leadership training for all faculty, particularly women
- Provide mentoring to the faculty members by present academic administrators of the college

Step 9: Develop mechanism to ensure 'transparency' in governance

The following initiatives will be helpful to ensure 'transparency' in governance

- Constituting Governing body of the college with highly qualified and responsible persons
- Implementation of full-flagged e-governance in various areas of operation, like, administration, student admission and support, examination and finance

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- Availability of information about college in the college website
- Disclosure under section 4(1) (b) of The RTI ACT, 2005
- Active Grievance redressal system
- Undertake regular Financial Audit by CA and Govt. Auditor
- Admission of students by following the Govt rule, strictly on merit basis

Step 10: Action plan for phase-wise implementation of the perspective IDP with specific timelines

Proposed plans	Action plans	Timeline (years)
• Offering new programmes like B.Sc, integrated B.Ed, E-Commerce and more B.VOC, PG in all the subjects.	• Apply to proper bodies for permission to introduce the programme • Apply to Govt. for recruitment of faculties for the programmes • Framing a track record to know the learning outcome	10
• Convert into a self-governing degree granting autonomous Institute of higher education.	• Work towards for getting at least 'A' grade by NAAC • Apply to UGC for granting autonomy	10
• Undertake courses (diploma/ certificate) on gender related issues	• Preparation of syllabus of the courses • Procurement of study materials	5
• Offering more Add On Courses on various cross-cutting issues, like, Value Education, Human Rights, Web Designing, Mushroom Cultivation, Knowledge of Self, Vedic Mathematics, etc to encourage multidisciplinary and holistic Education	• Preparation of syllabus of the courses • Procurement of study materials	5

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• Provision of bridge courses for students of disadvantaged educationally backgrounds.	• Identification of the students • Identification of the gap where bridge courses will be required • Assigned teachers • Preparation of Teaching plan and Lesson plans of the courses by the assigned teachers	5
• Regularly organising students' visit to places of importance to know the history, scientific contributions, traditions, indigenous literature and knowledge as a part of holistic education.	• Budget allocation for the students' visit • Application for Financial grant from competent authority • Seeking permission from respective competent authorities • Establishment of MoUs/linkages with the competent authorities as and when possible • Incorporating the visit schedule in the academic calendar	5
• Introduction of new pedagogy that supports student-centric learning.	• Organise faculty development programme • Organise in-house interaction session to discuss and share the idea and knowledge of the faculties	5
• Creating online educational resources which students can use for independent learning	• Strengthening own Learning Management System • Continuation of subscription of n-list	7
• Establishment of MoUs with other institute for better academia relationship	• Communicate them for information • Organise seminar/workshop and invite the resource persons from industry	5

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• Providing opportunities for internship with local industry, artists, craftspersons etc., and research internship with other higher education institutions or research institutions.	• Explore the industries, artists and craftspersons available in local level • Establish MoU with other HIE/research center and communicate them for information • Organise seminar/workshop and invite the resource persons • Organise students' visit • Budget allocation to organise the programme • Application for Financial grant from competent authority	5
• Refine quality based education and student exchange programmes	• Organised FDP as a part of Continuous Professional Development of faculty so that they can experience the present education scenario of the national and international level • Establish linkages with HEIs of repute for student exchange	5
• Providing counselling	• Incorporated Mentoring as an integral part of Academic Policy of the college • Assigned teacher-mentor to each student • Organise regular session with mentors-mentees • Organise FDP on mentoring • Establish MoUs with counsellor for mental health of the students • Organising face-to-face counseling session	5
• Establishment of more Students Clubs to nurture the creativity and skills of the students and organise various activities under these clubs.	• Explore the possibility and opportunity to establish the students clubs • Assign in-charges from staff to look after the activities of each club • Assign student leader of each club which may help to develop leadership quality in them	5

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• Providing with sufficient basic infrastructure and facilities, including clean drinking water, clean working toilets, blackboards, offices, teaching supplies, libraries, labs, and pleasant classroom spaces and campuses.	• Apply to concerned authorities for infrastructure grant • Preparation and submission of proper plan and estimate along with DPR to the concerned authority • Budget allocation for proper maintenance of the unfurnished	10
• Regular upgradation of the campus infrastructure according to the changing needs and frequent maintenance of the same	• Infrastructure augmentation is related to the introduction of new programme/student support service • Apply to concerned authorities for infrastructure grant • Preparation and submission of proper plan and estimate along with DPR to the concerned authority	10
• Providing 100% ICT enabled classrooms for teaching-learning.	• Apply to concerned authorities for infrastructure grant • Budget allocation for augmentation of the same • Organizing orientation programme for faculty on use of various tools of ICT in teaching-learning	5
• Provision of financial assistance and scholarships for the students of socio-economically deprived group.	• Identify the students of socio-economically deprived group • Apply to concerned authorities for grants • Appeal to philanthropic person/groups for donation	5
• Encourage start-up	• Establish MoU with Govt/NGOs to undertake related activities • Strengthening Institutional Innovation Council • Explore the possibilities of local start-up avenues • Apply to concerned authorities for funding	10

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Forming of Gender sensitization plan and its implementation	- Assign a committee to study the gap and prepare the gender sensitisation action plan - Organise related workshops/activities to aware the staff and students	5
Access facilities for the disabled students	- Assign a committee for need based study - Apply to concerned authorities for grants	10
Providing medical facilities for students	- Strengthening the health unit of the college - Establishing MoUs with Primary Health Care by providing registered medical practitioners	5
Providing opportunities for participation in sports and cultural activities	- Strengthening the sports and cultural committee - Establishment of Student clubs related to sports and culture - Procurement of callisthenics and construction of track field, flood light tower and gallery with shed - Strengthening cricket coaching center - Apply to concerned authorities for grants	5
Efforts to create systems and processes that are required to ensure students' physical health and emotional well-being	- Incorporated Mentoring as an integral part of Academic Policy of the college - Assigned teacher-mentor to each student - Organised regular session with mentors-mentees - Organised FDP on mentoring - Establish MoUs with counsellor for taking care of the mental health of the students - Organising face-to-face counseling session - Augmentation of new equipments in gymnasium - Construction of separate gymnasium for girl students	7

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Improving alumni engagement	- Organise regular alumni meet (both centrally and department wise) - Involvement of alumni in various activities of the college - Collection of feedback and implementation in the overall development of the college	7
Providing support to the faculty staff for capacity building and promote leadership	- Establishing MoUs with institutions of national importance to organise capacity building programme - Encourage and depute faculty members to attend induction programme/ orientation programme/ refresher course/short term course and other training programme - Excellence of teaching, research and services of faculty members will be incentivized through appropriate rewards and recognitions and will be encouraged and motivated to be an institutional leader - Engaging faculty at all levels with strategic direction and decision-making which will help to encourage them to pursue leadership roles. - Organise leadership training for all faculty, particularly women - Provide mentoring to the faculty members by present academic administrators of the college	7
Develop a fully automated Management Information System	- Assign committee to explore the areas of operation - Allocation of budget	7

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Promote decentralized administrative mechanism with participation, flexibility and accountability	- Formation of various committees with faculty and staff to assign definite administrative tasks and responsibilities - Every committee will have freedom to prepare their plan and decide implementation strategies - The convenor/chairman/coordinator of the committees will convey meetings as and when required for the implementation and - organization of certain activities	5
Forming a mechanism for regular communication with all the stakeholders, collection of feedback on curriculum, Teaching-Learning Process, infrastructure etc. its scientific analysis and action plan on that	- Formation of WhatsApp/Telegram groups of parents, alumni, faculties, students and local bodies to bring them in a single accessible platform - Provision of online feedback collection system - Analysis of feedback data and their implementation - Hosting the same in college website	5
Technological upgradation of the campus with installed WIFI, ICT enabled classrooms, modernization of computer lab and fully automated library	- Apply to concerned authorities for grants - Make a plan for implementation in a phasemanner - Upgradation and inclusion of ICT gadgets in the classrooms - Procurement of updated PCs for computerlab	10
Providing a disabled-friendly college campus and introduction of smart-boards, readers like introducing tactile apps and QR codes to facilitate easy navigation	- Provision of ramps in all the buildings and lift to multi-storied buildings - Signage including tactile path, display boards and signposts - Procurement of screen-reading software - Convert the present college website accessible by divyangjan - Inclusion of aforesaid mentioned facilities in the project proposal, send to concerned authorities - Designing and development of mobile apps for divyangjan	7

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Fostering research culture in the institution and encourage Citizen research	- Encouraging the faculty members to undertake research work (subject specific and problems related to local issues) - Incentivise the faculty members in terms of reward, certificate etc for good quality publication - Establishment of UG research centre - Training in Citizen Research for UG students will be initiated	7
Fostering greater engagement with the local community	- Undertake community work on 'problems of malnutrition in the children of Amravati district'- survey, analysis of data, report preparation, awareness and communicate - the report to the concerned authority	7
Framing transparent and objective mechanisms for evaluation of Self Appraisal Documents of faculty members; Peer review Committees to review contribution to teaching, research and publication projects and consultancy, contribution to corporate life and entrepreneurship	- Framing of questionnaires on various aspects like, Teaching-learning and evaluation related activities; co-curricular, extension and professional development related activities; research, publication and academic contribution of the faculty - Collection of self appraisal annually (online) with proper documental evidences - On the basis of self appraisal, Annual Confidential Report of each faculty will be prepared by the Principal - Provision of incentive to the faculty with excellent work - Faculty not delivering on basic norms will be held accountable	5
Preparation of detailed Campus Safety guidelines and its circulation	- Planning for disposition of various uses access, distribution of activity patterns, a network of movement - Integration of appropriate technology - Mitigation plan of natural disasters - Inclusion of fire safety, safety during construction and expansion, surveillance in campus, or crime, etc	7

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• Emphasis on environmentally sustainable campus by upholding the natural landscape and biodiversity	• Preservation and conservation of already occupied green area, waterbodies of the campus • Preparation of master plan of the college highlighting various zones to retain the green cover in the campus	10
• Promote sustainable development through eco-friendly practices and implementation of the green protocol	• Provision of alternate energy sources • Use of 100% LED bulbs in the college campus • Use of bio degradable wastes of the campus by converting them in to bio fertilizer ('Waste into Wealth') • Strengthening vermi composting • Strengthening the system of rain water harvesting and open well recharge to promote water conservation • Undertake regular Energy audit, Green and Environmental Audit and implementation of the recommendation • Undertake plantation as a permanent project	5
• Undergo regular accreditation of the institution by the appropriate body	• Preparation and uploading information to concerned authorities like NAAC/NIRF.	5

Concluding remark

Arts Commerce College Yeoda is committed to the holistic development of the students. The college aims to create a strong internal system for supporting diverse student associates in academic and social domains. The Institutional Development Plan will help guide and plan to achieve this goal.


Principal
 Arts-Commers College




Principal
 Arts-Commers College
 Yeoda, Dist. Amravati



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

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

16	N. S. S. Committee	i) Inculcate social awareness among students and cater service to society. ii) Provide help to needy people and enhance their standard of living. iii) Inculcate moral and social responsibilities among volunteers. iv) Help in disaster management. v) Relate with the community throughout reach programmes. vi) Understand their role in the community. vii) Identify the needs and solve the problems of the community. viii) Develop a sense of social and civic responsibility. ix) Utilize knowledge in finding solutions to individual and community problems. x) Develop competence required for group living and sharing of responsibilities. xi) Gain skills in mobilizing community participation. xii) Acquire leadership quality and a democratic attitude. xiii) Develop capacity to cope with the situations under emergencies and natural disasters. xiv) Involve in National events. xv) Select and prepare the list of the volunteers xvi) Conduct regular activities as per the guidelines of the university xvii) Organize Special Winter Camp - xviii) Prepare the utilization of accounts	DR. S.B. DONGARE DR. H.G. DHAGE (STUDENT'S REPRESENTATIVE)
17	Short Term Courses Committee	i) Avail add-on courses at a viable cost. ii) Enhance curriculum by integrating skills. iii) Make self-reliant students by providing skills (of their interest). iv) Support the government policy of self-employability. iv) Imbibe skills for employability and self-employability. v) Appoint a Course-Coordinator vi) Provide the information/details of the courses to the parent institute and government	DR. S. G. DHAGE DR. K. D. MALDHURE PROF. SAYYAD SAJJAD

18	Soft Skills Development Programme	i) Imbibe various soft skills among the students ii) Produce learned and skilled graduates iii) Up gradation of students to develop and utilize soft skills iv) Organize 10 days Soft Skills Development Programme and prepare a report v) Submit the utilization of accounts	DR. S.D. BANSOD DR. S.B. DONGARE DR. MOHAMMED AZEEMUDDIN (STUDENT'S REPRESENTATIVE)
19	Placement Cell	i) Promote the students for the placements ii) Display various advertisements related to recruitment in various fields. iii) Organize the campus interviews iv) Send students to the campus interviews organized in other institutes	PROF. N. W. HAMBARDE PROF. V. R. RATHOD PROF. SAYYAD SAJJAD (STUDENT'S REPRESENTATIVE)
20	Alumnae Association	i) Participate in the development of the institute through financial and non-financial means. ii) Organize the meeting of the Alumnae Association regularly to share and discuss the issues related to the progress of the institute. iii) Share the ideas and expectations with the administration. iv) Organize Alumnae Gathering once a year	PRIN. DR Y G SINGH (CHAIRPERSON) DR. A. K. TEWARE PROF. P.J. JAMBHULE DR. S. G. SAWARKAR PROF. N. W. HAMBARDE & ALUMNI REPRESENTATIVE
21	Center for Innovation, Invention and Incubation	i) Collaborate with the other institutes for research, linkages, faculty exchange and student exchange ii) Innovate the ideas and present them effectively for the welfare of the mankind iii) Sign the MoU with related organizations	DR. S. D. BANSOD DR. D.M. MOHOD DR. U.D. BAND
22	Research and Projects Committee	i) Motivate the faculty to apply for research projects to various funding agencies ii) Prepare proposals for the various schemes and submit the utilizations	DR. D.M. MOHOD DR. S. D. BANSOD DR. KU. S. D. SAWARKAR DR. A.K. TEWARE
23	Janvikas Research Committee	i) Inclusion of projects related to the curriculum ii) Offering the students an exposure to our knowledge iii) Encouraging students for project presentations, models and innovative ideas iv) Teach theory with action	DR. A.K. TEWARE DR. S. D. BANSOD DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
24	Extra Mural and Continuing Education	i) Organize the lectures of experts for the all round development of the students ii) Imbibe a humanistic approach among the students	DR. S.G. DHAGE DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD DR. U. D. BAND

25	Earn while Learn and Students Welfare as per direction of the affiliating university	i) Imbibe the value of labour among the students ii) Work in tune with the motto of the parent institute i.e. 'Education through Self-Help is our Motto'	DR. Y. G. SINGH DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD (STUDENT'S REPRESENTATIVE)
26	Students Feed Back Committee	i) Fill out the online feedback forms from the stakeholders ii) Analysis of the collected data iii) Prepare a qualitative and quantitative report Submission of report to IQAC iv) Prepare Action Taken Report on feedback	DR. KU. S.D. SAWARKAR PROF. V.R. RATHOD PROF. N.W. HARBARDE DR. D.M. MOHOD
27	Teacher Guardian Committee (Mentor- Mentee Scheme)	i) Allot the mentors to each mentee ii) Solve the problems of the mentee collectively	DR. P.J. JAMBHULE DR. S.G. DHAGE PROF. V.R. RATHOD
28	Human Resource Development and University Scholarships Committee	i) Plan the various programmes for the development of the faculty ii) Organize faculty developmental activities iii) Motivate the students to apply for various university scholarships iv) Forward the proposals of scholarship to the university	PROF. SAYYAD SAJJAD DR. MOHAMMED AZEEMUDDIN DR. S.B. DONGARE
29	Health and Hygiene Awareness Committee	i) Organize the physical check up of the students at the beginning of the year ii) Arrange the lecture series of experts on the health awareness and other issues iii) Organize haemoglobin and HB checkup camp for the students	DR. K.D. MALDHURE DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
30	Remedial Teaching	i) Plan and instruct all departments for the effective execution of remedial teaching to slow learners ii) Take review and monitor the activity	DR. MOHAMMED AZEEMUDDIN PROF. P.J. JAMBHULE
31	Cultural Activity and Celebrations Committee	i) Organize various cultural activities for the students ii) Present the cultural activities programme on Annual Day iii) Promote the students to participate in cultural competitions	DR. S.B. DONGARE DR. K.D. MALDHURE DR. S.D. BANSOD
32	Prospectus Committee	i) Publish the related information in the prospectus i.e. Admission rules, fee structure, courses offered examination guidelines, various scholarships etc.	DR. D.M. MOHOD PROF. N.W. HARBARDE DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
33	Library Advisory Committee	i) Plan for the development of the library ii) Utilize the funds effectively on the learning resources iii) Imbibe the reading culture among the stakeholders	DR. Y. G. SINGH PROF. P.J. JAMBHULE DR. MOHAMMED AZEEMUDDIN DR. S.B. DONGARE

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

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. SAWARKAR 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
60	Online Admission Management Committee (2021-22 & 2022-23) Prof. (Dr.Y.G. SINGH) Chairman	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

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

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


Principal
Late. Chhannag College
Kopda, Dist. Amravati