



Shri Shivaji Education Society, Amravati's

Jijamata Mahavidyalaya, Buldhana

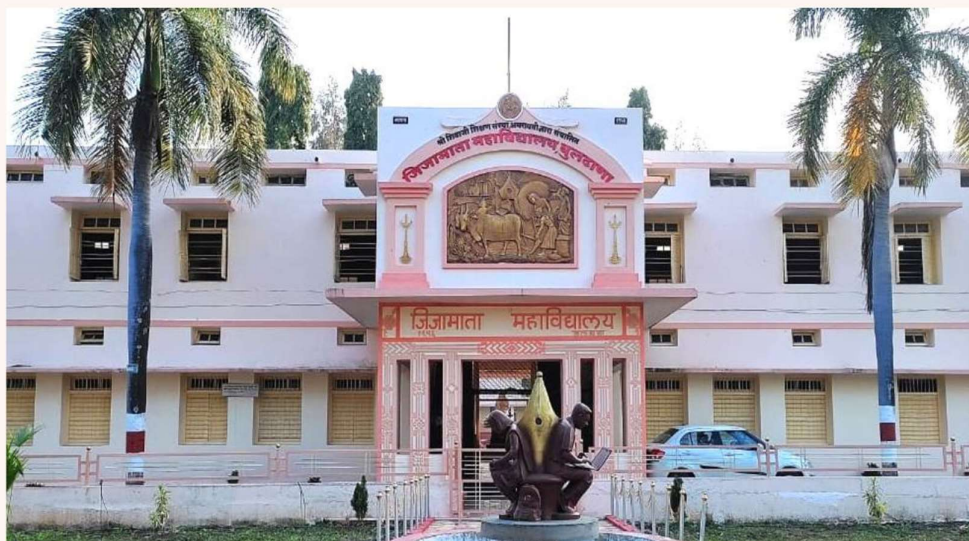
Chikhali Road, Buldhana - 443 001

NAAC Reaccredited with 'B' Grade - CGPA 2.88 (2013-18)

Affiliated to

Sant Gadge Baba Amravati University, Amravati

Website: www.jmvbuldhana.ac.in



SELF STUDY REPORT

FOR

NAAC REACCREDITATION 'CYCLE 3'





Shri Shivaji Education Society, Amravati's
Jijamata Mahavidyalaya, Buldhana

SELF STUDY REPORT

CRITERION - VI
Governance, Leadership and
Management

6.1
Institutional Vision and Leadership

6.1.1 QIM

The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Institutional Vision and Leadership

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Dr. Panjabrao Deshmukh
Founder President

Hon'ble Shri Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society, Amravati



Capt. Dr. Prashant P. Kothe
Principal
Mobile No. 9822461416

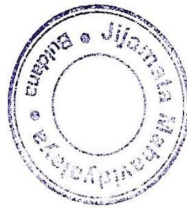
JMVBLD/2022-23


Date: 15/11/2022

Declaration

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


Subodh N. Chinhole
(IQAC Coordinator)
Coordinator
I.Q.A.C.
Jijamata Mahavidyalaya
Buld 443001




Dr. Prashant P. Kothe
(Principal)
Principal
Jijamata Mahavidyalaya,
Buldaha



6.1.1: The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance.

The parent management, CDC, IQAC, and other governing bodies of the college collectively strive to fulfill the vision and mission of the college. The CDC works in a democratic way which is formed as per the Maharashtra University Act 2016, where the President and the office bearers of the parent management are among the members of the CDC. The management attempts to develop the college as a premier higher education institute offering quality education in the UG, PG, Research and Skill development programs. The overall governance of the college is in tune with Vision and mission statement, and it is also reflected in the goals and objectives of the college. The college ensures equal opportunity to all the deserving and meritorious students of all strata to pursue quality higher education in Arts, Commerce and science streams. The college also tries to bridge the gap between the rural-urban divide through organizing various academic, co-curricular, extracurricular and extension activities for the students with a noble aim of empowering the poor and the marginalized section of the society. The representative of president of the parent management is a member of the college IQAC; the management representatives are also on the Purchase and the Building Construction Committees. The principal is the academic and administrative head, the secretary of the CDC, the chairman of IQAC, Council of Heads and the College Council. All the teachers are the members of the College Council and the teachers' representatives are the members of the CDC, IQAC and work on different academic and administrative committees. The teachers can participate in the decision-making process at various levels. The perspective plan, which includes five-year overall development plan on all aspects, is prepared in consultation with the CDC, IQAC, College council. The decisions regarding the academic activities and the process for implementing is taken by the IQAC and college council, which are subject to approval of the CDC. The departmental, academic, co-curricular, extracurricular and research activities are planned and implemented by the teachers of the respective departments.

The students exhibiting excellent performance in university exams. Sports, cultural activities, NSS and NCC are recommended for representation on various statutory and administrative bodies to ensure their active participation in participative administration and decision making.



MISSION

“TAMSO MA JYOTIRGAMAYA”

“तमसोमाज्योतिर्गमय”

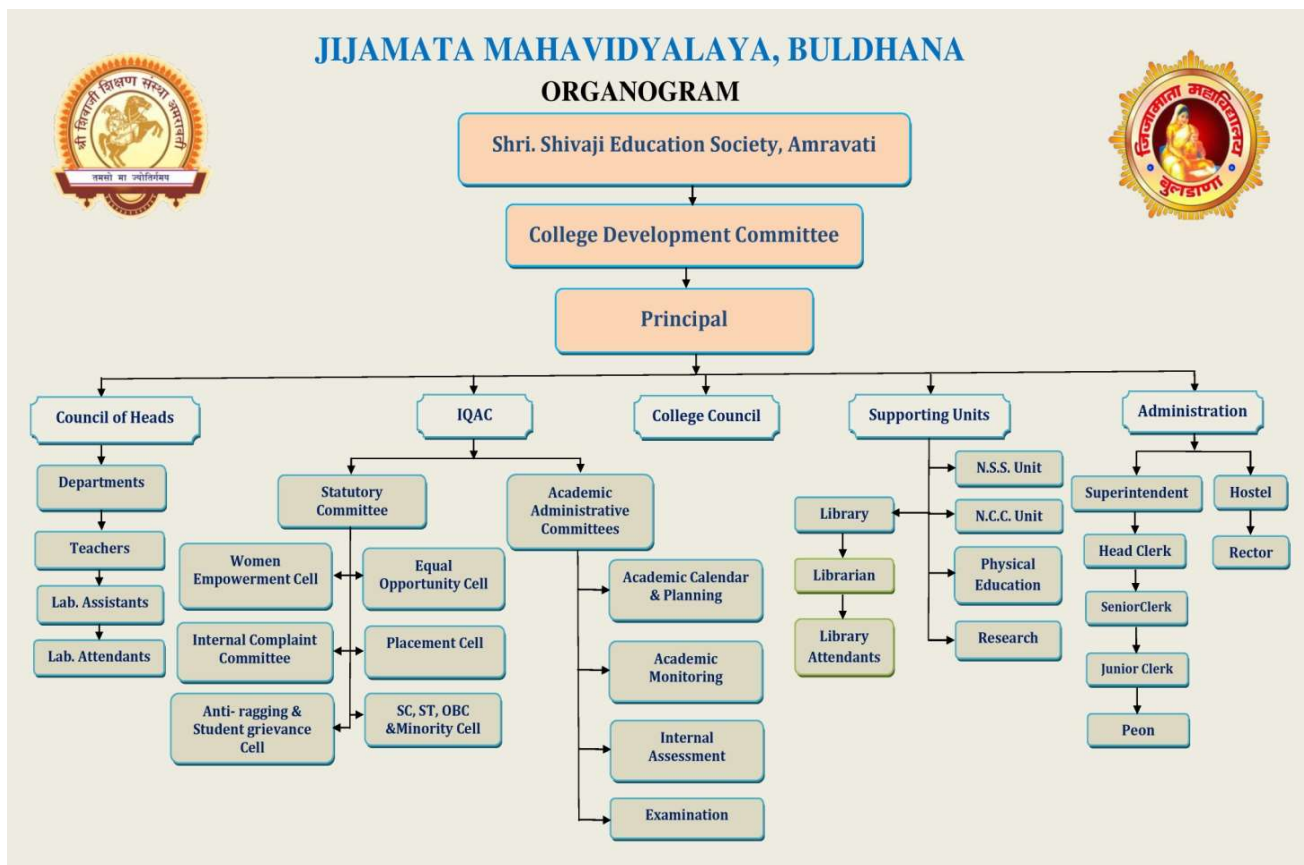
- To provide diversified education in multitude for poor and backward sections of the society.
- Specific intension to uplift, glorify and prosper the lives of rural, backward Bahujan youths.
- To produce thoughtful, intelligent, noble, tolerant, confident, courageous and self-reliant students.
- To provide good, healthy and responsible citizens to prosper India.

Vision

- To provide educational opportunities to socially and economically deprived sections.
- To impart qualitative, value based and career oriented education for personality development of students.
- To develop physically, mentally and socially healthy students to enforce and build up healthy society.
- To create social awareness, health consciousness, civic responsibilities, leadership qualities and scientific attitude to generate good citizens.
- To develop confidence, self-reliance, courage, sense of equality and involvement in decision making process among the girl students.
- To enhance and conserve cultural, historical, literary identity and heritage of Buldana district the motherland of “Great Rajmata Jijabai”.



Organogram



SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI

Executive Body

The Shivaji Education Society was founded by Dr. Panjabrao Alias Bhausaheb Deshmukh in 1931-32. Along with other members, Bhausaheb devoted himself to educate the people by establishing schools and colleges far and wide in the Vidarbha. The Society was awarded Dr. Babasaheb Ambedkar 'Dalit Mitra' Award during 1993-94 by the Govt. of Maharashtra. In the session 1999-2000 the Society was awarded the 'Gadge Maharaj Memorial Award, on 5th September, 2000 the Govt. of Maharashtra declared the Society as the "Best Administered Society" in the state and bestowed upon it a cash award of Rs. 1 lakh. In its citation, the State Government formally recognized the seminal contribution made by the Society in the field of education and cultural advancement.

Sr. No.	Name	Designation
01	Shri. Harshvardhan P. Deshmukh	President
02	Adv. GajananraoKeshaoraoPundkar	Vice-President
03	Adv. Jaywant Vinayakrao Patil (Pusdekar)	Vice-President
04	Shri. Keshaorao Jagannathrao Metkar	Vice-President
05	Shri. Dilip Bhagwantrao Ingole	Treasurer
06	Shri. Hemant Wasudeorao Kalmegh	Member
07	Prin. Keshavrao RamkrushnaraGawande	Member
08	Shri. Suresh JanardanraKhotare	Member
09	Shri. Subhash Shridharpant Bansod	Member
10	Shri. Vijay Govindrao Thakare	Secretary
11	Dr. Mahendra Pundlikrao Dhore	Co-opt Member
12	Shri. Naresh Madhukarrao Patil	Co-opt Member
13	Shri. Purushottam Shivaji Wayal	Co-opt Member
14	Dr. Amol Manoharrao Mahalle	Co-opt Member

JIJAMATA MAHAVIDYALAYA BULDHANA

College Development Committee (CDC)

As per the Maharashtra Public University Act 2016 the CDC is constituted, which consist of President of parent management as a chairman, four nominated members by president from executive council, two educationist, three teachers from the college, one representative of non-teaching staff, IQAC coordinator and Principal as an official member. The Act provides for academic autonomy and excellence, adequate representation through the democratic process, transformation, strengthening and regulating higher education, and matters connected in addition to that or incidental to it.

Sr. No.	Name		Designation
01	Hon'ble Shri. Harshvardhan P. Deshmukh	President of the society	President
02	Shri. Dilip Bhagwantrao Ingole	Treasurer of the Society	Member
03	Shri. Hemant Wasudeorao Kalmegh	Entrepreneur	Member
04	Shri. Jagdevrao Banduji Bahekar	Education	Member
05	Adv. Bhalchandra Namdeorao Pawar	Research	Member
06	Adv. Prataprao Ramsing Bhonde	Philanthropist	Member
07	Shri. Madhavrao Bahekar	Special Invitee	Member
08	Dr. Bharat Shantaram Jadhao	Head of the Department	Member
09	Dr. Shriram K Yerankar	Teacher Representative	Member
10	Dr. Suresh N. Gawai	Teacher Representative	Member
11	Dr. Rajashree M. Yewale	Teacher Representative	Member
12	Shri. Dhananjay K. Tathe	Non-Teaching Representative	Member
13	Student Council President (vacant)	Student Representative	Member
14	Shri. Subodh Namdeo Chinchole	IQAC Coordinator	Member
15	Dr. Prashant Pralhadrao Kothe	Principal	Secretary



IQAC

(Internal Quality Assurance Cell)

2022-2023

Sr. No.	Name of the Teacher	Designation
1.	Dr. Prashant P. Kothe	Principal/ Chairman
2.	Shri. Hemant Wasudeorao Kalmegh	Management Representative
3.	Dr. Namdeo W. Dhale	Member
4.	Dr. Dnyanoba J. Kande	Member
5.	Dr. Shriram K. Yerankar	Member
6.	Dr. Vandana R. Kakde	Member
7.	Mr. Anant T. More	Member
8.	Dr. Bharat S. Jadhao	Member
9.	Dr. Vikas G. Pahurkar	Member
10.	Mr. Gajanan M. Lohate	Member
11.	Mr. Prashant P. Umale	Member (Non-Teaching Representative)
12.	Shri. Rajesh Deshlahara	Member (Entrepreneur)
13.	Shri. S. P. Sapkal	Member (Social worker)
14.	Dr. S. M. Kanadje	Member (Alumni Association)
15.	Miss Sanchi S. Samdur	Member (Student Representative)
16.	Mr. Subodh N. Chinchole	IQAC Coordinator



College Council

Sr. No.	Name	Designation
1.	Dr. Prashant P. Kothe	President
2.	Dr. Shriram K. Yerankar	Member
3.	Mrs. Shalini S. Nimje	Member
4.	Dr. Milind D. Jadhao	Member
5.	Mr. Vinay V. Paikine	Member
6.	Dr. Suresh N. Gawai	Member
7.	Dr. Bharat S. Jadhao	Member
8.	Dr. Sachin D. Sakarkar	Member
9.	Mr. Subodh N. Chinchole	Member
10.	Dr. Namdeo W. Dhale	Member
11.	Mr. Anil M. Kale	Member
12.	Dr. Dnyanoba J. Kande	Member
13.	Dr. Ganesh B. Andhale	Member
14.	Mr. Gajanan M. Lohate	Member
15.	Mr. Ganesh S. Kiroche	Member
16.	Dr. Rajashri M. Yeole	Member
17.	Dr. Vikas G. Pahurkar	Member
18.	Dr. Yogesh S. Rode	Member
19.	Mr. Anant T. More	Member
20.	Dr. Anand D. Deshpande	Member
21.	Dr. Pradip B. Wagh	Member
22.	Mr. Pavan R. Thakare	Member
23.	Dr. Rahul W. Ukey	Member
24.	Mr. Rameshwar S. Bankar	Member
25.	Dr. Vandana R. Kakde	Secretary

Council of Heads of the Department

The Council of Heads comprises of Heads of all the departments, for smooth conduct of the various academic and administrative activities at department level. The Council of Heads of Department is constituted to make transparent and better administration lifting the College to higher positions. It comprises the Principal, Head of Various Departments, and IQAC coordinator. The council makes a relevant decision concerning planning and the overall department of the College.

Following are the members of the Council of Heads.

Sr. No.	Name of the Teacher	Designation
1.	Dr. Prashant P. Kothe	Principal
2.	Mr. Subodh N. Chinchole	IQAC Coordinator
3.	Dr. Bharat S. Jadhao	Dept. of English & In charge Director of Physical Education
4.	Mr. Vinay V. Paikine	Dept. of Marathi
5.	Dr. Suresh N. Gawai	Dept. of Commerce
6.	Dr. Milind D. Jadhao	Dept. of Philosophy
7.	Dr. Shriram K. Yerankar	Dept. of Political Science
8.	Dr. Namdeo W. Dhale	Dept. of History
9.	Dr. Dnyanoba J. Kande	Dept. of Economics
10.	Mr. Anil M. Kale	Dept. of Music
11.	Dr. Arvind S. Patil	Dept. of Mathematics
12.	Dr. Vandana R. Kakde	Dept. of Zoology
13.	Mrs. Shalini M. Nimje	Dept. of Physics
14.	Dr. Ganesh B. Andhale	Dept. of Chemistry
15.	Dr. Yogesh S. Rode	Dept. of Computer Science
16.	Mr. Anant T. More	Dept. of Botany & Microbiology



Nature of Work for Council of Heads: -

1. To plan and to supervise departmental activities.
2. To suggest requirements and to prepare departmental annual budgets.
3. To provide all necessary facilities, for departmental teachers and subject learners.
4. To organize group discussions, seminars, symposium, debates, quiz, exhibitions and field excursions, Industrial visits and other related learning strengthening activities.
5. To co-ordinate inter departmental activities for exchange and enrichment of knowledge.
6. To discuss and to recommend various educational, curricular, co-curricular, cultural, other necessary activities and programmes for upliftment of students.
7. To provide departmental inputs to the IQAC of the college.
8. To co-ordinate and to assist the activities of various committees.



Internal Complaints Committee (ICC)

The Committee is constituted in accordance with the provisions of Sexual Harassment of women at workplace (Prevention, Prohibition and Redress) act 2013. Any women (employee or student) can approach to this committee directly or through Principal, if she has any grievance of harassment of the nature stipulated in the act.

Sr. No.	Name	Designation
1.	Mrs. Shalini S. Nimje	Presiding Officer
2.	Dr. M. D. Jadhao	Member
3.	Dr. Vandana R. Kakde	Member
4.	Dr. B. S. Jadhao	Member
5.	Dr. A. S. Patil	Member
6.	Mr. S. N. Chinchole	Member
7.	Dr. Rajashri Yewale	Member
8.	Mrs. Shahina Pathan (Social Worker)	Member
9.	Mr. P. P. Umale (Head Clerk)	Member
10.	Smt. Deubai Bhonde	Member
11.	Miss. Sanchi Sanjay Samdur	Student Representative
12.	Miss. Apurva Anil Palkar	Student Representative



Anti-Ragging Committee

Anti-ragging committee should be headed by Head of the Institution and shall consists of representatives of faculty members, civil administration, NGOs, parents and students belonging to fresher's as well as senior's and from non-teaching staff. It shall consider the recommendations from anti-ragging squad and take appropriate decision including spelling out suitable punishment to those who found guilty.

Sr. No.	Name	Designation	Contact
1.	Principal Dr. P. P. Kothe	Chairman	9822461416
2.	Mr. A. P. Rathod	Member	9527677276
3.	Dr. S. N. Gawai	Member	9822732047
4.	Dr. S. K. Yerankar	Member	9423722316
5.	Dr. G. B. Andhale	Member	9028298588
6.	Dr. M. D. Jadhao	Member	8275028079
7.	Mrs. Shalini S. Nimje	Member	9208407039
8.	Mr. Subodh Chinchole	Member	9421394023
9.	Dr. Avinash Meshram	Parent Representative	9923219394
10.	Mr. Sagar Gunjkar	Students Representative	8668385037
11.	Ku. Sanchi Samdur	Students Representative	8379944725



Grievance Redressal Committee

The Grievance Redressal Committee is constituted in the college. It includes Principal as Chairman, staff representative of CDC, and in-charge of faculties. The students can submit their grievances in writing to the Chairman of this committee through the in-charge of respective faculty. The committee meets, as and when required, and takes suitable measures for the grievances addressed to it.

Sr. No.	Name	Designation
1.	Dr. Prashant P. Kothe	Principal & Chairman
2.	Dr. Suresh N. Gawai	Member
3.	Dr. Shriram K. Yerankar	Member
4.	Dr. Ganesh B. Andhale	Member
5.	Dr. Bharat S. Jadhao	Member
6.	Dr. Vandana Kakde	Member
7.	Mr. Subodh Chinchole	Member

Grievance Redressal Committee

Nature of work

1. The Grievance Redressal Committee will entertain and settle the grievances, disputes, complaints of college employees as "Employee" and pertaining to the "Services" and code of conduct".
2. To receive and to register the written grievances in "Grievance Register" in chronological sequence.
3. To scrutinize the received grievances for Settlements in its meeting.
4. To set-up a mechanism for the Settlement of grievances.
5. To recommend unsettled grievances to the College Development Committee.



Coordinators of Various College Committees

Sr. No.	Name of Committee	Name of Coordinator
1.	College Council	Dr. V. R. Kakde
2.	Academic In-Charge Committee	1. Prof. Dr. S. K. Yerankar (Humanities) 2. Prof. Dr. S. N. Gawai (Commerce) 3. Prof. Dr. Vandana Kakde (Science)
3.	Academic Monitoring Committee	Dr. D. J. Kande
4.	Purchase Committee	Shri. Gajanan Pundkar (Vice-President, Shri Shivaji Education Society, Amravati)
5.	Admission Committee (For UG)	1. Dr. V. R. Kakde (Science) 2. Dr. S. N. Gawai (Commerce) 3. Dr. Shriram Yerankar (Arts)
6.	Admission Committee (For PG)	1. Dr. Ganesh Andhale(Chemistry) 2. Dr. Suresh S. Gawai (Commerce) 3. Dr. D. J. Kande (Economics) 4. Dr. B. S. Jadhao (English) 5. Mr. Vinay Paikine(Marathi) Mr. Anil Kale(Music)
7.	College Prospectus Committee	Dr. N. W. Dhale
8.	Research Committee	Dr. S. K. Yerankar
9.	Library Committee	Dr. S. D. Sakarkar
10.	Examination Grievance Committee	1) Dr. V. R. Kakde (Science) 2) Dr. S. N. Gawai(Commerce) 3) Dr. Shriram Yerankar (Arts)
11.	Students Relief and Welfare Fund Committee	Dr. M. D. Jadhao



12.	Soft Skill Development Cell	Dr. V. G. Pahunkar
13.	Cultural Activities Committee	Mr. G. M. Lohate
14.	N. S. S. Advisory Committee	Principal Dr. P. P. Kothe
15.	Career Guidance & Placement Cell	Dr. S. N. Gawai
16.	Mentor-Mentee Committee	Dr. Anand Deshpande
17.	Teacher Sponsored Awards Committee	Dr. Mrs. V. R. Kakde
18.	Girls Hostel Committee	Principal Dr. P. P. Kothe
19.	Discipline Committee	Dr. M. D. Jadhao
20.	Boys Hostel Committee	Principal Dr. P. P. Kothe
21.	Canteen Committee	Dr. M. D. Jadhao
22.	Alumni Association	Dr. S. M. Kanadje
23.	SC, ST, OBC & Minority Cell	Dr. S. N. Gawai
24.	Equal Opportunity Cell	Dr. M. D. Jadhao

A. Prospectus & Magazine Committee

Nature of Work: -

1. To revise and update the existing prospectus of the college containing maximum possible amount of information about college.
2. To publish college magazine '*Parimal*' well in time that may be ready for distribution to the students, every year.
3. To collect the reports of various departmental, cultural, sports and other curricular and on curricular activities conducted in the college for students teaching staff and non-teaching staff.
4. To send the reports of outstanding activities and general information of college to Amravati University for University Annual Report, every year.

B. Library Advisory Committee

Nature of Work: -

1. To organize College-library according to library-science system.
2. To establish separate reading rooms for students and teaching staff.
3. To subscribe various newspapers and journals of various subjects.
4. To establish 'Book-bank' for weaker section students of college.
5. To establish separate cell of reading-material for the preparation competitive-examinations.



6. Well-equipped "Reading Room" be provided to the students.
7. 12 Audio-Videocassettes and C.D.'s of different study materials be made available through separate cell in the library.
8. To look into proportionate purchases of library books of different subjects according to need and strength.
9. To systematize college library in such a way to make it more efficient, attractive, effective and satisfactory.
10. To maintain "Suggestion box" in library for students and teachers.

C. Alumni Association

Nature of Work: -

1. To enlist the names of ex-students and the prominent positions they are holding in different fields.
2. To evolve a suitable mechanism to establish bonds and relationships between ex-students and college.
3. To obtain feed-back from ex-students about college.
4. To compile bio-data with photographs of the prominent ex-students of college.
5. To engage Alumni Association for college developments and prosperity.

D. Feedback Committee

1. To obtain feed-back from present-teachers, ex-teachers, non-teaching employees, students, parent-citizens and to keep it confidential.
2. To analyze the feed-back taken from different stakeholders and to make suggestions for corrections and improvements in college administration.
3. Feed-back to be obtained at the end of academic year.

E. Time Table & Academic Calendar Committee

Nature of Work: -

1. To prepare faculty wise time-table in every academic session as soon as last data of admission is over.
2. To provide attendance registers and class wise lists of admitted students to the respective subject teachers.
3. To provide necessary information of students about changes in optional subjects, changes in faculty and their drop-out.
4. To calculate, to obtain, and to provide update class-wise, subjects-wise and teacher-wise work-load to the principal well in time.
5. To prepare lists of teaching and non-teaching staff and to prepare their bio-data files.
6. To prepare and to issue identity cards to college employees.
7. To prepare academic-calendar and to notify it to all the concerned. Academic calendar may be inclusive of sessional-schedule of curricular and co-curricular activities.

F. Academic Planning and Monitoring committee

Nature of Work:-

1. To initiate the process of class-room teaching from 1st July every year.



2. To obtain subject and teacher-wise course planning every year in 1st week of July.
3. To notify the names of teachers "on leave" and to make alternative arrangements in the beginning of working day.
4. To monitor execution and discharge of college Time-Table and to report irregularities to principal.
5. To take periodic review of curriculum-coverage from subject teachers.
6. To make a plan of remedial teaching for weaker and disadvantageous students in consultation with remedial- competitive coaching committee.
7. To make a academic plan for advance learning students.
8. To Co-ordinate committee activities in consultation with Time- Table committee, admission committee and prospectus committee.
9. To evolve and mechanism to identify weaker and advanced learners.

G. Admission Committee

Nature of Work:-

1. To design suitable admission process, to formulate admission procedure and to handover its details to prospectus committee latest by 30th March every year.
2. Admission process and procedure be setup in accordance with amended a latest State Government, University guidelines and college needs.
3. To prepare comprehensive "Admission-Notice Draft" to publish through widely circulated local newspapers every year.
4. To setup" Admission-Counselling Cell" to facilitate admissions and to provide necessary assistance to the students during admission phase.
5. To fix up days and daily timings of students admissions in view of convenience of rural students.
6. Daily data of class-wise admitted students be displayed on students notice board.
7. To prepare/to obtain up to date lists of admitted students and be provided to attendance committee.
8. Sufficient transparency in admission procedure be maintained to avoid complaints and disputes.

H. Hostel Committee

Nature of Work: -

1. To design hostel admission process and formulate admission procedure and hand over its details to prospectus committee latest by 30th March every year.
2. To prepare, to notify code of conduct for hostel for its strict implementation.
3. To provide all necessary dwelling facilities to hostellers such as sanitation, community mess, recreation and intramural facilities.
4. To establish 'Aid-Fund' for the assistance to extremely needy hostellers, through earn and learn and other schemes.
5. Hostel-campus beautification thorough hostellers.
6. To organize monthly meeting of hostellers to solve their problems and to establish rapport.



7. To install 'suggestion box' for hostellers and to arrange surprise visits of committee members to hostel.

I. College Examination Committee

Nature of Work: -

1. To prepare scheme for evaluation of college students through college-examinations.
2. To chalk-out and implement term-wise examination programme.
3. To establish college examination system consisting of notification, time-table, question papers, answer books, seating arrangements, valuation and result analysis.
4. To implement the effective measures to improve the student attendance and fairness in college examination.
5. To submit reports of all the examinations conducted every year to the NAAC-steering committee.

J. NCC Advisory Committee

Nature of Work: -

1. To promote and motivate the new entrants in the beginning of every session to participate in College NCC Unit.
2. To evolve suitable mechanism for selection/ enrollment and to enroll the desirous students in N.C.C. Unit.
3. To conduct parades, Camps and other activities as per the schedule of 13, Maharashtra battalion with the guidelines of C.O.
4. To create spirit of patriotism and ideal citizenship among the cadets through various activities and programmes.
5. To prepare the N.C.C. Cadets for R. D. Parade Regional, National Camps, B cert., examination.
6. To train the Cadets for disaster management like Floods, Fire, and Earthquake, Storms, Tempest, Famines and riots.
7. Active involvement of N.C.C. Cadets in various, Cultural, Non- Cultural activities, formation discipline and order in College Campus.
8. To prepare Annual N.C.C. Calendar for the notification of the students in the prospectus.
9. To prepare brief reports of N.C.C. Unit Activities and to be handed over to prospectus Magazine and Publicity Committee.
10. To prepare a brief report of N.C.C. Unit since its beginning specially mentioning year wise enrolment, achievements of Cadets, Camp's Conducted, attended, Certificate examinations, ranking of students, extension activities, Cultural activities, tree plantation, blood donations, disaster management etc.

K. NSS Advisory Committee

Nature of work:-

1. To organize various programmes projects for environment enrichment and conservation such as tree plantation, construction of sanitary situational Ace



- latrines, garbage, plants, cleaning of village, ponds wells, soil and water conservations.
2. To organize programmes supporting health hygiene, family welfare and nutrition such as - immunization, blood donation, provision of safe drinking water, child development, and health and population education.
 3. To organize comprehensive programmes creating awareness for improvement of the status of women such as creating awareness among the Women about their constitutional rights, imparting training in sewing, embroidery, Knitting etc.
 4. To render various services to needy people in society such as Handicaps, Blinds, Orphans etc. etc.
 5. To assist agriculture oriented programmes such as pest - control, weed - control, Soil - testing equipment's repairing and popularization of "Save Grain" campaign.
 6. To participate in disaster management programmes such as floods, cyclones, earthquakes, famine and fire.
 7. To participate and organize various programmes leading to community education such as National Literacy, Adult education, Continuing education, Eradication of superstitions and non-formal education for rural youths.
 8. To clean and beautify college campus through various programmes.

L. **Mentor-Mentee committee**

Nature of Work:-

1. To workout faculty wise Teacher - student ratio.
2. To prepare proportionate faculty wise groups of students with respect to Teacher-guardians.
3. Allotment of student groups to Teacher-guardians through well-organized programme after conclusion of admissions and before 15th of Aug. every year.
4. Teacher-guardian is expected to establish thick and informal rapport with the allotted group of students, names of the allotted students be recorded in the Teacher's Academic Diary.
5. Teacher-guardian is Full-care-taker of the allotted students hence, he has to meet their personal, academic, non-academic, scholarships, financial difficulties in and outside the college campus to the maximum extent.
6. To look after the allotted students for their regularity, college attendance, academic performance and disciplined behavior.
7. To motivate and encourage the students for maximum participation in various college activities, medical check-up, competitive examinations and voluntary social activities.
8. Overall draft of scheme prepared for teacher-guardianship by the Committee be informed to steering committee.

M. **Purchase Committee**

Nature of work

1. To collect the requirements / purchase needs from various departments of the college in the beginning of session.
2. To conduct meetings of heads of all the departments to allocate the funds and to seek approval to the allocated funds in Local managing committee.



3. To call to compare the quotations required obtained from different firms, enterprises or companies.
4. To recommend reasonable rates/ firms to the principal for placing the purchase orders.
5. To receive the ordered goods / materials and to verify quality/ standards / intactness to recommend for payments.

N. Research Committee

Nature of Work:-

1. To collect information and to study the various scheme of U.G.C., Central Govt., State Govt., D.S.T., CSIR, ICSSR, ICAR, Western Regional Centre, BCUD and other funding agencies to top for financial assistance and to achieve academic excellence.
2. To prepare various proposals on behalf of college for financial assistance from aforesaid agencies their submission well in time and persuasion.
3. DE To provide necessary information about the sanctioned proposals to the staff members in general and to the concerned teachers students in particular.
4. To motivate teaching staff members for research activities/projects, to create research temperament in the college and to gear up research at college level.
5. To co-ordinate and extend our research activities with other concerned institutions/agencies/ industries.
6. To establish "consultancy center" at college level to cater the needs of local people.
7. To arrange state, university and district level seminars, conferences in the college.
8. To provide maximum possible information about various seminars, symposia, conferences, workshops, training programmes, refresher and orientation courses to the college teachers.

O. Discipline Committee

Nature of Work: -

1. To maintain over all discipline effectively in the college premises.
2. To check the roaming chitchatting and nuisance students in college corridors and premises.
3. To check identity cards of the college students to ensure his lawful studentship and to detect prevent the tress passers.
4. To check and prohibit whistling, taunting, spitting, smoking, tobacco - chewing, alcoholism, gambling in the college premises.
5. To provide necessary 'student volunteers' required for smooth silent discharge of various college functions.
6. To look after systematic and disciplined parking of bicycles and auto- vehicles of students and college staff.
7. To make necessary arrangements to prevent public traffic and roaming of grazing animals in the college premises.



P. Student Welfare Committee

Nature of Work:

1. To constitute Student's council as per university guidelines and to elect secretary of students council every year in the beginning of session.
2. To form rapport between students and college administration.
3. To recommend and to implement necessary students welfare programmes and activities in the college.
4. To promote and to co-ordinate the extracurricular activities of different student's associations in the college for better corporate life.
5. To organize camps for leadership and personality development.
6. To provide active and necessary assistance to all programmes conducted in college through different committees on various occasions.
7. To inculcate democratic values and sense of civic responsibilities among the student community.



Translation of Proceedings of Staff Council Meetings

Staff Council Meeting:-29/08/2017

A meeting of Staff Council was held on 29th August, 2017 at 2.00 P.M. Hon. Principal, Dr. D. M. Ambhore chaired the meeting.

Minutes

Date: 29/08/2017

Time: 2.00 P.M.

Venue: Principal Office

- 1) **Call to order:** The chairperson of the staff council, Hon. Principal, Dr. D. M. Ambhore called the meeting to order.
- 2) **Approval of the minutes of the previous meeting:** The minutes of the last meeting of Teacher Staff Council held on 29/04/2017 were presented by the Secretary, Dr. N. W. Dhale and all the staff members approved it unanimously.
- 3) **Review of Summer-2017 Exam:** Dr. N. W. Dhale, Secretary of Teacher Staff Council, presented and analyzed the result of Summer-2017 Exam.
- 4) **Regarding Re-Accreditation:** Prof G. R. Jadhav, IQAC Coordinator presented the issue of Re-Accreditation by NAAC and it was confirmed to focus on the strategy of Re-Accreditation in accordance with the new guidelines.
- 5) **Planning for ISO:** After a formal discussion, it was confirmed to prepare a framework for securing ISO status.
- 6) **Plantation in the Botanical Garden:** Taking into consideration the favorable atmosphere, it was confirmed to plant trees having some useful medicinal properties.
- 7) **Maintenance of C.H.B. Teacher's Muster:** As it was necessary to keep record of the C.H.B. Teachers, It was notified by the Hon. Principal to maintain the muster of C.H.B Teachers.
- 8) Some issues like Provision of clean drinking water, sanitation and cleanliness of lavatory, provision of facilities to students in the library etc. were discussed with the permission of Hon. Chairperson.
- 9) **Adjournment:** Dr. N. W. Dhale, Secretary of Teacher Staff Council, expressed vote of thanks and concluded the meeting with the permission of the Chairperson.

Dr. N. W. Dhale
Secretary

Dr. D. M. Ambhore
Chairperson



Staff Council Meeting-27/04/2018

A meeting of Staff Council was held on 27th April, 2018 at 3.00 P.M. Hon. Principal, Dr. H. R. Ghatе chaired the meeting.

Minutes

Date: 27/04/2018

Time: 3.00 P.M.

Venue: Principal Office

- 1) **Call to order:** The chairperson of the staff council, Hon. Principal, Dr. H. R. Ghatе called the meeting to order.
- 2) **Approval of the minutes of the previous meeting:** The minutes of the last meeting of Teacher Staff Council held on 29/08/2017 were presented by the Secretary, Dr. N. W. Dhale and all the staff members approved it unanimously.
- 3) **Notice for willingly transfer application:** Dr. H. R. Ghatе informed the staff members about appeal of Hon. Secretary of the institute to submit application for transfer to the college office.
- 4) **To submit confidential Report:** As per the directions of Hon. Institute, all staff members are informed to submit confidential report for academic year 2017-18 within stipulated time.
- 5) **Summer-2018 Internal Assessment:** Hon. Principal directed to the staff members to carry out assessment and evaluate work on time and submit the Evaluation Sheets to the exam department.
- 6) **Pending remuneration of Home Exam-2017:** An issue of pending remuneration of Home Exam-2017 was presented in the meeting and Dr. D. J. Kande assured staff members to pay the remuneration after being disbursed by the university.
- 7) **Departmental Annual Budget:** Hon, Chairperson notified to heads of all the departments to submit Annual Departmental Budget for the next academic year within stipulated time.
- 8) **To submit requirement list of books:** Dr. H. R. Ghatе, Hon. Principal, directed to submit department wise list of textbooks and reference books required for the next academic year.
- 9) Some issues like PF Slip, 16-Tax Form, proper recording of leaves taken by staff members in the muster etc. were presented on time and discussed in the meeting.
- 10) **Adjournment:-**Dr. N. W. Dhale, Secretary of Teacher Staff Council, expressed vote of thanks and adjourned the meeting with the permission of the Chairperson.

Dr. N. W. Dhale
Secretary

Dr. H. R. Ghatе
Chairperson



Staff Council Meeting- 03/11/2018

A meeting of Staff Council was held on 03rd November, 2018 at 3.00 P.M. Hon'ble Principal, Dr. S. R. Meshram chaired the meeting.

Minutes

Date: 03/11/2018

Time: 3.00 P.M.

Venue: Principal Office

- 1) **Call to order:** The chairperson of the staff council, Hon. Principal, Dr. Siddharth R. Meshram called the meeting to order.
- 2) **Approval of the minutes of the previous meeting:** The minutes of the last meeting of Teacher Staff Council held on 27/04/2018 were presented by the Secretary, Dr. N. W. Dhale and all the staff members approved it unanimously.
- 3) **Review of the result of summer-2018:** Dr. N. W. Dhale, Secretary of the teacher Staff council, presented the result of summer-2018 Exam for analysis. Hon. Principal gave a satisfactory remark after reviewing the said result.
- 4) **Discussion on Dalit-mitra Pandharinath Patil Memorial Fund:** Hon. Principal, Dr. S. R. Meshram and other staff members discussed over the provision of fund for Dalit-mitra Pandharinath Patil Memorial. All the members confirmed to contribute for the said memorial.
- 5) **Contribution to 'Annapurna Yojana':** After a discussion over the requirement of fund for 'Annapurna Yojana' to facilitate the poor, needy patients admitted in the Medical College of Shri Shivaji Education Society, It was confirmed by all the members present for the meeting to contribute for the same.
- 6) On the request of Dr. D. J. Kande, it was confirmed by all the staff members to fulfill the duty of exam paper valuation and do the work in the stipulated time.
- 7) **Regarding Syllabus and Conduction of Internal Exams:** All the members present for the meeting discussed the syllabus framed by the university and confirmed to prepare academic annual planning for the next session. Moreover, it was decided to plan the practical exams for the current session in accordance with the university guidelines.
- 8) **Formal Discussion regarding Reaccreditation:** A formal discussion was held in the meeting regarding the plan of reaccreditation of the college by NAAC. Dr. Meshram, Hon. Principal Assured all the members that a rapid action plans will be framed for the same.
- 9) With reference to the letter of Joint Director, Higher Education, Amravati, all the members confirmed to work for the post fixation.
- 10) **C.H.B. Teachers' Remuneration:** An issue of C.H.B. Teachers' pending remuneration for the session 2017-18 was presented by Dr. Kande, Prof. Chinchole and other members. Hon. Principal assured all the members that a necessary action will be taken at the earliest for the same.
- 11) Hon. Principal ordered to the concerned authorities to provide monthly pay slip to the teachers.
- 12) An issue of Students' Attendance was presented in the meeting by Dr. M. D. Jadhao. After a discussion it was confirmed to frame a committee to solve the issue.



13) **Adjournment:** Dr. N. W. Dhale, Secretary of Teacher Staff Council, expressed vote of thanks and adjourned the meeting with the permission of the Chairperson.

Dr. N. W. Dhale
Secretary

Dr. S. R. Meshram
Chairperson



Staff Council Meeting: 26/04/2019

A meeting of Staff Council was held on 26th April, 2019 at 3.00 P.M. Hon. Principal, Dr. Siddharth R. Meshram chaired the meeting.

Minutes

Date: 26/04/2019

Time: 3.00 P.M.

Venue: Principal Office

- 1) **Call to order:** The chairperson of the staff council, Hon. Principal, Dr. Siddharth S. Meshram called the meeting to order.
- 2) **Approval of the minutes of the previous meeting:** The minutes of the last meeting of Teacher staff Council held on 03/11/2018 were presented by the Secretary, Dr. N. W. Dhale and all the staff members approved it.
- 3) Regarding Academic Yearly planning: After a discussion over the academic yearly planning for the year 2019-20, Hon. Principal distributed the workload and notified to all the staff members to prepare academic yearly planning within stipulated time.
- 4) Heads of all the departments informed in the meeting about the various activities and programmes held during the current academic year.
- 5) Prospectus for the academic year 2019-20: Regarding the College prospectus for the academic year 2019-20, Hon. Chairperson notified Dr. N. W. Dhale, Convener of Prospectus Committee to collect the required data from all the departments and submit the draft of the prospectus on time.
- 6) To form the Admission Committee: It was confirmed to form the admission committee for the academic year 2019-20. Moreover, Hon. Principal notified to all the departments to take efforts for the increase in the enrolment ratio.
- 7) Submission of Confidential Report: Dr. Siddharth Meshram, Hon. Principal informed all the members to submit Confidential report of the academic year 2018-19.
- 8) Dr. A. S. Patil, Dr. N. W. Dhale and Prof. Chinchole proposed the requirement of textbooks and reference books for the next academic year.
- 9) Updating of LAN facility and setting of CCTV System: After discussion of Hon. Principal with the staff members, it was decided to provide updated LAN facility in the college departments and offices. Moreover, it was also confirmed to set CCTV system in the college premises.
- 10) Dr. N. W. Dhale, Secretary of Teacher Staff Council, expressed vote of thanks and concluded the meeting with the permission of the Chairperson.

Dr. N. W. Dhale
Secretary

Dr. S. R. Meshram
Chairperson



Staff Council Meeting

A meeting of Staff Council was held on 18th October 2019 at 3.00 P.M. Hon. Principal Dr. Siddharth Meshram chaired the meeting.

Minutes

Date: 18/10/2019

Time: 3.00 P.M.

Venue: Principal Office

- 1) **Call to order:** The chairperson of the staff council, Hon. Principal, Dr. Siddharth Meshram called the meeting to order.
- 2) **Approval of the minutes of the previous meeting:** The minutes of the previous meeting of staff council held on 26/04/2021 were presented by the Secretary, Dr. N. W. Dhale and all the staff members present, approved it.
- 3) **Discussion:** The discussion on agenda was initiated by Dr. N. W. Dhale, the secretary of the staff council.
- 4) A discussion was made over the appointment of teacher representative in the College Development Committee. Prof. Sunil Deshmukh, Dr. E. J. Helge was nominated and confirmed as the teacher representative in the said committee.
- 5) **Reconstitution of IQAC Body:** After a pervasive discussion, it was decided to reconstitute IQAC of the College as it was mandatory in accordance with UGC guidelines. Prof. S. N. Chinchole was appointed as IQAC Coordinator after Prof. G. R. Jadhav and Prof. Gajanan Lohate was newly appointed as member.
- 6) It was decided and confirmed to make provision of suitable office for IQAC as the need of time.
- 7) **Discussion over Re-NAAC:** Taking into consideration the letter of the office of Joint Director, Higher Education, Amravati, it was decided in the meeting to plan the schedule for Re-Accreditation of the college by the NAAC. HON. Principal suggested all the members to prepare action plan for the college Re-Accreditation.
- 8) It was also decided in the meeting to update the data on the college website in accordance with the NAAC Guidelines.
- 9) **Review of official work:** Hon. Principal reviewed the workings of college office and ordered the concerned staff members to provide required documents on time.
- 10) A discussion was made over the syllabus completion, co-curricular activities held during the current academic year. Hon. Principal passed satisfactory remark over the programmes and other activities held in accordance with the Annual Academic Planning.
- 11) To fill up the AQAR of 2018-19, it was confirmed by all the staff members to provide department wise updated data.
- 12) **Felicitation and Welcome of the newly appointed teachers:** All the teachers who were newly appointed by Shri Shivaji Education Society were welcomed and felicitated by Dr. Siddharth Meshram, Hon. Principal and all the staff members.
- 13) Dr. N. W. Dhale, Secretary of staff Council, expressed vote of thanks and concluded the meeting with the permission of Hon. Principal.

Dr. N. W. Dhale

Secretary

Dr. S. R. Meshram

Chairperson

