



Pravara Medical Trust's

# Arts, Commerce and Science College, Shevgaon

Ayurved College Campus, Akhegaon Road, Shevgaon

Tal:- Shevgaon, Dist:-A.Nagar- 414502

Affiliated to Savitribai Phule Pune University, Pune

Code: 1481 PU/AN/SCI/136/2013 Email: pmt.acsc@gmail.com

Website: www.pmtacsc.com



## Self-Study Report: First Cycle



### Criteria – VI

### Governance, Leadership and Management

#### Key Indicator 6.5.1

#### Internal Quality Assurance System

Submitted to

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BENGALURU**

### **Metrics: 6.5.1 (QIM)**

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.**

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# IQAC Composition

**Academic Year  
2019-20 to 2022-23**



Pravara Medical Trust's  
**ARTS, COMMERCE AND SCIENCE COLLEGE, SHEVGAON**

Ayurved College Campus, Shevgaon, Tal. Shevgaon, Dist.- Ahmednagar 414502 (MS), India

■ Code : 1481

■ PU/AN/SCI/136/2013

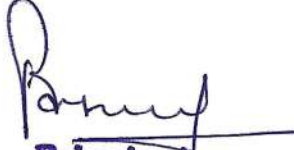
■ Email : pmt.acsc@gmail.com

**Internal Quality Assurance Cell**  
**2019-20**

Sr. No.	Name of the Member	Designation
1.	Dr. Onkar Jeevan Rasal	Chairperson
2.	Hon. Mr. Punjabrao Aher Patil	Management Representative
3.	Mr. Mahadeo B. Nijave	Senior Administrative Officer
4.	Mr. Hamid S. Shaikh	Teacher's Representative
5.	Mr. Ganesh S. Shelke	Teacher's Representative
6.	Mr. Sumit R. Pulate	Teacher's Representative
7.	Mr. Suresh L. Najan	Teacher's Representative
8.	Mr. Keshav K. Sase	Teaching Representative
9.	Mrs. Madhvi V. Pisal	Teaching Representative
10.	Mr. Amol P. Revadkar	Alumni Representative
11.	Mr. Balasaheb Deshpande	Stakeholder
12.	Mr. Sajed S. Patel	Coordinator, IQAC

  
IQAC  
PMT's ACSC  
Shevgaon



  
Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

**Academic Year  
2017-18 to 2018-19**



Pravara Medical Trust's  
**ARTS, COMMERCE AND SCIENCE COLLEGE, SHEVGAON**

Ayurved College Campus, Shevgaon, Tal. Shevgaon, Dist.- Ahmednagar 414502 (MS), India

■ Code : 1481

■ PU/AN/SCI/136/2013

■ Email : pmt.acsc@gmail.com

**Internal Quality Assurance Cell  
2017-18**

Sr. No.	Name of the Member	Designation
1.	Dr. Onkar Jeevan Rasal	Chairperson
2.	Hon. Mr. Punjabrao Aher Patil	Management Representative
3.	Mr. Mahadeo B. Nijave	Senior Administrative Officer
4.	Mr. S. P. Makasare	Teacher's Representative
5.	Mr. A. U. Dorge	Teacher's Representative
6.	Mrs. R. S. Waghmare	Teacher's Representative
7.	Mr. Sumit Padale	Alumni Representative
8.	Mr. Balasaheb Deshpande	Stakeholder
9.	Mr. Mohan B. Paratwagh	Coordinator, IQAC

*Mohan B. Paratwagh*  
IQAC  
PMT's ACSC  
Shevgaon



*Rasal*  
Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

# **Academic and Administrative Audit (AAA)**



**Year of Academic Audit**

**2021-22 to 2023-24**

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**Pravara Medical Trust's  
Arts, Commerce and Science College, Shevgaon.**

This audit accesses **Academic and Administrative Audit** of college over last three years (2021-2024). This audit aims ensure compliances with institutional standards, identify areas for improvement, and provide recommendations to enhance overall effectiveness.

## FORMAT FOR ACADEMIC AUDIT FOR COLLEGE

### Marking System for Evaluation of Academic Activities and Infrastructural Facilities

<b>Total Assessment Points</b>	425		
<b>Points Secured:</b>	283	66.58 %	
<b>Grade Secured:</b>	A	Good	

Criteria	Minimum Score Required
a. Established with less than 5 years	50% points out of total points
b. Established between 5 to 10 years	55% points out of total points
c. Established more than 10 years	60% points out of total points

#### Grading System

Letter Grade	Score	Performance Descriptor
A	Above 76 to 100%	Excellent
B	Between 61 to 75%	Good
C	Between 51 to 60%	Satisfactory
D	Up to 50 %	Need Improvement

#### Note:

1. Academic and Administrative Audit format for an affiliated college is available on university website for download.
2. The Principal of the college is required to submit all details to justify the remarks mentioned under Sections A, B, C, D.
3. All information in format and detail documents should be submitted for last three years in year wise manner.
4. A duly completed format should be made available both in hard copy and electronic copy to the committee.

\* If any particulars in the tables below are not applicable (NA) to the college please mention it in remark. The peer review committee will verify the remarks and the marks will be deducted from Max marks and accordingly the grade will be calculated.

### Profile of the College

<b>1. Name of the College</b>	<b>Pravara Medical Trust's Arts, Commerce and Science College, Shevgaon</b>	
<b>2. Year of Establishment</b>	2013	
<b>3. Location</b>	Ayurved College Campus, Akhegaon Road, Shevgaon, Tal- Shevgaon, Dist.- Ahmednagar	
<b>4. Status</b> a. Aided b. Unaided	Unaided	
<b>5. Name of the Principal</b>	<b>Dr. Onkar J. Rasal</b>	
<b>6. Courses and Admission</b>	<b>Course</b>	<b>Admission Procedure</b>
	1. B.A. 2. B.Com 3. B.Sc. 4. BBA 5. M.Sc. 6. BCA	First come First Serve & Transparent merit based admission process.
<b>7. Total Faculty Position</b>	37 ✓	
<b>8. Total Secretarial Staff position</b>	---	
<b>9. Non-Teaching Staff positions</b>	10	

**10. Total Intake capacity and no of Students admitted for last three years.**

<b>B.A. Intake 120 Students Per Year</b>					
<b>Sr. No</b>	<b>Academic Year</b>	<b>No. of Students Admitted</b>			
		<b>FY</b>	<b>SY</b>	<b>TY</b>	<b>Total</b>
1	2021-22	92	49	50	191 ✓
2	2022-23	107	42	42	191 ✓
3	2023-24	67	36	39	142 ✓
<b>Gross Total=</b>		<b>266</b>	<b>127</b>	<b>131</b>	<b>524 ✓</b>

B.COM Intake 120 Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			
		FY	SY	TY	Total
1	2021-22	100	69	37	206 ✓
2	2022-23	95	75	61	231 ✓
3	2023-24	43	55	63	161 ✓
Gross Total=		238	199	161	598 ✓

B.Sc. Intake 120 Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			
		FY	SY	TY	Total
1	2021-22	119	63	52	234 ✓
2	2022-23	46	82	55	183 ✓
3	2023-24	34	34	70	138 ✓
Gross Total=		199	179	177	555 ✓

B.B.A Intake 80 Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			
		FY	SY	TY	Total
1	2021-22	09	NA	NA	09
2	2022-23	13	08	NA	21
3	2023-24	00	10	08	18
Gross Total=		22	18	08	48 ✓

BCA Intake 80 Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			
		FY	SY	TY	Total
1	2021-22	14	NA	NA	14 ✓
2	2022-23	79	12	NA	91 ✓
3	2023-24	68	64	12	144 ✓
Gross Total=		161	76	12	249 ✓

MSc (Analytical Chemistry) Intake 24 Students Per Year				
Sr. No	Academic Year	No. of Students Admitted		
		M.Sc. I	M.Sc. II	Total
1	2021-22	24	24	48 ✓
2	2022-23	24	24	48 ✓
3	2023-24	24	24	48 ✓
Gross Total=		72	72	144 ✓

MSc (Organic Chemistry) Intake 24 Students Per Year				
Sr. No	Academic Year	No. of Students Admitted		
		M.Sc. I	M.Sc. II	Total
1	2021-22	23	22	45
2	2022-23	23	24	47
3	2023-24	24	23	47
Gross Total=		70	69	139

11. Total amount of fees received from all Courses for last three years.

Sr. No	Academic Year	Fee Received in Rs.
1	2021-22	7840522.00 /-
2	2022-23	10869399.00 /-
3	2023-24	18765387.00 /-
Total=		37475308.00 /-

12. Total Research grant received with Name of the funding agencies for last three years

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13. Total Development grant received from other than university sources for last three years

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\* National/State/Various Council Test/ University Entrance Test/University Merit list/ Other (Please Specify)

#### A. Administrative Set up

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
<b>1. Accreditation other than NAAC</b>		No	10 ✓	00	Apply for NAAC
Quality certification like ISO etc.		No			
<b>2. Special Programmes</b>					
College with Potential for Excellence etc.		No	05 ✓	00	
<b>3. Principal</b>					
a. Regular		No	05 ✓		
b. In charge	Yes		03	03 ✓	
<b>4. Faculty</b>	Sanctioned	Working			
a. Professor	--	--	05 ✓	00	

			03		
			02		
b. Associate Professor	--	--	05 ✓	00	
			03		
			02		
c. Assistant Professor	58	37	05 ✓	05 ✓	
			03		
			02		
d. Visiting or exchange faculty	02	02	05 ✓	05 ✓	
e. Teacher student ratio	1 : 20	1: 18	05 ✓	05 ✓	
			03		
<b>5. Non-teaching Staff</b>	Sanctioned	Working			
	23	10	05 ✓		
			03		
			02		
<b>6. Teaching Staff Meetings</b>					
a. Teaching staff Meetings conducted regularly?	Yes		05 ✓	05 ✓	
b. Minutes of the meetings with ATR	Yes		05 ✓	05 ✓	
<b>7. Courses (Title)</b>	Intake	Registration count (Up to intake -5 marks less 3 marks)			
a. Ph.D.	--	--	5/3		
b. M.Phil.	--	--	5/3		
c. PG	96	94	5/3	03 ✓	
d. UG	1320	575	10/3	03 ✓	
e. Other (Certificate Courses)	300	300	5/3	05 ✓	
<b>Total No of Students</b>					
8. Whether college has Vision, Mission Statement?	Yes		05 -	05	
9. Whether college has Perspective Development plan?	Yes		05 -	05 ✓	

10. Whether SWOT analysis of college is Performed?	Yes		05	05	
11. Whether IQA cell is Established?	Yes		05	05	
12. Whether Self Appraisal Report of all staff submitted to Administration?	Yes		05	05	
<b>Total</b>			<b>120</b>	<b>645</b>	

### B. Academic Activities

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. Whether Academic Calendar is prepared and monitored?	Yes		05	05	
2. Whether Subject wise Teaching plan is prepared And monitored?	Yes		05	05	
3. Time Table					
a. Teaching	Yes		05	05	
b. Internal Assessment with record	Yes		05	05	
c. Examination	Yes		05	05	
4. Apart from class room instruction other avenues of learning provided for the students	Yes				
a. In Plant Training	--		05	00	
b. Seminars	Yes		05	05	
c. Workshops	Yes		05	05	
d. Field Trainings/ Projects Internships	Yes		05	05	
5. Result Analysis for last 3 years					
Result 71-100%	Yes		05		
51- 70%	--		03	03	
50% or below	--		02		
6. Remedial system	Yes		05	00	
7. Whether Students' Feedback collected and Analyzed?	Yes		05	05	
8. Whether Alumni Association registered and meeting Conducted?	Applied	Under Process	05	00	

9. Student Centric Activities like soft skills , group discussion, competitions etc.	Yes		05	05	
10. Participation of students in conferences, workshops etc.	Yes		05	05	
11. Student placement for 3 years			05		
	71-100%		05		
	51- 70%		03	03	
	50% or below	Yes	02		
12. Students' participations in Avhan, Avishkar, Krida Mahotsav, Youth Festival, Indradhanush and achievements	Yes		05	05	
13. Sport facility Physical education director Gym / Outdoor / indoor stadium	Outdoor Sport Facilities		02	02	
14. Participation of staff in exam work	Yes		03	03	
15. Students' representation in Sport and Cultural activities at State /National / International Level and achievements	Yes		05	05	
16. Is CSR or Society/Trust funded E&L scheme running	Yes		10	10	
17. College / institution gives award or cash prize	Yes		10	00	
18. Students attendance	Yes		03	03	
19. Staff Biometric	Yes		04	04	
20. Practical attendance record	Yes		03	03	
<b>Total</b>			<b>130</b>	<b>96</b>	

### C. Research Activities

Particulars	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. No. of Research Guide among existing staff	NA	-			
	71-100%		03		
	51- 70%		02		
	50% or below	Yes Co-Guide	01	01	
2. No. of Teachers with Ph.D. degree	71-100%		05		
	51- 70%		03		
	50% or below	Yes	02	02	



3. No of funded Research projects	Total 03 or more		03	00	
	Total 02		02		
	Total 01	No	01		
4. Total grant received/ revenue resource other than university funds	15 L or more	--	05	00	
	10L	--	03		
	5 L	--	02		
5. Memorandum of Understanding (MOU) /collaboration with industry/research institute	Yes	12	05	05	
6. Conferences /Symposium / Workshops etc. organized	a. International		05		
	b. National	Yes	01	03	03
	c. State	No		02	
	d. Regional/Local	No		02	
7. Number of faculty attended the Conference, workshops	61-100%	Yes	05	05	
	51- 60%		03		
	50% or below		02		
8. No of faculty invited as resource person at university/ state/national level	61-100%		05		
	51- 60%		03		
	50% or below	Yes	02	02	
9. Research papers/chapter in book	a. International				
	More than 10	--	15		
	Less than 10	Yes	05	05	
	b. National				
	More than 10	Yes	10	05	
Less than 10	--	5			
10. Total Number of books/ Reference books edited/published by the teachers	More than 03	--	10		
	Less than 03	Yes	05	05	
11. Is Research Journal with ISSN published edited by Faculty / College?	Yes	06	04	04	
			75	425	

### D: Infrastructure

Particulars With facility Int. CCTV, Computers	Status		Max marks	Marks obtained	Remarks
	Yes	No			
1. Building With Internet. CCTV, computer facility.					
a. Separate			05		
b. Shared	Yes		03		03
2. Principals' Cabin with washroom	Yes		03		03
3. Administrative Office	Yes		03		03
4. Visiting Room/ Waiting room	Yes		03		03
5. Staff room					
a. All staff with washroom			05		
b. Shared with washroom	Yes		03		03
6. Girls room with washroom	Yes		03		03
7. Boys Common room		No	03		00
8. Are Class rooms adequate?	Yes		03		03
9. ICT Resources (LCD, Audio-Video, Smart Interactive Board) With 30 benches	Yes		03		03
10. Computers with internet to all faculty					
a. To all			05		
b. Shared	Yes		03		03
11. Auditorium or multipurpose hall	Yes		03		03
12. Well Equipped Laboratories Adequate Equipment /Instruments for Teaching	Yes		05		05
13. Internet Access to students	Yes		03		03
14. Parking for Students and Staff	Yes		03		03
15. Purified Drinking Water facility (with RO System)	Yes		03		03
16. Garden/plantation/Open Lawn/	Yes		02		02
17. Separate Toilet facilities for					
a. Non-Teaching staff			02		00
b. Men	Yes		02		02
c. Women	Yes		02		02
18. Store room	Yes		02		02
19. Workshop / creation room			03		00
20. College Library Reading room min 50 chairs	Yes		03		03

21. Library equipped with digital studio		No	03	00	
22. Books purchased more than 1lakh/ yearly	Yes		03	03	
23. Grievances /Redresser Committee	Yes		02	02	
24. Anti-ragging committee	Yes		02	02	
25. Ramp for Physically challenged persons	Yes		02	02	
26. Safety equipment's (Fire extinguisher min. 1/ floor)	Yes		02	02	
27. Generator, Inverter, UPS Systems	Yes		03	03	
28. Security guard	Yes		03	03	
29. Use of Surveillance System	Yes		03	03	
30. Energy and water saving practices (2 marks each)	Yes		04	02	
31. Placement/Counselling Center (2 marks each).	Yes		04	04	
<b>Total</b>			<b>100</b>	<b>81</b>	<b>5</b>

- Please provide details for last three years in year wise manner of the following

## Annexures

### 1. Details of Teaching staff:

Sr. No	Name	Designation / Specialization	Qualifications with field of specialization with class / division of passing		Experience		Date of Joining in the Institution	Consolidated salary
			UG/ PG	Doctorate/ Post. Doc.	a	b		
1	2	3	4	5	6	8	9	10
1	Dr. Rasal Onkar Jeevan	I/C Principal	M.A. Ph. D.	Ph. D.	19	19	15/02/2017	37800/- ✓
2	Mr. Paratwagh Mohan Bhanudas	Asst.Prof.	M.A. NET	--	07		15/06/2017	19325/- ✓
3	Mr. Sase Keshav kakasaheb	Asst.Prof.	M.A. SET	--	06		01/01/2018	16695/- ✓
4	Mr. Shaikh Hamid Shamshuddin	Asst.Prof.	M.A. NET	--	08		09/07/2018	17325/- ✓
5	Mr. Dhadage Kishor Sudhakar	Asst.Prof.	M.Sc. B.Ed.	--	06		09/01/2018	14175/- ✓
6	Mr. Pulate Sumit Ramesh	Asst.Prof.	M.Com.	--	05		01/01/2019	13125/- ✓
7	Mr. Shelke Ganesh Sheshrao	Asst.Prof.	M.A. B.Ed. SET	--	05		04/07/2019	15750/- ✓
8	Mr. Najan Suresh Laxman	Asst.Prof.	M.A. B.Ed. SET	--	06		21/08/2018	14490/- ✓
9	Mr. Patel Sajed Salimoddin	Asst.Prof.	M.A. SET	--	05		08/09/2019	12600/- ✓
10	Mr. Kokare Krishna Vitthal	Asst.Prof.	M.A. M. Phil.	--	05		20/06/2019	13125/- ✓
11	Mr. Inamdar Kabir Bhaisab	Asst.Prof.	M.Sc. B.Ed.	--	05		15/02/2019	11550/- ✓
12	Mr. Bhalsing Ajit Laxman	Asst.Prof.	M.A. M. Phil	--	05		01/08/2022	11550/- ✓
13	Mr. Torade Ramdas Balu	Asst.Prof.	M.Sc.	--	02		01/08/2022	12600/- ✓
14	Miss. Madne Pooja Sambhaji	Asst.Prof.	M.Sc. SET	--	02		01/08/2022	12600/- ✓
15	Mr. Kharat Rahul Bandu	Asst.Prof.	M.Sc.	--	02		01/08/2022	9450/- ✓
16	Mr. Gangawane Chaitanya Maruti	Asst.Prof.	M.A. SET	--	05		01/08/2022	15750/- ✓
17	Mrs. Sable Prajakta Santosh	Asst.Prof.	M.Com. B.Ed.	--	02		01/08/2022	13650/- ✓

18	Mrs. Dahifale Mira Bajirao	Asst.Prof.	M.Sc.	--	02		01/08/2022	9450/- ✓
19	Mr. Kardile Amol Balasaheb	Asst.Prof.	MSc B.ed	--	02		01/12/2022	9450/- ✓
20	Mr. Revadkar Amol Pandurang	Asst.Prof.	M.Sc.	--	02		01/12/2022	9450/- ✓
21	Miss. Raut Sarita Somnath	Asst.Prof.	M.C.A.	--	02		27/09/2022	18900/- ✓
22	Mrs. Shingare Priti Sagar	Asst.Prof.	M.C.A.	--	02		27/10/2022	17850/- ✓
23	Mr. Kasabe Balasaheb Nabaji	Asst.Prof.	M.A. B.Ed.	--	01		10/08/2023	14000/- ✓
24	Miss. Dhadray Geeta Rajaram	Asst.Prof.	M.Sc.	--	01		10/08/2023	9000/- ✓
25	Miss. Ekshinge Rutuja Gotiram	Asst.Prof.	M.Sc.	--	01		10/08/2023	9000/- ✓
26	Mrs. Buchkul Divya Ashok	Asst.Prof.	M.Sc.	--	01		10/08/2023	9000/- ✓
27	Mrs. Ghewari Sonam Mahaling	Asst.Prof.	M.B.A.I.T	--	01		10/08/2023	17000/- ✓
28	Miss. Kate Ashvini Ashok	Asst.Prof.	M.A.	--	01		10/08/2023	9000/- ✓
29	Miss. Kokate Sheetal Ravsaheb	Asst.Prof.	M.Sc.	--	01		01/02/2024	9000/- ✓
30	Mr. Barde Akash Sheshrav	Asst. Prof.	M.Sc.	--	01		04/04/2024	9000/- ✓
31	Mr.Nikam Govind Chandrakant.	Asst. Prof.	M.Sc. B.Ed. SET	--	05		20/08/2019	11800/- ✓
32	Mr.Pisote Baban Mohan.	Asst. Prof.	M.Sc. B.Ed.	--	02		03/08/2022	13650/- ✓
33	Mr.Wable Vitthal Bhagwat.	Asst. Prof.	M.Sc. B.Ed.	--	02		01/08/2022	15000/- ✓
34	Pisal Madhavi V.	Asst. Prof.	M.A.B.Ed. MPhil.	--	07		15/06/2017	14123/- ✓
35	Mr.Katkade Ramdas Pandharinath	Asst. Prof.	M.A B.Ed.	--	07		15/06/2017	16000/- ✓
36	Mr. Dhamal Somnath Dattatray	Asst. Prof.	M.Sc. (Agri)	--	04		24/10/2020	18375/- ✓
37	Mr. Badadhe Nitin Arjun	Asst. Prof.	M.A. (B.Ed.)	--	02		10/10/2022	10500/- ✓

2. **Details of Projects undertaken by the Teachers**

Investigator	Title of the project	Type of the project Research/ Development	Agency	Duration	Amount	Status
-	-	-	-	-	-	-

3. Student admission : As per intake capacity and as per reservation rule

B.A. Intake 60 (Reservation) Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			Total
		FY	SY	TY	
1	2021-22	55	36	36	127
2	2022-23	56	27	26	109
3	2023-24	34	13	26	73
Total		145	76	88	309

B.Com. Intake 60 (Reservation) Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			Total
		FY	SY	TY	
1	2021-22	43	34	21	98
2	2022-23	58	39	30	127
3	2023-24	18	30	31	79
Total		119	103	82	304

B.Sc. Intake 60 (Reservation) Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			Total
		FY	SY	TY	
1	2021-22	37	32	35	104
2	2022-23	32	56	10	98
3	2023-24	22	22	53	97
Total =		91	110	98	299

B.C.A. (Science) Intake 40 (Reservation) Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			Total
		FY	SY	TY	
1	2021-22	7	--	--	07
2	2022-23	47	6	--	53
3	2023-24	35	35	06	76
Total =		89	41	06	136

M.Sc. (Analytical Chemistry) Intake 12 (Reservation) Students Per Year					
Sr. No	Academic Year	No. of Students Admitted			Total
		M. Sc. I	N. Sc. II		
1	2021-22	17	--	--	17
2	2022-23	15	17	--	32
3	2023-24	17	16	--	33

B.C.A. Out of 100%				
Sr. No	Academic Year	FY	SY	TY
1	2021-22	100%	--	--
2	2022-23	99.91%	95.83%	--
3	2023-24	98.44%	94.72%	100%

M.Sc. (Analytical Chemistry) Out of 100%		
Sr. No	Academic Year	M. Sc. II
1	2021-22	--
2	2022-23	81.81%
3	2023-24	68.33%

M.Sc. (Organic Chemistry) Out of 100%		
Sr. No	Academic Year	M. Sc. II
1	2021-22	--
2	2022-23	71.72%
3	2023-24	74.78%

### SWOT analysis of the college

#### Strengths

- Students Participation in Cultural Activities at University Level
- Students Participation in National Level Sports Competition
- Good Infrastructure
- Well-Equipped Science Lab, Language Lab, Computer Lab and Library
- Experienced Faculty
- Supportive and Conducive Learning Environment

#### Weaknesses:

- Limited Financial Resources
- Retention and Graduation Rate of the Student
- Limitations in collaborations with Industries

#### Opportunities:

- Grants and Funding from Government and NGO
- More Engagement of Community
- Funding for Research and conference from DST and SERB.

#### Challenges:

- Competition from other institutions
- To create more collaboration/MoU with Industries and Institutes
- To increase interdisciplinary research

6. **List of Co - Curricular activities**

- Industrial visits
- Class tests
- Assignments

7 **List of Extracurricular activities**

- Cultural programs
- College magazine publication
- Birth anniversaries and commemoration of national leaders/social reformers
- NSS
- Earn and learn scheme
- Sports tournaments
- Health awareness programme

**8. Best Practices:**

**1. 'Sathi Upkram'-**

HEI, from the academic year 2023-24, introduces 'Sathi Upkram'. Under this practice HEI collects unused material such as clothes, books & Notebooks, School bags, footwear etc. From the faculty & students of the institute and this material is handover to the 'Uchal Foundation Shevgaon', an NGO which works for the children of sugarcane field labor.

**2. A. Mentor Mentee :-**

The institute runs a Mentor-Mentee Practice for the purpose of identifying and solving the students' problems. Under this, students can discuss their personal, academic, financial problems with their mentor and mentor helps them by giving suggestions, solutions and proper guidance. Through the mentor-mentee practice, institute fosters a supportive environment that helps students thrive academically and personally.

**B. Late Dr. Balasaheb Vikhe Patil Smruti Vyakhyanmala-**

In the memories of Late Dr. Balasaheb Vikhe Patil (Padmbhushan Awardee) institution has started **Smriti Vykhyanmala** from the academic year 2017-18. Under this HEI invites prominent & experts in different fields of Education, History, Literature, and Economics etc. to deliver lecture. This session is open for the society.



### **9. Programs under Institutional Social Responsibility:**

- Street Plays on different social issues
- Rallies on Health and Social Issues
- Tree Plantation & Conservation Drive
- Flood Relief Fund Collection Drive
- Nirbhay Kanya Abhiyan
- Nari Shakti Dindi
- Health Check Up
- Blood Donation Camp
- Environment Friendly Ganeshotsav
- Environment Friendly Diwali etc.

10. Research papers published (Last 3 years)

Sr. No.	Name of the Teacher	International	National	Total
1.	Asst.Prof. Paratwagh Mohan Bhanudas	00	01	01
2.	Asst.Prof. Sase Keshav kakasaheb	00	02	02
3.	Asst.Prof. Pulate Sumit Ramesh	00	03	03
4.	Asst.Prof. Shelke Ganesh Sheshrao	00	02	02
5.	Asst.Prof. Najan Suresh Laxman	00	04	04
6.	Asst.Prof. Patel Sajed Salimoddin	00	01	01
7.	Asst.Prof. Kokare Krishna Vitthal	00	02	02
8.	Asst.Prof. Bhalsing Ajit Laxman	00	01	01
9.	Asst.Prof. Torade Ramdas Balu	00	01	01
10.	Asst.Prof. Kharat Rahul Bandu	00	01	01
11.	Asst.Prof. Gangawane Chaitanya Maruti	00	01	01
12.	Asst.Asst.Prof. Sable Prajakta Santosh	00	02	02
13.	Asst.Prof. Raut Sarita Somnath	00	01	01
14.	Asst.Prof. Ghewari Sonam Mahaling	01	00	01
15.	Asst.Prof.Katkade Ramdas Pandharinath	01	01	02
16.	Asst.Prof.Pisal Madhavi V.	00	02	02
17.	Asst.Prof.Nikam Govind Chandrakant.	00	01	01
18.	Asst.Prof.Dhamal Somnath Dattatray	00	01	01
<b>Total</b>		<b>02</b>	<b>27</b>	<b>29</b>

11. Seminars/Conferences/Workshops organized and the source of funding (national/international) with details (Last 3 years):

Sr. No	Name of Conference/Seminar/Workshop	Funding Agencies	No. of Participants	National/ International	Remarks if any
1	India @75	Self-Funded	175	National	---

12. Awards/ recognition's received at the national and international level by teachers/students:

Awards and Recognitions (2021-22 to 2023-24)

Sr. No.	Name of the Teacher	Name of the Award/ Recognition	Name of the Organization
1	-	-	-

13. Give details of student enrichment programmes (special lectures/workshops/seminar) inviting external experts:

Special lectures and Workshops:

Sr. No.	Title of the Programme/Activity
1	Workshop on Personality Development
2	Self Defense Training Programme
3	Workshop on Awareness of Research among students
4	Nirbhaya Kanya Abhiyan
5	Workshop on Women Empowerment
6	Workshop on Entrepreneurship Development
7	Workshop on Competitive Examination Guidance
8	Nirbhaya Kanya Abhiyan – Yoga Training
9	Guest Lecture on Cyber Crime

Educational Visits and Trips:

• **Industrial Visits**

1. In the academic year 2022-23 college organized Industrial Visit at Insta Vision, Satara

• **Educational Tour**

1. HEI organizes educational visits, trips and tour regularly to give experiential learning to students. In the academic year 2023-24 college organized Educational trip to visit Raigad Fort to do research on Indian history as well as students of the college visited Shrivardhan Beach and collected the water & Biological samples.
2. In the academic year 2022-23 college organized educational Trip to visit At Pratapgad & Janjira Fort to experienced Maharashtrians Heritage & History. Students also visited Mahabaleshwar Hill Station.

College Development Committee (CDC):

- Focuses on the college's overall development plan.
- Makes recommendations to management for approval of annual financial statements and budget.
- Conducts reviews twice a year to monitor progress and make adjustments.

Internal Quality Assurance Cell (IQAC):

- Works towards achieving quality enhancement and maintaining it.

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- Conducts reviews twice a year to monitor progress and make adjustments.

Internal Quality Assurance Cell (IQAC):

- Works towards achieving quality enhancement and maintaining it.

- Acts as a catalyst for positive change by devising strategies to address shortcomings and improve overall college operations.
- Conducts reviews three times a year to achieve a goal.

**Departmental Level:**

- Heads of Departments (HODs) implement the action plan provided by IQAC.
- This plan focuses on quality improvement and meeting program objectives.

**14. Highlight the Special facilities (if any) of the College:**

- Institute Provide Free Bus Service from Bus Stop to College
- Free Hospital Service to Student and Staff

**15. State the Innovative practices of the College:**

• **Smruti Van:**

The Institution has innovated a idea of 'Smruti Van', in memories of Late Dr. Balasaheb Vikhe Patil (Padhmbhushan Awardee), where the students and faculties arranges plantation of trees on their birthdays for purpose of environmental conservation. Over 500 tree samplings are planted in 'Smruti Van'.

**16. Highlight the participation of students and faculty in extension activities:**

- **NSS Camp:** 50 No. of students participates in NSS Special Camp every year, where they contributed in the village cleaning, awareness on social issues etc.
- **Rally:** College students participated in the COVID-19 Vaccination Rally, 'Bheti Bachao-Beti Padhao' Rally, 'Har Ghar Tiranga Rally' etc.
- **Street Plays:** College students performed street play in 'Bheti Bachao-Beti Padhao' Rally, NSS Special Camp etc.
- **Granth Dindi:** College Students organized and participated in *Granth Dindi* on the occasion of 'Vachan Prerna Din' and Organized Cleanliness Drive at Mahatma Sarvajanic Vachanalay, Shevgaon.

**17. Future plans of the College:**

- NAAC accreditation of HEI
- Strengthening interdisciplinary research activities
- To organize State/National level seminars/conferences/workshops.
- Conducting workshop for administrative staffs.

**18. Special achievements of the College:**

**A. Sports: 2021-22**

Sr. No.	Name of the Student/Team	Event	Achievement
1	Katkade Narendra Rameshwar	Zonal Level Kho-Kho (Men)	Selected in SPPU Team
2	Katkade Narendra Rameshwar	'Khelo India Youth Games 2021-22'	Gold Medal

		(Maharashtra Kho-Kho (Men)Team)	
3	Kho-Kho Team (Women)	University Level Inter Collegiate Kho-Kho Competition 2021-22	1 <sup>st</sup> Rank

2022-23

Sr. No.	Name of the Student/Team	Event	Achievement
1	Katkade Narendra Rameshwar	'Khelo India Youth Games 2022-23' (Maharashtra Kho-Kho (Men)Team)	Captained of the Gold Medalist Team
2	Katkade Narendra Rameshwar	All India Inter-University (Men)	Selected
3	Katkade Narendra Rameshwar Khaire Sarthak Vijay Magar Kiran Pravin	Zonal Level Kho-Kho (Men)	Selected in SPPU Team
4	Gupta Ankit Krishnaprasad	Triple Jump (Men)	2 <sup>nd</sup> Rank and Selected for Zonal Level

2023-24

Sr. No.	Name of the Student/Team	Event	Achievement
1	Katkade Narendra Rameshwar	Ultimate Kho-Kho League	Played for Chennai Quick Guns and won Silver Medal
2	Bamdale Shivam Prakash Katkade Narendra Rameshwar Khaire Sarthak Vijay	Zonal Level Kho-Kho (Men)	Selected in SPPU Team
3	Ballal Pranali Rajendra	Freestyle Wrestling (Women)	1 <sup>st</sup> rank and Selected for Zonal Level
4	Ballal Pranali Rajendra	Freestyle Wrestling (Women)	Inter-University Matches at Chandigarh, India

**B. Cultural:****2021-22**

Sr. No.	Name of the Student/Team	Event	Achievement
1	Payghan Rameshwar Savaleram	Harihareshwar Karandak 2022-23	1 <sup>st</sup> Prize

**2022-23**

Sr. No.	Name of the Student/Team	Event	Achievement
1	'Natak'- One Act Play	'Swarrang 2022-23', SPPU's Zonal Level Youth Festival at Pravara Engineering College, Loni	1 <sup>st</sup> Prize and Selected for University Level Youth Festival
2	Payghan Rameshwar Savaleram	Kai. Nanasaheb Bharade Vakrutv Spardha 2022-23	1 <sup>st</sup> Prize
3	Garpagare Priyanka	Kai. Nanasaheb Bharade Vakrutv Spardha 2022-23	2 <sup>nd</sup> Prize

**2023-24**

Sr. No.	Name of the Student/Team	Event	Achievement
1	'Eka Lagnachi 35 She...' - One Act Play	'Swarrang 2023-24', SPPU's Zonal Level Youth Festival at Amrutvahini Engineering College, Sangamner	2 <sup>nd</sup> Prize and Selected for University Level Youth Festival
2	Shelke Akash Ashok	Kai. Nanasaheb Bharade Vakrutv Spardha 2023-24	2 <sup>nd</sup> Prize
3	Garpagare Priyanka	Kai. Nanasaheb Bharade Vakrutv Spardha 2023-24	3 <sup>rd</sup> Prize

**C. National Service Scheme:****2023-24**

Sr. No.	Name of the Volunteer	Event	Achievement
1	Ghune Vishal Annasaheb	'Avhan 2023' State Level Disaster Management Training Camp organized by Gondvana University, Gadachiroli, Maharashtra	Selection





## Arts, Commerce and Science College, Shevgaon

Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com



College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

### Declaration

I certify that the data included in this Academic and Administrative Audit Report (AAA) is true to the best of my knowledge.

This AAA is prepared by the College/institution after internal discussions, and no part thereof has been outsourced.

I am aware that the AAA Peer team will validate the information provided in this AAA during the peer team visit.

Place: shevgaon

Date: 08/05/2024

  
Principal

Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar

## Committee Report




### Detail Remarks from Committee:

- Institute has good and enough infrastructural facilities and academic facilities - Institute should apply for MAAC assessment & Accreditation - Research facilities needs to be improved - Institute has maintained good documentation - Required faculties have been appointed and have been paid as per regulations.

### a. Overall Graduation of the College

	Max Marks	Marks Obtained	Score (% of Marks)
Section A	120	64	
Section B	130	96	
Section C	75	42	
Section D	100	81	
<b>Grade Secured</b>	<b>425</b>	<b>283</b>	<b>66.58%</b>

Date : 03/05/2024  
 Place: Shergaon.

Name of the Committee Member	Signature
Principal Dr. O.J. Rasal	 Principal Arts, Comm. & Sci. College Shergaon, Dist Ahmednagar
Name: Dr. B. H. Zawase. (Chairman)	 Principal New Arts, Commerce & Sci. College, Ahmednagar
Name: (Member) Dr. H. R. Athar	 Principal Arts, Science & Commerce College, Kolhar Tal. Rahata, Dist. Ahmednagar.

**Code of Conduct  
&  
Standard Operating System  
(SOP)**



Pravara Medical Trust's

## Arts, Commerce and Science College, Shevgaon

Ayurved College Campus, Akhegaon Road, Shevgaon

Tal:- Shevgaon, Dist:-A.Nagar- 414502

Affiliated to Savitribai Phule Pune University, Pune

Code: 1481 PU/AN/SCI/136/2013 Email:pmt.acsc@gmail.com

Website: [www.pmtacsc.com](http://www.pmtacsc.com)



# HANDBOOK ON Code of Conduct And Standard Operating Procedures

## **Composition of Committee**

<b>Sr. No.</b>	<b>Name of the Staff</b>	<b>Designation</b>	<b>Responsibility</b>
1	Dr. Onkar J. Rasal	Principal	Chairman
2	Mr. Mohan B. Paratwagh	Vice-Principal	Member
3	Mr. Hamid S. Shaikh	College Examination Officer	Member
4	Mr. Keshav K. Sase	Student Development Officer	Member
5	Mr. Suresh L. Najan	NSS	Member
6	Mr. Sumit R. Pulate	Teacher Representative (Male)	Member
7	Miss. Sarita S. Raut	Teacher Representative (Female)	Member
8	Mr. Ram Chhadidar	Physical Director	Member
9	Mr. Mahadev B. Nijave	Non-Teaching Representative	Member
10	Miss. Pooja S. Madne	Internal Complaint Committee	Member
11	Mr. Sajed S. Patel	IQAC Coordinator	Convener

### ❖ **Rule and Regulation for the Students:**

- Students must report the commencement day of every term/semester.
- Student must carry identity card with them while present in campus.
- Attendance for Independence Day, Republic day, Birth and Death Anniversary of great Indian personalities is mandatory for all the students.
- Students must be in uniform every day as per the dress code, except Thursday.
- Students should read notices regularly.
- It is mandatory for the students to make minimum 80% attendance in theory as well as practical courses.
- It is necessary for all students to make and maintain hygiene everywhere in college campus.
- Use of mobile phone is strictly prohibited in classrooms, Library and Laboratories.
- Students should attend the guest lectures/ seminars organized by college.
- Active participation from student in extra-curricular activities is expected.
- Student must be present in every Mentor-Mentee meetings conducted throw-out the year.
- Home assignments, test, tutorials, seminars are compulsory for all students.
- Damage of any college property caused by students will be duly recovered by them.
- During examination, student must carry admit card and/or hall ticket.
- Any type of misbehaviour in college campus is strictly prohibited.
- Student should always avoid the use of plastic as well as aware others for the same.
- Student should maintain the green campus by not destroying the garden.
- Turn off electricity and electronic devices when not in use.
- Maintain the environment consciousness.

### ❖ **What is Code of Conduct (CoC)?**

**“A summary of shared institutional values, moral principles, rules and responsibilities of individuals.”**

### ❖ **To whom it applies?**

- College Development Committee/ Governing Body
- Administration
- HoD & Teachers
- Physical Director
- Librarian
- Non-Teaching Staff

### ❖ **Why do we have?**

- To ensure that all should understand the responsibilities of individuals to adhere with the Code of Conduct (CoC) of our institution.
- To provide the necessary guidance to everyone.
- To reflect the vision, mission and values of our institution.
- To build the safe and academic atmosphere of teaching, learning and working.
- To make the entire institution's environment clear and transparent.

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		Class Teacher/ In charge
		Assistant Professor
6	Library	Librarian
7	Administrative Staff	Office Superintendent
		Accountant
		Sr. Clerk
		Clerk
8	Examination Section	College Examination Officer (CEO)
		Senior Supervisor
		Junior Supervisor
		Supporting Staff
9	Professional Behaviors	Examination Advisory for Students
10	Committees	Students
		Women Anti-Sexual Harassment Cell (Internal Complaint Committee)
		Grievance Redressal Cell
11	Students Welfare Officer	Anti-Ragging Committee
12	Programme Officer	Earn and Learn Scheme
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19	Alumni Activity	Ethical Protocol
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## Code of Conduct (CoC)

### ❖ College Development Committee:

- Ensure that the institute is run properly and meets the purpose for which it was set up.
- Use reasonable care and skill in their work as members of the governing body and seek professional advice when needed.
- Regularly attend meetings of the governing body and committees they are part of, and gain the necessary knowledge to make good decisions.
- Make arrangements to allow the institute to carry out specialized studies, with proper facilities like laboratories and libraries.
- Set up colleges, institutes of higher learning, research centres, departments, schools, and hostels.
- Present the budget estimates from the finance and accounts committee, and if needed, suggest changes before sending it to the principal for final approval.
- Provide necessary infrastructure, including buildings, furniture, equipment, and other materials for the smooth functioning of the institute.
- Consider long-term plans for the academic development of the institute.
- Take overall responsibility for the welfare of students.

## Principal

### **The conduct of Institute administrators should be characterized by integrity.**

Each individual's personal and professional conduct reflects on one's institution, profession, and the higher education enterprise at large.

#### **❖ Principal Procedures to be followed for implementation of SOP: Academic:**

- Follow all relevant government laws, rules, and regulations.
- Work competently and continuously improve your skills, both for yourself and others.
- Spend enough time and effort on your job duties to provide good and effective service.
- Understand the institute's goals and policies, and contribute to their review and improvement.
- Keep any confidential information private and do not use it for personal or financial gain.
- Do not accept any gift, favor, or service that might affect your fair performance of duties.
- Do not engage in actions that go against ethical standards or the law.
- Staff must use the prescribed formats approved by the Principal.
- At the beginning of the year, the Principal will ask each faculty member to choose subjects for the next year.
- After subject choices are taken, the Head of Department (HOD) will assign subjects to each faculty member within one week. Senior faculty members will be assigned to teach First Year students. No faculty member will be given more than one subject for the same class.
- Once the teaching workload is assigned, each faculty member must prepare or update the course materials and have the course file ready one week before the teaching starts.
- The Principal will review the course files and teaching plans one week before the lecture begins.
- The HOD will prepare the timetable one week before the semester starts, and the Principal must approve it.
- The Principal will send a letter to each parent, through the class teacher, with details like the start date of the academic year and other important information, at least one week before the year begins.
- The Principal will appoint class teachers.
- Teaching should start on the first day of the academic year.

- The class teacher must track student attendance daily, create a graph of attendance, and send reports to the Principal.
- The Principal will assign various departmental portfolios to faculty members in the first week of the semester. These roles may include coordinators for NSS, sports, timetable, academic activities, events, MoM (Minutes of Meeting), ERP, T&P (Training & Placement), attendance monitoring, mentoring, alumni cell, student association, and others.
- The result analysis should be done right after the university results are declared, and the Principal will review it.
- The Principal will review student feedback (online or offline) before the end of the year.
- The Principal must arrange at least one parent-teacher meeting per semester/year.
- The Principal will send proposals for attending workshops, conferences, publishing papers, research proposals, and QIP (Quality Improvement Program) to the management along with supporting documents and financial requests. The Principal will also encourage faculty to publish their work in recognized conferences or journals listed on the UGC portal.
- The Principal will prepare the Annual Performance Indicator (API) for teaching and non-teaching staff at the end of the year and submit it to the management.

## **Vice-Principal**

### **Standard Operating Procedure for monitoring the academic activities conducted throughout the year.**

- Vice-Principal and HoD shall take the review of course file and teaching plan one week before start of semester.
- The Vice-Principal will review the timetable with the timetable In-charge one week before the semester begins, and get approval from the HoD and Principal.
- The Vice-Principal will review the registration process with the class teachers from the first day of the semester.
- The Vice-Principal, along with the class teachers should follow up on students who are absent daily.
- The Vice-Principal and class teachers should prepare a monthly report on academic progress and attendance of students. This report should be sent to the Vice Principal through the HoD.
- The Vice-Principal, in coordination with the class teachers, will organize student feedback (online or offline) after the first unit is completed and before the semester ends. The summary of this feedback should be sent to the HoD for further action.
- A monthly report of academic and attendance defaulters will be prepared by the class teachers in coordination with the Vice-Principal. The monthly attendance report will be sent to the parents, in coordination with the class teachers.
- The Vice-Principal, along with the class teachers, will arrange at least one parent-teacher meeting per semester. The feedback from these meetings should be sent to the Vice-Principal through the HoD for further action.
- The Vice-Principal, in coordination with the lab coordinator, should check the lab files, dead stock registers, notice boards, manuals, and continuous assessment records.

## **Internal Quality Assurance Cell (IQAC)**

The Standard Operating Procedure (SOP) of the Internal Quality Assurance Cell (IQAC) is to ensure uniformity and consistency in academics across all departments. It aims to create a system for continuous and planned actions to improve both academic and administrative performance of the institution. The SOP also focuses on promoting measures that enhance the overall functioning of the institution, by encouraging a culture of quality and adopting the best practices within the institution.

### **Implementation of SOP:**

- Develop and apply quality standards/benchmarks for various academic and administrative activities of the institution.
- Create a learner-focused environment that supports quality education and helps faculty develop the necessary knowledge and skills to adopt new technology and teaching methods for interactive learning.
- Collect feedback from students, parents, and other stakeholders on quality-related processes in the institution.
- Share information about various quality standards in higher education.
- Organize workshops and seminars within and outside the institution on quality-related topics, and encourage the formation of quality circles.
- Keep records of all activities that lead to quality improvement.
- Act as the central agency for coordinating quality-related activities in the institution, including adopting and sharing best practices.
- Develop and maintain an institutional database using Management Information Systems (MIS) to help maintain and improve the institution's quality.
- Promote a culture of quality within the institution.
- Prepare the Annual Quality Assurance Report (AQAR) as per the guidelines and standards of NAAC and submit it to NAAC.

### **IQAC will facilitate/contribute:**

- Ensure clear and focused efforts in improving the overall quality of the institution.
- Promote the adoption of a strong quality culture within the institution.
- Enhance coordination between different activities of the institution and make sure that all good practices are followed consistently.
- Provide a strong foundation for decision-making to improve the functioning of the institution.

- Act as an active system for introducing quality changes in higher education institutions (HEIs).
- Develop an organized method for documentation and internal communication.

### **Role and Responsibility**

#### **❖ Chairperson:**

- Overall supervision of activities of IQAC.
- To approve the minutes of meeting.
- Communication of decisions taken during IQAC meeting to the management.
- Approval authority for SOPs

#### **❖ Coordinator:**

- To ensure active participation of all members in meetings/ deliberations.
- To co-ordinate activities of IQAC.
- To ensure adherence of IQAC functioning as per SOPs.
- Preparation of Annual Quality Assurance Report (AQAR).

#### **❖ Secretary:**

- Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- Maintain documents relating to IQAC activities, communication (within the organization) and archival.
- Assist coordinator in matters related to IQAC.
- Updating of SOPs as and when required.

#### **❖ Members:**

- To attend the meetings of IQAC regularly.
- To participate actively in preparation of AQAR.
- To contribute actively in academic audit.
- To participate actively in all other activities of IQAC.

#### **❖ Tenure of Membership:**

- The membership of members shall be for a period of five years.

#### **❖ Functioning of IQAC:**

##### **✚ Criteria In-Charge:**

- HOD's are members of IQAC are made in-charge of a criterion. Criteria In-charge will be responsible for the activities falling under their respective criterion.
- In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold meetings as and when required.

#### ❖ **Meetings of IQAC:**

- The members will meet twice in every term/semester.
- Additional meetings can be held whenever necessary. The Secretary, in consultation with the Chairperson and Coordinator, will decide the agenda and send the details to all members.
- The date, time, venue, and agenda of the meeting will be shared with the members at least three days before the meeting.
- The minutes of the meeting will be sent to the members by email and also uploaded on the institution's website.

#### ❖ **Academic Audit:**

- The Head of Department (HOD) will be responsible for carrying out the audit, in consultation with the Principal and IQAC Coordinator.
- The academic audit will be conducted after the completion of each year.
- The audit schedule will be finalized by the Chairperson, after discussing it with the members in the IQAC meeting.
- The audit will be done according to the academic audit guidelines. The audit reports submitted by the auditors will be sent to the departments for necessary corrective action.

#### ❖ **Preparation of Annual Quality Assurance Report (AQAR):**

- The AQAR will be prepared according to the NAAC standard format and discussed in the IQAC meeting. Once finalized, the AQAR will be presented to the Managing Committee for approval. After approval, the AQAR will be submitted to NAAC.



## Teaching Staff

### ❖ Preamble:

Teaching is a very respected profession and plays a key role in building the nation. In a developing country like ours, teachers have a huge responsibility in shaping the character and careers of students. Moreover, a teacher's good character leaves a lasting impact on society. All these factors contribute to making our country strong and vibrant. Therefore, all faculty members are expected to show good behaviour, so that students look up to their teachers as role models.

### **The Code of Conduct is imperative to all teaching faculty of the institute**

- A faculty member must understand that they have a responsibility to shape the future of students. Therefore, their role goes beyond just teaching a subject and leaving the rest to the students. Not all students are self-motivated, and some may need regular counselling and support in various forms. Faculty members should always strive to find new ways to motivate and guide students towards better studies and career growth.
- To achieve this, a faculty member should come to class well-prepared with both theoretical knowledge and practical examples. They should use visuals like pictures and videos to make the subject more engaging. If needed, students should be encouraged (or even required) to participate in class discussions and explain the subject themselves. English should be used as the medium of communication for these discussions as much as possible.
- High-quality teaching is only possible when a faculty member is truly dedicated to their profession, to their students, and to the subject they are teaching. Dedication and motivation go hand-in-hand. A dedicated faculty member must see teaching as their long-term career and show this dedication through their actions, so that students can feel it. While dedication is hard to measure, its positive impact can be clearly seen.
- A good faculty member should also be a thoughtful thinker, always looking for ways to improve the teaching system and the academic environment of the institute. They should actively suggest ideas to make things better.
- General counselling of students is a responsibility of every faculty member. If a student doesn't seem convinced by the counselling, they should be given a chance to express their thoughts, either in or outside the classroom. The faculty member should then listen carefully and offer wise advice, always keeping the student's best interest in mind.

- Faculty members should avoid arguing with students in front of others. If a disagreement arises, they should handle it calmly and respectfully, explaining the consequences the student may face today or in future situations, due to poor communication or disrespectful behaviour towards faculty and seniors.
- There will be times when the student may not be entirely at fault. In such situations, it's important for faculty members to remain polite and respectful, in order to maintain a good rapport with students. The saying "give respect to get respect" should be kept in mind.
- The faculty member's behaviour with students should combine authority with warmth and care. Students should feel that the faculty member is genuinely concerned for their overall development and growth.
- It is the faculty member's duty to report any acts of indiscipline they notice on campus. If possible, they should intervene to correct the situation and restore order.
- While everyone has the right to pursue their own career goals, faculty members should refrain from activities like preparing for competitive exams or applying for jobs outside the institute during college hours. These are personal matters and should not take place during working hours or in academic areas of the institute. Faculty members should only keep academic materials, such as textbooks, class notes, and students' answer sheets, in their offices. Engaging in personal job search activities during working hours will lead to disciplinary action.
- Except during lunch breaks, faculty members should be present in the department or academic areas of the institute and should avoid holding private meetings with colleagues about non-academic matters during college hours.
- Faculty members should treat their colleagues with respect and maintain a decent behaviour in front of students. Criticizing fellow staff members, other faculty, or the management in front of students is not acceptable.
- Faculty members must follow the laws of the country and refrain from engaging in any activity that could harm the reputation of the institute.

## **Head of the Department (HoD)**

### **Standard Operating Procedure for monitoring the academic activities conducted throughout the year.**

#### **❖ Implementation of SOP:**

- **Choice of Electives:** At the end of each semester, the HOD will collect elective subject choices from students for the next semester (if applicable).
- **Subject Allocation:** The HOD will gather subject preferences from faculty for the upcoming semester. Every faculty member must provide at least one choice of subject, ranging from First Year to Final Year. The HOD will assign subjects to faculty members within one week, ensuring no faculty member is assigned more than one subject for the same class. Senior faculty members will be assigned to teach First Year and Final Year students.
- **Course File Preparation:** All faculty must prepare their course files and ensure they are ready one week before the new semester starts.
- **Lab Maintenance Review:** The HOD will review lab maintenance with lab in-charges and obtain financial approval for maintenance from the Principal. Lab in-charges and assistants must complete all equipment maintenance during the break.
- **Pre-Semester Preparation (One Week Before Start):**
  - ✚ The HOD will prepare the department's academic calendar after receiving the college academic calendar from the IQAC.
  - ✚ The Time Table In-charge will prepare the class-wise timetable.
  - ✚ All faculties must prepare their teaching plans for both theory and practical subjects.
  - ✚ The IQAC and HOD will review course files and teaching plans.
  - ✚ The HOD will appoint class teachers and assign other departmental duties.
  - ✚ Class teachers will prepare and circulate the Academic Book to faculty and students.
  - ✚ Mentoring in-charges must appoint mentors for students.
- **Semester Start:**
  - ✚ Teaching and learning must begin on the first day of the semester.
  - ✚ The class teacher will start the student registration process from the first day of the semester.
  - ✚ The HOD and Vice Principal will monitor classes and practicals as per the timetable.
  - ✚ Class teachers and mentors will follow up daily on student absences.

- ✚ The HOD will review absentee reports weekly and submit them to the Vice Principal for action.
- ✚ Project allocation to students should be done in the first week of the semester.
- **Grievance Handling:** Any student grievances must be reported to the Principal through the IQAC for further action.
- **Attendance and Progress Reports:**
  - ✚ Class teachers will prepare monthly attendance and academic progress reports and send them to the Principal through the HOD and Vice Principal.
  - ✚ The HOD will display the monthly defaulter list on the notice board and send the attendance to students' parents.
  - ✚ Counselling for defaulter students will be done by the class teacher, mentor, Vice Principal, HOD, and Principal.
- **Syllabus Coverage and Feedback:**
  - ✚ The Vice Principal will review syllabus coverage monthly and send the report to IQAC and the Principal through the HOD.
  - ✚ The class teacher will prepare a result analysis after the University declares results and send it to the Principal through IQAC.
  - ✚ Event coordinators must prepare event reports in the prescribed format and send them to the IQAC and Principal via the HOD.
  - ✚ The Vice Principal and class teacher will collect student feedback (online or offline) twice in a semester—mid-semester and at the end. They will analyse this feedback and send the action taken report to the IQAC and Principal.
- **Parent-Teacher Meetings:** The class teacher and HOD will organize Parent-Teacher Interaction meetings to discuss students' progress, results, placements, and academic concerns. The feedback from these meetings will be sent to the Principal through the IQAC.
- **Internal Assessment:** Internal assessment marks will be displayed on the notice board after approval from the Principal.
- **Review and Faculty Meetings:** The HOD will periodically review academic progress and arrange meetings with faculty to discuss issues. Minutes of these meetings must be recorded.
- **Faculty Development and Research:**
  - ✚ The HOD will encourage faculty to publish their research in reputed journals and participate in workshops, seminars, and FDPs.

## **Timetable Coordinator**

**Standard Operating Procedure of Time Table committee is for smooth conduction of academic activities in the department.**

### **❖ Implementation of SOP:**

- Prepare draft copy of time table based on distribution of teaching load of the faculty members before 15 days start of the semester.
- If laboratories sharing with other department, all overlaps of lectures and practical should resolve in consent with concern HOD and time table in charge.
- Prepare the final copy of departmental Time table of class wise and master time table in concern with HOD and Vice Principals.
- To take the approval from the principal and communicate to all faculty and students one week before semester start.
- Submit one copy to Vice Principal for preparation of master time table of institute.

## **Class Teacher/ In-charge**

**Standard Operating Procedure of Class Teacher for monitoring and guide the individual class students.**

### **❖ Implementation of SOP:**

- Class Teacher first do the registration of respective students & allocate the roll number according to the registration forms.
  - ✚ Prepare the Roll Call List.
  - ✚ The final copy of roll call list to each faculty by email.
  - ✚ The students' database as per format described and sends the final copy to each faculty by email.
- Provide the Time Table to the students before academic year starts via emails and what's app group.
- Overall responsibilities of the class in discipline, conduct, character and cleanliness.
- To appoint a Class Representative of the class.
- To check the effective execution of lectures and practical as per the given time table of respective class room.
- Monthly Attendance to be maintained and submitted to the Vice Principal, HOD. In case of low attendance immediate action to be taken.

- Counselling of the students those have less attendance and arrange make-up classes for the same with respective subject teachers.
- Contact Parents and inform about the academic progress & attendance.
- All Leave letters, medical certificates, history cards and parent touch students should be carefully preserved and filled in individual files which will be used for future purposes.
- Aware the students about examination & practical.
- Take the Feedback of each & every student with the help of mentors.
- Solve the problems which have been mentioned by the students.
- If a student is found ill implant of theft or loss is registered by student/parent the class teacher should try and enquire about the same and respond appropriately to the parent.
- Inform the students that no mobile phones or any digital device to be allowed during lectures, or college premises.
- Every class teacher has liberty to organize and implement scheme for the welfare of the students in matter of studies, classroom arrangements, interpersonal relationships etc.
- In case of any industrial visit or field trip, class teacher should inform parents and have proper permission for the same.
- Class Teacher should not seek personal favours from parents.
- Prepare the Result Analysis of respective class within one week after declaration of the result.
- Arrange counselling of the students those have failed in particular subject and arrange remedial classes for the same with respective subject teachers.

### **Assistant Professor**

- Ensure that students attend classes as per university rules.
- Follow the instructions given by the Head or Principal and plan your work accordingly.
- Assess and evaluate students' performance regularly.
- Create study materials to help in teaching and learning.
- Offer services and support to industries and the local community.
- Organize and participate in activities beyond academics, such as sports, arts, and other student activities.
- Provide guidance and support to students through counselling and mentoring.
- Conduct research on industry-related problems and offer consultancy services.
- Keep in touch with students' parents and the community.
- Publish at least one research paper every semester.

- Participate in at least one seminar, conference, or workshop every year.
- Take part in managing the department, including lab management.
- Become a member of at least two relevant professional organizations at your own expense.
- Help in activities that maintain the institute's accreditation.
- Help in organizing exam supervision and assessments.
- Organize extra classes to help students who need additional support.
- Work on securing funds from different agencies.
- Continuously improve your qualifications.
- Write books or detailed research papers (monographs).
- Perform any other tasks assigned by the Management or Principal from time to time.

### **Library**

- Every student must carry their identity card while in the library.
- Students must enter their name in the library register when entering.
- Students should show their identity card if asked by library staff.
- Students will be given two books at a time for 7 days. These can be renewed twice if the books are not in demand.
- Books that are in demand cannot be renewed.
- The use of the digital library and internet is only for academic work, not for entertainment.
- Smoking, spitting, and eating are strictly banned inside the library.
- Students must maintain silence in the library.
- Switch off your mobile phones while in the library.
- Sleeping in the library is not allowed.
- Books, magazines, journals, CDs, PCs, and other library equipment must be handled carefully.
- The library has the right to check any personal items and is not responsible for any loss or damage to them.
- Keep your bags and belongings on the designated racks.
- Books should be returned on time. Late returns will result in a fine as per the library rules.
- If a book is damaged when returned, you will have to pay a fine and either replace the book or pay for its cost.
- If you lose your identity card, inform the librarian immediately to prevent misuse.
- Maintain a friendly and respectful relationship with the library staff.
- Submit your identity card to the library when clearing any dues.

## **Librarian**

- Prepare and issue library cards to students and staff.
- Receive book requests from students and issue books according to the library rules.
- Ensure that books issued to students and staffs are returned on time.
- Maintain a record of fines and inform students to pay the fine.
- Follow the proper procedure to issue and receive books from students and staff.
- Display information about new books and journals by showing a photocopy of their cover pages.
- Receive international journals and magazines, and highlight important articles or news.
- Collect back issues of journals and periodicals, arrange for binding, and store them properly.
- Ensure that the library is always neat, clean, and presentable.
- Post newspaper clippings about education or social matters on the library notice board.
- Organize and conduct library committee meetings as per guidelines.
- Regularly assess the need for books and periodicals, and submit a list to the principal for procurement.
- Oversee the automation of library systems and update them as needed.
- Encourage faculty and students to use journals and books.
- Conduct an annual verification of all library books, and prepare a list of books that are outdated or damaged beyond use.
- Bind books that are damaged and need repair.
- Report to the Head of Department (HOD) or section heads about books that are rarely used by faculty or students.
- Receive expert committees and present library information to them effectively.

## **Administrative Staff**

- Staff members should maintain the highest standards of professional behaviour, as expected in an educational institution.
- Staff members should work together, offering support, help, and guidance to their colleagues, the Head of Department (HOD), and the administrative head, to ensure smooth communication within the institute.
- Staff members should not use their position in the institute for personal benefit or profit.



- Staff members should avoid actions or words that could harm the institute's reputation or cause harm to colleagues in the eyes of others (staff, students, or parents).
- Staff members should stay objective and avoid promoting personal beliefs, politics, or biases in their work.
- Staff members should be familiar with and follow the institute's policies, rules, and procedures. They should usually communicate through the proper channels and encourage students to do the same.
- The institute will provide opportunities for staff development, and employees may be asked to attend training sessions, which will align with the institute's goals.
- Staff members should arrive at work on time as per their service conditions. If they are going to be late or absent, they should inform the HOD or administrative head in advance, so that necessary arrangements can be made.

### **Office Superintendent**

- Check and verify admission and eligibility documents and maintain admission records.
- Supervise and maintain personal files of staff and faculty.
- Ensure discipline and manage the work schedule of class IV employees.
- Check the staff attendance register daily and send it to the Principal for counter-signature.
- Maintain the register for casual leave.
- Keep a register for staff movement under office administration.
- Supervise and review daily reports from the security department and other sections of the college.
- Maintain and supervise the register for key movement in the office.
- Initiate disciplinary action when needed, based on the Principal's instructions.
- Provide guidance and assistance to the Accounts department and other sections whenever needed.
- Organize the printing of brochures and placement-related documents for the institute.
- Help the Principal in welcoming guests and dignitaries in a respectful manner.
- Handle all correspondence, record it, and send it to the Principal, HOD, or section heads for further action.
- Coordinate with the University, UGC, and the Social Welfare Department on relevant matters.

- Maintain all files in an organized and up-to-date manner, following a proper numbering system.
- Be responsible for managing the establishment section, student section, stores, maintenance, and security sections.
- Supervise the admission section but do not directly handle admission matters.
- Ensure general discipline and maintain good relationships among the institute's staff.
- Receive parents, visitors, and students respectfully and help resolve any concerns in coordination with the HOD or section heads.
- Resolve minor grievances from students (related to administration or personal problems) in a timely and sympathetic manner, ensuring that students are satisfied.
- Manage the biometric attendance and related requirements.

### **Accountant**

- Keep records of accounts related to construction work.
- Prepare documents for the annual audit.
- Prepare the college's budget estimate under the guidance of the Principal, Vice-Principal, and HOD/section heads, and regularly review it.
- Check bills before payment.
- Verify the monthly pay sheet.
- Submit the electronic TDS returns.
- Keep all required books of accounts updated, like dead stock registers, ledgers, consumable registers, and registers for fixtures and fittings. Make sure these are attested every month. Also, take care of receipt books and vouchers.
- Prepare all the records needed by the statutory auditors and present them regularly.
- Control the advance register and ensure timely recovery of advances.
- Supervise the maintenance of files and records managed by Accounts Assistants.
- Hold one of the duplicate keys to the cash box.
- Receive the fee collection records from the bank and maintain these records.
- Notify students about their dues and ensure all fees are collected within the academic year, under the guidance of the Vice-Principal (Administration).
- Reconcile the bank statements with the fees collected.

- Maintain the advance register and ensure that advances are settled on time.
- Keep all files updated and properly numbered.
- Prepare the monthly pay sheet and ensure payments are made.
- Settle journey claims and advances.
- Prepare TDS statements and submit them to the Chartered Accountant.
- Type all letters related to the section and other work assigned by the Office Superintendent or officers in emergencies.
- Maintain the fee collection register.
- Maintain the cash book and get it attested by the Accountant daily and by the Principal once a week.
- Ensure the cashier writes the ledger.
- Follow up with the Social Welfare Office for any balance fee payments and check with the SBI treasury branch for cheque clearance.
- Receive the record of fee collections from the bank counter and keep the record updated.
- Perform any other tasks assigned by the Principal.
- Prepare various proposals for the utilization of grants.

### **Senior Clerk**

- Check the UGC and SPPU, Pune websites.
- Keep personal files for teaching and non-teaching staff.
- Maintain attendance registers for both teaching and non-teaching staff.
- Keep service books updated.
- Maintain leave records for staff.
- Issue advertisements for recruitment of teaching and non-teaching staff.
- Get approval from the PMT/University, in consultation with the OS and Principal.
- Prepare proposals for the SPPU, Pune to approve new staff.
- Complete the attendance records of faculty and non-teaching staff and send them to the accounts department for payment processing.
- Keep all files updated, numbered, and organized.
- Type all documents related to the section, and during emergencies, assists with typing other work as assigned by the OS or officers.
- Perform any other duties given by the Principal when needed.

## Clerk

- Keep the original documents of students safe and take care of their final disposal when required.
- Handle Transfer Certificates (T.C.) and eligibility forms.
- Maintain files and registers related to the section, ensuring they are updated, numbered, and properly organized. Keep both current and old files neatly labelled and numbered.
- Collect scholarship forms from Economically Backward Class (EBC) students, as well as students from SC, ST, NT, VJ, DT, OBC, SBC, and SEBC categories, and submit them to the Social Welfare department along with caste validity and other required documents, within the given time limit.
- Collect Minority scholarship applications (both Central and State Government) from students and submit them to the Directorate of Technical Education, Maharashtra, complete in all respects, within the prescribed time limit, under the supervision of the Principal.
- Prepare a merit list of all students admitted to the first year, categorized as required by the Directorate of Technical Education, Maharashtra, and submit it to them for approval within the given time.
- Follow up regularly for approval and sanction of scholarships from ESC, Social Welfare, and other sources.
- Issue 'No Dues Certificates' to students promptly when they request them.
- Issue Transfer Certificates to students whenever they ask, ensuring that the 'No Dues Certificate' has been cleared by them.
- Type all letters related to the section, and during emergencies, assists with typing other work as assigned by the Office Superintendent or Officers.
- Always behave politely and helpfully when interacting with students, former students, faculty, and staff.
- Perform any other tasks assigned by the Principal or Vice Principal as needed

## Examination

### College Examination Officer (CEO)

- The CEO's role is to make sure that exam for all classes and subjects are conducted smoothly in the college.
- The CEO is responsible for coordinating:
  - ✚ **Theory Exams**
  - ✚ **Practical Exams**
- The CEO communicates with the SPPU, Pune in cases such as:
  - ✚ Correction or change of names on mark sheets.
  - ✚ Sending revaluation requests from students.
  - ✚ Handling photocopy requests for answer sheets.
  - ✚ Dealing with delays in receiving results.
  - ✚ Addressing cases where exam questions are out of syllabus or incorrect.
- The CEO must print and hand over the correct number of printed question papers for each subject, date, and time to the senior supervisor at least 20 minutes before the exam starts, ensuring complete confidentiality.
- The CEO must ensure that security measures, including recording the proceedings in the control room, are in place and working.
- The CEO will work with the external senior supervisor to make sure they are available for the exam.
- The CEO must ensure the availability of necessary equipment for the exams, such as:
  - ✚ One PC with CCTV for downloading question papers securely.
  - ✚ A second PC for general exam purposes.
  - ✚ A printer.
  - ✚ A mobile phone.
  - ✚ A secure internet connection for the PCs.
- The CEO is responsible for recording and issuing answer books, holographs, and other exam materials.
- The CEO will provide any other support needed by the exam control room.

## **Senior Supervisor**

### ❖ **Preamble:**

Since exams are an important and serious activity, all office bearers must perform their duties with full dedication and honesty, ensuring that every student has a fair and equal chance to perform well in the exam.

- The SPPU, Pune recommends that each exam block should have between 30 to 40 students.
- If more than one paper is assigned to a block, ensure a reasonable number of subjects and students are allotted, so that there is enough time for proper invigilation instead of just writing reports.

### ❖ **Preparation of Blocks:**

- ✚ Clean the block.
- ✚ Repair any furniture, fans, lights, etc.
- Ensure power backup is available.
- Sanitize toilets and check for any hidden cheating materials.
- Assign duties to staff or make alternate arrangements if needed.
- Prepare and display the exam schedule and inform about any exam postponements.
- Take action in case of any unfair means or cheating.
- Receive question papers from the CEO and distribute them to the blocks according to the exam schedule.
- Collect answer sheets from the Junior Supervisors.
- Pack the answer sheets, send them for correction, and maintain necessary records, including documents related to the CAP centre.
- Appoint standby and reserve Junior Supervisors to handle any emergencies.

## **Junior Supervisor**

### ❖ **Preamble:**

Examination being serious activity the office bearers are required to perform their duties with complete sincerity upholding the highest principles so that all examinees are provided with equal and fair opportunity of performance.

- Report 20 minutes before the exam starts.
- Distribute blank answer sheets to students 10 minutes before the exam begins.
- Do not allow students to exchange any materials or communicate with each other during the exam.
- Any malpractices (like cheating) must be immediately reported to the senior supervisor.
- Make sure the correct question papers (based on the subject and pattern) are given to the students.
- Do not use mobile phones or get distracted by anything while on duty.
- Ensure students are not disturbed for any reason during the exam.
- Do not allow students to leave the exam hall within the first 30 minutes.
- Collect the answer sheets, arrange them in order, and then submit them to the senior supervisor.

#### ❖ Observations:

- Supervisors must stay alert and active while in the examination hall.
- Supervisors should keep moving around to ensure nothing goes unnoticed.
- In case of any emergency, the Junior Supervisor can exchange duties with another supervisor. This change should be reported in writing to the Senior Supervisor or CEO.

### **Supporting Staff**

#### ❖ Preamble:

Examinations are an important activity. Those in charge must do their duties honestly and with full dedication. This ensures that all students have an equal and fair chance to perform well.

- Report 30 minutes before the exam starts.
- Open the examination blocks 20 minutes before the exam begins.
- Follow the duties assigned by the Senior Supervisor.
- Avoid taking leave at the last moment, unless it's absolutely necessary.
- Do not leave the exam venue without informing and getting permission from the Senior Supervisor.
- Help the Senior Supervisor in preparing the exam blocks (such as moving furniture and keeping the area clean).
- Be quick and responsive for any urgent exam-related needs.
- Be present at the assigned blocks, venue, or task during the exam.

- Complete any other exam-related tasks given by the Senior Supervisor or CEO.
- Even after the exam is over, do not leave without permission from the Senior Supervisor.

### **Examination Advisory for Students**

#### **❖ Preamble:**

Students must behave in a disciplined and respectful manner, following high moral and ethical values. They should not try to cheat or use any unfair means during the exam. The purpose of the examination system is to give every student a fair and equal opportunity to perform.

- Take your seat 15 minutes before the exam starts.
- Make sure you have all necessary stationery (pen, pencil, eraser, scale, etc.) and the allowed calculator (non-programmable electronic calculators only).
- If you face any emergency or urgent need, speak to the exam supervisor only. Follow their instructions carefully.
- Visit the SPPU, Pune website to learn about the punishments for using unfair means during exams.
- Do not borrow stationery or calculators from other students.
- Do not talk or even look at other students during the exam for any reason.
- Do not argue with the exam supervisor for any reason.
- Do not bring any materials (deliberately or unknowingly) into the exam hall for copying.
- Do not attempt to cheat in any way, even through non-verbal communication.
- Do not leave the exam hall for any reason unless the supervisor permits you.
- Do not bring mobile phones, tablets, or electronic gadgets into the exam hall.
- Do not move the benches or disturb the seating arrangement, as it is set up for the exam officials to conduct their rounds.



## Students

### ❖ General Rules and Regulations for Students:

**Students shall behave with dignity and courtesy inside and outside the college.**

- Students must be in college uniform daily (except Thursday). In exam period (internal & university), students must wear college uniform daily including Thursday.
- Students must wear their identity cards inside the campus and at any events outside the campus. The I-card must be worn around the neck. This is a rule and must be followed. Violating this will lead to disciplinary action.
- Mobile phones are not allowed on campus during college hours. If caught with a mobile phone, a fine will be imposed.
- Students cannot leave the campus during college hours. If there's a valid reason to leave early, they must get a gate pass.
- Students are not allowed to entertain visitors on campus without prior permission.
- Students should also read all notices and circulars displayed on the notice board. Not reading them is not an excuse for not following the instructions.
- Spitting, smoking, and littering on campus are not allowed. Students should not use or distribute alcohol, drugs, chewing tobacco, gum, or cigarettes. Breaking these rules will lead to disciplinary action.
- Students are not allowed to bring or use firecrackers in the college campus.
- Do not throw coloured powder or water during festivals or other occasions in the college campus.
- Do not scribble on desks, blackboards, or walls of the college.
- Students are not allowed to enter the institute office at unauthorized times.
- Students should not harm the reputation of the college, staff, or fellow students on social or electronic media.
- Students must respect the college property. Damaging or destroying any property will lead to punishment, and the cost of repair will be recovered from students if the responsible person cannot be identified.
- Do not harm or damage any plants, trees, or identification signs on campus.

- Students cannot hold any meetings or collect funds without permission from the Principal, Vice-Principal, or HOD. They cannot display or circulate any notices without written approval.
- Students are not allowed to send any information to the press or media without the permission of the Principal, Vice-Principal, or HOD.
- Students cannot be part of any unauthorized union or group. Any political or other activities not approved by the management are prohibited. Gathering in groups in any part of the campus is also not allowed.
- Students should not engage in any activities that bring disrepute to the institution. They should inform the college of any changes in personal details or address.
- Vehicles should only be parked in the designated areas. Students must wear helmets if they come on two-wheelers. Vehicles parked in unauthorized places will be impounded.
- When attending college events, students should behave in a way that brings recognition and respect to themselves and the institution.

## Committees

As per the current rules and instructions, different committees have been formed to handle various issues related to discipline and grievances. These are explained as following:

### **Anti-Sexual Harassment/Internal Compliant Committee**

The college has set-up an Anti-Sexual Harassment/ Internal Complaints Committee to handle complaints of sexual harassment at the workplace, in accordance with The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013. This committee is specifically for addressing issues related to sexual harassment of women at the workplace.

#### ❖ **Role:**

The committee is responsible for ensuring that everyone is aware of the issue of sexual harassment. If anyone approaches a committee member with a complaint, the member must immediately inform the other committee members. A written complaint should be taken from the person who is affected. The person can submit the complaint within 90 days of the incident or the last incident. The committee will first try to resolve the issue through counselling or conciliation (if the complainant agrees). If the issue is not resolved, an inquiry will be conducted, and the matter should be settled within 10 days from the date of the complaint. The committee members must stay alert and work to prevent such incidents by raising awareness and having open discussions with students.

#### ❖ **Sexual Harassment:**

This includes any of the following unwelcome actions or behaviours (either directly or indirectly):

- Physical contact or advances.
- Asking for sexual favours.
- Making sexually suggestive remarks.
- Showing pornography.
- Any other unwelcome physical, verbal, or non-verbal behaviour of a sexual nature.

## ❖ Implementation of SOP:

### ➤ The Process for Complaint and Enquiry:

- ✚ **Step I:** A woman who is affected by sexual harassment should file a written complaint. She can do this in person, by post, or by email. The complaint must be submitted to the Anti-Sexual Harassment/ Internal Complaint Committee within 3 months of the incident. If she couldn't file the complaint within this time due to certain reasons, she can request an extension of 3 more months. If the woman is unable to make the complaint, her legal heirs can file it on her behalf.
- ✚ **Step II:** Once the complaint is received, the Anti-Sexual Harassment/ Internal Complaints Committee will start an inquiry based on the service rules or, if not available, under the rules of the Sexual Harassment Act. The inquiry must be completed within 90 days. The inquiry report will be submitted within 10 days after the inquiry is finished.
- ✚ **Step III:** If the committee finds that the allegations against the respondent (the accused) are proven, it will send a report to the Principal. The Principal will take action for sexual harassment as misconduct based on the service rules or the rules under the Act, if no service rules are available.
- ✚ **Step IV:** The college management will act on the recommendations of the ICC within 60 days of receiving the inquiry report.
- ✚ **Step V:** If someone disagrees with the ICC's decision, they can appeal against it within 90 days of the report being submitted.

## **Committee for prevention of sexual harassment and atrocities against students and women**

### **The Committee seeks to achieve these goals through:**

- **Complaint Redressal:** As per the *Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, action will be taken once a complaint is filed.
- **Dissemination of Information:** Information will be shared with the SPPU campus community through materials, posters, and handouts.
- **Awareness Workshops:** Workshops will be organized for faculty, non-teaching staff, and students to create a safe and supportive environment for learning and discussion.

- **Counselling:** Confidential counseling services will be provided to help those affected by sexual harassment. These services offer a safe space for individuals to talk about their experiences and the emotional impact of such incidents.

- ❖ **Grievance and Discipline Committee for Employees:**

This committee will include:

- ✚ Principal
- ✚ Head of Department (HoD)
- ✚ One senior staff member (who will rotate)

- ❖ **Handling of Grievances, Complaints/Disciplinary Actions for Employees:**

When a grievance or complaint is received against an employee or violation of rules is reported, the Principal will review it. If the complaint seems valid, an inquiry will be initiated by the appropriate committee. This inquiry should begin within seven days of receiving the complaint, unless it's found to be baseless. The inquiry should be completed within 30 days, and if it takes longer, approval for an extension must be sought from the Director. In case of disciplinary inquiries for faculty and staff, the initial inquiry will only be a preliminary review.

- ❖ **Grievance and Disciplinary Committee for Students:**

This committee is responsible for handling serious student grievances and disciplinary issues. The handling of student grievances will follow the guidelines set by the *UGC (Establishment of Mechanism for Grievance Redressal) Regulations, 2013.*

**The committee will include:**

- ✚ Principal
- ✚ Head of Department
- ✚ Male Teaching Faculty
- ✚ Female Teaching Faculty
- ✚ General Secretaries

## **Anti-Ragging Committee**

### **'Ragging is a Criminal Offense.'**

#### **❖ Ragging constitutes one or more of any of the following acts:**

- Any student or group of students who tease, treat rudely, or harass a fresher or any other student, either through words or actions.
- Any rowdy or undisciplined behaviour by a student or group of students that causes trouble, physical or mental harm, or creates fear or stress in a fresher or any other student.
- Asking a student to do something they normally wouldn't do, which causes embarrassment, shame, or distress, harming their mental or physical well-being.
- Any action by a senior student that disrupts the regular academic activities of a fresher or any other student.
- Forcing a fresher or any other student to do academic work (like assignments or projects) that should be done individually or in a group.
- Any act of financial extortion, such as forcing a fresher or any other student to spend money or pay for something against their will.
- Any form of physical abuse, including sexual harassment, homosexual assaults, stripping, forcing obscene or lewd acts, or causing bodily harm or health risks.
- Using abusive language or insulting a fresher or any other student through spoken words, emails, or social media, or deriving pleasure from their discomfort.
- Any act that harms the mental health or self-confidence of a fresher or any other student, whether intentionally or to show power, authority, or superiority over them.

#### **❖ Punishment:**

#### **✚ Following punishments for students involved in ragging:**

- Cancellation of admission.
- Suspension from attending classes.
- Withholding or cancelling scholarships, fellowships, and other benefits.
- Barring the student from taking any exams or other evaluations.
- Withholding exam results.

- Barring the student from representing the institution in any events, competitions, or festivals at the regional, national, or international level.
- Suspension or expulsion from the hostel.
- Rustication (temporary removal) from the institution for 1 to 6 semesters.
- Expulsion from the institution, and the student will not be allowed to join any other institution.
- Filing a First Information Report (FIR) with the police.
- Imposing a fine, ranging from ₹10,000 to ₹50,000.
- **Collective Punishment:** If the individuals responsible for ragging are not identified, the institution may punish the entire group to put pressure on the community to stop ragging.

## **Anti-Ragging Squad**

Some senior faculty members are nominated to the Anti-Ragging Squad. All students are encouraged to approach them without any hesitation in case of ragging.

### **❖ Constitution of Committee:**

- Principal as Chairman
- Committee Secretary
- Member from Govt. Organization
- Member from Local resident
- Member from local Police Station
- Media Member
- Parent Member
- Teacher Representative
- Lady Teacher Representative
- Non-teaching Staff Representative
- Student Representative



## **Student Development Officer**

Standard Operating Procedure of Student Development Officer for smooth running of the students' council and effectively implements the various schemes of the University in the institute.

### **❖ Implementation of SOP:**

- Apply to schemes like *Earn and Learn*, NSS, and other programs from the Board of Student Development (BSD) of SPPU Pune, usually in the month of July.
- The student council should be formed following the norms and guidelines set by SPPU Pune. This council will help in organizing academic and other activities like the annual social gathering, sports, cultural events, etc.
- The student council should be elected by the students. All class representatives will be members, and other positions like General Secretary, Sports Coordinator, Gymkhana Secretary, Cultural Secretary, Magazine Secretary, NSS Coordinators, University Representative, and Ladies Representative should be filled through elections as per SPPU Pune's guidelines.
- Get approval from the Board of Student Development, SPPU Pune, for the various programs and schemes.
- Once approved, organize these programs and schemes in the institute.
- Prepare reports and account for every program organized.
- The audit of all schemes should be completed through the university in the month of March.

### **Earn and Learn Scheme**

Standard Operating Procedure of Earn & learn Scheme for effectively implement for needy students as per the guidelines given by the SPPU Pune.

### **❖ Implementation of SOP:**

- Get approval for the Earn & Learn scheme from SPPU Pune every year, usually in the month of July.
- Notify students to submit the required documents to enroll in the Earn & Learn scheme.
- Students need to submit the following documents:
  - ✚ A duly filled application form.
  - ✚ Income certificate issued by the Tahasil (Tehsildar).
  - ✚ Caste certificate.
  - ✚ Valid Non-Creamy Layer certificate.
  - ✚ Bank account details.

- Select students based on their family income and academic records, prioritizing those who are economically disadvantaged.
- Assign work to students based on their preferences, at different departments or sections.
- Students can work for 2 hours per day on working days. The payment for this work is ₹45 per hour, or as per the guidelines set by SPPU Pune.
- At the end of each month, students must submit their work report to the Earn & Learn Coordinator.
- Get approval from the Principal and Accountant to transfer the earned money to the students' bank accounts.
- Prepare the audit report for the Earn & Learn scheme and submit it to SPPU Pune in March, as per the university's schedule.

## **National Service Scheme**

Standard Operating Procedure of National Social Scheme (NSS) for effectively implement for purpose of create the social awareness among the students.

The **National Service Scheme (NSS)** plays a key role in shaping the minds and hearts of students. The main goal of this scheme is to promote "*Education and Service*" to the community. It is a program that allows students to contribute to society's needs and also helps them connect with the community. Through NSS, students develop various social and communication skills.

As NSS volunteers, students visit rural areas during camps organized by their colleges. They take the lead in creating a better environment and also work to raise awareness about people's rights and how they can improve their lives. The scheme encourages students to present themselves confidently and develop leadership qualities.

NSS also teaches important human values like **patriotism, national integration, cooperation, and communal harmony**.

➤ The motto of NSS is: "**NOT ME BUT YOU.**"

### ❖ **Implementation of SOP:**

- Every year, the college must get approval from the university for the NSS Unit.
- The college also needs approval for a Program Officer from the university. Once the Program Officer is approved, they must serve for three years.
- The college has a sanctioned unit of 100 students for NSS. Students are selected based on their interest, attitude, and involvement with the scheme. These selected students are called NSS volunteers.
- The final list of selected students is uploaded on the NSS portal.
- The NSS unit organizes regular activities, and one 7-day camp is conducted in a nearby village.
- The university allows permission for only 50 students to attend the camp.
- Students must work in NSS for two years and complete one camp. Each year, they must complete 120 hours of service. After meeting these requirements, students are eligible for an NSS certificate and the benefits of ordinance 0.163.
- To ensure smooth running of activities, one faculty member from each department is appointed for NSS.

- An NSS student representative is selected from among the NSS volunteers.
- The Program Officer conducts regular activities with the approval of the Principal.
- The Program Officer prepares a report on the regular activities and uploads it on the NSS portal.
- At the end of the year, the university conducts an audit of both the regular activities and the camp.

## **Placement Cell**

### **❖ SOP for Placement Cell**

- The Placement Cell is responsible for organizing training activities and managing student recruitment. Here is the simplified Standard Operating Procedure (SOP) for these activities.
- Placement Cell (PC) handles student placements. Here's a simplified procedure for everyone involved.
- The Placement Officer (PO) manages daily placement activities, builds relationships with industries, and organizes skill development programs. They also maintain an alumni database, arrange expert talks, and collect feedback from companies. The PO coordinates with departments, collects student data for placements, and ensures smooth execution of drives. They get approval from the Principal for placement events and handle the necessary arrangements.
- Students must register for placements starting from the 6th semester. Registration does not guarantee a job or internship. Students must attend Pre-Placement Talks and carry their ID cards for placement activities. They will be informed about placement drives in advance and must submit internship forms if selected.
- Students should check company details before applying, and once they apply, they cannot withdraw. They can apply to as many companies as they wish until they get a job. Students must meet eligibility criteria and attend tests/interviews if shortlisted.
- Students caught using gadgets or cheating during placements will be removed from the process, and if a placed student cheats, their offer will be cancelled.
- Supporting staff helps arrange venues for placement events, gets necessary permissions, and maintains discipline. They keep attendance records and maintain documentation for all placement activities.
- Peons maintain cleanliness in the PC, offer refreshments to visitors, ensure materials are available, and get necessary signatures from the Principal.
- This procedure ensures smooth functioning of all placements and training activities.

## Academic Research Coordinator (ARC)

The Academic Research Coordinator at Pravara Medical Trust ensures the proper implementation of SOPs (Standard Operating Procedures) in research activities. Here's a simplified, point-wise explanation:

### ❖ **Implementation of SOP:**

The Academic Research Coordinator at Pravara Medical Trust ensures the proper implementation of SOPs (Standard Operating Procedures) in research activities. Here's a simplified, point-wise explanation:

- **Oversee Research Operations:** Ensures all research is done following the approved SOPs.
- **Staff Training:** Trains research staff on the correct SOPs.
- **Monitor Compliance:** Regularly checks that SOPs are being followed properly.
- **Maintain Quality:** Ensures high standards in research by following SOPs.
- **Support Research Teams:** Helps research teams work smoothly and efficiently.
- **Ensure Ethical Standards:** Makes sure research follows ethical guidelines and regulations.

## **Skill Development Cell**

Standard Operating Procedure of Skill Development Cell for implement the skill development courses for students.

### ❖ **Implementation of SOP:**

- Register for skill development programs in the field based on the local industry's needs, to help provide jobs for youth who have dropped out of school.
- Organize a Skill Mela to counsel dropout students in nearby areas, collect data on dropouts, and understand the needs of local youth.
- Monitor the colleges that are in the process of getting approval for their Training Centers from the concerned organizations.
- Identify dropout students and enroll them in relevant courses.
- Appoint the required staff for student training, use biometrics to check attendance, and ensure quality training.
- Enroll eligible students for assessment, pay their fees using the grants received.
- Complete the assessment and get the results from the relevant assessment agency.
- Maintain records of the enrolled students as required by the skill development agency, and submit updated records to the appropriate authority.
- Follow up with relevant agencies to ensure 100% recovery of applicable grants.

## **Mentor Mentee Scheme**

Many students from rural areas face financial, academic, and adjustment challenges. To help them succeed in their studies and careers, a Mentor-Mentee Scheme is needed.

### **❖ Objectives:**

- Increase teacher-student interaction.
- Improve academic performance and attendance.
- Support slow learners and encourage top performers.
- Provide equal support to all students.
- Reduce dropout rates.

### **❖ College-Level Committee:**

Each college will have a committee led by the Head of the Institute/College, with the IQAC Coordinator and Heads of Departments. The committee will create a scheme based on student numbers and needs.

### **❖ Guidelines:**

- Students will have a mentor from the first year.
- Each mentor will have 15-30 mentees or as per student teacher ratio.
- Mentees should stay with the same mentor throughout their degree.
- Mentors will meet their mentees at least twice a semester and record the meetings.
- Mentors will meet mentees regularly, individually or in groups.
- Mentors will report top-performing students to the Head of the Institute.
- Mentors will help students with poor performance or attendance.

### **❖ Areas to Review:**

- **Attendance:** Mentors will track attendance and guide irregular students.
- **Academics:** Mentors will help improve academic performance and arrange extra classes if needed.
- **Behavior:** Mentors will guide students on behavior and discipline.
- **Achievements:** Mentors will recognize talents and co-curricular achievements.
- **Health:** Mentors will check on physical and mental health.



### ❖ **Mentor's Responsibilities:**

- Explain the Mentor-Mentee Scheme to students.
- Meet mentees at least twice a semester and keep records.
- Track attendance, academics, and behaviour.
- Inform teachers if a mentee is struggling.
- Offer support and contact parents if needed.

### ❖ **Mentee's Responsibilities:**

- Attend meetings regularly.
- Fill out a personal information form.
- Provide details about attendance, assessments, and activities when asked.
- Seek advice on personal issues and career choices.

## **Cultural Activity**

Standard Operating Procedures (SOPs) for cultural activities outline how to organize and manage Institute-sponsored cultural events. These procedures also help communicate university policies and best practices.

### **❖ Implementation of SOP:**

- The Principal should form a cultural committee at the start of the academic year, including staff and students.
- The Cultural Secretary (CS) will coordinate cultural activities with staff and committee members. CS can form volunteer groups for different tasks and inform authorities.
- Students, with the Principal's or cultural coordinator's permission, can post notices about cultural activities on the institute's notice boards and department boards.
- Cultural coordinators hold meetings to give instructions and assign duties. After meetings, auditions are conducted with a selection committee.
- Students and staff should fulfil their assigned responsibilities sincerely.
- Expenditure details must be submitted within two weeks after an event. The Principal has the final say on financial support for cultural programs.
- The cultural coordinator decides which performances are included in the event. Students can participate in multiple events, based on time and available slots.
- Maintain records of all events and prepare a one-page report signed by the Principal.

## **Sport Committee**

### ❖ **Implementation of SOP:**

The Sports Committee ensures smooth conduct of sports events on campus and student participation in inter-college, district, state, national, and international competitions.

### ❖ **Management & Content:**

The Physical Director plans sports activities, which are approved by the Principal and Director. The committee manages the annual sports budget and approves the sports plans.

### ❖ **Objectives:**

- Build goodwill among students through sports.
- Improve the institute's image via sports.
- Encourage physical fitness with a competitive sports program.
- Provide opportunities for students to compete at national and international levels.

### ❖ **Implementation:**

#### ✚ *Physical Director:*

- Hold regular meetings with sport coordinators.
- Plan and submit annual sports events to the Principal.
- Prepare sport schedules.
- Attend university-level physical director meetings.
- Issue instructions and notices to sport coordinators.
- Ensure sports rules are followed.
- Prepare and get approval for the annual sports budget.
- Oversee sports ground maintenance.
- Issue sports materials to students and keep records.
- Handle sports competition procedures and prepare reports.

### *B) Sports Coordinators:*

- Attend the annual sports meeting with the Physical Director.
- Communicate instructions and notices to departmental coordinators.
- Collect budget inputs from departments and pass them to the Physical Director.
- Conduct meetings with departmental coordinators.

### *C) Departmental Sports Coordinators:*

- Encourage student participation in indoor and outdoor sports.
- Create and share sports schedules with students.
- Select sports personnel for various roles.
- Prepare reports on sports activities.
- Arrange for smooth conduction of games.
- Help improve student skills and ensure participation in sports.

### *D) Student Sports Coordinator:*

- Attend meetings with departmental coordinators.
- Share notices and instructions with students.
- Collect student information and pass it to the departmental coordinator.
- Help organize and manage sports activities.

## **Alumni Activity**

### **❖ Alumni Relations and Event SOP:**

#### **➤ Ethical Protocol:**

- ✚ Stay connected with alumni.
- ✚ Be polite, not authoritative. Treat them professionally as they are no longer students.
- ✚ Avoid commenting on their career choices, positions, or personal life.

### **❖ Head of Institution's Duties:**

#### **➤ Pre-Event:**

- ✚ Coordinate with Alumni in charge.
- ✚ Identify alumni for the activity.
- ✚ Alumni Cell will contact alumni, decide dates, and arrange logistics.
- ✚ Ensure the venue is suitable, considering audience size, internet connectivity, and audio-visual setup.
- ✚ Conduct a pre-event check and submit a report.
- ✚ Arrange for stage seating and felicitation.
- ✚ Share registration link with target audience.

#### **➤ During Event:**

- ✚ Maintain discipline and follow the communicated protocol.
- ✚ Take photographs of the event, including audience and speakers.
- ✚ Ensure the attendance report is signed by participants.

#### **➤ Post-Event:**

- ✚ Prepare and email the activity report to Alumni Cell.
- ✚ Maintain event documentation for accreditation.
- ✚ Distribute participation e-certificates.

## ❖ Duties of Alumni Cell:

### ➤ Pre-Event:

- ✚ Coordinate with the Head of the Institution.
- ✚ Obtain the "Know Your Alumnus" form.
- ✚ Arrange logistics and inform the IT team for live streaming.
- ✚ Prepare the feedback form and registration link.
- ✚ Send event details to all institutions.

### ➤ During Event:

- ✚ Ensure discipline is maintained and protocol is followed.

### ➤ Post-Event:

- ✚ Send a "Thank You" email to alumni with event photos.
- ✚ Check the activity report from the Head of the Institution.
- ✚ Maintain documentation for accreditation.
- ✚ Prepare news for print and social media.
- ✚ Transfer e-certificates to the Alumni in-charge.

## ❖ Duties of IT Team, Alumni Cell:

### ➤ Pre-Event:

- ✚ Set up for live streaming.
- ✚ Perform an IT/AV check.

### ➤ During Event:

- ✚ Ensure flawless IT/AV functioning and protocol compliance.

### ➤ Post-Event:

- ✚ Update event details on the website.
- ✚ Process media content for print and social media.

## Magazine

### ❖ Magazine Committee SOP:

- **Objective:** To publish the college magazine.

### ❖ Implementation Steps:

- **Formation of Committee:** At the beginning of the semester, a college-level magazine committee is formed, with a departmental coordinator for data collection.
- **Monthly Meetings:** At the end of each month, a meeting is held to collect data and assign work among coordinators and students.
- **Team Formation:** Each departmental coordinator forms a group of 2-3 students to help in the work.
- **Collecting Information:**
  - ✚ Messages from institute trustees, with their photos and signatures.
  - ✚ Write short essays about the institute's achievements.
  - ✚ Collect department-wise information from coordinators.
  - ✚ Collect data on top students and their photos.
  - ✚ Gather extracurricular activity contributions like drawings, poems, and articles in Marathi, Hindi, or English.
- **Magazine Layout:** After data collection, the printing committee decides the magazine's layout, quality, and quantity.
- **Publication:** The magazine is published on the day of the annual social gathering, with the chief guest.
- **Distribution:** The departmental coordinators distribute the magazine copies to all students.

## Website

### ❖ College Website SOP:

- **Objective:** To maintain and update the college website with regular activities.

### ❖ Implementation Steps:

- **Send Updates:** Departments should send updates regularly to the website coordinator for uploading on the college website.
- **Regular Website Checks:** Visit the website regularly and suggest any necessary changes to the website coordinator.
- **Follow-Up:** Follow up on the data sent to ensure it is uploaded on the college website.
- **Social Media Updates:** Upload department event photos on the college Facebook page and Twitter account regularly.
- **Promote Website:** Encourage students to visit the website, like the college Facebook page, and follow on Twitter.
- **Request Reviews:** Ask students to review the website to help improve it and increase traffic.
- **Share Activities:** Send information about staff and student activities to the website coordinator regularly.
- **Upload Data:** Upload updated data from departments, news, circulars, results, event photos, invitations, etc., on the college website.



## Green Campus

### ❖ Green Campus SOP:

- **Objective:** To manage and maintain the green campus, control pollutants, and practice waste management.

### ❖ Garden/Green Area Maintenance:

- **Plants & Trees:** Regularly water plants, prune trees, mow the lawn, and remove garden waste. Compost garden waste for manure. Plant seasonal flowers and trees. Report damaged areas and repair them every two weeks.
- **Lawn Care:** Maintain garden benches and educate students to respect the lawns. Classify plants with proper signage and prepare monthly reports.

### ❖ Audits:

- Conduct yearly Green/Energy/Water audits to improve environmental conditions and ensure compliance with regulations.
- Awareness programs should be held to promote sustainable practices.

### ❖ Plastic Ban Policy:

- Ban plastic use in the college. Conduct awareness programs for staff and students to encourage alternatives like cloth bags and paper folders.

### ❖ Waste Collection & Segregation:

- **Ban Plastics:** Reject non-biodegradable materials like plastic. Use alternatives such as cloth bags and reusable bottles.
- **Waste Segregation:** Set up bins for wet, recyclable, and hazardous waste. Ensure proper waste sorting at all levels (e.g., hostels, canteen).

### ❖ Wet Waste Treatment:

- Wet waste, such as kitchen scraps, should be composted using methods like vermi-composting.

### ❖ Rainwater Harvesting:

- Civil Engineer prepares a report on rainwater harvesting feasibility. The Green Campus In-charge handles approvals and calculates storage and filtration needs for reusing rainwater.

## **Human Values and Professional Ethics**

Teachers provide quality education by treating all students with care, affection, and fairness. They motivate and guide students without favoritism or discrimination. Teachers assign marks/grades fairly and respect students' opinions. They understand students' individual needs and abilities and try to help them succeed.

The college ensures equal opportunities for differently-abled (Divyangjan) students:

- Special classrooms and exam rooms are arranged for them.
- Scribes and extra time are provided for exams, as per government rules.
- Wheelchair, Lift, and special toilets are available for the disabled.

## Standard Operating Procedures for using

### ❖ Chemistry Lab

Laboratory safety rules are important to reduce risks and ensure safety. Here are the basic guidelines:

#### ➤ General Safety Rules:

- ✚ Listen carefully before starting any lab work.
- ✚ Report any spills or accidents immediately.
- ✚ Wear an apron and gloves while working.
- ✚ Wash hands after handling chemicals.
- ✚ Keep hands away from your face during experiments.
- ✚ Tie back long hair.
- ✚ Label all materials with names, dates, and details.
- ✚ Dispose of waste in proper containers.
- ✚ No eating or drinking in the lab.
- ✚ Know where the fire extinguisher and first aid kit are located.
- ✚ Never put anything in your mouth during experiments.
- ✚ Avoid playing or joking in the lab.
- ✚ Clean your area after finishing.

#### ➤ Important Lab Practices:

- ✚ Always wear eye protection, like goggles, to protect from chemicals or glassware.
- ✚ Practice fire safety, keep away from flames, and wear protective gear.
- ✚ Handle glassware carefully to avoid breaking. Report and dispose of broken glass immediately.
- ✚ Keep a proper lab notebook to record procedures and observations.
- ✚ Use gloves for safety, especially when handling chemicals or hot/cold items.
- ✚ Practice electrical safety, never unplug equipment by pulling the cord.

#### ➤ What Not to Do:

- ✚ Don't eat or drink in the lab.
- ✚ Avoid using excessive force with glassware or chemicals
- ✚ Never work with chemicals without knowing their safety risks.
- ✚ Don't use phones or computers while wearing gloves.

## ❖ Botany and Zoology Lab Practices and Safety Rules

Here are the key lab safety rules in simpler language:

- Keep the lab clean and tidy.
- Wash hands with disinfectant soap when entering and leaving.
- No food, drinks, gum, or smoking in the lab.
- Don't put anything in your mouth (pens, fingers, etc.).
- Don't store food where microbes are kept.
- Wear a lab coat and safety glasses.
- Avoid loose clothing and wear proper shoes.
- Keep your table clear of books and bags.
- Disinfect work areas before and after use.
- Label all items clearly.
- Always replace caps on bottles and cultures.
- Sterilize inoculating loops/needles with a flame.
- Turn off Bunsen burners when not using.
- Tie back long hair when using Bunsen burners.
- Treat all microorganisms as potential pathogens.
- Store microbial cultures properly (incubate or refrigerate).
- Wear gloves and a mask when working with infectious materials.
- Sterilize equipment and materials.
- Never pipette by mouth; use a pipette aid.
- Treat everything as a biohazard and don't pour waste down the sink.
- Dispose of solid waste in biohazard bags and autoclave it.
- Handle glassware carefully and report breaks.
- Dispose of sharp objects in a "sharps" container.
- Report spills and accidents immediately.
- Report all injuries to the instructor.
- Unplug electrical equipment when not in use.
- Turn off water supplies after use.
- Conserve electricity and water.

## ❖ Physics Laboratory

Here are the lab safety rules in simpler language:

- Be prepared for the lab and read each exercise beforehand to understand risks.
- Don't eat, drink, apply cosmetics, or handle contact lenses in the lab.
- Stay aware of your surroundings in the lab.
- Know where fire extinguishers are, and turn off flames and gas burners when not in use.
- Keep your work area tidy and bring only your lab notebook.
- Work carefully and slowly.
- Tie long hair back to prevent contamination and fire risks.
- Clean your area with ethanol or phenol.
- Don't put lab materials in your mouth, ears, nose, or eyes.
- Don't eat, talk, or drink while doing experiments.

## ❖ Computer Lab

Here are the computer lab rules in simple language:

- Treat the lab equipment and everyone with respect.
- Walk quietly and wait for instructions when entering.
- Ask an adult for help with technical problems, and don't touch wires.
- Stay in your seat during class.
- Raise your hand for help or use the signal your teacher asks for.
- Get permission before printing.
- Press print only once. Report printer issues to staff.
- Save your work often.
- Before leaving, check if you saved your work, closed programs, and restarted the computer.
- Leave the lab neat and clean. Push in your chair and take your things.
- Log in with your username and password, and don't share them.
- No food, drinks, or gum in the lab.
- Don't remove or disconnect parts of the computer.
- Use the internet only for school-related activities.
- No personal internet use (chatting, email, etc.).
- Don't download or install programs, games, or music.
- Don't change computer settings (like desktop or screensaver).
- Ask before printing.
- If you see inappropriate content online, turn off your monitor and inform staff.
- Use CD-ROMs and multimedia only for college work.
- Log off when done and leave the computer ready for the next person.
- Clean up your materials and push in the chair.

### ➤ System Administrator Responsibilities:

- ✚ Maintain the network and computers.
- ✚ Allocate logins and passwords.
- ✚ Handle complaints about PCs or networks.
- ✚ Keep printers and scanners in working condition.
- ✚ Help buy hardware and software.
- ✚ Backup important data regularly.
- ✚ Ensure discipline in the lab and server room.
- ✚ Follow procedures for disposing of old items.
- ✚ Keep internet connections secure and prevent misuse.
- ✚ Assist faculty with lab sessions.
- ✚ Perform other tasks as assigned.

## Guidelines for leaving the laboratory

### ➤ For a Responsible Lab Worker:

- ✚ Turn off all gas lines.
- ✚ Close water taps and ensure containers aren't overflowing.
- ✚ Never leave heating devices like hot plates on.
- ✚ Return reagent bottles to their shelves and keep the table clean.
- ✚ Always cap bottles, especially those with acids or corrosive materials.
- ✚ Remove protective clothing (lab coat, gloves, goggles) before leaving.
- ✚ Turn off lights, fans, and other electrical equipment.
- ✚ Lock the exit gate and inform security that no one is inside.

### ➤ General Lab Safety Procedures:

#### DO:

- ✚ Bring a record book, pen, lab coat, and head cap.
- ✚ Know the hazards of lab materials.
- ✚ Be aware of safety equipment locations (like emergency phones).
- ✚ Wear proper protective clothing for chemicals.
- ✚ Wear closed shoes with slip-resistant soles (no sandals).
- ✚ Wear long pants and shirts with sleeves to protect your skin.
- ✚ Wash skin immediately if it comes into contact with chemicals.
- ✚ Label and store chemicals correctly.
- ✚ Tie back long hair and avoid loose clothing.
- ✚ Record results and ask the lab supervisor for help if needed.
- ✚ Write down every step and calculation.
- ✚ Use only the needed amount of chemicals.
- ✚ Handle glassware carefully and report breaks.
- ✚ Dispose of waste liquids properly.
- ✚ Clean equipment after use.
- ✚ Unplug electrical devices when not in use.
- ✚ Close water taps tightly after use.

#### DON'T:

- ✚ Don't eat, drink, chew gum, or apply cosmetics in the lab.
- ✚ Don't store food in lab fridges or ovens.
- ✚ Don't drink water from lab sources.
- ✚ Don't use lab glassware for food or drink.
- ✚ Don't smell or taste chemicals, and never pipette by mouth.
- ✚ Don't work with chemicals during off-hours.
- ✚ Don't answer phone calls while performing tests to avoid distractions.

## Standard Operating Procedures (SOP)

### ❖ For Taking Leave

Here are the simplified leave rules:

- **Leave Rules:** Leave is not a right and depends on work needs. The authority decides if leave is granted.
- **Application for Leave:** Employees must apply in writing for leave. Leave can be approved or denied.
- **Emergency Leave:** If an employee needs leave unexpectedly, the authority can approve it later.
- **Leave Pass:** Employees must get a leave pass before taking leave, unless it's an emergency.
- **Leave Refusal:** If leave is denied, the employee will be notified immediately.
- **Extension of Leave:** To extend leave, apply before the original leave ends. Unauthorized leave will not be paid and may be treated as misconduct.
- **Recall from Leave:** Employees on leave may be recalled if their services are needed.
- **Study Leave:** Study leave with or without pay may be granted based on the course length.
- **Leave Year:** The leave year for teaching staff is June-April, and for non-teaching staff, January-December.
- **Holidays:** Institution holidays can be added to casual or earned leave.
- **Leave Record:** Employees can check their leave balance during office hours.
- **Leave Authority:** The Principal sanctions leave for staff

### ❖ Types of Leave:

- **Casual Leave:**
  - ✚ 15 days per year for permanent employees, 8 days for non-teaching staff.
  - ✚ Casual leave cannot be carried over or combined with other leave.
  - ✚ No more than 3 days at a time.
  - ✚ Half-day leave is only for non-teaching staff.
  - ✚ Casual leave cannot be cashed.



➤ **Sick Leave:**

- ✚ 10 days full pay or 20 days half pay per year.
- ✚ Sick leave of less than 3 days doesn't need a medical certificate.
- ✚ More than 3 days requires a medical certificate.
- ✚ Sick leave includes holidays within the period.
- ✚ Sick leave cannot be cashed.

➤ **Maternity Leave:**

- ✚ Female employees with 1 years of service are entitled to 90 days.
- ✚ Sick leave may be added to maternity leave.
- ✚ Maternity leave can be combined with other leave.

➤ **Earned Leave:**

- ✚ Permanent non-vocational employees get 30 days after 1 year of service.
- ✚ Unused earned leave cannot be cashed.
- ✚ Earned leave must be taken in blocks of 4 days or more.
- ✚ Employees who have worked less than 300 days in the year are not eligible for earned leave.

## **Standard Operating Procedure (SOP) for Seminar, Conference and University Work**

### **Eligibility Rules for Special Leave/On Duty for Attending University Work, Conferences, Seminars, Workshops, etc.**

- **Applicability:** These rules apply to full-time teaching faculty and academic staff at all constituent colleges of Pravara Medical Trust.
- **Effective Date:** The rules come into effect after approval by the Board of Management.

#### **❖ Duty Leave:**

- Teachers are entitled to special leave/on duty with prior approval from the Principal.
- A minimum staff should be present to handle duties during the absence of faculty attending conferences/workshops.
- Teachers attending National/International conferences, seminars, or workshops are eligible for duty leave.
- Teachers involved in examination work on campus are treated as on duty; if outside the campus, it is special leave.
- Teachers assigned examination duties on non-working days will be granted compensatory leave.

#### **❖ Presenting Scientific Papers:**

- **Travel & Allowances:** Teachers presenting papers or chairing sessions at international/national conferences can travel by first class or second AC (Associate Professors and above), or second sleeper. Registration and travel expenses will be covered.
- **Attending without Presentation:** Teachers attending without presenting papers may be granted special leave. Travel expenses are allowed.
- **Students:** Undergraduate and postgraduate students can present scientific papers/posters at conferences, but no financial assistance is provided. The absence will count toward attendance.
- **Claim Procedure:** Claims will only be accepted if submitted within 15 days after the event.
- **Applicability:** These rules apply to both regular and contractual teachers.
- **Special Leave:** The period of absence for conferences, including travel time, is treated as special Duty leave.
- **Application Process:** Faculty must apply to the Principal or Head of the Institute for leave approval.

**THANK YOU!**

# Green Audit



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Ref No: EEPL/2023-24/GREEN/C-09

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For- **Empirical Exergy Private Limited**



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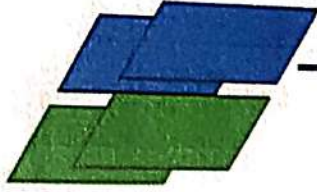
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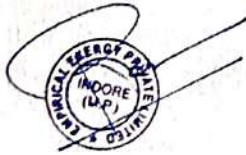
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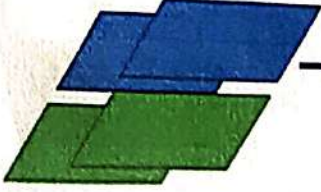
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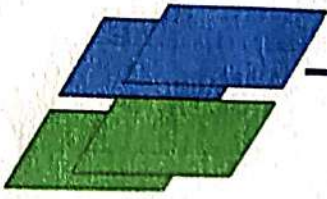
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# Energy Audit



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CIN No: U74999MP2018PTC045751

Ref No: EEPL/2022-23/ENG/C-07

Date: - 05-06-2021

## **ENERGY AUDIT CERTIFICATE**

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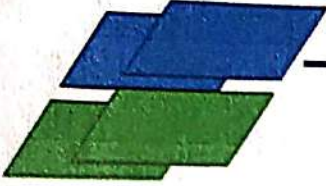
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Date: - 02-06-2021

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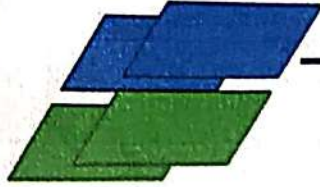
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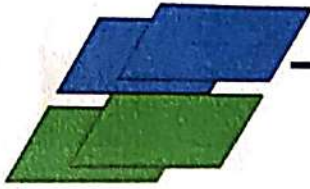
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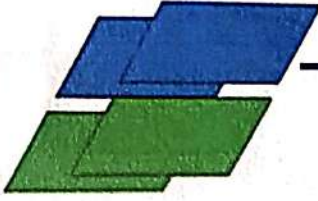
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[www.ceplgroups.com](http://www.ceplgroups.com), email: [-empirical18@gmail.com](mailto:-empirical18@gmail.com)  
CIN No: U74999MP2018PTC045751

Ref No: EEPL/2019-20/ C-09

Date: - 01-06-2018

## ENVIRONMENTAL AUDIT CERTIFICATE

This is certified that Empirical Exergy Private Limited (EEPL) Indore M.P. has conducted Environmental audit at Pravara Medical Trust's Arts, Commerce & Science College, Datta Nagar, Shevgaon (Maharashtra) and audit report has been submitted. Year- 2018-19

The college has being implemented water conservation measures, verified and were found to be working and satisfactory. The positive approach of the college management towards sustainable development highly valued and commendable

This certificate is being issued on the basis of the Environmental Audit conducted by EEPL.

For- Empirical Exergy Pvt. Ltd



**Rajesh Kumar Singadiya**  
(Director & Energy Expert)  
Accredited Energy Auditor (AEA-284)  
Certified Energy Auditor EA-7271  
Lead Auditor for ISO 50001:2011 (EnMS)  
Mob: 078693-27256



# Gender Audit



**PRAVARA MEDICAL TRUST'S**



**ARTS, COMMERCE AND SCIENCE COLLEGE SHEVGAON**

# **GENDER AUDIT**

**PMT'S**

**Arts, Commerce and Science College Shevgaon**

**Gender Audit**

**(2018-19 to 2022-23)**

<b>SR.NO.</b>	<b>CONTENT</b>	<b>PAGE NO.</b>
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<b>2</b>	<b>Gender Audit Committee</b>	<b>3</b>
<b>3</b>	<b>Objectives &amp; Policy of Gender Audit.</b>	<b>5</b>
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## Introduction of the Institution

### **Introduction:**

Pravara Medical Trust's Arts, Commerce and Science College Shevgaon was established in the academic year 2013-14 by the visionary Dr. Balasaheb Vikhe Patil (Padmabhushan Awarded). Pravara Medical Trust, Loni is the parent institution of the institute. Institute is affiliated to Savitribai Phule Pune University, Pune. The institute has graduation program in Science, Arts, Commerce and Computer Application. also running PG course in Chemistry.

Institute is started only with the degree in science in academic year 2013-14 with only 120 students, in academic year 2022-23 total 795 students are acquiring knowledge and education in various UG and PG program. Institute focuses on the women empowerment, gender sensitivities, ethical values through various programs organizes in the institute.

### **Vision:**

1. To cultivate a culture of excellence and opportunity in rural areas through the establishment of a leading institute.
2. To offer a transformative educational experience that equips rural students with the knowledge, skills, and resources needed to address local challenges, seize opportunities, and build vibrant, resilient communities that thrive in the 21st century.
3. To engage the potential of rural competency and resources through the establishment of an institute that dedicated to excellence, equity, and opportunity

### **Mission:**

“To deliver high-quality education, practical skills training, and leadership development programs that empower rural students to succeed academically, professionally, and personally, while also serving as catalysts for rural development and prosperity.”







## Arts, Commerce and Science College, Shevgaon



Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com

College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

### Gender Audit Committee

Sr. No.	Name of the Faculty	Designation
1	Dr. Onkar J. Rasal	Principal
2	Mr. Mohan B. Paratwagh	Vice- Principal
3	Mr. Sajed S. Patel	IQAC Coordinator
4	Miss. Pooja S. Madne	Chairman
5	Dr. Santosh Powale	Member (External)
6	Smt. Vasudha Savarkar	Member (External)
7	Dr. Krishna Dehadray	Member (External)
8	Mrs. Priti S. Shingare	Teacher Representative
9	Mr. Mahadev Nijave	Non-Teaching Representative



  
Principal  
Principal  
ARTS, Comm & Sci. College  
Shevgaon, Dist. Ahmednagar

### ❖ Gender Audit:

Gender equality is equal rights and opportunities for all individuals regardless of their gender, does not imply the eradication of differences between men and women. Instead, it signifies that individuals should have access to the same rights, responsibilities and opportunities irrespective of their gender at birth. The aim of this gender audit is to ensure that the campus is a safer and more supportive space for all individuals. A gender audit is conducted to identify strategies for creating a more inclusive and equitable environment in the institution.


### ❖ Objectives of Gender Audit:

- To promote gender equality within the campus.
- To identify a gender gaps and challenges.
- To maintain good gender balance in decision- making process in all the college activities.
- To execute the policies, rules and actions of the HEI in promoting gender equality.
- To examine gender- based issues that affect students, teaching staff and non-teaching staff.

### ❖ Policy:

A gender audit committee is constituted comprising the experienced faculties of the institute. The Gender-based information and data is collected in standard format from the administrative department of the institute. The final results of the data analysis have been categorized into three different sections. Student profile for UG and PG programs include in Section I, Section II is about the profile of teaching staff and Section III is about the profile of non- teaching staff.



  
Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

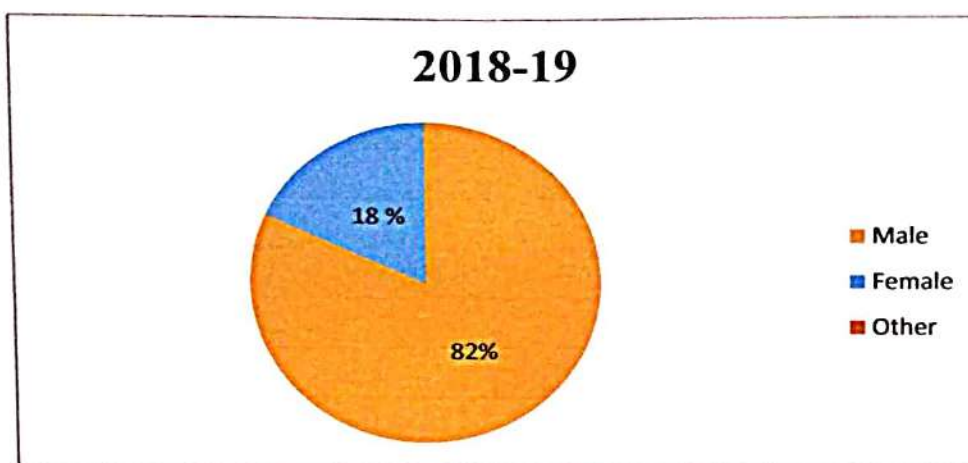
# Data Analysis

## Data Analysis

### Section -I: Student Profile

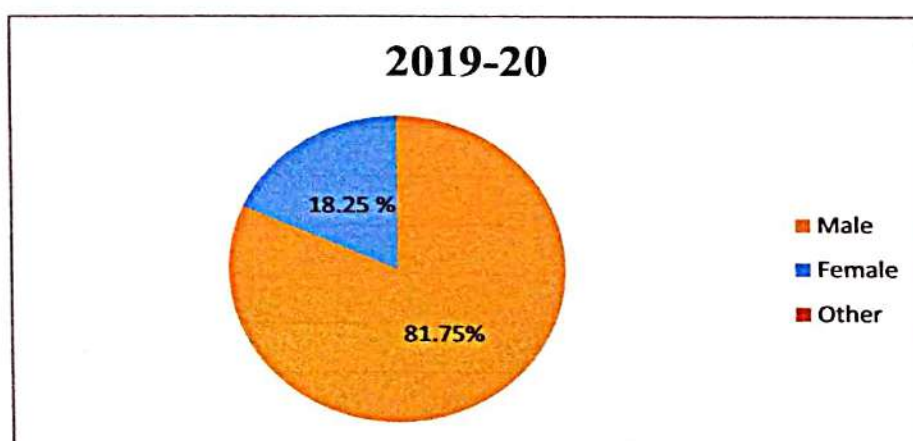
#### Academic Year: 2018-19

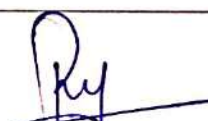
Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2018-19	354	78	00	82	18	00	432



#### Academic Year: 2019-20

Academic Year	Male	Female	Other	Male %	Female %	Other%	Total
2019-20	381	85	00	81.75	18.25	00	466

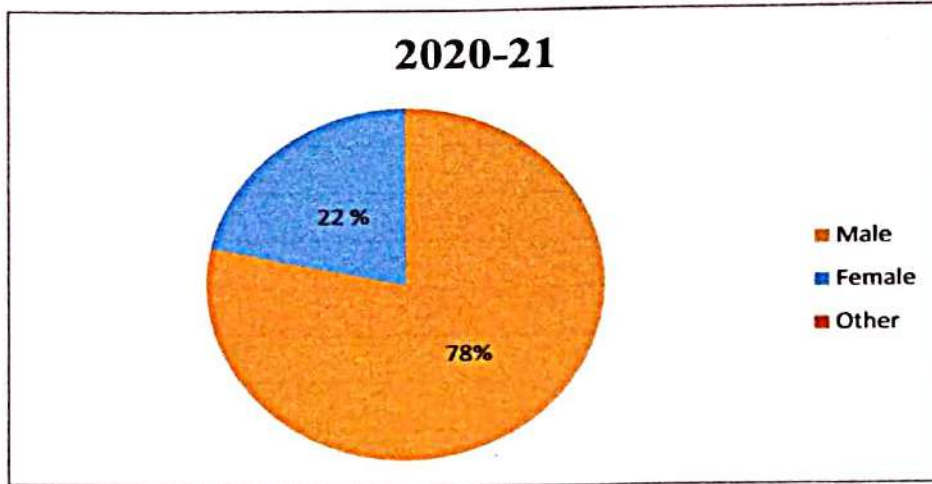


  
Principal

Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

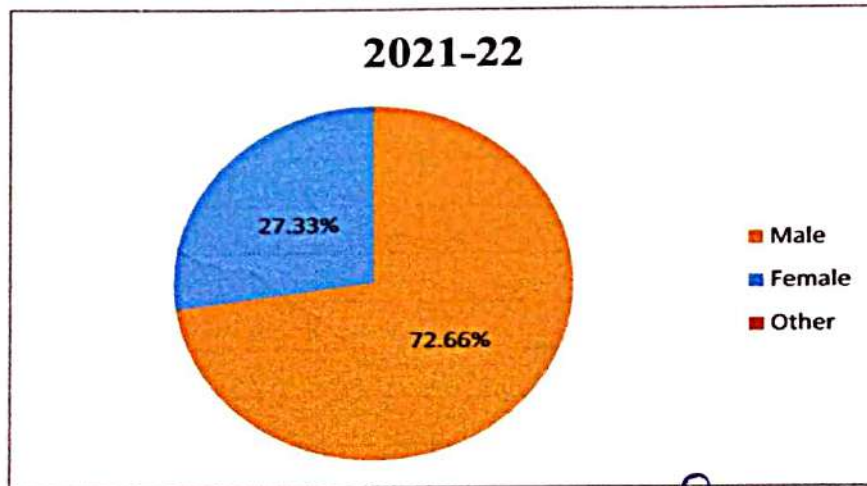
**Academic Year: 2020-21**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2020-21	464	131	00	78	22	00	595



**Academic Year: 2021-22**

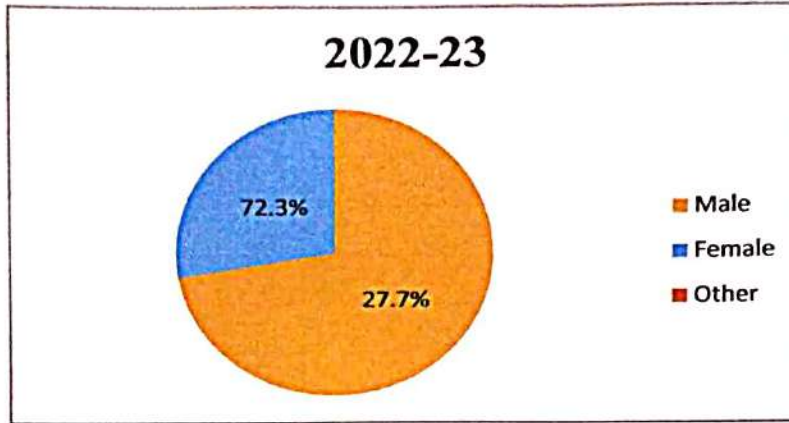
Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2021-22	505	190	00	72.66	27.33	00	695



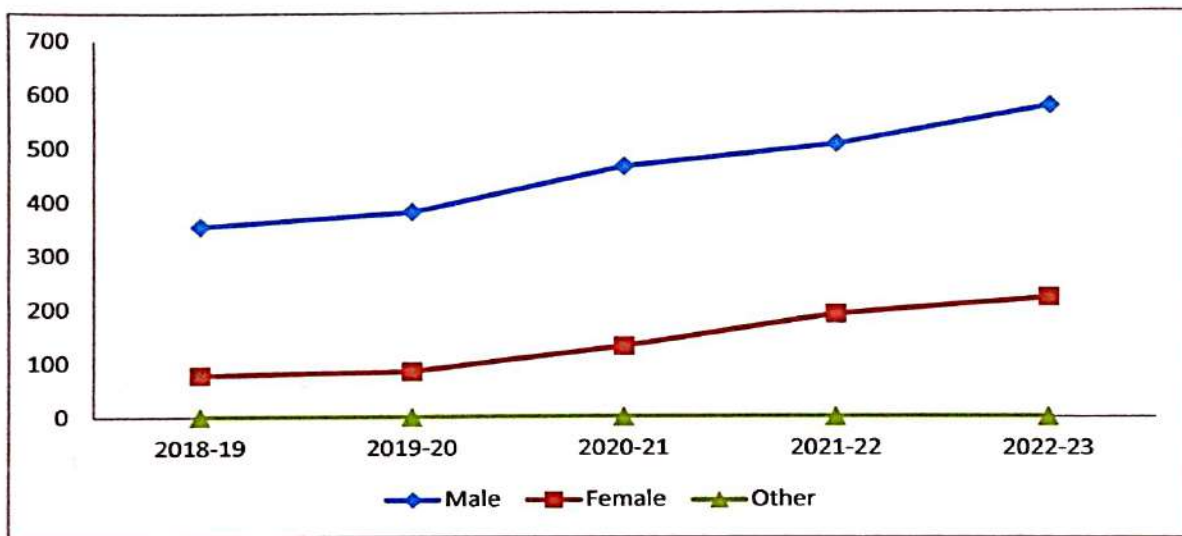
A handwritten signature in blue ink, appearing to be 'P. S.', located below the pie chart for the 2021-22 academic year.

**Academic Year: 2022-23**

Academic Year	Male	Female	Other	Male %	Female %	Other%	Total
2022-23	574	221	00	72.3	27.7	00	795



**Students Gender Ratio of Academic Year: 2018-19 to 2022-23**



Academic Year	Male	Female	Other	Male %	Female %	Other%	Total
2018-19	354	78	00	82	18	00	432
2019-20	381	85	00	81.75	18.25	00	466
2020-21	464	131	00	78	22	00	595
2021-22	505	190	00	72.66	27.33	00	695
2022-23	574	221	00	72.3	27.7	00	795
<b>Total</b>	<b>2278</b>	<b>705</b>	<b>00</b>	<b>76.4</b>	<b>23.6</b>	<b>00</b>	<b>2983</b>



*[Signature]*  
Principal

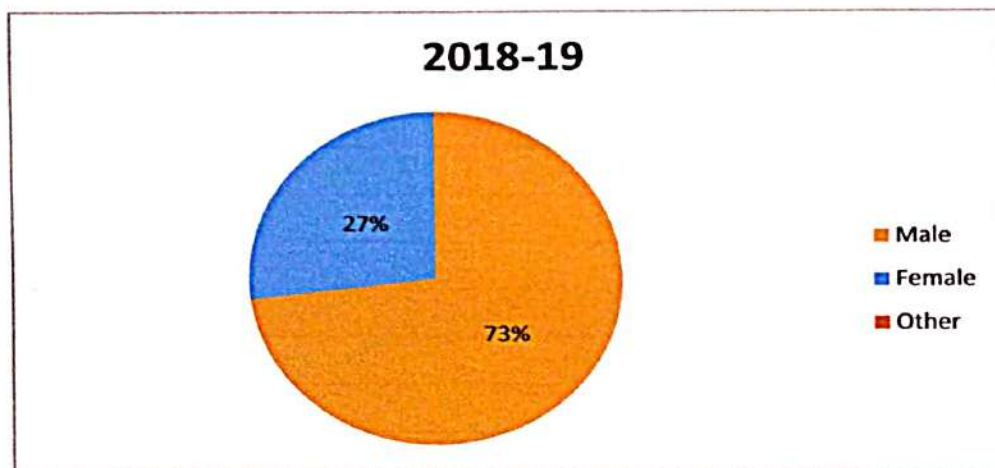
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

In the academic year 2018-19 to 2022-23 the percentage of boy's students is on average 76.4, and the female ratio is 23.6%. As compared to the male students admitted, the percentage of female students is low. The percentage of female student has shown an increase each year from the academic year 2108-19 t 2022-23. In 2018-19, the girls was 18%, which increase to 27% in 2022-23.

### Section –II: Teaching Staff Profile

#### Academic Year: 2018-19

Academic Year	Male	Female	Other	Male %	Female %	Other%	Total
2018-19	19	7	00	73	27	00	26



*(Handwritten Signature)*

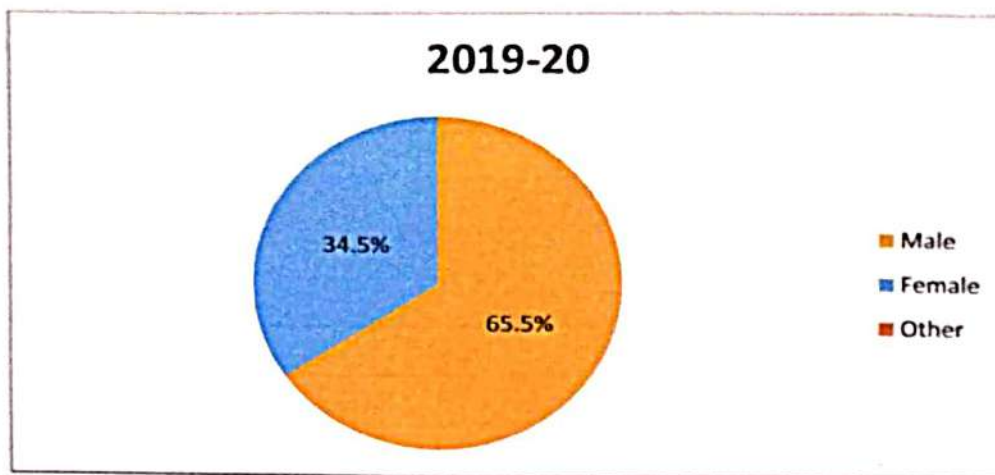
Principal

Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar



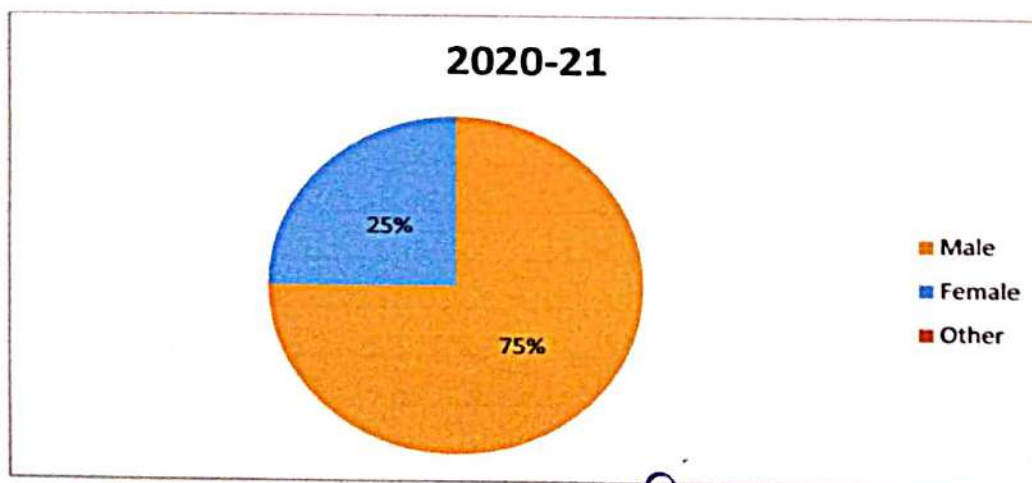
**Academic Year: 2019-20**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2019-20	19	10	00	65.5	34.5	00	29



**Academic Year: 2020-21**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2020-21	24	8	00	75	25	00	32



*[Handwritten Signature]*

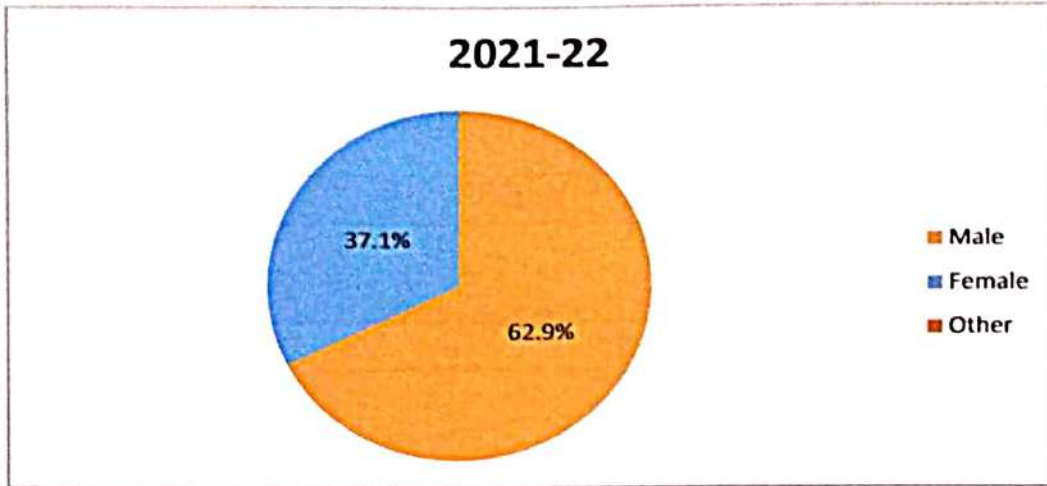
**Principal**

Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar



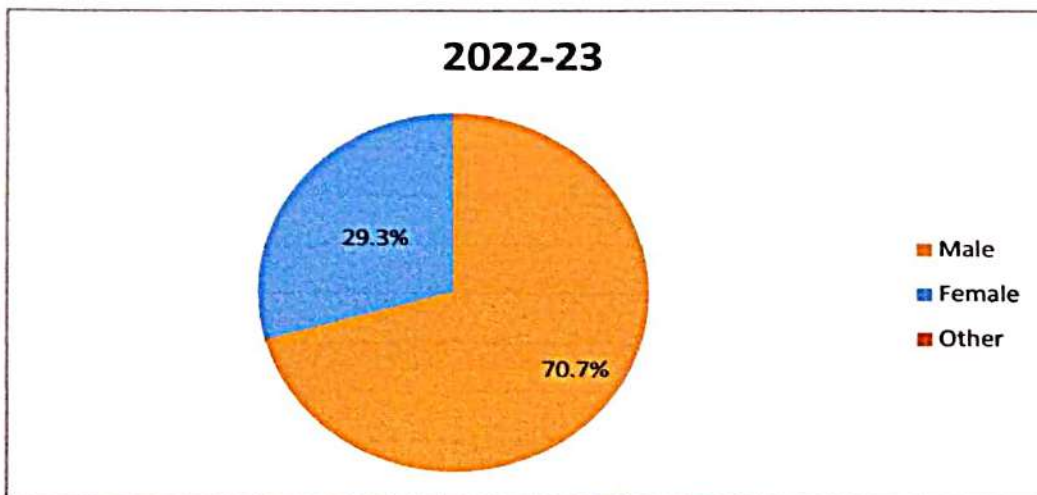
**Academic Year: 2021-22**


Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2021-22	23	11	00	67.65	32.35	00	34



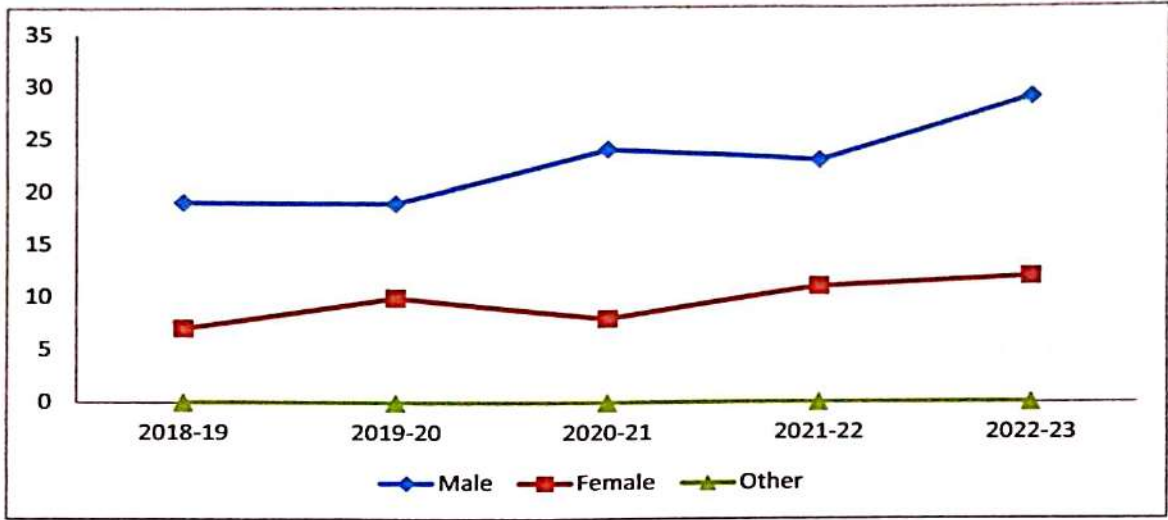
**Academic Year: 2022-23**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2022-23	29	12	00	70.7	29.3	00	41



  
**Principal**  
 Arts, Comm. & Sci. College  
 Shevgaon, Dist. Amhednagar


**Academic Year: 2018-19 to 2022-23**



Academic Year	Male	Female	Other	Male %	Female %	Other%	Total
2018-19	19	7	00	73	27	00	26
2019-20	19	10	00	65.5	34.5	00	29
2020-21	24	8	00	75	25	00	32
2021-22	23	11	00	67.65	32.35	00	34
2022-23	29	12	00	70.7	29.3	00	41
<b>Total</b>	<b>114</b>	<b>48</b>	<b>00</b>	<b>70.37</b>	<b>29.63</b>	<b>00</b>	<b>162</b>

The above table shows gender-wise details of teaching staff of the college during A.Y. 2018-19 to 2022-23. the ratio of male teaching staff is more than female teaching staff.

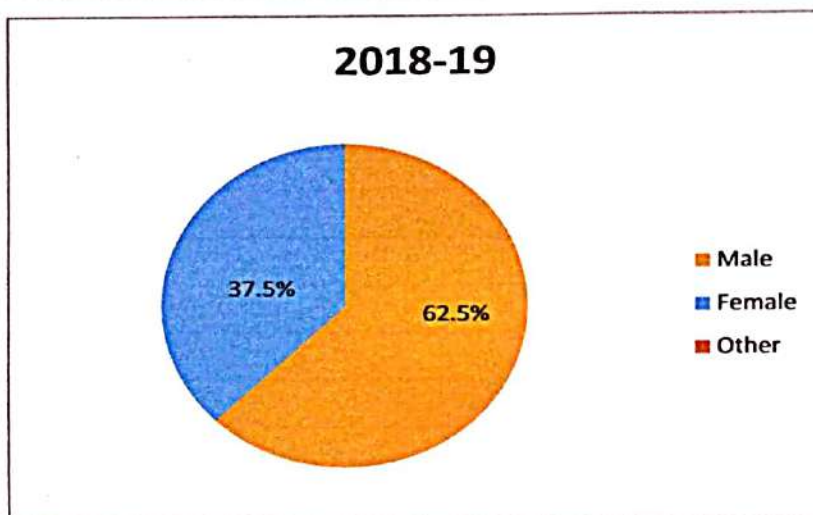


  
**Principal**  
 Arts, Comm. & Sci. College  
 Shevgaon, Dist Ahmednagar

**Section -III: Non-Teaching Staff**

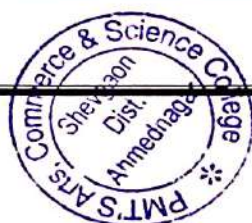
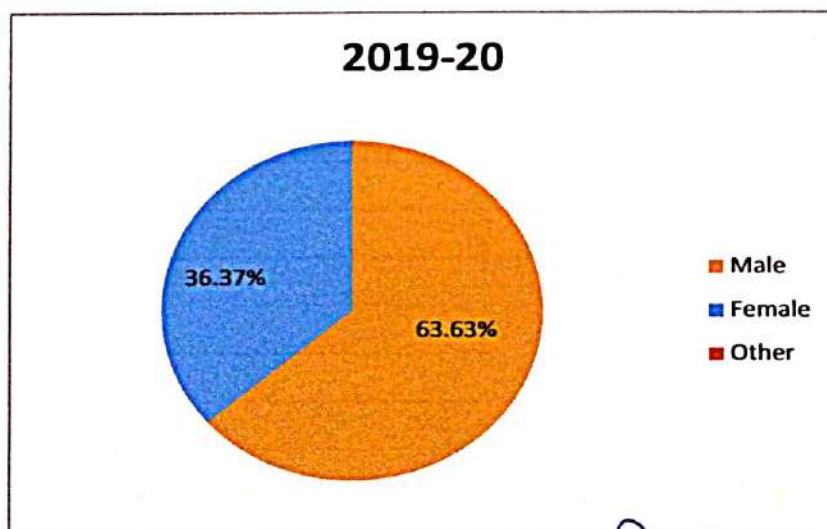
**Academic Year: 2018-19**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2018-19	5	3	00	62.5	37.5	00	08



**Academic Year: 2019-20**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2019-20	7	4	00	63.63	36.37	00	11

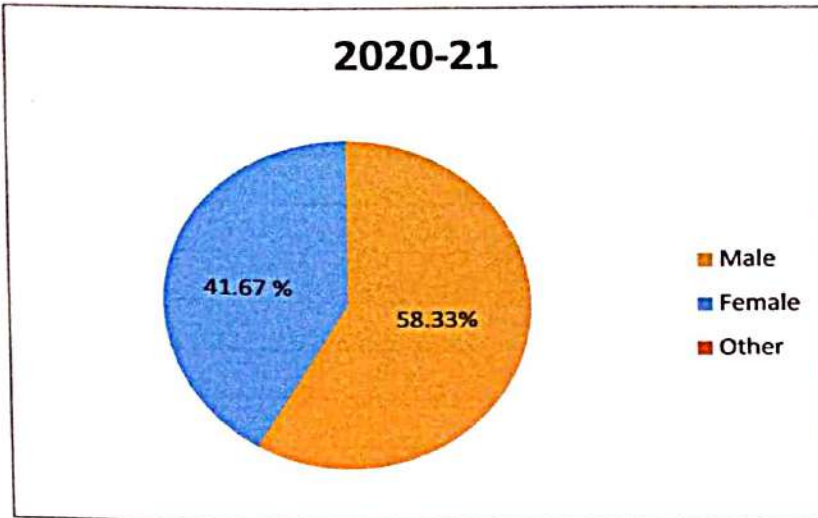


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Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar

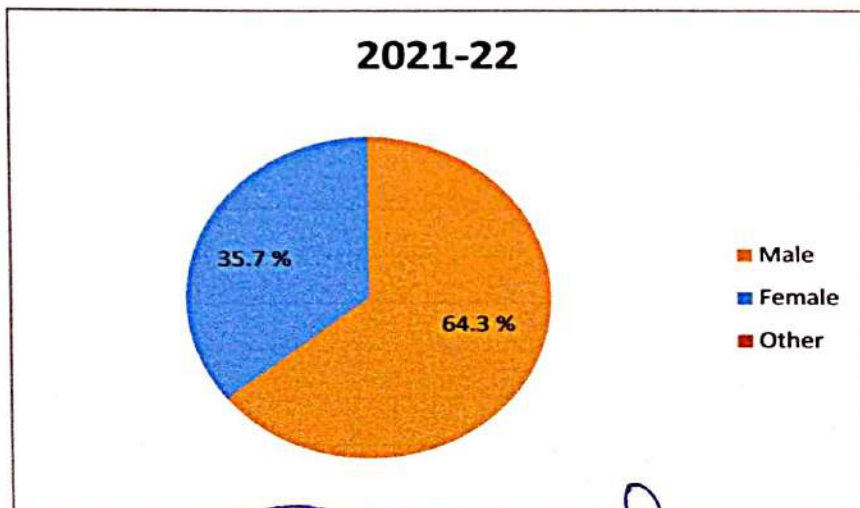
**Academic Year: 2020-21**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2020-21	7	5	00	58.33	41.67	00	12



**Academic Year: 2021-22**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2021-22	9	5	00	64.3	35.7	00	14

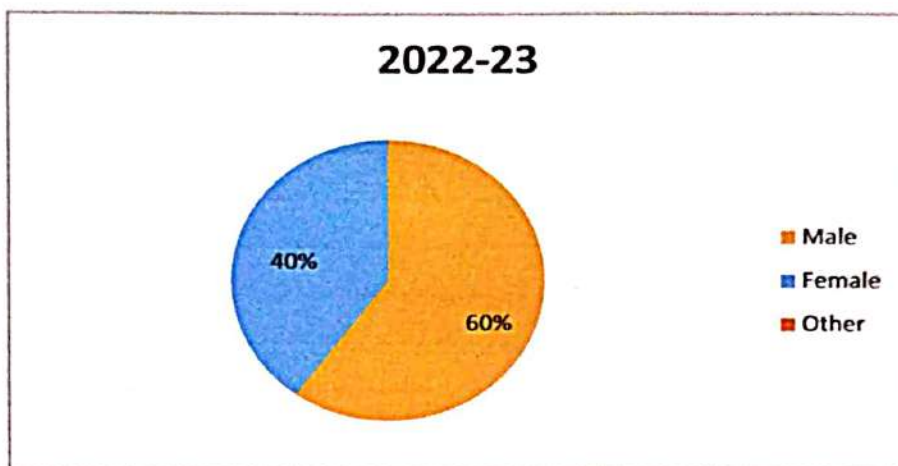


*[Handwritten Signature]*  
Principal

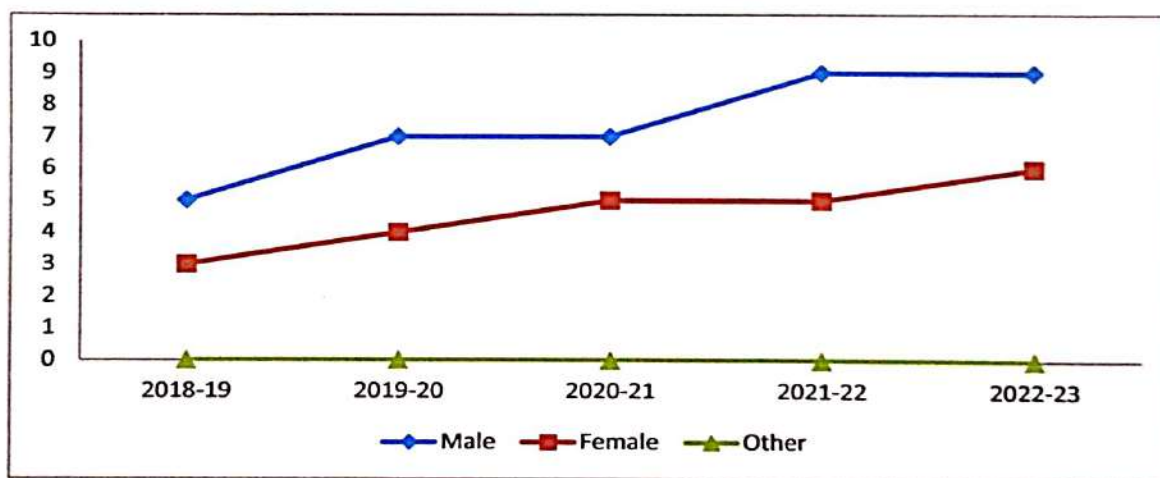
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

**Academic Year: 2022-23**

Academic Year	Male	Female	Other	Male %	Female %	Other %	Total
2022-23	9	6	00	60	40	00	15



**Academic Year: 2018-19 to 2022-23**



Academic Year	Male	Female	Other	Male %	Female %	Other%	Total
2018-19	5	3	00	62.5	37.5	00	08
2019-20	7	4	00	63.63	36.37	00	11
2020-21	7	5	00	58.33	41.67	00	12
2021-22	9	5	00	64.3	35.7	00	14
2022-23	9	6	00	60	40	00	15
<b>Total</b>	<b>37</b>	<b>23</b>	<b>00</b>	<b>61.66</b>	<b>38.34</b>	<b>00</b>	<b>60</b>

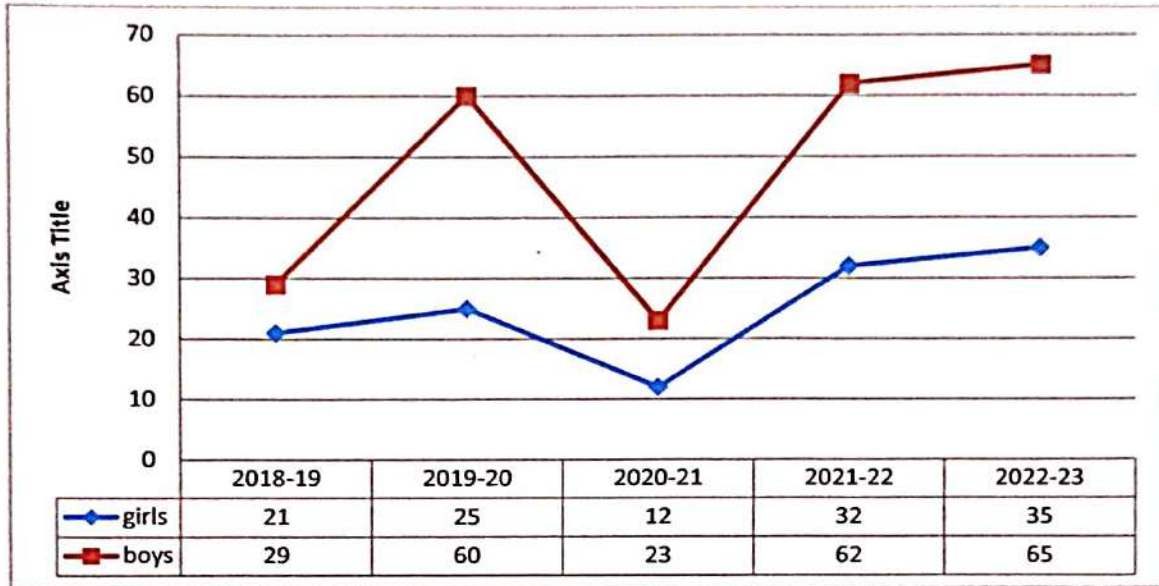


*[Signature]*  
Principal

Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar

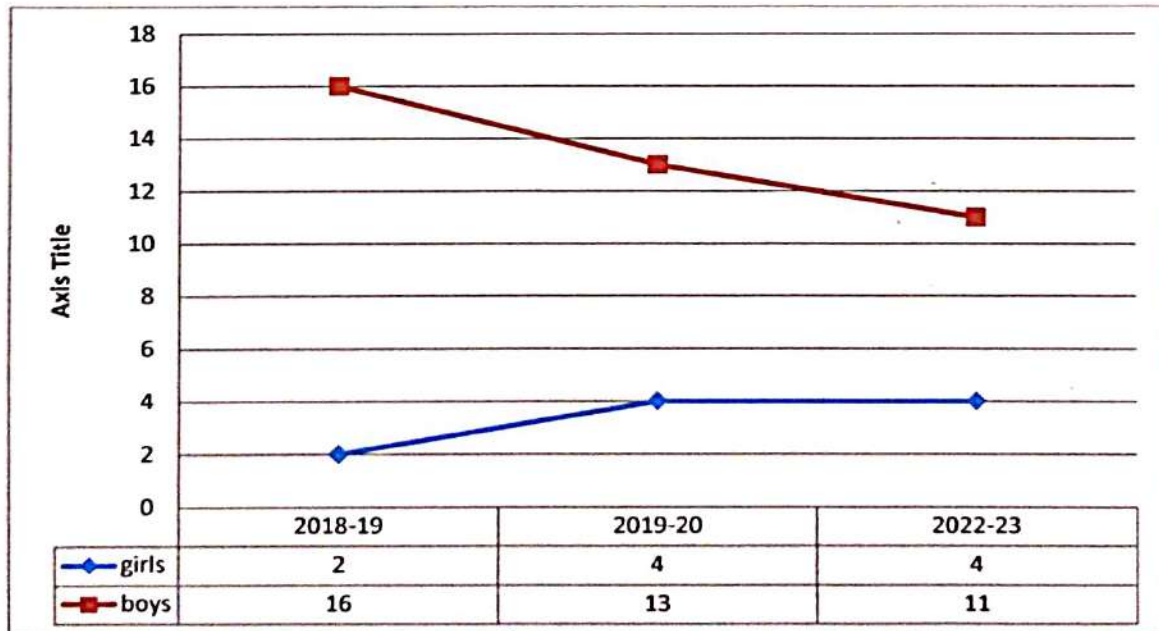
- The overall gender ratio among non-teaching staff is relatively balanced, indicating a fair representation of both genders.
- The percentage of female non-teaching staff has been consistently increasing over the years, suggesting a positive trend towards gender equality in administrative and support roles.

**Gender ratio in NSS**



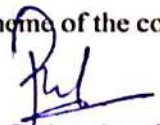
This data and graph is about the strength of boys and girls in NSS FROM 2018 to 2023.

**Participation in Earn and Learn Scheme of the college**



The above table shows Gender wise participation in Earn and Learn Scheme of the college.



  
 Principal  
 Arts, Comm. & Sci. College  
 Shevgaon, Dist Ahmednagar

❖ **Observations:**

- **Social Responsibility:** Women Empowerment Cell and NSS always motivate girls students to take up social responsibility.
- The girl's student enrollment is positively increasing every year.
- **Infrastructure:** common room, washrooms, sanitary vending and disposal machine.
- **Physical Fitness:** self-defense and yoga training program organized.
- **Committees:** Anti-ragging Committee, Grievance Redressal Cell, Internal Complaint Committee are active in the college to solve issues faced by students or staff.

❖ **Suggestions:**


- To increase number of female staff.
- To install more sanitary napkin vending machine.
- More awareness program on legal rights.

❖ **Conclusion:**

The conclusion of the gender audit highlights that Pravara Medical Trust's Arts, Commerce, and Science College has actively integrated gender equality goals into its programs. It observes steady progress in increasing female student enrollment with a rise from 18% in 2018-19 to 27% in 2022-23. The audit also identifies strengths such as infrastructure support for female students, empowerment initiatives.

The college has implemented various programs such as self-defense and yoga training, and established committees like the Women Empowerment Cell and Grievance Redressal Cell to ensure a supportive environment. These efforts demonstrate the institution's commitment to fostering gender equity and creating a safer and more inclusive campus environment.



  
**Principal**  
Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar

# **Grievance Redressal Policy**



# Grievance Redressal Policy

## ➤ Introduction:

The college has formed Grievance Redressal Cell which acts as proper machinery for the redressal of grievances. It looks into general and academic complaints of the staff and students. It promptly tries to offer solutions for their problems in periodical meetings of the committee. The staff and students are notified to put their complaints about administration, accounts, finance, library and academics etc. in the suggestion/complaint boxes located in the main building. The aim of the Cell is to protect the academic interest of the students and to take suitable action wherever necessary.

The Grievance Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly. The Cell ensures effective solution to the grievances, using a fair approach.

## ➤ Objectives:

- ❖ To develop an organizational framework to resolve grievances of the students and other stakeholders.
- ❖ To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
- ❖ To receive suggestions from the staff and students for improvement.
- ❖ To investigate the reason of dissatisfaction.

## ➤ Grievance Redressal Cell Composition:

- Principal
- Vice-Principal
- Member
- Member



➤ **Functions of Grievance Redressal Cell:**

- ❖ The committee deals with all genuine grievances of staff and students of the college
- ❖ The grievances filed either by writing or by online on the website of the college are always taken into consideration
- ❖ The committee meets periodically to resolve the grievances received.
- ❖ The committee reviews all cases and acts accordingly as per the policy
- ❖ The cell submits report to the authority regarding the cases attended


The complaints which can't be redressed at college level will be forwarded to the competent higher authority. Appropriate action will be taken by the cell on the complaint after thorough investigation. If enquiries are needed for the speedy disposal of the matter, the Cell will enquire into the matter expeditiously on priority basis.

➤ **The Cell will not deal with the following complaints:**

- ❖ Criminal offence under judicial consideration.
- ❖ Complaints regarding disputes occurred outside the premises of the college.
- ❖ If the complaints are not lodged to the Cell in writing within 24 hours.

  
**Chairman**  
**Student Grievance Cell**  
**PMT's ACSC,**  
**Shevgaon**



  
**Principal**  
**Arts, Comm. & Sci. College**  
**Shevgaon, Dist Ahmednagar**

# **Staff Academy**

**(Pradhyapak Prabodhini)**



प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज



आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि.अहमदनगर (महा.) ४१४५०२

फोन : ०२४२९-२२३०३१, २२१९६६ फॅक्स-०२४२९-२२३३९९ E-mail : pravara\_acscs@rediffmail.com

जा.क्र. ५२५

दि:-११/०२/ २०२१

प्रति,  
कार्यकारी संचालक,  
प्रवरा मेडिकल ट्रस्टचे,  
शैक्षणिक संकूल शेवगाव.

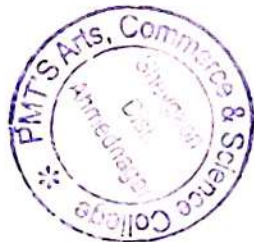
विषय : 'प्राध्यापक प्रबोधनी' उपक्रम राबविण्यास परवानगी मिळणेबाबत...

महोदय,

वरील विषयानुरूप आपल्या महाविद्यालयातील IQAC विभागांतर्गत कनिष्ठ व वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांसाठी 'प्राध्यापक प्रबोधनी' उपक्रम सुरु करण्याचा मानस आहे.या उपक्रमात दर शनिवार दु.१२:०० ते ०१:०० वा. महाविद्यालयातील एका प्राध्यापकाचे मार्गदर्शनपर व्याख्यानाचे आयोजन करण्यात येणार आहे.

तरी सदर उपक्रम राबविण्यास परवानगी मिळावी ही नम्र विनंती.

*Pravara*  
*अध्यक्ष*



आपला विश्वासू

*[Signature]*

प्राचार्य

आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि. अ.नगर



Pravara Medical Trust's

## Arts, Commerce and Science College, Shevgaon

Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com



College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

21/07/2021

To  
Asst. Prof. Kokare K. V.  
Dept. of Economics,


**Subject:** - About the Responsibility as Coordinator of Staff Academy...

Dear Sir,

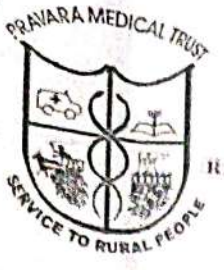
With above reference subject, our college started "Staff Academy" to develop faculty with various approaches and perspectives of research. You have been given responsibility as Coordinator of said programme from the academic year 2020-21.

We hope that you will work to make this programme successful.

  
IQAC  
PMT's ACSC  
Shevgaon

  
Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar





प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज



आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि.अहमदनगर (महा.) ४१४५०२


फोन : ०२४२९-२२३०३१, २२१९६६ फॅक्स-०२४२९-२२३३९९ E-mail : pravara\_acscs@rediffmail.com

दिनांक :- २३/०९/२०२२

## महत्वाची सूचना

वरिष्ठ व कनिष्ठ महाविद्यालयातील सर्व प्राध्यापकांना सूचित करण्यात येते कि, आपल्या महाविद्यालामध्ये गतवर्षी प्रमाणे IQAC विभागांतर्गत प्राध्यापक प्रबोधिनी शैक्षणिक वर्ष २०२२-२३ मध्ये सुरु करण्यात येत असून, दर शनिवारी १२:०० ते ०१:०० या वेळेमध्ये एका प्राध्यापकाचे त्यांच्या आवडीच्या विषयानुसार व्याख्यान ठेवण्यात येणार असून, सर्व प्राध्यापकांनी आपले नाव व आवडीचे विषय कार्यक्रम समन्वयक प्रा. कोकरे के. व्ही. यांच्याकडे नोंदवावे.

- 1 Ghatech. ms Ghatech.
2. Gable P.S. Gable.
- 3) Katakade R.P. Ramdas
- 4) Pisote D.M. Pisote
- 5) Bansode L.K. Bansode
- 6) Mr. Wable V.B. Wable
- 7) Hamid S. Shikh Hamid
- 8) Gangwane C.M. Gangwane
- 9) Torade R.B. Torade
- 10) Ganade K.B. Ganade
- 11) Khaat R.B. Khaat
- 12) Dahifale M.B. Dahifale
- 13) Sarase D.P. Sarase
- 14) Bhamare S.S. Bhamare
- 15) Kale K.R. K.R.Kale
- 16) Pawar A.B. Pawar
- 17) Madne P.S. Madne

  
Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar



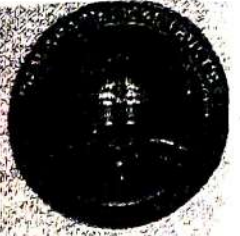


प्रचार प्रतीक हेतु

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज

आयुर्वेद कॉलेज कॉम्पस, शेवगांव जि. अहमदनगर (महा.) ४१४५०२

फोन : २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९, २२४९९९९९



जावक क्र.

दि. : 10/04/2022

प्रति,

परतवाद्य एम.बी.  
पी.एम.टी.चे,  
आर्ट्स, कॉमर्स अँड सायन्स कॉलेज,  
शेवगाव

विषय : 'प्राध्यापक प्रबोधनी' उपक्रमात मार्गदर्शन करणेबाबत...


महोदय,

वरील विषयानुरूप आपणास कळविण्यात येते की, आपल्या महाविद्यालयातील IQAC विभागांतर्गत कनिष्ठ व वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांसाठी शनिवार

दि. 10/04/2022 रोजी दु. १२:०० ते ०१:०० वा. 'प्राध्यापक प्रबोधनी' उपक्रमात डॉ. बाबासाहेब

- डॉ. बेस्कर मागी हिंडु कोड या विषयास अनुसरून मार्गदर्शन करावे ही नम्र विनंती.

  
IQAC  
PMT'S ACSC  
Shevgaon

  
प्राचार्य  
आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि. अ. नगर

Received  
10/04/2022





प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज

आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि. अहमदनगर (महा.) ४१४५०२

फोन : ०२४२९-२२३०३१, २२१९६६ फॅक्स-०२४२९-२२३३१९ E-mail : prava.acscs@rediffmail.com



संदर्भ क्र. / २०२२-२३

दिनांक :- 15/04/2023

प्रति,

~~परतवाधे एम.बी.~~

~~पी.एम.सी.चे~~

आर्ट्स, कॉमर्स अँड सायन्स कॉलेज,  
शेवगांव.

विषय :- आभारपत्र.....

महोदय,

वरील विषयानुरूप आपण आपल्या महाविद्यालयातील IQAC विभागांतर्गत कनिष्ठ व वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांना दिनांक 15/04/2023 रोजी दुपारी १२ ते १ या वेळेमध्ये "डॉ. बाळासाहेब सांबोडकर आगळी हिंदू कोऽ बित" या विषयावर मार्गदर्शन केल्याबद्दल आपले महाविद्यालयाच्या वतीने आभार व्यक्त करण्यात येत आहे.

IQAC  
PMT's ACSC  
Shevgaon

Received  
Pravatwadi  
15/04/2023

प्रवरा

आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि. अ.नगर





पीएमटीचे, कार्टून, कॉमर्स & सायन्स कॉलेज, बोकारव दि.  
 प्राध्यापक प्रबोधिनी व्याख्यान

Date 15/04/2023

व्याख्याते - सा. मोहम व्ही. परकाय.

विषय - डॉ. बाबासाहेब आंबेडकर आणी विंदु कोर बिक सही.

अ.न.	प्राध्यापकाचे नाव	
1)	हमीद रामशुक्रदिने शैख	मिहिर
2)	पिसाळ एम. व्ही.	मिहिर
3)	कालकडे आर.पी.	मिहिर
4)	कुवार् आर. एम.	मिहिर
5)	कुडिले ए. व्ही.	मिहिर
6)	प्रा. गंगावणी सी. एन.	मिहिर
7)	पुलोट एस. आर.	मिहिर
8)	धाडगे के. एस.	मिहिर
9)	भालसिंग ए. एल.	मिहिर
10)	ज. प्रा. शेळके जि. रास.	मिहिर
11)	धाडगे जे. एस.	मिहिर
12)	शिनगारे पी. रास.	मिहिर
13)	राऊत रास. रास.	मिहिर
14)	काळे के. आर.	मिहिर
15)	पवार ए. व्ही.	मिहिर
16)	उडिफाडे हा. रास.	मिहिर
17)	आंबेडकर पी. व्ही.	मिहिर
18)	दरिफळे एम. व्ही.	मिहिर
19)	शेख. एन. एस.	मिहिर
20)	भामरे एस. एस.	मिहिर
21)	दमाळ रास. डी.	मिहिर
22)	वडवे एन. ए.	मिहिर
23)	आहेर दि. कि.	मिहिर
24)	वावळे व्ही. व्ही.	मिहिर
25)	निळम जी. सी.	मिहिर
26)	पटेल एस. एस.	मिहिर
अ)	कोकरे के. व्ही.	मिहिर



15/04/2023  
 मिहिर  
 मिहिर

## Staff Academy Programme Report

Date- 15/07/2023

Under the IQAC of the Pravara Medical Trust's Arts , Commerce and Science college, Shevgaon the staff academy Programme is organised the college staff in the form of Lecture series. The IQAC Department has invited, **Prof. Pararwagh M.B.** Poli.Sci.. Dept. our college. Our College's Principle Dr. Rasal O.J., Vioce Principal , Prof.Paratwagh M.B... IQAC Co- Ordinater Prof.Patel S.S., Programme Co Ordinator, Prof.Kokare K.V. was presented.

Prof. Kokare K.V. introduced the programme of guest. The lecturer of the programme , Prof. Prof.Paratwagh M.B.. sir has deliverd his lecture on 'डॉ. बाबासाहेब आंबेडकर आणि हिंदू कोड बिल ' Sir said, " the Dr. Babasaheb Ambedkar thought useful human life behaviour "

Prof.Mr. Nikam G.C. gave the vote of thanks.

• **Objective of Programme :-**

1. Important of constitution in social life.
2. The Objective of this Programme to awareness to college staff in Hundu Code Bill.



  
IQAC  
PMT's ACSC  
Shevgaon

Pravara Medical Trust's



# Arts, Commerce and Science College, Shevgaon



Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com

College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date :- 1/10/2022

To,

Prof. Dhanil S.D.,

Dept. of Botany ,

PMT's, Arts Commerce and Science College,

Shevgaon.

**Subject: Thanking letter as a Guest speaker...**

Dear Sir,

With the above reference subject, Department of IQAC is planning to organize guest lecture on "Excellent production of Seeds Technology" on 1<sup>st</sup> October 2022 at 12:00 to 1:00 pm. We are thankful to for accepted our invitation and share your expertise in the field of Agri our staffs.

**IQAC**

PMT'S

Shevgaon

Received

*[Handwritten signature]*  
01/10/22

Yours

**For Principal**

Arts, Comm. & Sci. College  
Shevgaon, Dist. Ahmednagar





प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज

आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि. अहमदनगर (महा.) ४१४५०२

फोन : ०२४३१-२२२०२१, २२११६६ फॅक्स : ०२४३१-२२२११६ ई-मेल : prayara\_acscs@rediffmail.com

जावक क्र.

दि. ०१/१०/२०२२

प्रति,

प्रा.उमाळ एस.डी.

विषय : 'प्राध्यापक प्रबोधनी' उपक्रमात मार्गदर्शन करणेबाबत...

महोदय,


वरील विषयानुरूप आपणास कळविण्यात येते की, आपल्या महाविद्यालयातील IQAC विभागांतर्गत कनिष्ठ व वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांसाठी शनिवार

दि. ०१/१०/२०२२ रोजी दु. १२:०० ते ०१:०० वा. 'प्राध्यापक प्रबोधनी' उपक्रमात पुस्तक

विषयाचे उत्पादन तंत्रज्ञान या विषयास अनुसरून मार्गदर्शन करावे ही नम्र विनंती.

*Reevy*  
*Shed*

  
IQAC  
PMT's ACSC  
Shevgaon

  
प्राचार्य  
प्राचार्य  
आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि. अ.नगर



01/10/2022

### Report of the Guest Lecture

Department of IQAC organized guest lecture on "Excellent production of Seeds Technology" on 1<sup>st</sup> October 2022 at 12: 00 to 1 : 00 pm. Prof. Dhmal S.D., of PMT's, Arts Commerce and Science College, Shevgaon was the speaker. He share his expertise in the field of Agriculture with our staffs. 17<sup>th</sup> staff was present in the program. After the lecture there was an interactive session with the expert. Staffs were energetically participated in that session and ask versatile questions to the guest. Non-teaching staff were also participate in the program.

  
CO - Ordinator  
IQAC  
PMT's ACSC  
Shevgaon



प्राध्यापक प्रबोधितानी उपक्रम  
व्याख्याते :- सा. दमाल एस. डी.

01/10/22  
शनिवार

विषय :- उत्कृष्ट विद्यापीठ उपादान तंत्रज्ञान

अ. न.	प्राध्यापकाचे नाव	सही
1)	कोकरे के. व्ही.	(Krishna)
2)	परतवाध एस. व्ही.	(P.P.)
3)	प्रा. शेळके नि. रास	(S.L.)
4)	प्रा. तोरडे आर. व्ही.	(Ramdas)
5)	काले के. आर.	(F.R. Kale)
6)	सहा. प्रा. साबळे पी. एस.	(P.S.)
7)	हिवाळे एस. व्ही.	(Hivale)
8)	दाहिफळे एस. व्ही.	(Dahifale)
9)	सरसे डी. पी.	(S.R.)
10)	धाडगे के. एन.	(Dhadge)
11)	श्री. वावळे व्ही. व्ही.	(V.V.)
12)	एम. शिवाजी रामशुक्लिन शेख	(M.S.)



समन्वयक  
(Krishna)  
प्रा. कोकरे के. व्ही.

प्रा. दमाळ सर 'उत्कृष्ट विद्येण उत्पादन संज्ञान' या  
विषयावर व्याख्यान देताना.





प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज



आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि.अहमदनगर (महा.) ४१४५०२

फोन : ०२४२९-२२३०३१, २२१९६६ फॅक्स-०२४२९-२२३३९९ E-mail : pravara\_acscs@rediffmail.com

जावक क्र.

दि. : २०/०२/ २०२१

प्रति,  
प्रा.डुकरे बी.के.,  
इतिहास विभाग.

विषय : 'प्राध्यापक प्रबोधनी' उपक्रमात मार्गदर्शन करणेबाबत...

महोदय,

वरील विषयानुरूप आपणास कळविण्यात येते की, आपल्या महाविद्यालयातील IQAC विभागांतर्गत कनिष्ठ व वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांसाठी शनिवार दि. २०/०२/२०२१ रोजी दु.१२:०० ते ०१:०० वा. 'प्राध्यापक प्रबोधनी' उपक्रमात 'भारतातील पर्यटन स्थळांचे महत्व व पर्यटन क्षेत्रातील संधी' या विषयास अनुसरून मार्गदर्शन करावे ही नम्र विनंती.

Received.  
*[Signature]*

*[Signature]*  
IQ AC  
Co-Ordinator

*[Signature]*  
प्राध्यापक  
आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि. अ.नगर



Pravara Medical Trust's



## Arts, Commerce and Science College, Shevgaon



Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com

College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date :- 20/02/2021

To,

Prof. Dukare B.K.

Head Dept. of History

PMT's, Arts Commerce and Science College,

Shevgaon.

**Subject: Thanking letter as a Guest speaker...**

Dear Sir,

With the above reference subject, Department of IQAC is planning to organize guest lecture on "Carriers and Importance of Tourism Sectors" on 20<sup>th</sup> February 2021 at 12:00 to 1:00 pm. We are thankful to for accepted our invitation and share your expertise in the field of tourism our staffs.

  
**IQAC**  
**PMT's ACSC**  
**Shevgaon**

Yours  
  
**Principal**  
**Arts, Comm. & Sci. College**  
**Shevgaon, Dist. Ahmednagar**



Received.  


### Report of the Guest Lecture

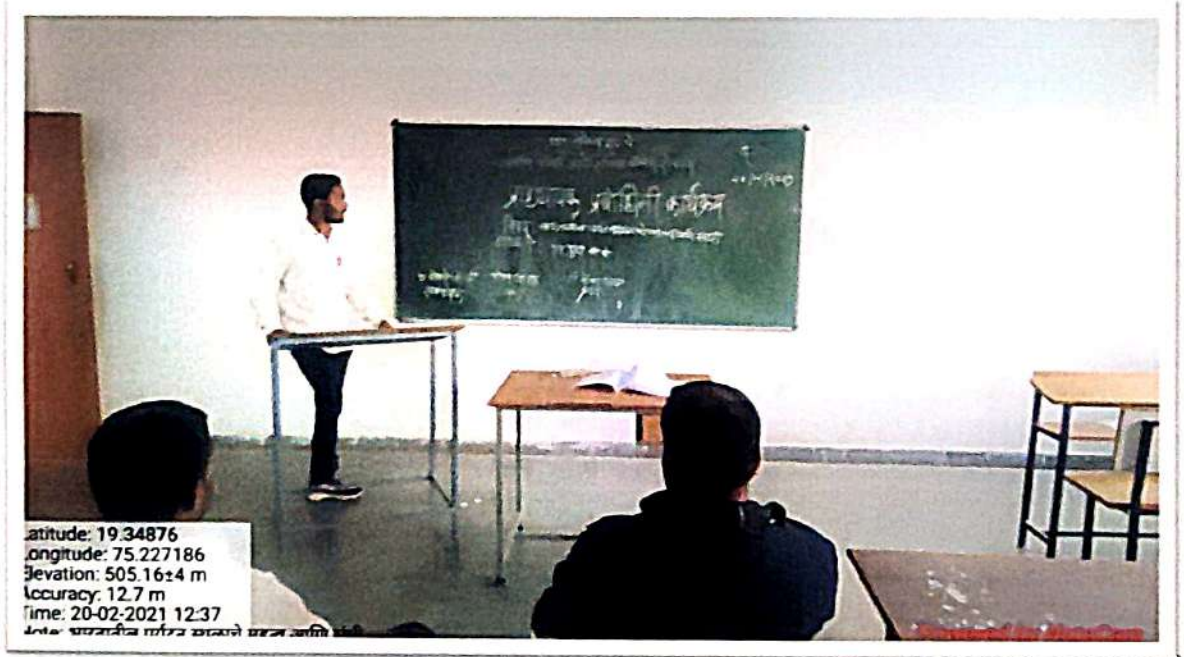
Department of IQAC organized guest lecture on “Carriers and Importance of Tourism Sectors” on 20<sup>th</sup> February 2021 at 12: 00 to 1 : 00 pm. Prof. Dukare B..K. of PMT’s, Arts Commerce and Science College, Shevgaon was the speaker. He share his expertise in the field of Tourism with our staffs. 15<sup>th</sup> staff was present in the program. After the lecture there was an interactive session with the expert. Staffs were energetically participated in that session and ask versatile questions to the guest. Non-teaching staff were also participate in the program.

  
CO-ordinator  
**IQAC**  
**PMT'S ACSC**  
**Shevgaon**





प्रा. डुकरे बी. के, भारतातील पर्यटनाचे महत्व आणि संधी या विषयावर व्याख्यान देतांना



प्रा. डुकरे बी. के, भारतातील पर्यटनाचे महत्व आणि संधी या विषयावर व्याख्यान देतांना





प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज



आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि.अहमदनगर (महा.) ४१४५०२

फोन : ०२४२९-२२३०३१, २२१९६६ फॅक्स-०२४२९-२२३३९९ E-mail : pravara\_acscs@rediffmail.com

जावक क्र.

दि. : १२/०२/ २०२१

प्रती,  
प्रा.जिरेसाळ राधिका,  
प्रवरा मेडिकल ट्रस्टचे,  
आर्ट्स, कॉमर्स अँड सायन्स कॉलेज शेवगाव

विषय : 'प्राध्यापक प्रबोधनी' उपक्रमात मार्गदर्शन करणेबाबत...

महोदय,

वरील विषयानुरूप आपणास कळविण्यात येते की, आपल्या महाविद्यालयातील IQAC विभागांतर्गत कनिष्ठ व वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांसाठी शनिवार दि. १३/०२/२०२१ रोजी दु.१२:०० ते ०१:०० वा. 'प्राध्यापक प्रबोधनी' उपक्रमात आपल्या विषयास अनुसरून मार्गदर्शन करावे ही नम्र विनंती.

Received.  
P. Suresh

P. S.

for IQ AC  
Co-Ordinator

  
प्राचार्य  
प्राध्यापक

आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि. अ.नगर



Pravara Medical Trust's



## Arts, Commerce and Science College, Shevgaon



Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com

College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date :- 13/02/2021

To,

Prof. Jiresal Radhika,

Dept. of Micro Biology,

PMT's, Arts Commerce and Science College,

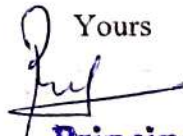
Shevgaon.

**Subject: Thanking letter as a Guest speaker...**

Dear Sir,

With the above reference subject, Department of IQAC is planning to organize guest lecture on "Importance of Micro Biology" on 13<sup>th</sup> February 2021 at 12:00 to 1:00 pm. We are thankful to for accepted our invitation and share your expertise in the field of Biology our staffs.

  
IQAC  
PMT's ACSC  
Shevgaon

Yours  
  
Principal  
Arts, Comm. & Sci College  
Shevgaon, Dist. Ahmednagar



Received  


### Report of the Guest Lecture

Department of IQAC organized guest lecture on "Importance of Micro Biology" on 13<sup>th</sup> February 2021 at 12: 00 to 1 : 00 pm. Prof. Jiresal Radhika. of PMT's, Arts Commerce and Science College, Shevgaon was the speaker. He share his expertise in the field of Biology with our staffs. 17<sup>th</sup> staff was present in the program. After the lecture there was an interactive session with the expert. Staffs were energetically participated in that session and ask versatile questions to the guest. Non-teaching staff were also participate in the program.

  
Coordinator  
**IQAC**  
**PMT'S ACSC**  
**Shevgaon**







**Asst. Prof Jiresal Radhika Lecture on Importance of Microbiology**



**Asst. Prof Jiresal Radhika Lecture on Importance of Microbiology**







प्रवरा मेडीकल ट्रस्टचे

# आर्ट्स, कॉमर्स अँड सायन्स कॉलेज

आयुर्वेद कॉलेज कॅम्पस, शेवगांव जि.अहमदनगर (महा.) ४१४५०२

फोन : ०२४२९-२२३०३१, २२१९६६ फॅक्स-०२४२९-२२३३९९ E-mail : pravara\_acscs@rediffmail.com



दि. : ०५/०२/२०२१


प्रती,  
प्रा.ससे केशव .  
वणिज्य विभाग,  
प्रवरा मेडिकल ट्रस्टचे,  
आर्ट्स, कॉमर्स अँड सायन्स कॉलेज शेवगाव

विषय : 'प्राध्यापक प्रबोधनी' उपक्रमात मार्गदर्शन करणेबाबत...

महोदय,

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for- **IQ AC**  
Co-Ordinator

  
प्राचार्य  
आर्ट्स, कॉमर्स अँड सायन्स  
कॉलेज, शेवगांव, जि.अहमदनगर



Received  
Mr. Sase. K.K.



Pravara Medical Trust's



## Arts, Commerce and Science College, Shevgaon



Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt.acsc@gmail.com

College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date :- 06/02/2021

To,

Prof. Sase K. K.

Head Dept. of Hindi

PMT's, Arts Commerce and Science College,

Shevgaon.

**Subject: Thanking letter as a Guest speaker...**

Dear Sir,

With the above reference subject, Department of IQAC is planning to organize guest lecture on "Cinema and Hindi Upnyas" on 6<sup>th</sup> February 2021 at 12:00 to 1:00 pm. We are thankful to for accepted our invitation and share your expertise in the field of Cinema our staffs.

  
Yours  
**IQAC**  
**PMT's ACSC**  
**Shevg...**

  
Received



06/02/2021

### Report of the Guest Lecture

Department of IQAC organized guest lecture on "Cinema and Hindi Novels" on 06<sup>th</sup> February 2021 at 12: 00 to 1 : 00 pm. Prof. Sase K.K. of PMT's, Arts Commerce and Science College, Shevgaon was the speaker. He share his expertise in the field of Cinema with our staffs. 16<sup>th</sup> staff was present in the program. After the lecture there was an interactive session with the expert. Staffs were energetically participated in that session and ask versatile questions to the guest. Non-teaching staff were also participate in the program.

  
CO -ordinator  
**IQAC**  
**PMT's ACSC**  
**Shevgaon**







प्रा. ससे के. के. "सिनेमा और हिंदी उपन्यास" या विषयावर व्याख्यान देतांना



प्रा. ससे के. के. "सिनेमा और हिंदी उपन्यास" या विषयावर व्याख्यान देतांना

