

MARATHA VIDYA PRASARAK SAMAJ'S KPG ARTS, COMMERCE & SCIENCE COLLEGE, IGATPURI

Take Ghoti, Tal. Igatpuri, Dist. Nashik,
Maharashtra-422403 (MH)

AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY,
PUNE, MAHARASHTRA : ID. NO. PU/NS/ASC/023/1981

 kpgcollegeigatpuri.ac.in



6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.



Maratha Vidya Prasarak Samaj's

KPG Arts, Commerce & Science College, Igatpuri

Tal. Igatpuri, Dist. Nashik

NAAC Reaccredited B-Grade (CGPA-2.41)

Affiliated to Savitribai Phule Pune University Id.No. PU/NS/ASC/023(1981)

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Mr. S. S. Pardeshi
Co-ordinator
IQAC

Dr. Kiran Rakibe
Principal



Maratha Vidya Prasarak Samaj's

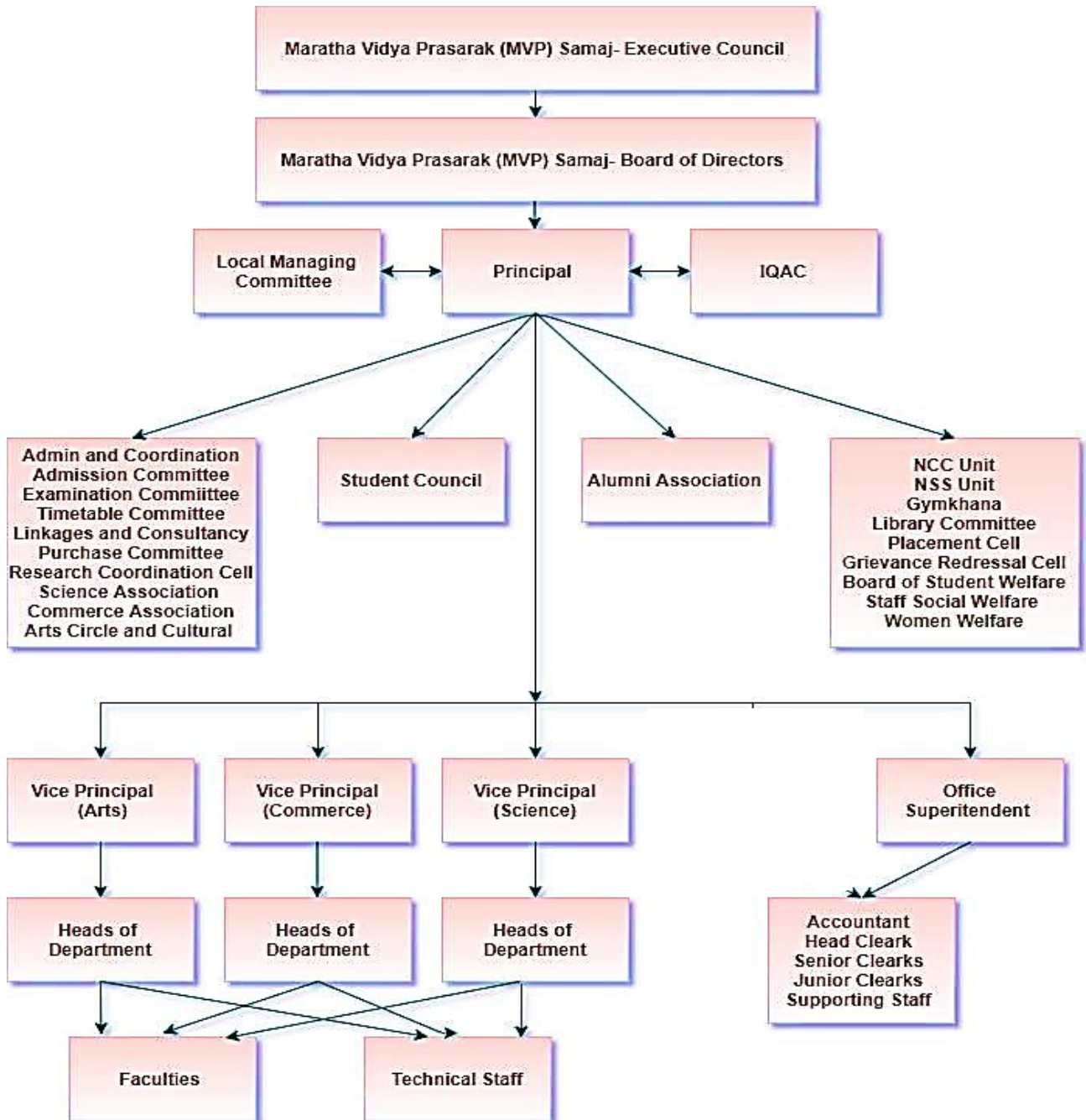
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Organogram





Maratha Vidya Prasarak Samaj's

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Tal. Igatpuri, Dist. Nashik

NAAC Reaccredited B-Grade (CGPA-2.41)

Affiliated to Savitribai Phule Pune University Id.No. PU/NS/ASC/023(1981)

College e-mail id: principal@kpgcollegeigatpuri.ac.in

College Website: www.kpgcollegeigatpuri.ac.in

Internal Quality Assurance Cell (IQAC)

Code of Conduct (Handbooks)

For Various Stakeholders

Mr. S. S. Pardeshi
IQAC, Coordinator

Dr. Kiran Rakibe
Principal

1) Code of Conduct for Principal

1. The Principal should ensure that the development plans of the College, both long-term and short-term, with respect to the academic programmes are duly processed and implemented through relevant authorities, bodies, committees and its members.
2. It is the responsibility of the principal to ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time.
3. The Principal has to assure the competence and effectiveness in the whole of administrative plans and assignments. Administration of the academic programmes of the College as well the general administration of the College has to be under the purview of the Principal.
4. As the head of College, the Principal has the responsibility of addressing and resolving all issues concerned with the partakers of education.
5. The Principal has the responsibility to ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
6. With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he/she should take actions, which should be impartial and he/she should maintain complete transparency.
7. The Principal has the responsibility to deliver leadership, direction and co-ordination within the College.
8. Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.

2) Job Responsibilities and Duties of Head of the Department

1. Providing leadership in both under graduate and postgraduate in relevant field of specialization.
2. Consultancy services.
3. Teaching, laboratory development & writing of books.
4. Evaluations of - tutorials, assignments, journals and answer papers.
5. Interaction with industry.
6. Continuing education activities.
7. Student's counseling.
8. Interaction with other institutions, Universities at state and national levels.
9. Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
10. Publishing papers in national and international journals.
11. Review of academic activities of the department periodically.

12. To Maintain dead stock, consumable registers with the help of lab in-charge
13. To display notices, mark sheets, attendance sheets etc. pertaining to the students
14. To send SMS regarding attendance, discipline and other activities with the help of class teachers.
15. Organize parents meet in association with Teacher & Parent.
16. Involvement in curricular, co-curricular and extra-curricular activities.
17. Any other duties assigned by the Principal from time to time.

2. Job Responsibilities of Associate Professor/Assistant Professor

1. Teaching and ensuring attendance of students as per University norms
2. Planning and implementation of instructions received from Head/principal.
3. Student's assessment and evaluation.
4. Developing resource material for teaching and learning.
5. Extension of services to the industry and community.
6. Continuing education activities.
7. Curricular, Co-curricular and extra-curricular activities.
8. Publication of research papers, articles & Books
9. Participate in seminars/conferences/workshops.
10. Participation in departmental administration
11. Contribute to the activities sustaining accreditation of the institute.
12. Examination work pertaining to College University such as organizing supervision and assessment etc.
13. Arrangement of remedial coaching.
14. Upgrading of qualifications.
15. Teachers should be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful.
16. Any other duties assigned by the Management and Principal from time to time.

4. Job Responsibilities of Lab. Attendant.

1. To ensure safety of the students in the laboratory.
2. To draw the lab schedules for the students and display on the board.
3. To record and maintain the attendance of the students.
4. To ensure discipline of the students in the laboratory.
5. To conduct lab examination as and when required.
6. To assist the faculty member in conducting lab sessions of their students.

7. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
8. Maintenance of all instruments/equipments in the respective laboratories.
9. To carry out any other duties assigned by the faculty member/Professor/Head/ Principal.
10. To check at least once in a week working of instruments & equipments under laboratory.
11. To prepare the requirement of consumables for the lab and place indent for the same.

5. Job Responsibilities of Non-Teaching Staff

1. Non-Teaching staff working in the College office or departments should remain on Duty during College hours.
2. Non-Teaching staff should wear the Uniform provided by the Management and always wear their identity badge during working hours.
3. Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
4. Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
5. Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
6. For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
7. Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.

6. Job Responsibilities of Librarian

1. To prepare and issue of Library cards to students and staff.
2. To follow up return of books issued to students and staff members.
3. To maintain fine collection register and instruct students to deposit the fine
4. To display new arrivals by photocopy of the cover page of the books and journals.
5. To receive international journals & magazines and highlight important articles & news.
6. To compile back volumes of journals and periodicals and arrange for binding and Stacking.
7. To maintain the day wise records of visits of staff faculty members in library.
8. Display of cuttings of news papers on education /social matters on notice board
9. The list of requirement of books submits to the principal for further procurement.
10. To ensure discipline of the students in the library.
11. To effectively encourage faculty & student to use e-journals books keeping always in working condition.

12. Regularly under take binding of books which are damaged.
13. Any other matter assigned by Principal from time to time.

7. Job Responsibilities of Placement Officer.

1. Prepare a data bank of potential industries for placements and keep updating.
2. Initiate MoUs with industries and organize recruitment process for placements.
3. Organize printing of placement Brochures/soft copies of information regarding student's placements.
4. Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
5. Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year
6. Grooming the students for placements by organizing soft skill trainings.
7. Counseling of students regarding emerging areas of job opportunities.
8. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
9. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
10. Any other duties assigned by the Principal from time to time.

8. Job Responsibilities of Head Clerk

1. Scrutinize Admission & Eligibility documents and registers of admission.
2. Supervise and maintain personal files of staff and faculty.
3. Maintaining P.F. account as the case may be.
4. Keeping discipline and work schedule of class IV employees.
5. Maintain casual leave register.
6. Maintain movement register for staff under office administration.
7. Organize printing of brochures and placement documents for the institute.
8. Assistant Principal in receiving guests and visiting dignitaries in a dignified manner
9. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
10. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
11. To maintain the records of scholarships of students.
12. To take care of biometric requirement.
13. He shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.

14. Any other duties assigned by the principal from time to time

9. Job Responsibilities of Clerk Under Head clerk

1. Checking website of Savitribai Phule Pune University, Pune.
2. Maintaining of personal files of teaching and non teaching staff.
3. Maintenance of attendance registers of teaching and non teaching staff,
4. Maintenance of service books.
5. Maintaining leave record of staff.
6. Completion of attendance of faculty and non teaching staff and forwarding the same to accounts section for preparation of payment.
7. Any other duties assigned by the Principal from time to time.

10. Job Responsibilities of Accountant

1. To prepare budget estimate of the college under guidance of Principal
2. To prepare documents for submission of six monthly and annual audit.
3. Allotment of Budgets to every department of the college.
4. HOD/section heads take periodical review of the same.
5. To verify bills for payment
6. To check the monthly pay sheet
7. To check the cash book daily
8. To file ETDS returns
9. To hold custody of receipt books and vouchers.
10. To prepare all the records as required by the statutory auditors and present the same regularly to the auditors.
11. To control and check the advance register and ensure timely recovery of advances.
12. To Settlement of journey claims and advances.
13. To prepare TDS statement and submit to Chartered Accountant.
14. Any other duties assigned by the Principal from time to time

11. Job Responsibilities of Examination Officer

1. To organize all works related to university and college level examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
2. To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
3. To organize the filling of examination forms, revaluation & verification forms of students & submission to Savitribai Phule Pune University.
4. To obtain results of students and its distribution.

5. To send requirement of examination stationary to Savitribai Phule Pune University & maintaining its up to date records.
6. To arrange for online examinations as per schedule & instructions of university
7. To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
8. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
9. To submit term work /oral practical marks to Savitribai Phule Pune University & time bound manner.
10. To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
11. To receive the examination stationery from Savitribai Phule Pune University, Pune & keep in the strong room.
12. Any other duties assigned by the Principal from time to time.

12. Code of Conduct for Students

1. Each student should behave sincerely in the college. He / She should behave politely with the teachers, non-teaching staff members, and the staff in the library & with the co-students. If the students have any problem they should meet the principal or the vice-principal of the college.
2. Uniform (Dress code) and Identity Card is compulsory for each student in college campus.
3. Students should have park their vehicles in the place allotted to them.
4. Students should not wander in the college campus by bunking the classes and practical's.
5. Smoking, drinking and chewing '*gutkha*' is strictly prohibited in the college campus.
6. Chewing tobacco & beetle leaf and throwing clutter in the college campus is strictly prohibited.
7. Students should not click photographs in the college campus & avoid the use of cell phone strictly.
8. Students are prohibited from bringing any such weapons in the college which would physically harm others.
9. Students are strictly prohibited to scribble anything on the walls of the classroom & of the toilet. If such a thing happens students will be severely punished.
10. Student should not damage the benches, tables, chairs, fans & lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished & compensation should be taken from them.
11. Students are strictly prohibited from making noise in the college campus communicating in the reading room and standing in the porch of the college.
12. The rules of the office and the library are mandatory for each student.
13. Students should not organize picnic on their own without the permission of the Principal and

the Vice Principal.

14. If the students have any prejudices about the college he/she should give complaint to the Principal and should not give any complaint, on their own to the Newspaper and media.
15. No student should participate in any activity against the college, and society and should avoid caste and religion based unfair activities.
16. Students should participate in the sports, cultural and other extra-curricular activities and cooperate for good things.
17. At the time of examination electronics devices are strictly prohibited. Copying in the examination and using other unfair means will be treated as an offence and necessary action will be taken on the student.
18. The original certificates given to the college by the students will not be returned to the students'. The students should keep the attested copies of them before taking admission.
19. Action will be taken against students if it's found that they have made changes in any document on their own.
20. Students will not be allowed to found any board or associations without the permission of the principal.
21. It is the right of the Principal to allow or forbid the students from appearing in the examination who remain absent for lectures, internal tests, Term-End Examination and behave badly in the college.
22. Students should take admission in the college by filling in the form given by the college only.
23. Each student will be given an Identity card by the college. Student should stick a passport size photograph on it. He should show it if asked by the teachers, officers and administrative staff. Otherwise they will have to pay a fine of Rs.50/-If the Identity card is lost student can obtain another I-card by paying Rs.250/-
24. Students will be enrolled in the Second semester only if their behavior in the First semester is good.
25. Students should note that they have to take new admission every year.
26. Students should take the receipts of the fees paid from time to time from the concerned clerk. The fees once paid will not be returned.
27. Every student must complete average attendance of 80% in each semester. Students having low attendance will not be allowed to fill the examination form.
28. Students should strictly adhere to all the instructions written on the college Notice Board. Otherwise the student himself will be responsible for the loss.
29. Roaming in the college campus during the lecture time or behaving improperly will be treated as an offence.

30. Students should not bring radio, camera or cell-phone in the college.
31. Bringing a dummy person as a parent in the college is an offence.
32. The Principal has the right to give admission or cancel it at any moment without giving any reason.
33. Ragging is strictly prohibited in the college premises and outside. Students indulging in it will be punished as per circular "UGC Regulation No.f-1- 8/2006(C P PII) 4th March 2008No.170.Such students will be expelled from the college. Legal action will be taken against them.
34. Students will not be allowed to change the faculty for any cause.
35. Nobody should meet the Student directly and they should enquire in the office before doing so.
36. It is the right of the Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.
37. The students should themselves be present for taking the required certificates, Hall-Ticket, mark-sheet, L.C./T.C.in the college.
38. If a student does not submit the required documents in the college, he /she will be responsible for his/her loss.
39. Dress code is compulsory for students of Senior College according to the order of the institution.
40. Students should strictly follow all the above rules as well as any other rules made by the college from time to time.

Mr. S. S. Pardeshi
IQAC, Coordinator

Dr. Kiran Rakibe
Principal



**Maratha Vidya Prasarak Samaj's,
Karmveer Punjababa Govardhane Arts, Commerce and
Science College, Igatpuri, Dist. Nashik.**

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (Year 2023-2024)

Date of meeting: - 15 June 2023

Venue of the meeting: - Seminar hall

Time of the meeting: - 11.00 AM to 12.30 PM

Agenda of Meeting:

1. To review and confirm the minutes of last meeting
2. To call the Alumni meet.
3. To discuss the action plan of academic year.
4. To discuss programs to be conducted through current academic year.
5. To discuss issue on time if come up

Members were present

Internal Quality Assurance Cell (IQAC)

Sr. No.	Name	Designation
1	Hon. Adv. Sandipji Gulve	Management Representative
2	Prin. Dr. Kiran Rakibe	Chairperson and Principal
3	Mr. S. S. Pardeshi	Co-ordinator, IQAC
4	Prof. V. B. Rathod	Senior Faculty, Administrative Officer
5	Dr. B. C. Patil	College Examination Officer
6	Mr. D. S. Antapurkar	Member
7	Mr. H. R. Vasave	Member
8	Smt. D. H. Shende	Member
9	Mr. A. Y. Sonawane	Member
10	Mr. G. S. Layare	Member
11	Dr. D. S. Sanap	Member
12	Mr. C. D. Chaudhari	Member
13	Shri. D. S. Satote	Office Superintendent
14	Adv. Dilip B. Khatale	Nominee from Local Society
15	Mr. Mahesh Shrishrimal	President, Alumni Association
16	Kum. Vikas Kokate	Student Representative
17	Shri. J. V. Ingale	Industrialist/Stakeholder/Employer

IQAC Co-ordinator welcome and briefed the criteria incharge
IQAC members, after exchange of idea and thoughts made the following resolution.

Agenda No. 1: - To review and confirm the minutes of last meeting

The IQAC Co-ordinator read the minutes of previous meeting and minutes were reviewed and passed by the IQAC members.

Agenda No. 2: - To call the Alumni meet.

Resolution: - Principal and IQAC members discussed about to call the alumni meeting in month of September.

Agenda No. 3: - Action plan of academic year was discussed and chalked out.

Resolution: - Principal and IQAC member discussed the academic plan. Activities to be conducted throughout academic year were finalized and according to that prepare the academic calendar.

Agenda No. 4: - To discuss programs to be conducted through current academic year.

Resolution: Various outreach Programmers were discussed and list was finalized for current academic year. It is decided to run the community related activity under the NSS Camp. It is decided to make proposal for new program. Academic research cell was decided to organized the national and state level seminar.

The meeting was over with the vote of thanks proposed by the IQAC Co-ordinator.



Mr. S. S. Pardeshi
IQAC Co-ordinator
Co-ordinator
IQAC

K.P.G. Arts, Com. & Sci. College
Igatpuri, Dist. Nashik.



Dr. Kiran Rakibe
Principal

PRINCIPAL
M.V.P. Samaj's

K.P.G. Arts, Com. and Sci. College
Igatpuri, Dist. Nashik





**Maratha Vidya Prasarak Samaj's,
Karmveer Punjababa Govardhane Arts, Commerce and
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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (Year 2023-2024)

Date of meeting: - 03 October 2023

Venue of the meeting: - Seminar hall

Time of the meeting: - 12.00 AM to 02.00 PM

Agenda of Meeting:

1. To review and confirm the minutes of last meeting
2. To discuss and the conduct the activity for women empowerment.
3. To collect the food grain for poor people.
4. To discuss on preparation of AQAR 2023-24
5. To organize Intercollegiate Badminton competition for Girls.
6. To discuss issue on time if come up

Members were present

Sr. No.	Name	Designation
1	Hon. Adv. Sandipji Gulve	Management Representative
2	Prin. Dr. Kiran Rakibe	Chairperson and Principal
3	Mr. S. S. Pardeshi	Co-ordinator, IQAC
4	Prof. V. B. Rathod	Senior Faculty, Administrative Officer
5	Dr. B. C. Patil	College Examination Officer
6	Mr. D. S. Antapurkar	Member
7	Mr. H. R. Vasave	Member
8	Smt. D. H. Shende	Member
9	Mr. A. Y. Sonawane	Member
10	Mr. G. S. Layare	Member
11	Dr. D. S. Sanap	Member
12	Mr. C. D. Chaudhari	Member
13	Shri. D. S. Satote	Office Superintendent
14	Adv. Dilip B. Khatale	Nominee from Local Society
15	Mr. Mahesh Shrishrimal	President, Alumni Association
16	Kum. Vikas Kokate	Student Representative
17	Shri. J. V. Ingale	Industrialist/Stakeholder/Employer

Internal Quality Assurance Cell (IQAC)

IQAC Co-ordinator welcome and briefed the criteria incharge
IQAC members, after exchange of idea and thoughts made the following resolution.

Agenda No. 1: - To review and confirm the minutes of last meeting

- ❖ According to last meeting discussion and resolution, alumni meet in the September.
- ❖ Action plan of academic year was discussed and chalked out.
- ❖ ARC decided to organized national and state level webinar.
- ❖ Various outreach Programmers finalized and organized the activity in NSS Camp.

Agenda No. 2: - To discuss and the conduct the activity for women empowerment.

Resolution: - Meeting of IQAC members called by the principal and it was organized in the IQAC hall.

After discussion, it was decided to organize

A. Nari shakti Abhiyan.

B. To organize "Nirbhay Kanya Abhiyan Workshop"

Agenda No. 3: - To collect the food grain for poor people.

Resolution: - Honourable principal Dr. Kiran Rakibe discuss the plan about collection of food grain for poor community. According to that, it was decided that to appeal all students, teacher, College development committee members and alumni to donate the food grain as per the capacity.

Agenda No. 4: - To discuss on preparation of AQAR 2023-24

Resolution: - Initially IQAC, Co-ordinator read the new format of AQAR and suggestion were sought to data collection for the preparation of AQAR of academic year 2023-24.

Agenda No. 5: - To organize Intercollegiate Badminton competition for Girls.

Resolution: - It was decided to conduct the Intercollegiate Badminton competition for Girls in new Indoor stadium in the month of November.

Agenda No. 6: To discuss issue on time if come up

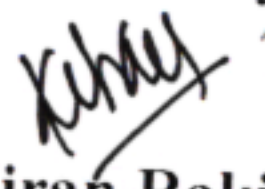
Resolution: - College Examination Officers gave information about additional credit system and NEP Implementation for PG level.

The meeting was over with the vote of thanks proposed by the IQAC Co-ordinator.


Mr. S. S. Pardeshi
IQAC Co-ordinator

IQAC

K.P.G. Arts, Com. & Sei. College
Igatpuri, Dist. Nashik


Dr. Kiran Rakibe
Principal

PRINCIPAL

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Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (Year 2023-2024)

Date of meeting: - 05 January 2024

Venue of the meeting: - IQAC hall

Time of the meeting: - 11.00 AM to 12.30 AM

Agenda of Meeting:

1. To review and confirm the minutes of last meeting
2. To conduct the Academic and Admirative Audit, Gender Audit, Green Audit and Environment Audit.
3. To organize New Voter Registration Campaign inside and outside the college.
4. To discuss and conduct the Annual cultural programme.
5. To discuss issue on time if come up

Members were present

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IQAC Co-ordinator welcome and briefed the criteria incharge
IQAC members, after exchange of idea and thoughts made the following resolution.

Agenda No. 1: - To review and confirm the minutes of last meeting

- ❖ According to last meeting discussion and resolution,
- ❖ Organized the "Jagar Nari shakticha workshop for Women empowerment and "Nirbhay Kanya Abhiyan Workshop"
- ❖ The Collection of food grain was done by students, teacher, College development committee members and alumni in huge level. 60 bags (1800 Kg) rice and wheat grain collected and donated to the needy people in Igatpuri Tahsil.
- ❖ Intercollegiate Badminton competition for Girls in new Indoor stadium was organized.
- ❖ Almost all data related to AQAR has been collected in IQAC Office.

Agenda No. 2: - To conduct the Academic and Administrative Audit, Gender Audit, Green Audit and Environment Audit.

Resolution: - As per discussion, it was decided to conduct the Academic and Administrative Audit, Gender Audit, Green Audit and Environment Audit.

Agenda No. 3.: - To organize New Voter Registration Campaign inside and outside the college.

Resolution: - It is decided to organize the voter registration campaign in collaboration with the Thasil Office, Igatpuri by online and offline mode. Also decided to voter registration campaign in nearby villages.

Agenda No. 4.: - To discuss on conducting Annual cultural programme.

Resolution: - It was decided that in the month of March to conduct the Annual cultural programme. On this occasion also conduct the various sport activity.


Agenda No. 6: To discuss issue on time if come up

Resolution: - It was decided that Program and course wise field visit and trip after the examination.

The meeting was over with the vote of thanks proposed by the IQAC Co-ordinator.


Mr. S. S. Pardeshi
IQAC Co-ordinator
Co-ordinator
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Karmveer Punjababa Govardhane Arts, Commerce and
Science College, Igatpuri, Dist. Nashik.**

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting (Year 2023-2024)

Date of meeting: - 15 April 2024

Venue of the meeting: - IQAC hall

Time of the meeting: - 01.00 PM to 02.30 AM

Agenda of Meeting:

1. To review and confirm the minutes of last meeting
2. To conduct the internal and practical examination.
3. To provide departmental annual report to IQAC.
4. To discuss issue on time if come up

Members were present

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10	Mr. G. S. Layare	Member
11	Dr. D. S. Sanap	Member
12	Mr. C. D. Chaudhari	Member
13	Shri. D. S. Satote	Office Superintendent
14	Adv. Dilip B. Khatale	Nominee from Local Society
15	Mr. Mahesh Shrishrimal	President, Alumni Association
16	Kum. Vikas Kokate	Student Representative
17	Shri. J. V. Ingale	Industrialist/Stakeholder/Employer

IQAC Co-ordinator welcome and briefed the criteria incharge
IQAC members, after exchange of idea and thoughts made the following resolution.

Agenda No. 1: - To review and confirm the minutes of last meeting

Resolution: - According to last meeting discussion and resolution,

- ❖ According to last meeting discussion and resolution,
- ❖ Academic and Administrative Audit, Gender Audit, Green Audit and Environment Audit done successfully.
- ❖ To organized the New Voter Registration Campaign by online and offline mode with the help of Tahsil Office, Igatpuri. The event jointly organized by the Political Science department and SDO.
- ❖ Conducted Annual gathering in 6th and 12th Feb. 2024.
- ❖ AQAR filled within time.

Agenda No.2.: - To conduct the internal and practical examination.

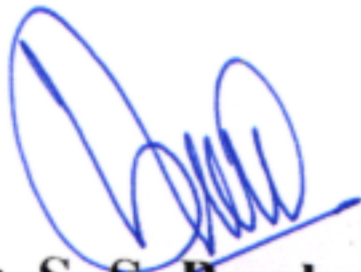
Resolution: - As per the discussion, Principal Dr. Kiran Rakibe reviewed the syllabus completion report of all the classes. He then asked those who have left over to take extra classes as soon as possible to complete the course syllabus. After that he suggested to make an internal and practical schedule and take the exam.

Agenda No.3.: - To provide departmental annual report to IQAC.

Resolution: - It was decided to complete annual report and submit to IQAC department as well as for college magazine to magazine editor.

Agenda No.4.: - To discuss issue on time if come up
It is decided to sign the MoU to nearby company, educational institute and corporate house.

The meeting was over with the vote of thanks proposed by the morning incharge Dr. V. B. Rathod.



Mr. S. S. Pardeshi
IQAC Co-ordinator
Co-ordinator
IQAC

K.P.G. Arts, Com. & Sci. College
Igatpuri, Dist. Nashik.



Dr. Kiran Rakibe
Principal
PRINCIPAL

M.V.P. Samaj's
K.P.G. Arts, Com. and Sci. College
Igatpuri, Dist. Nashik





Maratha Vidya Prasarak Samaj, Nashik's
K.P.G. ARTS, COMMERCE AND SCIENCE COLLEGE, IGATPURI- DIST.
NASHIK

Internal Quality Assurance Cell (IQAC)

A. Y. 2023-24

Sr. No.	Name	Designation
1	Hon. Adv. Sandipji Gulve	Management Representative
2	Prin. Dr.Kiran Rakibe	Chairperson and Principal
3	Mr. S. S. Pardeshi	Co-ordinator, IQAC
4	Prof. V. B. Rathod	Senior Faculty, Administrative Officer
5	Dr. B. C. Patil	College Examination Officer
6	Mr. D. S. Antapurkar	Member
7	Mr. H. R. Vasave	Member
8	Smt. D. H. Shende	Member
9	Mr. A. Y. Sonawane	Member
10	Mr. G. S. Layare	Member
11	Dr. D. S. Sanap	Member
12	Mr. C. D. Chaudhari	Member
13	Shri. D. S. Satote	Office Superintendent
14	Adv. Dilip B. Khatale	Nominee from Local Society
15	Mr. Mahesh Shrishrimal	President, Alumni Association
16	Kum. Vikas Kokate	Student Representative
17	Shri. J. V. Ingale	Industrialist/Stakeholder/Employer


Co-ordinator
IQAC

K.P.G. Arts, Com. & Sci. College
Igatpuri, Dist. Nashik.



Maratha Vidya Prasarak Samaj Nashik



K.P.G.ARTS, COMMERCE AND SCIENCE COLLEGE, IGATPURI.

Near Take Ghoti, Mumbai Agra Road, Tal. Igatpuri, Dist. Nashik.

Prin. Offi. No. 9422246082 / 9767959534 (Id No. PU/NS/ASC/023(1981))

Principal, Dr. Kiran H. Rakibe NAAC REACCREDITATION GRADE "B"

M.A. Ph.D.NET

Principal EMAIL ID :- kiranrakibe1575@gmail.com

College EMAIL ID :- kpgcoligatpuri@yahoo.com

Ref.No. / 2023-2024

Date: 21 /12/2023

NIRBHAY KANYA COMMITTEE

Sr. No.	Name of the Teacher	Designation	Sign
1.	Dr. Kiran Rakibe	Chairman	
2.	Dr. Smt. K. M. Waje	Co-ordinator	
3.	Smt. V. S. Mahale	Member	
4.	Smt. L. C. Deore	Member	
5.	Mr. N. S. Bombale	Member	
6.	Ku. Gode Pratiksha Tanaji	Student Representative	

Dr. Kiran Rakibe
Principal



MARATHA VIDYA PRASARAK SAMAJ'S
K.P.G. ARTS, COMMERCE & SCIENCE COLLEGE, IGATPURI
TAL. IGATPURI, DIST. NASHIK - 422403
Affiliated to Savitribai Phule Pune University, Pune



Report Compiled by:

Smt. J. R. Bhor (Member - Arts Circle Committee)

Approved by:

Hon. Dr. Kiran Rakibe (Chairman - Arts Circle Committee)

Dr. Kalpana Waje (Coordinator - Arts Circle Committee)

Attendees:

- | | | |
|-----------------------|-------------------|--|
| 1. Dr. K. M. Waje | Co-ordinator | |
| 2. Mr. N. S. Bombale | Member | |
| 3. Smt. J. R. Bhor | Member | |
| 4. Mr. G. T. Sanap | Member | |
| 5. Miss. P. S. Palhe | Member | |
| 6. Gayatri Jadhav | Student Member | |
| 7. Mr. S. S. Pardeshi | IQAC Co-ordinator | |

Members were Absent:

- | | |
|----------------------|--------|
| 1. Smt. L. C. Deore | Member |
| 2. Smt. K. P. Birari | Member |
| 3. Dr. S. T. Jadhav | Member |

Dr. Kalpana Waje
Coordinator

Mr. S. S. Pardeshi
Coordinator - IQAC
Co-ordinator
IQAC
K.P.G. Arts Com and Sci College,
Igatpuri, Dist. Nashik

Dr. Kiran Rakibe
Principal
Arts, Commerce & Science Collage
Igatpuri, Dist. Nashik.



MARATHA VIDYA PRASARAK SAMAJ'S
K.P.G. ARTS, COMMERCE & SCIENCE COLLEGE, IGATPURI
TAL. IGATPURI, DIST. NASHIK - 422403

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Report Compiled by:

Smt. J. R. Bhor (Member – Arts Circle Committee)

Approved by:

Hon. Dr. Kiran Rakibe (Chairman – Arts Circle Committee)

Dr. Kalpana Waje (Coordinator – Arts Circle Committee)

Attendees:

- | | | |
|-----------------------|-------------------|--|
| 1. Dr. K. M. Waje | Co-ordinator | |
| 2. Mr. N. S. Bombale | Member | |
| 3. Smt. J. R. Bhor | Member | |
| 4. Mr. G. T. Sanap | Member | |
| 5. Miss. P. S. Palhe | Member | |
| 6. Gayatri Jadhav | Student Member | |
| 7. Mr. S. S. Pardeshi | IQAC Co-ordinator | |

Members were Absent:

- | | |
|----------------------|--------|
| 1. Smt. L. C. Deore | Member |
| 2. Smt. K. P. Birari | Member |
| 3. Dr. S. T. Jadhav | Member |

Dr. Kalpana Waje
Coordinator

Mr. S. S. Pardeshi
Coordinator – IQAC
Co-ordinator
IQAC
K.P.G.Arts Com and Sci College,
Igatpuri, Dist. Nashik

Dr. Kiran Rakibe
Principal
Arts, Commerce & Science Collage
Igatpuri, Dist. Nashik.



MARATHA VIDYA PRASARAK SAMAJ'S
K.P.G. ARTS, COMMERCE & SCIENCE COLLEGE, IGATPURI



MARATHA VIDYA PRASARAK SAMAJ'S
K.P.G. ARTS, COMMERCE & SCIENCE COLLEGE, IGATPURI
TAL. IGATPURI, DIST. NASHIK - 422403



Affiliated to Savitribai Phule Pune University, Pune

Outcome of the Meeting:

The meeting successfully established a clear action plan for the academic year, with a focus on prevention, awareness, and monitoring. The committee members were assigned specific tasks, and it was agreed that regular follow-up meetings would be held to evaluate the effectiveness of the implemented measures. The committee also agreed to increase student involvement in anti-ragging activities, ensuring that both faculty and students work together to maintain a positive and respectful campus environment.

Report Compiled by:

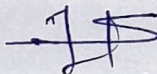
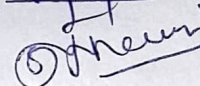
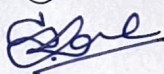
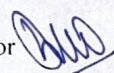
Mr. N. S. Bombale (Member - Anti-Ragging Committee)

Approved by:

Hon. Dr. Kiran Rakibe (Chairman - Anti-Ragging Committee)


Dr. Kalpana Waje (Coordinator - Anti-Ragging Committee)

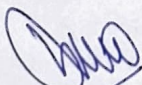
Attendees:

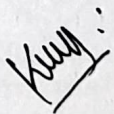
1. Mr. N. S. Bombale - Member 
2. Mr. C. D. Chaudhari - Member 
3. Mr. H. R. Vasave - Member 
4. Mr. S. S. Pardeshi - IQAC Co-ordinator 

Members were Absent

1. Smt. K. P. Birari - Member
2. Dr. S. T. Jadhav - SDO


Dr. Kalpana Waje
Coordinator


Mr. S. S. Pardeshi
Coordinator - IQAC
Co-ordinator
IQAC
K.P.G.Arts Com and Sci.College,
Igatpuri, Dist. Nashik.


Dr. Kiran Rakibe
Principal
Arts, Commerce & Science Collage
Igatpuri, Dist Nashik.

MARATHA VIDYA PRASARAK SAMAJ'S

KPG ARTS, COMMERCE & SCIENCE COLLEGE, IGATPURI

ACADEMIC YEAR : 2023-24



Academic College Committees and their Functions

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

	<ul style="list-style-type: none"> • To encourage and facilitate the presentation of the research work through academic events such as workshops/seminars/guest lecturers or the media. • To compile data on all the research work/projects/publications undertaken by the teachers and students into a database for easy monitoring and analysis of the progress being made by them from year to year.
<p>College Development Committee (CDC)</p>	<ul style="list-style-type: none"> • Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extracurricular activities • Recommend to the management about introducing academic courses and the creation of additional teaching and administrative posts. • Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college. • Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college. • Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval. • Formulate proposals of new expenditure not provided for in the annual budget. • Make recommendations regarding the students' and employees' welfare activities in the college • Discuss the reports of the IQAC and make suitable recommendations. • Consider and make appropriate recommendations on local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
<p>Alumni association</p>	<ul style="list-style-type: none"> • To establish an alumni cell and maintain a database of the alumni • To share information with the alumni regarding the latest initiatives of the institution • To invite them for participation in various college activities.

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

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

	<ul style="list-style-type: none"> • Provide a wonderful platform for these young potential ones to showcase their talent as writers and express. • Also collect departmental report and marge them in proper format. • After typing, proof reading, and finalizing the photographs for the DARPAN, send it to Printing press.
College Website Maintenance Committee	<ul style="list-style-type: none"> • To prepare the web page. • To obtain information from all the departments and place it on website. • To update it whenever required. • To update website, the information of any special programs as and when organized. • To place admission notifications, important circulars, college information, etc.,
Commerce association	<ul style="list-style-type: none"> • To organize personality development programme/s for Commerce students. • To encourage students to write articles for wall papers and for the College Magazine. • To display cuttings/photographs copies of important scientific achievements reported in magazines / journals on notice board. • To organize visits to appropriate Institutions / place. • To arrange personality development programme for commerce students. • To organize activities such as training camps, awareness campaigns etc. in co-ordination with other committees. • To maintain records of the activities conducted and submit the same to the IQAC Committee
Cultural committee	<ul style="list-style-type: none"> • The Cultural committee helps the students to distinguish themselves apart from their curriculum. Students are encouraged to take part in various cultural events in college and other colleges and showcase their talents through various clubs/associations/national service schemes. • Plan and schedule cultural events for the academic year.

	<ul style="list-style-type: none"> • The committee shall display on the Notice Board/Website information about events to be celebrated. • Events arranged for students in coordination with Cultural Committee are Fresher's Day, Teachers' Day, Festival Celebrations Annual Day, etc • To obtain formal permission from the College authorities to arrange programs • To decide the date, time and agenda of the programs. • To inform members of staff and students about the events. • To arrange the venue and logistics (audio/video system, dais, podium etc) • Invitation & felicitations
Discipline	<ul style="list-style-type: none"> • Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college. • To ensure overall disciplined environment in the College. • To initiate timely action against erring students. • To sensitise students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc. • To address complaints about ragging as per the Govt. and University procedures. • To maintain records of the cases investigated and submit the same to the IQAC Committee.
Environment Awareness	<ul style="list-style-type: none"> • As per guideline by Central Government, State Government and Affiliating university, committee must run the Environmental awareness course smoothly across all second year BA, BCom and BSc students for the current academic year. • Add lecture schedule in master time-table, generate notice for students and circulate it. • Guide students for Environmental Awareness project. • Run practical, internal theory and external theory examination smoothly within due date as per guideline. • Submit the data to IQAC and office whichever and whenever they require.
Examination and	<ul style="list-style-type: none"> • Collect statistics on various subjects/papers and enrolment therein.

Evaluation	<ul style="list-style-type: none"> • including roll numbers of students. • Arrange for paper setting by faculty & printing of QP. • Prepare examination blocks, requisition invigilators and support staff. • Allot supervision duties. • Conduct the examination as per the schedule. • Calculate allowance due for invigilation/examination duty. • Student can forward examination related issues on email:- examination@mypscollegedindori.ac.in
Extra credit committee	<ul style="list-style-type: none"> • In addition to the compulsory credits of 132, the student has to earn additional 8 credits from various groups by taking/participating/conducting respective activities. • The concern committee member must guide students through personal, groupwise, what's app sharing, website, prospectus, etc about various ways of earning those credits. • The committee can organize course / program so as to support extra credit for the students.
ICT committee	<ul style="list-style-type: none"> • Look after the ICT infrastructure of the College • Promote ICT enabled learning culture • Ensure the connection with other educational institutions • Promote innovation and opportunities in learning • Take steps for maintenance of Computers, their accessories • Arrange for uninterrupted internet service
IQAC	<ul style="list-style-type: none"> • Decide about the overall academic calendar of the college

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

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

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

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

	<ul style="list-style-type: none"> • Selection of teams to represent college in intercollegiate tournaments and intramural tournaments. • Arrange different sports events. • With proper collaboration, arrange Two full-time doctors for institute. • Emergency aid and health check-up facilities can be availed by the students during college working hours. • Various health camps such as routine check-up, blood donation camp, etc must be organize. • Organizes Yoga classes absolutely free for students and teachers.
Staff welfare and staff academy	<ul style="list-style-type: none"> • Arrange for extra-curricular activities for all members of staff. • Ensure favorable working environment for members of staff. • Coordinate benevolent fund for the members of staff. • Arrange regular casual meetings for all. • Mentor and orientate junior members of staff. • Organize the annual event in which awards and accomplishments of college members are announced. • Ensure the college has staff tea room for all members of college
Student welfare committee	<ul style="list-style-type: none"> • To provide Orientation to students and parents to inculcate the feeling of accountability about their goals and discipline for upholding the reputation of the college. • To develop unity and integrity among students. • Various on-campus events will be conducted, which will represent different Indian festivals. These events will make students aware of customs of others. • To organize social service groups and clubs to encourage and involve students in social service activities. • To ensure cleanliness of common areas for hygiene of the students in coordination with maintenance department. • To help students in times of illness and difficulties Dispensary is provided.
Time table and academic	<ul style="list-style-type: none"> • To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.

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

	<ul style="list-style-type: none"> • Follow the admission procedure as per YCMOU university guideline. • Take approval for subject teacher from YCMOU university and arrange lecture series for different subject. • Provide Book-set to concern students received from university. • Conduct examination in prescribed manner and guidelines by university.
ICC	
Staff Secretary	<ul style="list-style-type: none"> • Preparing minutes of the meetings, maintaining records, administration and flow of information/communication. • The Secretary also ensures that the decisions taken by the Board are clearly communicated to various stakeholders and they are implemented.
Tea-Club	<ul style="list-style-type: none"> • Fulfill tea-club requirement on timely basis. • Focus on hygianness and cleanness of tea-club area • Reschedule the tea-time as per requirement.
Gandhi Vichar Dhara Committee	<ul style="list-style-type: none"> • Organizes various programmes and celebrates many commemorative days under the guidance of the affiliating university. Motivate students about Gandhi Vichar Dhara in all aspects such as social, cultural, etc. • Also submit the report along with photos (duly signed by higher authority) to IQAC within two days after organizing the program.

Human Right & Cyber Security

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