



Vidya-Amrut Dnyan Pratishtan's
Arts, Science & Commerce College, Shirsondi
Tal: - Malegaon, Dist: - Nashik (423208)
(Affiliated to Savitribai Phule Pune University, Pune)



Criterion-VI:

Criterion 6 - Governance, Leadership and Management

6.2 Strategy Development and Deployment

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



ID.No. : PU / NS / ACS / 175 / 2018

Vidya-Amrut Dnyan Pratishthan Shirsondi's

Arts, Science & Commerce College, Shirsondi

Shirsondi, Tal. Malegaon, Dist. Nashik 423 208

E-mail : va.srcollege.shirsondi@gmail.com



PRINCIPAL: Dr. Rajendra B. Dhande
(M.Com., M.Phil, Ph.D.)

Date: 06/12/2023

DECLARATION

This is to declare that the information, reports, true copies of the supporting documents, numerical data etc. submitted/presented in the files is verified by Internal Quality Assurance Cell (IQAC) and it is correct as per the record.

This declaration is for the purpose of NAAC accreditation of HEI for the 1st cycle period 2018-19 to 2022-23.

Date: 06/12/2023

Place: Shirsondi

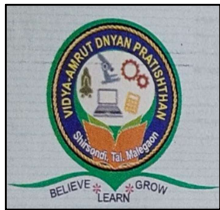

IQAC Coordinator
 Arts, Science & Commerce College
 Shirsondi, Tal. Malegaon (Nashik)




Principal
 Arts, Science & Commerce College
 Shirsondi, Tal. Malegaon Dist. Nashik

Criterion 6 - Governance, Leadership and Management

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



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COLLEGE DEVELOPMENT COMMITTEE

INTRODUCTION

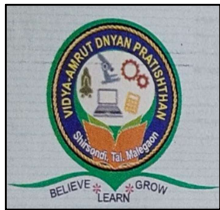
The College Development Committee (CDC) is the apex body of the institution that plans and executes the developmental activities. The College Development Committee is a very effective body in VADP's Art Science and Commerce College Shirsondi. Which serves as link between the colleges, student community and Administration.

OBJECTIVES:

The prime objective of College Development Committee (CDC) is to prepare a comprehensive development plan of the college on annual basis like academic, placement, infrastructure, administrative, and admission growth.

ROLE AND RESPONSIBILITY

1. Prepare overall teaching program or academic calendar of the institute.
2. Recommend to the management regarding new add on modules and additional to concert with Head of the Departments
3. Make specific recommendations to the management regarding research and consultancy activities in institute.
4. Recommended and take action to make use of an effective ICT in campus
5. To promote a FDP for Teaching Improvement of faculty
6. Prepare financial budget of the college and approving the same.
7. Prepare students and employee welfare activities in the institute.
8. Discuss the reports of the IQAC and make suitable recommendations
9. Track all activities of students and staff regarding indiscipline or other activity which is not beneficial for the institute.

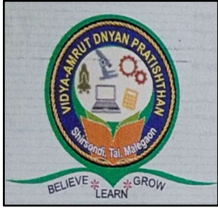


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FUNCTIONS of CDC

1. Prepare a 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.
2. Decide about the overall teaching programmes or annual calendar of the college.
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
4. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
7. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
8. Prepare the annual financial estimates (budget) and financial statements of the institution and recommend the same to the management for approval.
9. Formulate proposals of new expenditure which are not provided for in the annual budget.
10. Make recommendations regarding the students' and employees' welfare activities in the college.
11. Discuss the reports of the IQAC and make suitable recommendations.
12. Frame suitable admissions procedure for different programmes by following the statutory norms.
13. Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
14. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
15. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.



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Composition of CDC

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
3	Shri. Vikas Dhanji Borse	Management Representative
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary
5	Mr. N. B. Borse	Representative of educational field
6	Mr. Y. E. Mahajan	Representative of Industrial field
7	Miss. R. B. Vetral	Representative of Alumni
8	Miss. M. P. Patil	Representative of HODs
9	Mr. G. S. Nikam	Representative of Teaching Staff
10	Mrs. N. J. Bacchav	Representative of Ladies Teachers
11	Mr. N. R. Bhavsar	Representative of Teaching staff
12	Mr. V. S. Pawar	Representative of Non-Teaching staff
13	Dr. U. J. Tupe	IQAC Coordinator


IQAC Coordinator
Arts, Science & Commerce College
Shirsondi, Tal. Malegaon (Nashik)




PRINCIPAL
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Date: - 18/10/2021

College Development Committee

Notice

All the College Development Committee members are here by informed to attend the meeting on 22-10-2021 at 11:30 A.M. in the Meeting Hall.


Agenda:

1. To Discuss the previous meeting minutes.
2. Discussion about the requirement of permanent staff.
3. Discussion about to provide funds for teachers for their research work.

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
3	Shri. Vikas Dhanji Borse	Management Representative
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary
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10	Mrs. N. J. Bacchav	Representative of Ladies Teachers
11	Mr. N. R. Bhavsar	Representative of Teaching staff
12	Mr. V. S. Pawar	Representative of Non-Teaching staff
13	Dr. U. J. Tupe	IQAC Coordinator


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Date: - 05/03/2022

College Development Committee

Notice

All the College Development committee members are here by informed to attend the meeting on 13-03-2022 at 1:30 P.M. in the Meeting Hall.

Agenda:

1. To discuss about the requirement of qualified staff.
2. Any other matter with the permission of Chair.

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
3	Shri. Vikas Dhanji Borse	Management Representative
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary
5	Mr. N. B. Borse	Representative of educational field
6	Mr. Y. E. Mahajan	Representative of Industrial field
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10	Mrs. N. J. Bacchav	Representative of Ladies Teachers
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12	Mr. V. S. Pawar	Representative of Non-Teaching staff
13	Dr. U. J. Tupe	IQAC Coordinator


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Date: - 13-03-2022

College Development Committee

Minutes of Meeting

The Meeting of College Development committee of the college was held on 13-03-2022 at 1:30 pm. in the Meeting hall, Chairman. of the committee gave warm welcome to all the members of the committee. There was discussion regarding different agenda as follows:

Minutes:-It was resolved that:

1. Recommendation for Publish the advertisement about the requirement of qualified staff in the newspaper.
2. Discussion on any other points with the permission of chairman.
3. Meeting ended by the vote of thanks.

Sr. No.	Name	Position	sign
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President	
2	Mrs. Shobhatai Vilasrao Patil	Committee President	
3	Shri. Vikas Dhanji Borse	Management Representative	
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary	
5	Mr. N. B. Borse	Representative of educational field	
6	Mr. Y. E. Mahajan	Representative of Industrial field	
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11	Mr. N. R. Bhavsar	Representative of Teaching staff	
12	Mr. V. S. Pawar	Representative of Non-Teaching staff	
13	Dr. U. J. Tupe	IQAC Coordinator	

IQAC Coordinator
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Date: - 01/04/2022

College Development Committee

Notice

All the College Development committee members are here by informed to attend the meeting on **05-05-2022** at 1:30 P.M. in the Meeting Hall.


Agenda:

1. Discussion about the purchasing lab equipment.
2. Discussion on purchasing books for library.

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
3	Shri. Vikas Dhanji Borse	Management Representative
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary
5	Mr. N. B. Borse	Representative of educational field
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11	Mr. N. R. Bhavsar	Representative of Teaching staff
12	Mr. V. S. Pawar	Representative of Non-Teaching staff
13	Dr. U. J. Tupe	IQAC Coordinator


IQAC Coordinator
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Date: - 05/05/2022

College Development Committee

Minutes of Meeting

The Meeting of College Development committee of the college was held on 05/05/2022 at 1:30 pm. in the Meeting hall, Chairman of the committee gave warm welcome to all the members of the committee. There was discussion regarding different agenda as follows:

Minutes:-It was resolved that:

1. Discussion on previous meeting minutes.
2. Discussion about purchase the Glass ware, Chemicals and other instruments for labs of respective subjects.
3. Discussion about purchase the books for library having different editions and others.
4. Discussion on any other points with the permission of chairman.

Sr. No.	Name	Position	sign
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President	
2	Mrs. Shobhatai Vilasrao Patil	Committee President	
3	Shri. Vikas Dhanji Borse	Management Representative	
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary	
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Date: - 18/07/2022

College Development Committee

Notice

All the College Development committee members are here by informed to attend the meeting on 24-07-2022 at 1:30 P.M. in the Meeting Hall.

Agenda:

1. Discussion about the previous meeting minutes.
2. Discussion about to purchasing furniture for the college.
3. To discuss about the requirement of qualified staff.
4. To discuss about the development of college infrastructure.

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
3	Shri. Vikas Dhanji Borse	Management Representative
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary
5	Mr. N. B. Borse	Representative of educational field
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13	Dr. U. J. Tupe	IQAC Coordinator


IQAC Coordinator
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Date: - 24-07-2022

College Development Committee

Minutes of Meeting

The Meeting of College Development committee of the college was held on 24-07-2022 at 1:30 pm. in the Meeting hall, Chairman of the committee gave warm welcome to all the members of the committee. There was discussion regarding different agenda as follows:

Minutes:-It was resolved that:

1. Discuss the agenda of previous meeting minutes.
2. Recommendation for purchase cupboards, Tables and chair for the college.
3. Publish the advertisement about the requirement of qualified staff in the newspaper.
4. Recommendation for the construction of new building.

Sr. No.	Name	Position	sign
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President	
2	Mrs. Shobhatai Vilasrao Patil	Committee President	
3	Shri. Vikas Dhanji Borse	Management Representative	
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13	Dr. U. J. Tupe	IQAC Coordinator	

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Date: - 03/03/2023

College Development Committee

Notice

All the College Development committee members are here by informed to attend the meeting on 13-03-2023 at 1:30 P.M. in the Meeting Hall.


Agenda:

1. Discussion about the previous meeting minutes.
2. Discussion about the recruitment of non-teaching staff.
3. Discussion about the provides funds to teachers for attending conference and FDP.
4. Discussion about the NACC accreditation process of the college.
5. Discussion about the purchasing of personal computers.

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
3	Shri. Vikas Dhanji Borse	Management Representative
4	Hon. Dr. R. B. Dhande	Principal and Committee Secretary
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13	Dr. U. J. Tupe	IQAC Coordinator


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Date: - 13/03/2023

College Development Committee

Minutes of Meeting

The Meeting of College Development Committee of the college was held on 13/03/2023 at 1:30 pm. in the Meeting hall, Chairman of the committee gave warm welcome to all the members of the committee. There was discussion regarding different agenda as follows:

Minutes:-It was resolved that:

1. Discussion about the previous meeting minutes.
2. To discuss the placement of non-teaching staff.
3. To provide the funds for teachers to attending conference and FDP and recommended.
4. Discussion about the NACC accreditation process.
5. Recommendation for purchase the personal computers.

Sr. No.	Name	Position	sign
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President	
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13	Dr. U. J. Tupe	IQAC Coordinator	

IQAC Coordinator
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Date: - 11/05/2023

College Development Committee

Notice

All the College Development Committee members are here by informed to attend the meeting on 20-05-2023 at 1:30 P.M. in the Meeting Hall.

Agenda:

1. Discussion about the implementation of internet facility with Wi-Fi campus of college.
2. Discussion about the progress of IQAC towards quality benchmarking.

Sr. No.	Name	Position
1	Hon. Shir. Dadasaheb Gatalu Jadhav	Founder President
2	Mrs. Shobhatai Vilasrao Patil	Committee President
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Date: 20/05/2023

College Development Committee

Minutes of Meeting

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Minutes:-It was resolved that:

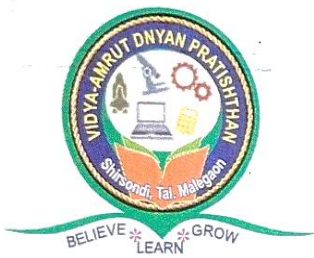
1. The Hon. Dr. R. B. Dhande welcome to all CDC members present in the meeting.
2. Discussion about starting Wi Fi Facilities in college campus.
3. Discuss about the progress of IQAC towards quality benchmarking, Dr. U. J. Tupe Coordinator of IQAC, reported that the following steps were taken for quality benchmarking:
 - i. Introduction to the Information Management System
 - ii. Setting of the Innovation and Incubation Centre.

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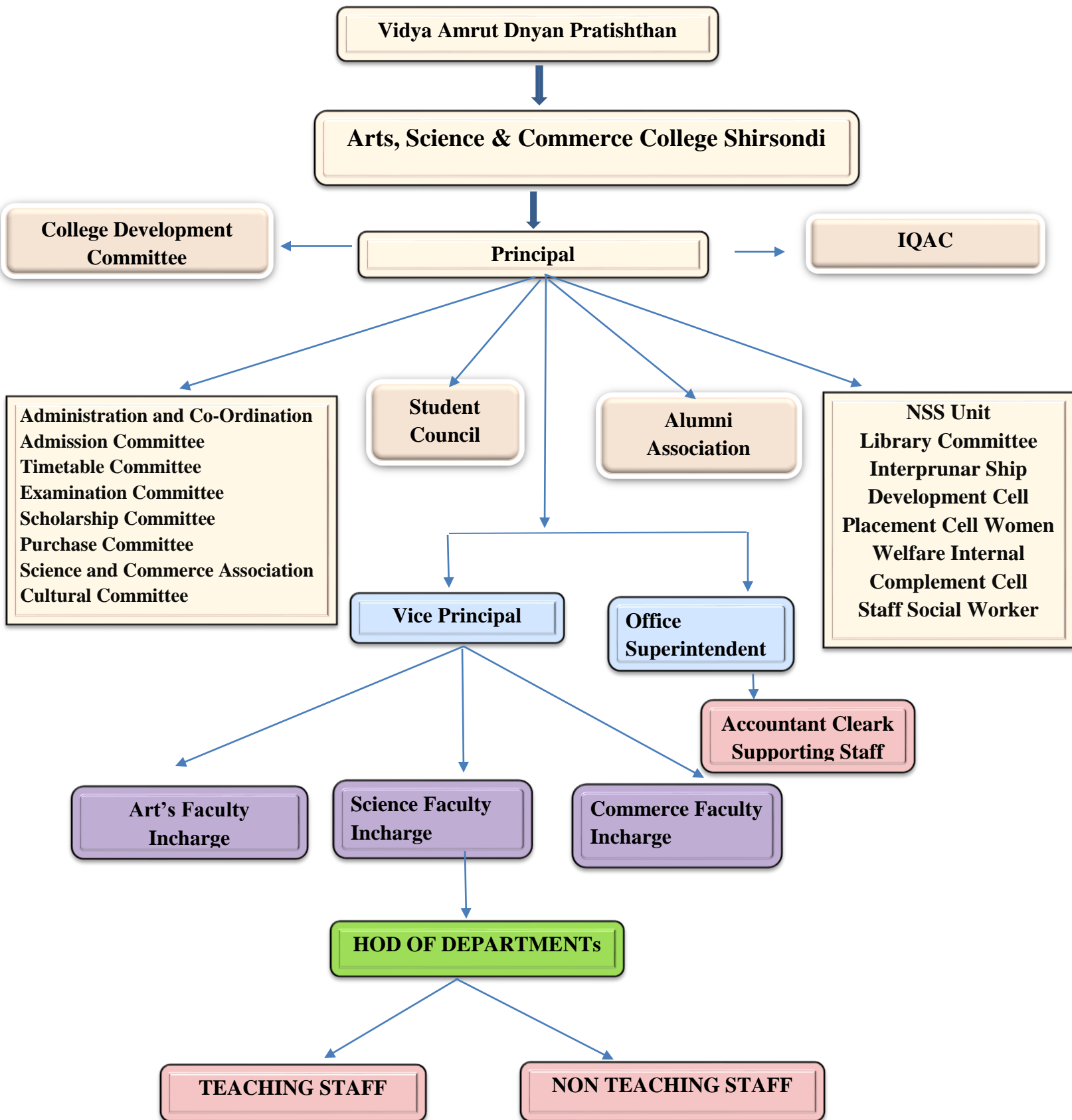
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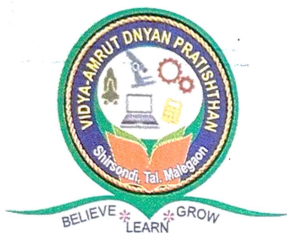


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CODE OF CONDUCT

A) Job Responsibilities and Duties of HOD

- 1) Providing leadership in undergraduate in relevant field of specialization
- 2) Consultancy services.
- 3) Teaching, laboratory development and writing of books.
- 4) Evaluations of tutorials, assignments, journals, answer papers.
- 5) Interaction with industry.
- 6) Continuing education activities.
- 7) Student's counseling.
- 8) Interaction with other institutions, Universities at state, national and international 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 and Parent.
- 16) Involvement in curricular, co-curricular and extra-curricular activities.
- 17) Any other duties assigned by the Principal from time to time.

B) Job Responsibilities of 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 and 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.

C) Job Responsibilities of System Administrator

- 1) To maintain the network and PCs.
- 2) To attend complaints received from students and staff regarding PC or the
- 3) Network.
- 4) To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 5) To assist the management in procurement of hardware, software and equipment.
- 6) To maintain internet connectivity and take steps to prevent misuse.
- 7) Any other duties assigned by the Principal/Head/Professor.

D) 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

Laboratory

- 8) Maintenance of all instruments/equipment's in the respective laboratories.
- 9) To carry out any other duties assigned by the faculty member/Assistant Professor/Head/ Principal.
- 10) To check at least once in a week working of instruments and equipment's under laboratory.
- 11) To prepare the requirement of consumables for the lab and place indent for the same.

E) 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, equipment, 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.

F) 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 and magazines and highlight important articles and 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 newspapers 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 and 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.

G) 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 students' 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 and weaknesses of students to enable them to initiate appropriate grooming activities.
- 10) Any other duties assigned by the Principal from time to time.

H) Job Responsibilities of Office Superintendent

- 1) Scrutinize Admission and 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.
- 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 and put up the same to Principal /HOD and section heads.
- 10) He should be responsible for all the matters assigned to establishment section, student s 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 should be responsible for all the matters assigned to establishment section, student s section, stores section, maintenance section and security section.
- 14) Any other duties assigned by the principal from time to time.

I) Job Responsibilities of Clerk under O.S.

- 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.

J) 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 E TDS 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

K) 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 super visors in consultation with principal.
- 1) To correspondence with university regarding university examinations, results of students, students complaints regarding examinations.
- 2) To organize the filling of examination forms, revaluation and verification forms of students and submission to SPPU.
- 3) To obtain results of students and its distribution.
- 4) To send requirement of examination stationary to SPPU and maintaining its up to date records.
- 5) To arrange for online examinations as per schedule and instructions of university

- 6) To maintain the records of all passed out students of this institute in a separate register also in a soft copy.
- 7) To send the program of proposed practical examinations dates to university and get final programme of practical/oral examinations.
- 8) To submit term work /oral practical marks to S. P. Pune University and time bound manner.
- 9) To organize arrangement of furniture and numbering of examination seats for University of Pune examinations.
- 10) To receive the examination stationery from Savitribai Phule Pune University, Pune and keep in the strong room.
- 11) Any other duties assigned by the Principal from time to time.

L) 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 and 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 and beetle leaf and throwing clutter in the college campus is strictly prohibited.
- 7) Students should not click photographs in the college campus and 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 and of the toilet. If such a thing happens students will be severely punished.
- 10) Student should not damage the benches, tables, chairs, fans and lights in the classroom as well as the things in the campus. If such a thing happens student will be severely punished and 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 co-operate 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 staff 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.

Dr. U. J. Tupe
Coordinator IQAC

Dr. R. B. Dhande
Principal



Vidya-Amrut Dnyan Pratishthan's
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IT-Policy

Policy and Procedures

❖ Introduction:

VADP's Arts, Science and Commerce college, Shirsondi provides IT resources to support the educational, instructional, research, and administrative activities of the College and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed/updated and carry out their functions in an efficient and effective manner. This document establishes specific requirements for the use of all IT resources at College. This policy applies to all users of computing resources owned or managed by College. Individuals covered by the policy include College faculty and visiting faculty, staff, students, alumni, guests, external individuals and any other entity who fall under the management of College accessing network services via computing facilities of the College. The College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network

❖ Objectives:

1. College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus. Misuse of these resources can result in unwanted risk and liabilities for the College. It is, therefore, expected that these resources are used primarily for College related purposes and in a lawful and ethical way.
2. This policy establishes College-wise strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.

3. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

❖ **Roles and Responsibilities**

The following roles and responsibilities are envisaged from each entity respectively.

1. Use College's IT resources for those activities that are consistent with the academic, research and public service mission of the College and are not “Prohibited Activities”.
2. All users shall comply with existing national, state and other applicable laws.
3. Abide by existing telecommunications and networking laws and regulations.
4. As a member of the College community, College provides use of scholarly and/or work related tools, including access to the Library, certain computer systems, servers, software and databases and the Internet. It is expected from the College Community has a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources.
5. It is the responsibility of the College Community to know the regulations and policies of the College that apply to appropriate use of the technologies and resources. The College Community is responsible for exercising good judgment in the use of the available technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.
6. As a representative of the College community, each individual is expected to respect and uphold

Committee:

1. Committee Chairman- Prin. Dr. R. B. Dhande
2. Committee Members - Dr. U. J. Tupe, Mr. S. B. Harpade and Mr. N. R. Bhavsar.

We strive to follow a scheme of continuous improvement and upgrades in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.



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Perspective Plan

For

Academic Year-2023-24

To

Academic Year-2027-28

Introduction

The College has created a Perspective Plan for the overall development of the college for next five years (Academic Year-2023-24 to 2027-28). The perspective plan is divided into seven criterions of quality indicators determined by NAAC.

For the creation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has taken initiatives. The aims and objective of the Policy and development of college are implemented with the base and formulation of Perspective Plan.

The IQAC plays a very significant role maintaining and enhancing the quality of the institution suggested by quality measures. For the further development of college students and teachers suggestions of expert are taking into the consideration through discussion. The IQAC are taken consideration and innovations are incorporated in perspective plan. Student feedback mechanism self-analysis by teachers introduction of teachers training programmes, faculty improvement programmes, establishment of staff academy, encouragement to teachers for research are some of the measures taken for at priority quality sustenance and enhancement as a strategy.

The draft of Perspective Plan has been discussed, reviewed and approved in the local managing committee of the college Vidya Amrut Dnyan Pratishthan's Arts Science and Commerce College, Shirsondi. It is our sincere efforts to prepare the framework for our collective efforts directed towards the attainment of our goals and objectives and keep our self ahead the contemporaries.

Curricular Aspects-

Appointment of Qualified Teachers: the College will appoint well qualified and experienced teachers. The teachers will go through the rigorous interview

(technical, personal, etc.) and demo lectures before the appointment and faculty development programs.

Conduct of Academic Audit

The college will conduct academic audit of the college about the performance in academic, curricular, co-curricular, extra-curricular, research and extension, augmentation of academic infrastructure, student progression and innovative practices by inviting peer team of expert educationalists and action will be initiated on their recommendations.

Introduction of Additional Divisions

Taking into account the students' demand and need of career oriented specialty programmes, we will strengthen the following programmes by introducing the additional sources.

Undergraduate and Postgraduate Degree Programs

- B.A.
- B.Com.
- B.Sc.
- M.A
- M.Com
- M.Sc

Augmentation of Academic Infrastructure

In commensurate with quantitative expansion of programmes, we will augment our academic and physical infrastructure such as Central Library, classrooms, laboratories, Computing Laboratory, office for N.S.S, etc

Organizations of Seminars and Workshops

Academicians, industrialists, subject experts from other institutions and universities will be invited as resource persons and will make an effort to get acquainted with the emerging techniques and trends of the industries and subject matters.

Curriculum Design and Development

Active Participation in Curriculum Design and Development at University Level

Our faculty will participate in curriculum design and development of courses / programmes, in Board of Studies of respective subjects.

Effective Communication of Curriculum Design and Development to Faculty

The College will effectively communicate the curriculum design and development to faculty through organization of seminars and workshops and will depute them for participation in seminars and workshops.

Feedback on Curriculum

We will have mechanism to obtain the feedback on curriculum, its scientific, systematic analysis and interpretation and we will enhance this for effective communication to concerned authorities for revision and restructuring of curriculum.

Teaching-Learning Process

Innovations to be introduced in Admission Process and Student Profile

- **Transparent Admission Process**
- **Monitoring of Teaching-learning Process**
- **Dual Programme System**
- **Introduction of Speciality Programmes**
- **Conduct of Revision and Interactive Sessions**

Parent Meetings

Meetings of the parents will be conducted regularly, where; we will discuss the attendance and performance of the students with the parents and will appeal them to participate in improving the academic performance of their wards.

Academic Calendar

The academic, co-curricular and extra-curricular activities for the academic year will be planned in academic calendar prior to the beginning of every academic year.

Extensive Use of ICT in Teaching

The faculty will be promoted to use various teaching techniques and aids. Special efforts will be made to improve the learning and communication skill of learners.

Motivation for Research

The teachers and students will be motivated to undertake research activities such as preparation of projects, publication of research papers in reputed journals and participate and present the research papers in seminars / workshops / conferences.

Students' Friendly Environment

As a policy, creation of students' friendly environment within campus will be the priority for benefit of the students particularly those having rural background to develop their confidence level.

Strengthening of Innovations in Teachers' Quality

Appointment of Qualified Teachers

The college will make continuous efforts to appoint qualified teachers as per UGC norms and if such candidates are not available teachers will be appointed on temporary basis in order to avoid the academic loss of students.

Democratic and Participative Working

We will strengthen democratic and participative working system which facilitates to take the right decisions for effective implementation of teaching-learning process.

Introduction of Innovations in Evaluation Process

The college will continue to strengthen the evaluation process, where student's academic performance will be evaluated continuously by conducting tests, assignments, presentations, projects, viva- voce, term / semester examinations, etc.

Research

- The college will conduct regular meetings of the Research Committee to identify the research potential, to promote the research and to prepare the research proposals.
- We will continue to organize the workshops / seminars / training programmes for preparation of proposals for minor and major research projects.
- We will continue to appreciate and to recognize the teachers on successful completion of research projects, research degree programmes and research publications.

Extension

- We will strengthen our NSS units.
- Library facility will continue to be extended to alumni as well as needy students of the nearby areas
- Variety of outreach programmes will be organized by different departments.

- Blood Donors' directory shall be prepared. In time of emergency the blood will be donated to the needy patients at free of cost.
- Playground will be made available to the sports and training activities of NGOs, GOs, associations, other neighboring institutions and organizations, etc.
- Programmes shall be organized for awareness programmes on health hygiene and personal sanitation, electrical safety, soil testing, environment, cleanliness campaign, energy and environmental conservation campaign and tree plantation, at the adopted village under NSS program and at college campus.

Infrastructure and Learning Resources

Perspective Plan as regards to Infrastructure and Learning Resources will be based on following strategic policies-

- Continuous improvement of infrastructure and learning resources.
- Development of additional infrastructure and learning resources.
- Availability of adequate average area of infrastructure per student.

Student Support and Progression

For Students

- All the meritorious students from academic, NSS, cultural, sports and research activities will be felicitated by offering cash prizes, mementos and certificates.
- The college will establish Health Centre where first aid and basic medical facilities will be made available for the students. The services of doctor will be made available in emergency.
- The college will organize welcome ceremony to the fresher's and farewell to the outgoing graduating students.

- The college will have a Centre for Career Guidance, Placement and Counseling which will provide career guidance and placement facilities to the students.
- Student friendly environment shall be created within the campus to help the students having rural background to build their confidence.

For Alumni

- Career guidance and placement services will be provided to the alumni.
- Alumni will be invited for social, cultural and academic programmes of the college.

Human Resource Management

- Strategic policy and time bound implementation plans for filling in the vacancies with qualified faculty and staff.
- Periodical faculty and staff development programmes.
- Comprehensive and effective performance appraisal of faculty and staff.

Financial Management

For effective Financial Management following steps shall be taken-

- The institution provide adequate fund for the publication of research Paper of staff.
- To enrich the update knowledge of the staff to make them available of the training
- To monitor the budget for presenting the thesis paper of faculties.
- To enrich the updated infrastructure of college.

Dr. R. B. Dhande
Principal



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Policy and Procedures

Introduction:

Arts, Science, and Commerce college, Shirsondi is an affiliated college of SPPU, Pune. The College is implementing very simple and straight forward steps for the procedure of student's admissions.

Objectives:

1. To follow rules, regulations and guidelines on admissions including the reservation norms of the statutory bodies (including 5% reservation for persons with disabilities) such as UGC, GoM, GoI and affiliating university.
2. To prepare a prospectus with detailed information on the vision and mission, details of recognition, programmes and courses offered and durations, course pattern, eligibility and complete admission procedure.
3. To ensure the transparency and accountability in admissions through an efficient online/offline process.
4. To provide clearer insights of the programs and courses, seat matrix, fee structures, and scholarships.

Guiding Principles:

1. HEI must have an Admission Committee (AC) for easy and efficient admission process.
2. AC should aware the terms and conditions of admissions and procedures for various programmes to all students.
3. AC monitors the student application and admission process, by providing the means for application to the students.
4. All the applications are processed by the AC in accordance with student's admissions policy and procedures.

5. The eligibility criteria for all programmes must be strictly followed as per the norms of affiliating university.

Admission Process:

- 1) The college is giving the printed form to the students to fill their personal and educational information the clerical staff verified the form if they find any mistake in the form they communicate with the particular student make the corrections in the form.
- 2) The college managed the admission process as per the application of pupils.
- 3) College Staff helps the disabled students to fill their form properly and help them to take admission.
- 4) College has to follow the transparent admission process on the basis of merit.
- 5) The confidential record of every students have been maintained secretly.
- 6) The college faculties have been taken the name of every students in the college regular catalogue.
- 7) The college is looking forward to do admission process through online software.
- 8) The policy and procedures provide equal opportunities to students.

Concerned Authorities

1. Departmental Admission Committee
2. Admission Committee
3. Principal & Vice-Principal
4. Composition of Committee

Chairman :- Prin. Dr. R. B. Dhande

Coordinator :- Dr. U. J. Tupe

Members :- 1) Mr. N .R. Bhavsar, 2) Mr. G. S. Nikam, 3) Miss. M. P. Patil

We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance.



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Policy of Examination Department

In our college very systematic procedure is implemented for conducting all semester examinations. The College Examination Officer (CEO) of our college is qualified in the field of commerce and capable to handle the issues relating to examination thoroughly. All the teaching as well as non-teaching staff relating to Exam work is well trained and student friendly. As we all know that the examination is a crucial part of the academics and it's a result of overall teaching learning process, it's our duty to conduct the examination properly.

As the exam schedule is announced by the SPPU, Exam committee is formed by the department of Examination. The committee members have given responsibilities to handle the exam work throughout the examination period.

The structure of the examination committee work is as follows....

- Announce the students immediately in their class rooms that the exam schedule is released from the university. Also the notice is displayed on the Notice Board of the college.
- When the exam forms are starting for students, we issue another notice to students regarding filling of exam forms.
- When we receive the filled exam form print from the students with their examination fees printed on their exam form, the fees are collected by the

college accountant and immediately the form gets processed for challan on the SPPU website.

- We frequently visit the student profile system to help students to solve their exam form filling queries.
- We also get connected with the exam dashboard to check the number of forms filled by the students and contact the remaining students who have not filled their exam forms.
- When all the exam forms are filled and received by the college the committee gets ready to conduct the examination.
- Students are instructed to present in the examination within time and all the instruction are given to the students to attend the examination.
- Students are informed that they are strictly prohibited to use any type of electronic gadgets such as cell phones, smart watches, ear phones etc.
- Many of times the students have other competitive exams at the same time of university exam, in such cases we support students to complete their examination as per the guidelines of university.
- Students who are differently abled are supported to give their exam also. In such cases the college has adequate infrastructure facilities to make it easy for students to give their exam such as scribe facilities, seating arrangement, and extra time.

Various Records Maintained & Preserved by examination department

- **Files maintained by the examination department**
 - 1] Student present absent report file
 - 2] Central assessment program [CAP] OC File
 - 3] Student sitting arrangement file
 - 4] Internal assessment file
 - 5] Student marks entry file

Registers maintained by examination department

- 1] Internal/ External squad committee visit register
- 2] Paper issued to CAP register
- 3] Appointment of Internal & External supervisor register

- With all the above work we all staff complete the exam along with other academic work and maintain various important records of the college.
- In the period of lockdown due to covid-19 virus the exams were conducted through online process. At that time we supported the students online how to solve their exam & also support the students who were from rural background and does not have internet facilities in their area.
- With the above report we have summarized the process of examination held in our college.