

**Rayat Shikshan Sanstha's
CHHATRAPATI SHIVAJI COLLEGE, SATARA
(AUTONOMOUS)
INTERNAL QUALITY ASSURANCE CELL
Annual Committees - 2021-22**

Criterion I: Curricular Aspects

Chairperson: Prof. Dr. Mrs. V. M. Mane

Sr No	Committee	Scope and record to be collected and submitted	Chairman	Member/s
1	Feedback	<ul style="list-style-type: none"> • Take feedback on curriculum from teachers, students, alumni, employers and parents • Analyze the feedback collected and take necessary action. The feedback analysis should be uploaded on the website • Prepare prescribed formats for collecting feedback • Collect feedback from students about teachers. The analysis should be communicated to individual teachers. Suggestions can be given by Principal • Collect feedback from parents and students about institute. Analysis should be presented to the Principal. Action taken report should be maintained • Conduct students' satisfaction survey about teaching learning process • Submit all the records at the end of the year 	Prof. Dr. B. S. Nikalje (7378740422)	Prof. Dr. S. V. Karande
2	Timetable and Attendance	<p>Timetable:</p> <ul style="list-style-type: none"> • Design of Time-Table of all the faculties [Sr. college] by making optimum usage of infrastructure available • Allocate classrooms according to strength of students • Display time-table for students & teachers on the notice boards, electronic screens and website • Collect departmental time- tables and preserve for records • Conduct at least three meetings of committee and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year <p>Attendance:</p> <ul style="list-style-type: none"> • Follow electronic attendance system. • Inform students through notices to the class, on website as well as display on 	Prof. Dr. S. V. Karande (9921452808) (9561913337)	All Heads of the Departments Mr. C. R. Barge (Sr. Clerk)

		<p>notice boards about ordinance regarding attendance and actions that will be taken against defaulters.</p> <ul style="list-style-type: none"> • Inform students about grading system for attendance • Maintain attendance record [department-wise] strictly as per the ordinance • Collect monthly reports of attendance from all departments. • Display list of defaulters on the board and send messages to the parents of defaulters 		
3	Skill Based Courses, Self-development	<ul style="list-style-type: none"> • Keep record of all Skill based courses conducted by departments • Monitor conduct of the skill based courses regularly • Ensure the quality and effectiveness of the courses • Organize courses for students that will enhance their employability e.g. Life skill courses, soft skill courses, English proficiency courses etc. • Organize Vocational Education and trainings for students • Consult faculty members for selecting the courses. Involve external agencies • Take feedback from students after the course • Arrange for certificates or grade cards for students who complete the courses. • Maximum students have to be involved in these courses and trainings • Monitor conduct of all the programmes <p>Self-Development Programme (For all the classes of senior college)</p> <ul style="list-style-type: none"> • Conduct yogic relaxation everyday in each class • Plan for activities that will inculcate values in students and help them lead a balanced, ethical life • Conduct EQ test before and after the programme • Collect feedback and testimonials from students. <ul style="list-style-type: none"> • Keep up to date record of the entire activity [including timetables, attendance report, EQ test results, testimonials etc.] • Make efforts for continuous up-gradation 	Prof. Dr. S. J. Kirdat (8329729498)	All the Heads of the Department

		<p>of the programme</p> <ul style="list-style-type: none"> • Have a wall paper dedicated for value based education. 		
4	Website	<ul style="list-style-type: none"> • Update and maintain college website regularly • Upload information about recent events, photographs, notices etc. on the website. For this collect material from department heads and committee heads • Continuously upgrade the website for its maximum use • Use innovative ideas for making the website interactive and dynamic • Maintain records 	Prof. M. S. Nikam (8698874111)	Dr. Sampat Pimpale
5	Prospectus	<ul style="list-style-type: none"> • Prepare the prospectus of the college by including all the details of the programmes 	Prof. M. S. Nikam (9561084067) (9960544067)	Dr. R. R. Salunkhe
6	SWAYAM/ MOOC	<ul style="list-style-type: none"> • Give information to the students and teacher about SWAYAM, MOOCs Courses 	Prof. T. S. Devkule (7066885058)	

Criterion II: Teaching, Learning and Evaluation

Chairperson: Dr. Mrs. R. S. Shaikh

Sr No	Committee	Scope and record to be collected and submitted	Chairperson	Members
1	Examination	<ul style="list-style-type: none"> • Conduct orientation for all teachers regarding rules of examination re-examination, evaluation Make SOPs for every process related to examination (Autonomous and University) • Conduct ATKT semester end, internal & additional examinations • Follow timeline for conducting the exams and declaration of results. • The results should be declared on institutional website as well • Take review of every examination and make improvements in making the process convenient and transparent. • All results should be maintained in soft as well as hard copies and made available whenever required for different purposes. • Set-up a Board of Examinations by inviting and including suitable members • Make ordinances for different aspects of examination • Conduct orientation for all teachers 	Dr. G. V. Lokhande (9922638684)	Prof. Dr. D.B. Masal Prof. Dr. S. J. Kirdat Dr. B. S. Nikalje Prof. T. S. Devkule Dr. A. V. Pore Dr. S. D. Koli Dr. N. K. Lokhande

		<p>regarding rules of examination, re-examination, evaluation etc.</p> <ul style="list-style-type: none"> • Inform students about all the ordinances of examination • Make SOPs for every process related to examination • Follow timeline for conducting the exams and declaration of results. • The results should be declared on institutional website as well. • Organize open-day for students to see their papers. • Take review of every examination and make improvements in making the process convenient and transparent. • All results should be maintained in soft as well as hard copies and made available whenever required for different analysis purposes. • Take review of every examination and make improvements in making the process convenient and transparent. • All notifications and ordinances regarding examination should be displayed on institutional website in separate tab. 		
2	Mentor-Mentee Scheme & Counselling Centre	<ul style="list-style-type: none"> • Manage the counseling center in college to provide personal and psycho-social support to students. • Implement “Mentor-Mentee” programme through all the departments and check records once in every term • Provide format for maintaining the M-M programme • Conduct sessions for teachers regarding counselling and mentoring • Counselor should be available at least for two hours on three days in a week. • Inform students about the center through a general notice • Keep records of counseling • Arrange talks on topics like- Stress management, inter-personal relations or any other relevant topics to support strong mental health of students • Submit all the records in a form of file 	Prof. A. P. Margam (7057456856)	Dr. Mrs. K. V. Nalawade Prof. Mrs. V. P. Ganmukhi Dr. S. B. Tamboli Dr.D. B. Nalawade

		at the end of the year		
3	Remedial Coaching	<ul style="list-style-type: none"> Assess the learning levels of the students at entry level Organise special Programmes for advanced learners and slow learners 	Prof. H. L. Deshmukh (9921865441)	Dr. A. V. Pore
4	ICT	<ul style="list-style-type: none"> Conduct online lectures of the faculty members of the college Provide link for webpage describing ICT enabled tools including online resources for teaching learning process Conduct training programmes for faculty members for student centric methods 	Dr. A. G. Nimase (9922096401) (8668974645)	Dr. S. D.Koli
6	Internal Academic Monitoring Committee	<ul style="list-style-type: none"> Ensure smooth functioning Teaching, learning and evaluation. Conduct internal academic audits once in every semester Departmental academic activities Annual academic plan of department (Academic Calendar) Teaching plan, syllabus completion Attendance record Academic diaries Mentor-mentee programmes Knowledge Assessment Tests Remedial coaching and advance and average learners' activities Continuous Internal Evaluation System- planning, frequency, variety, outcome Use of student centric methods- Experiential learning, participative learning, problem solving methodologies Use of ICT, E-learning resources, Learning Management Systems Use of innovative teaching methods Use of innovative evaluation methods – open book exam, online exam etc. Maintain records in prescribed format Provide formats to the departments for providing information Submit report of every monitoring round to IQAC Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers Take occasional oral feedback from 	Monitoring *Prof. Dr. S. D. Waghmare (Languages) (9890726440) * Dr. R. R. Salunkhe (Social Sciences) (8669197670)	Prof. Dr. A. K. Waware

		<p>students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately</p> <ul style="list-style-type: none"> • Submit all the records in the form of a file at the end of the year 		
7	Admission Committee [Senior College]	<ul style="list-style-type: none"> • Make SOP for entire admission process. • Designing and printing of prospectus before starting the admission process • Notification of the process for the benefit of students and parents on flex boards and on the website of college • Conduct meetings with software provider to specify requirement • Conduct trainings to acquaint members with the software and process • Plan and execute the entire process to ensure smooth and convenient conduct. • Proactive approach to avoid last minute troubles • Review admission process to take necessary action for further improvement • Maintain all the records of admission process 	Prin. Dr. V. S. Shivankar	<p>Dr. S. B. Tamboli (9579317617) Prof. Dr.A. G. Nimase (9922096401) (8668974645) Prof.T.S. Devkule (9822875052) (8208214590) .Prof.Dr.S.D. Waghmare (9890726440) Prof.Dr.D.B.Masal (9860681838) (8329432242)</p>

Criterion III: Research, Innovations and Extension

Chairperson: Prof. Dr. A. V. Pore

Sr No	Committee	Scope and record to be collected and submitted	Chairman	Members
1	Research Promotion and Ethics	<ul style="list-style-type: none"> • Make a well-defined policy for promotion of research and upload it on the college website • Make code of ethics to check malpractices and plagiarism. Evaluate research projects for their ethical standards • Make budgetary provision for giving seed money for research to the teachers and students • Develop green house, databases and upgrade common instrumentation laboratory • Initiate applications for research grants and donations to industries, corporate houses, international bodies etc. • Encourage teachers to apply for major and minor research project grants to various governmental and non-governmental agencies. Provide information about this to all the faculty members. Ensure that, every teacher gets 	<p>Research - Dr. A. V. Pore (8329560664)</p> <p>Avishkar- Dr.S.M. Gawade</p>	<p>Prof. Dr. S. J. Kirdat Dr. B. R. Kangune Dr. R. V. Kumbhar</p>

		<p>one research project grant in next three years</p> <ul style="list-style-type: none"> • Keep record of on- going and completed research projects in the college, research awards, research publications and presentations of faculty members • Conduct research scholar meet for in-house researchers • Make a compilation of research papers published by faculty members in the given academic year • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year. <p>Avishkar :</p> <ul style="list-style-type: none"> • Conduct Chhatrapati Shivaji Research Competition at college level for preparing students for <i>Avishkar</i> • Initiate maximum participation in <i>Avishkar</i>. Promote the activity in order to achieve recognition at zonal, university and state level. • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting. • Submit all the records in a form of file at the end of the year. 		
2	Consultancy	<ul style="list-style-type: none"> • Create consultancy and generate revenue • Encourage teachers to take up consultancy work. Suggest avenues and built up networking. • Conduct corporate training. 	Prof. A. P. Margam (7057456856)	All the heads of the departments
3	Extension	<ul style="list-style-type: none"> • Arrange programs to promote institution-neighborhood community network in terms of sensitizing students to social issues, student engagement, contributing to good citizenship, service orientation and holistic development of students. • Conduct extension and outreach programs in collaboration with industry, community and NGOs. • Ensure extensive participation of students in extension activities with Government organizations, NGOs and in programs 	Dr. B. S. Nikalaje (7378740422)	All the heads of the departments

		<p>such as <i>Swatchh Bharat</i>, AIDS Awareness, Gender issue etc.</p> <ul style="list-style-type: none"> • Conduct extension work activities as per the guidelines of University of Mumbai. • Instruct all the departments to conduct extension activities and social activities. [This is important for NAAC] <p>Conduct at least three meetings of the committee and maintain the documentation</p>		
4	<p>NCC, Military Academy</p> <p>Discipline</p>	<ul style="list-style-type: none"> • Make efforts to get separate NCC units for the institute. • Conduct activities as per the guidelines given by the Maharashtra State directorate. • Keep detailed records of enrolled candidates. • Organize guard of honour and piloting on special occasions. • Assign campus supervision duties to all the teaching and non-teaching staff. • Assign locations of the duties which should comprise of main gate, all the buildings, playground & campus. • Issue guidelines to them regarding the duty. • Inform students through notices about the code of conduct they should follow when on the campus and also about actions taken against the defaulters • Take action against defaulters in consultation with Hon. Principal • Display list of guidelines regarding discipline in each building. • Monitor CCTV recording at regular intervals • Maintain records of the notices, procedures of actions taken against defaulters etc. • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting. • Submit all the records in a form of file at the end of the year 	<p>Prof. K. L. Pawar (9673666014) (9834318726)</p>	<p>Prof. V. D. Nanaware</p>
5	NSS	<ul style="list-style-type: none"> • Conduct activities as per the guidelines • Apply for the award that is given by the 	<p>Unit No. 1 Prof.G.D.Chavan (ProgrammeOfficer)</p>	

	<p>government to the best units</p> <ul style="list-style-type: none"> • Maintain detailed report of Social work with photographs • Conduct programs like workshops, exhibitions, social services etc. for community [neighboring schools, cooperative housing societies, underprivileged sectors of society etc.]. • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	<p>(9730882091) (9284197282)</p> <p>Unit No. 2 Prof. N. N. Ipper (Programme Officer) (7821038327)</p> <p>Unit No. 3 Prof. Dr. Mrs. S. S. Menkudale (Programme Officer) (9921135065)</p>	
--	---	---	--

Criterion IV: Infrastructure and Learning Recourses

Chairperson: Prof. Dr. A. G. Nimase

Sr. No	Committee	Scope and record to be collected and submitted	Chairman	Members
1	Building Maintenance	<ul style="list-style-type: none"> • Undertake regular surveys and supervisions of college infrastructure for repair and replacements • Carry out prompt repair works in case it is required • Keep record of all the infrastructure facilities in the campus • Work out annual maintenance contract with reliable agencies. Maintain records • Maintenance of water coolers, fire extinguishers, ACs etc. should be regularly done • Attend to complaints of lack of lamps, fans, taps etc. in the campus by ensuring prompt remedial action with the help of office superintendent. • Check drinking water quality every month with the help of microbiology department. • Nameplates, Boards, Notice Boards, Partitions should be maintained. • Check the maintenance of computers, laptops, electrical connections, plumbing, water tank, solar panels, rainwater harvesting tank etc. 	<p>Prin. Dr. V. S. Shivankar</p> <p>Working chairman Dr. R.R. Salunkhe (8669197670)</p>	<p>Prof. Dr. A.K Wavare Dr. A. J. Sakate Mr. T. K. Sapkal Mr. S. K. Pote</p>

		<ul style="list-style-type: none"> • Keep a register for recording complaints of students and teachers regarding infrastructure and facilities. • Conduct regular meetings and keep the minutes. 		
2	Beautification and Cleanliness	<ul style="list-style-type: none"> • Supervise maintenance of garden [including Karmaveer statue] with the help of non-teaching staff. • Maintain the green zones surrounding the playground. • Provide placards carrying botanical names for important trees in the campus. • Arrange workshop on gardening • Conduct strict surveillance of cleanliness of the campus, particularly washrooms with the help of faculty members. Appoint floor representatives. • Keep record of daily cleaning activity. • Ensure regular cleaning of water coolers [Twice in six months]. • Instruct departments for maintaining cleanliness in the staff rooms, laboratories and store rooms. • Arrange surprise visits to departments to check cleanliness. Keep record. • Announce two hours in every week as a “clean-hours”. Implement it strictly in office, library, departments etc. Keep record. • Conduct activities to support “Swatch Bharat Abhiyaan • Arrange regular meetings with cleaning staff and instruct them. • Provide necessary cleaning materials to the staff. • Keep complaint register at convenient location for students and staff to note their complaints. Attend to grievances immediately. • Take steps towards ‘Zero Garbage Campus’ 	Dr. S. B. Tamboli (9579317617)	Prof. H. L. Deshmukh

3	Library Committee	<ul style="list-style-type: none"> • Prepare complete profile of library giving details of infrastructure, library facilities, list of periodicals & magazines, subject wise list of books, CDs etc. • Upgrade e-content continuously. Conduct orientation programs for students and faculty members about the use of e-library and facilities in the library. • Display of new arrivals. • Report important articles, books, current event news etc. • File excerpt of articles, newspaper cuttings etc. • Maintain syllabus, question papers & related university circulars and make them available for faculty and students. • Inform students about library facilities through notices. • Inform rules of reading room & borrowing books to students. • Maintain record of set of books issued to the needy students, internet usage by students, faculty members visiting library, students using night reading room, number of external readers using library facility etc. • Establish linkage with other libraries (BCL and JNL, Mumbai University). • Subscribe to INFLIBNET, e-ShodhSindhu, e-Shodh Ganga, e-resource, N-LIST. • Inform head of departments about subject –wise budget for purchase of books. • Take feedback from students and teachers every year and analyze. Submit the yearly report to IQAC. • Upgrade library facility continuously. • Keep record of footfall [teachers and students]. • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the 	Prof. E. S. Zaware (7972587997)	All the Deans Prof. Dr. S. D. Waghmare Dr. S. K. Jadhav (Library) (Industry) Prof. Dr. A. K. Wavare Dr. A. J. Sakate (Registrar) Mr. T. K. Sapkal (Finance and accounts) Mr. S. K. Pote
---	--------------------------	--	------------------------------------	--

		meeting. <ul style="list-style-type: none"> • Submit all the records in a form of file at the end of the year. 		
--	--	---	--	--

Criterion V: Student Support and Progression

Chairpersons: Prof. S. D. Koli, Prof. Dr. S. J. Kirdat

Sr. No.	Committee	Scope and record to be collected and submitted	Chairman	Members
1	Career Guidance, Training, Placement, Entrepreneurship Development	<ul style="list-style-type: none"> • Arrange seminars/talks about career guidance for students of all faculties • Organize training sessions to increase the employability of the students • Invite industries to have campus interviews in the college • Keep department-wise data of companies which are potential employers of our students with the help of HoDs • Facilitate networking with placement agencies, industries, corporate houses etc. • Arrange career-fair • Keep record of on-campus and off-campus placement data • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the record in a form of file at the end of the year 	Prof. M. S. Nikam (8698874111)	All the heads of the departments Dr. S. S. Patil NSS Programme Officer NCC officer Physical Director
2	Essay, Debate, Elocution Competitions	<ul style="list-style-type: none"> • Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level. • Conduct intra-college competitions of performing & literary arts, elocution and debate. • Promote students to represent in various college festivals and inter-college competitions of performing & literary arts, elocution and debate. • Prepare – college song with the help of talented students [involve alumni] 	Prof. G. D. Chavan (9730882091) (9284197282)	Dr. R. P. Bhosale
3	Competitive Examinations	<ul style="list-style-type: none"> • Take a survey of students interested in appearing for competitive exams. • Maintain a guidance cell with the 	Prof. Dr. S. S. Patil (9673633955)	Prof. Dr. A. K. Wavare Prof. Dr. D. B.

	Guidance, Karmaveer vidya Prabodhini Examinations	<p>help of experts to guide students for competitive exams like MPSC/UPSC/GMAT/GRE/GATE/T OEFFEL/MSCET/PTM/NET/SET etc.</p> <ul style="list-style-type: none"> • Prepare students for exams conducted by <i>Karmaveer Vidya Prabodhini</i> • Keep record of number of students enrolled and passed. • Upgrade the library of the cell as per the requirement of the students. 	(8208352138)	Masal Mr. D. C. Jadhav
4	Earn and Learn Scheme	<ul style="list-style-type: none"> • Implement ‘Earn and Learn Scheme’ for deserving students of the college as per the directives of Rayat Shikshan Sanstha. • Make list of students and their skills. • Generate opportunities of work for them in the campus. • Develop and upgrade fund to provide financial help to deserving students. • Design a procedure and format to implement this activity. • Conduct at least three meetings and keep records and submit whenever asked 	Dr. R.S. Mane- deshmukh (8605186951) (9422234424)	Dr. A. G. Nimase Dr. R. P. Bhosale Dr. R. R. Salunkhe
5	Gymkhana	<ul style="list-style-type: none"> • Planning of activities to promote sports in college in order to get state level or national level recognition to our sportspersons. (Students) • Locate potential and talented students with outstanding sports records and promote their games. • Incentives in terms of prizes, cash awards, sport dresses/suits can be given to deserving candidates. • Development and maintenance of outdoor and indoor sports facilities in college and monitoring its optimum use. • Conduct annual sports competitions and annual sports prize distribution function. • Conduct zonal level competitions of any one game of Shivaji University, Kolhapur 	Prof. V. D. Nanaware (7972661695) (9823541379)	Dr. D. B. Nalawade Prof. M. S. Nikam Dr. Mrs. V. M. Mane

6	Students' Council	<ul style="list-style-type: none"> • Conduct activity of Students' Council & representation of students on academic & administrative bodies/committees of the institution 	Dr. D. B. Nalawade (9422582999) (9823591666)	Prof. V. D. Nanaware Prof. Dr. R. S. Manedeshmukh Dr. R. S. Shaikh President, Students' Council Ladies' Representative of Students' Council
7	Alumni	<ul style="list-style-type: none"> • Keep department-wise data of alumni in the format- [With the help of HODs] • Focus on institutional, academic and infrastructural contributions of alumni. For eg. involve alumni in placement, industrial visits, curricular aspects, donations of old books, financial support for development of department or helping deserving poor students, interactions with current students for guidance. This should be done with help of HODs. • Keep record of all the activities department wise [with the help of HODs]. • Generate funds with the help of alumni [minimum 10 lakhs]. The funds will be used for college development. • Conduct alumni meets –department wise at least once in two years. • Conduct at least four meetings of alumni association and maintain record of minutes of the meeting. • Submit all the records in a form of file at the end of the year. 	Dr. A. G. Nimase (9922096401) (8668974645)	Prof. Dr. Mrs. P.C. Mote Dr. Mrs. V. M. Mane Mr. B. M. Wagh Mr. S. V. Jagtap

8	Standing Committee (B C Cell)	<ul style="list-style-type: none"> • Keep enrollment data [class and division wise] about students belonging to reserved categories • Create awareness among the students about caste-related Govt. circulars & schemes. • Get the scholarship forms filled from all the students who are eligible for the scholarships. • Maintain record of students getting 	Dr.B.S. Nikalje (9420950941)	Prof. Dr. S. B. Waghmare Mr. T.K. Sapkal
---	--------------------------------------	--	---------------------------------	---

		<p>various scholarships and free-ships.</p> <ul style="list-style-type: none"> • Prepare a prescribed format for collecting information about students belonging to reserve category. • Keep detailed information about the differently able students. Counsel them regularly and organize help to facilitate their studies. • Submit all the records in a form of file at the end of the year. 		
9	English Medium Division	Monitor the teaching-learning and evaluation of these students	Dr. S.M. Gavade (9921055694)	Prof. Dr. S. S. Patil Dr. R. R. Salunkhe
10	Internal Complaints [Teaching, non-teaching & students]	<ul style="list-style-type: none"> • Inform students and faculty members about existence and scope of Internal Complaints Committee through general notice. • In case of any complaint take action in consultation with Hon. Principal as per the rules 	Prof. Dr. Mrs. P. C. Mote (9423352151)	Mrs. S.S. Mandape Dr. Mrs. S.S. Pawar Prof. Dr. S. S. Menkudale Dr. K V. Nalawade Mrs.Pawar (Female Office Representative) Mr. T.K. Sapkal Mr. S. Y. Gavali Student Representative
11	Grievance Redressal	<ul style="list-style-type: none"> • Maintain complaint boxes in the college premises • Inform students and teaching and non-teaching members of the staff about Grievance redress cell and its functioning through separate general notices. • Attend to complaints received in the complaint boxes once in a month • Take compliance in consultation with Hon'ble Principal • Follow up the compliance by concerned department/ committee • Conduct at least three meetings [per term] of committee members and • maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Prof. V. D. Nanaware (7972661695) (9823541379)	Prof. K. L. Pawar Prof. Dr. Mrs. P. C. Mote Dr. Mrs. K. V. Nalawade President, Students' Council Ladies' representative , Students' Council Secretary, Students' Council

12	Anti-ragging	<ul style="list-style-type: none"> • Inform students about existence of anti-ragging committee, anti-ragging laws and punishments in case of offence • Display the above said information on the boards including electronic boards and website. Also, contact numbers of competent authority at the strategic locations • Take note of any complaint of ragging • Take action in case of offence as per the law and in consultation with Hon. Principal 	Dr. R. P. Bhosale (9503851877)	Mrs. Uma Salunkhe (Administrative Officer) Mr. Isak Mujawar (Police Department) Mr. Dilip Chinchkar (Media) Prof. Dr. V.Y. Deshpande (NGO) Prof. K. L. Pawar (Male Faculty) Parent Representative (PG) Parent Representative (UG) Male Fresher Student (B. A. Part I) Female Fresher Student (B. A. Part I) Student Representative (PG) Student Representative (UG) Female Administrative Representative Mrs. Pawar Male Administrative Representative Mr. C.R. Barge
----	---------------------	--	--------------------------------	--

13	Lead College	<ul style="list-style-type: none"> • Allocate budget as per the guidelines by the University • Organize programmes under the Lead College Scheme • Keep record and submit it to IQAC 	Dr. D. B. Nalawade (9422582999) (9823591666)	Dr. R.V. Kumbhar Mr. S. K. Pote (Head Clerk)
----	---------------------	---	--	---

14	Social Sciences Association	<ul style="list-style-type: none"> Organize various programmes for the social sciences Keep record and submit it to IQAC 	Dr. N. K. Lokhande (8275274619)	Dr. D. B. Nalawade
15	Tours and Excursions	<ul style="list-style-type: none"> Prepare rules and regulations for tours and excursion Monitor the tours and excursion Arranged by all the departments 	Dr. R. S. Manedeshmukh (8605186951) (9422234424)	Dr. S. D. Koli
16	Art Circle (Cultural Programmes) Youth Festival	<ul style="list-style-type: none"> Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level. Give incentive, encouragement to the outstanding performers. Conduct intra-college competitions of performing & literary arts. Conduct Shivaji University Youth Festival [Zonal level] at least once in 5 years. Promote students to represent in various college festivals and inter-college competitions of performing & literary arts. Organize special programmes on the occasion of <i>Karmaveer Jayanti</i> <i>Organise cultural programmes for students once in a year.</i> 	Dr. R. S. Shaikh (9850040114)	Dr. R. S. Manedeshmukh Dr. Sandip Kirdat Dr. K. V. Nalawade Dr. V. M. Mane Prof. K. L. Pawar Dr. Sachin Mane Dr. R. P. Bhosale
17	Vivek Vahini, Phoenix Film Society	<ul style="list-style-type: none"> Maintain the rules about <i>Vivekvahini</i> Organize programmes Create scientific temper among students 	Prof. Dr. S.D. Waghmare (9890726440)	Dr. R. V. Kumbhar
18	Women's Hostel	<ul style="list-style-type: none"> Monitor the admission procedure. Supervise day to day working of the hostel. Take regular rounds of hostel. Maintain all records. Strict vigilance of security and cleanliness. Attend complaints of women students as soon as possible. Arrange "Hostel Day" once in a year. Conduct minimum three meetings with girls staying in hostel and keep records of minutes of the meetings 	Dr. R. S. Shaikh (9850040114)	Dr. K. V. Nalawade Dr. V. M. Mane

19	Health Center	<ul style="list-style-type: none"> • Maintain health center in working condition [with first aid and basic medicines] Maintain records of visiting patients • Attend to all medical emergencies in the campus • Inform students, teaching and non-teaching staff about working days and hours of health center and about health care facilities and services available at health center • Organize informative workshops, lectures, check-up camps & film shows related to health issues for students, teaching and non-teaching staff and also for communities in neighborhood. Arrange programs for under privileged sections of society • Programmes should provide guidance to students about diet, health, hygiene, addictions. • Organize minimum 4 activities in a year • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Dr. S. B. Tamboli (9579317617)	Dr. N. K. Lokhande Prof. Dr. Mrs. P. C.Mote
20	Canteen	<ul style="list-style-type: none"> • Regular surveillance of canteen facility in terms of cleanliness, menu, rates, drinking water etc. • Ensure variety in menu and some healthy options of food • Take feedback from students and faculty members and suggest improvisation of canteen • Conduct at least three meetings of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Dr. N. K. Lokhande (8275274619)	
21	Publicity, Magazine, (Shivvijay) Newsletters, Bhavjagar Wallpaper	<ul style="list-style-type: none"> • Give publicity to all activities, programs & events held in the college with the help of print and electronic media • Maintain records of all paper cuttings and photographs of press releases and news regarding college activities 	Prof. Dr. S. D. Waghmare (9890726440)	Dr. Mrs. K. V. Nalawade Prof. Dr. Mrs. P. C. Mote Dr. S. B. Tamboli Prof. Devkule T.S. Dr.A.J. Sakate

		<ul style="list-style-type: none"> • Present good quality drawings, photographs, essays, poems etc. by students in a form of wall paper • This wall paper has to be displayed in main building- first floor and should be changed every fortnight • Publish the newsletter • Publish college magazine <i>ShivVijay</i> annually • Conduct at least three meetings of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 		
22	Literary Association	<ul style="list-style-type: none"> • Conduct events like poetry recitation, lectures, book reviews etc. to promote Marathi literary activities • Maintain all the data in separate file and submit at the end of the year 	Prof. Dr. Mrs. S. S. Menkudale (9921135065)	All the Heads of the Departments
23	Students' Welfare	<ul style="list-style-type: none"> • Inform students about welfare schemes of college, university and Government. • Address to the needs of differently abled students. Inform students about facilities available in college for such students through a general notice • Initiate institutional scholarships in consultation with principal • Mobilize Educational Fund for helping poor students • Conduct elections for formation of Students' Council as per the university guidelines • Celebrate Rose Day with permission from Hon. Principal • Organize convocation ceremony • Form group of volunteers to help in various activities of college • Submit records at the end of every year 	Dr. S. V. Karande (9921452808) (9561913337)	All the Heads of Departments Prof. T. S. Devkule Mr. C. R. Barge (Sr. Clerk)
24	Distance Education	<ul style="list-style-type: none"> • Admit students for distance learning • Provide the study materials per the guidelines by the University 	Prof H. L. Deshmukh (9921865441)	
25	Event Management	<ul style="list-style-type: none"> • Make all necessary arrangements of Birth and Death Anniversaries of Great Personalities • Collect time to time information from 	Dr. V. M. Mane (9689020570)	Dr. R. P. Bhosale Prof. V. D. Nanaware Prof. N.N. Ipper

		<p>all departments and committees about their programmes.</p> <ul style="list-style-type: none"> • Management of all programmes and activities in the college. • Keep a record/register of all events organized in the college. 		Dr. S.S.Patil
--	--	---	--	---------------

Criterion VI: Governance, Leadership and Management

Chairperson: Dr. B. R. Kangune

Sr. No	Committee	Scope and record to be collected and submitted	Chairman	Member/s
1	Financial Management, Purchase and UGC	<p>Financial Management:</p> <ul style="list-style-type: none"> • Prepare yearly budget by considering departments and major activities. Take inputs from HODs and Chairpersons of major activities • Make necessary budgetary provisions for all major activities planned in the academic year • Monitor effective and efficient use of available financial resources • Maintain records of details on the efforts made by the institution in securing additional funding and the utilization of the same. • Keep records of audited income and expenditure statement of academic and administrative activities of each year and the reserve fund/corpus available with Institutions. [with the help of office- especially accountant] • Maintain records of internal and external audits done with the help of office • Note major audit objections and give details of compliance <p>Purchase</p> <ul style="list-style-type: none"> • Follow the prescribed process laid down by RayatShikshanSanstha while doing all purchases for college. • Supervise all the purchases done by college • Maintain list of approved vendors • Finalize and submit utilization of various grants received by the institute. • Notify faculty members about relevant 	Dr.S. D. Koli (9595297899) (9405414037)	Dr. A. J. Sakate Mr. S. K.Pote All the Deans All the heads of the Departments

		<p>notifications and circulars given on websites of various funding agencies and industries</p> <ul style="list-style-type: none"> • Keep records and submit at the end of the year • 		
2	Faculty Empowerment and Welfare	<ul style="list-style-type: none"> • Organize Faculty Training programs to empower and enable the use of various tools and technology for improved teaching & learning like – Innovative teaching learning methods/approaches, Learning Management Systems, Content/knowledge management, Selection, development and use of enrichment materials, Assessment, Cross cutting issues, Audio Visual Aids/multimedia, OER's, Teaching learning material development, selection and use • Arrange activities for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform • Inform teaching faculties about technologies and facilities available & can be used by the faculty for effective teaching. E.g: Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc. • Inform faculty members and non-teaching staff about the welfare schemes available for them. Keep record of number of staff who avail the benefit of such schemes in every academic year • Organize farewell programs whenever required • Submit all the records in a form of file at the end of the year 	Prof.Dr. S. S. Patil (9673633955)	Dr. Mrs. R. S. Shaikh Dr. B. S. Nikalje Prof. Dr. S.J. Kirdat
3	Staff Academy	<ul style="list-style-type: none"> • Organize lectures by the faculty members on various subjects/social 	Dr. R. P. Bhosale	Dr. R.V. Kumbhar

		issues etc.		
4	Assessment & Placement of Teachers CAS	<ul style="list-style-type: none"> Assist faculty members in their assessment and placement issues. Inform faculty members about Career Advancement Scheme Keep records and submit at the end of the year 	Prof. T.S. Devkule (7066885058) (9890003937)	IQAC Members
5	RUSA	<ul style="list-style-type: none"> Study the guidelines of RUSA Keep the correct follow up of the notices and circulars by RUSA Notify faculty members about relevant notifications and circulars by RUSA Prepare plans for various activities under RUSA Finalize and submit utilization of the grants received 	Dr. S. V. Karande (9921452808) (9561913337)	Prof. K. L. Pawar
6	ISO	<ul style="list-style-type: none"> Prepare and plan for the ISO certification 	Dr. B. R. Kangune (9270619025) (9049027425)	Dr. S. B. Tamboli
7	NIRF	<ul style="list-style-type: none"> Plan and submit NIRF information 	Dr. B. R. Kangune (9270619025) (9049027425)	Dr. A.V. Pore
8	Right to Information		Prin. Dr. V. S. Shivankar (Appealing Officer)	Dr. A. J. Sakate (9763970914) (8421427872) (Information Officer) Registrar, Chhatrapati Shivaji College, Satara

Criterion VII: Institutional Values and Best Practices

Chairperson: Dr. R. V. Kumbhar

Sr. No	Committee	Scope and record to be collected and submitted	Chairman	Member/s
1	Environment Consciousness	<ul style="list-style-type: none"> Sensitize students about environment by conducting programs and addressing issues like Climate Change, Environmental Education, Eco friendly practices etc. Arrange lectures, film shows on environmental issues 	Dr. D. B. Nalawade (9422582999) (9823591666)	CHB Assistant Professor of Env. Sci. for B. A. Part II

		<ul style="list-style-type: none"> • Arrange nature trails, trekking, hiking and visits to places of environmental importance • Arrange poster/essay writing competition on environment related topics. • Make efforts to make the office Paperless • Make efforts to make campus 'Zero Garbage', Plastic Free and Conduct a Green Audit of college campus and facilities • Undertake activities to make the campus eco-friendly. Focus on issues like Energy conservation • Use of renewable energy • Rain Water harvesting 		
2	Women Development, Gender Issues	<ul style="list-style-type: none"> • Conduct activities to inculcate sense of equality amongst male and female students • Sensitize students and faculty members towards gender equality and respect for women • Report any incidence of discrimination based on gender difference to authority and take action in consultation with Hon. Principal • Inform students about existence and activities of the cell time to time • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Organize following celebrations- Savitribai Phule Jayanti, Women's Day, Lakshmbai Patil Jayanti • Inform the women students about existence and activities of the cell time to time • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Dr. Mrs. K. V. Nalawade (9422692396)	Dr. V. M. Mane

3	Staff Quarters	<ul style="list-style-type: none"> Monitor the facilities and maintain the campus of the Staff Quarters 	Mr. T. K. Sapkal (9960507937)	Dr. S. V. Karande Dr. A. G. Nimase Mr. S. S. Thorave Mrs. S. V. Raut (Jr.College)
4	Facilities for differently abled students	<ul style="list-style-type: none"> List the differently abled students Monitor the facilities for the differently abled students 	Prof. E. S. Zaware	All the heads of the Departments



**Coordinator
IQAC**

**Principal
Chhatrapati Shivaji College, Satara**