

Janvikas Shikshan Sanstha Yeoda's

Arts Commerce College, Yeoda

Tq. Daryapur Dist: Amravati,

Maharashtra, PIN: 444706



NAAC

CRITERION-VI

**GOVERNANCE LEADERSHIP
AND MANAGEMENT**

Janvikas Shikshan Sanstha, Yeoda's



Arts-Commerce College Yeoda

Tq. Daryapur, Dist. Amravati, Maharashtra, 444706

Affiliated to S.G.B. Amravati University, Amravati (M.S.)

Recognized by U.G.C. u/s 2(f) & 12B & NAAC Accredited B+

Phone No: 07224-237063

Email: accollegeyeoda@gmail.com

College Code: 155

Website: www.accy.ac.in

Shri Gajananrao N. Kokate

Secretary

Mobile: 9970163075

Dr. Y.G. Singh

Principal

Mobile: 9657233055

Declaration

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

IQAC Coordinator

Coordinator

Internal Quality Assurance Cell
Arts Commerce College, Yeoda
Tq. Daryapur, Dist. Amravati



Principal

PRINCIPAL
Arts-Commerce College
Yeoda, Dist. Amravati

Janvikas Shikshan Sanstha Yeoda's

Arts Commerce College, Yeoda

Tq. Daryapur Dist. Amravati (Maharashtra)



SUPPORTING DOCUMENTS

6.1: INSTITUTIONAL VISION AND LEADERSHIP

6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Janvikas Shikshan Sanstha Yeoda's

Arts Commerce College, Yeoda

Tq. Daryapur Dist. Amravati (Maharashtra)



INDEX

Metrics No. 6.1.1.

Sr. No.	Content	Page No.
1.	Declaration	2
2.	Vision Mission	5
3.	Aims and Objectives	6
4.	Board of Management	7
5.	College Development Committee	8-9
6.	IQAC Composition	10-11
7.	Annual Planing	12-22

IQAC Coordinator

Coordinator
Internal Quality Assurance Cell
Arts Commerce College, Yeoda
Tq. Daryapur, Dist. Amravati



4

Principal

PRINCIPAL
Arts-Commerce College
Yeoda, Dist. Amravati

6.1

VISION

1. The vision of our college is to inculcate good values in students and to make education more accessible to rural and backward class students of this region.
2. To create a class of intellectually, morally sound citizens, who will become a human resource of high caliber to cater the needs of society by accepting rapid changes in the global scenario.

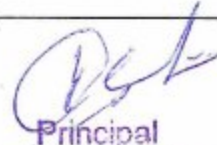
MISSION

1. To create a learning environment and knowledge-based society.
2. To create a teaching-learning environment conducive to pursuit higher knowledge, relevant skills, and experience for rural and backward class students.
3. To create research environment helpful for the all-round development of the society. To include new developments in education into the curriculum so as to promote academic advancement leading to national development.
4. To sensitize the students on socio-economic issues like gender discrimination and human rights through co-curricular and extra curricular activities.
5. To promote awareness on ecological and environmental issues. To promote and develop digital literacy among students.
6. To undertake various extension activities to reflect the aims and objectives of the Institution.
7. To uplift rural girls who lack in educational opportunities.


Principal
Arts-Commers Collège
Yeoda, Dist. Amravati

AIMS & OBJECTIVES

1. To educate students of all sections of the society.
2. Selection of highly qualified teachers and facilitation of their professional and personal growth.
3. Provision of good infrastructure, library, internet access, etc.
4. A well thought-out, systematic process of teaching and learning.
5. To incorporate the latest scientific and technological development in the curriculum.
6. To provide a conducive environment for creativity & research.
7. To provide equal opportunity to both genders.
8. To develop the skills of students for better employment prospects.




Principal
Arts-Commers College
Yeoda, Dist. Amravati

BOARD OF MANAGEMENT

2018-2019 to 2022-23

Sr.No.	Name of Member	Designation
1	Sau. Sulbhatai Madhukarrao Kokate	President
2	Dr.Sau. Deepali Abhayrao Khode	Vice- President
3	Shri. Gajananarao Narayanrao Kokate	Secretary
4	Smt. Kirantai Vasudeorao Kokate	Joint Secretary
5	Shri. Anil Sheshraoji Shelke	Treasurer
6	Shri. Devidasrao Narayanrao Kokate	Member
7	Shri. Madhukarrao Narayanrao Kokate	Member
8	Shri. Bhimrao Govindrao Kankirad	Member
9	Sau. Alkatali Gajananrao Kokate	Member
10	Sau. Sonali Vikramrao Bhagde	Member
11	Sau. Pallavi Sharadrao Gandhi	Member
12	Shri. Shaikh Ghyasuddin Shaikh Isamuddin	Member
13	Shri. Dilip Namdeorao Nalge	Member


Principal
Arts-Commers College
Yeoda, Dist. Amravati

ARTS COMMERCE COLLEGE YEODA
COLLEGE DEVELOPMENT COMMITTEE
(2018-2021)

SR. NO.	CRITERIA	DESIGNATION	NAME OF THE PERSONS
1	Chairperson or Nominee	Chairperson	Mrs Sulbhatai M. Kokate
2	Secretary of Nominee	Member (Secretary)	Mr. Gajanan N. Kokate
3	One Head of the Department	Member	Dr. K.D. Maldhure
Three Teachers elected from the full-time teacher (One should be a woman)			
4	Teacher 1	Member (Asst. Professor)	Dr. Anil M. Katrojar
5	Teacher 2	Member (Librarian)	Dr. U. D. Band
6	Teacher 3	Member (Asst. Professor)	Dr. Ku. S.D. Sawarkar
7	Non-Teaching Employees	Member (Non-Teaching)	Mr. K. R. Rahate
Four local members nominated by the management in consultation with the principal (One should be Alumni)			
8	Social Worker	Member	Mr. Devidasrao N. Kokate
9	Social Worker	Member	Mr. Avinash Sheshraoji Shelke
10	Educationalists	Member	Dr. Dipalитай A. Khode
11	Alumni	Member	Mr. Vivek S. Kakad
12	Coordinator (IQAC)	Member	Dr. Mohammed Azeemuddin
13	President College Council	Member	Vacant
14	Secretary Student Council	Member	Vacant
15	Principal of the college or Head of the Institution	Member Secretary	Dr. Y. G. Singh



Del
Principal
Arts-Commers College
Yeoda, Dist. Amravati

ARTS COMMERCE COLLEGE YEODA
COLLEGE DEVELOPMENT COMMITTEE
(2021-2024)

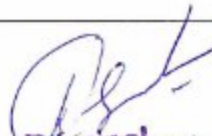
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11	Alumni	Member	Mr. Vivek S. Kakad
12	Coordinator (IQAC)	Member	Dr. Anil M. Katrojwar
13	President College Council	Member	Vacant
14	Secretary Student Council	Member	Vacant
15	Principal of the college or Head of the Institution	Member Secretary	Dr. Y. G. Singh



(Signature)
Principal
Arts-Commer's College
Yeoda, Dist. Amravati

ARTS COMMERCE COLLEGE YEODA
IQAC COMPOSITION (2018-19 to 2020-21)
(AS PER NAAC NORMS)

SR. NO.	NAME OF MEMBER	DESIGNATION
1.	DR. Y. G. SINGH	CHAIRPERSON
2.	SHRI GAJANANRAO N. KOKATE	REPRESENTATIVE FROM BOARD OF MANAGEMENT
3.	DR. MOHAMMED AZEEMUDDIN	COORDINATOR
4.	DR. KU. S.D. SAWARKAR	MEMBER
5.	DR. K. D. MALDHURE	MEMBER
6.	PROF. P.J. JAMBJHULE	MEMBER
7.	PROF. V. R. RATHOD	MEMBER
8.	DR. D.M. MOHOD	MEMBER
9.	DR. A.K. TEWARE	MEMBER
10.	PROF. N.W. HAMBARDE	MEMBER
11.	DR. KU. H.G. DHAGE	MEMBER
12.	DR. S.B. DONGARE	MEMBER
13.	DR. U. D. BAND	MEMBER
14.	DR. S.D. BANSOD	MEMBER
15.	DR. A. M. KATROJWAR	MEMBER
16.	DR. SAYYAD SAJJID SAYYAD MUSHTAQUE	MEMBER
17.	SHRI K.R. RAHATE	ADM. REPRESENTATIVE (NON-TEACHING STAFF)
18.	DR. DILIP AWACHAR	MEMBER, STAKEHOLDERS
19.	SHRI DILIP DAWARE	MEMBER LOCAL SOCIETY
20.	SHRI ISHWAR MAKODE	ALUMNI REPRESENTATIVE
21.	KU. PALLAVI KHANANDE	STUDENT REPRESENTATIVE


 Principal
 Arts Commerce College
 Yeoda, Dist. Amravati

ARTS COMMERCE COLLEGE YEODA
IQAC COMPOSITION (2021-22 to 2023-24)
(AS PER NAAC NORMS)

SR. NO.	NAME OF MEMBER	DESIGNATION
1.	DR. Y. G. SINGH	CHAIRPERSON
2.	SHRI GAJANANRAO N. KOKATE	REPRESENTATIVE FROM BOARD OF MANAGEMENT
3.	DR. ANIL M. KATROJWAR	COORDINATOR
4.	DR. KU. S.D. SAWARKAR	MEMBER
5.	DR. K. D. MALDHURE	MEMBER
6.	PROF. P.J. JAMBJHULE	MEMBER
7.	PROF. V. R. RATHOD	MEMBER
8.	DR. D.M. MOHOD	MEMBER
9.	DR. A.K. TEWARE	MEMBER
10.	PROF. N.W. HAMBARDE	MEMBER
11.	DR. KU. H.G. DHAGE	MEMBER
12.	DR. S.B. DONGARE	MEMBER
13.	DR. U. D. BAND	MEMBER
14.	DR. S.D. BANSOD	MEMBER
15.	DR. MOHAMMED AZEEMUDDIN	MEMBER
16.	DR. SAYYAD SAJJD SAYYAD MUSHTAQUE	MEMBER
17.	SHRI K.R. RAHATE	ADM. REPRESENTATIVE (NON-TEACHING STAFF)
18.	DR. DILIP AWACHAR	MEMBER, STAKEHOLDERS
19.	SHRI DILIP DAWARE	MEMBER LOCAL SOCIETY
20.	SHRI ABDUL AZIZ ABDUL ARIF	ALUMNI REPRESENTATIVE
21.	KU. NUKUSH MAHEK MOHD. ARIF	STUDENT REPRESENTATIVE




Principal
Arts-Commerce College
Yeoda, Dist. Amravati

JANVIKAS SHIKSHAN SANSTHA'S
Arts Commerce College Yeoda
 Annual Planning: 2021-22

S. N.	Name of Committee	Duties	Members
1	College Development Committee(CDC)	i) Supervise the overall working in the college. ii) Approve the budget estimate and sanction the required works and projects. iii) Take necessary measures to deal with the complaints, if any. iv) Monitor the administration and development of the staff, students and the college.	MRS. SULBHATAI M. KOKATE (CHAIR PERSON) MR. GAJANANRAO N. KOKATE DR. K.D. MALDHURE DR. MOHD. AZEEMUDDIN DR. U.D. BAND DR. KU. S.D. SAWARKAR MR. K.R. RAHATE MR. DEVIDASRAO N. KOKATE MR. AVINASH S. SHELKE DR. DIPALITAI A. KHODE MR. VIVEK S. KHODE DR. A.M. KATROJWAR DR. Y.G. SINGH (STUDENT REPRESENTATIVE)
2	Advisory Committee	Plan, execute and govern the day to day activities/ administration	PRIN. DR Y. G. SINGH DR. A.M. KATROJWAR N.W. HAMPARDE DR. A.K. TEWARE DR. U.D. BAND DR. S.D. BANSOD (STUDENT REPRESENTATIVE)
3	Internal Quality Assurance Cell (IQAC)	i) Update the website ii) Guide, monitor and supervise the teaching-learning activities and maintain the records iii) Encourage the use of audio-visual aids and different ICT techniques, teaching methods etc. iv) Undertake faculty development programme and various co-curricular & extra-curricular activities. v) Plan and ensure overall quality in the college. vi) Submit AQAR reports every year to NAAC before the due date. vii) Maintain a record of faculty profile and self-appraisal. viii) Plan to execute the Academic and Administrative Audit. ix) Check and balance the perspective plan x) Implement the NAAC Re-accreditation process as per the norms & guidelines from Janvikas Shikshan Sanstha, Yeoda	PRIN. DR Y G SINGH. (CHAIRPERSON) DR. A.M. KATROJWAR (COORDINATOR) DR. SAYYAD SAJJAD (COORDINATOR CRITERIAN NO. 1) DR. A.K. TEWARE (COORDINATOR CRITERIAN NO. 2) DR. P.J. JAMBHULE (COORDINATOR CRITERIAN NO. 3) DR. S.B. DONGARE (COORDINATOR CRITERIAN NO. 4) DR. S.D. BANSOD (COORDINATOR CRITERIAN NO. 5) DR. MD. AZEEMUDDIN (COORDINATOR CRITERIAN NO. 7)

4	NAAC Coordination and AAA(Academic and Administrative Audit) Execution Committee	<ul style="list-style-type: none"> i) Accomplish all the activities related to NAAC accreditation ii) Plan and execute the standardization process iii) Collect, process and manage the data each year for the Academic and Administrative Audit 	SHRI GAJANANRAO KOKATE DR. Y.G. SINGH DR. A.M. KATROJWAR DR. MD. AZEEMUDDIN DR. S.D. BANSOD DR. A.K. TEWARE DR. U.D. BAND
5	In-charge P. G.	Monitor the academics, examinations and administration of Post Graduate classes.	DR. S.B. DONGARE DR. A.M. KATROJWAR
6	Faculty In-charge U. G.	Monitor the academics and administration of the Arts Faculty	ARTS: DR. S.D. SAWARKAR
		Monitor the academics and administration of the Commerce Faculty	COMMERCE- PROF. N.W. HAMBARDE
7	Students Council Committee	<ul style="list-style-type: none"> i) Form the Students' Council and conduct the process for the election of secretary to the Council as per university rules. ii) Coordinate/Promote students in organizing sports and various events in the college. iii) Organize various student welfare activities. iv) Make arrangements for the organization of sports and cultural activities in the college. v) Send college teams to participate in various games and various activities conducted by universities and submit written reports of all events. vi) Maintain discipline in the college. vii) Make and implement the rules regarding I-Card and dress code. Take necessary actions to improve the attendance of students	DR. K.D. MALDHURE DR. S.B. DONGARE DR. S.G. DHAGE DR. P.J. JAMBHULE PROF. V.R. RATHOD
8	Anti-Ragging Committee	<ul style="list-style-type: none"> i) Display the information about the committee on the campus and college website ii) Take necessary measures including surprise visits on campus to prevent ragging in the college and deal with the complaints, if any. iii) Organize programmes for the personality development of the students. iv)) Supervise the working of CCTV on the college premises. 	PRIN. DR Y G SINGH PROF. SAYYAD SAJJAD DR. S.G. BANSOD DR. KU. S. D. SAWARKAR

9	Internal Complaints Committee (Prevention of Sexual Harassment at the workplace)	<p>i) Display the information about awareness against sexual harassment in the college.</p> <p>ii) Take necessary measures to prevent sexual harassment in the college and deal with the complaints if any.</p> <p>iii) Undertake programmes for the personality development of the girls.</p>	<p>PRIN. DR Y.G. SINGH DR. SAWARKER (SECRETARY) PROF. SAYYAD SAJJAD PROF. N.W. HAMBARDE</p>
10	Grievance Redressal Cell	<p>i) Solve the grievances of students, teaching and administrative staff reported to the committee.</p> <p>ii) Promote friendly relationships among students, faculty and stakeholders of the institution.</p>	<p>DR. H.G. DHAGE PROF. V.R. RATHOD DR. S.B. DONGARE DR. S. D. BANSOD</p>
11	Backward Class (B.C.)Cell	<p>i) Send a report of the admission details to the University</p> <p>ii) Display information about various/ government scholarships/free ships/ concession to students.</p> <p>iii) Monitor the online scholarship/free ship form filling process</p>	<p>DR. H.G. DHAGE PROF. N.W. HAMBARDE</p>
12	U. G. C., RUSA, DSO etc. proposals Committee	<p>i) Prepare and submit the proposals to various funding agencies and utilize the amount judiciously on the said heads.</p> <p>ii) Submit the utilization within time to the funding agencies.</p> <p>iii) Order and purchase the necessary types of equipment</p>	<p>SHRI GAJANANRAO KOKATE (SECRETARY) DR. S.B. DONGARE DR. S.D. BANSOD</p>
13	Examinations Committee	<p>i) Conduct the examinations as per university guidelines</p> <p>ii) Declare the result of the first year classes 45 days from the date of examinations</p> <p>iii) Conduct the internal examinations as per institute planning</p> <p>iv) Collect the result in format from all departments and submit them to the parent institute and university.</p>	<p>DR. A.K. TEWARE DR. S.G. DHAGE PROF. V.R. RATHOD (STUDENT'S REPRESENTATIVE)</p>
14	Examination Grievances Redressal Committee	<p>i) Solve the grievances related to examination, rechecking and revaluation</p> <p>ii) Monitor and execute the rechecking and revaluation process judiciously.</p>	<p>DR. A.K. TEWARE DR. S.G. DHAGE PROF. SAYYAD SAJJAD</p>
15	Competitive Examinations Guidance and Career Counseling Center	<p>i) Motivate the students for studying and apply for various competitive examinations</p> <p>ii) Organize and schedule the classes for the admitted students</p> <p>iii) Sign MoU with other organizations</p> <p>iv) Publish various advertisements about the recruitments on the notice board</p>	<p>DR. S.B. DONGARE DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD</p>

16	N. S. S. Committee	<ul style="list-style-type: none"> i) Inculcate social awareness among students and cater service to society. ii) Provide help to needy people and enhance their standard of living. iii) Inculcate moral and social responsibilities among volunteers. iv) Help in disaster management. v) Relate with the community throughout reach programmes. vi) Understand their role in the community. vii) Identify the needs and solve the problems of the community. viii) Develop a sense of social and civic responsibility. ix) Utilize knowledge in finding solutions to individual and community problems. x) Develop competence required for group living and sharing of responsibilities. xi) Gain skills in mobilizing community participation. xii) Acquire leadership quality and a democratic attitude. xiii) Develop capacity to cope with the situations under emergencies and natural disasters. xiv) Involve in National events. xv) Select and prepare the list of the volunteers xvi) Conduct regular activities as per the guidelines of the university xvii) Organize Special Winter Camp xviii) Prepare the utilization of accounts 	<p>DR. S.B. DONGARE DR. H.G. DHAGE (STUDENT'S REPRESENTATIVE)</p>
17	Short Term Courses Committee	<ul style="list-style-type: none"> i) Avail add-on courses at a viable cost. ii) Enhance curriculum by integrating skills. iii) Make self-reliant students by providing skills (of their interest). iv) Support the government policy of self-employability. iv) Imbibe skills for employability and self-employability. v) Appoint a Course-Coordinator vi) Provide the information/details of the courses to the parent institute and government 	<p>DR. S. G. DHAGE DR. K. D. MALDHURE PROF. SAYYAD SAJJAD</p>

18	Soft Skills Development Programme	<ul style="list-style-type: none"> i) Imbibe various soft skills among the students ii) Produce learned and skilled graduates iii) Up gradation of students to develop and utilize soft skills iv) Organize 10 days Soft Skills Development Programme and prepare a report v) Submit the utilization of accounts 	<p>DR. S.D. BANSOD DR. S.B. DONGARE DR. MOHAMMED AZEEMUDDIN (STUDENT'S REPRESENTATIVE)</p>
19	Placement Cell	<ul style="list-style-type: none"> i) Promote the students for the placements ii) Display various advertisements related to recruitment in various fields. iii) Organize the campus interviews iv) Send students to the campus interviews organized in other institutes 	<p>PROF. N. W. HAMBARDE PROF. V. R. RATHOD PROF. SAYYAD SAJJAD (STUDENT'S REPRESENTATIVE)</p>
20	Alumnae Association	<ul style="list-style-type: none"> i) Participate in the development of the institute through financial and non-financial means. ii) Organize the meeting of the Alumnae Association regularly to share and discuss the issues related to the progress of the institute. iii) Share the ideas and expectations with the administration. iv) Organize Alumnae Gathering once a year 	<p>PRIN. DR Y G SINGH (CHAIRPERSON) DR. A. K. TEWARE PROF. P.J. JAMBHULE DR. S. G. SAWARKAR PROF. N. W. HAMBARDE & ALUMNI REPRESENTATIVE</p>
21	Center for Innovation, Invention and Incubation	<ul style="list-style-type: none"> i) Collaborate with the other institutes for research, linkages, faculty exchange and student exchange ii) Innovate the ideas and present them effectively for the welfare of the mankind iii) Sign the MoU with related organizations 	<p>DR. S. D. BANSOD DR. D.M. MOHOD DR. U.D. BAND</p>
22	Research and Projects Committee	<ul style="list-style-type: none"> i) Motivate the faculty to apply for research projects to various funding agencies ii) Prepare proposals for the various schemes and submit the utilizations 	<p>DR. D.M. MOHOD DR. S. D. BANSOD DR. KU. S. D. SAWARKAR DR. A.K. TEWARE</p>
23	Janvikas Research Committee	<ul style="list-style-type: none"> i) Inclusion of projects related to the curriculum ii) Offering the students an exposure to our knowledge iii) Encouraging students for project presentations, models and innovative ideas iv) Teach theory with action 	<p>DR. A.K. TEWARE DR. S. D. BANSOD DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)</p>
24	Extra Mural and Continuing Education	<ul style="list-style-type: none"> i) Organize the lectures of experts for the all round development of the students ii) Imbibe a humanistic approach among the students 	<p>DR. S.G. DHAGE DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD DR. U. D. BAND</p>

25	Earn while Learn and Students Welfare as per direction of the affiliating university	i) Imbibe the value of labour among the students ii) Work in tune with the motto of the parent institute i.e. 'Education through Self-Help is our Motto'	DR. Y. G. SINGH DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD (STUDENT'S REPRESENTATIVE)
26	Students Feed Back Committee	i) Fill out the online feedback forms from the stakeholders ii) Analysis of the collected data iii) Prepare a qualitative and quantitative report Submission of report to IQAC iv) Prepare Action Taken Report on feedback	DR. KU. S.D. SAWARKAR PROF. V.R. RATHOD PROF. N.W. HARBARDE DR. D.M. MOHOD
27	Teacher Guardian Committee (Mentor- Mentee Scheme)	i) Allot the mentors to each mentee ii) Solve the problems of the mentee collectively	DR. P.J. JAMBHULE DR. S.G. DHAGE PROF. V.R. RATHOD
28	Human Resource Development and University Scholarships Committee	i) Plan the various programmes for the development of the faculty ii) Organize faculty developmental activities iii) Motivate the students to apply for various university scholarships iv) Forward the proposals of scholarship to the university	PROF. SAYYAD SAJJAD DR. MOHAMMED AZEEMUDDIN DR. S.B. DONGARE
29	Health and Hygiene Awareness Committee	i) Organize the physical check up of the students at the beginning of the year ii) Arrange the lecture series of experts on the health awareness and other issues iii) Organize haemoglobin and HB checkup camp for the students	DR. K.D. MALDHURE DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
30	Remedial Teaching	i) Plan and instruct all departments for the effective execution of remedial teaching to slow learners ii) Take review and monitor the activity	DR. MOHAMMED AZEEMUDDIN PROF. P.J. JAMBHULE
31	Cultural Activity and Celebrations Committee	i) Organize various cultural activities for the students ii) Present the cultural activities programme on Annual Day iii) Promote the students to participate in cultural competitions	DR. S.B. DONGARE DR. K.D. MALDHURE DR. S.D. BANSOD
32	Prospectus Committee	i) Publish the related information in the prospectus i.e. Admission rules, fee structure, courses offered examination guidelines, various scholarships etc.	DR. D.M. MOHOD PROF. N.W. HARBARDE DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
33	Library Advisory Committee	i) Plan for the development of the library ii) Utilize the funds effectively on the learning resources iii) Imbibe the reading culture among the stakeholders	DR. Y. G. SINGH PROF. P.J. JAMBHULE DR. MOHAMMED AZEEMUDDIN DR. S.B. DONGARE

34	Academic Calendar, Time Table Committee, Academic Planning and	i) Prepare the yearly plan of the institute and all its related activities ii) Design the general and ICT time-table	DR. D.M. MOHOD PROF. V.R. RATHOD PROF. N.W. HAMBARDE DR. MOHAMMED AZEEMUDDIN
35	Staff Academy	Organize the lectures for the development of the faculty on the recent topics and trends	DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD PROF. V.R. RATHOD
36	Staff Welfare Committee	i) Plan and execute various schemes for the welfare of the staff ii) Collect the funds in need of any particular staff iii) Participate in the family functions and odd times	PROF. P.J. JAMBHULE PROF. SAYYAD SAJJAD DR. KU. H.G. DHAGE
37	Website Maintenance	i) Collect the data from various departments, and committees and scrutinize it before uploading ii) Display necessary information on the website as per the norms of the	DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD
38	Sports Committee	i) Plan and organize various sports activities for the physical and mental development of the students ii) Provide training and coaching for various games iii) Organize the lectures and guidance of the experts	PRIN. DR Y G SINGH DR MALDHURE PROF. N.W. HAMBARDE DR. KU. S.G. DHAGE
39	Discipline Committee	i) Maintain the discipline on the campus ii) Prepare the time-table of the verandah supervision and monitor it rigorously iii) Solve the issues related to indiscipline, if any	DR. K.D. MALDHURE DR. S.G. BANSOD DR. A.M. KATROJWAR (STUDENT'S REPRESENTATIVE)
40	Purchase Committee	i) Recommend purchase of items. ii) Invite quotations for the same. iii) Purchase the things as per the prescribed rules, considering the requirement of the institute considering the existing budget of the college.	PRIN. DR Y G SINGH PROF. V.R. RATHOD DR. S.B. DONGARE PROF. N.W. HAMBARDE DR. MOHAMMED AZEEMUDDIN (STUDENT'S REPRESENTATIVE)

		iv) Update the Stock register and Dead Stock register every year v) Write off the stationery, types of equipment, computers, tools, various goods etc. every year	
41	Publicity Committee	i) Publish the news, update sand programmes of the institute regularly through media ii) Collect all clippings related to the institute	DR. S.B. DONGARE DR. S.D. BANSOD DR. U.D. BAND (STUDENT'S REPRESENTATIVE)
42	Green Audit Committee		DR. MOHAMMED AZEEMUDDIN PROF. SAYYAD SAJJAD DR. S.B. DONGARE (STUDENT'S REPRESENTATIVE)
43	Building Construction and Maintenance Committee	i) Prepare the proposals for the building on the campus ii) Get the plan/sanctioned by the Sanstha Engineer iii) Plan for the maintenance of the buildings iv) Get the structural audit done by the competent authority	PRIN. DR Y G SINGH. (SECRETARY / NOMINEE) PROF. V.R. RATHOD PROF. N.W. HAMBARDE
44	Campus Beautification Committee	i) Develop the campus ii) Maintain the greenery by planting more trees iii) Plan land scaping at the institute iv) Keep the campus clean and tidy	DR S.D. SAWARKAR PROF. V.R. RATHOD PROF. N.W. HAMBARDE
45	Equal Opportunity Cell		DR. A.M. KATROJWAR DR. MOHAMMED AZEEMUDDIN
46	Fund Raising Committee	i) Collect the funds from philanthropists ii) Utilize the funds properly and get them audited regularly	DR. Y.G. SINGH SECRETORY DR. S.D. BANSOD
47	Finance Budgeting Committees		DR D.M. MOHOD DR. A.K. TEWARE DR. KU. S.D. SAWARKAR PROF. N.W. HAMBARDE
48	Commerce Association	i) Organize lectures of experts and orientation programmes ii) Imbibe entrepreneurship skills among students iii) Organize Trade Fair iii) Organize industrial visits	PROF. N.W. HAMBARDE DR. H.G. DAGHE

56	Committee for Environmental Awareness Course for S.Y.:B. A./ B. Com.	i) Imbibe environmental awareness among the students ii) Examine as per university guidelines iii) Allot and supervise the projects iv) Fill out the grades & submit them to the	PROF. N.W. HAMBARDE PROF. V.R. RATHOD DR. D.M. MOHOD	
57	Rangoli and Decoration	Prepare and arrange the Rangoli design at the time of the programme	DR. S.D. SAWARKAR DR. S.B. DONGARE DR. S.G. DHAGE & (STUDENT REPRESENTATIVE)	
58	Pre-recruitment Training Committee	Enrol and prepare the students for defence services by providing necessary counselling and training.	DR. S.D. BANSOD DR. MOHAMMED AZEEMUDDIN	
59	Students Attendance and Correspondence Committee	i) Maintain the students' attendance daily and communicate to the parents/guardians ii) Look after incase of continuous absence of a student personally	F.Y.B. A.	DR. KU. S.D. SAWARKER AND PROF. P.J. JMBHULE
			S.Y. B. A.	PROF. V.R. RATHOD
			T.Y. B. A.	DR. DR. D.M. MOHOD
			F. Y.B. Com.	DR. S.D. BANSOD
			S. Y. B. Com.	DR. S.G. DAGHE
			T. Y.B. Com.	PROF. N.W. HMBARDE
			F.Y. M.A. HISTORY	DR. S.B. DONGARE
			S.Y. M.A. HISTORY	DR. MD. AZEEMUDDIN
F.Y. M.A. ENGLISH	DR. A.M. KATROJWAR			
S.Y. M.A. ENGLISH	DR. MD. AZEEMUDDIN			
60	Online Admission Management Committee (2021-22 & 2022-23) Prof. (Dr.Y.G. SINGH) Chairman			
	i) Conduct online admission to various courses run by the college. ii) Fill the seats available for each class and decide the vacant seats to be filled for open & reserved categories through merit list/ first come first serve as per government rules. iii) Scrutinize all applications as per the Merit List, and Reservation norms and approve them. iv) Check the admission forms and other documents. v) Prepare & display necessary information on Notice Board. vi) Interview the students.	F.Y.B.A.	PROF. SAYYED SAJJAD DR. S.B. DONGARE	
		S.Y.B.A.	DR. P. J. JAMBHULE DR. KU. S.D. SAWARKAR	
		T.Y.B.A.	PROF. V.R. RATHOD DR. A.K. TEWARE	
		F.Y.B.COM.	DR. S.D. BANSOD	
		S.Y.B.COM.	DR. H.G. DHAGE	
		T.Y.B.COM.	PROF. N.W. HAMBARDE	
		M.A.(History)	DR. S.B. DONGARE DR. MOHAMMED AZEEMUDDIN	
M.A.(English)		DR. A.M. KATROJWAR DR. S.D. BANSOD		

49	Debate Club	<p>i) Organize debate competitions on various issues</p> <p>ii)) Promote The students to participate in various competitions held outside colleges</p> <p>iii) Display the invitation for debates competitions on the notice board</p>	<p>DR. P.J. JAMBHULE DR. S.B. DONGARE DR. A.K. TEWARE DR. N.W. HAMBARDE (STUDENT'S REPRESENTATIVE)</p>
50	Literary Association and Wall Paper Committee	<p>i) Nurture the literary talent among the students</p> <p>ii) Promote the students for writing articles, poems and extracts in institutional magazine</p>	<p>DR. U.D. BAND DR. A.K. TEWARE DR. MD. AZEEMUDDIN DR. N.W. HAMBARDE</p>
51	Magazine Committee	<p>i) Promote the students for creative writing</p> <p>ii) Publish the magazine</p> <p>iii) Conduct the proofreading of the magazine</p> <p>iv) Incorporate the glimpses of the yearly programmes and activities</p>	<p>DR KATROJWAR(ENGLISH SECTION) DR TEWARE (MARATHI SECTION) DR. AZEEM (URDU & PARSIANSECTION)) DR DAGE(COMMERCE SECTION) DR DONGARE (REPORT SECTION) DR BAND(PHOTO AND EVENTS SECTION) PROF. JAMBHULE & DR SAWARKER (ADMINISTRAT ION) &</p>
52	Educational Tour Committee	Organize the tour and excursions at necessary places	<p>DR. S.B. DONGARE DR. MD. AZEEMUDDIN DR. P.J. JAMBHULE</p>
53	Light, Mike, Speaker, video shooting, photography and Generator and Computer Laboratory Maintenance Committee	<p>i) Arrange the audio-visuals at the time of the programme</p> <p>ii)) Arrange standby power supply at the time of the programme</p> <p>iii)) Look after the maintenance of the generator</p> <p>iv)) Maintain the computer laboratory</p> <p>v) Look after the purchase and maintenance of ICT appliances</p>	<p>DR D.D. MALDHURE DR. MOHAMMAD AZEEMUDDIN DR. U.D. BAND</p>
54	Consumer Store	<p>i) Provide daily goods to the students</p> <p>ii) Maintain the stock register</p> <p>iii) Get the audit done regularly</p>	<p>PROF. V.R. RATHORE MR VIAY BAWNKULE</p>
55	Flex Board Committee	Prepare, design and get the flex printed from the designer of various programmes	<p>DR. S.B. DONGARE DR. MD. AZEEMUDDIN</p>

vii) Carry out the admission procedure as per the prescribed rules of UGC, State Government and University. viii) Finalize and update the roll call list and socio-economic profile of the students.		
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Note:

Each committee must:

1. Organize at least four meetings in a year.
2. Maintain a register of the minutes of the meetings.

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Principal
Arts-Commerce College
Woda, Dist. Amravati