

Shri Sachhidanand Shikshan Sanstha's
TAYWADE COLLEGE
Mahadula- Koradi, Tah. Kamptee, Dist. Nagpur
NAAC ACCREDITED 'B' GRADE

- **Center for Higher Learning and Research**

Nomination on Working Committee 2020-21

Dr./Mr./Mrs./Ms.

1. Different Working Committees have been formed for facilitating general working of the College.
2. You are hereby nominated on different committees. You are intimated to take note of the membership/convenorship of Committees from the Annexure and expeditiously embark upon your relevant work.
3. The Committees shall work under the guidance and supervision of the Chairman (Principal) and Coordinator of Internal Quality Assurance Cell (IQAC).
4. In case of change of Conveners due to some exigencies, charge of the convenorship shall be handed over/taken to/in writing immediately, along with the transfer of complete record, in the presence of the Principal.
5. All the Conveners and Heads are required to develop a detailed list of objectives of their respective committees/departments and prepare a detailed Month wise Plan of the projects to be undertaken, programmes to be organized and activities to be conducted during the relevant Academic Year, for the attainment of the stated objectives. They are further directed to submit one copy (or such objectives and plan) to coordinator, IQAC in the first week of July 2015.
6. All the Conveners are hereby directed to maintain upto-date record of their activities, meetings and relevant correspondence. They are also directed to submit the committee wise report in the last week before winter vacation (for July August September October), and in the last week of February (for November December January February), the complete reports committee wise to Criterion In-Charge, and then submission of Criterion wise report to coordinator IQAC.
7. All the Conveners and the Heads of the Academic Departments shall always keep themselves prepared to make an effective presentation of their activities/facilities/laboratories. They shall also keep up to-date record of the highlights of their respective Committees and Departments.
8. Committee Conveners or members/teaching staff members have to communicate IQAC for their seminar/conference/workshop proposal/Research Project Proposal, final submission in the respective academic sessions for the data update.
9. Principal is the ex-officio Chairman of all the Committees.

10. Different Working Committees have been formed for facilitating the general working of the College.
11. All the Committees and Departments have only recommendatory authority.
12. It is obligatory for committee conveners, members to be presents to perform the assigned duties.
13. All the Conveners shall convene at least 4 meetings of their Committee in a year, one each in the bi-monthly period. Chairman shall be consulted for finalizing agenda and invited for the meetings. Coordinator of IQAC shall be special invitee member for all the meetings.
14. Draft minutes of the meeting shall be prepared by the Conveners within three days from the conclusion of the meeting. Approval of the Chairman to the draft minutes shall be obtained immediately. Minutes shall be written in the minutes book only after obtaining such approval.
15. All the proposed activities of the Committee/Department and activities conducted/completed shall be noted in the Minutes Cum Activity Book Chronologically.
16. The photographs and video clips of various programmes are to be scanned immediately after the conduction of programmes and the programme reports with photographs along with captions in English are to be submitted within 3 days to display on the college website.
17. Member of various committees must follow instructions and notices issued by the convener strictly.


The objective of all this exercise is to bring about all round development in the staff and the students. Let us dedicate to fulfill the mission and the vision of the institution for nation building.

Enclosure:

- | | |
|-----------------------|--|
| Annexure – I | The list of all Working Committees with Conveners and Members. |
| Annexure – II | The guidelines on functions of the Working Committees. |
| Annexure – III | The guidelines on preparation of notices and organization of programs/activities. |

Note: The Guidelines and the Instructions are indicative and they do not restrict the scope, functions, duties and the responsibilities of the Committees and the Departments.


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 Mahadula, Koradi, Dist. Nagpur


 Principal
 Taywade College
 MAHADULA KORADI DIST NAGPUR

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TAYWADE COLLEGE
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Notice (Working Committees)

Each teacher has to submit Annual Self Assessment form at the end of the academic session 2018-2019 for the Performance Based Appraisal System (PBAS), including Academic Performance Indicators of Category- I, Teaching, Learning and Evaluation Related Activities, Category – II, Co-curricular Activities, Category – III, Research Publications and Academic Contributions to Coordinator , Internal Quality Assurance Cell in each Category, subtitles are given for claiming score and evidences are to be provided for claiming score.

The college administration is thankful to all the faculty and staff members who have profusely contributed towards the academic and administrative development of the college which has directly contributed towards the overall development of the students who are the back bone of the institution. We have to document all the earnest efforts we have put in for this purpose, which would enhance our image in the minds of the people who come across such record at a later stage. It would be presentable record to University, UGC and NAAC authorities. All the Conveners and Heads of the Departments are intimated to prepare their respective plans of the programmes in the academic session 2016-17. Effective and beautiful Annual Report should include the following:

- Name of the activity; complete write up of the activity.
- Name of the Guest speaker, participants and its impact.
- Press reports sent and published.
- The report should also reflect the summary of activities, inclusive number of participants, number of activities conducted overall feeling, problems faced and measures taken, suggestions for improvement, corrective measures and prevention.
- The report should be in printed form in A4 size paper in English.

Photograph of the event and press report published should be intermittently placed at the relevant places in the text of the report.

- Photographs are to be placed in separate folder.
- The folder title of report in computer is to be mentioned in the printed copy.
- It should be made in three copies (with photographs) one for IQAC; one for Criterion Incharge and one for College Council.

The activity will carry the weight-age in the annual assessment and confidential report of the concerned member.


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INTRENAL QUALITY ASSURANCE CELL (IQAC)

IQAC 2018-19 is constituted and the composition of which is as follows :

- | | | |
|----------------------------------|---|--|
| 1. Chairperson | : | Dr. Mrs. S.B. Taywade
Taywade College, Mahadula-Koradi |
| 2. Senior Administrative Officer | : | Mr. Ramesh Gaikwad (Superintendent)
Taywade College, Koradi |
| 3. Teachers | : | Dr. S.P. Patil
Dr. A.H.Dhote
Dr. V.V. Vaidya
Dr. V.N. Charde
Dr. C.S. Bhaskar
Dr.S.R.Daware
Dr.R.S.Bahekar |
| 4. Member from Management | : | Dr. B.B. Taywade, Chairman,
Shri Sachhidanand Shikshan Sanstha, Nagpur |
| 5. Nominee from the Society | : | Dr. N.D. Kirsan |
| 6. Special Invitee | : | Dr. Anant Deshmukh |
| 7. Nominee from Students | : | University Representative
Male, Female |
| 8. Coordinator | : | Dr. G.S. Katkar |


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INTRENAL QUALITY ASSURANCE CELL (IQAC)

The National Assessment and Accreditation Council advocate the establishment of Internal Quality Assurance Cell (IQAC) by the guideline of Institutions as per UGC XIIth Plan for quality sustenance activity.

OBJECTIVE:

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, besides implementation of good practices in quality assurance to develop Quality Culture.

FUNCTIONS:

Some of the functions expected of the IQAC are:

- Development and application of quality benchmark/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

STRATEGIES:

IQAC shall evolve mechanisms and procedures for :

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Optimization and integration of modern methods of teaching, learning and evaluation.

BENEFITS:

IQAC will facilitate / contribute :

To heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.

- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- To better internal communication.

TAYWADE COLLEGE, MAHADULA-KORADI

Core Committee (Reaccreditation)

1. Chairperson : Dr. Mrs. S.B. Taywade ,Principal .
2. Senior Administrative Officer : Mr. Ramesh Gaikwad (Superintendent)
3. Teachers :
Dr. S.P. Patil
Dr. S.R. Daware
Dr. M.P. Shirkhedkar
Dr. A.H. Dhote
Dr. V.V. Vaidya
Dr. K.V. Ghormade
Dr. V.S. Khapne
Dr. V.N. Charde
Dr. C.S. Bhaskar
Dr. A.R. Durge
Dr. V.T. Sheikh
1. Coordinator : Dr. G.S. Katkar
2. Heads of the Depts. :
Mrs. S.B. Taywade, Dept. of Marathi
Dr. V.V. Vaidya, Dept. of English
Mr. G.K. Polenwar, Dept. of Hindi
Mr. S.P. Ghugal, Dept. of Economics
Dr. S.S. Dudhe, Dept. of Sociology
Dr. V.T. Shekih, Dept. of Political Science
Dr. S.R. Daware, Dept. of History
Dr.D.S.Samarth, Dept. of Geography
Dr. Ms. M.P. Shirkhedkar, Dept. of Home Sci.
Dr. A.H. Dhote, Dept. of Commerce
Dr. Mrs. S.P. Patil, Dept. of Botany
Dr. G.S. Katkar, Dept. of Computer Science
Dr. N.R.Dhawade, Dept.of Mathematics
Dr. V.N. Charde, Dept. of Microbiology
Dr. C.S. Bhaskar, Dept. of Chemistry
Dr. R.S. Bahekar, Dept. of Zoology
Dr. A.S. Nakhate, Dept. of Physics
Dr. S.S. Bhotmange, Dept. of Physical Edu.
3. Librarian : Ms. M.M. Mamilwar

TAYWADE COLLEGE, MAHADULA- KORADI
Reaccreditation Cell

Criterion


- | | | |
|--|---|---|
| 1. Curricular Aspect | : | Dr. Mrs. S.P. Patil (Convener)
Dr. Mrs. C.G. Deshmukh
Dr.D.M.Chafle
Mr. K.V. Dabre
Dr. D.S. Samarth |
| 2. Teaching-Learning & Evaluation | : | Dr. C.S. Bhaskar (Convener)
Dr. R.R.Watane
Mr. Y.W. There
Dr. P.B.Thorat
Dr.S.R.Daware |
| 3. Research, Consultancy & Extension | : | Dr. V.N. Charde (Convener)
Dr. K.V. Dabre
Dr. K.V.Thakre
Dr. K.V.Ghormade |
| 4. Infrastructure & Learning Resources | : | Dr. G.K.Polenwar (Convener)
Dr. V.S.Khapne
Ms. M.M. Mamilwar
Dr.V. T. Sheikh |
| 5. Student Support & Progression | : | Dr. V.V. Vaidya (Convener)
Dr. Y.W. There
Dr. S.S. Bhotmange
Dr. R.S. Bahekar |
| 6. Governance & Leadership | : | Dr. K.V.Ghormade (Incharge)
Dr. A.S. Nakhate (Convener)
Dr. D.M.Nikam
Dr.V.Chavan |
| 7. Innovative Practices | : | Dr. G.S. Katkar (Convener)
Dr. S.P. Patil
Dr. S.R. Daware
Dr. V.T. Sheikh |

TAYWADE COLLEGE, MAHADULA- KORADI
Reaccreditation Process

Self Study Report (SSR)

Part – I	Institutional Data	To be submitted
	A) Profile of the College	Superintendent
	B) Criterion wise Inputs	In charge for Criterion
	C) Profiles of the Departments	Heads of Departments
Part – II	Evaluation Report	To be submitted by
	A) Executive Summary	Co-ordinator
	B) Criterion wise Report	Incharge for criterion
	C) Evaluative Report of Depts.	Heads of Departments


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ANNEXURE – I

CRITERION I

Curricular Aspects

1. Academic Calendar/Teaching Plan/Curricular Aspects Committee :

Dr. A.Y.Bhaik	:	Convener
Dr. G.K.Polenwar	:	Member
Dr N.R.Dhawade	:	Member
Dr.S.R.Daware	:	Member

Time Table Committee:

Dr. Mrs. S.B. Taywade	:	Chairperson
Dr. C.S. Bhaskar	:	Convener
Dr. G.S.Katkar	:	Co-Convener

Arts (With Tutorial)

Dr. K.V.Thakre	:	Member
Dr. V.V.Vaidya	:	Member
Dr. R.Waghmare	:	Member

Commerce (With Tutorial)

Dr. A.H.Dhote	:	Member
Dr. A.R.Durge	:	Member

Science (With Tutorial)

Dr.Y.W.There	:	Member
Dr K.V,Dabre	:	Member
Dr.C.S.Deshmukh	:	Member

2. Feedback Committee :


Dr.C.S.Deshmukh	:	Convener
Dr. S,S,Dudhe	:	Co-Convener
Dr. D.S.Samarth	:	Member
Dr. A.R.Durge	:	Member

Dr. M.R.Wagh : Member
Dr. D.M.Chafle : Member

3. Competence Building Committee :

Dr. G.K.Polenwar : Convener
Dr. S.P.Patil : Co-Convener
Dr. A.S.Nakhate : Member
Dr. V.V.Vaidya : Member
Dr. V.S.Khapne : Member


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CRITERION II

Teaching, Learning and Evaluation

4. Admission Committee :

A) Arts Faculty

Dr. S.R. Daware	:	Convener
Dr. V.V. Vaidya	:	Member
Dr. K.V.Thakre	:	Member
Dr. D.S.Samarth	:	Member
Dr.M.Shikhedkar	:	Member
Dr.V.Chavan	:	Member
Dr. R.Waghmare	:	Member

B) Commerce Faculty :

Dr. A.H.Dhote	:	Convener
Dr. V.S,Khapne	:	Member
Dr. A.R. Durge	:	Member
Dr. K.V.Ghormade	:	Member
Dr.G.K.Polenwar	:	Member

C) Science Faculty :

Dr. V.N. Charde	:	Convener
Dr. S.P. Patil	:	Member
Mr. G.S.Katkar	:	Member
Dr.P.B.Thorat	:	Member
Dr. C.S. Bhaskar	:	Member
Dr.D.M.Nikam	:	Member
Dr.Y.W.There	:	Member
Dr.K.V.Dabre	:	Member

D) BCA/BBA/PGDCA/MCM:

Dr. V.V. Vaidya
Dr. A S .Ramteke

E) M.A.English	-	Dr. V.V.Vaidya, Dr. V.Chavan
M.A. Marathi	-	Dr.R.R.Watane , Dr. K.V. Thakre
M.A. Sociology	-	Dr.S.S. Dudhe
M.A. Economics	-	Mr. S. P. Ghugal

F) M.Sc. Microbiology - Dr. V. N. Charde

M. Sc Chemistry	-	Dr. C.S. Bhaskar
M.Sc . Mathematics	-	Dr. Bhaskar, Dr. Nikam
G) M.Com	-	Dr. A.H.Dhote, Dr. K.V. Ghormade

Incharge of Faculty

Faculty of Arts	:	Dr. R.R.Watane
Faculty of Commerce	:	Dr. V.V. Vaidya
Faculty of Science	:	Dr. S.P. Patil

Class In charge for the Session 2020-21

Arts Faculty :

B.A. I	:	Dr. V.Sheikh / Dr V.V.Vaidya
B.A. II	:	Dr. K.V..Thakre / Mr.S. P. Ghugal
B.A. III	:	Dr. S.R.Daware/ Dr. M. R. Wagh

Commerce Faculty:

B.Com. I	:	Dr. A. H. Dhote
B.Com. II	:	Dr. K.V. Ghormade
B.Com. III	:	Dr. A.R.Durge

Science Faculty:

B.Sc. I	:	Dr.P.B.Thorat/ Dr.A.Ramteke
B.Sc. II	:	Dr. L. S. Konde / Mr.D.M.Nikam
B.Sc. III	:	Dr.Y.W. There /Dr.C.S.Deshmukh
BBA/BCCA	:	Dr. V.S.Khapne / Dr. A.H.Dhote

5. Examination and Evaluation Committee :

Dr.S.R. Daware	:	Convener
Dr.D. S. Samarth	:	Co-Convener
Dr.M.R.Wagh	:	Member
Mr. A. Wankhede	:	Member
Dr. V.S. Khapne	:	Member
Dr.N.R.Dhawade	:	Member
Mr.D.M.Nikam	:	Member

6. Prospectus Committee :

Dr. Mrs. S.B. Taywade	:	Chairperson
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Dr. V.N. Charde	:	Convener
Dr. V.V. Vaidya	:	Co-Convener
Dr .K.V.Thakre	:	Member
DrA.H.Dhote	:	Member
Mr.G.K.Polanwar	:	Member

7. Committee for Slow Learners and Advanced Learner :

Dr : P.B. Thorat	:	Convener
Dr. V.V.Vaidya	:	Co-convener
Dr. K.V.Dabre	:	Member
Dr.V.Chavan	:	Member
Dr.S.S.Dudhe	:	Member
Dr. A.R.Durge	:	Member
Dr. K.V.Ghormade	:	Member
Dr.V.S.Khapne	:	Member
Dr. A.Ramteke	:	Member
Dr.A.A. Wankhede	:	Member
Mr.S.Ghugal	:	Member

8. Environment Studies Examination Committee :

Dr. Y.W.There	:	Convener
Dr. C. S. Deshmukh	:	Co-Convener
Dr.A.R.Durge	:	Member
Dr. R.Waghmare	:	Member
Dr. Dr. D.S.Samarth	:	Member

9. Innovation ,Creativity in Teaching-Learning :

Dr. S. R. Daware	:	Convener
Dr.C. S. Bhaskar	:	Member
Dr.V.V.Vaidya	:	Member
Dr L.S. Konde	:	Member
Dr.A. Y. Bhaik	:	Member

10. Mentor-Mentee System Committee

Dr. S. P. Patil	:	Convener
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Dr. V. V. Vaidya	:	Co-convener
Dr. P. B. Thorat	:	Member
Dr. A. Ramteke	:	Member
Dr. K.V. Ghormade	:	Member
Dr.K.V. Thakre	:	Member
Dr. S. R. Daware	:	Member


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CRITERION – III
RESEARCH CONSULTANCY AND EXTENSION

11. Research Committee :

Dr.V.N. Charde	:	Convener
Dr.K.V.Dabre	:	Co-Convener
Dr. A. H. Dhote	:	Member
Dr. V.V.Vaidya	:	Member
Dr.P.B.Thorat	:	Member
Dr.K.V.Thakre	:	Member
Dr.V.T.Sheikh	:	Member

12. NCC Committee :

Dr. S.S. Bhotmange	:	Convener
Dr. R.P.Waghmare	:	Member
Dr A..Y. Bhaik	:	Member
Dr.D.M. Nikam	:	Member
Dr.L.S. Konde	:	Member
Mr.A.Wankhede	:	Member

13. NSS Committee

Dr.K.V.Ghormade	:	Convener
Dr.S.R.Daware	:	Co-Convener
Dr. V.V.Vaidya	:	Member
Dr.V.T.Sheikh	:	Member
Mr. S. P. Ghugal	:	Member
Dr. A .R. Durge	:	Member

14. Extension Activity Committee :

Dr.R.R.Watane	:	Convener
Dr. P.B.Thorat	:	Member
Dr. D.S. samarth	:	Member
Dr.G.K.Polenwar	:	Member
Dr. A.Ramteke	:	Member


15. Research Journal Committee :

Dr. Mrs. S.B. Taywade	:	Managing Editor
Dr. G.S.Katkar	:	Editor
Dr. V.N. Charde	:	Associate Editor
Dr. V.V. Vaidya	:	Associate Editor
Dr. S.P. Patil	:	Associate Editor
Dr. R.R.Watane	:	Associate Editor
Dr. A.H. Dhote	:	Associate Editor
Dr. V.T. Sheikh	:	Associate Editor

16. Research Centre committee

Dr. K.V.Dabre	:	Convener
Dr. V.N. Charde	:	Co-Convener
Dr.K.V.Ghormade	:	Member
Dr. V.V.Vaidya	:	Member
Dr. C.S. Bhaskar	:	Member
Dr. R.R.Watane	:	Member
Dr.V.S.Khapne	:	Member


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CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

17. Library Committee :

Dr. Mrs. S.B. Taywade	:	Chairman
Ms. M.M. Mamilwar	:	Secretary
Dr.G.K.Polenwar	:	Convener
Dr.P.B.Thorat	:	Co-Convener
Dr. S.P.Patil	:	Member
Dr.G.S.Katkar	:	Member
Dr. V.V.Vaidya	:	Member
Dr. A.H.Dhote	:	Member
Dr. S.S.Dudhe	:	Member
Dr.S.R.Daware	:	Member
Dr.R.R.Watane	:	Member
Dr.C.S.Bhaskar	:	Member

18. Staff Welfare Committee :

Dr. Mrs. S.B. Taywade	:	Chairperson
Dr. S. R.Daware	:	Convener
Mr. S.P. Ghugal	:	Member
Dr. K.V.Thakre	:	Member
Dr. A.Y.Bhaik	:	Member
Dr.V.Chavan	:	Member
Mr.D.N.Nikam	:	Member
Dr. R. Waghmare	:	Member
Dr. M.R.Wagh	:	Member

19. College Campus Maintenance & Development Committee :

Dr V.T.Sheikh	:	Convener
Dr. V..S.Khapne	:	Member
Dr. M.R.Wagh	:	Member
Mr. A.A. Wankhede	:	Member
Dr.V.S.Chavan	:	Member

Dr. K.V.Dabre	:	Member
Mr. R.P. Gaikwad	:	Member
Mr. A.S.Wagde	:	Member


20. Planning, Development (Grants & Infrastructure), Annual Budget Committee :

Dr.Mrs. S.B. Taywade	:	Chairperson
Dr. S.P.Patil	:	Convener
Dr. V.N.Charde	:	Member
Dr. A.H.Dhote	:	Member
Dr. M.P.Shirkhedkar	:	Member
Dr. D.S.Samarth	:	Member
Dr. C.S.Bhaskar	:	Member
Miss Mamilwar	:	Member

21. Stock Checking Committee :

Dr. A.S.Nakhate	:	Convener
Dr. A.R.Durge	:	Member
Dr. Y.W.There	:	Member
Dr.R.S.Bahekar	:	Member
Dr.A.A.Wankhede	:	Member


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CRITERION – V
STUDENTS SUPPORT AND PROGRESSION

22. Academic Cell :

Dr. V.V. Vaidya
Mr. G.K. Polenwar
Mr. S.P. Ghugal
Dr. S.S. Dudhe
Dr. V.T. Shekih
Dr. S.R. Daware
Dr.D.S. Samarth
Dr. Ms. M.P. Shirkhedkar
Dr. A.H. Dhote
Dr. Mrs. S.P. Patil
Dr. G.S. Katkar
Dr.N.R.Dhawade
Dr. V.N. Charde
Dr. C.S. Bhaskar
Dr. R.S. Bahekar
Dr. A.S. Nakhate
Dr. S.S. Bhotmange

23. Coaching Classes for Entry in Services Committee :

Dr. V.T.Sheikh	:	Convener
Dr V.V.Vaidya	:	Co-convener
Dr.P.B.Thorat	:	Member
Dr.K.V.Ghormade	:	Member
Dr. D.M.Chafle	:	Member
Dr. A.Ramteke	:	Member

24. Counseling, Placement Cell Including Incubation Support:

Dr. D.M. Chafle	:	Convener
Dr. Y.W. There	:	Member
Dr. K.V.Dabre	:	Member
Dr.N.R.Dhawade	:	Member

Dr.V.Chavan : Member

25. Task Force for Protection of Girls at College Campus :

Dr.V.V.Vaidya : Convener
Dr. S.P.Patil : Member
Dr.M Shirkhedkar : Member
Dr. A.R.Durge : Member
Dr. P.B.Thorat : Member
Dr.C.S.Deshmukh : Member
Dr.N.R.Dhawade : Member
Dr.Leena Konde : Member

26. Alumni Committee :

Dr.C.S.Bhaskar : Convener
Dr. G.S.Katkar : Co-Convener
Dr.S.R.Daware : Member
Dr. R.R.Watane : Member
Dr. V.V. Vaidya : Member
Dr. S.S.Bhotmange : Member
Dr A.H.Dhote : Member
DrK.V.Ghormade : Member

27. Sports Council :

Dr. Mrs. S.B. Taywade : Chairman
Dr. S.S. Bhotmange : Convener
Dr.A.Y.Bhaik : Member
Mr. D.M.Nikam : Member
Dr.A.A.Wankhede : Member
Dr.R.W.Waghmare : Member
Mr.G.K.Polanwar : Member
Dr. K.V. Dabre : Member

28. Cultural Committee

Dr.K.V.Thakre : Convener
Dr. V.V. Vaidya : Co-Convener
Dr G.S.Katkar : Member

Dr. S.R.Daware	:	Member
Dr. P.B.Thorat	:	Member
Dr. S.S. Bhotmange	:	Member
Dr. A.R.Durge	:	Member
Mr. S.P. Ghugal	:	Member
Dr. A.S. Ramteke	:	Member

29. Discipline, Anti-Ragging Grievances and Redressal Committee :

Dr.S.R..Daware	:	Convener
Dr. V.T.Sheikh	:	Co-Convener
Dr V.V.Vaidya	:	Member
DrY.W.There	:	Member
Dr.G.K.Polanwar	:	Member
Dr.K.V.Thakre	:	Member
Dr. P.B.Thorat	:	Member
Dr.D.S.Samarth	:	Member
Dr.S.P.Patil	:	Member

30. University Election Committee :

Dr. Mrs. S.B. Taywade	:	Chairperson
Dr. G.S. Katkar	:	Convener
Dr K.V.Ghormade	:	Member
Dr. S.S. Bhotmange	:	Member
Dr. V.V. Vaidya	:	Member
Dr.K.V.Thakre	:	Member

31. Students Welfare Committee :

Dr. Mrs. S.B. Taywade	:	Chairperson
Dr. S.S.Dudhe	:	Convener
Dr. C.S.Bhaskar	:	Member
Dr. R.S.Bahekar	:	Member
Dr. V.S.Khapne	:	Member
Dr.D.S.Samarth	:	Member

32. Unmesh Krida Mahotsav Committee :

Dr. S.B. Taywade	:	Chairperson
Dr. S.S. Bhotmange	:	Convener
Dr. L.S.Konde	:	Member
Dr. D.M.Chasfle	:	Member
Dr A.A.Wankhede	:	Member
Dr. N.R.Dhawade	:	Member
S.P.Ghugal	:	Member
Dr.R.Waghmare	:	Member

33. Avishkar, Research Oriented Competition Committee :

Dr.C.S.Deshmukh	:	Convener
Dr.C.S.Bhaskar	:	Co-Convener
Dr A.S.Nakhate	:	Member
Dr.R.S.Bahekar	:	Member
Dr .K.V.Dabre	:	Member
Dr A.S.Ramteke	:	Member

34. Parents, Teachers, Students Committee :

Dr. S.B. Taywade	:	Chairperson
Dr.K.V.Ghormade	:	Convener
Dr S.R.Daware	:	Member
Dr. A.R.Durge	:	Member
Dr.D.M.Chafle	:	Member
Dr. Y.W.There	:	Member
Dr. N.R.Dhawade	:	Member
Mr.S.P.Ghugal	:	Member
Dr. D.M.Chafle	:	Member
Dr. C.G. Deshmukh	:	Member
Dr.P.B.Thorat	:	Member
Dr.V.T.Sheikh	:	Member

35. EBC Scholarship Committee :

Dr. Mrs. S.B. Taywade	:	Chairperson
Dr. A.S.Nakhate	:	Convener

Dr. Maroti Wagh	:	Co-Convener
Mr.A.A.Wankhede	:	Member
Dr. N.R.Dhawade	:	Member
Dr. S.S.Bhotmange	:	Member
Mr.S.P.Ghugal	:	Member
Dr. C.S. Deshmukh	:	Member

36. Remedial Courses Committee :

Dr M.R.Wagh	:	Convener
Dr.A.Y.Bhaik	:	Co-convener
Dr. V.S. khapne	:	Member
Dr.V.V.Vaidya	:	Member
Dr. K.V.Ghormade	:	Member
Dr.A.H.Dhote	:	Member
Dr. V.Chavan	:	Member

37. Student Progression Committee :

Dr. K.V. Thakre	:	Convener
Dr. V.S. Khapne	:	Member
Dr. G.K. Polanwar	:	Member
Dr. K.V. Dabre	:	Member


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CRITERION – VI

GOVERNANCE AND LEADERSHIP

38. Organization and Management Committee :

Dr. S.B. Taywade	:	Chairperson
Dr. A.H.Dhote	:	Convener
Dr. S.P. Patil	:	Member
Dr. G.S.Katkar	:	Member
Dr. Mrs. V.V. Vaidya	:	Member
Shri R.P. Gaikwad	:	Non-Teaching Representative

39. Professional Development of Non-Teachers Committee :

Dr. . V.S. Khapne	:	Convener
Dr. K.V.Ghormade	:	Member
Dr. K.V. Thakre	:	Member
Dr. A. S. Ramteke	:	Member
Mr. R.P. Gaikwad	:	Member
Mr. V.L. Thakre	:	Member

40. College Council :

Dr. Mrs. S.B. Taywade	:	Chairman
Dr. R.R. Watane	:	Secretary
All Teaching Staff	:	Member

41. Academic Audit Committee :

Dr. Mrs S.B.Taywade	:	Chairperson
Dr . V.V. Vaidya	:	Member
Dr. V.N.Charde	:	Member
Dr. C.S.Bhaskar	:	Member


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CRITERION – VII

INNOVATIVE PRACTICES

42. Jayanti Punyatithi Committee :

Dr. A .Nakhate	:	Convener
Dr.A.R.Durge	:	Co-Convener
Dr.N.R.Dhawade	:	Member
Dr.R.S.Bahekar	:	Member
<i>Dr.M.R.Wagh</i>	:	Member
Dr.A.Wankhede	:	Member
Dr. S.Bhotmange	:	Member

43. College Annual Magazine Committee :

Dr. K.V.Thakre	:	Convener
Dr. V.V.Vaidya	:	Co-convener
Dr. R.R.Watane	:	Member
Dr.V.Chavan	:	Member
Dr.R.P.Waghmare	:	Member

44. Website and Newspaper Publicity Committee :

Dr.V.T.Sheikh	:	Convener
Dr.S.P.Ghugal	:	Co-convener
Dr.G.K.Polenwar	:	Member
Dr.V.Chavan	:	Member
Dr.K.V.Thakre	:	Member
Dr.M.R.Wagh	:	Member

45. Canteen Committee :

Dr.V.N.Charde	:	Convener
Dr. S.P.Patil	:	Member
Dr.P.B.Thorat	:	Member
Dr.M.P.Shirkhedkar	:	Member
Mr. R.P. Gaikwad	:	Member
Mr. V.L. Thakre	:	Member

46. Botanical Garden and Environmental Awareness Committee :

Dr. S.P. Patil	:	Convener
Dr. L.S .Konde	:	Member
Dr. C.S.Deshmukh	:	Member
Mr. A.A. Wankhede	:	Member
Dr. R.S.Bahekar	:	Member


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ANNEXURE – II

FUNCTIONS OF WORKING COMMITTEES

Criterion I Curricular Aspects

1. Academic Calendar, Teaching Plan and Curricular Aspects Committees :

- To prepare academic calendar.
- To monitor and make follow up so that committee and departments complete their activities as per schedule.
- To focus on teaching unique, specialized and multidisciplinary subjects.
- To write to University authorities regarding any improvement and changes required in the syllabi of different subjects and courses.
- To hold university level workshops for restructuring syllabi of various subjects.
- Introduction of job oriented vocational courses.
- To establish linkages with other institutions/industries for collaboration programmes.

2. Time table Committee :

- To prepare time tables with tutorials when required.
- To prepare them faculty/shift wise, section wise and teacher wise.
- To prepare control time tables for the use of administration.
- To recommend class room allotment to different classes and sections.
- To inform well in advance on additional requirement of infrastructure from time to time.

3. Feedback Committee :

- To circulate feedback forms as per the format by NAAC, among students.
- To analyze the contents in the feedback forms statically.
- To take cognizance of the findings of the analytical data.
- To maintain the feedback to be uploaded on website.

4. Competence Building Committee –

- To design add-on courses for the competence building of the students.
- To organized the programs based on communication skills, Soft skills etc.
- To promote value education among the students.
- To maintain the records of beneficiaries

Criterion – II Teaching learning and Evaluation

5. Admission Committee :

IMPORTANT INSTRUCTIONS:

1. The admission procedure will start immediately after declaration of result of qualifying examination. No separate notice will be given to the members of admission committee.
2. All the members of B.A. – I, B.Com. – I & B.Sc. – I Admission committee should make themselves available in the college from the next day of declaration XIIth Std. result.
3. Timing of admission is 10.00 am to 2.00 pm.
4. All the members of admission committee should go through the Prospectus of the college and rules and regulations framed by R.T.M. Nagpur University regarding admission to various classes.

Admission Criteria for M.A. Part – I, M.Sc. – I and M.Com. Part-I Classes :

1. Regular student passing B.A., B.Sc. and B.Com. from this college should given preference. Ex Students of the Taywade College and students from the other colleges may be considered on merit basis, subject to the availability of seats.
2. Candidates securing minimum 40 percent marks at the graduation level shall be given preference for admission to M.A. Part-I, M.Sc.-I and M.Com. Part – I.
3. Only 10 percent seats are available for the commerce graduate of the Taywade College, seeking admission to M.A. Part – I.

Admission Criteria for M.A. Part – II, M.Sc. – II and M.Com. – II Classes:

1. Regular student passing M.A.I, M.Sc. – II and M.Com. I from Taywade College will be given preference for admission to M.A.–II, M.Sc II and M.Com.–II respectively.
2. If seats are available Ex-students and students from other colleges, may be considered on merit basis.

Role of Class In-charge :

Keeping in the view, the continuous monitoring of the teaching, learning, evaluation process, the college has decided to distribute class-wise responsibilities to designated class in charge.

Broad Areas :

- A) Class-Incharge should organize following meeting.
 - i) Meeting with students – Once a month.
 - ii) Meeting with subject teacher – Once a month.
 - iii) Meeting with parents – Twice during session (First meeting before winter vacation. Second meeting after winter vacation)

- B) There should be coordination between class incharge and college examination committee. For the fulfillment of this purpose.
- i) Class Incharge should monitor the schedule of unit tests and test examination of their respective sections.
 - ii) Marks sheet of unit test and test examination of their respective sections are to be collected from the subject teachers and submitted to the Convener of the Examination Committee.
 - iii) They should dispose of the grievances of the students of their respective sections.
- C) Class In-charge should monitor the completion of syllabus, attendance of students and schedule of time table of their respective sections.
- D) Class In-charge should keep the record of telephone No's and address of parents of students of their respective section.
- E) Class In-charge should prepare a point wise report covering each and every area mentioned above and submit it to the Secretary, College Council, through the In-charge of Arts, Commerce & Science faculty. The first report is to be submitted before winter vacation and second report submitted before test examination.

5) Examination & Evaluation Committee :

- To make necessary preparation for and to conduct Unit Test and Terminal Examination.
- To prepare roll lists for the conduct of examination.
- To get valuation/assessment done by the concerned teachers and to keep records of examinations and their results/marks.
- To co-ordinate with University to procure University results.
- To impose due on the absent/poor students as per guidelines and rules. Send marks to the concerned university sections in prescribed format.
- To complete clearance work related with the internal examinations.
- To identify weaker students and subjects and organize remedial courses as per availability of funds.
- To conduct bridge courses for students coming from other than commerce stream.
- To identify meritorious students and implement special schemes for them.

6) Environment Studies Examination Committee :

- To ensure smooth conduct of course.
- To conduct examination of environmental studies during college prelim exam.

- To encourage students to prepare projects on environment.
- To tabulate the results and submit the grades to University in prescribed format.

7) Prospectus Committee :

- To project the apt image of the institution.
- To provide information about various curricular, career add-on courses in the institution.
- To mention the fee structure.
- To provide information about different facilities available in the institution.
- To furnish the academic standing of the faculty.

8) Committee for Slow Learners & Advance Learners:

- To identify slow learners to identify advanced learners.
- To implement remedial measures for slow learners.
- To open opportunities for advanced learners.
- To activate teachers students interaction.

9) Innovation and creativity in teaching Learning –

- * To promote student centric teaching-learning methods.
- * To promote the use of ICT in teaching- learning.
- * To encourage the faculty members for the innovation and creativity in teaching – learning.
- * To organize in-house program on innovation and creativity.


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Criterion III Research Consultancy and Extension

10) Research Committee:

- To promote research and extension activities.
- To organize research oriented workshops and training programs to promote research culture.
- To motivate students to take up research at U.G. and P.G. Level.
- To encourage the teachers to take up minor/major research projects and guide them in preparing proposals and projects.
- To motivate and train the teachers to write and publish research papers in professional/peer reviewed journals .
- To encourage the concerned departments for consultancy services.
- To maintain research database.
- To commercialize research work through property rights.

11) NCC Committee :

- To motivate students to join NCC and get the commission in the Armed forces.
- To provide necessary co-operation in the maintenance of discipline at the time of functions in the institution.
- To organize and participate in extension activities individually and in conjunction with GO and NGO.

12) NSS Committee & Extension Committee :

- To inculcate the sense of social responsibility among volunteers and students.
- To create the sense of dignity of labor.
- To propagate the sense of natural integrity.
- To organize and participate in extension activities conjunction with GO and NGO.

13) Research Journal Committee : Elixir National Journal of Multidiscipline

- To maintain the quality of research publications.
- Emphasis on interdisciplinary, multidisciplinary approaches and contemporary issues.
- Drive to reach to wider readers in India.

14) Research Centre Committee :

- To admit students for Ph.D program.
- To ensure the needs of Ph.D. students to conduct their research.


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Criterion IV - Infrastructure and Learning Resources

15) Library Committee :

- To make appropriate planning, develop procedures and schedules for optimum utilization of library facilities.
- To recommend proper allocation of available library fund to different academic departments, general library reading room.
- To organize variety of book exhibitions in the college to exhibit books on various subjects and themes so as to give exposure to the students and staff and improve the reading habit.
- To conduct activities to develop reading habit among staff and students.
- To recommend rules and guidelines for improving library working.
- To give orientation to the new students entering the college every year.
- To orient the teachers and students regarding the INFLIBNET for its optimum utilization.
- To motivate teachers and students to make maximum use of reading room and reference section.

16. Teachers welfare Committee :

- To maintain ambience of the seating area.
- To provide infrastructural facility.
- To co-ordinate with the office for maintenance.
- To adopt cooperative practices by mutual understanding for the benefits for the staff.

17. College Campus Maintenance and Development Committee :

- To plan the development activities and assign them to the concerned department/committees.
- To guide the concerned departments/committees in preparation, submission and follow up the proposals to get developmental grants for UGC/Government/NGO /Government agencies/People representatives.
- To project short term and long term infrastructural needs of the college.
- To ensure optimum utilization of available infrastructure.

18. Annual Budget Committee :

- To optimum utilization of funds.
- To make purchase plans in advance.
- To distribute the financial aids to the various leads.

19. Stock Checking Committee :

- To ensure the priority basis actual availability of equipments in laboratory.
- To ensure the writing conditions of the equipments etc.
- To ensure the proper maintenance of stock book in each department.
- To ensure that each department prepare stock statement to monitor purchase of both recurring and non-recurring items.


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Criterion V - Students Supports and Progression

20. Coaching Class for Entry in Services Committee :

i.e. MPSC, UPSC, IAS etc.

- To publish advertisement in newspaper.
- To admit students for competitive examination.
- To invite competent experts in areas concerned.
- To purchase and issue books to students.

21. Counseling & Placement Cell :

- To provide career counseling to students.
 - To invite experts to guide students.
 - To develop career consciousness among students.
 - To expose students to new opportunities in career.
 - To counsel students for job areas.
- To invite different companies for the campus interview.
- To implement training programmes.

22. Task Force for Protection of Girls at College Campus :

- To organize lectures/seminars etc on women related problems (health, empowerment, legal aid etc.)
- To arrange deputation of women employees and students to learn self-defence techniques.
- To provide counseling and sort out their problems.
- To aid in empowerment of women and to promote the concept of self-help groups.

23. Alumni Committee :

- To strengthen the Association.
- To organize the meeting of alumni.
- To update the list of alumni.
- To develop interaction of students with alumni.
- To organize function in collaboration with Alumni Association.
- To initiate the registration of alumni association.

24. Sports Council :

- To encourage students to participate in games at various levels collegiate, inter-collegiate, state national and intercollegiate levels.
- To organize summer camps of sports for learners.
- To make efforts to provide the best possible facility to players.
- To participate in the organization of international Marathon.
- To organize sports events during Annual Gathering Unmesh.

25. Cultural Committee :

- To guide and prepare students for debate, elocution and cultural activities.
- To open opportunities for students by organizing collegiate and intercollegiate competitions.
- To organize the programme, such as debate, elocution, mehendi, rangoli, poster, flower show competitions at Unmesh Functions.

26. Discipline, Anti-ragging Committee, Grievances and Redressal Committee :

- To devise and implement ways and means for maintaining student discipline in the college with the help of members of the committee and other members of the staff by organizing them into Discipline Monitoring Teams.
- To prepare and recommend the rules for student discipline in the college.
- Recommend imposition of fine/disciplinary action against students violating the rules of discipline.

27. University Election Committee :

- To conduct the election of students in college as per University guidelines and directives.
- To develop leadership quality among students.
- To communicate social welfare activities to teachers and students.
- To run students center and provides facilities to students such as stationeries, reprography etc

28. EBC Scholarship Committee :


- To make students aware of soft skill operation.
- To provide information to students about scholarship.
- To find out students eligible for college scholarship.

- To provide photographs of students eligible for college scholarship and special scholarship for Annual Report.

29. Remedial Course Committee:

- To remedial courses for weaker students.
- To find out students who are weak in studies.
- To motivate to boost up self confidence among students.


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Criterion VI Governance & Leadership

30. Organization & Management Committee :

- To evolve routines, methods, procedures and systems for improvement in the efficiency, productivity and effectiveness.
- To undertake periodic review of the routines, procedures and systems.
- To get prepared Annual Plan for the office activities.
- To devise ways and means for motivating and integrating the employees.
- To prepare and display appropriately the rules of the office and time schedules/limits for completion of different activities.

31. Professional Development of Non-Teachers Committee :

- To organize lectures and workshops on professional development.
- To recommend non-teacher to be deputed for attending lectures/seminars/conferences etc., conducted by the recognized bodies.
- To arrange yearly refreshers in computer operations.

32. College Council :

- To constitute operational modes in the institution.
- To provide justice to mission and vision of the institution.
- To focus on optimum utility of human resources available in the institution.

33. Academic Audit Committee –

- To take the efforts for improving academic standard of faculties.
- To guide to maintain PBAS performance for career advancement.
- To encourage the faculty member for sharing of knowledge.
- To take follow-ups regarding confidential report of individual faculty members to be submitted to the parent society.


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Criterion VII Innovation Practices

34. Birth Death Anniversary Committee (Jayanti Punyatithi Committee)

- To organize the programmes to pay reverence to the eminent persons on the dates of their Birth-Death as Anniversaries as mentioned in Academic Calendar.
- To know to students and teachers the monumental contribution made by the eminent persons in various areas.
- To organize public lectures on Mahatma Fule Death Anniversary and Dr. Babasaheb Ambedkar Mahaparinirvan Day on Dec. 6.

35. Felicitation Committee :

- To organize felicitation programmes for superannuating staff member/members.
- To organize felicitation programmes for staff for their academic and extra-curricular achievements.
- To raise fund from the monetary contribution of other staff members.

36. Public Relation and Publicity Committee :

- To facilitate public relations and enhance the image of the college.
- To provide publicity to college activities.
- To organize press conferences.
- To prepare drafts for press note.
- To furnish information to college website.
- To maintain annual record of published news of college programs.

37. Botanical Garden and Environmental Awareness Committee :

- To maintain aesthetic sense in the campus.
- To create environmental awareness among teachers and students.
- To implement cleanliness drive.
- To plan and execute plantation and greenery in college campus.
- To initiate waste recycling management.
- To initiate water harvesting.
- To develop wormy-composting plant .

38. College Magazine Committee :

- To encourage the students for creative writing.
- To provide a platform for students to publish their own literature.

39. Canteen Committee :

- To ensure proper hygiene and cleanliness in the canteen.
- To address the complaints of students regarding quality of service.
- To revise the contract with catering service provided.


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ANNEXURE – III

Rules for Preparation of Notices and Organization of Programmes / Activities:

1. Before discussing the programmes and activities with the Principal, the same shall first be discussed with the coordinator, IQAC.
2. Instead of displaying the documents of communication received from different institutions, independent notice shall be prepared by the concerned committees for displaying them on the notice board or for circulation.
3. All the drafts of notices shall be got approved by the Principal before finalizing.
4. Notices shall be prepared and countersigned by the Conveners/H.O.D.'s/Coordinators/ In-Charges.
5. They will be circulated with the Principals signature.
6. Notice of the activities/functions shall generally be prepared and flashed at least seven days in advance.
7. Principal and Coordinator shall be given one copy each of the notices. After circulation such copies shall be filed in the concerned Committees files.
8. Nature of activity/function, guests, and Chairpersons shall be finalized by the concerned persons in consultation with the Coordinator and Principal.
9. Tentative income/expenditure budget shall be prepared and got approved by the principal before finalizing the programme/activity.
10. Expenditure vouchers with summary shall be submitted to the college office within 7 days in case of small to medium size programmes and within 15 days in case of major programmes. The actual expenditure should be within/around the budgeted one.
11. Application is to be submitted for financial advance, if needful, prior to program.


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