



नोंदणी क्र. महाराष्ट्र/३०९/९० नागपूर

# श्री सच्चिदानंद शिक्षण संस्था

१३, पावनभूमी, वर्धा रोड, नागपूर-२५

अध्यक्ष : डॉ. बबन भाऊरावजी तायवाडे

जा. क्रमांक \_\_\_\_\_

दिनांक 22-07-2020

## VISION MISSION STATEMENT

The sanstha has started Taywade College, Mahadula – Koradi , Dist. Nagpur ( Formerly named as Arts, Commerce and Science College, Koradi ) with the clear statement of Vision and Mission to be followed by all stakeholders.

**Vision:** Commitment to quality education for upliftment of students from backward class in rural area and to inculcate amongst them, a sense of self discipline, moral values and social responsibilities with national integrity so as to make them responsible citizen.

**Mission:** To provide excellent teaching and learning environment with good infrastructure and to promote extracurricular and sports talent amongst students for their overall development.

The institution follows a three-fold system with academic, co-curricular and extra-curricular programmes. The organizational structure of the institute to co-ordinate the academic and administrative planning and its implementation reflects the institution's efforts in achieving its vision.

Chairman  
Shri Sachchidanand Shiksha Sanstha  
Nagpur





Shri Sachhidanand Shikshan Sanstha's

# TAYWADE COLLEGE

(Arts, Commerce, Science) (U.G. & P.G.)

Mahadula - Koradi, Tah. Kamptee Dist. - Nagpur

NAAC ACCREDITED 'B' GRADE  
Recognised Centre for  
Higher Learning and Research

Principal  
Dr. Sharyou B. Taywade  
9822716608

Chairman  
Dr. Babanrao Taywade  
9422145290

Ref. No. :

Date : 22.07.2020

## NOTICE

This is to all the stakeholders (students and teachers) that our sanstha has clearly stated the following vision and mission.

We are abide to follow the same.

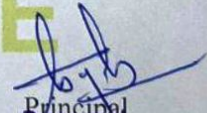
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# TAYWADE COLLEGE

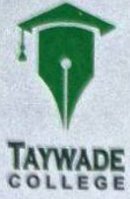


  
Principal  
Taywade College, Koradi  
Dist. Nagpur  
MAHADULA KORADI DIST NAGPUR

• Phone : 07109 - 262204 • Fax : 07109-262525 • Website : acsckoradi.com • Email : acscollegekoradi@gmail.com

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Ref. No. :

Date : 24.11.2018

तायवाडे महाविद्यालय, कोराडी, तह. कामठी, जि. नागपूर येथे महाविद्यालय विकास समिती  
२०१८-२०१९ पासून गठीत करण्यात आली असून समितीचे पदाधिकारी आणि सदस्य यादी  
खालिल प्रमाणे आहेत.

अ. क्र.	पदाधिकारी सदस्याचे नांव	पदनाम
०१.	डॉ. बबन भाऊरावजी तायवाडे	— अध्यक्ष (संस्थाध्यक्ष)
०२.	डॉ. किरण राजहंस नेरकर	— सदस्य (व्यवस्थापन प्रतिनिधी)
०३.	श्री नामदेव दसाराम किरसान	— सदस्य (व्यवस्थापन प्रतिनिधी)
०४.	डॉ. विनोद यादवराव वघळे	— सदस्य (व्यवस्थापन प्रतिनिधी)
०५.	डॉ. अशोक हरिष घोटे	— सदस्य (शिक्षक प्रतिनिधी)
०६.	डॉ. सौ. वर्षा विवेक वैद्य	— सदस्य (शिक्षक प्रतिनिधी)
०७.	डॉ. सौ. सुवर्णा पुरुषोत्तम पाटील	— सदस्य (शिक्षक प्रतिनिधी)
०८.	डॉ. गिरीश श्रीराम काटकर	— सदस्य (IQAC Co-ordinator)
०९.	डॉ. विजय नारायणराव चरडे	— (शिक्षक प्रतिनिधी)
१०.	श्री. रमेश पांडुरंग गायकवाड	— सदस्य (शिक्षकेतर कर्मचारी प्रतिनिधी)
११.	डॉ. मनोज पांडे	— सदस्य (माजी विद्यार्थी प्रतिनिधी)
१२.	डॉ. शरयू बबन तायवाडे	— प्राचार्य / सदस्य सचिव

(डॉ.सौ. शरयू बबनराव तायवाडे)



प्राचार्य  
Principal  
तायवाडे महाविद्यालय,  
महादुला, कोराडी, जि. नागपूर

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Date : 22.07.2020

## 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 beginning of academic session.
6. All the Conveners are hereby directed to maintain up to 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 the period of first session), and in the last week of summer vacation (for the period of second session), 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.

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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 and members to be presents to perform the assigned duties.
13. All the Conveners shall convene 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/Departmental 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.



  
(Dr. Mrs. S.B. Taywade)

Principal

Taywade College, Mahadula, Koradi  
MAHADULA, KORADI, DIST. RAIPUR

**Shri Sachhidanand Shikshan Sanstha's**  
**TAYWADE COLLEGE**  
**Mahadula- Koradi, Tah. Kamptee, Dist. Nagpur**  
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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:**

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

**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.**

  
 IQAC Coordinator  
 TAYWADE COLLEGE  
 Mahadula, Koradi, Dist. Nagpur

  
 Principal  
 Taywade College  
 MAHADULA KORADI DIST NAGPUR