



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Alandi Devachi, (Dudulgaon), Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra)



Criterion 6: Governance, Leadership and Management

6.2 Strategy Development and Deployment

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup , appointment and service rules and procedures.

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PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
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About Shri Gajanan Maharaj Shikshan Prasark Mandal

Shri Gajanan Maharaj Shikshan Prasarak Mandal is a dream come true of its founder late Mr. Vilas Tambe an Educationalist and above all a great visionary, who nearly single headedly laid the foundations of this Educational Society. Was started in early 1990 as a small school, blossomed into a set of Educational Institutes for quality education, ranging from the pre-primary to Post-Graduate colleges.

Today our institution is one of the Premier Educational Society in Pune District.

The Society is functioning with its vision for social transformation & upliftment of rural masses through education, training and research. Further to keep up its education, training and research. Further to keep up its commitment to the society, it provides scholarships to deserving students so that they can translate their dreams into reality.

We at Shri Gajanan Maharaj Shikshan Prasarak Mandal, are working with a team spirit, dedication, sincerity and enthusiasm to build ourselves and the society as a whole with the help of our team of highly qualified faculty. We believe in giving beyond what is necessary, excelling beyond the defined norms and achieving success beyond all expectations. Students here are provided education to contribute to the needs of a changing society.





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About Sharadchandra Pawar College of Arts and Commerce

Sharadchandra Pawar College of Arts and Commerce was founded by Hon. Shri. Vilasrao Tambe in the year 2002 at Alandi, Pune. The college is approved by Government of Maharashtra and affiliated to Savitribai Phule Pune University. The college was established with a vision to provide affordable quality education, while equipping students with knowledge and skills in their chosen stream. Our teaching and non-teaching faculty members are committed to develop overall personality development of the students. The college, which started with a handful of students, is now in its 21st year, with about 800+ students studying every year.

The responsibility of formal academics is very ably carried out by a highly qualified staff and is beautifully complemented by the varied co-curricular and extracurricular activities that help nurture the all-round personality of our students.

Sharadchandra Pawar College of Arts and Commerce offers both UG and PG program to the students. The college offers a wide range of courses across a range of disciplines encompassing:

- Arts,
- Commerce and
- BBACA

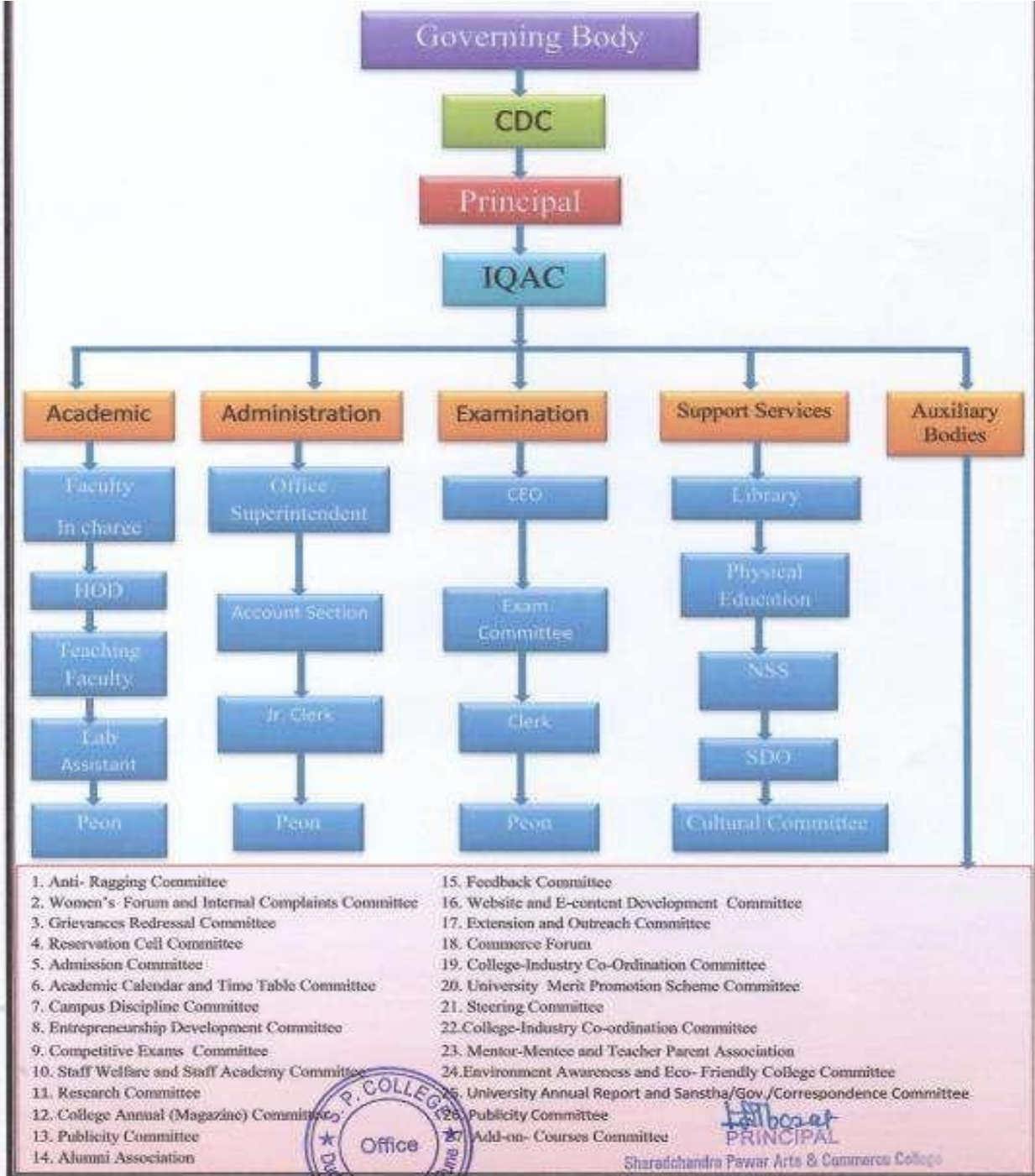
Apart from the degree courses, the college also offers special courses, vocational courses, certificate courses such as NPTEL SWAYAM courses to the students.

The college is a recipient of the 'Best College Award' of the Savitribai Phule Pune University.





ORGANOGRAM



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Statutory Bodies and their Responsibilities

GOVERNING COUNCIL

Sr.No	Name	Designation
1	Chairperson	Hon. Mr. Vishal Tambe
2	Vice Chairperson	Hon. Mr. Shrihari Tambe
3	Secretary	Hon. Mr. Vaibhav Tambe
4	Treasurer	Hon. Mr. Mayur Dhamale
5	Management Representative	Hon. Shrimati Nilam Tambe
6	Management Representative	Hon. Mr. Krunshnarao Patil
7	Management Representative	Hon. Dr. Subhash Hande
8	Management Representative	Hon. Mr. Chandrakant Sawar
9	Principal	Hon. Dr. Hansraj Thorat

FUNCTIONS OF GOVERNING COUNCIL

- Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved
- Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalisation Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non-academic activities, also it ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Council.
- To take annual general meeting of Governing council
- To pass the resolutions in the annual Governing council meeting
- Ensures the adequacy of financial resources for asset management
- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
- It administers the physical resources of the Institute.
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD and other Officers of the Institute in all matters of fundamental concern.
- Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.)



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COLLEGE DEVELOPMENT COMMITTEE

Designation	Name of Member
Chairperson	Hon. Mr. Vishal Tambe
Secretary	Hon. Mr. Vaibhav Tambe
Treasurer	Hon. Mr. Mayur Dhamale
Management Representative	Hon. Mr. Krunshnarao Patil
Teacher Representative	Mr.. Sanjeev Kamble
Teacher Representative	Mrs. Dr. Chhaya Joshi
Non-teaching staff	Mr Pravin Bhawe
Four local members, nominated by the management	<ul style="list-style-type: none">• Shri. Babanrao Kurhade (Social Field Representative)• Principal Dr. Pramod Ingale (Educational Field Representative)• Prof. Dr Janadran Bhosale (Research Field Representative)• Shri. Sanjay Vitkare (Business Field Representative)
IQAC Coordinator	Mrs. Dr Chhaya Joshi
President and Secretary of the College Students' Council	Mr. Rushikesh Lokhande
Member & Secretary	Dr. Hansraj Thorat (Principal SPACC)



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FUNCTIONS OF COLLEGE DEVELOPMENT COMMITTEE

The College Development Committee shall,-

- (a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- (b) Decide about the overall teaching programs or annual calendar of the college ;
- (c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;
- (d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;
- (e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- (f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;
- (g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;
- (h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;
- (i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- (j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- (k) Make recommendations regarding the students' and employees' welfare activities in the college or institution ;



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- (l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- (m) Frame suitable admissions procedure for different programmes by following the statutory norms
- (n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- (o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- (p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.





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INTERNAL QUALITY ASSURANCE CELL

Sr. No.	Designation	Name of the Member	Functions of IQAC
1	Chairman- IQAC- Director of the institute	Dr. Hansraj Thorat	a) Development and application of quality benchmarks b) Parameters for various academic and administrative activities of the institution; c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes; e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; f) Documentation of the various programmes/activities leading to quality improvement; g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices; h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; i) Periodical conduct of Academic and Administrative Audit and its follow-up j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
2	Administrative Officers	Mr. Pravin Bhawe Mrs. Varsha Tajane	
3	Teachers	Mrs. Prerana Patil Mr. Dilip Bari Mr. Sanjiv Kamble Prof. Dipali Tamhane Mr. Manik Kasab Mr. Rohit Kamble	
4	Management Member	Hon. Mr. Vaibhav Tambe Hon. Mr. Mayur Dhamale	
5	Alumni Representative	Mr. Hrushikesh Lokhande Mr. Shrihari Tapkir	
6.	Industrialist	Mr. Sanjay Vitkare	
7.	Industrialist	Mr. Dnyaneshwar Varute	
8.	IQAC Coordinator	Prof. Dr. Chhaya Joshi	



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Functions of IQAC

- Setting quality benchmarks with consistent work
- Creating parameters to reach academic as well as non-academic learning goals
- Creating a student-centric teaching-learning environment
- Enabling faculty to efficiently use edTech tools for innovation in education
- Considering the feedback of students, faculty & parents for the best practices
- Organizing various workshops & seminars for the quality education environment
- Documenting all the activities in chronological order & keeping a tab on improvements
- Preparing 100% accurate MIS reports for NAAC
- Preparing & submitting one of the most important - Annual Quality Assurance Report (AQAR) as per the instructions of the NAAC





Anti- Ragging Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
21	Dr. Hansraj Thorat	President	1) Anti-ragging rules to be formed as per UGC and Govt. norms. 2) Display notices on Notice Boards to prevent ragging on the campus. 3) To maintain record of actions taken to control and prevent ragging. 4) To undertaken programs of personality development of the students 5) To take necessary measures like surprise visits in campus o like surprise visits in campus to maintain discipline 6) To maintain the record and send the report to the university.
	Dr. Chhaya Joshi	Chairperson	
	Mr. Parmeshwar bhatashe	Member	
	Mr. Vikas Dighe	Member	
	Mrs. Dipali Sonawane	Member	
	Mrs. Sharda Anerao	Member	
	Mr. Shegokar A.V.	Member	





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Reservation Cell (A.Y. 2023-24)

Sr.No	Name	Designation	Particulars of work to be done
1	Dr. Hansraj Thorat	Chairman	<ol style="list-style-type: none">1. To collect all the Circulars of Central Government, State Government and Savitribai Phule Pune University regarding the Facilities concession and Scholarships given to all Reservation category students.2. To gives Admissions to the Students in each class as per the percentages designed by Central go Government and State Government.3. To get filled the application forms from all reservation category students for getting various types of Scholarships.4. To complete all the formalities of Social Welfare Department for getting the appropriate Scholarship.e.g. Opening Bank Account of students, providing link of Bank Account to Adhar card etc.5. To motivate students to obtain the Government Jobs reserved for each category.
2	Mrs. Sharda Anerao	Secretary	
3	Mr.Pravin Bhave	Member	
4	Mr.Shinde H.H	Member	
5	Miss.Ashvini Kurhade	Member	



Hansraj Thorat
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Women's Forum and Internal Complaints Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
22	Dr. Hansraj Thorat	President	1) To attend and solve the personal problems of female students. 2) Invite Corporators Social Worker, Senior Teachers, and Representative of Administrative Staff from Alandi and PCMC area for guidance. 3) To display the notices and information about committee.
	Mrs. Walunj Shaila	Chairperson	
	Dr. Chhaya Joshi	Member	
	Mrs. Purna Patil	Member	
	Mrs. Pooja Khavale	Member	
	Mrs. Sonali Abhang	Member	
	Mrs. Dipali Tamhane	Member	
	Mrs. Dipali Sonawane	Member	
	Mrs. Sharda Anerao	Member	
	Mrs. Savita Manke	Member	
	Mr. Dighe V.D	Member	
	Mrs. Varsha Tajane	Member	



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Student Grievances Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
20	Mr. Prerna Patil	Chairperson	To invite suggestions and complaints from students about infrastructural facilities, teacher's performance, administration, library, and maintain their record and take necessary actions to improve the conditions.
	Dr. Pandurang Misal	Member	
	Mr. Kailas Astarkar	Member	
	Mrs. Sonali Abhang	Member	
	Mr. Pravin Bhave	Member	



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National Service Scheme Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
12	Mr. Sanjiv Kamble	Chairperson, Program Officer	1) To select the students for N.S.S. conduct their batch wise activities throughout the academic year and make all necessary arrangements for the Annual Camp. 2) To organize other activities in the light of the aims and objectives of the N.S.S. and Population Education. 3) To Organize celebration of Days like N.S.S. Day, Literacy Day, Krantidin, Literacy Day etc. 4) To carry out extension activities of the social relevance.
	Mr. Kailas Astarkar	Program Officer	
	Mrs. Savita Manke	Program Officer	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Pravin Bhave	Member	
	Mrs. Prerana Patil	Member	
	Mr. Rohit Kamble	Member	
	Mr. Vikas Dighe	Member	
	Mrs. Dipali Sonawane	Member	



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Physical Education Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
6	Mr. Vikas Dighe	Chairperson	1) To notify, arrange and conduct sports activities, inter-class competition and prepare college teams to represent at Intercollegiate, University, State and National and International Levels. 2) To guide and help students to participate in matches and tournaments. 3) To Comply with the University rules related to Health Medical Checkup for First Year Student and Make provisions for emergency & First-aid facilities. 4) To avail of the medical facilities to students. 5) Student counseling for health awareness regarding swine flu, chicken gunya, corona etc. 6) To arrange Lectures of Medical Practioners to create health awareness.
	Dr. Mr. Dilip Bari	Member	
	Dr. Chhaya Joshi	Member	
	Mrs. Pooja Khavale	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Rohit Kamble	Member	
	Mrs. Sonali Abhang	Member	
	Mrs. Dipali Tamhane	Member	



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Students' Development & Welfare Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
14	Mr. Shahuraj Yevate	Student Development Officer	1) To prepare for election of Students Council of the college. 2) Arrange its periodic meetings and elect one representative on the University Student Council Forum. 3) To Promote and co- ordinate the different student's activities for their welfare 4) To workout Earn and Learn Scheme. 5) To provide maximum benefit of various scholarships to the students.
	Mr. Parmeshwar Bhatashe	Member	
	Dr. Raju Shiraskar	Member	
	Mr. Vikas Dighe	Member	
	Mrs. Pooja Khavale	Member	
	Mrs. Sharda Anerao	Member	
	Mrs. Sonali Abhang	Member	
	Mr..Sachin Gawade	Member	



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College Level Committees and their Responsibilities

Steering Committee (A.Y. 2023-24)			
Sr. No	Name of the Member	Designation	Particulars of work to be done
	Dr. Hansraj Thorat	Chairperson	To look into the total administrative work of the college, its discipline, planning, execution and organization of the committee activities and solve their difficulties.
	Dr. Pandurang Misal	Member	
	Mr. Kailas Astarkar	Member	
	Dr. Ranjit Kadam	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Vikas Dighe	Member	
	Mrs. Shaila Walunj	Member	
	Mr. Pravin Bhave	Member	



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Academic Monitoring Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
3	Mr. Kailas Astarkar	Chairperson	1. To plan and implement different academic activities. 2. To oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. 3. To analyses the results of semester examination and support students with lower marks by devising remedial classes. 4. To monitor of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.
	Mr. Shahuraj Yevate	Member	
	Mr. Dilip Bari	Member	
	Mr. Sanjiv Kamble	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Manik Kasab	Member	
	Mrs. Prerana Patil	Member	
	Mrs. Dipali Tamhane	Member	
	Mr. Pravin Bhave	Member	
	Mrs. Varsha Tajane	Member	



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Admission Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
3	Dr. Hansraj Thorat	Chairperson	1) To consider local situation & decide proper policy as per state Govt. and University norms for admission procedure in the interest of the majority of the local students. 2) To guide the students and their parents about different criteria and aspects of the admission procedure. 3) To display notices for guidance to the students. 4) To conduct online admission to all Degree Courses and other courses run by the college. 5) To scrutinize all applications as per the Merit List, Reservation List and approve them. 6) To check the admission forms & other documents. 7) Prepare and display necessary information on Notice Board.
	Dr. Pandurang Misal	Member	
	Dr. Kailas Astarkar	Member	
	Dr. Ranjit Kadam	Member	
	Mr. Dilip Bari	Member	
	Mr. Dipali Sonawane	Member	
	Mr. Rohit Kamble	Member	
	Mr. Prerana Patil	Member	
	Mr. Pravin Bhawe	Member	
	Mrs. Varsha Tajane	Member	



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Academic Calendar & Time Table Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
4	Mrs. Kailash Astarkar	Chairperson	1) To prepare academic calendar of the College.
	Mr. Dilip Bari	Member	2) To prepare a comprehensive Time- table for all U.G. and P.G. classes and look into day-to-day problems related to them.
	Mrs. Prerana Patil	Member	3) To allot appropriate class rooms to each class.
	Mrs. Dipali Tamhane	Member	4) To resolve problems of class-clashes and day- to-day problems related to them.
	Mrs. Sharda Anerao	Member	



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Cultural Activities Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
7	Dr. Pandurang Misal	Chairperson	1) To notify, arrange and conduct cultural activities, inter-class competition and prepare college teams to represent at Intercollegiate, University, State and National and International Levels. 2) To guide and help students to participate in cultural programs. 3) To Comply with the University rules related to cultural activities.
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Kailas Astarkar	Member	
	Mr. Rohit Kamble	Member	
	Mrs. Varsha Tajane	Member	



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Campus Discipline Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
8	Mr. Kailas Astarkar	Chairperson	1) To supervise and maintain peace and observance of discipline in the college premises. 2) To prepare shift wise time table for teachers and allotting them necessary disciplinary work. 3) To prepare Varanda Supervision Chart
	Dr. Pandurang Misal	Member	
	Mr. Shinde H.H	Member	
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Pravin Bhawe	Member	
	Mr. Vikas Dighe		



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Examination Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
5.	Mr. Sanjiv Kamble	Chairperson	1) To plan, supervise and conduct Internal Tests, Exams, Unit tests, Orals/ Practical's etc. 2) To prepare supervision charts, collect the manuscripts of question papers from the teachers and get them printed. 3) To maintain the record of every meeting and preserve all important documents. 4) To prepare mark lists of internal tests to be dispatched to the University. 5) To plan and organize First Year Examinations.(Written/ Practical / Oral) 6) To Prepare and maintain internal Exam. Record. 7) To conduct University Examinations.
	Mr. Kailash Astarkar	Member	
	Mr. Manik Kasab	Member	
	Mrs. Dipali Sonawane	Member	
	Mrs. Sonali Abhang	Member	
	Mr. Rohit Kamble	Member	
	Mrs. Varsha Tajane	Member	



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Entrepreneurship Development & Incubation Committee
(A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
9	Dr. Raju Shiraskar	Chairperson	1) To get guidance from SPPU and establish ED-cell & Incubation Centre. 2) To arrange Entrepreneurship Awareness and Development Programs.
	Mr. Shahuraj Yevate	Member	
	Mrs. Sharda Anerao	Member	
	Mr. Dilip Bari	Member	
	Mr. Rohit Kamble	Member	
	Mrs. Rajashree Khadake	Member	



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Electoral Literacy Club
(A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
9	Mr. Dilip Bari	Chairperson	1) To arrange guidance and Training program of Election department Executives for the students. 2) To arrange workshop of the students for registering their names in the Electoral list / Voters list. 3) To participate in each programme arranged by the Election officers along with college students. 4) To arrange the demonstration programme for "How to give our vote through AVM Machines?" 5) To celebrate Constitution Day by arranging Expert Lectures for awareness amongst the students about - Democracy, Rights given by Constitution, Duties of citizens etc.
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Kailas Astarkar	Member	
	Mrs. Prerana Patil	Member	
	Mr. Manik Kasab	Member	



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Competitive Exams. Personality Development & Placement & Career
Guidance Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
10	Mr. Manik Kasab	Chairperson	1) To spread awareness about competitive examinations among the students and to create and sustain their interest in the respective field. 2) To introduce the students the nature of different competitive examinations, its syllabi, various advertisements, the structure of examinations etc. 3) To provide academic facilities to the students aspiring for civil service examinations. 4) To conduct competitive exam at college level. 5) To provide the basic knowledge of necessary preparations like pre-examination preparation, post-examination preparation, basic preparations for the interview skills, etc.
	Mr. Shahuraj Yevate	Member	
	Mr. Dileep Bari	Member	
	Dr. Chhaya Joshi	Member	
	Mrs. Sharda Anerao	Member	
	Mr. Rohit Kamble	Member	
	Mr. Vikas Dighe	Member	



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Knowledge Resource Committee (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
13	Mrs. Shaila Walunj	Chairperson	1) To plan and execute purchase of useful and selected books for the college library.
	Mrs. Prerana Patil	Member	2) Prepare Book Bank Scheme, Study Room etc.
	Mr. Manik Kasab	Member	3) Provide easy access to books and periodicals to the students and staff.
	Mr. Dilip Bari	Member	4) To organize the of book exhibition.
	Mr. Sanjiv Kamble	Member	5) Completion of Library Automation.
	Mrs. Dipali Sonawane	Member	6) To manage yearly report of book damaged, lost etc.
	Mr. Vishvanath Vyavahare		7) To do stock checking.
			8) To prepare and maintain the Data Bank.



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Research Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
15	Dr. Chhaya Joshi	Chairperson	1) To collect the relevant data and prepare a compendium of Research Proposals. 2) To guide researchers to undertake Research Projects to encourage teachers for research and produce research ambience among the teaching staff. 3) To promote & encourage the teachers for inter linkages, to provide consultancy services and help submission of MRPs to UGC, University, Industry etc.
	Dr. Pandurang Misal	Member	
	Mr. Dilip Bari	Member	
	Dr. Raju Shiraskar	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Shahuraj Yavate	Member	
	Mr. Manik Kasab	Member	
	Mrs. Prerana Patil	Member	
	Mrs. Dipali Tmhane		



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College Annual (Magazine) and Wall-Paper Committee (AY 2023-24)			
Sr. No	Name of the Member	Designation	Particulars of work to be done
16	Dr. Pandurang Misal	Chairperson	<p>1) To call for and invite literary articles and art work from the students for the college Annual, 'Dnyandeep' (Magazine)</p> <p>2) To create awareness among students about writing.</p> <p>3) To organize workshops on Literary Writing.</p> <p>4) To invite experts and organize their lectures.</p> <p>5) To give publicity to the college programs in newspapers & periodicals.</p> <p>6) To prepare and display the wall papers.</p>
	Mr. Dilip Bari	Member	
	Mr. Shauraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Parameshwar Bhatashe	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Rohit Kamble	Member	



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Alumni Association (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
17	Mr. Sanjiv Kamble	Chairperson	1) To prepare a list of previous students 2) To invite them for functions and guidance 3) To call periodic meetings of alumni, discuss various problems with them and appeal them to share responsibilities with the college in carrying out various projects.
	Mr. Dilip Bari	Member	
	Mr. Shauraj Yevate	Member	
	Mr. Dilip Bari	Member	
	Dr. Raju Shiraskar	Member	
	Dr. Pandurang Misal	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Shaila Walunj	Member	
	Mr. Pravin Bhawe	Member	



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Mentor-Mentee and Teacher Parent Association (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
18	Mr. Dilip Bari	Chairperson	1) To prepare batches of students under the care of each teacher - mentor and observe overall development and progress made by them and also to see that all their difficulties are resolved through personal attention of the concerned teacher. 3) To maintain personal record of adopted students. 3) To maintain the academic record of the adopted students. 4) To Communicate with parents
	Dr. Pandurang Misal	Member	
	Mr. Kailas Astarkar	Member	
	Mr. Dilip Bari	Member	
	Dr. Shahuraj Yevate	Member	
	Mrs. Varsha Tajane	Member	
	And All Teachers	Member	



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Feedback Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
19	Mr. Parmeshwar Bhatashe	Chairperson	1) To collect student feedback fortnightly from the Suggestion Box, analyze it and place it on record for approval of the Principal. 2) To collect suggestions / feedbacks from the teaching and non-teaching staff 3) To collect feedback from the potential employers through periodic meetings and maintain a register. 4) To take student's feedback on curriculum, infrastructure facilities, placement, Alumni, Parents meets etc. 5) To analyses the feedback of all stake holders.
	Dr. Raju Shiraskar	Member	
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	



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Add-on- Courses Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
23	Mr. Vishvanath Vyavahare	Chairperson	1) To explore the possibilities to start related new short term courses in the college for all the three faculties Arts, Commerce and BBA(CA) 2) To make necessary provisions to start the course with immediate effect. 3) Encourage students for personality development and career guidance etc. 4) To conduct and supervise the faculty wise work of short term courses. 5) To organize the Guest Lectures.
	Dr. Pandurang Misal	Member	
	Mr. Sajiv Kamble	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Pravin Bhawe	Member	
	Mrs. Prerana Patil	Member	
	Mr. Rohit Kamble	Member	
	Mr. Raju Shiraskar	Member	
	Mrs. Dipali Sonawane	Member	



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Website Committee & E-Content Development Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
24	Mr. Shahuraj Yevate	Chairperson	1) To prepare and design and maintain the college Website. 2) To prepare the plan to facilitate internet access to different departments as per their requirements. 3) To develop teachers' and experts' resources in e-Content creation in all subjects 4) To make available the e-content to teachers and students through various delivery modes for online and offline teaching process.
	Mrs. Preana Patil	Member	
	Mrs. Rajashree Khadake	Member	
	Mrs. Sonali Abhang	Member	
	Mr. Dilip Bari	Member	
	Mr. Kailash Ashtarkar	Member	
	Mr. Pravin Dolas	Member	
	Mr . Rohit Kamble		
	Mrs. Puja Khavale		



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Extension and Outreach Committee (AY 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
26	Mr. Manik Kasab	Chairperson	1) To publish department-wise Extension activities. 2) To collect reports with beneficiaries. 3.) To prepare documentary on extension activities by collection of videos from departments.
	Mrs. Sonali Abhang	Member	
	Mrs. Dilip Bari	Member	
	Mr. Sanjiv Kamble	Member	
	Dr. Chhaya Joshi	Member	





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Commerce Forum (A.Y. 2023-24)

Sr. No	Name of the Member	Designation	Particulars of work to be done
28	Mr. Dilip Bari	Chairperson	1) To make arrangement for lectures of experts.
	Mr. Dilip Bari	Member	2) To arrange faculty and students development program like educational visits, seminars etc.
	Mrs. Dipali Tamhane	Member	
	Mrs. Dipali Sonawane	Member	3) To set up and maintain the commerce lab.
	Mr. Rohit Kamble		4) To inculcate research culture among Teachers and Students.
			5) To prepare different syllabi for additional courses in related to commerce to meet the local needs related to commerce.
			6) To organize various activities related to trade, commerce, banking etc.



Principal
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Publicity Committee (A.Y. 2023-24)			
Sr. No	Name of the Member	Designation	Particulars of work to be done
28	Mr. Pravin Dolas	Chairperson	1) To publish the news of all the programs and events through online and offline Medias. 2) To publish monographs, books and proceedings of college.
	Mr. Manik Kasab	Member	
	Mrs. Sonali Abhang	Member	
	Mrs. Dipali Sonawane	Member	
	Mr. Rohit Kamble		



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**University Annual Report and Sanstha /Gov./Correspondence
Committee (A.Y. 2023-24)**

Sr. No	Name of the Member	Designation	Particulars of work to be done
31	Prin. Dr. Hansraj Thorat	Chairperson	1) To compile College data of various events organized by different Committees in the college. 2) To prepare report and submit it to University (Development Section) and to sanstha office.
	Mr. Parameshwar Bhatashe	Member	
	Mr. Shahuraj Yevate	Member	
	Dr. Chhaya Joshi	Member	



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College-Industry Co-Ordination Committee (A.Y. 2023-24)			
Sr. No	Name of the Member	Designation	Particulars of work to be done
29	Mr. Dilip Bari	Chairperson	1) To establish rapport with the neighboring industries. 2) To organize students visits to industries. 3) To consider the possibilities of inter- institutional exchange of knowledge and research to train students and teachers accordingly. 4) To take efforts for placement of students in different industries located in the neighboring region.
	Mr. Parameshwar Bhatashe	Member	
	Mr. Kailas Astarkar	Member	
	Mr. Rohit Kamble	Member	



H. Bhatashe
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Perspective Plan of the Institution

The perspective plan (2022-27) of Sharadchandra Pawar Arts and Commerce College, Dudulgaon, Alandi is prepared after taking inputs from the College Development Committee (CDC) of the college and also the expectations of the management about the college. In the preparation of the perspective plan, the college has taken initiatives to include inputs from all stakeholders viz. the management, principal, the faculty, the administrative staff, students, the alumni association of the college, the parents also taken into the consideration for the formulation of the perspective plan, we have considered stakeholder's expectations, management's quality policies, goals, objectives and the vision and the mission statements of our college.

The overall Perspective Plan of

- **To enhance activities of field visit/ Project work/internships.**
- **To establish the online feedback system on curriculum from all the stakeholders.**
- **To promote the faculty to use ICT based teaching and increase infrastructure facilities like more ICT class rooms as well as increase internet connectivity.**
- **To conduct different programs for the slow learners as well as for the advanced learners.**
- **To promote research culture in the college.**
- **To organize state and national level seminars and workshops.**
- **To increase the number of MoUs/Collaborations/Linkages with different industries and institutes.**
- **To strengthen e-learning resources like delnet, NPTEL,e-books to students and teachers**
- **To upgrade the career counseling and competitive examination guidance center.**
- **To represent staff and students on various Committees for participation in decision-making i.e. Students' Council, Anti-ragging, Women Redressal Cell etc.**





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- Reimbursement of registration fee for all faculties to present research papers in conferences.
- To motivate the faculty members to attend the faculty development programme. Non- teaching staff will be encouraged to do training programs.
- To conduct the external and internal audits regularly and periodically.
- To create a green and clean campus.
- To conduct green audits and energy audits.
- To install more LED lights, solar panels for energy conservation by reducing electricity consumption.
- To promote eco-friendly and plastic –free campus.
- To conduct social responsibility activities.





CODE OF CONDUCT

Code of Conduct for Students

The codes depicted underneath shall apply to all sorts of conduct of students within college premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation.

At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm undertakings that,

- The students should keep the identity card with them regularly and should wear the dress code.
- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.
- Courtesy and respect must be the key aspects of a student's behavior.
- Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- Attendance in all lectures/practical/tutorials/tests/assignments/examination is compulsory for all subjects.
- A student, who is not regular in attendance or fails to carry out his/her work to the satisfaction of the Principal, is liable to cancellation of his/ her terms.
- The student who does not have minimum required attendance of 75% of actual lectures/practical/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in terminal/preliminary examinations will not be allowed for college/university examinations.
- The student who remains absent for the periodical test / examination due to his/her illness shall be required to submit the medical certificate, along with the application endorsed by the parent.
- It is necessary for the students to be present at the time of admission in college and filling up of any examination form.
- The students should complete the tutorials, t



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SPPU, Pune and satisfaction of the proficiency.

- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per “UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.
- Students with a previous record of ragging will not be admitted to this College.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming poisonous drugs or alcohol in any form is strictly prohibited in the College campus.
- Stringent actions will be taken if rules are violated.
- Copying in any examination, keeping notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary answer sheets, allowing proxy writer, mobile phones, cameras, smart watch, chewing gum, chips will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the Principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the Principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnics, excursion trips etc, on their own, without the written permission of the Principal. All programs, meetings, gatherings, picnics etc.will be organized only with prior written permission of the Principal.
- Students are prohibited from doing anything inside or outside the college that Will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college,





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directly or indirectly. Scribbling on the walls and desks etc. should be avoided.

- If any student is found scribbling the walls/desks, disciplinary action shall be taken against him / her.
- The rules set by the College Principal needs to be followed time to time. The Principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- College officials will not take responsibility for theft or damage of vehicles parked in places other than parking space set by the college.





Code of Conduct for Teachers

As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct him/her in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education must be his/her own ideals.

The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

[A] Professional Values

(i) Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. He/she should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.

(ii) He/she shall not prevent any student from expressing his viewpoint although it may differ from that of his own. On the contrary, the student should be encouraged. Among other things, a teacher should accept constructive criticism.

He/she should try to develop an educational environment. Equal treatment should be meted out to all students irrespective of caste, creed, religion, gender or socio-economic status. There should not be any partiality or vindictive attitude towards any of them.

- His/her aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
- The teacher should instill a scientific and democratic outlook among his/her students, making them community oriented, patriotic and broad minded. This is a part of his/her social responsibility.
- Above all a teacher should conform to the ethos of his/her profession and act in a dignified manner. He/she should keep in mind that society has entrusted him/her





with their children.

[B] Professional Development and Practices

- (i) It may be conceded that learning has no end. It is imperative that a teacher continuously updates himself/herself in his/her field and other related ones in order to upgrade himself and the student community. He/she must also acquaint himself/herself with recent methodologies and other applications.
- (ii) A teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject. He/she should involve himself/herself in seminars and Workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.
- (iii) Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of his/her professional duties.
- (iv) The teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, college seminars and so on. He/she should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programs. This will generate a holistic development and a congenial relationship with the students.

[C] Professional Integrity

- (i) Teachers must maintain ethical behavior in professional practice by accurately representing certifications, licenses and other qualifications.
- (ii) Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve the quality of research.

There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of college teaching





(iii) The teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

[D] Professional Collaboration

(i) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

(ii) Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

(iii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

(iv) Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational institution. This is more so as the Institution is located in a vulnerable border area.

(v) Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow teachers. The Institution should hold joint meetings before upholding any decision regarding the College

(vi) There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.

(vii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.





Code of Conduct for Principal

The chair of the Principal of a college has multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in his conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD). These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organization.

- To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution.
- To protect the collective interest of different sections of the institution so that each and all can perform freely and give their best for the institution building.
- To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
- To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution.
- To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
- To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of college campus.)
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.





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- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic parleys and thus promote research activities in the institution to add further to the knowledge pool.
- To uphold upkeep and enforce discipline in the behavioral manifestation of all the stakeholders of the institution and thus maintain campus-serenity required for academics.
- To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism similar to essence-of-life.
- To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- To endeavor and strive for maintaining the vibrancy of attitudes of all the stakeholders of the institution and thus to nourish & enhance their capabilities.
- As the academic head of the institution, the Principal should ensure the existence of an academic environment within the College and should endeavor for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference / symposium / workshop / seminars





Code of Conduct for Non-Teaching Staff

Jr. Clerk:

- To provide secretarial support to the trust & the Director.
- To handle the Accounts section, Student section, Scholarship section, Examination section and stores and maintenance related activities of SPACC.
- To check the websites of the competent authority such as SPPU on regular basis.
- To submit the annual report of the institute to the Savitribai Phule Pune University.
- To follow the rules regulations of SPPU designed for higher educational institute.
- To arrange selection committee interviews for various teaching positions in the college and submit file for approval to the university.
- To ensure that the student's original documents are kept safe and returned to students after student pass out from the institute.
- To execute the admission process, scholarship form filling process and University Examination process of students as per the guidelines issued by competent authority
- To put regular and reminder notices on the websites regarding administrative matters related to students, documents, scholarships, examination and fees of the students.
- To maintain general discipline, safety, cleanliness of premises, dress code etc.

Accountant:

- To Manage all accounting transactions
- To Prepare budget forecasts
- To Ensure timely bank payments
- To compute taxes and prepare tax returns
- To Manage balance sheets and profit/loss statements
- Audit financial transactions and documents
- To maintain the record of all financial transaction in accounts file
- To do all academic and administrative expenses with permission of principal.
- To conduct external audit at the end of academic year and give all necessary and required information to Chartered Accountant for preparation of audit report.
- To regularly disburse the salaries of all teaching and non-teaching staff





- To maintain proper record of income tax paid, provident fund and
- To maintain the dead stock register and maintenance register.

Librarian:

- To implement all library rules as defined by the management.
- To formulate vision ,mission and objectives of library
- Librarian is responsible for overall functioning of the library
- To carry out annual maintenance of Library ERP software and carry out all functions of library through Vmedulife software
- To procure books, daily newspapers, journals, magazines, audio cassettes, e books , online resources etc. recommended by faculty members
- To renew the subscription of journals and magazines and periodicals and memberships related to library.
- To arrange for NPTEL MOOC Courses.
- To display all technical articles, literature and new arrivals.
- To conduct periodic stock taking
- To maintain proper records of library

Peons:

- To ensure the seating arrangement in the office is hygienic and clean before commencement of office hours.
- To maintain cleanliness of classrooms, faculty room, seminar hall, principal cabin etc.
- To carry files from one desk to other as per instructions of faculty members and clerks.
- To operate and maintain photocopy machine
- To do work related to pantry such as prepare tea/coffee etc. and keep it clean.
- To do the work assigned by principal, teaching and other clerical staff in the office
- To make the arrangements of the meetings
- To provide tea/coffee/refreshment to the guests and all employees in the office
- To attend the bell of the principal of the college





LEAVE POLICY

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Vacation and leave are governed by a set of rules and norms as laid down by Savitribai Phule Pune University.

The following leave rules and norms give details about the different types of leave and how they can be availed of.

- Leave sanctioning authority is Principal of the college
- Staff should make a written application for availing leave benefit
- Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

Teaching and non-teaching staff:

- ❖ Casual Leaves: 12 Days
- ❖ Holiday: As per the circular of SPPU
- ❖ On Duty /Study Leave may be given at the discretion of principal depending on nature of work. However, there are the holidays sanctioned by the trust, the principal has given full authority to sanction the leave as per the circumstances.





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RECRUITMENT POLICY:

The recruitment process is carried out as per roster. The institution adheres to GOI/ State Govt. policies on recruitment (Access, equity, gender sensitivity and physically disabled). The recruitment process is carried out as per roster.

- Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic year.
- The college shall abide by the norms of faculty recruitment process as per prescribed guidelines by the Competent Authority viz. Savitribai Phule Pune University.
- The Management determines if the vacancy is to be filled through in-house staff or a new employee has to be selected.
- The recruitment is carried out on Adhoc basis through Local Selection Committee (LSC) as per discretion of Management.
- In case of University Selection committee, the recruitment and selection is made as per roster. The institution adheres to GOI/ State Govt. policies on recruitment (gender, reservation, physically disabled etc.)





ADMISSION POLICY



Sharadchandra Pawar Arts and Commerce College Dudulgaon (Alandi) offers the programs like B.A., B. Com., B.B.A.(C.A.), M.A., M. Com. And D.T.L. The admissions are given as per the rules and regulations of the government and Savitribai Phule Pune University, Pune. For the admissions of first-year Bachelor's degree the marks of higher secondary school and for first-year Master's degree final year Bachelor's marks are considered. No discrimination is done while giving admissions.

1. Admission Notification:

- Every year, admission form and prospectus are updated on the website. Admission notification is published in local newspaper. The banners of admission notification are also displayed in nearby villages. Notices related to admission are also displayed on notice board and website.
- The intake of each course is according to sanction by SPPU, Pune.

2. Seat Distribution:

- Admission seats are distributed as per circular of Government of Maharashtra and UGC related to reservation policy.

3. Seat Allotment:

- The candidates who fulfil all the eligibility criteria are admitted.
- The fee will be charged for respective course as per fees structure given by SPPU, Pune from the eligible candidates.

4. Steps of Admission Process

- The college publishes prospectus well before the commencement of the admission process.
- The college displays the notification of admission process in local newspaper and college website for inviting application from aspiring candidates.
- As per the advertisement campaign conducted by the college, student come to the college for admission purpose.
- All faculty members advice the aspiring students according to the discipline.
- After getting counselling from the teachers, student and parents take the decision to get the admission.
- The admissions are given on "First Come First Serve" base up to the fulfillment of intake capacity.
- Submission of admission forms along with the required documents of the eligible candidates.
- Verification of the documents.
- Reporting and confirmation of admission of eligible candidates in the respective programs.
- Commencement of courses as per SPPU schedule.





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Maharashtra Public Universities Act -1994

<http://www.bamu.ac.in/Portals/0/pdf/MaharashtraUniversitiesAct19941.pdf>

Maharashtra Public Universities Act-2016

https://www.indiacode.nic.in/bitstream/123456789/16664/1/48.the_maharashtra_public_universities_act%2C_2016.pdf

UGC Act 2019

https://www.ugc.ac.in/pdfnews/1295001_DEB-Regulation-2019.pdf



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Research & Financial Assistance Policy

Introduction to Policy:

SPACC encourages research driven environment and facilities to the students and teaching staff of the college. This policy draws guidelines in regards to research activities and financial assistance provided to faculty members at SPACC.

Objectives:

- To motivate teaching staff and students to undertake research, consultancy activities, faculty development programs and research projects.
- To provide financial support to faculty members for attending seminars, conferences and workshops etc.

The Policy:

A Research Cell shall be constituted as per the norms of college. The principal of the college shall be the chairperson of the cell along with teaching staff members.

The Cell shall hold its meeting at least twice in year.

The Cell shall look after all the research related activities.

The policy includes following guiding principles

Ph. D. Enrolment:

- The teaching staff is encouraged to enrol for Ph. D. programme from recognized University

Sponsored Research Projects/Consultancy :

- Teaching staff may also undertake sponsored research projects of Savitribai Phule Pune University, Government Organizations as well as private companies and Industries etc.
- The faculty or a group of faculty engaged in the consultancy work shall submit periodically the progress report of the consultancy work to the principal.
- The faculty members involving in the conduct of a consultancy service can avail on-duty for industrial visit and meeting industry person for discussion related to consultancy work on Permission of principal.



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Research Motivation:

- All teaching faculty members are instructed to participate in National and International Conference with paper presentations. They are also motivated to publish research papers in UGC care listed journals and SCOPUS journals.
- Registration fee should be reimbursed to the faculty members for attending and presenting research paper in international/national conferences, seminars and workshops.
- Faculty member can avail this facility once in a year. Final sanctioning authority for reimbursement is at the discretion of Management and Principal.

Professional Growth:

- Faculties are advised to attend minimum one Faculty Development Programme and one Swayam Course for up-gradation of knowledge and professional growth.

Research Cell:

- Various research based conferences, seminars, workshops on IPR shall be arranged by research cell to update the knowledge of students.
- A MoU shall be signed with various institutes and industries for organising various guest lectures, seminars and workshops as well as research assignments and guidance to the students.
- Encourage faculty to write text books, reference books etc.
- Students and staff are instructed to use Turn-it-in /Urkund software provided by Savitribai Phule Pune University for plagiarism checking.


Dr. Hansraj Thorat

Principal

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E-Governance Policy



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CONCEPT

Technology has been a boon to academic institutions in the field of education, which helps to streamline governance systems and maintain a better quality of education. Good governance can be termed as the ability to address the challenges and need of the current situation.

E-Governance policy of an college is for the purpose of enhancing the system of governance for development of institute through new and advanced technologies. The college has deployed VMEdulife ERP Software. It aims at planning and enabling management of academic and non academic activities and events. Keeping in view the need of the day Sharadchandra Pawar Arts and Commerce College has designed an e-governance policy with the primary objective of implementing e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. The college prioritise to adopt paperless administration as a green initiative. To ensure green and clean campus, as one of the components of the college, it adopts e-governance in all its management and administrative activities. All stakeholders are oriented and encouraged to practice e-governance. This policy shall apply to the administration, library, Finance & Account, Student admission, Examination and many such sections of the institute. Having an e- governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process. The college management team recognizes the importance of having an e-governance system in place to coordinate the college's administration as it grows into a well-known institution of higher learning. It will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. It will also add a layer of transparency to the process.



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OBJECTIVES

- ↓ Implementation of E-governance in effective functioning of the Institution.
Reduce the usage of paper in administration of the Institution.
- ↓ To improve transparency and accountability.
- ↓ Providing online internal and external communication between various executive bodies of the Institution.
- ↓ To achieve the aim of being an environmental and user-friendly Institution.
- ↓ Facilitate easy access to the information and to maintain the data on a secure environment. ↓ To implement automation in library facility.
- ↓ Making the Institution visible to the stakeholders globally by the use of digital media.
- ↓ To provide e-facilities to students, teachers, Alumni and Parents in various activities relating to the Institution.
- ↓ Achieving paperless administration of the Institution.

↓ Modules of ERP

Given below are the modules of ERP

↓ OBE (Outcome Based Education)

- Outcome
- Academic Planning
- Online Feedback
- Online Exam
- Result Analysis
- Assignments
- IQAC Reports
- Management Dashboard

↓ Teaching Learning

- Students Details
- Events



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- Learning Management system
- Online grievance
- Training and placement
- Course file

↳ ERP

- Library (ILMS)
- Fees
- Admissions
- Certificate
- ID Card



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4 General Administration

The college administration is made paperless in order to give a hassle-free, convenient, and smooth process. Students must be able to get the most out of online services. The college investigates the possibility of automating some of its administrative duties. To keep administrative staff up to date with new technologies, proper training and development are offered. To automatically calculate the Internal Assessment marks for attendance, Monthly Reports and Semester End Reports should be prepared. Students can access information such as attendance, results, timetables, assignments, and other study tools. Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.

Administrative Office should use VMedulife ERP, Advanced Excel to maintain effective database. The college will look into opportunities to automate some of its functions related to administration. To provide a hassle free, convenient and smooth process, administration of the college to be made paperless. Students must be able to obtain maximum services in online mode. Administrative Staff to be provided with adequate training and development to keep them abreast with the new technology.

4 College Website

The college website is the heart of the institution. It should act as a mirror of the college and all its activities. All the relevant data should be made easily available to the outsiders. Website shows the college activities and information about all activities, important notices etc. A service provider/web designer will be appointed for the purpose. Administrative and teaching staff will receive training on how to make crucial website upgrades. Along with it, training should be given to the existing staff and designated



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person/persons should be identified who will undertake the responsibility of website administration and upgradation at the college level. The website will serve as an information hub for the college, including all of its events, major announcements, and course offerings, among other things. The website of the college to be continuously updated taking into account the new changes.

Website has following facilities

Online Admission Enquiry Form

Online grievance submission mechanism

NAAC process tab etc.

For the administration of the college website, a website committee will be constituted. On a regular basis, the Committee will oversee the process of updating, maintaining, and operating the website. The Committee will also examine for any other website updates that are needed. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released. The website of the college needs to be revamped taking into account the new changes.

✦ Student Admission

An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Savitribai Phule Pune University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An ERP has Admission module to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Institution to process admissions for programs, etc. using the ERP. The admission process is



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conducted in an open and transparent manner, which is bolstered by the Sharadchandra Pawar Arts and Commerce College ethical principles and rules. After each allotment, the students confirm their college selection and take admission in the allotted college onsite.

✦ Accounts & Finance

The office continues to maintain its accounts on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports to be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and upgradation of the existing software must be done regularly.

The College also uses software like Tally ERP 9 which is used to manage the funds received from the Government, Payroll Management System which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed through the ERP.

Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, NetBanking etc.

✦ Internal Quality Assurance Cell (IQAC)

All the activities of IQAC and the cells and committees under it will under the e-governance provisions. Feedbacks from the students, parents, teachers, alumni and employer shall be collected online and compiled and analysed using ICT tools. Online provisions will be used to accomplish teachers and students exchange programmes. Online provisions will be used increase the competitive zeal of the



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students, to orient students with different issues of the society, increasing capability of the students and increasing their out orientation. Increasing students' participation through organizing online seminar and workshop.

Library

The College continues to use Library (ILMS) for all library related functions . The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should maintain a frequent subscription to new periodicals and publications. While subscribing to e-resources, teachers and students are asked for recommendations. Teachers can apply to get books by various authors for the subjects they teach in order to expand their knowledge base. The library has fully automated ILMS software which should have an easy to use- Graphical User Interface and export facility for most reports. The use of the software's Online Public Access Catalogue module to search library databases using selected phrases for information retrieval. The software's Circulation module should include all aspects of circulation, from building member records to printing warnings for overdue books. All database creation and maintenance tasks should be covered by the Database Maintenance module. To encourage students and teachers to do unique work,



Principals
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the library should provide access to fully automated plagiarism detection software. The use of Online Public Access Catalogue module of the software to allow library database searching by entering preferred terms for information retrieval. The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books. The Database Maintenance module should cover all operations of database creation and maintenance. The library shall create a separate section in college website where students and teachers can easily go through all the rules and regulations, services, e-resources, various informational links and question papers.

✚ Examination

The college shall adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to fill examination applications, revaluation applications, obtaining hall tickets, uploading of marks, etc. everything in online mode. Regular updates of Students Internal Performance to be maintained and communicated to the parents. As per the directions of the University, it is mandatory to handle examination in online manner. Utmost secrecy and confidentiality need to be maintained while handling examinations and work needs to be done with utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the principal of the college.




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ICT Infrastructure

The college has following IT Facilities

- Computer Lab
- Language lab
- Vipra Skill Lab
- High speed internet
- Wi-Fi facility
- Smartclassroom
- LCD Projectors

The College to ensure that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configurations servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly. The college to provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages. The installation and major maintenance of the ICT infrastructure required for e-governance shall be done by vendors duly selected. Some of the existing software modules for e-governance are developed in-house, and some are out-sourced. The college authority and the external vendors of software shall provide necessary maintenance and enhancement, as appropriate. As e-governance is based on computerisation of the functions of different users and authorities, different categories of users must interact differently with the e-governance system. For instance, the nature of interactions by teaching staff and that of office assistants are different. The institute shall organise trainings for different categories of users for using the e-governance system.



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GREEN POLICY

Section	Admin
Prepared By	Coordinator - IQAC
Approved By	Principal
Policy Drafted	May 2016
Next Policy Review	Annually

Introduction to Policy:

This policy draws guidelines in regards to implementation of green policy in the college

Objectives :

- To provide clear guidelines to all stakeholders regarding implementing green practices in the college
- To develop a mechanism for maintaining eco-friendly campus


The Policy

The following practices must be followed by all the stakeholders of the college viz. students, teachers, management members, alumni and non-teaching staff of the college

All students, teaching and non-teaching staff are hereby informed to follow Green Policy mentioned below,

1. Students are advised to switch off fans and lights when they leave the room.
2. Students should use bicycle or share the vehicles while coming to the institute.
3. Use reusable water bottles and coffee mugs.
4. Use of mobile phones in the classrooms, library, computer labs, etc. is strictly prohibited.
5. Students must park their vehicles only in the parking area. They should not bring four-wheelers to the campus as they arrive for classes.
6. Reduce the use of water. All students and staff members are advised to turn off the water tap before leaving washroom Unplug the charger or electronic devices when not in use.
7. Writing on walls, pillars, bath rooms, and furniture is strictly prohibited.
8. Use stairs whenever possible.
9. Be a smart shopper by purchasing eco-friendly and green products.




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10. Walking is good exercise. Walk can help cut down on emissions while also providing a free and easy way of getting exercise.
11. Being an eco-friendly campus, plastic or other trash should be thrown in dustbin located in the institute or in the premises.
12. Make use of eco-friendly dustbin bags.
13. Do not use product made from plastic material. (Plastic bag, plastic cup etc.)
14. Food and drinking water should be brought in stainless steel utensils and disposable materials should be avoided
15. Use LED lights
16. Students can purchase many household and every day and living goods secondhand to cut down a use of new resources and to reduce waste.
17. Plant more trees in the neighborhood community and reduce pollution
18. Limit the food waste .Use leftover food for generating compost through waste management
19. Plastic and paper should be cleaned and segregated to be handed over to scrap dealers
20. Store electrical and electronic waste and hand it over periodically to scrap dealers to ensure its proper recycling
21. Arrange Swatch Bharat Abhiyan Mission in the college /community




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INFRASTRUCTURE DEVELOPMENT & MAINTENANCE POLICY

Introduction to Policy:

This policy draws guidelines for maintenance and development of infrastructure facilities which includes infrastructure to teaching -learning process, curricular, co-curricular, extra- curricular activities; Building, library, computer labs, classrooms, hardware, software and internet services etc.

Objectives:

- To ensure that infrastructure is developed / maintained in accordance with requirement of students and as per norms of AICTE regulating authority.
- To utilize the infrastructure in an optimum manner and improve operating efficiency of equipment or infrastructure by carrying out continuous maintenance activity
- To ensure the uninterrupted use of physical and academic facilities

The Policy

An Infrastructure and ICT committee shall be constituted under the Chairmanship of Principal along with faculty coordinator, teaching and non teaching representatives.

The Committee meeting shall be conducted once in year.

Responsibilities of Infrastructure and ICT committee:

- To prepare IT and other equipment infrastructure requirement
- To prepare proposal and send to approval with permission of Principal
- To ensure that IT and other equipments infrastructure maintenance is carried out regularly.
- To prepare the maintenance file with all record and also prepare maintenance register
- To renew the licenses of the software on timely basis.

The policy includes following guiding principles

- The committee shall conduct the meeting at the beginning of academic year and take requirement from staff regarding, computer hardware, software's, printers, additional infrastructure etc.
- In case of new equipment purchase, the committee in consultation with the Principal, shall invite three quotations, prepare comparative plan and send for the approval to the management
- In case of repair and maintenance, committee shall take the estimate from respective vendor or Annual Maintenance Contractor and get the work done.
- A computer Lab technician shall look after day to day routine and maintenance activity of computer lab such as installation of antivirus, formatting of computer, network problem, printer problem and CCTV problem.
- A computer Lab technician shall also look after biometric attendance system.
- Maintenance work related to Website, Lift, CCTV, Smart classroom, ERP, Sanitary napkin vending machine may be outsourced to respective supplier.



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Alandi Devnchi, (Dudulgaon) Tal. Khed, Dist.- Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognised by Govt. of Maharashtra)



POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USAGE

Policy for Green Campus / Energy / Waste/Water Management and Conservation



January 2020

Shri Gajanan

PRINCIPAL

Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune

POLICY DOCUMENT ON ENVIRONMENT AND ENERGY USAGE,

Policy for Green Campus/ Energy/Waste/Water management and conservation.

The College is committed to sustainable development in all its endeavours. Within its ambit it envisages to streamline ways of energy conservation and utilisation through socially responsible ways.

Policy Statement:

The main objective behind the Environment and Energy usage Policy of the College is to manage energy in such a systematic way so as to minimize its impact on the environment. This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution.

The College envisions a clean and Green Campus to promote sustainable and eco-friendly green practices within the campus and beyond. The environment and energy policy will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage.

Objectives:

- To develop awareness about environmental issues.
- To understand one's responsibility towards energy conservation.
- To implement responsible procedures for waste management.
- To reduce waste production on campus for all activities and programs.
- To encourage green practices within the campus and beyond.
- To maintain cleanliness and sanitation on campus.
- To provide a pollution free healthy environment.



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PRINCIPAL

Dr. Anandkumar Pawar Arts & Commerce College
Dudhgaon (Dist. Nanded), PUNE

Plan of implementation/ Practices

The College is committed towards sustainable development in all its endeavours. In accordance following are the areas to be considered for streamlining ways and procedures for environment and energy conservation;

- A. Energy conservation and management.
- B. Waste management -Solid, Liquid & E-Waste Management
- C. Water Conservation and Management.
- D. Clean & Green Campus.
- E. Paperless operating procedures.
- F. Ban on single-use plastics on the Campus.
- G. Taking up awareness initiatives and environment-centric activities.

A. Energy conservation and management.

- To install and use LED bulbs in the College campus to save energy.
- To invest in power efficient equipment's.
- To create awareness that small actions matter- Save Energy Labels/Posters are put up at various locations in the College.
- Use of natural lighting and ventilation is encouraged as and when possible.
- To ensure the availability of necessary resources to achieve our objectives

B. Waste management -Solid, Liquid & E-Waste Management

- Two-way segregation of waste at source, on campus.
- Practice the 4 R's Reduce, Reuse, recycle and refuse wherever possible.
- Reduce waste production on campus.
- Sanitary Napkin Incinerator and Sanitary Napkin Disposal Machine is Installed and used.
- Follow Eco friendly practices in daily activities and programs. Prefer using bags made of eco-friendly material.



H. Thorat
PRINCIPAL

Sharadchandra Pawar Arts & Commerce College
Dabholgaon (Akarni), Pune

C. Water Conservation and Management.

- To use rain water recharge pit for water conservation and management.
- Periodic mending and repairs of leaks in taps and pipes is done.
- Planting indigenous variety of plants and less water requiring plants in the College campus.
- To create awareness that small actions matter by putting up Save Water labels /posters are put up in various places in the College.

D. Clean & Green Campus.

- The green cover is reasonably good with trees and plants of indigenous variety. The college plans to work towards a more decent landscape.
- To undertake tree plantation drive.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian- friendly roads.
- To maintain cleanliness and sanitization throughout the campus.

E. Paperless operating procedures.

- To form subject wise what's app groups and Google classrooms for communication and transaction of course content.
- To have College social media handles- Instagram, You tube channel etc.
- To have a fully functional College website.

F. Ban on single-use plastics on the Campus.

- To strive towards a plastic free campus with the prohibition on the use of single use plastic on campus.
- To conduct sensitization programs on harmful effects of single-use plastic.
- Practice the 4 R's Reduce, Reuse, recycle and refuse wherever possible



15/10/2024
PRINCIPAL
Saraswathi Power Arts & Commerce College
Daulgi (Alandi), Pune

G. Taking up awareness initiatives and environment-centric activities.

• The College through its academic subject, Environmental Education (EDU-13), is devoted to the cause of environmental awareness, to undertake green initiatives, and to conduct green literacy programmes to save energy and to protect the environment. Students take up various awareness raising activities and programs in their respective Projects and Assignments.

•To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.

Conclusion:

The above strategies and procedures of implementation are subject to change in view of need and demands of time. This policy will be communicated to all the students, staff and employees of the College. All the stakeholders are required to abide by the policy to make the college campus green, clean and eco-friendly.



H. Thorat

PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune



Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Alandi Devachi (Dudulgaon) Tal- Khed Dist-Pune-412105
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ENTREPRENEURSHIP DEVELOPMENT CELL POLICY (ED CELL)

Section	Academic
Prepared By	Chairman ED Cell
Approved By	Principal
Policy Drafted	2017
Version	1.0
Date of next review	Annually

Introduction to Policy:

This document provides guidelines regarding vision, mission, objectives, focus areas and activities and committee functions of Entrepreneurship Development Cell.

Vision:

To be a well acknowledged centre of brilliance for entrepreneurship development to create successful entrepreneurs.

Mission:-

To develop professional and entrepreneurial skills among students.

To encourage entrepreneurial philosophy.

Objectives:

1. To conduct activities for nurturing business ideas.
2. To conduct guest lectures wherein entrepreneurs will share their experience.
3. To instil within the students & faculty the necessity and value of Enterprise Development
4. To encourage ethnicity of innovation to enterprise among the students
5. To enable students to remain self-reliant in their employment
6. To make every effort for building a rapport with the leading educational institutes who are well versed with EDC
7. To develop self-esteem of young entrepreneurs through mentorship and networks

Policy Guidelines





Shri Gajanan Maharaj Shikshan Prasarak Mandal's
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Alandi Devachi (Dudulgaon) Tal- Khed Dist-Pune-412105
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- An ED Cell shall be formed with following composition
- Chairman of the cell
- Faculty Coordinators,
- Student Members,
- Industry Experts and
- Alumni Representative

Responsibilities of Committees:

- The committee shall hold a meeting every semester
- A committee shall plan various activities under ED Cell
- A committee shall invite various young entrepreneurs, resource persons from industry to share their experience on opportunities and challenges of Entrepreneurship.
- A committee shall try to form a strong network by signing MoU with consultancy firms for knowledge sharing and guidance.
- A committee shall prepare documentation of all activities and submit to College Development Committee at the end of the year.



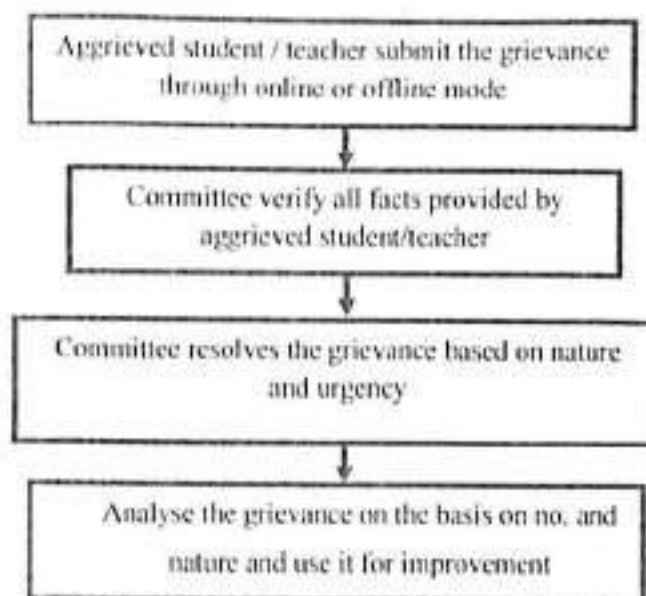

Dr. Pandurang Misal
PRINCIPAL
Sharadchandra Pawar Arts & Commerce College
Dudulgaon (Alandi), Pune

Grievance Redressal Mechanism:

The Committee **Grievance Redressal Committee (GRC)** is formed as per norms of University guidelines. GRC at SPACC is formed with objective to address grievances of students/teachers in fair, impartial manner. To provide a fair, safe and harmonious work environment is also one of the objectives behind establishing GRC at the college.

The mechanism to deal with grievance is as follows:

Grievance Redressal Mechanism at the college



1. Aggrieved student / teacher register a complaint with GRC
2. GRC verifies all facts provided by aggrieved student/teacher
3. Depending on nature and urgency of the GRC resolves the complaint
4. GRC meeting will be conducted on quarterly basis
5. Grievances can be based on the Academic and Administrative facilities.
 - Admission
 - Scholarship
 - Educational Documents
 - Refund of fees/deposits

- Library and computer lab related complaint
 - Examination related grievances such as hall ticket, delay in result, change in name etc.
 - Physical facilities
 - Concurrent evaluation system etc.
6. A record is maintained by the Grievance Committee Coordinator outlining the nature of the complaint, the complainant, date the complaint and action taken to resolve the complaint.



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Concurrent Evaluation Criteria
Name of the Programme B.A (Pattern-2013)

Sr.No	Class	Subject Name / Semester	Course code	Int.(20)	Ext(80).	Total (100)
1	F.Y.B.A	Compulsory English	1017	20	80	100
		Marathi (G-1)	1027			
		Optional English(G-1)	1337			
		Elements of Geomorphology(G-1)	1207			
		Economics(G-1)	1157			
		History (G-1)	1177			
		Hindi (G-1)	1097			
		Political science (G-1)	1167			
		Physical Education	1998	-	-	Grade
2	S.Y.B.A	Compulsory English	2017	20	80	100
		English: (G-2)	2337			
		English: (S-1)	2338			
		English: (S-2)	2339			
		Marathi: (G-2)	2027			
		Marathi: (S-1)	2028			
		Marathi: (S-2)	2029			
		Hindi (G-2)	2097			
		Economics : (G-1)	2157			
		Economics : (S-1)	2158			
		Economics : (S-2)	2159			
		Politics :(G-2)	2167			
		Politics : (S-1)	2168			
		Politics :(S-2)	2169			
		Environmental Awareness	2777			
3	T.Y.B.A	Compulsory English	3017	20	80	100
		English: (G-3)	3337			
		English: (S-3)	3338			
		English: (S-4)	3339			
		Marathi: (G-3)	3027			
		Marathi: (S-3)	3028			
		Marathi: (S-4)	3029			
		Hindi:(G-3)	3097			
		Psychology: (G-3)	3227			
		Economics :(G-3)	3157			
		Economics : (S-3)	3158			
		Economics : (S-4)	3159			
		Politics :(G-3)	3167			
		Politics : (S-3)	3168			
Politics :(S-4)	3169					



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Concurrent Evaluation Criteria
Name of the Programme M.A. English/Economics (Pattern-2013)

Sr.No	Class	Subject Name / Semester	Course code	Int. (50)	Ext (50).	Total (100)
4	M.A. English Part - I	English Literature From 1550-1798 -I & II	10691	50	50	100
		English Literature From 1798-2000 -I & II	10692			
		Contemporary Studies in English Language -I & II	10693			
		Literary Criticism & Theory -I & II	10694			
		Human Rights – I & II	10091			
		Introduction to Cyber Security – I & II	10092			
5	M.A. English Part - II	Indian Writing in English – III & IV	30691	50	50	100
		English Language & Literature Teaching – III & IV	30692			
		Drama in English– III & IV	30694			
		American Literature– III & IV	30698			
		Introduction to Cyber Security – III & IV	30092			
		Skill Development I (Event Management) – III & IV	30094			
6	M.A. Economics Part-I	Micro Economics Analysis I & II	12361	50	50	100
		Public Economics I & II	12392			
		International Trend	12393			
		International Finance	-			
		Indian Economic Policy (Optional)	12394			
		Industrial Economics (Optional)	-			
		Human Rights I & II	10091	25	-	25
		Introduction to Cyber Security I & II	10092	25	-	25
7	M.A. Economics Part- II	Macro Economics Analysis – III & IV	32391	50	50	100
		Growth and Development – III & IV	32392			
		Modern Banking				
		Demography (Optional)	32394			
		Research Methodology	-			
		Rural Development	-			
		Introduction to Cyber Security – III & IV	30092	25	-	25
		Skill Development I (Event Management) – III & IV	30094	50	-	50



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Concurrent Evaluation Criteria
Name of the Programme B.com (Pattern-2013)

Sr.No	Class	Subject Name / Semester	Course code	Int. (20)	Ext (80).	Total (100)
8	F.Y.B.Com	Compulsory English	1113	20	80	100
		Financial Accounting	1123			
		Business Economics(Micro)	1133			
		Bus. Mathematics & Statistics	1143			
		Banking and Finance(Fundamental of Banking)	1343			
		Business Environment & Entrepreneurship	1233			
		Marathi :	1523			
		Physical Education	1998	-	-	Grade
9	S.Y.B.Com	Business Communication-	2113	20	80	100
		Corporate Accounting	2123			
		Business Economics { Macro}	2133			
		Business Management	2143			
		Elements of Company Law	2153			
		Business Administration	2213			
		Banking and Finance (Indian Banking System)	2223			
		Cost & Works Accounting	2253			
10	T.Y.B.Com	Business Regulatory Framework	3113	20	80	100
		Advanced Accounting	3123			
		International Economics	3143			
		Auditing & Taxation	3153			
		Business Administration-II (Human Resource Development & Mkt)	3411			
		Banking and Finance-II (Financial Markets & Institutions in India)	3421			
		Cost & Works Accounting-II	3451			
		Business Administration- III (Finance, Production & Operation Management)	3413			
		Banking and Finance-III (Banking Law & Practice in India)	3423			
		Cost & Works Accounting- III	3453			



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Concurrent Evaluation Criteria
Name of the Programme M.com/D.T.L. (Pattern-2013)

Sr.No	Class	Subject Name / Semester	Course code	Int. (50)	Ext (50).	Total (100)
11	M.Com Part-I	Sem-I				
		Management Accounting -I	101	50	50	100
		Strategic Management	102	50	50	100
		Human Rights-I	191	25	-	25
		Introduction to Cyber Security-I	192	25	-	25
		1) Production and Operation Management-I	113	50	50	100
		2) Financial Management- II	114	50	50	100
		1) Advanced Cost Accounting -I	107	50	50	100
		2) Costing Technique and Responsibility Accounting -II	108	50	50	100
		Sem-II	-	-	-	-
		Financial Analysis & Control	201	50	50	100
		Industrial Economics	202-A	50	50	100
		Human Rights-II	291	25	-	25
		Introduction to Cyber Security-II	292	25	-	25
		3) Business Ethics & Professional Value	213	50	50	100
		4) Elements of Knowledge Management-IV	214	50	50	100
		3) Application of Cost Accounting	207	50	50	100
4) Cost Control and Cost System	208	50	50	100		
12	M.Com Part-II	Sem-III	-	-	-	-
		Business Finance	301	50	50	100
		Research Methodology for Business	302	50	50	100
		Introduction to Cyber Security-III	392	25	-	25
		Skill Development-I (Event Management)	394	50	-	50
		Introduction to Indian Constitution (395)	395	50	50	100
		Human Resource Management-V	313	50	50	100
		Organizational Behavior - VI	314	50	50	100
		Cost Audit-V	307	50	50	100
		Management Audit-VI	308	50	50	100
		Sem-IV	-	-	-	-
		Capital Market & Financial Services	401	50	50	100
		Industrial Economic Environment	402-A	50	50	100
		Introduction to Cyber Security-IV	492	25	-	25
		Skill Development-II (Event Management)	494	50	-	50
		Recent Advances in Business Administration-VII	413	50	50	100
		Project Work	414	50	50	100
Recent Advances in Cost Auditing and Cost System - VII	407	50	50	100		
Project Work-VIII	408	50	50	100		
Sr.No	Class	Subject Name / Semester	Course code	-	Ext (100).	Total (100)
13	D.T.L	General Laws Affecting Taxation	111	-	100	100
		Income Tax Act 1961 (as amended Up to date)	112	-		
		Wealth Tax Central Excise Act & Service Tax Act	113	-		
		Central Sales Tax Act & MAHA VAT Act-2002(as amended up to date)	114	-		
		Book Keeping & Accountancy	115	-		



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Concurrent Evaluation Criteria
Name of the Programme B.B.A. (C.A) (Pattern-2013)

Sr.No	Class	Subject Name / Semester	Course code	Int. (20)	Ext (80).	Total (100)
14	F.Y.B.B.A. (C.A)	Sem-I	-	20	80	100
		Modern Operating Environment & Ms Office	101			
		Financial Accounting	102			
		Programming Fundamentals & Algorithms	103			
		Business Communication	104			
		Principles Of Management	105			
		Laboratory Course-II (Based on Paper No. 101 & 102)	106			
		Sem-II	-			
		Procedure Oriented Programming Using C	201			
		Data Base Management System	202			
		Organizational Behavior	203			
		Computer Applications In Statistics	204			
		E-Commerce Concepts	205			
		Laboratory Course-II (Based on Paper No. 201 & 202)	206			
Physical Education	1998	-	-	Grade		
15	S.Y.B.B.A. (C.A)	Sem-III	-	20	80	100
		Relational Database Management Systems	301			
		Data Structures using C	302			
		Introduction to Operating System	303			
		Business Mathematics	304			
		Software Engineering	305			
		Laboratory Course-III (Based on Paper No. 301 & 302)	306			
		Sem-IV	-			
		OOP's using C++	401			
		Programming in Visual Basic	402			
		Computer Networking	403			
		Enterprise Resource Planning & Ment.	404			
		Human Resource Management	405			
		Laboratory Course-IV (Based on Paper No. 401 & 402)	406			



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Concurrent Evaluation Criteria
Name of the Programme B.B.A. (C.A) (Pattern-2013)

Sr.No	Class	Subject Name / Semester	Course code	Int. (20)	Ext (80).	Total (100)
16	T.Y.B.B.A. (C.A)	Sem-V		20	80	100
		Java Programming	501			
		Web Technologies	502			
		Dot Net Programming	503			
		Object Oriented Software Engg.	504			
		Software Project-1 (Based on C++/VB Technology)	505			
		Laboratory Course-V (Based on Paper No. 501 & 502)	506			
		Sem-VI	-			
		Advance web Technology	601			
		Advance Java	602			
		Recent Trends in IT	603			
		Software Testing	604			
		Software Project-1 (Java / Dot Net Technology)	605			
		Laboratory Course-VI (Based on Paper No. 601 & 602)	606			

Post-Matric Tuition Fee and Examination Fee (Freeship)

Department Name

Social Justice and Special Assistance

Overview

- 1) Create interest in education among students.
- 2) Making financial assistance available for higher education.
- 3) To reduce the drop in education leakage.
- 4) Creating opportunities for financial growth through higher education.
- 5) Scholarship scheme to avoid transparency, unity and delay.
- 6) All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern SC category student.

Benefits

- Tuition Fees, Exam Fees & other fees which are mandatory or compulsorily payable by the student to the institution are covered under the scheme.

Eligibility

- The parents / Guardian annual income above Rs. 250000.to unlimited.
- Student category should be Scheduled caste or Neo buddhist
- Student should be resident of Maharashtra
- Student should be passes SSC/equivalent Matric.
- Institute should be located in Maharashtra & shall be government recognized.
- For Professional Courses student should admit through CAP round only
- Only 1 Failure is allowed in whole curriculum.

Documents Required

- Income Certificate (Provided by Tahesildar).
- Cast Certificate.
- Cast Validity Certificate
- Mark sheet for last appeared examination
- Mark sheet for SSC or HSC
- Father date Certificate (if required)

Post Matric Scholarship Scheme (Government Of India).

About Scheme

Department Name

Tribal Development Department

Eligibility

Applicable for ST only

- If Family Income \leq 2,50,000, he will get the scholarship
- Minimum 10th Pass
- Back to back drop for 2 years he/she will not be allowed to fill form.

Documents Required

- Income Certificate (Provided by Tahesildar).
- Cast Certificate.
- Cast Validity Certificate
- Mark sheet for last appeared examination
- Mark sheet for SSC or HSC
- Father date Certificate (if required)

Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship.

About Scheme

Department Name

Social Justice and Special Assistance

Overview

- Creating an interest in learning among SC students.
- Making financial assistance available for education.
- Increase the quality of SC category students.
- Only SC category students can avail this merit wise scholarship.

Eligibility

- Student should belong to SC.
- There is no income limit for the Scholarship.
- Students must be Studying in 11th or 12th.
- Students should secure 75% and above in 10th.
- Student should be resident of Maharashtra

Documents Required

- Income Certificate (Provided by Tahesildar).
- Mark sheet for last appeared examination
- Mark sheet for SSC or HSC
- Father date Certificate (if required)

Post-Matric Scholarship for persons with disability.

About Scheme

Department Name

Social Justice and Special Assistance

Overview

- 1) Providing financial assistance for education.
- 2) To reduce the drop in education leakage.
- 3) Creating a passion for higher education.
- 4) Providing students the opportunity to go to the mainstream of education through education.
- 5) Scholarship scheme to avoid transparency, co-ordination and delay.
- 6) Benefits of Tuition Fees, Exam Fees and Maintenance Allowance are paid to only Disable Persons.

Eligibility

- Student should be disable. (40% or above)
- Student should be residential of Maharashtra.
- Student should be Studying in recognized University or Recognized institute.
- The scholarship will not be applicable if the candidate fails or quit the same course in the applied course (incomplete course).
- The Scholarship will not be applicable twice or second time if the candidate applies on the criteria of HSC/SSC/Degree. (Application should be in progressive format)(only once course is allowed)
- Student studying in recognized institute or college out of Maharashtra but he should be residential of MH.
- If student is in Post-Graduation from medical education field and he is not allow to do practice out of institute then he is eligible. For ex: internship or houseman ship where stipend is getting.
- if student arts, science & Commerce student discontinues his course & applies from professional course, technical education certificate/diploma/degree is applicable for the scholarship
- Candidate only can apply Shahu Maharaj Merit Schol with this Scheme. cant apply for another scheme.
- If candidate is working full time employment then he/she is not eligible.
- If candidate is from Gov hosteller & he is not getting books and stationery from hostel then he is eligible for additional 1/3 amount of maintenance allowance allowed for hosteller.
- The candidate residing in college/institute or any other recognized hostel & if he/she pays hostel fees (application point no 11) then the candidates maintenance allowance will be given of hosteller rates.

Documents Required

- Income Certificate (Provided by Tahesildar).
- Cast Certificate.
- Cast Validity Certificate
- Mark sheet for last appeared examination
- Mark sheet for SSC or HSC
- Father date Certificate (if required)

Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme

About Scheme

Department Name

Directorate of Higher Education (DHE)

Overview

Under this scheme of Directorate of Higher Education, scholarship is applicable for the economically weaker sections. The students family annual income limit is up to Rs. 8.00 lakh, those who have taken an admission for Professional and non-professional courses which come Under Directorate of Higher Education Government / Non-government aided/ Partially Aided - Unaided/Permanent Unaided College and Non-Agricultural Universities and Sub-Centers (Excluding Private Universities / Self-financed Private Universities).

Benefits

A. Tuition Fees :-

Income Limit	Courses			
	Government	Non government Aided	Partially aided /unaided	Permanent Unaided
Professional Courses				
Up to RS. 2,50 Lakh	100%	100%	50%	50%
2,50 UP TO 8 Lakh.	50%	50%	50%	50%
Non Professional Course				
Up to Rs. 8 Lakh	100%	100%	100%	100%

B) Exam Fees :-

Professional Course	50 % of Exam Fees
Non Professional Course	100 % Of Exam Fees

Eligibility

- Applicant should be Domicile of Maharashtra and applicant belongs to Maharashtra State and Karnataka state border can apply for scheme.

- Family annual income limit is upto Rs. 8.00 lakh.
- As per Government Resolution first two children are eligible for scheme.
- Candidate those who take admission under general category is eligible.
- Courses from GR 07/10/17 (DHE courses) can apply.
- Candidates are eligible those who have taken an admission under general category and SEBC Category.
- Courses by GR 07/10/17 (DHE courses) can apply.
- Applicant should not avail any other scholarship or stipend.
- Students are not eligible who has taken an admission in Distance Education, virtual learning and part time courses.
- The Courses approved by (Government /University/AICTE,PCI/COA/MCI/NCTE/ etc) are eligible.
- During course, candidate should not have a gap of 2 years.
- Applicant should attempt every semester or annual exam.

Renewal Policy

1. Last year, students availed of scholarship can apply for the Renewal scholarship.
2. To Renew the application, student should use an application ID from the list published on website of www.dhepune.gov.in, Higher Education Directorate.

Documents Required

- Students should submit domicile certificate issued by Authorized official.
- Students should submit previous year Annual income certificate issued by Authorized official.
- CAP Related document.(only for B.ed, Law, BPed, MPed).
- Gap Related Document(if Gap is there)
- Family Declaration Certificate about two children's.
- Attendance Certificate.
- Previous year Mark sheet.

Post Matric Scholarship to VJNT Students.

About Scheme

Department Name

VJNT,OBC and SBC Welfare Department

Overview

- Providing financial assistance for education.
- Creating a passion for higher education.
- Providing students the opportunity to go to the mainstream of education through education.
- Scholarship scheme to avoid transparency, co-ordination and delay.
- Benefits of Tuition Fees, Exam Fees and Maintenance Allowance are paid to only VJNT category students.

Eligibility

- 1) The parents/Guardians annual Income should be less than or equal to Rs.1.50 Lac.
- 2) Applicant should be belongs to VJNT category.
- 3) Applicants must be residents of Maharashtra.
- 4) Applicants must be pursuing the education course approved by the government from class Post-Matric.
- 5) Maintenance allowance & Exam Fees are paid to Applicant if Applicant get promoted to next higher class.
- 6) If Applicant fails in particular year then he will get the Tuition Fees, Exam Fees and Maintenance allowance of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.
- 7) Applicant should be come through CAP round for only professional courses.
- 8) Only two children (i) any number of girls applicants allowed. ii) boys applicants maximum 2 of the same parent) of the same parents will be eligible for the Scholarship.
- 9) No scholarship will be paid to the Applicants under this scheme from the date he /she accepts another Scholarship / stipend.
- 10) 75 % attendance is mandatory for current year.
- 11) Applicant will be eligible for scholarship if he / she changes the course Non - Professional to Professional but he will not be eligible if he / she changes the course from Professional to Non - Professional.
- 12) Scholarships/freeship will continue until Applicant completes one course. Ex. - 11th, 12th Arts - B.A., M.A. , M.Phil., P.H.D. If, Applicant completed B.A and B.Ed. course and later after taking admission for M.A., for M.A. course He/she will not be

allowed for scholarship/freeship. But after admission to M.B.A. after B.Ed, it can be eligible for scholarship/freeship as it is a professional post graduate course.

13) Applicant studying in particular professional/Non-Professional course, and availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.

Renewal Policy

- 1) Applicant have to pass the previous year examination.
- 2) In case of VJNT if Applicant fails for a year then the Applicant is not paid any reimbursement for that particular year.
- 3) For Group A - If an applicant pursuing Group A course fails in the examination for the 1st time the award may be renewed. For second & sub sequent failure in any class the Applicant shall bear his / her own expenses until he / she secure promotion to the next higher class.
- 4) For Group B,C,D,E - he/she has to secure promotion to higher class (For second & sub sequent failure in any class the Applicant shall bear his / her own expenses until he / she secure promotion to the next higher class.)
- 5) If due to any medical condition or due to any unforeseeable event the Applicant cannot appear in the annual examination, the head master of the college can approve or certify that if the Applicant would have appeared in the annual examination, he would have been able to pass the examination. This will be only allowed if the head of the institution is satisfied by the submission of medical proof or any other required sufficient proof that the Applicant presents to the college.

Documents Required

1. **Caste certificate** - should be issued by competent authority (Issued by Govt. of Maharashtra) This certificate considered as Proof of Resident.
2. **Income certificate / Income Declaration** - should be issued by competent authority
3. **Caste Validity Certificate** - (Mandatory for Professional Degree courses, Professional Post Graduate. For Non Professional courses caste validity is not mandatory)
4. **HSC or SSC marksheet or last examination marksheet.**
5. **Gap certificate** - Not mandatory but in case of gap it is mandatory.
6. If applicable **father/Guardians death certificate.**
7. **Ration Card** for identify number of children in family.
8. **Leaving Certificate**
9. **Declaration certificate of parents/guardians** about number of children beneficiaries.

Tuition Fees and Examination Fees to VJNT Students.

About Scheme

Department Name

VJNT, OBC and SBC Welfare Department

Overview

- Create interest in education among students.
- Making financial assistance available for higher education.
- Creating opportunities for financial growth through higher education.
- Scholarship scheme to avoid transparency, unity and delay.
- All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern VJNT category student.

Eligibility

- 1) Applicant must be taking post matric education.
- 2) Applicant should be belongs to VJNT category.
- 3) Parent's annual income should be less than or equal to 8.00 Lacs.
- 4) Applicants must be residents of Maharashtra.
- 5) Applicants should be pursuing the education course approved by the government for Post Matric courses.
- 6) Applicant must be taken admission in government government aided / Private Non-Aided / private permanently non aided for professional courses
- 7) Degree Courses in Health Science (Medical, Dental, Homeopathy, Unani, Ayurveda, Physiotherapy, Business Aid, Nursing) :
If Applicant is admitted through Association of Managements of Unaided Private Medical and Dental Colleges entrance examination or admitted through government common entrance examination then he/she will be eligible the for the freeship.
- 8) Higher and Technical Education Department :
Freeship will be applicable to unaided colleges / government and aided colleges with technical education / Polytechnic and government unaided professional courses.

Following are the applicable courses for this scheme :

- Diploma – Engineering, Pharmacology, HMCT
 - Degree – Engineering, Pharmacology, HMCT
 - Post Graduate – MBA/MMS, MCA
- 9) Agriculture, Animal Husbandry and Dairy Development and Fisheries Department
The scholarship fees will be applicable to the Applicants who have been admitted through government quota in private un aided/permanently un aided institute.
- Agricultural colleges (diploma)

- Dairy Business Department (Diploma)
 - Colleges for Agricultural and Allied subjects (Degree and Post Graduate)
 - Agriculture and Bio-Technology Colleges (Degree and Post Graduate)
 - Agriculture and Food Technology Colleges (Graduate and Post Graduate)
- 10) For B.Ed and D.Ed courses : 100 % benefit (Tuition Fees, Exam Fees) is applicable for D.Ed, B.Ed courses. For students studying in Aided, UnAided for D.Ed, B.Ed courses then Fee structure is applicable as per Government rates for same course.
- 11) For professional courses Applicant should admitted through CAP round is must.
- 12) If Applicant fails in particular year then he will get the Tuition Fees and Exam Fees of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class..
- 13) Applicant will be eligible for scholarship if he / she change the course Non - Professional to Professional but he will not be eligible if he / she change the course from Professional to Non - Professional.
- 14) If an applicant pursuing professional course admitted in private un aided/permanently un aided institute for year 2015-16 onwards fails in the examination two or more times in particular academic course duration then he / she not eligible for the freeship.
- 15) Scholarships/freeship will continue until Applicant completes one course. Ex - 11th, 12th Arts - B.A., M.A. , M.Phil., P.H.D. If, Applicant completed B.A and B.Ed. course and later after taking admission for M.A., for M.A. course He/she will not be allowed for scholarship/freeship. But after admission to M.B.A. after B.Ed, it can be eligible for scholarship/freeship as it is a professional postgraduate course.
- 16) Applicant studying in particular professional/Non-Professional course, and availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.

Renewal Policy

- 1) Applicant need to provide previous years marksheet.
- 2) At a time Applicant can apply freeship for only one educational course and it will be applicable till he/she completes that educational course in specified time.
- 3) Applicant cannot take freeship for more than 2 professional courses.
- 4) If due to any medical condition or due to any unforeseeable event the Applicant cannot appear in the annual examination, the head master of the college can approve or certify that if the Applicant would have appeared in the annual examination, he would have been able to pass the examination. This will be only allowed if the head of the institution is satisfied by the submission of medical proof or any other required sufficient proof that the Applicant presents to the college.

Documents Required

1. **Caste certificate** - should be issued by competent authority
2. **Income certificate**- should be issued by competent authority
3. **HSC or SSC marksheet or last examination marksheet.**
4. **Gap certificate** - Not mandatory but in case of gap it is mandatory.
5. **Declaration certificate of parents/guardians** about number of children beneficiaries.
6. If applicable **father death certificate.**
7. **CAP Allotment Letter (For Professional Courses)**
8. **Caste Validity Certificate** (For Professional Courses As Per GR Dated 31st July 2008) Exempted Professional courses to be identified
9. **Leaving Certificate**
10. **Ration card for identify number** of children's in family

Post Matric Scholarship to OBC Students.

About Scheme

Department Name

VJNT, OBC and SBC Welfare Department

Overview

- Providing financial assistance for education.
- Creating a passion for higher education.
- Providing students the opportunity to go to the mainstream of education through education.
- Scholarship scheme to avoid transparency, co-ordination and delay.
- Benefits of Tuition Fees, Exam Fees and Maintenance Allowance are paid to only OBC category students

Eligibility

- 1) The parents/Guardians annual Income should be less than or equal to Rs.1.50 Lac.
- 2) Applicant should be belongs to OBC category.
- 3) Applicants must be residents of Maharashtra.
- 4) Applicants must be pursuing the education course approved by the government from class Post-Matric.
- 5) If Applicant fails in particular year then he will get the Tuition Fees, Exam Fees and Maintenance allowance of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.
- 6) Applicant should be come through CAP round for only professional courses.
- 7) Only two children (i)any number of girls applicants allowed. ii) boys applicants maximum 2 of the same parents will be eligible for the Scholarship.
- 8) No scholarship will be paid to the Applicants under this scheme from the date he /she accepts another Scholarship / stipend.
- 9) 75 % attendance is mandatory for current year.
- 10) Applicant will be eligible for scholarship if he / she changes the course Non – Professional to Professional but he will not be eligible if he / she changes the course from Professional to Non – Professional.
- 11) Scholarships/freeship will continue until Applicant completes one course. Ex. - 11th, 12th Arts - B.A., M.A., M.Phil., P.H.D. If, Applicant completed B.A and B.Ed. course and later after taking admission for M.A., for M.A. course He/she will not be allowed for scholarship/freeship. But after admission to M.B.A. after B.Ed, it can be eligible for scholarship/freeship as it is a professional postgraduate course.
- 12) Applicant studying in particular professional/Non-Professional course, and

availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.

Renewal Policy

- 1) The Applicant have to pass the previous year examination.
- 2) In case of OBC if Applicant fails for a year then the Applicant is not paid any reimbursement for that particular year.
- 3) For Group A - If an applicant pursuing Group A course fails in the examination for the 1st time the award may be renewed. For second & sub sequent failure in any class the Applicant shall bear his / her own expenses until he / she secure promotion to the next higher class.
- 4) For Group B,C,D,E Courses - he/she has to secure promotion to higher class.(For second & sub sequent failure in any class the Applicant shall bear his / her own expenses until he / she secure promotion to the next higher class.)
- 5) If due to any medical condition or due to any unforeseeable event the Applicant cannot appear in the annual examination, the head master of the college can approve or certify that if the Applicant would have appeared in the annual examination, he would have been able to pass the examination. This will be only allowed if the head of the institution is satisfied by the submission of medical proof or any other required sufficient proof that the Applicant presents to the college.

Documents Required

1. **Caste certificate** - should be issued by competent authority (Issued by Govt. of Maharashtra) This certificate considered as Proof of Resident.
2. **Income certificate / Income Declaration** - should be issued by competent authority
3. **Caste Validity Certificate** - (Mandatory for Professional Degree courses, Professional Post Graduate. For Non Professional courses caste validity is not mandatory)
4. **HSC or SSC marksheet or last examination marksheet.**
5. **Gap certificate** - Not mandatory but in case of gap it is mandatory.
6. If applicable **father/Guardians death certificate.**
7. **Ration Card** for identify number of children in family.
8. **Leaving Certificate**
9. **Declaration certificate of parents/guardians** about number of children beneficiaries.

Tuition Fees and Examination Fees to OBC Students.

About Scheme

Department Name

VJNT,OBC and SBC Welfare Department

Overview

- Create interest in education among students.
- Making financial assistance available for higher education.
- Creating opportunities for financial growth through higher education.
- Scholarship scheme to avoid transparency, unity and delay.
- All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern OBC category student.

Eligibility

- 1) Applicant must be taking post matric education.
- 2) Parent's annual income should be less than or equal to 8.00 Lacs.
- 3) Applicant should be belongs to OBC category.
- 4) Applicants must be pursuing the education course approved by the government from Post - Matric course
- 5) Applicants must be residents of Maharashtra.
- 6) Applicant must be taken admission in government government aided / Private Non-Aided / Private permanently non aided courses.
- 7) Degree Courses in Health Science(Medical, Dental, Homeopathy, Unani, Ayurveda, Physiotherapy, Business Aid, Nursing) :
If Applicant is admitted through Association of Managements of Unaided Private Medical and Dental Colleges entrance examination or admitted through government common entrance examination then he/she will be eligible the for the freeship.
- 8) Higher and Technical Education Department :
Freeship will be applicable to unaided colleges / government and aided colleges with technical education / Polytechnic and government unaided professional courses.
Following are the applicable courses for this scheme :
 - Diploma – Engineering, Pharmacology, HMCT
 - Degree – Engineering, Pharmacology, HMCT
 - Post Graduate –MBA/MMS, MCA
- 9) Agriculture, Animal Husbandry and Dairy Development and Fisheries Department
The scholarship fees will be applicable to the Applicants who have been admitted through government quota in private un aided/permanently un aided institute.
 - Agricultural colleges (diploma)

- Dairy Business Department (Diploma)
 - Colleges for Agricultural and Allied subjects (Degree and Post Graduate)
 - Agriculture and Bio-Technology Colleges (Degree and Post Graduate)
 - Agriculture and Food Technology Colleges (Graduate and Post Graduate)
- 10) For B.Ed and D.Ed courses : 100 % benefit (Tuition Fees, Exam Fees) is applicable for D.Ed, B.Ed courses. For students studying in Aided, UnAided for D.Ed, B.Ed courses then Fee structure is applicable as per Government rates for same course.
- 11) For professional courses Applicant should admitted through CAP round is must.
- 12) If Applicant fails in particular year then he will get the Tuition Fees and Exam Fees of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.
- 13) Applicant will be eligible for scholarship if he / she changes the course Non - Professional to Professional but he will not be eligible if he / she changes the course from Professional to Non - Professional.
- 14) If an applicant pursuing professional course admitted in private un aided/permanently un aided institute for year 2015-16 onwards fails in the examination two or more times in particular academic course duration then he / she not eligible for the freeship.
- 15) Applicant studying in particular professional/Non-Professional course, and availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.
- 16) Scholarships/freeship will continue until Applicant completes one course. Ex. - 11th, 12th Arts - B.A., M.A. , M.Phil., P.H.D. If, Applicant completed B.A and B.Ed. course and later after taking admission for M.A., for M.A. course He/she will not be allowed for scholarship/freeship. But after admission to M.B.A. after B.Ed, it can be eligible for scholarship/freeship as it is a professional postgraduate course.

Renewal Policy

- 1) Applicant need to provide previous years marksheet.
- 2) At a time Applicant can apply freeship for only one educational course and it will be applicable till he/she completes that educational course in specified time.
- 3) Applicant need to pass each year of the specified educational year [In case of failure in a particular year he/she wont be provided reimbursement of tuition fees, Exam fees for that year].
- 4) Applicant cannot take freeship for more than 2 professional courses.
- 5) If due to any medical condition or due to any unforeseeable event the Applicant cannot appear in the annual examination, the head master of the college can approve or certify that if the Applicant would have appeared in the annual examination, he would have been able to pass the examination. This will be only allowed if the head of the institution is satisfied by the submission of medical proof or any other required sufficient proof that the Applicant presents to the college.

Documents Required

1. **Caste certificate**- should be issued by competent authority
2. Income certificate- should be issued by competent authority
3. **HSC or SSC marksheet or last examination marksheet.**
4. **Gap certificate** - Not mandatory but in case of gap it is mandatory.
5. **Declaration certificate of parents/guardians** about number of children beneficiaries.
6. **If applicable father death certificate.**
7. **CAP Allotment Letter** (For Professional Courses)
8. **Caste Validity Certificate** (For Professional Courses As Per GR Dated 31st July 2008) Exempted Professional courses to be identified
9. **Leaving Certificate**
10. **Ration card** for identify number of children's in family

Post Matric Scholarship to SBC Students.

About Scheme

Department Name

VJNT,OBC and SBC Welfare Department

Overview

- Providing financial assistance for education.
- Creating a passion for higher education.
- Providing students the opportunity to go to the mainstream of education through education.
- Scholarship scheme to avoid transparency, co-ordination and delay.
- Benefits of Tuition Fees, Exam Fees and Maintenance Allowance are paid to only SBC category students.

Eligibility

- 1) The parents/Guardians annual Income should be less than or equal to Rs. 1.50 Lac.
- 2) Applicants must be belongs to SBC category.
- 3) Applicants should be residents of Maharashtra.
- 4) Applicants must be pursuing the education course approved by the government from class Post-Matric.
- 5) If Applicant fails in particular year then he will get the Tuition Fees, Exam Fees and Maintenance allowance of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.
- 6) Applicant should be come through CAP round for only professional courses.
- 7) Only two children (i)any number of girls applicants allowed. ii) boys applicants maximum 2 of the same parent will be eligible for the Scholarship.
- 8) No scholarship will be paid to the Applicants under this scheme from the date he /she accepts another Scholarship / stipend.
- 9) 75 % attendance is mandatory for current year.
- 10) Applicant will be eligible for scholarship if he / she changes the course Non - Professional to Professional but he will not be eligible if he / she changes the course from Professional to Non - Professional.
- 11) Scholarships/freeship will continue until Applicant completes one course. Ex. - 11th, 12th Arts - B.A., M.A., M.Phil., P.H.D. If, Applicant completed B.A and B.Ed, course and later after taking admission for M.A., for M.A. course He/she will not be allowed for scholarship/freeship. But after admission to M.B.A. after B.Ed, it can be eligible for scholarship/freeship as it is a professional postgraduate course.
- 12) Applicant studying in particular professional/Non-Professional course, and

availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.

Documents Required

1. **Caste certificate** - should be issued by competent authority (Issued by Govt. of Maharashtra) This certificate considered as Proof of Resident.
2. **Income certificate / Income Declaration** - should be issued by competent authority
3. **Caste Validity Certificate** - (Mandatory for Professional Degree courses, Professional Post Graduate. For Non Professional courses caste validity is not mandatory)
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6. **If applicable father/Guardians death certificate.**
7. **Ration Card** for identify number of children in family.
8. **Leaving Certificate**
9. **Declaration certificate of parents/guardians** about number of children beneficiaries.

Post Matric Scholarship to SBC Students.

About Scheme

Department Name

VINT, OBC and SBC Welfare Department

Overview

- Providing financial assistance for education.
- Creating a passion for higher education.
- Providing students the opportunity to go to the mainstream of education through education.
- Scholarship scheme to avoid transparency, co-ordination and delay.
- Benefits of Tuition Fees, Exam Fees and Maintenance Allowance are paid to only SBC category students.

Eligibility

- 1) The parents/Guardians annual Income should be less than or equal to Rs.1.50 Lac.
- 2) Applicants must belong to SBC category.
- 3) Applicants should be residents of Maharashtra.
- 4) Applicants must be pursuing the education course approved by the government from class Post-Matric.
- 5) If Applicant fails in particular year then he will get the Tuition Fees, Exam Fees and Maintenance allowance of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.
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availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course.

Renewal Policy

- 1) The Applicant have to pass the previous year examination.
- 2) In case of SBC if Applicant fails for a year then the Applicant is not paid any reimbursement for that particular year.
- 3) For Group A - If an applicant pursuing Group A course fails in the examination for the 1st time the award may be renewed. For second & sub sequent failure in any class the Applicant shall bear his / her own expenses until he / she secure promotion to the next higher class.
- 4) For Group B,C,D,E - he/she has to secure promotion to higher class(For second & sub sequent failure in any class the Applicant shall bear his / her own expenses until he / she secure promotion to the next higher class.).
- 5) If due to any medical condition or due to any unforeseeable event the Applicant cannot appear in the annual examination, the head master of the college can approve or certify that if the Applicant would have appeared in the annual examination, he would have been able to pass the examination. This will be only allowed if the head of the institution is satisfied by the submission of medical proof or any other required sufficient proof that the Applicant presents to the college.

Documents Required

1. **Caste certificate** - should be issued by competent authority(Issued by Govt. of Maharashtra) This certificate considered as Proof of Resident.
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8. **Leaving Certificate**
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