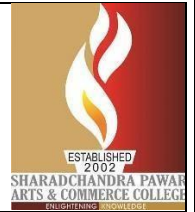




Shri Gajanan Maharaj Shikshan Prasarak Mandal's
Sharadchandra Pawar Arts and Commerce College
Alandi Devachi, (Dudulgaon) Tal. Khed, Pune-412105
(Affiliated to Savitribai Phule Pune University, Recognized by Govt. of Maharashtra)



Criterion 7: Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.10-The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programs for students, teachers, administrators and other staff Annual awareness programs on Code of Conduct are organized during the Year 2023-24

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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.

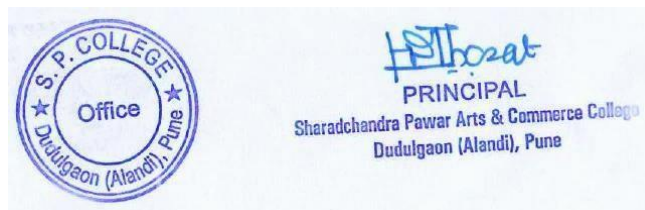
The responsibility of formal academics is very ably carried out by a highly qualified staff and is beautifully complemented by the varied co-curricular and extracurricular activities that help nurture the all-round personality of our students.

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. Dr. Sandhya Gunjal
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. Pravin Dolas	
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





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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. Kunal Kurewad	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 give 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 Bhawe	Member	
4	Mr.Akshay Hinge	Member	
5	Mr.Kunal Kurewad	Member	



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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. Prerna Patil	Member	
	Mrs. Pooja Rane	Member	
	Mrs. Sonali Abhang	Member	
	Mrs. Dipali Tamhane	Member	
	Mrs. Dipali Sonawane	Member	
	Mrs. Sharda Anerao	Member	
	Mrs. Savita Manke	Member	
	Mrs. Rajashree Khadke	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	
	Mrs. Dipali Sonwane	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. Dipali Tamhane	Program Officer	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Pravin Bhawe	Member	
	Mrs. Prerana Patil	Member	
	Mr. Pravin Dolas	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	<p>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.</p> <p>2) To guide and help students to participate in matches and tournaments.</p> <p>3) To Comply with the University rules related to Health Medical Checkup for First Year Student and Make provisions for emergency & First-aid facilities.</p> <p>4) To avail of the medical facilities to students.</p> <p>5) Student counseling for health awareness regarding swine flu, chicken gunya, corona etc.</p> <p>6) To arrange Lectures of Medical Practioners to create health awareness.</p>
	Dr. Mr. Dilip Bari	Member	
	Dr. Chhaya Joshi	Member	
	Mrs. Pooja Rane	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Parappa Dupargude	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	
	Mrs.Madhuri Chaudhari	Member	
	Mr. Vikas Dighe	Member	
	Mrs. Pooja Rane	Member	
	Mrs. Sharda Anerao	Member	
		Member	
		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.
	Mr. Shahuraj Yevate	Member	2. To oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities.
	Mr. Dilip Bari	Member	
	Mr. Sanjiv Kamble	Member	3. To analyses the results of semester examination and support students with lower marks by devising remedial classes.
	Dr. Chhaya Joshi	Member	
	Mr. Manik Kasab	Member	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.
	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. Shahuraj Yevate	Member	
	Mr. Dilip Bari	Member	
	Mr. Nisha Sonawane	Member	
	Mr. Pravin Dolas	Member	
	Mr. Prerana Patil	Member	
	Mrs. Sonali Abhang	Member	
	Mr. Pravin Bhave	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 Sonawane	Member	4) To resolve problems of class-clashes and day- to-day problems related to them.
	Mr.Shahuraj Yevate	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. Kailash Astarkar	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Pravin Dolas	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. Manik Kasab	Member	
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Pravin Bhavé	Member	
	Mr. Vikas Dighe		



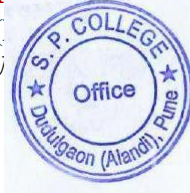
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Examination Committee (A.Y.2023-24)

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.
	Mr. Kailash Astarkar	Member	2) To prepare supervision charts, collect the manuscripts of question papers from the teachers and get them printed.
	Mr. Manik Kasab	Member	3) To maintain the record of every meeting and preserve all important documents.
	Mrs. Dipali Sonawane	Member	4) To prepare mark lists of internal tests to be dispatched to the University.
	Mrs. Sonali Abhang	Member	5) To plan and organize First Year Examinations.(Written/ Practical / Oral)
	Mr. Pravin Dolas	Member	6) To Prepare and maintain internal Exam. Record.
	Mrs. Varsha Tajane	Member	7) To conduct University Examinations.
	Mr.Dupargude Parappa	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	Mr.Dupargude Parappa	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. Yashoda Khulkhule	Member	
	Mr. Dilip Bari	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Dr.Priti Burhade	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. Yshoda Kulkule	Member	
	Mr. Dupardude Parappa	Member	
	Mr. Vikas Dighe	Member	





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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	
	Mr. Sanjiv Kamble	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Shahuraj Yavate	Member	



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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	1) To call for and invite literary articles and art work from the students for the college Annual, „Dnyandeep“ (Magazine) 2) To create awareness among students about writing. 3) To organize workshops on Literary Writing. 4) To invite experts and organize their lectures. 5) To give publicity to the college programs in newspapers & periodicals. 6) To prepare and display the wall papers.
	Mr. Dilip Bari	Member	
	Mr. Shauraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Parameshwar Bhatashe	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Parappa Dupargude	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	
	Mr. Parappa Dupargude	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. Parameshwar Bhatashe	Member	
	Mr. Manik Kasab	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	Mrs.Dipali Sonawane	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.
	Dipali Tamhane	Member	
	Mr. Parappa Dupargude	Member	
	Mr. Shahuraj Yevate	Member	
	Dr.Priti Burhade	Member	
	Mrs.Samina Momin	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	Dr. Pandurang Misal	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.
	Mrs.Sonali Abhang	Member	
	Mr. Sajiv Kamble	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Pravin Bhawe	Member	
	Mr.Parappa Dupargude	Member	
	Mr.Samina Momin	Member	
	Mr. Manik Kasab	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.Samin Momin	Member	
	Mrs. Sonali Abhang	Member	
	Mr. Dilip Bari	Member	
	Mr. Kailash Ashtarkar	Member	
	Mr. Manik kasab	Member	



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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.
	Mrs.Samin Momin	Member) To arrange faculty and students development program like educational visits, seminars etc.
	Mrs. Dipali Tamhane	Member	
	Mrs. Dipali Sonawane	Member) To inculcate research culture among Teachers and Students.
	Mrs.Priti Burhade	Member	
			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.



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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. Nikhil Khandve		



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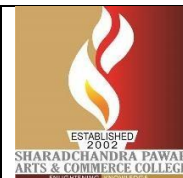


University Annual Report and Sanstha /Gov./Correspondence
Committee (A.Y.2023-24)

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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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,

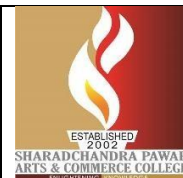
- The students should keep the identity card with them regularly and should wear the dress code.
- Whenever the identity cards are requested by the relevant authorities, they should submit it whenever demanded.
- Courtesy and respect must be the key aspects of a student's behavior.
- Disrespect and disobedience 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,





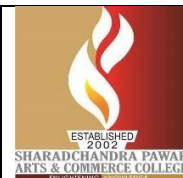
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directly or indirectly. Scribbling on the walls and desks etc. should be avoided.

- If any student is found scribbling the walls/desks, disciplinary action shall be taken against him / her.
- The rules set by the College Principal need 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

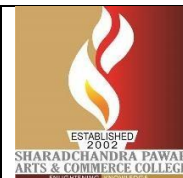
The chair of the Principal of a college has multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, and inspirer and so on. As the Academic and Administrative Head of the Institution the 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.





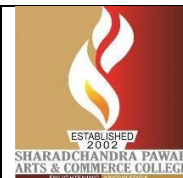
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- To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
- To create an environment conducive for research oriented academic 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



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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



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- 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



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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.

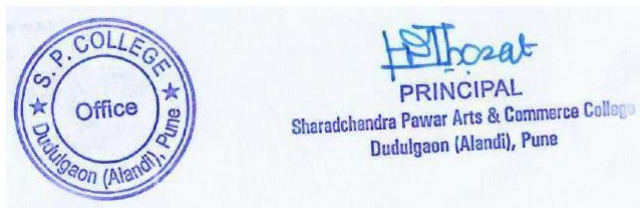
Vacation and leave are governed by a set of rules and norms as laid down by Savitribai Phule Pune University.

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

- Leave is 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.

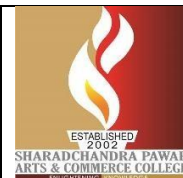
Teaching and non-teaching staff:

- ❖ 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.)



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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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