

॥ Vishnuvin Jap-Vyarth Tyache Dnyan ॥
Shri Pandurang Gramin Vikas Pratishthan Sachalit
Savitribai Phule Pune University Salganit



Dilip Walse Patil

Arts, Commerce & Science College



A/p - Nimgaon Sawa, Tal - Junnar, Dist - Pune 410504

Founder - **Shri Panduranji Pawar** (M.Com) Council President, Z.P. Pune

● Website - www.dvpcollege.org

● Email - dvp_nimgaonsawa@rediffmail.com

● Maharashtra State Registration No. N.G.C. 2009/(152/09) M.SHI -04 DATE 11/07/2009 ● College ID : PU/PN/ACS/398/2009

Ref No.:

Date : / /



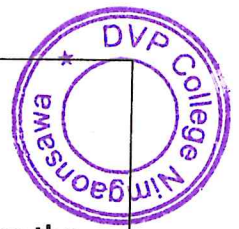
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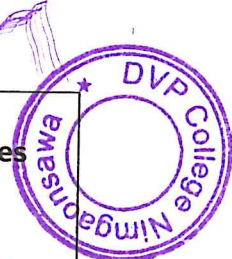
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ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES

Sr.No.	Name of Committee	Functions of Committee
1.	College Development Committee	<p>The CDC meet at least Four time a year</p> <p>To approve the budgetary provision for the development of college To endorse the recommendation made by Internal Quality Assurance Cell (IQAC)</p> <p>To Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth and facilitate college</p> <p>To Promote excellence in curricular, co-curricular and extra- curricular activities.</p>
2.	Admission Committee	<p>To oversee screening of students seeking admission in college through online and offline.</p> <p>Distribute brochures. Hand outs and display posters depicting salient features of college.</p> <p>To consider and adopt all efforts to attract students such as printing of brochures hand outs Advertisements. Banners. Etc.</p>



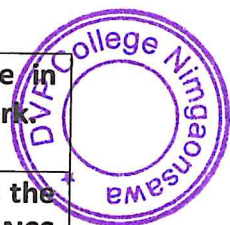
3.	Institutional Academic Calendar Committee.	Academic calendar committee will prepare the annual academic calendar of the college.
4.	Time Table Committee	To committee shall plan and prepare time table for regular classes and shall see to it that all departments are allocated equal number of classes during the academic session/semester.
5.	Examination committee	<p>To make all essential arrangements to conduct internal and university examination.</p> <p>To carry out all examination. Publish results within time and award degree certificates (Provided by the university and Institute) to the students.</p> <p>To conduct all examination according to rule and regulation lay down by SPPU.</p> <p>To maintain transparency and accountability in examinations.</p>
6.	Research and Innovation Committee	<p>To promote research attitude among the students.</p> <p>To acquire skill of research develop leadership as well as involve social activities for the benefit of mankind.</p> <p>To promote students and teachers to participate in AVISHKAR competition.</p>
7.	Competitive examination Committee	<p>To provide the special Guidance for competitive examination to students such as. MPSC other state level competitive examination.</p> <p>To organize the expert lectures on competitive examination to students.</p>



<p>8.</p>	<p>Anti-ragging and Grievance Redressed Cell</p>	<p>The committee shall lay down the college rules regulations to be followed by the college community and shall enforce the same. The committee shall decide on disciplinary matters pertaining to students and staff set mechanism for prevention ragging of students of the college.</p>
<p>9.</p>	<p>Publicity and college magazine public relation/website/news committee</p>	<p>To work for writing, editing and distributing news releases to the news media.</p> <p>To prepare activity report of each and every programme conducting on college on college to maintain an up-to-date list of news media for college.</p> <p>To raise resources for publication of the magazine "Brahmanand " to receive the articles</p> <p>To make sure before the publication that not a single report. Article is not plagiarized.</p> <p>To get the magazine printed by end of Academic year and distribute the same to students and staff. To collect information about the latest events and achievements and get it posted on college website in write ups and pictures.</p> <p>To upload and update the date required for NAAC Point of view. To update all communications. Notices, announcements, etc. on a regular basis.</p> <p>To make improvement in the website with respect to design on a continuous.</p>
<p>10.</p>	<p>Teacher and Student feedback committee</p>	<p>To improve quality of education and also give better atmosphere to student feedback collected from Student and teacher after various programme and at the end of academic year.</p>
<p>11.</p>	<p>Students Development committee</p>	<p>To develop a student as a versatile personality with academic excellence and a commitment to a democratic society.</p> <p>To apply for various proposal for SPPU financial assistance .to bridge the gap between rural and urban India.</p> <p>To help economically weak students, they are selected and allotted the job in the college campus and paid the honorarium.</p>



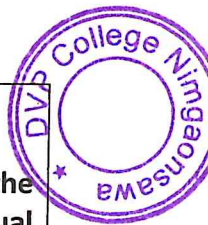
		To Organize programmes based on guidelines given by the Board of students' Development of the university. Such as-personality development programme, Nirbhay Kanyaabhiyan" (Fearless Girls Campaign). Yoga AND Meditation Training Programme for girls.
12.	Internal Quality Assurance Cell (IQAC)	Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution Dissemination of information on various quality parameters of higher education. Organization of workshops, seminars on quality related themes and promotion of quality circles. Documentation of the various programmers/ activities leading quality. Improvement Acting as a nodal agency of the institution for quality – related activities to prepare for the NAAC assessment audit and students feedback.
13.	Industrial Tours Committee	To organize field trips, field visit and tours. To take necessary permission for Tour/Field visit etc. To maintain safety and security of students at the time of Tour/Trip etc. To communicate with parents for Parental consent and provide the details of excursion for adventure activities. Residential and trips. To maintain the record and prepare the report of Tour/Trip etc.
14.	Attendance Committee	For regular attendance of student committee observe attendance take necessary action for students educational development
15.	Environmental awareness	To establish awareness, attitude and participation of college students in environmental activities. To suggest action towards creating environmental awareness and environment friendly practice among college students. To conduct the EVS examination and guides for field projects to students. To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like acid rain. Ozone depletion ,climate changes, global warming, etc.



16.	RTI Committee	RTI committee is established in the college in order to make transparency in the college work.
17.	N.S.S	<p>College NSS Unit shall function according to the specified Guidelines lay down by the NSS Department of SPPU, Pune. To arrange Special Camp and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.</p> <p>To arrange social service groups and outdoor filed activities. To support and involve students in social service activities.</p>
18.	Staff welfare committee	<p>To work for the benefit and welfare of teaching and non-teaching staff and provide a channel to interact with each other.</p> <p>To organize and conduct staff meeting and maintain the record of meetings.</p> <p>To ensure favourable working environment for members of staff. To organize Welcome and Farewell programmes for the faculty. To provide financial support staff members in times of illness and difficulties.</p> <p>To implements varies staff welfare schemes for teaching and non-teaching staff.</p>
19.	Cultural activities Committee	<p>To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks.</p> <p>The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</p> <p>To do the necessary procedure to organize cultural events. To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</p> <p>To arrange events for staff and students in coordination with "Students Cultural Committee."</p> <p>To arrange competitions like Rangoli, Mehandi, crafts and poster presentation for girl students.</p> <p>To organized Festival.</p>



20.	Library Committee	<p>Library is knowledge centre so to give required syllabus books and journals for student's library committee take all necessary action to improve the credibility and reputation of college.</p> <p>To Promote the interests and welfare of student's library committee updated all necessary requirement of library.</p>
21.	Scholarship Committee	<p>In given time period by social welfare department to fill up all the categories students scholarship form and also various scholarship schemes received from Savitribai Phule Pune University committee takes all necessary action for welfare of students.</p>
22.	Short Term Add On Course Committee	<p>To give skill based knowledge to the student's two short term courses introduced by this committee give suggestion for new courses and improvement as per requirements.</p>
23.	Mentoring Cell	<p>To promote an environment favourable to education and personal development To support the management and staff in the development of the college. To organize various student centric activities. To represents the view of the students on matters of general concern to them.</p>
24.	Right to Information Act	<p>To promote transparency and accountability in the working of the college.</p> <p>To make our society open and public authorities more accountable and information must be made available to a private citizen subject to right of privacy.</p> <p>To provide information for any individual on their demands as per the Rights to information Act.</p> <p>Strictly follow the rules and regulations of RTI.</p>
25.	Soft Skills Development	<p>To maintain the record of skill based programme. To set a proper mechanism for students and teachers.</p>



26.	Women Grievances Redressed Cell	<p>The Committee shall work in accordance with the rules and regulations laid down by Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013.</p> <p>To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff/ girl Students from sexual harassment in the college.</p> <p>To create and maintain safe. Healthy and supportive environment for women and girl students in the campus.</p>
27.	Discipline Committee	<p>To maintain the overall discipline on the college campus. To prepare the daily time table for campus supervision.</p> <p>To look after the any misconduct happen in the college campus and report to the principal.</p> <p>To establish a work culture that focuses on creating the healthiest and safest workplace possible.</p>




Principal
Dilip Walase Patil
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