



Rayat Shikshan Sanstha's

Savitribai Phule Mahila Mahavidyalaya, Satara

College Development Committee

2018-19 to 2021-22

Sr.No	Name of the member	Designation
1.	Dr.Anil Appasaheb Patil	Chairman
2.	Dr.Vitthal Subrao Shivankar	Member
3.	Dr.Sou. Bharati Anil Patil	Member
4.	Smt. Vijaya S.Shete	Member
5.	Sou.Gitanjali Sandip Kadam	Member
6.	Shri.Arun Banyabapu Godbole	Member
7.	Dr. Sou. Jayashri Ajay Aphale	Member
8.	Mr.R.A.Pawar	Member
9.	Smt. S.S.Shinde	Member
10.	Shri.Sachin Lalaso Alkunte	Member
11.	Alumni Representative	Member
12.	Student Representative	Member
13.	Prin.Dr.Shivling Gangadhar Menkudale	Secretary

J. P. Patil
IQAC
Co-ordinator



[Signature]
Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA.



Rayat Shikshan Sanstha's

SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA

INTERNAL QUALITY ASSURANCE CELL

2021-22

Criterion I

Chairperson: Dr. G.S. Bhosale

Sr No	Committee	Scope and record to be collected and submitted	Chairman	Member/s
1	Feedback	<ul style="list-style-type: none">Take feedback on curriculum from teachers, students, alumni, employers and parentsAnalyze the feedback collected and take necessary action. The feedback analysis should be uploaded on the websitePrepare prescribed formats for collecting feedbackCollect feedback from students about teachers. The analysis should be communicated to individual teachers. Suggestions can be given by PrincipalCollect feedback from parents and students about institute. Analysis should be presented to the Principal. Action taken report should be maintainedConduct students' satisfaction survey about teaching learning processSubmit all the records at the end of the year	Mr. D.R. Pawar	1) Mrs. L.S. Patil 2) Mr. S.B. Nikam 3) Mr. G.C. Khamkar 4) Mrs. D.P. Lahigule 5) Mr. R.B. Kavitate
2	Timetable / Roll Call / and Attendance Monitoring Committee	<p>Timetable:</p> <ul style="list-style-type: none">Design of Time-Table of all the faculties [Sr. college] by making optimum usage of infrastructure availableAllocate classrooms according to strength of studentsDisplay time-table for students & teachers on the notice boards, electronic screens and websiteCollect departmental time- tables and preserve for recordsConduct at least three meetings of committee and maintain record of minutes of the meetingSubmit all the records in a form of file at the end of the year	Prof. Dr. S. M. Bhosale	1) Dr. S.S. Pawar 2) Mrs. L.S. Patil 3) Mrs. Sneha Dhanawade 4) Mrs. Shrushti Ghadage



		<p>Attendance:</p> <ul style="list-style-type: none"> • Follow electronic attendance system. • Inform students through notices to the class, on website as well as display on notice boards about ordinance regarding attendance and actions that will be taken against defaulters. • Inform students about grading system for attendance • Maintain attendance record [department-wise] strictly as per the ordinance • Collect monthly reports of attendance from all departments. • Display list of defaulters on the board and send messages to the parents of defaulters 		
3	<p>Skill Based Courses, Self-development and , MOOCs</p>	<ul style="list-style-type: none"> • Keep record of all Skill based courses conducted by departments • Monitor conduct of the skill based courses regularly • Ensure the quality and effectiveness of the courses • Organize courses for students that will enhance their employability e.g. Life skill courses, soft skill courses, English proficiency courses etc. • Organize Vocational Education and trainings for students • Consult faculty members for selecting the courses. Involve external agencies • Take feedback from students after the course • Arrange for certificates or grade cards for students who complete the courses. • Maximum students have to be involved in these courses and trainings • Monitor conduct of all the programmes <p>Self- Development Programme (For all the classes of senior college)</p> <ul style="list-style-type: none"> • Conduct yogic relaxation everyday in each class • Plan for activities that will inculcate values in students and help them lead a balanced, ethical life • Conduct EQ test before and after the programme • Collect feedback and testimonials from students. • Keep up to date record of the entire activity [including timetables, attendance report, EQ test results, testimonials etc.] • Make efforts for continuous up-gradation 	<p>Mrs. M.V. Varnekar</p>	<p>All Concerned Coordinator of Short Term Courses</p>



		<ul style="list-style-type: none"> of the programme Have a wall paper dedicated for value based education 		
4	Website	<ul style="list-style-type: none"> Update and maintain college website regularly Upload information about recent events, photographs, notices etc. on the website. For this collect material from department heads and committee heads Continuously upgrade the website for its maximum use Use innovative ideas for making the website interactive and dynamic Maintain records 	Dr.J.A. Aphale All the Heads of the Departments	1) Mrs. A.C.Jirge 2) Mr.S.B.Nikam 3) Mr.G.C. Khamkar 4) Mrs. Shrushti Ghadage 5) Mr.R.B. Kavitate 6) Mr.Sachin Alkunte
5	Prospectus Student Handbook, Academic Calendar	<ul style="list-style-type: none"> Preparation, Printing of Prospectus, Hand Book of Students and Academic Calendar of College including Calendar of College including all details of programme 	Prin. Dr. S.G. Menkudale Mrs.L.S. Patil	1) Dr.S.M.Bhosale 2) Dr.S.S.Pawar 3) Mrs. Sneha Dhanawade

Criterion II

Chairperson: Prof. (Dr.) Mrs. S.S. Gharge

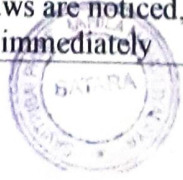
Sr No	Committee	Scope and record to be collected and submitted	Chairperson	Members
1	Examination	<ul style="list-style-type: none"> Conduct orientation for all teachers regarding rules of examination re-examination, evaluation Make SOPs for every process related to examination (Autonomous and University) Conduct ATKT semester end, internal & additional examinations Follow timeline for conducting the exams and declaration of results. The results should be declared on institutional website as well Take review of every examination and make improvements in making the process convenient and transparent. All results should be maintained in soft as well as hard copies and made available whenever required for different purposes. Set-up a Board of Examinations by inviting and including suitable members Make ordinances for different aspects of 	1) Dr.G.S. Bhosale	1) Dr.S.S. Pawar 2) Mrs. L.S.Patil (CIE) 3) Dr.P.K.Tone 4) Mr.S.B.Nikam 5) Mr.R.P.Wadate 6) Mr.D.R.Pawar 7) Dr.A.A.Phate 8) Mrs.V.B.Shinde



		<p>examination</p> <ul style="list-style-type: none"> • Conduct orientation for all teachers regarding rules of examination, re-examination, evaluation etc. • Inform students about all the ordinances of examination • Make SOPs for every process related to examination • Follow timeline for conducting the exams and declaration of results. • The results should be declared on institutional website as well. • Organize open-day for students to see their papers. • Take review of every examination and make improvements in making the process convenient and transparent. • All results should be maintained in soft as well as hard copies and made available whenever required for different analysis purposes. • Take review of every examination and make improvements in making the process convenient and transparent. • All notifications and ordinances regarding examination should be displayed on institutional website in separate tab. 		
2	<p>Mentor-Mentee Scheme & Counseling Centre</p>	<ul style="list-style-type: none"> • Manage the counseling center in college to provide personal and psycho-social support to students. • Implement "Mentor-Mentee" programme through all the departments and check records once in every term • Provide format for maintaining the M-programme • Conduct sessions for teachers regarding counselling and mentoring • Counselor should be available at least for two hours on three days in a week. • Inform students about the center through a general notice • Keep records of counseling • Arrange talks on topics like- Stress management, inter-personal relations or any other relevant topics to support strong mental health of students • Submit all the records in a form of file at the end of the year 	<p>Mr. R.P. Wadate</p>	<p>1) Mr.G.C.Khamkar 2) Mrs. Sneha Dhanawade 3) Mrs. Shrushti Ghadage</p>



3	Remedial Coaching, Advance and Slow Learners, Bridge Course Guiding	<ul style="list-style-type: none"> • Assess the learning levels of the students at entry level • Organise special Programmes for advanced learners and slow learners • Remedial coaching in difficult and new subjects • To provide guideline to conduct Bridge Course 	Mrs. L.S. Patil	<ol style="list-style-type: none"> 1) Dr.S.S.Pawar 2) Mr.G.A.Giri 3) Mr.R.P. Wadate 4) Mrs. Sneha Dhanawade 5) Mrs. Shrushti Ghadage
4	SWAYAM Courses	<ul style="list-style-type: none"> • Give Information to the student about SWAYAM Courses 	Dr. S. S. Pawar	<ol style="list-style-type: none"> 1) Dr.S.S. Gharge 2) Mr.G.C. Kumbhar 3) Mr.P.U. Ranbagale 4) Miss. Supriya Gaikwad 5) Mr.S.B. Nikam 6) Mrs. D.P. Lahigude
5	Internal Academic Monitoring Committee	<ul style="list-style-type: none"> • Ensure smooth functioning Teaching, learning and evaluation. • Conduct internal academic audits once in every semester • Departmental academic activities • Annual academic plan of department (Academic Calendar) • Teaching plan, syllabus completion • Attendance record • Academic diaries • Mentor-mentee programmes • Knowledge Assessment Tests • Remedial coaching and advance and average learners' activities • Continuous Internal Evaluation System-planning, frequency, variety, outcome • Use of student centric methods- Experiential learning, participative learning, problem solving methodologies • Use of ICT, E-learning resources, Learning Management Systems • Use of innovative teaching methods • Use of innovative evaluation methods – open book exam, online exam etc. • Maintain records in prescribed format • Provide formats to the departments for providing information • Submit report of every monitoring round to IQAC • Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers • Take occasional oral feedback from students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately 	Prof. Dr. S. M. Bhosle	<ol style="list-style-type: none"> 1) Dr.J.A. Aphle 2) Dr.S.S.Pawar 3) Mr.S.B.Nikam 4) Mrs. Shrushti Ghadage



		<ul style="list-style-type: none"> • Submit all the records in the form of a file at the end of the year 		
5	Admission Committee	<ul style="list-style-type: none"> • Make SOP for entire admission process. • Designing and printing of prospectus before starting the admission process • Notification of the process for the benefit of students and parents on flex boards and on the website of college • Conduct meetings with software provider to specify requirement • Conduct trainings to acquaint members with the software and process • Plan and execute the entire process to ensure smooth and convenient conduct. • Proactive approach to avoid last minute troubles • Review admission process to take necessary action for further improvement • Maintain all the records of admission process 	Prin. Dr. Shivling Menkudale Prof. Dr.S.M. Bhosale (Working Chairman)	1) Prof.Dr.S.S.Gharge 2) Dr.S.S.Pawar 3) Mrs.M.V.Varnekar 4) Mr.D.R. Pawar 5) Mr.S.B.Nikam 6) Mrs. Shrushti Ghadage (Class Wise Admission Committee)
6	Staff Academy	<ul style="list-style-type: none"> • To conduct the lecture on various research topic, general topics and social issues • Occasional necessary actions should be planned and implemented • To look after the facilities required for the academic purposes • To organize welcome, Send Off, Retirement programmers 	Prof. Dr. S. M. Bhosale	1) Dr.S.S.Pawar 2) Mr.S.B.Nikam 3) Mr.N.B. Pharande 4) Mr.R.B.Kavitake
7	Staff Welfare Committee	<ul style="list-style-type: none"> • Occasional necessary actions should be planned and implemented • 	Mr.R.P. Wadate	1) Mr.G.A.Giri 2) Mr.P.U.Ranbagle 3) Mrs. Supriya Gaikwad 4) Mrs. Kshirsagar



Criterion III

Chairperson: Dr. S. S. Pawar

Sr No	Committee	Scope and record to be collected and submitted	Chairman	Members
1	Research Promotion and Ethics	<ul style="list-style-type: none">• Make a well-defined policy for promotion of research and upload it on the college website• Make code of ethics to check malpractices and plagiarism. Evaluate research projects for their ethical standards• Make budgetary provision for giving seed money for research to the teachers and students• Develop green house, databases and upgrade common instrumentation laboratory• Initiate applications for research grants and donations to industries, corporate houses, international bodies etc.• Encourage teachers to apply for major and minor research project grants to various governmental and non-governmental agencies. Provide information about this to all the faculty members. Ensure that, every teacher gets one research project grant in next three years• Keep record of on- going and completed research projects in the college, research awards, research publications and presentations of faculty members• Conduct research scholar meet for in-house researchers• Make a compilation of research papers published by faculty members in the given academic year• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting• Submit all the records in a form of file at the end of the year. <p>Avishkar :</p> <ul style="list-style-type: none">• Conduct Chhatrapati Shivaji Research Competition at college level for preparing students for <i>Avishkar</i>• Initiate maximum participation in <i>Avishkar</i>. Promote the activity in order to achieve recognition at zonal	Dr.S.S.Pawar	<ol style="list-style-type: none">1) Mr.D.R.Pawar2) Mrs. L. S. Patil3) Mrs. Priyanka Gaikwad4) Mr.P.U. Ranbagale5) Mr.A.A.Phate6) Mr. Sneha Dhanawade7) Mrs. Shrushti Ghadage



		<p>university and state level.</p> <ul style="list-style-type: none"> • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting. • Submit all the records in a form of file at the end of the year. 		
2	Consultancy	<ul style="list-style-type: none"> • Create consultancy and generate revenue • Encourage teachers to take up consultancy work. Suggest avenues and built up networking. • Conduct corporate training. 	Mr. D.R.Pawar	Mrs. Shrushti Ghadage
3	Extension	<ul style="list-style-type: none"> • Arrange programs to promote institution-neighborhood community network in terms of sensitizing students to social issues, student engagement, contributing to good citizenship, service orientation and holistic development of students. • Conduct extension and outreach programs in collaboration with industry, community and NGOs. • Ensure extensive participation of students in extension activities with Government organizations, NGOs and in programs such as <i>Swatchh Bharat</i>, AIDS Awareness, Gender issue etc. • Conduct extension work activities as per the guidelines of University of Mumbai. • Instruct all the departments to conduct extension activities and social activities. [This is important for NAAC] Conduct at least three meetings of the committee and maintain the documentation 	Dr.S.S.Pawar	All the heads of the departments
4	NSS	<ul style="list-style-type: none"> • Conduct activities as per the guidelines • Apply for the award that is given by the government to the best units • Maintain detailed report of Social work with photographs • Conduct programs like workshops, exhibitions, social services etc. for community [neighboring schools, cooperative housing societies, underprivileged sectors of society etc.]. • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	<p>Unit No. 1 Mrs. M.V. Varnekar (Programme Officer)</p> <p>Unit No. 2 Mr. K. G. Kumbhar (Programme Officer)</p>	<p>Dr.S.M. Bhosale (Guidance for Activity Planning)</p> <p>Mr.R.P.Wadate Mrs. P.K. Ghatge Dr.P.K. Tone Mr.A.A.Phate Mr.S.B.Nikam</p>



		<ul style="list-style-type: none"> • Provide necessary cleaning materials to the staff. • Keep complaint register at convenient location for students and staff to note their complaints. Attend to grievances immediately. • Take steps towards 'Zero Garbage Campus' 		
3	Library Committee	<ul style="list-style-type: none"> • Prepare complete profile of library giving details of infrastructure, library facilities, list of periodicals & magazines, subject wise list of books, CDs etc. • Upgrade e-content continuously. Conduct orientation programs for students and faculty members about the use of e-library and facilities in the library. • Display of new arrivals. • Report important articles, books, current event news etc. • File excerpt of articles, newspaper cuttings etc. • Maintain syllabus, question papers & related university circulars and make them available for faculty and students. • Inform students about library facilities through notices. • Inform rules of reading room & borrowing books to students. • Maintain record of set of books issued to the needy students, internet usage by students, faculty members visiting library, students using night reading room, number of external readers using library facility etc. • Establish linkage with other libraries (BCL and JNL, Mumbai University). • Subscribe to INFLIBNET, e-ShodhSindhu, e-Shodh Ganga, e-resource, N-LIST. • Inform head of departments about subject –wise budget for purchase of books. • Take feedback from students and teachers every year and analyze. Submit the yearly report to IQAC 	Mrs. A.C. Jirge	<p>IQAC Coordinator All the Heads of Departments</p> <p>Mr. Sachin Alkunte</p>



Criterion IV**Chairperson: Mrs. A.C. Jirge**

Sr. No	Committee	Scope and record to be collected and submitted	Chairman	Members
1	Building & Maintenance	<ul style="list-style-type: none">• Undertake regular surveys and supervisions of college infrastructure for repair and replacements• Carry out prompt repair works in case it is required• Keep record of all the infrastructure facilities in the campus• Work out annual maintenance contract with reliable agencies. Maintain records• Maintenance of water coolers, fire extinguishers, ACs etc. should be regularly done	Prin. Dr. Shivling Menkudale Working Chairman Dr. G.S.Bhosale	1) Mrs. A.C.Jirge 2) Mr.K.G. Kumbhar 3) Mr.R.P.Wadate 4) Mr.G.A. Giri 5) Mr.Sachin Alkunte
2	Beautification and Cleanliness	<ul style="list-style-type: none">• Supervise maintenance of garden [including Karmaveer statue] with the help of non-teaching staff.• Maintain the green zones surrounding the playground.• Provide placards carrying botanical names for important trees in the campus.• Arrange workshop on gardening• Conduct strict surveillance of cleanliness of the campus, particularly washrooms with the help of faculty members. Appoint floor representatives.• Keep record of daily cleaning activity.• Ensure regular cleaning of water coolers [Twice in six months].• Instruct departments for maintaining cleanliness in the staff rooms, laboratories and store rooms.• Arrange surprise visits to departments to check cleanliness. Keep record.• Announce two hours in every week as a "clean-hours". Implement it strictly in office, library, departments etc. Keep record.• Conduct activities to support "Swatch Bharat Abhiyaan"• Arrange regular meetings with cleaning staff and instruct them.	Mr.K.G. Kumbhar	1) Dr. P.K. Tone 2) Mrs. M.V. Varnekar 3) Mr.A.A. Phate 4) Mr.Sachin Alkunte

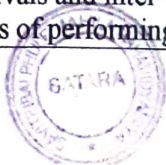


	<ul style="list-style-type: none"> • Upgrade library facility continuously. • Keep record of footfall [teachers and students]. • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting. • Submit all the records in a form of file at the end of the year. 		
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Criterion V

Chairpersons: Mr. D.R. Pawar

Sr. No.	Committee	Scope and record to be collected and submitted	Chairman	Members
1	Career Guidance, Training, Placement, Entrepreneurship Development	<ul style="list-style-type: none"> • Arrange seminars/talks about career guidance for students of all faculties • Organize training sessions to increase the employability of the students • Invite industries to have campus interviews in the college • Keep department-wise data of companies which are potential employers of our students with the help of HoDs • Facilitate networking with placement agencies, industries, corporate houses etc. • Arrange career-fair • Keep record of on-campus and off-campus placement data • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the record in a form of file at the end of the year 	Dr.S.S. Pawar	<p>All the heads of the departments</p> <ol style="list-style-type: none"> 1) Mr.K.G.Kumbhar (NSS Programme Officer) 2) Mrs.Smita Kumbhar (Physical Director) 3) Mr.S.B.Nikam 4) Mrs. Shrushti Ghadage 5) Mrs. Pratiksha Pisal
2	Essay, Debate, Elocution Competitions	<ul style="list-style-type: none"> • Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level. • Conduct intra-college competitions of performing & literary arts, elocution and debate. • Promote students to represent in various college festivals and inter-college competitions of performing & 	Mrs. M.V. Varnekar	<ol style="list-style-type: none"> 1) Dr.P.K.Tone 2) Mrs.L.S. Patil 3) Mr.N.B. Pharande 4) Mr.S.B. Nikam 5) Supriya Gaikwad 6) Pratiksha Pisal



		<p>literary arts, elocution and debate.</p> <ul style="list-style-type: none"> • Prepare – college song with the help of talented students [involve alumni] 		
3	<p>Competitive Examinations Guidance, Karmaveer vidya Prabodhini Examinations</p>	<ul style="list-style-type: none"> • Take a survey of students interested in appearing for competitive exams. • Maintain a guidance cell with the help of experts to guide students for competitive exams like MPSC/UPSC/GMAT/GRE/GATE/T OEFFEL/MSCET/PTM/NET/SET etc. • Prepare students for exams conducted by <i>Karmaveer Vidya Prabodhini</i> • Keep record of number of students enrolled and passed. • Upgrade the library of the cell as per the requirement of the students. 	<p>Dr.S.M. Bhosale (For IBPS)</p> <p>Mrs.P.K. Gatage</p> <p>(Competitive Exam)</p>	<p>1) Dr.P.K.Tone 2) Mr.K.G. Kumbhar 3) Mr.A.A.Phate 4) Mr.G.C. Khamkar</p>
4	<p>Earn and Learn Scheme</p>	<ul style="list-style-type: none"> • Implement 'Earn and Learn Scheme' for deserving students of the college as per the directives of Rayat Shikshan Sanstha. • Make list of students and their skills. • Generate opportunities of work for them in the campus. • Develop and upgrade fund to provide financial help to deserving students. • Design a procedure and format to implement this activity. • Conduct at least three meetings and keep records and submit whenever asked 	<p>Mrs. A.C. Jirge</p>	<p>1) Dr.J.A. Aphale 2) Dr.S.S.Pawar 3) Mr. D.R. Pawar 4) Mr.S.B.Nikam 5) Mrs. D.P. Lahigude</p>
5	<p>Gymkhana</p>	<ul style="list-style-type: none"> • Planning of activities to promote sports in college in order to get state level or national level recognition to our sportspersons. (Students) • Locate potential and talented students with outstanding sports records and promote their games. • Incentives in terms of prizes, cash awards, sport dresses/suits can be given to deserving candidates. • Development and maintenance of outdoor and indoor sports facilities in college and monitoring its optimum use. • Conduct annual sports competitions and annual sports prize distribution function. • Conduct zonal level competitions of any one game of Shivaji University, Kolhapur 	<p>Mrs. Smita Kumbhar</p>	<p>1) Dr. G.S. Bhosale 2) Mrs.V.M. Varnekar 3) Mrs. P.K. Gatage 4) Mr.R.P.Wadate 5) Dr.P.K.Tone 6) Mr.G.A. Giri</p>



6	Alumni Parent Association	<ul style="list-style-type: none"> • Keep department-wise data of alumni in the format- [With the help of HODs] • Focus on institutional, academic and infrastructural contributions of alumni. For eg. involve alumni in placement, industrial visits, curricular aspects, donations of old books, financial support for development of department or helping deserving poor students, interactions with current students for guidance. This should be done with help of HODs. • Keep record of all the activities department wise [with the help of HODs]. • Generate funds with the help of alumni [minimum 10 lakhs]. The funds will be used for college development. • Conduct alumni meets –department wise at least once in two years. • Conduct at least four meetings of alumni association and maintain record of minutes of the meeting. • Submit all the records in a form of file at the end of the year. 	Prof. Dr.S. M. Bhosale	1) Prof. Dr.S.S. Gharge 2) Dr.S.S. Pawar 3) Dr. G.S. Bhosale 4) Mr.R.P. Wadate 5) Mr.S.B. Nikam 6) Mrs. Sneha Danawade 7) Mr.A.A. Phate 8) Mrs. Shrushti Ghadage
7	Standing Committee (B C Cell)	<ul style="list-style-type: none"> • Keep enrollment data [class and division wise] about students belonging to reserved categories • Create awareness among the students about caste-related Govt. circulars & schemes. • Get the scholarship forms filled from all the students who are eligible for the scholarships. • Maintain record of students getting various scholarships and free-ships. • Prepare a prescribed format for collecting information about students belonging to reserve category. • Keep detailed information about the differently able students. Counsel them regularly and organize help to facilitate their studies. • Submit all the records in a form of file at the end of the year. 	Prin. Dr. Shivling Menkudale Mr.R.P. Wadate (Co-ordinator)	1) Dr.S.S.Pawar 2) Mr.D.R.Pawar 3) Mrs. A.C.Jirge 4) Mr.G.A. Giri 5) Mrs. V.B. Shinde 6) Representative of Students Council



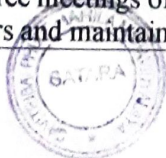
8	Internal Complaints [Teaching, non-teaching & students]	<ul style="list-style-type: none"> • Inform students and faculty members about existence and scope of Internal Complaints Committee through general notice. • In case of any complaint take action in consultation with Hon. Principal as per the rules 	Prin. Dr. S.G. Menkudale Dr.J.A. Aphale	1) Mrs. A.C. Jirge 2) Mrs. M.V. Varnekar 3) Mr. Sachin Alkunte 4) Adv. V.S. Deshpande
9	Grievance Redressal	<ul style="list-style-type: none"> • Maintain complaint boxes in the college premises • Inform students and teaching and non-teaching members of the staff about Grievance redress cell and its functioning through separate general notices. • Attend to complaints received in the complaint boxes once in a month • Take compliance in consultation with Hon'ble Principal • Follow up the compliance by concerned department/ committee • Conduct at least three meetings [per term] of committee members and • maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Prin. Dr. Shivling Menkudale	1) Dr.S.S.Gharage (Co-ordinators) 2) Dr.S.S.Pawar 3) Dr.P.K.Tone 4) Mr.S.R.Babar
10	Anti-ragging	<ul style="list-style-type: none"> • Inform students about existence of anti-ragging committee, anti-ragging laws and punishments in case of offence • Display the above said information on the boards including electronic boards and website. Also, contact numbers of competent authority at the strategic locations • Take note of any complaint of ragging • Take action in case of offence as per the law and in consultation with Hon. Principal 	Prin.Dr. Shivling Menkudale Mrs. P.K. Ghatage	1) Mr.K.G. Kumbhar 2) Mrs. M.V. Varnekar 3) Mrs. Smita Kumbhar 4) Adv. Varsh Deshpande 5) Mr. Rajashri Deshpande (Alumini) 6) Mrs. Madhavi Shinde 7) City Police Inspector 8) Journalist 9) Member from Parents 10) Member from Present Student 11) Mr. Sachin Alkunte
11	Lead College	<ul style="list-style-type: none"> • Allocate budget as per the guidelines by the University • Organize programmes under the Lead College Scheme • Keep record and submit it to IQAC 	Prin. Dr. S.G. Menkudale Dr.S.S. Gharge (Working Chairman)	Dr. S.M. Bhosale (Arts) Dr.S.S. Pawar (Commerce) Mr. S.B. Nikam (B.C.A.) Mrs. Shrushti Ghadage (B.Voc)



12	Social Sciences Association	<ul style="list-style-type: none"> Organize various programmes for the social sciences Keep record and submit it to IQAC 	Mr.R.P. Wadate	1) Mr.K.G. Kumbhar
13	Tours and Excursions	<ul style="list-style-type: none"> Prepare rules and regulations for tours and excursion Proposals for permission to arrange tour Monitor the tours and excursion Arranged by all the departments 	Mr.K. G. Kumbhar	1) Dr.S.S.Pawar 2) Mr.G.A.Giri 3) Mr.R.P.Wadate 4) Dr.P.K.Tone 5) Mr.S.B.Nikam
14	Art Circle (Cultural Programmes) Youth Festival	<ul style="list-style-type: none"> Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level. Give incentive, encouragement to the outstanding performers. Conduct intra-college competitions of performing & literary arts. Conduct Shivaji University Youth Festival [Zonal level] at least once in 5 years. Promote students to represent in various college festivals and inter-college competitions of performing & literary arts. Organize special programmes on the occasion of <i>Karmaveer.Jayanti</i> Organise cultural programmes for students once in a year 	Mrs. P.K. Ghatage Dr.P.K. Tone	1) Mrs. R.P. Wadate 2) Mr.G.A.Giri 3) Mrs. Sneha Danawade 4) Mrs. Shrushti Ghadage 5) Mr.A.A.Phate 6) Mr.N.B. Pharande
15	Vivek Vahini, Speck Out cell	<ul style="list-style-type: none"> Maintain the rules about <i>Vivekvahini</i> Organize programmes Create scientific temper among students 	Dr.J.A. Aphale	1) Mr.D.R. Pawar 2) Mrs. A.C.Jirge 3) Mr.A.A.Phate
16	Women's Hostel	<ul style="list-style-type: none"> Monitor the admission procedure. Supervise day to day working of the hostel. Take regular rounds of hostel. Maintain all records. Strict vigilance of security and cleanliness. Attend complaints of women students as soon as possible. Arrange "Hostel Day" once in a year. Conduct minimum three meetings with girls staying in hostel and keep records of minutes of the meetings 	Mrs. A.C. Jirge	1) Mrs. M.V. Varnekar 2) Mrs. L.S. Patil 3) Mrs. P.K. Ghatage 4) Mr. Sachin Alunte



17	Health Center, Yoga and Ladies Jym	<ul style="list-style-type: none"> • Maintain health center in working condition [with first aid and basic medicines] Maintain records of visiting patients • Attend to all medical emergencies in the campus • Inform students, teaching and non-teaching staff about working days and hours of health center and about health care facilities and services available at health center • Organize informative workshops, lectures, check-up camps & film shows related to health issues for students, teaching and non-teaching staff and also for communities in neighborhood. Arrange programs for under privileged sections of society • Programmes should provide guidance to students about diet, health, hygiene, addictions. • Organize minimum 4 activities in a year • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Mrs. Smita Kumbhar	<ol style="list-style-type: none"> 1) Mr.D.R.Pawar 2) Mrs. Smita Kumbhar 3) Mrs. A.C. Jirge 4) Mrs. Shrushti Ghadage
18	Canteen	<ul style="list-style-type: none"> • Regular surveillance of canteen facility in terms of cleanliness, menu, rates, drinking water etc. • Ensure variety in menu and some healthy options of food • Take feedback from students and faculty members and suggest improvisation of canteen • Conduct at least three meetings of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Dr. P.K. Tone	<ol style="list-style-type: none"> 1) Mr.G.A.Giri 2) Mr.A.A.Phate 3) Mr.N.B. Bansode
19	Magazine (Maitreyi) Wallpaper	<ul style="list-style-type: none"> • Present good quality drawings, photographs, essays, poems etc. by students in a form of wall paper • This wall paper has to be displayed in main building- first floor and should be changed every fortnight • Publish college magazine <i>Maitreyi</i> annually • Conduct at least three meetings of committee members and maintain 	Dr.G.S. Bhosale	<ol style="list-style-type: none"> 1) Dr.S.S.Pawar 2) Mrs. M.V. Varnekar 3) Mrs. L.S. Patil 4) Mr.G.A.Giri 5) Mr.N.B. Pharande 6) Mrs. Sneha Dhanawade 7) Mrs. Shrushti Ghadage 8) Mrs.Jayshri Baabar

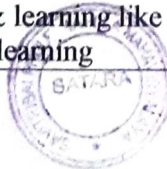


		<p>record of minutes of the meeting</p> <ul style="list-style-type: none"> • Submit all the records in a form of file at the end of the year 		
20	Literary Association	<ul style="list-style-type: none"> • Conduct events like poetry recitation, lectures, book reviews etc. to promote Marathi literary activities • Maintain all the data in separate file and submit at the end of the year 	1) Dr. J.A. Aphale (English)	<ol style="list-style-type: none"> 1) Dr.G.S.Bhoslae (Hindi) 2) Mr.G.A.Giri (Marathi) 3) Mr.N.B.Pharade (Marathi)
21	Students' Council And Welfare	<ul style="list-style-type: none"> • Inform students about welfare schemes of college, university and Government. • Address to the needs of differently abled students. Inform students about facilities available in college for such students through a general notice • Initiate institutional scholarships in consultation with principal • Mobilize Educational Fund for helping poor students • Conduct elections for formation of Students' Council as per the university guidelines • Celebrate Rose Day with permission from Hon. Principal • Organize convocation ceremony • Form group of volunteers to help in various activities of college • Submit records at the end of every year 	Prin. Dr. S.G. Menkudale Mrs. Smita Kumbhar (Working Chairman)	<ol style="list-style-type: none"> 1) Dr.J.A. Aphale 2) Dr.G.S.Bhosale 3) Dr.S.S.Pawar 4) Mr.S.B.Nikam 5) Mrs. Shrushti Ghadage 6) Mr. Sachin Alkunte
22	Event Management	<ul style="list-style-type: none"> • Make all necessary arrangement of Birth and Death Anniversaries of Great Personalities • Collect time to time information from all departments and committees about their programmes. • Management of all programmes and activities in the college. • Keep a record/register of all events organized in the college. 	Dr. P.K. Tone	<ol style="list-style-type: none"> 1) Dr.S.S.Pawar 2) Mrs.P.K. Ghatge 3) Mr.S.B.Nikam 4) Mr.N.B. Pharande
23	Publicity, News Letter Bhavjagar	<ul style="list-style-type: none"> • Give publicity to all activities, programs & events held in the college with the help of print and electronic media • Maintain records of all paper cuttings and photographs of press releases and news regarding college activities • Publish the newsletter • 	Dr.G.S. Bhosale	<ol style="list-style-type: none"> 1) Dr.S.S.Pawar 2) Mrs. M.V. Varnekar 3) Mrs. L.S. Patil 4) Mr.G.A.Giri 5) Mr.N.B. Pharande 6) Mrs. Sneha Dhanawade 7) Mrs. Shrushti Ghadage 8) Mrs.Jayshri Baabar



Criterion VI**Chairperson: Dr. P.K.Tone**

Sr. No	Committee	Scope and record to be collected and submitted	Chairman	Member/s
1	Financial Management & Purchase	Financial Management: <ul style="list-style-type: none">• Prepare yearly budget by considering departments and major activities. Take inputs from HODs and Chairpersons of major activities• Make necessary budgetary provisions for all major activities planned in the academic year• Monitor effective and efficient use of available financial resources• Maintain records of details on the efforts made by the institution in securing additional funding and the utilization of the same.• Keep records of audited income and expenditure statement of academic and administrative activities of each year and the reserve fund/corpus available with Institutions. [with the help of office- especially accountant]• Maintain records of internal and external audits done with the help of office• Note major audit objections and give details of compliance Purchase <ul style="list-style-type: none">• Follow the prescribed process laid down by Rayat Shikshan Sanstha while doing all purchases for college.• Supervise all the purchases done by college• Maintain list of approved vendors	Prin. Dr. Shivling Menkudale	1) Dr.S.S.Pawar 2) Dr.S.M.Bhosale 3) Dr.G.S.Bhosle 4) Mrs.P.K.Ghatage 5) Dr.P.K.Tone 6) Mr. Sachin Alkunte All the heads of the Departments
2	ICT, Faculty Empowerment and Welfare	<ul style="list-style-type: none">• Conduct online lectures of the faculty members of the college• Provide link for webpage describing ICT enabled tools including online resources for teaching learning process• Conduct training programmes for faculty members for student centric methods• Organize Faculty Training programs to empower and enable the use of various tools and technology for improved teaching & learning like – Innovative teaching learning	Mrs. A.C. Jirge	1) Dr.J.A. Aphale 2) Mr.K.G. Kumbhar 3) Mrs. D.P. Lahigude 4) Mr. G.C. Khamkar



		<p>methods/approaches, Learning Management Systems, Content/knowledge management, Selection, development and use of enrichment materials, Assessment, Cross cutting issues, Audio Visual Aids/multimedia, OER's, Teaching learning material development, selection and use</p> <ul style="list-style-type: none"> • Arrange activities for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform • Inform teaching faculties about technologies and facilities available & can be used by the faculty for effective teaching. E.g: Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc. • Inform faculty members and non-teaching staff about the welfare schemes available for them. Keep record of number of staff who avail the benefit of such schemes in every academic year • Organize farewell programs whenever required • Submit all the records in a form of file at the end of the year 		
3	Assessment & Placement of Teachers CAS	<ul style="list-style-type: none"> • Assist faculty members in their assessment and placement issues. • Inform faculty members about Career Advancement Scheme • Keep records and submit at the end of the year 	Dr.J.A.Aphale	IQAC Members Mr.Sachin Alkunte
4	UGC Grants/ Funds Utilization	<ul style="list-style-type: none"> • Finalize and submit utilization of various grants received by the institute. • Notify faculty members about relevant notifications and circulars given on websites of various funding agencies and industries • Keep records and submit at the end of the year 	Prof. Dr.S.S. Gharge	1) Prof. Dr.S.M. Bhosale 2) Dr.S.S. Pawar 3) Dr.P.K. Tone 4) Mr.S.B. Nikam 5) Mr. A.A. Phate 6) Mr. Sachin Alkunte



5	ISO	<ul style="list-style-type: none"> • Prepare and plan for the ISO certification 	Dr.S.S.Pawar	1) All Heads of the Department
6	NIRF	<ul style="list-style-type: none"> • Plan and submit NIRF information 	Mr.D.R. Pawar	1) Mrs. Shneha Dhanawade 2) Mr.N.B. Bansode 3) Mr.G.C. Khamkar 4) Mrs. V.B. Shinde
7	Affiliation Committee		Dr. S.S. Pawar	1) Mr.S.B.Nikam 2) Mrs.S.C.Ghadge 3) Mr.Sachin Alkunte
8	NAAC Co-Coordinator		Mrs. L.S. Patil	
9	Right to Information		Prin. Dr. Shivling Menkudale (Appealing Officer)	Mr.Sachin Alkunte (Information Officer) SPM Satar

Criterion VII

Chairperson: Mrs. L.S.Patil

Sr. No	Committee	Scope and record to be collected and submitted	Chairman	Member/s
1	Environment Consciousness	<ul style="list-style-type: none"> • Sensitize students about environment by conducting programs and addressing issues like Climate Change, Environmental Education, Eco friendly practices etc. • Arrange lectures, film shows on environmental issues • Arrange nature trails, trekking, hiking and visits to places of environmental importance • Arrange poster/essay writing competition on environment related topics. • Make efforts to make the office Paperless • Make efforts to make campus 'Zero Garbage', Plastic Free and Conduct a Green Audit of college campus and facilities • Undertake activities to make the campus eco-friendly. Focus on issues like Energy conservation • Use of renewable energy • Rain Water harvesting 	Dr.J.A. Aphale Mr. A.A. Phate (Coordinator)	1) Mrs. A.C. Jirge 2) Mrs. L.S. Patil 3) Mr. Sachin Alkunte



2	Women Development, Gender Issues	<ul style="list-style-type: none"> • Conduct activities to inculcate sense of equality amongst male and female students • Sensitize students and faculty members towards gender equality and respect for women • Report any incidence of discrimination based on gender difference to authority and take action in consultation with Hon. Principal • Inform students about existence and activities of the cell time to time • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Organize following celebrations- Savitribai Phule Jayanti, Women's Day, Lakshmi Bai Patil Jayanti • Inform the women students about existence and activities of the cell time to time • Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting • Submit all the records in a form of file at the end of the year 	Prof. Dr.S.S. Gharge	1) Mrs. M.V. Varnekar 2) Mrs. Smita Kumbhar 3) Mr. S.R. Babar 4) Mr. S.B. Nikam 5) President Students Council
3	Facilities for differently abed students	<ul style="list-style-type: none"> • List the differently abed students • Monitor the facilities for the differently abed students 	Mr.D.R. Pawar	All the heads of the Departments
4	Management information system (MIS) AISHE	<ul style="list-style-type: none"> • Notify faculty members about relevant notifications and circulars given on websites 	Dr.G.S. Bhosale	1) Smt.L.S.Patil 2) Mr.N.B.Bansode
5	Rajrshi Shahu Scholarship	<ul style="list-style-type: none"> • Notify faculty members about relevant notifications and circulars given on websites 	Dr.G.S. Bhoslae	1) Smt.L.S.Patil 2) Mr.N.B.Bansode



Audit Committees

Sr. No	Committee	Chairman	Member/s
1	Academic Audit and Administrative Audit	Prin.Dr. Shivling Menkudale	Dr.Mrs. J.A. Aphale (Co-ordinator) All Criterion Chairman
2	Green / Environmental Audit	Dr.Mrs. J.A. Aphale	Dr. A.A. Phate (IQAC and Environmental Science Dept.)
3	Gender Audit	Prof. Dr. S.S. Gharge	Mrs. M.V. Varnekar Mrs. L.S. Patil Mrs. S.S. Kumbhar (Woman Development, Anti ragging Cell, Discipline)
4	Energy Audit	Prof. Dr. S.M. Bhosale	Mr.S.B.Nikam (Dept. of Economics and Department of BCA)
5	Fire Audit	Dr.S.S. Pawar	Dr. G.S. Bhosale (Commerce Department and Building Maintenance Committee)

J.A. Aphale
Coordinator
IQAC



Savitribai Phule Mahila Mahavidyalaya
PRINCIPAL
Savitribai Phule Mahila Mahavidyalaya
SATARA