



Maratha Vidya Prasarak Samaj's

## Arts, Commerce & Science College, Manmad.

Tal. [Nandgaon](#), Dist. Nashik (M.S.) 423104

Affiliated to Savitribai Phule Pune University, Pune  
(ID No-PU/NS/AC/108/2007) AISHE : C-42066

Email: - [mvpprinmanmad@gmail.com](mailto:mvpprinmanmad@gmail.com) Telephone: - 02591-225364



### ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES

S.N	Name of Committee	Functions of Committee
1	College Development Committee	The CDC meet at least twice a year To approve the budgetary provision for the development of college To endorse the recommendation made by Internal Quality Assurance Cell ( IQAC) To Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth and facilitate college To promote excellence in curricular, co-curricular and extra-curricular Activities.
2	Admission Committee	To oversee screening of students seeking admission in college through online and offline Distribute brochures, handouts and display posters depicting salient
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 tables 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	To make all essential arrangements to conduct internal and university examinations. To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students. To conduct all examination according to rule and regulation lay down by SPPU. To maintain transparency and accountability in examinations.



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S.N	Name of Committee	Functions of Committee
6	Research Consultancy and Extension Committee (ARC)	<p>To Promote research attitude among the students.</p> <p>To Promote faculty to apply for major and minor research projects for various funding agencies</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> <p>To promote consultancy establish linkages and MOU's</p>
7	Quality Improvement & Special Coaching	<p>To apply for financial assistance for various schemes of SPPU Pune.</p> <p>To Coordinate planning and Implementation of quality improvement activities such as staff Training Program, Special Development program for slow and Advance Learners, refresher training etc.</p> <p>To prepare the agenda and minute of the meetings.</p>
8	Discipline, Anti-ragging & Grievance Redressal Cell	<p>The Committee shall assure that discipline is adheres in the College by the Students.</p> <p>The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same.</p> <p>The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college</p>



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S.N	Name of Committee	Functions of Committee
9	Magazine & publications	<p>To raise resources for publication of the magazine "ANKAI".</p> <p>To receive the articles, reports, poems from the students as well as staff and edit the same.</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 April and distribute the same to Students and staff.</p>
10	Internal Quality Assurance Cell (IQAC)	<p>Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution.</p> <p>Dissemination of information on various quality parameters of higher education.</p> <p>Organization of workshops, seminars on quality related themes and promotion of quality circles.</p> <p>Documentation of the various programmes / activities leading to quality Improvement.</p> <p>Acting as a nodal agency of the institution for quality-related activities To prepare for the NAAC assessment and accreditation.</p> <p>Academic audit and students feedback</p>



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S.N	Name of Committee	Functions of Committee
11	Students welfare committee and Earn and Learn Scheme	<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 for 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> <p>To organize programmes based on guidelines given by the Board of Students' Development of the university. Such as-Personality Development Programme, "NirbhayKanyaAbhiyan" (Fearless Girl Campaign), Yoga and Meditation Training Programme For Girls.</p>
12	N. S. S.	<p>College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of SPPU, Pune.</p> <p>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.</p> <p>To support and involve students in social service activities.</p>
13	Health committee	<p>To conduct health check-up for all the students.</p> <p>To monitor Student Health Centre in college campus.</p>



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S.N	Name of Committee	Functions of Committee
14	Tours Committee	<p>To organize field trips, field visit and tours.</p> <p>To takenecessary permission for Tour/Field visit etc.</p> <p>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.</p> <p>To maintain the record and prepare the report of Tour/Trip etc.</p>
15	Competitive examination Committee	<p>To provide the special training or coaching for competitive examinations to students such as-MPSC/ UPSC.</p> <p>To organize the expert lectures on competitive examination to students.</p>
16	Gymkhana committee	<p>To finalize the schedule of events for the every academic year in advance in consultation with the Students" Sports Committee.</p> <p>To maintain records of sports events attended by students outside the college, within the University and outside.</p> <p>To promote a spirit of healthy competition and cultivate excellence in various domains of sports.</p> <p>To take charge as the custodian of all Sports item under the possession of the college and accordingly to maintain an inventory for the same.</p>
17	VangmayMandal	<p>To celebrate „Marathi Language Day“ on 27<sup>th</sup> February and other such days.</p> <p>The arrangement of programmes to encourage various literature among Its user, such as-Essay Competition, Story -Telling, Elocution, Quiz Competition.</p>



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S.N	Name of Committee	Functions of Committee
18	Cultural activities	<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.</p> <p>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, Mehendi, crafts and poster presentation for girl students.</p> <p>To organized Youth Festival</p>
19	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 meetings and maintain the record of meetings.</p> <p>To ensure favorable working environment for members of staff. To organize Welcome and Farewell programmes for the faculty.</p> <p>To provide financial support to staff members in times of illness and difficulties.</p> <p>To implements various staff welfare schemes for teaching and non-Teaching staff.</p>



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S.N	Name of Committee	Functions of Committee
20	Environmental awareness	<p>To establish awareness, attitude and participation of College students in environmental activities.</p> <p>To suggest actions towards creating environmental awareness and environment friendly practice among college students.</p> <p>To conduct the EVS examination and guides for field projects to students.</p> <p>To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like acid rain, ozone depletion, climate changes, global warming, etc.</p>
21	Alumni association	<p>To maintain an up-to-date and detailed database of the alumni. To highlight the success of alumni to improve the credibility and reputation of college.</p> <p>To Promote the interests and welfare of alumni association.</p> <p>To plan on bringing together the former students and make efforts to contribute to the college on various aspects.</p> <p>To conduct the Alumni meet.</p> <p>To involve the Alumni for overall development of the college.</p>
22	Parent Teacher Association	<p>To allot the mentee (Students) for every teacher (Mentor) to every academic year.</p> <p>To act as a bridge between parents and college for smart communication.</p> <p>To guide the student regarding academic, stress, financial and career related issues.</p> <p>To provide the personal counseling to students.</p>



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S.N	Name of Committee	Functions of Committee
23	Extramural education	<p>To organize educational programmes such as Dr. Babasaheb Jayakar lecture series, Yashawantrao Chavhan lecture series, Sant Gadage Baba Jeshtha Nagarik lecture series, Jeshtha Nagarik Sheebir, Bahishal Shibeer, need based programs, seminars, symposiums, workshops, for students.</p> <p>To work according to the extra mural education cell of SPPU.</p>
24	Counseling Cell	<p>To help the students job and career related issues.</p>
25	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 Right to Information Act.</p> <p>Strictly follow the rules and regulation of RTI.</p>
26	Soft Skills Development	<p>To maintain the record of Skill based programme .</p> <p>To set a proper mechanism for students and teachers.</p>
27	Student Council	<p>To promote an environment favorable to educational and personal development.</p> <p>To support the management and staff in the development of the College.</p> <p>To represent the views of the students on matters of general concern to them.</p> <p>To organize the various student centric activities.</p>





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S.N	Name of Committee	Functions of Committee
28	Disaster Management	<p>To prepare a Disaster plan for the College.</p> <p>To undertake Fire audit, Energy audit, Water audit, Safety audit of the College.</p> <p>To arrange training camps for staff and students, circulate the pamphlets about disaster management. To build an active involvement with public service agencies like police, ambulance and fire departments.</p> <p>To install the safety equipments on the college campus.</p>
29	Publicity and News	<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.</p> <p>To maintain an up-to-date list of news media for College.</p> <p>To manage a website with up-to-date information of college activities. To maintain a photo documents.</p>
30	Website Committee	<p>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 data required for NAAC point of view.</p> <p>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 basis.</p>
31	Campus Supervision 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>



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S.N	Name of Committee	Functions of Committee
32	Vishakha Committee	<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>



  
(Dr. D. D. Gavhane)

**PRINCIPAL**  
MVP's Arts, Commerce & Science  
College, Manmad, Dist. Nashik