

Dr. Madhukarrao Wasnik
PWS Arts, Commerce & Science College
Accredited B+ by NAAC
Kamptee Road, Nagpur-26



Standard Procedure
Of
IQAC & Staff Council Committees

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1. Grievance Redressal Cell

Standard Procedure

Grievance Redressal Cell is one of the most essential committees **of** the college that ensures justice, unbiased and conducive environment for the students. Students are important stakeholders who bring about essential development in college campus. Grievance Redressal Cell is a kind of platform where students can express themselves about difficulties they face while they are in the campus. The Cell attends to the grievances and complaints registered by the students related to teaching, learning, cleanliness, facilities, discipline and management.

Students are encouraged to come forward and express their grievances in writing through a grievance redressal box which is kept at the entrance of admin section. All the complaints and grievances are duly addressed and redressed at periodical meetings in accordance with the rules and regulations of the college. A report of the same is submitted to the principal who takes appropriate action as soon as possible.

Objectives:

1. To improve the teaching-learning process, management and facilities of the college.
2. To make the college administration aware of the weaknesses and lacunas of the college.
3. To avoid the problems and troubles faced by the students
4. To enable the students to take advantage of the facilities of the college
5. To make conducive and favorable atmosphere for the students
6. To aware students of their rights and duties
7. To develop ethical values and quality of self-assessment among students. The students who make complaints will not cause the same complaints.

Need:

1. In absence of the committee the students will not be able to share their problems that might affect the college's progress

2. Only students can provide the true picture of condition of teaching, learning, management and administration but in absence of the Cell the students will not come to the fore.
3. The existence of the committee keeps a check on the functions of teaching, learning, management and administration having positive effect on the college development.
4. The internal management of the college will be in control.

Grievance Redressal Cell Composition:

- Dr. Yeshwant V. Patil (Principal)
- Dr. N. S. Bagde (Vice Principal)
- Dr. Vimal Rathod (Convener)
- Dr. P. M. Bagde (Member)
- Dr. C. S. Patil (Member)
- Dr. V. S. Chavan (Member)
- Dr. S. B. Bhowate (Member)
- Dr. S. C. Chimankar (Member)
-

Function of the Grievance Redressal Cell:

1. The cell informs the students about the objectives and mode of operation through Website and notifications.
2. The students are guided about the process and rules of registering their grievances and complaints through a Grievance Redressal Box in the beginning of each session.
3. The Cell takes cognizance of all the grievances and proceeds with the necessary steps to resolve them
4. A comprehensive report of the grievances is prepared by the Cell and submitted to the principal.
5. Action taken reports are prepared by the cell.

Procedures and rules:

1. Role and responsibility of Grievance Redressal Cell are limited only to receiving and resolving grievances of the students only.
2. The Grievance Redressal Cell will address only the grievances of students related to teaching, learning, cleanliness, facilities, discipline and management.
3. Grievances made on Personal level will not be entertained
4. The student's grievances should be addressed to the Principal, Dr. Madhukarrao Wasnik PWS College, Nagpur. The grievance letter should contain the student's name, class, medium and signature.

Without name and signature of the student the grievance will not be addressed.

5. The meeting of the Grievance Redressal Cell will be conducted periodically. The students will be informed about the dates of the meetings through timely notification.
6. At least two members of Grievance Redressal Cell will open the Grievance Redressal Box on the stipulated date and the presence of complainant on that date will be mandatory.
7. Open meeting of Grievance Redressal Cell with the students will be conducted twice (one in each session). The dates of the meeting will be decided by the Committee and the students can discuss their grievances with the members of the committee in the meeting. It will be mandatory for the student to bring their grievances in writing.
8. The overall data of the grievances of the students will be submitted to the principal.
9. If the necessary action is not taken to redress the grievances of the students, the Management committee will be informed in writing about the same.

Redressal of Grievances:

After the submission of a comprehensive report of the grievances of the students to the principal immediate actions are taken. The Principal issues warning letter, memo, notices and takes reformative measures to redress the grievances. The grievances are addressed in accordance with their urgency and the appellants are duly informed about the measures taken to redress their grievances. The Cell makes sure that the same complaint should not be repeated.

2. National Service Scheme (NSS)

Standard Procedure

The National Service Scheme Department in our college is considered to be a very important department because the National Service Scheme was established with the aim of creating social awareness in the minds of the students and developing their personality from a holistic approach. In order to bring about a change in the new education system by coordinating the values of self-reliance, character development and social commitment, the National Service Scheme was started for college students from the birth centenary year of Mahatma Gandhi, i.e. 24 September 1969, under the Ministry of Youth Welfare and Sports, Government of India. The concept of starting the National Service Scheme is that of Mahatma Gandhi and Jawaharlal Nehru. In the post-independence period, the youth of the country should do some constructive work for the service of the people of the country in specialized colleges and universities. It is said that India is a country of villages. At the same time, India is an agricultural country. People in villages should be able to enjoy all the fruits of freedom. A meeting was held in 1950 with this view. In 1952, the First Five Year Plan planned to organize student camps with more emphasis on social service and physical labour. In 1958, Jawaharlal Nehru suggested a scheme where students at the college and university level should do social service work in rural areas for nine months to one year while completing their degree. In 1964, Dr. Daulat Singh Kothari, Chairman of the Government of India's Education Reform Commission, recommended in his report what kind of schemes students should implement for community service. In 1969, a meeting of the Vice-Chancellor's Committee drafted the National Service Scheme and on 24 September 1969, the then Education Minister V. K. RV Rao announced the launch of the National Service Scheme. This scheme was started in collaboration with the state government to realize the dream of Mahatma Gandhi

as well as Pandit Jawaharlal Nehru. Prime Minister Indira Gandhi had said that due to this scheme college university youths are getting an opportunity to do social service like National Students. In 1969, it was a pilot program for 37 universities in the country and for only 40,000 students. At present, more than 22 lakh students from 8000 colleges in 180 universities of the country are actively participating in this scheme. This shows the affinity of the students towards this scheme

Objectives of National Service Scheme

- To inculcate the spirit of social service in the mind of the student while pursuing college education
- Understanding the society in which we work.
- To qualify oneself to understand the society concerned.
- To develop democratic tendencies by possessing leadership qualities.
- To promote and develop national integration.
 - To awaken the desire to serve the poor in the society.

National Service Planning Committee

Dr. Sushant Chimankar - Coordination {Program Officer}

Dr. Kamalakar Tagde – Co- Coordination Officer

Dr. Vimal Rathod - Co- Coordination Officer

Dr. Amrita Masurkar - Co- Coordination Officer

Abhishek Patil Student Representative

Importance

- All-round personality development of the volunteer.

- The volunteer becomes aware of social problems and acquires the skills to solve them.
- Familiarity with various social organizations.
- Swayamsevak gets self-employment direction.
- Students get extra marks and certificate.

Works:

- Dissemination of scientific approach in the society.
- To spread national spirit in the society.
- Creating public awareness for the benefit of environment.
- To make the student a social worker.

3. Extension Cell

Standard Procedure

Introduction:

Extension Cell is a very important part of the college that inculcates the thoughts of social responsibilities and the fulfilling feeling of giving back and contributing to the society among the students. Under the extension cell, the students are taken to visit the different weaker sections of the society. Various extension activities are organized in the adopted village of Kawatha. During the Pandemic of Covid 19 the college had reached out and provided substantial help to the community; like the college provided shelter, food and other facilities to the laborers and their families who did not have any source of earning, Kitchen kits were distributed to the people in surrounding areas, masks and sanitizers were also distributed. This cell helps nurture and strengthen the social values, social relations and humanism among the learners and instructors as well.

Aims and Objectives:

1. To develop a sense of giving back and contributing to the society
2. To create awareness amongst students towards social responsibilities.
3. To help socio- economically weaker sections of society and slum dwellers
4. To familiarize the students with social values towards ideal society
5. To develop social connect between the college and community
6. To make the students aware about the rural, tribal and urban communities and their problems.

Importance:

1. The committee is important to sensitize the students towards social responsibility and create awareness on social issues.

2. Extension and social activities are important source of real life learning
3. The experiences gained through the extension and social activities gives a complete sense to the academic and theoretical learning
4. The extension committee strengthens the social relations
5. The committee helps to develop a humanism among the students and staff
6. The activities of the committee familiarize us with the true picture of the society

Extension Cell Composition:

- Dr. Kamlakar P. Tagde (Convener)
- Dr. S. C. Chimankar (Co- Convener)
- Dr. Vimal Rathod (Member)
- Dr. C. S. Patil (Member)
- Dr. V. S. Chavan (Member)
- Dr. Amruta Masurkar (Member)
- Dr. Megha Ramteke (Member)
- Dr. Mahendra Gaiyakwad (Member)
- Dr. Sumedh Nagdive (Member)

Advisor of Extension Cell:

- Dr. Pradnya M. Bagde
- Dr. S. B. Bhowate

Functions of the Extension Cell:

1. Sensitizes the students towards social values, responsibilities and societal issues and problems by making their real involvement with the community.
2. Plantation is carried out in college premises and the adopted village, kawatha
3. Visits the adopted village, kawatha

4. Donates Almira, books, stationary, table, computers to the adopted village kwatha
5. Distributed sanitizers and mask during the pandemic of Covid 19
6. Organizes awareness rally on social issue like tobacco control, gender equality, pulse polio, water conservation, Aids awareness
7. Provide training for startups like candle making to women for small scale start ups
8. Provided shelter to the labors during the pandemic of Covid 19
9. Distributed kitchen kit to the people in the surrounding area during pandemic of Covid 19
10. Financial assistance is given to Jeevan Ahray, an Orphanage
11. Visits old age home named Nalanda
12. Organizes cleanliness drives
13. Personality development programme are organized
14. The awareness about the government schemes, plans and policies is spread among the village people

Procedure:

1. A committee is formed
2. Periodical meetings are held
3. Programmes and events are chalked out
4. Principal's permission is taken
5. The permission of the concerned authorities is also taken to organize a programme or event in the village
6. The notices are circulated to inform the students and staff about the programme.
- 7.

4. Cultural Committee

Standard Procedure

The Cultural Committee plays an essential role in the integrated and overall development of the students other than academic progress. The committee endeavors to make the students participate and represent the college not only on regional level but state and national level as well. The social and cultural development of the students along with skills are very important to harness their personality. Various competitions like elocution contest, essay, debate contest, singing, dance, etc are organized at college level and the students are encouraged to participate in the contests organized by other colleges. Other than the various competitions important anniversaries of the nationally important personalities are also observed. For instance Dr. Babasaheb Ambedkar Memorial Lecture Series are organized in order to acquaint the students with his invaluable thoughts and vision.

Objectives:

1. Overall development of the students other than academic development
2. To develop leadership and skills quality
3. Personality development of the students
4. To develop stage daring and confidence of the students
5. Cultural development of the students
6. To spread awareness about the about the great thinkers, social reformers and leaders of the nation
7. To provide a platform to students to give vent to their skills and talents

Cultural Committee Composition:

- Dr. Manisha Nagpure(Convenor)
- Dr. N. S. Bagde (advisor)
- Dr. Vimal Rathod (member)
- Dr. Chandrashekhar Patil (Member)
- Dr. Vivek Chavan (Member)
- Dr. Megha Ramteke(Member)
- Dr. Kamlakar Tagde(Member)
- Dr. Amruta Dorlikar(Member)

Function of Cultural Committee:

- The committee sends students to participate in the intercollegiate competitions
- Dr. Babasaheb Ambedkar Memorial Lecture series
- Savitribai Jayanti
- Guest lectures to observe anniversaries of important national leaders
- Renowned scholars are invited for Guest Lectures
- Organizes dance, debate, music, elocution, drama, essay etc. at university, state and college level every year to development of students under the banner of annual gathering 'Kalatarang'

Procedures:

1. Committee is formed and periodical meetings are held
2. Schedule of programs to be organized throughout the year is chalked out
3. A tentative budget is prepared and submitted to the principal
4. The students are informed about the role and function of Cultural committee in the beginning of every academic year
5. The students are notified about the events and programs to be organized
6. The entries are invited for the competitions at university, state and college level
7. Judges are nominated to judge the competition with justice
8. The students are rewarded with medals, trophies or prizes to boost their spirit
9. The participants are felicitated at an annual program named "Kalatarang" at end of the session
10. A comprehensive report of all the activities is prepared.

5.Anti-Ragging Cell

Standard Procedure

As per direction of University Grants Commission (2009 and Amended in 2016) and the Maharashtra Prohibition of Ragging Act, 1999 college has formed an Anti-ragging cell in college to curb any form of ragging or harassments to the junior students in the campus.

What is Ragging according to UGC direction?

1. Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or a junior student.
2. Indulging in a rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or Psychological harm or to raise fear or apprehension thereof in a fresher or a junior student.
3. Asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or Psyche of a fresher or a junior student.
4. 3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (Fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Definition of Ragging and Provision as per the Maharashtra Prohibition of Ragging Act, 1999

According to The Maharashtra Prohibition of Ragging Act, 1999, ragging is defined as "ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes -

- (i) Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or

- (ii) Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational institution is situated, for further action.

‘Zero tolerance’ policy of UGC:

No act of ragging, major or minor, shall go unnoticed. No ragger, male or female, student or non-student, shall go unpunished. No institution that fails to take action against ragging shall be allowed to operate.

Objective of College Anti-ragging Cell:

1. To act upon directions and rules given by UGC and Government of Maharashtra to prevent the ragging cases in the college campus.
2. To organize awareness campaign and circulate notices classroom to classroom as well as through college website.
3. To receive complaints from the students and to examine such complain and to conduct an thorough enquiry into the matter
4. To discuss possible ways and strategies to prevent ragging in college campus.
5. To display anti-ragging information and rules at different places in the campus to create awareness.

The procedure of the Anti-Ragging Cell

- The Anti-Ragging Cell will follow the following procedure.
- The committee convene meeting at least two times in the session.

- The committee will notify students about anti-ragging through classroom to classroom notices and through college website time to time.
- The committee will also display Posters, Rule boards, and Helpline Numbers at various places in the college to make the students aware about punishments for ragging in the campus.
- Receiving written complaint from college fresher students
- At the same time Anti ragging Cell will be in touch with college teachers who will be on vigilance in the campus and they will report of any such incidences in the college.
- Examining the matter in detail on the basis of complaint received
- If any of such incident of ragging or harassment of fresher by senior is confirmed, the same may be reported to the nearest Police Station by the Principal.
- The committee also can recommend the severe punishments to the accused of ragging in the campus.

Composition of Anti –Ragging Cell of the College:

- 1. Chairman:** Dr. Yeshwant Patil (Principal) (09423109579)
- 2. Convener:** Dr. Sudesh Bhowate (09823419389)
- 3. Member:** Dr. C. S. Patil (0941706504)
- 4. Member:** Dr. Megha Ramteke (0866849709)
- 5. Member: Dr. Vivek Chavhan** (09373696342)
- 6. Parent of Student:** Mr. Suresh Daji Tembhurkar (9371870962)
- 7. Student Representative:** Ku. Diptisha S. Rangari (B.Com I Eng)
2022-23
- 8. Student Representative:** Ku. Vasundhara S. Dongre (B. A. I (Hindi)
2022-23

National Anti-Ragging Helpline: Phone No :- 1800-180-5522

Email :- helpline@antiragging.in

6. Equal Opportunity Cell

Standard Procedure

Equal Opportunity Cell of the college has been established in 5/4/2022 as per the Maharashtra Government Circular dated 3/2/2022. The Cell aims at providing equal opportunities to SC, ST, OBC, VJNT, OBC, NTDT and other Minorities. It works towards the upliftment of backward students by organizing awareness about various State and central Govt. Scholarships and fellowship, various Govt. Schemes for the upliftment of students, campus Placement programme, Career Guidance, Special Coaching for Competitive exams, Personality Development Programme etc.

Objectives:

1. To ensure admission to aforementioned minority students
2. To enhance the equal opportunities for the education of minorities
3. To facilitate financial support to students from minority community through Government agencies and other sources
4. To ensure provision for an environment where all such students feel safe and secure
5. To ensure protection and reservation as provided in the constitution of India
6. To ensure enough participation in different activities in the college
7. To notify different job opportunities for the college students from backward communities.
8. To spread awareness among minority students regarding State, central Govt. and UGC Scholarships and fellowship, various Schemes

Equal Opportunity Cell Composition:

1. Dr. Pradnya Bagade (Convener)
2. Mr. Kailash Rathod (Member)
3. Mr. Ramesh Yelle (Member)

Function and procedure of the cell;

1. Periodical Meetings are conducted by the cell
2. Takes actions to implement and fulfill the objectives of the cell
3. Circulates the UGC and State Govt. decisions about different scholarship program
4. Through counseling, personality development program, communication skill development, extra coaching classes etc. we facilitate the overall progress of Minority students
5. Communicates with the students and motivates them for better future

7. Internal Complaint Committee

Standard Procedure

Internal Complaint Committee is formed in the college as per the directions of Government of Maharashtra Act -2013 against Sexual harassment of women and cybercrime at workplace. A notice is issued for the female staff of the college to invite their complaints regarding sexual harassment cybercrime that are duly addressed by the committee.

Objectives:

1. To protect women from sexual harassment at workplace
2. To provide a secure and healthy atmosphere at workplace
3. To create a healthy and equality based social disposition in the society
4. To provide a platform to women to raise their complaints against such issues
5. To provide protection against cyber crime

Women Grievance Redressal Cell Composition:

ICC Designation	Name of the Member	Designation	Mobile Number	E-Mail ID
Presiding Officer	Dr. Pradnya Bagade	Associate Prof.	9665018432	pradnya.mahendra@gmail.com
Faculty Member-1	Dr. Manisha Nagpure	Associate Prof.	9823153002	manishanagpure77@gmail.com
Faculty Member - 2	Prof. Pranoti Sahare	Assistant Prof.	8999785439	hirpranoti@gmail.com
Non-Teaching Member - 1	Shri. Deepak Jaiswal	Steno.	9923444844	deepakjaiswalpws@gmail.com

Non-Teaching Member – 2	Smt. Karuna Koche	Peon	8766839738	
Student Under-Graduation	Ms. Khushi Patil	Student	9284629360	
Student Post-Graduation	Ms.Sniya Nandilath	Student	7276868025	sniyanandilath@gmail.com
Student Ph.D.	Ku. Madhuri Botare	Student	9158181684	Madhuribotare58@gmail.com
External Member (NGO, etc.)	Ku. Chhaya Khobragade	Social Worker	9730754480	

Procedures and rules:

1. A committee is formed
2. Notices are issue twice (one in each session)
3. Visits are made to each class to invite complaints
4. Complaints are invite
5. Name of complainant is kept secret
6. The complaint should contain the nature of complaint, date and name
7. The secrecy is maintained
8. Both the complainant and opponent called for the meeting separately
9. The problems are tried to be solved at college level through warning
10. The committee takes the action to resolve the issue
11. Action taken report are composed

Conclusion:

In last 8 years there has been no serious case that needed to be addressed in “Maharashtra State Commission for Women”.

8. Women's Cell

Standard Procedure

Women's Cell plays a very important role to create a healthy atmosphere in the college premises where female staff and students can dwell with confidence and security. The Cell aims at creating awareness about constitutional, legal and social rights through various activities and guest lectures on gender equality. The Cell takes every possible measure to prohibit exploitation in any sense. Dr. Ambedkar's thought of Women as creator of Manpower.....

Objectives:

1. To develop self-esteem, security and empowerment of the women staff and students
2. To prohibit sexual harassment in college premises and empower them to raise their voice against it
3. Integrated development of the women staff and students
4. Economic empowerment of women to fight back against social violence and injustice
5. Promoting the social cause of protecting girl child and girl's education('Beti bachav, Beti padhav')
6. To create opportunity and platform for rural female students particularly
7. To generate awareness and ability for self-employment among women through workshops and short term courses
8. To generate awareness about health through health camps and lectures

Need

1. The girls students are from a backward social and economic background
2. It empowers women to live with confidence and safety
3. Generates employment for women
4. Develops a belief in gender equality not only in women but in men also
5. Makes men treat women with respect
6. Makes women mentally and physical strong and healthy

Women's Cell Composition:

Dr. Pradnya Bagade(Convener)

Dr. Manisha Nagpure (Member)

Dr. Vimal Rathod(Member)

Dr. Amruta Masurkar(Member)

Dr. Pranoti Sahare(Member)

Dr. Pratibha Pakkhide(Member)

Function of the Grievance Redressal Cell:

1. Organises workshop and guest lectures on Gender equality
2. Organises workshop and guest lectures on Women's employment and self employment
3. Guest lecture on Constitutional rights of women
4. Guest lecture and medical camp on women's health
5. Takes rally and perform street plays on social causes female foeticide, women's education and gender equality
6. Give Savitribai Fuley Life time achievement award to a women for their acheivemnt in different filds
7. Celebrate World Women's Day in the honor of women
8. Attempt to Give preference to women in job placement

Procedures and rules:

- 12.A committee is formed
- 13.Periodical meetings are conducted
14. the meetings are conducted in case of urgency other than periodical meetings
- 15.Various agendas regarding the programmes, workshops and events are discussed
- 16.Principal's permission is taken to conduct the particular programme
- 17.A comprehensive report is prepared on the programme conducted

Conclusion:

The Women's cell works very efficiently at college and all the issues regarding women's empowerment are addressed effectively. The workshops, guest lectures and other activities have positive outcomes and ensure healthy mindset and atmosphere in the premises.

9. Incubation Center for Women Entrepreneur

Standard Procedure

Incubation Center for women Entrepreneur has been playing a very valuable role in terms of providing a conducive environment to women startups of all stages with special focus on the Self-help group of Women in rural sector. Our incubation center in collaboration with Drusthi Bahuddeshiya Sanstha for women organizes various programs like Women Entrepreneur Fest, visitation to various self-help group of women, training, guidance and counseling programs for women and female students. The efforts of the center have been very fruitful and productive as it has given a new confidence, vision and market access to women startups.

Objectives:

1. To provide skill based education to create employability in Poor and needy female students
2. To encourage and promote rural women towards industrial sector
3. To organize training workshop for the female students and rural women
4. To spread awareness about various Government schemes for women empowerment
5. To encourage and visit Self-help Group of rural women and provide guidance to improve the quality of their products
6. To organize skill based programmes in higher education
7. To address the issue of unemployment in the nation
8. To provide guidance to rural women entrepreneur to promote their products through social media
9. To acquaint the rural women with the world of digitalization

Need

1. Newly established Women start- ups need platform and support to strengthen their venture
2. It essential to promote economic development of women
3. It can substantially address the problem of unemployment
4. It provides opportunities to women with poor financial background
5. It will contribute to rural development
6. Center gives new vision and conducive atmosphere to women entrepreneur

Incubation Center Composition:

1. Dr. Pradnya Bagade (Convener)
2. Dr. Manisha Nagpure (member)
3. Dr. Vimal Rathod (member)
4. Dr. Chandrashekhar Patil (member)
5. Dr. Sudesh Bhowate (member)
6. Dr. Megha Ramteke (member)
7. Dr. Amruta Dorlikar (member)
8. Dr. Pranoti Kamble (member)
9. Dr. Sushant Chimankar (member)

Function of the Incubation Center for women Entrepreneur:

1. Organizes guest lectures and workshops to motivate and encourage the female students to make career in industrial sector
2. Provides training and guidance to Self-help group of women in rural sector for their integrated development
3. Provides guidance to improve the quality of products of Self-help group of women in rural sector
4. Provides market to their products through organizing Women Entrepreneur Fest
5. Provides help to solve the problems regarding official procedure
6. Visits various self-help group of women entrepreneur to address their problems and requirements

Procedures and rules:

18. A committee is formed
19. Periodical meetings are conducted
20. The meetings are conducted in case of urgency other than periodical meetings
21. Various agendas regarding the programmes, workshops, events, visits are discussed
22. Principal's permission is taken to conduct the particular programme and to visit the Self-help group of women in rural sector
23. A comprehensive report is prepared on the programme conducted

Conclusion:

The outcome to various efforts and programs undertaken by the incubation center for women entrepreneur has been very worthwhile. The newly established women entrepreneurs have given a very positive feedback regarding the center's efforts. They have got a confidence, vision and market access through Women Entrepreneurs Fest that has been a grand success. The female students also gained a new insight and motivation for their career as self-employment.

10. Student's feedback Committee Standard Procedure

Feedback from Stakeholders on Curriculum

Internal Quality Assurance Cell makes it a tradition to mandatorily collect feedback from stakeholders- students, teachers, employers and alumni. This is done by the Feedback Committee. They collect and analyze the feedback received and make suggestions to appropriate bodies so as to initiate the action for improvement. In past it used to be collected manually, but shifting the institute on technology, it has been made system supported & online

Student's feedback Committee is one of the most essential committees of the college that ensures justice, unbiased and conducive environment for the students. Students are important stakeholders who bring about essential development in college campus. The college established by the motive to develop the students personality as well inner skills of students. Therefore, the college conducted various activities which are students centric for increasing students development and ethical values. Student's feedback Committee is a kind of platform where students can explain their difficulties while they are in the campus or out of campus. The Committee attends to the problems and complaints registered by the students related to teaching, learning, cleanliness, facilities, discipline and management by online and offline mode. This survey is very helpful for creating healthy educational environment by solving the various problems of students. Through this platform we can register the views of those students who have appeared B.A, B.COM, B.SC, M.A, M.COM .

Students are encouraged to come forward and express their problems and complaints in writing through a Student's feedback committee form which is kept at the end of the session.. All the complaints and grievances are duly addressed and redressed at periodical meetings in accordance with

the rules and regulations of the college. A report of the same is submitted to

Objective:

The objective of the exercise is to correctly gauge the impact of all the efforts taken by the institution at all levels on the various stakeholders. The institution wants the benefits to reach an the stakeholders. This feedback is collected and trends generated through statistical analysis. Based on the opinions of the stakeholders, further action is taken by the administration.

1. To improve the teaching-learning process, management and facilities of the college.
2. To make the college administration aware of the weaknesses and lacunas of the college.
3. To solve the problems and troubles faced by the students
4. To enable the students to take advantage of the facilities of the college
5. To make conducive and favorable atmosphere for the students
6. To aware students of their rights and duties
7. To develop ethical values and quality of self-assessment among students. The students who make complaints will not cause the same complaints.

Need:

1. In absence of the committee the students will not be able to share their problems that might affect the college's progress
2. Only students can provide the true picture of condition of teaching, learning, management and administration but in absence of the committee the students will not come to the force.

3. The existence of the committee keeps a check on the functions of teaching, learning, management and administration having positive effect on the college development.
4. The internal management of the college will be in control.

Function of the feedback Committee:

- Feedback on curriculum is collected from the students by uploading the Feedback Forms on the mail of sample students.
- It is collected online and brought to the IQAC for its analysis. The Statistical data is handed over to the Feedback committee.
- Further suggestions are incorporated by departments, college Council and governing body.
- Alumni Feedback is collected during alumni meetings & even online. The filled in forms are sent for further action.
- Feedback is collected from teachers as well by uploading the feedback forms on the portal. Subsequent action is similar to the other forms.
- The teachers or peers also give their feedback which is available at the server and the received data gets forwarded to the authorities for further action.
- The feedback committee collects inputs and suggestions from the stakeholders and further action to be taken is discussed with departments and authorities. The decisions taken by the authorities are forwarded for action to be initiated.
-

▪Dr. Mahendra Gayakwad ▪
(Convener Arts)

Dr. Vivek S. Chavan
(Convener Commerce)

11. Employment and Placement Cell

Standard Procedure/Constitution

Employment and Placement Cell is one of the important departments of the college that conducts training programs, guest lectures, skill development activities, placements drives for the students. Students are important stakeholders who bring about essential development in college campus. Employment and Placement Cell is a kind of platform where students can equip themselves as per the demand of the market and enhance their global competency to avail jobs and employment opportunities through different activities and programs run under the EPC Cell. The Cell also collects the data of the students recruited or working in govt. and private sectors. The special attention is given to polish and boost up the employability of the students in all disciplines as per the requirement of the global market knowing the limitations of the course.

Students are encouraged for self employment and entrepreneurship by conducting various collaborative activities and training sessions with private companies and govt.institutes like MCED, DIC, SBI, IBPS etc. It is observed by the cell that students prefer particular govt. sectors for employment respectively police services, railway services, banking services.

Objectives:

1. To provide the training and guidance regarding skill development.
2. To conduct field visit, industry tour,workshop ,training and placement drives for students.
3. To maintain the data of employed and self employed regular and former students.
4. To maintain the data of former students recruited as teaching and technical staff in the institution.
5. To enable the students to compete in global market.
6. To encourage the students for self employment and entrepreneurship by organizing sessions of the experts of the field.
7. To organize mega job fair in association with NGO and govt. organizations.

8. To develop the potential for employability and interview skills among the students.
9. To facilitate soft skills and computer education in minimum fees.
10. To hold sessions on Interview techniques.
11. To conduct sessions on How to write resume?

Need:

1. In absence of the committee the students will not be able to get the updated knowledge of requirements of current market.
2. Students can gain the knowledge about soft skills development and employability through the platform of this committee.
3. The committee facilitates skill based activities and placements
4. The students can gain proper guidance and coaching in the field that might be unaffordable for them
5. The students can avail the opportunity of earning while learning through the cell.

Employment and Placement Cell Composition :

- | | |
|----------------------------|-------------------|
| ▪ Dr. Amol D.Mendhe | (Convener) |
| ▪ Dr. Mahendra V.Gayakwad | (Member) |
| ▪ Dr.Vivek S.Chavan | (Member) |
| ▪ Dr. Kamlakar Tagde | (Member) |
| ▪ Dr. Amruta I.Dorlikar | (Member) |

Function of the Employment and Placement Cell:

1. The cell informs the students about the objectives and mode of operation through notices, Circulars and notifications in online and offline mode.
2. The Cell collects the data about the employed and self employed regular and former students.

3. The students are informed about the different employment opportunities through offline and online sources. (Whats app groups, email etc)
4. The Cell takes initiative to conduct guest lectures on self employment and entrepreneurship development.
5. The cell conducts placement drives for regular students specially studying in final year classes.

Procedures and rules:

1. Role and responsibility of the Employment and Placements Cell are limited only to cater the needs of education and employment, training and placement of the students only.
2. The Employment and Placement Cell only work in the field of training and soft skills development to facilitate different opportunities to the students.
3. The Cell works for enrolled regular and former students of the college.
4. The Cell receives various offers, invitations to conduct seminars, workshops and introductory sessions by their companies, firms and institutions.
5. The periodical meetings of the committee are held
6. The due permission of the Principal is taken and the concerned programme or activity is conducted on the given date.
7. The meeting of the Employment and Placement Cell is conducted periodically.
8. The students are informed about the dates of the activity through online and offline mode.
9. The activity or workshop is conducted in online or offline mode along with the scholars of the field.
10. The preliminary rounds or introductory sessions are conducted by the cell in the college premises in association with competent authority.
11. The cell maintains the records of recruited or selected candidates.

12. Research Cell

Standard Procedure

Introduction:

Dr. Madhukarrao Wasnik PWS Arts, Commerce and Science College has Research cell for quite long. The research cell initially works for publication of college Annual Interdisciplinary Peer reviewed Research Journal “Perspectives”. But the research cell later take up responsibility to promote research in the college campus after college got Centre for Higher Learning for Ph. D in five subjects in 2017. Recently in 2022 college has got permission for additional four subjects for Ph. D. The research cell decide to conduct symposium for research Scholars and Workshop on research methodology. The scope of the research cell will increase with the increase of its utility in the college related to the Centre for Higher Learning.

Objectives:

1. To run College Annual Interdisciplinary Peer reviewed Research Journal “Perspectives” with quality research papers and to promote it
2. To enlist college journal in UGC CARE list
3. To promote Research culture in the college Campus
4. To organize symposium for College research Scholars
5. To organize Workshop on research methodology
6. To organize Guest Lectures on Research Methodology.
7. To recommend quality research journals and references to college Library
8. To organise Seminar & Conferences on Current trends in Research

Operating Procedure:

1. The committee will convene its meeting at least two times in the college or as per requirements.
2. To publish the advertisement for College Annual Journal Perspectives in the last quarter of the session
3. Receive the research papers from the research scholars
4. To send the research papers to the Peer team and associate editors for the review of the papers

5. The suggestions received from the associate editors shall be forwarded to the research scholars to amend the suggestions to make the paper meet quality norms of the research paper.
6. After receiving enough number of papers and to send them to printer for printing them on no profit no loss basis.
- 7.
8. To publish the Journal in the Beginning of the new session
9. To support the Research environment in the college and to support the college research scholars Research cell shall organize Guest Lectures of the subject experts, Seminar, Symposiums and Conferences.
10. To give a platform to college research scholars to present their research papers before the senior experts in the college.
11. To maintain the committee record for the NAAC use.

Composition of the committee

1. Chairperson: Dr. Yeshwant Patil (Principal)
2. Convener: Dr. Sudesh Bhowate
3. Member: Dr. mahendra Gayakwad
4. Member: Dr. Megha ramteke
5. Member: Dr. Vivek Chavhan
6. Member: Mr. Siddharth Wani
7. Member: Dr. Sumedh Nagdeve
8. Member: Dr. Kamalakar Tagde
9. Member: Dr. Amruta Dorlikar
10. Advisor: Dr. Pradnya Bagade
11. Advisor: Dr. Narendra Bagde
12. Advisor: Dr. Manisha Nagpure
13. Advisor: Dr. C. S. Patil

13. Alumni Committee

Standard Procedure

Students shape the true identity of a college who get educated from it and bring laurels by achieving different milestone of success in their life. Our college has completed 50 years and has a number of star alumni. We also have also formed 'Milind Alumni Organization'. This organization organizes various programs like get-together of alumni wherein all the former students come together that rejuvenates their association with their Alma meter and makes it even stronger. The periodical meetings of the alumni take place regularly and stay connected through a 'What's App' group. The alumni play a very essential role in the progress of the college through their services in the form of delivering guest lectures, organizing workshops, sharing their experiences and ideas for career building etc.

Objectives:

1. To revive the bond between alumni and the college
2. To strengthen the relations
3. To create an affinity towards the college
4. To make students benefit from the guidance and experience of the former students
5. To motivate the students
6. To generate fund by organizing various programs
7. To develop the personality, skill and abilities of the students
8. To provide career guidance to the students
9. To provide guidance regarding Government schemes, scholarship and fellowships
10. To provide guidance regarding research work
11. To provide guidance regarding education in abroad
12. To make the students aware about the social problems and their solutions
13. To organize gathering
14. To organize the programs for enhancing artistic skills of the students
15. To organize blood donation camps

Need:

1. The students get motivated by listening to the success story of the former students

2. The students benefit from the experiences of the alumni
3. The former students contribute essentially towards the progress of the college
4. The voluntary services by the alumni in the form guest lectures on skill and personality development, career guidance, leadership etc. are very important for the students
5. Fund generated through various programs can be used for the welfare of the students.
6. It develops the sense of giving back to society

Alumni Committee Convener:

1. Dr. Sumedh Nagdeve
1. Dr. Chandrashekhar Patil

Elected Body of Milind Alumni Association:

SN	Name	Designation	Qualification	Address
1.	Dr. Narendra Bagade	President	PG	47, Samata Lay-out, Nagpur
2.	Mr. Vinay Devendra Tidke	Vice president	UG	Indora, Bhandar Mohala, Nagpur
3.	Dr. Vivek Sudharkar Chavan	Secretary	PG	85, New Adarsh Mangal Karyalay, Nagpur
4.	Dr. Chandrashekhar Patil	Treasurer	PG	1637, Vaishali Nagar, Nagpur
5.	Mr. Kiran Upasrao Lute	Joint Secretary	UG	55, Near, Dharmaraj Shala, Nagpur
6.	Mr. Sachin Tirpude	Member	PG	Quarter No 83, MIG, Nagpur
7.	Mr. Ratnadeep Ganvir	Member	PG	370, NIT Garden, Nagpur
8.	Mr. Moin Moh Siddiki	Member	PG	855, Near Gosiya Maszid, Nagpur

9.	Ms. Baby Gajanan Tambe	Member	UG	2815, Shende Nagpur, Nagpur
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Procedures and rules:

1. 'Milind Alumni Association' has body of elected members
2. Only the elected members of the association will have the authority to take decisions
3. The former students of the college can become the member of this association by paying the registration fee that is as follows:
 - a. Annual Membership: Rs. 101
 - b. Lifetime Membership: Rs. 501
4. The workspace of the committee will be limited
5. From 1st April to 31st March will be the period of financial calculations
6. The membership will be cancelled if the registration fee is outstanding, the member remains absent in the meeting for three times continuously, disciplinary action is taken against college, any member being guilty of crime, 2/3 votes can the cancel of the membership.
7. A general meeting will be held once a year. Budget and future plans will be designed by the college.
8. The presence of 2/3 members is mandatory to constitute the quorum
9. In the constituent body of the organization there will be one president, one vice president one secretary, one joint secretary, one treasurer and four members
10. The tenure of the executive board will be for 5 years. After that new members will be elected on the basis of majority of votes given in confidential election.

11. Office bearers and their work:

President: to look after the function of the association, to take right decisions for the betterment of the college, to control the workload, to arrange the periodical and emergency meetings.

Vice President: To take responsibilities in absence of the President

Secretary: to call meetings, correspondence, grievance redressal, court related work, Budget, to sanction bills and other important work

Treasurer: to examine income and expenditure of the organization, to monitor bank related work, to provide the members the financial information etc.

Joint Secretary: to take the charge in the absence of secretary

Member: all the member should strive for the betterment of the organization

12. The members who have not paid the outstanding loan amount cannot contest the election
13. At least 04 meetings will mandatorily be held
14. The remaining amount of the organization will be deposited in any of the nationalized bank and can be withdrawn only with joint signature of any two of president, vice president or treasurer

14. Environmental Cell

Standard procedure

The college has constituted an Environmental Cell to make the student teachers aware about the environmental issues and challenges and inspire them to disseminate the information and sensitize the college students and the society at large about these challenges.

The Environment Cell started functioning in our college on June 5th, 2009 – on World Environment day. The environment cell is an association of nature lovers from various departments of our college. The cell aims at inculcating the practice of protecting the nature.

Objectives

1. To sensitize the student teachers about the problems of pollution.
2. To inculcate the sense of responsibility towards the development of planet Earth and appreciation of its beauty.
3. To providing opportunities to acquire knowledge, skills, attitude, commitment to preserve the environment.
4. To make them understand the interdependence of economic, social and ecological factors.
5. To train the student teachers to impart environmental education to school children through curricular and co-curricular activities.

Activities

The cell organizes workshops, nature trails, talks and seminars. Student teachers also conduct assemblies related to environmental issues and sustainable living on days of environmental significance. They display posters, news articles and quotes on the bulletin board.

Student teachers conducted various activities on environmental issues and sustainable practices during assemblies. Bulletin boards displayed posters, articles and news items on issues and matters related to environment.

Under the same awareness various Green initiatives are carried out by College:

This include

- **Waste management**
- **Rain water Harvesting**
- **Use of Solar Energy**
- **Green practices**

WASTE MANAGEMENT

DR.M.W.P.W,S.COLLEGE promotes the “ REDUCE, REUSE and RECYCLE” motto, reducing the need to dispose of waste as much as possible, and also ensuring proper disposal of whatever waste is generated by having a specified procedure for doing so. Thus ensuring a clean and healthy campus. Following are the methods adopted for waste management

Solid waste management:

1. There are separate dust bins are placed at various locations on campus.
2. The dustbins are labelled with proper instructions to clearly distinguish the waste and disposing the same
3. Bins are placed at the canteen where vegetative wastes may be produced.

4. Larger quantities of biodegradable waste are allowed to degrade or decompose by dumping it into the pits on campus.
5. For Vermi-composting suitable pit has been created which contains few hundred earthworms in it. The waste matter introduced in this is broken down by earthworms into eco-friendly manure.
6. The manure thus prepared is used in college garden.
7. Littering of wastes is prohibited in the campus.
8. After every program conducted in the college, the students clean the premises and the wastes produced are separated into biodegradable and non-biodegradable wastes.

E-Waste Management:

1. The DR.P.W.S.COLLEGE also very particular about disposing its e waste. The collection bins are placed in college campus. The e-waste is handed over to proper vendor for disposal.

2. Efforts for Carbon neutrality

3. The institution has herbal garden containing different plants.
4. The plants, lawn and trees in the campus are well maintained.
5. There is a prohibition of burning plastic in the campus. These help in Carbon Neutrality.

RAIN WATER HARVESTING

Rain water harvesting structures and utilization in the campus

Being situated in a region with very extreme summers, we realize the importance of conservation and best utilization of water resources. We maintain and generate our water resources.

The water from the top of the roofs and the rain water is collected through proper network of pipes. There is a well-connected pipe network delivery system. This network is instrumental in collecting the water, which is then collected in pit and well.

The students are also encouraged to do rain water harvesting and to avoid the wastage of water at home.

USE OF SOLAR ENERGY

Steps for Energy Conservation are followed

Solar panel

The management of the institution has also installed Solar panel with capacity of 15 Kw for one entire building of the college for all its energy usage.

GREEN PRACTICES

The local students are encouraged to come by bicycle and public transport to college. Most of the students who are from area near by college use their bicycles for coming to college.

PLASTIC FREE CAMPUS

1. Display Boards displaying USE OF PLASTIC IS RESTRICTED are placed in different area of the college.
2. Hazards of use of plastic are explained to students time to time for creating plastic free zone.
3. Through the subject Environmental Sciences students are taught about hazards of plastics and awareness about plastic prohibition is made.
4. Tea cups and glasses for water made of stainless steel and glass are used instead of disposable plastic cups and glasses at college canteen.
5. Extra Initiatives for contribution to conservation :

Office Bearers:

CHAIRPERSON: DR. YESHWANT PATIL (Principal)

CONVENER: DR.VIVEK S.CHAVAN

MEMBERS:

DR. AMRUTA DORLIKAR

DR. PRANOTI KAMBALE

15.

LOK KALYAN KENDRA

Standard Procedure

LOK KALYAN KENDRA

"Centre for Elderly and needy Care and Ortho Appliances" initiated in 2018-19

OBJECTIVES

- 1) To cater to the emotional need as well as the physical needs of the elderly and needy by providing medical equipments.
- 2) To provide trained elderly care attendant to the needy families.
- 3) To extend counselling services which will have a positive effect on the health of the elderly.
- 4) To prepare and train volunteers to work as elderly care attendants.
- 5) To involve students of the institute to study the problems of elderly and family dynamics.

THE CONTEXT

It has been observed that with the changing times, the issue of the care of the elderly and looking after them has assumed serious dimension. Their problems go unnoticed and even the equipment's useful for them do not become easily available. Under the circumstances, this centre provides them the necessary medical equipment. The centre also offers the services to the elders, expert's advice and counselling as well as training for the voluntary social workers in elderly care. Till date the project has extended services to about 88 families in north Nagpur and rural area. .

The centre provides air beds, water beds, Ivy Stands, bed pan, commodes, wheel chair, walkers, hospital cots, nebulizers, Oxygen Machines, etc. Elderly care is the fulfilment of the special needs and requirements that

are unique to senior citizens. It is a need of the hour that the society has to take special efforts to provide assistance to elderly people. Governmental efforts are not sufficient as the population of elderly is increasing world over and India is not an exception.

It is the duty of every citizen, NGOs, social welfare agencies, educational institutions to come forward to join elderly care mission. In view of this, the institute undertook this noble practice to support the elderly people of Nagpur city especially for north Nagpur and rural Nagpur. We at Lok Kalyan Kendra attempt to make our students sensitive towards problems of elderly and motivate them to participate in resolving them. For students we have developed following instructions which are vital while interacting with elderly people.

1. Call the elderly with respect and humility
2. Greet the Elderly person with respect
3. Speak Clearly and Without Slang
4. Make Eye Contact and Smile
5. Offer Assistance
6. Give Your Time and Attention
7. Show Your Love
8. Show Good Manners

4. The Practice

The college is upholding and strengthening social work standards for the benefit of the public in general and elderly people in particular through this practice. University Grants Commission has prepared a model curriculum for higher education. It is concerned with maintaining and enhancing the quality of life and wellbeing of older people and their families and with promoting independence, autonomy, and dignity. The main focus of Gerontological social workers is on understanding the physical and mental health problems that older people may experience within the context of economic, social and environmental influences. They work with the individual older person, their family and community resources and often facilitate difficult decisions, for example move to a care home or begin care at their home by trained Attendant. The Institute has prepared a team of volunteers who will work as Elderly care attendant.

These attendants extend their services of home care to the elderly at their place of residence.

Constraints:

1. Limitation to have interaction with Elderly person to understand his/her needs and problems
2. Reluctance of male youth to work as Elderly care attendant
3. Non co-operation from elderly patient to elderly care attendant
4. Caste / religion spirit while engaging services of elderly care attendants from both Families and Elderly care attendants
6. Financial constraints at the beginning of the project/practice

5. Evidence of Success

1. The project has made available various equipment's worth about Rs. 1 to 1.5 Lac
2. Community support to the project has been excellent
3. Received Donations in the form of equipments
4. Appreciation letters received from public/ beneficiaries
5. Publicity through media
6. Empowerment of women elderly care attendants
7. Generated funds for undertaking related activity in future
8. As on date the project has balance of Rs. -----/

SN	Year	Beneficiaries of the year	Amount received
01	2018-19	09	1250
02	2019-20	29	2450
03	2020-21	26	2050
04	2021-22	24	2900
05	2022-23	22	2090
Total			

6. Problems Encountered and Resources Required

1 As mentioned earlier, the practice was started in 2018. At the initial stage funds was the major problem to purchase new equipment. Some of the staff members donated funds in the memory of their loved ones. However, insufficient funds were the serious problem without which activity could not be continued in proper way.

2 Occasionally the relatives of the patients approach the institute for equipment during night hours and some time out of college working hours. The institute has made arrangements to serve such patients or families by the support staff staying at the campus.

16. College Annual Magazine “Maitri”

Standard Procedure

Dr. Madhukarrao Wasnik PWS Arts, Commerce and Science College publishes a college magazine entitled “Maitri” every year. This venture aims at developing the skill of creative writing in the students. It gives a platform to the students to give vent to thoughts and ideas cascading from their creative minds. This endeavor seeks to explore the hidden skills and abilities of the learners. The opportunity to express themselves in a creative manner not only rejuvenates their skills like critical thinking, imagination and creativity but also revives their understanding of the socio-political scenario of the nation. The articles, poems, short stories etc. are published in the English, Hindi, Marathi, and Pali language.

Objectives:

1. To harness the creative skills of the students
2. To provide a platform to express themselves
3. To inculcate the aptitude for critical thinking and creativity
4. To provide strength to their imagination
5. To develop the skill of expression
6. To nurture new ideas and thoughts

7. To inculcate the quality of humanity, equality, brotherhood, compassion and comradeship among the students
8. To develop language skills

Need:

1. Needed to give an opportunity to students to express their ideas and thoughts
2. Students should get a platform to nurture their creativity
3. Students will become self-confident and assertive
4. It will help in enhancing their language skills
5. It will give an opportunity to represent in the University Best Magazine contest

Composition

- Dr. Sumedh Nagdeve (Convenor)
- Prof. Chandrashekhar Patil (Member)
- Prof. Manisha Nagpure (Member)
- Dr. Sudesh Bhowate (Member)
- Dr. Megha Ramteke (Member)
- Dr. Pranoti Kamble (Member)
- Dr. Amruta Dorlikar (Member)
- Dr. Pratibha Pakhidde (Member)

Advisor

Dr. Yeshwant Patil (Principal)

Editorial Board

- Dr. Sumedh Nagdeve (Convenor)
- Prof. Chandrashekhar Patil (Member)
- Prof. Manisha Nagpure (Member)
- Dr. Sudesh Bhowate (Member)
- Dr. Megha Ramteke (Member)
- Dr. Pranoti Kamble (Member)
- Dr. Amruta Dorlikar (Member)
- Dr. Pratibha Pakhidde (Member)
- Student Representatives

Procedure and Rules:

1. The students of senior college from Arts, Commerce and Science can participate
2. Only the original work of students will be published
3. The published work should be in the languages prescribed in the college
4. The creative work should be figurative and graceful
5. The magazine should be attractive and qualitative
6. The Magazine should incorporate the information regarding memorable event, achievement and remarkable personalities of the college.
7. Only unpublished works will be given space in the magazine
8. The Magazine won't carry any advertisement and should be only students centric

17. Parent Teacher Committee

Standard Procedure

Parent teacher committee, one of the mandatory committees of the college aims at developing a bridge and strong association between one of the most essential stakeholders of the college that is the parents and teachers. Their mutual efforts and exchange of insights can pave way for overall progress of the students in the right direction. At the periodical meetings of parents and students, the parents share their observations about their child, suggestions and expectations. While the teachers also share their opinions about the students' progress. The mutual exchange of the thoughts help to a great extent to bring about positives development and changes in the college.

Objectives:

- To create a bridge between parents and teachers the two important stakeholders of the institution
- To ensure overall development of the students through mutual exchange of insights
- To incur parent's suggestions for the development of the college and academic progress
- To improve teaching-learning process through discussion with parents
- To understand each student's expectations from teachers
- To understand students' grievances regarding teaching-learning and college facilities that they might have shared only with parents

Need:

- The lacunas of the college in terms of academics, teaching-learning standard and other facilities will come to the fore
- Parents will get a platform to put across their views and opinions
- There should be bond between parents, teachers and students as essential stakeholders
- The parents will get to know about their child's progress and academic environment of the college
- The parents play a very important role in the development of the institute

Parent-teacher Cell Composition:

- Dr. Yeshwant Patil (Principal)
- Dr. N. S. Bagde(Vice-Principal)
- Dr. Chandrashekhar Patil(Coordinator)
- Dr. Mahendra Gayakwad (Member)
- Dr. Vimal Rathod(Member)
- Dr. Vivek Chavan(Member)
- Dr. Kamlakar Tagade(Member)
- Dr. Amruta Dorlikar (Member)
- Dr. Sumedh Nagdeve(Member)
- Dr. Sushant Chimankar(Member)

Function of the Parent Teacher Committee:

1. The committee conducts meetings of Parents and teachers one in each session
2. The suggestions, opinions and complaints of the parents are put down on record
3. The committee prepares a report and submits it to the principal
4. Action taken report is prepared by the committee

Procedures and rules:

- The notice of Parent-teacher meeting is circulated twice an academic year
- The parent-teacher meeting is conducted during each the academic session
- The parents of the students are informed through correspondence in the form of letters and telephonic conversation
- The students are informed about the meetings and their objectives through notices signed by the principal
- On the day of Parent-teacher meeting the principal and committee members acquaint the parents about the objectives of the meeting and invite their suggestion and observations
- A comprehensive report is prepared on the outcome of the meetings
- Necessary actions are taken by the principal and staff wherever necessary

18. Proficiency Development Programme(PDP)

Standard Procedure (Aims and Objectives) of the 'Proficiency Development Programme' (PDP):

Under the stewardship of the 'Internal Quality Assurance Cell (IQAC)' of the NAAC coordination of Dr. Madhukarrao Wasnik P.W.S. Arts, Commerce and Science College, Nagpur, a PDP Committee of senior college teachers was constituted with the main objective of facilitating all-round personality development of the college students. Accordingly, a well thought-out 'Proficiency Development Programme' (Course) of 10 days' duration (from 16/10/2021 to 27/10/2021), was designed in collaboration with Rajkumar Kewalramani Kanya Mahavidyalaya, Jaripatka, Nagpur. This joint initiative of the two organizing colleges aimed at addressing and fulfilling the present-day 'learning' needs of those students who are always required to develop essential 'Study Skills' along with a number of other soft-skill sets and capabilities so as to help them improve their career prospects and employability. The 'PDP' programme (course) was intended to motivate and boost the confidence levels of our students to face the more difficult tasks of the highly 'competitive' times of our human world today and also to further facilitate their intense struggle as well as efforts in becoming successful achievers of tomorrow, especially where their chosen fields of career and activity demand better attention and acute awareness. To fulfil these objectives, a group of 11 highly competent scholars and senior teachers (Subject Experts) were invited to conduct different interactive 'Guidance Sessions' through the Online (Virtual) Mode for the benefit of the community of college students.

This short-term PDP Course was meant to be a completely 'student-oriented' initiative. Hence regular UG students (of both Arts and Commerce stream) as well as PG courses (M.A. and M.Com.) of the two collaborating colleges were considered to be encouraged to participate in large numbers by informing them about this course through emails and WhatsApp messages. The course aimed at generating a positive response and to improve the number of student participants of both the organizing colleges, belonging to Marathi, Hindi and English medium classes by taking necessary efforts.

Adopting a systematic and step-by-step method, the Inaugural Function of the PDP Course was planned to be conducted through the Virtual Mode on the first day just before the actual commencement of the first session of presentation. To motivate the already registered participants as well as new entrants, Principal Dr. Yeshwant Patil (PWS College) and Dr. Urmila Dabir (Kewalramani College) were to grace the occasion by joining the Inaugural Session virtually. Besides a good number of teachers of both Arts and Commerce departments of the organizing colleges were asked to join the different online sessions to create proper awareness among the students regarding the significance and usefulness of the PDP Course.

The main objective behind the conduct of each interactive guidance session was to incorporate the following thrust areas pertaining to the popular concept of 'Personality Development':

- Improving 'Spoken English' communication skills and its techniques
- Grooming of 'all-round personality' of participating students
- Strengthening 'Business Communication' abilities and teaching 'Resume Preparation' with other essential effective 'Writing Techniques'
- Providing guidance about efficient 'Time Management'
- Helping the learner to choose suitable fields of 'career' and the relevant 'Management Capabilities'
- 'Goal Setting' as the significant first step towards 'building' an effective personality
- Creating awareness about our 'natural environment' and understanding 'Disaster Management' in a true sense
- Helping students learn the most effective 'Interview Techniques' with the accompanying aspects of proper 'Body Language' for facing interviews confidently
- Making students aware of proper 'Emotional Management'
- Facilitating among students a sound understanding of 'Stress Management'
- Providing to students comprehensive information related to the different aspects of Personality Development with the use of Slide Shows, Power Point Presentations, suitable examples, quotes by famous authors, and suggestions for further exploration of the core topics.

Throughout the duration of 10 days, 'the Proficiency Development Programme' chiefly aimed at motivating learners to take part in online discussions, asking appropriate questions related to the individual topics of presentation, providing quick spoken feedbacks, and seeking additional relevant information. On the final day, the PDP Course sought to organize a virtual Valedictory Session immediately after the completion of the last interactive session, once again in presence of the principals of the two organizing colleges. This concluding session aimed at encouraging a few student representatives and some of the organizing members to share their valuable opinions, experiences of attending this course, and inviting positive suggestions with a view to discover the possibilities of bringing about further improvements in the designing of the same course by including other important newer topics so as to make it even more useful in times to come. Through all these efforts, the PDP Course attempted to create among students an interest in shaping their potential in a much better way by taking right cues and gaining better insights to hone their skills.

19. Internal Academic Audit Committee

Standard Procedure

The Constitution of the Committee:

In keeping view the evaluation of the various Academic, Curricular and Co-curricular Activities and administrative works under taken and conducted in the institution throughout the Academic year; an Internal Academic Audit Committee was formally established by Staff Council. The committee monitors, supervise, evaluate and take an overall review of the academic excellence achieved by the teachers. The lapses on the part of the departments, various committees in their functioning and implementation of various projects, enhancing professional competence of the teachers and Administrative sections may be pointed out for review and overcoming the weaknesses.

Aims and objectives of the committee:

1. To evaluate the academic involvement of the Teachers and Students.
2. To find out the lacunas and lapses on the part of the departments and Committees.
3. To Evaluate Teaching Learning Process in the college through departmental activities
4. To look into students centric activities and students support activities through different committee works
5. To boost up Research Activities in the respective departments.
6. To take a review of professional competence of the teachers and staff.
7. To bring about improvement in the teaching learning experience of the teachers and students.
8. To encourage the faculty members to maintain the healthy academic environment in the institution
9. To improve the academic standards of the institution and overall development of the students.
10. To take a review of feedback from the teaching staff and students, to upgrade the documents and departmental profiles and also to scrutinize overall process of academic audit.
11. To review the works, filing and documentations of the Administrative sections for enhancing the work efficiency and real time data processing.
12. To improve the work culture of the Non-teaching staff.

Teaching Departmental Internal Academic Audit will be based of following files.

1. Department Files,
2. Committee Reports,
3. Teachers Profiles

Departmental Files includes:

1. Evaluation File

- i. Unit Test results
- ii. Annual terminal results University Examination Results
- iii. Overall report

2. Department Activity File

- i. Academic Activities
- ii. Cultural Activities
- iii. Photos and News

3. Department Research File

- i. Seminar and Conferences (Attended and Conducted)
- ii. Research papers presented and Published
- iii. Department Research projects
- iv. Student's Research projects
- v. Record of NET/SET Passed Students

4. Revised Syllabus

- i. Syllabus (BA, B.Com, Bsc., MA /M.Com)
- ii. College Question Papers
- iii. University Question papers
- iv. College Prospectus

5. Records of Departmental Meetings

- i. Notices
- ii. Minutes of the Departmental Meetings
- iii. Future Plans
- iv. Teachers Profile
- v. Teaching Plan
- vi. Academic Calendar of the department

Internal Academic Audit of Administration Section will be based on various files & Documents, Records and Reports prepared by them.

Standard Procedure:

1. To evaluate the performance of the college teachers and to understand the work efficiency and his/her contribution in the holistic development of campus education, IQAC has developed 'Teachers Profile'. The profile includes teachers' contribution in research publication, Innovation in teaching with ICT based classes, participation in different seminar/workshops, involvement in college committees, being a part of academic bodies, contribution in university statutory bodies, etc. The profile helps us understand the minimum possible requirement from the faculty. The Internal Audit committee will study each teachers profile and point out the teachers with below average contribution and in which particular area.
2. College departments have already been assigned five different files (evolved since 2003) with specific documents in them. The committee will go through them and see to it that all the documents and files are updated. Particularly, the committee will go through teaching plan of the individual teachers, attendance book and teacher's diary, departmental activities, results, etc. The lacunae will be pointed out and the members would ask the Head of the department to maintain the file before the closure of the session.
3. Research engagements by teachers and Departmental student's projects will also considered by the committee for healthy research environment in the college.
4. IQAC also receives committee Reports from the conveners. The different committees work with their objective to organize different activities in the college campus. The Internal Audit Committee scrutinize the works of the committee reports. The major areas like Extension activities through NSS, extension cell, gender sensitization through NSS and Women's cell, Antiaging cell, environment cell (Green, Energy & environment Audits), also rest of

the Staff Council based and college NAAC committees reports will be evaluated.

5. A scheduled will be prepared for personal visits to the admin sections to look into files and documentations are done properly. The visits mainly would be paid to Account Section, Admission and TC section, Regular and External Exam Section, Scholarship section, Library Dept., etc. If some records found un-updated, the same would be asked to complete the records before closure of the session.
6. After completing visit schedule, Internal Academic Audit committee will prepare a report within a week and will submit it to the principal and to the IQAC Coordinator.
7. The evaluation exercise carried out by Internal Audit Committee will help the institution update the college academic and admin records and it will also help in locating the lacunae and weaknesses in the academic session.
8. The principal would call in the teachers for not fulfilling the minimum requirements or departments which may be having some issues with updating of records. The principal may ask the concern persons/employee to overcome the issues in the coming sessions.

Composition of the committee:

1. Dr. Yeshwant Patil (Principal)	Chairperson
2. Dr. Pradnya M. Bagade (NAAC Co-coordinator)	Convener
3. Dr. Sudesh B. Bhowate (NAAC Coordinator)	Member
4. Dr. Manisha R. Nagpure (Dept. of Marathi)	Member
5. Dr. Chandrashekhar S. Patil (HoD History)	Member
6. Dr. Vivek S. Chavhan (Dept. of Commerce)	Member
7. Dr. Amol D. Mendhe (Dept. of English)	Member
8. Dr. Narendra S. Bagde (Vice Principal & HoD Commerce)	Advisor

Meeting Schedule:

1. Committee can call for a meeting in the first /second week of the April for planning the Internal Academic Audit

2. A Schedule for Evaluation of Teachers Profile, Department and Committee Reports, Personal visits to departments & Admin Section in the third week of April.
3. Preparation of final report within a week from the completion of the visit schedule.
4. The report may be hand over to The Principal and IQAC Coordinator in the last week of April.

20. IQAC's College Annual Report Committee

Standard Procedure

Introduction:

Dr. Madhukarrao Wasnik P.W.S. Arts,, Commerce & Science College is one of the oldest institutions in the central India established in 1968. The internal Quality Assurance Cell started functioning from 2002 when shortly after College was going into first accreditation cycle of NAAC. In the previous cycles up to 2011, NAAC inself called for a detailed AQAR where detailed report of departments, Committees and Admin works were incorporated as per format. But after 2011 since NAAC revised its method into online mode, no detailed report was demanded. Therefore, automatically preparation of detailed report was curbed automatically.

But the acknowledgement and publication of the departmental report come to an end. Detailed report of the departments and committees were then incorporated into different quality answers only. On the other hand a comprehensive report was transformed into a data based document where comprehensive understanding of work done by college was not reflected accurately. Therefore, recently, college IQAC started a best Practice of composing a detailed report. Wherein, Along with departmental reports, college data of admission, Results, Audit reports, Academic calendar, Future Plan etc reflected which help administrators and NAAC team to assess and evaluate the works done in the academic session.

Aims and Objectives:

1. To draft a complete document of the college reflecting annual activities in the college academics
2. To gather information of college departments and committees
3. To get the comparison between college Admission and Results as output at the end
4. To give a platform as publication to college activities and acknowledgement to teachers efforts
5. Since the reports of each individual unit is being published, it helps develop a moral pressure upon other who were lagging behind in terms of works
6. Assessing teachers contribution in the development of the institution by his contribution through research, Teaching

- methodology and innovations, and contribution in administrative and co-curricular activities
7. To keep the admin sections alert by reflecting them through different data
 8. To maintain transparency among all the stakeholders about all works and by presenting account in the public domain.

Procedure:

- i. All criteria Heads works in collecting the data related to their criteria throughout the year through different formats.
- ii. Departmental and Committee reports is collected by IQAC
- iii. Teachers Profile is being designed by the College IQAC for valuating contribution by the individual Teachers. Teachers submit the profile in the month of April close to the send of the academic session
- iv. Internal Audit committee come into action in the Month of April so, majority of the departments both Teaching and Admin prepares its various reports and get their files and reports done for the visits of the members. The internal Audit committee helps IQAC get the required documents in time.
- v. Since all documents are ready with the IQAC, all criteria Head, started analyzing the data as per seven criteria.
- vi. While doing so, the detailed report submitted to the college IQAC, processed in the form of AQAR as well as College Annual Report.
- vii. The work of the College Annual report has been distributed amongst the members, Department reports, Committee Reports is being edited by a team while the other admin and teaching based data have been scrutinized by the another team.

- viii. The final report is being circulated in the team of the Annual Report committee, Proof is done and composed in the printing format.
- ix. The prepared documents is first put up in the IQAC meeting for the approval.
- x. After approval the Final College Annual Report is being uploaded to college Official Website. Also a Print copy is sent to the Principal as well as the College. Management.

Committee Composition as per NAAC Seven Criteria

Chairperson: Dr. Yeshwant Patil (Principal)

Convener: Dr. Sudesh Bhowate (IQAC Coordinator)

Members: Dr. Pradnya Bagade

Dr. Manisha Nagpure

Dr. Megha Ramteke

Dr. Vivek Chavhan

Mr. Siddharth Wani