

Poojya Sane Guruji Vidya Prasarak Mandal



**Poojya Sane Guruji Vidya Prasarak Mandal's
SIP Arts, GBP Science and STKVS Commerce
College, Shahada, Dist-Nandurbar**

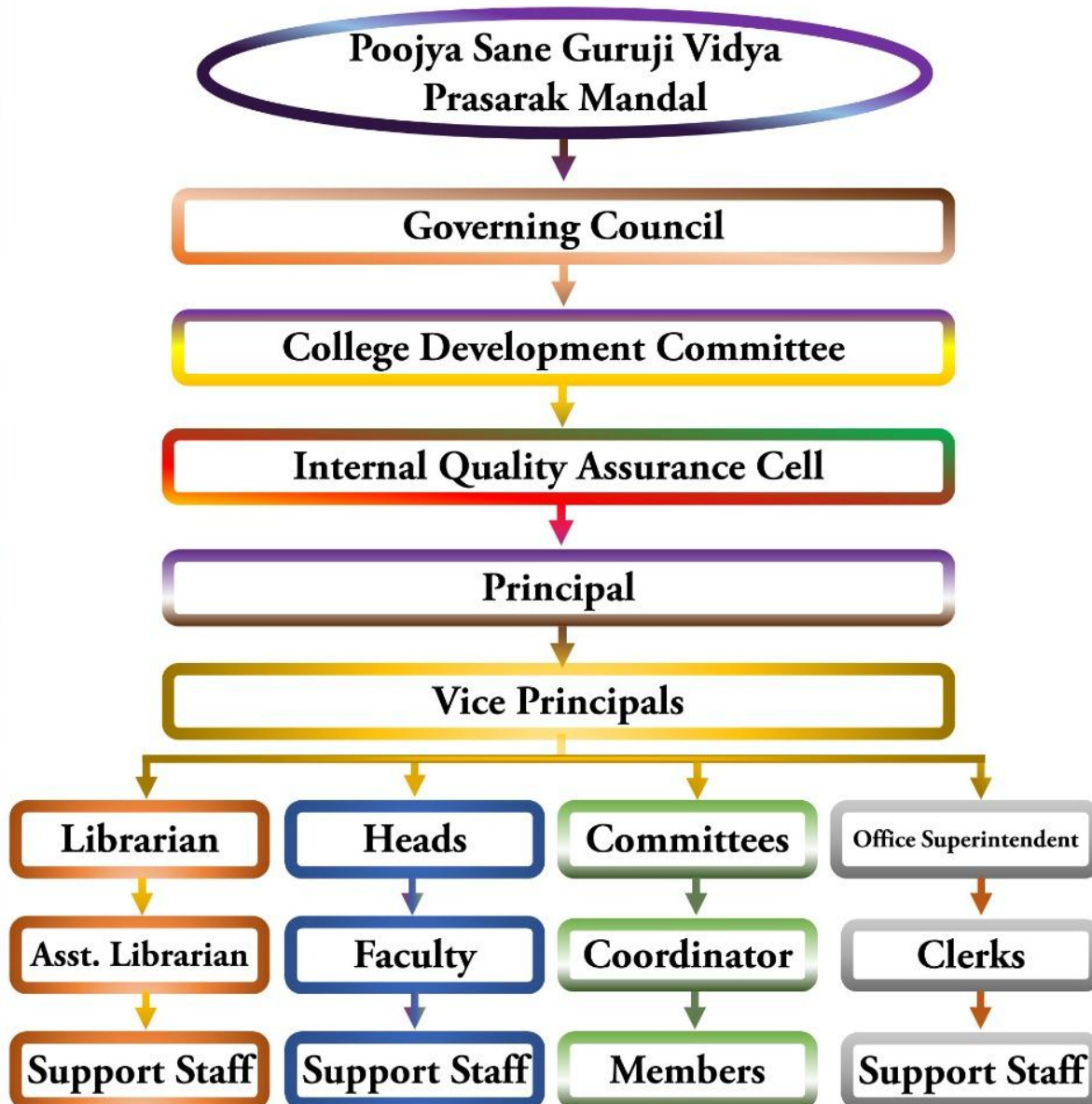
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ORGANOGRAM

GOVERNANCE, LEADERSHIP AND MANAGEMENT

ORGANOGRAM



Poojya Sane Guruji Vidya Prasarak Mandal, Shahada, Dist-Nandurbar

Poojya Sane Guruji Vidya Prasarak Mandal, Shahada was established in 1970 by Sahakar Maharshi Hon. Annasaheb P. K. Patil with an objective to educate, motivate and uplift the vocational skills of young generation of peasants and the landless workers. The college has a progressive management team led by Shri. Bapusaheb Dipakbhai Patil, President, PSGVPM, Shahada. It is a multi-faculty, co-educational, Government aided institution affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

Vision

To be recognized as a premier educational institution that discharge quality education with a commitment to excellence through student centric efforts that practices quality pedagogy, encourages innovation, research activities and learning services. We believe in instilling values and providing a vibrant environment for the holistic development of students into valuable global citizens in order to compete successfully in the 21st century.

Mission

Majority students enrolled in this college are from socially and economically backward tribal population. The challenge is to equip them with core values needed to live as responsible citizens in a complex democratic society by strengthening the teaching-learning process through innovative practices, providing state-of-the-art institutional infrastructure and excellent human resources, imparting training in entrepreneurial and life skills for enhancing employability and foster a better educational environment.

Objectives

- To hone students' focus and help them gain depth in their chosen area of study to achieve academic excellence.
- To enable them to prepare for lifelong learning by nurturing independent thinking.
- To sensitize the students towards the immediate environment and the society at large.
- To provide a platform to actualize students' talents and encourage them to mold their passion into profession.



Hon'ble Bapusaheb Dipakbhai Patil
President, PSGVPMandal, Shahada

It is a great pleasure to convey my best wishes to all of you. Our's is one of the reputed institutions discharging quality education in almost all disciplines in the remote part of the rural Maharashtra. The vertical and horizontal expansion of the college campus into an academic center of excellence has put our institution on the educational map of the country. It is a matter of great pride that the college has made consistent progress throughout the years under able guidance of Late Honourable Aannasaheb P. K. Patil. His foresighted personality lay the stepping stone for motivation and upliftment of rural students by providing quality educational facilities in general and in science and technology in particular.

The Managing Board consists of eminent individuals occupying leading positions in industry and society and have accustomed themselves to tone for growth and excellence to keep in pace with the fast changing scenario of higher education. Reaching heights of excellence needs sincere efforts but sustaining and proceeding for betterment has always demanded the courage to face challenges. The continuous diligent efforts of all the members of the board of directors, teaching and non-teaching faculty has been helping to impart quality education of national standard. It is my belief that the forthcoming years will lead this College to the levels of distinction not only in Maharashtra but so also in India and abroad. With these motives in our hearts we stride for provision of best possible education and at the same time provide an environment wherein students from diverse streams go hand-in-hand for undertaking academic, curricular and extra-curricular tasks. While nurturing our students with pride for Indian culture and heritage, due justice is given to get them acquainted with the massive global perspectives.

PSGVPM works to provide education and opportunity to students, to make them great citizens of India and the World. In the words of Swami Vivekananda, "We want that education by which character is formed, strength of mind is increased, the intellect expanded, and by which one can stand on one's own feet.

SECRETARY'S MESSAGE



Smt. Kamaltai P. Patil
Hon. Secretary, P.S.G.V.P. Mandal, Shahada

P. S. G. V. P. Mandal, Shahada has always remained committed to the spirit of developing and sharing knowledge, true to the vision of the college. It is a matter of great pride that the College has made consistent progress throughout the years under able guidance of Late Honourable Aannasaheb P. K. Patil.

Our dream is to build a world class research and teaching institution that is global in the reach of its ideas, and universal in its service. Welcome to our community.

CO-ORDINATOR'S MESSAGE



Hon'ble Prof. M.N. Patil
Co-ordinator, (Acad. & Gen. Admi.)
P.S.G.V.P. Mandal, Shahada

Challenges and Opportunities are two sides of the same coin. Modern education, curriculum development and teaching methodologies have to keep pace with the demand of the economic environment. The manager, businessman and the entrepreneur of today needs many more weapons in armory. Holistic education should include all round development of a student.

Overall development of the individual is the goal of education and we all have to ensure that there is no stone left unturned to equip the student of today for the challenges of life. This will require tremendous self-motivation on the part of all concerned but will be fulfilling for the student as well as the faculty.

The faculty at the College has always been a trend setter but what has also been noteworthy is the excellent support and commitment of the non-teaching staff. I wish to congratulate the entire faculty and other staff for encouraging and guiding the students in all facets, for their well-rounded development.

General Body


























The General body of the Poojya Sane Guruji Vidya Prasarak Mandal, Shahada shall consist of all persons who have obtained the membership of the Mandal under the provisions of the Mandal. The annual general meeting of the association shall be held once in every calendar year. The President of the association shall preside over the annual general meeting.

The Governing Council

Governing Council of the Poojya Sane Guruji Vidya Prasarak Mandal, Shahada is the apex body of the college. There are 13 members in the executive council. The composition of Executive council is as follows: President, Vice President, Secretary, Joint Secretary and elected members from governing council and general body and one teacher representative. The management and affairs of the association shall be administered, controlled and supervised by the Governing Council through the Academic Coordinator of the Mandal.

POOJYA SANE GURUJI VIDYA PRASARAK MANDAL, SHAHADA, DIST. NANDURBAR

GOVERNING COUNCIL MEMBERS

 Shri. Dipak Purushottam Patil President	 Shri. Kishor Narottam Patil Vice President	 Smt. Kamaltai Purushottam Patil Hon. Secretary	 Shri. Makarand Nagin Patil Co-ordinator (A. & Gen. Adm.)	
 Shri. P. R. Patil Co-ordinator (F. & C.)	 Shri. Vitthal Mangesh Patil Member	 Adv. Husaini Asgherali Bohari Member	 Shri. Haidarali Kutubali Noorani Member	 Shri. Rajaram Dullabh Patil Member
 Sau. Hemlata Dilipbhai Shah Member	 Shri. Gopalkrishna P. Patil Member	 Prof. Ramesh Fakira Patil Member	 Shri. Jagdish Girdhar Patil Member	 Shri. Dipak Ramanlal Patil Member
 Adv. Prafulla Gajanan Pathak Member	 Shri. Rajesh Uttam Patil Member	 Shri. Premising Himmatsing Aher Member	 Shri. Sandip Tukaram Patil Member	 Shri. Ramakant Sambhu Patil Member
 Principal Arts, Sci. & Comm. College, Member	 Principal College of Engineering, Member	 Principal Polytechnic, Member	 Principal College of Education, Member	
 Principal College of Pharmacy, Member	 Principal Ind. Training Centre, Member	 Principal College of Agriculture, Member		

Sister Institutes Run by PSGVPM

1) Professional Colleges:	05
2) Regular College:	01
3) Vocational Courses:	01
4) Higher Secondary Schools:	01
5) Secondary Schools:	02
6) Primary Schools:	02
7)Self Financed English Medium School:	01

Administration of the College:

P. S. G. V. P. Mandal's SIP Arts, GBP Science and STKVS Commerce College, Shahada was established by Poojya Sane Guruji Vidya Prasarak Mandal in the year 1970. The administration of the college is as follows:

1. College Development Committee (Formerly Local Management Committee)

The College Development Committee (CDC) was constituted in place of local management committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college there by replacing local management committee.

The composition of the CDC is as follows:

- A. Chairperson of the management or his nominee ex-officio Chairperson.
- B. Secretary of the management or his nominee.
- C. Principal of the college or head of the institution.
- D. One head of department, to be nominated by the Principal.
- E. Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman.
- F. One non-teaching employee, elected by regular non-teaching staff from Amongst themselves.
- G. four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and Social service of whom at least one shall be alumnus.
- H. Co-coordinator, Internal Quality Assurance Committee of the college.
- I. President and Secretary of the College Students' Council.
- J. The College Development Committee shall meet at least four times in a year.

The College Development Committee shall,

- 1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra- curricular activities.
- 2) Decide about the overall teaching programs or annual calendar of the college.
- 3) Decide about introducing new academic courses and the creation of additional teaching and administrative posts.
- 4) Take review of the self-financing courses in the college and make recommendations for their improvement.
- 5) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- 6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- 7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- 8) Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college.
- 9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- 10) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
- 11) Make recommendations regarding the students' and employees' welfare activities in the college or institution.
- 12) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- 13) Frame suitable admissions procedure for different programmes by following the statutory norms.
- 14) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.
- 15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
- 16) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- 17) Recommend the distribution of different prizes, medals and awards to the students.

- 18) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university.
- 19) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Internal Quality Assurance Committee

- 1) Internal Quality Assurance Committee (IQAC) in the college is responsible for planning, guiding and monitoring quality assurance and quality enhancement in the academic activities of the college.
- 2) IQAC plays a catalytic role in the overall quality initiatives and general administration of the college.
- 3) IQAC has been constituted and functions as per the guidelines of the UGC, NAAC and State Government/university.
- 4) The Annual Quality Assurance Report gets approved by the CDC for the Follow up action for the necessary quality enhancement measures.
- 5) The college regularly submits the Annual Quality Assurance Report to the National Assessment and Accreditation Council.
- 6) The affiliating university monitors the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

The IQAC Coordinator is responsible for the

- ✓ Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.
- ✓ Dissemination of information on the various quality parameters of higher education
- ✓ Organization of workshops, seminars on quality related themes and Promotion of quality circles.
- ✓ Documentation of the various programs/activities leading to Quality improvement.
- ✓ Acting as a nodal agency of the institution for quality-related activities/NIRF/AISHE
- ✓ Preparation of the Annual Quality Assurance Report(AQAR)in coordination
- ✓ With criteria heads to be submitted to NAAC based on the quality parameters.

Principal

The Principal of the college is the head of the institution and always caters to offer essential direction to the system. The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the Link between the Management and the College.

The Principal ensures that the values and relevant strategic plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of Administrative and academic activities. For smooth functioning of administrative, co- curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal.

The Principal coordinates with the external agencies like the University, the UGC, Joint Director Office and other government bodies to comply necessary regulations. His safe- guards the interests of teachers/non-teaching staff members and the management.

He observes and implements directives issued by Government authorities' viz. Director of Education / Higher Education / University and other concerned authorities.

He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

Vice-Principals

The College has four Vice-Principals. The role of Vice-Principals is to ensure the smooth functioning of the academic activities such as teaching activities, practical sessions, and implementation of time table, internal examination, and evaluation work and to ensure discipline in the campus.

Registrar

The Registrar has following responsibilities:

- ✓ Coordination of administrative work in office; Student admission, registration, examinations, students' records.
- ✓ Records (Schemes of Work etc.) Human Resource Records.
- ✓ Student affairs and discipline.
- ✓ Management of the administrative staff within the college.

- ✓ All the administrative staff such as office superintendent, head clerk, senior clerks, junior clerks, etc. work under the supervision of the Registrar and complete their tasks.

Office Superintendent

The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.

Administrative Staff

Administrative Staff comprises of Head clerk, senior clerk, junior clerks and manual staff who works under the guidance of the office superintendent and the Registrar.

Head of the Departments

The Heads of the departments act as front runners of their departments.

They monitor activities of the departments and report directly to the Principal

- They are responsible for the overall management of the department(s).
- Manage the day-to-day functioning of the department
- Propose and administer the development of new courses/programs, add on courses etc.
- Organize the periodic review of courses.
- Coordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- To liaise with National Bodies and external agencies where appropriate (such as linkages and MoUs)
- To ensure the effectively curriculum delivery and enhancement of standards and quality.

Librarian

The College Librarian ensures the monitoring of the following functions of the college Library.

- Allocation of budget of the library in consultation with Library Advisory Committee to each department as per the norms.
- Inviting list of textbooks, reference books/e-books, Journals/e-journals, competitive exams Books etc. from each department and after the approval from the parent institution, sending it to the vendor appointed by PSGVPM.
- Besides ordering, cataloging, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
- He holds Book Exhibition annually and invites dealers to display their latest collection.

- Monitoring the Book Bank Scheme.
- Organizing various quality related workshops to train and educate the students on the effective use of online resources.

Physical Director

- The Physical Director has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).
- Training students for various sports and forming teams.
- Monitoring students' coaching, ground preparation, purchasing sports materials and scheduling of the games.
- Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
- Making arrangements for the participation of students at university tournaments, regional /state/national level sports events.
- Executing any other activity related to sports.

College Committees

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members taken from teaching and administration staff.

Following is the list of the committees that are operative during 2020-21 for monitoring and governing various activities:

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Examination Committee
- 3) Time table Committee
- 4) Staff Academy
- 5) Training and Placement cell
- 6) College Campus Development and beautification Committee
- 7) Magazine Committee
- 8) Library Committee
- 9) Women Redressal Cell
- 10) ICT Committee

- 11) Students' Counseling
- 12) Elocution Committee
- 13) Language and Literature Association
- 14) Commerce Association
- 15) Science Association
- 16) Gymkhana Committee
- 17) Purchase Committee
- 18) Students Grievances Redressal Cell
- 19) Yuvati Sabha
- 20) Internal Complaint Committee(ICC)
- 21) Research/Project/Seminar Committee
- 22) Attendance Committee
- 23) Alumni Committee
- 24) Medical Camp Committee
- 25) Art Circle/Cultural Activities
- 26) Student Welfare Committee
- 27) Advertisement/Publicity Committee
- 28) Anti Ragging Committee
- 29) Feedback Committee
- 30) Construction Committee
- 31) Website Designing and Updation Committee
- 32) Campus Discipline Committee
- 33) Avishkar Committee
- 34) Yuvarang Committee
- 35) UGC proposal and planning
- 36) Anti-harassment committee for women.
- 37) Equal Opportunity Cell
- 38) Environment awareness Committee
- 39) Parents' Association

Performance Appraisal System

Teaching Staff

The "Performance Based Assessment System" (PBAS) is monitored by the institute. It's a three tier report whereby the teacher has to fill up the form containing The information of

1. Teaching-Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research. After evaluating the form, the head of the department forwards it to the IQAC.

The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisals used for Career Advancement Scheme(CAS).

Non-teaching staff

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form and hand it over to the Registrar of the college. The Registrar adds his own observations and comments and forwards it to the Principal for the final remark. After the Principal's remark it is advanced to the parent institution for further scrutiny and assessment. Action is taken accordingly.

Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members.