



Navsanjivan Shikshan Prasarak Mandal, Darwaha

JIJAMATA ARTS COLLEGE (No. F1562)

Arni Road, Darwaha Dist-Yavatmal

Principal	Office -(07238)255862	Chairman
Dr.A.P.Jadhao	9850857503(Principal)	Hon. Manikraoji Thakare

Certificate

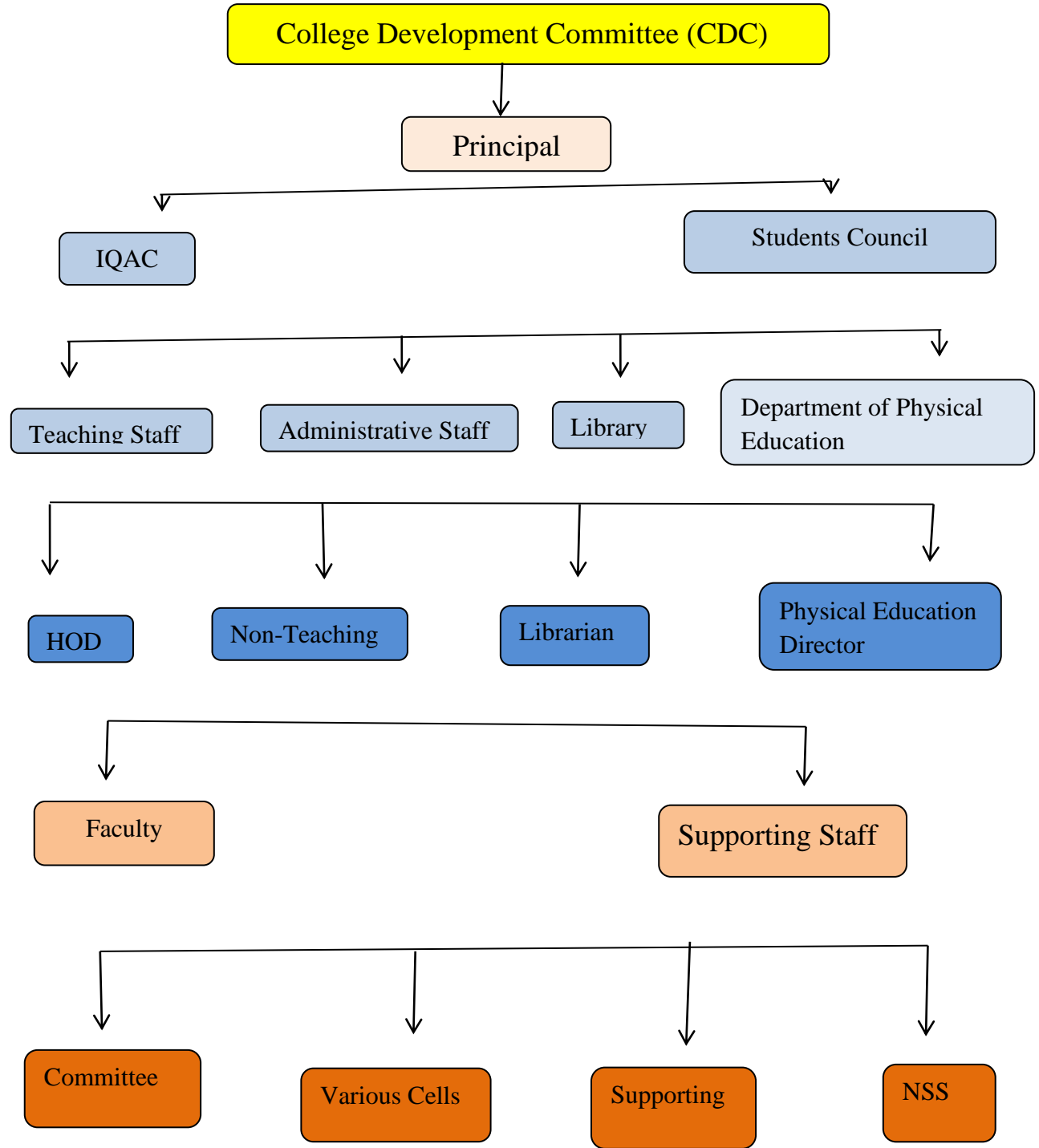
This is to certify that the documents attached in criterion -**VI Governance, Leadership & Management** are verified and found correct to the best of my knowledge.




Principal
Jijamata Arts College
Darwaha Dist. Yavatmal

Jijamata Arts College Darwha, Dist. Yavatmal

ORGANOGRAM



Jijamata Arts College Darwaha

Dist. Yavatmal

POLICY DOCUMENT



Session 2022-23

Administration

➤ **Governing Body**

The governing body, Jijamata Arts College Darwaha, Dist. Yavatmal by Navsanjivan Shikshan Prasarak Mandal, Darwaha Dist. Yavatmal was established in 1986 with the purpose of providing education to rural students. Besides the college, the society runs a co- educational High School and Junior Arts College, Agri college, Framshi college, Arts & Commers College Bori, High School Lohara, Yavatmal, Ashram School & Junior Arts college Haru Narshing College Yavatmal. B.ed College Darwaha It has believed in the need to invest in the all-round development of students.

The Jijamata Arts College, Darwaha under the steermanship of the governing body has a vision for transforming itself into a holistic multi-disciplinary institution. The college is having UG Courses in interdisciplinary faculties.

The Governing Body, Jijamata Arts College Darwaha, Dist. Yavatmal by Navsanjivan Shikshan Prasarak Mandal, Khamgaon looks after the administration, provision of infrastructural facilities etc. acting upon the recommendations of College Development Committee

The office bearers of the Governing Body are as follows:

Sr.No.	Name of Office Bearers	Name of Office Bearers
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01	Shri. Manikrao G.Thakare	President
02	Shri.Deepakrao R.Kankirad	Vice President
03	Smt. Madhuritai N.Pole	Secretary
04	Sau.Pushpatai M.Thakare	Asst.Secretary
05	Shri.Vijayrao M. Motikhaye	Member
06	Shri.Milind S.Bire	Member
07	Shri.Rameshrao B. Chandekar	Member
08	Rahul M.Thakare	Member
09	Sau.Vrushali R.Thakare	Member

➤ **College Development Committee**

The College Development Committee (CDC) was constituted in accordance to the Maharashtra Public Universities Act, 2016. The CDC encourages extension and research activities, use of ICT in teaching- learning, faculty development etc.

The following are the members of our CDC:

College Development Committee

Sr.No	Name	Designation	Designation of C
01	Shri. Manikraoji G Thakare	Founder President of NSPM	Chairperson
02	Smt. Madhuritai Pole	Secretary of NSPM	Member
03	Dr.R.U.Hire	IQAC Co-Ordinator	Member
04	Dr.P.R.Bande	Faculty Member	Member
05	Dr.R.S.Gedam	Teacher Representative	Member
06	Ms.R.S.Kanse	Teacher Representative	Member
07	Mr.Nitesh Kadam	Non-Teacher Representative	Member
08	Shri.Niranjan Chaudhari	Small Industrialist Representative	Member
09	Prin.Jayant Kale	Education Department Representative	Member
10	Prin.Pankaj Khale	Research Department	Member
11	Mr.Rahulbhau Thakare	Member of NSPM	Member
12	Ms.Pritee Thakare	Teacher Representative	Member
13	Ajay Chavhan	Student Representative	Member
14	Ku.Sakshi Deshakari	Student Representative	Member
15	Dr.A.P.Jadhao	Principal	Secretary

The principal is the academic and executive head of the institution and is responsible for the overall smooth functioning of the college.

➤ Roles & Duties of the Principal

- The principal ensures that the values and relevant strategic management plans are reflected in the vision, mission and quality assurance system of the college.
- The principal chalks out a policy and plans for effective implementation of directives issued by Government, U.G.C., Director of Higher Education, affiliating University and other concerned authorities as also vision and mission of the institution.
- To provide leadership, direction and coordination in the college system and activities and to all stakeholders.
- Keep coordination in all college units by monitoring the administration of the academic programs and general administration of the college.
- The principal has to decentralize the college work by creating different committees for efficient management and administration of the college.
- To adapt new technology and methods for effective teaching learning process and acquaint the students with recent developments in the world.
- Maintain appraisal reports of the teaching and non-teaching staff of the college.

- □ Ensure that the teaching and non-teaching staff follow the code of conduct of the institution.
- □ To assess the feedback forms of the various stakeholders and take proper action for rectifying any issues.
- □ Assessing reports/Academic diary /teaching plan/ plan of action and action taken reports of teachers/head/directors/coordinators.
- Assessing the academic syllabus/ course of the students.
- To inspire the teaching staff to inculcate social, cultural, national and human values among students as also to encourage their physical and cultural development through various co-curricular activities.
- Ensure that service books for all staff members be maintained.
- To encourage teaching and non-teaching staff for their professional development.

➤ **Role & Duties of the Administrative office/ Non-Teaching Staff**

Administrative Staff comprises of Head clerk, Senior clerk, Junior clerk.

- Each of the non-teaching staff of the college shall discharge his/her duties efficiently and diligently to match with the administrative standards and performance norms laid down by the U.G.C, Government agencies and University from time to time for the proper discharge of duties assigned to him/her.
- Must attend duty punctually.
- Assist in carrying out functions relating to the administrative responsibilities of the college and the university such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including all types of Examination works.
- Respect the right and dignity of the student for assisting them with any kind of guidance.
- Speak respectfully and behave politely with everyone in the college.

Recruitment:

The regulations of U.G.C. and Maharashtra State Policy for new recruitments are followed.

➤ **Role and Duties of the Heads of the Department**

Following are the roles and duties of the HODs of teaching departments.

- To prepare departmental activities aligned to the Annual Calendar at commencement of the session.
- To prepare the semester wise Time Table of the departments.
- To guide/direct the faculties of the department to prepare annual/semester wise/subject wise teaching plans.
- To manage the periods/Lectures monitor for smooth conduction.
- To acquire feedback of the students and find remedies after analyzing these.
- They monitor activities of the departments and report to the principal.
- They are responsible for the overall management of their departments.
- Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
- Organize group discussions, debate competitions, seminars and certificate courses for students.
- Encourage use of ICT for teaching learning.
- Identify slow and advance learners and organize extra classes/remedial classes for slow learners and provide extra guidance to the advanced learners.
- Organize guest lectures on various subjects and industrial/ study tours for the students.
- Keep all document records of the activities.

➤ **Role and Duties of College Librarian**

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

1. Forming the Library Advisory Committee in consultation with the principal.
2. To provide information to students and staff as Knowledge Resource Centre.
3. Organize Books Exhibitions and celebrate commemorative days.
4. Acquire required list of prescribed text books, reference books, Journals, books for extra reading from each department.
5. Obtain feedback of about Library services from users.
6. Monitoring all requirements of books.
8. To provide assistance in use of services to students.

9. Use innovative practices for smooth conduct of the library as a Knowledge Resource Centre.

10. Organize meetings with advisory committee.

➤ **Role and Duties of Director of Physical Education and Sports**

The post of Physical Director in our college is vacant and his post is given to other teacher and the teacher who holds this post coordinates with the students in relation to sports and sports as follows: -

1. Prepare Sports Advisory Committee.
2. Provide training to students for various sports and form sport teams.
3. To organize sports and games events for students.
4. To motivate students to participate in university games and tournaments.
5. To maintain discipline in college premises.
6. To keep watch on the students for ragging, or any other form of harassment.
7. Organizing annual sports events every year.
8. Monitoring ground preparation and students' coaching

➤ **College Committees (Role/Functions)**

Various committees are formed every year for implementing objectives aligned to the vision and mission of the college. Following is the list of the committees that are operative for planning and monitoring various activities:

- Students Development Cell
- N.S.S. Advisory Committee
- Environment Committee
- Sports and Games Committee
- Admission Committee
- Students Feedback Committee
- Cultural Cell
- API Scrutiny Committee

- Research Development Committee
- Gender Sensitization Cell
- CBCS Committee
- Career Guidance cum Students' Placement Cell
- College Annual Magazine Committee
- College Website Development Committee
- Competitive Examination Committee
- Anti-Ragging Committee
- Students Grievance and Redressal Cell
- Staff Grievance and Redressal Cell
- Library Management Committee
- College Examination Committee
- Internal Complaint Cell/ Sexual Harassment Redressal Cell
- Alumni Committee
- Equal Opportunity Cell/ SC ST Committee
- Day Celebration Committee

Role/ Duties / Functions of the College Committees

❖ Student Development Cell:

- To follow all the directions of the affiliating University regarding students development.
- To organize programs for the development of students.
- Support to students to participate in placement activities.
- To organize meetings with students to understand their issues.
- Organize Counseling for the students.

❖ N.S.S. Advisory Committee:

- To chalk out activities for N.S.S. department on the basis of the University College Academic

Calendar.

- To plan and implement N.S.S. programs for overall development of students.
- To organize indoor and outdoor social and cultural programs.
- To organize special camp in adopted village as per guidelines of the University.
- To introduce the village situation, problems of the villagers and their social and cultural life during the seven days special camp to the students, every year.
- To organize activities for awareness regarding AIDS, Cleanliness, eradication of superstition, Women's empowerment, Health Camp, unemployment problems, blood donation camp etc.

❖ **Environment Committee:**

- To plan for tree plantation drives.
- To plan plogging and cleanliness drives.
- To participate in collaborative environment activities.
- To organize activities for water conservation and waste management.
- To create awareness among students and society.

❖ **Sports and Games Committee:**

- To prepare annual plan of Sports and Game Committee department on the basis of the University direction and College Academic Calendar.
- To plan and implement Sports and Game Programs for overall development of the students.
- The Director of Physical and Sports takes care of the promotion of sports and games and youth welfare programs.
- To organize indoor and outdoor Sports programs.
- To inspire students to participate in sports programs.

❖ **Admission Committee:**

- To prepare prospectus for next session, every year at the end of the current session.
- To guide the students regarding admission process.
- To resolve issue of the students.

- To make schedule of the admission.

❖ **Feedback Committee:**

- To take feedback from the Students, Teachers and Alumni every year.
- To do analysis of the collected feedback
- To organize meeting with committee members and the principal and discuss on the feedback analysis.
- To take needful action on the basis of each analysis.

❖ **Cultural Cell:**

- To plan and schedule cultural events for the academic year.
- The Cultural Department/Committee shall be responsible for all collegiate cultural events in the College.
- To organize Cultural events (Paintings, Sculpture, Traditional and Folk Art and crafts) by including students.
- The cultural Dept. of the college always motivate the students for active participation in cultural activities.
- To organize the meeting with advisory committee.
- The department not only create cultural interest but also it inculcates moral values among the students.

❖ **API Scrutiny Committee:**

- Promotion Placement files of the teachers should be checked by the committee.
- U.G.C. Guideline should be followed while checking the files.
- Suggest some changes if any to the respective teacher.
- Prepare record and submit the report to the principal office with duly signed.

❖ **Research Development Committee:**

- Research Development Committee motivates the faculties for the research work.
- Organize meetings with teachers for solving their problems regarding to the research.

- Organize Seminar or program on Research Methodology every year.
- Organize seminar or program on Intellectual Property Right (IPR)
- Organize programs for the students to develop their research view.
- To keep collection of the all-research documents and submit all record to the principal office every year.

❖ **Gender Sensitization Cell:**

- It has been instructed to spread the message of gender equality in order to eliminate gender bias insensitivity through seminars, poster display, organizing exhibitions or programs etc.
- To aware the girl students about their legal rights by organizing the programs.
- To understand the problems of the girl students.
- To organize awareness programs for Women Health.

❖ **CBCS Committee:**

- To ensure effective implementation of the Choice Based Credit System in the college.
- To ensure organization of SIP, bridge Course, AECs according to the CBCS guidelines.
- To encourage students to register on Digilocker of the Academic Bank of Credits.

❖ **Career Guidance Cum Students' Placement Cell:**

- To provide available updated information about jobs/positions/opportunities.
- To conduct career development seminars and workshops
- To provide necessary literature /brochure/information.
- To organize programs on career development by subject experts.
- To organize Soft Skill workshops.

❖ **College Annual Magazine Committee:**

- To inspire students and teachers to write literature for the College Magazine.
- To organize meeting with the students and teachers for deciding the theme for college magazine.

❖ **College Website Development Committee:**

- To update and improve website as per requirement.
- To upload all information of the college programs /events.
- To upload all notices regarding college activities.
- To introduce the website to students.

❖ **Competitive Examination Committee:**

- To provide necessary information and literature on various Competitive examinations.
- To organize guidance programs subject experts and alumni on preparation.
- To guide for preparing for personal interviews.
- To arrange classes and tests for practice for general knowledge paper

❖ **Anti Ragging Committee:**

- The anti-ragging committee creates awareness regarding the menace of ragging.
- Anti-ragging committee monitors students' activities in college premises.
- Anti-ragging committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging.
- To maintain the discipline among the students in the college premises.

❖ **Students Grievance and Redressal Cell:**

- To make available to students accessible and hassle-free mechanism to submit their grievances.
- To create awareness among students about procedure for complaints and complaint box for anonymous use.
- To collect complaints, if any and resolve their grievances.
- To keep record of the grievances and their redressal.
- Staff Grievance and Redressal Cell
- The Staff Grievance Redressal Cell of the college takes in writing the grievances of the staff.
- The reply given by the committee to the staff for grievance is recorded.
- The committee should find suitable solutions to settle the problems faced by the staff in this regard,

within seven days after completion of the investigation.

❖ **Library Advisory Committee:**

- Inviting list of text books, reference books, Journals, Books for extra reading etc from each department.
- To purchase books, resources and provide information of new arrivals to students and staff.
- Take feedback of the students about Library services.
- Monitoring all requirements of books.

❖ **College Examination Committee:**

- The main function of the Examination Committee is to conduct timely internal evaluations.
- To make policy decisions of organizing and improving systems of examinations.
- To prepare a schedule of examinations and declare the results.
- The Examination Committee deals with all the matters in relation to internal examinations.
- To resolve any complaint regarding internal examination.

❖ **Internal Complaint Cell/ Sexual Harassment Redressal Cell:**

- The Sexual Harassment Redressal Cell of the college creates awareness regarding prevention of sexual harassment and sensitization of staff and students towards the issue.
- The committee functions to receive and resolve grievances from the women/girl student concerning sexual harassment according to the guidelines.
- The committee should find suitable solution to settle the problems faced by the women/girl student in regard to matters relating to sexual harassment within seven days after completion of the investigation.
- It holds meetings and reports if any complaint has been received at the end of the year.

❖ **Alumni Committee:**

- To encourage formation of Alumni Association.
- To organize career guidance workshop for the college students by inviting the Alumni.
- To encourage alumni to contribute to the college.

- To introduce the alumni to developments in the college.

To keep contact with Alumni by organizing periodical meetings.

❖ **Equal Opportunity Cell/ SC ST Committee**

- To encourage students to avail of GOI scholarship.
- To procure documents for fulfillment of eligibility for application to scholarships.
- To guide students regarding any problems they may have regarding scholarship applications.

Financial Support to Students:

The College Students Relief Fund (CSR) is used for:

- Financial support to needy students.
- Students who are not eligible for getting Govt. Scholarship and are needy.
- To financial assistance for admission and examination fees.

Appointments and service rules:

The appointments of teaching and non-teaching staff will be done in accordance to the regulations and guidelines of the UGC and Sant Gadge Baba Amravati University, Amravati extant at the time of recruitment. The service rules of the government of Maharashtra and in the ordinances of the university will be applicable to all the employees.

Appraisals:

The API forms for teachers' appraisals are scrutinized every year by the IQAC and the Career Advancement Scheme (CAS) are scrutinized by the scrutiny committee. Teachers' placements are done by the procedures prescribed by the UGC and affiliating university. The confidential reports (CRs) for non-teaching staff are evaluated and increments recommended




Principal
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