



M.E.S. ARTS AND COMMERCE COLLEGE MEHKAR

POLICY DOCUMENT



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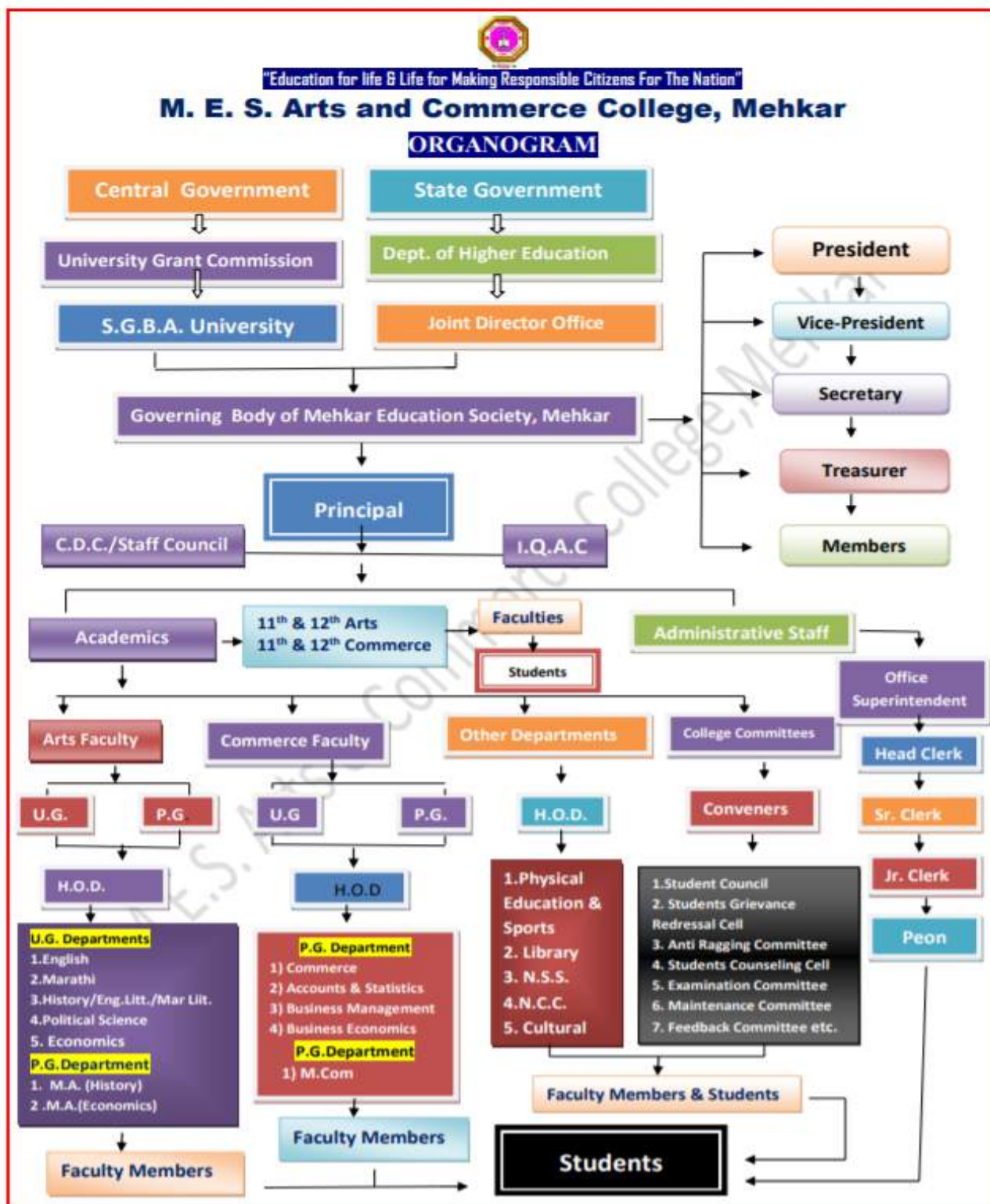
VISION AND MISSION

Vision

“To Become One of the Best Human Resource Development Institutions By Attaining Quality and Excellence in Higher Education.”

Mission

***“To Impart Value Based And Time Oriented And Quality Education To The Aspirants By Nurturing And Maintaining Them According To The Present Era
And
To Make Them Competent, Ethical, Self-Dependent And Socially Responsible
For The Nation Development
And
To Create Social, Cultural And Academic Excellence Environment For Their
Overall Development”***





Aims & Objectives

Keeping in view the Vision & Mission of M. E. S. Arts and Commerce College, Mehkar in the present scenario of higher education, following Aims & Objectives have been revised for holistic development of the students and all stakeholders.

- 1) To provide Value based and time oriented and quality education to the students by nurturing, maintaining and molding them according to the present era.
- 2) To provide ideal academic, social, cultural, participative, excellence environment for holistic development of the students, teaching and administrative staff.
- 3) To make the students competent, ethical, and socially responsible for the nation development through providing quality education.
- 4) To educate the students for self-dependent by pursuing of excellence in Arts and Commerce higher education.
- 5) Use of advanced technology in the field of ICT in teaching, learning and evaluation.
- 6) To create a pool of resourceful self-motivated human resource for imparting depth knowledge through innovative methods of teaching and learning.
- 7) To promote national integration among the students and staff.
- 8) To impart broad based knowledge to the students face the current competitive world.
- 9) To create environmental & Cleanliness awareness among the Students and stakeholders.
- 10) To provide a platform to the teachers and students to promote the broader



interaction among researchers, social and cultural community by organizing conferences, workshops, seminars and other relevant deliberations.

- 11) To organize outreach and extension activities for community development focusing on Social responsibilities, social awareness and value based education.
- 12) To encourage high quality research on the regional needs and social relevance.
- 13) To promote a healthy atmosphere, corporate life and welfare of the students, teaching and administrative staff.
- 14) To promote health awareness among the stakeholders.

Core Value of the College

The M.E.S. Arts and Commerce College, Mehkar is committed to following a set of enduring Core Values. These values are focused on the sustainable development of the institution and serve as a guide through changing times and shape our Mission, Vision, and objectives.

- **Academic Excellence**
- **Value Based and Outcome Education**
- **Holistic Development**
- **Participatory Decision Making**
- **Community Relationship**
- **Patriotism**
- **Gender Equality**
- **Continuous Improvement**



➤ **Strength, Weakness, Opportunity and Challenges Analysis** **(SWOC Analysis)**

Strength of Institution

- Management is always cooperating, everyday and enthusiastic to create developmental atmosphere for academic excellence.
- Highly qualified teaching Staff with excellence potential.
- Well qualified and trained Administrative Staff.
- Well Students strength.
- Regular Teaching Classes
- Regular Students Evaluation
- Students Centric Activities and Programs are conducted by the departments.
- Having well developed and well maintained college Building with all amenities and infrastructures.
- Facility of Women Hostel in college campus.
- ICT enabled Computer Laboratory.
- Seminar Hall with Smart Board.
- ICT based teaching learning facilities.
- Library with large collection of Books, Journals, E-resources, U.G.C. Books and book bank facility.
- Excellent Academic Record bringing laurels to college.
- Welfare Schemes for students Government Scholarship.
- Welfare Schemes for the teaching and administrative staff.
- Patriotic motivational environmental college premises.



Weakness of Institution

- Small Sports Ground
- No independent Library Building
- No Canteen
- No Gardening
- No Block installed in the college ground
- No College Entrance Gate

Opportunities for Institution

- To Start New Courses
- To Start New Diploma Courses
- To Start Value Added Courses
- To organize National and International Level Conferences, Workshops, Faculty Development Programs, Professional Development Programs, Seminars etc.
- 85% faculties awarded by Ph.D. degree.
- 15% faculties are pursuing Ph.D. Degree.
- To improve in consultancy and collaborative work.

Challenges of Institution

- To fulfill the expectations of Parents
- To inculcate research and entrepreneurship skills among the students.
- To create awareness about the development of Professional Skills.
- Competition with already established and newly established education institutions



ABOUT

MEHKAR EDUCATION SOCIETY, MEHKAR

Mehkar Education Society, Mehkar established for catering the need of education of rural students. 'The Mehkar Education Society' was started in 1936 there was at first Boy's high school after that the society has started girl's high school separately. Considering the needs of higher education's the society has started Arts College in 1961. Premeditatedly in 1962 commerce Degree College was started.

At the incubation period of the education society there were Late Shri Dadasaheb Soman, Late Shri Giridhar Dixit and Late Shri Bhausahab Deshmukh who had started a private high School. The flow of education was continued by the efforts of Late Shri N.G. Deshpande, Late Shri Pandit Ramdhar Awasthi and Late Shri Krushnarao Muly.

Today, the society runs one co- education High School aided with Arts and Science College with MCVC special courses, a separate High School for girls and degree college with Arts and commerce stream. The college is having PG Courses in Arts and Commerce are run by the College.

➤ Administration of Mehkar Education Society Mehkar:-

The Governing Body:

The Mehkar Education Society, Mehkar shall be administered, controlled and supervised by the Governing Body. It consists as eight office bearers as following:-

1. President of the Society.
2. Two Vice -President of the Society.
3. Secretary
4. Treasurer
5. Three members.



➤ Governing Body of Education Society (MES)

Presently the Governing Body of the said society is as follows.

Governing Body of Mehkar Education Society (MES)		
Sr. No.	Name of Office Bearers of Mehkar Education Society	Designation
1.	Shri Ravindra Awasthi	President
2.	Shri Sanjay Deshmukh	Vice-President
3.	Smt. Vandanatai Dixit	Vice-President
4.	Shri Harshal Soman	Secretary
5.	Shri Pramod Muley	Treasurer
6.	Shri Shashimohan Awasthi	Member
7.	Shri Neeraj Deshpande	Member
8.	Shri Mohan Thosar	Member

http://www.mesacollege.org/pages/governing_body_members.php#

➤ Institutions run by the Mehkar Education Society

Following institutions run by Mehkar Education society

Institutions	Numbers
Senior Affiliated College	01
Boys & Girls High School for common Education	01
Girls High School for common Education	01
Junior College	01
English Convent	01

(For complete list of Governing Body of Mehkar Education Society Mehkar Please Visit:-

<http://www.mesacollege.org/index.php>)



➤ Rules and Regulations Mehkar Education Society Mehkar

The Mehkar Education Society, MEHKAR (BERAR)

(In the matter of Act. XXI of 1860, being an act for the registration of literary, scientific and charitable societies,)

In the matter of the Mehkar Education Society, Mehkar for promotion the education among the people of Central Provinces and Berar.

MEMORANDUM OF ASSOCIATION.

1. The name of the Association is "The Mehkar Education Society Mehkar "
2. The objects for which the association is formed are-
 - a. To serve educational needs (of boys and girls) Literary Industrial, Physical, Moral, technical, etc. and with this view to start schools, colleges, hostels etc. and to institute scholarships, prizes etc.
 - b. To take existing institution under its control.
 - c. To undertake and facilitate research in all branches of knowledge and to establish institution for this purpose.
 - d. To carry on experiments with a view to improve methods of imparting instruction.
 - e. To cooperate with approved institutions for the above purpose.
 - f. To do all such things as are incidental on conducive to the attainment of the above objects or any of them.



Rules and Regulations of the Mehkar Education Society

Where as it is necessary and desirable to make better provisions for the spread of education both literary and scientific at Mehkar and else where, it is hereby resolved as follows:—

1. (deleted)
2. (deleted)
3. (deleted)
4. The present founder members namely.

- (i) Shri. V. K. Soman.
- (ii) Shri. N. G. Deshpande,
- (iii) Shri. K. B. Mulay
- (iv) Shri. R. G. Awasthi
- (v) Shri. R. V. Deshmukh
- (vi) Shri. V. G. Dixit

shall be the founder members of the society, and other persons who come after them as provided in the rule no. 25 A shall be the founders.

5. There shall be following classes of members of the society.

- (a) Founder members as described in rule No. 4 above.
- (b) Donors as described in rule 6 below.
- (c) Honorary members coopted by the Governing body of the society for a period not exceeding two years.

6. Any person who pays the sum of Rs. 500/- to the society for becoming a donor member of the society



after his written application for becoming such Donor member is sanctioned by at least 3/4th of the founder member shall be called a Donor member of the society.

Explanation:- 1. Other persons making donation to the society in any other manner or for any other purpose shall not be the donor members of the society.

Explanation :- II. The founder members shall not be bound to disclose the reasons for rejecting the application for becoming a donor member.

7. The Donors and associate members of the society under older provisions of this constitution shall be deemed to be the Donors under the present constitution.

8. Every member shall be at liberty to resign his membership at any time.

http://www.mesacollege.org/pages/governing_body_members.php#



Mehkar Education Society's

M. E. S. Arts and Commerce College, Mehkar

➤ About M.E.S. Arts and Commerce College Mehkar

Education Society Mehkar Dist. Buldhana (M.S.) is a profound educational movement offering K.G. To P.G. education since last 60 years to the rural students of Mehkar region. The M.E.S.Arts And Commerce College, Mehkar District Buldhana (M.S.) is Grant-in-aid College located in rural area of Buldhana district. The college is affiliated to Sant Gadge Baba Amravati University, Amravati (Maharashtra), a state university. The college is recognized under the section 2 (F) and 12 (B) of UGC act. Besides the conventional Arts & Commerce (U.G. & P.G.) streams, Previously, the college has undertaken one assessment and accreditation cycles of NAAC and accredited with 'B ++' grade. The majority of the students admitted in this College come from the rural, economically backward and agriculture background for whom higher education is still out of reach. Apart from teaching, learning and research activities, the college is always keen to imbibe the co-curricular, social, environmental and cultural values among the students. The management of this institution always strives to create well-trained and socially conscious graduates by providing excellent infrastructure and the environment that promotes learning. M.E.S. Arts and Commerce College, Mehkar aspires to become an institution known for

1. First higher educational institution in Mehkar Taluka of Buldhana District of Maharashtra.
2. Having the facility for rural students for ARTS AND COMMERCE higher Education
3. Thousands of students have been shaped their career & process is continuous.
4. Regular Teaching Classes
5. Highly Qualified and Motivated Teaching staff.
6. Effective coordinating between teaching and research.
7. Providing quality education with a minimal fee structure as per S.G.B. Amaravati University.



8. Promoting academic, moral, Self depending, ethical, physical and cultural holistic development of students.
9. Preparing students according to competitive present era.
10. Academic and professional development of teachers and staff

➤ **Administration of the College:**

M. E. S. Arts And Commerce College, Mehkar District Buldhana (Maharashtra) was established in 1961 under the Mehkar

- **College Development Committee (Formerly Local Managing Committee)**

The College Development Committee was constituted in place of local managing committee (LMC) through Maharashtra Public Universities Act, 2016.

The following are the members of CDC:

- (a) **Chairperson of the management or his nominee ex-officio Chairperson;**
- (b) **Secretary of the management or his nominee;**
- (c) **one head of department, to be nominated by the Principal**
- (d) **three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;**
- (e) **one non-teaching employee, elected by regular non-teaching staff from amongst themselves;**
- (f) **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;**
- (g) **Co-coordinator, Internal Quality Assurance Committee of the college;**



(h) President and Secretary of the College Students' Council;

➤ Address of College Website:- mesacollege.org

➤ Web Page of the College Website

Mehkar Education Society
M.E.S. Arts & Commerce College, Mehkar Dist. Buldana-443301 (Maharashtra)
Established 1961
Affiliated to Sant Gadge Baba Amravati University, Amravati

07268-224803
principal@mesacollege.org
Online Admission Process

HOME ABOUT US ADMINISTRATION ACADEMICS FEEDBACK ADMISSIONS CAMPUS RESEARCH GALLERY CONTACT

Welcome to
M.E.S. Arts & Commerce College

The College believes in providing education is not only getting pass in exams, but making aware citizens of country and liable human resource from last 50 years are college has produced many personalities in different sectors ranging from government services to self – employment our Ex.students are enjoying good positions in offices and in the society. The Principal at the College call here to the ex- Students to register themselves hear that they will be contacted in future

*At the commencement of every year our college make academic calendar for achieving its objectives. For that in a staff council meeting the issues on

Campus News Notice Board



Cultural

NSS

NCC

library

NEWS

Alumni

Video Lectures

Sport

IQAC/NAAC

Vision
"To Become One of the Best Human Resource Development Institutions By Attaining Quality and Excellence in Higher Education."

Mission
"To Impart Value Based And Time Oriented And Quality Education To The Aspirants By Nurturing And Maintaining Them According To The Present Era And To Make Them Competent, Ethical, Self-Dependent And Socially Responsible For The Nation Development And To Create Social, Cultural And Academic Excellence Environment For Their Overall Development".

From Principal's Desk

Dr. G.N. Parihar
Principal

Contact Us
M.E.S. Arts & Commerce College, Mehkar
Established 1961 Dist.
Buldana-443301 (Maharashtra)
☎ 07268-224803
 UNIVERSITY SONG
000003214

Important Links
National Digital Library of India
SGBAU Exam Result
Employment News
Shodhganga
Indira Gandhi National Open University
Mahaswayam

Map View

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Link of College Website:

<http://www.mesacollege.org/>



College Development Committee (Formerly Local Managing Committee)

The College Development Committee was constituted in place of local managing committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of the Mehkar Education Society, Mehkar

The following are the members of CDC:

- (a) **Chairperson** of the management or his nominee ex-officio Chairperson;
- (b) **Secretary** of the management or his nominee;
- (c) **one** head of department, to be nominated by the Principal
- (d) **three** teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;
- (e) **one** non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) **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;
- (g) Co-coordinator, Internal Quality Assurance Committee of the college;
- (h) President and Secretary of the College Students' Council;



M.E.S. Arts and Commerce College Mehkar

Internal Quality Assurance Cell

About IQAC:

The efficacy of external quality assessment would therefore be determined by the effectiveness of such institutional internal quality systems and processes. The college has undertaken (NAAC -I Cycle) one assessment and accreditation cycles of NAAC and accredited with 'C ++' grade in 2004. Thus, IQAC of is a post accreditation quality sustenance activity. Now as per the guidelines of NAAC, we have established an Internal Quality Assurance Cell (IQAC) in our college for quality assurance. As per the norms, we have prepared the cell. The IQAC has been continuously functioning for creating quality in teaching and learning process, Research, students' progression etc. IQAC is conducting regular meetings with all stakeholders time to time for sustaining Quality culture in higher education.

IQACAs the name reflects IQAC - Internal Quality Assurance Cell is a structure that would help educational institutions to improve their work processes and achieve learning outcomes & objectives.

➤ Vision and Mission of the I.Q.A.C.

Vision

To develop systematic and quality mechanism with excellent benchmark, for making college as 'College with Potential for Excellence.'



Mission

- To facilitate the learner-centric environment for quality education in the college.
- To promote student centric, needful and all kind of activities and practices for the development of students by all aspects.
- To inspire teaching faculties to adopt required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the College, leading to quality improvement.
- Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.



➤ **Aims Objectives & Functions of the IQAC**

Aims and Objectives:

1. To adopt and implement all needful and best practices for making college as “College with Potential for Excellence.”
2. To develop a mechanism for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
3. To develop a system to monitor, direct and supervise the various departments, College Committees Cells in the institution.
4. To create a student-centric teaching-learning environment.
5. To do analysis of work of various internal College committees and promote a quality work culture in the institution.
6. Motivating for Interdisciplinary and collaborative research work.

• Role and Functions of IQAC :-

- To play a role as catalyst for the overall academic and administrative development of the College.
- To promote to organize various programs /activities related to student progression and support.
- To pursue the efforts for excellence in teaching-learning and research among the faculty, staff, students and all related stakeholders.
- To enhance the quality of staff by promoting and encouraging over all faculty development.
- To adopt policy of decentralize the work culture in the college.
- To promote quality education in the college and monitor the teaching learning process in the college.
- To motivate to organize faculty development programs.
- To promote research work among the faculties and students.
- To develop quality benchmarks for various academic and administrative activities of the college.
- To facilitate the learner-centric environment for quality education in the college.
- To inspire teaching faculties to adopt required knowledge and technology for participatory teaching and learning process.



- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the College, leading to quality improvement.
- Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the College.
- Preparation of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters.
- Act as the Documentation and Record-Keeping cell (as per UGC Regulations 2010).

• IQAC Coordinator

Role of IQAC Coordinator:

The following are the roles and responsibilities carried by coordinator IQAC:

- Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.
- To play a role as catalyst for the overall academic and administrative development of the College.
- To coordinate the dissemination of information on various quality parameters of higher education
- To enhance the quality of staff by promoting and encouraging over all faculty development.
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To promote quality education in the college and monitor the teaching learning process in the college.
- To coordinate the quality-related activities of the institution
- To motivate to organize faculty development programs.
- Arrangement for feedback responses from students, parents and other



stakeholders on quality-related institutional processes

- To promote research work among the faculties and students.
- To develop quality benchmarks for various academic and administrative activities of the college.
- To coordinate the timely and efficient execution of the decisions of IQAC committee
- To facilitate the learner-centric environment for quality education in the college.
- To inspire teaching faculties to adopt required knowledge and technology for participatory teaching and learning process.
- It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

➤ **Role & Duties of the Principal**

- The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College.
- The Principal should exhibit qualities of effective leadership in all academic and administrative activities of the College.
- The role of the Principal is to provide leadership, strategic direction and co-ordination in the College system and activities.
- The Principal of the college is the head of the institution and always caters to offer essential direction to the system.
- Chalk out a policy and plan to execute vision and mission.



- Keep the co-ordination in all college works.
- Provide guidance, leadership, direction to the all stakeholders.
- Oversee and monitor the administration of the academic programs and general administration of the college.
- To adapt new technology and methods for effective teaching learning process and acquaint the students to recent development in the world.
- Observance and implementation of directives issued by Government, / U.G.C. / Director of Education / Higher Education / University and other concerned authorities.
- Maintain Assessment Reports of the teaching and non teaching staff of the college.
- Compel the teaching and non teaching staff to follow the code of conduct of the institution.
- 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 assess the feedback forms of the various stakeholders and take proper action for rectifying the issues.
- Assessing reports of members of the non-teaching staff, maintenance of their Service Books.
- A service book shall be maintained by the administrative officer / head clerk or any other officer duly authorized by him.



- To compel the teaching staff to inculcate social, cultural, national and human values among the students through education for their overall development.
- To encourage at overall physical and cultural development of students fraternity through various extracurricular activities.
- To provide platform to the students of the college by giving them many opportunities to face all the practical challenges of the competitive world with almost utilization of their potential in curricular and extracurricular activities.
- To encourage teaching and non teaching staff for their professional development.
- The Principal has to decentralize the college work by creating different committees for the efficient and proper management and administration of the college.

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

➤ **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.

- Every one of 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/University/College /Management from time to time.
- Maintain their professional knowledge & skills updated himself/ herself



professionally for the proper discharge of duties assigned to him/her.

- Must join/attend the duty punctually every day.
- 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 any kind of help/guidance etc.
- Speak respectfully and Behave with polite to the everyone of the college.(The Principal, teachers, Students ,visitors, parents etc.)

Recruitment:

Our college follows all regulation of U.G.C. guidelines and Maharashtra State Policy for new recruitments.

➤ Role & Duties of the Head of the Departments

(Following are the role and duties /code of professional ethics for the H.O.D.s of teaching departments of M. E. S. Arts and Commerce College, Mehkar have been guided, suggested, approved & resolved by the resolution No. 01, by the Governing Body of Mehkar Education Society, Mehkar in its Governing Body meeting which was held on Wednesday dated 10th April 2019.)

1. The Heads of the departments act as frontrunners of their departments.
2. To prepare Annual Departmental Academic Calendar at commencement of the session.
3. To prepare the Semester wise/ annual Time Table of the Arts & Commerce faculty/ Department.
4. To guide/direct the faculties of the department to prepare annual/semester



wise/subject wise teaching plan.

5. To manage the periods/Lectures & keep watching for smooth conducting.
6. To take student feedback of the students.

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

7. They are responsible for the overall management of the department(s).
8. Manage the day-to-day functioning of the department.
9. Find out remedies/solutions after analyzing the feedback forms of the students.
10. To organize departmental meeting .
11. To Submit reports of completed and not completed syllabus reports and unit tests reports, time to time to the principal in written form.
12. To maintain the updated minutes book of the Departmental Meetings. And submit it to the Principal time to time.
13. Establishing “Students’ Study Circle” of the students, by the students, for the students by constituting their Students’ executive body; at the beginning of the session, inspire them to conduct/organize the departmental programs.
14. Organize Personality Development, Soft skills Development & Communication skills Development Programs for the holistic development of the students.
15. Organize group discussion, debate competition, Subject Seminars by using Power Point Presentation for the students.
16. Use ICT adds maximum for teaching learning process.
17. Find out and make list of Slow learners & Fast learners. Organize extra classes/remedial classes for slow learners & Provide more guidance to the advanced learners.
18. Organize “Industrial/Environmental study Tour” for the students.
19. Organize guest lectures on various subjects for the students.
20. Keep all documental records of the Programs/activities/meetings.
21. HOD of Arts and Commerce faculty encourage every teacher to fill regularly the academic diary.



➤ **Role & Duties of Librarian**

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

1. Preparing of Library Advisory Committee by including some teachers.
2. To Provide information to the Students and the staff.
3. Organize Book Exhibition every year and explain all information about the books.
4. Inviting list of text books, reference books, Journals, Books for extra reading etc from each department.
5. Take feedback of the students about Library services.
6. Monitoring all requirements of the books.
7. Checking the Readers' Club and finalizing the Best reader's award.
8. To provide all services to the students
9. Use innovative practices for smooth conducting the Library work.
10. Organize meeting with advisory committee.

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

The Physical Director has the following responsibilities for the Sports (indoor and outdoor).

1. Prepare Sports Advisory Committee
2. Provide the training to the students for various sports and forming teams.
3. To organize sports and games events for the students.
4. To motivate the students to participate in university games and tournaments.
5. To motivate the students for participation in games and sports activities.
6. To execute any other activity related to physical and sports.
7. To maintain the discipline in college premises.
8. To keep watch on the students ragging or any sexual harassments.
9. Organizing One Week annual sports events every year.
10. Monitoring, ground preparation, students' coaching.



➤ **College Committees (Role/Functions/Nature of Work)**

The various Statutory, Academic and non-academic committees formed every year for completing the vision and mission of the college. Following is the list of the committees that are operative during 2016-17 to 2020-21 for monitoring and governing various activities: -

1. Students Development Cell
2. N.S.S. Department
3. N.C.C. Department
4. Sports And Games Committees
5. Prospectus Cum Admission Committee
6. Students Feedback & Feedback Analysis Committee
7. Cultural Department
8. Prospectus Cum Admission Committee
9. Teachers Placement Cum Scrutiny Cum Expert Committee
10. Research Development Committee
11. Documentation Committee
12. Gender Sensitization Cell
13. ICT Based Teaching & Learning Development Committee
14. Parents-Teachers Association
15. Career Guidance cum students placement Cell
16. College Annual Magazine Committee
17. College Campus Development cum maintenance Committee
18. College Web-Site Development Committee
19. Formation(Election)Committee



20. Computers Maintenance Cum ICT Equipments Assistance Committee.
21. Anti Ragging & Discipline Committee
22. Students Grievance and redressal Cell
23. Staff Grievance and Redressal Cell
24. Youth Festival Committee
25. College Examination Committee
26. Anti –Sexual Harassment Cell
27. Alumni Association Committee

Role/ Duties /Functions of the College Committees

STUDENT DEVELOPMENT CELL:

- To follow all the directions of the S.G.B.A. University regarding students development.
- To organize programs for the development of the students.
- Support to student to participate in placement activities.
- To organize meeting with students to understand their issues.
- Organize Counseling for the students.

N.S.S. Department:

- To prepare annual plan of N.S.S. department on the basis of the University direction and College Academic Calendar.
- To plan and implement N.S.S. Programs for overall development of the 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 involve the N.S.S. Students in every program and activity of the N.S.S.
- To strive hard to imbibe the awareness regarding Aids, Clinginess, eradication of superstition, Health Camp, Save Girl, dowry, unemployment problems, etc.

N.C.C. DEPARTMENT:

- To prepare annual plan of N.C.C. department on the basis of the University/Batalian direction and College Academic Calendar.
- To plan and implement N.C.C. Programs for overall development of the students.
- To organize indoor and outdoor N.C.C. programs.
- To involve the N.C.C. Students in every program and activity of the college.
- To strive hard to imbibe the awareness regarding Aids, Clinginess, etc.
- To develop patriotism spirit among the students, through N.C.C. activities and Programs.
- To Participate the students in every N.C.C. program give them responsibility.

SPORTS AND GAMES COMMITTEES:

- 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.

LIBRARY DEPARTMENT

- To provide information to the Students and the staff.
- Organize Book Exhibition every year and explain all information about the books.
- Inviting list of text books, reference books, Journals, Books for extra reading etc from each department.
- Take feedback of the students about Library services.
- Monitoring all requirements of the books.

PROSPECTUS CUM 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.

STUDENTS FEEDBACK & FEEDBACK ANALYSIS COMMITTEE:

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



CULTURAL DEPARTMENT:

- 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 inculcate moral values among the students.

TEACHERS PLACEMENT CUM SCRUTINY CUM EXPERT 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.

DOCUMENTATION COMMITTEE:

- To organize meetings with all stakeholders for guiding the required documents for NAAC work purpose.
- To satisfy the queries of the stakeholders regarding to the documents.
- To collect all information and documents and submit to the Principal or IQAC.

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.

ICT BASED TEACHING & LEARNING DEVELOPMENT COMMITTEE:

- This committee should inspires the teachers to use ICT during their lectures.
- To facilitate all the equipments of the ICT to the teachers for ICT Classes.
- To resolve any issue of the teachers regarding to the ICT Teaching and Learning.
- To inspire to the students to take their seminar by using ICT,



PARENTS-TEACHERS ASSOCIATION:

- To organize parents Teachers Meet every year in the college.
- To give all developmental information to the parents.
- To understand their issues or problems if any.
- To take feedback from the parents.
- To submit this feedback to the Feedback Committee for analyzing.

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 mobilize resources for needy students to apply for jobs.
- To organize programs on career development by subject experts.
- To organize Placement Camp

COLLEGE ANNUAL MAGAZINE COMMITTEE:

- To inspire students and teachers to write literature for the College Magazine every year.
- To organize meeting with the students and Teachers for introducing the objectives of the College Magazine.

COLLEGE CAMPUS DEVELOPMENT CUM MAINTENANCE COMMITTEE:

- To ensure optimal use of the college resources.
- To suggest measures for the development, of college infrastructure.
- To suggest measures for the safety of college infrastructure.



- To suggest measures for the maintenance of college infrastructure
- To suggest measures to dispose of outdated and unusable items.

COLLEGE WEB-SITE DEVELOPMENT COMMITTEE:

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

FORMATION (ELECTION) COMMITTEE :

- To do all work regarding to the formation of the students council election.
- To understand the all legal guidelines of the university in this regards.
- To provide all information to the respective students.
- To complete all formalities regarding to the election of the formation of the students council.

COMPUTERS MAINTENANCE CUM ICT EQUIPMENTS ASSISTANCE COMMITTEE:

- To maintain all the computers of the college.
- To provide all equipments to the teachers regarding to take ICT Classes.
- To suggest to the principal about maintenance of the computers,
- To keep computer laboratory with errorless computers.



ANTI RAGGING & DISCIPLINE COMMITTEE :

- The main functions of Anti-Ragging Committee will be to keep a vigil and stop the incidences of Ragging.
- Anti-Ragging committee monitoring all students' activities in college premises. Just as Classrooms, Canteens, Grounds, or any place of the 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 the Students accessible and hassle free mechanism to put their Grievances.
- To explain about college suggestion box for any suggestion or complaint to the students.
- To Collect and resolve to students and stakeholders grievances.
- To ensure the students for effective solutions of the grievances.
- To keep record of the grievances.

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 should also be recorded in the register.
- The committee should find suitable solution to settle the problems faced by the staff in this regard, within seven days after completion of the investigation.



COLLEGE EXAMINATION COMMITTEE

- The main function of the Examination Committee is to conduct examinations.
- To make policy decisions of organizing and holding and improving systems of examinations and moderations, etc.
- To prepare a schedule of examinations and declaring the results.
- The Examination Committee deals with all the matters in relation to examinations.
- To resolve or satisfy any complaint regarding to the examination.

ANTI –SEXUAL HARASSMENT CELL

- The Anti-Sexual Harassment Cell of the college will record such grievances received from the women/girl student for her sexual harassment.
- To examine all grievance letters received from the women or girl student regarding the sexual harassment.
- The reply given by the committee to the women/girl student for grievance should also be recorded in the register.
- 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.

Youth Festival Committee

- To inspire the students to participate in the events of the University Youth Festival.
- Complete the document procedure of the youth festival.
- To make all arrangement of travelling of the students.
- Stay with the students from starting to end of all event.
- Resolve all issues of the students in this regards.



ALUMNI COMMITTEE:

- To form Alumni Association
- To organize career guidance workshop for the outgoing students or Alumni.
- To organize programs for the college students by inviting the Alumni.
- To compel the alumni to do something for the college.
- To keep contact with Alumni by organizing periodical meetings.
- To introduce the alumni new development of the college.

➤ PERFORMANCE APPRAISAL SYSTEM FOR TEACHING STAFF

At the end of every academic year The “Performance Based Assessment System” (PBAS) is collected from the teachers. It is monitored by the IQAC and Scrutiny Committee. It’s a three Criteria report whereby the every teacher of the college has to fill up the form containing the information of

1. Teaching - Learning and evaluation

2. Curricular and extra-curricular activities, and

3. Research.

The performance appraisal is also used for Career Advancement Scheme (CAS). After evaluating the form, the head of the department forwards it to the IQAC. The IQAC of the college assesses and validates the report and submitted. This report is given to the Principal.

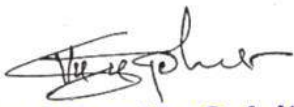


Financial Support to Students:

- Financial support to the needy students.
- Students who are not eligible for getting Govt. Scholarship and are the needy.
- Help and Adaptation of the Children of farmers who Committed Suicide
- Free available the academic books to the poor students. etc.

Financial and other Support to Staff:

- The teaching staff is provided with financial support from Mehkar Karmachari Vaitanik Co-op. Society.
- To Sanction leaves for attending conferences, Seminars, Workshops, Orientation Course, Refresher Courses, Faculty Development Programs, Short Term Courses. etc.


Dr. Wasudeo Golait
I.Q.A.C. Co-ordinator
M.E.S. Arts & Commerce College,
Mehkar




Dr. Ganesh N. Parihar
(Principal)
Principal
M.E.S. Arts & Comm. College
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