



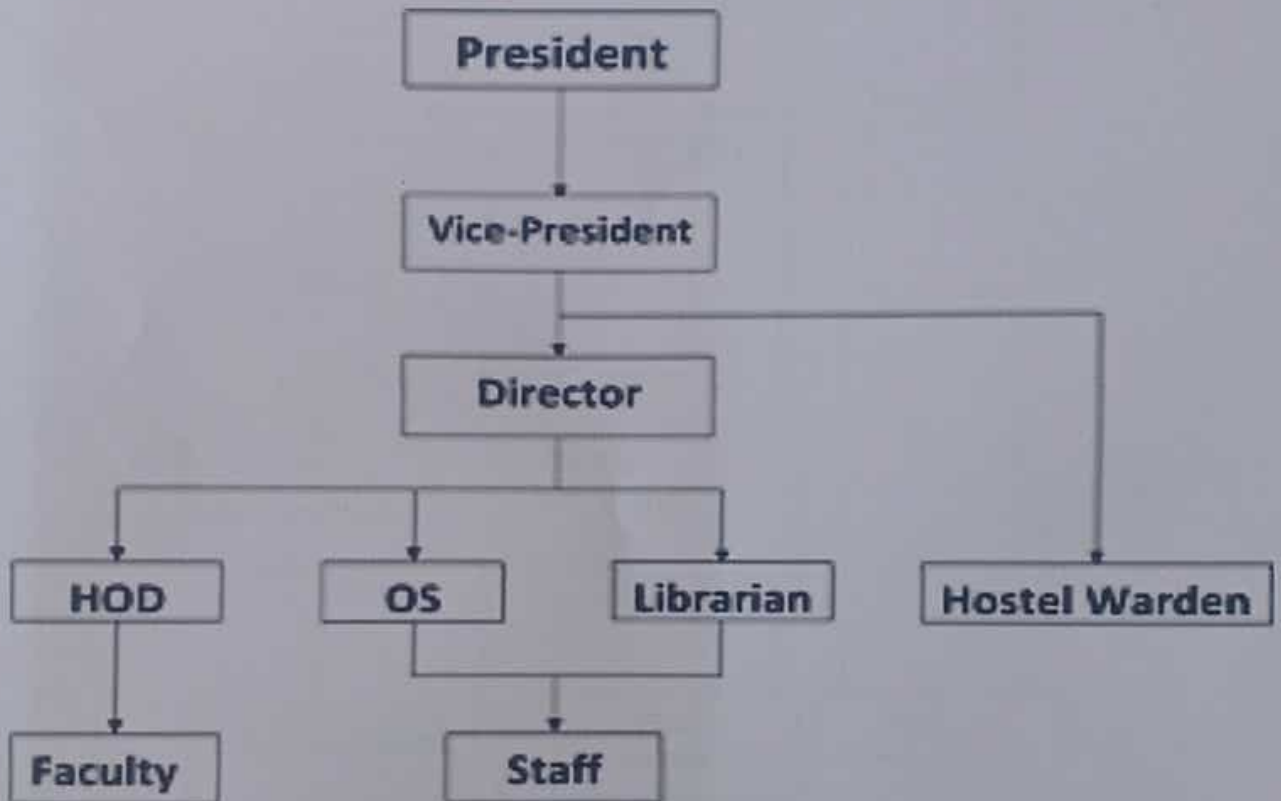
CAYM Education Trust's
SIDDHANT INSTITUTE OF COMPUTER APPLICATION

(Approved by AICTE New Delhi, Gov. of Maharashtra Recognised Savitribai Phule Pune University)

Add: At post-Sudumbare, Tal-Maval, Dist-Pune-412109, Ph:02114-661992

Email: siddhantica1@gmail.com Website: www.siddhantica.in

Organizational Chart of SICA



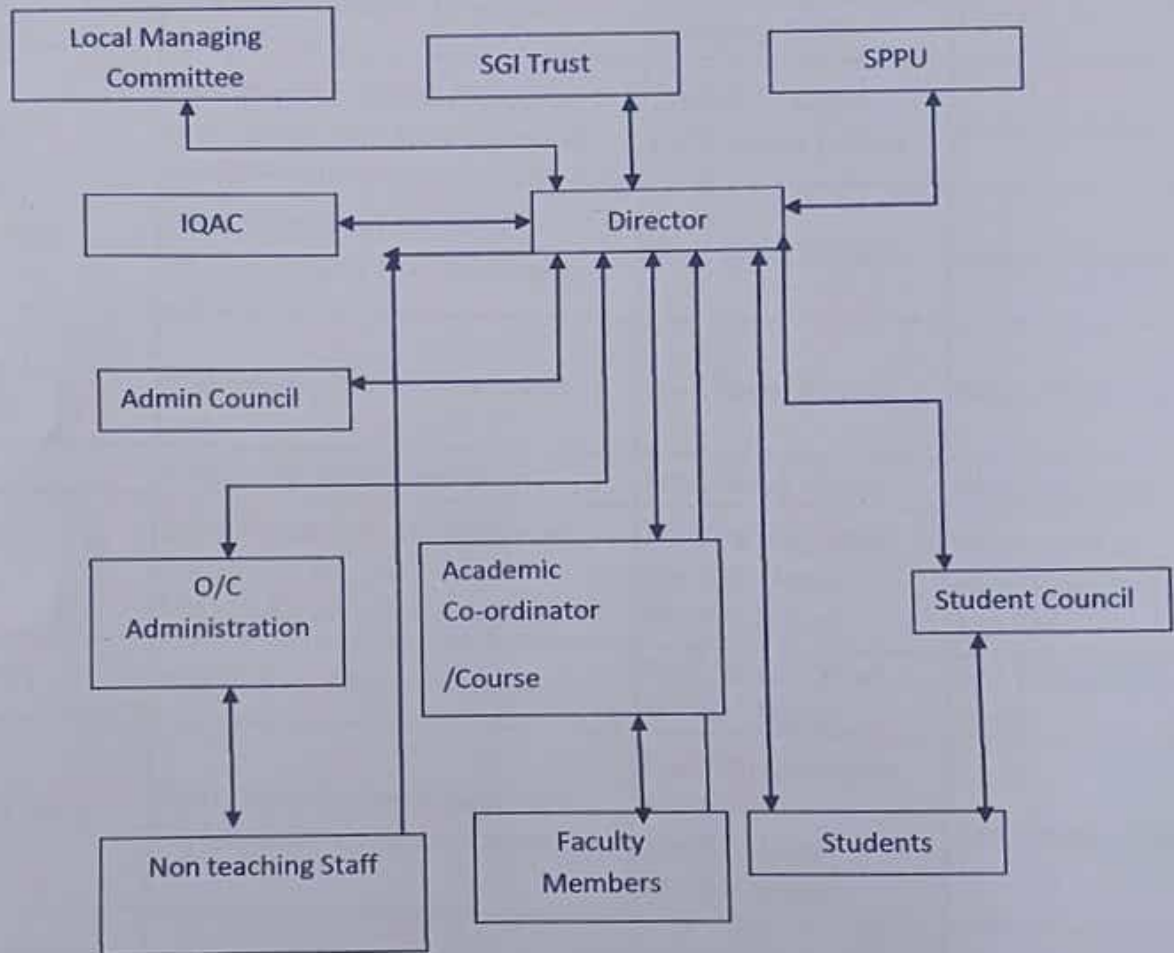


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Communication Channels for Decision Making



Siddhant Institute of Computer Application

Sudumbare, Pune-412109

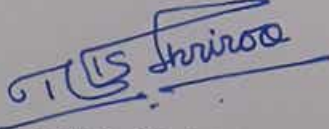
Committee list 2023-24

Sr. No.	Committee Name	Committee Head	Committee Members	Reporting
1	AICTE,DTE,LIC,LMC	Prof. Nitin Shirao(convener) Mr.J.S. Kambale(co- convener)	Prof. Reshma Mavkar Mr. S.S. Botre Mr. S.S.Jagtap	Every Monday and as on required
2	NAAC	Prof. Sujata Albhar (convener)	All teaching and Non-Teaching Staff	Daily
3	ACADEMIC MONITORING	Prof. Reshma Mavkar(convener) Prof. Sarita Patil (co-convener)	Prof. D. S.Jadhav Prof. Sujata Albhar	Every Tuesday
4	PLACEMENT CELL,INDUSTRY VISIT, ALUMNI	Prof. Sarita Patil (convener) Prof. D. Jadhav (co- convener)	Prof. Aarti Bhujbal	Every Thursday
5	STUDENT WELFARE /PROFESSIONAL MEMBERSHIP	Prof. Sujata Albhar (convener)	Prof. Sonal Pawar	Every Wednesday
6	LIBRARY	Mrs. Anita Balke(convener)	Prof. Sonal Pawar	Every Tuesday
7	ADMISSION	Prof. Reshma Mavkar(convener) Prof. Aarti Bhujbal Mr.J.S. Kamble(co-convener)	All Teaching staff Mr. S.S. Botre Mr. S.S.Jagtap	At the time of admission Every day at 5 PM
8	EXAMINATION	Prof. Sujata Albhar (convener)	Prof. Sonal Pawar Mr. S.S.Jagtap	2nd Tuesday of every month
9	EVENTS & SPORTS	Prof. Aarti Bhujbal (convener) Prof. Sonal Pawar(co- convener)	Prof. Dnyaneshwar Jadhav Mr. S.S. Botre Mr. S.S.Jagtap	At the time of events
10	SEMINAR/PROJECT	Prof. Reshma Mavkar(convener)	All Teaching staff	2nd and 4th Saturday
11	TIMETABLE/ ACADEMIC CALENDER	Prof. Aarti Bhujbal (convener)	Prof. Sujata Albhar	15th of every month
12	SOFTWARE DEVELOPMENT/ R&D	Prof. Reshma Mavkar(convener) Prof. D.Jadhav(co-convener)	Prof. Sonal Pawar	2nd and 4th Friday
13	WEBSITE UPDATION/CYBER AWARENESS	Prof. D. S. Jadhav (convener) Prof. Sarita Patil(co-convener)	Mr. K.S. Mane	2nd Friday
14	I-CARD/UNIFORM	Prof. Dnyaneshwar Jadhav (convener)	Mr. S. S. Jagtap	whenever required



Sr. No.	Committee Name	Committee Head	Committee Members	Reporting
15	RESEARCH JOURNAL	Prof. Nitin Shirirao (convener)	Prof. Reshma Mavkar Prof. Sujata Albhar	4th Friday of every month
16	LAB MAINTANENCE	Prof. Dnyaneshwar Jadhav	Mr. K.S. Mane	Every Day
17	RESEARCH PROJECT SCHEME-UOP	Prof. Nitin Shirirao		
18	Internal Quality Assurance Cell (IQAC)	Prof. Sarita Patil	Mr J S Kamble Mr Sudam Botre	
19	WOMEN GRIEVANCE CELL	Prof. Reshma Mavkar(convener)	Prof. Sarita Patil	1st of every month
20	WOMENS ANTI-SEXUAL HARASSMENT CELL	Prof. Nitin Shirirao Prof. Sarita Patil	Mr J S Kamble	whenever required
21	ANTI RAGGING	Prof. Nitin Shirirao(convener) Mr.J.S. Kamble(co-convener)	Prof. Reshma Mavkar Prof. Aarti Bhujbal Mr. S.S. Botre	3rd of every month
22	STUDENT COUNCELLER COMMITTEE	Prof. Nitin Shirirao Prof. Reshma Mavkar Prof. Dnyaneshwar Jadhav	Mr J S Kamble	whenever required
23	STUDENTS GRIEVANCE REDRESSAL COMMITTEE	Prof. Nitin Shirirao	Mr J S Kamble	whenever required
24	INTERNAL COMPLAINT COMMITTEE	Prof. Nitin Shirirao Prof. Reshma Mavkar Prof. Dnyaneshwar Jadhav	Mr J S Kamble	whenever required
25	COMMITTEE for SC/ST	Prof. Aarti Bhujbal	Mr J S Kamble	whenever required
26	DIYANG CELL	Prof. Nitin Shirirao	Prof. Reshma Mavkar Prof. D. Jadhav	whenever required
27	EQUAL OPPORTUNITY CELL	Prof. Nitin Shirirao(convener) Prof. Reshma Mavkar		whenever required




Prof. Nitin Shirirao
 Director
 Siddhant Institute of Computer Application
 Sudumbare, Maval, Pune - 412109.



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SERVICE RULES

I. Preamble:

1. These rules shall be called as Service Rules'.
2. They shall be deemed to have come into effect from 16th June, 2022.

II. 1. Appointments:

The Management/ Director is the competent authority to appoint any employee based on the recommendations of the University/ Local selection Committee. The appointment orders shall be issued by the Management / Director.

2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ State Government / University / Management norms in respect of Non-Teaching Staff.

3. Selection:

- a) The rules prescribed for selection of employees from time to time by AICTE / University / State Government / Local selection Committee shall be followed.
- b) A post shall be filled up by direct recruitment through open advertisement or by promotion from amongst qualified and eligible internal candidates by a selection committee as directed by the Management.
- c) The Management / Director may in special circumstances appoint qualified persons by invitation / deputation / contract basis year after year.

III. Pay, Allowance, Increments and Promotions:

1. **Pay:** AICTE/UGC scales of pay shall be applicable from time to time to the posts classified as teaching staff. State Govt. / University scales of pay shall be applicable from time to the posts classified as non- teaching staff.
2. **Allowances:** Dearness, House Rent and other allowances as per AICTE norms for teaching staff and State Govt. norms for non - teaching staff are extended by Management from time to time to all regular employees of the Institute.

3. Sanction of Increments:

- a) Director/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization / Research contributions / previous salary drawn and experience at the





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time of appointment.

- b) **Regular Increments:** The regular increments shall be sanctioned by the Director / Management on the satisfactory performance of the employee.

IV. General Service Conditions:

1. All the employees of the Institute shall abide by the general rules of conduct as specified by the Institute.
2. All the employees of the Institute are required to be present in the Institute throughout the working hours of the Institute on all working days.
3. An employee of the Institute shall devote his/her whole time to the service of the Institute and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Director.
4. An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Director is empowered to suspend any employee in the interest of the Institute and report his action to the Management and the university as the case may be.
5. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his/her official duties satisfactorily etc., giving 3 months' notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination.
6. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of acceptance of the resignation by the Management / Director or the date of relieve, whichever is earlier.
7. For all employees in the Institute, an individual personal file and Service Book shall be maintained with regular updates as per State Government / affiliating university norms.





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Code of conduct for Teachers, official & support staff

1. Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every teacher is a whole-time teacher of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A teacher shall be required to maintain the scheduled hours of work during which he /she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an teacher should inform the Director in writing, through the concerned Head of the Department, or the Director directly, if the teacher happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No teacher shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No teacher shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.





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7. A teacher, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. A teacher, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No teacher shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
10. No teacher, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him /her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any teacher wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every teacher shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A teacher who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any teacher who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No teacher shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract detention or punishment.





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15. All the teachers shall handover their original certificates to the Director at the time of joining duty.
16. The institute gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the institute and maintain strict discipline.
17. Internal assessment is part of the evaluation. Please check the marks displayed on the notice board.
18. The institute takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The Institute is declared an alcohol-smoke-drug-free area and offenders face dismissal.
19. Be on time for your lectures and practical. Be punctual.
20. Respect the organization goals and help to achieve them.
21. Staff members shall follow the directions and instructions properly given Director and HODs.
22. Lunch break only one hour.
23. Establish a politeness policy for basic manners.
24. Teach students the importance of thinking of others; write thank-you notes.
25. Respect your fellow workers.
26. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
27. Learn to own your mistakes
28. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
29. Proper etiquette requires that you make others comfortable and protect their feelings. You do not point out their errors or draw attention to their mistakes.
30. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.





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PERFORMANCE APPRAISAL SYSTEM

Institution has Performance Appraisal System for teaching and non-teaching staff.

The teaching staff appraisal is carried out in two ways

a) **Students' feedback:** students evaluate faculty member's performance on content delivery (knowledge) skills and interpersonal skills.

b) **Self-appraisal:** Besides students' evaluation, teaching staff also fill the self appraisal form by noting their achievements and skill set up gradation during the appraised academic year. These forms are confidential. Later, the Director assesses the student's feedback and self appraisal form and adds remark based on the overall interaction and contribution of teaching staff member during the assessment year.

The non-teaching staff appraisal is carried out by taking self appraisal. The staff member has to fill-up the self appraisal form, which is then assessed by the Director and accordingly put his/her overall review/remark based on the overall interaction and contribution of staff during the assessment year.

These confidential performance appraisal reports of teaching and non-teaching staff members are then to be forwarded to management authority i.e. Siddhant Group of Institutions for further evaluation, discussion and further decision if any to be taken on the basis.





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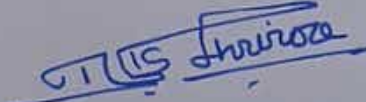
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DISCIPLINARY ACTION

- a) All employees are liable for disciplinary action in case of disobedience, misconduct and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction
/ Negligence of duties.
- i) Censure (strong expression of disapproval)
 - ii) Withholding increments / promotion
 - iii) Recovery from his/her salary whole or part of any financial loss caused to the Institute due to negligence of duty or breach of orders / rules.
 - iv) Suspension
 - v) Removal from service
 - vi) Dismissal from service
- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure fortaking disciplinary action, the enquiry committee shall consist of 3-5 members consists of Director, HoD, senior faculty and senior non-teaching staff member.

An employee can appeal against any punishment imposed upon him / her by the competent authority to the Management.





Prof. Nitin Shrirao
Director

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College Development Committee

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 programmes or annual calendar of the college
3. Recommend to the management 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, if any, and make recommendations for their improvement
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
6. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
7. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
8. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
9. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
10. 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





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Date: 4th July, 2019

Notice

The meeting of the College Development Committee is scheduled on Monday 9th July, 2019 at 11:00 a.m.

1. Planning for academic year 2019-20
2. To discuss about value added course and add-on courses for the academic year 2019-20
3. To discuss the progress of IQAC towards quality benchmarking.



CTIS Showro
Director
Director

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College Development Committee

Minutes of the meeting held on Monday 4th July, 2019 at 11.00am

The meeting of College Development Committee was conducted on 4th July, 2019 at 11:00 a.m. on Board Room.

The meeting started by the Member- Secretary, College Development Committee by Director Prof. Nitin Shirao, IC-Director on Board Room.

Attendees:

1. Shree Rajendra Singh Yadav – Chairperson of the Management
2. Mr. Siddhant Yadav – Secretary of the Management
3. Prof. Nitin Shirao – IC-Director
4. Prof. Reshma Mavkar – H.O.D.
5. Prof. Priyadarshani Naral – Women Teacher
6. Mr. Jijaba Kamble – Registrar
7. Mr. Bajirao Gade – Local Member
8. Dr. Ravindra Murhekar – Local Member
9. Ms. Reshma Gade – Local Member
10. Mr. Dnyayneshwar Jadhav – President of College Student Councelling
11. Ms. Rohini Mule – Secretary of Student Councelling

1. Planning for the academic year 2018-19

The various activities for the academic year were discussed with the portfolio wise plan and an audit by the end of the month.

2. To discuss the progress of IQAC towards quality benchmarking:

IQAC focuses on the theme for each activity conducted by the college. The theme for the year was on Values and Environment sensitivity. Few activities that were planned to meet these crucial aspects are:

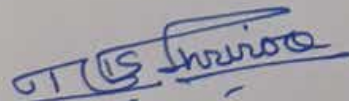
- Initiating the Online Journal for Action Research.
- Up gradation of wifi facility in classrooms.
- Add on course
 - Yoga for Wellness
 - Skill development programme
 - Understanding the Self defense
- TET Workshops for teachers



College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.

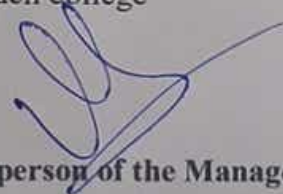
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10. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college



Director

**Siddhant Institute of Computer Application
Sudumbare, Maval, Pune - 412109.**



Chairperson of the Management





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Academic Year 2019 -2020
College Development Committee

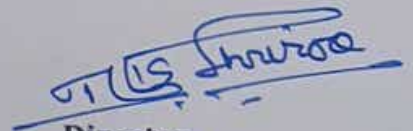
Date: 16th December, 2019

Notice

The meeting of the College Development Committee is scheduled on Monday 16th December, 2019 at 11:00 a.m.

1. Review of various activities from July, 2019.
2. Planning of National Level Seminar and WDC – Digital Literacy activity
3. To discuss the progress of IQAC towards quality benchmarking.




Director
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Academic Year 2019-20
College Development Committee

Minutes of the meeting held on Monday 16th December, 2019 at 11.00am

The meeting of College Development Committee was conducted on 16th December 2019 at 11:00 a.m. on Board Room.

The meeting started by the Member- Secretary, College Development Committee by Director Prof. Nitin Shirrao, IC-Director through the Google Meet.

Attendees:

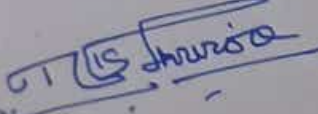
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7. Mr. Bajirao Gade – Local Member
8. Dr. Ravindra Murhekar – Local Member
9. Ms. Reshma Gade – Local Member
10. Mr. Dnyayneshwar Jadhav – President of College Student Councelling
11. Ms. Rohini Mule – Secretary of Student Councelling

1. Review of various activities from July, 2019.

The various activities conducted from July 2019 such as the Faculty Development Programme, Tree plantation programme, and other college level activities.

2. To discuss the progress of IQAC towards quality benchmarking:

The activities conducted by IQAC and the various Cell of SICA were discussed. The Research activities were discussed.


Director

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Chairperson of the Management



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Academic Year 2020 -2021
College Development Committee

Date: 1st June, 2020

Notice

The meeting of the College Development Committee is scheduled on Monday 1st June, 2020 was discussed online due to pandemic lockdown at 11:00 a.m. on Google Meet.

1. Review of various activities of academic year 2019-20
2. Planning of Online activities during lockdown – research and other activities
3. To discuss the initiatives of IQAC towards quality benchmarking.



G. S. Inwira
Director
Director

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Add: At post-Sudumbare, Tal-Maval, Dist-Pune-412109, Ph:02114-661992
Email: siddhantical@gmail.com Website: www.siddhantica.in

Academic Year 2020-21
College Development Committee

Minutes of the meeting held on Monday 1st June, 2020 at 11.00am

The meeting of College Development Committee was conducted on 1st June 2020 at 11:00 a.m. on Board Room.

The meeting started by the Member- Secretary, College Development Committee by Director Prof. Nitin Shirrao, IC-Director through the Google Meet.

Attendees:

1. Shree Rajendra Singh Yadav – Chairperson of the Management
2. Mr. Siddhant Yadav – Secretary of the Management
3. Prof. Nitin Shirrao – IC-Director
4. Prof. Reshma Mavkar– H.O.D.
5. Prof. Priyadarshani Naral – Women Teacher
6. Mr. Jijaba Kamble – Registrar
7. Mr. Bajirao Gade – Local Member
8. Dr. Ravindra Murhekar – Local Member
9. Ms. Reshma Gade – Local Member
10. Mr. Vijay Tambare – President of College Student Councelling
11. Ms. Nikita Danawale – Secretary of Student Councelling

1. Review of various activities of academic year 2019-20.

The various activities conducted were discussed. Since 11th March, 2020 the lockdown was announced most of the activities went online. Several webinars were conducted online. Faculty also completed several iBase courses online that was offered free.

2. Planning of Online activities during lockdown – research and other activities

The planning for a Short Term Course on Inclusive Environment was planned in June. There were other initiatives such as 21 days Yoga Wellness Programme conducted Online and celebration of important days.



3. To discuss the progress of IQAC towards quality benchmarking:

Various activities such as Research, Professional Development, Short Term Courses, Student Development Programme were planned and carried out during the pandemic.



Director

Siddhant Institute of Computer Application
Sudumbare, Maval, Pune - 412109.



Chairperson of the Management





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Academic Year 2020 -2021
College Development Committee

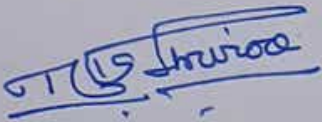
Date: 4th Jan, 2021

Notice

The meeting of the College Development Committee is scheduled on Monday 4th Jan, 2021 was discussed at 11:00 a.m. in the college staffroom maintaining social distancing.

1. Review of various activities from June 2020- December 2020
2. Planning of Online activities from Jan2021- April 2021
3. To discuss the initiatives of IQAC towards quality benchmarking.




Director
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Academic Year 2020-21
College Development Committee

Minutes of the meeting held on Monday 4th January at 11.00am

The meeting of College Development Committee was conducted on 4th January 2021 at 11:00 a.m. on Board Room.

Attendees:

- 1) Shree Rajendra Singh Yadav – Chairperson of the Management
- 2) Mr. Siddhant Yadav – Secretary of the Management
- 3) Prof. Nitin Shirrao – IC-Director
- 4) Prof. Reshma Mavkar– H.O.D.
- 5) Prof. Priyadarshani Naral – Women Teacher
- 6) Mr. Jijaba Kamble – Registrar
- 7) Mr. Bajirao Gade – Local Member
- 8) Dr. Ravindra Murhekar – Local Member
- 9) Ms. Reshma Gade – Local Member
- 10) Mr. Vijay Tambare – President of College Student Councelling
- 11) Ms. Nikita Danawale – Secretary of Student Councelling

The meeting started by the Member- Secretary, College Development Committee by Director Prof. Nitin Shirrao, IC-Director in the staffroom maintaining social distancing.

1. Review of various activities from June 2020- December 2020

The various activities conducted were discussed. The University Online Sem 4 and the Sem 3 exams through Google Meet was discussed. All the activities such as Celebration of various days, Research activities –International Conference , Short Term Course on Professional Development, student activities etc was discussed.

2. Planning of Online activities from Jan2021- April 2021

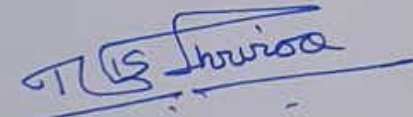
The planning of activities such as blood donation, mask preparation, Research Cell



activities were planned. The Admission for academic year 2020-21 was going on full swing, alongwith the planning for Sem 6 activities were discussed. Online lectures, assignments and PT were discussed.

3. To discuss the progress of IQAC towards quality benchmarking:

Various activities such as Research, Professional Development, Short Term Courses, Student Development Programme were planned and carried out during the pandemic.



Director

Siddhant Institute of Computer Application
Sudumbare, Maval, Pune - 412109.



Chairperson of the Management



Minutes of Meeting of College Development Committee (CDC)

Date: 04th Jan 2021 (Monday)

Time: 3.00 p.m.

Venue: Board Room

The meeting of College Development Committee of SICA was conducted on 04th Jan 2021 at 3:00 p.m. in the Board Room of the College.

Attendees:

1. Shree Rajendra Singh Yadav – Chairperson of the Management
2. Mr. Siddhant Yadav – Secretary of the Management
3. Prof. Nitin Shirao - Director
4. Prof. Reshma Mavkar– H.O.D.
5. Prof. Priyadarshani Naral – Women Teacher
6. Mr. Jijaba Kamble – Registrar
7. Mr. Bajirao Gade – Local Member
8. Dr. Ravindra Murhekar – Local Member
9. Ms. Reshma Gade – Local Member
10. Mr. Vaibhav Tajne – President of College Student Councelling
11. Ms. Ashwini Yawatkar – Secretary of Student Councelling

Agenda wise points were discussed as below:

1. Confirmation of Minutes of the previous Meeting:

Minutes of the meeting held on previous meeting were read & confirmed unanimously.

2. Budget for academic year 2022 – 2023

The Budget for Academic year 2022-23 was presented before the members and was approved unanimously.

3. Discussion on agenda of IQAC for academic year 2021-22:

The IQAC Coordinator Prof. Sarita Patil presented the agenda of IQAC for the academic year 2021-22 before the members:

- To Plan and discuss e-Waste Management.
 - Initiating with an “e-waste collection drive” in nearby areas.
- To plan and discuss Rain Water Harvesting in campus.
 - Planning to have a proper Rain Water Harvesting System in the Campus.
- To Organize and conduct a faculty development programme for 2021-22.
- To introduce new value-added Career Oriented programmes. (Certificate Course,



Interdisciplinary, Innovative).

- Flexibility of the Curriculum: Elective option / Open course options.

4. Result analysis for P.G. course for academic year 2020-21:

Result analysis for P.G. Courses for Academic Year 2020-21 presented before the members was acknowledged.

5. Academic calendar for odd semester for academic year 2021-22:

Academic & Activity calendar for odd semester for Academic Year 2021-22 presented before the members was approved unanimously.

6. Fee structure for various programme for academic year 2021 – 2022:

The revised fee structure of various programmes presented before the members was approved.

7. Admissions record of the students at First and Second year Levels for academic year 2021 – 2022:

Admission record of MCA programmes for the Academic Year 2021-22 presented before the members was acknowledged.

8. Introduction of ERP software:

Members were informed about the implementation of Mastersoft ERP software which will help managing all academic & non-academic operations and ensure transparency across all departments.

9. Student enrolment in Swayam Courses:

The list of Students who have enrolled in Swayam Courses presented before the members was acknowledged.

10. Placement details:

The record of placement for the academic year 2021-2022 was presented before the members:

Summary of Placed Students in 2021-2022:

Total Campus Placement drives were arranged: 84

Webinar sessions were arranged in 2021-2022: 07

Campus Participated in 02 Pool Recruitment Drives

Number of Student Registered: 1289

Number of Students Selected: 367

Efficiency measure: 28.47% students are placed during 2021-2022.

Number of Students selected for internship through Internshala: 453

Number of Students selected for internship in other companies: 179

- It was suggested to motivate students to register for placements.


11. Students & Teachers' Achievement:

Members were informed about various achievements of Students & Teachers in curricular, co – curricular and extra – curricular activities; which were appreciated.

12. Any other matter with permission from the Chair:

No other matter was discussed.

The meeting ended with a vote of thanks to the Chair.


Member Secretary, CDC





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College Development Committee

Academic Year 2022-23

Date: 11 January 2023

The meeting of College Development Committee was conducted on 11 Jan 2023 at 11:00 a.m. on Board Room.

Attendees:

1. Shree Rajendra Singh Yadav – Chairperson of the Management
2. Mr. Siddhant Yadav – Secretary of the Management
3. Prof. Nitin Shirao - Director
4. Prof. Reshma Mavkar– H.O.D.
5. Prof. Sarita Patil – Women Teacher
6. Mr. Jijaba Kamble – Registrar
7. Mr. Bajirao Gade – Local Member
8. Dr. Ravindra Murhekar – Local Member
9. Ms. Reshma Gade – Local Member
10. Mr. Vaibhav Tajne – President of College Student Councelling
11. Ms. Ashwini Yawatkar – Secretary of Student Councelling

Leave of Absence was granted to Shree Rajendra Singh Yadav – Chairperson of the Management, Mr. Siddhant Yadav – Secretary of the Management, Mr. Jijaba Kamble – Local Members nominated by the Principal & Student Representatives

Agenda wise points were discussed as below:

1. Confirmation of minutes of the earlier meeting of CDC held on 23rd June 2022 and action taken report:

Minutes of the earlier meeting of CDC held on 23rd June 2022 were confirmed unanimously.

2. Admission Records for Academic Year 2022-2023:

The Admission record of PG Students for the Academic Year 2022-2023 presented before the members was acknowledged.

➤ Response in PG Admission is good.

3. Introduction of ERP software:

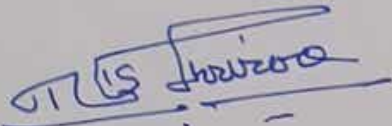
Members were informed about the implementation of ERP software which will help



managing all academic & non-academic operations and ensure transparency across all departments.

4. Academic, Co-Curricular & Extra-Curricular achievements of the Staff. The members were informed about the various Academic, Co-Curricular & ExtraCurricular achievements of the faculty members (A separate list is attached).
5. Academic, Co-Curricular & Extra-Curricular achievements of the Students. The members were informed about the various Academic, Co-Curricular & ExtraCurricular achievements of the students (A separate list is attached).
6. Any other matter with permission from the Chair.

The meeting ended with a vote of thanks.



Director
Director

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Chairperson of the Management





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Date: 25/07/2023

Minutes of Meeting

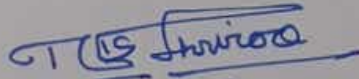
Date: 25th July 2023

The meeting of College Development Committee was conducted on 25th July 2023 at 11:00 a.m. on Board Room.

Attendees:

1. Shree Rajendra Singh Yadav – Chairperson of the Management
2. Mr. Siddhant Yadav – Secretary of the Management
3. Prof. Nitin Shrirao - Director
4. Prof. Reshma Mavkar– H.O.D.
5. Prof. Priyadarshani Naral – Women Teacher
6. Mr. Jijaba Kamble – Registrar
7. Mr. Bajirao Gade – Local Member
8. Dr. Ravindra Murhekar – Local Member
9. Ms. Reshma Gade – Local Member
10. Mr. Vaibhav Tajne – President of College Student Councelling
11. Ms. Ashwini Yawatkar – Secretary of Student Councelling

1. Review of various activities of academic year 2022-23
2. Planning for the admission process of Academic Year 2023-24, different duties allocated to teaching and non-teaching staff
3. To discuss the initiatives of IQAC towards quality benchmarking, submission of AQAR and preparation to SSR
4. Various activities such as Research, Professional Development, Short Term Courses, Student Development Programme were planned


Director
Director

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Chairperson of the Management