



MARATHA VIDYA PRASARAK SAMAJ'S  
**Shrimati Vimlaben Khimji Tejookaya**  
**ARTS, SCIENCE AND COMMERCE COLLEGE**  
**(S.V.K.T. College)**

Lam Road, Deolali Camp, Naka No. 6, Nashik - 422 401. (M.S) INDIA

NAAC Re-Accredited "A" Grade with CGPA 3.10

**Dr. Vijay J. Medhane**

M.Sc., Ph.D.

Principal

HONOURED WITH "CHHATRAPATI SHIVAJI MAHARAJ VANASHREE PURASKAR-2017"

Affiliated to Savitribai Phule Pune University  
Id No. PU/NS/ASC/029 (1984)

College Code No.: 0168  
Center Code No.: 0168

Junior College Index No.  
J-13.07.007

**DVV: Clarification**

**1.2.2**

**1.2.2 How many Add-on/ Certificate programs offered during the last five years**

As per the Point no. 1.2.2 of DVV, suggested input for the Add on/ Certificate Course during last five years is as follows:

DVV Suggested Input:

2019-20	2018-19	2017-18	2016-17	2015-16
02	03	01	02	0

HEI Input:

2019-20	2018-19	2017-18	2016-17	2015-16
03	05	02	04	01

**Add-on/Certificate Program at a Glance**

Year	S.N.	Name of the Add-on/Certificate Course	Duration
2015-16	1	'Art of Living and Barclay certificate Training program'	31 Days
2016-17	1	'Art of Living and Barclay certificate Training program'	31 Days
	2	Skill Based Training Programme	20 Days-40 Hours
	3	Certificate Course on Tally ERP 9.0	6 Months
	4	Modi script writing training course	31 Clock Hours
2017-18	1	Bosch Employability Enhancement course	
	2	Soft Skills Development Program	11 Days (40 hours)
2018-19	1	Modi script writing training course	31 Clock Hours
	2	Soft Skills Development Program	11 Days (40 hours)
	3	Diploma in Banking & Finance	06 Months
	4	Certificate course in Biofertilizer and Biopesticide production	One Year
	5	Certificate course in Lab Assistant, Lab technician and Blood bank Assistant	One Year
2019-20	1	Modi script writing training course	3 Months
	2	Dr. M.R. Jaykar Skills Development Program	3 Months
	3	Certificate course in Import and Export Management	3 Months

**Attachments:**

1. Policy of this College for introducing add on/certificate programme
2. Minutes of Meeting considering the introduction of certificate/add on programme attested by Principal

**ATTESTED**

*Vijay J. Medhane*

**PRINCIPAL**

Smt. Vimlaben Khimji Tejookaya

**PRINCIPAL**

Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nashik)

College Phone No. : (0253) 2473132, 2473131, Fax : 2473132 • e-mail id : svkcollege@yahoo.co.in • website : www.mvpsvtcollege.ac.in

Principal e-mail id : vjmedhane1664@gmail.com • Smt. Vimlaben Khimji Tejookaya Arts.

Central Office : Maratha Vidya Prasarak Samaj, Nashik, Shivaji Nagar, Gangapur Road, Nashik - 422 002.

Phone No. : (0253) 2574511, 2573422 • Fax No. : (0253) 2579863 • e-mail id : ndmypsamajnashik@yahoo.co.in • website : www.mvp.edu.in



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1. Please refer Point No 1.2.2 of DVV documents.
2. A copy of the policy of this College for introducing add on/ certificate programmes and minutes of the meetings of considering the introduction of the aforementioned is hereby attached as Appendix 'A'.
3. Submitted for your information and necessary action please.

**ATTESTED**  
  
**PRINCIPAL**  
Smt. Vimlaben Khimji Tejookaya, Arts,  
Science & Commerce College  
Deolali-Camp (Nashik)

  
Dr. V.J. Medhane

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• College Phone No. : (0253) 2473132, 2473131, Fax : 2473132 • e-mail id : svktcollege@yahoo.co.in • website : www.mvpsvktcollege.ac.in

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**Procedure :**

- A separate Academic Research Coordinator is appointed by the University
- Circulars / advertisement published regarding preparation of proposals for Major / Minor Research by UGC / DBT/ DST/ SPPU etc. are brought to the notice of teachers
- Applications / proposals are invited from Interested / eligible teachers
- Its scrutiny is made in IQAC by research committee
- Information is uploaded by on the concerned website of the agency or hard copy is send
- After sanction of the funds for the projects amount is disbursed in the account of the teacher by account payee cheque
- Progress reports are submitted to IQAC, ARC and Sanctioning agency
- Audit through the certified auditor and its submission to IQAC / ARC

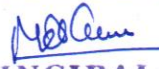
**Courses under Skill Enhancement/ Capacity Building:**

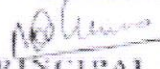
Along with university prescribed curriculum, college has started some skill-based courses. This will equip students to meet current demand of skills needed them for further higher education and career.

These courses are approved by UGC / SPPU/IQAC

**Procedures:**

- A notice is circulated amongst students during their classes and displayed on notice board & on college web site.
- Mentor teachers communicate to their mentee
- Rules for eligibility and fees is displayed on notice board
- Applications are called from the students in stipulated time
- Scrutiny of application is done by the admission committee
- Data is prepared in prescribed format given by the concerned agency
- It is sent to them by online / offline mode
- Time table/ roll calls are prepared

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- Lectures/ practical/ field visits are organized
- Theory/ practical examination is conducted
- Results are prepared and distributed to students with certificates

**Mentor - Mentee Scheme:**

To help student for achievement of their goals and all-round development Mentor s- Mentee system is established in the college. This system looks after various issues of the individual student like academic, financial, social, family etc.

Procedures:

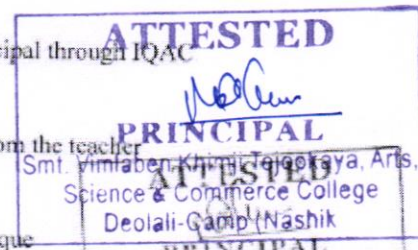
- After completion of admissions roll calls are prepared faculty wise
- IQAC and admission committee allot student to each faculty members
- Allotted students were informed via their mobile numbers/ emails etc.
- Discussion on major issues may be carried out in the IQAC after receiving application from the student
- Track record of each mentee student is maintained

**Financial Support to staff to attend Seminars/ Conferences/ Workshops/ Orientation- Refresher Programs etc.:**

For the academic and professional development of the teacher financial support is given to attend Seminars/ Conferences/ Workshops/ Orientation- Refresher Programs etc.

Procedures:

- Circulars/notification/ conference brochure/ selection letter etc. is verified from the concerned teacher who wish to attend the said activity
- Application made by the teacher is forwarded to the principal through IQAC
- Relieving order is issued to the staff if needed
- Certificate/ attendance / registration receipt is collected from the teacher
- TA/DA- form is filled from the teacher
- Account officer after processing the documents issues cheque



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**Minutes of The Meeting Of 2016-17****Held On 18 July 2016****Venue: - IQAC Room****Date: -18 July 2016****Time: -11 To 12.30 pm****• Agenda of the meeting: -**

- 1) To review and confirm minutes of last meeting.
- 2) To review result analysis and ATR
- 3) Status of online admission process.
- 4) To enhance the value added and skill-oriented activities.
- 5) To install Wi-Fi network facility and firewall security on the campus.
- 6) Apply for solar system to the university.
- 7) Any other issues with the permission of chair

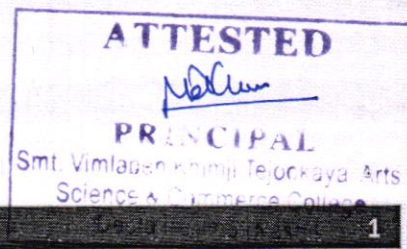
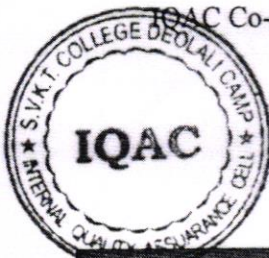
**• Members Present: -**

- Dr. Smt. J.D.Sonkhaskar      Principal & Chairperson
- Mr. Murlidhar Patil      Management Representative
- Mr. Maharaj Birmani      Expert from Industry
- Dr. V.B.Gaikwad      Academic Expert
- Mr. A.S.Kale      Co-ordinator {IQAC}
- Dr. K.R.Labahde      Member
- Dr. S.B.Singh      Member
- Mr. S.L.Bhoj      Member
- Mr. V.C.Badwar      Member
- Ms. S.A.Adke      Member
- Dr. K.N.Gaikwad      Member
- Mr. A.L.Gawale      Office representative

Leave of absence was granted to following members.

- 1) Mr. Sanjay Godse: - Alumni Representative

IQAC Co-ordinator welcomed and briefed members the agenda.





- **Agenda: - 1**

Review of earlier meeting.

The IQAC Co-Ordinator read the minutes of earlier meeting held on 4<sup>th</sup> April 2016. The minutes were reviewed by the members and finally approved.

- **Agenda: - 2**

To review result analysis & ATR

The review of result analysis of the exams conducted by university was taken. The issues were discussed and suggestions were made accordingly.

- **Agenda: - 3**

Status of online process.

**Resolution: -**

The status of online admission was briefed by prof. A.S.Kale, some issues were raised and discussed in the meeting.

- ✓ **Agenda: - 4**

To enhance value, added and skill-oriented activities.

**Resolution: -**

The IQAC proposed to initiate and enhance value added and skill oriented Co-curricular programme and activities

Proposed by: - S.L.Bhoj

Seconded by: - V.C.Badwar

- **Agenda: - 5**

Wi-Fi network facility on the campus.

**Resolution: -**

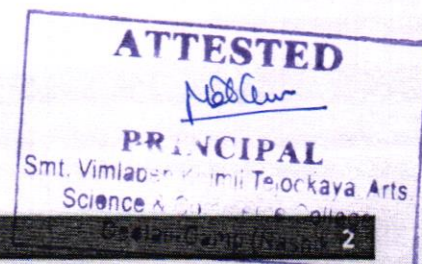
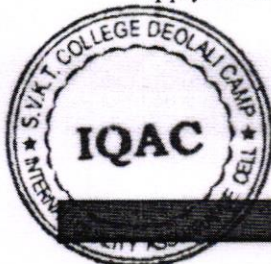
The IQAC appreciated the efforts of reliance Jio team for establishing a 4 G and Wi-Fi network and also thanked the reliance Jio company for providing the services at free of cost.

Proposed by: - A.S.Kale

Seconded by: - K.R.Labhade

- **Agenda: - 6**

Apply for solar panel system to the university.





**MINUTES OF THE MEETING of THE YEAR 2017-18**

**Venue: - IQAC Room**

**Date: - 17 July 2017**

**Time: - 11.00 am**

**A meeting of IQAC was held in the IQAC room on 17 July 2017 under the chairmanship of the Principal to discuss on above agenda.**

• **Agenda of the meeting: -**

- 1) To review and confirm the minutes of earlier meeting.
- 2) Status of the online admission process.
- 3) To enhance the value added and skill-oriented activities.
- 4) To review the ATR and the result analysis.

• **Members Present: -**

- 1) Dr. V.J.Medhane Principal & Chairperson
- 2) Mr. Sachin Pingle Management Representative
- 3) Mr. Maharaj Birmani Expert from Industry
- 4) Dr. V.B.Gaikwad Academic Expert
- 5) Mr. A.S.Kale Co-ordinator {IQAC}
- 6) Dr. K.R.Labahde Member
- 7) Dr. S.B.Singh Member
- 8) Mr. S.L.Bhoj Member
- 9) Mr. V.C.Badwar Member
- 10) Ms. S.A.Adke Member
- 11) Dr. K.N.Gaikwad Member
- 12) Mr. A.L.Gawale Office representative

**Leave of absence was granted to following members.**

- 1) Mr. Sanjay Godse: - Alumni Representative
- 2) Mr. Fadol Nitin Narayan- Student Representative

**IQAC Co-ordinator welcomed and briefed the committee members on the agenda.**

• **Agenda :- 1**

Review of earlier meeting.

**ATTESTED**  
*Nedew*  
**PRINCIPAL**  
Smt. Vimalaben K. M. Tejarkava Arts  
Science & Commerce College  
Deolali Camp, Nashik





IQAC coordinator read the minutes of earlier meeting conducted 13/04/2017. The minutes were reviewed by the members and some suggestion were made.

• **Agenda :- 2**

Status of online admission process.

**Resolution:-**

The status of online admission was briefed by Mr. A.S.Kale. IQAC members expressed their gratitude towards the software company for extending the support.

• **Agenda :- 3**

✓ To enhance value added and skill-oriented activities.

**Resolution:-**

The IQAC proposed to initiate and enhance value added and skill oriented Co-curricular, extracurricular, programmes and activities.

Proposed by:- Mrs.S.A.Adke


Seconded by:- Mr. V.C.Badwar

• **Agenda :- 4**

To review ATR and result analysis.

The review of ATR and result analysis was taken. The issues were discussed and suggestions were made accordingly.

Vote of thanks was proposed by Mr. K.R.Labhade.

ATTESTED  
  
PRINCIPAL  
Smt. Vimlabai S. S. Teorkaya, Arts  
Science & Commerce College,  
Deolali Camp, Nashik

