



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

HONOURD WITH "CHHATRAPATI SHIVAJI MAHARAJ VANASHREE PURASKAR-2017"

Dr. Vijay J. Medhane
M.Sc., Ph.D.
Principal

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

PROCEDURES AND POLICIES

Since the college is run by the parent institute 'Maratha Vidya Parasarak Samaj'(MVP), Nashik, maintaining and utilizing physical support facilities are monitored by the governing body of the management, whereas academic activities are looked after by the college authorities.

PHYSICAL/ INFRASTRUCTURAL FACILITIES:

- Towards the end of every academic year the requirements are sought from the respective Heads
- Requirements are put before the purchase committee of the college
- The same are being discussed in the College Development Committee (CDC)
- The requirements are sort out as per the appropriate needs and relevance
- The approved requirements are forwarded to the parent management for sanction
- The tenders are given in the local newspapers as well as on the official web site of the institute
- For maintenance purpose annual contracts given to the registered firms
- At the college level dead stock registers are maintained by each of the departments
- Separate permission is taken from the administrative office of the parent institute for additional financial support

ACADEMIC FACILITIES:

- The class rooms in the two storied building have been allotted to the respective classes taking into consideration the strength of the students
- The curriculum is delivered as per the scheduled timetable
- Along with the conventional pedagogy modern ICT based methodology is used
- Well-equipped laboratories are being used for conducting practicals , project work etc.
- The Central library includes textbooks, reference books and extra reading materials in both print and non-print forms

ATTESTED
(Signature)
PRINCIPAL

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

• Principal e-mail id : vjmedhane1664@gmail.com, vj_medhane@rediffmail.com

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 : ndmvpasamajnashik@yahoo.co.in • website : www.mvp.edu.in



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SUPPORT FACILITIES:

- Annual Maintenance Contract has been given for lab equipment and instruments
- The equipment, instruments, and chemicals are purchased through the authorized dealers appointed by the parent institute
- Annual audit is conducted through the certified organization and dead stock register is maintained
- A separate log book is maintained for students and staff in the library
- Books are issued through digital recording system
- A separate reading room facility is provided to staff and students
- At the beginning of every academic year list of text books and reference books is collected from every department and order is placed to authorized book seller appointed by the parent institute
- For availing the facility of e books, journals etc. the college has subscribed for INFLIBNET center., Gandhinagar Gujrat
- The digital library has been maintained by establishing separate computer room in the library
- The college has playground for the outdoor games
- The College also hosts Inter-zonal and Inter-collegiate events on the sports ground.
- The college also provides Gymnasium facility to students and faculty. The time slot for faculty is separate
- A log book have been maintained for maintaining the record of students and staff for using computer lab
- Digital Language lab is widely used by faculty as well as students and has been maintained by Biyani Technology, Kolhapur, Maharashtra

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Science & Commerce College
Deolali Camp (Nashik)

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- Annual maintenance contract has been signed with authorised agency appointed by the parent institute for repairing and upgradation of computers and other ICT equipment
- Separate infrastructure committee has been appointed to look after the entire infrastructural facilities
- The NSS and NCC units of the college looks after cleanliness of the campus
- A separate sweeper has been appointed for cleaning the wash rooms of student and staff

POOR BOYS FUND

The college has the facility for provision of financial help to needy students to fulfil their educational expenses especially for admission. Those students whose family income is less than 1 lakh are mainly preferred for this facility.

Purpose behind this scheme is to help these students for completion of their education and bring them in main stream of society

Procedure:

- During admission or exam form filling eligible students are suggested to write an application to the principal for the financial help
- Application is forwarded to the account officer to check the documents
- Student is asked to write a voucher of the amount sanctioned
- Account payee check is issued to the student
- Its entry is made in the register for record
- Remark is written on the admission form
- The student is admitted in the college

Research:

Along with teaching, learning, co- curricular and extra curricular activities, research is an important aspect of overall academic development of the teacher and students. To promote and inculcate research attitude a separate research cell is established in the college.

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Central Office : Maratha Vidya Prasarak Samaj, Nashik, Shivaji Nagar, Gangapur Road, Nashik - 422 002. Smt. Vimlaben Khimji Tejookaya, Arts, Science & Commerce College, Deolali Camp, Nashik

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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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- A copy of the relevant documents is submitted to IQAC for record

Green Campus:

To maintain the college campus ecofriendly various facilities / schemes are implemented. This helps to use natural/man made resources sustainably. This also helps to keep the track of utilization of various resources. This reduces extra burden on environment, electricity bills, water bills etc.

Procedures:

- Committees are formed for green campus, rain water harvesting, water conservation, solar panels
- Various proposals are made to university/ government/ parent institute for generation of funds/grants for solar panels, rainwater harvesting etc.
- Purchase committee allocate budget for various constructions, purchase etc.
- Parent institute process quotations/ bills etc. for construction, maintenance etc.
- Regular auditing is done from various authorized agencies for green, energy, environmental audits
- Records are kept in IQAC and uploaded on college website as well

Disabled Students and Staff:

To bring *Divyangjan* students/ staff in main stream of society and provide them equal opportunities in education and various activities college has formed a separate cell.

Procedures:

- *Divyangjan* students are identified during admission
- A separately constituted committee verify the related documents
- IQAC instructs librarian for purchase Braille books, software etc. for visually impaired students
- Parent institute/ purchase committee allocate budget for construction of rails/ramp/ facilities in washrooms etc.

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- IQAC also instruct exam department to provide scribes to needy students on demand during university exam
- Meeting of the committee is organized twice in the year and minutes and action taken reports are maintained regularly

Zero Tolerance:

College has set up a grievance redressal , anti-ragging , sexual harassment prevention and prohibition at work place committees for staff and students, to keep control on Harassment of any unwanted physical or verbal conduct that offends or humiliates the recipient, that interferes with their ability to work and learn or leads to adverse job-related consequences, and that any reasonable person ought to have known would be unwelcome.

Procedures:

- Separate committees are formed for each as per the norms of honorable supreme court/Central/State government / University
- Complain/ suggestion box is kept in the premises of the college
- Student Development officer (SDO) is appointed by the university as a coordinator
- Complains received in the form of written, on phone calls or verbally from staff / students are brought in the notice of the Principal
- It is forwarded to the concerned committee to see the severity
- If the complain is mild oral instructions are given to the concerned
- Counselling committee provides counselling to the staff/ students
- if it is serious matter legal action is taken as per the guidelines of honorable supreme court/Central/State government / University
- Mentor teacher is asked to monitor the student behavior after it to keep it on the track to prevent its academic loss

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HPCL

AO Ad

So/NWSA

Date



HPCL Scholarships Scheme for SC/ST/OBC & PWD Students: introduction of merit based Incentive for continued improvement in academic performance.



31/8/2019

TERMS & CONDITIONS.

To encourage the students for continued improvements in their academic studies, the scholarship is to be granted basis following eligibility:

- This Scheme is available to SC/ST/OBC/ PWD Students who pass HSC/Graduation (XII Standard/Graduation examination) with a minimum 45% marks in the last academic year and will be renewed further on obtaining regular admission in degree course as in the next academic year as per following slab in last year marks:
- Payment of scholarship is made by ECS/NEFT in the name of Student as shown on Saving Bank Accounts, Bank Pass book which is handled by Students or the beneficiary.

The above amendments will form part of the existing policy of Scholarship for SC/ST/OBC/PWD- on the base of Passed Class XII Standard (HSC) and Above, who will be obtaining regular based admission in graduation and post-graduation course in the current-2019-20 academic year.

Your cooperation is solicited to increase the no. of beneficiaries under this HPCL scheme.

If you want any other information, please contact feel free your senior colleague or under mention persons:

PARMANAND KORI, Chief Administrative Assistant & Joint Secretary 1, HP SC/ST Employee welfare Association (HPSEWA Team), Delhi LPG Regional Office, Scope Minar Tower Laxmi Nagar, Delhi, NZ -110092 kori@hpcl.in	8700187468 / 9213911457 011-22408310
ASHOK KUMAR ROHTAGI, Administrative superintendent & treasurer HPSEWA Team, Delhi Retail Regional Office, Delhi ashokkrohtagi@hpcl.in	7838389928

Last Date of submission for Candidate in his/her college : 31/08/2019

REQUIRED DOCUMENTS:

- Bonafide Certificate OR HPCL Form Sign by Principle along with Stamp. (Original)
- Photo Copy of Annual Family Income Certificate limit up to Rs. 2.5 Lakhs p.a. making from January-2019 to January-2020.
- Photo Copy of Caste Certificate of SC/ST/BC/OBC Students along with Current Rectification.
- Photo Copy of PWD disabilities Medical certificate (if any) with minimum 40% Disabilities.
- Photo Copy of Intermediate Mark Sheets /Graduation/Post Graduation Passed year with minimum 45% marks (obtained)
- Photocopy of Student's Bank Pass Book (Saving Accounts- for ECS/RTGS/NEFT) with clear Bank Account No. & IFSC Code of bank).

**एचपी है जहां, भरोसा है वहाँ,
नोट करे: एचपीसीएल, आपसे, आपके बैंक का पासवर्ड व OTP कभी नहीं मांगता।**

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(Signature)

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HINDUSTAN PETROLIUM CORPORATION LTD.
APPLICATION FORM FOR SCHOLARSHIP
FOR SC/ST/OBC/PWD STUDENT

Passport Size
Photograph to
be affixed

YEAR - _____

FRESH /RENEWAL

FULL NAME - _____

ADDRESS- _____

CONTACT DETAILS: - MOBILE/TELEPHONE NO: - _____

DATE OF BIRTH; _____

CATEGORY: SC/ST/OBC/PWD

NAME & ADDRESS OF SCHOOL/COLLEGE/INSTITUTE:

ACADEMIC RECORD

COURSE	SCHOOL/COLLEGE/INSTITUTE	YEAR	BOARD	% MARKS
PREVIOUS CLASS/EXAMINATION				
PRESENT CLASS/EXAMINATION				

REQUEST FOR GRANT OF SCHOLARSHIP FOR PASSING CLASS/EXAMINATION: _____

ANNUAL INCOME OF THE FAMILY: _____

DATE: - / /20

SIGNATURE OF PARENT /GUARDIAN

Certified that he/she is a bonafied Student of this school/College and is studying in _____ roll no. _____ In the year _____. This is also to certify that he/she belongs to SC/ST/OBC/PWD Category and to the best of my knowledge has a good Moral Character

PRINCIPAL'S SIGNATURE

SEAL/STAMP

Please attach copy of Academic Qualification mark sheet & Cast /Disability Certificate (Minimum 40% Disability)

Note: - The Above Category Students having annual income Rs. 2, 50,000/-are illegible for this Scholarship.

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