



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 Parasrak 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 practical , project work etc.
- The Central library includes textbooks, reference books and extra reading materials in both print and non-print forms

  
**PRINCIPAL**

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

### 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 has 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
- Annual maintenance contract has been signed with authorized 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 look after cleanliness of the campus
- A separate sweeper has been appointed for cleaning the wash rooms of student and staff

**PRINCIPAL**  
Smt. Vimlaben Khimji Tejookaya,  
Arts, Science & Commerce College  
Deolali Camp, (Nasik) 2

## **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 ,leaning , curricular, 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 a separate research cell is established in the college

### **Procedures:**

- 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

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

### **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 send to them by online / offline mode
- Time table/ roll calls are prepared
- 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

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

**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:**

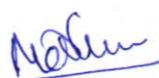
- Circulars/notification/ conference brochure/ selection letter etc. is verified from the concerned teacher who wish to attend the said activity
- Application made by the teacher is forwarded to the principal through IQAC
- Relieving order is issued to the staff if needed
- Certificate/ attendance /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

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

**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, softwares etc. for visually impaired students
- Parent institute/ purchase committee allocate budget for construction of rails/ramp/ facilities in washrooms etc.
- 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



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