



LOKNETE DR.BALASAHEB VIKHE PATIL. (PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S
ARTS, COMMERCE & SCIENCE COLLEGE, ALKUTI
ID.No. PU/AN/ACS/78/2004
College code No.757
A/p.Alkuti, Tal.Parner, Dist. Ahmednagar. Pin-414305

Establishment 4 August 2004



Phone: (02488) 250457

Email ID : Principal.acsalkuti@pravara.in

Self Study Report : 2023 (1 st Cycle)



Criteria - 6

GOVERNANCE, LEADERSHIP AND MANAGEMENT

KEY INDICATOR : 6.5

6.5.1 Internal Quality Assurance System

Metric: 6.5.1 (QIM)

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

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Internal Quality Assurance Cell (IQAC) Composition 2022-23

The College constituted Internal Quality Assurance Cell (IQAC) as per the revised guidelines of NAAC. The following is the composition of IQAC.

| Sr.No | Name of Member | Designation |
|-------|-----------------------------------|---------------------------------------|
| 1. | Dr. Parkhe Sharad Shankar | Principal/Chairman |
| 2. | Mr. Chate Arjun Khandu | Member, Teacher Representative |
| 3. | Dr. Kavade Kunda Balasaheb | Member, Teacher Representative |
| 4. | Mrs. Borude Sharmistha Balkrushna | Member, Woman Teacher Representative |
| 5. | Mr. Zaware Raosaheb Jagganath | Member, Teacher Representative |
| 6. | Dr. Thorat Shantabai Shitaram | Member, Teacher Representative |
| 7. | Dr. Shirole Bhaskarrao Bhausahab | Member, Management Representative |
| 8. | Mr. Dere Bhausahab Khandu | Member, Local Advice Committee |
| 9. | Mr. Gholap Gorakh Bapu | Member, Administrative Representative |
| 10. | Mr. Mule Pratik Avinash | Member, Student Representative |
| 11. | Mr. Balsane Sachin Vasant | Asst. Coordinator |
| 12. | Mr. Jadhav Sanjay Kailas | Coordinator |



A handwritten signature in blue ink, appearing to read "R. P. Chate".

Principal

Art's, Commerce & Science College
Alkuti, Tal. Parner, Dist. A'nagar



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ALKUTI
Tal:- Parner, Dist:- Ahmednagar-414305

**INTERNAL ACADEMIC AND
ADMINISTRATIVE AUDIT (AAA)
REPORT**

Academic Year: 2022-23

Prepared by

Internal Quality Assurance Cell (1QAC)

*Phone No: (02488) 250457, Email ID:
Principal.acsalkuti@pravara.in, Website: acscollegealkuti.com*

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Internal Quality Assurance cell

(IQAC)

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| 2 | Academic data analysis <ul style="list-style-type: none">• Art faculty analysis• Commerce faculty analysis• Science faculty analysis | 6 to 11 |
| 3 | Administrative Audit data Analysis <ul style="list-style-type: none">• section Analysis | 12 To 15 |
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Internal Quality Assurance Cell (IQAC)

Internal Academic and Administrative Audit (AAA)

Academic Year: 2022- 23

Introduction

About the Institution

Late Padmashri Dr. Vithalrao Vikhe Patil was a close vision to the socio-economic transformation that had been taking place in rural Maharashtra, he was Inspired by the philosophy of Mahatma Gandhi, social reformers like Mahatma Jyotiba Phule, and Karma veer Bhaurao Patil, he was convinced that proper, relevant and quality education was the only alternative to uplift the rural masses in all area of life. To realize this dream, Pravara Rural Education Society and various institutes under its umbrella were established. The Chief objective was to provide appropriate education to the rural area. Especially Girls who were deprived of education because of lack of transport and road to commute & Parents negative thinking about girls education. It aimed at providing education to all people irrespective of their social and economic status.

Under the visionary guidance of Dr. Balasaheb Vikhe Patil (Padmbhushan Awardee) Arts, Science and Commerce College, Alkuti, was established in 4 Aug 2004 with a specific objective to empower the youth physically, socially, psychologically, economically and responsible individual through quality education. At present the college with its 13.2 acres of campus premises with two storey building with beautiful lush green surroundings, large class rooms, well equipped laboratories, exclusive library and spacious playground and congenial to academic growth and overall development of learner.

The institution is permanently affiliated to Savitribai Phule Pune University, with 2 (f) status of University Grant Commission (UGC). It runs 09 undergraduate, 02 post-graduate and 0 G skill development courses. More than 850 students are pursuing higher education.

Academic and Administrative Audit: An Overview

Academic and Administrative audits play vital role in ensuring the excellence in higher education. Both are interrelated concepts, to maintain quality oriented academic in HEI, there should be strong administrative support.

Academic Audit: - Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academic activities in HEIs.

Administrative Audit: - It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments' control of the overall administrative system etc. Being a quality ensuring functional body. Internal Quality Assurance Cell has conducted in internal academic and administrative audit by constituting following committee under chairman of senior professor .the audit was conducted during 27/04/20230 to 29/04/2023

Constitution of Academic and Administrative Audit Committee

| Sr. No. | Name of Faculty | Designation | Department |
|---------|--------------------|-------------|---|
| 1 | Mr. Chate A.K. | Chairman | Asst. Prof. an Head of Dept. History |
| 2 | Dr. Kawade K.B | Member | Asst. Prof. and Head of Dept. Marathi |
| 3 | Dr. Thorat S.S | Member | Asst. Prof. and Head of Dept. Commerce |
| 4 | Mr. Diwate P.S. | Member | Asst. Prof. Economics |
| 5 | Mr. Zaware R.J. | Member | Asst. Prof. of Dept. Commerce |
| 6 | Mrs. Karkande S.P. | Member | Asst. Prof. and Head of Dept. Chemistry |
| 7 | Miss. Parkhe S.D. | Member | Asst. Prof. Dept. Chemistry |
| 8 | Mr. Jadhav S.K. | Member | IQAC Coordinator |

Objectives of the Academic and Administrative Audit

The main objective of AAA is to understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.

- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.

Method of Academic and Administrative Audit

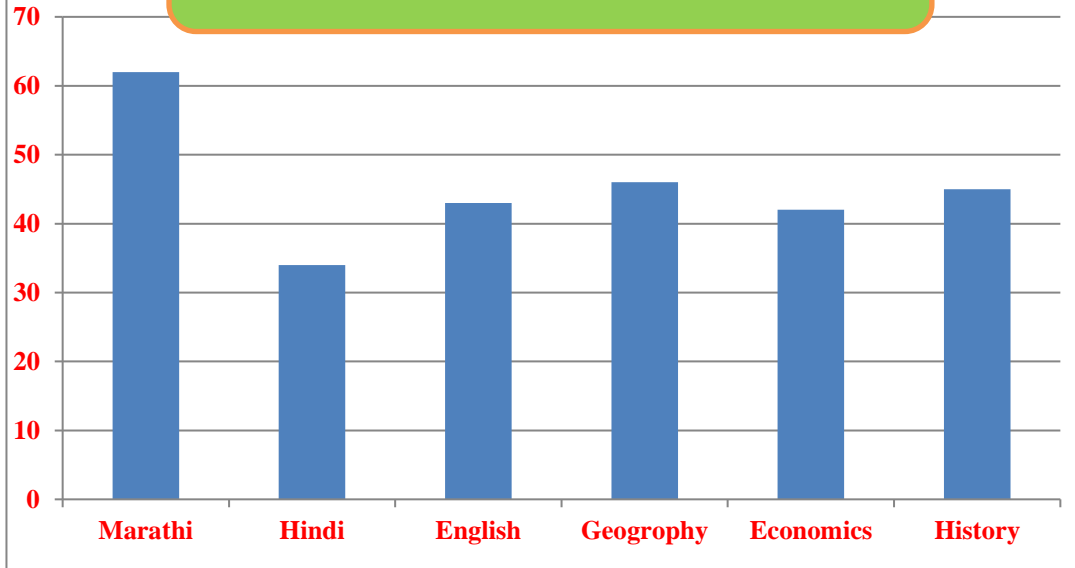
Internal Quality Assurance Cell has prepared self-evaluation format for Academic and administrative audit which is circulated to respective departments. IQAC collects data and information from all academic and administrative departments. The chairman of IQAC forms a committee consisting of senior faculty as a chairman and representative from each faculty and IQAC coordinator as members. Internal academic and administrative Audit is conducted once in the academic year. The committee scrutinizes the documents as per data given in prescribed format and evaluates with standard of marking system and grades each department. The audit is scheduled at the end of each academic year. The chairman of audit committee submits cumulative reports to the Principal. The audited report is placed before IQAC and College Development Committee for further action.

Academic Audit Data Analysis

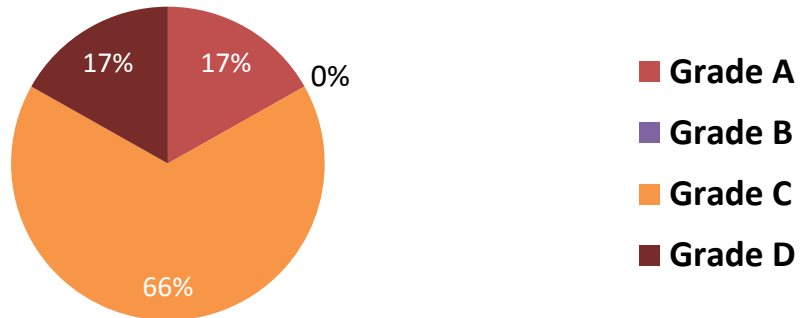
| Sr. No. | Title/ Metric | Total Max Marks(100) | Marathi | Hindi | English | Geography | Economics | History |
|---------|---|----------------------|---------|-------|---------|-----------|-----------|---------|
| 1 | Number of Filled Against Sanctioned Posts | 01 | 01 | 02 | 01 | 01 | 01 | 02 |
| 2 | Number of qualification Staff | 02 | 02 | 02 | 02 | 00 | 01 | 00 |
| 3 | Improvement in Faculty qualification | 02 | 00 | 00 | 00 | 00 | 00 | 00 |
| 4 | Number of Add-on/Certificate Courses (minimum 01 Coures) | 02 | 01 | 02 | 01 | 01 | 02 | 01 |
| 5 | Average Percentage of Students Attendance (more than80%-02,60To79%-01) | 02 | 02 | 02 | 02 | 02 | 02 | 02 |
| 6 | Faculty Research Projects (major/Minor) complected-05, Ongoing-3 | 05 | 00 | 00 | 00 | 00 | 00 | 00 |
| 7 | No.of Research Paper Published in Journals(Above2-05,One paper-03) | 05 | 05 | 02 | 05 | 05 | 02 | 03 |
| 8 | No.of books Published in (Single author-03,o-Authored-02Edited-01) | 06 | 00 | 00 | 00 | 00 | 00 | 00 |
| 9 | No-of Conference attended(Per conference-01,Maximum Marks-03) | 03 | 03 | 00 | 02 | 01 | 00 | 00 |
| 10 | No.of papers presented in seminar/ Conferences/Workshop(Per Paper-01,Maximum Marks-03) | 03 | 03 | 00 | 00 | 00 | 00 | 01 |
| 11 | No.of Conference/seminar/ workshop organized by Department | 05 | 05 | 00 | 00 | 00 | 00 | 00 |
| 12 | No.of faculty acted as ResourcPerson/Keynote Speakers/Expert/Chairpersons/Sesion organizers | 02 | 01 | 00 | 00 | 00 | 00 | 00 |
| 13 | Amount of external funding received | 01 | 00 | 00 | 00 | 00 | 00 | 00 |
| 14 | No.of Research awards/ recognition and fellowships faculty | 02 | 02 | 00 | 00 | 00 | 02 | 02 |
| 15 | No.of Research Guides | 02 | 00 | 00 | 00 | 00 | 00 | 00 |
| 16 | No.of students registered/degrees awarded (M.phil./phD.) | 02 | 00 | 00 | 00 | 00 | 00 | 00 |
| 17 | Number of MOU/linkages | 02 | 01 | 00 | 00 | 02 | 00 | 00 |
| 18 | Number of faculty with Google Scholar citation | 02 | 00 | 00 | 00 | 00 | 00 | 00 |
| 19 | Number of student,s | 02 | 00 | 00 | 00 | 00 | 00 | 00 |

| | | | | | | | | |
|-----------------------------|--|----|-----------|-----------|-----------|-----------|-----------|-----------|
| | awards/fellowship | | | | | | | |
| 20 | Projects undertaken by students | 03 | 00 | 00 | 00 | 00 | 00 | 00 |
| 21 | Participation of students in seminar/conference/workshop/training programme | 02 | 02 | 00 | 00 | 00 | 00 | 01 |
| 22 | Number of student placed through campus drive | 02 | 00 | 00 | 01 | 00 | 01 | 00 |
| 23 | Any other activity carried out for students | 02 | 02 | 00 | 01 | 02 | 01 | 02 |
| 24 | Average Percentage of Result(Above80%-05,60 to79%-03,50 to 59%-02,40 to 49%-01 | 05 | 05 | 05 | 05 | 05 | 05 | 05 |
| 25 | No.of excursions/field visits/industrial visits organized | 02 | 00 | 00 | 00 | 02 | 00 | 02 |
| 26 | Use of ICT tools in Teaching | 03 | 03 | 03 | 03 | 03 | 03 | 03 |
| 27 | Departmental Annual Calendar | 02 | 02 | 02 | 02 | 02 | 02 | 02 |
| 28 | Students, Attendance Record | 02 | 02 | 02 | 02 | 02 | 02 | 02 |
| 29 | Teaching Plan | 03 | 03 | 03 | 03 | 03 | 03 | 03 |
| 30 | Teacher,s Dairy | 05 | 05 | 05 | 05 | 05 | 05 | 05 |
| 31 | Learning resources of Department(Books/Journals Web-resources CDs,e-Books/e-Journals) | 02 | 02 | 02 | 02 | 02 | 02 | 02 |
| 32 | Training programme completed; Orientation/ Refresher/Summer/Short term course/any other | 03 | 03 | 00 | 00 | 00 | 00 | 00 |
| 33 | Students, Progression to Higher Education | 03 | 01 | 02 | 02 | 02 | 02 | 01 |
| 34 | Students qualifying (Competitive Exams/SET/NET GATE/etc. | 02 | 00 | 00 | 00 | 00 | 00 | 00 |
| 35 | Quality initiatives adopted by department for improvement of teaching, learning and research | 03 | 01 | 00 | 01 | 01 | 01 | 01 |
| 36 | Best Practices (Minimum one -03 marks) | 02 | 02 | 00 | 00 | 02 | 02 | 02 |
| 37 | Attainment of Cos,POs | 03 | 03 | 03 | 03 | 03 | 03 | 03 |
| Total marks obtained | | | 62 | 37 | 43 | 46 | 42 | 45 |
| Grade | | | A | D | C | C | C | C |

Arts Faculty Department Wise Marks obtained



Arts Faculty Grade Wise Departmental Performance




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Commerce and Science Faculty

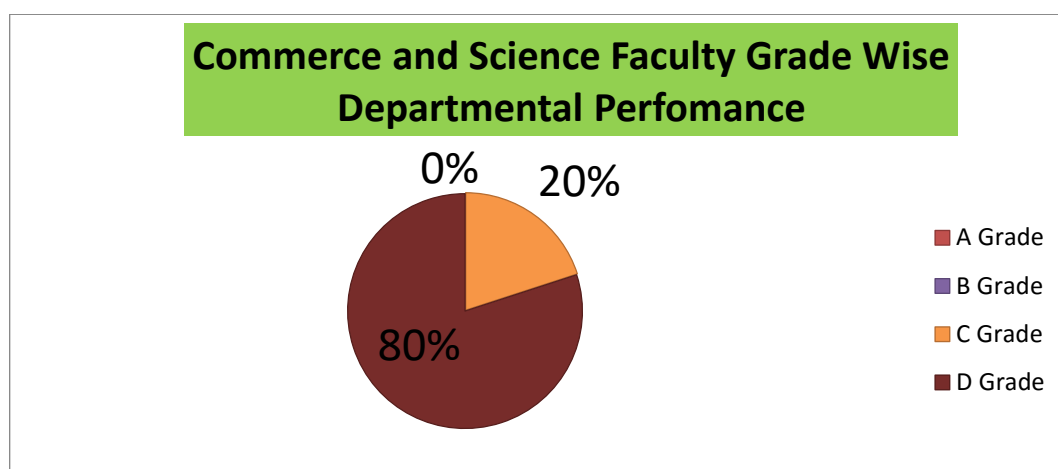
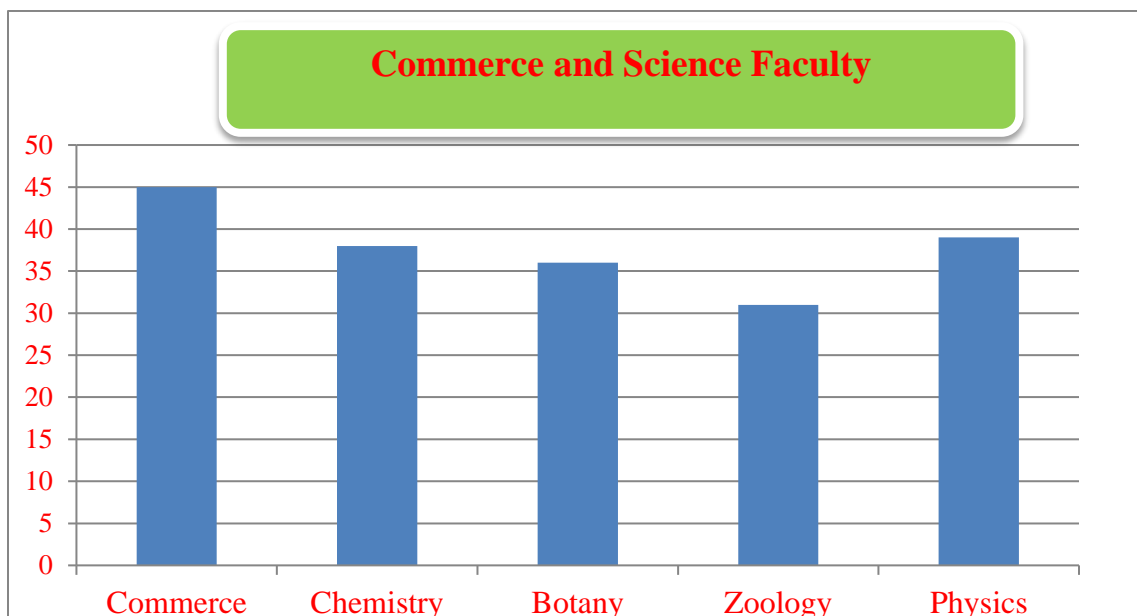
| Sr. No. | Title/ Metric | Total Max.Mars (100) | Comm erce | Chemi stry | Botany | Zoolog y | Physics |
|---------|--|----------------------|-----------|------------|--------|----------|---------|
| 1 | Number of Filled Against Sanctioned Posts | 01 | 01 | 01 | 01 | 00 | 00 |
| 2 | Number of qualification Staff | 02 | 01 | 00 | 00 | 00 | 00 |
| 3 | Improvement in Faculty qualification | 02 | 00 | 00 | 00 | 00 | 00 |
| 4 | Number of Add-on/Certificate Courses (minimum 01 Coures) | 02 | 02 | 01 | 01 | 00 | 02 |
| 5 | Average Percentage of Students Attendance (more than80%-02,60To79%-01) | 02 | 02 | 02 | 02 | 02 | 02 |
| 6 | Faculty Research Projects (magor/Minor) complected-05, Ongoing-3 | 05 | 03 | 00 | 00 | 00 | 00 |
| 7 | No.of Research Paper Published in Journals(Above2-05,One paper-03) | 05 | 02 | 01 | 00 | 00 | 03 |
| 8 | No.of books Published in (Single author-03,o-Authored-02Edited-01) | 06 | 00 | 00 | 00 | 00 | 00 |
| 9 | No-of Conference attended(Per conference-01,Maximum Marks-03 | 03 | 01 | 01 | 01 | 00 | 01 |
| 10 | No.of papers presented in seminar/ Conferences/Workshop(Per Paper-01,Maximum Marks-03) | 03 | 01 | 00 | 00 | 00 | 01 |
| 11 | No.of Conference/seminar/ workshop organized by Department | 05 | 00 | 00 | 00 | 00 | 00 |
| 12 | No.of faculty acted as Resourc Person/Keynote Speakers/Expert/Chairpersons/Ses sion organizers | 02 | 00 | 00 | 00 | 00 | 00 |
| 13 | Amount of external funding received | 01 | 00 | 00 | 00 | 00 | 00 |
| 14 | No.of Reseach awards/ recognition and fellowships faculty | 02 | 00 | 00 | 00 | 00 | 00 |
| 15 | No.of Research Guides | 02 | 00 | 00 | 00 | 00 | 00 |
| 16 | No.of students registered/degrees awarded (M.phil./phD.) | 02 | 00 | 00 | 00 | 00 | 00 |
| 17 | Number of MOU/linkages | 02 | 01 | 02 | 02 | 00 | 01 |
| 18 | Number of faculty with Google Scholar citation | 02 | 00 | 00 | 00 | 00 | 00 |
| 19 | Number of student,s awards/fellowship | 02 | 00 | 00 | 00 | 00 | 00 |
| | Projects undertaken by students | 03 | 02 | 00 | 00 | | 00 |

| | | | | | | | |
|-----------------------------|--|----|-----------|-----------|-----------|-----------|-----------|
| 20 | | | | | | | |
| 21 | Participation of students in seminar/conference/workshop/training programme | 02 | 00 | 00 | 02 | 00 | 00 |
| 22 | Number of student placed through campus drive | 02 | 01 | 00 | 00 | 00 | 00 |
| 23 | Any other activity carried out for students | 02 | 00 | 00 | 00 | 00 | 00 |
| 24 | Average Percentage of Result(Above80%-05,60 to79%-03,50 to 59%-02,40 to 49%-01 | 05 | 04 | 04 | 05 | 05 | 05 |
| 25 | No.of excursions/field visits/industrial visits organized | 02 | 00 | 02 | 02 | 00 | 02 |
| 26 | Use of ICT tools in Teaching | 03 | 03 | 03 | 03 | 03 | 03 |
| 27 | Departmental Annual Calendar | 02 | 02 | 02 | 02 | 02 | 02 |
| 28 | Students,Attendance Record | 02 | 02 | 02 | 02 | 02 | 02 |
| 29 | Teaching Plan | 03 | 03 | 03 | 03 | 03 | 03 |
| 30 | Teacher,s Dairy | 05 | 05 | 05 | 05 | 05 | 05 |
| 31 | Learning resources of Department(Books/Journals Web-resources CDs,e-Books/e-Journals) | 02 | 02 | 02 | 02 | 02 | 02 |
| 32 | Training programme completed; Orientation/Refresher/Summer/Short term course/any other | 03 | 01 | 00 | 00 | 00 | 00 |
| 33 | Students, Progression to Higher Education | 03 | 03 | 02 | 00 | 02 | 00 |
| 34 | Students qualifying (Competitive Exams/SET/NET GATE/etc | 02 | 00 | 00 | 00 | 00 | 00 |
| 35 | Quality initiatives adopted by department for improvement of teaching, learning and research | 03 | | 00 | 00 | 00 | 02 |
| 36 | Best Practices (Minimum one -03 marks) | 02 | 00 | 02 | 00 | 02 | 00 |
| 37 | Attainment of Cos,POs | 03 | 03 | 03 | 03 | 03 | 03 |
| Total marks obtained | | | 45 | 38 | 36 | 31 | 39 |
| Grade | | | C | D | D | D | D |


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Grading:-

| Marks | Grade |
|----------|-------|
| >75 | O |
| 60 to 74 | A |
| 50 to 59 | B |
| 40 to 49 | C |
| <39 | D |

Administrative Department Audit Data Analysis

| Sr.No | Title/Metric | Marks Allotted(50) | Marks Obtained |
|------------------------------|---|--------------------|-----------------|
| Establishment Section | | | |
| 1 | Number of Non-teaching Staff filled against Government sanctioned posts | 05 | 03 |
| 2 | Number of Non-teaching staff filled against Management sanctioned posts | 05 | 05 |
| 3 | Staff Profile(Teaching and Non- Teaching) | 03 | 02 |
| 4 | Record of Teaching and Non-Teaching Staff (Personal File) | 05 | 04 |
| 5 | Record of Servic Book maintained | 05 | 04 |
| 6 | Leave record | 03 | 03 |
| 7 | Inward Outward Registers | 02 | 02 |
| 8 | Rules and regulations of UGC/State Government/University/PRES etc | 02 | 00 |
| 9 | Meeting Register(CDC/Management etc) | 05 | 03 |
| 10 | Participation of Non-Teaching Staff in Training Program | 03 | 00 |
| 11 | Annual Report submitted to University/PRES | 05 | 03 |
| 12 | Notice File | 02 | 02 |
| 13 | Use of E-governance | 05 | 00 |
| Total marks obtained | | | Total-31 |
| Grade | | | A |

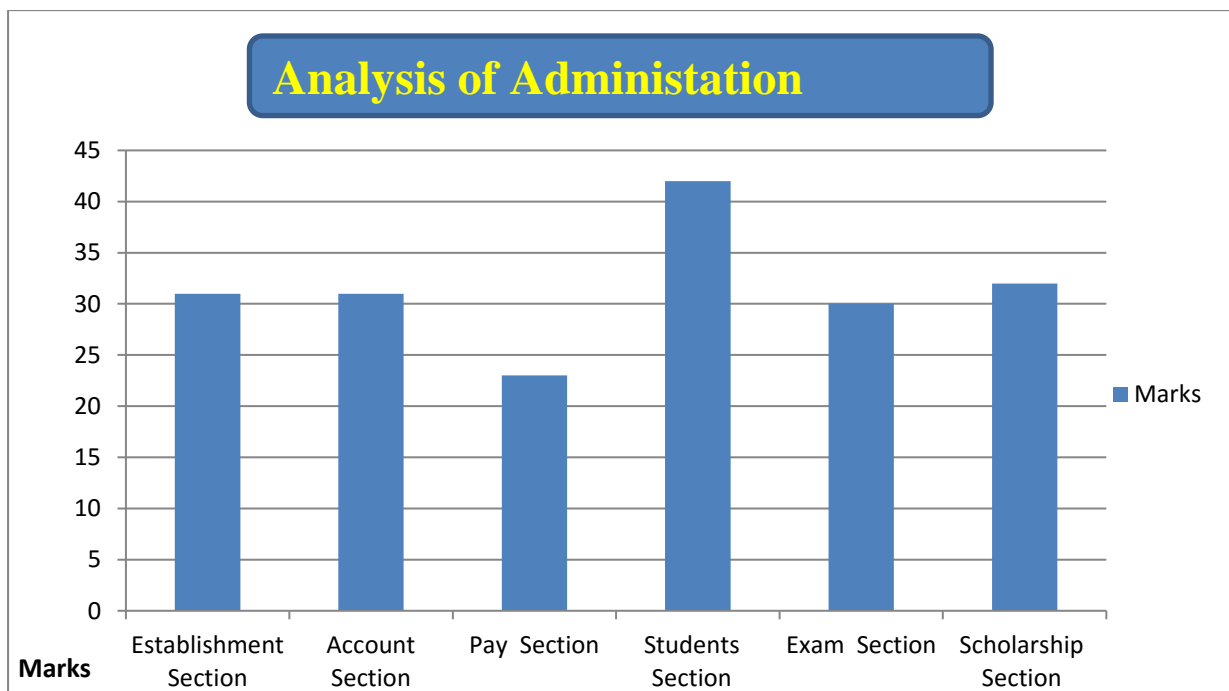
| Sr.No | Title/Metric | Marks Allotted(50) | Marks Obtained |
|-----------------------------|--|--------------------|-----------------|
| Account Section | | | |
| 1 | Budget Allocation excluding salary | 05 | 03 |
| 2 | Budget Allocation for Infrastructural Augmentation | 05 | 03 |
| 3 | Budget Allocation for maintenance of Infrastructural and Academic Facilities | 10 | 08 |
| 4 | Record of Internal Audit | 05 | 05 |
| 5 | Record of External Audit | 05 | 05 |
| 6 | Record of Income-Expenditure(Balance sheet) | 08 | 07 |
| 7 | Record of Donation(Trust/person | 02 | 00 |
| 8 | Utilization of funds | 05 | 00 |
| 9 | Use of E-governance | 05 | 05 |
| Total marks obtained | | | Total-31 |
| Grade | | | A |

| Sr.No | Title/Metric | Marks Allotted(50) | Marks Obtained |
|-----------------------------|--|--------------------|-----------------|
| Pay Section | | | |
| 1 | Month wise Salary Pay Bills of Teaching and Non-Teaching Staff | 10 | 10 |
| 2 | Pay Slip Record | 05 | 04 |
| 3 | Pay Fixation record | 10 | 00 |
| 4 | Income Tax related record | 10 | 00 |
| 5 | GPF/DCPS/NPS/ Staff Insurance maintained | 10 | 04 |
| 6 | Use of E-Governance | 05 | 05 |
| Total marks obtained | | | Total-23 |
| Grade | | | C |

| Sr.No | Title/Metric | Marks Allotted(50) | Marks Obtained |
|-------------------------|--|--------------------|----------------|
| Students Section | | | |
| 1 | Students, Profile (Category Wise and Gender wise List) | 10 | 08 |
| 2 | Admission Record | 10 | 09 |
| 3 | University Eligibility Record | 10 | 09 |
| 4 | Record of Fees | 10 | 09 |
| 5 | Notice File | 05 | 03 |
| 6 | Use of E-governance | 05 | 04 |
| Total marks | | | 42 |
| Grade | | | O |

| Sr.No | Title/Metric | Marks Allotted(50) | Marks Obtained |
|---------------------|--|--------------------|-----------------|
| Exam Section | | | |
| 1 | Exam ordinance of SPPU | 03 | 00 |
| 2 | Record of Examination form | 05 | 04 |
| 3 | Result analysis (Class, faculty wise) | 05 | 05 |
| 4 | Exam Ledgers | 05 | 04 |
| 5 | List of Toppers (Class, faculty wise) | 02 | 02 |
| 6 | Record of Internal Examination(appointment orders etc) | 08 | 04 |
| 7 | Record of University Examination (appointment ordersetc) | 08 | 05 |
| 8 | Exam related notices | 02 | 01 |
| 9 | Exam Remuneration/Bill Record | 05 | 03 |
| 10 | Convocation Record | 02 | 00 |
| 11 | Use of E-governance | 05 | 02 |
| Total marks | | | Total-30 |
| Grade | | | A |

| Sr.No | Title/Metric | Marks Allotted(50) | Marks Obtained |
|----------------------------|---|--------------------|----------------|
| Scholarship Section | | | |
| 1 | Record of scholarships and freeships provided by the Government /University | 10 | 10 |
| 2 | Record of scholarships and freeships provided by the institute | 05 | 00 |
| 3 | Summary of Scholarship with amount | 10 | 09 |
| 4 | Scholarship wise list of students benefitted | 10 | 08 |
| 5 | Account statement of Scholarship/Freeships | 05 | 00 |
| 6 | Notice File | 05 | 05 |
| 7 | Use of E-governance | 05 | 00 |
| Total marks | | | 32 |
| Grade | | | A |

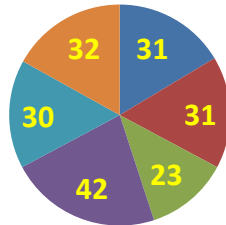


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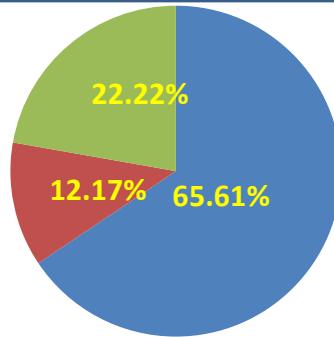
[Signature]
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Marks



- Establishment Section
- Account Section
- Pay Section
- Students Section
- Exam Section
- Scholarship Section

Administration Departments Grade wise Analysis



- A
- C
- O

| Marks Grade | Marks Grade |
|-------------|-------------|
| >35 | O |
| 30to 34 | A |
| 25 to 29 | B |
| 20 to 24 | C |
| <19 | D |

Grading


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Principal
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Conclusion

Observation and recommendation by Committee

Academic departments

| Department | Observation | Recommendation | Grade |
|------------------|--|---|-------|
| Marathi | <ul style="list-style-type: none"> The faculty of Dept. are well qualified and experienced Remarkable research Organized students activities | <ul style="list-style-type: none"> Dept. should organize seminar conference Dept. Should arrange Study tour | A |
| Hindi | <ul style="list-style-type: none"> One faculty is doctorate and one is pursuing Conducted online Conference Remarkable research | <ul style="list-style-type: none"> Dept. Should arrange Study tour Dept. Should Organize Seminar, conference | D |
| English | <ul style="list-style-type: none"> Qualified staff have been appointed Record of Dept. is maintained properly Certificate course is offered during the year ICT base teaching learning | <ul style="list-style-type: none"> Dept. should organize seminar Conference Research Should be increase Dept. Should arrange Study tour | C |
| Geography | <ul style="list-style-type: none"> Dept. offers degree program at UG level Record of Dept. is maintained properly | <ul style="list-style-type: none"> Dept. should offer certificate course Dept. should sign MoU for students related activities | C |
| Economics | <ul style="list-style-type: none"> Qualified staff has been appointed Economics is offered as general subject for B.A. & B.Com Record of Dept. is maintained properly | <ul style="list-style-type: none"> Student activity Should carried out Use of ICT should be strengthened Dept. Should arrange Industry visit /tour | C |
| History | <ul style="list-style-type: none"> Record of Dept. is maintained properly -History is offered as general Subject for B.A. | <ul style="list-style-type: none"> Research should be increased | C |
| Commerce | <ul style="list-style-type: none"> Dept. offers certificate course in Share Market One faculty is doctorate Research publication is satisfactory Students projects for PG students | <ul style="list-style-type: none"> Study tours should be arranged Dept. should arrange field visits Students research should be Promote | C |
| Chemistry | <ul style="list-style-type: none"> Dept. record is maintain Certificate course is offered. | <ul style="list-style-type: none"> Dept. organize seminar Conference | C |

| | | | |
|----------------|---|---|---|
| | <ul style="list-style-type: none"> • MOU signed by Dept. • Qualified staff is appointed | <ul style="list-style-type: none"> • PG students should promote for Research | |
| | <ul style="list-style-type: none"> • Dept. offers degree program at PG level • ICT base teaching learning | <ul style="list-style-type: none"> • Industry interaction should be arrange. • Students research should be Promote • Research Publication should be increase | |
| Botany | <ul style="list-style-type: none"> • Dept. record is maintained properly | <ul style="list-style-type: none"> • Industry interaction should be arranged • Research Publication should be increase | D |
| Zoology | <ul style="list-style-type: none"> • Dept. has signed MoU • Dept. record is maintained properly | <ul style="list-style-type: none"> • Industry interaction should be arranged • Research Publication should be increase | D |
| Physics | <ul style="list-style-type: none"> • Dept. has signed MoU • Dept. record is maintained properly | <ul style="list-style-type: none"> • Industry interaction should be arranged • Research Publication should be increase | D |


IQAC Co-Ordinator
 Arts, Commerce & Science College
 A/p - Alkuti, Tal - Parner, Dist-A'Nagar




Principal
 Art's, Commerce & Science College
 Alkuti, Tal. Parner, Dist. A'nagar

Observation and recommendation by Committee

Administrative Departments

| Department | Observation | Recommendation | Grade |
|------------------------------|--|--|----------|
| Establishment Section | <ul style="list-style-type: none"> Personal files of Staff are maintained Service books are maintained Meeting record is maintained | <ul style="list-style-type: none"> Staff profile should be prepared Service books leave records are not filled MIS should be used for maintaining data Rules regulation of UGC, Govt., University should be kept in a file | B |
| Account Section | <ul style="list-style-type: none"> Internal & External audit records are maintained properly Budget allocation for infrastructural augmentation is not adequate | <ul style="list-style-type: none"> Record of grant received from funding agencies is not maintained Account Section Budget file is not maintained in hard copy with signature of sanctioning authority | A |
| Pay Section | <ul style="list-style-type: none"> Well maintained record bills of staff | <ul style="list-style-type: none"> Deduction record is not maintained properly Pay slips should be provided to all staff soon after salary credited | C |
| Students Section | <ul style="list-style-type: none"> All record of students section is maintained properly MIS is used for e-governance | <ul style="list-style-type: none"> Record of students' notices Should be preserved. | O |
| Exam Section | <ul style="list-style-type: none"> Exam form record is maintained Result analysis and ledgers are maintained Exam related orders maintained by department | <ul style="list-style-type: none"> Exam ordinance of affiliating University is not maintained Notice file needs to be maintained Convocation record should be maintained Data should be maintained in MIS/E-governance | A |
| Scholarship Section | <ul style="list-style-type: none"> Record of scholarship of govt. is maintained. Scholarship record is also maintained on govt. website Excel is used for preserving data | <ul style="list-style-type: none"> Summary of data for each year should be maintained | A |
| Pay Section | <ul style="list-style-type: none"> Well maintained record bills of staff | <ul style="list-style-type: none"> Deduction record is not maintained properly Pay slips should be provided to all staff soon after salary credited | C |
| Students Section | <ul style="list-style-type: none"> All record of students section is maintained | <ul style="list-style-type: none"> Record of students' notices Should be preserved. | O |

- properly
- MIS is use for e governance

| | | | |
|---------------------|--|--|---|
| Exam Section | <ul style="list-style-type: none"> Exam form record is maintained Result analysis and ledgers are maintained Exam related orders maintend by department | <ul style="list-style-type: none"> Exam ordinance of affiliating University is not maintained Notice file needs to be maintained Convocation record should maintaine Data should be maintained in MIS/E-governance | A |
|---------------------|--|--|---|

Mr. Chate A.K.

Chairman,

Internal Academic & Administrative Audit

Dr. Kavade K.B.

Member

Dr. Thorat S.S.

Member

Mrs. Diwate P.S.

Member

Mr. Zaware R.J.

Member

Mrs. Karkande S.P.

Member

Miss. Parkhe S.D.

Member

Mr. Jadhav S.K.

IQAC Coordinator

IQAC Co-Ordinator
 Arts, Commerce & Science College
 A/S - Alkuti, Tal - Pamer, Dist-A'Nagar



Dr. Parkhe S.S.

Principal

Pravara Rural Education Society's
Art's, Commerce & Science College
 Alkuti, Tal-Pamer, Dist A'nagar

LOKNETE DR.BALASAHEB VIKHE PATIL. (PADMA BHUSHAN AWARDEE) Establishment 4 August 2004

PRAVARA RURAL EDUCATION SOCIETY'S

ARTS, COMMERCE & SCIENCE COLLEGE, ALKUTI

ID.No. PU/AN/ACS/78/2004

College code No.757

A/p. Alkuti, Tal. , Dist.Ahmednagar.Pin-414305



Code of Conduct and Standard Operating Procedures

<https://www.accollegealkuti.com/wp-content/themes/alkutiasec/essentials/pdf/COC.pdf>



LOKNETE DR. BALASAHEB VIKHE PATIL. (PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATION SOCIETY'S
ARTS, COMMERCE & SCIENCE COLLEGE, ALKUTI

Establishment 4 August 2004

ID.No. PU/AN/ACS/78/2004

College code No.757

A/p. Alkuti, Tal. Parner, Dist. Ahmednagar. Pin-414305



6.5.1 Skills Development Programs were conducted for the students which helped them in enhancing knowledge, improving communication skill, developing personality and gaining placements.

| Sr.No | Name of Add on /Certificate programs | Course Code | Year of Introduce | No. of times offered during the same year | Duration of course |
|-------|--|-------------|-------------------|---|--------------------|
| 1 | Certificate Course in spoken English | CC1SE | 2018-19 | 1 | 2 Month |
| 2 | Certificate Course in Patrakarita | CC2P | 2018-19 | 1 | 3 Month |
| 3 | Certificate Course in Digital Marketing | CC3DM | 2018-19 | 1 | 2 Month |
| 4 | Certificate Course in MS - Office | CC4MO | 2018-19 | 1 | 3 Month |
| 5 | Certificate Course in Basic Share Market | CC5BSM | 2018-19 | 1 | 2 Month |
| 6 | Certificate Course in Interview Techniques | CC6IT | 2018-19 | 1 | 2 Month |
| 7 | Certificate Course in Soil Analysis | CC7SA | 2018-19 | 1 | 3 Month |
| 8 | Certificate Course in Basic of Global Positioning System Course | CC8BGPSC | 2018-19 | 1 | 3 Month |
| 9 | Certificate Course in Nursery Management and Horticultural Practices | CC9NMHP | 2021-22 | 1 | 3 Month |
| 10 | Certificate Course in Skill Of History Writing | CC11SHW | 2021-22 | 1 | 3 Month |
| 11 | Certificate Course in Anuvad Skill | CC10AS | 2022-23 | 1 | 2 Month |
| 12 | Certificate Course in Skill Of History Writing | CC11SHW | 2022-23 | 1 | 3 Month |
| 13 | Certificate Course in Fundamental of Chemistry | CC12FC | 2022-23 | 1 | 2 Month |
| 14 | Certificate Course in Fundamentals Of Economics | CC13FE | 2022-23 | 1 | 2 Month |
| 15 | Certificate Course in Personality Development | CC14PD | 2022-23 | 1 | 2 Month |
| 16 | Certificate Course in Marathi Writing | CC15MW | 2022-23 | 1 | 2 Month |
| 17 | Certificate Course in Disaster Management | CC16DM | 2022-23 | 1 | 2 Month |



Principal

Art's, Commerce & Science College
Alkuti, Tal. Parner, Dist. A'nagar

Energy & Green audit (2022-23)



PowerTech Energy Solutions
Conserve to Consume

Energy & Green Audit Report Of Arts, Commerce and Science College, Alkuti, For the Year of 2022-23



Prepared By
PowerTech Energy Solutions
(A MEDA Empaneled Class A Category
Consultancy Firm)

Submitted By,

Atul S Kakad
Email: atul@ptesolutions.in
Mob: 09226936163
Web: www.ptesolutions.co.in

Reg. Office: - 6, ~~Valkuntha~~ Apt, Hire Nagar, Nashik-Pune Road, Nashik.422
011 Pune Office: - Office No.10, B Wing, 3rd Floor,
Mob. +91 9226936163, Email: info@ptesolutions.in
www.ptesolutions.co.in

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| 2.4 Connected Load List – Fans | 1 |
| 2.5 Percentage Wise Distribution of Lighting..... | 1 |
| 3 Requirements of NAAC | 2 |
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| 4 Green Audit | 3 |
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Acknowledgement

PowerTech Energy Solutions extends gratitude to Arts, Commerce and Science College in Alkuti, Parner for extending us the opportunity to conduct the Energy & Green Audit.

We are thankful to the professors & supporting staff of the college for their transparency & consistent support in sharing relevant information and for providing data about policies and projects along with their other valuable information. This report would have not been possible without their support.

The study team would like to acknowledge the following distinguished personnel's of college

- **Dr. Sharad Parkhe – Principal**
- **Prof. Sanjay Jadhav – IQAC Chairman**

Our Certificates

Regn. No. EA-20121

Certificate No. 8299



National Productivity Council
(National Certifying Agency)

PROVISIONAL CERTIFICATE

This is to certify that Mr. / Mrs. / Ms. *Swapnil Sanjay Gaikwad*
son / daughter of Mr. *Sanjay J. Gaikwad*
has passed the National Certification Examination for Energy Auditors held in August - 2014, conducted on behalf of the Bureau of Energy Efficiency, Ministry of Power, Government of India.

He / She is qualified as Certified Energy Manager as well as Certified Energy Auditor.

He / She shall be entitled to practice as Energy Auditor under the Energy Conservation Act 2001, subject to the fulfillment of qualifications for the Accredited Energy Auditor and issue of certificate of Accreditation by the Bureau of Energy Efficiency under the said Act.

This certificate is valid till the issuance of an official certificate by the Bureau of Energy Efficiency.

Place : Chennai, India

Date : 9th January, 2015


Controller of Examination

Lead Auditor Certificate – ISO 50001: Energy Management System



**PR366: ISO 50001:2018 Lead Auditor
(Energy Management System)
Training Course**

Certificate of Achievement

Atul Kakad

has successfully completed the above mentioned course and examination.

26th - 30th November 2019

PUNE, INDIA

Certificate No. 35256395 07

Delegate No. 202777

for TÜV NORD CERT GmbH

Essen, 2020-01-08

The course is certified by CQI and IRCA (Certification No. 2096). The learner meets the training requirements for those seeking certification under the IRCA ENMS Auditor certification scheme.

TÜV NORD CERT GmbH

Langemannstraße 20

45141 Essen

www.tuv-nord-cert.com



MEDA Registration Certificate |

MAHARASHTRA ENERGY DEVELOPMENT AGENCY



Maharashtra Energy Development Agency

(A Government of Maharashtra undertaking)

Aundh Road, Opposite Spicer College,

Near Commissionerate of Animal Husbandry, Aundh, Pune - 411 067

Ph No: 020-26614393/266144403

Email: eee@mahaurja.com, Web: www.mahaurja.com

ECN/2022-23/CR-44/3803

4th October, 2022

CERTIFICATE OF REGISTRATION FOR CLASS 'A'

We hereby certify that, the firm having following particulars is registered with **MAHARASHTRA ENERGY DEVELOPMENT AGENCY (MEDA)** under given category as "Energy Planner & Energy Auditor" in Maharashtra for Energy Conservation Programme of MEDA.

Name and Address of the firm : M/s PowerTech Energy Solutions
Office No. 10, B-wing, 3rd floor,
Phuge Prima, Bhosari Dighi Road Bhosari,
Pimpri Chinchwad- 411 039.

Registration Category : *Empanelled Consultant for Energy Conservation Programme for Class 'A'*

Registration Number : *MEDA/ECN/2022-23/Class - A/EA-31*

- Energy Conservation Programme intends to identify areas where wasteful use of energy occurs and to evaluate the scope for Energy Conservation and take concrete steps to achieve the evaluated energy savings.
- MEDA reserves the right to visit at any time without giving prior information to verify quarterly activities performed by the firm and canceling the registration, if the information is found incorrect.
- This empanelment is valid till **3rd October, 2024** from the date of registration, to carry out energy audits under the Energy Conservation Programme.
- The Director General, MEDA reserves the right to cancel the registration at any time without assigning any reasons thereof.


General Manager (I/C)

1 About College

Arts, Commerce and Science College in Alkuti, Parner, began operating in 2004 with 7 teachers and 160 students in the F.Y. BA/BCom department. With time, we have amplified into an institute of 8 departments and 34 teachers handling the educational responsibility of 28 staff and 821 students in 2022-23.

Wide ranging academic facilities endow the institute with great infrastructure for classroom instruction, library study, laboratory practical's, and indoor plus outdoor sports. The college has produced winners at university level wrestling and powerlifting competitions in recent years.

In keeping with the overall obligation to social responsibility, college students participate in Paani Foundation Camp, cleaning of Historical Places, Save Girl Child, and Clean India: Green India. Moreover, our students are actively involved in Nadi Parikrama Shibir, Sangamner and Parner Festival organized by Janseva Foundation, Pravaranagar Mission

1.1 Mission

To impart moral values and the spirit of fair competition for developing academically sound and socially responsible students.

1.2 Vision

To enable prosperity and holistic personality development by making available avenues of higher education to rural and financially weak students.

2 Energy Audit

An energy audit is an inspection, survey and analysis of energy flows, for energy conservation in a building, process or system to reduce the amount of energy input into the system without negatively affecting the output(s). In commercial and industrial real estate, an energy audit is the first step in identifying opportunities to reduce energy expense and carbon footprints.

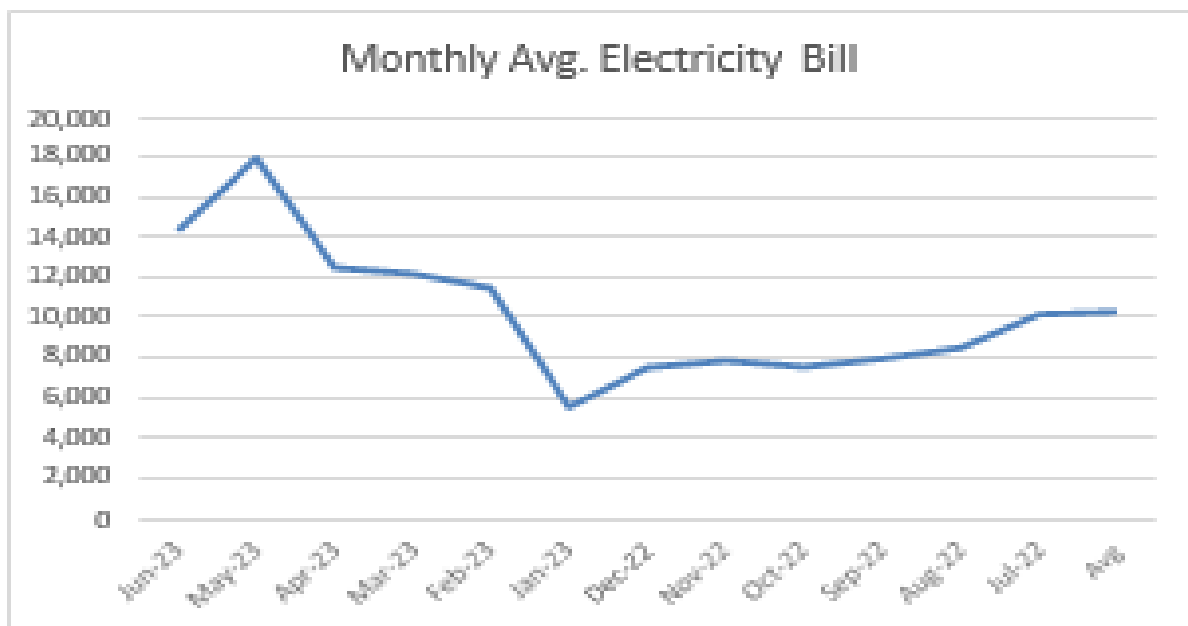
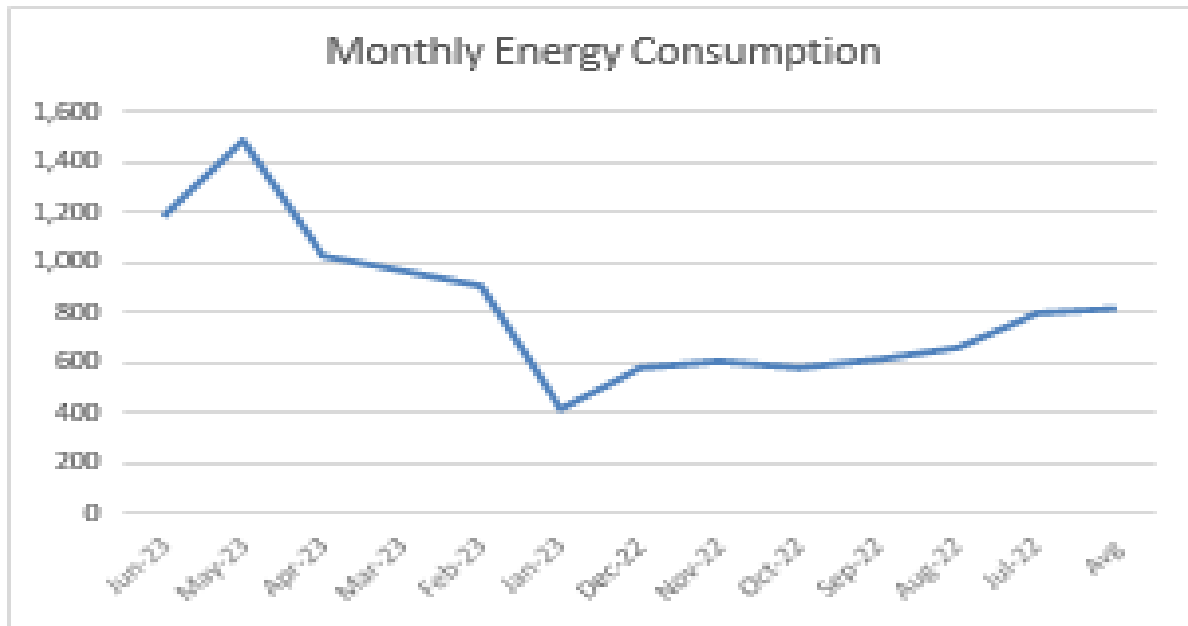
2.1 Electricity Bill Analysis

At present, one electricity meter is there for all campus

✚ Bill analysis for consumer number 150920008455 shown below

| Consumer : PRINCIPAL ART COMMERCE SCIENCE COLLAGE ALKUTI | | | |
|--|------------|-----------|----------------|
| Consumer No. : 150920008455 | | | |
| Utility : MSEDCL | | | |
| Contract Demand (KVA) : 6 | | | |
| 40% Of Contract Demand (KVA) : 2.40 | | | |
| Month | Billed KWh | Bill (Rs) | Rate (Rs./kWh) |
| Jun-23 | 1,188 | 14,352 | 12.1 |
| May-23 | 1,491 | 17,988 | 12.1 |
| Apr-23 | 1,030 | 12,519 | 12.2 |
| Mar-23 | 970 | 12,217 | 12.6 |
| Feb-23 | 910 | 11,493 | 12.6 |
| Jan-23 | 418 | 5,559 | 13.3 |
| Dec-22 | 582 | 7,537 | 12.9 |
| Nov-22 | 609 | 7,863 | 12.9 |
| Oct-22 | 583 | 7,549 | 12.9 |
| Sep-22 | 617 | 7,959 | 12.9 |
| Aug-22 | 664 | 8,528 | 12.8 |
| Jul-22 | 800 | 10,166 | 12.7 |
| Avg | 822 | 10,309 | 12.7 |

Below graph shows the Monthly billed unit consumption



2.2 Observations

- Monthly average billed energy consumption is 822 units.
- Monthly average electricity bill is 10,309 Rs.
- Avg. unit rate is 12.7 Rs./kWh.

2.3 Connected Load List – Lighting



| Area | Type of Light (LED/Conventional) | Watt | Total Qty. | Daily Running Hrs. | Monthly Working Days | Load in kW | Monthly kWh |
|-----------------------|----------------------------------|------|------------|--------------------|----------------------|------------|-------------|
| Principal Cabin | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| History | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| Office | LED | 18 | 5 | 8 | 24 | 0.090 | 17.3 |
| Exam | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| F.Y.B.A. | LED | 18 | 4 | 8 | 24 | 0.072 | 13.8 |
| <u>E.Y.Room</u> | LED | 18 | 6 | 8 | 24 | 0.108 | 20.7 |
| <u>S.Y.Room</u> | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| Store | LED | 18 | 2 | 8 | 24 | 0.036 | 6.9 |
| <u>Boys</u> Toilet | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| Botany | LED | 18 | 5 | 8 | 24 | 0.090 | 17.3 |
| Physics | LED | 18 | 5 | 8 | 24 | 0.090 | 17.3 |
| Zoology | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| Chemistry | LED | 18 | 6 | 8 | 24 | 0.108 | 20.7 |
| Physical Chemistry | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| T.Y.B.A. | LED | 18 | 5 | 8 | 24 | 0.090 | 17.3 |
| Library | LED | 18 | 4 | 8 | 24 | 0.072 | 13.8 |
| N.S.S. | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| Staff Room | LED | 18 | 3 | 8 | 24 | 0.054 | 10.4 |
| English | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| Ladies Toilet | LED | 18 | 4 | 8 | 24 | 0.072 | 13.8 |
| Sport | LED | 18 | 2 | 8 | 24 | 0.036 | 6.9 |
| <u>T.Y.Room</u> | LED | 18 | 4 | 8 | 24 | 0.072 | 13.8 |
| S.Y.B.A | LED | 18 | 4 | 8 | 24 | 0.072 | 13.8 |
| T.Y.B.A. | LED | 18 | 4 | 8 | 24 | 0.072 | 13.8 |
| Seminar Hall | LED | 18 | 11 | 8 | 24 | 0.198 | 38.0 |
| Geography | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| Commerce | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| <u>Jeena</u> | LED | 18 | 5 | 8 | 24 | 0.090 | 17.3 |

| Area | Type of Light (LED/Conventional) | Watt | Total Qty. | Daily Running Hrs. | Monthly Working Days | Load in kW | Monthly kWh |
|-------------------------|----------------------------------|------|------------|--------------------|----------------------|------------|-------------|
| 1st Floor Ladies Toilet | LED | 18 | 2 | 8 | 24 | 0.036 | 6.9 |
| Gents Toilet | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| Porch | LED | 14 | 13 | 8 | 24 | 0.182 | 34.9 |
| Front Porch | LED | 14 | 6 | 8 | 24 | 0.084 | 16.1 |
| Left Side | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| Right Side | LED | 18 | 1 | 8 | 24 | 0.018 | 3.5 |
| Total | | | 126 | | | 2 | 421 |

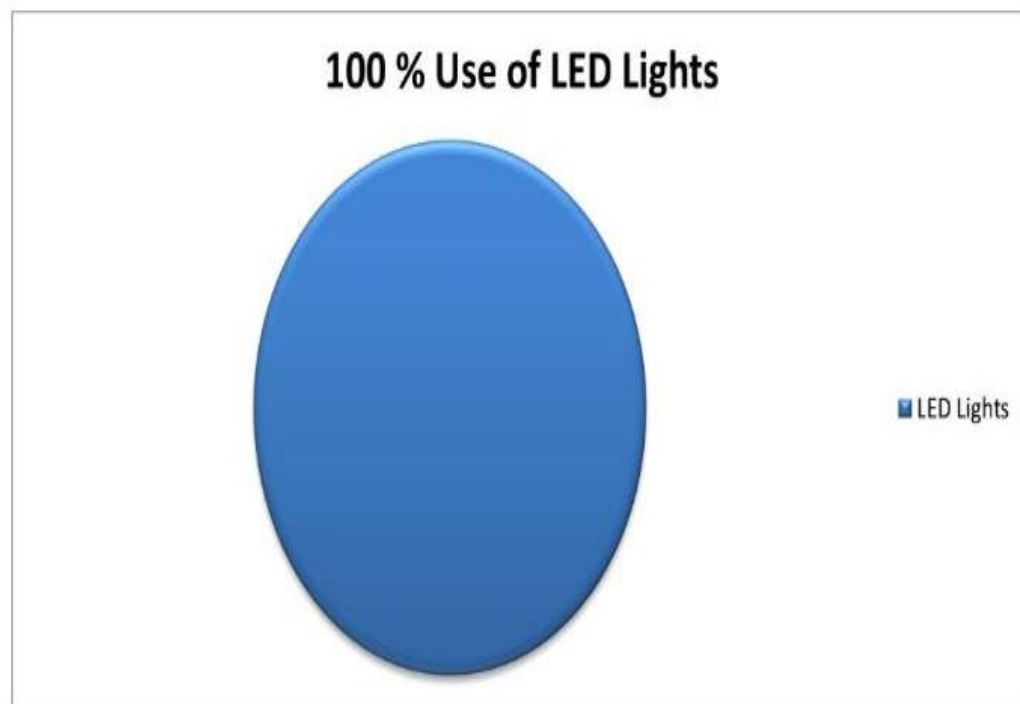
2.4 Connected Load List – Fans

| Area | Watt | Total Qty. | Daily Running Hrs. | Monthly Working Days | Load in kW | Monthly kWh |
|----------------------|------|------------|--------------------|----------------------|------------|-------------|
| Principal Cabin | 80 | 2 | 2.5 | 24 | 0.16 | 9.6 |
| History | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| Office | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| Exam | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| F.Y.B.A. | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| F.Y.B.com | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| S.Y.B.com | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| Botany | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| Physics | 80 | 2 | 2.5 | 24 | 0.16 | 9.6 |
| Zoology | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| Chemistry | 80 | 3 | 2.5 | 24 | 0.24 | 14.4 |
| Physical Chemistry | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| T.Y.B.A. | 80 | 2 | 2.5 | 24 | 0.16 | 9.6 |
| Library | 80 | 4 | 2.5 | 24 | 0.32 | 19.2 |
| N.S.S. | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| Staff Room | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| English | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| Ladies Toilet | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| Sport | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| T.Y.B.com | 80 | 2 | 2.5 | 24 | 0.16 | 9.6 |
| S.Y.B.A | 80 | 2 | 2.5 | 24 | 0.16 | 9.6 |
| T.Y.B.A. | 80 | 2 | 2.5 | 24 | 0.16 | 9.6 |
| Seminar Hall | 80 | 6 | 2.5 | 24 | 0.48 | 28.8 |
| Geography | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| Commerce | 80 | 1 | 2.5 | 24 | 0.08 | 4.8 |
| Total | | 53 | | | 4 | 254 |

2.5 Percentage Wise Distribution of Lighting

All the tubes used are of LED type.

| Type of Light | Total Nos. | % Use |
|---------------|------------|-------|
| LED | 126 | 100% |
| Total | 126 | |



3 Requirements of NAAC

3.1 Alternative Energy Initiative

3.1.1 Percentage of lighting power requirement met through LED bulbs

= (Lighting power requirement met through LED bulbs / Total lighting power requirement) X 100

= (126/126) X 100

= 100 %

3.1.2 Percentage of lighting power requirement met through renewable energy sources

= (Lighting power required met through renewable sources / Total lighting power requirement) X 100

= (0 / 822) X 100

= 0 %

4 Green Audit

Green audit was initiated with the beginning of 1970s with the motive of inspecting the work conducted within the organizations whose exercises can cause risk to the health of inhabitants and the environment. It exposes the authenticity of the proclamations made by multinational companies, armies and national governments with the concern of health issues as the consequences of environmental pollution. It is the duty of organizations to carry out the Green Audits of their ongoing processes for various reasons such as; to make sure whether they are performing in accordance with relevant rules and regulations, to improve the procedures and ability of materials, to analyze the potential duties and to determine a way which can lower the cost and add to the revenue. Through Green Audit, one gets a direction as how to improve the condition of environment and there are various factors that have determined the growth of carrying out Green Audit. Some of the incidents like Bhopal Gas Tragedy (Bhopal; 1984), Chernobyl Catastrophe (Ukraine; 1986) and Exxon-Valdez Oil Spill (Alaska; 1989) have cautioned the industries that setting corporate strategies for environmental security elements have no meaning until they are implemented.

Green Audit is assigned to the Criteria 7 of NAAC, National Assessment and Accreditation Council which is a self-governing organization of India that declares the institutions as Grade a, Grade B or Grade C according to the scores assigned at the time of accreditation.

The intention of organizing Green Audit is to upgrade the environment condition in and around the institutes, colleges, companies and other organizations. It is carried out with the aid of performing tasks like waste management, energy saving and others to turn into a better environmental friendly institute.

4.1 Goals of Green Audit

- The objective of carrying out Green Audit is securing the environment and cut down the threats posed to human health.
- To make sure that rules and regulations are taken care of
- To avoid the interruptions in environment that are more difficult to handle and their correction requires high cost.
- To suggest the best protocols for adding to sustainable development

4.2 Benefits of Green Audit

- It would help to shield the environment
- Recognize the cost saving methods through waste minimizing and managing
- Point out the prevailing and forthcoming complications
- Authenticate conformity with the implemented laws
- Empower the organizations to frame a better environmental performance
- It portrays a good image of a company which helps building better relationships with the group of stakeholders
- Enhance the alertness for environmental guidelines and duties

5 Initiatives by College

5.1 Tree Plantation

Tree-planting is the process of transplanting tree seedlings, generally for forestry, land reclamation, or landscaping purpose. It differs from the transplantation of larger trees in arboriculture, and from the lower cost but slower and less reliable distribution of tree seeds.

In silviculture the activity is known as reforestation, or afforestation, depending on whether the area being planted has or has not recently been forested. It involves planting seedlings over an area of land where the forest has been harvested or damaged by fire, disease or human activity. Tree planting is carried out in many different parts of the world, and strategies may differ widely across nations and regions and among individual reforestation companies. Tree planting is grounded in forest science, and if performed properly can result in the successful regeneration of a deforested area. Reforestation is the commercial logging industry's answer to the large-scale destruction of old growth forests, but a planted forest rarely replicates the biodiversity and complexity of a natural forest.

Because trees remove carbon dioxide from the air as they grow, tree planting can be used as agro engineering technique to remove CO₂ from the atmosphere. Desert greening projects are also motivated by improved biodiversity and reclamation of natural water systems, but also improved economy and social welfare due to increased number of jobs in farming and forestry.

College has planted the trees campus area to make it more environments friendly. Below are some records, photos which shows the





5.2 Awareness Program on Ozone Day

College has taken initiative to create awareness on effect of greenhouse gases on ozone layer depletion
. Below are some photos of same

PHOTOGALLERY

Ozan Day





5.3 Restricted entry of automobiles

As the college is located in the rural area, there is low frequency of public transportation. Most of the students do not afford private auto vehicles due to their weak financial condition. Thus, students prefer bicycles to commute from home to college and vice versa. College has set up bicycle stands as a part of discipline and security. Along with this the institute has encouraged the students and staff to observe No Vehicle Day to reduce pollution level and conserve energy. Vehicles are parked near the entrance to reduce noise and air pollution.



6 Scope for Improvement

It is recommended that to explore below project at college level

- Solid waste management – Vermicompost plant
- Liquid waste management – Rain water harvesting
- E- waste management – Collection of E waste and submission of it to Govt. approved E-waste collector



A handwritten signature in blue ink, appearing to read "Ravi" or similar, with a horizontal line underneath.

Principal

Art's, Commerce & Science College
Alkuti, Tal. Parner, Dist. A'nagar

Energy & Green audit Certificate -2022-23



PowerTech Energy Solutions
Conserve to Consume

ENERGY AUDIT COMPLETION CERTIFICATE

This is to certify that the following facility has carried out Energy Audit for the academic year of 2022-23 as per guidelines laid down by the Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India

| | |
|---|--|
| Name of the Installation | Arts, Commerce and Science College, Alkuti |
| Details of Facilities Audited | Main college building including laboratories, libraries, Classroom, etc. |
| Date of Energy and Green Audit | 21 July 2023 |
| Name of Certified Energy Auditor & Certification Number | Mr. Swapnil Gaikwad - EA 20121 |
| Name of ISO 50001 Lead Auditor & Certification Number (Certification by Accreditation Body - TUV Nord) | Mr. Atul Kakad 35258395 - 07 |
| Empanelment No (With Maharashtra Energy Development Agency, Govt. of Maharashtra) | MEDA/ECN/2022-23/ Class- A/EA-31 |
| Validity of the Certificate | 21 July 2024 |

Authorised Signatory



Digitally signed by
ATUL SHARAD
KAKAD

Atul S Kakad

PowerTech Energy Solutions

Reg. Office: - 6, Vaikuntha Apt, Hire Nagar, Nashik-Pune Road, Nashik-422 011
Pune Office: - Office No.10, B Wing, 3rd Floor, Phuge Prima, Bhosari, Pune 411 039
Mob. +91 9228936163, Email: info@ptesolutions.in
www.ptesolutions.co.in



PowerTech Energy Solutions
Conserve to Consume

GREEN AUDIT COMPLETION CERTIFICATE

This is to certify that the following facility has carried out Green Audit for the academic year of 2022-23 as per guidelines laid down by the Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India

| | |
|---|--|
| Name of the Installation | Arts, Commerce and Science College, Alkuti |
| Details of Facilities Audited | Main college building including laboratories, libraries, Classroom, etc. |
| Date of Energy and Green Audit | 21 July 2023 |
| Name of Certified Energy Auditor & Certification Number | Mr. Swapnil Gaikwad - EA 20121 |
| Name of ISO 50001 Lead Auditor & Certification Number (Certification by Accreditation Body – TUV Nord) | Mr. Atul Kakad 35258395 - 07 |
| Empanelment No (With Maharashtra Energy Development Agency, Govt. of Maharashtra) | MEDA/ECN/2022-23/ Class- A/EA-31 |
| Validity of the Certificate | 21 July 2024 |

Authorised Signatory



Digitally signed by
ATUL SHARAD KAKAD

Atul S Kakad

PowerTech Energy Solutions

Reg. Office: - 6, Vaiduntha Apt, Hire Nagar, Nashik-Pune Road, Nashik.422 011
Pune Office: - Office No.10, B Wing, 3rd Floor, Phuge Prima, Bhosari, Pune 411 039
Mob. +91 9226936163, Email: info@ptesolutions.in
www.ptesolutions.co.in

Energy & Green audit Certificate -2021-22



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ENERGY AUDIT COMPLETION CERTIFICATE

This is to certify that the following facility has carried out Energy Audit for the academic year of 2021-22 as per guidelines laid down by the Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India

| | |
|---|--|
| Name of the Installation | Arts, Commerce and Science College, Alkuti |
| Details of Facilities Audited | Main college building including laboratories, libraries, Classroom, etc. |
| Date of Energy and Green Audit | 12 July 2022 |
| Name of Certified Energy Auditor & Certification Number | Mr. Swapnil Gaikwad - EA 20121 |
| Name of ISO 50001 Lead Auditor & Certification Number (Certification by Accreditation Body – TUV Nord) | Mr. Atul Kakad 35258395 - 07 |
| Empanelment No (With Maharashtra Energy Development Agency, Govt. of Maharashtra) | MEDA/ECN/2022-23/ Class- A/EA-31 |
| Validity of the Certificate | 11 July 2023 |

Authorised Signatory



Digitally signed
by ATUL SHARAD
KAKAD

Atul S Kakad

PowerTech Energy Solutions

Reg. Office: - 8, Vaikuntha Apt, Hire Nagar, Nashik-Pune Road, Nashik. 422 011
Pune Office: - Office No.10, B Wing, 3rd Floor, Phuge Prima, Bhosari, Pune 411 039
Mob. +91 9228996183, Email: info@ptesolutions.in
www.ptesolutions.co.in



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GREEN AUDIT COMPLETION CERTIFICATE

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| Name of the Installation | Arts, Commerce and Science College, Alkuti |
| Details of Facilities Audited | Main college building including laboratories, libraries, Classroom, etc. |
| Date of Energy and Green Audit | 12 July 2022 |
| Name of Certified Energy Auditor & Certification Number | Mr. Swapnil Galkwad - EA 20121 |
| Name of ISO 50001 Lead Auditor & Certification Number (Certification by Accreditation Body - TUV Nord) | Mr. Atul Kakad 35258395 - 07 |
| Empanelment No (With Maharashtra Energy Development Agency, Govt. of Maharashtra) | MEDA/ECN/2022-23/ Class- A/EA-31 |
| Validity of the Certificate | 11 July 2023 |

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PowerTech Energy Solutions

Reg. Office: - 6, VaDantaha Apt, Hire Nagar, Nashik-Pune Road, Nashik. 422 011
Pune Office: - Office No.10, B Wing, 3rd Floor, Phuge Prima, Shosart, Pune 411 089
Mob. +91 9226996163, Email: info@ptesolutions.in
www.ptesolutions.co.in

Energy & Green audit Certificate 2020-21



PowerTech Energy Solutions
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ENERGY AUDIT COMPLETION CERTIFICATE

This is to certify that the following facility has carried out Energy Audit for the academic year of 2020-21 as per guidelines laid down by the Bureau of Energy Efficiency (BEE), Ministry of Power, Govt. of India

| | |
|---|--|
| Name of the Installation | Arts, Commerce and Science College, Alkuti |
| Details of Facilities Audited | Main college building including laboratories, libraries, Classroom, etc. |
| Date of Energy and Green Audit | 13 July 2021 |
| Name of Certified Energy Auditor & Certification Number | Mr. Swapnil Galkwad - EA 20121 |
| Name of ISO 50001 Lead Auditor & Certification Number (Certification by Accreditation Body – TUV Nord) | Mr. Atul Kakad 35258395 - 07 |
| Empanelment No (With Maharashtra Energy Development Agency, Govt. of Maharashtra) | MEDA/ECN/2022-23/ Class- A/EA-31 |
| Validity of the Certificate | 12 July 2022 |

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| Name of the Installation | Arts, Commerce and Science College, Alkuti |
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Grievance Redressal Policy

रजिस्ट्रॉ सं. डीएल (एन)-04/0007/2003--05

REGISTERED No. DL(N)—04/0007/2003—05



भारत का राजपत्र The Gazette of India

साप्ताहिक/WEEKLY

प्राधिकार से प्रकाशित
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No. 12] NEW DELHI, SATURDAY, MARCH 23—MARCH 29, 2013 (CHAITRA 2, 1935)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4

[PART III—SECTION 4]

[संविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]

[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by
Statutory Bodies]

UNIVERSITY GRANTS COMMISSION

New Delhi-110002, the —December 2012

F. No. 14-4/2012(CPP-II)—In exercise of the power conferred under sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), the University Grants Commission hereby makes the following regulations, namely :—

1. Short title, application and commencement :—

- (1) These regulations shall be called the University Grants Commission (Grievance Redressal) Regulations, 2012.
- (2) They shall apply to every University, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- (3) They shall come into force from the date of their publication in the Official Gazette.

2. Definition :—In these regulations, unless the context otherwise requires

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956) ;
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a persons seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;

(f) "grievances" include the following complaints of the aggrieved students, namely: —

(i) making admission contrary to merit determined in accordance with the declared admission policy of the institute;

(ii) irregularity in the admission process adopted by the institute;

(iii) refusing admission in accordance with the declared admission policy of the institute;

(iv) non publication of prospectus, as specified;

(v) publishing any information in the prospectus, which is false or misleading, and not based on facts;

(vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;

(vii) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;

(viii) breach of the policy for reservation in admission as may be applicable;

(ix) complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;

(x) non payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;

(xi) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;

(xii) on provision of student amenities as may have been promised or required to be provided by the institution;

(xiii) denial of quality education as promised at the time of admission or required to be provided;

(xiv) non transparent or unfair evaluation practices;

(xv) harassment and victimisation of students, including sexual harassment;

(g) "Grievance Redressal Committee" means a committee constituted under these regulations;

(h) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;

(i) "institution" for the purposes of these regulations, means university, college or institution, as the case may be;

(j) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(k) "Ombudsman" means the Ombudsman appointed under regulation 4 of these regulations;

(l) "university" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. *Mandatory publication of prospectus, its contents and pricing:--*

(1) Every higher education institution, shall publish, before expiry of sixty days prior the date of the commencement of the admission to any of its courses or programmes of study, a prospectus containing the following for the purposes of informing those persons intending to seek admission to such institution and the general public, namely:—

(a) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or programme of study, and the other terms and conditions of such payment;

(b) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or programme of study and the time within, and the manner in, which such refund shall be made to that student;

(c) the number of seats approved by the appropriate statutory authority in respect of each course or programme of study for the academic year for which admission is proposed to be made;

(d) the conditions of eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or programme of study, where so specified by the institution;

- (e) the educational qualifications specified by the relevant appropriate statutory authority, or by the institution, where no such qualifying standards have been specified by any statutory authority;
- (f) the process of admission and selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or programme of study and the amount of fee to be paid for the admission test;
- (g) details of the teaching faculty, including therein the educational qualifications and teaching experience of every member of its teaching faculty and also indicating therein whether such members are on regular basis or as visiting member;
- (h) information in regard to physical and academic infrastructure and other facilities including hostel accommodation, library and hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (i) broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or programme of study, including the teaching hours, practical sessions and other assignments;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution, and, in particular such discipline relating to the prohibition of ragging of any student or students and the consequences thereof and for violating the provisions of any regulation in this behalf made by the relevant statutory regulatory authority; and
- (k) any such other information as may be specified by the Commission;

Provided that an institution shall publish information referred to in items (a) to (j) of this sub regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in the different newspapers and through other media:

Provided further that an institution may publish prospectus in accordance with this sub regulation at any time before the period of sixty days.

(2) Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. *Appointment, tenure, removal and conditions of services under grievance redressal mechanism –*

(1) Each University shall appoint an Ombudsman for redressal of grievances of students under these regulations.

(2) The Ombudsman shall be a person who has been a judge not below the rank of a District Judge or a retired professor who has at least ten years' experience as a professor.

(3) The Ombudsman shall not, at the time of appointment, during one year before such appointment, or in the course of his tenure as Ombudsman, be in a conflict of interest with the university where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the university.

(4) The Ombudsman, or any member of his immediate family shall not -

- (a) hold or have held at any point in the past, any post or, employment in the office of profit in the University;
- (b) have any significant relationship, including personal, family, professional or financial, with the university;
- (c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(5) The Ombudsman in a State University shall be appointed by the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) nominee of the Governor of the State - Chairman;
- (b) two Vice-Chancellors, by rotation from public universities of the State to be nominated by the State Government - Members;
- (c) one Vice-Chancellor, by rotation from a private university of the State to be nominated by the State Government - Member;
- (d) Secretary (Higher Education) of the State - Member-- Convener.

(6) The Ombudsman in a Central University and institution deemed to be university shall be appointed by the Central University or institution as the case may be on part-time basis

from a panel of three names recommended by the search committee consisting of the following members, namely:-

- a) Chairman of the University Grants Commission or his nominee - Chairman;
- b) one Vice Chancellor from central university, by rotation, to be nominated by the Central Government - Member;
- c) one Vice Chancellor from institution deemed to be university, by rotation, to be nominated by the Central Government - Member;
- d) Joint Secretary to the Government of India in the Ministry of Human Resource Development dealing or incharge of the higher education - Member;
- e) Joint Secretary in the office of the University Grants Commission - Member - Convener

(7) The Ombudsman shall be a part time officer appointed for a period of three years or until he attains the age of seventy year, whichever is earlier, from the date he resumes the office and may be reappointed for another one term in the same university.

(8) The Ombudsman shall be paid a fees of Rs. 3000 per day for hearing the cases, in addition to reimbursement of the conveyance.

(9) The Ombudsman may be removed on charges of proven misconduct or misbehavior or as defined under sub regulation (3) and (4) of this regulation, by the concerned appointing authority.

(10) No order of removal of Ombudsman shall be made except after an inquiry made in this regard by a person not below the rank of Judge of the High Court in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

5. **Grievance Redressal Committee –**

- (1) In case of a college, the Vice Chancellor of the affiliating university shall constitute a Grievance Redressal Committee consisting of five members for an individual college or a group of colleges keeping in view the location of the college(s).
- (2) The Grievance Redressal Committee shall be constituted by the Vice-Chancellor of the affiliating university consisting of -
 - a) a senior Professor of the University - Chairman;
 - b) three senior teachers drawn from the affiliating colleges, on rotation basis, to be nominated by the Vice-Chancellor – Members;

- c) a student representing the college where the grievance has occurred to be nominated, based on academic merit, by the concerned college - special invitee.
- (3) The Grievance Redressal Committee shall have a term of two years.
- (4) The provisions of sub-regulations (8), (9) and (10) of regulation 4 and regulation 6 in respect of the matters of the reimbursement and procedure and functions shall, *mutatis mutandis*, apply to the Grievance Redressal Committee except that the Grievance Redressal Committee shall communicate its decision within ten days of receipt of the complaint.
- (5) Any person aggrieved by the decision of the Grievance Redressal Committee may within a period of six days prefer an appeal to the Ombudsman.
6. *Powers and functions of ombudsman –*
- (1) The Ombudsman shall exercise his powers to hear any grievance-
- (a) of any student against the university or institution affiliated to it or an institute, as the case may be, after the student has availed of remedies available in such institution for redressal of grievance; and
- (b) of any applicant for admission as student to such institution.
- (2) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
- (3) The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Castes, the Scheduled Tribes, Socially and Economically Backward Classes, minority or disabled category, as *amicus curiae*, for hearing complaints of alleged discrimination.
7. *Procedure in redressal of grievances by Ombudsman and Grievance Redressal Committee-*
- (1) Each institution shall establish a registry, headed by an employee of the institute of appropriate rank as the Ombudsman may decide, where any aggrieved student or person may make an application seeking redressal of grievance.
- (2) The address of the registry so established shall be published widely including on the notice board and prospectus and placed on the website of the institution.

- (3) On receipt of an application by the registry, the employee-in-charge shall inform the Ombudsman or the Grievance Redressal Committee, as the case may be, shall immediately provide a copy to the institution for furnishing its reply within seven days.
- (4) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
- (5) An aggrieved person may appear either in person or represented by such person as may be authorised to present his case.
- (6) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall be guided by the principles of natural justice while hearing the grievance.
- (7) The Ombudsman or the Grievance Redressal Committee, as the case may be, shall ensure disposal of every application as speedily as possible and not later than a month of receipt of the grievance.
- (8) The institution shall co-operate with the Ombudsman or the Grievance Redressal Committee, as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsman to the Commission.
- (9) On the conclusion of proceedings, the Ombudsman or the Grievance Redressal Committee, as the case may be, shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
- (10) Every order under sub-regulation (9), under the signature of the Ombudsman or the Grievance Redressal Committee, as the case may be, shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (11) The institution shall comply with the order of the Ombudsman or the Grievance Redressal Committee, as the case may be,
- (12) Any order of the Ombudsman or the Grievance Redressal Committee, as the case may be, not complied with by the institution shall be reported to the Commission.
- (13) A complaint shall be filed by the aggrieved student or his parent or with a special permission from the Ombudsman or the Grievance Redressal Committee, as the case may be, by any other person.
- (14) In case of any false or frivolous complaint, the ombudsman may order appropriate action against the complainant.

8. *Information regarding Ombudsman Grievance Redressal Committee to be published in prospectus -*

The University, the institution deemed to be university and the college concerned shall provide detailed information regarding provisions of Grievance Redressal Committee, Ombudsman and the duties and rights of students in their prospectus prominently.

9. *Consequences of non-compliance -*

The Commission shall in respect of any institution which willfully contravenes or repeatedly fails to comply with orders of the Ombudsman or the Grievance Redressal Committee, as the case may be, may proceed to take one or more of the following actions, namely:-

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) recommend to the Central Government for withdrawal of declaration as Institution deemed to be university, in case of an institution deemed to be university;
- (g) recommend to the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act;
- (h) taking such other action within its powers as the Commission may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations:

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and opportunity of being heard has been provided to it.

AKHILESH GUPTA
Secy.

PRES Research Promotion Policy

PRAVARA RURAL EDUCATION SOCIETY, PRAVARANAGAR
A/P.LONI TAL.RAHATA DIST.AHMEDNAGAR -413713

Ref.No.: PRES/HR/2017/5768

February 1st 2017

S.O.P

Rules relating to Eligibility of teachers for Special Leave/On Duty for attending University Work and Conferences, Seminars, Workshops etc.

- 1) These rules are applicable to full time teaching faculty and other academic staff working in all the constituent Colleges.
- 2) These rules shall come in to force on the date of its approval by the Board Management.

A) Duty Leave :-

- 1) The teacher shall be entitled to special leave/on duty financial assistance with prior approval of the Principal/Director and in case of Principal/ Director/HOD's with prior approval of the Executive Chairman / CEO of PRES and subject to contingency of services.
- 2) Minimum required teaching and other required staff necessarily attend duty during the period of absence of faculty granted permission for attending Seminar, Conference, and Workshop Symposia etc.
- 3) The teacher attending National/International Conference/Seminar/ Workshop, any other non-remunerative official business of the PRES constituent Colleges/Institutions/University/UGC/State/Central Government or any other Central or State Government bodies, professional associations located in India and examinations work of PRES/ its colleges and other Universities shall be treated on duty, if the work is within campus and on special leave if the work/Conference/Workshop/Seminar etc. is outside the PRES.
- 4) The teacher shall be entitled for special leave not exceeding 15 days in a calendar year for the purposes and reasons mentioned above and 5 days for any other affiliating University related work. And in case of College of Agriculture, College of Biotechnology and College of Agricultural Business Management 27 days in a calendar year.
- 5) The teacher attending/conducting examination work of the PRES and its Colleges affiliated to the respective university, in the campus, he/she may be treated to be on duty. Or if the examination work involves colleges, located outside campus he/she will be treated on special leave.
- 6) The teacher who is deputed/sponsored by the College/Institute /University for any special training/teaching/academic staff visit to other places out of country/countries or cultural exchange scheme or collaboration scheme or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies shall be treated on duty for the period of his absence from duty.
- 7) In case of sponsorship & special training or staff exchange program the respective faculty/staff should execute a service agreement with applicable bank guarantee as per PRES policy in force from time to time.
- 8) The teacher being the examiner or is assigned duty by the authorities for the examination work of the PRES constituent Colleges / Institution on non-working days or holiday during the academic term (Not during vacation) shall be granted compensatory holiday for the period.

B) Presenting Scientific Papers etc. :-

- 1) If a teacher is presenting a scientific paper (in person only) or is chairing or co-chairing scientific session of International/National level professional Conference/Seminar/Workshop, the Reader (Associate Professor) and above shall be eligible to travel by First Class or Second A.C. Sleeper including Reservation Charges and other teachers shall be eligible to travel by second sleeper once for International/National level within in India and once for state level in a year. D.A. will be paid as per PRES rules subject to submission of original tickets/registration fee receipt & attendance certificate. For such teachers 50% of Registration Fee will be borne by the concerned institution subject to ceiling of Rs.2000/-. The period of absence will be treated as special leave.
- 2) The permission for attending Conference/Seminar/Workshop etc. without presentation of scientific paper or chairing the session may be granted once for International/National and once for state level activity in a year by the Principal subject to special leave rules and contingencies of service. No Registration & TA/DA will be admissible.
- 3) Prior to submitting a scientific paper outside PRES for any seminar/conference etc, the same has to be forwarded through the concerned Principal to the Research & Grants Department, PRES well in advance for necessary approval. Upon return from the Conference a written report should be submitted to Principal/Research & Grants Department regarding the proceedings and observations in the Conference etc.
- 4) Undergraduate and Post-graduate students are permitted to present selected Scientific Papers/Poster presentation in State/National/International Conferences in India and will be entitled to special leave only. However the period of absence will be counted towards his attendance. No financial assistance shall be provided.
- 5) Following documents are required to be furnished to make the entitled claim:-
 - a. Prior permission and sanction on the prescribed format for accounts departments.
 - b. Original tickets for accounts departments.
 - c. Certificate of attendance for accounts departments.
 - d. Copy of the script of paper presented to consider for publication in our Journal, provided the same has not been published elsewhere.
 - e. Short Summary of Conference for Principal's/Research & Grants Office.
- 6) To stream line the procedure, no claim will be settled unless all the requirements mentioned above are complied with within a period of 15 days post event, after that no claim shall be entertained or shall be treated as lapsed.
- 7) These rules will be applicable to regular and contractual teachers as well.
- 8) The period of absence is treated as special leave, which entails duration of the Conference and travel time.
- 9) The faculty should apply to their respective Principal or Head of the Institutes who are authorized to sanction such leave if the assignment is of routine nature and within stipulated rules. In case of any deviation, the matter be referred to Hon'ble Executive Chairman or CEO. His decision in the matter shall be final and binding.


CHIEF EXECUTIVE OFFICER

C:C All Principals.All Head Master,
All HOD of Pravara Bhavan