

## **Criterion- 6: Governance, Leadership and Management**

### **6.1.2 The effective leadership is visible in institutional practices such as decentralization & participative management.**

Q. M. Describe a Case Study showing decentralization & participative management in the institution in practice within a maximum of 500 words.

Decentralization: Governing body of Institute exercises general supervision and control of affairs of the college. It formulates the strategic policy decisions in interest of faculty and students. For proper deployment and execution purpose a core committee named CDC (College Development Committee) is formed in which representatives of heads of departments and teachers and non-teaching staff are members. It acts as a link between Management and college. Meetings of CDC are held regularly to discuss matters related to development of students, faculty and college.

For smooth conduction of academics and administration, the college nominated a senior faculty as faculty in- charge for each faculty in the college who are working as the bridge between faculty members and Principal/ Governing body. Similarly, college constituted different committees to look after different academic, curricular and co-curricular activities.

Case Study - The college has a purchase committee; It looks after the decision of purchases and upgrading of infrastructure in which includes management and teachers representatives. Regular meetings are held in which the committee proposes the budget for purchase of laboratory, office equipment and other allied items. List of all items as decided by HODs are put forward regarding the structural changes and other necessary equipment to purchase committee for approval. At the beginning of academic session, tender notice is published in newspaper to call the quotations. The central store collects the quotations from different dealers and prepares comparative statement. The quotations place in the purchase committee and approve the less quoted items for purchasing. After the approval of the purchase committee, the orders are issued to purchase the items as per requirement. Central store keeper verifies the list of items and maintains the stock register. He forwards the bill to account section for payment. The purchase committee is

*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*

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authorized to deal the purchasing process of all the items which requires. In this process, decentralization of the management is reflected in this work.

Participative Management: The culture of participative management is achieved through the committees operating at strategic level by Governing Body, College Development Committee, Principal and IQAC, Functional level (Head of faculties and Head of Departments) and operational (Faculty and students) levels of management. Stakeholders at all levels have an opportunity to contribute his/ her innovative ideas leading towards achievement of excellence. Departments and the various committees coordinate with IQAC and submit the annual plan to the Principal, which is approved in IQAC and CDC. Through the interaction with the Principal, Head of the Departments and faculties, the academic calendar is implemented effectively throughout the academic year. Students are also nominated as representative to conduct the activities. Such ambiance is created where students come forward with innovative ideas.

- The Head of the Departments oversees the Teaching Plans of the department.
- HOD is empowered to make adjustment in the routine and to allot teaching assignments and evaluation duties.
- HOD often takes the lead in planning different departmental activities and introduces new syllabus Component.
- The Head, in consultation with departmental faculties, exercises total flexibility in planning and organizing seminars from the agency sponsored level to that of student's seminars.

The above features reflect a culture of participative management and decentralization of work.

## Criterion- 6: Governance, Leadership and Management

### Case study (1) of Purchase Committee:

श्री शिवाजी शिक्षण संस्था, अमरावती द्वारा संचालित  
**श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला**  
 शिवाजी पार्क जवळ, अकोला - ४३४ ००१ (महाराष्ट्र)  
 फोन : ०२२-२४१०२२८/२४११०२९ मो. ०९९६०१९१२२८  
 संकेतस्थळ : shivajikola.ac.in E-mail : principal@shivajikola.ac.in

श्री. पंजाबराव साठुसाहेब देशमुख संस्थापक अध्यक्ष  
 श्री. हर्षवर्धन घ. देशमुख अध्यक्ष  
 श्री. रामेश्वर मा. शिंदे प्राचार्य

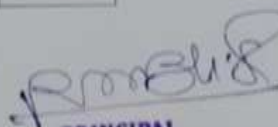
ज.क.श्रीशिववािमिडिअ/ /२/२०२१-२२ संकेतांक : २०५ कर्मचि:०१.०१.००४ उपाध्यक्षि : ०१.०१.९०३ दि २८/०७/२०२१

To,

1. M/s Ajit Enterprises, Ajab Karyalaya, Alsi Plots, Akola
2. Rajesh Traders, Shriram Building Shastri Nagar, Akola
3. Rameshwar Enterprises, Gandhi Road, Akola

आमचे महाविद्यालयामधील खालील यादी प्रमाणे आपले कमीत कमी दराचे मोहरबंद दरपत्रके आमचे महाविद्यालयात दिनांक ०६/०८/२०२१ पर्यंत पोहचतील या बेताने किंवा त्याआधी प्राचार्य, श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला या नावाने विनालिंब पाठवाव्यात.

Sr. No	Particulars	Qty.
01	Astra White / Green Board Size 2 X 3 Size 3 X 4 Size 4 X 6 Size 4 X 8	01.
02	Acrylic cover felt notice board with lock Size 2 X 3 Size 3 X 4 Size 3 X 6 Size 4 X 8	01.
03	Projection screen wall moured Size 4 X 6 Size 5 X 7 Size 6 X 8	01.
04	Three leged stand for board up to 3 X 4	01.
05	Fortable PA System with in built Amplifier Speaker, Usb Player, Cordless Mike & batttery	01.
06	H D Webcam for online teaching & vc	01.
07	Tripad Stand For mobile/Camera Heavy Economic	01.

  
**PRINCIPAL**  
 Shri Shivaji College of Arts,  
 Commerce & Science, AKOLA  
 A Grade C, GPA 3.24 by NAAC  
 अकोला

### Call for Quotations

*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*

## Criterion- 6: Governance, Leadership and Management

**2021-2022**

# AJIT ENTERPRISES

Ajab Karyalaya, Aalsi Plots, Akola. 444004  
 Ph. 0724-2435130, M. 9822235361  
 e-mail : ajitenter@rediffmail.com

Dealers for :

- ◆ All Types of Office & Computer Stationaries
- ◆ Display & Presentation Materials
- ◆ Office Automation Systems
- ◆ Audio Visual Aids
- ◆ General Suppliers

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No \_\_\_\_\_ Date: 06/08/2021

To: The Principal, Shri Shivaji college, Akola

Dear Sir,

We are glad to submit the rates of the following products

Sr No	Particulars	Per	Rate
①	Aska White white / Green chalk Board		
	size - 2' x 3'	01	780 = 00
	3' x 4'	01	1590 = 00
	4' x 6'	01	4410 = 00
	4' x 8'	01	6190 = 00
②	Acrylic cover felt notice board with lock		
	size - 2' x 3'	01	4000 = 00
	3' x 4'	01	6000 = 00
	3' x 5'	01	7500 = 00
	4' x 6'	01	12200 = 00
③	Projection Screen wall mount		
	size - 4' x 6'	01	4550 = 00
	5' x 7'	01	5490 = 00
	6' x 8'	01	6375 = 00
④	Three legged stand for board upto 3' x 4'	01	2480 = 00
⑤	portable PA system with inbuilt Amplifier, speaker, USB player, golden mike & battery.	01	7800 = 00
⑥	HD webcam for online teaching & VC	01	1900 = 00
⑦	Tripod stand for Mobile/Camera. Heavy	01	1790 = 00
	Economic	01	770 = 00

**Terms & Conditions :-**

1. Rates are inclusive / ~~Extra~~ of All taxes.
2. FOR college delivery
3. Delivery period 08 days
4. Payment within \_\_\_\_\_ days

Anil

**For AJIT ENTERPRISES**

Auth. Signatory

Shri Shivaji College of Arts, Commerce and Science, Akola (MS)

## Criterion- 6: Governance, Leadership and Management


### Quotation-1

**2021-2022**  
**Rameshwar Enterprises**

**GST no. 27AUGHP4378G1Z6**  
Near Chandekar Bhavan, Gandhi Road, Akola. 444001. Mob -8855941543

To,  
The Principal  
Shri Shivaji College,  
Akola

Date: - 03/08/2021



Subject: - Quotation for Boards and classroom items.

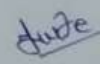

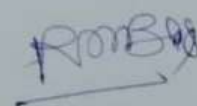
Dear. Sir,

We are quoting our lowest possible rates for the following items.

S.n	Particulars	Qty	Rate
1.	Astra White/Green Board Super quality Size in feets - 2x3	01 pc.	790=00
		3x4 01 pc.	1650=00
		4x6 01 pc.	4550=00
		4x8 01 pc.	6340=00
2.	Acrylic Cover Felt Notice Board Size in feets - 2x3	01 pc.	4190=00
		3x4 01 pc.	6250=00
		3x5 01 pc.	7550=00
		4x6 01 pc.	12340=00
3.	Projection Screen for Projector Size in feets - 4x6	01 pc.	4650=00
		5x7 01 pc.	5550=00
		6x8 01 pc.	6440=00
4.	Three Legged Stand for board upto 3x4	01 pc.	2640=00
5.	Portable PA System with inbuilt Amplifier, Speaker, USB Player and Cordless mike	01 pc.	7950=00
6.	HD Webcam for online teaching and video conf.	01 pc.	1940=00
7.	Tripod Stand for Mobile/Camera Heavy duty Economic	01 pc.	1850=00
		01 pc.	850=00

Thanks for your enquiry and looking to get your early orders.  
Terms and conditions: - 1) All taxes inclusive in above rates  
2) FOR delivery in one week

Regards,  
For Rameshwar Enterprises

Proprietor   

Shri Shivaji College of Arts, Commerce and Science, Akola (MS)



## Criterion- 6: Governance, Leadership and Management


### Quotation-2

**RAJESH TRADERS**

'Shriram' Building, Shastri Nagar, Akola - 444001, Mob - 8867941554  
GST no. - 27ABZPK3816E1ZC **2021-2022**

To, Principal  
Shri Shivaji College of Arts, Commerce and Science  
Akola  
Resp. Sir,

Date - 04/08/2021

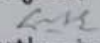




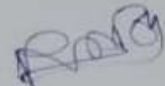
As per your enquiry, we are giving our rates for the following listed items.

S.no	Description of items	Qty	Rate (Rs.)
1.	Astra White/Green Board	Size- 2'x3' 01 pc.	810=00
		3'x4' 01 pc.	1690=00
		4'x6' 01 pc.	4720=00
		4'x8' 01 pc.	6550=00
2.	Acrylic Cover Felt Notice Board *	Size- 2'x3' 01 pc.	4270=00
		3'x4' 01 pc.	6330=00
		3'x5' 01 pc.	7700=00
		4'x6' 01 pc.	12690=00
3.	Projection Screen	Size - 4'x6' 01 pc.	4700=00
		5'x7' 01 pc.	5680=00
		6'x8' 01 pc.	6520=00
4.	Three Legged Stand for board upto 3'x4'	01 pc.	2590=00
5.	Portable PA System inbuilt amplifier speaker, USB Player and Cordless mike	01 pc.	8350=00
6.	HD Webcam for online teaching and video conf.	01 pc.	2150=00
7.	Tripod Stand for Mobile/Camera Heavy model	01 pc.	1900=00
	Economic model	01 pc.	1100=00

Supply terms: -

- 1) Above rates are inclusive GST and all other taxes
- 2) Delivery FOR within 90 days after confirm supply order.
- 3) Payments against delivery

For Rajesh Traders  
  
Authorized Sign.

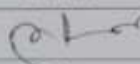

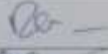


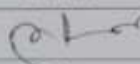

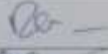


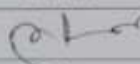

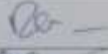


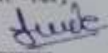
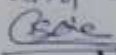
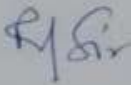
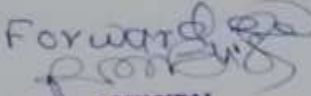

  
  


### Quotation-3

**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**

## Criterion- 6: Governance, Leadership and Management

**श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला**  
**कार्यालयीन टिपणी**

दिनांक:- ०६/०८/२०२१	तपशिल																								
विषय :- महाविद्यालयातील अन्वेषण विभागा व वाणिज्य विभागा करीता PA System & Bords खरेदी चे मोहरबंद दरपत्रकांचे लिफाफे समितीसमोर उघडण्यास परवानगी मिळण्याबाबत.																									
<p>प्रति, मा. प्राचार्य साहेब, यांचे सेवेशी, महोदय,</p> <p>महाविद्यालयातील अन्वेषण विभागा व वाणिज्य विभागा करीता PA System &amp; Bords खरेदी चे मोहरबंद दरपत्रकांचे लिफाफे समितीसमोर उघडण्यास परवानगी मिळण्याबाबत.</p> <ol style="list-style-type: none"> <li>1. M/s Ajit Enterprises, Ajab Karyalaya, Alsi Plots, Akola</li> <li>2. Rajesh Traders, Shriram Building Shastri Nagar, Akola</li> <li>3. Rameshwar Enterprises, Gandhi Road, Akola</li> </ol> <p>वरिल प्राप्त दरपत्रके खालील खरेदी समिती सभ्यक, प्राध्यापक व मा.प्राचार्य यांच्या समोर उघडण्यात आले.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>अ.क्र</th> <th>समिती सदस्याचे नांव</th> <th>पदनाम</th> <th>स्वाक्षरी</th> </tr> </thead> <tbody> <tr> <td>०१</td> <td>डॉ. एस. टी. खडकवार</td> <td>सदस्य</td> <td></td> </tr> <tr> <td>०२</td> <td>डॉ. ए. एस. राजत</td> <td>सदस्य</td> <td></td> </tr> <tr> <td>०३</td> <td>डॉ. ए. एम. राजत</td> <td>सदस्य</td> <td></td> </tr> <tr> <td>०४</td> <td>श्री ए.ए. वंदन</td> <td>सचिव तथा प्रबंधक</td> <td></td> </tr> <tr> <td>०५</td> <td>श्री. आर. एस. नीते</td> <td>सदस्य</td> <td></td> </tr> </tbody> </table>		अ.क्र	समिती सदस्याचे नांव	पदनाम	स्वाक्षरी	०१	डॉ. एस. टी. खडकवार	सदस्य		०२	डॉ. ए. एस. राजत	सदस्य		०३	डॉ. ए. एम. राजत	सदस्य		०४	श्री ए.ए. वंदन	सचिव तथा प्रबंधक		०५	श्री. आर. एस. नीते	सदस्य	
अ.क्र	समिती सदस्याचे नांव	पदनाम	स्वाक्षरी																						
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०५	श्री. आर. एस. नीते	सदस्य																							
<p>आपला नस,  भांडारपाल</p> <p>अध्यक्ष, शासन नियमाधीन जिल्हा व तालुक्यांचे अखिल मंडळीतल वरिष्ठ मंडळीतल प्रबंधक, </p> <p>प्रबंधक,  Forwarded  </p> <p style="text-align: center;"><b>PRINCIPAL</b> Shri Shivaji College of Arts, Commerce &amp; Science, AKOLA A Grade C.GPA 3.24 by NAAC अकोला</p>																									

**Meeting of Purchase committee to open the quotations received.**

**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**

## Criterion- 6: Governance, Leadership and Management

**SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE & SCIENCE, AKOLA**  
Session- 2021-22

**Comparative Statement for – PA system & Boards**

Sr. No	Particulars	Qty.	Ajt Enterprises, Akola	Rajesh Traders, Akola	Rameshwar Enterprises, Akola
01	Astra White / Green Board Size 2 X 3	01 no.	780/-	810/-	790/-
	Size 3 X 4		1,590/-	1690/-	1,650/-
	Size 4 X 6		4,410/-	4,720/-	4,550/-
	Size 4 X 8		6,190/-	6,550/-	6,340/-
02	Acrylic cover felt notice board with lock	01	4,000/-	4,270/-	4,190/-
	Size 2 X 3		6,000/-	6,330/-	6,250/-
	Size 3 X 4		7,500/-	7,700/-	7,550/-
	Size 3 X 5		12,200/-	12,600/-	12,340/-
03	Projection screen wall mounted Size 4 X 6	01	4,550/-	4,700/-	4,650/-
	Size 5 X 7		5,400/-	5,600/-	5,550/-
	Size 6 X 8		8,175/-	8,520/-	8,440/-
04	Three legged stand for board up to 3 X 4	01	2,480/-	2,550/-	2,640/-
05	Portable PA System with in built Amplifier Speaker, Usb Player, Cordless Mike & battery	01	2,800/-	8,350/-	7,950/-
06	H D Webcam for online teaching & vc	01 no.	1,900/-	2,150/-	1,940/-
07	Tripod Stand For mobile/Camera Heavy Economic	01 no.	1,790/-	1,900/-	1,850/-
			770/-	1,100/-	850/-

Note- Inclusive GST and all other taxes

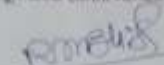
सत्र २०२१-२२ सा - PA System & Boards खरेदीचा तुलनात्मक तक्कावर खरेदी समितीचा अभिप्राय :


१. या तक्कावर दाखली असलेली पुरवठादाराने PA System & Boards चे दरपत्रके विवरकाची नमुद कोलेल्या व त्यावेकडून खरेदी करावयाचे दस्तऐवज दिलेले, तद्विहित इत्यादी काही बरोबर नमुद कोलेल्या उपलब्ध.

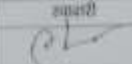

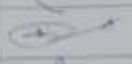
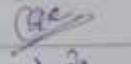
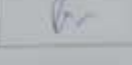
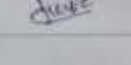
२. पुरवठादारांनी नमुद कोलेले PA System & Boards चे दर तुलनात्मक तक्कावर किस्तुन आढळले

३. PA System & Boards चे दरपत्रकावर विचार करतानाही नमुद कोलेण्यात आले व आलेली दरपत्रके यांचा तुलनात्मक तक्का सोबत असल्याची काही कालावधीत अहद.

४. या तुलनात्मक तक्कावरील Ajt Enterprises, Akola पुरवठादाराने PA System & Boards स्पॅरिफिकेशन मुताबकीत काही दर वरविलेले आहेत अशा तक्कापुरवठादाराने खरेदी समितीला नमुद देत आहे.

  
**श्री. अजित. एम्. मिसे,**  
 अध्यक्ष  
 खरेदी समिती


  
**श्री. डॉ. राजशंकर नारायणराव शेटके**  
 (संस्था उपाध्यक्ष)  
 संस्था प्रतिनिधी खरेदी समिती

अ.क्र.	समिती सदस्याचे नांव	पदावधि	स्वाक्षरी	अ.क्र.	समिती सदस्याचे नांव	पदावधि	स्वाक्षरी
०१	श्री. एस. टी. साठवकार	सदस्य		०४	श्री. ए.ए. वंदन	सदस्य (या प्रकरणाक)	
०२	श्री. ए. एस. राजन	सदस्य		०५	श्री. अजित. एस. नीले	सदस्य	
०३	श्री. ए. एम्. राजन	सदस्य		०६	श्री. जित. बी. तामडे	सहायक/सदस्य	

**Comparative statement**



## Criterion- 6: Governance, Leadership and Management

Bill of Supply					
<b>Ajit Enterprises</b> Ajab Karyalaya, Alsi Plot, Akola - 444004 8329951586, 9822235361	GST Invoice No. - 0083	Dated 22.09.2021			
	GST No. <u>27AMUPP5394G1Z8</u>	Composition Scheme Dealer			
Buyer Shri Shivaji Education Society, Amravati. The Principal Shri Shivaji College of Arts, Comm, Sci., Akola GST no. 27AAETS1500P2ZA	Delivery Note 05083	Mode/Terms of payment To pay			
	Suppliers Reference	Dated			
	Dispatch Through Party (Self)	Destination Akola			
Sl. No	Description of goods	Quantity	Rate	Per	Amount
1	Acrylic Cover Felt Notice Board With Lock , Size - 2'x3'	08 no.	3550 =00	01 no.	28400 =00
Entered In General Stock Book on Page No. <u>235 (2)</u> Signature <u>[Signature]</u> Date <u>25/9/2021</u>					
<b>Total</b>					28400 =00
Amount Chargeable (in words) E. & O.E Indian Rupees Twenty Eight Thousand Four Hundred only.					
Bank A/c no:- 1005014000904 The Akola Urban Co. op. Bank Ltd. Akola Branch - Adarsh Colony, Akola. IFSC Code :- YESB0AUB005					
for Ajit Enterprises  Auth. Signatory					
This is a Computer Generated Invoice					

**Bill paid after receipt of items.**

*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*

## Criterion- 6: Governance, Leadership and Management

### Case study (2) of Purchase Committee:

श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला  
कार्यालयीन टिपणी



दिनांक	तपसिल	धोरा
३०/११/२०२०	विषय :- Guest House करीता Dining Table फर्निचरचे स्थानिक बाजारपेठे मधून दरपत्रके मागविण्यास व येणा-या अंदाजीत अपेक्षित सर्व रू. २५०००/- सर्वांस मंजूरत मिळण्याबाबत	
	<p>प्रति, प्राचार्य, सर,</p> <p>महाविद्यालयातील Guest House करीता Dining Table फर्निचर सरेदी करावयाचे आहे त्याकरीता स्थानिक बाजारपेठे मधून दरपत्रके मागविण्यास येणा-या अंदाजीत अपेक्षित सर्व रू. २५०००/- ला मंजूरत प्रदान करावी हि विनंती.</p> <p>आपला <i>Anil</i> भांडारपाल,</p>	
	<p>प्राचार्य</p> <p><i>Ramaj</i> PRINCIPAL Shri Shivaji College of Arts Commerce &amp; Science, AKOLA A GRADE C.GPA. 3.24 BY NAAC</p>	

Requirement from Store Department

Shri Shivaji College of Arts, Commerce and Science, Akola (MS)

## Criterion- 6: Governance, Leadership and Management

श्री शिवाजी शिक्षण संस्था, अमरावती द्वारा संचालित  
**श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला**

मेलक द्वारा (अ) (सीबीसीए ३ ए) केंद्री, युजीसी द्वारा (कॉलेज ऑफ कॉमर्स एंड साइन्स) एन एन एन, सीएससी क्विंट लेवेल - ७ योजनेत २०१७ व २०१८ या अमरावती विद्यापीठ द्वारा (जीव कॉलेज) एन एन एन  
**शिवाजी पार्क जवळ, अकोला - ४३२००१ (महाराष्ट्र)**  
 फोन : ०२०२-२२७०६३८/२२७३०२१ मो. ०९९०७७७३९८  
 संकेतस्थळ : shivajikola.ac.in | E-mail : principal@shivajikola.ac.in

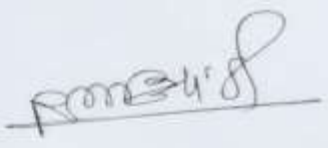
<b>डॉ. पंजाबराव भांडारसाहेब देशमुख</b> संस्थापक अध्यक्ष	<b>मा. हर्षिचंन प्र. देशमुख</b> अध्यक्ष	<b>डॉ. रामेश्वर मा. मिसे</b> प्राचार्य
ज.क.पी.शिक्षणविभाग/	/२/२०२०-२१	संकेतक्र. : २०५ कर्माचि.नं.०१.००४ उमावर्षादि : ०१.०१.२०२१
		दि. २८/१२/२०२०

To,

1. Raunak Furniture Mall , Akola
2. Parchani Steel Furniture, Akola
3. Uttam furniture, Akola

आमचे महाविद्यालयातमधील खालील यादी प्रमाणे आपले कमीत कमी दराने मोहरबंद दरपत्रके आमचे महाविद्यालयात दिनांक १५/१२/२०२० पर्यंत पोहचतील या बेताने किंवा त्याआधी प्राचार्य, श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला या नावाने विनालिंब पाठवाव्यात.

Sr No	Particulars	Quantity
01	Dining Table with 06 Chair	1set



**आपला**  
**PRINCIPAL**  
 Shri Shivaji College of Arts  
 Commerce & Science, AKOLA  
 A GRADE C. GPA. 3.24, BY NAAC

Call for Quotations

**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**

**Criterion- 6: Governance, Leadership and Management**

Subject to Akola Jurisdiction

**Raunak Furniture Mall**  
Wholesale Dealer of Nilkamal, Kurl-on, Damro, Spacewood  
Wakre Wadi, Jatharpeth, Akola - 444 005 (M.S.) ☎ 2450639

spacewood  
NILKAMAL  
DAMRO  
Kurl-on

PLASTICWARE  
International Pvt. Ltd.


Ref: 826 Quotation Date: 15/12/20  
**2020-2021**

To,  
The Principal,  
Shri. Shivaji College of Arts Science &  
Commerce, Akola  
subject: photo for furniture

① Dinning table  
+ 6 chairs  
with chair → 24200/-

② Industry of all tower  
The above quantity  
given


PRINCIPAL  
Shri Shivaji College of Arts  
& Science, AKOLA  
12/12/20



Quotation-1

**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**

**Criterion- 6: Governance, Leadership and Management**




# M/S. UTTAM INDUSTRIES

Dealing in : Hospital Finatures, Febrications, Packing, Material & General Supplies

N-17, Akola Growth Centre, M.I.D.C.IV, Akola-444102

GSTIN No. 27ABDP6439Q1Z7



2020-2021 15/11/20

QUOTATION NO: \_\_\_\_\_

M/s Principal,  
Shri Shivaji College of Arts, Comm & Sci Akola,

Dear Sirs \_\_\_\_\_ No \_\_\_\_\_ Dated \_\_\_\_\_

We thank you for your Enquiry/Tender for \_\_\_\_\_ with reference to your above Enquiry / Tender / Letter we are submitting our lowest Quotation as below for your Personal and acceptance

No	PARTICULARS	Qty	Rate	Per	Remarks
1	Dyeing table + 6 sitter		24800/-	1/-	

*Thanking*

*Principal*

Shri Shivaji College of Arts  
Commerce & Science, AKOLA  
A GRADE C.GPA 3.24 BY NAAC

Terms : The prices quoted are ex-stock subject to prior sale. Always the prices ruling at the time of delivery is applicale.

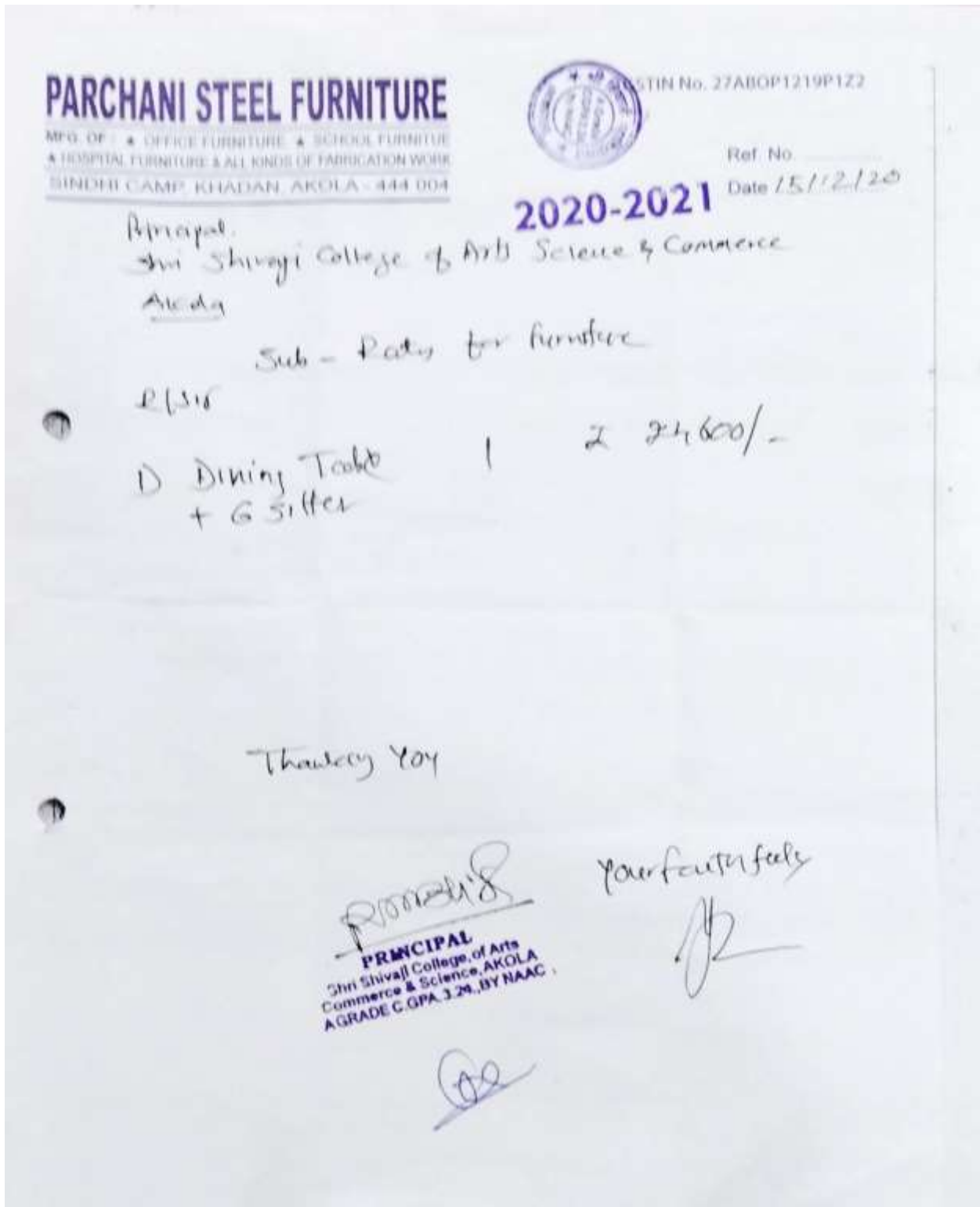
Your's faithfully  
for, M/S. UTTAM INDUSTRIES  
*Propator*

Quotation-2

**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**



**Criterion- 6: Governance, Leadership and Management**



**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**

## Criterion- 6: Governance, Leadership and Management

### Quotation-3

श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला टि प पी	
दिनांक:- २५/१२/२०२०	सपरिश्ल
विषय :- महाविद्यालयामध्ये Guest House करीता Dining Table फर्निचर खरेदीच्या मोहखर्चद दरपत्रकांचे लिफाफे समितीसमोर उपडण्यास परवानगी मिळण्याबाबत	
मा प्राचार्य साहेब, सर,	
महाविद्यालयामध्ये Guest House करीता Dining Table फर्निचर खरेदीच्या मोहखर्चद दरपत्रकांचे लिफाफे समितीसमोर उपडण्यास परवानगी मिळण्याबाबत. 1.Raunak Furniture Mall ,Akola 2. Uttam Industries ,Akola 3.Parchani Furniture,Akola	
वरिल प्राप्त दरपत्रके सात्तील समिती सन्वयक, प्राध्यापक व मा.प्राचार्य यांच्या समोर उपडण्यात आले	
१. डॉ. एस. टी. सडस्कर, सदस्य	
२. डॉ. ए. एम. राजत, सदस्य	
३. डॉ. ए.एस. राजत, सदस्य	
४. श्री. ए.ए. चंदन प्रबंधक/सचिव	
५. श्री. आर. एस. गीते, अधिकांक/ सदस्य	
आपला नस भांडारपते	
प्राचार्य, श्री शिवाजी महाविद्यालय Shri Shivaji College of Arts Commerce & Science, AKOLA A GRADE C.GPA.3.24, BY NAAC	



## Criterion- 6: Governance, Leadership and Management

TAX INVOICE		(FORM NO. 1)				
<b>RAUNAK FURNITURE MALL - MAR 2021 - (from 1-Apr-2020)</b> Harpeth Square, Akola-444005 GSTIN/UIN: 27AATPC4315P1Z9 State Name : Maharashtra, Code : 27 Contact : 0724-2450613 / 2450639		Invoice No. <b>575</b>	Dated <b>24-Dec-2020</b>			
Buyer Prin. Shri Shivaji Arts, Commerce, & Science College Akola State Name : Maharashtra, Code : 27		Supplier's Ref.	Other Reference(s)			
Description of Goods	HSN/SAC	Quantity	Rate	per	Amount	
DINING TABLE 6 STR	94036000	1 NOS	20,508.47	NOS	20,508.47	
C.GST S.GST ROUND OFF					1,845.76 1,845.76 0.01	
<b>Entered In General</b> Stock Book on Page No.-----184 (L) Signature----- <i>[Signature]</i> Date-----19/01/21-----						
Total		1 NOS			<b>₹ 24,200.00</b>	
Amount Chargeable (in words) <b>INR Twenty Four Thousand Two Hundred Only</b> <span style="float: right;">E &amp; O.E</span>						
HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
94036000	20,508.47	Rate	Amount	Rate	Amount	
		9%	1,845.76	9%	1,845.76	3,691.52
	Total		1,845.76		1,845.76	3,691.52
Tax Amount (in words) : <b>INR Three Thousand Six Hundred Ninety One and Fifty Two paise Only</b>						
Declaration I declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.		Company's Bank Details Bank Name : Bank of Maharashtra A/c No. : 60043560704 Branch & IFS Code : AKOLA & MAHB0000570 for RAUNAK FURNITURE MALL - MAR 2021 - (from 1-Apr-2020)				
		<i>[Signature]</i> Authorised Signatory				
SUBJECT TO AKOLA JURISDICTION This is a Computer Generated Invoice						

Bill Proceeded for payment

**Shri Shivaji College of Arts, Commerce and Science, Akola (MS)**

## Criterion- 6: Governance, Leadership and Management

Information regarding Calling tenders for different items require and meeting to call after:

**Shri Shivaji Education Society's Amravati**  
**SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE & SCIENCE, AKOLA**  
**Tender Notice: 2019-20**

Sealed Tender/ Quotation are invited for- Stationery, Printing Material, Computer, Laptop, Projector and its Accessories, Electric Material & Equipment, Sport Material, Furniture Wage Material (Office & Class Room), Battery, Inverter, Plumbing material, Lab Electronics Item, Instruments, Chemical, Glasswares, Kits, Equipment Gas Burner & its fitting, Building Material & Labour Charges wage, colouring with material & Labour Charges, College Instruments or its repair. Other requirement list is available in college store. College women's hostel mess (on contract basis). Details available in college store.

Distributor/ Dealers are advised to submit their competitive offers in the detail format available in the college office store at the cost of Rs. 200/- and should submit their willingness for MOU for the same along with sealed quotation.

Last date of issue and submission of tenders/ quotations is 31/07/2019 upto 2.00 p.m. The concerned should note that the college Purchase Committee will open all the tenders on the same date in 3 p.m. in college Library Building and remain present accordingly. All the rights to accept or reject the offer without assigning any reason is reserved with the Principal.

**Hon. Shri Harshwardhan Deshmukh,** President  
Shri Shivaji Education Society, Amravati

**Dr. Rameshwar Bhise** Principal  
Shri Shivaji College of Arts, Commerce & Science Akola

24/07/2019  
The Hitanada

Shri Shivaji Education Society's, Amravati  
**SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE & SCIENCE, AKOLA**  
**Tender Notice : 2019-20**

Sealed Tender/ Quotation are invited for - Stationary, Printing Material, Computer, Laptop, Projector and its Accessories, Electric Material & Equipment, Sport Material, Furniture wage Material (Office & Class Room), Battery, inverter, Plumbing Material, Lab Electronics Item, Instruments, Chemical, Glasswares, Kits, Equipment Gas Burner & its fitting, Building Material & Labour Charges wage, Colouring with Material & Labour Charges College Instruments or its repair. Other requirement list is available in college store.

Distributor / Dealers are advised to submit their competitive offers in the detail format available in the college office store at the cost of Rs. 200/- and should submit their willingness for MOU for the same along with sealed quotation.

Last date of issue and submission of Tenders / Quotations is 31/7/2019 up to 2.00 p.m. The concerned should note that the college Purchase Committee will open all the tenders on the same date in 3 p.m. in college Library Building and remain present accordingly. All the rights to accept or reject the offer without assigning any reason is reserved with the Principal.

College Womens Hostel Mess (on contract Basic) Details available in college store.

**Hon. Shri. Harshwardhan Deshmukh** President  
Shri Shivaji Education Society, Amravati

**Dr. Rameshwar Bhise** Principal,  
Shri Shivaji College of Arts, Commerce & Science Akola

हो देवोष्मती दि 24 जुलै 19

Shri Shivaji College of Arts, Commerce and Science, Akola (MS)



## Criterion- 6: Governance, Leadership and Management

श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला

महाविद्यालयीन खरेदी समिती, श्री शिवाजी महाविद्यालय, अकोला ची सभा दिनांक २८/०५/२०२१

विषय क्र.१ :- मागील सभेचे कार्यवृत्त वाचून मंजूर करणे.

ठराव क्र.१:- मागील सभेचे कार्यवृत्त आजच्या सभेसामोर वाचून दाखविण्यात आले. सभेमध्ये या विषयावर सस्वीस्तर चर्चा होवून सभेच्या कार्यवृत्तास सर्वानुमते मान्यता प्रदान करण्यात आली. ठराव सर्वानुमते मंजूर

सुचक :- श्री आर.एस.गिते अनुमोदक :- श्री ए.ए.चंदन

विषय :- प्राप्त दरपत्रके उघडून खरेदीस मंजूरत देण्याबाबत विचार विनीमय

ठराव क्र.०२ :- सत्र २०२१-२०२२ करीता खालील तपशिला प्रमाणे खालील दर्शविलेले साहित्य खरेदी करीता विविध प्रक्रिया पूर्ण करून पुरवठादाराकडून दरपत्रके मागविण्यात आली आहेत. प्राप्त झालेले दरपत्रके आजच्या सभेसामोर उघडण्यात येवून सदर दरपत्रकातील कमी दर असलेल्या खालील पुरवठादार व विक्रेत्याकडून साहित्य खरेदी करण्याची आजच्या सभेने सर्वानुमते मंजूरत देण्यात येत आहे असे ठरले.


अ.क्र.	कमीत कमी दर असलेल्या विक्रेता/पुरवठादाराचे नांव	मालाचा तपशिल
०१	Eco Shastra Consultancy & Service, Baramti	Environmental Audit
०२	Bandukwala & Company, Akola	Fire Extinguishers
०३	Ajit Enterprises, Akola	TV
०४	श्री मनोहरम. पदमणे, अकोला	पेवर्स कामाची मजुरी
०५	गुरुपुष्प कलरींग वर्क , अकोला	कलरींग कामाची मजुरी
०६	Zaid Scrap , Akola	Iron west Paper
०७	Choudhari Printer's, Akola	Paper Rim
०८	संजय खोब्रगडे , अकोला	कलरींग कामाची मजुरी
०९	वाघ कंस्ट्रक्शन हाउस, अकोला	सिमेंट खरेदी

ठराव सर्वानुमते मंजूर

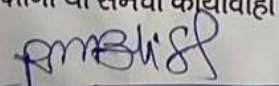
सुचक :- श्री ए.ए.चंदन अनुमोदक:- डॉ. ए. एम. राऊत

विषय क्र.४:- मा.अध्यक्षांच्या परवानगीने वेळेवर येणारे विषय


मा.अध्यक्षांच्या परवानगीने वेळेवर येना-या विषयांतर्गत एकही विषय नसल्यामुळे आभार दर्शन झाले व त्यानंतर मा. सभाध्यक्षांनी या सभेची कार्यावाही समाप्त केली.



प्रद्यक/सचिव,  
खरेदी समिती,  
श्री शिवाजी महाविद्यालय,  
अकोला



प्राचार्य/अध्यक्ष  
खरेदी समिती उपाध्यक्ष  
श्री शिवाजी महाविद्यालय,  
अकोला



( मा. डॉ. आर.एन.शेळके उपाध्यक्ष )  
श्री शिवाजी शिक्षण संस्था, अमरावती  
तथा संस्था प्रतिनिधी खरेदी समिती  
श्री शिवाजी महाविद्यालय, अकोला

## Criterion- 6: Governance, Leadership and Management

श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, अकोला

महाविद्यालयीन खरेदी समिती, श्री शिवाजी महाविद्यालय, अकोला ची सभा दिनांक २९/१०/२०२१

विषय क्र.१ :- मागील सभेचे कार्यवृत्त वाचून मंजूर करणे.

ठराव क्र.१:- मागील सभेचे कार्यवृत्त आजच्या सभेसामोर वाचून दाखविण्यात आले. सभेमध्ये या विषयावर सखीस्तर चर्चा होवून सभेच्या कार्यवृत्तास सर्वानुमते मान्यता प्रदान करण्यात आली. ठराव सर्वानुमते मंजूर

सुचक :- डॉ. ए. एम. राऊत

सुचक :- श्री ए.ए.चंदन

विषय :- प्राप्त दरपत्रके उघडून खरेदीस मंजूरत देण्याबाबत विचार विनीमय

ठराव क्र.०२ :- सत्र २०२१-२०२२ करीता खालील तपशिला प्रमाणे खालील दर्शविलेले साहित्य खरेदी करीता विविध प्रकिया पूर्ण करून पुरवठादाराकडून दरपत्रके मागविण्यात आली आहेत. प्राप्त झालेले दरपत्रके आजच्या सभेसामोर उघडण्यात येवून सदर दरपत्रकातील कमी दर असलेल्या खालील पुरवठादार व विक्रेत्याकडून साहित्य खरेदी करण्याची आजच्या सभेने सर्वानुमते मंजूरत देण्यात येत आहे असे ठरले.

अ.क्र.	कमीत कमी दर असलेल्या विक्रेता/पुरवठादाराचे नांव	मालाचा तपशिल
०१	Shri Gajanan Plywood, Akola	Window Sliding
०२	Nidhi Sales Corporation, Akola	Furniture
०३	Gokulchand N. Jangid, Akola	Paver's Fitting Labour Charges
०४	Choudhari Printer's, Akola	Answer Paper Printing
०५	दुर्गेश बिछायत कॅद्र अँड मंडप कॅन्ट्रक्टर, अकोला	बिछायत मटेरीयल
०६	Govardhan Enterprises, Akola	Scrap Saling

ठराव सर्वानुमते मंजूर

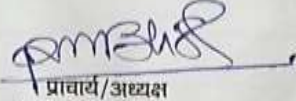
सुचक :- श्री ए.ए.चंदन


अनुमोदक:- श्री आर.एस.गिते

विषय क्र.४:- मा.अध्यक्षांच्या परवानगीने वेळेवर येणारे विषय

मा.अध्यक्षांच्या परवानगीने वेळेवर येना-या विषयांतर्गत एकही विषय नसल्यामुळे आभार प्रदर्शन झाले व त्यानंतर मा. सभाध्यक्षांनी या सभेची कार्यावाही समाप्त केली.

  
प्रमुख/सचिव,  
खरेदी समिती,  
श्री शिवाजी महाविद्यालय,  
अकोला

  
प्रचार्य/अध्यक्ष  
खरेदी समिती उपाध्यक्ष  
श्री शिवाजी महाविद्यालय,  
अकोला

  
( मा. डॉ. आर.एन.शेळके उपाध्यक्ष )  
श्री शिवाजी शिक्षण संस्था, अमरावती  
तथा संस्था प्रतिनिधी खरेदी समिती  
श्री शिवाजी महाविद्यालय, अकोला



## Criterion- 6: Governance, Leadership and Management

महाविद्यालयीन खरेदी समिती, श्री शिवाजी महाविद्यालय, अकोला ची सभा दिनांक ३१/१२/२०२१

विषय क्र.१ :- मागील सभेचे कार्यवृत्त वाचून मंजूर करणे.

ठराव क्र.१:- मागील सभेचे कार्यवृत्त आजच्या सभेसामोर वाचून दाखविण्यात आले. सभेमध्ये या विषयावर सस्वीस्तर चर्चा होवून सभेच्या कार्यवृत्तास सर्वानुमते मान्यता प्रदान करण्यात आली. ठराव सर्वानुमते मंजूर

सुचक :- डॉ. ए. एम. राऊत

सुचक :- श्री आर.एस.गिते

विषय क्र.२ :- खरेदी समिती सदस्य नियुक्ती करण्याबाबत.

ठराव क्र.२ :- खरेदी समिती सदस्य डॉ. एस. टी. खडक्वार यांची सेवानिवृत्ती झाल्यामुळे त्यांचे रीक्त जागेवर नविन खरेदी समिती सदस्य डॉ. जे. एच. पवार यांची नियुक्ती करण्यात आली. असे सर्वानुमते ठरवून ठराव सर्वानुमते मंजूर.

सुचक :- डॉ. ए.एस. राऊत

अनुमोदक:- श्री आर.एस.गिते

विषय क्र.३ :- प्राप्त दरपत्रके उघडून खरेदीस मंजूरात देण्याबाबत विचार विनीमय

ठराव क्र.०३ :- सत्र २०२१-२०२२ करीता खालील तपशिला प्रमाणे खालील दर्शविलेले साहित्य खरेदी करीता विविध प्रकिया पूर्ण करून पुरवठादाराकडून दरपत्रके मागविण्यात आली आहेत. प्राप्त झालेले दरपत्रके आजच्या सभेसामोर उघडण्यात येवून सदर दरपत्रकातील कमी दर असलेल्या खालील पुरवठादार व विक्रेत्याकडून साहित्य खरेदी करण्याची आजच्या सभेत सर्वानुमते मंजूरात देण्यात येत आहे असे ठरले ठराव सर्वानुमते मंजूर.

अ.क्र.	कमीत कमी दर असलेल्या विक्रेता/पुरवठादाराचे नांव	मालाचा तपशिल
०१	जय गजानन कॅटरस, अकोला	वसतीगृहा तील मुलींची मेस
०२	E B C Agencies, Akola	Inverter & Battery
०३	Swastik Traders, Akola	Asian Paints Colour
०४	E B C Agency, Akola	Electrical Material
०५	Choudhari Printer's, Akola	Attedance Book
०६	Auto Links, Akola	Epabx System
०७	Shree Sharda Udyog, Akola	Stationery

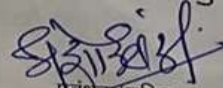
ठराव सर्वानुमते मंजूर

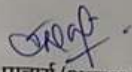
सुचक :- डॉ. ए.एस. राऊत

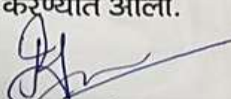
अनुमोदक:- श्री आर.एस.गिते

विषय क्र.४ :- मा.अध्यक्षांच्या परवानगीने वेळेवर येणारे विषय

मा.अध्यक्षांच्या परवानगीने वेळेवर येना-या विषयांतर्गत एकही विषय नसल्यामुळे खरेदी समिती चे आभार मानून मा. सभाध्यक्षांच्या परवानगीने सभेची कार्यावाही समाप्त करण्यात आली.

  
प्रबंधक/सचिव,  
खरेदी समिती,  
श्री शिवाजी महाविद्यालय,  
अकोला

  
प्राचार्य/अध्यक्ष  
खरेदी समिती उपाध्यक्ष  
श्री शिवाजी महाविद्यालय,  
अकोला

  
( मा. डॉ. आर.एन.शेळके उपाध्यक्ष )  
श्री शिवाजी शिक्षण संस्था, अमरावती  
तथा संस्था प्रतिनिधी खरेदी समिती  
श्री शिवाजी महाविद्यालय, अकोला

## Criterion- 6: Governance, Leadership and Management

### Case study of Decentralization and Participative management at Department Level:

**SHRI SHIVAJI COLLEGE OF ARTS, COMMERCE AND SCIENCE, AKOL**  
**DEPARTMENT OF BOTANY**  
**ACADEMIC PLANNING FOR 2017-2018**

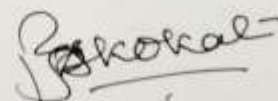
Sr. No.	Particulars of Event/work to be conducted	Tentative Dates/ Duration
1	College Opening	12 <sup>th</sup> June 2017
2	Admissions – UG	13 <sup>th</sup> to 30 <sup>th</sup> June 2017
3	Workload calculations, Distribution & Time tables	4 <sup>th</sup> week of June 2017
4	Appointment of CHB/ Adhoc teachers for UG & PG	30 <sup>th</sup> June 2017
5	Academic work of UG starts from	1 <sup>st</sup> July 2017
6	Admission process- PG	3 <sup>rd</sup> to 20 <sup>th</sup> July 2017
7	Fare-well function of Dr. S. P. Rothe	31 <sup>st</sup> July 2017
8	Academics of PG starts from	1 <sup>st</sup> August 2017
9	Induction Program- UG	3 <sup>rd</sup> & 4 <sup>th</sup> week of August 2017
10	Induction Program- PG	3 <sup>rd</sup> / 4 <sup>th</sup> week of August 2017
11	Result analysis- Summer 2017	2 <sup>nd</sup> week of August 2017
12	Students- Teacher guardian meet	3 <sup>rd</sup> week of August 2017
13	Botanical Association- Inauguration, Felicitation of Meritorious students & Guest Lecture	4 <sup>th</sup> Week of August 2017
14	Online lecture for PG-	2 <sup>nd</sup> & 4 <sup>th</sup> Saturday 2017
15	Teachers day celebration	5 <sup>th</sup> September 2017
16	NPTL course registration of PG students	4 <sup>th</sup> week of August 2017
17	Botanical excursion of UG and PG	3 <sup>rd</sup> & 4 <sup>th</sup> Week of September 2017
18	Subject extension program by students	2 <sup>nd</sup> & 4 <sup>th</sup> Saturday of Sept. 2017
19	One day Workshop for PG and Research students	4 <sup>th</sup> week of September 2017
20	Home Assignment/ Seminar of students	2 <sup>nd</sup> & 3 <sup>rd</sup> week of September 2017
21	Guest lecture for UG/PG	4 <sup>th</sup> Saturday of Sept. 2017
22	Conduction of Unit tests	1 <sup>st</sup> & 2 <sup>nd</sup> Week of October 2017
23	Valuation of Unit test papers	3 <sup>rd</sup> week of October 2017
24	Identification of fast and slow learners	3 <sup>rd</sup> week of October 2017
25	Lecture on personality development/ value education	1 <sup>st</sup> week of October 2017
26	Winter vacation	16 <sup>th</sup> Oct. to 4 <sup>th</sup> November 2017
27	2 <sup>nd</sup> Session starts	6 <sup>th</sup> November 2017
28	Revise time table as per need of semesters	2 <sup>nd</sup> week of November 2017
29	Dr. J. C. Bose Jayanti celebration	30 <sup>th</sup> November 2017
30	University valuation	1 <sup>st</sup> & 2 <sup>nd</sup> week of December 2017
31	One day workshop for formers/ students	1 <sup>st</sup> week of December 2017
32	Celebration of Dr. Panjabrao Bhausaheb Deshmukh Jayanti Utsav	24 <sup>th</sup> to 27 <sup>th</sup> Dec. 2017
33	Students- Teacher guardian meet	2 <sup>nd</sup> week of January 2018

*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*

## Criterion- 6: Governance, Leadership and Management

34	Guest lecture for UG/ PG	4 <sup>th</sup> week January 2018
35	World wetland day celebration/ University level/ inter-university event for students	2 <sup>nd</sup> February 2018
36	Subject extension program by students	2 <sup>nd</sup> & 3 <sup>rd</sup> Saturday of Feb. 2018
37	Guest lecture for UG/ PG	3 <sup>rd</sup> week of February 2018
38	Online lecture for PG	3 <sup>rd</sup> & 4 <sup>th</sup> Saturday February 2018
39	Celebration of National Science Day	28 <sup>th</sup> February 2018
40	Home Assignment/ Seminar of students	1 <sup>st</sup> week of March 2018
41	Conduction of Unit tests	3 <sup>rd</sup> week of March 2018
42	Valuation of Unit test papers	4 <sup>th</sup> week of March 2018
43	Feedback from student	4 <sup>th</sup> week of March 2018
44	Alumni Meet	1 <sup>st</sup> week of April 2018
45	Farewell function for PG students	2 <sup>nd</sup> week of April 2018
46	Stock checking of Department	3 <sup>rd</sup> & 4 <sup>th</sup> week of April 2018
47	Botanical garden maintenance	4 <sup>th</sup> Saturday of every month
48	Guidance to PG students for Project	As per mentioned in Time table
49	Departmental library work	Every Saturday of session
50	Faculty research	Non- teaching period available to respective faculty member
51	Conference/ symposia/ seminars by faculty members	As per opportunity
52	Conduction of University Practical exams	As per directions of Parent university
53	Last working day of session	30 <sup>th</sup> April 2018
54	University valuation	May- June 2018
55	Monthly meeting	2 <sup>nd</sup> Thursday of every month

The academic plan of the Department for the year 2017-18 was discussed and approved by the faculty members of the Department.



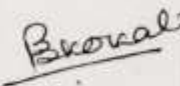


Head,  
Department of Botany  
Shri Shivaji College, AKOLA

Academic Calendar of the Department


*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*

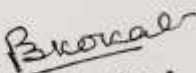


## Criterion- 6: Governance, Leadership and Management

Shri Shivaji College of Arts, Commerce and Science, Akola		
Department of Botany		
Work allotted to Faculty members of Department for the Year 2017-18 as per directed by IQAC		
Name of faculty	Work allotted	Signature
Dr. P. S. Kokate	<b>Criteria-I (Curricular Aspects)</b> <ul style="list-style-type: none"> <li>- Admissions for PG Classes</li> <li>- Workload calculation and distribution</li> <li>- Time table of UG &amp; PG</li> <li>- Requirement of routine practicals of UG &amp; PG</li> <li>- Syllabus completion</li> <li>- Faculty improvement</li> <li>- Awards/ achievement by students/ faculty</li> <li>- Contribution of faculty members in University work</li> <li>- Students placement</li> <li>- Academic calendar</li> <li>- Academic dairies, Roll Calls, Faculty profiles, API</li> </ul> <b>Criteria –IV (Infrastructure and Learning Resources)</b> <ul style="list-style-type: none"> <li>- Maintenance of Infrastructure</li> <li>- Maintenance of Learning resources</li> <li>- To provide necessary facilities to faculty and students</li> <li>- Maintenance of Departmental Seminar Hall, audio visual aids.</li> </ul>	
Dr. S. S. Suradkar	<b>Criteria- II (Teaching- Learning &amp; Evaluation)</b> <ul style="list-style-type: none"> <li>- Admissions (UG &amp; PG)</li> <li>- No. of students admitted category wise</li> <li>- Students seminars</li> <li>- Examination &amp; Evaluation</li> <li>- List of advance learners</li> <li>- Farewell function</li> <li>- Result analysis</li> <li>- Innovative teaching methods</li> <li>- Departmental Library</li> </ul>	
Dr. D. K. Koche	<b>Criteria- III (Research, Innovations &amp; Extension)</b> <ul style="list-style-type: none"> <li>- Information regarding               <ul style="list-style-type: none"> <li>-Ph. D. Supervisors &amp; Ph. D. Students</li> </ul> </li> <li>- Research paper publications/ conferences/ workshops</li> <li>- Conference &amp; Workshops organization</li> <li>- MOU and Collaborations</li> <li>- Online lecture/ NPTEL/ E-resources</li> </ul>	

## Criterion- 6: Governance, Leadership and Management

	<ul style="list-style-type: none"> <li>- Research Projects/ Research fellows/ Fellowships</li> <li>- Extension and Innovative activities</li> </ul> <p><b>Criteria- IV (Governance, Leadership &amp; Management)</b></p> <ul style="list-style-type: none"> <li>- Professional development of non-teaching staff</li> <li>- Public relation and publicity</li> <li>- Planning board</li> <li>- Alumni association</li> </ul>	
Dr. V. S. Patil	<p><b>Criteria –V (Students Support &amp; Progression)</b></p> <ul style="list-style-type: none"> <li>- Students participation in curricular and co-curricular activities.</li> <li>➤ To provide opportunity for participation in various competitions</li> <li>- Students progression from UG to PG and PG to Ph. D</li> <li>- Botanical Association/ Guest Lectures</li> <li>- Botanical garden/ Oxygen park</li> <li>- Flower exhibition</li> <li>- Excursion/ field visits</li> </ul> <p><b>Criteria- VII (Institutional Values &amp; Best Practices)</b></p> <ul style="list-style-type: none"> <li>- To devise &amp; Conduct best practices in Department</li> <li>- Entrepreneurship</li> <li>- Development of seedlings/ saplings</li> <li>- Biofertilizers/ biopesticides etc.</li> <li>- Development of compost manure pits.</li> <li>- Value based programs</li> </ul>	

  
 Head, **Head**  
**Department of Botany**  
 Department of Botany,  
 Shri Shivaji College, Akola,

Work allotted to teaching faculty as per direction of IQAC




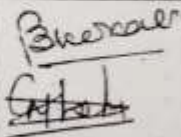
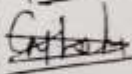
*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*

## Criterion- 6: Governance, Leadership and Management

Shri Shivaji College of Arts, Commerce and Science, Akola

Department of Botany

Work allotted to Faculty members of Department for the Year 2017-18

Sr. No.	Work Allotted	Class	Class in-charge	Signature
1	<ul style="list-style-type: none"> <li>- Preparations of class wise list of enroll students and roll call</li> <li>- Home assignment, seminars, Unit tests, Internal examiner for practical, Result analysis.</li> <li>- Identification of slow &amp; Fast learners</li> <li>- To conduct field visits &amp; excursions</li> <li>- Parent-teacher guardian scheme related work</li> </ul>	B. Sc. I	Dr. V. S. Patil & Ms. P. T. Charate, Dr. M. J. Naise, Ms. S. U. Hiwale	
2	<ul style="list-style-type: none"> <li>- Preparations of class wise list of enroll students and roll call</li> <li>- Home assignment, seminars, Unit tests, Internal examiner for practical, Result analysis.</li> <li>- Identification of slow &amp; Fast learners</li> <li>- To conduct field visits &amp; excursions</li> <li>- Parent-teacher guardian scheme related work</li> </ul>	B. Sc. II	Dr. S. S. Suradkar & Ms. D. K. Raut, Mr. N. S. Sonone, Ms. P. A. Ambarte	
3	<ul style="list-style-type: none"> <li>- Preparations of class wise list of enroll students and roll call</li> <li>- Home assignment, seminars, Unit tests, Internal examiner for practical, Result analysis.</li> <li>- Identification of slow &amp; Fast learners</li> <li>- To conduct field visits &amp; excursions</li> <li>- Parent-teacher guardian scheme related work</li> </ul>	B. Sc. III	Dr. D. K. Koche & Mr. G. N. Dhobale, Dr. S. M. Sharma	
4	<ul style="list-style-type: none"> <li>- Preparation of list of newly admitted students</li> <li>- Induction program</li> <li>- Result analysis</li> <li>- Felicitation of students</li> <li>- Allotment of projects/ Specializations</li> </ul>	M. Sc. I	Dr. P. S. Kokate & Mr. G. N. Dhobale	 

## Criterion- 6: Governance, Leadership and Management

	<ul style="list-style-type: none"> <li>- To arrange field visits &amp; Excursions</li> <li>- To arrange workshops</li> <li>- Home assignments/ seminars etc.</li> <li>- Botanical association/ guest lectures</li> <li>- To arrange plantation programs</li> <li>- Practical exams</li> </ul>			
5	<ul style="list-style-type: none"> <li>- Preparation of list of newly admitted students</li> <li>- Induction program</li> <li>- Result analysis</li> <li>- Felicitation of students</li> <li>- Allotment of projects/ Specializations</li> <li>- To arrange field visits &amp; Excursions</li> <li>- To arrange workshops</li> <li>- Home assignments/ seminars etc.</li> <li>- Botanical association/ guest lectures</li> <li>- To arrange plantation programs</li> <li>- Practical exams</li> </ul>	M. Sc. II	Dr. P. S. Kokate & Mr. A. A. Maheshwari	<p style="font-size: 1.2em;"><i>B. K. K.</i></p> <p style="font-size: 1.2em;"><i>A. A. M.</i></p>

Head, *B. K. K.*

Dep. <sup>Head</sup> Department of Botany  
Shri Shivaji College, Akola

*[Signature]*

**PRINCIPAL**  
Shri Shivaji College of Arts,  
Commerce & Science, AKOLA  
A Grade C.GPA. 3.11, by NAAC

Routine Departmental academic work distribution among teaching faculty

*Shri Shivaji College of Arts, Commerce and Science, Akola (MS)*