



!! सिद्धिरनेकान्तात् !!
Anekant Education Society's



Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati

- Affiliated to Savitribai Phule Pune University, Pune (M.S.) India •
- Empowered Autonomous •
- Jain Minority Institution •
- NAAC REACCREDITED 'A+' Grade (CGPA 3.55) •
- Website : www.tccollege.org •

Handbook of Administrative System



We for the Students

Prepared By

Prof. Dr. Avinash Jagtap
Principal

Prof. Dr. Sachin Gadekar
Editor in Chief

Prof. Dr. Yogini Mulay
Chairman &
IQAC Coordinator

Prof. Dr. Ashok Kalange
Vice Principal

Mr. Abhinandan Shah
Registrar

Publisher

Principal
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati. (Pune) M.S. India.

Publication details

Anekant Education Society's,
Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati,
Pune (MS) (Autonomous) Baramati-413102, District- Pune,
Maharashtra, India
Tel. :(02112) 222728, 222405, Fax: (02112) 222728
Website: www.tccollege.org, Email: principal.tccollege@gmail.com

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Printed by

Yashwant Offset
Near Anant Mangal Karyalaya, Narsoba Nagar, Kolki Tal. Phaltan, 415 523 Dist. Satara (M.S.)

Important Note

This handbook is published for the college purpose / private circulation only.

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Anekant Education Society

Anekant Education Society established in 1961 with the inspiration and blessings of the late Saint Samantbhadra Maharaj and, under the guidance of late Hon. Shri. Fulchand Gandhi, Former Education Minister of Hyderabad state. The Jain philosophy 'Siddhiranekantant' is the motto and 'Anekantwad' is a preamble of society. Anekant Education Society started a college named as *Baramati College*, Baramati in June 1962, with 112 students and 12 teachers. Later, it was renamed as *Tuljaram Chaturchand College*, presently boasts over 10,000 students from different disciplines. Moreover, the society runs another degree college named *Jaysingpur College* in Jaysingpur, Dist. Kolhapur M.S. Furthermore, it extended its endeavors by establishing *Anekant Institute of Management Studies (AIMS)*, *Anekant English Medium School*, Baramati and *College of Pharmacy* from the academic year 2024-2025.

Anekant Education Society is run by Jain community and has been catering to the educational needs of students belonging to different strata of society. It has been awarded 'Jain Religious Minority Institute' status from the Government of Maharashtra. Since its inception, A.E. Society has been providing quality education and has been contributing to academic, social and cultural development of society.

Institutions of A. E. Society:

- Tuljaram Chaturchand College, Baramati, Dist-Pune
- Tuljaram Chaturchand Junior College, Baramati, Dist-Pune
- Jaysingpur College, Jaysingpur, Tal. Shirol, Dist - Kolhapur
- Anekant Institute of Management Studies(AIMS), Baramati, Dist-Pune
- Anekant English Medium School, Baramati, Dist-Pune
- Anekant Education Society's College of Pharmacy, Baramati, Dist.-Pune

About College

Anekant Education Society's Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Pune is one of the leading and prestigious colleges in Maharashtra established in 1962. Our motto, 'We for Students' is at the heart of everything we do at the college. The college celebrated its Golden Jubilee in 2012. Keeping pace with modern trends in higher education, the college has full fledged UG programmes in Arts, Science and Commerce along with PG programmes almost in all subjects of different streams as well as Ph. D. Research centers. Beside traditional courses we seek to develop and introduce need based, value added, skill based and career oriented new courses. However, the College has been reaccredited for the third cycle with 'A+' grade (CGPA 3.55) by NAAC, Bangalore in 2017.

It has been awarded the status of 'College with Potential for Excellence' by UGC, and has been selected for STAR College scheme by DBT & DST-FIST scheme by DST, New Delhi. The college received several awards from Savitribai Phule Pune University, Pune including Best College Award, Best Principal Award, Best Student Welfare Officer Award, Best NSS Coordinator Award, Best NSS Unit Award, Best NSS volunteer award and also the recipient of awards from the Maharashtra Government.

The college under UGC scheme of skill development based higher education, started the new generation Bachelor of Vocational degree programmes from June 2014-2015 such as 1) Food Technology and Research and 2) Journalism and Mass Communication 3) Retail Management 4) E - Commerce and Digital Marketing 5) Dairy Technology 6) Networking and System Administration based on the National Skills Qualification Framework, (NSQF) to create employable graduates and skilled young entrepreneurs. Considering the overall academic progress of the college, UGC, New Delhi conferred the an Autonomous status to the college from December 2018 to December 2029 and in 2024 Savitribai Phule Pune University conferred the Empowered Autonomous Status.

VISION

Our vision is to impart career oriented quality education at par with national and international standards in various fields of knowledge including Humanities, Social Sciences, Basic Sciences, Commerce and research by developing moral values in the youth with a view to make them responsible citizens of India.

MISSION STATEMENT

Tuljaram Chaturchand College of Arts, Science and Commerce, run by Anekant Education Society, the Religious Minority Institute with the preamble, *Siddhiranekantat* means *Anekantwad* (Multidimensionalism), seeks to build nation by empowering the youth through skill and career oriented educational and vocational programmes.

OBJECTIVES

- 1) To empower the student especially from the rural area through curricular, co-curricular, extra-curricular and extension activities.
- 2) To empower the student through modern learning resources.
- 3) To impart value based career oriented programmes and to nurture various skills.
- 4) To provide the girl students equal opportunities and empower in different fields of knowledge.
- 5) To develop research culture among the students and the faculty and carry out community oriented eco-friendly research for the development of society.
- 6) To undertake collaborative programmes and to carry out consultancy services through interaction with academia, industries and society at large.
- 7) To undertake faculty development programmes to improve academic quality of the institute.
- 8) To enhance students access to learning materials by means of central and departmental libraries and effective use of ICT.
- 9) To create awareness in the society to conserve natural resources and wild life.
- 10) To provide need based vocational training to the students.

Preface

A college administrative system plays a crucial role in the efficient functioning of an educational institution. It encompasses a wide range of processes, tools, and policies designed to manage academic, financial, and operational activities. By streamlining day-to-day operations, such systems contribute to a well-organized environment conducive to learning and growth.

Key Components of a College Administrative System:

1. Student Information Management

- Maintains comprehensive records of student data, including admissions, academic progress, attendance, and personal details.
- Facilitates easy access to information for both students and administrators.

2. Academic Management

- Handles course scheduling, class assignments, and faculty workload.
- Supports examination management, grade processing, and certification issuance.

3. Financial Management

- Manages fee collection, payroll, budgeting, and financial reporting.
- Ensures transparency and accountability in financial transactions.

4. Human Resource Management

- Oversees recruitment, performance evaluations, and payroll processing for faculty and staff.
- Maintains employee records and facilitates career development opportunities.

5. Communication and Collaboration

- Provides platforms for internal communication, such as email systems, portals, and mobile applications.
- Enhances interaction between students, faculty, and administration.

6. Library and Resource Management

- Enables efficient cataloging, borrowing, and tracking of library resources.
- May integrate with digital learning platforms for seamless resource sharing.

7. Infrastructure and Facility Management

- Oversees maintenance of campus facilities, including classrooms, labs, hostels, and transportation.
- Ensures optimal utilization of physical and digital resources.

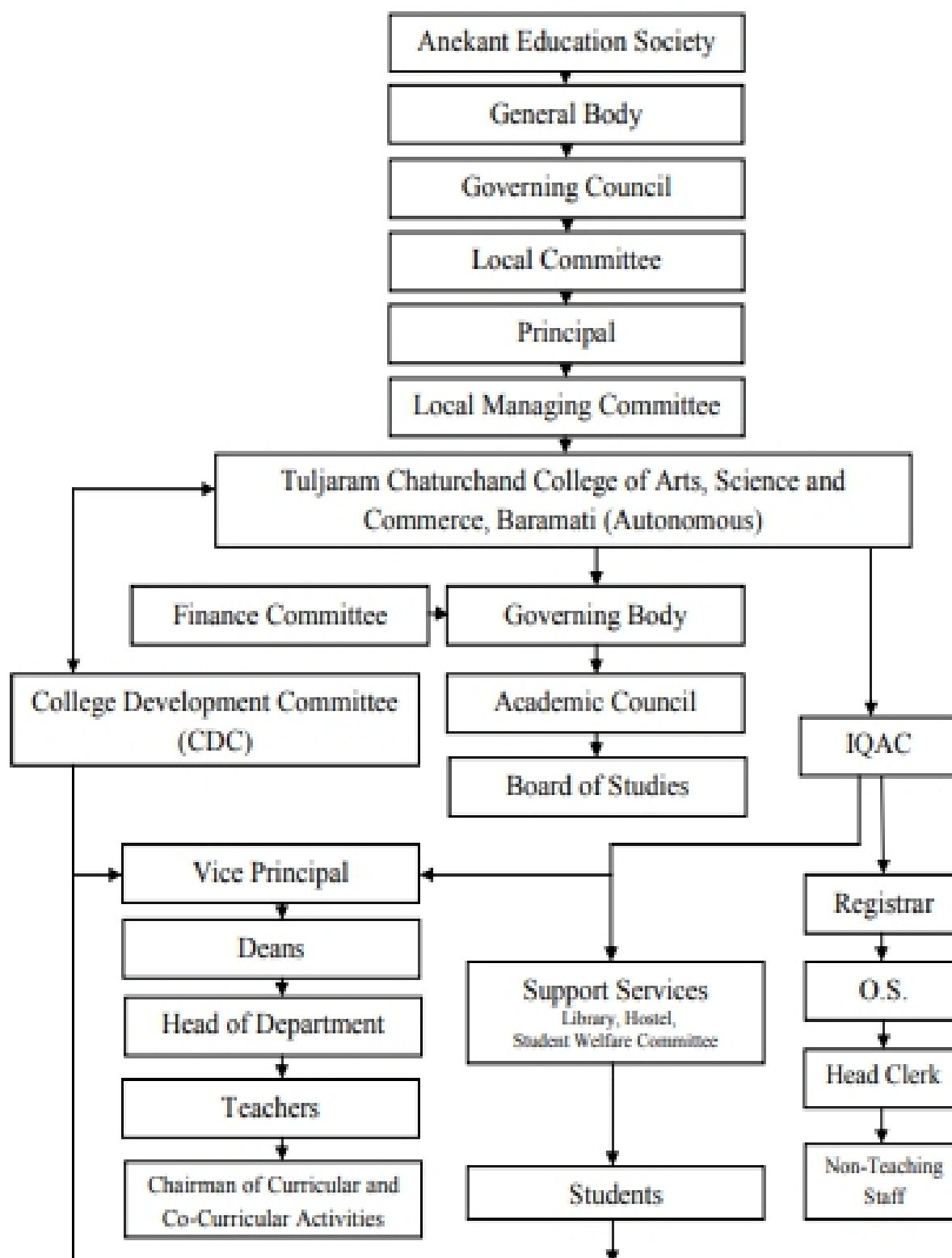
Importance of a Robust Administrative System:

- **Efficiency:** Reduces manual effort and automates repetitive tasks, saving time and resources.
- **Accuracy:** Minimizes errors in data handling and processing, ensuring reliable record-keeping.
- **Transparency:** Facilitates accountability through proper documentation and reporting.
- **Accessibility:** Offers students, parents, and staff easy access to essential information.
- **Scalability:** Adapts to the growing needs of institutions as they expand.

Modern college administrative systems often leverage advanced technologies such as cloud computing, artificial intelligence, and data analytics to enhance functionality and decision-making. By adopting such systems, institutions can focus more on their core mission of providing quality education while maintaining operational excellence.

1) Organogram :

Flow Chart of Internal Organization Structure of the Institution



Motto of the College – We for the students

2) Introduction to Governance of Autonomous College

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati, Pune is one of the leading and prestigious colleges in Maharashtra. Our motto, „We for Students“ is at the heart of everything we do at the college. The college celebrated its *Golden Jubilee* in 2012. Keeping pace with modern trends in higher education, the college has fully fledged UG courses in Arts, Science and Commerce along with PG courses almost in all subjects of different streams as well as Ph. D. Research centers. Beside traditional courses we seek to develop and introduce need based, value added, skill based and career oriented new courses

However, the College has been reaccredited for the third cycle with „A+“ grade (CGPA 3.55) by NAAC, Bangalore in 2017. It has been awarded the status of „College with Potential for Excellence“ by UGC, and has been selected for STAR College scheme by DBT& DST-FIST scheme by DST, New Delhi. The college has received several awards from the Savitribai Phule Pune University, Pune including Best College Award, Best Principal Award, Best Student Welfare Officer Award, Best NSS Coordinator Award, Best NSS Unit Award, Best NSS volunteer award and also the recipient of awards from the Maharashtra Government.

The college under the UGC scheme of skill development based higher education, started the new generation Bachelor of Vocation degree courses in June 2014-2015- 1) Food Technology and Research and 2) Journalism and Mass Communication 3) Retail Management and 4) E-Commerce and Digital Marketing 5) Dairy Technology 6) Networking and System Administration based on the National Skills Qualification Framework, (NSQF) to create employable graduates and skilled young entrepreneurs. Considering the overall academic progress of the college UGC, New Delhi has conferred the Autonomous status to the college from December 2018 to December 2029.

The College is run and managed by Anekant Education Society, Baramati. Anekant Education Society, Baramati is a non-profitable society, governed by the dedicated, energy driven and committed members of the Governing Council of Anekant Education Society and the College Management Committee.

In addition, after the conferment of autonomous status in the session 2019-20, four statutory bodies are constituted to ensure organization's management system development, implementation and continuous improvement to fulfill the purpose of education.

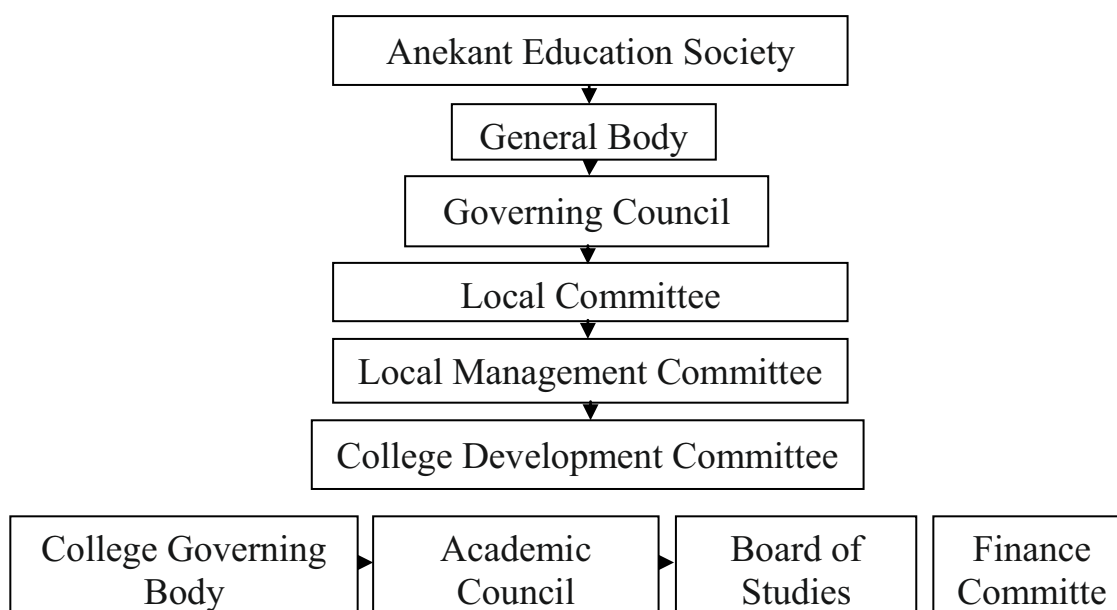
Change is not a mere transit from day to night rather it is a continuous, dynamic and on-going process, loaded with positivity. The management & the staff believe in this philosophy. They have always given importance to system development, its best implementation and continuous improvement. College follows the following system for effective functioning.

Governing Setup of the College:

The college is having the following committees to ensure proper management of academic, financial and general administrative affairs.

The following are statutory bodies:

- a. Governing Body
- b. Academic Council
- c. Board of Studies
- d. Finance Committee



(The Governing Body is different from Trust Board/Board of Management^e/ Executive Committee/Management Committee).

The college is in addition, have other non statutory committees such as the College Development Committee, Autonomous Steering Committee, Planning And Evaluation Committee, IQAC Committee, Board Of Examination, Examination Committee, Examination Grievance Committee, Central Assessment Programme & Result Committee, Degree Certificate & Transcript Committee, Centre For Innovative And Applied Research (CIAR) Committee, Research Advisory & Ethical Committee, Entrepreneurship Development Cell, Innovation And Incubation Cell, Grievance's Cell, Student Development Committee, National Service Scheme Committee, NIRF Committee, Atal Ranking, Youkti And IIC Committee, Certificate Courses Committee, Discipline Committee, Anti Ragging Committee, Anti-Sexual Harassment Committee, Women Empowerment Committee, Admission Committee, Time Table Committee, Career Katta Committee, Attendance Committee, Mandatory credit Committee, Library Advisory Committee, Gymkhana Management Committee, Moropant Elocution & Debate Competition Committee, NEP Implementation Committee, Asmita Wall Paper Committee, TCC Chronicle (Newsletter) Committee, Staff Welfare Committee, Medical Check Up Committee, Excursion Committee, Prize Distribution Committee, DST-Fist Scheme Committee, Film Club Committee, Soft-Skills & Value Education Committee, Result Analysis Committee, Karmaveer Jayanti Committee, Science Forum Committee, Common Facility Center Committee, Environmental Awareness

Committee, Anekant Annual Committee, Culture Committee, Bahishal Shikshan Committee, Publicity Committee, Disaster Management Committee, Student Satisfaction Survey Committee, Counselling Cell, Student Mentoring Committee, Blood Donation, Patent Cell, Alumni Association, Granthpremi Mandal Committee, Feedback & Analysis Committee, Competitive Examination & Scholarship Guidance Committee, E-Content Development, Green Campus Committee, Hostel Committee, Canteen & Mess Committee, Mou Committee, Placement Cell, Bridge And Remedial Coaching Committee

Autonomous Statutory Bodies:

All the Autonomous Statutory Bodies are constituted as per the guidelines of the UGC, Government of Maharashtra and the Savitribai Phule Pune University, Pune for effective functioning of the college.

03) Governing Body:

The Council assesses and evaluates all the activities and programmes enriched by the institution and provide suggestions for improvement. The Governing Council designed as:

1. Hon. President of AES as Chairman
2. Four trustees of AES
3. One UGC Nominee
4. One Govt. of Maharashtra Representative
5. One S.P.P. University Representative
6. Two teachers of the college
7. One Educationist or industrialist Nominated by Management.
8. The Principal as the Head of the Institution provides the direction to the multitude of institutional academic and administrative functions. He is the navigator who channelizes the working of the faculties and students in accordance to the suggestions and direction given by the members of the Council, to sustain the level of excellence

Composition of Governing Body -

No.	Name
1)	SHRI. JAWAHAR SHAH (WAGHOLIKAR) – CHAIRMAN
2)	Shri. Milind Shah(Wagholikar) – Management Representative
3)	Shri. Vikas Shah (Lengarekar) – Management Representative
4)	Shri. Vidyutkumar Shah - Management Representative
5)	Dr. Rajendra Mutha - Management Representative

6)	Prof. Dr. Ashok Kalange – Teacher Representative
7)	Dr. Vaishali Patil (CEO) – Teacher Representative
8)	Mr. Abhinandan Shah – Administrative Representative
9)	Prof. Dr. Pandit Vidyasagar – Educationalist
10)	Dr. Keshav Tupe - State Government Nominee
11)	Prin. Dr. Sanjay Chakane – University Nominee
12)	Prin. Dr. Avinash Jagtap –Member Secretary

Term: The Governing Body is reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body is held at least twice a year.

Functions of the Governing Body:

The Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships ,medals, prizes and certificates on their recommendations of the Academic Council
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/ Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

04) Academic Council:

The Academic Council is solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc.

Recommended Composition of the Academic Council and Its Functions In An Autonomous College

I. Composition:

1. The principal (Chairman).
2. All the heads of department in the college.
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.
5. Three nominees of the university.
6. A faculty member nominated by the principal (member secretary).

The Council consists of faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council are final and do not require approval from any other body within the university. The Academic Council has the authority to make decisions on academic matters such as curriculum, student assessments, and academic policies. These decisions are made based on the expertise and knowledge of the council members, who are typically senior faculty members and administrators within the Autonomous College.

Sr. No.	Name
1)	Prin. DR. AVINASH JAGTAP - CHAIRMAN
2)	Prof. Dr. Ashok Kalange – Member Secretary, Chairman BoS Physics
3)	Prof. Dr. Seema Naik – Chairman BoS Marathi
4)	Dr. Pradeep Saravade – Chairman BoS Hindi
5)	Prof. Dr. Ajay Dhawale – Chairman BoS English
6)	Dr. Hanumant Phatak - Chairman BoS Political Science
7)	Prof. Dr. Samadhan Patil – Chairman BoS Economics
8)	Dr. Sandip Tardalkar – Chairman BoS History
9)	Mr. Vinayak Lashkar - Chairman BoS Sociology
10)	Dr. Vijaykumar Shinde – Chairman BoS Psychology & Yoga
11)	Dr. Arun Magar – Chairman BoS Geography
12)	Dr. Devidas Bhosale – Chairman BoS Defence studies
13)	Dr. Sandip Chordiya – Chairman BoS Zoology
14)	Dr. Shrikrushna Salunke – Chairman BoS Chemistry
15)	Prof. Dr. Sunil Pawar – Chairman BoS Microbiology
16)	Prof. Dr. Bhagwan Mali - Chairman BoS Botany
17)	Prof. Dr. Jagdish Deshpande – Chairman BoS Electronic Science
18)	Prof. Dr. Vikas Kakade–Chairman BoS Statistics
19)	Mr. Sadashiv Puranik– Chairman BoS Mathematics
20)	Dr. Upendra Choudhari– Chairman BoS Computer Science
21)	Dr. Niranjana Shah – Chairman BoS Accounting & Taxation
22)	Lt. Dr. Vivek Bale – Chairman BoS Cost & Management Accounting
23)	Dr. Janardhan Pawar – Chairman BoS Business Administration & Law, International Business
24)	Dr. Megha Badve– Chairman BoS Marketing
25)	Mr. Sunil J. Pawar - Chairman E-Commerce & Digital Marketing
26)	Mrs. Madhuri Saste – Chairman BoS BBA(Computer Application)

27)	Mrs. Dipali Anpat– Chairman BoS BBA
28)	Dr. Wajid Khan – Chairman BoS Food Processing & Dairy Technology
29)	Mr. Rahul Choudhari– Chairman BoS Journalism & Mass Communication
30)	Mr. Mahesh Phule – Chairman BoS Retail Management
31)	Mr. Deepak Munguskar – Chairman BoS B.Lib.I.Sci.
32)	Dr. Gautam Jadhav – Chairman BoS Physical Education
33)	Mr. Pranit Wable - Chairman BoS Sanskrit
34)	Mr. Krushnat Nagare -Chairman BoS Logic and Philosophy
35)	Miss. Surashree Sonawane – Chairman BoS EVS
36)	Prof. Dr. Yogini Mulay – Teacher Representative
37)	Dr. Ramchandra Sapkal – Teacher Representative
38)	Dr. Ajit Telave – Teacher Representative
39)	Prof. Dr. Sachin Gadekar – Teacher Representative
40)	Prof. Dr. Sanjay Dhole–Education
41)	Mr. Prashant Raut–Industrialist
42)	Dr. Shreemant Khade - Medicine
43)	CA. Jayesh Dudhediya – Commerce
44)	Dr. Savita Datar – University Nominee
45)	Dr. Prashant Sathe – University Nominee
46)	Dr. Shyamkant Deshmukh – University Nominee
47)	Prof. Dr. Mahadev Kanade – Invitee Member
48)	Prof. Dr. Ajit Telve – Invitee Member
49)	Mr. Abhinandan Shah – Invitee Member

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions of the Academic Council:

The Academic Council shall have powers to:

(a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

(b) Make regulations regarding the admission of students to different

programmes of study in the college keeping in view the policy of the Government.

- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the play grounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions (s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

05) Board of Studies:

The Board of Studies is the basic constituent of the academic system of an autonomous college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system, etc.

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/ corporate sector/allied area relating to placement.
6. One post graduate meritorious alumnus to be nominated by the principal.
7. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college when ever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stake holders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;

- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.

06) Finance Committee:

The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year. The constitution and functions of the Finance Committee are given in -

Sr. No.	Name
1)	Prin. DR. AVINASH JAGTAP – CHAIRMAN
2)	Mr. Vikas Shah – Nominated by Governing Body
3)	Dr. Janardhan Pawar – Principal Nominated Teacher
4)	Mr. Abhinandan Shah – Member Secretary
5)	Mr. Amol Patil – Invitee Member

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

07) The Internal Quality Assurance Cell (IQAC)

IQAC ensures quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support. As per the NAAC guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) by Accredited Institutions (For Autonomous Colleges) (Revised on 20th February, 2020) College has established IQAC cell in the college on 07/08/2003, which guides the teaching learning process and give suggestions for the smooth functioning of the system. The Internal Quality Assurance Cell (IQAC) was set up after first cycle in the year 2003 of NAAC accreditation in order to initiate and monitor plans for quality enhancement and quality sustenance of the institute. Accordingly the IQAC cell has been making untiring effort to motivate and guide faculty members, students, as well as non teaching staff of the institution to achieve quality excellence.

The IQAC also publishes regularly the college News Letter Chronicle, which contains all the events happenings in the college mostly relating to the academic matters and achievements of students, teachers and the office staff. This newsletter is also available online at the Tuljaram Chaturchand College, Baramati website.

I) Objectives:

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

II) Benefits IQAC will facilitate / contribute to:

- a) Ensure clarity and focus in institutional functioning towards quality enhancement; b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning; Guidelines of IQAC and submission of AQAR for Autonomous Colleges Page 9
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organized methodology of documentation and internal communication.

III) Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

IV) The College IQAC Committee

Sr.No.	Name of faculty	Designation
1)	Prin. Dr. Avinash Jagtap	Chairman
2)	Prof. Dr. Mrs. Yogini R. Mulay	Coordinator
3)	Prof. Dr. Sachin N. Gadekar	Joint Coordinator
4)	Dr. Arun S. Magar	Asst. Coordinator
5)	Mr. Milind R. Shah (Wagholikar)	Management Representative
6)	Mr. Vikas S. Shah (Lengrekar)	Management Representative
7)	Mr. Karan Shah (Wagholikar)	Representative form Industry

8)	Mr. Prashant Raut	Representative form Industry
9)	Dr. Ashok Tambe	Representative from Community
10)	Mr. Dilip Shinde	Representative from Community
11)	Mr. Abhinandan Shah	Administrative Officer
12)	Prof. Dr. Ashok Kalange	Member
13)	Prof. Dr. Ajit Telave	Member
14)	Dr. Bhagawan Mali	Member
15)	Mr. Sadashiv Puranik	Member
16)	Prof. Dr. Vikas Kakade	Member
17)	Dr. Ramchandra Sapkal	Member
18)	Dr. Sachin Kulkarni	Member
19)	Dr. Neeta Dhane	Member
20)	Prof. Dr. Samadhan Patil	Member
21)	Prof. Dr. Seema Naik-Gosavi	Member
22)	Prof. Dr. Ajay Dhawale	Member
23)	Dr. Sushil Deshmukh	Member
24)	Mr. Krushna Kulkarni	Member
25)	Dr. Rahul Dhumal	Member
26)	Dr. Vitthal Nale	Member
27)	Dr. Vaishali Patil	Member
28)	Dr. Niranjana Shah	Member
29)	Dr. Yogesh Indulkar	Member
30)	Dr. Chandrakant Kamble	Member
31)	Lt. Dr. Vivek Bale	Member
32)	Dr. Upendra Choudhari	Member
33)	Dr. Sandip Chordiya	Member
34)	Dr. Wajid Khan	Member
35)	Dr. Vilas Kardile	Member
36)	Dr. Madhuri Patil	Member
37)	Dr. Aparna Pawar	Member
38)	Mrs. Deepali Chavan	Member
39)	Dr. Devidas Bhosale	Member

40)	Ms. Prajakta Kulkarni	Member
41)	Dr. Nilam Dighe	Member
42)	Mr. Mahesh Phule	Member
43)	Mr. Rahul Shal	Member
44)	Dr. Vijay Mohite	Member
45)	Mr. Saurabh Chandankar	Member
46)	Student Representatives	Member

V) The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

4.2.3) Non - Statutory Bodies/Committees

Sr.No.	Name of Committee	Chairman/Director/Coordinator
1	College Development Committee	Prof.Dr. Avinash Jagtap
2	Autonomous Steering Committee	Prof.Dr. Avinash Jagtap
3	NEP Implementation Committee	Prof.Dr. Ashok Kalange
4	Planning & Evaluation committee	Prof.Dr. Ashok Kalange
5	IQAC	Prof. Dr. Yogini Mulay
6	Board Of Examination	Prof. Dr. Jagdish Deshpande
7	Examination Committee	Prof. Dr. Jagdish Deshpande

8	Examination Grievance Committee	Prof. Dr. Jagdish Deshpande
9	Central Assessment Programme & Result Committee	Prof.Dr. Vaishali Patil
10	Centre For Innovative and Applied Research (CIAR)	Dr. Sachin Kulkarni
11	Entrepreneurship Development Cell	Prof. Dr. Vikas Kakade
12	Grievance Cell	Dr. Sunil Lokhande
13	Student Development Board	Prof.Dr. Bhagwan Mali
14	National Service Scheme	Dr. Chandrakant Kamble
15	NIRF	Dr. Arun Magar
16	Add-On Certificate Courses	Dr. Ramchandra Sapkal
17	Discipline Committee	Dr. Gautam Jadhav
18	Anti Ragging	Dr. Gautam Jadhav
19	Anti-Sexual Harassment	Prof.Dr. Seema Naik
20	Women Empowerment	Dr. Pratibha Jawale
21	College Handbook	Prof.Dr.Sachin Gadekar
22	Admission Committee	Prof.Dr. Ashok Kalange
23	Time Table (Theory & Practical)	Dr. Sandip Chordiya
24	Attendance Committee	Dr.Asaram Jadhav
25	Mandatory Credit Committee	Mr. Vinayak Lashkar
26	Library Advisory Committee	Mrs. Dhanvanti Bamane
27	Gymkhana Management	Dr. Gautam Jadhav
28	Moropant Elocution & Debate Competition	Mr. Krushna Kulkarni
29	Asmita Wall Paper	Dr. Mukta Ambhere
30	TCC Chronicle (Newsletter)	Prof.Dr.Sachin Gadekar
31	Staff Academy And Welfare	Dr. Hanumant Phatak
32	Medical Check Up	Prof.Dr. Sunil Pawar
33	Excursion	Mr. Sandip Sable
34	Prize Distribution (Academic) Prize Distribution (Sport)	Mr. Sadashiv Puranik Dr. Gautam Jadhav
35	DST -FIST Scheme	Dr. Ramchandra Sapkal
36	Film Club	Prof.Dr. Shashank Mane
37	Soft-Skills & Value Education	Prof.Dr. Sanjay Kale
38	Result Analysis	Prof.Dr. Milind Gajbhiye
39	Karmaveer Jayanti	Mr. Sanjay Shende
40	Science Forum	Dr. Yogesh Indulkar
41	Common Facility Center	Dr. Rahul Bhondwe
42	Environmental Awareness	Dr. Vaibhav Landage
43	Anekant Annual	Dr. Sunildatta Lokhande
44	Culture, Drama And Elocution	Dr. Bhimrao Torane
45	Bahishal Shikshan	Dr. Rahul Dhumal

46	Publicity	Mr.Rahul Choudhari
47	Disaster Management	Prof.Dr.Ajay Dhawale
48	Student Satisfaction Survey	Mr. Krushna Kulkarni
49	Counselling Cell	Dr. Vijaykumar Shinde
50	Student Mentoring	Prof. Dr. Sunil Pawar
51	Blood Donation	Dr. Gautam Jadhav
52	Patent Cell	Dr. Ramchandra Sapkal
53	Alumni Association	Prof.Dr.Ashok Kalange
54	Granthpremi Mandal	Dr. Pradip Sarvade
55	Feedback & Analysis	Dr. Upendra Choudhari
56	Centre For Oriental Studies	Dr. Sunil Lokhande
57	Competitive Examination	Dr. Hanumant Phatak
58	E-Content Development	Mr.Rahul Choudhari
59	Green Campus	Dr. Rupali Chitale
60	Canteen & Mess	Mr. Sandip Sable
61	Hostel	Prof.Dr.Seema Gosavi

08) Special features of an Autonomous College:

An autonomous college is free to start diploma (undergraduate and postgraduate) or certificate courses without the prior approval of the university. Diplomas and certificates shall be issued under the seal of the college. An autonomous college is free to start a new degree or postgraduate course with the approval of the Academic Council of the college. Such courses shall fulfill the minimum standards prescribed by the university/UGC in terms of number of hours, curricular content and standards, and the university shall be duly informed of such courses.

An autonomous college may rename the existing course after restructuring/redesigning it with the approval of the college Academic Council as per UGC norms. The new nomenclature should be as specified by UGC under section 22 of UGC Act. The university should be duly informed of such proceedings so that it may award new degrees in place of the old. The university should have the right to review all new courses of an autonomous college. Where there is evidence of decline in standards or quality, the university may, after careful scrutiny, and in consultation with the UGC, either help modify them, wherever possible, or cancel such courses.

Procedure to introduce a new course by autonomous college:

Step 1 - The concerned department of the college should conceive the idea of introducing new course and it should be well discussed in the Board of Studies of that subject. The Board of Studies will formulate the idea into a proposal with all necessary details such as objectives, eligibility, course content and fees structure. Such proposal will be forwarded to the Academic Council. The proposal will be in the shape of an ordinance.

Step 2 - The Academic Council will discuss such proposal in its meeting and shall approve the proposal. In case the Council finds the proposal appropriate. The Academic Council shall have the right to send back the proposal to the Board of Studies for revision/modification or may reject the proposal giving suitable reasons. The proposal can be resubmitted to the Academic Council for reconsideration after the necessary modifications are made.

Step 3 - The proposals approved by the Academic Council will ultimately be submitted to the Governing Body of the college for final approval and for permission to execute the proposal.

Step 4 - Autonomous college shall send all proposal approved by the Governing Body of the college to the University for information. University may ask clarification regarding the issues in the proposal from the college. The college is bound to give such clarification with an understanding that the university shall accept the students for award of degree under such newly proposed courses.

09) Meetings of the Statutory Bodies:

Introduction of a new course should be executed after due preparation and large scale participatory discussions.

- Preparation for a course to be introduced in the next academic session should start in the month of October of the preceding session with meetings of Board of Studies.
- Academic Council meeting should be held twice, Academic Council shall propose ways and means to maintain quality norms.
- Governing Body meetings should follow the meetings of Academic Council. In the month of August the Governing Body should pass the budget of the autonomous fund including the autonomy grant received from UGC.
- Finance committee should meet at least twice in a financial year. The meetings can be organized in the month of April and September of every year. The meeting in the month of April shall be the budget meeting for autonomy grant and in September in will be another budget meeting for autonomous fund created by the college through examination and other relevant fees.

10) Examination Cell:

Autonomous College shall have an Examination Cell headed by Controller of Examination who will be a permanent faculty nominated by the Principal on the basis of potential of the person. The Principal of the college shall be the Chief Controller, Examinations.

The Controller of Examination will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers/Assistant Controllers, the number of persons to be nominated shall depend on the quantum of work in the Examination Cell. Teachers working in the college shall be nominated in the Examination Cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the college.

There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other helpers in the Autonomous Cell.

Examination Cell will have appropriate printing unit also for printing of question papers and other relevant confidential material.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be proposed by the Finance Committee and shall be approved by the Governing Body.

Governing Body may also approve appointment of full time office staff in the examination cell on contractual basis on the recommendation of Finance Committee. The salary of such staff will also be decided by the same mechanism.

There shall be continuous, comprehensive evaluation of students through internal and external examination. At least 2 internal examinations per semester and 1 semester ending examination should be conducted. In order to motivate students to be free of rote learning, various mechanism of internal

Evaluation should be adopted such as group discussion, paper reading, home assignments and viva voce. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university.

11) Award of Degrees:

Through Parent University

The parent university will award degrees to the students evaluated and recommended by autonomous colleges. The degree certificates will be in a common format devised by the university. The name of the college will be mentioned in the degree certificate, if so desired.

12) General issues:

- All recruitments of teaching staff will be made by the Governing Body/state government in accordance with the policies laid down by the UGC and state government.
- Universities shall consider both internal and external assessment of students in autonomous colleges for admitting them to higher-level courses.
- Organization of special need-based short-term courses under the colleges department of continuing education may be an important activity of an autonomous college. Such courses ought to benefit the students of the college besides outsiders who may enroll for them.
- An autonomous college should prepare a calendar for meetings of various bodies to ensure that the implementation of the recommendations made by them is not unduly delayed for reasons of non-convening of such meetings.
- A wide variety of courses may be evolved in modules so that students may opt for them according to their convenience. Such courses may help them acquire additional credits.

- Teacher evaluation in autonomous colleges may include periodical self-evaluation, institutional assessment of teacher performance, student feedback, research appraisal and other suitable forms of teacher appraisal.
- Autonomous colleges in a given region may form a consortium for mutual cooperation/collaboration in chosen areas such as management skills, national services, entrance examinations, services projects, inter-collegiate/intra-collegiate sharing of expertise and human resources for teaching programmes.
- Credit system and credit transfer among colleges in general and autonomous college in particular may be suitably adopted.
- Autonomous colleges to be involved in recurrent academic innovative activities which are carefully designed keeping the interest of the students and quality of education at non compromising end.
- Autonomous colleges due to their permanent affiliation with the university need not apply for affiliation for new subjects at the time of introduction. Any new subject to be started by an autonomous college shall be covered under autonomous scheme.
- The Principal of the government autonomous college will be empowered to make purchases from UGC fund without prior approval/permission of the State Government.
- Autonomous college need not pay affiliation fees to the Parent University every year. One time fees can be paid at the time of conformant of autonomous status. Such fees can be decided by the Executive Council of the Parent University.
- Autonomous colleges are free to institute medals for meritorious students. The value and other terms of reference may be decided with the approval of appropriate bodies in the college.

13) Acknowledgement:

The "Handbook on Governance of Autonomous College" has been completed thanks to the contributions of several individuals. Principal Dr. Avinash Jagtap, Vice Principal Prof. Dr. Ashok Kalange, Vice Principal Prof. Dr. Sachin Gadekar, Dean Prof. Dr. Vikas Kakade, Dr. Seema Naik and Dr. Shaha Niranjana, Registrar Mr. Abhinandan Shah and Dr. Arun Magar have all contributed to shaping the direction and content of the handbook. Their expertise, dedication, and commitment to academic excellence have enriched the understanding of effective governance practices and ensured that the governance practices align with academic integrity and quality. The handbook reflects the shared values of transparency, accountability, and continuous improvement

14) Important Link:

UGC Autonomous College Guidelines:

https://www.ugc.gov.in/pdfnews/7693390_revised_autonomous_colleges-Guideline.pdf

State Government of Maharashtra Autonomous College Guidelines :

<https://dhepune.gov.in/wp-content/uploads/2017/01/Empowered-Autonomous-Colleges-Uniform-Statutes-2023.pdf>



HIGHLIGHTS

- NAAC reaccredited ('A+' Grade) for third cycle.
- Qualified and experienced teachers, eminent scientists and scholar academicians are visiting faculty State-of-Arts, sophisticatedly furnished, air conditioned computer laboratories.
- Campus Networking, Internet cafe, Wi-Fi compability.
- Well equipped science laboratories, English language laboratory, Commerce laboratory, Central Facility Centre for research.
- A Unique library with collection over 1,19,976 books, N/I Journals, AV materials and specious reading rooms.
- A play ground, 400 m. running track, separate courts for indoor and outdoor games and well equipped gymnasium hall.
- Separate hostel with high class residential facilities.
- Digital office administration.
- A host of most prestigious and famous 'Moropant elocution and debate competition.'
- Earn and Learn Scheme.
- Competitive examination guidance.
- Placement cell.
- Student's Co-operative Consumer Store.
- Centre for Innovative and Applied Research (CIAR).
- Eco friendly college campus with Botanical Garden, Cafeteria.
- Auditorium and Advanced A / V Seminar Hall.
- Govt., University and other scholarship and freeships for meritorious and deserving students.
- Karmveer Bhaurao Patil Elocution Competition.
- National Cadet Corp (N.C.C.), National Service Scheme (N.S.S.).
- Personality development workshops.
- MoU with national & international institutions.
- Centre for Oriental Studies.
- 'Anekant' Miscellany.
- TCC Chronicle, a quarterly newsletter.
- Research centers for Ph. D. programme.
- Centre for Foreign Language Studies.
- COC / COP / Add-on Courses.
- Anekant: Journal of Humanities & Social Sciences.
- Largest Acoustic Television studio.
- Semester system pattern.
- Credit system evaluation.
- Certificate courses for skill development.
- Police outpost in the campus.



Anekant Education Society's

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati

Empowered Autonomous

Baramati 413 102, Dist. Pune, Maharashtra, India.

Email : principal@tcccollege.org / principal.tcccollege@gmail.com

Tel. (02112) 222405, Telefax : (02112) 222728

Website : www.tcccollege.org