



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce and Science College, Parner

Tal. Parner, Dist. Ahmednagar - 414 302 (Maharashtra)



Governance, Leadership and Management

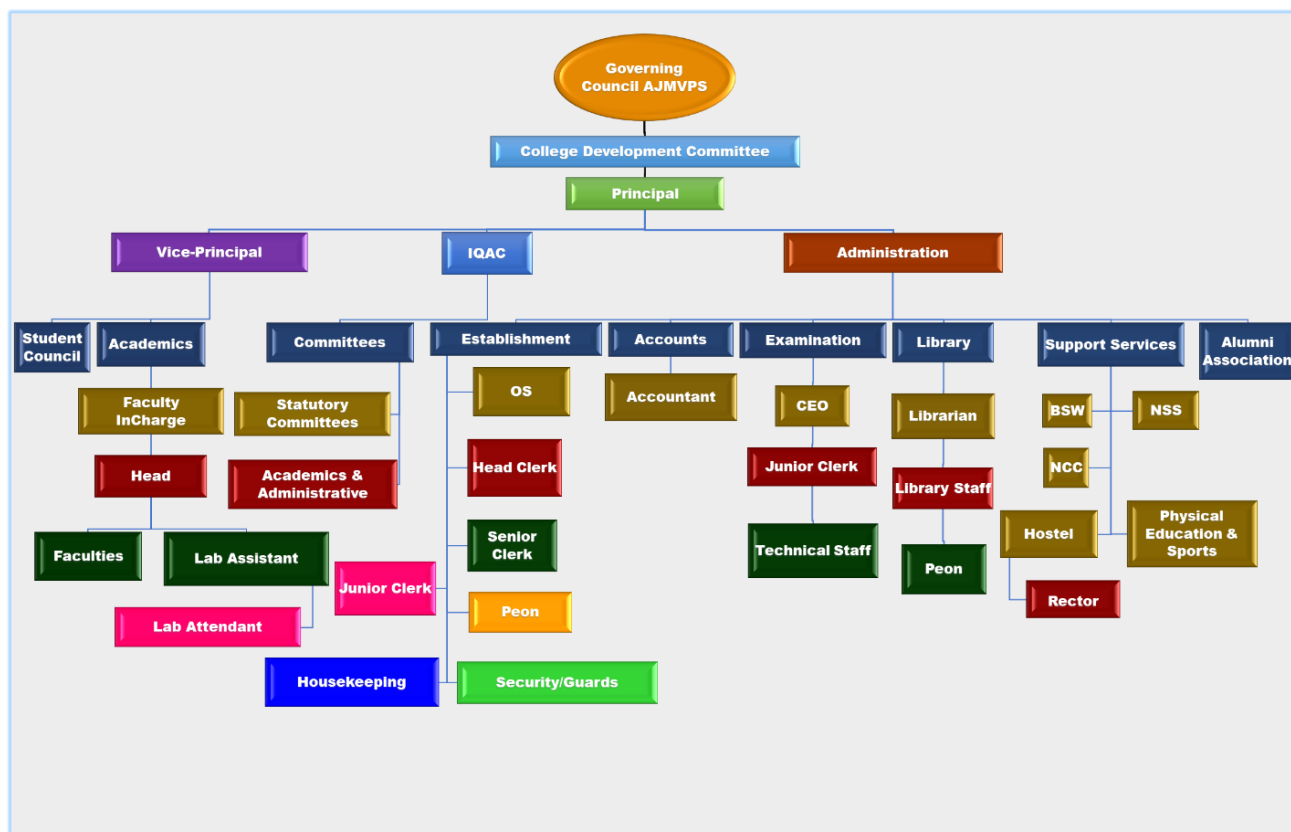
An Overview

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Organogram of Management



Ahmednagar Jilha Maratha Vidya Prasarak Samaj:

Ahmednagar Jilha Maratha Vidya Prasarak Samaj (AJMVPS), Ahmednagar, the parent institute was established in 1918 with an objective of imparting quality education especially to the economically and socially weaker sections of the society in the district of Ahmednagar. It is a public trust, registered under the Bombay Public Charitable Trust Act, 1953. It has substantially contributed to the educational and social developments so far and will continue to do so in future catering to the needs of the changing times. Over the years, it has grown into a family of more than hundred educational institutions from pre-primary education to higher professional education. It is managed by a team of dedicated social workers. During the period of about hundred years, its development has been consistent to its motto *“Tejo Si Tejo Me Dehi”*. {O Lord Sun, You are the power, make me powerful, energetic like you.}

AJMVPS has accelerated the growth and is progressing under the leadership of former MLA, Maharashtra and President Hon. Shri. Nandkumar Zaware Patil. The leadership endorses teamwork towards a common vision, and to direct individual accomplishment towards organizational objectives. It has 89 branches in Ahmednagar District which is the biggest District in area in the State of Maharashtra. The schools and colleges offer education to the students from all the classes of society, its motto being *“Tejo Si Tejo Me Dehi”*. It has

students coming from all over not only Ahmednagar District but also from other districts and states. AJMVPS has a pragmatic and futuristic vision with integrated approach for overall development of students. It encourages students in their pursuit of knowledge.

The colleges offer academic courses in arts, science, commerce, hotel management, engineering, computer science, laws and several others. The competent, qualified and experienced college faculty helps students explore their potential fully. The AJMVPS has a vision for quality education for overall development of students. It encourages students in their pursuit of knowledge and offers all facilities for making that possible.

The association has a great academic and research atmosphere, provides excellent laboratory infrastructure with well-equipped modern amenities and latest configuration machines. The infrastructure is at par with the best in the country. The vibrant and stimulating atmosphere on campus is conducive for overall development of students. The colleges also provide placement facilities through campus interviews with leading companies for promising careers.

The policies and decisions are taken through hierarchy shown above. AJMVPS established, New Arts, Commerce College in 1977 and extended as New Arts, Commerce and Science College in 1992 through the demands of local society in order to provide higher education to students especially girls of draught prone Parner Tehsil and nearby hilly vicinity. During the last 44 years, the achievements of the college have been noteworthy. All academic and administrative units of the college are governed by the principles of participatory management and transparency. Our leadership has taken distinctive decisions to start various value based self-financing courses from the undergraduate to the postgraduate levels that make the students competent to face the challenges of globalization. The academic and administrative planning of college is progressing hand in hand. The funds of the college are optimally allocated and efficiently utilized by proper budgeting system. The college has adopted the best practices for effective leadership and governance which led to the achievement of administrative and academic excellence. It takes the major decisions regarding the college development and is finalized through its meetings.

AJMVPS Administration:

The General Body

The General body of the association shall consist of all persons who have obtained the membership of the association under the provisions of the association. The annual general meeting of the association shall be held once in every calendar year. The President of the AJMVPS shall preside over the annual general meeting. The general meeting takes decision on the following

1. To elect governing council and its office bearers for a period of three years.
2. To read, adopt and pass the audited statements of the accounts of the AJMVPS together with annual report,
3. To sanction the annual budget of the AJMVPS.

4. To appoint auditor or auditors, legal advisors for the AJMVPS for the succeeding year and to fix their remuneration,
5. To transact such other business that may be regularly brought before the meeting with the previous permission of the president,
6. The governing council of the AJMVPS, whenever it thinks desirable and necessary and on a requisition made in writing by at least twenty-five members of the association, can call a special general meeting.

The Governing Council

The management and affairs of the AJMVPS shall be administered, controlled and supervised by the Governing Council through the Hon. Secretary of the AJMVPS. It consists of 23 members representing as under-

- a) President of the AJMVPS
- b) Vice -President of the AJMVPS
- c) Honorary Secretary
- d) Assistant Secretary
- e) Treasurer
- f) One Principal Representative
- g) Sixteen members from patrons, fellows, benefactors and life-members.
- h) One member nominated by the President from donors, contributors etc.

The period of every Governing Council is three years.

Coordination Committee

The Executive committee shall be constituted and nominated by the governing council of the AJMVPS as under

- 1) President
- 2) Vice- President
- 3) Hon. Secretary
- 4) Asst. Secretary
- 5) Treasurer
- 6) One Principal by rotation
- 7) One life worker by rotation
- 8) Two members from patrons, fellow benefactors, life members
- 9) Two Head Masters of the secondary schools

The Executive committee will study and solve the problems of the schools, colleges, hostels and other institutions run by the AJMVPS.

Higher Education Institutes Run by AJMVPS (12)

For details visit: <https://ajmvps.in/>



Administration of the College:

New Arts, Commerce and Science College, Parner is established by AJMVPS, Ahmednagar in the 1977 and made extended through societal demands and needs in 1992. The vision and mission statement of the college is,

Vision:

To make social development through quality education to poor and socioeconomically deprived masses and rural youth,

Mission:

To make all round personality development of students through disciplined teaching-learning process.

The college is functioning under the guidance and leadership of Ahmednagar Jilha Maratha Vidya Prasarak Samaj, Ahmednagar. The administrative and academic progress is monitored by the governing council and college development committee.

Local Administration of the college is as follows:

College Development Committee (Formerly Local Managing Committee)

The College Development Committee (CDC) was constituted (formerly Local Managing Council, LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of the AJMVPS.

The following are the members of CDC:

- a. **President** of the management
- b. **Secretary** of the management
- c. **One** head of department, to be nominated by the Principal

- d. **Three** teachers in the college
- e. **One** non-teaching employee
- f. **Four** local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.
- g. Coordinator, Internal Quality Assurance Committee of the college
- h. President of the College Students' Council
- i. Secretary of the College Students' Council
- j. Principal of the college.

The functions of CDC :

1. To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
2. To decide about the overall teaching programmes or annual calendar of the college
3. To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
4. To take review of the self-financing courses in the college, if any, and make recommendations for their improvement
5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
9. To prepare the annual financial estimates (budget) and financial statements of the college and recommend the same to the management for approval;
10. To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
11. To make recommendations regarding the students' and employees' welfare activities in the college or institution
12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
13. To frame suitable admissions procedure for different programmes by following the statutory norms
14. To plan major annual events in the college, such as annual day, sports events, cultural events, etc.
15. To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
16. To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
17. To recommend the distribution of different prizes, medals and awards to the students.
18. TO prepare the annual report on the work done by committee for the year ending on the term and submit the same to the management of such college and the university
19. To perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Internal Quality Assurance Cell:

- a. College has Internal Quality Assurance Cell (IQAC) to make plans, guidance and monitor quality assurance and quality enhancement in all the academic activities.
- b. IQAC is constituted and functions as per the guidelines of the NAAC, University Grants Commission and State Government.
- c. Annual Quality Assurance Report (AQAR) approved by the CDC of the College for the follow up action for the necessary quality enhancement measures. The College regularly submit the AQAR to the NAAC.

The **IQAC Coordinator** is responsible for the

- 1) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- 2) Dissemination of information on the various quality parameters of College
- 3) Organization of workshops, seminars on quality related themes and promotion of quality circles.
- 4) Documentation of the various programmes / activities leading to quality improvement.
- 5) Acting as a nodal agency of the institution for quality-related activities
- 6) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- 7) Preparation of perspective plan.

Principal:

- ✓ The Principal of the college is the head of the institution and guides for the overall development of college.
- ✓ The Principal controls and directs the activities of the college, and staffs have responsibility through the different committees for the efficient and proper management, and administration of the college. The Principal is entitled to be a member of every committee. He is the liaison officer between the Management and the College.
- ✓ The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co-curricular and extracurricular activities, he frames different committees and appoints a chairman and members from the staff with the help of IQAC. The committees coordinate and execute the activities assigned to them and report to the Principal.
- ✓ The Principal coordinates with the external agencies like the University, the UGC, joint director office and other government bodies to comply necessary regulations. He safe-guards the interests of teachers/non-teaching staff members and the management.
- ✓ He observes and implements directives issued by Government authorities' viz. Director of Education / Higher Education / University and other concerned authorities.
- ✓ He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

Vice-Principal:

- ✓ The College has a Vice-Principal. He ensures the smooth functioning of the academic activities such as teaching-learning, practical sessions, and implementation of academic calendar, time table, internal examination and evaluation work.

Faculty Coordinators:

- ✓ The College has three Faculty Coordinators. Their roles are to monitor the various curricular, extra-curricular activities such as discipline, to follow the academic calendar, use innovative teaching-learning ideas, sessions of curricular and extra-curricular activities to maintain the healthy coordination among faculties.

Head of the Departments:

Heads of the Department (HoD) of each department act as leader. They monitor academic and extension activities apart from the administration of the departments and liaison directly to the Principal and Vice Principal.

- a. They are responsible for the overall management of the Department(s).
- b. Manage the day-to-day functioning of the Department
- c. Propose and Administer the development of new courses
- d. Organize the periodic review of courses.
- e. Coordinate the academic and administrative staff within the Department.
- f. Coordinate the examination schedule.
- g. Liaise with National Bodies and external agencies where appropriate
- h. Controls procurement of the Department.
- i. The HoDs ensure that:
 - 1) The programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standards and quality.
 - 2) Co-ordination of the annual and on-going monitoring of programmes, the self-evaluation of programmes is done

Librarian:

The College Librarian ensures the monitoring of the following functions of the college Library.

1. Allocation of budget with the aid of Library Advisory Committee to each department as per the norms.
2. Forwarding it for approval and sanction to the parent institution.
3. Inviting list of text books, reference books, Journals, Books for extra reading etc. from each department and after the approval from the parent institution, sending it to the vendor appointed by AJMVPS.
4. Besides ordering, cataloguing, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
5. He holds Book Exhibition annually and invites dealers to display their latest collection.
6. Checking the Readers' Club and finalizing the Best reader's award.

7. Monitoring the Book Bank Scheme.

Director of Physical Education:

- ✓ Director of Physical Education has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).
- ✓ Training students for various sports and forming teams.
- ✓ Monitoring students' coaching, ground preparation, purchasing sports material and scheduling of the games.
- ✓ Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
- ✓ Making arrangements for the participation of students at university tournaments, regional/state/national level sports events.
- ✓ Organizing Annual Sports Day at the End of the Academic year.
- ✓ Executing any other activity related to sports.

College Administrative and Academic Committees:

The various Statutory, Academic and non-academic committees monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members from teaching and administration staff.

Following is the list of the 35 committees that are operative during 2017-18 to 2022-23 for monitoring and governing various activities:

1. Internal Quality Assurance Cell (IQAC)
2. Academic Planning
3. DST proposal and planning
4. DBT proposal and planning
5. UGC proposal and planning
6. RUSA proposal and planning
7. AISHE proposal and planning
8. Library Advisory Committee
9. Purchase Committee
10. Student Development Board
11. National Service Scheme
12. Earn and Learn
13. Students' council and Health
14. National Cadet Corps (NCC)
15. Cultural Activities
16. Publication: Annual Magazine
17. Examination Board (CEO)
18. Grievance Redressal Cell
19. University Research and IPR Cell
20. Hostel and Canteen Committee
21. Feedback
22. Outcome Based Education
23. Information Communication Technology (ICT) Cell.

24. Placement cell Committee
25. Competitive Examination Committee
26. Science Association
27. Student and Parent Interaction Cell
28. Student Induction Cell/ Mentoring Cell
29. Innovation and Start Up Cell
30. Electoral Library Cell.
31. Garden Development
32. Rangoli
33. Environmental Awareness Committee
34. Soft Skill and Personality Development
35. Women Empowerment Cell
36. Departmental Library Committee

Office Superintendent (OS):

All the administrative staff such as, head clerk, senior clerks, junior clerks, etc. work under the supervision of the OS and complete their tasks.

The OS has following responsibilities:

- Coordination of administrative work in office; Student admission, registration, examinations, student records.
- Records (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline.
- Management of the administrative staff within the college
- The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.

Administrative Staff:

Administrative Staff comprises of Head clerk, senior clerk, junior clerks and menial staff who works under the guidance of the OS and the Principal and Vice Principal.

Role of above all in design and implementation of quality policy and plans:

Quality policy of the College:

New Arts, Commerce and Science College, Parner is committed to provide quality education to the students enabling them to excel in the field of science, commerce and humanities as well as to cater to the changing and challenging needs of the society, education sector and industry by

- (1) Contributing to the overall knowledge and personality development.
- (2) Maintaining the excellent infrastructure and learning environment.
- (3) Inculcating moral and ethical values among the staff and students.
- (4) Enhancing the competence of faculty to adopt modern and innovative teaching and learning process.
- (5) Promoting research among students and faculty.
- (6) Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role of top management, Principal and Faculties is Important in overall Development of the college.

Role of top management

- (a) Support for academic and infrastructural growth of the College.
- (b) Appointment of teaching and non-teaching staff.
- (c) Monitoring of overall administration of the college.
- (d) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (e) Assessment of requirement of new programs to be started.

Role of the Principal:

The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system.

- (a) Admission of students and maintenance of discipline in the College.
- (b) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the CDC.
- (c) Observance of provisions of Accounts Code.
- (d) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- (e) Correspondence relating to the administration of the College.
- (f) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.

- (g) Supervision of the College and Examinations, setting of question papers for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- (h) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- (j) Safe-guard the interests of teachers/non-teaching staff members and the management.
- (k) Any other work relating to the College as may be assigned to him by the Parent society from time to time.

Role of IQAC Coordinator:

The IQAC Coordinator is mainly responsible for development of a system for conscious, consistent and catalytic improvement in the overall performance of the institution. Coordinator is responsible for the following functions:

- (a) Application of quality benchmarks/parameters for various academic and administrative activities of the institution
- (b) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (c) Optimization and integration of modern ICT methods of teaching, learning and evaluation.
- (d) Dissemination of information on various quality parameters of higher education
- (e) Development of Quality Culture in the institution;
- (f) Documentation of various programmes/activities leading to quality improvement.
- (g) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of Criterion chairman and IQAC members.
- (h) Coordination with other Cell coordinators and HODs.
- (i) Suggestions for budgetary provisions for activities related to the cell.
- (j) Design policies and define procedures for conduct of activities.
- (k) Collect Feedback, analyze and prepare action taken reports.

Role of Faculties:

The faculties of the college are actively involved in teaching learning, evaluation, co-curricular and extra-curricular activities.

- (a) Implementing the teaching –learning schedule and taking part in evaluation process.
- (b) Assisting the administration through the participation of different academic committees.
- (c) Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.
- (d) Undertake research and consultancy/extension, co-curricular and extra-curricular activities.
- (e) Use of ICT and innovative methods in teaching.

The involvement of the leadership in ensuring:

- a. The policy statements and action plans for fulfilment of the stated mission

- b. The authorities collect information about the various aspects of the functioning of the College through a number of ways.
- c. The management encourages the participation of the staff in the process of decision-making in institutional functioning.
- d. Both teachers and non-teaching staff have their representatives in the CDC of the College.
- e. CDC in its meetings collects the information regarding the new policies to be implemented.
- f. The policy decisions regarding the college functioning are decided by the Governing body.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

The Principal prepares the agenda for CDC meetings through the discussions with the IQAC, academic, administrative committees. It is presented before CDC for the approval and executed accordingly. Principal is also involved in all types of correspondence with the apex bodies viz., Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Savitribai Phule Pune University, Pune. On the basis of policy decisions of Governing Body, the action plans are prepared by the IQAC and are implemented.

Interaction with stakeholders

The Principal provides information to the stakeholders particularly students, faculties and parents at the beginning of the academic year. He also communicates the information about college during welcome address to the first-year students. The prospectus is self-explanatory of the programmes, activities, code of conduct, prizes, scholarships, and rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The committees of teachers and members of the non-teaching staff play an important role in the planning and implementation of activities in different spheres of institutional functioning.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

The college takes regular feedback from the stake holders about the college. These feedback forms are analysed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, the non-teaching staff, the students, the parents play an important role in this. Apart from this, information available in student feedback forms and information available in self-appraisal forms of teachers help the authorities to plan proper support for the policies.

Reinforcing the culture of excellence

The college provides all the guidance to the students to create the culture of excellence. As a result of this, twenty seven students of the college received various medals including ten gold medals, at various levels. The library timings is kept flexible as per the demands from

learners. Various committees are formed to implement and monitor various activities. Teachers are actively involved in the research and publishing their research articles in the journals. With support of management research facilities are augmented as and when required. Sports and cultural activities are conducted periodically for inculcating the spirit, culture and human values.

Champion organizational change

The college has taken initiatives upgradation and augmentation of infrastructure like modern of laboratories, purchase of additional equipments, furniture etc. The college has created virtual classroom for the students and faculty are collected and used by the college from all faculties.

Performance Appraisal System

HEI has well-defined Performance Appraisal System for all employees and follows the rules, regulations and amendments of GoM, university and UGC strictly.

1. The performance of employees is assessed periodically after every year of service using PBAS and API scores as per the procedures.
2. The objectives are, to evaluate the performance and potential for teaching, research and extension activities which leads to progressive growth of the employee as well as HEI.
3. PBAS and API forms are verified and evaluated by the HoDs, IQAC and Principal.
4. Teachers due for promotions are recommended through the selection committees.
5. As an outcome of PBAS, HEI has 6 Professors and 6 Associate Professors.
6. The assessment of non-teaching staff is done using confidential reports (CR) and seniority.
7. The parameters assessed are moral character, modern skills, capacity to handle equipments, discipline, reliability, relations with stakeholders, organizational and retrieval of documents.
8. On the basis of the performance, employee is granted promotion by parent institute. For unsatisfactory performances, the employees are directed to reappear with improvements for the appraisal system.
9. Performance Appraisal System helped in professional developments of employees.

Financial Audits

Internal Audit

The AJMVPS has a policy on resource mobilization and adopted a mechanism for Internal and External Audits. A registered practitioner M/S. Gurjar and Co. Ahmednagar has been appointed as an internal auditor by the parent institute AJMVPS. Internal audit is a continuous process which ensures the transparency in accounting. The auditor is responsible for checking official letters, official funds, receipts of students' fees and Bank statements. Payments are made as per the procedure through bank accounts and PFMS mechanism is also practiced. Automated accounting system helps maintaining the payments and receipts of the

accounts. The payment vouchers are verified by the accountant, office superintendent, approved by the Principal and cheques are issued to the concerned vendors. The Audited Accounts Statements of the funds received from BCUD under the Student Welfare scheme and for organizing seminars are re audited by the University.

External Audit

The external audit is conducted annually after the completion of every financial year by the registered practitioner appointed by parent institute. The bills and vouchers of the revenue expenditure are verified. The vouchers on the concerned department of the capital expenditure are also verified.

Departmental Accession Register, Dead Stock Registers/Purchase Registers are physically verified.

For the grants received from the UGC, DST-FIST, RUSA, utilization certificates are generated according to the allowed expenditure under various heads and duly verified by the CA and submitted to the concerned authorities. Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General, Government of Maharashtra periodically.

Institutional Strategies for Mobilization of Funds

New Arts, Commerce and Science College, Parner is an affiliated college to Savitribai Phule Pune University, Pune. For the grant-in-aid programmes, B.A., B.Com. and B.Sc. college receives salary grants for staff from the Government. Moreover, grants are also received from the UGC, BCUD-SPPU, DST-FIST, RUSA, for augmentation of infrastructural facilities and learning resources. Revenue is also generated through tuition fees and other fees for self-financed programmes which are utilized to meet the additional requirements. The college has 4 research centres which contribute towards rising of the funds. The short term courses like Foreign Languages, Modi script, Nursery Management, Chemical safety etc. conducted by the college also help to increase the income of the college.

Donations from philanthropists and alumni also add to the revenue of the college. The Parent institute also contributes major capital for augmentation of infrastructure.

Recruitment Procedure

Service Rules and Recruitment

The college follows the rules and regulations laid down by Savitribai Phule Pune University, Pune, UGC, New Delhi and Government of Maharashtra for the recruitments and services of employees at HEI. All the necessary procedures starting from the workload to the joining of the employee are followed strictly as per the rules and regulations of the authorities. The candidates are interviewed by the Selection Committee appointed by the university, which comprises of the Vice Chancellor's Nominee, Subject Experts, Reservation Nominee, Management Office Bearers, Principal and Head of the respective department.

Promotional Policies

For the promotional policies, HEI follow the Career Advancement Scheme (CAS) as per the UGC norms for the upgradation of the Faculties. The promotion of non-teaching staff follows to the Government of Maharashtra norms.

Bird View of the College:

