



K.T.S.P.Mandal's  
**Sahebraoji Buttepatil Mahavidyalaya**  
Rajgurunagar

**CRITERION VI**

**GOVERNANCE, LEADERSHIP & MANAGEMENT**

6.1.1 QNM The institutional governance and leadership are in accordance with the vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term institutional perspective plan.



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Sahebraoji Buttepatil Mahavidyalaya  
Rajgurunagar, Tal. Khed, Dist. Pune.

# INTERNAL QUALITY ASSURANCE CELL

## CRITERIA 6 – GOVERNANCE LEADERSHIP & MANAGEMENT

### KEY INDICATOR – 6.1. Institutional Vision And leadership

#### **Metric -6.1.1**

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Near Siddheshwar, Temple Pune-Nashik Highway, Rajgurunagar, Tal. Khed Dist. Pune Pin - 410505.

College ID.No. (PU/PN/ACS/488/2018) PUN Code:- CAAP020810 AISHE Code:- C-60265

**Dr. H.M.JARE**

M.Com.M.Phil,Ph.D.,G.D.C.&A.

Principal

Mob: 9960536639


Ref.No.

Date:

## Declaration

We hereby confirm that the data submitted and exhibited in this file has been evaluated and examined by the Internal Quality Assurance Cell ( IQAC ) and is true and correct to the records . This declaration is being submitted in order for HEIs to obtain NAAC accreditation 2018 to 2023

  
Co-ordinator

  
Principal  
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Principal  
Mob: 9980538839

Ref.No.

Date:

## PRESPECTIVE PLAN 2018-2023

1. To Apply and introduce new academic programs
2. NAAC accreditation of the college.
3. To Attract students by introducing innovative curriculum
4. To improve teacher profile
5. Augmented Physical facilities.
6. To develop a competent feedback system for all stakeholders.
7. To Organize orientation programs for teaching faculty and non-teaching staff.
8. To Inculcate an environmental awareness among students.



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Rajgurunagar,  
Tal.Khed Dist.Pune 410505  
**Internal Quality Assurance Cell**  
1<sup>st</sup> Cycle Assessment Phase  
**IQAC Composition**  
2023-24

Sr.No	Committee Member	Name of the Member
I	Management Representative	Mr.B.N.Sandbhor
II	Senior Teacher	Prof.S.J.Pacharne
III	Co-ordinator	Prof.S.S.Deshmukh
IV	Academic External expert	Dr.P.S.Kulkarni
V	Industry Expert	Shri. Jagganath Rakshe
VI	Administrative	Mr.Y.V.Adak
VII	Alumini	Shri.Vaishnav Banagr




  
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## IQAC REPORT

National Assessment and Accreditation Council ( NAAC ) compelled all HEIs in Nation to complete the process of NAAC in order to enhance the quality of higher education in India . Taking in to consideration Khed Taluka Shikshan Prasarak Mandal's Sahebraoji Buttepatil Mahavidyalaya also formed IQAC on 25<sup>th</sup> August 2023. This IQAC include members from management , college staff , administrative persons , social workers and Alumni . Three meetings of IQAC are organized in order to take feedback of the work of NAAC . All are striving including the stakeholders , teaching non - teaching staff , Alumni and students the only aim is to complete the process of accreditation with satisfying grade . every meeting the discussion on from criteria I to VII is done and the Action Taken Report of the previous meeting is also discussed. Sahebraoji Buttepatil Mahavidyalaya is preparing for the 1st cycle of NAAC .College takes three or four meetings of CDC in a year and gives permission for the required budgetary for the IQAC suggested development process . The 1st meeting of IQAC was completed on 23rd September 2023 . The IQAC observes and suggests all other committees work including Admission Committee , Students Development Committee ( Earn and Learn ) , Students ( Girls ) Personality Development Committee , Special Guidance Scheme , Anti Ragging Committee , Quality Improvement Scheme , Soft Skill Development , Time - Table Committee etc. Various activities are arranged in the college in order to develop in students extra



  
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curriculum activities . Feedback system is used to check the quality of HIE . Feedback from students , parents staff and management is taken every year. IQAC also tries to increase the grade of the college by enhancing quality of the higher education in the institution.



A handwritten signature in black ink, consisting of a stylized 'S' followed by several vertical strokes.

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**Sahebraoji Buttepatil Mahavidyalaya**

**Rajgurunagar**

**ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES**

SR. NO	Name of Committee	Functions of Committee
1	College Development Committee	The CDC meet at least four times a year. To approve the budgetary provision for the development of college and also prepare an overall inclusive development plan of the college.
2	Admission Committee	To oversee screening of students seeking admission in college through online and offline.
3	Industrial Tours Committee	To organize field trips, visits, and tours.
4	Time Table Committee	The committee shall plan and prepare a time table for regular classes.
5	Avishkar Committee	To promote students and teachers to participate in avishkar competition.
6	Examination Committee	To make all essential arrangements to conduct internal and university examinations.
7	Staff Academy	To work for the benefit and welfare of teaching and non-teaching staff and provide a channel to interact with each other.
8	Competitive Exam Committee	To organize expert lectures on competitive examinations for students.



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9	Cultural Committee	Activities	The Cultural Department of the college is versatile and having incredible success. Various Cultural activities are performed with tremendous enthusiasm. The diversity of Cultural activities is extraordinary and number of students, in this department, had represented of national, zonal and state level Cultural events. The college has established fully equipped Cultural Department for students. Continuous encouragement is given to students to participate & perform in various activities. College has provide traditional or classical instrument facilities for the Cultural activities & events like folk dance, folk orchestra, street play, one act play, skit, elocution, group song, vocal & classical singing, rangoli, tabala, harmonium, flower arrangement, duate dance, solo dance, poetry recital, group dance, debate, quiz, on the spot painting, cartooning, spot photography, mono-acting competition etc.
10	N.S.S.		To arrange special camp and workshops of group students on regular basis on issues of social importance and moral values.
11	Student Welfare & Earn & Learn Committee		To help economically weak students, they are selected and allotted the job in the college campus and paid the honorarium
12	Magazine and Publicity committee		To raise resources for publication of the magazine 'pasayadan' to receive the articles.
13	Teacher and student feedback committee		To improve quality of education and also give better atmosphere to student feedback collected from student and teacher after various programme and at the end of academic year.
14	IQAC Committee		• Development and application of quality




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		<p>benchmarks/parameters for the various academic and administrative activities of the Colleges; • Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process; • Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes</p>
15	Discipline Committee	<p>A Discipline Committee will consider the alleged misconduct and evaluate all of the information shared with it and determine which information was more credible when the information was in conflict. The role of discipline committee is To make the rules and regulations as per the disciplinary requirement. To make the student aware about the discipline. To make the student follow the disciplinary rules. To take disciplinary action against any of the misconduct.</p>
16	Girls welfare & Health Committee	<p>Women are considered to be the strength of the family and the nation, and we are greatly concerned about their growth and contribution. So we must recognize the enormous potential of half of the world's population – women. To enable them to reach their full potential, women must be free from discrimination, including the gender-based violence. In accordance with the guidelines issued by Supreme Court, UGC and as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition &amp; Redressal) Act, 2013, it is necessary that the University/Institute/College must have a separate committee to deal with</p>



  
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		issues of gender based violence and gender sensitization programs.
17	Library Committee	Library is knowledge centre so to give required syllabus books and journals for students library committee take all necessary action to improve the credibility and reputation of college.
18	Scholarship Committee	In given time period by social welfare department to fill up all the categories students scholarship from and also various scholarship schemes received from savitribai phule pune university committee takes all necessary action for welfare of students
19	Academic Calendar	Academic calendar committee will prepare the annual academic calendar of the college.
20	Innovation & Incubation Cell	The main objective of Incubation is to promote emerging technological and knowledge based innovative ventures that seek the nurturing of ideas from students.
21	Anti Ragging Committee	The College Has Constituted the Anti Ragging Committee in The year 2018-2019. The following instructions are framed to prevent the menace of ragging and foster healthy interpersonal relations among students in the campus of Sahebraoji Buttepatil Mahavidyalaya, Rajgurunagar. Ragging is strictly forbidden in or outside the college campus. All students shall familiarize themselves with rules/regulations/guidelines on code of conduct, anti-ragging measures and discipline College.
22	Environmental Awareness Committee	The Environment Committee advocates sustainable development through greater environmental protection and management addressing pressing issues such as climate change, disaster risk



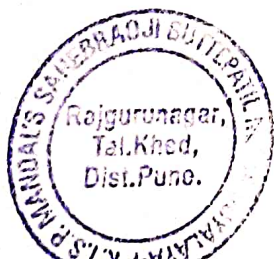
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		reduction and biodiversity conservation.
23	Internal Assessment Committee	The college has an Internal Assessment Committee that oversees the whole procedure of internal assessment. The committee frames the schedule of assessment subject-wise and paper-wise after discussion with the principal and all HoDs. Thereafter, the students are informed about the modalities of assessment in advance. Along with this, individual departments initiate various reforms to evaluate the performance of students. Apart from the usual class tests, several departments have introduced some innovative modes not just to assess the performance of the students but to involve them in a participatory teaching-learning atmosphere. Some of these modes include – surprise tests, Mini projects, Power point presentations, poster presentations, home projects, viva, online mock tests, online quizzes through Google form etc. In the last three years (2020- 2023) many departments have taken the internal assessment through the MCQ and viva mode
24	Career Katta	and Maharashtra State Higher and Technical Department. Its motto is to provide value-added skilled human resources. To develop entrepreneurial skills among the youth it has started 'Udyojak Aaplya Bhetila', and to make the burocrates and Officers it has started IAS Aaplya Bhetila. Only 365/- charge for three years.
25	Student Council Committee	A Student Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff



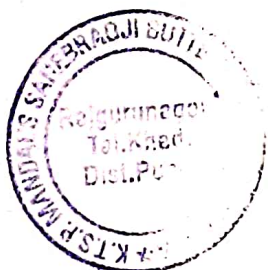
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		and students for the benefit of the college and its students.
26	Timetable Committee	The role of the time table committee is To prepare the Academic Calendar. With the information gathered, prepare the class time tables in the prescribed format. By referring to the class timetables, prepare the timetables of individual faculty members and labs. Communicate and widely publicize the class time tables to staff and students.
27	Research & Publication Committee	Research Committee of Sahebraoji Buttepatil Mahavidyalaya, Rajgurunagar is committed towards enhancing the research profile of the college. For this purpose, the committee constantly endeavors to encourage, enable and promote research environment in college through its various programs, for faculty members as well as students. A major objective of the research committee in colleges is to promote research in order to help the teachers in upgrading the pedagogies, teaching content and upgrading the course contents i.e., to facilitate research in a manner where it supplements and consolidates the teaching-learning process.
28	Parent Teacher Association	Regarding Parent Teacher Association
29	SBM Placement Cell	The placement cell is a vital department in every educational institution, serving as a key link between students and potential employers. Its main role is to arrange various activities and events that equip students with the necessary skills and knowledge to land a job in their chosen field. The cell is crucial in readying students for the job market by organizing campus recruitment drives, job



  
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30	Arts Circle	fairs, and career-focused programs. The Arts Circle at our college encompasses the faculty dedicated to nurturing students' academic pursuits, offering a diverse array of subjects such as English, Marathi, Geography, History, Politics, and Economics for the first year of Arts education. Additionally, specialized courses in History, Politics, and Economics are provided to facilitate students' progression and offer tailored learning opportunities.
31	Science Association	The activities are open to all the students irrespective of their stream and sometimes include the students and faculty of other colleges. The objective is to organize activities that will increase participation of the students in large number and create an opportunity to fill up their minds with innovative ideas of science for the benefit of shaping their future.
32	Commerce Association	The department of commerce was established in the year 2018. The department started under graduation course i.e. Bachelor of Commerce at the time of the establishment of the college. There were 120 students in the commerce faculty, but it has increased. Our department took many initiatives for the betterment of our students the department organised various programs for students i.e. Competitions, Test series, seminars, Field Visits, and Extention Activities.
33	Gymkhana & Sports Committee	Department of Physical Education & Sports Since the establishment of our college in 2018, The gymkhana has been trying to enhance the participation and the performance of the student in sports. many students have performed



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		exceptionally well at the state zonal and Inter Collegiate levels. Our students represent the college in various game like Cross Country, fencing, Kabaddi, handball ,volleyball, Athletics, archery, Netball in the tournament arranged by the University. All the routine functions of the department are carried out smoothly with the support of Earn & Learn student
34	Functional & Celebration Committee	Role- The Functional & Celebration Committee in a college is responsible for organizing diverse events and activities to enrich the college experience. They plan everything from cultural festivals to academic conferences, handling logistics, budgeting, promotion, and volunteer coordination.
35	Medical Check-up Committee	In a college setting, a "Medical Check-up Committee" could serve several important functions aimed at promoting the health and well-being of students, faculty, and staff.
36	Website Committee	The Website Committee plays a pivotal role in ensuring the functionality, usability, and overall effectiveness of an organization's online presence. As the digital face of the organization, the website serves as a crucial platform for communication, outreach, and engagement with various stakeholders, including customers, clients, partners, and the general public.
37	Staff Secretary	The Staff secretary is responsible for preparing minutes of the meetings, maintaining records, administration, flow of information/communication. The Secretary also ensures that the decisions taken by the Board are clearly communicated to various stakeholders and they are implemented.



  
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38	Tours & Industrial Visit Committee	The Tours and Industrial Visit Committee is tasked with the planning, coordination, and execution of industrial visits, both domestically and internationally
39	Extra-Co-Curricular Committee	Functions To suggest and organize various cultural activities to be organized in an academic year Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,
40	Rangoli & Board Writing Committee	In every function of college Rangoli & Board Writing Committee have do board writing and making rangoli in front of Sahebraoji Buttepatil statue, office and varoious Departments of college.The rangoli was attractive and its display theme of specific pragramme.



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K.T.S.P. MANDAL'S PRASARAK MANDAL'S  
**SAHEBRAOJI BUTTEPATIL MAHAVIDYALAYA**



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 Mail ID:- sbmrajguru@gmail.com

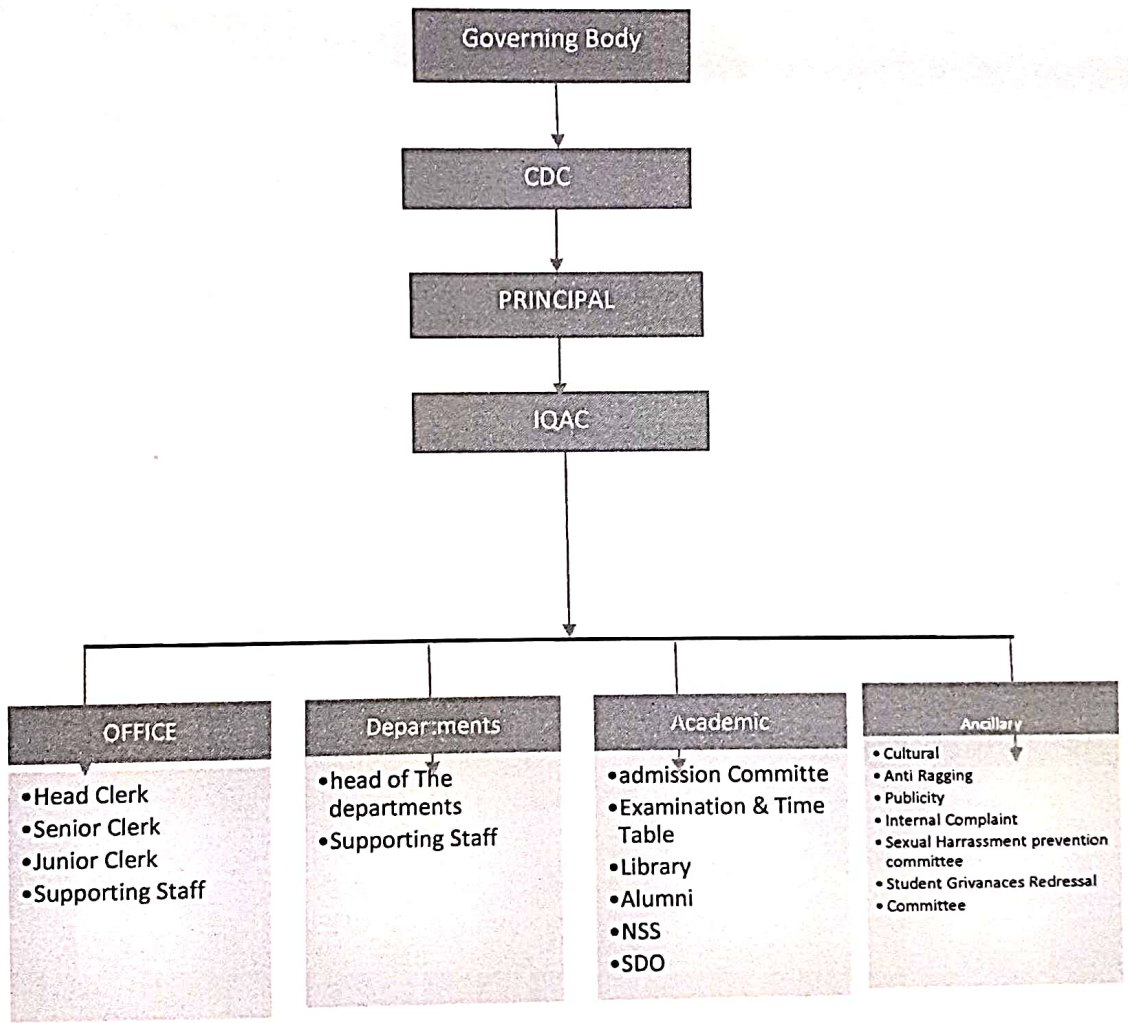
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National Education Policy 2020 workshop



Organized by  
Internal Quality Assurance Cell  
CHANDMAL TARACHAND BORA COLLEGE

Shirur, Dist. Pune, 412210, Maharashtra  
and  
Internal Quality Assurance Cell

SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE

23<sup>rd</sup> February 2023

Certificate of Participation

This is to certify that Prof/Dr/Mr/Ms/ Joghep S.M.

of K.T.S.P Mandal's SAM Rajgurunagar.

has participated in one

day workshop on "National Education Policy 2020" held on 23 February 2023 at Chandmal Tarachand Bora College

Shirur, Dist. Pune, Maharashtra.

Dr.S.D.Dhole  
Director (QAAC SPPU)

Dr.K.C.Mohile  
Principal  
OT Bora College Shirur.

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**MOE-Human Resource  
Development Centre**



**Savitribai Phule Pune  
University**

*This is to Certify that*

*Dr. Manthana Mukta Jee, Principal at Sahabraji  
Buttepatil Mahavidyalaya, Rajgurunagar, has participated  
in Workshop on National Education Policy-2020-  
Implementation Strategies for Principals/Directors (3 Days)  
conducted by the U/SR, Human Resource Development  
Centre and Savitribai Phule Pune University, Pune  
5/10/22, at the Maharashtra Research Centre, Lonavala from  
20/03/2022 to 22/03/2022 under the U/SR Scheme.*

COORDINATOR

*[Signature]*

DIRECTOR

REGISTRAR

*[Signature]*

**"WE GALVANIZE ATTITUDE"**



*[Signature]*

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SAVITRIBAI PHULE PUNE UNIVERSITY  
Internal Quality Assurance Cell (IQAC)

Participation Certificate

This is to certify that Dr./Spti./Spt. Jaytap S.M. of

S.B.M. Rajgurunagar College / University Department attended a

one day workshop on "Implementation of NEP 2020 at University & Colleges" organized by  
IQAC, SPPU on 23<sup>rd</sup> December, 2022.

Director  
Internal Quality Assurance Cell



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### Mission

Our vision perceives the qualitative in higher education which will bridge the gap between the rapidly developing towns and the most underdeveloped villages and the hamlets of Khed Taluka. We try to our best to inculcate skill based and knowledge-based educational values to promote vocational competence, intellectual abilities, humanistic values and social awareness by adopting changing concepts used in contemporary educational systems.

### Vision

Our vision perceives the qualitative in higher education which will bridge the gap between the rapidly developing towns and the most underdeveloped villages and the hamlets of Khed Taluka. We try to our best to inculcate skill based and knowledge-based educational values to promote vocational competence, intellectual abilities, humanistic values and social awareness by adopting changing concepts used in contemporary educational systems.

### Objectives

To emerge as a center of quality education.

To promote students to be empowered by taking quality education.



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