

**1) Administrative setup, procedure and policies of the institution**

**Shri Shivai Education Society Amravati**

**List of the Executive Council for 2022-2027:**

<b>SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI (M.S.)</b>	
<b>EXECUTIVE COUNCIL (2022-2027)</b>	
<b>ESTABLISHMENT YEAR: 2 December 1932 Regd.No.F-89(Amt.)</b>	
<b>Sr.No. Office Bearers/Members</b>	<b>Designation</b>
1. Shri Harshvardhan P. Deshmukh	President
2. Adv. Gajananrao K. Pundkar	Vice-President
3. Adv. Jaywant Alias Bhaiyasaheb V. Patil (Pusdekar)	Vice -President
4. Shri Kesharao J. Metkar	Vice-President
5. Shri Dilip B. Ingole	Treasurer
6. Shri Hemant W. Kalmegh	Member
7. Principal Kesharao R. Gawande	Member
8. Shri Suresh J. Khotare	Member
9. Prof. Subhash S. Bansod	Member
10. Dr. Vijay G. Thakare	Secretary
11. Dr. Mahendra P. Dhore	Co.Op.Member
12. Shri Naresh M. Patil	Co.Op.Member
13. Dr. Purushottam S. Wayal	Co.Op.Member
14. Dr. Amol M. Mahalle	Co.Op.Member

**Shri Shivai Education Society Amravati**

**List of the College Development Committee (CDC) for 2022-2027:**

Shri Shivaji Education Society, Amravati's	
<b>MATOSHREE VIMALABAI DESHMUKH MAHAVIDYALAYA</b>	
<b>AMRAVATI</b>	
<b>COLLEGE DEVELOPMENT COMMITTEE</b>	
<b>2022 to 2027</b>	
<b>Shri. Harshvardhan P Deshmukh</b>	<b>President</b>
<b>Shri. Suresh J. Khotare (Secretary Representative)</b>	<b>Member</b>
<b>Shri. Dilip B. Ingole (Education)</b>	<b>Member</b>
<b>Shri. Hemant W. Kalmegh (Industry)</b>	<b>Member</b>
<b>Prin. Keshavrao R. Gawande (Research)</b>	<b>Member</b>
<b>Prof. Kisan R. Jadhao (Social Service)</b>	<b>Member</b>
<b>Dr. Sharmila R. Kubde</b>	<b>HOD Representative</b>
<b>Dr. Devidas R. Bambode</b>	<b>Teacher Representative</b>
<b>Dr. Manda M. Nandurkar</b>	<b>Teacher Representative</b>
<b>Prof. Vilas R. Thakare</b>	<b>Teacher Representative</b>
<b>Shri. Narendra G. Mahure</b>	<b>Non Teaching Representative</b>
<b>Dr. Savita D. Thakare</b>	<b>IQAC Coordinator</b>
<b>Vacant (Secretary Students Council)</b>	<b>Ex.Officio Member</b>
<b>Dr. Smita R. Deshmukh (Principal)</b>	<b>Secretary</b>

## **Administrative setup , Procedures and Policies of the Institution:**

### ***Shri Shivaji Education Society Amravati's***

### ***Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati***



### ***Administrative setup, Procedures and Policies of the institution***

#### **1) Governing body**

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati is govern by The Shri Shivaji Education Society, Amravati.






The Shri Shivaji Education Society, Amravati, was founded in 1932, by the Late Dr. Punjabrao Deshmukh, a leader of the peasants, the First Agriculture Minister of Independent India, and a member of the "Constitution Draft Committee" for Govt. of India. It is one of the premier institutions of higher education in the Amravati region. It is worth mentioning that, under its covering, there are in all 277 institutions including 24 colleges from the various disciplines as Medical, Agriculture, Engineering, Science, Law, Education as well as Higher Secondary Schools, High Schools, Middle Schools, and Primary Schools. The Shri Shivaji Education Society is indeed a major stakeholder in



the field of education in Amravati region. The society has bagged many prestigious awards from the state government in recognition of its dedication in the field of education.

The executive council is formed, through the election held every five years, from amongst its life members. The executive council for the duration 2017-22 is as follows.

**1. Executive Council of Shri Shivaji Education Society,  
Amravati for 2022-27:**

S. N.		Name	Designation
1		Shri Harshvardhnji P. Deshmukh	President Shri Shivaji Education Society, Amravati
2		Adv. Gajananrao Kesharao Pundkar	Vice -President Shri Shivaji Education Society, Amravati
3		Adv. Jaywant Alias Bhaiyasaheb Vinayakrao Patil (Pusdekar)	Vice -President Shri Shivaji Education Society, Amravati
4		Shri. Kesharao Jagannathrao Metkar	Vice -President Shri Shivaji Education Society, Amravati
5		Shri. Dilip Bhagwantrao Ingole	Treasurer Shri Shivaji Education Society, Amravati

6



Shri. Hemant  
Wasudeorao Kalmegh

Member  
Shri Shivaji Education Society,  
Amravati

7



Prin. Keshavrao  
Ramkrushnarao  
Gawande

Member  
Shri Shivaji Education Society,  
Amravati

8



Shri. Suresh Janardanrao  
Khotare

Member  
Shri Shivaji Education Society,  
Amravati

9



Shri. Subhash  
Shridharpant Bansod

Member  
Shri Shivaji Education Society,  
Amravati

10



Shri. Vijay Govindrao  
Thakare

Secretary  
Shri Shivaji Education Society,  
Amravati

11



Dr. Mahendra Pundlikrao  
Dhore



Co-opted Member  
Shri Shivaji Education Society,  
Amravati

12



Shri. Naresh  
Madhukarrao Patil

Co-opted Member  
Shri Shivaji Education Society,  
Amravati

13		Shri. Purushottam Shivaji Wayal	Co-opted Member Shri Shivaji Education Society, Amravati
14		Dr. Amol Manoharrao Mahalle	Co-opted Member Shri Shivaji Education Society, Amravati

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### ***1) Governing Body (Executive Council) :***

The governing body, constituted as per the norms, supervises the operations of the institute and provides guidelines for proper functioning of the institute. The executives of the governing body meet at regular intervals and review the operations of the institution and provide guidance for further improvements and always encourage the efforts of the college team in maintaining quality standards.

The Governing Body is a group of persons constituted for the purpose of administering institutional development activities. As far as Decision making process is concerned, Governing body (Executive council) is giving relevant guidelines for Academic affairs, **Faculty Recruitment**, Infrastructure, Budget and promotional matters.

#### **↓ Identity:**

- 1) The Governing Body of the institute is elected democratically by the life members of the Shri Shivaji Education Society.
- 2) The Institute beliefs that Governing Body (Executive council) is significant to review its policies, procedures and strategic objectives for the well being of the stakeholders in attaining the Institute's strategic plan.
- 3) To keep all the above issues aligned importance is given to constitute the college development committee.

#### **↓ Functions:**

1. To ratify the decisions of the academic council.

2. Approval of new courses recommended by the academic council.
3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the universities. (UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018)
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting placement activities.
7. To monitor and evaluate the teaching programs in the college and suggest remedial measures.
8. To constitute various committees for specific purpose delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the college.
10. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
11. Approve new programmes of study leading to degrees and/or diplomas.
12. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development.

**↓ Role of Governing Body (Executive Council) :**

- 1) Determining the mission, vision and values of the Institute.
- 2) Establishing academic, research, service and institutional policies and plans and to control the manner in which they are implemented.
- 3) Appointing, promoting, suspending and removing members of the teaching staff and of the administrative staff of the institute.
- 4) Governing standards for the admission of students to the institute and Governing matters arising in connection with the award of scholarships, medals, prizes and other awards for academic achievement.



- 5) Appointing committees and assigning to them such duties and responsibilities as may be provided in the by-laws of the institute.
- 6) Approving the annual budget of the institute and monitoring its implementation.
- 7) Regulating the conduct of students, staff and all persons who use the property of the institute including denying any person access to the property.
- 8) Making by-laws, resolutions and rules for the conduct of its affairs.

### ***2) College Development Committee (CDC):***

College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.

The College Development Committee shall -

1. 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. Decide about the overall teaching programmes or annual calendar of the college.
3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
4. Take review of the self-financing courses in the college and make recommendations for their improvement.
5. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
7. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
8. Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations

9. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution

10. Prepare the annual report on the work done by committee for the year ending and submit the same to the management of the college.

#### **↓ Composition of CDC:**

College development committee is constituted in the college to give recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff and to recommend management for approval of the Annual financial statements & Budget.

MAHARASHTRA ACT No. VI OF 2017 (THE MAHARASHTRA PUBLIC UNIVERSITIES ACT, 2016). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

"College Development Committee" means the College Development Committee constituted under **section 97** of this Act;

The members hold office for a term of 5 years. Any vacancy being filled as per the provisions of the Act. The CDC meets at least 1 times in a year.

#### **Section 97:**

1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely:-

- a) Chairperson of the management or his nominee ex-officio Chairperson;
- b) Secretary the management or his nominee;
- c) one head of department, to be nominated by the principal or the head of the institution;
- d) Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom atleast one shall be woman;

e) One non-teaching employee, elected by regular non-teaching staff from amongst themselves

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) Co-ordinator, Internal Quality Assurance Committee of the college;

President and Secretary of the College Students' Council;

h) Principal of the college or head of the institution - Member - Secretary.

i) Principal of the college or head of the institution - Member - Secretary.

2) The College Development Committee shall meet at least four times in a year.

3) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

4) The College Development Committee shall,-

a) 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;

b) Decide about the overall teaching programmes or annual calendar of the college;

c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;

d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;

e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;



- g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
- h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
- i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);
- k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;
- l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
- m) Frame suitable admissions procedure for different programmes by following the statutory norms;
- n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;
- o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;
- p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;
- q) Recommend the distribution of different prizes, medals and awards to the students.
- r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
- s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.



Based on the guidelines, the composition of the College Development Committee for the term July 2022 to July 2027 is as follows –

**± Functions of CDC:**

- 1) It prepares the overall Development Plan of the College.
- 2) It decides the Academic Calendar: the teaching programs (new & existing), workload & requirement of teachers, non-teaching staff.
- 3) It frames a smooth admission procedure as per norms;
- 4) It gives recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff.
- 5) It recommends management for approval of the Annual financial statements & Budget.
- 6) It decides the welfare schemes of the College for staff & students, other events like Annual Day, Sports Day, Inter collegiate events, Seminar/Conferences etc and also the prizes/ awards to be given.
- 7) It reviews the various reports, viz., IQAC & NAAC report, statutory audit report, Local Inquiry report & suggests suitable action.
- 8) It recommends appropriate steps regarding the discipline, safety and security issues of the college.
- 9) It prepares & submits the Annual report of the College to the management & University.
- 10) Perform such other duties as may be entrusted by the management and the University.

± The formal and informal arrangements in the institution to coordinate the academic and administrative planning and implementation reflect the college efforts in achieving its vision.

The management nominated four faculty members on Purchase, Building and Construction Committee. Five senior faculties from teaching and one non-

teaching staff are members on College Development Committee. Some senior faculty and some of the other faculty are members of the IQAC.

- ↓ Formation of **different sub committees under the supervision** of IQAC comprising representative of all stakeholders of the college for coordinating important academic activities of the college. Faculty is represented in all decision making bodies of the institute. Most of the faculty is members of various other Committees viz., Anti Ragging, Grievances Redressal, parents- teachers Interaction etc., which have been constituted with specific functions and responsibilities.
- ↓ Representation of the faculty in all the committees including college development committees (CDC) is indicative of their participation in the decision making bodies of the Institution and decentralization.
- ↓ AS per the Maharashtra Public University Act 2016 the CDC is constituted, which consist of **one** executive nominee of President of parent management as a chairman, **four** nominated members by president from executive council (**two** educationist), **three** teachers from the college staff, **one** HOD representative of staff, **one** representative of nonteaching staff, secretary of the **student council**, IQAC **coordinator**, **one** Alumni representative and **Principal** as an ex-officio member.

Faculty members representing each Department, student representative, representations on the college committees decide on all academic matters.

Periodic meetings of the Heads of Departments are held to discuss and deliberate upon wide ranging academic and administrative matters.

The Principal holds meetings with the entire College faculty to share the plans and future programs visualize by the College management.

The College carried out a major Strategic five-year Planning Exercise and yearly plan for the period 2022 - 2027 that involved all academic departments as well as the co-curricular units of the College in developing a detailed road map to the institution of Higher Education.

**↓ COLLEGE DEVELOPMENT COMMITTEE-**

Sr. no.	Name	Description
1.	Shri. Harshvardhan P. Deshmukh	Chairperson
2.	Shri. Dilip B. Ingole (Industry)	Member
3.	Shri Hemant W. Kalmegh ( Education)	Member
4.	Shri Prin. Kesharao R. Gawande (Research)	Member
5.	Shri. V. G. Thakare	Member
6.	Prin. Dr. Smita R. Deshmukh	Member, Secretary
7.	Dr. S. D. Thakare	IQAC Coordinator
8.	Dr. C. N. Vidhale	HOD Representative
9.	Dr. R. S. Kawale	Teacher Member
10.	Shri. V. R. Thakare	Teacher Member
11.	Mrs. S. S. Mohod	Teacher Member
12.	Shri. N. G. Mahure	Nonteaching representative
13.	Shri. D. B. Thakare	Alumni representative
14.	Secretary, Student council	Ex officio member

**3) ACADEMIC COUNCIL:**

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside

**↓ Functions:**

I. Scrutinize and approve the proposals regard to-

- Course study
- Academic regulations
- Curriculum
- Extra curricular activities
- Attendance , admission of students.

- Methods and procedures for Instructions & evaluations.
- II. Academic council will-
  - Conduct of Examinations.
  - Evaluations & Results declaration and other connected issues like revaluation or modifications.
- III. Framing procedures for evaluation & examination system.
- IV. Make regulations for academic activities i.e. teaching learning process, and co-curricular activities.
- V. Make regulations for sports, extracurricular activities and proper maintenance of play grounds hostels as per requirements.
- VI. Recommending the proposals of new courses to Governing Body.
- VII. Recommending for Institutional scholarships, fellowships, Awards, rewards and framing regulations.
- VIII. Advice the Board of Governors on suggestions pertaining to academic affairs.
- IX. Perform other functions as may be assigned by the governing Body.

#### ***4) Purchase ,Building and Construction Committee:***

**The composition and functions of Purchase, Building and Construction Committee are given below:**

**Composition of Purchase, Building and Construction Committee:**

##### **✚ Purchase Building & Construction Committee:**

- Chairperson - Hon'ble Shri. Harishchandraji P. Thakare
- Convener - Principal, Dr. Smita R. Deshmukh
- Members - Mr. V. R. Thakare, Smt. S. S Mohod, Dr. D. R. Bambole, Dr. C. N. Vidhale,
- Dr. S. D. Thakare , Mr. N. G. Mahure.

##### **✚ Functions:**

- To decide the budgets of programs and departments.
- To keep account of the allocated budgets.
- To decide and prepare proposals for construction work to be sent to UGC or other agency.
- To call tenders for construction that is to be done.
- To monitor the construction work that is being done.



- It also plans the building required in the campus as also the need for adding facility to the students to concentrate on their education.

### **5) ANTI-RAGGING COMMITTEE:**

Ragging has ruined numerous innocent lives and careers. In order to destroy it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgement wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database. Matoshree Vimalabai Deshmukh Mahavidyalaya has Anti-Ragging Committee cell which takes timely redressal of the students. In the beginning of every session the Anti-Ragging cell works to create awareness, conduct workshop against ragging threat and orient the students. It is also reflected in the college prospectus (2022-23, page no. 41) . The students (girls & boys) are given the idea about the working of the Anti-Ragging cell in the respective classes. It is notified in girl's hostel, canteen and playground and so on.

Students have direct access to the members of Anti-ragging authority. Student suggestion box is placed in the college. The complaints received from the student or any kind of harassment in campus is forwarded to the Anti-Ragging Cell. The members of the cell meet twice in the session or as per the requirement of the action to be taken against any grievance or trouble. The issue is discussed and resolved according to its intensity. An annual report is prepared by the Anti-Ragging cell and it is forwarded to the Principal of the college.

**Link: Indian Kanoon** – <http://indiankanoon.org/doc/1010421/>

#### • **Objectives of Anti Ragging Committee:**

Anti-Ragging Committee will be the Supervisory and Advisory Committee on matters of Planning, Actions for Building and Preserving a Culture of Ragging Free Environment in the college Campus. The Anti Ragging Squad works under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Canteens, Classrooms and other places of student, for any incidences of Ragging, and shall educate the students at large in the college about threat of Ragging and related Punishment Provisions. Anti Ragging Committee is involved in designing strategies and action plan for reduction the threat of Ragging in the college by adopting the activities.

(Maharashtra Prohibition of ragging Act 1999 (Act no. 33 of 99))

➤ **Composition of Anti Ragging Committee:**

Sr. No. E-mail Id	Name	Designation	Contact No.
1) Principal, Dr. Smita R. Desmukh , (principalsmitadeshmukh@gmail.com)		Chairperson	9130430320
2) Smt. S. S. Mohod		Convener	9775982047
3) Dr. C. N. Vidhale,		Member	9970172452
4) Mrs. A. P. Harne		Member	8999075065
5) Dr. S. B. Deshmukh.		Member	7057846814

- Link for more information:

Anti Ragging Cell- <https://www.antiragging.in/>

✚ ***Be Proud to be MVDM Student and make the  
Campus Ragging Free***

***'SAY NO TO RAGGING'***



Ragging is neither a means of familiarization, nor an introduction with fresher's, but a form of Psychopathic behaviour. Ragging is a violation of Human Rights. Respect Humanitarian Values. Ragging is a heinous crime, heavily punishable under law. Ragging may **SPOIL YOUR CAREER** forever.

➤ **Following Acts with Fresher shall amount to Ragging:**

- To force to address seniors as 'Sir'
- To force to perform mass drills.
- To force to copy class notes for the seniors.
- To force to serve various errands.
- To force to do menial jobs for the seniors.
- To ask/answer vulgar questions.
- To force look at pornographic pictures to shock the fresher's out of their innocence.
- To force to drink alcohol, scalding tea, smoking, etc.
- To force to do acts this can lead to physical injury/ mental torture or death.
- To force to do acts with sexual overtones, including homosexual acts.

• **Punitive Measures for Ragging :**

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, the possible punishments for those found guilty of ragging shall be one or any combination of the following:

- Cancellation of admission.
- Suspension from attending classes.
- Debarring from any test/examination or any other evaluation process
- Ragging within or outside of institution is prohibited.
- Teasing Embarrassing and Humiliation = Rs. 1,000 + 6 months Imprisonment
- Assaulting or using criminal force or criminal intimidation = Rs.2,000 + 1 year Imprisonment
- Wrongfully restraining or confining or causing hurt = Rs. 5,000 + 2 years Imprisonment
- Causing grievous hurt, kidnapping or rape or committing unnatural offense = Rs. 10,000 + 5 years Imprisonment
- Causing death or abetting suicide = Rs. 50,000 + 10 years imprisonment



## **Anti ranging Act :**

THE RULES OF PROHIBITING RAGGING  
HIGHER AND TECHNICAL EDUCATION DEPARTMENT  
Mantralaya Annex, Mumbai 400 032, dated the 19th May 1999  
NOTIFICATION MAHARASHTRA PROHIBITION OF RAGGING  
ACT, 1999.



section {2} of section 1 of the Maharashtra Prohibition of Ragging act, 1999 {Man. XXXIII of 1999}, the Government of Maharashtra hereby appoints the 1 day of June 1999 to be the date on which the said Act shall come into force.

By order and in the name of the Governor of Maharashtra, V.P. Raja, Secretary to Government In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Prohibition of Ragging Act, 1999 (Mah, XXXIII of 1999), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra, PRATIMAUMARJI, Secretary to Government, Law and Judiciary Department.

MAHARASHTRA ACT NO. No. XXXIII OF 1999.

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 15 May 1999.)

An Act to prohibit ragging in educational institutions in the State of Maharashtra

WHEREAS it is expedient to enact a special law to prohibit ragging in educational institutions in the State of Maharashtra. It is hereby enacted in the Fiftieth Year of the Republic of India as follows:

**(1) Short title and commencement:**

- This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.
- It shall come into force on such date as the State Government may, by notification in the Official Gazette, appoint.

**(2) Definitions:**

1. "Educational institution" means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto;



2. "Head of the educational institution" means the Vice-Chancellor of the University, dean of Medical Faculty, Director of the Institution or the Principal, headmaster or the person responsible for the management of the educational institution;

3. "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes

(i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or

(ii) Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

(3) Prohibition of ragging Ragging within or outside of any educational institution is prohibited.

**(4) Penalty for ragging:**

Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any education institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

**(5) Dismissal of student:**

Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

**(6) Suspension of student:**

1. Whenever any student or, as the case may be, the parent or guardian, or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having

jurisdiction over the area in which the educational institution is situated, for flirter action.

2. Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section

(1), he shall intimate the fact, in writing, to the complainant.

3. The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final

**(7) Deemed abetment:**

If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4. Power to make rules

**(8)** (1) The State Government may, by notification in the Official Gazette, amend for carrying out all or any of the purposes of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be, after it is made, before each House of the State Legislature, while it is in session for total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if; before the expiry of the session in which it is so laid or the session immediately following, both houses agree in making any modification in the rules or both Houses agree that the rule should not be made, and notified such decision in the Official Gazette, the rule shall from the date of publication of such notification, have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.



**Coordinator**  
DR. S. D. THAKARE  
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



**Principal**

Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)

**2) List of different committees for administration of institution**

**List of the different committees of the institution:**

**Matoshree Vimalabai Deshmukh Mahavidyalaya Amravati.**

**List of the College committees (2022-2023)**

**1) College Development Committee:**

Chairperson - Hon'ble Shri. Nareshchandra P. Thakare

Management- Hon'ble Shri. Dilip B. Ingole (Industry)

Hon'ble Shri. Hemant W. Kalmegh (Education)

Hon'ble Principal, Keshavrao R. Gawande (Research)

Hon'ble Shri. Sheshrao S. Khade

Member Secretary – Dr. Smita R. Deshmukh

IQAC Co-ordinator - Dr. S.D. Thakare

HOD Representative – Dr. D. R. Bambole

Teachers representative- Shri. D. B. Thakare, Prof. Dr. R. S. Kawale Prof. Smt. S. S. Mohod

Alumni representative – Shri. S. B. Thakare

Non - teaching representative- Mr. N. G. Mahure

Ex- officio Member – Secretary, Student Council

**2) Internal quality Assurance Committee (IQAC):**

Chairperson – Dr. Smita R. Deshmukh

Co-ordinator – Dr. S.D. Thakare

Member - Dr. R.N. Shelke (Management Representative)

Dr.C.N. Vidhale,

Dr. R.S. Kawale, Prof. Mr. J.D. Sangode,

Mrs. A. P. Harne, Smt. S. S. Mohod,

Dr. D. R. Bambole,

Mr. V. R. Thakare (Alumni Representative)

Mr. N. G. Mahure (Non- teaching Representative)

**3) Purchase Building & Construction Committee:**

Chairperson - Hon'ble Shri. Nareshchandra P. Thakare

Convener - Principal, Dr. Smita R. Deshmukh

Members - Mr. V. R. Thakare, Smt. S.S. Mohod, Dr. D. R. Bambole, Dr. C. N. Vidhale, Dr. S. D. Thakare, Mr. N. G. Mahure.

**4) Admission Committee:**



B.Ā. - I :- Dr. S.B. Watane , Mr. J. D. Sangode, Dr. S. R. Kawale , Dr. M.M. Nandurkar Ku. P.  
 B. Bhamburkar  
 B.A. -II :- Dr. S. D.Thakare, Mr. V. R. Thakare  
 B.A. -III :-,Dr. M.M. Nandurkar,Dr. S.B. Deshmukh  
 B. Sc. (Home Sci.- I ) :- Dr C .N. Vidhale, Dr. S. R. Kubde,  
 Smt. S.S. Mohod, Mrs. A. P. Harne  
 B. Sc. (Home Sci. -II) :- Dr. C. N Vidhale, Dr. S. R. Kubde,  
 B. Sc. (Home Sci.- III) :- Prof. Smt. S. S.Mohod, Prof. Mrs. A. P. Harne.  
 B. Sc. -I (Science) :- Dr. D.R. Bambole, Dr. K. E Chaudhari  
 B. Sc.-II (Science) :- Dr. K. E Chaudhari, Ku.R.A.Thakare,  
 B. Sc.- III (Science) :- Dr. K. E Chaudhari, Ku.M.D.Farkade  
 B. Com. (English medium) - I :- Mr. J. D. Sangode, Mr. V. R. Thakare, Mr. Panchariya  
 B. Com. (English medium) - II :- Mr. J. D. Sangode, Mr. V. R. Thakare, Mr. Keshao Panchariya

#### **5) Prospectus Committee:**

Convener :- Prof. J. D. Sangode  
 Member :- Dr. S.D. Thakare, Prof. Mrs. A. P. Harne, Dr. M. M. Nandurka.

#### **6) Time Table Committee:**

Convener :- Dr. S. D. Thakare  
 Members :- Dr. C. N. Vidhale , Dr. D.R.Bambole , Mrs. A. P. Harne , Mr. J. D Sangode.

#### **7) College Exam Committee:**

Convener (B.Sc. Home Sci.) :- Dr. C. N. Vidhale  
 Members :- Mrs. A.P Harne, Smt. S. S. Mohod,  
 Dr.S.R.Kubde (Practical)  
 Convener (Arts):- Prof. J.D. Sangode  
 Members :- Dr. R.S. Kawale, Dr. S. B. Watane, Dr. S. B. Deshmukh,  
 Convener (B.Sc.) :- Dr. K.E. Chaudhari

#### **8) Internal Academic Planning and Audit Committee:**

Chairperson:- Principal Dr. Smita. R. Deshmukh  
 Convener :- Dr. S. D Thakare  
 Members:- Dr. D. R. Bambole, Dr. R. S Kawale

#### **9) Music, Arts and Culture Club :**

Convener :- Smt. S. S. Mohod

Members:- Dr. M. M. Nandurkar, Prof. Ku. P. B. Bhamburkar, Mr. J. D. Sangode, Mr. V. R. Thakare, Ku. R. A. Thakare, Ku. Mayura Farkade, Ku. Rashmi Kale

**10) Feedback Committee:**

Convener :- Mrs. A. P. Harné

Members :- Dr. S. R. Kubade, Mr. V. R. Thakare, Mr. J. D. Sangode

**11) Library Advisory Committee:**

Chairperson:- Principal, Dr. Smita R. Deshmukh

Secretary :- Mr. M. P. Deshmukh

Member :- Dr. S. R. Kubde, Dr. D. R. Bambole, Dr. S. D. Thakare.

**12) Alumni Committee:**

Chairperson:- Principal, Dr. Smita R. Deshmukh

Convener:-Mr. V.R. Thakare

Members:- Dr. C.N. Vidhale, Dr. S. D. Thakare, Dr. S. R. Kubde, Mr. M. P. Deshmukh, Dr. M. M. Nandurkar, Miss Mayura Farkade.

**13) Cell on Sexual Harassment and Violence Against women:**

Convener:- Dr. C.N. Vidhale

Members:- Dr. S.B. Watane, Mr. V. R. Thakare, Dr. S.R. Kubde, Mr. N. G. Mahure, Shri. Kundan Raut, Mrs. K. A. Sabale

**14) Student Council Election Committee:**

Convener :- Mr. V.R. Thakare

Members:- Dr. S. B. Deshmukh, Dr. R. S. Kawale, Mr. J. D. Sangode, Mr. M.P. Deshmukh, Mr. Shrikant Shelke.

**15) Games and Sports Committee:**

Convener :- Mr. V. R. Thakare

Members - Dr. R. S. Kawale, Ku. P. B. Bhamburkar.

**16) Tours and Excursion Committee:**

Convener :- Dr. S. B. Watane

Members:- Dr. C.N. Vidhale, Mr. M. P. Deshmukh.

**17) Discipline/College Monitoring Committee:**

Chairperson :- Dr Smita. R. Deshmukh

Convener :- Mr. V. R. Thakare.

Members: - Dr. R. S. Kawale, Dr. S. B. Watane, Mrs. A. P. Harne, Dr. K. E. Chaudhari, Ku. P.B Bhamburkar.

**18) New Course Committee / College redressal cell :**

Convener:- Mr. J. D. Sangole

Members:- Dr. D. R. Bambole, Dr. K. E. Chaudhary

**19) Study Circle Committee:**

Convener:- Dr S. R. Kubde

Members :- Dr. D. R. Bambole, Dr. S. D. Thakare.

**20) Question Bank Committee:**

Convener:- Dr. K. E. Chaudhari.

Members :- Ku. P. B. Bhamburkar, Mrs A. P Harne, Mr. Shrikant Shelke, Prof. Keshao Panchariya.

**21) Earn While Learn Committee:**

Convener:- Ku. P. B. Bamburkar

Members :- Dr. C. N. Vidhale, Dr. S. R. Kubde, Dr. R. S. Kawale .

**22) Intensive, awards and scholarship Committee:**

Converter:- Dr. M. P. Deshmukh

Member:- Mrs A.P. Harne, Dr. D. R. Bambole.

**23) Nature Club, Gardening and Conservation Committee:**

Convener:- Dr. S. B. Deshmukh

Members:- Dr. S. B. Watane, Dr. M. M Nandurkar.

**24) College Result (Statistical Data) Committee:**

Convener - Smt. S. S. Mohod (Home Sci.) Dr. R. S. Kawale (Arts) Miss. Mayura Farkade (Science)

**25) Committee for Competitive Exam and Placement Cell:**

Convener:- Dr. D. R. Bambole

Members :- Mr. J. D. Sangode, Smt. S. S. Mohod, Dr. S. D. Thakare

**26) Committee for N. G. O./M. O. U. :**

Convener: Dr. K. E Chaudhari

Members:- Dr. S. R. Kubade, Mr. V. R. Thakare, Dr. S. B. Watane, Dr. M. M Nandurkar, Ku P. B. Bhamburkar

**27) College Hostel Committee:**

Convener:- Mrs. A. P. Harne

Members:- Dr. C. N Vidhale, Dr. S. R. Kubade, Smt. S. S. Mohod

**28) College Magazine Committee:**

Convener:-Dr. M. M. Nandurkar

Members:- Dr. S. B. Watane, Dr S. D. Thakare

**29) Wall Magazine Committee:**

Convener:- Ku. P. B. Bhamburkar

Members:- Dr. S. R. Kubade, Dr. S. D. Thakare.

**30) Stock Verification Committee:**

Convener:- Dr. S. R. Kubde

Members :- Dr. C. N. Vidhale, Mrs. A. P. Harne, Dr. D. R. Bambole, Mr. M. P. Deshmukh.

**31) Guardian Teacher Committee:**

Convener:- Dr. M. M. Nandurkar

Members: - Dr. C. N. Vidhale, Dr. K. E. Chaudhari.

**32) Student Attendance Committee:**

Convener:- Dr. D.R . Bambole

Members:-, Dr. S. R. Kubde , Ku P. B. Bhamburkar, Dr. M. M. Nandurkar, Prof. Ratnapal Dongare.



**33) Web Site Update Committee:-**

Convener:- Mr. M. P. Deshmukh

Members:- Dr. R. S. Kawale, Dr. D. R. Bambole, Dr. S. R. Kubde, Dr. K. E. Chaudhari, Dr. S. D. Thakare.

**34) Students And Employees Grievance Redressal Cell and Anti-raging Committee:**

Convener:- Smt. S. S. Mohod

Members:- Dr. C. N. Vidhale, Mrs. A. P. Harne, Dr. S. B. Deshmukh.

**35) Student Development & Equal Opportunity Cell:**

Convener:- Dr. R. S. Kawale.

Members:- Dr. C. N. Vidhale, Mr. V. R. Thakare, Dr. M. M. Nandurkar, Dr. S. B. Deshmukh

**36) Equal Opportunity Cell:**

President: Principal, Dr. Smita R. Deshmukh

Convenor: Mrs. A. P. Harane

Members: Dr. S. D. Thakare, Dr. K. E. Chaudhary

**37) Advertisement & Publicity Committee:**

Convener :- Dr. M. M. Nandurkar

Members:- Prof. A. P. Harne

**38) Record Maintenance Committee:**

Converter:- Dr. S. B. Watane

Members - Dr. M. M. Nandurkar

**39) Unnat Bharat Abhiyan Committee :**

Converter :- Dr. R. S. Kawale

Members – Dr. D. R. Bambole, Dr. M. M. Nandurkar, Mr. M. P. Deshmukh

**40) “Annapurna Yojana” Committee:**

Convener:- Dr. S. B. Deshmukh

Members – Dr. C. N. Vidhale, Dr. S. R. Kubde

**41) Service Book Maintenance & Placement Committee:**

Convener:- Prof. J. D. Sangode

Members - Dr. C. N. Vidhale, Prof. V. R. Thakare, Shri. N. G. Mahure

**42) CSR Fund Committee:**

Chair Person :- Dr.Smita .R. Deshmukh

Convener :- Prof. Ku .P. B. Bhamburkar

Members - Prof. V. R. Thakare, Dr. R.S. Kawale, Dr. M. M. Nandurkar, Dr. S. B. Watane, Dr.S.B. Deshmukh, Shri. Kundan Raut, Mr. M. P. Deshmukh

**43) Science Club Committee:**

Convener: Dr. D. R. Bambole

Members:

- 1) Prof. Dr. K. E. Chaudhary
- 2) Shri S. A. Shelke
- 3) Miss Rashmi Thakare
- 4) Miss Mayura Farkade
- 5) Miss Pranjali Gondchar
- 6) Miss Utkasha Patil
- 7) Miss Poonam Deshmukh
- 8) Miss Ravina Pawar
- 9) Shri. Akash Dhotre
- 10) Miss Shital Madar
- 11) Miss Asmita Chakrapani
- 12) Miss Ashwini Shinde

**44) Research And extension Committee:-**

Convenor:- Dr. M. M. Nandurkar .

Member:- Dr. D. R. Bambole , Dr. R. S. Kawale, Dr. S. R. Kubade

**45) ICT Committee:**

Convener: - Dr. D. R. Bambole

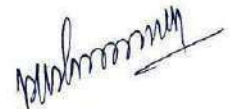
Member:- Dr. S. D. Thakare, Dr. K. E. Chaudhary



Secretary  
(Prof. V. R. Thakare )



DR. S. D. THAKARE  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Amravati



Principal  
**PRINCIPAL**  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.



- 1) Appointment and Service rules**
- 2) Shri Shivaji Education Society  
Amravati's Constitution**
- 3) Sant Gadgebaba Amravati University  
Amravati, Statute**
- 4) College code of Conduct**

## 1) Employees Service rules & duties and responsibilities:

### EMPLOYEES SERVICE RULES AND DUTIES & RESPONSIBILITIES

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati was established under UGC Act, 1956. Being an Institute, it strives to achieve the goal of becoming one of the leading institute by focusing on the overall development and empowerment of the student's moral, social, personal, intellectual abilities. It intends to shape the students to become socially responsible citizens through various extensions, co-curricular and extra-curricular activities, by providing excellent infrastructure and the environment that promotes learning.

The Institute believes in transparent administration and also in establishing the systems and procedures and implementation of the same to achieve the goal. There are some procedures and rules for an effective administration. All the procedures and rules relating to the staff have given as "Employees Service Rules and Duties & Responsibilities" for the benefit of the employees.

*For Appointment and service rules & regulations of Institute/ governing body, the institution follows-*

- a) Shri Shivaji Education Society Constitution
- b) UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2018
- c) Maharashtra Public Universities Act, 2016
- d) University of Sant Gadgebaba Amravati, Amravati Statute
- e) College Code of Conduct

  
DR. S. D. THAKARE  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)



2) Shri Shivaji Education Society Amravati's Constitution:



Shri Shivaji Education  
Society, Amravati  
(MAHARASHTRA STATE)

AMENDED CONSTITUTION  
1967

*[Signature]*

PRINCIPAL

Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

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*[Signature]*  
DR. S. D. THAKARE  
Coordinator, L.O.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati

*[Signature]*

Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)



# Shri Shivaji Education Society, Amravati

## AMENDED CONSTITUTION, 1967

### PREAMBLE :

Whereas it necessary to make special efforts for the progress of education in Vidarbha and elsewhere, particularly for the poor and backward classes, and whereas it is necessary to start special institution for achieving this objective, in the faculties of Agriculture, Science, Literature, Commerce, Industry, Arts and Law and to encourage Games and Sports, Women's Education etc., and whereas it is necessary to establish a Society and to frame rules for the conduct of institutions establishment for the purpose, the following rules are framed.

### 1. NAME :

The name of the society shall be "The Shri Shivaji Education Society, Amravati" All correspondence of the Society shall be in the name of "The Shri Shivaji Education Society, Amravati."

### 2. DEFINATIONS :

A) Society means "The Shri Shivaji Education Society, Amravati," registered on the 2nd December, 1932 under Society's Registration Act XXI of 1860 and under Bombay Public Trust Act, 1950 on the 18th March, 1963.

B) Member means "A member of the Society."

### C) OFFICE BEARERS :

The President, the Vice : Presidents and the Treasurer shall be the Office - Bearers of the Society."

(2)

i) a) A person duly enrolled as a member of the Society under any of the Categories from 1 to 7 (under Article 5), except the employees of the Society, shall be eligible for contesting election to the Executive Council.

b) In case a member of the Executive Council seeks employment in any of the institution of the Society he / she shall cease to be the member of the Executive Council with effect from the date of employment.

ii) A person with the following disqualifications shall not be eligible for contesting election to the Executive Council.

1) A person who is insolvent.

2) A person who is a previous convict for an offence under the I. P. C. (excluding political offence) and sentenced to imprisonment for more than one day.

3) A person who owes any debt to the Society.

4) A person who makes contracts with the Society regarding sale, purchase or transfer of the Society's movable or immovable property, for the sake of monetary gain for himself / herself.

5) Any member elected to the Executive Council incurring any disqualification from out of (1) to (4) above shall cease to be the member of Executive Council as soon as the disqualification is detected.

**D) SPECIAL RESOLUTION :**

i) A special resolution to remove a member of the Executive Council of the Society shall require a majority



(3)

of 3/5 ths of the members present at the meeting of the General Body of the Society, which shall be attended by at least fifty members.

ii) A special resolution to amend the constitution of the Society or to alter, extend or abridge the purpose for which the Society is established within the meaning of Society's Registration Act XXI of 1860 or its constitution or to amalgamate the Society wholly or partially with any other Society, shall not come in to effect, unless the Executive Council's report containing the proposal passed by 4/5 ths of its members present is sent Under Postal Certificate to every members of the Society, ten days previous to the special meeting of the General Body of the Society called for the purpose and is confirmed by three-fifths of members Present at the special meeting of the Society convened after an interval of one month from the former meeting.

iii) A special resolution to dissolve the Society shall come into effect only after the consent of Government, if it is necessary by law, has been obtained.

iv) A special resolution to propose to give Society's Property that remains after payment of all debts and liabilities, to some other Society, shall require the concurrence of 4/5 ths of the members present personally at a meeting of the General Body of the Society.

v) At a meeting of the General Body called for the specific purpose of considering and passing a 'Special Resolution,' as defined above, the quorum shall be one hundred. (100) members.



## 3) OBJECTS :

The objects of the Society shall be :

- i) to establish, conduct, manage, supervise and take over educational institutions of various kinds for boys, girls and adults.
- ii) to provide facilities for the acquisition of knowledge and information and the advancement of culture;
- iii) to undertake make available facilities for research in all branches of knowledge and to establish institutions for the purpose.
- iv) to carry on experiments with a view to improving methods of teaching and to establishing institutions for this purpose.
- v) to encourage physical, culture and start conduct or manage institutions for this purpose.
- vi) to encourage women's educations by establishing special institutions like hostels, widow's homes and nursing school, etc.
- vii) to establish hostels for poor boys and girls and to open and conduct orphanages.
- viii) to co-operate with Government other societies, institutions and bodies for the purpose of permoting the cause of education and spread of knowledge and culture.
- ix) to establish, start conduct and manage Printing Presses for publishing books periodicals journals and other educational media;

- x) to undertake farming, gardening and to acquire or take on lease, or to purchase land for the same purpose.
- xi) to start other subsidiary activities and institutions such as the establishment of stores, medical aid Societies etc.
- xii) to help, assist aid any institutions under the management of the Society or otherwise by advice; guidance and supervision.
- xiii) to organize exhibitions and culture - weeks, etc.
- xiv) to organize and run to tournaments, competitions olympiads etc;
- xv) to undertake publicity and propoganda by all possible means, such as films lectures, debates and demonstrations;
- xvi) to hold organize arrange and manage Conferences, Seminars, Kavi Sammelans etc.;
- xvii) to acquire property both movable and immovable, to raise funds for carrying out the objects of the Society on security of its immovable property and for that purpose to allenate immovable property of the Society by mortgage, sale etc;
- xviii) to do each;every and all such things as are incidental or helpful or conducive to the accomplishment, attainment, and furtherance of the above objects.

(6)

4. **HEAD OFFICE OF THE SOCIETY :**

The Head Office of the Society shall be at Amravati;  
(M.S.)

5. There shall be the following classes of members of the Society:

- 1) **Patron-in-Chief** : one who contributes rupees fifty thousand or more, shall be a patron in chief of the Society. This membership shall be hereditary. He / she shall be entitled to vote in Person or by proxy, at a meeting of the General Body of the Society, and his / her portrait shall be hung in a place determined by the Society.
- 2) **Patron** : One, who donates rupees twenty thousand or more, to the Society, shall be a Patron of the Society. He/she shall be a life-member and shall be entitled to vote in person or by proxy at a meeting of the General Body of the Society.
- 3) **Vice-Patron** : One, who donates to the funds of the Society, rupees ten thousand, shall be a Vice-Patron and a lifemember of the Society, He / she shall be entitled to vote in person or by proxy, at a meeting of the General body of the Society.
- 4) **Donor** : One, who contributes to the fund of the Society the amount of rupees five thousand shall be called a Doner. A Donor shall be entitled to vote in person or by proxy, at a meeting of the General Body of the Society.



(7)

- 5) **Vice-Donor** : One, who contributes rupees two thousand five hundred to the funds of the Society, shall be a Vice-donor and a life member of the Society.
- 6) **Sympathiser** : One, who contributes to the funds of the Society, rupees five hundred or more shall be a Sympathiser and a life-member of the Society.
- 7) **Life member** : One, who contributes to the funds of the Society, rupees two hundred and fifty (Rs. 250/-) in lump sum or more, shall be a Member of the Society.
- 8) **Ordinary Member** : One who contributes to the funds of the Society, rupees twenty five per year, shall be an Ordinary Member to the Society, for the calender year in which the subscription is made one who contributes to the funds of the Society, rupees one hundred. in lump sum, shall be an Ordinary Member of the society for five year. An ordinary member shall not be entitled to work on the Executive Council but shall be entitled to vote at a meeting of the General Body of the Society, provided he / she has been a member of the Society for the, previous two years and has paid his / her subscription for the current year. He / she may be admited to life-membership as soon as he / she completes the contribution of Rs. 250/-



(8)

6. From the above-mentioned categories admission to the membership under categories (1) to (8) shall be subject to the approval of the Executive Council.
7. Composition of the Society.
  - a) There shall be a "General Body" consisting of all the members of the Society.
  - b) There shall be an Executive Council constituted as per provisions contained in article 10 (a) below. The Executive Council shall manage the affairs of the Society.
8. The term of Office :

The term of office of the Members of the Executive Council shall be five years. But until the new Council shall be five years. But until the new Executive Council is elected as per clause (b) under article (7) the old Executive Council shall continue.
9. Function of the General Body :
  - a) to elect members of the Executive Council on the expiry of the term of their office and to fill in casual vacancies from amongst the members of class 1 to 7 (Under Article 5) of the General Body. The Members elected to casual vacancies shall have to vacate membership along-with other members, at the end of the remaining period of the term of the Office.
  - b) to approve the budget estimates and expenditure;
  - c) to consider and approve the annual financial statement of accounts as submitted by the Executive Council.

(9)

- d) to determine matters of general policy and consider such other matters as may be referred to it, by the Executive Council;
- e) Amendments to the constitution of the Society Proposed by the Executive Council shall be required to approved by the General Body by a 3/5 ths majority of the members present.

10. **The Composition of the Executive Council :**

- a) There shall be an Executive Council consisting of the one President, three Vice-Presidents, the Treasurer and four other members elected by the General Body from amongst its members (Class 1 to 7 under Article 5) and the fulltime, paid Secretary appointed by the Executive Council. The following representatives on behalf of the institutions of the Society, shall be nominated, by the Executive Council
  - 1) One for Colleges,
  - 2) Two for Schools,
  - 3) One for the institutions, from amongst the employees.
- b) Those members of the Executive Council, who keep themselves absent for three consecutive meeting of the Executive Council, shall cease to be members of the Executive Council, Provided that their explanation for such absence is obtained and reasons given therein, are not found satisfactory by the Executive Council.

- c) The Executive Council shall meet at least once in two months.
- d) The Secretary of the Executive Council shall, in consultation with the President, issue notice for a meeting of the Executive Council. Specifying therein the date, time, place of the meeting and the nature of business to be transacted Seven days clear notice shall be deemed to be sufficient. But this rule shall not be applicable to adjourned or emergency meetings.
- e) A meeting of the Executive Council shall be held in consultation with the President and a minimum quorum of seven members shall be required to carry on its business. In case the meeting is required to be adjourned for want of quorum. It shall be held again after 3 days at any time and place with the agenda previously notified. For such a meeting, how ever a quorum is not necessary. All proposals before the meeting shall be disposed of by majority. In case of equality of votes, the question shall be decided by the casting vote of the President.

The President has the right to convene an emergency meeting of the Executive Council but no business shall be transacted unless there is a quorum. A resolution imposing a pecuniary penalty for a breach of any rule or bye-law of the Society can be passed only by the emergency meeting convened for the purpose and with the concurrence of 3/5 ths of the members present at such a meeting.



(11)

A Resolution of a formal nature may be passed by circulation and it should be placed before the next meeting of the Executive Council for approval.

- a) The assets and funds of the Society shall be in the name of the Society and all transactions and correspondance etc, in this connection, shall be carried on in the name of the Society by the Secretary with the written permission of the President.

b) **Power of the President :**

Subject to the approval of the Executive Council, the President is empowered to manage the property of any kind situated in any place whatsoever of the Society, attest and sign all documents, bonds and securities in the name of the Society; secure loans by mortgaging any property or securities etc. of the Society or otherwise execute necessary agreements in the name of the Society, invest Society's money at interest, lend sums from Society's funds or borrow sums for the Society's funds, negotiate, exchange sell or purchase securities, obtain cash credit amounts from Banks or any other sources, draw overdrafts or issue bills of exchange, invest capital, purchase for that purpose any machinery, land or buildings or have the same on ease or by hire, or by mortgage or agreement or otherwise invest capital in a Co-operative Bank of elsewhere, or dispose of, in emergency, any other activity under the jurisdiction of the Society, as full authorised to act for the Society.

The President is also empowered to authorise any



person to act on behalf of the Society for any of the above purpose subject to the approval of the Executive Council.

- c) He shall preside over all the meeting of both the General Body and of the Executive Council. In his absence any of the Vice-Presidents, elected by the members present, shall preside over the meetings of the General Body or the Executive Council.
  - d) In the absence of the President, or any of the Vice-Presidents, the members present shall elect a chairman from amongst themselves to preside over the meeting concerned.
- 12. The Chairman of the meeting of the General Body or the Executive Council of the Society shall not vote, except when there is an equal division of votes. In case of equality of votes in an election meeting the issue shall be decided by lot.
  - 13. All questions, except a special resolution arising at General meeting of the Society and at a meeting of the Executive Council shall be decided by a majority of votes. In case of equality of vote, the question shall be decided by the casting vote of the chair.
  - 14. The General Body of the Society shall meet at least twice a year on the dates prescribed by the President. The notice of the meeting of the General Body of the Society shall be served by post, under certificate of posting. The notice shall specify the date, time and place of the meeting and the nature of the business to

be transacted Fifteen days clear notice shall be necessary for a General Body meeting.

15. On requisition signed by at least twenty members of if the President deems it necessary the President shall have the power to convene a special meeting of general Body of the Society. The quorum for the transaction of business at a General Body Meeting of the Society shall be fifty. In case the meeting is adjourned for want of a quorum, it shall be held again after 7 days with the agenda previously notified. For such a meeting the quorum is not necessary.

16. The Functions of the Executive Council shall be :

1. to frame bye-laws and rules subject to the approval of the General Body, for the conduct of the Executive Council of the Society and institutions;

2. To prepare and submit for approval of the General Body the Budget estimates of the Society and its institutions, for the ensuing year;

3. To dispose of any urgent business;

4. a) to appoint a full-time paid Secretary :

b) to appoint certified auditors to audit the annual accounts and financial statements of the Society and its institutions.

c) to appoint Deputy Manager for the secondary Schools.

5. to supervise the movable and immovable property and all the funds of the Society and its institutions and to arrange for Purchase of the articles required for the institutions or to provide them otherwise.
6. to take all necessary legal steps in the interest of the Society, to file, conduct or defend suits on behalf of the Society, and to delegate powers to any person or agent or to give power of attorney of a general or particular nature.
7. to acquire sites for the Society, and its institutions and to erect thereon temporary or permanent buildings of the Society.
8. to collect funds, to run the institutions to erect necessary buildings and to purchase material of a permanent nature if necessary.
9. to arrange for the internal audit of the accounts and other records of the Society and its institutions and to print and publish annual reports and to forward the copy of the same to all the members of the Society.
10. to approve the orders passed by the President.
11. to consider amendments propose by any member of the General Body of the Society.
12. to propose amendments to the constitution of the Society.



13. to create required posts and make appointments for the same and effect transfers, if and when necessary.

**17. DUTIES OF THE SECRETARY :**

- 1) He shall be the secretary of the Society and shall carry on the day-to-day administration of the Society.
- 2) He shall carry on correspondence under the authority of the President of the Society.
- 3) He shall maintain minutes of the Proceedings of the meetings of the Society both of the General Body and of the Executive Council.
- 4) He shall execute the resolutions of the General Body and of the Executive Council.
- 5) Maintenance of up - to - date accounts shall be the responsibility of the Secretary. He shall submit monthly statement of accounts regularly to the President through the Treasurer.
- 6) He shall be the custodian of all the documents of the Society.

**FUNDS OF THE SOCIETY :**

- a) The funds of the Society shall be held in the name of the "Shri Shivaji Education Society, Amravati," in a scheduled Bank or Banks under the authority of the resolution of the Executive Council.



(16)

- b) It shall be binding upon the Secretary, who is the disbursing authority, to see that every withdrawal of amount for disbursement is within the budget sanction and is duly approved by the Treasurer and President.
- c) Bank accounts shall be operated under the joint signatures of any two persons authorised by the resolution of the Executive Council.
19. All the property and the funds of the Society shall belong to the Society and no member shall have any proprietary right over them.

20. Preparation of Electoral Roll :

The Electoral roll shall be finally prepared by the 31st of December prior to the General elections of the Society. Any member enrolled after the 31st December prior to General election shall not have the right to vote in the ensuing election meeting.

21. Nothing herein laid down shall invalidate any action taken under the above rules and in good faith, merely on account of a technical irregularity of procedure.

R. J. Gharphalkar  
Chairman of the meeting  
of the General Body  
Dt/- 21-1-1967

Certified to be True Copy  
Sd/- X X X  
Superintendent,  
Public Trusts Registration Office,  
Akola Region, Akola.  
5- 3- 67

DR. S. D. THAKARE  
Coordinator, I.Q.A.C.

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati

Principal

Matoshree Vimalabai Deshmukh Mahavidyalaya  
Shivaji Nagar Amravati 444603 (M.S.)



**(3) Sant Gadge baba Amravati University's Statute:**

<https://sgbau.ac.in/Publications/Statutes.aspx>

**AMRAVATI UNIVERSITY**

**AMRAVATI UNIVERSITY ORDINANCE BOOK**

EDITION 1997


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A.C.



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DR. S. D. THAKARE  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
PRINCIPAL  
Matoshree Vimalabai Deshmukh  
Mahavidyalaya, Amravati.

#### (4) College code of Conduct:

3e 6-2-1

### Code of Conduct / Professional ethics/Guidelines

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati

Shri Shivaji Education Society Amravati's

Matoshree Vimalabai Deshmukh Mahavidyalaya,

Amravati



Dist :- Amravati (Maharashtra)-444603

(Affiliated to Sant Gadge Baba Amravati University, Amravati)

### **HAND BOOK OF CODE OF CONDUCT**

(Code of Conduct, Professional Ethics for the Students, Principal, Teaching Staff & Non Teaching Staff)

Prepared by

INTERNAL QUALITY ASSURANCE CELL


2020-21

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati


### Two words for the College.

Matoshree Vimalabai Deshmukh Mahavidyalaya, Amravati District Amravati (Maharashtra) was established in 1956 under the Shri Shivaji Education Society Amravati Dist. Amravati (M.S.) whose Founder President is Late Dr. Panjabrao alias Bhausaheb Deshmukh, M.A., D.Phil., L.L.D., Bar-At Law . Ex. Minister for Agriculture, Government of India, offering higher education in B. A., B. Sc. (Home Science), B. Sc. (Science), and B. Com. (In English medium) since last 66 years to the rural students. Also college run the 07 Ph. D. Programs in Marathi, English, Hindi, Physics, Zoology, Food and Nutrition and Community Development & Extension. The Society began with just one school and one hostel, but today it has grown into the biggest educational organization in Central India. It runs 307 educational institutions ranging from pre-primary to post graduate colleges covering almost all fields of formal and informal education: Arts, Agriculture, Biotechnology, Commerce, Computers, Education, Engineering and Technology, Fine Arts, Horticulture, Law, Medicine, Microbiology, Physical Education, and a host of related fields.

B. A. and B. Sc. (Home Science) are Grant-in-aid programs and B. Sc. (Science), and B. Com. (In English medium) are self finance programs. The college is affiliated to Sant Gadge Baba Amravati University, Amravati (Maharashtra), a state university. The college is Recognized under the section 2 (F) and 12 (B) of UGC act. Besides the conventional Art, Home Science, Science & Commerce (U.G.) streams, Previously, the college has undertaken 2 assessment and accreditation cycles of NAAC and accredited with 'B' grade, with CGPA 2.31. The majority of the students admitted in this College come from the rural, economically backward and agriculture background. The college gives the education to the poor and deprived students for acquisition of knowledge towards excellence in every walk of life, for whom higher education is still out of reach. Apart from teaching, learning and research activities, the institute focuses on the overall development and empowerment of the student's moral, social, personal, intellectual and professional abilities. It intends to shape the students to become socially responsible citizens through various extensions, co-curricular and extra-curricular activities, by providing excellent infrastructure and the environment that promotes learning.

  
DR. S. D. THAKARE  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
Principal / I.Q.A.C. Chairperson

(Dr. Smita R. Deshmukh)

Principal  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)



dept./Cell./committee must submit the cause/s in 'written form' with name & duly signed to the Principal.

8. Coordinator/Head/Director/Convener should not organize any meeting/any program/event/activity etc. in the college, without discussion/ consent/ permission of the Principal. Every departmental meeting should be organize under the (E-officio) chairmanship of the Principal, for planning/deciding of the programs/activities (Why, How, Where, for whom, by whom).
9. Every Coordinator/Head/Director/Convener/ must discuss & convey the planning of any program/ activity /etc. to the Principal before the program.
10. Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal's office, after submitting the bills of the programs/ activities/events to the Administrative staff officer.
11. Keep all documental records of the Programs/activities/meetings (just as: - Photographs, News paper cuttings, Event attended Students list, Minutes book, etc) in well and systemic manner for creating & maintaining quality in record keeping system, which should be kept in hard copies as well as soft copies with the department.

  
Coordinator

**DR. S. D. THAKARE**  
Coordinator, I.Q.A.C.  
Matoshree Vimalabai Deshmukh Mahavidyalaya  
Amravati



  
Principal

**Principal**  
Matoshree Vimalabai Deshmukh Mahavidyalaya,  
Shivaji Nagar Amravati 444603 (M.S.)

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