



## Criteria VI Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

6.1.1 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.

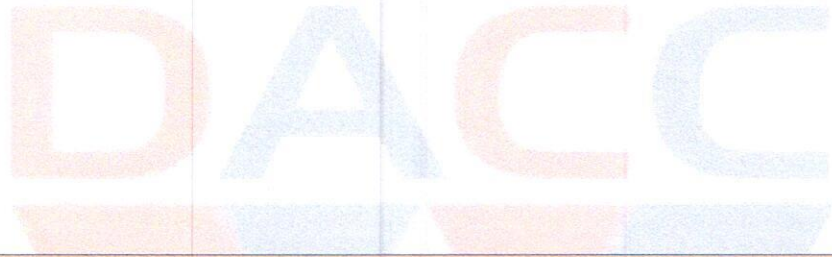
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*S. J. K.*

Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



**VISION**

HOLISTIC Development through Quality Education



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**Principal**  
**Dnyansagar Arts and Commerce College**  
**Balewadi, Pune-411045.**



## Mission

- To offer accessible, high – quality education that fosters holistic individual development
- To foster intellectual, emotional and social growth through innovative teaching
- To fostering critical thinking, creativity and ethical values in all students
- To quip students with skill to trive and impact society positively
- To develop well-rounded, empowered citizens who lead with purpose and integrity



*S. Jadhav*

**Principal**  
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Balewadi, Pune-411045.

# DNYANSAGAR ARTS & COMMERCE COLLEGE

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# DACC

## Core Values

- Excellency in education
- Holistic development
- Critical thinking and creativity
- Ethical values and responsibilities
- Empowerment and Leadership
- Collaboration and Community Building
- Inclusive and Accessible
- Lifelong Learning



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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## Institutional Organogram



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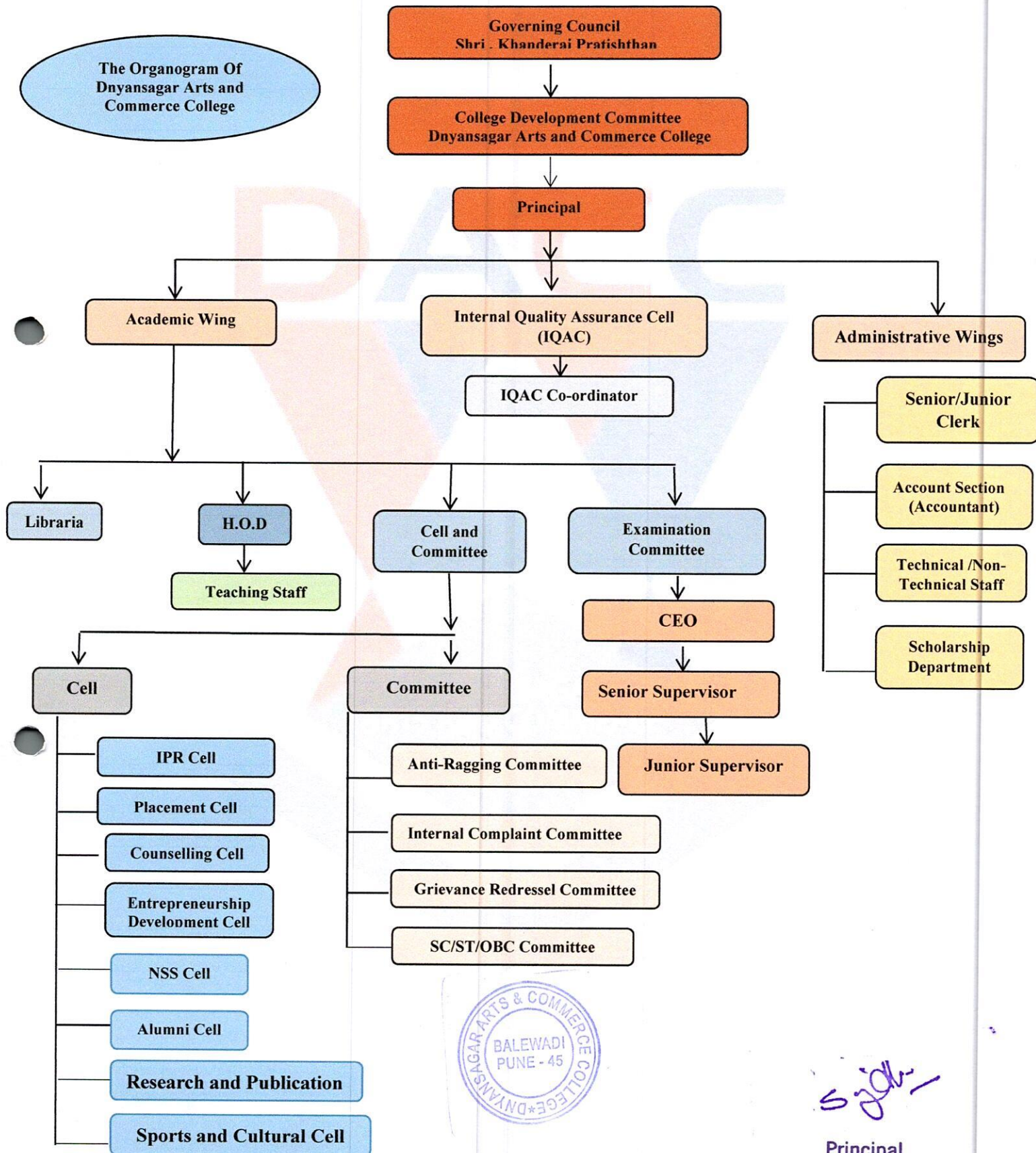
# DNYANSAGAR ARTS & COMMERCE COLLEGE

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The Organogram Of Dnyansagar Arts and Commerce College



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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## Governing Body 2023-24

Sr. No.	Name of the Member	Role	Representation
1	Mr.Ganpatrao Balwadkar	Chairman	Chairman, Shri Khanderao Pratishtan
2	Mrs.Usha Balwadkar	Member	Nominee, Shri Khanderao Pratishtan
3	Dr.Sagar Balwadkar	Member	Nominee, Shri Khanderao Pratishtan
4	Ex. Officio	Member	Nominee from RO, AICTE
5	Ex. Officio	Member	Nominee from SPPU
6	Ex. Officio	Member	Nominee from DTE, Govt. of Maharashtra
7	Mr. Vikram Bhoyar	Member	Industry Representative
8	Mrs. Usha Bhalerao	Member	Member - Local Education
9	Prof.Ranjana Manungade	Member	Coordinator IQAC
10	Prof.Manjiri Patharkar	Member	Teacher Representative
11	Mr. Sunil Kamble	Member	Non-Teaching Representative
12	Dr. Sajid Alvi	Member	Principal



*S. Alvi*

Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.

# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## College Development Committee 2023-2024

Sr. No.	Representation	Role	Name of the Member
1	Chairman	Chairman, Shri Khanderao Pratishtan	Mr. Ganpatrao Balwadkar
2	Member	Nominee, Shri Khanderao Pratishtan	Dr. Saagar Balwadkar
3	Member	Member - Local Industry	Mr. Vikram Bhoyar
4	Member	Member - Local Education	Mr. Nikhil Pawar
5	Member	Member - Local Research	Dr. Usha Bhalerao
6	Member	Coordinator IQAC	Prof. Ranjana Manungade
7	Member	Women Teacher	Prof. Chaitrali Katkar
8	Member	Teacher	Prof. Swamini Raut
9	Member	Teacher	Prof. Amita Bhoyar
10	Member	Non-Teaching	Mr. Atul Jadhav
11	Member	President of Students Council	Mr. Akash Pardhe
12	Member	Secretary of Students Council	Mr. Vishwesh Patil
13	Member	Alumini	Miss. Tanmayee Sutar
14	Member	Principal	Dr. Sajid alvi



*S. Jadhav*

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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## Internal Quality Assurance Cell 2023-24

Sr. No.	Name of the Member	Role	Representation
1	Dr.Sajid Alvi	Chairman	HOD
2	Dr.Sunita Bhore	Member	Mangement Representative
3	Mr.Bhushan Kudale	Member	Industry Representative
4	Mr.Pradip Deshpande	Member	Local Society Representative
5	Mrs. Usha Bhalerao	Member	Local Society Representative
6	Prof.Ranjana Manungade	Member	Coordinator IQAC
7	Prof.Chaitrali Katkar	Member	Teacher Representative
8	Prof.Amita Bhoyar	Member	Teacher Representative
9	Prof.Sarita Sardesai	Member	Teacher Representative
10	Mr. Atul Jadhav	Member	Non-Teaching Representative
11	Miss.Sakshi Kamble	Member	Alumini Representative
12	Mr. Simran Shaikh	Member	Student Representative



*S. Jadhav*

Principal

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**DNYANSAGAR ARTS & COMMERCE COLLEGE**

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**ALL COMMITTEES  
RESPONSIBILITY OBJECTIVE  
AND FUNCTIONS**



*S. J. D. /*

**Principal  
Dnyansagar Arts and Commerce College  
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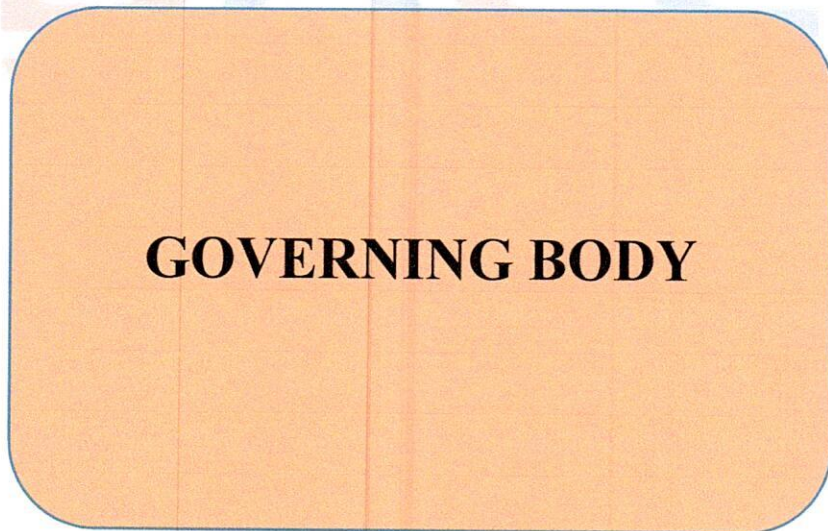
# DNYANSAGAR ARTS & COMMERCE COLLEGE

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**GOVERNING BODY**

DNYANSAGAR ARTS & COMMERCE COLLEGE



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Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



## All Committees (Responsibility, Objectives and Functions)

### Governing Body 203-24

The Governing Body is the supreme body governing the affairs of the institute.

#### Objectives and Functions:

1. To Promote academic growth and ensure the quality of teaching, learning, and evaluation
2. To Develop and approve the institution's strategic plan, which includes academic aims, financial strategies, and staffing strategies.
3. To Monitor the institution's performance against its strategic plan and operational targets.
4. To plans the college's future development and ensures that the institution is managed effectively.
5. To promotes academic growth by guiding the college's academic programs, monitoring teaching, research, and training, and coordinating faculty, staff, and administrative authorities.
6. To ensure that the college complies with all relevant regulations, including those from the state government, affiliating university, and statutory bodies like the UGC.
7. To ensures that the college has non-discriminatory systems in place to provide equal opportunities for students and staff.
8. To monitors that the college implements the requirements of the state and national governments for reservations of staff positions and seats.
9. To is accountable to the organization's owners and other stakeholders for the stewardship of their assets and other actions.
10. To prepares strategic plans for financial, infrastructural, and staffing areas.



*S. J. Joshi*

Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.

# DNYANSAGAR ARTS & COMMERCE COLLEGE

I Affiliated to Savitribai Phule Pune University I

(AISHE Code: C- 41459)



## Governing Body 2023-24

Sr. No.	Name of the Member	Role	Representation
1	Mr.Ganpatrao Balwadkar	Chairman	Chairman, Shri Khanderao Pratishtan
2	Mrs.Usha Balwadkar	Member	Nominee, Shri Khanderao Pratishtan
3	Dr.Sagar Balwadkar	Member	Nominee, Shri Khanderao Pratishtan
4	Ex. Officio	Member	Nominee from RO, AICTE
5	Ex. Officio	Member	Nominee from SPPU
6	Ex. Officio	Member	Nominee from DTE, Govt. of Maharashtra
7	Mr. Vikram Bhojar	Member	Industry Representative
8	Mrs. Usha Bhalerao	Member	Member - Local Education
9	Prof.Ranjana Manungade	Member	Coordinator IQAC
10	Prof.Manjiri Patharkar	Member	Teacher Representative
11	Mr. Sunil Kamble	Member	Non-Teaching Representative
12	Dr. Sajid Alvi	Member	Principal



*S. Sajid Alvi*

Principal

Dnyansagar Arts and Commerce College  
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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## College Development Committee



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Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



## College Development Committee (CDC) 2023-24

The College Development Committee (CDC) is a statutory committee, created in accordance with Section 85 of the Maharashtra Universities Act, 1994. The College Development Committee (CDC) in a college has a number of responsibilities and objectives, including:

1. To prepare a comprehensive plan of the development of the institute on annual basis like academic, placement, infrastructure, admission and administrative functions.
2. To frames a smooth admission procedure.
3. To recommends new academic courses and additional teaching and administrative positions.
4. To recommends ways to encourage the use of information and communication technology in teaching and learning.
5. To prepares a comprehensive development plan for the college that covers academic, administrative, and infrastructural growth.
6. To decides on welfare schemes for college staff and students.
7. To plans major annual events, such as annual day, sports events, and cultural events.
8. To recommends the distribution of prizes, medals, and awards to students.
9. To recommends ways to strengthen academic collaborations to improve teaching and research.
10. To recommends the annual financial statements and budget for approval by the management.



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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## College Development Committee Members 2023-2024

Sr. No.	Name of the Member	Role	Representation
1	Chairman	Chairman, Shri Khanderao Pratishtan	Mr.Ganpatrao Balwadkar
2	Member	Nominee, Shri Khanderao Pratishtan	Dr. Saagar Balwadkar
3	Member	Member - Local Industry	Mr. Vikram Bhoyar
4	Member	Member - Local Education	Mr.Nikhil Pawar
5	Member	Member - Local Research	Dr.Usha Bhalerao
6	Member	Coordinator IQAC	Prof.Ranjana Manungade
7	Member	Women Teacher	Prof.Chaitrali Katkar
8	Member	Teacher	Prof. Swamini Raut
9	Member	Teacher	Prof.Amita Bhoyar
10	Member	Non-Teaching	Mr. Atul Jadhav
11	Member	President of Students Council	Mr. Akash Pardhe
12	Member	Secretary of Students Council	Mr.Vishwesh Patil
13	Member	Alumini	Miss. Tanmayee Sutar
14	Member	Principal	Dr. Sajid alvi



*S. Sajid*

**Principal**  
Dnyansagar Arts and Commerce College  
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**DNYANSAGAR ARTS & COMMERCE COLLEGE**

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**DACC**

**INTERNAL QUALITY  
ASSURANCE CELL**



*S. J. D.*

**Principal**  
**Dnyansagar Arts and Commerce College**  
**Balewadi, Pune-411045.**



## Internal Quality Assurance Cell 2023-24

The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

### Objectives and Functions:

1. To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.
2. To enhance and facilitate internalization of the quality culture.
3. To the enhancement and integration among the various activities of the institution.
4. To institutionalize many good practices. To provide a sound basis for decision making to improve institutional functioning.
5. Periodical conduct of Academic and Administrative Audit and its follow-up.
6. Documentation of the various programmes / activities leading to quality improvement; Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
7. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
8. Development of Quality Culture in the institution
9. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
10. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
11. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

**Frequency of Meeting: Twice in an academic year**



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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## Internal Quality Assurance Cell 2023-24

Sr. No.	Name of the Member	Role	Representation
1	Dr.Sajid Alvi	Chairman	HOD
2	Dr.Sunita Bhore	Member	Mangement Representative
3	Mr.Bhushan Kudale	Member	Industry Representative
4	Mr.Pradip Deshpande	Member	Local Society Representative
5	Mrs. Usha Bhalerao	Member	Local Society Representative
6	Prof.Ranjana Manungade	Member	Coordinator IQAC
7	Prof.Chaitrali Katkar	Member	Teacher Representative
8	Prof.Amita Bhoyar	Member	Teacher Representative
9	Prof.Sarita Sardesai	Member	Teacher Representative
10	Mr. Atul Jadhav	Member	Non-Teaching Representative
11	Miss.Sakshi Kamble	Member	Alumini Representative
12	Mr. Simran Shaikh	Member	Student Representative



*S. Jadhav*

**Principal**  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.

# DNYANSAGAR ARTS & COMMERCE COLLEGE

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DACC

## ANTI-RAGGING COMMITTEE



*S. J. Joshi*

Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



## Anti-ragging Committee 2023-24

**The preamble of an anti-ragging committee in a college typically includes the following:**

1. The committee's purpose is to prevent, prohibit, and ban ragging activities within and outside the campus.
2. The committee is responsible for taking action against those found guilty of ragging, and ensuring compliance with the relevant laws and regulations.
3. The committee's scope includes dealing with ragging in all its forms, including physical, psychological, and financial abuse.
4. The committee educates students on the meaning of ragging, its consequences, and the law.
5. The committee keeps a watch over ragging to prevent it from occurring or recurring.
6. The committee responds promptly and stringently to incidents of ragging.

### Anti- Ragging Committee at DACC

Ragging in any form is prohibited at Dnyansagar Arts and Commerce College has Zero Tolerance Policy towards ragging. It is punished offence as per the guidelines of Honorable Supreme Court of India.

- Ragging is a violation of human rights and it's a crime.
- Respect humanity and say no to ragging.
- Ragging is neither means of Familiarization nor an introduction with fresher.



*S. J. B.*

Principal  
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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## Anti - Ragging Committee 2023-24

Sr. No.	Representation	Role	Name of the Member
1	Chairman	Director	Dr.Sajid Alvi
2	Secretary	HOD	Prof.Ranjana Manungade
3	Member	Police Administration Representative	Mrs. Sunita Sunil Kaduskar
4	Member	NGO Representative	Mrs. Navnita Chaterjee
5	Member	Media Representative	Mr. Vijay Gaikwad
6	Member	Civil Administration Representation	Miss. Pallavi Devare-Kondhalkar
7	Member	Teacher Representative	Prof.Sudhir Bhalerao
8	Member	Teacher Representative	Prof.Sarita Sardesai
9	Member	Non- Teacher Representative	Mr.Sunil Kamble
10	Member	Student Representative	Mr. Simran Shaikh
11	Member	Student Representative	Miss. Anushka Bodake
12	Member	Parent Representative	Mr. Ilahi Shaikh
13	Member	Parent Representative	Mr.Mahendra Kamble



*S. Sajid*

Principal

Dnyansagar Arts and Commerce College  
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DACC

**INTERNAL COMPLAINT  
COMMITTEE**



*S. J. Joshi*

**Principal**

**Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.**



## Internal Complaint Committee 2023-24

An Internal Complaints Committee (ICC) is a committee in a college that addresses complaints of sexual harassment and discrimination against students and employees. The ICC is established under the University Grants Commission (UGC) regulations to prevent, prohibit, and redress sexual harassment.

### Objective of ICC:

1. To Implementation of the Anti-Sexual Harassment Policy at the workplace and prevent discrimination.
2. To Create awareness at the workplace by way of documents, notices, workshops, seminars, etc.
3. To Create awareness of the policy framework amongst all primary stakeholders.
4. To conduct periodical programmes on women empowerment.
5. To Maintain confidentiality in all aspects of any proceedings of the Committee
6. To Recommend appropriate redressal and punitive action against the guilty to the Management.

**Frequency of Meeting: Twice in an academic year**



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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## Internal Complaint Committee Members 2023-24

Sr. No.	Name of the Member	Role	Representation
1	Prof.Chaitrali Katkar	Presiding Officer	HOD
2	Prof.Manjiri Patharkar	Member	Teacher Representative
3	Prof.Pratiksha Bhosale	Member	Teacher Representative
4	Mr.Atul Jadhav	Member	Non-Teaching Representative
5	Mr.Sunil Kamble	Member	Non-Teaching Representative
6	Mr. Aryan Singh	Member	Student Representative
7	Miss.Shruti Balwadkar	Member	Student Representative
8	Miss. Bhoomika Kulkarni	Member	Student Representative



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Dnyansagar Arts and Commerce College  
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**DNYANSAGAR ARTS & COMMERCE COLLEGE**

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**DACC**

**GRIEVANCE REDRESSAL  
COMMITTEE**



*S. J. K.*

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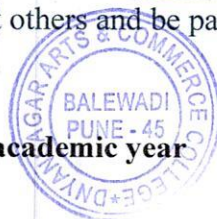
## Grievance Redressal Committee – Staff and Students

The Grievance Redressal committee of the Institution shall monitor status and progress of Grievance Redressal and shall furnish report on Grievance Redressal position to the Principal. The committee ensures effective solution to the faculty / students grievances with an impartial and fair approach.

### A grievance redressal committee's roles and responsibilities include:

1. To Receiving written grievances from students and staff
2. To Studying the grievance, analyzing its merits, and discussing it with the relevant parties
3. To Reaching a resolution and making a decision based on the grievance's authenticity and gravity
4. To informing the complainant of the final decision and providing an explanation for it
5. To Keeping accurate and secure records of the grievance, including the complaint, investigation, and decision
6. To regularly checking in on the grievance until it's resolved
7. To keeping the grievance proceedings confidential and accessible only to committee members
8. To scheduling meetings, coordinating communication, and arranging for materials.
9. To Encouraging students to express their grievances without fear of being victimized
10. To Advising students to respect others and be patient

Frequency of Meeting: Twice in an academic year



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## Grievance Redressal Committee – Staff 2023-24

Sr. No.	Representation	Role	Name of the Member
1	Chairman	Director	Dr.Sajid Alvi
2	Secretary	HOD	Prof.Ranjana Manungade
3	Member	Police Administration Representative	Mrs. Sunita Sunil Kaduskar
4	Member	NGO Representative	Mrs. Navnita Chaterjee
5	Member	Media Representative	Mr. Vijay Gaikwad
6	Member	Civil Administration Representation	Miss. Pallavi Devare-Kondhalkar
7	Member	Teacher Representative	Prof.Chaitrani Katkar
8	Member	Teacher Representative	Prof.Sarita Sardesai
9	Member	Non- Teacher Representative	Mr. Sunil Kamble
10	Member	Student Representative	Miss.Shruti Balwadkar
11	Member	Student Representative	Miss. Bhoomika Kulkarni
12	Member	Parent Representative	Mr. Balasaheb Jadhav
13	Member	Parent Representative	Mr. Ram Dhawale



*S. Jadhav*

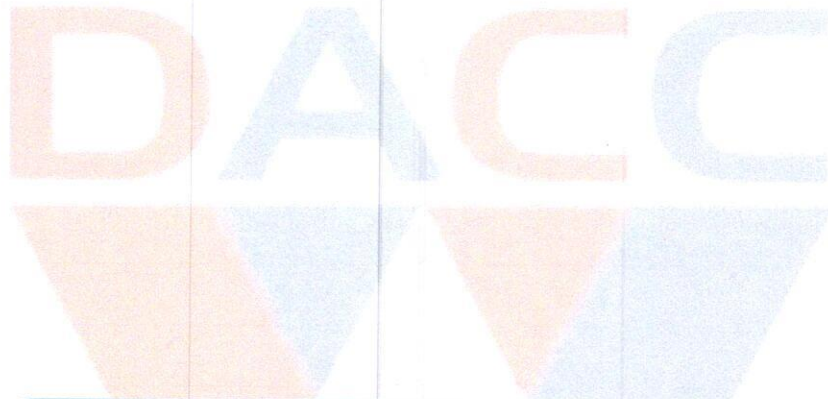
**Principal**

**Dnyansagar Arts and Commerce College  
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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## SC-ST COMMITTEE



*S. Jadhav*

**Principal**  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



## SC/ST Committee 2023-24 (Reservation Grievance Committee)

An SC/ST committee in a college works to promote the welfare of Scheduled Caste (SC) and Scheduled Tribe (ST) students, and to create a more inclusive campus. The institute has formed reservation grievance committee to address matters/ complaints relating to reservation for SC/ST and other reservation categories.

### Functions and Responsibilities:

1. To ensure that SC/ST students are free from any form of discrimination in admissions, academics, or extracurricular activities.
2. To provide counseling and guidance to SC/ST students to help them effectively manage academic and personal challenges during college life To ensures that SC/ST students feel safe and secure.
3. To foster a safe and secure environment for SC/ST students within the campus
4. To establish a mechanism to address grievances and resolve concerns raised by SC/ST students..
5. To promote higher education among SC/ST students, particularly those facing economic, social, or educational challenges.
6. To maintain a comprehensive database of SC/ST students and staff, along with records of activities and initiatives conducted for their benefit.
7. To implement and monitor the reservation policy for SC/ST students in the college, including collecting data on its application.
8. To raise awareness about welfare schemes and programs for SC/ST students and educate them about their constitutional rights.

**Frequency of Meeting: Twice in an academic year**

## SC/ST/OBC Committee 2023-24

Sr. No.	Name of the Member	Designation	Contact
1	Dr. Sajid Alvi	Chairman	9823355284
2	Prof.Sudhir Bhalerao	Teacher Representative	9763575140
3	Prof. Swamini Raut	Teacher Representative	9860783900
4	Mr. Sunil Kamble	Non-Teaching Representative	7038555978

Principal

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# DNYANSAGAR ARTS & COMMERCE COLLEGE

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## EXAMINATION COMMITTEE



*S. J. Joshi*

**Principal**  
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Balewadi, Pune-411045.



## Examination Committee 2023-24

The Examination committee is an apex body of the Institute which is headed by Controller of Examinations (COE). The main function of this Committee is to carry out examinations, publish results and distribute mark sheets to the students who pass the semester examinations.

### Functions and Responsibilities:

1. To organize and manage all activities related to Internal and External Assessment Examinations in accordance with university notifications and ordinances.
2. To prepare and announce the examination timetable well in advance to ensure timely communication with students.
3. To conduct Internal Assessment Examinations as per the academic calendar.
4. To allocate examination halls for all internal and external examinations held at the college.
5. To ensure that question papers are prepared and finalized well ahead of the scheduled examinations.
6. To arrange for the valuation of examinations, both internal and external, in a timely and efficient manner.
7. To maintain detailed records of all examination-related matters for future reference.
8. To address grievances or complaints from students and staff pertaining to examination processes or issues.

### Examination Committee Members

Sr. No.	Name of the Member	Designation	Contact
1	Dr. Sajid Alvi	Chairman	9823355284
2	Prof.Sudhir Bhalerao	CEO	9763575140
3	Prof.Ranjana Manungade	Member	9130441541
4	Prof.Chaitrali Katkar	Member	7028245551
5	Prof.Sarita Sardesai	Member	9766831361



Principal

Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



# DNYANSAGAR ARTS & COMMERCE COLLEGE

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(AISHE Code: C- 41459)



## TRAINING AND PLACEMENT CELL



A handwritten signature in purple ink is located to the right of the college seal.

Principal  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.



## Training and Placement Cell

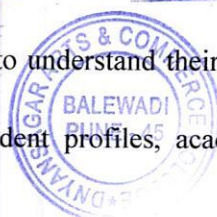
The Training and Placement Cell in undergraduate (UG) colleges plays a pivotal role in preparing students for the job market and bridging the gap between academics and industry requirements.

### Goals of the Training and Placement Cell

- To equip students with the skills and knowledge required for the job market.
- To achieve a high placement rate with reputed companies.
- To help students make informed decisions about their career paths.
- To align academic learning with industry demands.

### Duties and Responsibilities of the Training and Placement Cell:

- To establish and maintain connections with companies, industries, and organizations to create job and internship opportunities for students. Assist students in securing internships relevant to their fields of study.
- To invite reputed companies for on-campus and off-campus recruitment drives.
- To facilitate Memorandums of Understanding (MoUs) with industries for training, internships, and collaborative projects.
- To organize training sessions to enhance students' employability skills, including: Communication, teamwork, and interpersonal skills.
- To conduct workshops, seminars, and guest lectures by industry experts to expose students to real-world scenarios.
- To coordinate with companies to provide internships for UG students to gain practical exposure.
- To coordinate with recruiters for pre-placement talks, written tests, group discussions, and interviews. Logical thinking, problem-solving, and quantitative skills, mock interviews, group discussions, and resume writing.
- To provide career counselling to help students identify their strengths, interests, and career goals.
- To organize alumni interactions and events to share success stories and experiences with current students. Maintain an alumni network to leverage professional connections for placements and mentorship programs.
- Regularly assess the effectiveness of training programs and make improvements based on feedback.
- To conduct surveys among students to understand their career aspirations and align training programs accordingly.
- To maintain updated records of student profiles, academic achievements, and placement statistics.



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- To track and document details of participating companies, job offers, and student placements.
- To prepare placement reports for institutional stakeholders and accreditation bodies.
- To encourage and support entrepreneurial initiatives among students.
- To ensure equal opportunities for all eligible students, regardless of their background.
- To maintain transparency and fairness in the placement process.

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## NATIONAL SERVICE SCHEME (NSS)



*S. J. D.*

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Dnyansagar Arts and Commerce College  
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## National Service Scheme (NSS)

The aims to instil the spirit of service, leadership, and community engagement among students. The NSS fosters a well-rounded personality by combining academic learning with real-world social engagement, aligning with its motto: **“Not Me, But You,”**

### Core Objectives of NSS

- To develop a sense of service, civic responsibility, and leadership among students.
- To promote national integration and communal harmony.
- To enable students to contribute meaningfully to society through selfless service.

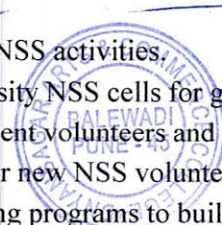
The duties and responsibilities of the NSS unit in a college, including its coordinator, program officers, and student volunteers, are outlined below:

### Duties and Responsibilities of the NSS Unit

- To create awareness among students about societal issues and challenges.
- To motivate students to participate in social service activities that contribute to national development.
- To encourage a sense of empathy and responsibility towards underprivileged communities.
- To plan and execute activities such as Cleanliness drives (e.g., Swachh Bharat Abhiyan), tree plantation and environmental awareness programs, Blood donation camps, health and hygiene awareness campaigns, literacy programs for disadvantaged groups, collaborate with local authorities and NGOs to organize community development projects.
- To provide opportunities for students to develop leadership skills by organizing and managing events.
- To promote teamwork and collaboration among volunteers to achieve common goals.
- To organize campaigns on critical social issues, such as: Gender equality,, Road safety, Drug abuse prevention, Voting rights and democracy, Climate change and sustainable living.
- To use creative methods like street plays, rallies, and posters to spread messages effectively.
- To undertake rural development projects, such as building infrastructure or promoting skill-based education.
- To provide support and resources for the upliftment of economically weaker sections.

### Duties and Responsibilities of NSS Coordinator/Program Officer

- To prepare an annual calendar of NSS activities.
- To coordinate with state or university NSS cells for guidance and resources.
- To allocate responsibilities to student volunteers and ensure timely execution of activities.
- To conduct orientation sessions for new NSS volunteers.
- To organize workshops and training programs to build capacity among volunteers.
- To maintain records of NSS activities and volunteer participation.



*S. S. Joshi*

**Principal**  
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- To prepare and submit periodic reports to higher authorities and funding agencies.
- To monitor the progress of NSS activities and ensure alignment with NSS objectives.
- To evaluate the impact of programs on the community and students.
- To establish connections with government agencies, NGOs, and other stakeholders.
- To seek funding and resources to support NSS activities.

## Duties and Responsibilities of NSS Volunteers

- Actively participate in all NSS activities, including camps and social service projects.
- Serve as a role model for peers and the community.
- Spread awareness about social, cultural, and environmental issues.
- Engage in innovative methods to reach out to the community.
- Work closely with local communities to understand their needs.
- Contribute to projects that address issues like education, health, and sanitation.
- Take the initiative to learn skills that contribute to personal and professional growth.
- Assist in organizing and managing NSS events and activities.



*S. J. Joshi*

**Principal**  
**Dnyansagar Arts and Commerce College**  
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## RESEARCH AND PUBLICATION CELL



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**Principal**  
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## Research and Publication Cell

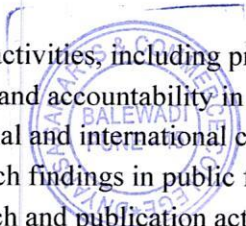
The Research and Publication Cell in an academic institution is responsible for promoting a research culture, encouraging academic writing, and ensuring the dissemination of scholarly work.

### Goals of the Research and Publication Cell

- To enhance the institution's reputation as a center for academic and research excellence.
- To foster a culture of innovation and knowledge creation.
- To support the holistic development of students and faculty through active engagement in research.

### Duties and Responsibilities the research and Publication Cell

- To organize workshops, seminars, and training programs on research methodology, academic writing, and grant proposal preparation.
- To promote interdisciplinary and collaborative research projects.
- To identify funding opportunities from national and international agencies.
- To assist faculty and students in preparing and submitting research proposals.
- To provide guidance for ethical clearance and adherence to research ethics.
- To motivate faculty and students to publish their research in reputed journals, conferences, and books.
- To provide resources and training for improving the quality of academic writing.
- To ensure adherence to ethical standards and discourage plagiarism in all publications.
- To facilitate the publication of the institution's in-house research journal, newsletter, or magazine.
- To promote awareness about intellectual property rights (IPR) and patent filing.
- To encourage collaborations with other academic institutions, industries, and research organizations.
- To host guest lectures, conferences, and symposiums to bring together experts and researchers from diverse fields.
- To organize faculty development programs (FDPs) and student workshops on advanced research tools and techniques
- To encourage the use of digital tools for data analysis, citation management, and literature review.
- To maintain a database of research activities, including projects, publications, and awards.
- To promote integrity, transparency, and accountability in all research activities.
- To encourage participation in national and international conferences.
- To support the publication of research findings in public forums to maximize societal impact.
- To create an annual report of research and publication activities.



*S. J. Joshi*

**Principal**  
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## SPORTS AND CULTURAL CELL



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## Sports and Cultural Cell

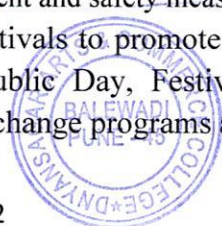
The Sports and Cultural Cell in an educational institution plays a crucial role in promoting physical fitness, fostering creativity, and enhancing the cultural awareness of students. Its duties and responsibilities are aimed at encouraging participation in sports and cultural activities, nurturing talent, and ensuring holistic development.

### Goals of the Sports and Cultural Cell

- Enhance students' physical, mental, and emotional well-being through sports and cultural engagement.
- Develop leadership, teamwork, discipline, and creativity in students.
- Promote inclusivity, unity, and cultural understanding within the institution.

### Duties and Responsibilities of the Sports and Cultural Cell

- To conduct regular fitness and sports workshops to promote health and wellness.
- To organize intramural (intra-institutional) sports events to increase participation.
- To encourage students to engage in both individual and team sports for skill and character development.
- To organize cultural exchange programs to foster a global perspective among students.
- To facilitate participation in traditional and contemporary art forms to preserve and promote cultural heritage.
- To support creative activities like music production, short films, photography, and digital art.
- To foster an environment that values physical fitness, teamwork, creativity, and cultural expression.
- To encourage students to participate in various sports and cultural events at intra-college, inter-college, state, national, and international levels.
- To prepare plan and conduct sports tournaments, cultural festivals, and artistic events such as athletic meets, traditional dance and music competitions, drama, debate, and literature events, art exhibitions and workshops.
- To identify talented students in sports, performing arts, and other cultural activities.
- Provide coaching, mentorship, and resources to help them enhance their skills.
- To organize regular practice sessions for sports teams and cultural groups.
- To maintain sports facilities, equipment, and cultural spaces like auditoriums, music rooms, and art studios.
- To ensure the availability of proper equipment and safety measures for all participants.
- Celebrate national and international festivals to promote unity and cultural diversity, such as, Independence Day and Republic Day, Festivals like Diwali, Holi, Eid, Christmas, etc, International cultural exchange programs and collaborations.



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**Principal**  
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- To form teams and groups to represent the institution in external sports and cultural competitions.
- To ensure students are well-prepared and supported for events like university festivals, youth fests, and championships.
- To encourage students to take up leadership roles in organizing sports and cultural activities.
- To maintain records of all sports and cultural activities, including participation and achievements.
- To prepare annual reports highlighting the cell's activities and accomplishments and submit reports to the administration or external stakeholders when required.
- To identify outstanding performers in sports and cultural activities and recommend them for scholarships, awards, and honors.
- To organize award ceremonies to recognize and celebrate student achievements.



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## ENTREPRENURSHIP DEVELOPMENT CELL



*S. J. K.*

**Principal**  
Dnyansagar Arts and Commerce College  
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## Entrepreneurship Development Cell

The Entrepreneurship Development Cell in an academic institution fosters a culture of innovation and entrepreneurship among students. It provides guidance, resources, and support for aspiring entrepreneurs to transform their ideas into viable businesses. Below are the duties and responsibilities of the EDC:

### Goals of the Entrepreneurship Development Cell

- To encourage students to think creatively and solve real-world problems.
- To inspire students to become entrepreneurs who generate employment opportunities.
- To equip students with the knowledge, skills, and resources to pursue entrepreneurial ventures.
- To support start-ups that can contribute to local and national economies.

### Duties and Responsibilities of the Entrepreneurship Development Cell

- To create awareness about entrepreneurship as a career option among students.
- To encourage and inspire students to pursue innovative and entrepreneurial ventures.
- To organize talks, seminars, and panel discussions with successful entrepreneurs.
- To conduct workshops and training sessions on essential entrepreneurial skills such as, business planning and strategy, financial management and fundraising, marketing and sales techniques, communication and leadership skills
- To encourage students to brainstorm and develop innovative business ideas.
- To help connect students with investors, venture capitalists, and funding agencies.
- To build a network of mentors, industry professionals, and alumni entrepreneurs to guide students.
- To collaborate with government organizations, NGOs, and private companies to secure funding and resources.
- To develop access to tools like business plan templates, financial modeling software, and market research databases.
- To collect feedback and success stories to measure the cell's impact and use this feedback to improve programs and resources continually.
- To recognize and reward entrepreneurial achievements through awards, scholarships, and certificates.



*S. J. K.*

**Principal**  
Dnyansagar Arts and Commerce College  
Balewadi, Pune-411045.