



तमसो मा ज्योतिर्गमय

**Shahada Taluka Educational Society and
Co-Operative Educational Society Limited's
Affiliated To S.N.D.T. Women's University, Mumbai
Senior Arts Mahila Mahavidyalaya,
Shahada, Dist-Nandurbar.**



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Shahada Taluka Educational Society and Co-Operative Educational Society Limited's
Senior Arts Mahila Mahavidyalaya, Shahada

Kai.Dr.Vishramkaka Educational Campus,Dondaicha road,Shahada, Dist-Nandurbar Maharashtra

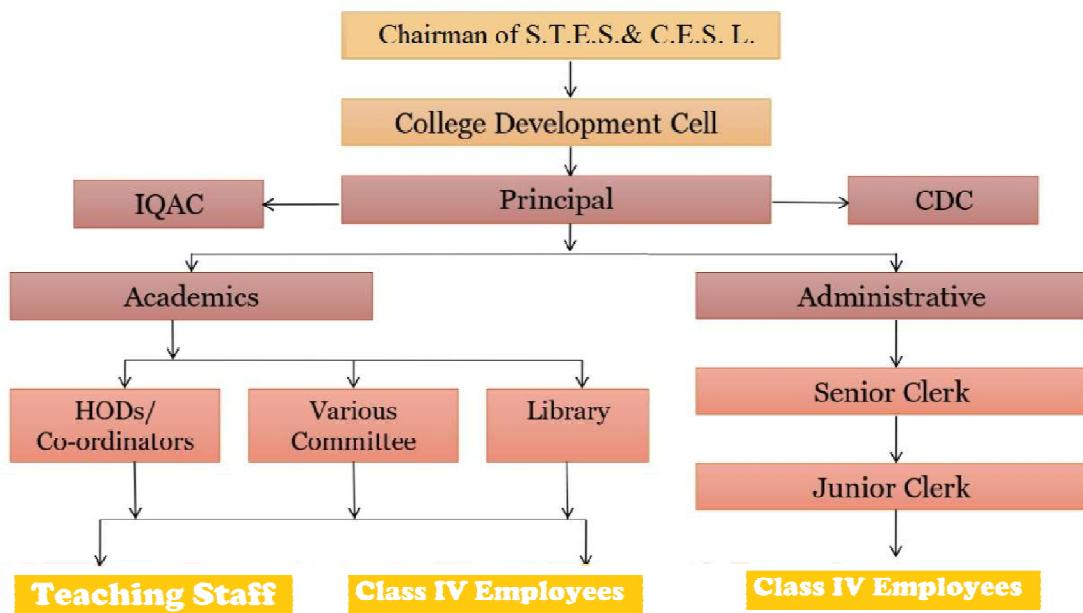
Phone No. 02565 – 223532

Email id- artsshahada070@gmail.com

Governance, Leadership and Management

Organogram

Organogram of the Institution

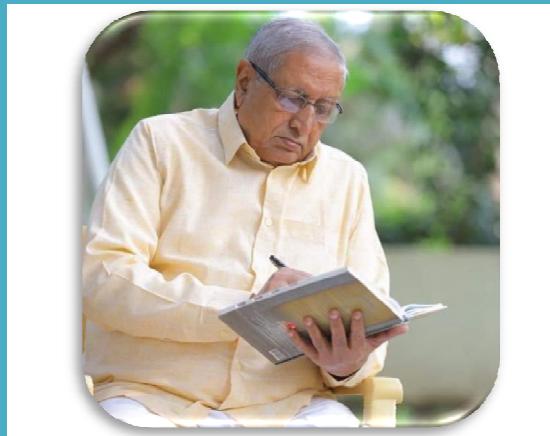


Vision

- *Commitment to Women's all round development*
- *In this Rural and Tribal region has spearheaded our vision to address their needs in the field of their education and empowerment.*

Mission

- *To uplift the downtrodden, backward, tribal and weaker section of Shahada Block through higher education.*
- *To empower the illiterate ignorant uneducated masses by educating them*
- *and by creating in them the social, political and cultural awareness.*
- *To give them confidence that they are the creators*
- *and not the creatures of their fate.*
- *To make them think that knowledge alone can help them in creating their futures.*



The vision of Our Arts and Computer Application College, Senior Arts Mahila Mahavidyalaya has been to be an institution of Women's all round development in higher education.

Our College continuously improves in changing social, educational & professional truth by application of knowledge.

Our College inculcates the values of Advanced Moral, Best Career, Diligence and ethics amongst its students.

Our College creates society that promotes dignity, equality, social justice and scientific attitude.

I wish all the students a bright prospects and successful career opportunity ahead.

**Honorable Chairman,
Vanashree Shri. M. F. Patil.**

Governance General Body S.T.E.S. & C.E.S.L.

**आमचे
आश्रय दाते**

संचालक मंडळ



मा. श्री. मोतीलाल फकिरा पाटील
चे अरमन



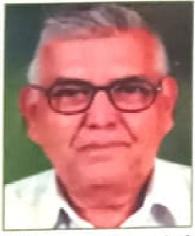
श्री. हिरालाल नर्मीन पाटील
क्हा. चे अरमन



श्री. अंदालाल काशिनाथ पाटील
मानद सचिव



श्री. विश्वनाथ सोमजी पाटील
मानद सहसचिव



श्री. डॉ. सखुराम रतिलाल चौधरी
सदालक



श्री. प्रकाश महारू पाटील
सदालक



श्री. विलु नन्धू पाटील
सदालक



श्री. अभिजीत मोतीलाल पाटील
सदालक



श्री. शरद औंकार पाटील
सदालक



श्री. हरी दत्त पाटील
सदालक



श्री. दत्त नन्धू पाटील
सदालक



सौ. रंजना आनंदा पाटील
सदालिका



सौ. अनुराधा हिरालाल पाटील
सदालिका



श्री. हिरालाल बाबू पाटील
सदालक



श्री. विश्वनाथ दोहाण्या पावरा
सदालक



श्री. अर्जेंद्रीर आर्जुनगीर गोसावी
सदालक



श्री. नरेंद्रकुमार नवनीतलाल शाह
आजीव सदस्य



कै. नवीनवंद्र गोरखलाल वाणी
आजीव सदस्य



श्री. नामदेव गुमानसिंग पटले
तज्ज्ञ सदस्य

Governance General Body S.T.E.S. & C.E.S.L.

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

Executive Council

Executive Council of the **S.T.E.S. & C.E.S.L.** is the apex body of the college. There are 19 members in the executive council. The composition of Executive council is as follows: Chairman, Vice Chairman, Secretary, Joint Secretary and elected members from governing council and general body and one teacher representative.

The Governing Council

The management and affairs of the association shall be administered, controlled and supervised by the Governing Council through the Hon. Secretary of the Association. It consists of members representing as follows: President of the Association, Vice -President of the Association, Secretary of the Association, Joint Secretary (Principal of the College) and other representatives.

Institutes Run by S.T.E.S. & C.E.S.L

1) Professional Institute	: 01
2) Regular College	: 02
3) Vocational Courses	: 01
4) Higher Secondary Schools	: 04
5) Secondary Schools	: 05
6) Primary Schools	: 04
7) Self Financed English Medium School	: 03

Administration of the College:

S.T.E.S. & C.E.S.L's Senior Arts Mahila Mahavidyalaya was established by Shahada Taluka Education Society in the year **1952**.

The administration of the college is as follows:

College Development Committee (Formerly Local Management Committee): The College Development Committee (CDC) was constituted in place of local management committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college thereby replacing local management committee.

The composition of the CDC is as follows:

- (a) Chairperson of the management or his nominee ex-officio Chairperson;
- (b) Secretary of the management or his nominee;
- (c) Principal of the college or head of the institution;
- (d) One head of department, to be nominated by the Principal;
- (e) Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;
- (f) One non-teaching employee, elected by regular non-teaching staff from amongst themselves;

(g) 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;

(h) Co-coordinator, Internal Quality Assurance Committee of the college;

(i) President and Secretary of the College Students' Council;

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

• 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) Decide 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 encourage and strengthen research culture, consultancy and extension activities in the college;

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

(7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;

(8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

(9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;

(10) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);

(11) Make recommendations regarding the students' and employees' welfare activities in the college or institution;

(12) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;

(13) Frame suitable admissions procedure for different programmes by following the statutory norms;

(14) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;

(15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;

(16) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;

(17) Recommend the distribution of different prizes, medals and awards to the students.

(18) 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;

(19) Perform such other duties and exercise such other powers as may be entrusted by the management and the university

Internal Quality Assurance Committee

(1) Internal Quality Assurance Committee (IQAC) in the college is responsible for planning, guiding and monitoring quality assurance and quality enhancement in the academic activities of the college.

(2) IQAC plays a catalytic role in the overall quality initiatives and general administration of the college.

(3) IQAC has been constituted and functions as per the guidelines of the UGC, NAAC and State Government/university.

(4) The Annual Quality Assurance Report gets approved by the CDC for the follow up action for the necessary quality enhancement measures. The college regularly submits the Annual Quality Assurance Report to the National Assessment and Accreditation Council.

(5) The affiliating university monitors the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

The IQAC Coordinator is responsible for the

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities/NIRF/AISHE
- Preparation of the Annual Quality Assurance Report (AQAR) in coordination with criteria heads to be submitted to NAAC based on the quality parameters.

Principal

The Principal of the college is the head of the institution and always caters to offer essential direction to the system. The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the link between the Management and the College.

The Principal ensures that the values and relevant strategic plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co- curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal.

The Principal coordinates with the external agencies like the University, the UGC, Joint director office and other government bodies to comply necessary regulations. He safe- guards the interests of teachers/non-teaching staff members and the management.

The Principal observes and implements directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

The Principal also performs any other work relating to the College as may be assigned to him by the Management from time to time.

Administrative Staff - Head & Senior clerk and Junior clerk

Administrative Staff comprises of Head clerk, senior clerk, junior clerk and manual staff who works under the guidance of the Principal plays the role of office superintendent and the Registrar.

Head of the Departments

The Heads of the departments act as frontrunners of their departments. They monitor activities of the departments and report directly to the Principal.

- They are responsible for the overall management of the department(s).
- Manage the day-to-day functioning of the department
- Propose and administer the development of new courses/programs, add on courses etc.
- Organize the periodic review of courses.
- Coordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- To liaise with National Bodies and external agencies where appropriate (such as linkages and MoUs).
- To ensure the effective curriculum delivery and enhancement of standards and quality.

Librarian

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

- Allocation of budget of the library in consultation with Library Advisory Committee to each department as per the norms.
- Inviting list of text books, reference books/ e-books, Journals/e-journals, competitive exams Books etc from each department and after the approval from the parent institution, sending it to the vendor appointed by STES & CESL.
- Besides ordering, cataloging, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
- He holds Book Exhibition annually and invites dealers to display their latest collection.
- Monitoring the Book Bank Scheme.
- Organizing various quality related workshops to train and educate the students on the effective use of online resources.

Physical Director

The Physical Director has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).

- Training students for various sports and forming teams.
- Monitoring student's coaching, ground preparation, purchasing sports materials and scheduling of the games.
- Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
- Making arrangements for the participation of students at university tournaments, regional/state/national level sports events.
- Executing any other activity related to sports.

College Committees

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a Committee Coordinator who works with the assistance of the members taken from teaching and administration staff. Following is the list of the committees that are operative during 2020-21 for monitoring and governing various activities: -

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Examination Committee
- 3) Academic Calendar & Time table Committee/ Feedback Committee
- 4) Staff Development / Staff Academy/ Research/Project/Seminar Committee
- 5) Placement / Training Cell
- 6) College Campus Development and beautification Committee/ Construction Committee / Environment awareness Committee
- 7) College Magazine/Publication / Advertisement/ Publicity Committee
- 8) Library Committee
- 9) Women Redressal Cell / Sexual Harrashment Committee / VISHAKHA/ Internal Complaint Committee (ICC)/ Anti-harassment committee for women/ Equal Opportunity Cell
- 10) Website / ICT Committee
- 11) Admission Committee / Students' Counseling
- 12) Sports/ Gymkhana Committee
- 13) Students Grievances Redressal Cell/ Grievance Committee
- 14) Campus Discipline Committee
- 15) Parent-Teacher Association
- 16) Alumni Committee
- 17) Anti Ragging Committee
- 18) N.S.S. Committee / Yuvati Sabha / Medical Camp Committee
- 19) Student Development Committee
Avishkar / Youth Festival Committee / Marathi (Elocution Committee/ Language and Literature) Association/ Economics Association/ History Association / Art Circle/Cultural Activities/ Student Welfare Committee/Attendance Committee.
- 20) Students Council
- 21) R.T.I. Committee / UGC proposal and planning.

Performance Appraisal System- Teaching Staff

The “Performance Based Assessment System” (PBAS) is monitored by the institute. It’s a three tier report whereby the teacher has to fill up the form containing the information of

1. Teaching -Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research. After evaluating the form, the head of the department forwards it to the IQAC.

The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS)

Performance Appraisal System- Non Teaching Staff

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form and hand it over to the Head clerk /Registrar of the college. Head Clerk/ Registrar add his own observations and comments and forwards it to the Principal for the final remark. After the Principal’s remark it is advanced to the parent institution for further scrutiny and assessment. Action is taken accordingly. Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members