



**P. R. High School Society's Arts, Commerce
and Science College Dharangaon 425005.**

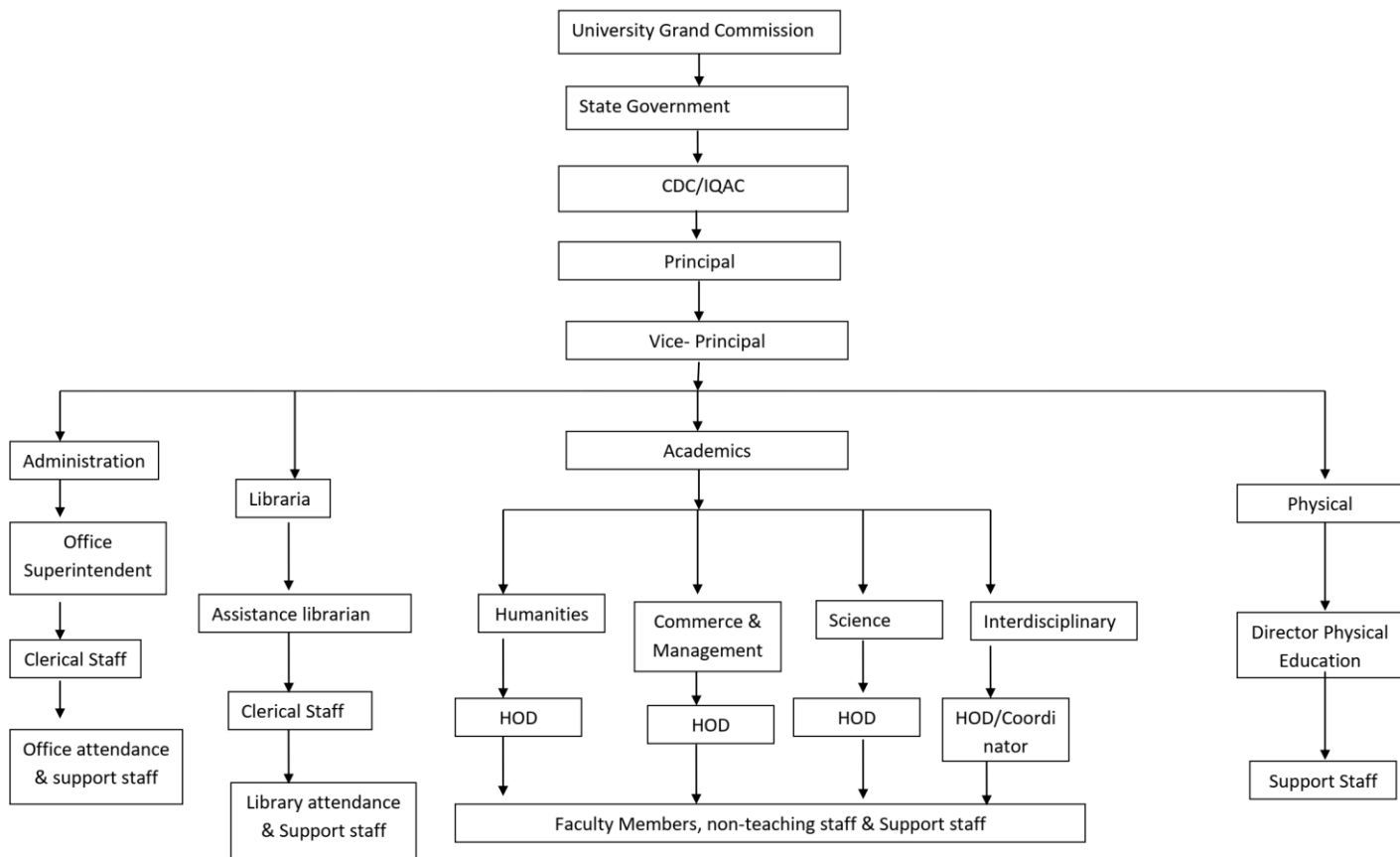


**P. R. Highschool Society's Arts, Commerce
and Science College Jalgaon Hwy, Vidyut
Vihar, Koradi, Dharangaon, Maharashtra
425105.**

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Organogram: Governance Leadership and Management



About us:

P. R. High School Society

The great social thinker and a generous merchant Late. Shri. Parshuram Raychand and likeminded people established the educational institution in February 1914 to meet the needs of secondary education of the poor boys and girls living in Dharangaon area. The Society was named as P.R. Highschool Society and educational branches and activities flowered with the help of collection of donations and the efforts of selfless people. Initially, the society ran one pr-primary, primary and secondary schools and decided to run a college to cater the needs of poor village and town dwellers residing in Dharangaon and the surrounding area. As the result of the efforts of the honorable members of P.R. High School Society, Arts, Commerce and Science College (Formerly known as Arts and Commerce College Dharangaon) came into existence in the year 1971.

Motto: Nothing is more sacred than the education (Knowledge)

Vision: Our Institution is the hub to provide ample opportunities to rural students with the aim of facing the challenges of the changing world, new educational concept and making all the stakeholders competent to live with peace and harmony in the globalized village

Mission: Shaping versatile personality with social and moral awareness through qualitative education.

Goals and Objectives:

- To impart qualitative education to the rural masses living in and around Dharangaon tehsil.
- To concentrate on the education for rural students.

- To develop qualities of leadership among our students.
- To shape and enrich the moral character of our students.



The mission statement of our institute defines the Institute's distinctive characteristics in terms of addressing the needs of the society, students and the institute's value orientation, and vision for the future. The Vision and Mission of the institute are in tune with the objectives of higher education. The formal and informal arrangements in the institute to coordinate the academic and administrative planning reflect the institution's efforts in achieving its vision.

Hon'ble Shri. Dr. A. K. Kulkarni

President Arts, Commerce and Science College Dharangaon.



Hon'ble Shri. V. T. Galapure
Vice President



Hon'ble Shri. Dr. M. S. Dahale
Secretary



Hon'ble Shri. A. A. Pagariya
Member



Hon'ble Dr. T. S. Birajdar
Principal ACS College Dharangaon

P. R. High School Society's Governance:

General Body:

The general body consists of all persons who have membership of P. R. High school society. The meeting of General body shall be held once in every academic year.

Executive Council:

The executive council of P. R. High school society dharangaon is the apex body of the college.

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.

Institutes Run by PRHS

- 1) Regular College: 02
- 2) Higher Secondary Schools: 01
- 3) Secondary Schools: 01
- 4) Primary Schools: 01

Administration of the College:

The college is permanently affiliated to KBC North Maharashtra University, Jalgaon and is governed by P.R. High school society. The institutional management mechanism includes managing council, secretary, local managing committee, college development committee, principal, internal quality assurance cell, office superintendent, coordinators, head of the departments and student council.

College Development Committee (Formerly Local Management Committee)

According to the Maharashtra Public Universities Act 2016, the Local Managing Committee has been replaced by College Development Committee (CDC). Members from the Executive Committee, experts from the field of education, research, society, industries, teaching, non-teaching staff and students are the representative of this Committee. CDC prepares an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth. It takes efforts to foster excellence in curricular, co-curricular and

extra-curricular activities, the annual financial estimates (budget), financial statements of the college and an annual calendar. It takes a decision regarding introducing new academic courses and the creation of additional teaching and administrative posts, policy to encourage and strengthen research culture, consultancy, collaboration and extension activities in the college, the use of information and communication technology in the teaching and learning process. The reports of the Internal Quality Assurance Committee are discussed and appropriate suggestions are communicated to the respective authority.

- 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) **three** 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;

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

Internal Quality Assurance Committee

IQAC plans for the development and application of quality parameters for the various academic and administrative activities. It monitors teaching-learning and evaluation processes. It also works for research promotion and better student support. It coordinates between the management, the principal, the staff and the students.

(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.

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

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

Vice-Principals

The role of Vice-Principal is to ensure the smooth functioning of the academic activities such as teaching activities, practical sessions, and implementation of time table, internal examination, evaluation work and to ensure discipline in the campus.

Office Superintendent

The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.

Administrative Staff

Administrative Staff comprises of Head clerk, senior clerk, junior clerks and manual staff who works under the guidance of the 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

Librarian

The Librarian is the head of the Library and Information Centre. He is assisted by Library Clerks and Library Attendants. The Library Advisory Committee discusses the issues regarding the function of the library.

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

- 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 students' 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 chairperson 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 2019-20 and 2020-21 for monitoring and governing various activities: -

- 1) Admission Committee
- 2) Admission committee
- 3) Discipline committee
- 4) Library committee
- 5) Gymkhana committee
- 6) Publicity committee
- 7) Examination committee
- 8) Practical exam committee
- 9) Debating committee
- 10) NAAC accreditation committee
- 11) IQAC committee
- 12) RUSA UGC committee
- 13) Art circle committee

- 14) Commerce association and planning forum
- 15) NSS committee
- 16) NCC committee
- 17) BC welfare scholarship committee
- 18) Environment and gardening committee
- 19) General knowledge and competitive exam committee
- 20) Time table workload planning and implementation committee
- 21) Student development committee
- 22) Legal awareness science association
- 23) Literature association committee
- 24) Anti ragging committee
- 25) Youth informatory
- 26) SHREYAS
- 27) Youth Informative Committee
- 28) Anti Sexual Harassment

Role in design and implementation quality policy and plans:

Quality policy of the College

P.R. High School Society's Arts, Commerce and Science College is committed to provide quality education to the students enabling them to excel in the field of science, commerce and humanities as well as to cater to the changing and challenging needs of the society, education sector and industry by

- (A) Contributing to the overall knowledge and personality development.
- (B) Maintaining the excellent infrastructure and learning environment.
- (C) Inculcating moral and ethical values among the staff and students.
- (D) Enhancing the competence of faculty to adopt modern and innovative teaching and learning process.
- (E) Promoting research among students and faculty.
- (F) Organizing co-curricular and extracurricular activities to enhance students' leadership qualities.

Role of top management, Principal and Faculty is vital in overall development of the college.

Role of top management

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

Role of the Principal

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

- (1) Admission of students and maintenance of discipline in the College.
- (2) Observance of provisions of Accounts Code.
- (3) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- (4) Correspondence relating to the administration of the College.
- (5) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
- (6) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- (7) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- (8) Safe-guard the interests of teachers/non-teaching staff members and the management.

Role of IQAC Coordinator

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

- (1) Application of quality benchmarks/parameters for various academic and administrative activities of the institution

- (2) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (3) Optimization and integration of modern methods of teaching, learning and evaluation.
- (4) Dissemination of information on various quality parameters of higher education
- (5) Development of Quality Culture in the institution;
- (6) Documentation of various programmes/activities leading to quality improvement.
- (7) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC with the help of IQAC members.
- (8) Coordinating with other Cell coordinators and HODs.
- (9) Suggesting budgetary provisions for activities related to the cell.

Role of Committee Chairman

The Committee Chairman of each committee has the following functions

- (1) Prepare the list of activities to be taken in the academic year
- (2) Send proposal to the Principal and get the budget approved.
- (3) Coordinate with all the team members.
- (4) Send notices for timely meetings and prepare agenda for the same.
- (5) Carry out all the activities related to the respective committee.
- (6) Submit the accounts of the Expenditure incurred for the activities held.

Role of Head of Department

The Head of each department has to

- (1) Monitor day to day teaching learning activity of the department.
- (2) Distribution of workload among the teachers of the department.
- (3) Purchase of books, equipments in the department.
- (4) Coordinate co-curricular activities for the students.

Role of Faculty

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

- (1) Implementing the teaching –learning schedule and taking part in evaluation process.
- (2) Assisting the administration through the participation of different academic committees.
- (3) Assisting in planning and implementation of academic programmes such as seminars, workshop, conferences, and National service scheme.

(4) Undertake research and consultancy/extension, co-curricular and extra-curricular activities.

The involvement of the leadership in ensuring:

The policy statements and action plans for fulfillment of the stated mission

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

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

Governing Body, the action plans are prepared by the Principal. With the prior permission of Governing body, the plans are implemented by the Principal.

Interaction with stakeholders

The Principal provides information to the stakeholders such as students, faculty and parents at the beginning of the academic year. He also provides information about the college through first address lecture to the first year students of all faculties. The prospectus itself contains the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The College has constituted different committees of teachers and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning.

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

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

Reinforcing the culture of excellence

The college provides all the guidance to the students to create the culture of excellence. The library timing is kept flexible. Various committees are formed to implement and monitor various activities. Teachers are actively involved in the research and publishing their research articles in the journals. With support of management research facilities are augmented as and when required.

Champion organizational change

The college has taken initiative for additional infrastructure like modernization of laboratories, purchase of additional equipments, furniture etc. The college has created virtual classroom for the students and faculty. Faculties are maintaining teaching dairy for every year. Performance appraisal forms are filled up and collected by the college from all faculties. The work of non-teaching staff is distributed every year.

Performance Appraisal System

Teaching and non- teaching staff:

A performance appraisal system for teaching and non-teaching staff a good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. An effective performance management system plays a crucial role in managing the organization in an efficient manner. In this scheme, the performance s are classified into three categories (i) Teaching, Learning and Evaluation related activities (ii) Co-Curricular, Extension and Professional Development related activities (iii) Research Publications and Academic Contributions. These are called Academic Performance Indices (API). At the end of each academic year, the data pertaining to the above categories are collected from each faculty member in the proforma suggested by KBC NM University. Based on the data collected, API scores are calculated for each of the three categories. The Principal in consultation with senior Professors fixes certain minimum API scores to be achieved by the faculty members in the three categories. These scores are used for the award of career advancements to faculty members and for promotion to the next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaires collect information about the teacher and different aspects pertaining to the teaching process. A team consisting of the Head of the Department and Senior Professor in the Department goes through the feedback forms collected from the students and suggests

suitable measures to improve the teaching-learning process. As such, there is no performance appraisal system followed for nonteaching staff in the institute.