Mahatma Gandhi Shikshan Mandal Chopda

Mahatma Gandhi Shikshan Mandal,
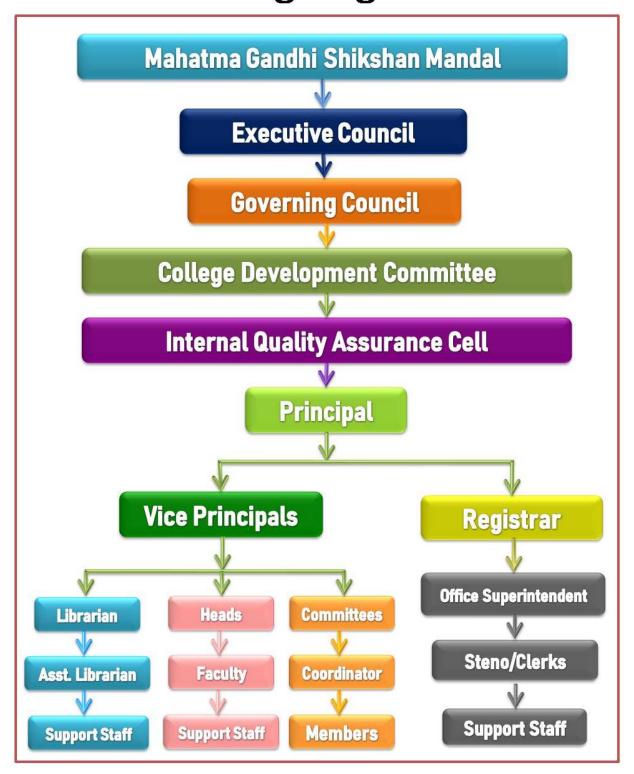
Yawal Road Chopda, Dist: Jalgaon (Maharashtra) 425107
Contact: 02586-220210
Email ID: presidentmgsmandal@gmail.com

Organogram

```
                    Mahatma Gandhi Shikshan Mandal
                                 ↓
                         Executive Council
                                 ↓
                          Governing Council
                                 ↓
                  College Development Committee
                                 ↓
                  Internal Quality Assurance Cell
                                 ↓
                             Principal
                    ┌────────────┴────────────────────┐
                    ↓                                  ↓
              Vice Principals                      Registrar
        ┌─────────┼──────────┐                        ↓
        ↓         ↓          ↓                 Office Superintendent
    Librarian   Heads   Committees                    ↓
        ↓         ↓          ↓                   Steno/Clerks
  Asst. Librarian Faculty Coordinator                 ↓
        ↓         ↓          ↓                  Support Staff
  Support Staff Support Staff Members
```

MAHATMA GANDHI SHIKSHAN MANDAL:

Mahatma Gandhi Shikshan Mandal, Chopda was established in 1969 by Hon'ble Dadasaheb Dr. Suresh G. Patil (Ex MLA) and former Education Minister Late Sau. Sharashchandrika Suresh Patil, to disseminate value based education and uplift the vocational/technical skills of rural masses for their holistic development. The organization was established in response to the dire needs of the young generation of peasants and the landless workers, and poor and downtrodden inhabitants of the region, who instead of academic brilliance had no hope for higher education.

Vision:
- To become an excellent and highly recognized Knowledge center of learning resources for primary to post graduation education and also for research studies.
- Upliftment of all classes of the society, especially socio-economically deprived sections of the society by imparting holistic and quality education.

Mission:
- To create suitable environment in the college for the holistic development of the students.
- To inculcate creativity, Entrepreneurship, social service, and aesthetic sense among the students.
- To provide equal opportunities irrespective of class, caste gender and religion.
- To create eco-consciousness for the sustainable environment and healthy living.
- To inculcate respect for fellow human beings and empathy for non-human creatures
- To create a sense of responsibility towards the society and nation.

Goals:
- To provide qualitative Education to students in different discipline.
- To guide the students for all round development of their personality.
- To create awareness of social responsibility among the students.
- To prepare the students for self-employment in order to overcome the problem of unemployment.
- Commit the students to maintain ecological balance.
- To motivate the students for participation in co-curricular and extra-curricular activities.
- To introduce modern technological devices to the students for their advancement.
- To capacitate the students for state and national sports events by providing modern sports infrastructure.
- To prepare the students for communicating modern developments in the field of agriculture to the tribal farmers of Satpuda Ranges.
- To create balance between educational outputs and social needs
- To inculcate the habit of self discipline among the students.

The vision of MGSM, Chopda has been to be an institution of excellence in higher education that continually responds to changing social, educational & professional realities through the development and application of knowledge. Our Institution inculcates the values of hard work, morality and diligence amongst its students; creating people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and scientific attitude. I wish all the students a bright and successful career ahead.

Hon'ble Adv. Sandeep Suresh Patil
President M.G.S.M., Chopda
Senate Member, KBC North Maharashtra University, Jalgaon

Hon'ble Sau. Asha Vijay Patil
Vice-President

Hon'ble Dr.Sau. Smita Sandeep Patil
Secretary

Dr. D.A. Suryawanshi
Principal & Joint-Secretary

MGSM Governance

General Body

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 President of the association shall preside over the annual general meeting.

Executive Council

Executive Council of the Mahatma Gandhi Shikshan Mandal, Chopda is the apex body of the college. There are 13 members in the executive council. The composition of Executive council is as follows: President, Vice President, 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 maximum forty 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 MGSM

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

Administration of the College:

MGSM's Arts, Science and Commerce College Chopda was established by Mahatma Gandhi Shikshan Mandal in the year 1969. The administration of the college is as follows:

1. 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.

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 College has four Vice-Principals. The role of Vice-Principals 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.

Registrar

The Registrar has following responsibilities:

- Coordination of administrative work in office; Student admission, registration, examinations, students' records.
- Records (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline.
- Management of the administrative staff within the college.
  All the administrative staff such as office superintendent, head clerk, senior clerks, junior clerks, etc. work under the supervision of the Registrar and complete their tasks.

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

- 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 effectively 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 MGSM.

- 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 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 2017-18 and 2018-19 for monitoring and governing various activities: -

1) Internal Quality Assurance Cell (IQAC)
2) Examination Committee
3) Time table Committee
4) Staff Academy
5) Training and Placement cell
6) College Campus Development and beautification Committee
7) Magazine Committee
8) Library Committee
9) Women Redressal Cell
10) ICT Committee
11) Students' Counseling
12) Elocution Committee
13) Language and Literature Association
14) Commerce Association
15) Science Association
16) Gymkhana Committee
17) Purchase Committee
18) Students Grievances Redressal Cell
19) Yuvati Sabha
20) Internal Complaint Committee (ICC)
21) Research/Project/Seminar Committee
22) Attendance Committee
23) Alumni Committee

24) Medical Camp Committee
25) Art Circle/Cultural Activities
26) Student Welfare Committee
27) Advertisement/ Publicity Committee
28) Anti Ragging Committee
29) Feedback Committee
30) Construction Committee
31) Website Designing and Updation Committee
32) Campus Discipline Committee
33) Avishkar Committee
34) Yuvarang Committee
35) UGC proposal and planning
36) Anti-harassment committee for women.
37) Equal Opportunity Cell
38) Environment awareness Committee
39) Parents' Association

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).

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 Registrar of the college. The Registrar adds 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.