

Modern Education Society's

Ness Wadia College of Commerce, Pune – 01

Monitoring & Development Committee

Academic Year 2021-2022

Sr. No.	Name of the Member	Designation
1	Dr. A.J. Hake	Chairperson
2	Dr. Ashok Chandak	Member
3	Dr. Manohar Sanap	Member
4	Dr. P.N. Chaudhary	Member
5	Dr. S.S. Kunde	Member
6	Mr. J.K. Thakur	Member
7	Dr. R.B. Sonawane	Member
8	Dr. V.S. Randhir	Member-Secretary

Modern Education Society's
NESS WADIA COLLEGE OF COMMERCE
Pune-411001

MINUTES OF THE MONITORING & DEVELOPMENT COMMITTEE
Held on Monday 10th March 2022 at 11.30 am in the Principal's Office

A meeting of the Monitoring and Development Committee of Modern Education Society's Ness Wadia College of Commerce, Pune was held on 10th March 2022 at 11.30 am in the Principal's Office, Old Building, Ness Wadia College of Commerce, Pune - 411001. The following members of committee were present for the meeting:

- 1) Prof. (Dr.) Manohar Sanap : Trustee
- 2) Prof. (Dr.) Vrishali Randhir : I/C Principal and Member Secretary
- 3) Prof. (Dr.) Prakash Chaudhary : Vice-Principal (Sr. College)
- 4) Dr. Ramdas Sonawane : IQAC Coordinator
- 5) Dr. Smita Kunde : Vice-Principal (Jr. College)

Dr. Abhay Hake, Trustee communicated his absence to the Principal due to busy schedule and other work and instructed to conduct the meeting as per schedule with the present members without adjourning or postponing it through telephonic conversation with the Principal. Dr. Ashok Chandak, Trustee communicated his absence as he was on leave.

The following points were discussed and necessary decisions were taken unanimously by the Members of the Monitoring and Development Committee of the College:

1. Confirmation of the Minutes of the Meeting of the Monitoring and Development Committee of the College held on 30th October, 2021:

Resolution: It was unanimously resolved that the Minutes of the Monitoring and Development Committee of the College held on 30th October 2021 have been confirmed. It was further resolved that Action Taken Report (ATR) has to be prepared by the College Authority on all the points incorporated in the minutes of MDC Meeting held on 30th October, 2021 and to be put in the next MDC Meeting for further discussion.

It was also resolved that the leave documents of Dr. P. B. Vhankate shall be prepared and same shall be submitted to Modern Education Society, Pune – 411001 as per Resolution No. 11 of the said meeting for legal opinion on the same. The College Authority and College Office will take follow-up in this regard with MES Office.

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The College Authority and College Office shall follow the practice of preparing and presenting ATR in subsequent meetings with necessary and related documents.

2. Approval of SOPs of Add-on Courses of BBA, BBA-CA:

Preamble: As per revised syllabus of all degree programmes, students have to complete some additional courses as add-on courses. These add-on courses are in addition to regular academic programs and sanctioned workload by the Government. To run these courses, there is need to invite guest speakers, to conduct students' examination and submit students grades to university. Also, there is need to make financial provision for the same. Hence there is a need to have SOPs for the same.

Resolution: The college has already prepared self-explanatory SOPs and those have been approved in the previous meeting of MDC held on 30/10/2021 as per the resolution no. 8. It was unanimously resolved that same SOPs shall be followed for all programmes.

3. Various applications submitted by Dr. P. B. Vhankate:

Preamble: Dr. P. B. Vhankate had submitted various applications to the I/C Principal about her leave and other issues.

Resolution: It was unanimously resolved that the College Authority and College Office should forward all applications to the Modern Education Society, Pune – 01 for further guidance.

4. To consider the application submitted by Dr. R. S. Mhasade claiming remuneration for Coordination of CEFL for the Academic Year 2019-20.

Preamble: Dr. R. S. Mhasade has submitted the application claiming remuneration for the Coordination of CEFL for the Academic Year 2019-20. The issue is already discussed in the MDC meeting held on 30/10/2021.

Resolution: It is unanimously resolved that the college authority should submitted the details as per Resolution No. 35 of the MDC meeting held on 30/10/2021 at the earliest.

5. To consider the application submitted by Dr. M. R. Agale claiming remuneration for coordination of ICICI E-Learning Center.

Preamble: - Dr. M. R. Agale has submitted the application claiming remuneration for Coordination of ICICI E-Learning Center. The issue is already discussed in the MDC meeting held on 30/10/2021.







Resolution: - It is unanimously resolved that the college authority should submitted the details as per Resolution No. 35 of the MDC meeting held on 30/10/2021 at the earliest.

6. To release the payments of the students working under Earn and Learn Scheme:

Preamble: Due to superannuation of some staff members and some other reasons, there is a shortage of office staff. Hence for smooth functioning of administrative activities there is need to have support staff. As per CDC meeting held on 10/08/2021 Resolution No. 2 three students were allowed to work under Earn and Learn Scheme from College funds for smooth functioning of administrative activities. But this manpower was not sufficient, hence there was need to hire more students and hence college authority hired few students on Earn and Learn Basis.

Resolution: It was unanimously resolved that the payments of existing students working under Earn and Learn Scheme up to February 2022 should be released. It was further resolved that college authority should follow the procedure of hiring of students' helper through Students Development Cell of the College under College fund as well as University fund and the same shall be put up in the MDC Meeting for approval before hiring the Students Helper.

7. To discuss the plan for Students' Corner:

Preamble: Students' Consumer Co-operative Society, Ness Wadia College of Commerce, Pune runs the store for students named as Students' Corner.

Resolution: Students' Consumer Co-operative Society, Ness Wadia College of Commerce, Pune is an independent entity. It has to nothing with the College or Society. Hence, it was unanimously resolved that this issue should not be discussed in this meeting.

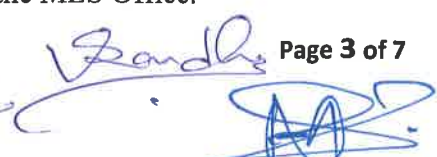
8. Principle approval for purchase of Wi-Fi Routers and Web Cameras in the Classrooms:

Preamble: Most of the classrooms are now ICT enabled. If internet facility is made available in the classrooms, then it will help to conduct online lectures as well as for blended learning. The college authority and technical staff has already submitted the details and requirements of Web Cameras and Routers to the Modern Education Society, Pune for the same. The model of Web Cameras has been recommended by the MES Office.

Resolution: It was unanimously resolved that the College Purchase Committee shall take necessary action in this regard as per the SOPs given by the MES Office.







9. Principle approval for installation of centralized Server and purchase of necessary materials and accessories for installation of Centralized Server Room and distribution of Internet Network in the Admin Office, Library, Departments, Principal and Vice-Principal Offices, Computer Laboratories, Classrooms etc.:

Preamble: New Computer Laboratories have been developed. The Centralized Server work and other allied works are pending. Server and Internet Network are necessary for the smooth functioning. The college authority and technical staff has prepared the detail requirements in this regard.

Resolution: It was unanimously resolved that the College Purchase Committee shall take necessary action in this regard as per the SOPs given by the MES Office.

10. Principle approval for purchase of 25 Computer for College Administrative Office for Office Automation:

Preamble: In the College Administrative Offices, most of the Desktops have been old and the same have been installed 10 years ago, and they are not working properly. Due to improper working conditions of the present desktops, every time Office work have been stuck up. For the proper Office Automation in the Administrative Offices of the College at least 25 Desktops with i5 series are required for the smooth functioning. The college authority and technical staff has prepared the detail requirements in this regard.

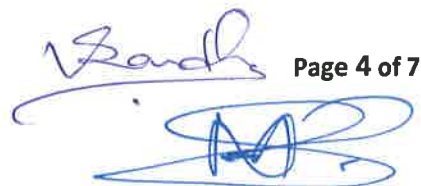
Resolution: It was unanimously resolved that the College Purchase Committee shall take necessary action in this regard as per the SOPs given by the MES Office.

11. Principle approval for purchase of 15 Laptops with i5 Series for Heads, Coordinators and Office:

Preamble: Now a day's use of ICT in the teaching-learning process and admin work of respective Departments has become an integral part. During the course of Admission Process, Examination Process and other day-to-day Office Work Laptops are essential. Heads and Coordinators have requested to provide Laptops for smooth work of their Departments. The college authority and technical staff has prepared the detail requirements in this regard.

Resolution: It was unanimously resolved that the College Purchase Committee shall take necessary action in this regard as per the SOPs given by the MES Office.





12. Principle approval for purchase of 170 Nos. UPS Batteries, 160 Nos. Quick Heal Anti-Virus, UPS cum Inverter for Server Room, UPS cum Inverter for switch in the Computer Lab:

Preamble: Most of UPS have been purchased 3 to 4 years ago. Batteries of the same UPS are not working properly due to their technical issues and completion of life. Due to improper working, most of the times UPS are not supporting to the Desktops. Quick Heal Anti-Virus Licenses have been expired. Urgent purchases of Quick Heal Anti-Virus Licenses are necessary for avoiding data problems. UPS cum Inverter for Server Room and UPS cum Inverter for switch in the Computer Lab are required for Server Back-up. The college authority and technical staff has prepared the detail requirements in this regard.

Resolution: It was unanimously resolved that the College Purchase Committee shall take necessary action in this regard as per the SOPs given by the MES Office.

13. Principle approval for replacement of old CCTV Cameras and installation of new CCTV Cameras in both the buildings and adjacent part of buildings for security and safety of the stakeholders:

Preamble: Most of the CCTV Cameras are analog. Qualities of the Pictures are very poor. Some are not working properly and not in good conditions. Most of the Cameras have been installed 10 years ago. Most of the areas are not cover under the surveillance of the CCTV Cameras. Therefore, installations of additional CCTV Cameras are necessary for security and safety of the stakeholders. The technical staff of the college has prepared requisition in consultation with CCTV Vendor Mr. Girish and forwarded to MES for necessary action.

Resolution: It was unanimously resolved that the College Authority and Technical Team of the College shall take follow-up with MES for replacement of old CCTV Cameras which are not working properly and installation of new additional CCTV Cameras.

14. Principle approval for electrical, furniture, plumbing, gardening, drainage and civil repairing work in both Buildings and adjacent part of the Buildings and Open Air Theatre of the College:

Preamble: Many classrooms, offices and cabins were closed for long period due to lockdown during pandemic and hence there are minor damages to the same. Hence there is need to have minor repairs to be done as early as possible to avoid further damages.

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Resolution: It was unanimously resolved that infrastructure and purchase committee shall look into it and shall get work done as early as possible.

15. Any other issue with the permission of the chairperson:

Preamble:

- a. Mr. Sudhakar Kulkarni was working as a visiting faculty for B. Voc. during first half of the Academic Year 2021-22. Due to age factor, it is not possible for him to continue during second half of the Academic Year 2021-22. Mr. Behzad Karai, a professional is ready to work as visiting faculty for B. Voc. During second half of the Academic Year 2021-22.
- b. Due to personal reasons Ms. Rubiyeh Najafi of Grantable Section had resigned from her post of Assistant Professor (Ad-hoc). Hence there is need to appoint a new person against the vacancy created due to her resignation. Mr. Mangesh Munde is to be appointed against the vacancy created due to resignation of Ms. Rubiyeh Najafi w.e.f. 16th March 2022 till end of the Academic Year.
- c. Due to personal reasons Ms. Vaishnavi Epper of Grantable Section had resigned from her post of Assistant Professor (Ad-hoc). Due to reappropriation of work-load of Commerce and Economics there is no need to appoint commerce faculty against post created due to resignation of Ms. Vaishnavi Epper.
- d. To appoint Faculty for Economics Subject under Grantable Section.
- e. To release the payment towards extra lectures conducted of additional workload of Jr. College by Ms. Reema Paunjabi and Ms. Bandita Nikam during Academic Year 2020-21 in addition to the regular workload. The rate of remuneration shall be Rs. 300/- per lecture.
- f. To appoint Ms. Vidya Garud as visiting faculty for B. Voc. on CHB.

Resolution:

- a. It was unanimously resolved that Mr. Behzad Karai may be appointed as visiting faculty for B. Voc. in place of Mr. Sudhakar Kulkarni at the rate of Rs. 1000/- per Clock Hour.
- b. It was unanimously resolved that the resignation of Ms. Rubiyeh Najafi of Grantable Section shall be accepted w.e.f. 15th March 2022 and Mr. Mangesh Mundhe may be appointed as full-time ad-hoc faculty w.e.f. 16th March 2022 in place of Ms. Rubiyeh Najafi in Grantable Section.
- c. It was unanimously resolved that the resignation of Ms. Vaishnavi Epper of Grantable Section shall be accepted immediately.










- d. It was unanimously resolved that the MES will appoint full-time ad-hoc faculty for Economics subject under Grantable Section till end of Academic Year 2021-22. College Office will take follow-up in this regard.
- e. It was unanimously resolved that College Authority and Accounts Section of the College should submit necessary details in respect of extra lectures conducted of additional workload in addition to the regular workload by Ms. Reema Paunjabi and Ms. Bandita Nikam of Junior College during Academic Year 2020-21 to the Finance Section of the MES and will settle this pending issue on priority basis. Bill shall be prepared with rate of Rs. 300/- per lecture.
- f. It was unanimously resolved that Ms. Vidya Garud may be appointed as visiting faculty for B. Voc. at the rate of Rs. 500/- per Clock Hour.

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Abhay Hake	Trustee	Absent
2	Dr. Ashok Chandak	Trustee	Absent
3	Dr. Manohar Sanap	Trustee	
4	Dr. Vrishali Randhir	I/C. Principal	
5	Dr. Prakash Chaudhary	HOD	
6	Dr. Ramdas Sonawane	IQAC Coordinator	
7	Dr. Smita Kunde	VP, Jr. College	
8	Mr. Jagdish Thakur	OS	ABSENT

Modern Education Society's
NESS WADIA COLLEGE OF COMMERCE
Punc-411001

MINUTES OF THE MONITORING & DEVELOPMENT COMMITTEE
Held on Monday 30th October 2021 at 9.30 am in the
Modern Education Society's Old Office

A meeting of the Monitoring and Development Committee of Ness Wadia College of Commerce, Pune was held on 30th October 2021 at 9.30 am in the Modern Education Society's Old Office of Nowrosjee Wadia College Building. The following members of committee were present for the meeting:

- 1) Dr. Abhay Hake : Trustee
- 2) Dr. Ashok Chandak : Trustee
- 3) Dr. Manohar Sanap : Trustee
- 4) Dr. Vrishali Randhir : Member Secretary & I/c Principal
- 5) Dr. Ramdas Sonawane : IQAC Coordinator
- 6) Dr. Smita Kunde : Vice-Principal (Jr. College)
- 7) Mr. Jagdish Thakur : Office Superintendent
- 8) Dr. Prakash Chaudhary : By Invitation

The following points were discussed and necessary decisions were taken unanimously by the Members of the Monitoring and Development Committee of the College:

1. Confirmation of the Minutes of the Meeting of the Monitoring and Development Committee of the College held on 19th October, 2021:

Resolution: It is unanimously resolved that the Minutes of the Monitoring and Development Committee of the College held on 19th October 2019 have been confirmed.

A) Academics:

2. To induct HOD/Senior Faculty as MDC Member due to superannuation of Dr. Asha Jadhav:

Preamble: Due to the superannuation of the then I/C Principal Dr. Asha Jadhav, there is a need to induct HoD/Senior Faculty member as a member of the Monitoring and Development Committee (MDC) of the College as per the composition of the MDC.

Resolution: It is unanimously resolved that Prof. (Dr.) Prakash Chaudhary is to be inducted as member of the MDC in the capacity of HOD/Senior Faculty in place of Dr. Asha Jadhav due to her superannuation.

3. To approve the application of Mr. Mithun Tribhuvan demanding No-Objection-Certificate to attend Ph.D. course work:

Preamble: Mr. Mithun Tribhuvan has registered for Ph. D. It is mandatory to complete the Ph.D. Course Work as part the said degree programme.

Resolution: It is unanimously resolved that the No-Objection-Certificate is to be issued to Mr. Mithun Tribhuvan for Ph.D. Course Work.

4. Fee concession to the sports students in Diploma Courses for the Academic Year 2021-22:

Preamble: Some of the sports students have submitted their application seeking admission for the Diploma Programmes and requested 50% concession in the total fees for the Academic Year 2021-22. The college use to give the 50% concession in the total fees of Diploma Programmes during the admission to the Meritorious Sports Students who have played at University, State, National or International Levels during the previous academic years. If applications of these students are considered, then these students will represent our college at various platforms in sports.

Resolution: It is unanimously resolved that the 50% concession should be given to the Meritorious Sports Students who have played at University, State, National or International Levels.

5. To reduce the 50% fees of Diploma Courses due to less admission for the Academic Year 2021-22.

Preamble: For the Academic Year 2021-22, 75% seats of the intake capacity are vacant due to Covid-19 situation. It seems that there is a need to give some concession to meritorious and needy students in the total admission fees of the Diploma courses.

Resolution: In the interest of students' future and to increase the enrollment of Diploma Courses, it is unanimously resolved that fees concession may be given to the needy and meritorious students as per requirement through admission committee.

6. Appointment of Heads, Board of Studies in various subjects:

Preamble: The positions of Heads, Board of Studies in various subjects are vacant due to superannuation of senior faculty members.

Resolution: Noted and forwarded to Modern Education Society, Pune for necessary actions.

7. To consider the proposal of School of Open Learning, SPPU, Pune.

Preamble: School of Open Learning, SPPU, Pune has called proposals to establish Open Learning Centre at college level.

Resolution: It is unanimously resolved that the College Authority will take call for implementation of School of open learning SPPU, as per the guidelines / norms directives issued by the University for the Academic Year 2021-22. It is also resolved that the College Authority will take prior permission for the next Academic Year from the ME Society before admissions of proposal for the same..

8. Approval of SOPs for Add-On-Courses.

Preamble: As per revised syllabus of all degree programmes, students have to complete some addition courses as add-on course. These add-on courses are in addition to regular academic programs and sanctioned workload by the Government. To run these courses, there is need to invite guest speakers, to conduct students' examination and submit students grades to university. Also, there is to make financial provision for the same. Hence, to conduct add-on courses smoothly; college has prepared SOPs along with financial requirements for the same.

Resolution: It is unanimously resolved that as the SOPs prepared by the college are clear and self-explanatory; they are approved for the add-on courses. It is also resolved that the College Authority has to take necessary steps for effective implementation of the said programs and take financial approval for the budget of the add-on courses before commencement of the said programs from Chief Financial Officer of the Modern Education Society, Pune.

B) HR:

9. To discuss the half-pay leave application submitted by Ms. P. M. Hapse for foreign Travel from 1-8 December 2019.

Preamble: Ms. P. M. Hapse submitted the application to avail half pay leave during December 1-8, 2019 for foreign travel.

Resolution: It was unanimously resolved that half leave shall be sanctioned to Ms. P. M. Hapse from 1st December 2019 to 8th December 2019 as per the Statutes of Savitribai Phule Pune University, Pune and Modern Education Society, Pune.

10. To approve the application submitted by Ms. Jyoti Brid for Child Care Leave from 21st January 2020 to 20th March 2020.

Preamble: Ms. Jyoti Brid has submitted the application to avail Child Care Leave from 21st January 2020 to 20th March 2020. Actually, in the weekly review meeting of the college, Total Child Care Leave (i.e. 7 days prior to exam and the exam period) was sanctioned to Ms. Brid. The College Authority was sanctioned more Child Care Leave.

Resolution: It is unanimously resolved that the College Authority and Office of the College has to submit the written clarification in this regard with necessary documents within a month.

11. To discuss on the application submitted by Dr. Pradnya Vhankate for Child Care Leave from 23rd January 2020 to 23rd March 2020.

Preamble: Dr. Pradnya Vhankate has submitted application for the benefit Child Care Leave from 23rd January 2020 to 23rd March 2020. The College Authority has approved Child Care Leave to her for the exam period as per the direction of weekly review meeting. But she availed the Child Care Leave more than the sanctioned leave without permission from the authority of the college.

Resolution: It is unanimously resolved that the College Authority has to prepare a detail report in respect of Child Care Leave availed by Dr. Pradnya Vhankate with all necessary papers and documents and to put the same in the next MDC Meeting for discussion. It is further resolved that all correspondence documents of Dr. Pradnya Vhankate with the College has to be furnished in the next MDC Meeting for discussion.

12. To consider the Duty Leave application submitted by Dr. Vrishali Randhir for attending International Conference from 7th February 2020 to 13th February 2020.

Preamble: Dr. Vrishali Randhir has submitted the application to avail duty leave for attending International Conference from 7th February 2020 to 13th February 2020

Resolution: It was unanimously resolved that duty leave shall be sanctioned to Dr. Vrishali Randhir from 7th February 2020 to 13th February 2020 as per Statutes of the Savitribai Phule Pune University, Pune.

13. To consider the application submitted by Mr. Santosh Kangale regarding cancellation of leave without pay.

Preamble: Mr. Santosh Kangale has submitted the application to cancel his leaves without pay as other leaves are applicable to him and he has availed all those leaves after his confirmation.

Resolution: It is unanimously resolved that if Mr. Santosh Kangale has availed all those (Leaves which are considered without pay) leaves after his confirmation (as claimed by him) then he should be given benefit of other leaves and leaves without pay shall be cancelled. It is further resolved that college authority should verify the date of confirmation and then only cancel the leaves without pay.

14. To consider the application submitted by Ms. S. N. Joshi for leave without pay.

Preamble: Ms. S. N. Joshi was on leave from 25th November 2019 without any leave application and intimation to the Authority of the College. At present she submitted resignation letter.

Resolution: It is unanimously resolved that College Authority and Establishment Section of the College has to close the case of Ms. S. N. Joshi and submit the status report of the same to M.E.S Office, Pune.

15. To consider the application submitted by Ms. S. S. Newaskar for Special leave.

Preamble: Ms. S. S. Newaskar has submitted the special leave application for due to her husband is not well.

Resolution: It is unanimously resolved that the college authority will forward the case to ME Society for further decision.

16. To consider the application submitted by Mr. Rakesh Guntewar regarding revision of pay scale.

Preamble: Mr. Rakesh Guntewar has been working from last 12 years for handling ICT requirements of the College. At present, he is working on the post of Computer Lab Instructor in the College. He is handling all ICT Matters and Website maintenance work of the College. He is requesting to promote on the post of Senior Technical Assistant (ICT) or Technical Assistant (ICT).

Resolution: It is unanimously resolved that College Authority and Establishment Section of the College has to create a post of Senior Technical Assistant (ICT) or Technical

Assistant (ICT) in the Roster of the Non-Grant Section. After creation of the said post, Mr. Rakesh Guntewar will be promoted on the same post after following due process.

17. To take the note of application submitted by Dr. Prakash Chaudhary regarding his application to Dy. Secretary, Consumer Protection Unit for the post of Member, National Consumer Dispute Committee.

Preamble: Dr. Prakash Chaudhary has applied for the Member, National Consumer Dispute Committee. He has submitted the application to the college to inform college authority.

Resolution: Noted.

18. To approve the resignation submitted by Mr. Amol Chaure.

Preamble: Mr. Amol Chaure has submitted a resignation letter with 90 days' notice period.

Resolution: It is unanimously resolved that the resignation letter is accepted and the Establishment Section has to make necessary compliance in this regard.

19. To consider the application submitted by Non-Teaching staff members (Mr. Somnath Bhosale, Mr. Raju Bhaikatte, Mr. Sachin Adsule, Mr. Balu Damse, and Mr. Vitthal Joshi) for promotion.

Preamble: Mr. Somnath Bhosale, Mr. Raju Bhaikatte, Mr. Sachin Adsule, Mr. Balu Damse, and Mr. Vitthal Joshi have submitted the application for promotion as per staffing pattern.

Resolution: It is unanimously resolved that:

- a. The College Authorities will produce the staffing pattern of non-teaching staff (both grant-in-aid and non-grant sections) to the Modern Education Society, Pune on the basis of the students' strength as on 1st October 2017 and 1st October 2019 as per the Govt. of Maharashtra norms.
- b. The College Authorities will prepare and forward the seniority list of non-teaching staff (non-grant sections) to the Modern Education Society, Pune.
- c. The Modern Education Society, Pune will take review of (a.) and (b.) for promotions of non-teaching staff (both grant-in-aid and non-grant sections) as per staffing pattern and Govt. of Maharashtra and Modern Education Society, Pune norms.
- d. The promotions of the non-teaching staff of non-grant section are to be made after finalization of common seniority list and preparation of roster.



20. To consider the application submitted by Mr. J. K. Thakur to relive from extra workload of Registrar.

Preamble: Due superannuation of Registrar, the post of Registrar is vacant. As next position to Registrar is Office Superintendent (OS), Mr. J. K. Thakur is looking after the role and responsibilities of Registrar along with his own role and responsibilities of OS. Due to extra workload of both office bearers, he has submitted an application to relieve him from extra workload of Registrar.

Resolution: It is resolved that the MES Society will take necessary action for the promotions of all Non-Teaching staff as per the staffing pattern on priority basis. It is also resolved that Mr. J. K. Thakur will handle the profile of Registrar post till promotion.

21. To consider the application submitted by all faculty members from Non-Grant Section and Mr. Mithun Tribhuvan for their confirmation of service.

Preamble: - Mr. Mithun Tribhuvan, Ms. Jayashree Venkatesh, Dr. Deepa Dani, Ms. Seema Purandare, Ms. Ashwini Waghmare, Ms. Rupali Deshmukh and Dr. Dipak Wayal have submitted an application for getting letter of confirmation of services, as they have satisfactorily completed their probation period.

Resolution: It is unanimously resolved that the College Authority and Establishment Section of the College will take immediately follow-up with the MES Office for collection of confirmation letter of the respective faculty.

22. To consider various applications received for jobs.

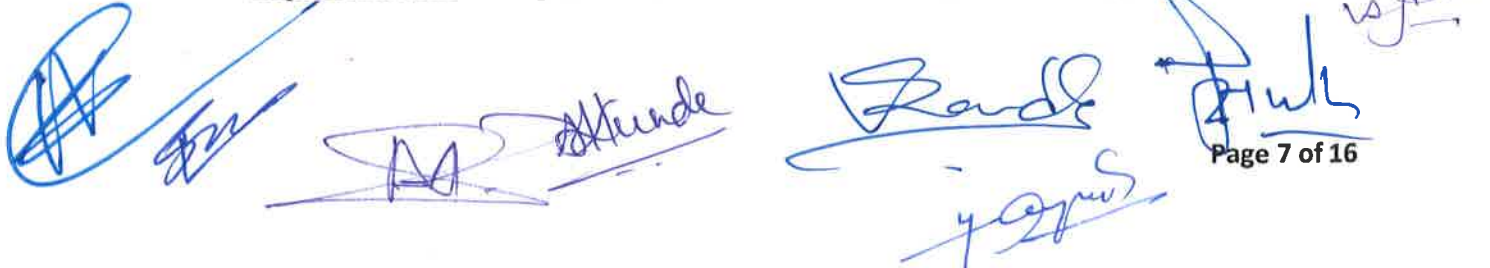
Preamble: As the Academic Year begun in June 2021, most of the job seekers have submitted their applications to the college authority for getting job in the college.

Resolution: As appointing authority of various posts in the college is Modern Education Society, Pune, it is unanimously resolved that the college authority shall not collect applications from the candidates directly. The Management of MES has already established a system in this regard.

23. To consider the application given by Mr. Laxman Gawade.

Preamble: Mr. L. R. Gawade has submitted the application highlighting various issues of Teaching and Non-Teaching Staff working in aided/unaided sections which are listed as follows:

- a. Implementation of 7th pay commission to staff working in unaided section.

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- b. Promotions of non-teaching staff members working in aided as well as unaided sections.
- c. Issuing confirmation letters to staff members, those who have completed probation period satisfactorily.
- d. Providing of uniform to class IV staff members.
- e. Deduction of loan installments from salary
- f. To institute Mediclaim policy for non-teaching staff members.

Resolution: Following resolutions were passed in this regard:

- a. It is unanimously resolved that college authority and finance section of the college shall prepare the feasibility report in this regard and shall submit the same to Modern Education Society, Pune. The Board of Trustees of MES will take appropriate decision after considering the feasibility report of all the Colleges in this regard.
- b. It is unanimously resolved that college authority and establishment section of the college shall produce the staffing pattern of non-teaching staff (both grant-in-aid and non-grant sections) to the Modern Education Society, Pune on the basis of the students' strength as on 1st October 2017 and 1st October 2019 as per the Govt. of Maharashtra norms. It is also resolved that the College Authorities shall prepare and forward the seniority list of non-teaching staff (non-grant sections) to the Modern Education Society, Pune. It is also further resolved that the MES will take review of the staffing pattern and seniority lists submitted by the all colleges and the promotions are to be made after finalization of common seniority list and preparation of roster.
- c. It is unanimously resolved that college authority and administration shall prepare a list of teaching staff and submit the same to the MES Office for obtaining confirmation letter. It is also resolved that the appointments of the non-teaching staff have not made according to roster. Therefore, the confirmation letters of the non-teaching staff are to be issued to the respective non-teaching staff after preparation of the roster.
- d. It was noted that uniform was provided to class IV staff members up to Academic Year 2019-20. Due to pandemic situation uniform was not provided in the Academic Year 2020-21. It is unanimously resolved that college authority shall take follow-up with the Chief Financial Officer of MES in this regard for approval and procurement process.
- e. The MES Office has already made communication with the College Authority in respect of deduction of loans from salary. Till date, the College Authority has not replied in this regard. It is unanimously resolved that the College Authority shall



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replied to MES Office as per the communication. After the reply from the College Authority, the MES Office will take call in this regard.

- f. It is unanimously resolved that the College Authority and Office of the College will put up the manual of the Mediclaim scheme in the next MDC Meeting for discussion.

24. To consider the application of Smt. Kaushalya Pardeshi.

Preamble: Smt. Kaushalya Pardeshi superannuated from the Modern Education Society's Ness Wadia College of Commerce, Pune. She has need of the job, so she submitted an application requesting job.

Resolution: It is unanimously resolved that college authority shall forward the same application to Modern Education Society, Pune for consideration.

25. To approve the resignation of Mrs. Sandhya Joshi w.e.f. 31st March 2021.

Preamble: Mrs. Sandhya Joshi has resigned from her duties w.e.f. 31st March 2021 due to medical problem.

Resolution: It is unanimously resolved that the resignation submitted by Ms. Sandhya Joshi is approved and accepted and she shall be relieved from her duties w.e.f. from 31st March 2021. The Establishment and Account Section of the College has to make necessary compliance in this regard.

C) Promotion under CAS under various stages:

26. To consider the application submitted by Dr. Deepa Dani, Dr. Dipak Wayal and Ms. Rupali Deshmukh, Ms. Seema Purandare, Ms. Ashwini Waghmare, and Ms. Jayshree Venkatesh for their promotion under CAS (i.e. implementation of Stage-I to Stage-II as per 6th Pay Commission).

Preamble: Dr. Deepa Dani, Dr. Dipak Wayal and Ms. Rupali Deshmukh has completed the CAS screening process during November 2019 and all of these three faculty members were recommended for promotion by screening committee for promotion. These three faculty members have submitted the application for implementation of their promotion under CAS. Ms. Seema Purandare, Ms. Ashwini Waghmare, and Ms. Jayshree Venkatesh have applied for the promotion under CAS. Their CAS Screening-cum-Evaluation Process will be completed in the month of December, 2021.

Resolution: It is unanimously resolved that the promotion under CAS (i.e. implementation of Stage-I to Stage-II as per 6th Pay Commission) of Dr. Deepa Dani, Dr. Dipak Wayal and Ms. Rupali Deshmukh is approved and their salary shall be revised

w.e.f. 1st December 2021 and to be paid from December 2021 after notional pay fixation from the date of eligibility. It is further resolved that the promotion under CAS of Ms. Seema Purandare, Ms. Ashwini Waghmare, and Ms. Jayshree Venkatesh (i.e. implementation of Stage-I to Stage-II as per 6th Pay Commission) is approved subject to recommendation of the Screening-cum-Evaluation Committee, and their salary shall be revised w.e.f. 1st December 2021, and to be paid from December 2021 after notional pay fixation from the date of eligibility.

27. To consider the applications submitted by Dr. Laxman Baisane, Dr. P. B. Vhankate, Dr. Appaso Kalel, Mrs. Seema Purandare, Mrs. Ashwini Waghmare, and Ms. Jayshree Venkatesh for promotion under CAS.

Preamble: Dr. Laxman Baisane, Dr. P. B. Vhankate, Dr. Appaso Kalel, Ms. Seema Purandare, Ms. Ashwini Waghmare, and Ms. Jayshree Venkatesh have submitted their applications for promotion under CAS.

Resolution: It is unanimously resolved that the IQAC of the College shall complete the verification of eligibility for promotion CAS as claimed by these faculty members and submit the report accordingly to college authorities for further action. It is further resolved that college authorities initiate the process of promotion under CAS for completion.

C) Finance:

28. To consider the application claiming extra remuneration for providing library services to Non-Grant programmes submitted by Mr. Manojkumar Thakur.

Preamble: Mr. Manojkumar Thakur has submitted the application claiming remuneration for providing library services to self-finance programs.

Resolution: Mr. Manojkumar Thakur is appointed in aided section, but he is providing services to self-finance programs in the interest of students. It is unanimously resolved that monthly remuneration shall be paid to him for extra work done by him as per the old amount paid to him for the outstanding academic year, and current academic year 2021-22 except academic year 2020-21.

29. To consider the application claiming extra remuneration for providing library services to Non-Grant programmes submitted by Ms. Surekha Khare.

Preamble: Ms. Surekha Khare has submitted the application claiming remuneration for providing library services to self-finance programs.

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Resolution: Ms. Surekha Khare is appointed in aided section, but she is providing services to self-finance programs in the interest of students. It is unanimously resolved that monthly remuneration shall be paid to her for extra work done by her as per the old amount paid to her for the outstanding academic year, and current academic year 2021-22 except academic year 2020-21.

30. To consider the application claiming extra remuneration for providing services to Non-Grant programmes submitted by Mr. Mithun Tribhuvan for the Academic Year 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

Preamble: Mr. Mithun Tribhuvan has submitted the application claiming remuneration for providing services to self-finance programs.

Resolution: Mr. Mithun Tribhuvan is appointed in aided section. He is providing services to self-finance programs also in the interest of students. It is unanimously resolved that monthly remuneration of Rs. 7500/- per month for 10 months period of every academic year shall be paid for extra work done by him except academic year 2020-21.

31. To consider the application claiming extra remuneration for providing services to Non-Grant programmes submitted by Mr. Raju Mate for the Academic Year 2019-20 and 2020-21.

Preamble: Mr. Raju Mate has submitted the application claiming remuneration for providing services to self-finance programs.

Resolution: Mr. Raju Mate is appointed in aided section. He is providing services to self-finance programs also in the interest of students. It is unanimously resolved that monthly remuneration of Rs. 4000/- per month for 10 months period of every academic year shall be paid for extra work done by him for all pending academic year including current academic year except academic year 2020-21

32. To consider the application for continuation of remuneration as programme coordinators of various non-grant programmes submitted by Dr. Deepa Dani, Dr. Dipak Wayal and Ms. Seema Purandare.

Preamble: In MDC meeting held on 19th October 2019, Remuneration of Rs. 8000/- per month was sanctioned to Dr. Deepa Dani and Remuneration Rs. 5000/- per month was sanctioned to each of the members Dr. Dipak Wayal and Ms. Seema Purandare. But due to some or other reasons was not paid for past few months.



Resolution: It is unanimously resolved that the pending amount of remuneration shall be released to Dr. Deepa Dani, Dr. Dipak Wayal and Ms. Seema Purandare after the reduction in the same @ 25% till December 2021 due to pandemic, and from January 2022, the remuneration to be paid to the coordinators at the full rate which was decided in the MDC Meeting held on 19th October 2019.

33. To consider the application of Dr. Ramdas Sonawane for remuneration as B. Voc. Course Coordinator.

Preamble: Dr. R. B. Sonawane is working has submitted the application claiming remuneration for working as a Coordinator (Nodal Officer) of B. Voc. Program.

Resolution: It is noted Dr. R. B. Sonawane is working as Coordinator (Nodal Officer) of B. Voc. Program and this is an additional work assign to him. It is unanimously resolved that monthly remuneration of Rs. 5000/- shall be paid for extra work done by him w.e.f. 1st October 2021 subject to 25% deduction in the same till December 2021 due to pandemic, and from January 2022, the remuneration to be paid Dr. Ramdas Sonawane at the rate of Rs. 5000/- per month.

34. To consider the application submitted by Mr. Ramkrishna Bhadange regarding correction of pay scale.

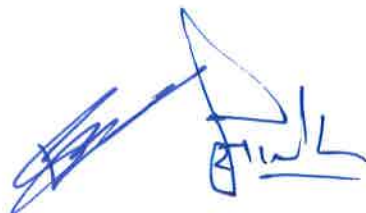
Preamble: Mr. R. A. Bhadange submitted an application regarding correction in his pay scale.

Resolution: It is unanimously resolved that the Establishment Section and Pay Unit of the College shall make necessary corrections in the pay scale of Mr. Ramkrishna Bhadange, and the benefit of corrected pay scale is to be implemented from 1st December 2021.

35. To consider the application submitted by Dr. R. S. Mhasade claiming remuneration for Coordination of CEFL for the Academic Year 2019-20.

Preamble: Dr. R. S. Mhasade has submitted the application claiming remuneration for Coordination of CEFL for the Academic Year 2019-20.

Resolution: It is unanimously resolved that the income and expenditure statement of CEFL shall be prepared by the Coordinator of CEFL and Accounts Section of the College (e.g. number of batches conducted during the academic year, number of students admitted for various language courses, list of students, fees charged to per student according to course, total fees received, remuneration paid to faculty according to course wise, name



of the faculty, resume of the faculty, salary paid to Lab Instructor, remuneration paid to Students Helper under Earn & Learn Schemes, Name of the Students Helper, Photo Copies of month wise remuneration sheets of faculty and students helper, Expenses incurred towards AMC of Lab, Expenses incurred towards Printing, Stationery and Photo Copies, Attendance Report of the Students etc.), and same shall be put up in the next MDC Meeting for detail discussion.

36. To consider the application submitted by Dr. M. R. Agale claiming remuneration for coordination of ICICI E-Learning Center.

Preamble: - Dr. M. R. Agale has submitted the application claiming remuneration for Coordination of ICICI E-Learning Center.

Resolution: - It is unanimously resolved that the income and expenditure statement of CEFL shall be prepared by the Coordinator of ICICI E-Learning Centre, and Accounts Section of the College (e.g. number of batches conducted during the academic year, number of students admitted for the courses, list of students, fees charged to per student, total fees received, remuneration paid to Students Helper under Earn & Learn Schemes (if engaged), Name of the Students Helper, Expenses incurred towards AMC of Lab, Expenses incurred towards Printing, Stationery and Photo Copies, Attendance Report of the Students etc.), and same shall be put up in the next MDC Meeting for detail discussion

37. To consider the application of Mr. K. S. Unde, Library Attendant working as Head Peon for increasing his remuneration.

Preamble: Mr. K. S. Unde has submitted application asking for increase in his remuneration for extra work as Head Peon.

Resolution: It is unanimously resolved that remuneration of Mr. K. S. Unde shall be increased from Rs. 2000/- per month to Rs. 2500/- per month w.e.f. 1st December 2021.

38. To approve the payment of Mr. Rahul Chavan, Economics Faculty.

Preamble: Mr. Rahul Chavan was working as visiting faculty on CHB basis during Academic year 2020-21. Some part of his remuneration is not paid.

Resolution: It is unanimously resolved that remaining payment of Mr. Rahul Chavan shall be released as per rule and regulations of CHB faculty issued by Government of Maharashtra subject to compliance of evidence of lectures engaged.

39. To approve the payment towards the purchase of books by the College Library.

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Preamble: College Library has purchased some text books and reference books due to revision of syllabus by the Savitribai Phule Pune University, Pune.

Resolution: It is unanimously resolved that the payment towards the purchase of books is approved and bill shall be paid. It is further resolved that College Library shall follow the SOP hence afterwards for purchase of books as recommended by CFO, Modern Education Society, Pune.

40. To approve Rs. 1000/- CHB Rate to Mr. Sudhakar Kulkarni as Visiting Faculty for B. Voc. Course.

Preamble: Mr. Sudhakar Kulkarni (Former Banker, Certified Financial Planner and SEBI listed trainer) has been appointed as visiting faculty (Industry Expert).

Resolution: It is unanimously resolved that honorarium of Rs. 1000/- per clock hour to Mr. Sudhakar Kulkarni has been approved as an Industry Expert.

D) Students:

41. To consider the application submitted by Mr. Rohit Jagdish Padale for concession in fees.

Preamble: Mr. Rohit J. Padale has submitted the application for concession in fees.

Resolution: It is unanimously resolved that no concession should be given to Mr. Rohit J. Padale in fees and college authorities and fee section shall take follow to recover fees dues from the respective student. Fee concession is to be given those students lost their mother or father or both due to Covid 19 as per the Government norms.

42. To consider the application given by Mr. Nandkumar Gholap for concession in fee to his daughter studying in B. Voc.

Preamble: Mr. Nandkumar Gholap has submitted the application for concession in fees to his daughter studying in B, Voc.

Resolution: It is unanimously resolved that no concession should be given to daughter of Mr. Nandkumar Gholap in fees and college authorities and fee section shall take follow to recover fees dues from the respective student. Fee concession is to be given those students lost their mother or father or both due to Covid 19 as per the Government norms.

43. To consider the application given by Mr. Shamshedam Shah (FYBBA(CA)-AY 2018-19) for fee concession.

Preamble: Mr. Shamshedam Shah (FYBBA (CA) 2018-19) has submitted the application for concession in fees.

The bottom of the page features several handwritten signatures in blue ink. From left to right, there is a signature that appears to be 'NA', followed by a signature that looks like 'A', then a signature that is partially obscured but seems to be 'Gul', and finally a signature that is clearly 'Shah'. There are also some other scribbles and marks.

Resolution: It is unanimously resolved that no concession should be given to Mr. Shamsheedam Shah in fees as he discontinued the program there is a cumulative (second year and third year fees) loss of revenue to the institute. It is further resolved that college authorities and fees section shall take follow to recover fees dues from the respective student. Fee concession is to be given those students lost their mother or father or both due to Covid 19 as per the Government norms.

E) Infrastructure:

44. Construction of remaining two floors due to shortfalls of Class Rooms and other facilities.

Preamble: At present college runs 6 divisions of B. Com. (requires 18 classrooms), 2 divisions of M. Com. (requires 4 classrooms), 2 divisions of BBA (requires 6 classrooms), one division of BBA (IB), BBA (CA), B, Voc. BBA-RO one each (requires 12 classrooms), Three PG Diploma Programs having strength of 360 students, and 15 optional courses requires 15 classrooms. Moreover, Junior College having 8 divisions of 11th and 12th each and is housed in the same buildings. Even though the college is running in two shifts, there is a shortage of classrooms. At present only one seminar hall is available but two more seminar halls requires for co-curricular and extra-curricular activities. Also, due to shortage of classrooms, new programs cannot be instituted.

Resolution: Notes and forwarded to MES for necessary action.

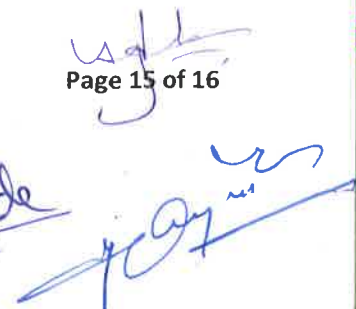
45. Purchase of Networking and Server Material with Labour.

Preamble: Requisition and bill of quantity is prepared by the Computer Lab Technician for establishment of the Server, Nertworking and CCTV Room. For the said work, there is need to purchase the material as per the bill of quantity, and hire outside agency/labours for completing the work.

Resolution: It is unanimously resolved that the requisition and bill of quantity of Networking and Server Room Material is approved, and the procurement process is to be followed by the College as per the SOPs issued by the CFO of MES. It is further resolved that the hiring of agency for installation of Server Room is also approved.

46. Purchase of Laptops, Hardware and Accessories Materials.

Preamble: This era of digitalization. So, each faculty member should have laptop and other accessories for performing curricular, co-curricular and extracurricular work.



Resolution: It is unanimously resolved that the Purchase Committee of the College will prepare a requisition list of Laptops and others, and will make procurement process as per the SOPs issued by the CFO of MES. After completing documentary process of procurement of Laptops and others, the College Authority will take approval from the CFO of MES before placing an order in this regard.

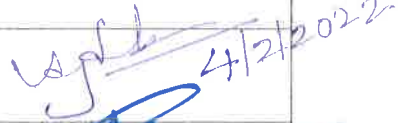




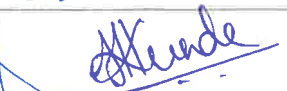
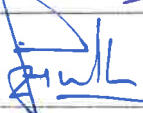
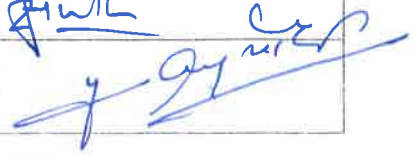
47. Installation of Wi-Fi System in the Classrooms with tripod and camera

Preamble: In most of the classrooms LCD Projectors have been installed. There is need to have internet connection in all classrooms. Moreover, if internet connection is available in classrooms, then it is possible to broadcast the lectures provided recording facility is available and streamline online lectures as per the GR of Government of Maharashtra.

Resolution: It is unanimously resolved that college technical team should prepare the requisition of the required things in this regard and will submit to I/C Principal of the College. I/C Principal will submit the same to Dr. Abhay Hake and Dr. Ashok Chandak for centralized procurement and installation before Diwali vacation.

F) Any other subject with the prior permission of Chair.

NIL

Sr. No.	Name of the Member	Designation	Signature
1	Dr. Abhay Hake	Trustee	 4/2/2022
2	Dr. Ashok Chandak	Trustee	
3	Dr. Manohar Sanap	Trustee	
4	Dr. Vrishali Randhir	I/c. Principal	
5	Dr. Ramdas Sonawane	IQAC Coordinator	
6	Dr. Smita Kunde	VP, Jr. College	
7	Mr. Jagdish Thakur	OS	
8	Dr. Prakash Chaudhary	By invitation	



Ness Wadia College of Commerce, Pune – 01

Meeting of Monitoring and Development Committee

Minutes of Meeting

Date: - Saturday, October 19, 2019

Time: - 3:00 pm

Venue: - Principal's Office

The meeting of the Monitoring and Development Committee of Ness Wadia College of Commerce, Pune was held on Saturday, 19th October 2019 at Principal's Office. The meeting was chaired by Dr. A. J. Hake, Treasurer and Trustee of Modern Education Society, Pune.

Following Members attended the same:

1. Dr. A. J. Hake
2. Dr. A. S. Chandak
3. Dr. M. K. Sanap
4. Dr. Girija Shankar
5. Dr. A. T. Bhosale
6. Mrs. Smita Kunde
7. Dr. R. B. Sonawane

Mr. J. K. Thakur was granted leave of absence.

The following business was transacted in the said meeting:

1. **To approve the minutes of the meeting held on 19th June 2019.**

Preamble: Meeting of Monitoring and Development Committee of Ness Wadia College of Commerce, Pune was held on 19th June 2019. Various resolutions were passed during the meeting after rigorous discussion. It was under the consideration of management to resolve various issues of different stake holders and create conducive environment.

Resolution: The minutes of the said meeting were approved by the available members unanimously. Also follow up of various resolutions passed in the said meeting was taken and it was resolved that IQAC will take follow up of pending issues and submit the action taken report as well as it will be the responsibility of IQAC to take a follow up of the passed resolutions and prepare action taken report of meetings of Monitoring and Development Committee.

2. **To allot 2 PCs with printer, scanner and digital camera and one clerk for IQAC.**

Preamble: The period of validity of 'A' grade awarded by NAAC, Bangalore on 5th May 2014 has over. Thus there is a need to submit the reaccreditation report to the NAAC,

Bangalore and complete the procedure of reaccreditation as early as possible so that college will have a valid grade awarded by NAAC, Bangalore. It was under consideration of management to go for reaccreditation as early as possible and get our quality mark verified from external agency.

Resolution: It is resolved that management will provide additional PC to IQAC with printer and scanner. Further it is resolved that college will purchase one digital camera, which is need of IQAC/College to have Geo-tagged images as per NAAC guidelines and provision of one clerical staff will be made as per requirement.

3. Recruitment of one fulltime faculty for B. Voc. (Banking, Finance and Insurance with Actuarial Studies).

Preamble: UGC, New Delhi has sanctioned the grant of Rs. 10450000/- under B. Voc. Scheme to college for three years to make the B. Voc. (Banking, Finance and Insurance with Actuarial Studies) self-sustainable. There is provision of funds to appoint the fulltime faculty as per requirement. Moreover, Savitribai Phule Pune University has made it mandatory to appoint at least one fulltime faculty. As the faculty appointed last year quiet the job, it was under consideration of management to appoint new fulltime faculty.

Resolution: It is unanimously resolved that as per UGC norms appoint one fulltime faculty for B. Voc. programme.

4. To set up computer laboratory having 30 PCs with LAN, internet and printing facility for B. Voc.

Preamble: UGC, New Delhi has sanctioned the grant of Rs. 10450000/- under B. Voc. Scheme to college for three years to make the B. Voc. (Banking, Finance and Insurance with Actuarial Studies) self-sustainable. There is provision of funds to develop/upgrade required infrastructure/laboratory/library as per requirement. Moreover, Savitribai Phule Pune University has made it mandatory to develop/upgrade infrastructure/laboratory/library as per requirement. As there is a batch of 50 students and existing computer laboratory is not sufficient, it was under consideration of management to make the expansion of existing computer laboratory.

Resolution: It was unanimously resolved that as per UGC norms and availability of funds existing computer laboratory will expanded to fulfill the need of B. Voc. as well as other programmes.

5. Utilization of UGC grants as per UGC guidelines through PFMS.

Preamble: UGC, New Delhi sanctions various types of grants to colleges. Sanctioned grants are transferred to college account through online mode. UGC has developed the system to monitor the utilization of the funds and its real time reporting through PFMS (Public Financial Management System). It was under the consideration of management that the utilization of the funds received by college from UGC will be reported to UGC including updating PFMS on real time basis as per UGC notification dated 25th September 2019 by college authorities and finance section of the college and same will be informed to the management from time to time.

Resolution: It is unanimously resolved that the utilization of the funds received by college from UGC will be reported to UGC including updating PFMS on real time basis as per UGC notification dated 25th September 2019 by college authorities and finance section of the college and same will be informed to the management from time to time. It was further resolved that finance section and college authorities will finalize the utilization of UGC grants received by the college during 11th and 12th Five Year plan before 31st March 2020.

6. To consider application for Remuneration to be paid to Dr. Ramdas B. Sonawane, B. Voc. Nodal officer from 1st October 2018 as per UGC guidelines from UGC funds.

Preamble: UGC, New Delhi has sanctioned the grant of Rs. 10450000/- under B. Voc. Scheme to college for three years to make the B. Voc. (Banking, Finance and Insurance with Actuarial Studies) self-sustainable. There is provision of appointing nodal officer to look after the programme and nodal officer will be paid Rs. 8000/- per month. It was under the consideration of management to appoint the nodal officer and pay him/her Rs. 8000/- per month as per rule for smooth functioning of the programme.

Resolution: It is unanimously resolved that as Dr. R. B. Sonawane is working as a nodal officer from 1st October 2018, he will be paid his dues as per UGC guidelines from 1st October 2018 and hence afterwards he will be paid Rs. 8000/- per month regularly.

7. To consider application for Remuneration to be paid to Dr. Dipak V. Wayal, BBA-Retail Operations Nodal officer for June 2019.

Preamble: Ministry of Human Resource Development (MHRD), Government of India, New Delhi, has approved the skill based apprenticeship embedded programme BBA in Retail Operations to our institute. Our institute is one among the ten institutes selected by

MHRD to cater the skill based education in retail operations. As retail sector is one of fastest growing sector which will be having ample of job opportunities. Hence management considered to run this three year degree programme. As this programme involves the different agencies and there is requirement of faculty to look after it. Thus management considered to appoint a nodal officer as guidelines given by MHRD. However, this work is additional work, assigned to the concerned person. Hence management was considering to give some monetary incentives to the concerned person.

Resolution: As the work of nodal officer is over and above to the workload of the concerned faculty, Dr. Dipak Wayal; it is unanimously resolved that as per UGC guidelines for B. Voc., the nodal officer of BBA-Retail Operations will be paid Rs. 5000/- per month from the date of appointment as nodal officer, while taking in to account the fees, income/expenditure of the course and that the course at comes to break even.

8. **To consider the resignation submitted by Ms. Jayashree Venkatesh from the post of Coordinator of BBA and BBA-IB and to appoint Dr. Deepa Dani as coordinator of BBA and BBA-IB.**

Preamble: Ms. Jayashree Venkatesh has resigned from the position of Coordinator of BBA and BBA-IB Programmes. Due to huge number of students in a college it is not possible for college authorities to look after each and every issue of the students of the said programmes. Moreover there is a need of a faculty member to coordinate between students, college authorities and industry for various activities like conducting add on courses, monitoring attendance of students, to liaison with various stack holders, conduction co-curricular activities. Thus management considered to appoint coordinator to look after the said programmes.

Resolution: It is unanimously resolved that the resignation of Ms. Jayashree Venkatesh should accepted and as per the requirement Dr. Deepa Dani should be appointed as coordinator of BBA and BBA-IB programmes.

9. **To consider application for Remuneration to be paid to Dr. Deepa Dani, Coordinator of BBA and BBA IB from June 2019.**

Preamble: Due to huge number of students in a college it is not possible for college authorities to look after each and every issue of the students of the BBA and BBA-IB programmes. Moreover there is a need of a faculty member to coordinate between students, college authorities and industry for various activities like conducting add on

courses, monitoring attendance of students, to liaison with various stack holders, conduction co-curricular activities. Thus management considered to appoint Dr. Deepa Dani as a Coordinator to look after the said programmes. However, this work is additional work, assigned to the concerned person. Hence management was considering to give some monetary incentives to the concerned person.

Resolution: It is unanimously resolved that as per UGC guidelines for B. Voc., the Coordinator of BBA and BBA-IB will be paid Rs. 8000/- per month from the date of appointment as Coordinator.

- 10. To consider the appointment of Ms. Seema Purandare as Coordinator of BBA-CA and her application for Remuneration to be paid to Ms. Seema Purandare, Coordinator of BBA-CA from June 2019.**

Preamble: As BBA-CA is a skill based programme which requires the continuous industry support in the form of internship and industrial visits. Moreover there is a need of a faculty member to coordinate between students, college authorities and industry for various activities like conducting add on courses, monitoring attendance of students, to liaison with various stack holders, conduction co-curricular activities. Thus management considered to appoint coordinator to look after the said programmes. However, this work is additional work, assigned to the concerned person. Hence management was considering to give some monetary incentives to the concerned person.

Resolution: It is unanimously resolved that as per requirement Ms. Seema Purandare will be appointed a Coordinator of BBA-CA, and as per UGC guidelines for B. Voc., the Coordinator of BBA and BBA-IB will be paid Rs. 5000/- per month from the date of appointment as Coordinator.

- 11. To consider application for Remuneration of Rs. 22400/- to be paid to Mrs. Shraddha Laulkar, Ad-hoc faculty.**

Preamble: - This issue is already resolved.

Resolution: - No discussion.

- 12. To consider the application received from Mr. L. R. Gawade (Member, CDC) regarding promotions of class IV employees and amount of remuneration of University Examinations to non-teaching staff as per SPPU, Pune norms, which is pending since 2013.**

Preamble: Due to some or other reasons, promotions of non-teaching staff members from Grant-in-Aid and Non-grant sections are pending over period of time. It was under

the consideration of Management to promote the employees as per Govt. of Maharashtra and Modern Education Society, Pune norms. Moreover, the issue of pending amount of remuneration of University Examinations to non-teaching staff as per the SPPU norms was under the consideration of Management.

Resolution: It is unanimously resolved that:

- a. The College Authorities will produce the staffing pattern of non-teaching staff (both grant-in-aid and non-grant sections) to the Modern Education Society, Pune on the basis of the students strength as on 1st October 2017 and 1st October 2019 as per the Govt. of Maharashtra norms.
- b. The College Authorities will prepare and forward the seniority list of non-teaching staff (non-grant sections) to the Modern Education Society, Pune.
- c. The Modern Education Society, Pune will take review of (a.) and (b.) for promotions of non-teaching staff (both grant-in-aid and non-grant sections) as per staffing pattern and Govt. of Maharashtra and Modern Education Society, Pune norms.
- d. The amount of remuneration of University Examination to non-teaching staff will be distributed as per Savitribai Phule Pune University, Pune norms from 2013 (if it is pending).

13. To consider the resignation submitted by Lt. Dr. Manohar K. Sanap from the post of ANO, NCC Unit and to appoint Mr. A. M. Kalel as Care Taking Officer of NCC Unit.

Preamble: As Dr. Manohar K. Sanap has been nominated as member of trustee of Modern Education Society, Pune by Charity Commissioner, Pune, due to excess work in society as well as college premises Dr. Manohar Sanap wants to get relived from the post ANO, NCC Unit. However, our college has NCC unit of 110 students; hence, there is need to have fulltime CTO, NCC Unit. Thus management was under consideration to appoint fulltime CTO, NCC Unit.

Resolution: It is unanimously resolved that as Dr. Manohar Sanap want to get relived due to excess workload, the resignation submitted by him is accepted and as per the need Mr. A. M. Kalel has been appointed as CTO, NCC Unit.

14. To consider the application received from Mr. K. S. Unde regarding yearly remuneration of Head Peon.

Preamble: As a head peon Mr. K. S. Unde has to coordinate between various sections of college assign various duties to fellow staff and get the work done. Also he has some

additional responsibilities assigned by college authorities and management. However, most of the time he has to do additional work. Hence management was considering to give some monetary incentives to him for additional work done by him.

Resolution: It is unanimously resolved that Mr. K. S. Unde will be paid Rs. 2000/- per month as an incentives for additional work done by him with effect from 1st November 2018.

15. To consider the University Circular No. 169/2019 dated 11/07/2019 regarding local conveyance.

Preamble: As per University Circular No. 169/2019 dated 11/07/2019 Savitribai Phule Pune University had increased the amount of local conveyance from Rs. 350/- to Rs. 500/-. It was under consideration of management to revise the rate of local conveyance/travelling allowance paid to staff members visiting to University premises or any other institute to represent college or on behalf of the college.

Resolution: It is unanimously resolved that as the said circular is issued in the regard of examination work specifically. Hence it is not applicable to college. Further it was resolved that college shall pay the auto charges or cab charges as per actuals to individuals as per the need of work.

16. To consider the issue of prolonged absence, irregular attendance and earned leave application of Mrs. S. N. Joshi from 21-09-2019 to 01-10-2019.

Preamble: Due prolonged absence and irregular attendance of Mrs. S. N. Joshi, the earned leave application was put for discussion.

Resolution: It is discussed and unanimously resolved that the college authorities will prepare file with the detail facts/issues and will forward the same Modern Education Society, Pune. It is further resolved that Management of Modern Education Society will forward the same to Advocate for his legal opinion.

17. To transfer Mr. Firoz Sayyad from library to any other department due to his regular absence.

Preamble: Due to regular absence and negligence of work, issue Mr. Firoz Sayyad was put for discussion.

Resolution: It is discussed and unanimously resolved that the college authorities will prepare file with the detail facts/issues and will forward the same Modern Education Society, Pune. It is further resolved that Management of Modern Education Society will forward the same to Advocate for his legal opinion.

18. To consider the medical leave application of Mr. H. R. Chaure, Peon.

Preamble: Due to illness Mr. H. R. Chaure (brother of Mr. A. R. Chaure) submitted medical leave application. As it was medical leave application, it was put for discussion.

Resolution: It is discussed and unanimously resolved that the medical leave application of Mr. A. R. Chaure (submitted by his brother Mr. H. R. Chaure) shall be processed as per Modern Education Society, Pune, Govt. of Maharashtra, Mumbai and Savitribai Phule Pune University, Pune norms.

19. To consider the applications submitted by Ms. Hemlata S. Rane and Dr. Pankaj S. Shimpi to attend the 3rd orientation course during 24th August to 30th August 2019 at ETI, Ahmednagar College Ahmednagar.

Preamble: Management is always proactive in the regard of development of its employees and motivates to society employees to take part in different training programmes and faculty development programmes.

Resolution: it is unanimously resolved that the faculties who have applied for orientation programme be allowed to go for the said program. It was further resolved that the alternate arrangement of classes be done by Vice-principal and Supervisor of Junior College.

20. To transfer salary account of Junior College staff from Janata Sahakari Bank, Pune-Branch: Shivajinagar to Pune District Central Cooperative Bank, Pune-Branch: B.J. Road.

Preamble: As per Govt. of Maharashtra Norms, salary account of Junior College staff has to be in cooperative bank. Presently salary account of junior college staff is in Janata Sahakari Bank, Shivajinagar branch. But this branch is not convenient for financial operations, whereas staff fills that Pune Central Cooperative Bank, B.J. Road branch is convenient for financial operations.

Resolution: It is unanimously resolved that as per convenience the change of salary account of junior college from Janata Sahakari Bank, Shivajinagar branch to Pune Central Cooperative Bank, BJ Road branch is allowed with effect from the next financial year: 20120-21.

21. To approve the request from Training and Placement Officer of the college regarding students attendance of Corporate Training programme at IT Innovation India Private Limited, Pune.

Preamble: Placement Officer requested to grant permission to take BBA students to attend the Corporate Training Programme at IT Innovation India Limited, Pune. As management always motives teachers and students to participate in different training programmes to enhance their skills the request was under consideration.

Resolution: It is unanimously resolved that to enhance the skills, students are allowed to attend the Corporate Training Programme at IT Innovation India Limited, Pune. Further it is resolved that in future this type of requests will be sanctioned at college level.

22. **To consider the letter received from Jt. Director, Higher Education, Pune Region along with application of Mr. Sanjay C. Chavhan recommended by Hon. MP. Shri. Girishji Bapat to waive fees of Rs. 37000/- of Ms. Puja S. Chavhan a student of BBA-IB passed out in 2018-19.**

Preamble: Ms. Puja S. Chavhan was BBA-IB student of this college till 2018-19. As she belonged to reserve category she use to get fee concession from Govt. of Maharashtra, Mumbai. But either due to her parent's high income or her mistakes in filling scholarship/free-ship forms her claims were rejected. So there is amount of Rs. 37000/- against her name. Her father is trying to use various ways and means to get fee waiver of this much amount.

Resolution: It is unanimously resolved that the College Authorities and finance section will take regular follow up to recover these dues. Further it was resolved that the fee should not be waived to her.

23. **To consider the application received from Mr. Rehan Shaikh regarding readmission of his son Nabeel Rehan Shaikh (2018-19) to FY BBA(CA) and to waive fees of Rs. 44000/-.**

Preamble: Mr. Nabeel Rehan Shaikh was admitted in college during academic year 2018-19 in FY BBA-CA. But due health issues he did not continued his studies. His father requested to give readmission in the same class during academic year 2019-20 and waive fees of Rs. 44000/-.

Resolution: It is unanimously resolved that for students better future readmission shall be given as per norms but fees of Rs. 44000/- will not be waived.

24. **To consider the application received from Mr. Jatin A. Shah about refund of fees paid for IT course (Jr. College) of his daughter Kinjal Jatin Shah XI (2018-19). As she was not allowed to take IT course because she was a student of bifocal course.**

Preamble: Ms. Kinjal Jatin Shah was admitted in college during AY 2018-19 in class XI. As she was interested to learn IT she paid fees for that course. But she has taken admission to bifocal course in banking. Hence she was not allowed to take IT Course. As she was not allowed to continue with IT course her father submitted an application to get refund of fees paid for IT course.

Resolution: It is unanimously resolved that fees paid by Ms. Kinjal Jatin Shah for IT course shall be refunded after deducting Rs. 1000/- as processing charges.

25. **To consider the application submitted by Poonam Chikhate M. Com. - I (2019-20) Student to get her fees refunded due to financial problems.**

Preamble: Ms. Poonam Chikhate was admitted in college during AY 2019-20. But due her parent's medical issues and financial problems she do not want to continue her studies. Hence she has submitted application to refund of fees.

Resolution: It is unanimously resolved that after scrutinizing her paper and documents her fees shall be refunded after deducting processing charges of Rs. 1000/-

26. **To consider the application received from Mr. Pratham Badhe regarding cancellation of his admission (BBA-IB (2019-20)) and refund of fees.**

27. **To consider the application received from Mr. Sarthak A. Chavan regarding cancellation of his admission (BBA (2019-20)) and refund of fees.**

28. **To consider the application received from Mr. Niraj Kumar Yadav regarding cancellation of his admission (PGDBF (2019-20)) and refund of fees.**

Preamble: As students mentioned in point no. 26, 27 and 28 were admitted in college during AY 2019-20 in various self-finance programmes. They cancelled their admissions due different personal reasons/problems. They had submitted the application for refund of fees. As vacant seats due to cancellation of admission were filled, management was positive to refund the fees.

Resolution: It is unanimously resolved that in all cases listed in point no. 26, 27 and 28 as vacant seats due to cancellation of admission are filled refund the fees after deducting the processing charges of Rs. 1000/-. It was further resolved that if vacant seats created due to cancellation of admission remains vacant then fees will be refund as per rules of Savitribai Phule Pune University, Pune norms.

29. **To sanction the proposal and amount of Rs. 66080/- to purchase Yomark OMR Software for examination section.**

Preamble: From this academic year Savitribai Phule Pune University has introduced the Choice Based Credit System (CBCS). CBCS system involves the continuous assessment of students in various forms. College authorities have decided to introduce objective multiple choice examination as one of the component for continuous assessment. Moreover it will one of examination reforms. As management always supports reforms in educational system, it was under consideration of management to have some form of reforms in examination pattern.

Resolution: It is unanimously resolved that as introducing multiple choice examination is one the reforms in the examination system, the purchase of Yomark OMR (optical Mark Reader) software; which costs Rs. 66080/-, is approved.

30. To consider the purchase of all in one printers and speakers as requested by Mr. Tribhuvan and Dr. B. V. Rathod.
31. To consider the request received from Dr. Ramdas B. Sonawane, Dr. Deepa Dani, Ms. Seema Purandare and Dr. Dipak V. Wayal to provide Laptop for day-to-day official work as nodal officers.
32. To consider the application submitted by Dr. Dipak V. Wayal to provide him conducive research environment to complete research project sanctioned to him by ICSSR, New Delhi and BOD, SPPU, Pune. In this regard he need an office space to carry out the research work as well as a PC with printer and other peripherals. He has also sought to appoint field investigator. Other than office space, all expenses are to be borne from research grant received from ICSSR.

Preamble: The faculty members mentioned in point no. 30, 31 and 32 require the equipments mentioned therein for smooth functioning of their day to day work. Equipment mentioned in point no. 30 and 31 are must for the concerned faculty members as they have coordinate with various agencies. Moreover they have to maintain enough amount of students and other data for coordinating with various agencies involved therein. Equipments mentioned in point no. 32 are required for conducting the research work and complete the research projects sanctioned by funding agencies namely ICSSR, New Delhi and BOD, SPPU, Pune. Management was under consideration to provide necessary infrastructure and facility to its staff for smooth functioning of their regular/additional work and promote research culture among the staff.

Resolution: It is unanimously resolved that the purchase of equipments mentioned in point no. 30, 31 and 32 is approved. Further it is resolved that the necessary steps to purchase the said equipments shall be taken by College purchase committee.

33. To consider the application received from Dr. Dipak V. Wayal to issue him NOC for his application for the post of Dy. Registrar at SPPU, Pune.

34. To consider the application received from Mr. Suryakant Phalle to issue him NOC for his application for the Assistant Professor at MSU Baroda.

Preamble: As mentioned in point no. 33 and 34, Dr. Dipak Wayal and Mr. Suryakant Phalle had applied for higher positions in their cadre for better career prospects. Management always considers the progress of staff and supports them for better career prospects and welfare.

Resolution: It is unanimously resolved that for better career prospects of the staff, NOC will be issued to DR. Dipak Wayal and Mr. Suryakant Phalle.

35. To consider the partnership proposal between Ness Wadia College of Commerce, Pune and Mr. Madhav Apte for Certificate course in Import and Export Management.

Preamble: Mr. Madhav Apte has proposed to run a certificate course in Import and Export Management jointly with and Ness Wadia College of Commerce, Pune. Looking into students interest and job opportunities in this sector college is willing have joint venture in this regard. Management also support to run job oriented add on courses.

Resolution: It is unanimously resolved that College can sign MOU with Mr. Madhav Apte to have joint collaboration for running the certificate course in Import and Export Management. It was further resolved that fees and financial terms and conditions should be clearly mentioned and it should at least come to break even.

36. To consider application received from Mr. Shekhar R. Joshi regarding revision pay with due consideration to his past experience.

Preamble: Mr. Shekhar R. Joshi was initially appointed on temporarily basis with consolidated salary. Afterwards he was absorbed in regular services of Modern Education Society, Pune. He submitted the application to get higher salary based on his experience.

Resolution: It is unanimously resolved that, application received from Mr. Shekhar R. Joshi is noted and the same scale (existing scale) of regular service is to be continued by the college.

37. **To consider the request letter received from non-teaching staff of non-grant section regarding arrears of DA.**

Preamble: Dearness Allowance (DA) of all staff members working in non-grant section was revised from 1st July 2019. As per application received from non-teaching staff DA should be revised from 1st January 2018 and arrears the said period should be released. Management always takes care of welfare of employees and resolves their issues as per Govt. of Maharashtra and Modern Education Society, Pune norms.

Resolution: As it is a financial and policy matter at management level, it is unanimously resolved that issue is noted and will be forwarded by College Authorities to Modern Education Society, Pune.

38. **To consider joint application received from Mr. S. T. Bhosale, Mr. R. D. Bhaikatte, Mr. S. U Adsul, Mr. V. L. Joshi and Mr. B. D. Damse regarding their promotion to the post of Library Attendant.**

Preamble: Due to some or other reasons, time bound promotions of Mr. S. T. Bhosale, Mr. R. D. Bhaikatte, Mr. S. U Adsul, Mr. V. L. Joshi and Mr. B. D. Damse (non-teaching staff members from Non-grant sections) are pending over period of time. It was under the consideration of Management to promote these employees as per Govt. of Maharashtra and Modern Education Society, Pune norms.

Resolution: It is unanimously resolved that

- a. The College Authorities will produce the staffing pattern of non-teaching staff (both grant-in-aid and non-grant sections) to the Modern Education Society, Pune on the basis of the students strength as on 1st October 2017 and 1st October 2019 as per the Govt. of Maharashtra norms.
- b. The College Authorities will prepare and forward the seniority list of non-teaching staff (non-grant sections) to the Modern Education Society, Pune.
- c. The Modern Education Society, Pune will take review of (a.) and (b.) for promotions of non-teaching staff (both grant-in-aid and non-grant sections) as per staffing pattern and Govt. of Maharashtra and Modern Education Society, Pune norms.

39. **To consider the application received from Mr. V. S. Shivade (superannuated in 2010) regarding to get benefits of selection grade.**

Preamble: Mr. V. S. Shivade was a junior college teacher in college and superannuated in 2010. He has submitted application for promoting him to get benefits selection grade (time bound promotion). Time bound promotions to junior college teachers are given based on their seniority list. Management considers time bound promotions as per the seniority list prepared by Society.

Resolution: It is resolved that the College Authority will forward the Seniority List of Junior College Teachers as on 31st April, 2009 and 31st April, 2010 to Modern Education Society, Pune. It is further resolved that if Mr. V. S. Shivade is found eligible for time bound promotions as per seniority list of staff members according to their cadre then his proposal will be forwarded to Deputy Director, Higher Secondary Education, Pune Region, Pune, otherwise it will be rejected.

40. **To consider the letter received from Project Director, Sarthi, Pune requesting to provide college premise for conducting Taradoot examination on 3rd November 2019.**

Preamble: Project Director, Sarthi, Pune is conducting screening test to appoint Taradoot on 3rd November 2019. Sarthi has requested to provide college premises for conducting screening test. Management always supports, government and non-government agencies and provides college premises for social cause.

Resolution: It is unanimously resolved that college premises will be provided to Project Director, Sarthi, Pune and will be allowed to conduct Taradoot examination on 3rd November 2019.

41. **To consider allocation of budget to Departments of Rs. 15000/- and to Associations of Rs. 10000/- for conducting various activities. Any amount over and above the aforesaid amount to be decided by the Principal and Management.**
42. **To consider the budget allocation for College Annual Fest Infinity.**
43. **To consider the budget allocation for Dr. B. S. Bhanage Annual Seminar.**
44. **To consider the allocation of additional funds for conducting activities partially funded by Board of Student Development, SPPU, Pune. On an average each activity needs additional budget of Rs. 5000/- to Rs. 10000/-.**

Preamble: Various department and associations conduct lot of co-curricular and extra-curricular activities for students all round development. Some of the activities are partially funded by SPPU, Pune. Thus for quality content of the programmes and benefit of students there is a need of additional funds from college and/or society.

Resolution: It is unanimously resolved that for all activities listed point no. 41 to 44 the budgetary allocation is allowed with 10% of increase in average expenditure of last 2 years. Additional funds required shall be sanctioned as per UGC, New Delhi and SPPU, Pune norms and subject to the stature of guest speakers.

45. To consider the resolutions pertaining to financial matters of the Examination Committees of Sr. College and Jr. College.

Preamble: College conducts various examinations as per MSSHSE Board, Pune and SPPU Pune. Due limited staff college staff has to do additional work during examination periods. Hence, there is need to give monetary incentives to its staff.

Resolution: It is unanimously resolved that all payments in the regard of examination work has to be done as per MSSHSE Board, Pune and SPPU Pune norms.

46. To consider purchase, repairs and maintenance as proposed by the Infrastructure Committee.

Preamble: Infrastructure committee has suggested the purchase of various equipments and some minor repairs and maintenance work of college infrastructure.

Resolution: It is unanimously resolved that all purchase, repairs and maintenance proposed by Infrastructure Committee shall be carried out as per requirement and norms of Modern Education Society, Pune.

47. To consider the CAS proposals of faculty members those who are eligible for time bound promotions from grant-in-aid section and self-finance section for the CAS camp to be held during 10-13 November 2019 at Abasaheb Garware College, Pune

Preamble: As per UGC, New Delhi, Government of Maharashtra, Mumbai and SPPU, Pune various teaching faculty members in college are eligible for CAS. There is assessment camp organized by SPPU, Pune at Abasaheb Garware College, Pune to evaluate, validate and recommend CAS proposals. Management always cooperates and supports staff members for their career enhancement.

Resolution: It is unanimously resolved that IQAC will complete the institute level screening of CAS proposals and all eligible faculty members will allowed to attend the CAS assessment camp at Abasaheb Garware College, Pune.

48. To consider submission of reaccreditation report to NAAC.

Preamble: College was reaccredited (2nd Cycle) in 2014. Its validity expired on 4th May 2019. Now it is mandatory to go for 3rd cycle reaccreditation within six months from the date of expiry. Since, college is due for reaccreditation it was under consideration of the management to go for reaccreditation within speculated time.

Resolution: It is unanimously resolved that college authorities and IQAC will take appropriate steps to complete all formalities and submitting reaccreditation report as early as possible.

49. To consider application received from Ms. Ashwini Balu Halake regarding payment of leave taken as maternity leave.

Preamble: One of the non-teaching staff members from No-Grant section Ms. Ashwini Balu Halake had applied for Maternity Leave. It was under consideration of the management to extend the benefits of maternity leave to said employee.

Resolution: It was unanimously resolved that Maternity Leave for Ms. Ashwini Balu Halake be granted and all benefit shall be given as per Government of Maharashtra, Mumbai and Modern Education Society, Pune norms.



Prof. Dr. Girija Shankar,
I/C Principal and Member Secretary, MDC
Ness Wadia College of Commerce, Pune

Ness Wadia College of Commerce, Pune – 01

Monitoring and Development Committee

Minutes of Meeting

Date: - Wednesday, June 19, 2019

Time: - 3:00 pm

Venue: - Principal's Office

The meeting of the Monitoring and Development Committee of Ness Wadia College of Commerce, Pune was held on Wednesday, 19th June 2019 at Principal's Office. The meeting was chaired by Dr. A. J. Hake, Treasurer and Trustee of Modern Education Society, Pune.

Following Members attended the same:

1. Dr. A. J. Hake
2. Dr. M. K. Sanap
3. Dr. Girija Shankar
4. Dr. A. T. Bhosale
5. Mrs. Smita Kunde
6. Dr. R. B. Sonawane
7. Mr. J. K. Thakur

Dr. Ashok Chandak was granted leave of absence.

Dr. Prakash Chaudhary attended the meeting as special invitee.

The following business was transacted in the said meeting:

1. Revision of fee structure for the Academic Year 2019-20

Preamble: Proposal for revision of fee structure for various Undergraduate and Post Graduate courses was under consideration. Therefore, a survey was conducted to find out the current fee structure of said courses in various colleges in Pune City. For this purpose, colleges such as S. P. College, Garware College of Commerce, BM College of Commerce, and Modern College etc. were visited and efforts were taken to study their fee structure. It was observed that the fee structure of Ness Wadia College is much lower as compared to these colleges.

Hence, considering the comparative study of infrastructure facilities, socio-economic standard of the students', location etc. it was found appropriate to revise the fee structure of various courses in the college.

Resolution: It is unanimously resolved that the fee structure of the various programs be revised and the same be implemented as per the annexures appended herewith from the Academic year 2019-20.

2. 3rd Division of XIIth (Non Grant) by natural growth

Preamble: Currently college runs 3 divisions of XIth standard on non-grant basis. But there are only 2 divisions of XIIth standard, so it is not possible to accommodate all students of 3 divisions of XIth standard into 2 divisions of XIIth standard. Also, it is possible to get permission for 3rd division of XIIth (non-grant) from government authority easily as it is natural growth.

Resolution: It is unanimously resolved that in the interest of students and other stake holders the 3rd division of XIIth (non-grant) be started from the Academic year 2019-20.

3. Commencement of BBA in Retail Operations

Preamble: Ness Wadia College of Commerce, Pune has been selected by Ministry of Human Resource Development, Government of India to initiate BBA in Retail Operations (an apprenticeship embedded) 3 years Bachelor's Degree Programme. Since, ours is the only college in Maharashtra to initiate this program, it was under the consideration of Management to run BBA in Retail Operations from the academic year 2019-20.

Resolution: It is unanimously resolved that in the interest of students and other stake holders and to provide skill based education, the programme BBA in Retail Operations be started from the academic year 2019-20.

4. Reaccreditation of the College for 3rd Cycle

Preamble: College was reaccredited (2nd Cycle) in 2014. Its validity expired on 4th May 2019. Now it is mandatory to go for 3rd cycle reaccreditation within six months from the date of expiry. Since, college is due for reaccreditation it was under consideration of the management to go for reaccreditation within speculated time.

Resolution: It is unanimously resolved that college will go for reaccreditation and complete all formalities by 30th September 2019.

5. Appointment of faculties for senior and junior college Grant and Non-Grant Courses

Preamble: Due to superannuation of some of the faculties from grant-in-aid section and some vacant position in non-grant section; there is a need to recruit temporary teachers as per SPPU, Pune and Govt. of Maharashtra norms.

Resolution: As it is a policy matter at management level, it is unanimously resolved that parent organization, Modern Education Society, Pune will take appropriate steps and vacant post be filled in the interest of student college.

6. Revision of Pay Scale for BBA Faculty due to M. Phil. Non-compounded increments.

Preamble: During recruitment of faculty members in BBA section some of the members had obtained M. Phil. Degree in their respective subjects. But as per sixth pay regulation their salary was not fixed with consideration of M. Phil. qualification. It was under the consideration of management to revise the pay scales of concerned faculty members as per norms.

Resolution: It is unanimously resolved that the pay fixation of BBA faculties be done as per sixth pay norms and it is to be implemented with effect from 1st July 2019 and onward. The arrears against revised pay will not be paid. The undertaking in this respect is to be taken from concerned faculty members by the college authority.

7. Revision of Dearness Allowance of employees appointed for self-financed programmes on regular basis as per Govt. of Maharashtra norms.

Preamble: As per the requirement and effect of inflation Govt. of Maharashtra revises Dearness Allowance of State Govt. employees from time to time to maintain their standard of living. It was under the consideration of management to apply revised rates of Dearness Allowance to employees appointed for self-financed programmes as and when applicable as per Govt. of Maharashtra norms.

Resolution: It is unanimously resolved that the revision of Dearness Allowance be done as and when it is applicable to employees appointed for self-financed programmes as per Govt. of Maharashtra norms.

8. Appointment of Mr. Ram Bhadange on scale as System Administrator and Mrs. Mandavane as Peon

Preamble: Mr. Ram Bhadange has been rendering his services to Modern Education Society, Pune since 22nd November 2011 and Mrs. Mandavane has been rendering her services to Modern Education Society, Pune since 1st November 2015. It was under the

consideration of Management to revise the pay scales of respective employees in the interest of their family.

Resolution: In the interest of families of respective employees, it is unanimously resolved that Mr. Ram Bhadange should be elevated to the position of System Administrator and Mrs. Mandavane as peon on regular basis as per norms.

9. Appointment of non-teaching staff for Grantable Section

Preamble: Due to superannuation of some of the non-teaching staff members from Grantable Section, there are number of vacant positions of non-teaching staff. Because of this it is difficult for College to complete mundane work. Thus there is urgent need to appoint temporary non-teaching staff for Grantable Section.

Resolution: As it is a policy matter at management level, it is unanimously resolved that parent organization, Modern Education Society, Pune will take appropriate steps to recruit the non-teaching staff for smooth functioning the College.

10. Promotions of non-teaching staff members from Grant-in-Aid and Non-grant Sections

Preamble: Due to some or other reasons, time bound promotions of non-teaching staff members from Grant-in-Aid and Non-grant sections are pending over period of time. It was under the consideration of Management to promote these employees as per Govt. of Maharashtra and Modern Education Society, Pune norms.

Resolution: As it is a policy matter at management level, it is unanimously resolved that for promotions of non-teaching staff from Grant-in-Aid and Non-grant sections; proposals of eligible employees will be forwarded to Modern Education Society, Pune by College Authorities. Modern Education Society, Pune will complete the process of promotions as per Govt. of Maharashtra and Modern Education Society, Pune norms.

11. Foundation Day Celebration Programme

Preamble: College celebrates its Foundation Day and confers Scholar of The Year Award every year on 16th July. This year's Foundation Day is special as college was celebrating year 2018-2019 as its Golden Jubilee Year. It was under consideration of management to celebrate it as Grand Event.

Resolution: In the interest of Students, Staff and other stakeholders, it was unanimously resolved that College will celebrate this auspicious day as memorable one and confer the Scholar of the Year award.

12. NPTEL / SWAYAM Programme for the faculty

Preamble: Ministry of Human Resource Development, Govt. of India has launched ELearning portal named Swayam for the professional development of faculty and students as well. To inculcate the quality among students and staff members, management was keen to promote Swayam portal for said stakeholders.

Resolution: For the development and quality enhancement of students and faculty, it is unanimously resolved that financial and infrastructural support be provided to promote SWAYAM Courses in the college.

13. Infrastructure Requirement for Re-Accreditation

Preamble: College was reaccredited (2nd Cycle) in 2014. Its validity expired on 4th May 2019. Now it is mandatory to go for 3rd cycle reaccreditation within six months from the date of expiry. Since, college is going for reaccreditation, concern of inadequate space for running the existing courses smoothly and starting new courses and further possibility of academic expansion; there is pressing need to have at least two additional floors in the new building so as to cater the requirement of existing courses and for future expansion as well as to develop ICT enabled classrooms. It was under consideration of management to have proper infrastructure for NAAC 3rd cycle.

Resolution: It is unanimously resolved that the management will consider building extension. It is further resolved that the college will purchase necessary equipments required for NAAC purpose, LCD projectors be installed in the classrooms of the college and necessary steps be taken accordingly.

14. Insurance Policy for Staff on the Occasion of Golden Jubilee

Preamble: Since employees of the college specially non-teaching staff go outside campus for college work, insuring them adequately is crucial. It is under consideration of the management to have insurance scheme for the teaching and non-teaching staff.

Resolution: For the benefit of employee, it is unanimously resolved that appropriate schemes be formulated and be executed for the welfare of teaching and non-teaching staff members of the college.

15. Refresher Course / FDP of Staff – Alternate Arrangement –responsibility of concerned teacher & HODs

Preamble: Most of the faculties have applied for Refresher Courses and FDP at various universities. It is important to complete said program for CAS promotion. Faculties such as Mr. S. M. Khobragade, Mr. A. M. Kalel, Dr. P. B. Vhankate, Dr. R. B. Sonawane, Mr. M. R. Thakur, and Mrs. S.R. Khare have applied in different universities

for RCs and FDPs. It was under consideration of management to allow faculties to attend the RCs and FDPs.

Resolution: it is unanimously resolved that the faculties who have applied for RCs and FDPs be allowed to go for the said program. It was further discussed that the alternate arrangement of classes be done by concerned teacher and HOD.

16. Online Payment gateway from BOB.

Preamble: College runs various program and it's difficult for college to collect fees in cash and through Demand Draft. Parents were also facing problems in getting DD. For the benefit of college and parents as well, it was under consideration of management to approach bank and develop the payment gateway process.

Resolution: In the interest of college and other stakeholders it is unanimously resolved that the payment gateway process in consultation with the Bank of Baroda be implemented.

17. CAS of grantable and Non-Grantable staff.

Preamble: Most of the faculties are due for CAS. It was under consideration of management that the faculty who are due for CAS should be allowed to go for CAS as per the norms of University/UGC.

Resolution: In the interest of grantable and non-grantable faculty members, it is unanimously resolved that the faculties who are due for CAS be allowed to complete the process of CAS as per UGC/University norms.

18. Institutional Quota of Grant and Non-Grant Courses.

Preamble: Institution runs various programmes and admissions are given as per Govt. of Maharashtra reservation policy. The College doesn't have its own quota. To cater to the need of the college for having meritorious students from sport and other categories, it was under consideration of management to introduce Institutional Quota.

Resolution: It was unanimously resolved that Institution Quota be introduced from coming academic year.

19. Reserve 5 seats for sport students in each Diploma courses at a subsidized fee.

Preamble: Institution runs various Diploma programmes. To cater to the need of the college to attract meritorious sports students, it was under consideration of management to reserve 5 seats for sport students in each Diploma programmes at a subsidized fee.

Resolution: It was unanimously resolved that 5 seats for sport students in each Diploma programme be reserved at a subsidized fee and the same be introduced from coming academic year.

20. Confirmation of BBA/ BBA-IB/BBA-CA Faculty

Preamble: The institution has recruited seven faculty members for its BBA/ BBA-IB/BBA-CA courses in 2014. The confirmation of those faculty members is overdue. It is under consideration of management since long to issue Confirmation Letters.

Resolution: It was unanimously resolved that Confirmation Letter be issued to the concerned Faculty Members on immediate basis.

21. Application to UGC for new B.Voc. Vocational Course

Preamble: UGC has initiated skill based education programmes and requires an Application from the institution to get approval for programmes under B.Voc. Degree. In the interest of stakeholders it was under consideration of management to start skill based program under B.Voc. Degree.

Resolution: To protect the interest of stakeholders and quality enhancement amongst students, a pressing need is felt to have such courses. Therefore, it was unanimously resolved that Application for B.Voc. Course be made online on UGC portal before due date.

22. Application for Maternity Leave received from Ms. Kavita Gawade

Preamble: One of the faculty member from junior college Ms. Kavita Gawade had applied for Maternity Leave. It was under consideration of the management to extend the benefits of maternity leave to said employee.

Resolution: It was unanimously resolved that Maternity Leave for Ms. Kavita Gawade be granted.

23. Application for Balsangopan Leave received for Ms. Kavita Gawade

Preamble: One of the faculty member from junior college Ms. Kavita Gawade had applied for Balsangopan Leave. It was under consideration of the management to sanction leave as per Govt. of Maharashtra norms.

Resolution: It was unanimously resolved that Balsangopan Leave for Ms. Kavita Gawade be granted.

24. Application for grant of benefit of Aashwashit Pragati Yojana after completing of 12 years of service received from Mr. M.R. Thakar w.e.f. 22.12.2018

Preamble: Mr. M. R. Thakar has completed twelve years' of service at Ness Wadia College. As per his written request, it was under consideration of the management to extend benefits of said scheme to Mr. M. R. Thakar in time bound manner.

Resolution: In the interest of the employee, it is unanimously resolved that the benefits of Aashwashit Pragati Yogana be given to Mr. M. R. Thakar in time bound manner as per the Govt. of Maharashtra and SPPU norm.

25. Resignation letter received from Ms. Sarika Rana w.e.f. 01/12/20018

Preamble: Ms. Sarika Rana was working in Ness Wadia College of Commerce as Junior college teacher from 09/07/2018 till 30th Nov, 2018. Due to her personal problems, she has submitted the resignation letter. It was under consideration of the management to accept her resignation.

Resolution: It was unanimously resolved that the resignation of Ms. Sarika Rana be accepted with effect from 01/12/2018.

26. Resignation letter received from Ms. Vinodinee Giri w.e.f. 28/08/20018

Preamble: Ms. Vinodinee Giri was working for Ness Wadia College of Commerce as Lab Instructor from 02/07/2018 till 27th Aug., 2018. Due to her personal problems, she has submitted the resignation. It was under consideration of the management to accept her resignation.

Resolution: It was unanimously resolved that the resignation of Ms. Vinodinee Giri be accepted with effect from 28/08/2018.

27. Letter Received from Mr. Raju Khude for demanding salary for the period from March 2016 to May 2016.

Preamble: Mr. Raju Khude was working with Ness Wadia College of Commerce from March 2016 to May 2016 (as he claims). He has submitted his application for receiving payment of salary during said period from college.

Resolution: It is unanimously resolved that, as it is a financial matter it will be referred to Modern Education Society, Pune for further action and guidance.

28. Various types of leaves

Preamble: There are various types of leaves available to the teaching and non-teaching staff members as per Government of Maharashtra norms such as Duty Leave, Medical Leave, Casual Leave, Earned Leave etc. It was under consideration of management to sanction these leaves as per norms.

Resolution: It is unanimously resolved that the above mentioned leaves be granted to the teaching and non-teaching staff members as per Government of Maharashtra norms.

29. Application for grant concession in fees of Rs. 12000/- and installment of 5000/- per month pending due fees of Rs.37000/- received from Mr. Sanjay Chavan father of Ms. Pooja Chavan student of SYBBA(IB).

Preamble: Mr. Sanjay Chavan has submitted the application for getting concession of Rs. 12000/- and installment of Rs 5000/- per month for remaining fees of Rs 37000/- for his ward studying in SYBBA (IB).

Resolution: It is unanimously resolved that, as it is a financial matter it will be referred to Modern Education Society, Pune for further action and guidance.

Alhanda

Prof. Dr. Girija Shankar,

Member Secretary.

Monitoring and Development Committee,



