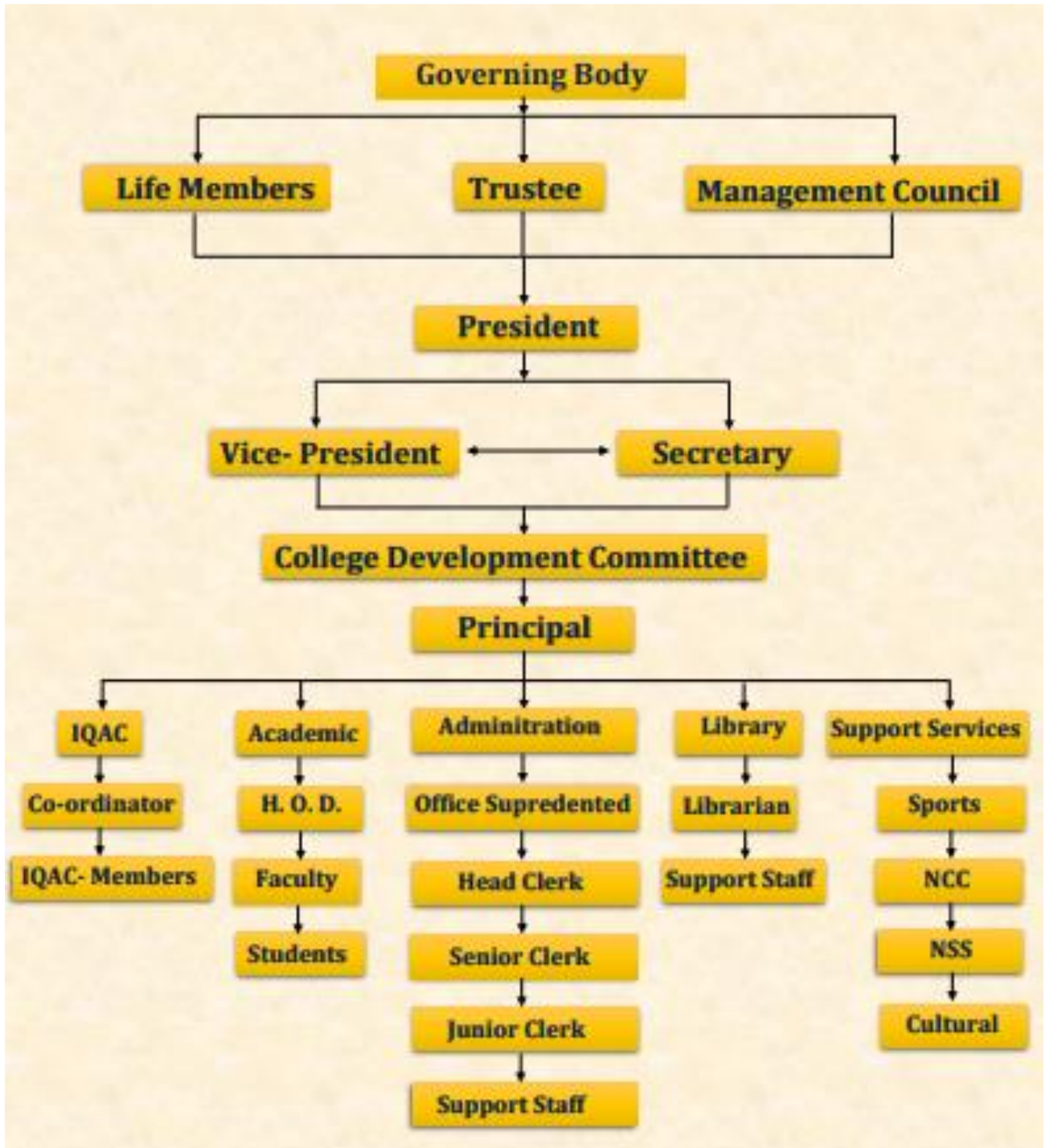


The New Miraj Education Society's  
**KANYA MAHAVIDYALAYA, MIRAJ**



**Policy of Governance, Leadership and Management**

## GOVERNANCE, LEADERSHIP AND MANAGEMENT



**Organogram of Management**



## The New Miraj Education Society

The New Miraj Education Society is the established visionary academic institution in Miraj to strengthen the society with education to rural and semi-urban area around Miraj. With the dream of K.G. to P.G. education, the institution has developed various branches. In future the institution aims to run other necessary programs and certificate courses.

### Objectives:

- To impart education to boys, girls and adults in various branches of knowledge and bring about their physical, cultural and all-round development with a view to cultivate a national and social perspective from it.
- To promote comprehensive education to make ideal citizens who are inquisitive, industrious, aware, attentive and of good moral build keeping in mind the growing aspirations of education.
- For the fulfillment of this objective, to establish and run new institutions providing various types of education at various places and to take and provide help from other institutions for the same.

The current leadership under the aegis of **Hon. Shri. Vinayak Gokhale**, has accelerated the growth and progress of the society. The leadership endorses teamwork towards a common vision, and to direct individual accomplishment towards organizational objectives. It has **4** branches in Miraj City of Maharashtra. It includes Kanya Mahavidyalaya (Senior & Junior), Sri. Balwantrao Marathe Vidyalaya, Shri. Dinkarrao Gokhale Prathmik Vidyalaya and Little Orchid International Pre-school. The schools and college offer education to the students from all the classes of society, its motto being **Amrutam Tu Vidya (Knowledge of Ambrosia)**. The students belong to Miraj city and various villages around Miraj.

The society has a pragmatic vision with integrated approach for the holistic development of students. It encourages students in their pursuit of knowledge. The college offers graduate courses in arts and commerce. The well qualified, competent and experienced college faculty helps students explore their potential fully.

The society has an excellent academic and research atmosphere and provides well-equipped modern facilities and infrastructure. The vibrant and stimulating atmosphere of the campus is conducive to the holistic development of the students. The society has its own campus for all these holistic developments and there are separate buildings for schools and college in this same campus. The policies and decisions are taken through hierarchy shown above.

### Administration of The New Miraj Education Society, Miraj:

#### The General Body

General Body means the board of all recognized members of the organization. The General body of the society shall consist of all persons who have obtained the membership of the society under the provisions of the society. The annual general meeting of the association shall be held once in every

calendar year. In the general meeting of the society, election of the president, vice-president and members of the governing body will be held every five years.

### **Powers of the General Body**

- To approve the reports of the society as well as all the institutions run by the society. To Approve the budgets, profit and loss, accruals, balance sheets.
- To consider and take decisions about the work come from the Board of Directors.
- To control the financial interest of the society.
- To appoint various committees as per the need for facilitation of work.
- Apart from the powers of the Governing Body of the society, the School Committee and the Office Bearers, all the powers shall remain with the General Body.
- To amend, alter, make new rules in the constitution, cancel the membership of a member, etc. This decision will be taken by 2/3 majority of the members present in the general meeting.

### **The Governing Council**

The Governing Council will be primarily responsible for the overall functioning of the society. The management and affairs of the society shall be administered, controlled and supervised by the Governing Council through the Hon. Secretary of the Society. The period of every Governing Council is three years. The Governing Council will study and solve the problems of the schools, college and other institutions run by the Association.

It consists of 10 members representing as under-

- a) President of the Society
- b) Vice -President of the Society
- c) Secretary
- d) Seven members from patrons, fellows, benefactors and life-members, who are not from teaching and non-teaching staff.

### **Powers and Duties of the Governing Council**

- To set goals of permanent nature in the interest of the society.
- To prepare annual report of the society and get it approved.
- To control the permanent fund of the society and to look after the assets.
- To appoint auditor or auditors, legal advisors for the society and institutions for the succeeding year and to fix their remuneration.
- To start new branches of education. e. g. College, School, Pre-school, etc.
- To solicit donations, collect funds and raise money for the development of the society.
- To fill up the posts of Principal, Professor, Teacher, Non-teaching Staff subject to the Government Rules prescribed from time to time.
- To amend the constitution as necessary and to approve it in the General Meeting.
- Apart from this, all the powers mentioned in the constitution of the society shall remain with the Governing Council.

### Institutes run by The New Miraj Education Society, Miraj

1. Kanya Mahavidyalaya, Miraj
2. Shri. Balawantaro Marathe Vidyalaya, Miraj
3. Shri. Dinakararo Gokhale Prathamik Vidyalaya, Miraj
4. Little Orchids International Pre-School, Miraj

### Administration of the College

The New Miraj Education Society's **Kanya Mahavidyalaya, Miraj is established in 1983** in order to provide higher education to students especially girls of Miraj City and nearby villages. The college has Junior and Senior wings and two faculties- Arts and Commerce. During the last 38 years, the achievements of the college have been noteworthy. All academic and administrative units of the college are governed by the principles of participatory management and transparency. Our leadership has taken distinctive decisions to start various value based self-financing courses from the undergraduate to the postgraduate levels that make the students competent in era of globalization. The academic and administrative planning of college is progressing hand in hand. The funds of the college are optimally allocated and efficiently utilized by proper budgeting system. The college has adopted the best practices for effective leadership and governance which led to the achievement of administrative and academic excellence. Takes the major decisions regarding the college and is finalized through its meetings.

### Vision:

To empower our women students through education and to utilize educational process for the holistic development of students to transform them into good citizens who will lead and build the society with the commitment, sense of duty and professional ethics and skills. This will ultimately result into building India.

### Mission:

We dedicate ourselves to the cause of the comprehensive personality of our women students and teach them to the cause of social upliftment by providing them with the excellent in the academic and ethical education.

### Goals:

1. Providing students with appropriate academic and moral education that would enable them to encounter successfully the challenges of the modern-millennium.
2. Making students self-confident and economically self-reliant by exposing them to the problems of present socio-economic environment.
3. Inculcating in students the values of gender quality and the scientific attitude that would help to mould the future generation of the society.

Local Administration of the college is as follows:

### College Development Committee (Formerly Local Managing Committee)

The College Development Committee was constituted in place of local managing committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college on behalf of the Governing body of the 'The New Miraj Education Society'.

The following are the members of CDC:

- (a) **Chairperson** of the management or his nominee ex-officio Chairperson;
  - (b) **Secretary** of the management or his nominee;
  - (c) **One** head of department, to be nominated by the Principal.
  - (d) **Three** teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;
  - (e) **One** non-teaching employee, elected by regular non-teaching staff from amongst themselves;
  - (f) **Four** local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
  - (g) **Co-coordinator**, Internal Quality Assurance Cell of the college;
  - (h) **President and Secretary** of the College Students' Council;
  - (i) **Principal** of the college or head of the institution - Member Secretary.
- The College Development Committee **shall meet at least four times** in a year.
  - Elected and Nominated members shall have a **term of five years** from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.
  - **Functions of the College Development Committee:**

According to sec. 97(5) of the Maharashtra Public University Act, 2016 the CDC shall-

    1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
    2. Decide about the overall teaching programmes or annual calendar of the college.
    3. Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
    4. Take review of the self-financing courses in the college, if any, and make recommendations

- for their improvement.
5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
  6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
  7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
  8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
  9. Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
  10. Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
  11. Make recommendations regarding the students' and employees' welfare activities in the college or institution.
  12. Discuss the reports of the Internal Quality Assurance Cell and make suitable recommendations.
  13. Plan major annual events in the college, such as, annual days sports, cultural events, etc.
  14. Frame suitable admissions procedure for different programmes by following the statutory norms.
  15. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
  16. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of NAAC, etc.
  17. Recommend the distribution of different prizes, medals and awards to the students.
  18. Prepare the annual report on the work done by committee for the year ending on the 30<sup>th</sup> June and submit the same to the management of such college and the university.
  19. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

### **Internal Quality Assurance Cell**

#### **The primary aim of the IQAC is**

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.

- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

**IQAC shall evolve a mechanism and procedures for**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- Adoption of relevant and quality academic and research programmes;
- Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- Optimization and integration of modern methods of teaching and learning;
- Ensuring credible assessment and evaluation processes;
- Ensuring the proper allocation, adequacy and maintenance of support structure and services; and
- Sharing of research findings and networking with other institutions in India and abroad.

**The IQAC Coordinator is responsible for the**

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

**Principal**

- The Principal of the college is the head of the institution and always caters to offer essential direction to the system.
- The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the link between the Management and the College.
- The Principal ensures that the values and relevant strategic management plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co-curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff. The committees



coordinate and execute the activities assigned to them and report to the Principal.

- The Principal coordinates with the external agencies like the University, the UGC, joint director office and other government bodies to comply necessary regulations. He safe- guards the interests of teachers/non-teaching staff members and the management.
- He observes and implements directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- He also performs any other work relating to the College as may be assigned to him by the Management from time to time.

### Head of the Departments

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

- They are responsible for the overall management of the department(s).
- Manage the day-to-day functioning of the department.
- Propose and administer the development of new courses.
- Organize the periodic review of courses.
- Coordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- Liaise with National Bodies and external agencies where appropriate.
- The heads ensure that:
  - The programmes are delivered to a high standard in terms of learning outcomes, curricula content, quality of learning opportunities, maintenance and enhancement of standards and quality.
  - Co-ordination of the annual and ongoing monitoring of programmes, the self-evaluation of programmes is done.

### Librarian

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

- Allocation of budget with the aid of Library Advisory Committee to each department as per the norms.
- To forward it for approval and sanction to the parent institution.
- To invite list of text books, reference books, Journals, Books for extra reading, etc. from each department and after the approval from the parent institution, sending it to the vendor appointed by The New Miraj Education Society.

- Besides ordering, cataloging, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
- He holds Book Exhibition annually and invites dealers to display their latest collection.
- Monitoring the Book Bank Scheme.
- Monitoring study room facilities for students and faculty.

### Physical Director

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

- To Train students for various sports and forming teams.
- To monitor students' coaching, ground preparation, purchasing sports material and scheduling of the games.
- To implement a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
- To make arrangements for the participation of students at university tournaments,
- Regional/state/national level sports events.
- To organize Annual Sports Day at the End of the Academic year.
- To execute any other activity related to sports.

### College Committees

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a chairperson who works with the assistance of the members taken from teaching and administration staff. Changes are made according to the circulars issued by UGC, Government of Maharashtra, University, government authorized body and society.

Following is the list of the functioning committees for monitoring and governing various activities: -

1. Internal Quality Assurance Cell
2. Student Development Cell
3. College Grievances Redressal Cell
4. National Service Scheme (NSS)
5. National Cadet Corp (NCC)
6. Internal Grievances Redressal Cell
7. Cultural Committee
8. Examination Cell (Internal & External)
9. Continues Internal Evaluation Committee

10. Study Tour Committee
11. Sport Committee
12. Sukanya Wallpaper
13. Youth Festival Committee
14. Competition and Skill Development Committee
15. Avishkar Committee
16. Alumni Committee
17. Publicity Committee
18. Magazine Committee
19. Equal Opportunity and Aid Cell
20. Lead College Committee
21. Commerce and Planning Forum
22. Placement Cell
23. Career Guidance and Counseling Cell
24. Research and Plagiarism Committee
25. Student Satisfaction Survey/Feedback Committee
26. Staff Academy
27. Time-table Committee
28. Literacy Club
29. Purchase Committee
30. Library Committee
31. API Committee
32. Student Scholarship Committee
33. Academic Audit Committee
34. Administrative Audit Committee
35. Social Science Forum
36. ICT Committee
37. Value Added and Skill Based Courses
38. Photo Collection Committee
39. Eco Friendly Campus Cell
40. Admission Committee
41. Competitive Examination Cell
42. Website Committee
43. Divyangjan Empowerment Cell
44. Mentor: Mentee Cell
45. Code of Conduct Monitoring Committee
46. AISHE & MIS Committee
47. Anti-Ragging and Anti Sexual Harassment Committee

As per the instructions from time to time from UGC, Government, NAAC, University and the suggestions of the management, some committees have to be changed and some new departments have to be created.

## Office Superintendent

The Office superintendent has following responsibilities:

- Coordination of administrative work in office; Student admission, registration, examinations, student records.
- To record (Schemes of Work etc.), Human Resource Records.
- Student affairs and discipline.
- Management of the administrative staff within the college.
- The OS is responsible for checking all accounts, maintenance of records, duties related to admission procedures and Correspondence relating to the administration of the College.
- All the administrative staff such as head clerk, senior clerks, junior clerks, library attendant, peon, etc. work under the supervision of the Registrar and complete their tasks.

## Administrative Staff

Administrative Staff comprises of Head clerk, Senior clerk, Junior clerks and manual staff who works under the guidance of the office superintendent.

## Role in Design and Implementation Quality Policy and Plans

### Quality Policy of the College

Kanya Mahavidyalaya, Miraj is committed to provide quality education to the students enabling them to excel in the field of arts and commerce as well as to cater to the changing and challenging needs of the society, education sector and industry by

- (1) Organizing co-curricular, co-curricular and extra-curricular activities to enhance students' leadership qualities.
- (2) Inculcating moral and ethical values among the staff and students.
- (3) Contributing to the overall knowledge and personality development.
- (4) Maintaining the excellent infrastructure and learning environment.
- (5) Enhancing the competence of faculty to adopt modern and innovative teaching and learning process.
- (6) Promoting research among students and faculty.

## Role of top Management, Principal and Faculty is vital in overall development of the college

### Role of top Management

- 1) Support for academic and infrastructural growth of the College.
- 2) Appointment of teaching and non-teaching staff.



- 3) Monitoring of overall administration of the college.
- 4) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- 5) Assessment of requirement of new programs to be started.

### **Role of the Principal**

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

- 1) Admission of students and maintenance of discipline in the College.
- 2) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management and to the Local Managing Committee.
- 3) Observance of provisions of Accounts Code.
- 4) Observance of the Act, Statutes, Ordinances, Regulations, Rules and other Orders issued there under from time to time.
- 5) Correspondence relating to the administration of the College.
- 6) Assessing reports of members of the non-teaching staff, maintenance of their service books and looking after the general welfare of the non-teaching staff.
- 7) Supervision of the College and Examinations, setting of question papers for the College and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- 8) Observance and implementation of directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- 9) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the College, and maintenance of records.
- 10) Safe-guard the interests of teachers/non-teaching staff members and the management.
- 11) Any other work relating to the College as may be assigned to him by the Parent society from time to time.

### **Role of the IQAC Coordinator**

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

Coordinator is responsible for the following functions:

- 1) Application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 2) Arrangement for feedback response from students, parents and other stakeholders on quality-

related institutional processes;

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

### **Role of Committee Chairman**

The Committee Chairman of each committee has the following functions:

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

### **Role of Head of Department**

The Head of each department has to

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

### **Role of Faculty**

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

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

- 5) To undertake research and consultancy/extension, co-curricular and extra-curricular activities.

### **The involvement of the leadership in ensuring**

#### **❖ The Policy statements and action plans for fulfillment of the stated mission**

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

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

Every five years, an institutional strategic plan for academic, infrastructural and extension activity is prepared. Also, academic and administrative calendars are prepared at the beginning of each academic year. Academic and administrative matters requiring the CDC's approval. Principal is responsible for implementing various decisions. The Principal prepares the agenda for CDC meetings and presents it to the committee at the time of the meeting. He is also responsible for all correspondence with the Governing Body, Government of Maharashtra, the Central Government, University Grants Commission, and the Shivaji University. On the basis of policy decisions of Governing Body, the action plans are prepared by the Principal with the help of IQAC. With the prior permission of Governing body, the plans are implemented by the Principal. IQAC also plays an important role in formulating and implementing the institutional strategic plan.

#### **❖ Interaction with Stakeholders**

The principal provides information about the college through welcome function/orientation programme to the first-year students of all stream. He also provides information to the stakeholders such as students, faculty, parents and alumni at the time to time. The prospectus itself contains the rules and regulations of the college. The Principal arranges meeting with staff, parents, alumni, and other members of the society. The College has constituted different committees of teachers and members of the non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning. Students are also involved as student representatives in various committees.

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

The college takes regular feedback from the stakeholders about the college and curriculum. These feedback forms are analyzed and on the basis of these the policies are formulated and planning is done by the college. The personal interaction of the Principal with the faculty, the non-teaching staff, the students, the parents play an important role in this. Apart from this, information available in student feedback forms and self-appraisal forms of teachers help the authorities to plan proper support for the policies. On the basis of various stakeholder's suggestions, it becomes easy to prepare and update planning and policies.

### ❖ **Active for organizational changes**

The college has taken initiative for additional infrastructure like modernization of NCC room, update computer lab, purchase of additional equipment's and ICT Tools, furniture etc. The college has created digital room for the students and faculty. Performance appraisal forms are filled up and collected by the college from all faculties. The work of non-teaching staff is distributed every year. CR forms are filled up for non-teaching staff.

### ❖ **Reinforcing the culture of excellence**

The college provides all the guidance to the students to create the culture of excellence. As a result of this, many students have achieved rank to the merit list of the University. Many students have achieved success in Avishkar Research Competition, Sports and Cultural activities. The library timing is kept flexible. Various committees are formed to implement and monitor various activities. Teachers are actively involved in the research and publishing their research articles in the journals. With support of management various welfare schemes are implemented.

## **Recruitment procedure**

### **Recruitment and Service Rules**

The candidates are interviewed by the Selection Committee appointed by the university, which comprises of the Vice Chancellor's Nominee, Subject Experts, Reservation Nominee, Management Office Bearers, Principal and Head of the respective department. For the service conditions and rules, the college follows the rules and regulations laid down by UGC, New Delhi, Government of Maharashtra and Shivaji University, Kolhapur.

### **Promotional policies**

All the promotional policies follow the career advancement scheme (CAS) as per the UGC norms for the upgradation of the faculty. The promotion of non-teaching staff caters to the Government of



Maharashtra norms. For Non-grant posts The New Miraj Education Society, Miraj follows Government of Maharashtra rules.

## **Performance Appraisal System**

### **• Teaching Staff**

The “Performance Based Assessment System” (PBAS/API) form of teaching staff is filled every year. This form contains information like Teaching -Learning and evaluation, Curricular and extra-curricular activities and Research, etc. After evaluating the form, the head of the department forwards it to the IQAC. The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS).

After the Performance Appraisal assessments, the institute updates the teachers about their performance at each level as required. Professors are always advised to upgrade themselves in the teaching-learning process. API Committee is also working to ensure that regular performance appraisal is done. This is important for subsequent promotions as per norms. Teachers fulfilling the required parameters are Appraisal by a committee consisting of experts appointed by the University and then the list is advanced to the Joint Director’s Office and the University.

Before sending the Performance Appraisal to the University, it is checked by the institute. After that, these applications are submitted to the University with the signature of Principal and IQAC Coordinator for further action.

### **• Non-teaching Staff**

Confidential Report (CR) forms are filled to check the performance of non-teaching staff. Every member of the administrative staff has to fill this form at the end of academic year and hand it over to the Office Superintendent of the college. The Office Superintendent adds his own observations and comments and forwards it to the Principal for the final remark. After the Principal’s remarks it is forwarded to the management for further scrutiny and assessment. Then appropriate action is taken accordingly.

Thus, the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members.

## **Financial Audits**

The New Miraj Education Society has laid down a policy regarding Internal and External Audit of the institution. Only External Audit is done by the Auditor at the end of every financial year taking into account the scope of expenditure of the college. But all entries of expenses are done by clerk in Tally

software for accurate internal accounting. Its balance sheet is checked from timely by the management. The Chartered Accountant, who works as an Auditor is appointed by the Management of Society. At the end of the financial year, the external audit takes 8 to 15 days. Eight to fifteen days at the end of the financial year external audit work is carried out by CA. Auditors check official letters, official funds, student fee receipts, cheques, vouchers, transactions through various mode and bank statements.

At the time of audit, the expenditure incurred on library, gymkhana, academic facility, physical facility and infrastructure, etc. is verified by the auditor. The nature of payment is classified into revenue expenditure and capital expenditure. This is also checked by the auditor. The bills and vouchers of the revenue expenditure is checked. The vouchers and proper record with the concerned Department of the capital expenditure is also checked and verified. Various Accession Registers, Dead Stock Registers/Purchase Registers are physically checked. After final checking of records, the external auditor signs the audit statement.

For the grants received from the UGC, MAHADBT, University, Joint Director Office, utilization certificates are prepared according to the allowed expenditure under various heads. This is duly checked by the CA and submitted to the corresponding authorities. This is also audited by the external auditor nominated by society. Statutory external audit and assessment of Income-Expenditure and Receipt-Payment is also done by the Auditor General of the Government of Maharashtra periodically after every five years. Audited Account statements of the funds received from university under the Student Welfare Scheme, Lead College Scheme, examination expenses, funds for seminar/lecture series are re-audited by the University.

### **Institutional Strategies for Mobilization of Funds**

Kanya Mahavidyalaya, Miraj is the affiliated college to Shivaji University, Kolhapur. The Conventional Programmes like B.A. and B.Com. are grants- in- aid and hence obtain grants for staff i.e. teaching and Non-teaching salary from the Government. In addition, grants are also received from the Board of College and University Development, DBT for certain specified purpose. Revenue is also generated through tuition fees and other fees from students from non-grant sections. Besides conventional courses, there are two self-financed PG Courses which are non-aided. Tuition fees coming from these branches also assist in raising revenue for utilization of college Development. There are also a number of short-term courses like Human Rights, Awareness in Gender Sensitivity, GST, Marketing, German Language, Share Market, etc. run in the college which generate capital thereby increasing the income of the college. But some of these courses are taught for free.

The college has also Distance Education Center of Shivaji University and Study Center of YCMOU, Nashik. This helps to generate revenue to some extent. Donations from philanthropists as well as from the

alumni also add to the revenue generated by the college. Some scholarships are provided for students from these donations. Also, welfare schemes are implemented for needy and aspiring students. The New Miraj Education Society also contributes large capital for construction and renovation purposes. The college building is also utilized very resourcefully by giving it on rent during non-functional hours for conducting various examinations like Company Secretary, MPSC, UPSC, RPF, JEE examination, etc.

Sd/-	Sd/-	Sd/-	Sd/-
Principal	Chairman	Secretary	President
Kanya Mahavidyalaya, Miraj	College Development Commiittee	The New Miraj Education Society	



The New Miraj Education Society's

# Kanya Mahavidyalaya, Miraj

(Affiliated to Shivaji University, Kolhapur)

Post. Box. No. 29, Shivajinagar, Miraj Tal. Miraj Dist. Sangli 416 410

Phone No.: 0233-2223347 E-mail: [kanyamahavidyalayamiraj@gmail.com](mailto:kanyamahavidyalayamiraj@gmail.com)

Website: [www.kmmiraj.org](http://www.kmmiraj.org)

## OPPORTUNITIES FOR ACADEMIC DEVELOPMENT

### Graduate Courses in Arts & Commerce

#### Batcheler of Arts (B. A.)

Special Subjects for Final Year

Marathi	Hindi
English	Economics

#### Batcheler of Commerce (B. Com.)

Special Subjects for Final Year

Accountancy	Banking
Costing	

### Courses of Distance Education

#### Study Center of YCMOU, Nashik

B. A.	B. Com
M. A.	CPCT (Certificate Course)

Human Rights (Certificate Course)

#### Shivaji University, Kolhapur (Distance)

B. A.	M. A.
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### Post Graduate Courses in Arts & Commerce

#### Master of Arts (M. A.)

- Economics

#### Master of Commerce (M. Com.)

- Advanced Accountancy

### Value Added and Skill Based Courses

- Certificate Course in Human Rights
- Certificate Course in GST
- Certificate Course in Marketing
- Certificate Course in Awareness in Gender Sensitivity
- Certificate Course in German Language
- Certificate Course in Share Market
- Certificate Course in Panchayat Raj (Rural)
- Certificate in English Language and Communication Skills
- Certificate Course in Marathi Spelling and Handwriting
- Certificate Course in Music
- Certificate Course in Hindi Translation

