



CHINCHANI TARAPUR EDUCATION SOCIETY'S

Shri Purshottamdas Laldas Shroff College of Arts & Commerce

AT PO. CHINCHANI, TAL. DAHANU, DIST. PALGHAR, PIN 401 503.

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI

TEL. : (02528) 242508 • email : plshroffcollege@gmail.com

PROCEEDINGS OF COLLEGE DEVELOPMENT COMMITTEE No. : _____
ALSO REFERRED AS CODE OF CONDUCT COMMITTEE

Minutes of the Meeting of Local Managing Committee dated _____
12th August 2014, (11.00 a.m. at Principal Office)

No. of Attendee	Members	Designation
1	Shri. Rajnikant Shroff	President
2	Shri. Mahendra Churi	Secretary
3	Shri. Anil M. Bhattalwar	Member
4	Shri Narayan M. Kelkar	Member
5	Shri Darshan R. Shroff	Member
6	Shri Deepak N. Shah	Member
7	Prof. Prerana S. Raut	Member
8	Prof. Chitra Ashtekar	Member
9	Prof. Prakash V. Sonavane	Member
10	Ms. Hasina I. Mulla	Member
11	Principal Dr. Pramila Raut	Member

Principal Dr. Pramila Raut has welcomed to the present members of the Meeting . The Minutes of last meeting has been read and all members were approved it.

Following are the Proceedings of the Meeting

1. Academic year 2014-15 Budget Sanction

Principal Dr. Pramila Raut presented the budget of Unaided and Aided department of the College. Budget of aided Arts and Commerce department was sanctioned after discussion. Principal Dr. Pramila Raut suggested to award Rs. 500 to the students who rank 1st in the academic exams of BA, BCOM, BMS, BSC IT and BSC from student welfare fund. Regarding the matter Mr. Kelkar allow his approval and President Mr. Shroff also accept it. President Rajnikant Shroff approved budget for unaided departments (BMS, BSCIT, BSC, MA, MCOM). He suggested to bring out detailed expenditures of it.

2. Discussion regarding the construction of Science laboratory.

In the academic year 2013-14, the science faculty was initiated. This gave rise to the requirement of a science laboratory. Mr. Shroff replied to the point that it is already planned to construct the Laboratory at place near to the Prayer Hall. Further he suggested that the available Laboratory for the Practical of Science should be used until the construction is completed. \



3. **Regarding Prof. Dr. B.H. Bari's hearing in the High court.**

Advocate Sunil Dighe could not defend the college in the high court hearing of Dr. B. H. Bari said Principal. Mr. Rajnikant said that he will personally speak to him in that regards. Advocate Mr. Veema Dalal also said that he will talk to Advocate Mr. Sunil Dighe.

4. **Regarding Rural Development subject Grant.**

Principal Dr. Pramila Raut presented the newly prepared proposal of the grant for the subject, Rural Development of Arts faculty. Shri Anil Bhattalwar, a member of the committee suggested that the proposal be sent to the Honourable Education Minister. Accordingly, it was unanimously decided to send a copy of proposal to the Honourable Minister of Education and Secretary of education. In this regard, Chairman Mr. Shroff Promised that he would meet personally to the Minister and Secretary of Education.

5. **Admission review of First year of B. A, B com, BMS, BSC, BSC IT.**

The Principal said before the meeting that the FY admission were given as per the university and Government order of Arts and Commerce department. But she pointed out that there were a vacant seats of Managing quota. President allowed admission according to the waiting list and eligibility of the student.

6. **Regarding College facilities.**

While discussing about the facilities, Principal said that there is a shortage of classrooms. Rajnikant Shroff Sir said that it was not possible to build classrooms immediately and the problem of space should be solved by making changes in the schedule of the streams with the view of making complete use of available space.

7. **Regarding the appointment of sports guide teachers.**

The principal presented that on 25th July 2013, there is an order of the university to appoint qualified teacher in the sports department of the college. It was unanimously decided to appoint a qualified a sports coach as per the university circular and decision. Accordingly subjected to the relevant circulars and the terms and conditions, Mr. Rajnikant Shroff instructed that the applications of Professor Sudhir Bhandwalkar, as a sports coach of M.K. Jr. College will be considered.

8. **Regarding the use of Bio-metric Machine.**

It was discussed that it is mandatory to all teaching and Non- teaching staff to punch at the entry and exit from the Institute.

9. **To take undertaking form from the students while they are away from college premises.**

To provide safety to the students and awareness to the parents it is compulsory to all department heads to take Undertaking from the students while they are visiting anywhere rather than college. Such as Industrial visit, Study tour, Visit any events, Trade Fairs, Seminars, workshops etc.


Principal
P. L. Shroff College
Chinchani, Tal. Dahanu,



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PROCEEDINGS OF COLLEGE DEVELOPMENT COMMITTEE No. : _____
ALSO REFERRED AS CODE OF CONDUCT COMMITTEE

Date : _____

Meeting of Local Managing Committee dated 4th September, 2015.

Minutes of the Meeting of Local Managing Committee

No. of Attendee	Members	Designation
01.	Shri. Rajnikant Shroff	President
02.	Shri. Mahendra Churi	Secretary
03.	Shri. Anil M. Bhattalwar	Member
04.	Shri Narayan M. Kelkar	Member
05.	Shri Darshan R. Shroff	Member
06.	Shri Deepak N. Shah	Member
07.	Prof. Prerana S. Raut	Member
08.	Prof. Chitra Ashtekar	Member
09.	Prof. Prakash V. Sonavane	Member
10.	Ms. Hasina I. Mulla	Member
11.	Principal Dr. Pramila Raut	Member

Principal Dr. Pramila Raut welcomed the members of the Meeting. The Minutes of last meeting has been read and all members approved it.

Following are the Proceedings of the Meeting:

1. Approval of the budget of Academic year 2015-16.

For the academic year 2015-16, the yearly budget has been presented by the Principal. The members discussed it and the yearly budget of the aided department was unanimously approved by all. While discussing the budget of unaided departments, it was noticed that the expenditure side is more than the credit side. It was perceived that the teacher's salary and official expenses of the college could not be made from accumulated fees. It was concluded that there is a need to

meet the number of students sanctioned by the university for various courses to attract students towards the courses. Many activities are being implemented by the college. Specifically, the importance of professional courses and related career opportunities. Committee member Shri Darshan said that in case of non-fulfilment of the number of students sanctioned by the university, efforts should be made from all corners to provide better facilities to the teachers. Committee member Shri Darshan Shroff said that efforts are needed from all sides for this matter. Committee members Mr. Anil Bhattalwar and Mr Narayan Kelkar also expressed their views regarding the importance of student strength and efforts for it. The budget for the academic year 2015-16 was unanimously approved.

2. For P.G department administrative work, requirement of two staff members.

It has been observed that the office employees are overloaded as they are doing the following work. The students Entrance Registration, Examination Application Registration, Project, Examination Marks, Scholarship, Student Enrolment Registration almost all work has to be done online. The Principal told in the meeting that there was stress on the staff to balance the work for above mentioned and the administrative work and the Joint Director of the University level work. As a solution to this, instructions were given to make appointments at evening time for a period of 4.00 p.m. to 6.00 p.m. The members also suggested to give priority to the needy students in the college for these works.

3. Regarding the honorarium of teachers on Lecture hour basis of postgraduate department
Professor Chitra Ashtekar, a member of the committee, mentioned about the need of increment of the payment of Lecture Hour basis Lecturers. In this situation, teachers on Lecture hour basis are paid Rs. 150 per lecture, she said. On this matter, Hon'ble President Rajinikanth suggested to pay Rs. 200 instead of Rs. 150.

4. Regarding the purchase of chairs for the staff room and Library.

Committee member Professor P. V. Sonavane suggested that 50 chairs are required to manage the library and staff rooms. On this, President Mr. Rajinikant Shroff suggested to bring three quotations for the purchase of chairs and approved the requirement of chairs on the basis of the quotations of good quality chairs with low rates.

5. The blackboard in the classrooms is old and while writing on it, it is bothered by the flying dust of chalk.

It has been approved to purchase low priced but good quality green board after three quotations system.

6. Regarding annual salary increment for teachers and non-teaching staff in unaided departments

Principal presented the proposal, regarding the annual salary increment of unaided department teachers and non-teaching staff. On the basis of this proposal, Chairman Rajinikant Shroff approved it and allow 10% percent annual salary increment to the staff of unaided department.

7. It is compulsory to take prior permission from Principal to attend any types of duties such as University work of Examination, to attend Seminar, Workshop or any other duties.


Principal..
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PROCEEDINGS OF COLLEGE DEVELOPMENT COMMITTEE
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O.W. No. : _____

Meeting of Local Managing Committee dated 16th Sept, 2016
Minutes of the Meeting of Local Managing Committee

No. of Attendee	Members	Designation
1.	Shri. Rajnikant Shroff	President
2.	Shri. Mahendra Churi	Secretary
3.	Shri. Anil M. Bhattalwar	Member
4.	Shri Narayan M. Kelkar	Member
5.	Shri Darshan R. Shroff	Member
6.	Prof. Prerana S. Raut	Member
7.	Prof. Chitra Ashtekar	Member
8.	Prof. Prakash V. Sonavane	Member
9.	Dr. Ramdas Gujrathi	Member
10.	Ms. Hasina I. Mulla	Member
11.	Principal Dr. Pramila Raut	Member

Principal Dr. Pramila Raut welcomed the members of the Meeting. The Minutes of last meeting has been read and all members approved it.

Following are the Proceedings of the Meeting:

1. Regarding the post retirement transfer report of Superintendent Ms. Hasina Mulla.

Ms. Mulla, Superintendent of the College retired on 31st August 2016 after a long service of 30 years. To transfer the responsibility of the post she have during her service period to the Principal. S that the workload. Accordingly, LIC allowed Ms. Mulla to assign the workload to the Principal.



2. Regarding 2(F) 12 (B) Approval:

The proposal to include the college under 2 F 2 B as per UGC was submitted to the UGC office in New Delhi on 24th May 2016. After submission of it UGC sent the Errors through letter dated 5th Jan 2016. Those Errors were fulfilled. Again 2 errors are received of main proposal from UGC as follows:

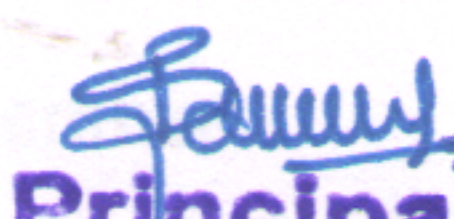
1. Certificate of Registration of the Society duly attested by the Principal of the College.
2. Please, mention UGC's reference n. in your letter while corresponding with UGC. Mr. Bhattalvar told to fulfil those errors and send to UGC.

3. Promotion of non-teaching staff:

After the retirement of Ms. Mulla, the Principal proposed the promotion of the post of Superintendent Chief Clerk and Senior Clerk. Also, all the services and conditions for promotion were presented before the meeting. The Chairman of the Local Managing Committee presented the following Resolution No. 1 Mrs. Hasina Mulla retiring as Office Superintendent on 31st August 2016. Until further action in his place, Mr. Sachin Raut has been appointed as Chief Clerk with retrospective effect to take over the additional charge of the post of Office Superintendent from September 1, 2016.

4. Regarding the planning and proposal of Budget for each event:

It is discussed that it is compulsory to all co-ordinators, HOD's and program organisers to present the budget of the program or event prior to organise it.


Principal
P. L. Shroff College
Chinchani, Tal. Dahanu.

Principal Dr. Pramila Raut welcomed the members of the meeting. The Minutes of last meeting has been read and all members approved it.

Following are the Proceedings of the meeting:

1. Regarding the post retirement transfer request of Superintendent Ms. Hasina Mulla.

Ms. Mulla, Superintendent of the College retired on 31st August 2016 after a long service of 12 years. To transfer the responsibility of the post she held during her service period to the Principal & that the workhead of the post be assigned to Mr. Sachin Raut to assign the workload to the Principal.



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O. W. No. : _____

PROCEEDINGS OF COLLEGE DEVELOPMENT COMMITTEE.

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Meeting of Local Managing Committee dated 3rd March 2017, 11.00 a.m.

Minutes of the Meeting of Local Managing Committee

No. of Attendee	Members	Designation
1	Shri. Rajnikant Shroff	President
2	Shri. Mahendra Churi	Secretary
3	Shri. Anil M. Bhattalwar	Member
4	Shri Narayan M. Kelkar	Member
5	Shri Darshan R. Shroff	Member
6	Prof. Prerana S. Raut	Member
7	Prof. Chitra Ashtekar	Member
8	Prof. Prakash V. Sonavane	Member
9	Mr. Sachin Raut	Member
10	Principal Dr. Pramila Raut	Member

Principal Dr. Pramila Raut has welcomed to the present members of the Meeting. The Minutes of last meeting has been read, and all members were approved it.

Following are the Proceedings of the Meeting:

1. Regarding the promotion of Non-teaching staff.

Ms. Hasina Mulla retiring as Office Superintendent on 31st August 2016. To fulfil the post Mr. Sachin Raut has been appointed as Chief Clerk with retrospective effect to take over the additional charge of the post of Office Superintendent from September 1, 2016. College Superintendent Ms. Mulla's Proposal for Promotion to the post of Superintendent Chief Clerk and Senior Clerk after retirement. Since September 1, 2016, Mr. Sachin Raut has been holding the post of Office. Chairman said Accordingly, the concerned posts will be promoted after receiving a no-objection certificate from the Joint Director, Higher Education, Konkan Department, Panvel.



2. Grant Determination With regard to recovery of internal salary subsidy

The Principal presented the matter Regarding Grant Determination With regard to recovery of internal salary subsidy before the meeting that it is Reported to the Hon'ble Divisional Joint Director, Higher Education, Konkan Division, Panvel by a letter dated 31/12 /2016 Also, as there is an amount under the salary grant recovery of the college, Rs. 33,09,328/-. Further, Sr. Clerk Mrs. N. Shesh added that in this amount Rs. 20,73,636/- is recovery of salary of Prof. Dr. B. H. Bari and Rs. 2,19,000/- is recovery of salary of Prof. Dr. J. K. Patil (Rural Development unaided subject).Rs. 22,92,636 and balance College Salary account Rs. 10,16,692. Means totally Rs. 33,09,328/- to be deposited to the Government account is being told by Office Superintendent Mr. Sachin Raut and Mrs. Shesh. Mr. Shroff replied on the matter that the case of Rural Development subject is pending with high Court, Mumbai. Trustee, Mr. Vimadalal answered to the Divisional Assistant Commissioner, Higher Education, Konkan Division, Panvel regarding the matter. So, Mr. Kelkar suggested to deposit amount of Rs. 10,16,692 to the Government which is with salary account of College.

3. Regarding the appointment of teaching and non-teaching staff for unaided departments.

According to the report of the LIC committee of University of Mumbai, appointment of Teaching and non-teaching staff is required with the guidelines of Vice- Chancellor related with the category that is SC, ST, NT, DT and OBC mentioned by the Principal. Mr. Darshan shroff suggested that follow the guidelines of University of Mumbai for the appointments.

4. Teaching staff have to learn and get trained in Information and communication Technology, as well as compulsion of synopsis preparation before teaching of syllabus.


Principal ..
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Chinchani, Tal. Dahanu.

Principal P. L. Shroff has explained to the present members of the Meeting. The Minutes of last meeting has been read, and all members were approved it.

Following were the Proceedings of the Meeting

1. Regarding the promotion of Non-teaching staff

Ms. Hester Bhatia returned as Office Superintendent on 31st August 2016 to fulfill the post. Mr. Sachin Raut has been appointed as Office Superintendent with retrospective effect to take over the additional charge of the post of Office Superintendent from September 1, 2016. College Superintendence and Ms. Hester Bhatia will be responsible for the post of Superintendent. Chief Clerk and Senior Clerk will continue their duties from September 1, 2016. Mr. Sachin Raut has been holding the post of Office Superintendent since 31st August. The concerned post will be provided after receiving a sanction from the Joint Director, Higher Education, Konkan Division, Panvel.



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PROCEEDINGS OF COLLEGE DEVELOPMENT COMMITTEE.
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Meeting of Local Managing Committee

Minutes of the Meeting of Local Managing Committee dated 2nd April 2019.

No. of Attendee	Members	Designation
1.	Shri. Rajnikant Shroff	President
2.	Shri. Mahendra Churi	Secretary
3.	Dr. Ramdas Gujrathi	Member
4.	Mr. Deepak Bhawe	Member
5.	Mr. Darshan R. Shroff	Member
6.	Mr. Kunal Bari	Member
7.	Shri. Anil M. Bhattalwar	Member
8.	Prof. Dr. Deepak Shelar	Member
9.	Prof. Dr. Suchita Karvir	Member
10.	Prof. Prakash V. Sonavane	Member
11.	Prof. Rajendra More	Member
12.	Prof. Gauri Datir	Member
13.	Mr. Sachin Raut	Member
14.	Prof. Ranjita Kapoor	Member

Principal Dr. Pramila Raut welcomed the members of the Meeting. The Minutes of last meeting has been read and all members approved it.

Following are the Proceedings of the Meeting:

1. Approval of the budget of Academic year 2019-20.

For the academic year 2019-20 budget has been presented by the Principal. The members discussed it and the yearly budget of the aided department was unanimously approved by all.

Mr. Darshan Shroff has been reviewed about the expenditure of the previous year and discuss the development work of the college can be done by it. Further, he said find out the ways of reducing expenditure.



While purchasing the commodities for the college compulsory GST bills should be acquired. And the vendors who cannot give the bills with GST – A certificate of less than Rs. 10 lakhs should be obtained. And bring the PAN No. And accordingly purchase procedure would follow. Otherwise, the expenditure incurred on the matter is disallowed by the Government or the concern authority.

It was suggested by Prof. Dr. D.D. Shelar and Prof. GauriDatir that one expert person would be appointed for preparation of Academic budget. It will be considered said by Mr. Rajnikant Shroff.

While discussing the budget of unaided department, the annual interest on the SDR(fix deposit) should be shown at receipt side of CTES balance sheet. And Mr. Darshan suggested that the breakup of development funds and other fees should be shown separately in the budget.

It has been concluded that whatever suggestions are given in the meeting will be follow in near future.

2. To complete the NAAC process seven committees are established with two staff members each.

(following are the criteria of NAAC work division and completion status.)

Criteria I – Circular aspects:

Prof. ChitraAstekar and Prof. PrakashSonavane

Criteria II – Teaching Learning and Evaluation:

Prof. Dr.SuchitaKrvir and Prof. Parveen S.(50%)

Criteria III- Research, Innovation and Extension:

Prof. GauriDatir and Prof. VanshreePhalke(60%)

CriteriaIV - Infrastructure and Learning Resources:

Prof. RanjitaKapoor and Mr. Anna D.(80%)

Criteria V - Students Support and progression:

Prof. NiyatiPatil and Prof. D. Bhosle (40%)

Criteria VI- Governance, Leadership and Managing:

Prof. Rajendra More,Dr. B. H. Bari and Dr.SurekhaPande (30%)

Criteria VII - Institutional Values and Best Practices:

Prof. PreranaRaut and Prof. Vidya Dahisarkar (60%)

All above mentioned Teaching staff reviewed the criteria of NAAC. And every committees disclosed their completed work. After prolong discussion Mr. Rajnikant Shroff suggested to review further work completion in next CDC Meeting.

3. Organizing and discussing Educational and Administrative activities.

The Principal said that we are continuously organising various activities to improve the quality of the Institute. To continue the same, organisation of IPR Seminar, Alumni MEET and workshop for non-teaching staff is necessity mentioned by Principal Madam.CC committee approved it and Mr. Shroff suggested that every department would have to arrange five Training sessions for their students in each year to develop the students in their related faculty.

4. Preparation of Code of conduct of the College:

Chairman Shri Shroff Suggested to prepare the code of conduct of the College. Accordingly, Principal Dr. Raut presented the following some points for the discussion.



1. Every teaching and Non-Teaching employee should compulsory use the biometric machine for regular and daily attendance.
2. Any employee who goes out for any work during office hours will be required to record it in the movement register when returning to college.
3. Professors who are contributing their time lectures to other college is mandatory to complete their regular workload herewith and then allow their time for Post-graduation lectures.
4. Section 48 (4) of the Maharashtra Public Laws will make it mandatory for college employees to conduct examinations at the college and university level. It is also mandatory to announce the results of the students in the planning and scheduled time by passing the examination as per the rules.
5. Prior written permission of the Principal will be mandatory before taking any leave except in exceptional cases.
6. Prior approval of the Principal will be required while attending University Inter-College, Inter-University Level Seminars, Workshops etc.
7. Attendance of all non-teaching staff will be mandatory at all meetings held at college and Institute level.
8. It will be mandatory to get the permission of the principal and the institution in all departments before organizing an industrial trip and Educational tour.
9. It is mandatory to teachers and non-teaching staff to attend the National Program and event.
10. It will be mandatory to get the permission of both the principal and the institution along with the professor while attending the seminar in Maharashtra and outside Maharashtra.

All the above issues were discussed, and the Code of Conduct was unanimously approved.

5. Regarding Head of Department of Science.

Dr. Surekha Pandey of the Department of Chemistry working in the B.Sc. Subject would be given the Letter of appointed as a Head of the Department, told by Chairperson, Mr. Rajnikant Shroff.

6. It will be compulsory to all department to submit report of the program in detail to the IQAC.

At the beginning of every academic year, at the time of admission, the banner is made by all the faculties for the promotion purpose. To minimise the cost of promotion banners Rajnikanth Bhai Shroff, chairman of the meeting, said make the common banner of the college. The President made this suggestion with a view to reducing the costs. Accordingly, all department heads have agreed to implement this instruction.


Principal
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