



। राष्ट्रोद्धारार्थं सेवामहे ।
Sahajeevan Shikshan Sanstha's
SHRIMATI INDIRA MAHADEV BEHARAY COLLEGE OF ARTS
SHRIMAN CHANDULAL SHETH COLLEGE OF COMMERCE &
SHRIMATI SHOBHANATAI CHANDULAL SHETH COLLEGE OF SCIENCE
KHED, Dist. RATNAGIRI (M.S.) - 415 709.
(Permanently Affiliated to University of Mumbai)

Dr. H. P. Thorat
M.Sc., M.Phil., Ph.D.
I/C PRINCIPAL

NAAC Re- Accredited B++ Grade (CGPA-02.83)

(As Per Revised Accreditation Process July - 2017)

Mumbai University "BEST COLLEGE AWARD" (2017-18)

Ph No. 02356-260100
02356-263627

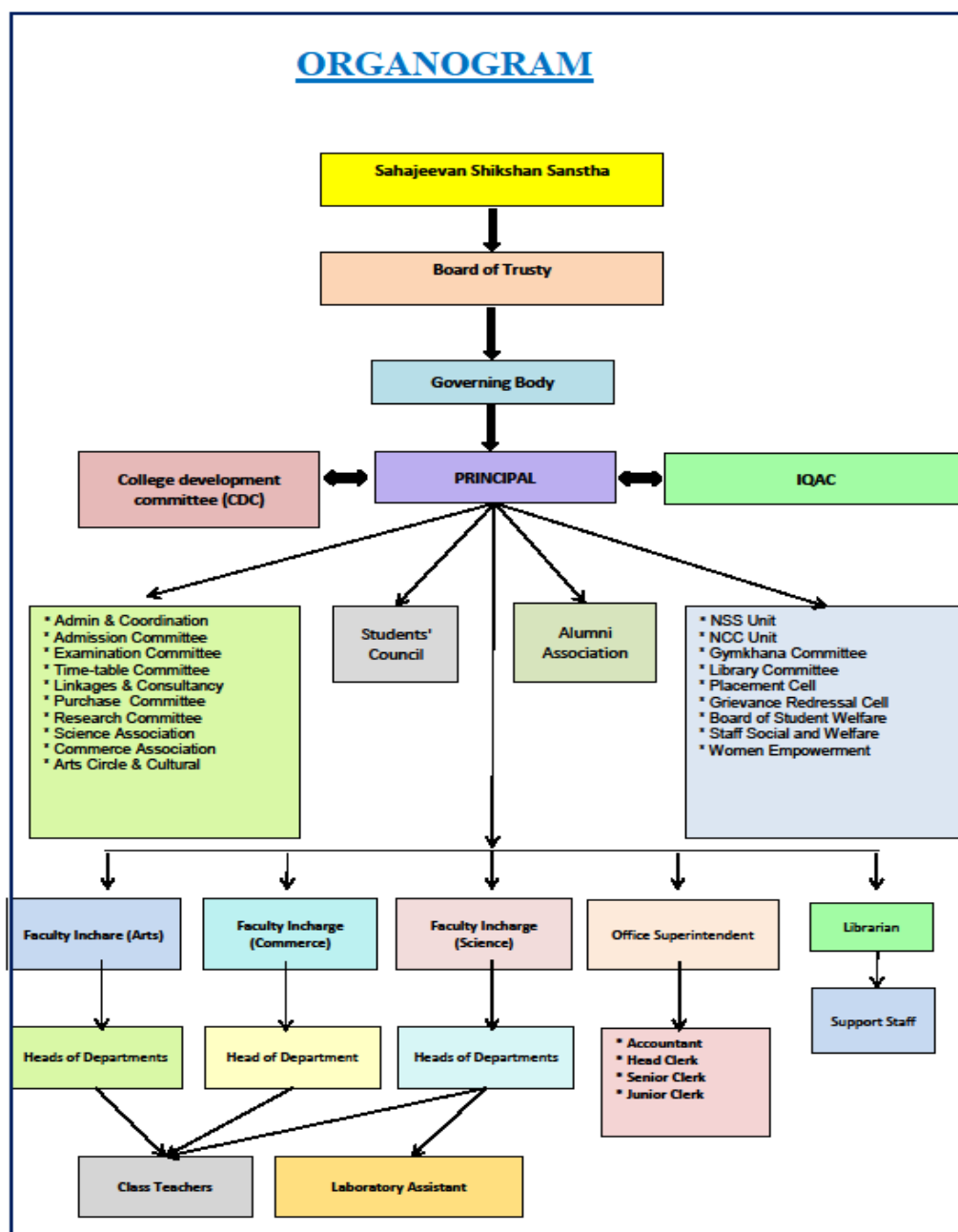
E-mail : principals@yahoo.co.in • principal@icskhed.org • admin@icskhed.org • Web : www.icskhed.org

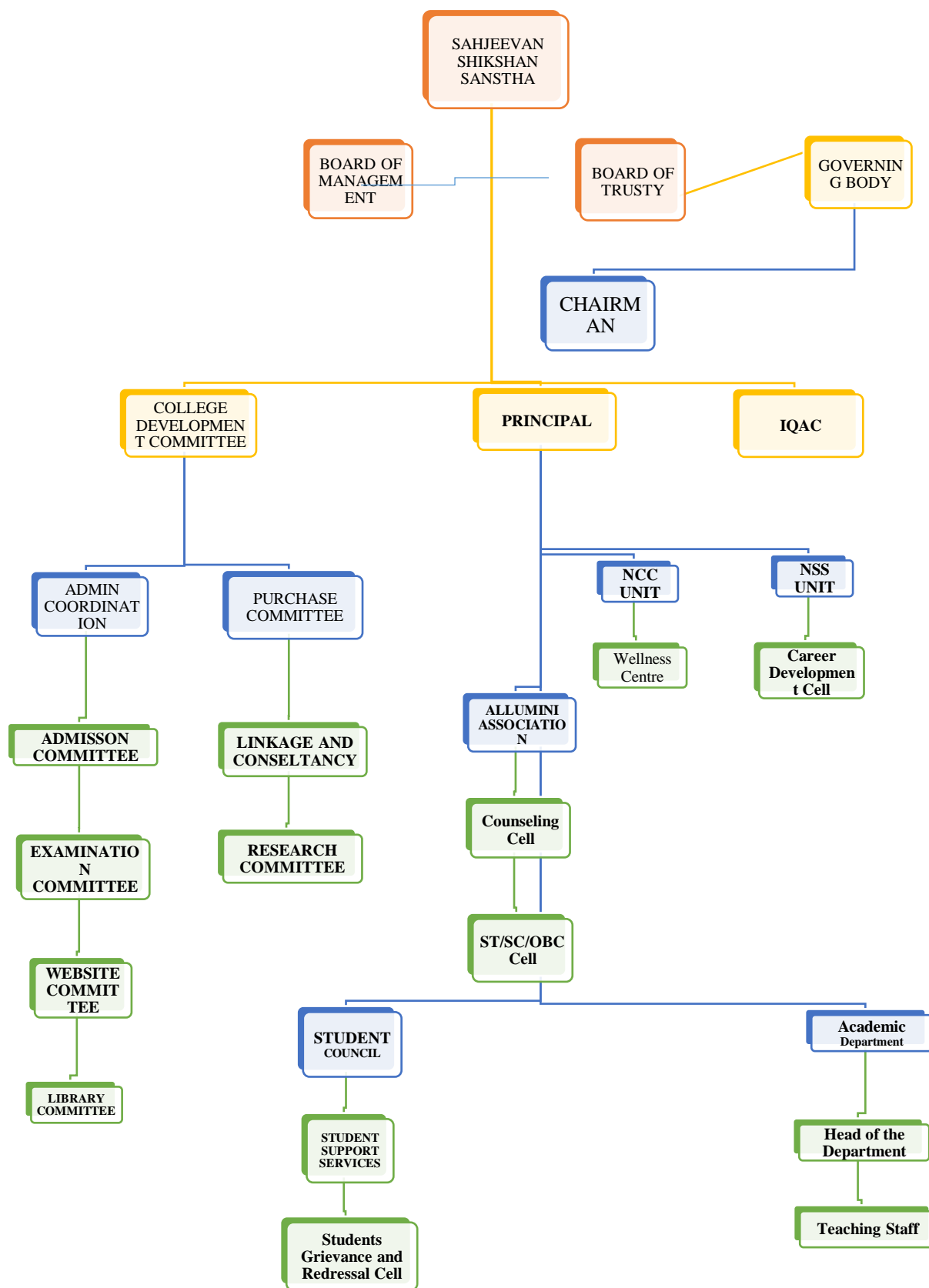
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Date :

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

ORGANOGRAM OF DECENTRALIZATION:-





Description of organogram:

- **Board of Management:-** The Board of Management is the principal executive body of the Institution and, as such, shall have all powers necessary to administer the Institution. The Board of Management is the apex body which is involved in framing the strategic plans, policies and decision making body in consultation with the Governing Body of the Institution. The Board of Management of a college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and discharge all such functions as may be necessary for the purpose.
- **Governing Body:** The Governing Body is responsible for the operation of all aspects of the institution including its finance, human resource, educational and research functions and infrastructure arrangements. It can develop the policies and deliberates on the Academic, financial and administrative initiatives for the future, which guides the institution to serve its stakeholders as per the mission statements of the institution.
- **Academic Council:** The Academic Council is Academic body of the Institute and responsible for the maintenance of standards of education, teaching and training, interdepartmental co-ordination, research, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be imposed or conferred upon it by the Rules and Bye-Laws. The core objective of academic council is to maintain the standards of education, approval of syllabi, approval of new programme, admission process, teaching-learning and evaluation methodologies, research initiatives and student support facilities.
- **Finance Committee:** The finance committee is entrusted with protecting and renewing the Institution's resources and assisting the board fulfilling its financial responsibilities. The committee ensures that the resources (human, material, information and financial) are secured, appropriately allocated and adequately protected and it is also responsible for supervision of the financial resources for academic & infrastructural facilities, student support, administrative and welfare activities. The committee reviews and prepares budget proposal under the direction of the Head of the institution which is forwarded to the Governing body for approval.
- **Board of Studies:-** The Board of Studies (BoS) is the basic constituent of the academic system of an Institute. Its functions will include framing the content of various programmes /courses, reviewing and updating the content from time to time, introducing new programmes/ courses of study etc. It reviews and revises the curriculum and matters related to academics. The recommendations are forwarded to the academic council for approval.
- **Chairman:-** The role of chairman is recognized as a primary leadership position. In performing the duties of the position, it is assumed that chairman will exercise considerable discretion while complying with college policies and procedures and operating within the limitations imposed by the availability of resources. The Archbishop of Hyderabad is the chairman of the institution and the chairman of the HAES Society Hyderabad who along with the members appoints the principal to look into the day to day academic and administrative functioning of the institution.
- **Principal:-** The role of a principal is to provide strategic direction in the college. Principal looks into the standardization of curricula, assess teaching methods, monitor student progress and achievement, encourage parent involvement, revise policies and procedures,

Administer the budget, hire and evaluate staff and oversee facilities with the help of the senior faculty who are delegated with roles and responsibilities.

- **Research Committee:-**The College has a research advisory to monitor and address matters related to research promotion and ethics. The college aims to support and promote research and research training within and outside the college. The committee comprises of faculty processing doctoral degree that are research inclined, motivated and talented to train minds for research inclination. The committee will endevour to faster research within the college and encourage members of staff to apply for research grants.
- **Certificate Course Committee:-**The committee offers oversees the value added courses to be offered to the students in different fields focusing on skills and entrepreneurship. There role is to finalize the certificate courses in consultation with the Principal, follow procedures of having MoUs, scheduling and monitoring the conduct of courses, administering the feedback, generating reports and distribution of certificates to the students.
- **Curriculum Review Committee:** The committee is involved in collecting feedback from stakeholders in consultation with the IQAC of the college, prepare recommendations for review and prepare proposals for adding, expanding, deleting or modifying courses offered by the college. The committee plays an important role in introducing new programs.
- **Student Support Services:** Assist students by facilitating and engaging them for enhanced earning that support in achieving the potential in educational and overall development. Support services also build partnerships with community services to meet the needs of students and society for their health, wellbeing and learning goals.
- **Counseling Cell:-**The cell encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. In the changing scenario, counseling cell plays a vital role in an educational institution. Education stands for an overall development of a student. In this connection, as per UGC guidelines, college established a Counseling Cell in the campus to support staff and students for their psychological well-being. The Department of Counseling works with a vision to provide students with holistic knowledge on values, self-care, and interpersonal skills and nurture self-efficacy. The genial environment created at the counseling cell, enables students to freely express and resolve their problems.
- **ST/SC/OBC Cell:-**The College is committed to the welfare of students and provides an environment that promotes diversity and respect for everyone regardless of community and culture. While maintaining the diversity - SC/ST/OBC cell ensures the equal opportunities as per the provisions of constitution of India.
- **Alumni Committee:-** The Alumni Committee was formed to strengthen the bond between alumni and the Alma Mater, which includes developing an active network of alumni across countries. The committee has been working on creating an alumni directory. The alumni committee has a Face book group that has more than 300 alumni along with faculty members who are part of the alumni committee.
- **Gym:-**The College has a gym facility to promote fitness of the students. Students are free to use the facility before and after regular college hours.
- **Entrepreneurship Development Cell:-** The aim of Entrepreneurship Development Cell(EDC) is to promote and strengthen entrepreneurial qualities in the budding professionals who are interested in starting their own ventures. The College provides

infrastructure and technical support to the students having innovative ideas to transform into new products and services for the betterment of the society.

- **Website Committee:** The main objective of the website committee is to ensure that the college website is regularly updated, improved and well maintained. The members of this committee collect information about the latest events in the college, achievements etc. and get them posted on the website by way of write-ups and pictures etc. Updated communications, notices, announcements are placed on the website for easy and wide access to all the stakeholders.
- **Library Committee:** The main function of Library Committee is to act as a channel between the library and its users. It looks after general maintenance of the library in terms of reading material and infrastructure. This committee effectively involve in seeking the requisition from departments for purchase of books & journals, fostering the reading habit of staff and students. The college library has a vast collection of texts and general books, International and National journals, online databases to cater to the needs of both UG and PG students. Separate sections for General, Reference books, Journals and Periodicals, Magazines are provided along with free Net browsing facility to access the online databases and academic information.
- **Wellness Centre:** The College provides health care facility to the students by providing First aid and other basic facilities when required. A separate room is allotted for the said facility. Doctors are available on call whenever the need arises. Medical facility is also extended to the physical education department of the college at the time of matches like volleyball, cricket, table tennis etc.
- **Career Development Cell:** The Career development cell is an integral part of the student support facility. The committee plans for the pre-placement activities, career counselling, campus recruitment training programme, conducting training for competitive exams, organizing placement activities etc.
- **Physical Education and Sports:** The College has a good set of indoor and outdoor sports equipments. The facilities in the campus include Volley Ball and Basket Ball courts and Indoor games like Caroms', Chess and Table Tennis. As the ground for playing outdoor games is limited, the institution hires Osmania University and YMCA grounds for professional coaching and for holding competition.
- **Extra-Curricular Activities Committee:** The main objective of committee is to promote and arrange extracurricular activities to bring out the talents of students in the performing arts. The members of the committee are involved and are responsible for all intra and inter collegiate cultural events in the college. They plan and schedule cultural events for the academic year. It involves in arranging events/programs for staff and students in coordination with Student coordinators.
- **Students Grievance and Redressal Cell:** The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution and in particular, those made by students. The cell ensures effective solution to the grievances, using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college. The cell meets

periodically, examines the nature and pattern of the grievances and redresses it accordingly.

- **Academic Department:** The academic department is the basic unit within the college organized to carry on all the academic, research, co-curricular and extra-curricular activities for the overall development of the students.
- **Head of the Department:** The primary role of the Head of department is to provide strong academic leadership. The Head of the department is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Planning all the overall activities of the department, monitoring the progress in academic matters and appraising the same to the head of the institution. The department head is responsible for preparing an annual budget in consultation with other members of the department and responsible for the authorization of expenditures from budgeted departmental funds.
- **Program Coordinator:** Program Coordinators supervise the execution of the program and ensure team members have everything they need to complete their tasks. They are involved in curriculum review/redesign, administering feedback on curriculum, organize events or meetings related to the program.
- **Teaching Staff:** Teaching staff include professional personnel directly involved in teaching students including classroom teachers and other teachers who engage with students' development. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the department and Principal.
- **Lab Maintenance:** The College has 05 full- fledged Computer labs with the latest state-of-the-art Hardware and Software, Physics Lab with attached Dark room is provided with most modern equipment needed for conducting practical's, SPSS lab, Mass Comm. lab with an Audio – Video Production Studio equipped with modern digital technologies provides the students knowledge on modern media production techniques, Well equipped with the various Psychological lab experiments, inventories consisting of scales and questionnaires and Mathematics Lab aims to provide students with improved methods of conceptualization. Labs are taken care by technically qualified staff and appraise the requirements as and when needed to the Head of the Department.
- **Exam Branch:** The Examination Branch of the college is headed by a Controller of Examinations. It works with the help of Additional Controllers, Computer Programmers and Office Assistants. The Examination Branch conducts the Examinations, declares the results and issues the relevant certificates to the student. It also maintains personal and academic record of all the students admitted to various programs. The Branch carries its activities keeping in view the guidelines recommended by UGC/ Parent University from time to time. The students are governed by the rules and a regulation framed by the Examination Branch of and constantly disseminates examination related information and addresses student grievances promptly.
- **Controller of Examination:** The Controller of Examinations of the college is the Officer in charge of all examination related affairs of the college. It is also the duty of the Controller of Examinations to arrange for paper setting, moderation and printing of question papers and all other incidental matters connected with the smooth running of examinations. He is also responsible for arranging for evaluation of answer scripts and all other incidental matters connected with the publication of results.

- **Examination Branch Staff:** Examination Branch is a well-established and maintained branch with committed staff members. Main duty of exam branch staff is to accept examination forms, to issue the hall tickets, record maintenance and administration etc.
- **Examination Committee:** The Examination committee shall conduct the internal and external examinations. They are responsible for preparing invigilation duties chart, seating arrangement, Question paper distribution and smooth conduction of the examinations. Any decisions concerning the smooth conduction of examinations are done in consultation with the Principal.
- **Result Review Committee:** The fundamental role of the result review is to verify the results of the examinations conducted.
- **Unfair Means Committee:** The Unfair Means Committee is authorized to take disciplinary action against a student for misconduct during examination conducted by college. They can decide quantum of punishment after reviewing nature of malpractices at theory, practical /project report examination
- **IQAC:** I.C.S.College aims at continuous enhancement and sustenance of quality in education. The Internal Quality Assurance Cell (IQAC) was constituted under the chairmanship of the Head of the Institution in January, 2009, for monitoring the quality parameters in the college. Every year, the college submits an Annual Quality Assurance Report to NAAC. The committee was formulated on the basis of their commendations given by the National Assessment & Accreditation Council. The quality assurance provides confidence to the stakeholders for developing competent graduates in an efficient and effective way. The IQAC Coordinator takes the responsibility of developing a system for conscious and consistent improvement in the overall performance of institute. She/he is responsible for development, application and monitoring of quality benchmarks for various academic and administrative activities of the institution.
- **Staff Welfare Committee:** Welfare Committee aims for overall development of staff members by applying different welfare schemes. This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other. The main responsibility of committee is to build a healthy working environment and foster good relationships among the staff, Collection and compile database of faculty and staff working in the campus, to provide opportunities for attending various workshops, seminars, symposiums and conferences conducted by various institutions and agencies in and outside the state and to plan and organize regular programs and activities for the development of faculty and administrative staff.
- **Administrative Department:** The admin department is a branch of the college employees responsible for the maintenance of the institution. The admin office is fully computerized with 24 hours broadband access. Students and parents have access to the office for their admission, fees payment, student's scholarship, student registration and all other educational needs. The office also offers services to staff members.
- **Office Assistant:** Office assistants handle organizational and clerical support tasks. This includes organizing files, scheduling appointments, writing copy, typing, filing, taking inventory, keeping records and sorting checks etc.
- **Fee Counter:** College has an in-campus fee counter open for the students in all working days from 9.00 am to 4.00 p.m.

- **Accounts Office:** The College has accounts office which helps in billing statements, answer questions on different charges; assist with payments and to help with any other questions related to student account.

I.C.S. COLLEGE KHED LIBRARY

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NATIONAL
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Information and Library Network Centre
(An Autonomous Inter-University Centre of UGC)

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
(विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र)

National Library and Information Services Infrastructure of Scholarly Content (N-LIST)

Invoice

Ref No.: INF/N-LIST/2021/6122

Date: 2021-11-11
Invoice No: NLIST/21-22/2111
College GST No: Not Available
College GST State Code: MH [27]

Name and Address of Subscriber

To
The Principal
I.C.S. College of Arts, Commerce & Science, Khed
A/P- Khed (Khonde),
Khed
Maharashtra - 415709

SR. No.	Membership Fee	Period of Membership	Amount In Rs
1	N-LIST Annual Membership Fee	April 2021 to March 2022	5,000.00
		CGST@0.00%	0.00
		SGST@0.00%	0.00
		IGST@18.00%	900.00
		Total	5,900.00

Rupees Five Thousand Nine Hundred Only
GSTIN: 24AAATI1480J1ZS
Servicing Accounting Code: 998431

Sincerely Yours

Ashok Kumar Rai
Scientist-E(CS)

Cut Here

N-LIST MEMBERSHIP FEE RECEIPT

Receipt Date: 2021-11-11

Receipt No: 473

Received with thanks from I.C.S. College of Arts, Commerce & Science, Khed, Khed, Maharashtra
A sum of Rupees Five Thousand Nine Hundred Only by Cheque No/DD No/RTGS No: 135032 Dated
2021-09-30 drawn on BANK OF INDIA Payable at Gandhinagar Gujarat towards N-LIST Annual Membership
Fee in the financial year 2021-22

Rs. 5900

Sincerely Yours

For Administrative Officer(Finance)

This receipt is valid on realization of Cheque and DD.
Subject to Gandhinagar(Gujarat) jurisdiction only
Online Printed Date: 2021-12-31 05:34:51
INFLIBNET Ref No: INF/N-LIST/2021/6122
GSTIN: 24AAATI1480J1ZS
Servicing Accounting Code: 998431

Infocity, P.B. No. 4, Gandhinagar - 382007, Gujarat, INDIA
इन्फोसीटी, पो.बो. नं. ४, गांधीनगर - ३८२००७, गुजरात (भारत)
Ph.: +91-79-23268000, Fax : +91-79-23268222, <http://www.inflibnet.ac.in>

I/C PRINCIPAL
I.C.S. College Of Arts, Commerce & Sci.
Khed, Dist. Ratnagiri.

Tax Invoice

MASTERSOFT ERP SOLUTIONS PVT LTD, 1456- A NEW NANDANWAN OPP. PANDAV POLYTECHNIC NAGPUR GSTN - 27AAJCM7667D1Z4 CIN - U72900MH2015PTC264680 E-MAIL - accounts@iitms.co.in	Invoice No 2021-22/1122	Dated 25-Jan-2022
	Delivery Note	Mode/Terms Of Payment
Our Bank Details as follows Company Name - Mastersoft ERP Solutions Pvt. Ltd. Bank Name - HDFC Bank Ltd Branch Name - Tilak Nagar Nagpur. Account No - 50200056995017 IFS Code - HDFC0005927	Supplier's Ref.	Other Reference(s)
	Buyer's Order No ICS/02/2019-20	Dated 13-Jun-2019
Buyer To, The Principal, I.C. College Khed.	Despatch Document No	Dated
	Terms of Delivery	

Sr. No	Description Of Goods	HSN/SAC	Quantity	Rate	Per	Amount
1	CLOUD BASED ERP CCMS INVOICE FOR THE PERIOD 2021-22 CGST@9% SGST@9% ROUNDED OFF	998319	1473.00 NO	130.00	NO	1,91,490.00
				9.00		17,234.10
				9.00		17,234.10
						- 0.20
	Total					2,25,958.00

Amount Chargeable (in words)

E. & O.F

Rs Two Lakhs Twenty-Five Thousand Nine Hundred Fifty-Eight Only

	Taxable Value	Central Tax		State Tax	
		Rate	Amount	Rate	Amount
Total	1,91,490.00	9.00	17,234.10	9.00	17,234.10

Tax Amount (in words) **Rupees Seventeen Thousand Two Hundred Thirty-Four And Ten Paise Only**

Company's PAN : AAJCM7667D

Declaration

We Declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

NOTE:- Interest will be charged 1.5% per month, if payment not received within 35 days from the date of this Invoice

For MASTERSOFT ERP SOLUTIONS PVT LTD



Prinade

Authorised Signatory

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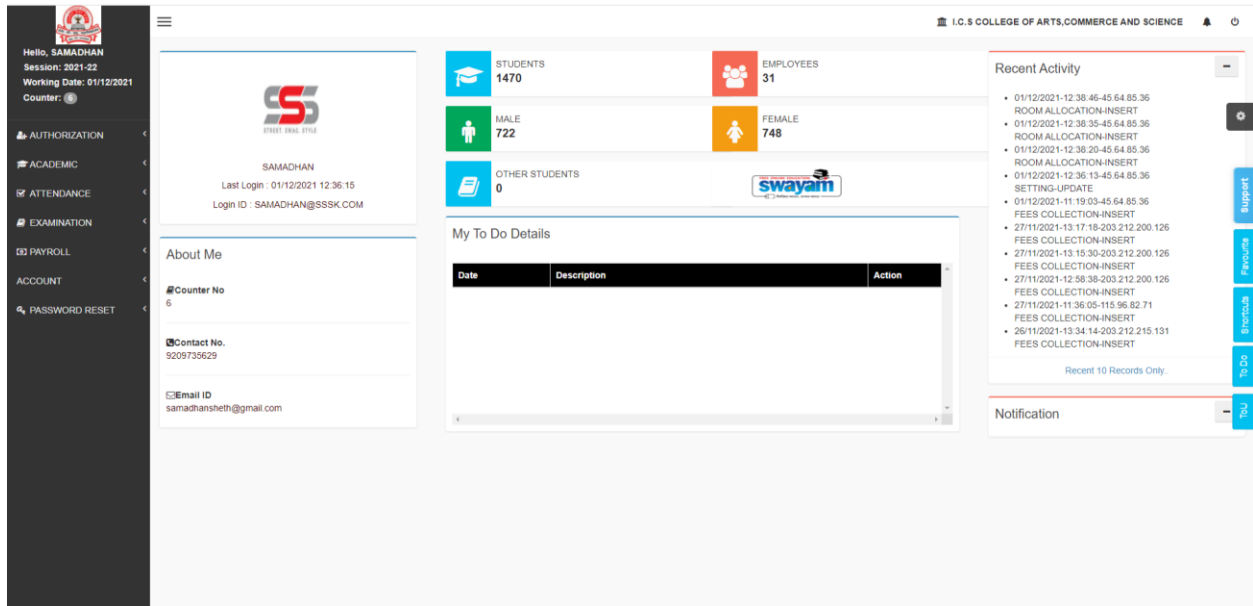
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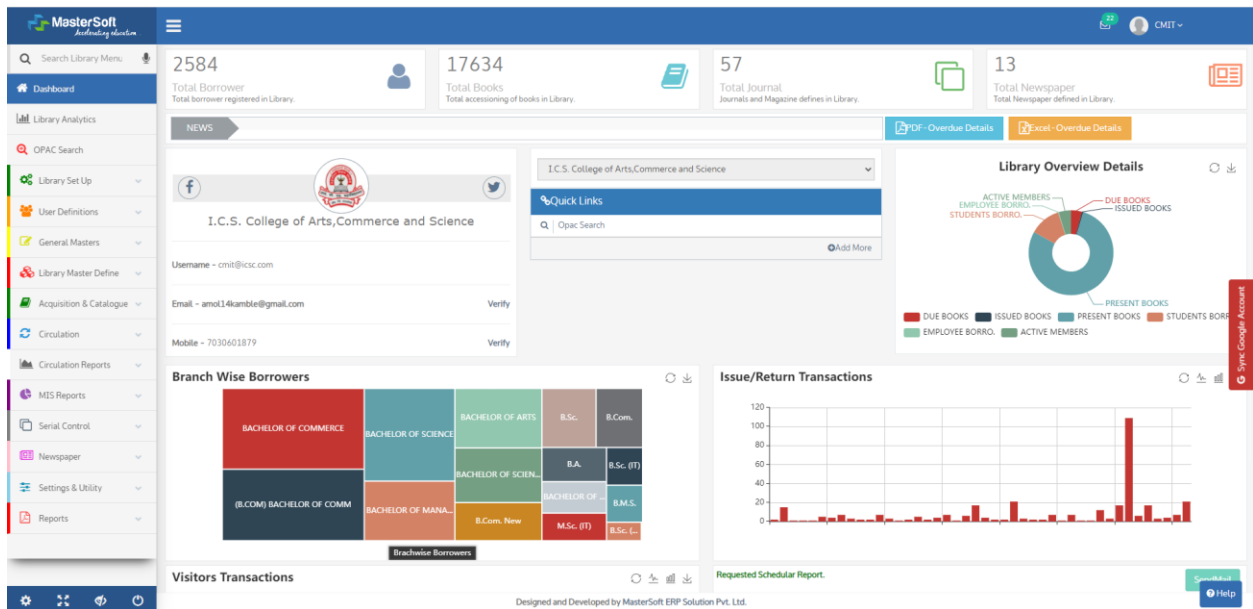
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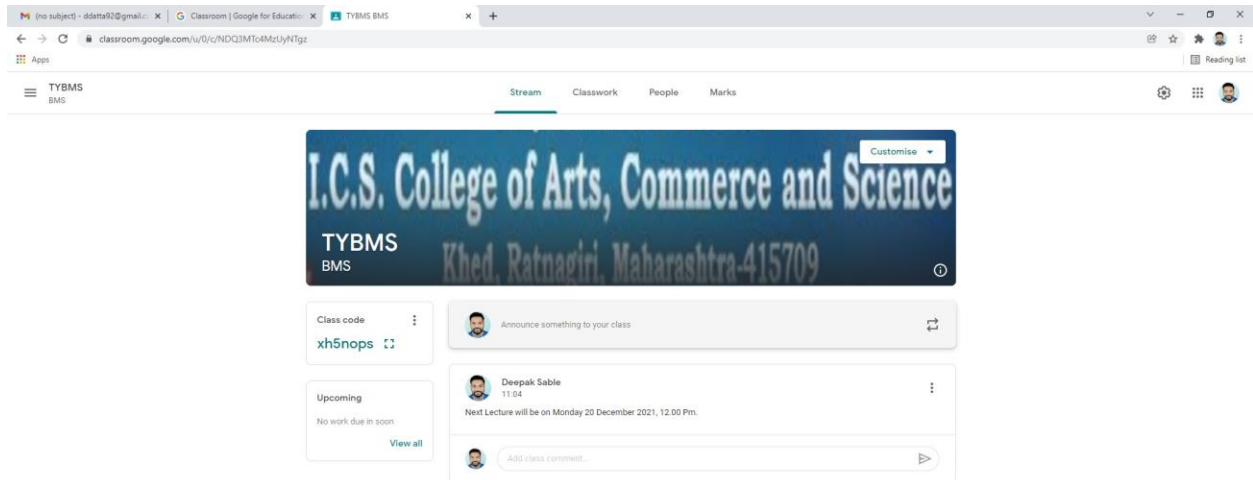
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Khed, Dist. Ratnagiri.



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Google Classroom

◆ **CERTIFICATE** ◆

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Reference: ICS/02/2019-20 **Dated:** 13/06/2019

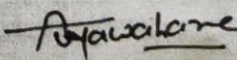
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Software: Cloud Based ERP CCMS – Centralized Campus Management System


- On Line Student Registration with Online Payment
- Student Admission & Fees Online/On Counter
- Student Information System & Reports
- Student Certification & I - Card etc & All related Reports
- Examination Management System
- Account Management System
- Employee Payroll Management System
- Students, Parents, Faculty, Staff Login
- Library Management System
- Mobile Base Student Attendance System
- SMS - Short Message Service (25,000 free) Per Year
- SMS/Email Integration with all software




Authorized Sign

MasterSoft ERP Solutions Pvt. Ltd

1456-A, New Nandanvan, Nagpur

Ph. :- 0712-2713714, 2713711  **PRINCIPAL,**
I.C.S. College of Arts, Commerce & So
KHED, Dist. Ratnagiri.

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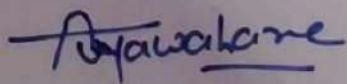
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