



ShriGajananMaharajShikshanPrasarakMandal's
VILAS TAMBE WOMEN'S COLLEGE OF EDUCATION (B.ED.)
Dumbarwadi, Otur, Tal - Junnar, Dist - Pune - 412409



Information Of Library

Sr. No	Name Of the Titale	Total	Volume
1	No.Of Titale's	913	
2	No.Of Book's	8757	
3	Encyclopedia	26	26
4	Dictionary	54	
5	B.Ed Syllabus Book's	4779	
6	Others Reference Book's	1460	
7	Text Book's	2518	
8	Atlas Geography	116	
9	Atlas History	130	
10	Educational CD	41	
11	Periodical And Journal	7	
12	News Paper	4	Sakal, Lokmat, Indian Express, Pudhari
13	Donate Book's	1500	



Principal

Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwad(Otur) Tal. Junnar, Dist. Pune.

**SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL
OTUR, TAL: JUNNAR DIST: PUNE.**

WOMEN'S COLLEGE OF EDUCATION

DETAILS OF MAGAZINES & JOURNALS



Sr. No.	Types	Nos. of Books
1	✓ S.C.E.R.T. Journals & Magazines 3	18
2	✓ Economic Today	1
3	Pratiyogita Kiran	1
4	✓ Competition Science Vision	1
5	✓ General Knowledge	1
6	✓ Samanya Dnyan Darshan	1
7	Pratiyogita Cronical	1
8	Capitation Refresher	1
9	Lokprabha	1
10	Marmik Vyangachitra Saptahik	1
11	✓ Front Line	1
12	✓ India Today	1
13	Chitralkha	1



Jam h.v.
SECKLIANT
SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK
MANDAL, OTUR, TAL. JUNNAR, DIST. PUNE

Bhobh
Principal

Vilas Tambe Womens College of Education (B.Ed.)
Dumberwad(Otur) Tal. Junnar, Dist. Pune.



ShriGajananMaharajShikshanPrasarakMandal's

VILAS TAMBEWOMENSCOLLEGE OF EDUCATION (B.ED.)

Dumbarwadi, Otur, Tal - Junnar, Dist - Pune - 412409



Books and Journal Purchase

Year	Expenditure On the Purchase of Books in (INR)in Lakhs	Expenditure On the Purchase of Journals in (INR)in Lakhs	Expenditure On the Purchase of e-Journals in (INR)in Lakhs	Expenditure On the Purchase of e-Resources in (INR)in Lakhs
2017-2018	0.256	0.00	0.00	0.00
2018-2019	0.00	0.00	0.00	0.00
2019-2020	0.00	0.00	0.00	0.00
2020-2021	0.043	0.00	0.00	0.00
2021-2022	0.142	0.040	0.00	0.00



Principal

Vilas Tambe Womens College of Education (B.Ed.)
Dumbarwadi(Otur) Tal. Junnar, Dist. Pune.



No. 323

Date: 2-3-20

Hi. वरिष्ठ विभागाचे कार्ये आणि नियुक्तीची
दुबरेवाई ओटुर (ता. जुन्नर जिल्हा)

No. of Copies	Name of the Book	Price	Amount	
			Rs.	Ps.
५	दार्शनिकता व वास्तविकता	४००/-	२०००	००
५	समाजशास्त्रातील शिक्षण	३००/-	१५००	००
५	अध्यापन अध्यापन	३००/-	१५००	००
५	अध्यापनाचे मूल्यनिर्धारण	३००/-	१५००	००
५	प्रगत अध्यापनशास्त्र	२००/-	१०००	००
५	शास्त्र शिक्षणाचे गुणवत्ता व्यवस्थापन	३००/-	१५००	००
५	ज्ञान व अध्यापनशास्त्र	३००/-	१५००	००
६	समावेशी शिक्षण	३००/-	१५००	००
९	प्रगत अध्यापनशास्त्र	२००/-	२०००	००
<p>कारक HEFT चे वर्ग करणे. BOI खाते क्र. ०५११२०११ ००००१०३</p>				
Total Charges ...			१२५००	००
Less Discount @ २०% ...			२५००	००
Plus Packing, Forwarding ...			-	-
Postage, S.T., Rly. or Freight ...			-	-
E.&O.E.	CASH MEMO	Net Amount to pay ...	१०,०००	००

• Conditions overleaf

VAT TIN : 27590293873 V
VAT TIN : 27590293873 C

[Signature]
Manager

[Signature]
Principal

[Signature]
Principal

Vilas Tambe Women's College of Education (B.Ed.) Dumberwadi (Otur), Tal. Junnar, Dist. Pune. Women's College of Education Dumberwadi, (Otur), Tal. Junnar, Dist. Pune

IQAC Co-ordinator Vilas Tambe W. ...
Dumberwadi, Tal. Junnar, Dist. Pune.

SHARP PUBLICATIONS PVT. LTD. 16-17
 RADHA KRISHNA APT, 535 SHANIWAR PETH
 APPA BALWANT CHOWK, OPP
 PRABHAT TALKIES, PUNE-30
 PH NO: 24433374, 24434662, 9325315484
 Www.Sharpmultinational.Com
 Sharpsales31@gmail.Com
 E-Mail : sales@sharpmultinational.com



Buyer
VILAS TAMBE COLLEGE OF EDUCATION
DUMBARWAI, OTUR

Invoice No. SPPL00892	Dated 29-Apr-2017
Delivery Note	Mode/Terms of Payment
Supplier's Ref. SPPL00892	Other Reference(s)
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods#	Quantity	Rate	per	Disc. %	Amount
1	TEXT B.ED - I CHILDHOOD & GROW UP(M) PA-101 PT1105	5 No.	100.00	No.	20 %	400.00
2	TEXT B.ED- I CON IND EDU GEN & SOC(M) PA-102 PT1106	5 No.	150.00	No.	20 %	600.00
3	TEXT B.ED - I LEARNING & TEACHING(M) PA-103 PT1107	5 No.	125.00	No.	20 %	500.00
4	TEXT B.ED- I ASSES & EVALU LEARN (M) PA-104 PT1108	5 No.	140.00	No.	20 %	560.00
5	TEXT B.ED - I ADV PEDOGO & APPLI (M) PA-105 PT1109	5 No.	100.00	No.	20 %	400.00
6	TEXT B.Ed - I CHILDHOOD & GROWING UP P-101 PT1114	5 No.	115.00	No.	20 %	460.00
7	TEXT B.ED - I CONTEMPORARY IND EDU SOC P-102 PT1115	5 No.	160.00	No.	20 %	640.00
8	TEXT B.Ed - I LEARNING & TEACHING P-103 PT1117	5 No.	200.00	No.	20 %	800.00
9	TEXT B.Ed - I ASSESSMENT & EVALU LEAR P-104 PT1116	5 No.	200.00	No.	20 %	800.00
10	TEXT B.Ed - I ADV PEDAGOGY & APPLI P-105 PT1118	5 No.	155.00	No.	20 %	620.00
11	TEXT B. ED- II QUALIT & MAGM OF SCL EDU P201 PT1346	10 No.	225.00	No.	20 %	1,800.00
12	TEXT B. ED- II KNOWLEDGE & CURRICULUM P-202 PT1347	10 No.	135.00	No.	20 %	1,080.00
13	TEXT B. ED- II SCHOOL & INCLUSIVE P-203 PT1348	10 No.	135.00	No.	20 %	1,080.00
14	TEXT B. ED SEM II QITY & MGT SCH ED (M) P201 PT1390	5 No.	185.00	No.	20 %	740.00
15	TEXT B. ED SEM II KNLG & LAGUGE CUR (M) P202 PT1391	5 No.	125.00	No.	20 %	500.00
16	TEXT B. ED SEM II SCH & INCLUSIVE (M) P203 PT1392	5 No.	100.00	No.	20 %	400.00
17	TEXT B. ED SEM II DISASTER MANAGEMENT P-204-07 (MAR) PT1399	5 No.	95.00	No.	20 %	380.00
18	TEXT B. ED- II DISASTER MANAGEMENT(P-204-07) PT1366	5 No.	140.00	No.	20 %	560.00
19	TEXT B. ED- II GENERAL SCIENCE (E) P205-08 PT1372	3 No.	100.00	No.	20 %	240.00
Total		108 No.				12,560.00 ₹

Amount Chargeable (in words)
Twelve Thousand Five Hundred Sixty INR Only

Company's VAT TIN : 27880307342V
 Company's CST No. : 27880307342C
 Company's PAN : AAICS1337D

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



SHARP PUBLICATIONS PVT. LTD. 16-17
 For Sales
 [Signature]
 Authorised Signatory

This is a Computer Generated Invoice

[Signature]
Principal

[Signature]
Principal

IQAC Co-ordinator
 Vilas Tambe Women's College of Education (B.Ed.)
 Dumburwadi (Otur), Tal. Junnar, Dist. Pune.

Vilas Tambe Women's College of Education (B.Ed.)
 Dumburwadi (Otur) Tal. Junnar, Dist. Pune.

Women's College of Education
 Dumburwadi, (Otur), Tal. Junnar, Dist-Pune

SHARP PUBLICATIONS PVT. LTD. - (from 1-Apr-2018)
 RADHA KRISHNA APT, 535 SHANIWAR PETH
 APPA BALWANT CHOWK, OPP
 PRABHAT TALKIES, PUNE-30
 PH NO: 24433374, 24434662, 9325315464
 CIN: U22110PN2004PTCO19129
 E-Mail : sharpgroup31@rediffmail.com

Buyer
 VILAS TAMBE COLLEGE OF EDUCATION (OTUR)
 OTUR
 MOB.9552517500

Invoice No.	Dated
1001	25-Sep-2020
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
1001	
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	Part No.	Quantity	Rate	per	Disc. %	Amount
1	TEXT B.ED - I CHILDHOOD & GROW UP(M) PA-101 PT1105	PT1105	1 No.	110.00	No.	20 %	88.00
2	TEXT B.ED - I CON IND EDU GEN & SOC(M) PA-102 PT1106	PT1106	1 No.	185.00	No.	20 %	148.00
3	TEXT B.ED - I LEARNING & TEACHING(M) PA-103 PT1107	PT1107	1 No.	140.00	No.	20 %	112.00
4	TEXT B.ED - I ASSES & EVALU LEARN (M) PA-104 PT1108	PT1108	1 No.	155.00	No.	20 %	124.00
5	TEXT B.ED - I ADV PEDOGO & APPLI (M) PA-105 PT1109	PT1109	1 No.	110.00	No.	20 %	88.00
6	TEXT B.Ed - I CHILDHOOD & GROWING UP P-101 PT1114	PT1114	1 No.	180.00	No.	20 %	144.00
7	TEXT B.Ed - I CONTEMPORARY IND EDU SOC P-102 PT1115	PT1115	1 No.	220.00	No.	20 %	176.00
8	TEXT B.Ed - I LEARNING & TEACHING P-103 PT1117	PT1117	1 No.	255.00	No.	20 %	204.00
9	TEXT B.Ed - I ASSESSMENT & EVALU LEAR P-104 PT1116	PT1116	1 No.	255.00	No.	20 %	204.00
	TEXT B.Ed - I ADV PEDAGOGY & APPLI P-105 PT1118	PT1118	1 No.	200.00	No.	20 %	160.00
	TEXT B. ED II QITY & MGT SCH ED (M) P201 PT1390	PT1390	1 No.	205.00	No.	20 %	164.00
	TEXT B. ED II KNLG & LAGUGE CUR (M) P202 PT1391	PT1391	1 No.	125.00	No.	20 %	100.00
13	TEXT B. ED II SCH & INCLUSIVE (M) P203 PT1392	PT1392	1 No.	105.00	No.	20 %	84.00
14	TEXT B. ED II DISASTER MANAGEMENT P-204-07 (MAR) PT1399	PT1399	1 No.	100.00	No.	20 %	80.00
15	TEXT B. ED- IIQUALIT & MAGM OF SCL EDU P201 PT1346	PT1346	4 No.	255.00	No.	20 %	816.00
16	TEXT B. ED- II KNOWLEDGE & CURRICULUM P-202 PT1347	PT1347	4 No.	140.00	No.	20 %	448.00
17	TEXT B. ED- II SCHOOL & INCLUSIVE P-203 PT1348	PT1348	4 No.	135.00	No.	20 %	432.00
18	TEXT B. ED- II DISASTER MANAGEMENT(P-204-07) PT1366	PT1366	4 No.	150.00	No.	20 %	480.00
19	TEXT B.,ED- II PHYSICS P-205-15(E) PT2135	PT2135	3 No.	100.00	No.	20 %	240.00
Total			33 No.				4,292.00 ₹

Amount Chargeable (in words) Four Thousand Two Hundred Ninety Two INR Only E. & O.E

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

Date & Time : 25-Sep-2020 at 14:19
 Company's Bank Details
 Bank Name : ICICI BANK-033805005069
 A/c No. : 033805005069
 Branch & IFS Code : KOTHRUD & ICIC0000338

Customer's Seal and Signature

for SHARP PUBLICATIONS PVT. LTD. - (from 1-Apr-2018)
 Prepared by _____ Verified by _____
 Authorized Signatory

This is a Computer Generated Invoice

IQAC Co-ordinator
 Vilas Tambe Women's College of Education (B.Ed.)
 Dumberwadi (Otur) Tal. Junnar, Dist. Pune.



Principal
 Vilas Tambe Women's College of Education (B.Ed.)
 Dumberwadi (Otur) Tal. Junnar, Dist. Pune.

Bill of Supply

CASH MEMO

Subject to Pune Jurisdiction

Tel/Fax : 2445 88 87
6602 27 07

PRAGATI BOOK CENTRE

Book Sellers & Stationers

157, Budhwar Peth, Opp. Ratan Cinema, Pune-411002.

No. **017919**

Date: **09/03/22**

Qty.	Particulars	Rs.	Ps.
5 sets	21/09/21 (7)	315	1575
5 sets	21/09/21 (10)	631	3155
5 sets	21/09/21 (11)	712	3560
			8290
		10%	829
			7461
			7461
		TOTAL	7461

HSN Code- 49011010

GSTIN- 27AABFP5120B12V

Thank You

E.&O.E

TOTAL

7461

VAT TIN No. 27170241724 V w.e.f 1.4.2006
CST TIN No. 27170241724 C w.e.f 1.4.2006

For Pragati Book Centre

Goods once sold will not be taken back.

IQAG Co-ordinator

Vilas Tambe
Dumbarwadi (Dist. Tal. Junnar, Dist. Pune)



[Signature]
Principal

Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwadi (Dist. Tal. Junnar, Dist. Pune)

Bill of Supply

CASH MEMO

Subject to Pure Jurisdiction

Tel./Fax : 2445 88 87
6602 27 07

PRAGATI BOOK CENTRE

Book Sellers & Stationers

157, Budhwar Peth, Opp. Ratan Cinema, Pune-411002.

No. **017921**

Date: **09/03/22**

Qty.	Particulars	Rs.	Ps.
5	श्रीगणेश महामुखा. 350 - 1750 -		
	- 5% - 262	1488	
5	श्रीगणेश महामुखा/महामुखा. 225 - 1125 -		
5	श्रीगणेश महामुखा 200 - 1000 -		
5	श्रीगणेश महामुखा 170 - 850 -		
5	श्रीगणेश महामुखा 100 - 700 -		
	4428 3075		
	- 20% - 735	2940	
HSN Code- 49011010			
GSTIN- 27AABFP5120B12X			
Thank You E & O.E.		TOTAL	4428

VAT TIN No. 27170241724 V w.e.f 1.4.2006
CST TIN No. 27170241724 C w.e.f 1.4.2006

For Pragati Book Centre

Goods once sold will not be taken back.

IQAC Co-ordinator
Vilas Tambe W. College of Education (B.Ed.)
Dumbarwadi (Otur) Tal. Junnar, Dist. Pune.



Principal
Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwadi (Otur) Tal. Junnar, Dist. Pune.

PRAGATI BOOK CENTRE

Book Sellers & Stationers

157, Budhwar Peth, Opp. Ratan Cinema, Pune-411002.

No. **017923**

Date: **09/03/22**

Qty.	Particulars	Rs.	Ps.
1	मराठी ग्रंथसंग्रह	300	-
1	मराठी ग्रंथसंग्रह	300	-
1	मराठी ग्रंथसंग्रह	300	-
1	मराठी ग्रंथसंग्रह	200	-
1	मराठी ग्रंथसंग्रह	600	-
3	मराठी ग्रंथसंग्रह	900	-
		2400	-
		10%	240
		2160	
		TOTAL	2160

HSN Code- 49011010

GSTIN- 27AABFP5120B1ZV

Thank You

E.&O.E.

VAT TIN No. 27170241724 V w.e.f 1.4.2006
CST TIN No. 27170241724 C w.e.f 1.4.2006

For Pragati Book Centre

Goods once sold will not be taken back.

IQAC Co-ordinator
Vilas Tambe
College of Education (B.Ed.)
Dumbarwadi (Chur) Tal. Junnar, Dist. Pune.



Principal
Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwadi (Chur) Tal. Junnar, Dist. Pune.

VILAS TAMBE WOMEN'S COLLEGE OF EDUCATION
DUMBARWADI POST KHAMUNDI, TAL : JUNNAR, DIST : PUNE

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31/03/2018

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
TO OPENING BALANCE			
CASH IN HAND	22786.05	BY ADVERTISEMENT EXPS.	24344.00
JANATA SAH. BANK LTD. A/C 907	1518.90	BY ADMISSION REGULATING AUTHORITY FEE	1000.00
JANATA SAH. BANK LTD. A/C 16200	9.00	BY AFFILIATION & CONTINUATION FEE	173400.00
BANK OF MAHARASTRA A/C 60053546201	2430.65	BY BANK COMMISSION & CHARGES	2823.02
ORIENTAL BANK OF COMMERCE A/c 1294	100597.00	BY MODRATON FINE	10000.00
JANATA SAH. BANK LTD. A/C 22606	1109.00	BY ISO FEE	15000.00
		BY POSTAGE	100.00
		BY INTERNET CHARGES	22000.00
		BY STAFF REMUNERATION	18000.00
		BY EMPLOYEES PROVIDEND FUND EXPS.	588208.00
		BY ELECTRICITY BILL	64339.00
		BY E MONITERING FEE	3160.00
TO FEES RECEIVED FROM STUDENTS	1817000.00	BY GUEST LECTURER REMUNARATION	253000.00
TO SCHLOARSHIP PAYABLE	12433.00	BY MISC. EXPS.	3140.00
TO PROFESSIONAL TAX	25575.00	BY NON TEACHING STAFF SALARY	824435.00
TO SALARY PAYABLE	352716.00	BY PRAVESH NIYANTRAN PROCESSING FEE	20000.00
TO BANK INTEREST RECEIVED	39.00	BY PRINTING & STATIONERY	36632.00
TO DISCOUNT RECEIVED	258.00	BY PRO RATA CONTRIBUTION	11776.00
		BY TEACHING STAFF SALARY	1813900.00
TO LOAN'S & ADVANCES		BY TEA & REFRESHMENT	1965.00
*SHRI GAJANAN MAHARAJ	2646964.00	BY TRAVELLING & CONVEYANCE	65908.00
SHIKSHAN PRASARAK MANDAL		BY REPAIRS & MAINTANCE	56432.00
		BY STAFF APPROVAL	800.00
TO T.D.S	5500.00	BY TELEPHONE BILL	2783.00
TO SUNDRY DEBTORS	39081.00	BY XEROX EXPS.	161.00
TO EMPLOYEES PROVIDEND FUND	457489.00	BY LIBRARY BOOK	10005.00
		BY SOLAR POWER PACK	650000.00
		BY SUNDRY CREDITORS	5968.00
		BY EMPLOYEES PROVIDEND FUND	457489.00
		BY SCHLOARSHIP RECEIVABLE	250000.00
		BY CLOSING BALANCE	
		CASH IN HAND	66474.39
		JANATA SAH. BANK LTD. A/C 907	6667.90
		BANK OF MAHARASTRA A/C 60053546201	6529.29
		ORIENTAL BANK OF COMMERCE A/c 1294	18018.00
		JANATA SAH. BANK LTD. A/C 22606	1148.00
TOTAL RS.	5485605.60	TOTAL RS.	5485605.60

18 AUG 2018



DEEPAK S. SASAR & ASSOCIATES
CHARTERED ACCOUNTANTS

Deepak S. Sasar
DEEPAK S. SASAR
F.C.A.

Principal
Principal

Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi(Otur) Tal. Junnar, Dist. Pune.

SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S
VILAS TAMBE WOMEN'S COLLEGE OF EDUCATION
 DUMBARWADI POST-KHAMUNDI, TAL : JUNNAR, DIST : PUNE

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31/03/2019

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
TO OPENING BALANCE			
CASH IN HAND	66474.39	BY ADVERTISEMENT EXPS.	450.00
JANATA SAH. BANK LTD. A/C 907	6667.90	BY ADMISSION REGULATING FEE	23000.00
BANK OF MAHARASTRA A/C 60053546201	6529.29	BY AFFILIATION & CONTINUATION FEE	15000.00
ORIENTAL BANK OF COMMERCE 16561131001	18018.00	BY BANK COMMISSION & CHARGES	1266.80
JANATA SAH. BANK LTD. A/C 22606	1148.00	BY CET REGISTRATION FEE	1500.00
		BY CONSULTANCY FEE	16500.00
TO FEES RECEIVED FROM STUDENTS	2627000.00	BY EMPLOYEES PROVIDEND FUND EXPS.	50980.00
TO SCHLOARSHIP PAYABLE	132553.00	BY EMPLOYEES PROVIDEND FUND	77980.00
TO SCHLOARSHIP RECEIVABLE	26221.00	BY MISC. EXPS.	3415.00
TO PROFESSIONAL TAX	61935.00	BY NON TEACHING STAFF SALARY	826760.00
TO BANK INTEREST RECEIVED	40.00	BY PLUMBING MATERIAL	6048.00
TO DISCOUNT RECEIVED	590.00	BY PRINTING & STATIONERY	64430.00
		BY PROFESSIONAL TAX	115825.00
TO LOAN'S & ADVANCES		BY PRO RATA CONTRIBUTION	15616.00
SHRI GAJANAN MAHARAJ	908167.00	BY TEACHING STAFF SALARY	1642556.00
SHIKSHAN PRASARAK MANDAL		BY TEA & REFRESHMENT	1410.00
		BY TRAVELLING & CONVEYANCE	21223.00
		BY INTERNET EXPS.	16000.00
		BY GUEST LECTURER EXPS.	72000.00
		BY ELECTRICITY BILL	76500.00
		BY STAFF REMUNERATION	16000.00
		BY XEROX EXPS.	213.00
TO T.D.S	24023.00	BY SALARY PAYABLE	421796.00
TO EMPLOYEES PROVIDEND FUND	83380.00	BY STAFF APPROVAL	400.00
		BY T.D.S.	29523.00
		BY REPAIRS & MAINTANCE	57434.00
		BY TELEPHONE BILL	6574.00
		BY INVERTOR BATTERY	8600.00
		BY SUNDRY DEBTORS	95729.00
		BY SUNDRY CREDITORS	12702.00
		BY CLOSING BALANCE	
		CASH IN HAND	50746.99
		JANATA SAH. BANK LTD. A/C 907	4787.90
		BANK OF MAHARASTRA A/C 60053546201	190668.89
		ORIENTAL BANK OF COMMERCE 16561131001294	17924.00
		JANATA SAH. BANK LTD. A/C 22606	1188
TOTAL RS.	3962746.58	TOTAL RS.	3962746.58

13 JUL 2019



(Signature)
Principal

DEEPAK S. SASAR & ASSOCIATES
 CHARTERED ACCOUNTANTS

(Signature)
 DEEPAK S. SASAR
 F.C.A.

Vilas Tambe Women's College of Education (B.Ed.)
 Dumberwadi (Tq. Junnar, Dist. Pune.)

SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S
VILAS TAMBE WOMEN'S COLLEGE OF EDUCATION
DUMBARWADI POST KHAMUNDI, TAL : JUNNAR, DIST : PUNE

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31/03/2020

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
TO OPENING BALANCE			
CASH IN HAND	50746.99	BY ADMISSION REGULATING AUTHORITY FEE	20000.00
JANATA SAH. BANK LTD. A/C 907	4787.90	BY AFFILIATION & CONTINUATION FEE	15000.00
BANK OF MAHARASTRA A/C 60053546201	190668.89	BY BANK COMMISSION & CHARGES	2074.63
ORIENTAL BANK OF COMMERCE 165611310012	17924.00	BY COMPUTER EXPS.	1200.00
JANATA SAH. BANK LTD. A/C 22606	1188.00	BY EMPLOYEES PROVIDEND FUND EXPS.	287017.00
		BY FEE REGULATING AUTHORITY FEE	47540.00
TO FEES RECEIVED FROM STUDENTS	3000000.00	BY POSTAGE	700.00
TO OTHER RECEIPTS	5885.00	BY MISC. EXPS.	4800.00
TO SCHLOARSHIP RECEIVABLE	170000.00	BY NON TEACHING STAFF SALARY	719190.00
TO PROFESSIONAL TAX	20900.00	BY NCTE FEE	15000.00
TO MOU EXAM GRANT	2000.00	BY PRINTING & STATIONERY	72790.00
TO SALARY PAYABLE	281358.00	BY PROFESSIONAL FEE	14000.00
TO BANK INTEREST RECEIVED	42.00	BY PRO RATA CONTRIBUTION	16560.00
		BY EXAMINATION EXPS.	59246.00
TO LOAN'S & ADVANCES		BY TEACHING STAFF SALARY	1971878.00
SHRI GAJANAN MAHARAJ	780220.00	BY TEA & REFRESHMENT	1570.00
SHIKSHAN PRASARAK MANDAL		BY TRAVELLING & CONVEYANCE	22367.00
		BY XEROX EXPS.	324.00
TO T.D.S	20000.00	BY REPAIRS & MAINTANCE	35300.00
TO EMPLOYEES PROVIDEND FUND	94920.00	BY STAFF APPROVAL	400.00
		BY REMUNIRATION	11225.00
		BY TELEPHONE BILL	5246.00
		BY INTERNET EXPS.	22000.00
		BY GUEST LECTURER EXPS.	78000.00
		BY ELECTRICITY BILL	77030.00
		BY STAFF REMUNERATION	19000.00
		BY INVERTOR BATTERY	11500.00
		BY COMPUTER MATERIAL	9800.00
		BY EMPLOYEES PROVIDEND FUND	100320.00
		BY PROFESSIONAL TAX	20900.00
		BY SCHLOARSHIP PAYABLE	5407.00
		BY T.D.S.	20000.00
		BY SUNDRY DEBTORS	223946.75
		BY CLOSING BALANCE	
		CASH IN HAND	87185.17
		JANATA SAH. BANK LTD. A/C 907	186257.90
		BANK OF MAHARASTRA A/C 60053546201	436806.73
		ORIENTAL BANK OF COMMERCE 16561131001294	17829.60
		JANATA SAH. BANK LTD. A/C 22606	1230.00
TOTAL RS.	4640640.78	TOTAL RS.	4640640.78

11 MAY 2020



Principal

DEEPAK S. SASAR & ASSOCIATES
CHARTERED ACCOUNTANTS

Deepak S. Sasar

SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S
VILAS TAMBE WOMEN'S COLLEGE OF EDUCATION
 DUMBARWADI POST KHAMUNDI, TAL : JUNNAR, DIST : PUNE

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31/03/2021

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
TO OPENING BALANCE			
CASH IN HAND	87185.17	BY ADVERTISEMENT EXPS.	24398.00
JANATA SAH. BANK LTD. A/C 907	186257.90	BY AMOUNT WRITTEE OFF	84714.00
BANK OF MAHARASTRA A/C 60053546201	436806.73	BY AFFILIATION & CONTINUATION FEE	15000.00
ORIENTAL BANK OF COMMERCE A/c 1294	17829.60	BY BANK COMMISSION & CHARGES	1629.52
JANATA SAH. BANK LTD. A/C 22606	1230	BY COMPUTER EXPS.	6950.00
		BY EMPLOYEES PROVIDEND FUND EXPS.	51000.00
		BY POSTAGE	189.00
TO FEES RECEIVED FROM STUDENTS	3310000.00	BY MISC. EXPS.	3972.00
TO OTHER RECEIPTS	4495.25	BY NON TEACHING STAFF SALARY	638640.00
TO SCHLOARSHIP RECEIVABLE	5364.00	BY NEWSPAPER BILL	3549.00
TO PROFESSIONAL TAX	23200.00	BY PRINTING & STATIONERY	41535.00
TO BANK INTEREST RECEIVED	34.00	BY PROFESSIONAL FEE	26300.00
TO EXAM GRANT RECDIVED	47886.00	BY TEACHING STAFF SALARY	2805146.00
TO FEES REGULATION AUTHORITY FEE	17510.00	BY TEA & REFRESHMENT	2620.00
		BY TRAVELLING & CONVEYANCE	22898.00
TO LOAN'S & ADVANCES		BY FUNCTION EXPS.	560.00
SHRI GAJANAN MAHARAJ	839080.00	BY REMUNERATION	16000.00
SHIKSHAN PRASARAK MANDAL		BY REPAIRS & MAINTANCE	32990.00
		BY STAFF APPROVAL	1800.00
TO T.D.S	20000.00	BY TELEPHONE BILL	2567.00
TO EMPLOYEES PROVIDEND FUND	94200.00	BY LIBRARY BOOK	4292.00
		BY INTERNET EXPS.	26000.00
		BY GUEST LECTURER EXPS.	64000.00
		BY ELECTRICITY BILL	30130.00
		BY STAFF REMUNERATION	18500.00
		BY EDUCATIONAL EQUIPMENT	20450.00
		BY EMPLOYEES PROVIDEND FUND	94200.00
		BY PROFESSIONAL TAX	23200.00
		BY SCHLOARSHIP PAYABLE	227966.00
		BY T.D.S.	31860.00
		BY SUNDRY DEBTORS	574080.50
		BY CLOSING BALANCE	
		CASH IN HAND	68827.67
		JANATA SAH. BANK LTD. A/C 907	17634.84
		BANK OF MAHARASTRA A/C 60053546201	88504.52
		ORIENTAL BANK OF COMMERCE A/c 1294	17711.60
		JANATA SAH. BANK LTD. A/C 22606	1264.00
TOTAL RS.	5091078.65	TOTAL RS.	5091078.65

12 JUN 2021



Principal
Principal

DEEPAK S. SASAR & ASSOCIATES
 CHARTERED ACCOUNTANTS

Deepak S. Sasar
 DEEPAK S. SASAR
 F.C.A.

Vilas Tambe Womens College of Education (B.Ed.)
 Dumberwadi(Tal) Tal. Junnar, Dist. Pune.

RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED ON 31/03/2022

RECEIPTS	AMOUNT	PAYMENTS	AMOUNT
TO OPENING BALANCE			
CASH IN HAND	68827.67	BY ADVERTISEMENT EXPS.	46780.00
JANATA SAH. BANK LTD. A/C 907	17634.84	BY ADMISSION REGULATING AUTHORITY FEE	47000.00
BANK OF MAHARASTRA A/C 60053546201	88504.52	BY AMOUNT WRITTEE OFF	172695.00
ORIENTAL BANK OF COMMERCE 165611310012	17711.60	BY AFFILIATION & CONTINUATION FEE	30000.00
JANATA SAH. BANK LTD. A/C 22606	1264.00	BY BANK COMMISSION & CHARGES	1528.36
		BY POSTAGE	80.00
TO FEES RECEIVED FROM STUDENTS	5600000.00	BY EMPLOYEES PROVIDEND FUND EXPS.	51000.00
TO AMOUNT WRITTE BACK	903918.00	BY COMPUTER EXPS.	16280.00
TO OTHER RECEIPTS	5518.00	BY FIRE	1700.00
TO SCHLOARSHIP RECEIVABLE	19523.00	BY MISC. EXPS.	5115.00
TO PROFESSIONAL TAX	25000.00	BY NON TEACHING STAFF SALARY	638640.00
TO SUNDRY CREDITORS	17375.00	BY NEWSPAPER BILL	7004.00
		BY PRINTING & STATIONERY	173475.00
TO LOAN'S & ADVANCES		BY PROFESSIONAL FEE	14800.00
SHRI GAJANAN MAHARAJ	2308800.00	BY PRO RATA CONTRIBUTION	26600.00
SHIKSHAN PRASARAK MANDAL		BY TEACHING STAFF SALARY	3107952.00
		BY TEA & REFRESHMENT	1412.00
T.D.S	20000.00	BY TRAVELLING & CONVEYANCE	209672.00
TO EMPLOYEES PROVIDEND FUND	94200.00	BY FUNCTION EXPS.	25000.00
		BY REMUNIRATION	240000.00
		BY REPAIRS & MAINTANCE	154239.00
		BY STAFF APPROVAL	1800.00
		BY WEBSITE EXPENCESS	6699.00
		BY INTERNET EXPS.	36850.00
		BY GUEST LECTURER EXPS.	68000.00
		BY ELECTRICITY BILL	124350.00
		BY STAFF REMUNERATION	19000.00
		BY COLOUR EXPS.	256000.00
		BY GARDEN EXPS.	42850.00
		BY ELECTRICAL MATERIAL	10600.00
		BY FURNITURE	239160.00
		BY ELECTRICAL EQUIPMENT	77601.00
		BY PHYSICAL EQUIPMENT	9580.00
		BY MUSICAL EQUIPMENT	33950.00
		BY RO SYSTEM	62400.00
		BY LIBRARY BOOK	7334.00
		BY EDUCATION EQUIPMENT	124040.00
		BY PRINTER	13380.00
		BY COMPUTER	279306.00
		BY SANITARY VINDING MACHINE	8496.00
		BY C.C.T.V. CAMERA	60837.00
		BY SALARY PAYABLE	903918.00
		BY EMPLOYEES PROVIDEND FUND	94200.00
		BY PROFESSIONAL TAX	25000.00
		BY SCHLOARSHIP PAYABLE	46335.50
		BY T.D.S.	20000.00
		BY SUNDRY DEBTORS	1397527.25
		BY CLOSING BALANCE	
		CASH IN HAND	182417.67
		JANATA SAH. BANK LTD. A/C 907	28011.98
		PUNJAB NATIONAL BANK 16561131001294 Rs.	17711.60
		BANK OF MAHARASTRA A/C 60053546201	18651.27
		JANATA SAH. BANK LTD. A/C 22606	1298.00
TOTAL RS.	9188276.63	TOTAL RS.	9188276.63

24 JUL 2022
245 / 2006

Principal

DEEPAK S. SASAR & ASSOCIATES
M. No. 10E114

DEEPAK S. SASAR & ASSOCIATES
CHARTERED ACCOUNTANTS



**SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S
VILAS TAMBE WOMENS COLLEGE OF EDUCATION, DUMBARWADI (OTUR)**

LIBRARY COMMITTEE

Sr. No.	Name	Designation
1	Dr. Sanjay Baban Deokar	Principal-Chairman
2	Mrs. Jyoti Sachin Benke	Librarian
3	Prof.Sarika Yatin Shete	Teaching Staff -Member
4	Prof. Nilam Sambhajirao Injal	Teaching Staff -Member
5	Shri. Nilesh Nivruti Batwal	Non-Teaching Staff -Member
6	Shri.Rahul Jijaba Dudhavade	Student Representative (Boys)
7	Miss.Monika Narayan Pardhi	Student Representative (Girls)

College Seal



(Signature)
Principal

(Dr. Sanjay Baban Deokar)
Principal
Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwadi(Otur) Tal. Junnar, Dist. Pune.

IQAC Co-ordinator
Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwadi(Otur) Tal. Junnar, Dist. Pune.

(Signature)



Code of Conduct

INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.
- Any act of indiscipline or misbehavior by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms and offices to make the college campus free from plastic and other litter.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents, Guardian of the students' and with the written consent of the management
- Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the College.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

I-CARD

- Every student must carry college I-card every day while entering college premises, while attending lectures and appearing for various examinations.
- The student should take his/ her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
The details required for the ID Cards should be submitted on time to avoid further delay.
- Student should provide correct details for the ID Cards. (Specially care should be taken while mentioning the blood group, Emergency Contact no and Address)
- The student should collect his / her I- Card within 5 days from the date disbursement notice.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
- If student has lost library card or I-card, it should be reported immediately to the coordinator with an application.
- Student will be charged in case of reissuing the lost ID Card.

IQAC Co-ordinator
Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi (Otur) Tal. Junnar, Dist. Pune.




Principal
Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi (Otur) Tal. Junnar, Dist. Pune.



HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non-academic activities.
- Believe in loving, sharing and caring.

MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, Laboratory, Library etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

RAGGING

ACTION TO BE TAKEN AGAINST STUDENTS INDULGING AND ABETTING IN Ragging as per the Directions of Hon'ble Supreme court of India.

MAHARASHTRA ACT NO. XXXIII OF 1999, THE MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999. (As modified up to the 29th August 2012)

- Cancellation of admission and also debarred from taking admission in any institution in India.
- Suspension from attending classes.
- Withholding/Withdrawing scholarship / fellowship and other benefits.
- Debarred from appearing in any test/examination or other evaluation process.
- Withholding results.
- Debarred from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- Suspension / expulsion from the institution.
- Collective punishment if larger numbers of students are involved in the act of ragging.
- An FIR filed without any exception with local police station

ATTENDANCE

- Student should be regular in attendance for all sessions during the day.
- Student should have at least 75% attendance in the Lectures in every subject as per university rule to be eligible for appearing the examination
- If the student is found irregular in attendance, disciplinary action will be taken, The student coming late shall not be allowed to enter the class.
- The student must report about the sickness to the Institute.

IQAC Co-ordinator
Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi (Otur), Tal. Junnar, Dist. Pune.



[Signature]
Principal

Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi (Otur), Tal. Junnar, Dist. Pune.



- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete the entire Practical and Term work such as Journals, Assignments and Projects

EXAMINATION

- Candidates must appear at the examination hall 20 mins before the commencement of the examination.
- Mobile phone and electronic watch/device is strictly prohibited in the exam hall during the examination. Mobile or any electronics device if seized by any authority (Invigilator, Supervisor, External Sr. Supervisor, SPPU flying Squad) of Savitribai Phule Pune University, it will not be returned in any circumstance.
- Candidates should not communicate, transfer and pass on any cheating / copy / writing material to one another in any manner during the examination.
- Borrowing of any material like pen, pencil, eraser, sharpener etc. is strictly prohibited during the examination.
- A candidate is permitted to bring the following items to an exam: pen, pencil, and, if specifically permitted, non-programmable calculators. All equipment's brought to the examination must be placed on the candidate's desk and kept in view during the examination.
- All students should follow the rules of university ordinance No. 257 dated on 5th October 2017 published by university examination department.

GENERAL

- Loud/impolite talk/use of abusive language which offends the listener would be dealt with serious action.
- Expected to spend their free time in the Library/Reading Room.

CODE OF CONDUCT FOR PROJECT

- Students are instructed to follow the information and guidelines given by the project guide from time to time and make the timely submission of their projects completed in all respect.

IQAC Co-ordinator
Vilas Tambe Women's College of Education (B.Ed.)
Dumbarwadi (Otur) Tal. Junnar, Dist. Pune.




Principal
Vilas Tambe Womens College of Education (B.Ed.)
Dumbarwadi(Otur) Tal. Junnar, Dist. Pune.

INSTITUTIONAL CODE OF CONDUCT FOR STAFF



DISCIPLINE

- All staff of the Institute is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
- All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
- All staff shall devote their time and their best efforts for the progress of the Institute.
- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual, sincere and regular in their approach.
- Staff must attend all functions of the college as assigned or instructions by class coordinators and Head of the respective departments.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
 - gender/sexuality/age/marital/caste/race status
 - pregnancy or likelihood of pregnancy
 - physical features, disability or impairment (physical disability or medical status)
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institutional goals.
- Every staff should maintain the confidentiality regarding the College's affairs and the affairs of its constituents and should not to divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

LEAVES

- Staff shall get leaves as per the leave policy of Ira Education Foundation.



IQAC Co-ordinator

Vilas Tambe Women's College of Education (B.Ed.)
Dumarwad (Dist. Junnar, Dist. Pune)

Principal

Vilas Tambe Women's College of Education (B.Ed.)
Dumarwad (Dist. Junnar, Dist. Pune)



CODE OF CONDUCT FOR TEACHING-STAFF

DISCIPLINE

- The Faculty Member should report to the college sharp at commencement of college timing.
- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The work plan/Teaching plan of teaching staff should be ready before the beginning of regular classes of semester.
- The Staff should get the lesson plan and course file – approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Faculty must ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Head of Department/ Institution/ Coordinator/ Committee.
- Self Involvement of staff in every assigned activity, task or committee is must.
- Faculty member should follow the hierarchy for reporting activities, issues, suggestions, demands etc.
- Faculty should obey the Deadline given for the tasks.
- Syllabus should be completed within given time span.
- The activities of the Faculty should be in sync with the Academic Calendar.
- Faculty shall strictly conduct the lectures as per the timetable.
- Clashes of lectures if any should be immediately resolved from the time table department.
- It is the responsibility of the faculty to engage the students or to adjust the lecture with other faculty in their absence for any reasons.
- Mobile usages should be kept to minimum in college and should **strictly avoid during Invigilation.**
- Lastly Faculty is highly expected to be part of solution of problem than rather to be part of problem.

LEAVES

- Whenever a Faculty Member who intends to take leave, should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD and Principal must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Faculty should conduct internal exams as per the schedule mentioned in the Academic Calendar.
- Paper checking should be done as per the guidance and within the deadline given by the Internal CAP Director under the policy/guideline of Savitribai Phule Pune University.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- Faculty shall maintain all the necessary record of Internal as well as External marks Evaluation.

IQAC Co-ordinator
Vilas Tambe Women's College of Education (B.Ed.)
Dumbharwadi(Otur) Tal. Junnar, Dist. Pune.




Principal
Vilas Tambe Women's College of Education (B.Ed.)
Dumbharwadi(Otur) Tal. Junnar, Dist. Pune.



- The Faculty Member must strive to prepare him/ her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the Head of the departments or student counselor and inform him / her about the habitual absentees, slow learning and any objectionable behavior of the student.
- Every Faculty Member should maintain academic record book of the assigned subject.

CLASSROOM TEACHING

- The staff should engage the full 45 minutes lecture and should not leave the class early.
- The staff shall use "Information Communication Technology (ICT)" for effective delivery of lectures.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make him/her available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
 - engaging students in their learning
 - working to achieve high level outcomes for all students maintaining records to manage, monitor, assess and improve student learning
 - using research and student achievement data to inform professional practice
 - engaging in reflective practice and developing their professional knowledge and teaching skills
 - supporting the personal and professional development of others
 - providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development
 - assisting in developing and mentoring less experienced staff members
 - accepting responsibility for their own professional learning and development

COMPUTER/LANGUAGE LAB

- The staff should involve themselves in the preparation of experimental/software setup and upgrade the laboratory.
- The staff should involve themselves in demonstration device/programs and their working, for better and improved interaction with students.

IQAC Co-ordinator
Vilas Tambe Womens College of Education (B.Ed.)
Dumberwadi(Dtur) Tal. Junnar, Dist. Pune.




Principal
Vilas Tambe Womens College of Education (B.Ed.)
Dumberwadi(Dtur) Tal. Junnar, Dist. Pune.

INVIGILATION AND INTERNAL SENIOR SUPERVISION



- Invigilator should report 30 minutes early in the Exam Department to collect exam material then immediately have to go to directed/assigned block.
- Invigilator of exam should arrive 20 minutes before the commencement of the exam.
- Invigilator shall check hall-tickets as well as their ID proof of the candidates in the exam hall.
- They must instruct students as they enter the exam room to leave any unauthorized aids (backpacks, study notes, textbooks, mobile, electronic gadgets, smart watch etc.) outside the examination hall and if necessary check for the same during exam.
- Implementing the exam rules and regulations and remaining vigilant throughout the examination duration.
- Faculties should be assisting the candidates before, during and after the examination by directing them to their seats, advising them about possessions permitted at examination venues and dealing with queries raised by candidates etc.
- Invigilating carefully, making sure that candidates do not talk inside examination venues and also responding to any examination irregularities immediately.
- Checking attendance during examinations, notifying exam department of any late arrivals and ensuring that proper seating plans are followed.
- Politely escorting candidate outside examination hall when detecting any unauthorized materials inside the examination hall along with candidate.
- Delivering and collecting scripts carefully at the start and end of the examination in accordance with strict examination procedures.
- Assisting with the packing of examination scripts, stationery and other equipment from the examination hall/venue.
- Supervising candidates in leaving the examination venues in a quiet and disciplined manner and ensuring that candidates do not remove equipment or stationery from the examination venue without the permission of the authority.
- Faculty shall not use mobile phones nor will they carry any textbook, book or any work material in the examination hall.
- If any candidate is creating chaos should be reported to exam department. Not in any case Invigilator will engage himself /herself in the argument and such cases should be handled with utter care.
- Mistake in report filling or any other should be conveyed to exam department immediately.
- Distribution of question paper should be done according to pattern opted by candidate and with utter precaution to avoid any further complications.
- For optional paper Invigilator are supposed to check hall-ticket of the candidate to verify the question paper to distribute.
- Invigilator should strictly avoid standing at door/outside the door and communication with other invigilator of other block.
- Masking of the answer-sheets should be done 30 minutes before the end of the exam for particular paper.
- He/she should fill report with utter precaution and same should be checked 20 minutes before the end of the exam.

IQAC Co-ordinator

Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi (Dist. Junnar), Dist. Pune.



Principal

Vilas Tambe Women's College of Education (B.Ed.)
Dumberwadi (Dist. Junnar), Dist. Pune.

- No Invigilator will leave the exam department until paper is seals for the respective block.



APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report at the end of every term of the academic year in the prescribed format to their Head of the Department.
- 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.
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extra-curricular activities.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals. Further they should also author and coauthor textbooks as per changing curriculum.

IQAC Co-ordinator

Vilas Tambe Womens College of Education (B.Ed.)
Dumberwadi(Otur) Tal. Junnar, Dist. Pune.



Principal

Vilas Tambe Womens College of Education (B.Ed.)
Dumberwadi(Otur) Tal. Junnar, Dist. Pune.

CODE OF CONDUCT FOR HEAD OF DEPARTMENT

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the staff to appraise the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to author text books and publish research papers in reputed International / Indian Journals / Conferences.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit it to the Principal.
- Head of the department should take decisions regarding the leave, outside duties, extra duties of the faculties in the department.
- HOD should distribute extra duties to staff according to the skills they have.
- HOD shall be responsible for the overall development of own staff of the department.
- HOD shall involve every staff and align their activities to achieve Institute goal and objectives.
- HOD shall yearly revolve the tasks of the department making sure that no one is left out of getting experience in it.
- HOD must give clear guidance regarding conducting the practical/unit test/term end exam and ensure the same has been followed by the staff.

IQAC Co-ordinator

Vilas Tambe Womens College of Education (B.Ed.)
Dumbarwadi(Otur) Tal. Junnar, Dist. Pune.



Principal

Vilas Tambe Womens College of Education (B.Ed.)
Dumbarwadi(Otur) Tal. Junnar, Dist. Pune.



CODE OF CONDUCT FOR CLASS COORDINATOR

- Class Coordinator shall maintain the report of all the lecture of all the week for all the subjects, exams conducted and activities for the class.
- Class Coordinator shall maintain proper list of student of the class and is responsible to distribute teaching plan/attendance book along with student list pasted on it to respective subject faculty of the class.
- He/ She shall twice in a month i.e. after every 15days; check status of syllabus from every faculty of the respective class and report the same to HOD if proper prescribed format.
- Class Coordinator shall collect the feedbacks of all the subjects for every semester/academic year and submit the same to HOD.
- In case of staff's emergency leave he/she shall do the adjustment of lecture and same should be informed to HOD.
- Coordinator shall compulsory fill daily Lecture report and submit it to HOD.
- If found; any staff have not taken lecture for the day shall be questioned by the respective coordinator and same should be informed to HOD.
- He/ She shall identify slow learners, advanced learners and normal students from the respective class and should structure the courses (Bridge, Certificate, Add-On etc.) accordingly for the students.
- They shall maintain the record of the courses offered to the students during the Semester/Academic year.
- Coordinator shall encourage students to participate in more and more activities conducted by the Institute/College or by other Institutes/Colleges.
- They shall call parent meeting twice in the semester and maintain the record for the same and shall collect the feedback Institute/College from the parents.
- Any changes in syllabus, curriculum should be conveyed to the faculties and students.

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Dumberwadi(Otur) Tal. Junnar, Dist. Pune.



Name of Company

श्री. राजानंद मराठान् शिक्षण संस्था

१५४

Address

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Fax

Register No.

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संख्ये ६ पुस्तक दस्तऐवज नोंद वजिस्टर
माझी हीची कार्यकुसे वाने ही ०१ पासून
१५६ पर्यंत कार्य एवुपा काढित.

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	02	या. उदधव महाजन	हिंदी [द्वितीय भाषा]	
	03	या. उदधव महाजन	हिंदी (द्वितीय भाषा)	
	04	या. उदधव महाजन	हिंदी (द्वितीय भाषा)	
	05	या. उदधव महाजन	हिंदी (द्वितीय भाषा)	
	06	या. डॉ. वामन देगावडे पाटील	गणित - कक्षा. वि. प. (प्रथम वर्ष)	
	07	या. डॉ. वामन पाटील	गणित - कक्षा. वि. प. (प्रथम वर्ष)	
	08	या. डॉ. वामन पाटील	गणित - कक्षा. वि. प. (प्रथम वर्ष)	
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	10	या. डॉ. वामन देगावडे पाटील	गणित - कक्षा. वि. प. (प्रथम वर्ष)	
	11	या. डॉ. वामन देगावडे	कार्यक्रम समान काठि प्राथमिक शिक्षण	
	12	या. डॉ. वामन देगावडे	कार्यक्रम समान काठि प्राथमिक शिक्षण	
	13	या. डॉ. वामन देगावडे	कार्यक्रम समान काठि प्राथमिक शिक्षण	
	14	या. डॉ. वामन देगावडे	कार्यक्रम समान काठि प्राथमिक शिक्षण	
	15	या. डॉ. वामन देगावडे	कार्यक्रम समान काठि प्राथमिक शिक्षण	
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11/10/07	4049		कादलीय समाज व शास्त्र	
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11/9/17	4081	शैक्षणिक मूल्य कायदा व संख्या शास्त्र		पा. देवले डॉ. अरवि
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1	2	3	4
15/3/22	5021	अध्यापन व अध्यापक	डॉ. जगताप ए. ना.
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अ. नं.	खरेदीची तारीख	वस्तूचे नांव	मात्रा	खरेदीची किंमत Rs. Ps. रु. पै.	कार्यकारी मंडळाचा ठराव व तारीख
1)	26-07-06	पृथ्वी गोल मोठा	01	345	Tambe V. S. ठराव क्रमांक - २३३ दि. ३०/७/२००६
2)		पृथ्वी गोल लहान	04	1000	"
3)		World Political Map (Hindi)	05	400	"
4)		World Plain	05	300	"
5)		World with Countries	05	300	"
6)		Asia with countries	05	300	"
7)		Africa with Countries	05	300	"
8)		N. America with Count.	05	300	"
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245 / 2006



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04		Almanac - 2005	CD	-
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