

श्री तुळजाभवानी मंदिर संस्थान

जि. उस्मानाबाद (महाराष्ट्र) - ४१३ ६०१  
तुळजापूर : ०२४७१ - २४२०३१

Web site: www.tuljabhavanimandir.org



Shri Tuljabhavani Temple Trust

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ISO 9001 : 2008

STBTTT/EST/2020-2021/693

Date :- 03/08/2020

### OFFICE ORDER

**Subject :- Appointment of committees at college level.**

Principal, Shree Tuljabhavani College of Engineering, Tuljapur is hereby ordered that the college academic as well as administrative work will be run in co-ordination with appointed committees. Temple Trust's prior permission is necessary for making any change in the nature and working of committees.

The committees are as follows,

#### **1. Admission Committee**

##### **➤ Functions :-**

- 1) Prepare clear and well defined policies for admissions.
- 2) Prepare budget required for admission process before two months and get approved from Temple Trust through Principal.
- 3) In consultation with all HOD's prepare attractive brochures, prospectus and handouts for wider publicity.
- 4) Get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
- 5) Prepare plan for addressing 12<sup>th</sup> standard, diploma students for career counseling activity.
- 6) Place advertisement in newspapers regarding admissions as and when permitted by Director of Technical Education's notifications.
- 7) Give wide publicity to Temple Trust Scholarship Schemes in entire Maharashtra.
- 8) Send representatives to admission centers for counseling of the students as and when requires.
- 9) Maintain the record of admitted students and forward to Temple Trust office through Principal.
- 10) Provide best counseling to students and parents who comes for admissions inquiry.
- 11) Guide admitted students to complete the admission procedure like paying fees, getting roll numbers, getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables and all other formalities with collaboration with Registrar.
- 12) Efforts taken by Admission Committee should convert into admissions counts.

##### **➤ Procedure :-**

- 1) The secretary of the committee shall prepare provisional agenda for meeting with the consultation of the head of committee and other members.
- 2) It shall be circulated to all members of the committee two days before meeting.
- 3) All the decisions should be taken on the basis of majority.
- 4) After the meeting the committee shall prepare minutes of meeting with recommendation and decision and submit to Temple Trust through Principal.
- 5) Committee decisions shall be communicated frequently to temple trust management.

##### **➤ Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. P.A.Hangargekar	
2	Secretary	Prof. P.T.Suryawanshi	
3	Member	Prof.Dr. D. D. Khumane	
4	Member	Prof. D.V.Shinde	
5	Member	Prof. V. V. Patange	
6	Member	Prof. J.M. Shaikh	
7	Member	Prof. V.N.Bhokare	



➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every month and such other times as may be requires.

**2. Academic development committee**

➤ **Functions :-**

- 1) Review of teaching and learning activities.
- 2) Tracking the progress of the implementation of the new academic initiatives.
- 3) Prepare student's academic progress, review and contingency plan to meet the requirements of specified performance.
- 4) Prepare plan for students attendance, monitoring and review. By considering these points committee should take decision about sanctioning the term of students and submit report to the Principal.
- 5) The Principal and HOD's will be held responsible if they grant term to students whose attendance is less than 75% in spite of committees report.
- 6) Preparation and implementation of academic calendar as per university academic calendar.
- 7) Work on institutional e-learning and making necessary arrangements.
- 8) Submit the details of lectures and practical of each teaching faculty to Discipline and Monitoring Committee.

➤ **Procedure :-**

- 1) Head of Committee shall prepare the meeting agenda.
- 2) The agenda should be circulated to the members in advance.
- 3) The minutes of the meeting should be finalized by the committee and submit it to the Principal.
- 4) Committee's decisions shall be communicated frequently to Temple Trust management.

➤ **Committee Members:-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.S. Surwase	
2	Member	Prof. J.M. Shaikh	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

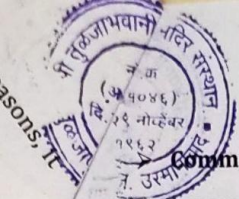
➤ **Frequency of Meeting :-**

The committee shall meet every week.

**3) Discipline and monitoring Committee**

➤ **Function :-**

1. Maintain and monitor the discipline among staff i.e. teaching staff, non-teaching staff, peon, security guards, housekeeping staff and students.
2. Submit the report of allotted work-load and its implementation to Temple Trust office.
3. Submit the report of lectures conducted by each staff member at the end of every month to the Temple Trust office.
4. Submit result of every semester to Temple Trust office.
5. Submit the attendance report of students to Temple Trust office monthly.
6. Submit report to Principal regarding any written complaints.
7. Monitor regularly CCTV footage of college and hostel campus, if any objectionable things find then report it to the Principal.
8. If committee finds irregularities regarding financial, administrative and disciplinary matters, then committee should submit the confidential report to Temple Trust office immediately.
9. Committee decisions shall be communicated frequently to temple trust management.



#### Committee Members :-

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.S.Mane	
2	Secreatry	Prof. S.N.Gaikwad	
3	Member	Prof. A.S.Hangargekar	

#### ➤ Tenure :-

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

#### ➤ Frequency of Meeting :-

The committee shall meet twice per month and as per the requirements.

#### 4) AICTE Committee

#### ➤ Functions :-

- 1) AICTE committee head should take the approval from Temple Trust office. Management for extension of approval submission fees.
- 2) AICTE committee should collect all required information from all departments and office.
- 3) AICTE committee should submit online report for extension of approval within the stipulated time period.
- 4) AICTE committee should make compliance for any shortcomings.
- 5) Submit one hard copy of extension of approval to AICTE Regional office & one copy to Director of Technical Education regional office.
- 6) AICTE committee should take regular review of AICTE website and communicate to the Principal and respective departments.
- 7) AICTE committee shall be held responsible for any miss communication with AICTE.

#### ➤ Procedure :-

- 1) Collect information from various Departments and office.
- 2) Compile necessary information and prepare extension of approval report.
- 3) Obtain the approval for various activities from Temple Trust management.
- 4) Submit a hard copy to the regional offices.
- 5) Committee decisions shall be communicated frequently to Temple Trust management.

#### ➤ Committee Members :-

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. M.N. Karanjakar	
2	Member	Prof G.P. Overikar	
3	Member	Prof. M.K.Narayankar	
4	Member	Prof. S.E.Hajare	
5	Member	Prof. S.C.Wadane	

#### ➤ Tenure :-

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

#### ➤ Frequency of Meeting :-

The committee shall meet once in 2 months and as per the requirements.



## 5) Cultural and Social Activity Committee :-

### ➤ Functions :-

- 1) Committee head should take the approval of Temple Trust management for the budgetary requirements of various cultural, social activities and annual social gathering.
- 2) Plan and organize various cultural and social activities for students at college level.
- 3) Encourage and promote students to participate at university and state level events.
- 4) Conduct the annual social gathering as per academic calendar with proper planning.
- 5) Plan social and cultural activities as per the university schedule.
- 6) Submit the detailed expenditure report to the Principal and Temple Trusts Office after every activity.

### ➤ Procedure :-

- 1) Head of committee shall conduct meeting with members and decide the venue, chief guest, and the required budget to conduct every activity.
- 2) Committee decisions shall be communicated frequently to Temple Trust management.

### ➤ Committee Members :-

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. V.S. Gangane	
2	Member	Prof. S.S. Kale	
3	Member	Prof. Mrs. A.H. Deshmukh	

### ➤ Tenure :-

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

### ➤ Frequency of Meeting :-

The committee shall meet every month and as per the requirements.

## 6) Student Feedback Committee

### ➤ Function :-

- 1) Prepare feedback form as per university standards and get it approved from Academic Coordinator and the Principal.
- 2) Take online feedback from students.
- 3) It is necessary to take feedback twice a semester.
  - a) One month after start of semester.
  - b) At the end of semester.
- 4) Submit staff wise feedback details to the Principal and discipline & monitoring committee within seven days.
- 5) Only students with 75% or more than 75% attendance, are eligible for submitting feedback form at the end of semester.

### ➤ Procedure :-

- 1) Committee head should prepare feedback form.
- 2) Committee head should decide department-wise schedule of feedback.
- 3) Ensure that, feedback should be submitted by students having attendance more than 75% at the end of semester.
- 4) Submit analyzed feedback to the Principal and Discipline and Monitoring committee.
- 5) Committee decision shall be communicated frequently to temple trust management.

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. N.R. Chavan	
2	Member	Prof. S.E. Hajare	

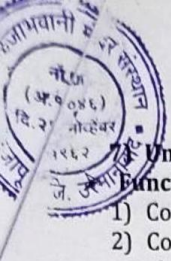
### ➤ Tenure :-

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

### ➤ Frequency of Meeting :-

The committee shall meet every month and as per the requirements.





## University Correspondence Committee

### Function :-

- 1) Committee should take care of every correspondence from universities.
- 2) Committee should inform on prior basis to Principle, office and respective departments about University correspondence like various university circulars, exam time tables, University Local Inquiry Committee visits etc.
- 3) Committee shall be held responsible for non-fulfillment of university correspondence and any lapses.

### ➤ Procedure :-

- 1) Committee should take daily review of universities correspondence on authentic E-mail and university websites.
- 2) Committee decisions shall be communicated frequently to temple trust management.

### ➤ Committee Members :-

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. V.V. Patange	
2	Member	Prof. P.R. Gade	

### ➤ Tenure :-

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

### ➤ Frequency of Meeting :-

The committee shall meet every week and as per the requirements.

## 8) Fund Raising and Entrepreneurship Development committee

### ➤ Functions :-

- 1) Search the areas where there is a scope for fund raising in various governments, private and commercial sector for generating revenue through consultancy.
- 2) Prepare proposals for seeking funds from AICTE.
- 3) Prepare the inventory of tools, machines, equipment, manpower, eligibility criteria and yearly budget required as per Government circulation.
- 4) Arrange entrepreneurship development program by inviting various expertise from industries and district entrepreneur cell.
- 5) Ensure revenue is generated through consultancies, materials testing, and audits as well as from AICTE grants.
- 6) Prepare project proposals for getting funds from various funding agencies like DST, CISR etc.

### ➤ Procedure :-

- 1) Prepare the Action Plan every year for fund raising & entrepreneurship development.
- 2) Obtain the approval for various activities from Temple Trust management.
- 3) Obtain half yearly progress reports of fund raising & entrepreneurship development.
- 4) Monitor progress through visits and identify bottlenecks and take remedial actions.
- 5) Various halls of college should be given for social and cultural activities on rent for generating revenue. This proposal shall be to Temple Trust through the Principal.
- 6) Committee decision shall be communicated frequently to Temple Trust management.

### ➤ Committee Members :-

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Dr.D.D.Khumane	
2	Member	Prof.R.H.Adekar	
3	Member	Prof. V.B.Pansare	
4	Member	Prof. D.C.Poul	



➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet twice per month and as per requirements.

**9) Social Media Committee**

➤ **Function :-**

- 1) Committee shall publish college information related to social activities, technical events, and sports events through various social media platforms.
- 2) Committee should coordinate with Admission cell, Training & placement cell and Entrepreneurship Development Cell and give wide publicity about the overall success of respective cells.
- 3) Committee shall coordinate with all departments and committees to collect information about technical, non-technical, cultural, sports, social activities organized in the college and broadcast these activities through social media platforms like Whatsapp, Facebook, Facebook Page, Instagram, Twitter and Telegram.
- 4) Committee shall take care of unauthentic publications.
- 5) Committee decision shall be communicated frequently to Temple Trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.S. Mane	
2	Member	Prof. S.S. Kale	
3	Member	Mr. Govind Khurud	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every week and as per the requirements.

**10) University Local Inquiry committee (LIC)**

➤ **Functions :-**

- 1) LIC committee head should take the approval from Temple Trust for university LIC report submission fees.
- 2) LIC committee should collect required information from all departments and office.
- 3) LIC committee head should submit all required documents for affiliation from university within stipulated time period.
- 4) At the time of university LIC visit ensure that all details should be produced in front of university committee.
- 5) Submit hard copy of report to university within stipulated time period.

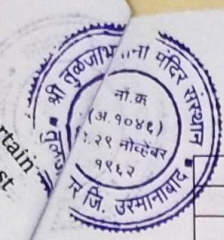
➤ **Procedure :-**

- 1) Collect information from various departments and office.
- 2) Compile information and obtain the approval for various activities from Temple Trust management.
- 3) Submit hard copy to the university within stipulated time period.
- 4) Committee decision shall be communicated frequently to Temple Trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. D.M. Dalwe	
2	Member	Prof S.D.Sagare	





3	Member	Prof. S.L.Burange	
4	Member	Prof. S.E.Ekdante	
5	Member	Prof. R.M.Kame	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet after every 2 months. Six meetings per year and also per requirements.

**11) Fee Regulation Authority Committee (FRA)**

➤ **Function :-**

- 1) Committee head should collect audit report from accounts section of college office.
- 2) Committee head should collect required documents from respective departments.
- 3) Committee should submit online report in presence of the Principal and take post payment approval of FRA fees from Temple Trust management.
- 4) Submit hard copy of report to FRA office.

➤ **Procedure :-**

- 1) Collect and compile information from various Departments and office.
- 2) Take approval of Temple Trust after online fee submission.
- 3) Obtain the approval for various activities from Temple Trust management.
- 4) Submit hard copy to the FRA office within stipulated time period.
- 5) Committee decision shall be communicated frequently to Temple Trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. V.D.Dhanke	
2	Member	Prof. V.M.Mhalgi	
3	Member	Prof. N.B.Raut	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet once in 6 month and as per the requirements.

**12) Training and Placement Office Cell**

➤ **Functions :-**

The career development process includes self-awareness, career exploration and job placements. In order to realize this process, the training and placement office shall perform the following activities.

- 1) Arrange industrial/professional tours for final year and pre final year students.
- 2) Guidance for higher studies in India and Abroad.
- 3) Arrange campus drives for placement.
- 4) Arrange overseas placement for final year students.
- 5) Arrange alumina meet once in a year.
- 6) The Training & placement cell will host at least one career fair every year to encourage all students and alumni to improve interaction.
- 7) Arrange effective youth entrepreneurship education program.
- 8) Arrange language skill development program.
- 9) Arrange soft skills program, aptitude test, group discussion, mock interview sessions, How to write e-mail and use of correct grammar in e-mail etc.

➤ **Procedure :-**

- 1) Prepare the action plan for the current year TPO activities.
- 2) Obtain approval for various activities from Temple Trust management.



- 3) Obtain half yearly progress reports of Training and Placement activities.
- 4) Committee decision shall be communicated frequently to temple trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. P.A. Hangergekar	
2	Member	Prof. V.V. Patange	
3	Member	Prof. S. E. Ekdante	
4	Member	Prof. D.V. Shinde	
5	Member	Prof. G.M. Mote	
6	Member	Prof. V.N. Bhokare	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet twice per month and as per necessities.

**13) Tul-Tech Event committee**

➤ **Functions :-**

- 1) Organize event every year.
- 2) Formation of various subcommittees to conduct sub-events.
- 3) Prepare budget in coordination with various subcommittees and get it approved from Temple Trust Management.
- 4) Give wide publicity to the event through print as well as social media.
- 5) Finalize list of experts & judges to conduct events.
- 6) Submit the total expenditure to the Principal within one week.

➤ **Procedure :-**

- 1) Committee head should make schedules of events, subcommittees and prepare the budget and sanction it from Temple Trust Management through the Principal.
- 2) Submit the expenditure report to the Principal.
- 3) Committee decisions shall be communicated frequently to Temple Trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.B. Akhade	
2	Member	Prof. V.M. Mhalgi	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every month and as per the requirements.

**13) Gymkhana and National Service Scheme (NSS) Committee:**

➤ **Functions :-**

- 1) Committee head should take prior-sanction of yearly budget for sports material and NSS activities from Temple Trust management
- 2) Committee should issue sports Material to the students and keep record and control over the sports day to day activities.
- 3) Committee shall display the schedule of sport events time to time organized by university, state and national level, encourage and promote students to participate in various events.
- 4) Committee shall select the participants for inter colleges and state level tournaments.
- 5) Planning of sports week before annual social gathering in coordination with cultural and social committee.





- 6) Committee should conduct all sports activities as per schedule.
- 7) Committee shall plan & conduct prize distribution for runners and winners from sports week.
- 8) Committee should plan and implement the various NSS activities in coordination with the Principal.

➤ **Procedure :-**

- 1) Plan the yearly sport activity and get the budget sanctioned for activity and sport material.
- 2) Committee shall form the subcommittees for conducting of sports during sports week before annual social gathering.
- 3) Committee shall select winners and runners.
- 4) Committee shall conduct prize distribution program.
- 5) Committee shall submit total expenditure of sports and NSS activities to the Principal within one week.
- 6) Committee decisions shall be communicated frequently to Temple Trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.N. Doijode	
2	Member	Prof. S.D. Sagare	
3	Member	Prof. R.M. Kame	
4	Member	Prof. P.M. Sutar	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every month and as per the requirements.

**14) Website development Committee:**

➤ **Functions :-**

- 1) The website committee shall communicate with all departments, office and various committees for keeping the information up-to-date on website and will communicate deadlines for editing.
- 2) The website committee shall update time-to-time information received from departments committees
- 3) The website committee shall do the changes in website whenever necessary.
- 4) Website committee shall upload the documents required for e-tendering process.
- 5) The website committee shall review the website for broken links, incorrect information and further editing.
- 6) Committee head should present budget required for website updation and necessary work to Temple Trust office through the Principal.

➤ **Procedure :-**

- 1) Communicate with all departments for data collection and update website within stipulated time period.
- 2) Take continue review of website for its updation.
- 3) Committee decision shall be communicated frequently to temple trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. D.J. Waghmare	
2	Member	Prof. G.M. Mote	



➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every week and as per the requirements.

**16) Civil Repair & Maintenance Work Committee**

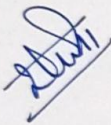
➤ **Functions :-**

- 1) Committee head should get the required budget sanctioned from Temple Trust management through the Principal.
- 2) Prepare plan estimates and drawings of maintenance and repair work.
- 3) Supervise the construction and maintenance work regularly.
- 4) Maintain infrastructure in good condition.
- 5) Give suggestions regarding improvement of existing infrastructure and convey the same to higher authorities.
- 6) Committee should maintain coordination with Temple Trust's civil engineers.
- 7) Give suggestions for water conservation and find out the possibilities of the implementation of rain water harvesting system in campus.

➤ **Procedure :-**

- 1) Prepare the action plan for the current activities.
- 2) Get approval of these activities from Temple Trust.
- 3) Prepare monthly progress reports of all activities.
- 4) Monitor progress through visits, Identify bottlenecks and take remedial actions.
- 5) Committee decisions shall be communicated frequently to temple trust management.

➤ **Committee Members :-**



Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. C.B. Pachkawade	
2	Member	Prof. S.C. Wadane	
3	Member	Prof. N.B.Raut	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet at least once in a month and as per necessity.

**17) Electric Maintenance Committee**

➤ **Function :-**

- 1) Ensure operation and maintenance of lift in campus.
- 2) Purchase, installation and maintenance of various equipments e.g. Air Conditioners, Water Coolers, UPS systems, Exhaust fans, RO systems etc. in all sections and departments of institute.
- 3) Maintain proper record of store, diesel, load demand, consumption etc.
- 4) Monitoring and inspection of all electrical works executed by MSEB in the institute
- 5) Maintenance jobs in the hostel areas.
- 6) Maintenance of street lighting in all campus: academic, residential and hostels.
- 7) Operation and maintenance of diesel generator set in college campus and maintaining adequate stock of diesel.
- 8) Look after any complaints regarding meter reading, dispatch and recovery of electricity charges from residential quarters.
- 9) Maintenance of water supply motors.
- 10) Purchase, installation and maintenance of fire-fighting equipment (fire extinguishers) in the campus.
- 11) Commissioning of Lift for person with disabilities.
- 12) Find out measures for maximum use of solar energy and energy conservation.





Regularly suggest power saving measures like replacement of old fixtures with LED and low wattage electrical appliances etc.

- 14) Purchase of batteries/ UPS either by new purchase/ buyback for institute as suitable with prior permission of Temple trust through Principal.
- 15) Maintenance of safety equipment and other safety measures.

➤ **Procedure :-**

- 1) Prepare budget for electrical maintenance and get it sanctioned from Temple Trust management.
- 2) Supervise campus regularly and check required maintenance.
- 3) Report the Principal after completion of maintenance work.
- 4) Committee decisions shall be communicated frequently to temple trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. C.G. Katwate	
2	Member	Prof. S.L. Burange	
3	Member	Mr. V.B. Bhosale	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every week and as per the requirements.

**18) College and Hostel campus cleaning committee**

➤ **Function :-**

- 1) Suggest various measures to keep campus neat and clean.
- 2) Prepare budget for cleaning activities and required materials.
- 3) Maintain cleanliness and hygiene in all departments, hostel and college campus.
- 4) Conduct programs in collaboration with Temple Trust housekeeping staff whenever necessary.
- 5) Organize cleanliness programs in college and hostel campus.
- 6) Ensure proper waste management in college and hostel campus.
- 7) Ensure pure drinking water for staff and students.

➤ **Procedure :-**

- 1) Prepare budget for cleaning activities and required materials.
- 2) Get the budget sanctioned from Temple Trust office through the Principal.
- 3) Supervise campus regularly and check required cleanliness and hygiene.
- 4) Regular cleaning of departments to maintain hygiene with disinfectants.
- 5) Report to the Principal after completion of campus cleaning work.
- 6) Committee decisions shall be communicated frequently to Temple Trust management.

➤ **Committee Members :-**

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.D. Bhosale	
2	Member	Prof. P.R. Gade	
3	Member	Mr. V.B. Bhosale	

➤ **Tenure :-**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet every week and as per the requirements.





## 19) College and Hostel campus tree plantation and conservation committee

### ➤ Function :-

- 1) Recommendation for plantation in college and hostel campus on priority basis.
- 2) Prepare budget for tree plantation and conservation in college and hostel.
- 3) Make necessary water supply arrangement for planted tree.
- 4) Ensure that Gardner should take care of survival of plantation.
- 5) Collect photograph of plants at the time of plantation and after regular interval.
- 6) Prepare green Audit Report.

### ➤ Procedure :-

- 1) Prepare budget for plantation in college and hostel campus.
- 2) Get the budget sanctioned from Temple Trust office through the Principal.
- 3) Supervise campus plantation regularly and take care of trees.
- 4) Ensure regular water supply for trees.
- 5) Committee decisions shall be communicated frequently to Temple Trust management.

### ➤ Committee Members :-

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Prof. S.E. Ekdante	
2	Member	Mr. V.B. Bhosale	
3	Member	Mr. S.P. Kalekar	
4	Member	Mr. A. D. Dongare	

### ➤ Tenure :-

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

### ➤ Frequency of Meeting :-

The committee shall meet every week and as per the requirements.

## 20) Purchase Management Committee

### ➤ Functions :-

- 1) Identify areas other than buildings where regular maintenance activities are needed (e. g. computers, Xerox machines etc.) and finalize the annual maintenance contracts with prior intimation to Temple Trust.
- 2) Prepare guidelines for procurement of materials, equipment and items for the Institution.
- 3) Prepare approved vendors list for items, which are of general use and ensure the procurement of such items from approved vendors.
- 4) Coordinate all the purchases of various departments and ensure the procurement of required items as per schedule.
- 5) Scrutinize requisitions for equipment of various departments and decide upon the necessity of purchasing the equipment keeping in view the possibility of its in-house manufacture in the institute and the requirements specified by the Government, University and AICTE etc.
- 6) Make arrangements to call and scrutinize e-tenders/quotations for items of purchase and contracts costing beyond the value specified by Temple Trust office.
- 7) Carryout discussions and negotiations with suppliers and procure the best quality items with competitive price.
- 8) Review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Temple Trust through the Principal.
- 9) Invite quotations for items, which are centrally processed like Xerox papers, computer stationary, chalk boxes, white board and its marker pen, student's journal material etc. well within time and arrange their procurement after negotiations.
- 10) Make arrangements for orders, inspection and acceptance / rejection of the received equipment.
- 11) Consider and scrutinize the reports and inspect the items /equipments for writing off.
- 12) Take action on matters incidental or conducive to the attainment of the objects of the
- 13) Institute by appointing committees, experts, consultants, if necessary.





- 14) Look after disposable of scrap regularly in coordination with Temple Trust management.
- 15) Report to the Temple Trust on all matters mentioned above for approval and sanction.

➤ **Procedure :-**

- 1) Vice-Principal shall prepare agenda for meeting.
- 2) Collect the requirements from all departments.
- 3) Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Head/Principal, Purchase Committee.
- 4) Communicate the decision of the committee to concerned department.
- 5) Call and scrutinize tenders / quotations for items of purchase, with the help of department.
- 6) Carryout discussions and negotiations with suppliers and procure the best quality items with competitive price.
- 7) Make arrangements for sending the purchase order, inspection and acceptance / rejection of the equipment received, with the help of departments.
- 8) Committee decisions shall be communicated frequently to Temple Trust management.

Sr. No.	Designation	Name Of Faculty	Remark
1	Head of Committee	Principal	
2	Member	Vice-Principal	
3	Member	HOD-Civil Engineering	
4	Member	HOD-Mech Engineering	
5	Member	HOD-E&TC Engineering	
6	Member	HOD-CSE Engineering	
7	Member	Registrar	

➤ **Tenure :**

The tenure of the members is of five years. If any vacancy occurs due to uncertain reasons, it should be filled within two weeks with prior permission of Temple Trust Management.

➤ **Frequency of Meeting :-**

The committee shall meet at least four times in a year.

These Orders shall come into force with immediate effect.

*sd/-*  
**Collector, Osmanabad  
and Chairman,**

Shree Tuljabhavani Temple Trust, Tuljapur

**Copy forwarded for information and necessary action to :-**

- 1) The Sub Divisional Officer, Osmanabad
- 2) The Tehsildar and Administrative Officer, Shree Tuljabhavani Temple Trust, Tuljapur
- 3) The Principal, Shree Tuljabhavani College of Engineering, Tuljapur
- ✓ 4) Order File

*[Signature]*  
**Collector, Osmanabad  
and Chairman,**

Shree Tuljabhavani Temple Trust, Tuljapur