



**Deccan Education Society's
BRIHAN MAHARASHTRA COLLEGE OF COMMERCE, PUNE-4
(Autonomous)**

Minutes of the fifth meeting of **College Development Committee** of BMCC held on Friday, **21st December 2018 at 4.30 p.m.** in the Library of the College. The following members were present.

| Sr.No | Name & Designation |
|-------|---|
| 1 | Shri.K.D.Shaligram, Chairman |
| 2 | Shri. Badrinath Murthy, Nominee (Industry) |
| 3 | Dr.DileepDeodhar, Nominee(Social Services) |
| 4 | Shri.S.S.Sable, Nominee |
| 5 | Dr.S.V.Waghmare, Teaching Representative |
| 6 | Dr.Smt.R.D.Gokhale, Teaching Representative |
| 7 | Prof.Smt.P.R.Rajguru, Teaching Representative |
| 8 | Prof.Y.P.Mahajan, HOD |
| 9 | Smt.M.T.Pawar, Non-Teaching Representative |
| 10 | Shri.Shubham Patole, Student Council |
| 11 | Dr.Smt.V.H.Deshpande, IQAC , Coordinator, Invitee |
| 12 | Dr.J.R.Lanjekar, Invitee |
| 13 | Dr.A.M.Puranik, Invitee |
| 14 | Prof.Smt.Bharati Upadhye, Invitee |
| 15 | Shri.S.G.Gosavi, Invitee |
| 16 | Prin.Dr.C.N.Rawal, Secretary |

BMCC/CDCR-1/21.12.2018: The minutes of the CDC meeting held on 8.10.2018 were confirmed and signed by the Chairman.

BMCC/CDCR-2/21.12.2018: The report of Action taken of the meeting held on 8.10.2018 were read by Prin.Dr.C.N.Rawal and accepted.

BMCC/CDCR-03/21.12.2018 : Leave of absence was granted to the following members:-

| Sr.No | Name & Designation |
|-------|--------------------------------|
| 1 | Dr.S.N.Kanetkar, Secretary |
| 2 | Smt.Shilpa Patwardhan, Nominee |

Estimate for Gent's Staff Toilet renovation work at main building BMCC, Pune. dated 30.11.2018

BMCC/CDCR-04/21.12.2018: Resolved that, it be recommended to GB (DES), through Estate Committee and Finance Committee, that the secretary, DES be authorized to get the work of gent's toilet renovation, at the main building BMCC with the amount, not exceeding Rs. 2,02,251/- (Rs. Two lakh two thousand two hundred fifty-one only). It being understood that the expenses will be incurred from DES funds.



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Flag Hosting Platform Construction.

The flag hosting pole is located in the ground. Dr. Mohan Amrule, Director of Physical Education, BMCC requested, to shift the Flag Hosting pole in front of the main building near the ground (in frontage of the main building). The estimate for development of flag hosting platform, and to decorate the frontal view of the main building, connecting to the ground, is obtained from the Estate Committee.

BMCC/CDCR-05/21.12.2018: Resolved that, it be recommended to GB(DES), through Estate and Finance Committee, that the secretary DES be authorized to get the work done of shifting the flag hosting pole and decorating the frontage of college not exceeding Rs.8,21,258/- (Rs. Eight lakh twenty one thousand two hundred fifty eight only) (orally intimated by Estate Department). It being understood that the expenditure will be incurred from DES funds.

Read office note from Dr.A.M.Puranik, Vice Principal, BMCC, regarding Creation of various post for smooth functioning of the college.

It is necessary to upload minutes of all meetings, testimonials, notices, circulars on college website regularly for autonomous college. Recently, UGC has issued the circular for maintaining updated website of the college. Further, college doesn't have such non-teaching full time expertise. There is a requirement of additional staff for exam section and skill courses.

BMCC has become Autonomous institution since 2017. From June 2019 all courses (B.Com., M.Com., BBA, BBA(IB), BBA(CA), PGDIB, PGDT) will be fully autonomous. Exam work under the autonomous has become a separate, full-time task. The Exam Department of autonomous college has to run independently for all exam related work. (printing question papers, conducting exams, marks verification and printing of marksheets, conducting convocation ceremony for all the courses in BMCC). The examinations are conducted semester wise, thus the workload of examination has increased. Hence, we require, three separate staff members for exam department, to handle examination of all courses.

BMCC has offered 14 skill courses for undergraduate students, completing minimum 5 credits is essential to get the degree. Most of the trainers in the skill courses are other than regular faculty members. Timetable coordination, examinations, lectures, Lab availability and managing all these skill courses, is a difficult task. Hence separate non-teaching staff is required for the skill courses.

BMCC/CDCR-06/21.12.2018: Resolved that, it be recommended to GB (DES) through PB that the secretary DES be authorized to create following posts to be appointed separately for BMCC, as per the existing DES norms.

| Sr.No. | Name of the Post | No. of vacancies |
|--------|----------------------------------|------------------|
| 1 | Web Administrator | 01 |
| 2 | Senior Clerk for Examination | 01 |
| 3 | Junior Clerk for Exam and office | 02 |
| 4 | Attendant for Skill course | 01 |

It is further resolved that the Secretary, DES be authorized to proceed for appointment process of above posts.

Professional Cleaning Agency and Security Agency.

Consistently oral reminders were sent and one written letter was issued to the respective cleaning agency to maintain cleanliness in the campus. The agencies' work was not satisfactory. As the number of students increased, the toilets were not cleaned regularly, moreover the security in the campus was inadequate.

The security on college gates, parking area and in various premises of the college campus is less than the required. Therefore, it is essential to appoint professional cleaning, and security agency with additional staff for cleanliness and enhancing the security.

BMCC/CDCR-07/21.12.2018: Resolved that, it be recommended to GB (DES) through PB and Finance Committee the secretary DES be authorized to appoint professional agency with additional staff for BMCC campus.



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Read office note from Shri. S.G.Gosavi, Registrar for Closing of non-operating Bank Accounts.

BMCC/CDCR-08/21.12.2018: Resolved that, it be recommended to GB through Finance Committee, that the Principal, BMCC be authorized to close the following non-operating bank accounts.

BMCC Senior

| Sr. No. | Name of the Bank | A/C no. | Type of Account |
|---------|------------------|-----------------|-----------------|
| 1. | Bank of Baroda | 98110100007114 | Saving |
| 2. | Axis Bank | 913010026421959 | Saving |
| 3. | Bank of Baroda | 98110100007210 | Saving |
| 4. | Bank of Baroda | 98110100007260 | Saving |
| 5. | Bank of Baroda | 98110100007328 | Saving |
| 6. | Bank of Baroda | 98110100007829 | Saving |
| 7. | Bank of Baroda | 98110100007286 | Saving |

BMCC Junior

| Sr. No. | Name of the Bank | A/C no. | Type of Account |
|---------|--------------------------|-----------|-----------------|
| 1. | Janata Sahakari Bank Ltd | 2301/2486 | Current |

DES Central Account (BMCC)

| Sr. No. | Name of the Bank | A/C no. | Type of Account |
|---------|-----------------------|----------------|-----------------|
| 1. | Bank of Baroda | 98110100007022 | Saving |
| 2. | Bank of Baroda | 98110100007772 | Saving |
| 3. | Central Bank of India | 3010610048 | Saving |

Application from Shri.Laxmikant Anant Bagwe, Class IV employee

BMCC/CDCR-09/21.12.2018: Resolved, that it be recommended to GB (DES) through PB that the Principal, BMCC be authorized to process the application of Shri.Laxmikant Anant Bagwe, Class IV employee on completion of twelve years of service with effect from 13. 10.2018. (Date of appointment 13.10.2006. Benefits of Assured Career Progression Scheme is due as per the Government GR-NGC,2009/ (326/09)-UNI-1, dated 7th Oct.2009 and Gr.No.Vetan 1109/ pn 44/ser.-3 Finance Department, Mantralaya, Mumbai 32, dated 1.04.2010 under Assured Career Progression Scheme of Government of Maharashtra. Subject to fulfillment of all the conditions mentioned in it. Implement pay scale after the approval is PB-1-4440-7440 (GP-1600). (Existing Pay Scale of Shri.Laxmikant Anant Bagwe is PB-1-4440-7440 (GP-1300))

Application from Shri.Yatin Ramesh Sathe, Class IV employee

BMCC/CDCR-10/21.12.2018: Resolved, that it be recommended to GB (DES) through PB that the Principal BMCC be authorized to process the application of Shri.Yatin Ramesh Sathe, Class IV employee on completion of twelve years of service with effect from 18. 10.2018. (Date of appointment 18.10.2006. Benefits of Assured Career Progression Scheme is due as per the Government GR-NGC,2009/(326/09)-UNI-1,dated 7th Oct.2009 and Gr.No.Vetan 1109/ pn 44/ser.-3 Finance Department, Mantralaya, Mumbai 32, dated 1.04.2010 under Assured Career Progression Scheme of Government of Maharashtra. Subject to fulfillment of all the conditions mentioned in it. Implement pay scale after the approval is PB-1-4440-7440 (GP-1600). (Existing Pay Scale of Shri.Yatin Ramesh Sathe is PB-1-4440-7440 (GP-1300))

Read quotation from AR Botra Industrial Corporation, from Cultural Students regarding purchasing of tools for Cultural Department.

It is legacy of Cultural Department to prepare the set at college itself. Since inception of Cultural Department, there were tools to prepare drama sets, which are now out of use and out of repair as well. Hence replacement of such tools are required.



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BMCC/CDCR-11/21.12.2018: Resolved that, it be recommended to GB(BMCC) that the principal BMCC in consultation with Chairman CDC, BMCC be authorized, to place the order to M/S.AR Bothra Industrial Corporation (add. Arya Prism, Officeno.18,3 & 4 first floor, Chakan Talegaon Rd., Near Aditya Birla Emergency Hospital, Chakan Pune-410501) for purchasing tools for Cultural Department an amount not exceeding Rs.22,001/- (Rs. Twenty thousand one only). It being understood that the expenditure will be made available from DES funds.

Read application from Miss. Vidushi Tivari, Teaching Associates for leave 19.12.2018 to 29.12.2018 (11 days) (LWP)

BMCC/CDCR-12/21.12.2018: Resolved that the action taken by the Principal BMCC in sanctioning the Leave without Pay to Miss. Vidushi Tivari, Teaching Associates w.e.f. 19.12.2018 to 29.12.2018 (11days) be and is hereby confirmed.

Read application from Miss. Kalyani Shintre, Teaching Associates for leave 07.12.2018 to 29.12.2018 (23 days) (LWP)

BMCC/CDCR-13/21.12.2018: Resolved that the action taken by the Principal, BMCC in sanctioning the Leave Without Pay to Miss. Kalyani Shintre, Teaching Associates w.e.f. 7.12.2018 to 29.12.2018 (23 days) be and is hereby confirmed.

MOU with TCS for courses offered by TCS on insurance, Finance and Accounts, Banking Analytics, and Retail analytics. There will be no financial exchange. TCS will train our trainers and our trainers are expected to conduct the course.

BMCC/CDCR-14/21.12.2018: Resolved that, it be recommended to GB through PB and Legal Committee that the Principal BMCC and Secretary DES be authorized to sign MOU with TCS. Soft copy of MOU has send to Legal Department of DES.

Implementation of M.Com. Admission Procedure from the Academic Year 2019-20.

BMCC/CDCR-15/21.12.2018: Resolved that, it be recommended to GB (BMCC) for approval that, from the Academic year 2019-20 , admission for first year M.Com. will be on the basis of merit without any Management Quota, is hereby approved and recommended to GB (BMCC) for approval.

Read office note from Shri.Chintamani Thatte, regarding purchase of Bio-Metric Face Reading Machine.

The existing machines cannot be configured with ERP system. The existing machines were purchased in 2009 and has become obsolete. As per latest requirement, we have to implement Bio-Metric attendance for all the staff members in the campus.

The machines required are as follows:-

| Sr.No. | No. of Machines | Department |
|--------|---|---|
| 1 | 5 for Staff | grant, Non-grant office, Teachers, Boys and Girls Hostel |
| 2 | 18 for students One machine can store data of 250 students | All courses in BMCC. Intake of students for all courses in BMCC is 4320 4320/250=18 |

BMCC/CDCR-16/21.12.2018: Resolved that, it be recommended to GB through Finance Committee, that the Secretary, DES be authorized to purchase 5 Bio Metric Face Reading Machine as per PCR No. PCR (C)-01/09.10.2018 with an cost, not exceeding Rs.3,48,750/- (Three lakh fourty eight thousand seven hundred fifty only). It being understood that the expenditure will be incurred from DES funds.



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BMCC/CDCR-17/21.12.2018: Resolved that the action taken by Principal BMCC in sanctioning Medical Leaves to the following employee be and is hereby confirmed.

| Sr No | Name & Designation | From | To | Total No. of days | Credit leaves as on 30.06.2018 |
|-------|-----------------------------------|------------|------------|-------------------|--------------------------------|
| 1 | Shri.P.M.Jadhav Class IV employee | 14.11.2018 | 16.11.2018 | 03 | 84 |

BMCC/CDCR-18/21.12.2018: Resolved that the action taken by Principal BMCC in sanctioning Earned Leaves to the following employees be and is hereby confirmed.

| Sr. No | Name & Designation | From | To | Total No. of days | Credit leaves as on 30.06.2018 |
|--------|---------------------------------------|------------|------------|-------------------|--------------------------------|
| 1 | Smt.S.M.Ranade, Head Clerk | 20.09.2018 | 22.09.2018 | 03 | 289 |
| 2 | Smt.S.M.Ranade, Head Clerk | 20.09.2018 | 22.09.2018 | 03 | 286 |
| 3 | Smt.S.M.Ranade, Head Clerk | 27.11.2018 | 31.12.2018 | 35 | 251 |
| 4 | Smt.G.N.Borhude, Sr.Clerk | 26.11.2018 | 29.11.2018 | 04 | 292 |
| 5 | Smt.G.N.Borhude, Sr.Clerk | 15.10.2018 | 17.10.2018 | 03 | 289 |
| 6 | Shri.S.G.Gaikwad | 10.09.2018 | 19.09.2018 | 10 | 290 |
| 7 | Shri.D.D.Kharose, Class IV employee | 11.10.2018 | 3.10.2018 | 03 | 255 |
| 8 | Shri.D.D.Kharose, Class IV employee | 26.11.2018 | 24.12.2018 | 29 | 226 |
| 9 | Shri.D.N.Edake, Head Clerk | 11.10.2018 | 13.10.2018 | 03 | 251 |
| 10 | Shri.D.N.Edake, Head Clerk | 22.10.2018 | 24.10.2018 | 03 | 248 |
| 11 | Shri.D.N.Edake, Head Clerk | 31.10.2018 | 02.10.2018 | 03 | 245 |
| 12 | Shri.S.P.Vitkar, Lib. Attendant | 22.10.2018 | 24.10.2018 | 03 | 151 |
| 13 | Shri.S.P.Vitkar, Lib. Attendant | 11.12.2018 | 13.12.2018 | 03 | 148 |
| 14 | Shri.G.P.Dalvi, Lib.Attendant | 22.10.2018 | 25.10.2018 | 04 | 145 |
| 15 | Shri.C.S.Sane, Class IV employee | 12.11.2018 | 17.11.2018 | 06 | 259 |
| 16 | Shri.C.S.Sane, Class IV employee | 28.11.2018 | 22.12.2018 | 25 | 234 |
| 17 | Smt.V.M.Kondhalkar, Jr.Clerk | 12.11.2018 | 15.11.2018 | 04 | 114 |
| 18 | Shri. S.L.Lokhande, Class IV employee | 19.11.2018 | 22.11.2018 | 04 | 300 |
| 19 | Shri.P.D.Shigvan, Class IV employee | 23.08.2018 | 11.09.2018 | 20 | 300 |
| 20 | Smt.S.G.Kambale, Class IV employee | 26.11.2018 | 1.12.2018 | 06 | 274 |
| 21 | Shri.L.A.Bagve, Class IV employee | 27.11.2018 | 29.11.2018 | 03 | 291 |
| 22 | Shri.S.P.Sapkal, Lib. Attendant | 4.12.2018 | 6.12.2018 | 03 | 156 |
| 23 | Shri.S.R.Salve, Asst. Librarian | 28.11.2018 | 4.12.2018 | 07 | 156 |
| 24 | Shri.S.R.Salve, Asst. Librarian | 14.11.2018 | 27.11.2018 | 14 | 142 |
| 25 | Shri.R.B.Shinde, Jr. Clerk | 17.12.2015 | 20.12.2018 | 04 | 296 |
| 26 | Smt.M.T.Pawar, Stenographer | 26.12.2018 | 31.12.2015 | 06 | 271 |
| 27 | Shri.P.M.Jadhav, Class IV employee | 26.12.2018 | 1.01.2016 | 07 | 290 |



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BMCC/CDCR-19/21.12.2018: Resolved that the action taken by Principal BMCC in sanctioning Duty Leaves to the following employees be and is hereby confirmed.

| Sr. No | Name & Designation | From | To | Total No. of days |
|--|-------------------------------------|------------|------------|-------------------|
| 1 | Dr.M.N.Amrule, Physical Director | 18.09.2018 | - | 01 |
| 2 | Dr.M.N.Amrule, Physical Director | 21.09.2018 | 22.09.2018 | 02 |
| 3 | Dr.M.N.Amrule, Physical Director | 11.10.2018 | 13.10.2018 | 03 |
| 4 | Dr.M.N.Amrule, Physical Director | 28.11.2018 | 29.11.2018 | 02 |
| 5 | Prof.S.N.Garje, Asst.Prof. | 15.12.2018 | 21.12.2018 | 07 |
| 6 | Prof.V.A.Salunke, Asst.Prof. | 15.12.2018 | 21.12.2018 | 07 |
| On Duty Leave of Non-teaching staff | | | | |
| 1 | Shri.R.T.Tambat, Lib. Attendant | 3.10.2018 | 31.10.2018 | 29 Half day |
| 2 | Shri.R.T.Tambat, Lib. Attendant | 19.12.2018 | 24.12.2018 | 06 |
| 3 | Shri.R.P.Mhetre, Lib. Attendant | 3.10.2018 | 31.10.2018 | 29 Half day |
| 4 | Shri.R.P.Mhetre, Lib. Attendant | 19.12.2018 | 24.12.2018 | 06 |
| 5 | Shri.G.B.Pawar, Lib. Attendant | 3.10.2018 | 31.10.2018 | 29 Half Day |
| 6 | Shri.D.D.Kharose, Class IV employee | 17.10.2018 | - | 01 |
| 7 | Shri.P.D.Shigwan, Clas IV employee | 12.12.2018 | 21.12.2018 | 07 |

The meeting concluded with a vote of thanks to the Chair.

(Shri.M.A.Athavale)
Chairman, CDC

(Dr.C.N.Rawal)
Principal, Secretary, CDC