

College Level Committees and their Responsibilities

Steering Committee (A.Y.2022-23)			
Sr. No	Name of the Member	Designation	Particulars of work to be done
	Dr. Hansraj Thorat	Chairperson	To look into the total administrative work of the college, its discipline, planning, execution and organization of the committee activities and solve their difficulties.
	Dr. Pandurang Misal	Member	
	Mr. Kailas Astarkar	Member	
	Dr. Ranjit Kadam	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Vikas Dighe	Member	
	Mrs. Shaila Walunj	Member	
	Mr. Pravin Bhave	Member	

Academic Monitoring Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
3	Mr. Kailas Astarkar	Chairperson	1. To plan and implement different academic activities. 2. To oversee the academic affairs of the college and make recommendations to the Principal about academic programs and strategic priorities. 3. To analyses the results of semester examination and support students with lower marks by devising remedial classes. 4. To monitor of overall academic operations, activities, procedures, functioning and maintaining all relevant documents and files in association with various committee/coordinators of the department.
	Mr. Shahuraj Yevate	Member	
	Mr. Dilip Bari	Member	
	Mr. Sanjiv Kamble	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Manik Kasab	Member	
	Mrs. Prerana Patil	Member	
	Mrs. Dipali Tamhane	Member	
	Mr. Pravin Bhave	Member	
	Mrs. Varsha Tajane	Member	

Admission Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
3	Dr. Hansraj Thorat	Chairperson	1) To consider local situation & decide proper policy as per state Govt. and University norms for admission procedure in the interest of the majority of the local students. 2) To guide the students and their parents about different criteria and aspects of the admission procedure. 3) To display notices for guidance to the students. 4) To conduct online admission to all Degree Courses and other courses run by the college. 5) To scrutinize all applications as per the Merit List, Reservation List and approve them. 6) To check the admission forms & other documents. 7) Prepare and display necessary information on Notice Board.
	Dr. Pandurang Misal	Member	
	Dr. Kailas Astarkar	Member	
	Dr. Ranjit Kadam	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Dilip Bari	Member	
	Mr. Nisha Sonawane	Member	
	Mr. Pravin Dolas	Member	
	Mr. Prerana Patil	Member	
	Mrs. Karishma Satpute	Member	
	Mr. Pravin Bhave	Member	
	Mrs. Varsha Tajane	Member	

Academic Calendar & Time Table Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
4	Mrs. Kailash Astarkar	Chairperson	1) To prepare academic calendar of the College.
	Mr. Dilip Bari	Member	2) To prepare a comprehensive Time- table for all U.G. and P.G. classes and look into day-to-day problems related to them.
	Mrs. Prerana Patil	Member	3) To allot appropriate class rooms to each class.
	Mrs. Dipali Tamhane	Member	4) To resolve problems of class-clashes and day- to-day problems related to them.
	Mrs. Sharda Anerao	Member	

Cultural Activities Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
7	Dr. Pandurang Misal	Chairperson	1) To notify, arrange and conduct cultural activities, inter-class competition and prepare college teams to represent at Intercollegiate, University, State and National and International Levels. 2) To guide and help students to participate in cultural programs. 3) To Comply with the University rules related to cultural activities.
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Kailas Astarkar	Member	
	Mr. Pravin Dolas	Member	
	Mrs. Varsha Tajane	Member	

Campus Discipline Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
8	Mr. Kailas Astarkar	Chairperson	1) To supervise and maintain peace and observance of discipline in the college premises. 2) To prepare shift wise time table for teachers and allotting them necessary disciplinary work. 3) To prepare Varanda Supervision Chart
	Dr. Pandurang Misal	Member	
	Dr. Raju Shiraskar	Member	
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Pravin Bhawe	Member	
	Mr. Vikas Dighe		

Examination Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
5.	Mr. Sanjiv Kamble	Chairperson	1) To plan, supervise and conduct Internal Tests, Exams, Unit tests, Orals/ Practical's etc.
	Mr. Kailash Astarkar	Member	2) To prepare supervision charts, collect the manuscripts of question papers from the teachers and get them printed.
	Mr. Manik Kasab	Member	3) To maintain the record of every meeting and preserve all important documents.
	Mrs. Dipali Sonawane	Member	4) To prepare mark lists of internal tests to be dispatched to the University.
	Mrs. Sonali Abhang	Member	5) To plan and organize First Year Examinations.(Written/ Practical / Oral)
	Mr. Pravin Dolas	Member	6) To Prepare and maintain internal Exam. Record.
	Mrs. Varsha Tajane	Member	7) To conduct University Examinations.

Entrepreneurship Development & Incubation Committee
(A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
9	Dr. Raju Shiraskar	Chairperson	1) To get guidance from SPPU and establish ED-cell & Incubation Centre. 2) To arrange Entrepreneurship Awareness and Development Programs.
	Mr. Shahuraj Yevate	Member	
	Mrs. Sharda Anerao	Member	
	Mr. Dilip Bari	Member	
	Mr. Pravin Dolas	Member	
	Mrs. Rajashree Khadake	Member	

Electoral Literacy Club
(A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
9	Mr. Dilip Bari	Chairperson	1) To arrange guidance and Training program of Election department Executives for the students. 2) To arrange workshop of the students for registering their names in the Electoral list / Voters list. 3) To participate in each programme arranged by the Election officers along with college students. 4) To arrange the demonstration programme for “How to give our vote through AVM Machines?” 5) To celebrate Constitution Day by arranging Expert Lectures for awareness amongst the students about - Democracy, Rights given by Constitution, Duties of citizens etc.
	Mr. Shahuraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Kailas Astarkar	Member	
	Mrs. Prerana Patil	Member	
	Mr. Manik Kasab	Member	

**Competitive Exams. Personality Development & Placement & Career
Guidance Committee (A.Y.2022-23)**

Sr. No	Name of the Member	Designation	Particulars of work to be done
10	Mr. Manik Kasab	Chairperson	1) To spread awareness about competitive examinations among the students and to create and sustain their interest in the respective field. 2) To introduce the students the nature of different competitive examinations, its syllabi, various advertisements, the structure of examinations etc. 3) To provide academic facilities to the students aspiring for civil service examinations. 4) To conduct competitive exam at college level. 5) To provide the basic knowledge of necessary preparations like pre-examination preparation, post-examination preparation, basic preparations for the interview skills, etc.
	Mr. Shahuraj Yevate	Member	
	Mr. Dileep Bari	Member	
	Dr. Chhaya Joshi	Member	
	Mrs. Sharda Anerao	Member	
	Mr. Pravin Dolas	Member	
	Mr. Vikas Dighe	Member	

Knowledge Resource Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
13	Mrs. Shaila Walunj	Chairperson	1) To plan and execute purchase of useful and selected books for the college library.
	Mrs. Prerana Patil	Member	2) Prepare Book Bank Scheme, Study Room etc.
	Mr. Manik Kasab	Member	3) Provide easy access to books and periodicals to the students and staff.
	Mr. Dilip Bari	Member	4) To organize the of book exhibition.
	Mr. Sanjiv Kamble	Member	5) Completion of Library Automation.
	Mrs. Dipali Sonawane	Member	6) To manage yearly report of book damaged, lost etc.
	Mr. Vishvanath Vyavahare		7) To do stock checking.
			8) To prepare and maintain the Data Bank.

Research Committee (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
15	Dr. Chhaya Joshi	Chairperson	1) To collect the relevant data and prepare a compendium of Research Proposals. 2) To guide researchers to undertake Research Projects to encourage teachers for research and produce research ambience among the teaching staff. 3) To promote & encourage the teachers for inter linkages, to provide consultancy services and help submission of MRPs to UGC, University, Industry etc.
	Dr. Pandurang Misal	Member	
	Mr. Dilip Bari	Member	
	Dr. Raju Shiraskar	Member	
	Mr. Parmeshwar Bhatashe	Member	
	Mr. Shahuraj Yavate	Member	
	Mr. Manik Kasab	Member	
	Mrs. Prerana Patil	Member	
	Mrs. Dipali Tmhane		

College Annual (Magazine) and Wall-Paper Committee (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
16	Dr. Pandurang Misal	Chairperson	1) To call for and invite literary articles and art work from the students for the college Annual, 'Dnyandeep' (Magazine) 2) To create awareness among students about writing. 3) To organize workshops on Literary Writing. 4) To invite experts and organize their lectures. 5) To give publicity to the college programs in newspapers & periodicals. 6) To prepare and display the wall papers.
	Mr. Dilip Bari	Member	
	Mr. Shauraj Yevate	Member	
	Mr. Sanjiv Kamble	Member	
	Mr. Parameshwar Bhatashe	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Pravin Dolas	Member	

Alumni Association (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
17	Mr. Sanjiv Kamble	Chairperson	1) To prepare a list of previous students 2) To invite them for functions and guidance 3) To call periodic meetings of alumni, discuss various problems with them and appeal them to share responsibilities with the college in carrying out various projects.
	Mr. Dilip Bari	Member	
	Mr. Shauraj Yevate	Member	
	Mr. Dilip Bari	Member	
	Dr. Raju Shiraskar	Member	
	Dr. Pandurang Misal	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Shaila Walunj	Member	
	Mr. Pravin Bhave	Member	

Mentor-Mentee and Teacher Parent Association (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
18	Mr. Dilip Bari	Chairperson	1) To prepare batches of students under the care of each teacher - mentor and observe overall development and progress made by them and also to see that all their difficulties are resolved through personal attention of the concerned teacher. 3) To maintain personal record of adopted students. 3) To maintain the academic record of the adopted students. 4) To Communicate with parents
	Dr. Pandurang Misal	Member	
	Mr. Kailas Astarkar	Member	
	Mr. Dilip Bari	Member	
	Dr. Shahuraj Yevate	Member	
	Mrs. Varsha Tajane	Member	
	And All Teachers	Member	

Feedback Committee (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
19	Mr. Parmeshwar Bhatashe	Chairperson	<p>1) To collect student feedback fortnightly from the Suggestion Box, analyze it and place it on record for approval of the Principal.</p> <p>2) To collect suggestions / feedbacks from the teaching and non-teaching staff</p> <p>3) To collect feedback from the potential employers through periodic meetings and maintain a register.</p> <p>4) To take student's feedback on curriculum, infrastructure facilities, placement, Alumni, Parents meets etc.</p> <p>5) To analyses the feedback of all stake holders.</p>
	Dr. Raju Shiraskar	Member	
	Mr. Dilip Bari	Member	
	Mr. Shahuraj Yevate	Member	

Add-on- Courses Committee (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
23	Mr. Vishvanath Vyavahare	Chairperson	1) To explore the possibilities to start related new short term courses in the college for all the three faculties Arts, Commerce and BBA(CA) 2) To make necessary provisions to start the course with immediate effect. 3) Encourage students for personality development and career guidance etc. 4) To conduct and supervise the faculty wise work of short term courses. 5) To organize the Guest Lectures.
	Dr. Pandurang Misal	Member	
	Mr. Sajiv Kamble	Member	
	Dr. Chhaya Joshi	Member	
	Mr. Pravin Bhave	Member	
	Mrs. Prerana Patil	Member	
	Mr. Pravin Dolas	Member	
	Mr. Raju Shiraskar	Member	
	Mrs. Dipali Sonawane	Member	

**Website Committee & E-Content Development Committee (AY
2022-23)**

Sr. No	Name of the Member	Designation	Particulars of work to be done
24	Mr. Shahuraj Yevate	Chairperson	<p>1) To prepare and design and maintain the college Website.</p> <p>2) To prepare the plan to facilitate internet access to different departments as per their requirements.</p> <p>3) To develop teachers' and experts' resources in e-Content creation in all subjects</p> <p>4) To make available the e-content to teachers and students through various delivery modes for online and offline teaching process.</p>
	Mrs. Preana Patil	Member	
	Mrs. Rajashree Khadake	Member	
	Mrs. Sonali Abhang	Member	
	Mr. Dilip Bari	Member	
	Mr. Kailash Ashtarkar	Member	
	Mr. Pravin Dolas	Member	
	Mrs. Pooja Rane		

Extension and Outreach Committee (AY 2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
26	Mr. Manik Kasab	Chairperson	1) To publish department-wise Extension activities. 2) To collect reports with beneficiaries. 3.) To prepare documentary on extension activities by collection of videos from departments.
	Mrs. Sonali Abhang	Member	
	Mrs. Dilip Bari	Member	
	Mr. Sanjiv Kamble	Member	
	Dr. Chhaya Joshi	Member	

Commerce Forum (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
28	Mr. Dilip Bari	Chairperson	1) To make arrangement for lectures of experts.
	Mr. Dilip Bari	Member) To arrange faculty and students development program like educational visits, seminars etc.
	Mrs. Dipali Tamhane	Member	
	Mrs. Dipali Sonawane	Member	3) To set up and maintain the commerce lab.
	Mr. Nikhil Khandve) To inculcate research culture among Teachers and Students.
			5) To prepare different syllabi for additional courses in related to commerce to meet the local needs related to commerce.
			6) To organize various activities related to trade, commerce, banking etc.

Publicity Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
28	Mr. Pravin Dolas	Chairperson	1) To publish the news of all the programs and events through online and offline Medias. 2) To publish monographs, books and proceedings of college.
	Mr. Manik Kasab	Member	
	Mrs. Sonali Abhang	Member	
	Mrs. Dipali Sonawane	Member	
	Mr. Nikhil Khandve		

**University Annual Report and Sanstha /Gov./Correspondence
Committee (A.Y.2022-23)**

Sr. No	Name of the Member	Designation	Particulars of work to be done
31	Prin. Dr. Hansraj Thorat	Chairperson	1) To compile College data of various events organized by different Committees in the college. 2) To prepare report and submit it to University (Development Section) and to sanstha office.
	Mr. Parameshwar Bhatashe	Member	
	Mr. Shahuraj Yevate	Member	
	Dr. Chhaya Joshi	Member	

College-Industry Co-Ordination Committee (A.Y.2022-23)

Sr. No	Name of the Member	Designation	Particulars of work to be done
29	Mr. Dilip Bari	Chairperson	1) To establish rapport with the neighboring industries. 2) To organize students visits to industries. 3) To consider the possibilities of inter-institutional exchange of knowledge and research to train students and teachers accordingly. 4) To take efforts for placement of students in different industries located in the neighboring region.
	Mr. Parameshwar Bhatashe	Member	
	Mr. Kailas Astarkar	Member	
	Mr. Rajashree Khadake	Member	