

Smt. Narsamma Arts, Commerce and Science College

College Development Committee

(2017-18 to 2022-23)

Sr.No.	Name	Designation
1.	Shri. Chandrashekhar A. Bhondu	Chairman of the Management
2.	Shri. Ram Madhukar Mahajan	Secretary & Management
3.	Dr. Rajesh Shamrao Chandanpat	Principal & Secretary of CDC
4.	Dr. Kashinath Manoharrao Kulkarni	Researcher
5.	Dr. Arunrao U. Pachkhede	Academician
6.	Shri. Avinash Gopalrao Ghike	Social Activist
7.	Shri. Shrikant Prabhakarrao Deshmukh	Teacher-Representative
8.	Shri. Chandrashekhar Himmatrao Sawarkar	Teacher-Representative
9.	Dr. Rajshree Aanand Raibhog	Teacher-Representative
10.	Dr. Nakul Dnyaneshwarrao Gawande	IQAC Coordinator
11.	Shri. Suraj Deepakrao Herey	Alumni-Representative
12.	Sau. Sukhda Sarang Deshpande	Non-Teaching-Representative
13.	Vacant	Student Council Secretary

Internal Quality Assurance Cell (IQAC)
(Reconstituted in 2022-23)

Sr.No.	Name	Designation
1.	Prin. Dr. Rajesh S. Chandanpat	Chairman
2.	Prof. Ravindraji Khandekar	Member (Management Representative)
3.	Prin. Dr. A. P. Charjan	Member (Employers Representative)
4.	Dr. S. N. Deshpande	Member (Stakeholders Representative)
5.	Dr. Sachin Mahajan	Member (Local Society Representative)
6.	Vaccant	Member (Industrialists Representative)
7.	Prof. S. D. Here	Member (Alumni Representative)
8.	Ku. Laxmi S. Bhandari	Member (Student Representative)
9.	Dr. S. H. Shamkuwar	Member (Teacher-Representative)
10.	Dr. P. N. Pawade	Member (Teacher-Representative)
11.	Dr. V. A. Meshram	Member (Teacher-Representative)
12.	Dr. R. A. Raibhog	Member (Teacher-Representative)
13.	Dr. S. B. Bansod	Member (Teacher-Representative)
14.	Prof. S. P. Deshmukh	Member (Teacher-Representative)
15.	Dr. M. J. Pawar	Member (Teaching-Representative)
16.	Mr. P. D. Walse	Member (Non-Teaching-Representative)
17.	Dr. C. H. Sawarkar	Coordinator

Smt. Narsamma Arts, Commerce and Science College, Amravati
IQAC and Internal Committees (2021-22 Onwards)

Internal Quality Assurance Cell (IQAC)

Co-ordinator: Prof. C. H. Sawarkar

Criterion No. 1: Curricular Aspects:

Incharge: Dr. S. H. Shamkuwar
Dr. A. P. Vaidya Advisor

Criterion No. 2: Teaching, Learning and Evaluation

Incharge: Dr. P. N. Pawade
Dr. U. S. Khandekar Advisor

Criterion No. 3: Research, Innovation and Extension

Incharge: Dr. V. A. Meshram
Dr. V. D. Sharma Advisor

Criterion No. 4: Infrastructure and Learning Resources

Incharge: Dr. R. A. Raibhog
Mr. N. M. Jathe Advisor

Criterion No. 5: Student Support and Progression

Incharge: Dr. S. B. Bansod
Dr. S. K. Tippat Advisor

Criterion No. 6: Governance, Leadership and Management

Incharge: Prof. S. P. Deshmukh
Dr. A. U. Bajpeyee Advisor

Criterion No. 7: Institutional Values and Best Practices

Incharge: Dr. M. J. Pawar
Dr. T. T. Rathod Advisor

Guidelines to IQAC:

- To ensure that the governance of the institution is reflective of and in tune with the vision and mission of the institution (6.1.1)
- To ensure that the effective leadership is visible in various institutional practices such as decentralization and participative management (6.1.2)
- To ensure that the institutional Strategic/ perspective plan is effectively deployed (At least one activity successfully implemented based on the strategic plan) (6.1.3)
- To ensure that the functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. (Organogram of the Institution) (6.1.4)
- To ensure the implementation of e-governance in the areas of operation such as Administration, Finance and Accounts, Student Admission and Support and Examinations (Details of implementation of e-governance in areas of operation, Administration etc., ERP (Enterprise Resource Planning) Document, Screen shots of user interfaces, Name of the Vendor with contact details, Year of implementation) (6.2.3)
- To significantly contribute for institutionalizing the quality assurance strategies and processes (At least two practices institutionalized as a result of IQAC initiatives) (6.5.1)
- To review teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and to record the incremental improvement in various activities (At least two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC) (6.5.2)
- To initiate the Quality assurance through 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements, 2. Collaborative quality initiatives with other institution(s), 3. Participation in NIRF, 4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) (6.5.3)
- To prepare and submit Annual reports of Institution (AQARs), SSR, IQA, etc. (6.5.3)
- Submit: e-copies of the accreditations and certifications
- To establish and monitor the performance of the Institution in one area distinctive to its priority and thrust (7.3.1)

Internal Committees and Cells:

Curricular Committee

Head: Dr. N. D. Gawande

Members: Dr. A. U. Bajpeyee, Dr. A. P. Vaidya, Prof. S. G. Deshpande, Mrs. Sukhada Deshpande

Guidelines: (Criteria Involved: 1, 2 and 4)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To prepare college academic calendar and ensure its strict adherence with respect to teaching- learning process.
- To prepare Time Table of UG and PG classes
- To monitor Syllabus Completion status
- To carry out the Academic and Administrative Audit for the departments.
- Establish mechanism for effective curriculum delivery through a well-planned and documented process (1.1.1)
- To promote and track the participation of teachers in following activities related to curriculum development and assessment of the affiliating University and their representation on the following academic bodies during the year (1.1.3)
 - Academic council/BoS of Affiliating University
 - Setting of question papers for UG/PG programs
 - Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 - Assessment /evaluation process of the affiliating University Options
- Details regarding Add on /Certificate programs offered during the year (1.2.2 and 1.2.3)
- To establish mechanism for assessing the learning levels of the students and organize special programmes (e.g. Baseline Assessments like Zero Test, Bridge Course and Remedial Coaching) for advanced learners and slow learners (2.2.1)
- Student centric methods, such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences (2.3.1)
- Promote the use of ICT enabled tools for effective teaching-learning process (2.3.2)
- Collect and Process feedback, and prepare action taken report on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers (1.4.1 and 1.4.2)
- To observe and maintain that the Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc. (4.1.1)
- To keep track of number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (4.1.3)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Co-Curricular Committee

Head: Dr. D. M. Ratnaparakhi

Members: Dr. A. K. Maldhure, Prof. N. M. Jathe, Prof. N. V. Bhongade, Mr. Rakshit Khaniwale

Guidelines: (Criteria Involved: 1, 2 and 5)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To promote and monitor students' representation and engagement in co-curricular activities following duly established processes and norms.
- To start / monitor Add on /Certificate programs (At least 1 course for each department, of duration greater than 30 hours) (1.2.2)
- To establish Tutor Ward Cell and monitor the related activities (2.3.3)
- To keep track of outgoing student progression to higher education every year (5.2.2)
- Number of students appearing and qualifying in state/ national/ international level examinations (eg: JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year wise (5.2.3)
- Ensuring participation of students in Curriculum related activities like Seminars, Poster Presentations, Quiz, Avishkar and other competitions in college and out of the college (5.3.2)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Extra-Curricular Committee

Head: Dr. P. S. Wankhede

Members: Dr. T. T. Rathod, Dr. P. S. Ingale, ,Dr. S. H. Behare, Prof. Nikhil Mohod, Prof. Manisha Pathak
Mr. D. M. Nimbole

Guidelines: (Criteria Involved: 4, 5 and 7)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To promote and monitor students' representation and engagement extra-curricular activities following duly established processes and norms.
- To keep track of awards/medals for outstanding performance in cultural activities at university/state/national / international level (award for a team event should be counted as one) year wise
- To observe and maintain that the Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga center etc. (4.1.2)
- To keep track of awards/medals for outstanding performance in cultural activities at university/state/national / international level (award for a team event should be counted as one) year wise (5.3.1)
- Ensuring students' participation in Youth Festival; Planning and organizing Annual Gathering, Prize distribution, etc. (5.3.2)
- To promote and keep track of number of cultural events/competitions in which students of the Institution participated year wise (organized by the institution/other institutions) (5.3.3)
- To undertake efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (7.1.8)
- To conduct the activities for Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (7.1.9)
- To celebrate / organize national and international commemorative (memorial) days, events and festivals, to prepare the Annual report of the celebrations and commemorative events along with geotagged photographs, Any other relevant information (7.1.11)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Research Committee

Head: Dr. U. S. Khandekar

Members: Prof. N. M. Jathe, Dr. A. K. Maldhure, Prof. S. B. Karmore, Mr. Rahul Kalikar

Guidelines: (Criteria Involved: 2, 3, 5 and 6)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To keep track of number of full-time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Super specialty / D.Sc. / D.Litt. during the year (2.4.2)
- To promote and monitor grants received from Government and non-governmental agencies for research projects, endowments (3.1.1)
- To keep track of number of teachers recognized as research guides (3.1.2)
- To keep track of departments having Research projects funded by government and non-government agencies during the year (3.1.3)
- To create an ecosystem for innovations and has initiatives for creation and transfer of knowledge (3.2.1)
- To conduct at least one workshop/seminar in the year on Research Methodology/ Intellectual Property Rights (IPR)/entrepreneurship (3.2.2)
- To keep track of Number of Ph. Ds registered per eligible teacher during the year (3.3.1)
- To promote and keep track of research papers per teachers in the Journals notified by UGC (3.3.2)
- To promote and keep track of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher (3.3.3)
- To plan, identify and undertake collaborative activities for research, Faculty exchange, Student exchange/ internship and relevant linkages (3.5.1)
- To pursue for functional MoUs with institutions, other universities, industries, corporate houses (3.5.2)
- Central Instrumentation Cell: To provide instrumentation services to the students and researchers on commercial basis; to run certificate and other short-term courses on instrumentation. (5.1.3)
- To establish and monitor the effective welfare measures for teaching and non-teaching staff (6.3.1)
- To establish mechanism for and promote the financial support to attend conferences/workshops and towards membership fee of professional bodies for teachers (6.3.2)
- To organize professional development /administrative training programs for teaching and non-teaching staff every year (6.3.3)
- To promote and monitor online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) (6.3.4)
- To establish and monitor Performance Based Appraisal System for teaching and non-teaching staff. (6.3.5)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Student Development, Counseling, Training and Placement Cell

Head: Prof. D. B. Suryawanshi

Members: Dr. P. S. Ingale, Dr. P. S. Wankhede, Prof. Kalyani Maldhure, Mr. Devendra Khadse

Guidelines: (Criteria Involved: 5)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- Planning and Organizing activities, Training programs, counseling workshops for the students' advancement for their academic as well as emotional and psychological well being
- Organize Certificate course in Soft skills Development with MoU (5.1.3.1)
- Arrange workshops (One per Year) - Guidance for competitive examinations and career counseling for students (5.1.4)
- To conduct classes for competitive examinations for students (with MoU) (5.1.4)
- Identifying the prospective employers for the placement drive to be held in college and organizing the placement drive every year (5.2.1)
- To promote and monitor students' representation and engagement in Student Council, Related election process and its working by following duly established processes and norms. (5.3.2)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Student's Discipline, Grievance Redressal and Anti Raging Cell

Head: Prof. P. D. Khedkar

Members: Dr. D. C. Nikalje, Prof. Sheetal Lamkhede, Mr. Anant Barahate

Guidelines: (Criteria Involved: 5 and 7)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To prepare Grievance redressal policy document (On-Campus display boards)
- Establish transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (5.1.5)
- Mechanisms for submission of online (College website) /offline students' grievances (On-Campus display boards and single window system) (5.1.5)
- Timely redressal of the grievances through appropriate committees. (5.1.5)
- To ensure implementation of guidelines of statutory/regulatory bodies for grievance redressal. (5.1.5)
- Organization of programs for wide awareness and undertakings on policies with zero tolerance (5.1.5)
- To Prepare Code of ethics policy document for students, teachers, administrators and other staff, display it on-campus and on college website (7.1.10)
- To conduct Annual awareness programs on code of conduct and professional ethics programmes for students, teachers, administrators and other staff. (7.1.10)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Woman Cell, Sexual Harassment and Grievance Redressal Cell for Woman

Head: Dr. Madhuri Chikhalkar

Members: Dr. M. D. Tambekar, Dr. S. H. Behare, Mrs. Thorat

Guidelines: (Criteria Involved: 5 and 7)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To initiate measures for the promotion of gender equity (Annual gender sensitization action plan)
- To identify, plan and undertake programs/drives for the benefit of girl-students
- To ensure specific facilities provided for women in terms of Safety and security, Counselling, Common Rooms, etc.
- To prepare Grievance redressal policy document and On-Campus display boards for provisions of the act against Sexual Harassment at workplaces
- Establish transparent mechanism for timely redressal of grievances including sexual harassment and ragging cases (5.1.5)
- Mechanisms for submission of online (College website) / offline students' grievances (On-Campus display boards and single window system)
- Timely redressal of the grievances through appropriate committees.
- To keep and maintain the record of the complaints received and the action taken thereon.
- To ensure implementation of guidelines of statutory/regulatory bodies for grievance redressal.
- Organization of programs for wide awareness and undertakings on policies with zero tolerance
- To plan and organize lectures/workshops/counseling sessions and other appropriate measures for women in college and in neighborhood community on the topics related to gender equality and sensitization (7.1.1)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Alumni Association Cell

Head: Dr. A. U. Bajpeyee

Members: Dr. A. P. Vaidya, Prof. Priya Kadam, Mr. Sunil Tippat

Guidelines: (Criteria Involved: 1 and 5)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To act as a facilitator between the Alumni Association and the College
- To plan and organize the Annual Alumni Meet
- To keep and maintain the record of the prominent alumni and their status
- To identify, plan and organize guest lectures, workshops, inter-personal guidance sessions etc. for the benefit of the students through relevant Alumni-experts
- Collect and Process feedback, and prepare action taken report on the syllabus and its transaction at the institution from the following stakeholders 1) Employers 2) Alumni (1.4.1 and 1.4.2)
- To contribute significantly to the development of the institution through registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services. (5.4.1)
- To promote fund raising for the development of institute through Alumni association (5.4.2)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Internal Examination Committee

Head: Dr. V. D. Sharma

Members: Dr. D. N. Satange, Dr. M. D. Tambekar, Prof. Mamta Chaudhari, Mr. Shantanu Gunde

Guidelines: (Criteria Involved: 1, 2 and 6)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To prepare the academic calendar for the conduct of Continuous Internal Evaluation (CIE) and monitor the adherence to it (1.1.2)
- To establish transparent and robust mechanism of internal assessment is in terms of frequency and mode (2.5.1)
- Identify slow and fast learners through assessment results
- To establish mechanism to deal with internal/external examination related grievances in a transparent, time- bound and efficient manner (2.5.2)
- To prepare COs, POs and PSOs, display it on college website and communicate it to teachers and students (2.6.1)
- To assess and evaluate the attainment of COs, POs and PSOs (2.6.2)
- To analyze result of the college for the year (2.6.3)
- Implementation of e-governance in examinations (6.2.3)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Campus Maintenance Committee

Head: Prof. P. D. Khedkar

Members: Prof. S. R. Warhekar, Prof. Gayatri Pathak, Mr. Sanjay Bhagat

Guidelines: (Criteria Involved: 4 and 7)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To ensure that there are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (4.4.2)
- To keep track of (plan, budget and utilization statement) expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs) (4.4.2)
- To explore alternate sources of energy and implement energy conservation measures such as (Solar energy, Biogas plant, Wheeling to the Grid, Sensor-based energy conservation, Use of LED bulbs/ power efficient equipment), Submit: Geotagged Photographs (7.1.2)
- To establish the facilities for the management of degradable and non-degradable waste (such as Solid waste management, Liquid waste management, Biomedical waste management, E-waste management, Waste recycling system, Hazardous chemicals and radioactive waste management), Submit: Relevant documents like agreements/MoUs with Government and other approved agencies, Geotagged photographs of the facilities, Any other relevant information (7.1.3)
- To establish the Water conservation facilities in the campus such as (Rain water harvesting, Bore well/Open well recharge, Construction of tanks and bunds, Waste water recycling, Maintenance of water bodies and distribution system), Submit: Geotagged photographs / videos of the facilities, Any other relevant information (7.1.4)
- To undertake initiatives for greening the campus such as (Restricted entry of automobiles, Use of Bicycles/ Battery powered vehicles, Pedestrian Friendly pathways, Ban on use of Plastic, Landscaping with trees and plants), Submit: Geotagged photos / videos of the facilities, Various policy documents / decisions circulated for implementation, Any other relevant documents (7.1.5)
- To undertake regular quality audits on environment and energy initiatives (Green audit, Energy audit, Environment audit, clean and green campus recognitions/awards, Beyond the campus environmental promotional activities), Submit: Audits submitted by the auditing agency, Certification by the auditing agency, Certificates of the awards received, Any other relevant information (7.1.6)
- To establish Divyangjan friendly, barrier free environment by observing the following facilities:1. Built environment with ramps/lifts for easy access to classrooms 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading, Submit: Geotagged photographs / videos of the facilities, Policy documents and information brochures on the support to be provided, Details of the Software procured for providing the assistance, Any other relevant information (7.1.7)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Scholarship Monitoring Committee

Head: Dr. T. T. Rathod

Members: Prof. Jaykumar Meshram, Mr. Harish Kulkarni, Mr. Prashant Walse

Guidelines: (Criteria Involved: 5)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- Identifying the various welfare schemes and scholarships for the students and dissemination of its info to them (On-Campus Display boards)
- To increase the scholarship awareness among the students by organizing annual workshop.
- To plan and implement the strategies / mechanism for effective and efficient scholarship distribution process.
- To monitor students benefited by scholarships and free ships provided by the Government / institution / non- government bodies/ industries/ individuals/philanthropists every year (5.1.1) (5.1.2)
- To establish mechanism for grievance redressal related to scholarships and monitor the same
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Public Relations Committee

Dr. D. N. Satange Head, Print Media

Members:

Dr. D. M. Ratnaparakhi Online Media

Prof. Komal Gupta

Mr. Akshay Chandel

Guidelines:

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To ensure wide publicity to the events organized in the college in News-papers, social media (whats app, facebook, Instagram, youtube, etc.), College website and maintaining its record
- Designing and publishing the college Prospectus at the beginning of the session
- Ensuring the students' participation in the College Magazine, its publication and its timely entry into university-competition
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

UGC and RUSA Committee

Dr. V. D. Sharma Head
Dr. N. D. Gawande Member
Mr. Shrikant Joshi Member

Guidelines:

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To undertake, study and prepare different proposals through UGC grants
- To plan for utilization of the grants received
- To prepare, maintain and settle the accounts related to the various grants disbursed by the UGC/RUSA
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Library Advisory Committee

Head: Prin. Dr. R. S. Chandanpat

Members:

Dr. S. H. Behare

Dr. M. D. Tambekar

Dr. M. J. Pawar

Prof. Nikhil Mohod

Guidelines: (Criteria Involved: 4)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- Preparing annual budget
- Planning and conducting various activities related to the library and its readers
- To monitor the NLIST account
- Monitoring the quantity and quality of the library holdings and its resources
- To ensure library process automation using Integrated Library Management System (ILMS) (4.2.1)
- To ensure the regular subscription for the e-journals, e-ShodhSindhu, Shodhganga Membership, e-books, Databases and Remote access to e-resources (4.2.2)
- To monitor the expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (4.2.3)
- To monitor per day usage of library by teachers and students (foot falls and login data for online access) (4.2.4)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Admission Committee

Prof. S. P. Deshmukh Head

Members: All Teaching Staff

Guidelines:

- To plan the strategies for conducting admission procedure
- To plan for the course wise / subject wise intake capacity
- To ensure the admissions as per the reservation policy
- To plan and implement the advertisement strategies for effective and efficient admission procedure through different media
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st October every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

National Service Scheme /(NSS)

Dr. S. K. Tippat

Program Officer

Dr. Madhuri Chikhalkar

Co-program Officer

Guidelines: (Criteria Involved: 3)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the committee / cell in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To conduct the activities as per the guidelines of the parent university
- To conduct Extension activities/outreach programs in the neighborhood community, sensitizing students to social issues, for their holistic development (3.4.1)
- To pursue for awards and recognitions received for extension activities from government/ government recognized bodies (3.4.2)
- To conduct extension and outreach Programmes through NSS / NCC / Government and Government recognized bodies (3.4.3)
- To prepare and submit Annual report of the committee / cell pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Department of Physical Education:

Guidelines: (Criteria Involved: 4 and 5)

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular assignments.
- To conduct at least two meetings of the department in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To ensure and undertake Periodic review of adequacy of facilities for sports, games (indoor, outdoor), gymnasium, yoga etc. (4.1.2)
- To conduct Certificate Course in Life skills with MoU (Yoga, physical fitness, health and hygiene) (5.1.3.3)
- To keep track of awards/medals for outstanding performance in sports activities at university/state/national / international level (award for a team event should be counted as one) during the year. (5.3.1)
- To promote and keep track of number of sports events/competitions in which students of the Institution participated year wise (organized by the institution/other institutions) (5.3.3)
- To prepare and submit Annual report of the department pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Staff Council

Dr. D. C. Nikalje

Co-ordinator

Guidelines:

- To conduct staff meetings as per the instruction by the Principal
- To prepare an agenda for the same
- Maintain the notice and MoM (Minutes of Meeting) register.

Common Guidelines for Departments:

- To prepare and submit (up to 31st June every year) the annual activity calendar (with Annual Plan and Budget) as per the applicable prospective plan and regular academic/assessment/co-curricular activities.
- To conduct at least two meetings of the department staff in a semester and maintain the notice and MoM (Minutes of Meeting) register.
- To comply with the guidelines issued by curricular, co-curricular and extra-curricular committee
- To ensure publication of at least one research paper / article in UGC care listed journal / refereed journal for every teacher
- To conduct short term certificate course with MoU (minimum 30 hours duration)
- To successfully implement one best practice and one extension activity every year and submit its annual report as per NAAC format provided in the Manual.
- To carry out the Academic and Administrative Audit (AAA) as per the guidelines issued by curricular committee
- To prepare annual data such as internal and university examinations results, student progression and placement data (along with the admission receipts / Appointment letters), students' participation and achievements in exams such as NET, SLET, GATE and other competitive exams (along with the admission cards), curricular, co-curricular and extra-curricular special achievements of students with documentary proof, etc.
- All the activity reports shall accompany the geo-tagged photographs, news paper cuttings and list of participants with their signatures.
- Any other responsibilities deliberated by the Principal and IQAC
- To prepare and submit Annual report of the department in appropriate format pertaining to every specified guideline up to 31st May every year, along with applicable data templates / supporting documents / Geo tagged photographs / News Cuttings, appropriate web links etc. (Mention reasons for inability if any, to work out on a particular guideline)

Additional Guidelines:

Allotment of certificate Courses to Departments and Committees:

Department of English:

Certificate Course in Language and communication skills with MoU (5.1.3.2)

Department of Computer Science:

Certificate course in ICT/computing skills with MoU (5.1.3.4)

Department of Physical Education:

Certificate Course in Life skills with MoU (Yoga, physical fitness, health and hygiene) (5.1.3.3)

Research Committee

Certificate / Short Term Courses on instrumentation.

Student Development, Counseling, Training and Placement Cell

Certificate course in Soft skills Development with MoU (5.1.3.1)