



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
(Empowered Autonomous)

Key Indicator
6.1-Institutional Vision and Leadership

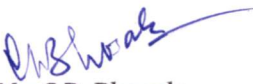
Art Circle Committee 2020-21 [Art Circle, Debate & Elocution]			
Sr. No.	Name of faculty member	Department	Position
1	Mr. Sandesh Gharge	Micro	Chairperson
2	Ms. Sangita Naik	MCVC	Member
3	Ms. Manasi Rasal	Library	Member
4	Ms. Varsha Kukde	Jr. Section	Member
5	Ms. Poonam Chavan	Jr. Section	Member
6	Ms. Priyanka Pisal	Biotech	Member
7	Ms. Maya Kalvikatte	Jr. Section	Member
8	Ms. Archana Pradhan	Jr. Section	Member
9	Mr. Hemant Madhavi	Office	Member

Scope of Work:

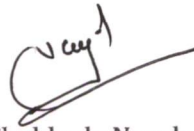
1. Active participation in maximum events of Youth Festival of University of Mumbai.
2. Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level.
3. Give incentive, encouragement to the outstanding performers.
4. Conduct intra-college competitions of performing & literary arts, elocution and debate.
5. Conduct Mumbai University Youth Festival [zonal level] at least once in 5 years.
6. Promote students to represent in various college festivals and inter- college competitions of performing & literary arts, elocution and debate.
7. Prepare a group of (6-8) singers for presenting on occasions like Karmaveer Jayanti, 15th August, 26th January, convocation etc.
8. Prepare – college song with the help of talented students [involve alumni]



9. Look after maintenance of art circle room and musical instruments [purchase if required with prior permission of Principal]
10. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
11. Submit all the records including photographs in a form of file at the end of the year.


Mr. C.D. Bhosale
Coordinator, IQAC




Dr. Shubhada Nayak
I/C Principal

I/C PRINCIPAL
KARMAVEER BHAURAO PATIL COLLEGE
VASHI, NAVI MUMBAI - 400 703.




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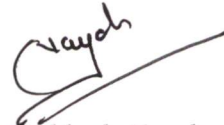
Assessment & Placement of Teacher, CAS [Sr. College] Committee [2020-21]			
Sr. No.	Name of faculty member	Department	Position
1	Dr. S. P. Yadav	Physics	Chairman
2	Dr. E.S. Mundhe	Economics	Member
3	Mr. Sunil Thombre	Office	Member
4	Mr. Waghmare	Office	Member

Scope of Work:

1. Assist faculty members in their assessment and placement issues.
2. Inform faculty members about Career Advancement Scheme.
3. Keep records and submit at the end of the year.


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Avishkar & Inspire Committee 2020-21

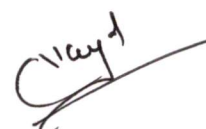
Sr. No.	Name of faculty member	Department	Position
1	Dr. G. C. Wadhawa	Chemistry	Chairperson
2	Dr. Devane P.A.	English	Member
3	Ms. Kalyani Patil	Bioanalytical Sciences	Member
4	Ms. Pranita Bhale	FC	Member
5	Ms. S. Revathy	Math	Member
6	Ms. Manmeet Kaur	BMS	Member
7	Ms. Somali Chatterjee	BAF	Member
8	Mr. T.V. Jadhav	Jr. Section	Member
9	Ms. M. S. Jadhav	Jr. Section	Member

Scope of work:

1. Initiate maximum participation in "Avishkar". Promote the activity in order to achieve recognition at zonal, university and state level.
2. Conduct "Inspire Activity" as per the guidelines of Sanstha.
3. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
4. Submit all the records in a form of file at the end of the year.


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Building Maintenance & Cleanliness Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. R. D. Mohite	Chemistry	Chairman
2	Mr. G.R. Pawar	MCVC	Member
3	Mr. A.V. Mahamuni	MCVC	Member
4	Ms. Varsha Iralapalle	BMS	Member
5	Ms. Manisha Jangale	IT	Member
6	Ms. Shruti Devrukhkar	Commerce	Member
7	Mr. K.N.G hadge	Jr. Section	Member
8	Shri. Sunil Thombre	Office	Member
9	Shri. M.R. Bagal	Office	Member
10	Shri Hemant Madhavi	IT	Member
11	Ms. Jasmin Patel	IT	Member
12	Shri. Rahul Dahiphale	IT	Member

Scope of Work [Building maintenance]:

1. Prepare Infrastructure and physical and learning facilities utilization & maintenance policy
2. Undertake regular surveys and supervisions of college infrastructure for repair and replacements.
3. Carry out prompt repair works in case it is required.
4. Keep record of all the infrastructure facilities in the campus.
5. Work out annual maintenance contract with reliable agencies. Maintain records.
6. Maintenance of water coolers, fire extinguishers, ACs etc. should be regularly done.
7. Attend to complaints of lack of lamps, fans, taps etc. in the campus by ensuring prompt remedial action with the help of office superintendent.
8. Check drinking water quality every month with the help of microbiology department.
9. Nameplates, Boards, Notice Boards, Partitions should be maintained.



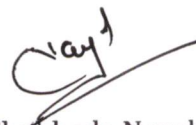
10. Maintenance of Computers, laptops, electrical connections, plumbing, water tank, solar panels, rainwater harvesting tank etc.
11. Keep a register for recording complaints of students and teachers regarding infrastructure and facilities.
12. Conduct regular meetings and keep the minutes.

Scope of Work [Cleanliness]:

1. Conduct strict surveillance of cleanliness of the campus, particularly washrooms with the help of faculty members. Appoint floor representatives.
2. Keep record of daily cleaning activity.
3. Ensure regular cleaning of water coolers [Twice in six months].
4. Instruct departments for maintaining cleanliness in the staff rooms, laboratories and store rooms.
5. Arrange surprise visits to departments to check cleanliness. Keep record.
6. Announce two hours in every week as a "clean-hours". Implement it strictly in office, library, departments etc. Keep record.
7. Conduct activities to support "Swatch Bharat Abhiyaan"[Important for NAAC]
8. Arrange regular meetings with cleaning staff and instruct them. Provide necessary cleaning materials to the staff.
9. Keep complaint register at convenient location for students and staff to note their complaints. Attend to grievances immediately.
10. Take steps towards "Zero Garbage Campus" with the help of "Stree Mukti Sanghatana".



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Canteen Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Sangeeta Naik	MCVC	Chairman
2	Ms. Varsha Bidve	Jr. Section	Member

Scope of Work:

1. Regular surveillance of canteen facility in terms of cleanliness, menu, rates, drinking water etc.
2. Ensure variety in menu and some healthy options of food.
3. Take feedback from students and faculty members and suggest improvisation of canteen.
4. Conduct at least three meetings of committee members and maintain record of minutes of the meeting.
5. Submit all the records in a form of file at the end of the year.

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Career Guidance, Training & Placement Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Harshad Jadhav	Economics	Chairman
2	Dr. B.M. Mundhe	Economics	Member
3	Dr. G. C. Wadhawa	Chemistry	Member
4	Mr. Nitin Gamare	Commerce	Member
5	Ms. Madhuri Bankar	IT	Member
6	Ms. Latika Das	BMS	Member
7	Mr. Ganesh Kadam	CIII	Member
8	Placement Coordinators [Students]	All Dept	Member
9	Point of contacts [Teachers]	All Dept	Member

Scope of Work:

1. Arrange seminars/talks about career guidance for students of all faculties.
2. Organize training sessions to increase the employability of the students.
3. Invite industries to have campus interviews in the college.
4. Keep department-wise data of companies which are potential employers of our students with the help of HODs.
5. Facilitate networking with placement agencies, industries, corporate houses etc.
6. Arrange career-fair once in two years.
7. Keep record of on-campus and off-campus placement data.
8. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
9. Submit all the record in a form of file at the end of the year.


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Competitive Exam & Guidance Cell 2020-21

Sr. No.	Name of faculty member	Department	Position
1	Dr. Shakeel Shaikh	English	Chairman
2	Mr. Anil Zende	Economics	Member
3	Mr. Datta Bhosale	Math	Member
4	Ms. Archana Salunkhe	BBI	Member
5	Mr. Milind Talwar	Philosophy	Member

Scope of Work:

1. Take a survey of students interested in appearing for competitive exams.
2. Maintain a guidance cell with the help of experts to guide students for competitive exams like MPSC/UPSC/GMAT/GRE/GATE/TOEFFEL/MSCET/PTM/NET/SET etc.
3. Prepare students for exams conducted by Karmaveer Vidya Prabodhini.
4. Keep record of number of students enrolled and passed.
5. Upgrade the library of the cell as per the requirement of the students.

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Discipline and Timetable Committee (Senior College) 2020-21

Sr. No.	Name of faculty member	Department	Position
1	Dr. R.D. Mohite	Chemistry	Chairman
2	Dr. S.P.Yadav	Physics	Member
3	Mr. B.P.Pawar	English	Member
4	Mr. Nalawade N.B.	Maths	Member
5	Mr. Pankaj Dandage	BAF	Member
6	Mr. Lokhande	Economics	Member
7	Shri. S.P. Bhoskar	Office	Member
8	Shri. Uddhav Bhosale	Office	Member

Scope of Work [Discipline]:

1. Assign campus supervision duties to all the **teaching and non-teaching staff**. Assign locations of the duties which should comprise of main gate, all the buildings, playground & campus.
2. Issue guidelines to them regarding the duty.
3. Inform students through notices about the code of conduct they should follow when in the campus and also about actions taken against the defaulters.
4. Take action against defaulters in consultation with Hon. Principal.
5. Display list of guidelines regarding discipline in each building.
6. Monitor CCTV recording at regular intervals.
7. Maintain records of the notices, procedures of actions taken against defaulters etc.
8. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
9. Submit all the records in a form of file at the end of the year.



Scope of Work [Time-table]:

1. Design of Time-Table of all the faculties [Sr. college] by making optimum usage of infrastructure available.
2. Allocation of halls to classes according to strength of students.
3. Display of time-table for students & teachers on the notice boards, electronic screens and website.
4. Collect departmental time- tables and preserve for records.
5. Conduct at least three meetings of committee and maintain record of minutes of the meeting.
6. Submit all the records in a form of file at the end of the year.



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Innovations and Entrepreneurship Cell 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Kamlesh Chandekar	Physics	Chairperson
2	Ms. Geetanjali Gone	Bio Analytical	Member
3	Mr. Pandurang Aakhade	BAF	Member
4	Mr. Arjun Potinde	Microbiology	Member
5	Ms. Vedika Bane	Biotechnology	Member
6	Mr. Ganesh Kadam	CIII	Member

Scope of Work:

1. Organize Entrepreneurship Development workshops for students.
2. Create ecosystem for innovation for creation and transfer of knowledge.
3. Conduct workshops/seminars on IPR and innovative practices.
4. Promote innovations through research.
5. Encourage students and teachers to present their innovation on different platforms like- Konark, Riddle etc.
6. Help the students to translate the innovation into start-ups.
7. Organize visits, lectures and activities to promote innovations.

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Environment Consciousness Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. P.J. Hajare	Physics	Chairman
2	Ms. Somaya Panda	B. Voc	Member
3	Smt. Jyoti Khaire	BAF	Member
4	Ms. Manmeet Kaur	BMS	Member
5	Ms. S.M. Gaikwad	Jr. Section	Member
6	Mr. Vikas Nalawade	Jr. Section	Member
7	Ms. Sonavane	Office	Member

Scope of Work:

1. Prepare Zero garbage & green campus policy
2. Sensitize students about environment by conducting programs and addressing issues like Climate Change, Environmental Education, Eco friendly practices etc.
3. Arrange lectures, film shows on environmental issues.
4. Arrange nature trails, trekking, hiking and visits to places of environmental importance.
5. Arrange poster/essay writing competition on environment related topics.
6. Make efforts to make the campus-"Zero Garbage", Plastic Free and Paperless Office.
7. Conduct a Green Audit of college campus and facilities.
8. Undertake activities to make the campus eco-friendly. Focus on issues like-
 - * Energy conservation
 - * Use of renewable energy
 - * Rain Water harvesting
 - * Efforts for Carbon neutrality
 - * Plantation
 - * Hazardous waste management



* E-waste management

* Solid and liquid waste management

9. Conduct awareness programs for instilling green practices amongst faculty members, staff and students like, use of bicycles, public transport, less use of electricity, paper and other natural resources.
10. Display instructions like –save water, save electricity, save paper etc. in college buildings, offices etc.
11. Maintain composting facility and rain water harvesting facility& its utilization in the campus.
12. Assign budget for green initiatives and keep record of amount spent on them in every academic year.
13. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
14. Submit all the records in a form of file at the end of the year.



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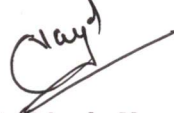
Examination Committee 2020-21 ATKT (Senior College)		
Sr. No.	Name of faculty member	Position
1	Dr. S. J. Shaikh	Chairman
2	Dr. Vivek Bhoir	Member
3	Ms. Madhuri Gabhane	Member
4	Mr. H.J. Kadu	Member
5	Shri Santosh Wagh	Member
6	Shri. Satish Javir	Member

Scope of Work:

1. Conduct orientation for all teachers regarding rules of examination, re-examination, evaluation given by University of Mumbai.
2. Make SOPs for every process related to examination.
3. Conduct ATKT semester end, internal & additional examinations as per the university guidelines.
4. Follow timeline for conducting the exams and declaration of results.
5. The results should be declared on institutional website as well.
6. Take review of every examination and make improvements in making the process convenient and transparent.
7. All results should be maintained in soft as well as hard copies and made available whenever required for different purposes.


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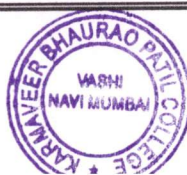


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Examination Committee 2020-21			
College Examinations [Semester End & Internal Examination]			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Rajashree Ghorpade	Microbiology	Chairman
2	Dr. Vikas Thakur	Chemistry	Member
3	Dr. P.J. Hajare	Geography	Member
4	Dr. B.M. Mundhe	Economics	Member
5	Dr. Ramesh Mohite	Chemistry	Member
6	Dr. Harsha Goyal	Commerce	Member
7	Dr. Devane P.A.	English	Member
8	Mr. Mane P.U.	Chemistry	Member
9	Ms. Manisha Abhyankar	Computer Science	Member
10	Mr. H.J. Kadu	Office	Member
11	Mr. Deepak Aher	Office	Member
12	Shri Thakur (P.G.)	Office	Member
13	Shri. Santosh Wagh	Office	Member
14	Shri. Satish Javir	Office	Member
15	Shri. Pawara	Office	Member

Scope of Work:

1. Set-up a Board of Examinations by inviting and including suitable members.
2. Make ordinances for different aspects of examination.
3. Conduct orientation for all teachers regarding rules of examination, re-examination, evaluation etc.
4. Inform students about all the ordinances of examination.



5. Make SOPs for every process related to examination.
6. Follow timeline for conducting the exams and declaration of results.
7. The results should be declared on institutional website as well.
8. Organize open-day for students to see their papers.
9. Take review of every examination and make improvements in making the process convenient and transparent.
10. All results should be maintained in soft as well as hard copies and made available whenever required for different analysis purposes.
11. Take review of every examination and make improvements in making the process convenient and transparent.
12. All notifications and ordinances regarding examination should be displayed on institutional website in separate tab.


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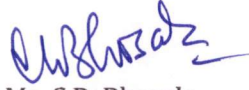
Faculty Empowerment Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Pratibha Devane	English	Chairman
2	Mr. Potinde A.R.	Micro	Member
3	Ms. Harsha Gorde	IT	Member
4	Mr. B.D. Bhosale	Jr. Section	Member
5	Mr. Sunil Choudhari	Jr. Section	Member

Scope of Work:

1. Organize Faculty Training programs to empower and enable the use of various tools and technology for improved teaching & learning like -Innovative teaching learning methods/approaches, Learning Management Systems, Content/knowledge management, Selection, development and use of enrichment materials, Assessment, Cross cutting issues, Audio Visual Aids/multimedia, OER's, Teaching learning material development, selection and use.
2. Arrange activities for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform.
3. Inform teaching faculties about technologies and facilities available & can be used by the faculty for effective teaching. Eg: Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.
4. Inform faculty members and non-teaching staff about the welfare schemes available for them.
5. Keep record of number of staff who avail the benefit of such schemes in every academic year.



6. Organize farewell programs whenever required.
7. Submit all the records in a form of file at the end of the year.



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Feedback Committee 2020-21

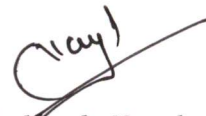
Sr. No.	Name of faculty member	Department	Position
1	Ms. Gayatri Bhagwat	Chemistry	Chairman
2	Ms. Manasi Mishra	BMS	Member
3	Ms. Swati Gaikwad	IT	Member
4	Ms. Manisha Jangale	CS	Member
5	Ms. Somali Chatterjee	BAF	Member
6	Mr. Datta Bhosale	Math	Member

Scope of Work:

1. Prepare Feedback policy
2. Take feedback on curriculum from teachers, students, alumni, employers and parents.
3. The feedback collected should be analyzed and necessary action should be taken. The feedback analysis should be uploaded on the website.
4. Prepare prescribed formats for collecting feedback.
5. Collect feedback from students about teachers. The analysis should be communicated to individual teachers. Suggestions can be given by Principal.
6. Collect feedback from parents and students about institute. Analysis should be presented to the Principal. Action taken report should be maintained.
7. Conduct students' satisfaction survey about teaching learning process.
8. Submit all the records at the end of the year.


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Financial Management & Purchase Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Keshav Shinde	Microbiology	Chairman
2	Mr. Y.A. Gaikwad	Chemistry	Member
3	Mr. C.D. Bhosale	Commerce	Member
4	Ms. Manasi Rasal	Library	Member
5	Shri. V.H. Patil	Office	Member

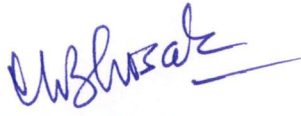
Scope of Work [Financial Management]:

1. Prepare Administration & Financial Mgt policy
2. Prepare yearly budget by considering departments and major activities. Take inputs from HODs and Chairpersons of major activities.
3. Make necessary budgetary provisions for all major activities planned in the academic year.
4. Monitor effective and efficient use of available financial resources.
5. Maintain records of details on the efforts made by the institution in securing additional funding and the utilization of the same.
6. Keep records of audited income and expenditure statement of academic and administrative activities of each year and the reserve fund/corpus available with Institutions. [with the help of office- especially accountant].
7. Maintain records of internal and external audits done with the help of office.
8. Note major audit objections and give details of compliance.

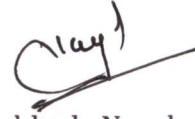


Scope of Work[Purchase]:

1. Follow the prescribed process laid down by Rayat Shikshan Sanstha while doing all purchases for college.
2. Supervise all the purchases done by college.
3. Maintain list of approved vendors.



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Garden Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Mr. A. S. Varkad	Jr. Section	Chairman
2	Ms. M.S. Jadhav	Jr. Section	Member
3	Mr. V. D. Gaikwad	Jr. Section	Member
4	Mr. Bharat	Office	Member

Scope of Work:

1. Supervise maintenance of garden [including Karmaveer statue] with the help of non-teaching staff.
2. Maintain the green zones surrounding the playground.
3. Provide placards carrying botanical names for important trees in the campus.
4. Arrange workshop on gardening.

Mr. C.D. Bhosale
Coordinator, IQAC



Dr. Shubhada Nayak
I/C Principal

I/C PRINCIPAL
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Rayat Shikshan Sanstha's
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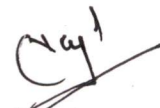
Gender Issue Cell 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Tabassum Siddhavatam	Jr. Section	Chairman
2	Ms. Sangita Naik	Jr. Section	Member
3	Ms. Sushma Borate	Jr. Section	Member
4	Ms. Chandrakala Mhatre	Jr. Section	Member
6	Ms. Manisha Chavan	Jr. Section	Member
7	Ms. Nilima Gadekar	Jr. Section	Member
8	Ms. Reshma Patil	Jr. Section	Member
9	Ms. Sonam Singh	Jr. Section	Member

Scope of Work:

1. Conduct activities to inculcate sense of equality amongst male and female students.
2. Arrange various workshops & lectures to fulfill the objectives of G.I.C.
3. Sensitize students and faculty members towards gender equality and respect for women.
4. Report any incidence of discrimination based on gender difference to authority and take action in consultation with Hon. Principal.
5. Inform students about existence and activities of the cell time to time.
6. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
7. Submit all the records in a form of file at the end of the year.


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Grievance Redress Cell working committee[Teaching, non-teaching & students] Including Anti-ragging] 2020-21

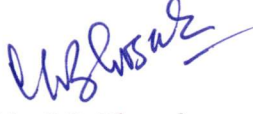
Sr. No.	Name of faculty member	Position
1	Mr. S. A. Gharge	Chairman
2	Ms. Kalyani Patil	Member
3	Ms. Snehal Jadhav	Member
4	Ms. Pranita Bhale	Member
5	Mr. Dasharath Bhagat	Member
6	Ms. Yashodhara Godbole[DCP]	Member
7	Adv. Kapil Mohite	Member

Scope of Work[Grievance Redress Cell]:


1. Maintain complaint boxes in the college premises.
2. Inform students and teaching and non-teaching members of the staff about grievance redress cell and its functioning through separate general notices.
3. Attend to complaints received in the complaint boxes once in a month.
4. Take compliance in consultation with Hon. Principal.
5. Follow up the compliance by concerned department/ committee.
6. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
7. Submit all the records in a form of file at the end of the year.

Scope of Work [Anti-ragging]:

1. Inform students about existence of anti-ragging committee, anti-ragging laws and punishments in case of offence.
2. Display the above said information on the boards including electronic boards and website. Also, contact numbers of competent authority at the strategic locations.
3. Take note of any complaint of ragging.
4. Take action in case of offence as per the law and in consultation with Hon. Principal.


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Gymkhana Committee 2020-21


Sr. No.	Name of faculty member	Department	Position
1	Dr. Vivek Bhoir	Commerce	Chairman
2	Mr. Sandesh Gharge	Micro	Member
3	Dr. Chandekar K.V.	Physics	Member
4	Mr. Dattatray Bhosale	Math	Member
5	Mr. Bhushan Bhoir	BMS	Member
6	Mr. Divekar Suhas	Geography	Member
7	Mr. C.S. Kuthar	Jr. Section	Member
8	Ms. Sunanda Jadhav	Jr. Section	Member
9	Ms. Varsha Bidve	Jr. Section	Member
10	Mr. B.L. Hanwate	Physical Edu	Member
11	Shri. S.D. Jadhav	Office	Member
12	Shri. S.K. Pise	Office	Member

Scope of Work:

1. Planning of activities to promote sports in college in order to get state level or national level recognition to our sportspersons. (Students)
2. Locate potential and talented students with outstanding sports records and promote their games.
3. Incentives in terms of prizes, cash awards, sport dresses/suits can be given to deserving candidates.
4. Development and maintenance of outdoor and indoor sports facilities in college and monitoring its optimum use.
5. Conduct annual sports competitions and annual sports prize distribution function.
6. Conduct zonal level competitions of any one game of University of Mumbai.


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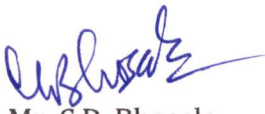


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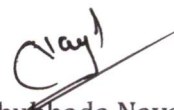
Health Center 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Rajeshree	MCVC	Chairman
2	Ms. Rakhee Choudankar	DMLT	Member
3	Ms. Archana Pradhan.	Jr. Section	Member
4	Shri. Ankush Bhoir	Office	Member

Scope of Work:

1. Maintain health center in working condition [with first aid and basic medicines]
Maintain records of visiting patients.
2. Attend to all medical emergencies in the campus.
3. Inform students, teaching and non-teaching staff about working days and hours of health center and about health care facilities and services available at health center.
4. Organize informative workshops, lectures, check-up camps & film shows related to health issues for students, teaching and non-teaching staff and also for communities in neighborhood. Arrange programs for under privileged sections of society.
5. Programs should provide guidance to students about diet, health, hygiene, addictions.
6. Organize minimum 4 activities in a year.
7. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
8. Submit all the records in a form of file at the end of the year.


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Internal Academic Monitoring Committee 2019-20			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Vikas Thakur	Chemistry	Chairperson
2	Ms. S.S. Patil	Chemistry	Member
3	Dr. Keshav Shinde	Micro	Member
4	Dr. P.J. Hajare	Geography	Member
5	Mr. Y.A. Gaikwad	Chemistry	Member
6	Dr. B.M. Mundhe	Economics	Member
7	Mr. Sarang Bhagwat	Chemistry	Member

Scope of Work:

1. Prepare [a] Curricula Development and delivery policy [b] Academic Policy on monitoring & evaluation
2. Ensure smooth functioning of academic activities of college i.e. Teaching, learning and evaluation.
3. Conduct internal academic audits once in every semester.
4. Check departmental academic activities like-
 - a. Annual academic plan of department
 - b. Teaching plan, syllabus completion
 - c. Attendance record
 - d. Mentor-mentee programme
 - e. Knowledge Assessment Tests
 - f. Remedial coaching and advance learners' activities
 - g. **Continuous Internal Evaluation System- planning, frequency, variety, outcome**



- h. Use of student centric methods- Experiential learning, participative learning, problem solving methodologies
 - i. Use of ICT, E-learning resources, **Learning Management Systems**
 - j. Use of innovative teaching methods
 - k. Use of innovative evaluation methods –open book exam, online exam etc.
5. Maintain records in prescribed format.
 6. Provide formats to the departments for providing information.
 7. Submit report of every monitoring round to IQAC.
 8. Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers.
 9. Take occasional oral feedback from students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately.
 10. Submit all the records in the form of a file at the end of the year.



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Rayat Shikshan Sanstha's
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Institutional Societal Responsibilities & Extension Work 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Harsha Goyal	Commerce	Chairman
2	Ms. Pachhade D.P.	Microbiology	Member
3	Ms. Shubhangi Phadtare	Math	Member
4	Ms. Anita More	B. Voc	Member
5	Ms. Swati Gaikwad	IT	Member

Scope of Work:

1. Arrange programs to promote institution-neighborhood community network in terms of sensitizing students to social issues, student engagement, contributing to good citizenship, service orientation and holistic development of students.
2. Conduct extension and outreach programs in collaboration with industry, community and NGOs.
3. Ensure extensive participation of students in extension activities with Government organizations, NGOs and in programs such as *Swatchh Bharat*, AIDS Awareness, Gender Issue etc.
4. Conduct extension work activities as per the guidelines of University of Mumbai.
5. **Instruct all the departments to conduct extension activities and social activities.**
[This is important for NAAC]
6. Conduct at least three meetings of the committee and maintain the documentation.


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Integrated IT Infrastructure Committee 2020-21

Sr. No.	Name of faculty member	Department	Position
1	Dr. Manisha Abhyankar	Computer Science	Chairman
2	Ms. Nikisha Dakee	Computer Science	Member
3	Ms. Swati Kadu	IT	Member
4	Mr. Manoj Choudhari	CS	Member
5	Ms. Ashwini Somnathe	IT	Member
6	Shri. Sunil Thombre	Office	Member
7	Shri. M.R. Bagal	Office	Member
8	Shri Hemant Madhavi	IT	Member
9	Ms. Jasmin Patel	IT	Member
10	Shri. Rahul Dahiphale	IT	Member

Scope of Work [Building maintenance]:

1. Prepare Information Technology policy & Procedure manual which can cover
 - a. Technology Hardware Purchasing Policy
 - b. Policy for Getting Software
 - c. Policy for Use of Software
 - d. Bring Your Own Device Policy
 - e. Information Technology Security Policy
 - f. Information Technology Administration Policy
 - g. Website Policy
 - h. IT Service Agreements Policy
 - i. Data Loss Prevention policy
 - j. Disposal of Technology Equipment policy
2. Undertake the regular check and feed back for LMS platform used for online teaching learning process.
3. Undertake regular survey & supervision of college IT infrastructure for up gradation, repair and replacements.



4. Carry out prompt up gradation, repair and replacements works in case it is required.
5. Work out annual maintenance contract with reliable agencies. Maintain records.
6. Conduct regular meetings and keep the minutes.



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Rayat Shikshan Sanstha's
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Karmaveer Jayanti Committee & Karmaveer Marathon [Joy of Giving Week] 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Mr. D.G. Bote	V.P. Jr. Section	Chairman
2	Mr. C.D. Bhosale	Commerce	Member
3	Dr. Keshav Shinde	Micro	Member
4	Dr. L.V. Gavali	Chemistry	Member
5	Dr. Shakil Shaikh	English	Member
6	Dr. R.D. Mohite	Chemistry	Member
7	Mr. K.N. Ghadage	Jr. Section	Member
8	Ms. Sangeeta Naik	MCVC	Member
9	Mr. B.S. Nighojkar	Jr. Section	Member
10	Ms. Manisha Jadhav	Jr. Section	Member
11	Ms. Sucheta Dhole	Jr. Section	Member
12	Ms. Sunanda Jadhav	Jr. Section	Member
13	Ms. Poonam Chavan.	Jr. Section	Member

Scope of Work:

1. Celebrate "Joy of Giving" week to commemorate birth anniversary of founder Karmaveer Bhaurao Patil.
2. Plan the week long celebrations in third week of September with various activities. Eg. Karmaveer Marathon, main function on 22nd September, teachers' felicitation, students' felicitation, Wall paper exhibition, elocution competitions, blood donation camp, distribution of fruits in hospital etc.
3. Keep record of all the events.

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Library Working Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Manasi Rasal	Chemistry	Chairman
2	Mr. Y.A. Gaikwad	Chemistry	Member
3	Mr. Sandesh Gharge	Micro	Member
4	Dr. B.M. Mundhe	Economics	Member
5	Ms. Madhuri Bankar	IT	Member
6	Ms. P.U. Ghorpade	Jr. Section	Member
7	Mr. Sarang S.M.	Jr. Section	Member
8	Ms. Vaishali Shelar	Library	Member
9	Shri. V.N. Mhatre	Library	Member

Scope of Work:

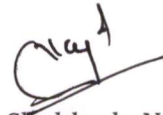
1. Prepare complete profile of library giving details of infrastructure, library facilities, list of periodicals & magazines, subject wise list of books, CD's etc.
2. Upgrade e-content continuously. Conduct orientation programs for students and faculty members about the use of e-library and facilities in the library.
3. Display of new arrivals.
4. Report important articles, books, current event news etc.
5. File excerpt of articles, newspaper cuttings etc.
6. Maintain syllabus, question papers & related university circulars and make them available for faculty and students.
7. Inform students about library facilities through notices.
8. Inform rules of reading room & borrowing books to students.
9. Maintain record of set of books issued to the needy students, internet usage by students, faculty members visiting library, students using night reading room, number of external readers using library facility etc.



10. Establish linkage with other libraries (BCL and JNL, Mumbai University).
11. Subscribe to INFLIBNET, e-ShodhSindhu, e-Shodh Ganga, e-resrouce, N-LIST.
12. Inform head of departments about subject –wise budget for purchase of books.
13. Take feedback from students and teachers every year and analyze. Submit the yearly report to IQAC.
14. Upgrade library facility continuously.
15. Keep record of footfall [teachers and students].
16. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
17. Submit all the records in a form of file at the end of the year.



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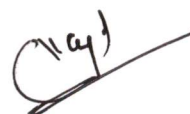
Mentor- Mentee Program & Counselling Centre 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. V.B. Pujari	Physics	Counsellor
2	Dr. P.S. Gaikar	Physics	Member
3	Adv. Kapil Mohite	Commerce	Member
4	Ms. Pratika Petare	Psychology	Member
5	Mr. M.M. Talwar	Philosophy	Member
6	Ms. Somali Chatterjee	BAF	Member

Scope of Work:

1. Manage the counseling center in college to provide personal and psycho-social support to students.
2. Implement "Mentor-Mentee" programme through all the departments. Check records once in every term.
3. Provide format for maintaining the M-M programme.
4. Conduct sessions for teachers regarding counselling and mentoring.
5. Counselor should be available at least for two hours on three days in a week.
6. Inform students about the center through a general notice.
7. Keep records of counseling.
8. Arrange talks on topics like- Stress management, inter-personal relations or any other relevant topics to support strong mental health of students.
9. Submit all the records in a form of file at the end of the year.


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NCC Committee 2020-21

Sr. No.	Name of faculty member	Department	Position
1	Mr. Pankaj Dandage	BAF	Chairman
2	Mr. Pandurang Akhade	BAF	Member
3	Ms. Shruti Devrukhakar	Commerce	Member
4	Mr. V.D. Gaikwad	Jr. Section	Member

Scope of Work:

1. Make efforts to get separate NCC units for the institute.
2. Conduct activities as per the guidelines given by the Maharashtra State directorate.
3. Keep detail records of enrolled candidates.
4. Organize guard of honor and piloting on special occasions.


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NSS Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. L.V. Gavali	Chemistry	Chairman & Program Officer
2	Mr. Nalawade M.B.	Math	Program Officer
3	Ms. Pranita Bhale	FC	Program Officer
4	Mr. M. M. Talwar	Philosophy	Member
5	Shri. Kunal Fatangare	Office	Member

Scope of Work:

1. Conduct activities as per the guidelines given by the university.
2. Apply for the award that is given by the government to the best units.
3. Maintain detail report of Social/community work with photographs.
4. Conduct programs like workshops, exhibitions, social services etc. for community [neighboring schools, cooperative housing societies, underprivileged sectors of society etc.].
5. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
6. Submit all the records in a form of file at the end of the year.


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Publicity Committee [Magazine, Newsletter, Wallpaper] 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Mr. B.P. Pawar	English	Chairman
2	Dr. Devane P.A.	English	Member
3	Mr. Haral S.V.	Physics	Member
4	Mr. B.D. Bhosale	Jr. Section	Member
5	Ms. Varsha Kukde	Jr. Section	Member
6	Mr. V.D. Gaikwad	Jr. Section	Member
7	Mr. Vishwas I.C.	Jr. Section	Member
8	Ms. Sharda Patil	Jr. Section	Member

Scope of Work:

1. Give publicity to all activities, programs & events held in the college with the help of print and electronic media.
2. Maintain records of all paper cuttings and photographs of press releases and news regarding college activities.
3. Present good quality drawings, photographs, essays, poems etc. by students in a form of wall paper called "**Rainbow**".
4. This wall paper has to be displayed in main building- first floor and should be changed every fortnight.
5. Conduct exhibitions on special occasion like- Karmaveer Jayanti, Savitribai Phule Jayanti, 15th August etc.
6. Publish the newsletter "**The Modern Times**" quarterly.
7. Publish college magazine "**Ace Modernian**" annually.
8. Conduct at least three meetings of committee members and maintain record of minutes of the meeting.
9. Submit all the records in a form of file at the end of the year.

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Research Promotion and Ethics Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Bipin Shinde	Chemistry	Chairperson
2	Dr. K.S. Shinde	Microbiology	Member
3	Dr. G.C. Wadhava	Chemistry	Member
4	Dr. Kamlesh Chandorkar	Physics	Member
5	Dr. Pratibha Devane	English	Member
6	Dr. Rajani Yaddula	Biotechnology	Member
7	Dr. Ashwini Pande	Microbiology	Member
8	Dr. Manisha Abhyankar	Comp. Science	Member
9	Shri. Samadhan Nagre	Office	Member

Scope of Work:


1. Prepare [a] Collaborations /MOU policy [b] Research & ethics policy
2. Make a well defined policy for promotion of research and upload it on the college website.
3. Make code of ethics to check malpractices and plagiarism. Evaluate research projects for their ethical standards.
4. Make budgetary provision for giving seed money for research to the teachers and students.
5. Develop green house, databases and upgrade common instrumentation laboratory.
6. Initiate applications for research grants and donations to industries, corporate houses, international bodies etc.
7. Encourage teachers to apply for major and minor research project grants to various governmental and non-governmental agencies. Provide information about this to all the faculty members. Ensure that, every teacher gets one research project grant in next three years.



8. Encourage teachers to take up consultancy work. Suggest avenues and built up networking.
9. Keep record of on- going and completed research projects in the college, research awards, research publications and presentations of faculty members.
10. Conduct research scholar meet for in-house researchers.
11. Make a compilation of research papers published by faculty members in the given academic year.
12. Conduct corporate training.
13. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
14. Submit all the records in a form of file at the end of the year.


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"Sahitya Manch" 2020-21

Sr. No.	Name of faculty member	Department	Position
1	Ms. Maya Kalavikatte	Jr. Section	Chairman
2	Ms. Sangita Naik	Jr. Section	Member
3	Mr. V.D. Gaikwad	Jr. Section	Member
4	Ms. Sunita Jadhav	Jr. Section	Member
5	Mr. B.Y. Lengare	Jr. Section	Member
7	Shri. Ankush Bhoir	Office	Member

Scope of Work:

1. Conduct events like poetry recitation, lectures, book reviews etc. to promote Marathi literary activities.
2. Maintain all the data in separate file and submit at the end of the year.

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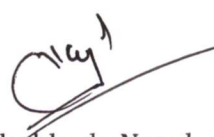
Self Development Program 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Manminder Riyat	Biotech	Chairman
2	Dr. Harsha Goyal	Commerce	Member
3	Ms. Dhanashri Pacchade	Microbiology	Member
4	Ms. Ashwini Somnathe	IT	Member
5	Dr. Manisha Abhyankar	CS	Member
6	Mr. Haral S.V.	Physics	Member
7	Mr. Anil Zende	Economics	Member
8	Ms. Dipti Kulkarni	CS	Member
9	Ms. Archana Salunkhe	BBI	Member
10	Ms. Chandrakala Mhatre	Commerce	Member

Scope of Work:

1. Prepare Value education policy
2. Conduct "Self Development Programme" for all the classes of senior college.
3. Conduct yogic relaxation everyday in each class.
4. Plan for activities that will inculcate values in students and help them lead a balanced, ethical life.
5. Conduct EQ test before and after the programme.
6. Collect feedback and testimonials from students.
7. Keep up to date record of the entire activity [including timetables, attendance report, EQ test results, testimonials etc.]
8. Make efforts for continuous up-gradation of the programme.
9. Have a wall paper dedicated for value based education.


Mr. C.D. Bhosale
Coordinator, IQAC




Dr. Shubhada Nayak
I/C Principal

I/C PRINCIPAL
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VASHI, NAVI MUMBAI - 400 703.




Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
(Empowered Autonomous)


Internal Complaint Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Harsha Goyal	Commerce	Chairman
2	Dr. Ezaz Shaikh	Psychology	Member
3	Ms. Gayatri Bhagwat	Chemistry	Member
4	Ms. S.D. Bote	Jr. Section	Member
5	Adv. Kapil Mohite	Commerce	Member
6	Ms. S.P. Dhole	Jr. Section	Member
7	Mr. Dasharath Bhagat	Invitee	Member
8	Yashodhara Godbole [DCP]	Invitee	Member

Scope of Work [Sexual Harassment Redressal]:

1. Inform students and faculty members about existence and scope of sexual harassment redressal cell through general notice.
2. In case of any complaint take action in consultation with Hon. Principal as per the rules.


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Rayat Shikshan Sanstha's
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Skill Based Courses Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Munde E.S.	Economics	Chairman
2	Dr. S.P. Yadav	Physics	Member
3	Dr. Vivek Bhoir	Commerce	Member
4	Ms. Harsha Gorde	CS	Member
5	Ms. Manisha Jangale	IT	Member
6	Ms. Snehal Jadhav	BMS	Member
7	Ms. Deepali Mohite	B. Voc	Member

Scope of Work:

1. Keep record of all Skill based courses conducted by departments.
2. Monitor conduct of the skill based courses regularly.
3. Ensure the quality and effectiveness of the courses.
4. Organize courses for students that will enhance their employability. eg. life skill courses, soft skill courses, English proficiency courses etc.
5. Organize Vocational Education and trainings for students.
6. Consult faculty members for selecting the courses. Involve external agencies and take feedback from students after the course.
7. Arrange for certificates or grade cards for students who complete the courses.
8. Maximum students have to be involved in these courses and trainings.

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Rayat Shikshan Sanstha's
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Special cell & Earn and Learn Scheme 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. S. P. Yadav	Physics	Chairman
2	Mr. Arjun Potinde	Microbiology	Member
3	Mr. Nitin Gamare	Commerce	Member
4	Mr. Yogesh Lokhande	Economics	Member
5	Mr. Milind Talwar	Philosophy	Member

Scope of Work [Special Cell]:


1. Keep enrollment data [class and division wise] about students belonging to reserved categories.
2. Create awareness among the students about cast-related Govt. circulars & schemes.
3. Get the scholarship forms filled from all the students who are eligible for the scholarships.
4. Maintain record of students getting various scholarships and free-ships.
5. Prepare a prescribed format for collecting information about students belonging to reserve category.
6. Keep detail information about the differently able students. Counsel them regularly and organize help to facilitate their studies.
7. Submit all the records in a form of file at the end of the year.

Scope of Work [Earn and Learn]-

1. Implement Earn and Learn Scheme for deserving students of the college as per the directives of Rayat Shikshan Sanstha.
2. Make list of students and their skills.
3. Generate opportunities of work for them in the campus.
4. Develop and upgrade a fund to provide financial help to deserving students.
5. Design a procedure and format to implement this activity.
6. Conduct at least three meetings and keep records and submit whenever asked for.


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Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Students Welfare Committee & Student Council 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Arun Valvi	Chemistry	Chairman
2	Mr. B.P.Pawar	English	Member
3	Dr. Vivek Bhoir	Commerce	Member
4	Ms. Pachhade D.P.	Micro	Member
5	Mr. Nalawade M.B.	Math	Member
6	Mr. Pankaj Dandge	BAF	Member

Scope of Work:

1. Inform students about welfare schemes of college, university and Government.
2. Address to the needs of differently - able students. Inform students about facilities available in college for such students through a general notice.
3. Initiate institutional scholarships in consultation with principal.
4. Mobilize Educational Fund for helping poor students.
5. Conduct elections for formation of Students' Council as per the university guidelines.
6. Celebrate Rose Day with permission from Hon. Principal.
7. Organize convocation ceremony.
8. Form group of volunteers to help in various activities of college.
9. Submit records at the end of every year.

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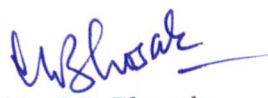


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Website Management Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Samiksha Suryavanshi	IT	Chairman
2	Mr. Sarang Bhagwat	Chemistry	Member
3	Ms. Vrushali Kad	IT	Member
4	Ms. Deepali Mohite	B. Voc.	Member
5	Ms. Dipti Kulkarni	CS	Member
6	Smt. Varsha Iralapalle	BMS	Member

Scope of work:

1. Update and maintain college website regularly.
2. Upload information about recent events, photographs, notices etc. on the website. For this collect material from department heads and committee heads.
3. Continuously upgrade the website for its maximum use.
4. Use innovative ideas for making the website interactive and dynamic.
5. Maintain records.


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Rayat Shikshan Sanstha's
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Women's Empowerment Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Sujata Bote	Jr. Section	Chairman
2	Ms. Sangita Naik	Jr. Section	Member
3	Ms. Gayatri Bhagwat	Chemistry	Member
4	Ms. Manmeet Kaur	BMS	Member
5	Ms. Nilima Gadekar	Jr. Section	Member
6	Ms. Jyotsna Bhoir	Jr. Section	Member
7	Shri. P. R. Sutar	Office	Member

Scope of Work:

1. Organize following celebrations- Savitribai Phule Jayanti, Women's Day, Lakshmi Bai Patil Jayanti.
2. Arrange lectures, workshops, competitions & demonstrations on topics useful and related especially to girl students.
3. Inform students about existence and activities of the cell time to time.
4. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
5. Submit all the records in a form of file at the end of the year.

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Rayat Shikshan Sanstha's
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Women's Hostel Committee 2020-21			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Sucheta Dhole	Jr. Section	Chairman
2	Ms. Manasi Rasal	Library	Member
3	Ms. Savita Langote	Jr. Section	Member
4	Ms. Vaishali Shelar	Library	Member

Scope of Work:

1. Monitor the admission procedure.
2. Supervise day to day working of the hostel.
3. Take regular rounds of hostel.
4. Maintain all records.
5. Strict vigilance of security and cleanliness.
6. Attend complaints of girls as soon as possible.
7. Arrange "Hostel Day" once in a year.
8. Conduct minimum three meetings with girls staying in hostel and keep records of minutes of the meetings.


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