



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

Key Indicator
6.1-Institutional Vision and Leadership

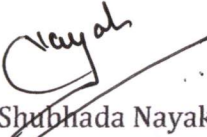
Admission and Attendance committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
	Dr. V.S. Shivankar	Principal	Chairperson
Senior College Admission and Attendance			
2	DR. V.B. Pujari	Physics	Working Chairman [Sr. College]
3	Dr. P.G. Pawar	Commerce	Core Member
4	Dr. R.J. Solomon	Psychology	Core Member
5	Dr. Rajeshri Ghorpade	Microbiology	Core Member
6	Mr. Y.A. Gaikwad	Chemistry	Core Member
7	Dr. E.S. Mundhe	Economics	Core Member
8	Mr. Vivek Bhoir	Commerce	Core Member
9	Ms. Madhuri Bankar	IT	Core Member
10	Ms. Vrushali Kad	IT	Core Member
11	Mr. Aniruddha Phadke	CS	Core Member
12	Ms. Manisha Abhyankar	CS	Core Member
13	Ms. Archana Salunkhe	BBI	Core Member
14	Mr. A.M. Jadhav	Office	Core Member
15	Mr. Kadu	Office	Core Member
16	Mr. B. Dagade	Office	Core Member
Attendance			
17	Ms. Kiran Kirdat	Bioanalytical Sciences	Member
18	Ms. Vedika Bane	Biotechnology	Member
19	Mr. Datta Bhosale	Math	Member
20	Ms. Rakhee Choudhankar	ADMLT	Member
21	Mr. B.P. Pawar	English	Member
22	Mr. Ganesh Surve	Physics	Member




23	Ms. Mayura Bhosale	Chemistry	Member
24	Mr. Vikas Narvade	BMS	Member
25	Mr. Nikhil Salunkhe	BAF	Member

Scope of Work -

1. **Make SOP for entire admission process.**
2. Designing and printing of prospectus before starting the admission process.
3. Notification of the process for the benefit of students and parents on flex boards and on the website of college.
4. Conduct meetings with software provider to specify requirement.
5. Conduct trainings to acquaint members with the software and process.
6. Plan and execute the entire process to ensure smooth and convenient conduct.
7. Proactive approach to avoid last minute troubles.
8. Review admission process to take necessary action for further improvement.
9. Maintain all the records of admission process.


Dr. Shubhada Nayak
Coordinator, IQAC


PRINCIPAL
Karmaveer Bhaurao Patil College
Vashi, New Mumbai - 400 703.
Dr. V.S. Shivankar
Principal



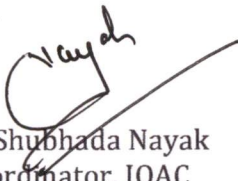


Rayat Shikshan Sanstha's
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Affiliation, Extension, Continuation Committee			
[All University Matters] 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. P. G. Pawar	Commerce	Chairman
2	Dr. E.S. Mundhe	Economics	Member
3	Shri. B. Dagde	Office	Member
4	Shri. Deepak Aher	Office	Member

Scope of Work-

1. Apply for affiliation, extension and continuation of affiliation for various courses to the university on time. This can be done with the help of concerned departments and office.
2. Take printouts of important university notices and circulars and bring them to the notice of faculty members and office staff.
3. Keep record of all the communications and submit the file at the end of the year.
4. Handle any other university related matter in consultation with Hon. Principal.


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Coordinator, IQAC




Dr. V.S. Shivankar
Principal
Karmaveer Bhaurao Patil College
Vashi Navi Mumbai - 400 703.



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Alumni Activities Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. Y.A. Gaikwad	Chemistry	Chairperson
2	Mr. Santosh Thombre	Geography	Member
3	Ms. Nirupama Kadu	Chemistry	Member
4	Ms. Deepali Patil	CS	Member
5	Ms. Neha Khandare	BMS	Member
6	Ms. Nilam Wavhale	BAF	Member
7	Mr. A.K. Jumare	BBi	Member

Scope of Work:

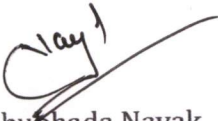
1. Keep department-wise data of alumni in the following format- [With the help of HODs]

Sr. No.	Name	Address	Email ID	Contact no.	Present Position in job	Name of company /organization

2. Focus on institutional, academic and infrastructural contributions of alumni. For eg. involve alumni in placement, industrial visits, curricular aspects, donations of old books, financial support for development of department or helping a deserving poor students, interactions with current students for guidance. This should be done with help of HODs.
3. Keep record of all the activities department wise [with the help of HODs].
4. Generate funds with the help of alumni [minimum 10 lakhs]. The funds will be used for college development.
5. Conduct alumni meets –department wise at least once in two years.



6. Conduct at least four meetings of alumni association 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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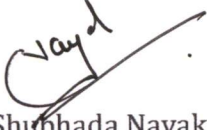
Art Circle Committee			
[Art Circle, Debate & Elocution] 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Sangeeta Malte	Jr. Section	Chairman
2	Ms. Gayatri Gaidhane	Chemistry	Member
3	Mr. C.K. Deshpande	Jr. Section	Member
4	Ms. Nirmala Patil	Jr. Section	Member
5	Ms. Nilima Gadekar	Chemistry	Member
6	Ms. Tabbasum Baig	Jr. Section	Member
7	Ms. Seema Sawant	Jr. Section	Member
8	Mr. B.Y. Lengre	Jr. Section	Member
9	Ms. Rekha Kolhe	Jr. Section	Member
10	Ms. Varsha Kukde	Jr. Section	Member
11	Ms. Reshma Navhdekar	Jr. Section	Member
12	Ms. Maya Kalwikatti	Jr. Section	Member
13	Mr. Sandesh Gharge	Microbiology	Member
14	Ms. Pradnya Athaye	Jr. Section	Member
15	Ms. Savita Shirsat	Jr. Section	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 Karmveer 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.


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~~PRINCIPAL~~
Dr. V.S. Shivankar
Karmaveer Bhaurao Patil College
Principal
Vashi, Navi Mumbai - 400 703.

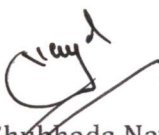


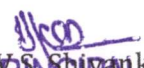
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Assessment & Placement of Teacher, CAS [Sr. College] Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. P.G. Pawar	Chemistry	Chairman
2	Mr. B.S. Chiprikar	Math	Member
3	Dr. E.S. Mundhe	Economics	Member

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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Dr. V.S. Chiprikar
Principal
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Building Maintenance & Cleanliness Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. C.D. Bhosale	Commerce	Chairman
2	Mr. G.R. Pawar	Jr. Section	Member
3	Mr. A.V. Mahamuni	Jr. Section	Member
4	Ms. Sandhya Mohite	Jr. Section	Member
5	Ms. Pradnya Athalye	Jr. Section	Member
6	Ms. Manisha Jangale	IT	Member
7	Ms. Pallavi Mane	BMS	Member
8	Mr. A.K. Ghadge	Office	Member
9	Shri. A.M. Jadhav	Office	Member
10	Shri. M.R. Bagal	Office	Member
11	Shri Aditya More	Office	Member
12	Shri Hemant Madhavi	Office	Member
13	Ms. Patel	Office	Member

Scope of Work [Building maintenance]:

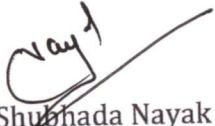
1. Undertake regular surveys and supervisions of college infrastructure for repair and replacements.
2. Carry out prompt repair works in case it is required.
3. Keep record of all the infrastructure facilities in the campus.
4. Work out annual maintenance contract with reliable agencies. Maintain records.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




9. Maintenance of electrical connections, plumbing, water tank, solar panels, rainwater harvesting tank etc.
10. Keep a register for recording complaints of students and teachers regarding infrastructure and facilities.
11. 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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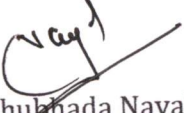


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Canteen Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. Devidas Bote	Jr. Section	Chairman
2	Ms. Poonam Ghorpade	Jr. Section	Member

Scope of Work:

1. Regular surveillance of canteen facility in terms of cleanliness, menu, rates, drinking water etc.
2. Take feedback from students and faculty members and suggest improvisation of canteen.
3. Conduct at least three meetings 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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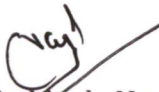
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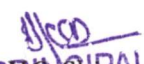
Competitive Exam & Guidance Cell 2018-19

Sr. No.	Name of faculty member	Department	Position
1	Mr. D.G. Manolkar	Economics	Chairman
2	Dr. Harsha Goyal	Commerce	Member
3	Mr. Y.A. Gaikwad	Chemistry	Member
4	Ms. Archana Salunkhe	BBI	Member
5	Ms. Rupali Nagrekar	Chemistry	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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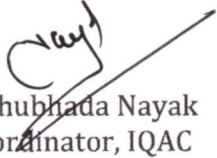


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Counselling Centre 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. R.J. Soloman	Psychology	Counsellor

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. Conduct sessions for teachers regarding counselling and mentoring.
4. Counselor should be available at least for two hours on three days in a week.
5. Inform students about the center through a general notice.
6. Keep records of counseling.
7. Arrange talks on topics like- Stress management, inter-personal relations or any other relevant topics to support strong mental health of students.
8. Submit all the records in a form of file at the end of the year.


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Discipline and Timetable Committee (Senior College) 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. R.D. Mohite	Chemistry	Chairman
2	Mr. D.G. Manolkar	Economics	Member
3	Mr. D.J. Dhage	Physics	Member
4	Dr. Harsha Goyal	Commerce	Member
5	Ms. Latika Das	BMS	Member
6	Ms. Madhuri Bankar	IT	Member
7	Shri. S.P. Bhoskar	Office	Member
8.	Shri. Uddhav Bhosale	Office	Member

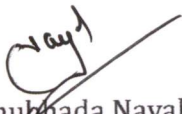
Scope of Work [Discipline]:

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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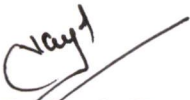
Environment Consciousness Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. P. J. Hajare	Geography	Chairman
2	Ms. Malvika Dhavale	Microbiology	Member
3	Ms. Manminder Riyat	Biotechnology	Member
4	Mr. Amit Surve	Chemistry	Member
5	Ms. Priyanka Sakpal	Biotechnology	Member
6	Ms. S.M. Gaikwad	Jr. Section	Member
7	Mr. Vikas Nalawade	Jr. Section	Member

Scope of Work:

1. Sensitize students about environment by conducting programs and addressing issues like Climate Change, Environmental Education, Eco friendly practices etc.
2. Arrange lectures, film shows on environmental issues.
3. Arrange nature trails, trekking, hiking and visits to places of environmental importance.
4. Arrange poster/essay writing competition on environment related topics.
5. Make efforts to make the campus- "Zero Garbage", Plastic Free and Paperless Office.
6. Conduct a Green Audit of college campus and facilities.
7. 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
8. 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.
 9. Display instructions like –save water, save electricity, save paper etc. in college buildings, offices etc.
 10. Maintain composting facility and rain water harvesting facility & its utilization in the campus.
 11. Assign budget for green initiatives and keep record of amount spent on them in every academic year.
 12. Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.
 13. Submit all the records in a form of file at the end of the year.


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Examination Committee (Sr. College)			
ATKT [University] Examinations 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. Sarang Bhagwat	Chemistry	Chairman
2	Mr. Aniruddha Phadake	CS	Member
3	Ms. Madhuri Bankar	IT	Member
4	Mr. Ganesh Surve	Physics	Member
5	Shri. Santosh Wagh	Office	Member
6	Mr. S. G. Javir	Office	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 analysis purposes.


Dr. Shubhada Nayak
Coordinator, IQAC


Dr. P. R. S. Bankar
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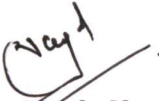
Examination Cell (Sr. College) SEE AND CIE Examinations 2018-19		
Sr. No.	Name of faculty member	Position
1	Ms. S.S. Patil	Chairman
2	Dr. Vikas Thakur	Member
3	Dr. P. J. Hajare	Member
4	Dr. B. M. Mundhe	Member
5	Mr. Sarang Bhagwat	Member
6	Ms. Manisha Abhyankar	Member
7	Mr. H. J. Kadu	Member
8	Shri. Santosh Wagh	Member
9	Shri. Satish Javir	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 paper
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. Make SOPs for every process related to examination.
12. Take review of every examination and make improvements in making the process convenient and transparent.
13. All notifications and ordinances regarding examination should be displayed on institutional website.


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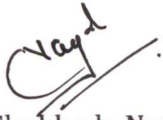
Faculty Empowerment Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. G.C. Wadhawa	Chemistry	Chairman
2	Mr. Mangesh Pingle	Chemistry	Member
3	Ms. Ataf Deshmukh	IT	Member
4	Ms. Harsha Gorde	IT	Member
5	Mr. B.D. Bhosale	Jr. Section	Member
6	Mr. Sunil Choudhari	Jr. Section	Member

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. Keep record of number of staff who avail the benefit of such schemes in every academic year.
5. Organize farewell programs whenever required.
6. Submit all the records in a form of file at the end of the year.



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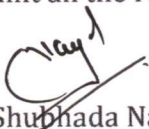


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Karmaveer Bhaurao Patil College Vashi
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Feedback Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. S.R. Bhagwat	Chemistry	Chairman
2	Mr. Pankaj Dandge	BAF	Member
3	Ms. Mayura Bhosale	Chemistry	Member
4	Ms. Sampada Paunikar	Library	Member
5	Ms. Divya Iyer	Biotechnology	Member
6	Ms. Ashwini Mane	CS	Member
7	Ms. Gauree Jagushte	IT	Member

Scope of Work:

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


Dr. Shubhada Nayak
Coordinator, IQAC


Principal
Karmaveer Bhaurao Patil College
Vashi Navi Mumbai - 400 703.





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

Financial Management & Purchase Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. P.G. Pawar	Commerce	Chairman
2	Ms. S.S. Patil	Chemistry	Member
3	Dr. D.T. Shinde	Commerce	Member
4	Dr. P.J. Hajare	Geography	Member
5	Shri. V.H. Patil	Office	Member

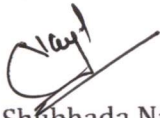
Scope of Work [Financial Management]:

1. Prepare yearly budget by considering departments and major activities. Take inputs from HODs and Chairpersons of major activities.
2. Make necessary budgetary provisions for all major activities planned in the academic year.
3. Monitor effective and efficient use of available financial resources.
4. Maintain records of details on the efforts made by the institution in securing additional funding and the utilization of the same.
5. 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].
6. Maintain records of internal and external audits done with the help of office.
7. 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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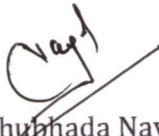


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Garden Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. A.S. Varkhad	Jr. Section	Chairman
2	Ms. B. M. Shitole	Jr. Section	Member
3	Ms. M.S. Jadhav	Jr. Section	Member
4	Ms. S. K. Gaikwad	Jr. Section	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.


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

**Grievance Redress Cell [Teaching, non-teaching & students]
Including Anti-ragging and Sexual Harassment Redressal
2018-19**

Sr. No.	Name of faculty member	Position
1	Mr. S.A. Gharge	Chairman
2	Ms. S.S. Patil	Member
3	Mr. K.B. Patil	Member
4	Ms. Tabassum Sidhavatam	Member
5	Dr. Smita Tandale	Member
6	Mr. A.M. Jadhav	Member
7	Mr. Dasharath Bhagat	Member
8	Ms. Yashodhara Godbole [DCP]	Member
9	Adv. Hemangi Patil	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 [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.



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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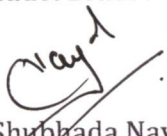


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Gymkhana Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. B. M. Mundhe	Economics	Chairman
2	Mr. T.S. Mane	MCVC	Member
3	Mr. Suhas Salunkhe	Chemistry	Member
4	Mr. Dattatray Bhosale	Math	Member
5	Mr. Ganesh Surve	Physics	Member
6	Ms. Nikisha Gawand	CS	Member
7	Ms. Deepali Gawade	CS	Member
8	Mr. C.S. Kuthar	Jr. Section	Member
9	Ms. Sunanda Jadhav	Jr. Section	Member
10	Ms. Varsha Bidve	Jr. Section	Member
11	Ms. Varsha Kukde	Jr. Section	Member
12	Ms. Lalita More	Jr. Section	Member
13	Ms. V.B. Poul	Jr. Section	Member
14	Ms. Priyanka Sakpal	Jr. Section	Member
15	Mr. B.L. Hanwate	Jr. Section	Member
16	Mr. R.A. Shinde	Jr. Section	Member
17	Shri. S.D. Jadhav	Jr. Section	Member
18	Shri. S.K. Pise	Peon	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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Principal 400 703.



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Health Center 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Rajeshree	MCVC	Chairman
2	Ms. Rakhee Choudankar	DMLT	Member
3	Dr. Ashwini Pande	DMLT	Member
4	Mr. 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.


Dr. Shubhada Nayak
Coordinator, IQAC




PRINCIPAL
Dr. V.S. Chavhan
Karmaveer Bhaurao Patil College
Vashi Navi Mumbai - 400 703.



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Internal Academic Monitoring Committee 2019-20			
Sr. No.	Name of faculty member	Department	Position
1	Ms. S.S. Patil	Chemistry	Chairperson
2	Dr. D.T. Shinde	Chemistry	Member
3	Dr. P.G. Pawar	Commerce	Member
4	Dr. Keshav Shinde	Microbiology	Member
5	Dr. P.J. Hajare	Geography	Member
6	Mr. C.D. Bhosale	Commerce	Member
7	Dr. B.M. Mundhe	Economics	Member
8	Mr. Sarang Bhagwat	Chemistry	Member

Scope of Work:

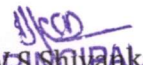
1. Ensure smooth functioning of academic activities of college i.e. Teaching, learning and evaluation.
2. Check departmental academic activities like-
 - a. Annual academic plan of department
 - b. Teaching plan, syllabus completion
 - c. Attendance record
 - d. **Mentor-mentee programme**
 - e. Knowledge Assessment Tests
 - f. Remedial coaching and advance learning facilities
 - 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.



3. Maintain records in prescribed format.
4. Submit report of every monitoring round to IQAC.
5. Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers.
6. Take occasional oral feedback from students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately.
7. Submit all the records in a form of file at the end of the year.


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Coordinator, IQAC




Dr. V. S. Joshi
Karmaveer Bhaurao Patil College
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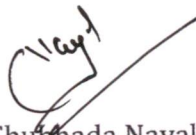


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Innovations 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Shraddha Patel	Microbiology	Chairman
2	Ms. Vaishali Mane	Microbiology	Member
4	Ms. Manminder Riyat	Biotechnology	Member
5	Ms. Ashwini Somnathe	CS	Member
6	Ms. Pallavi Inamdar	BMS	Member
7	Mr. Mangesh Pingle	Chemistry	Member
8	Adv. Hemangi Patil	Commerce	Member
9	Dr. Manisha Sharma	Chemistry	Member
10	Ms. Dolly Sharma	BMS	Member

Scope of Work:

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


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PRINCIPAL
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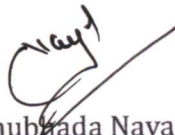


Rayat Shikshan Sanstha's
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Institutional Societal Responsibilities & Extension Work 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. E.S. Mundhe	Economics	Chairman
2	Ms. Ramya Rao	Physics	Member
3	Ms. Priti Pawar	Chemistry	Member
4	Mr. Amit Surve	Chemistry	Member
5	Mr. Suhas Divekar	Geography	Member
6	Ms. Swati Mhatre	CS	Member
7	Ms. Vaishali Ambade	Math	Member

Scope of Work:

1. Arrange programs to promote institution-neighbourhood 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. Conduct at least three meetings of the committee and maintain the documentation.


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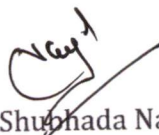


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Karmaveer Jayanti Committee & Karmaveer Marathon [Joy of Giving Week] 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. D.J. Dhage	Physics	Chairman
2	Dr. Rajeshri Ghorpade	Microbiology	Member
3	Dr. B.M. Mundhe	Economics	Member
4	Mr. T.S. Mane	MCVC	Member
5	Mr. B.S. Nighojkar	Jr. Section	Member
6	Mr. D.G. Bote	Jr. Section	Member
7	Ms. N.T. Patil	Jr. Section	Member
8	Ms. Sucheta Dhole	Jr. Section	Member
9	Ms. Sunanda Jadhav	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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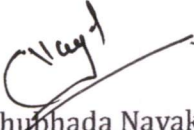
Library Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. T.K. Kumbhar	Librarian	Chairman
2	Dr. P.G. Pawar	Commerce	Member
3	Ms. S.S. Patil	Chemistry	Member
4	Mr. D.G. Manolkar	Economics	Member
5	Mr. B.S. Chiprikar	Math	Member
6	Mr. C.D. Bhosale	Commerce	Member
7	Ms. Madhuri Bankar	IT	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-Shodh Sindhu, e-Shodh Ganga, e-resource, 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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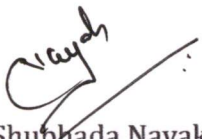


Rayat Shikshan Sanstha's
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NCC Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. B. M. Mundhe	Economics	Counsellor
2	Dr. Harsha Goyal	Commerce	Member
3	Mr. V.D. Gaikwad	Commerce	Member
4	Mr. Suhas Divekar	Geography	Member
5	Mr. Sandeep Lad	Chemistry	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 honour and piloting on special occasions.


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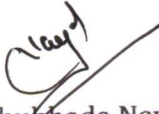


Rayat Shikshan Sanstha's
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NSS Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. L.V. Gavali	Chemistry	Chairman
2	Mr. Vivek Bhoir	Commerce	Member
3	Dr. Smita Tandale	Chemistry	Member
4	Mr. Nikhil Salunkhe	BAF	Member
5	Mr. Vikas Nalawade	Jr. Section	Member
6	Ms. Shamli Hande	Chemistry	Member
7	Shri. S.G. Javir	Office	Member
8	Shri. C.R. Pawara	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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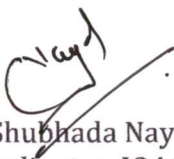


Rayat Shikshan Sanstha's
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Career Guidance, Training & Placement Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Rajeshri Ghorpade	Microbiology	Chairman
2	Ms. Pallavi Indulkar	BMS	Member
3	Ms. Manisha Abhyankar	CS	Member
4	Ms. Malvika Dhavale	Microbiology	Member
5	Ms. Madhuri Bankar	IT	Member
6	Ms. Juhi Srivastav	BAF	Member
7	Dr. Azmina Masurkar	Bioanalytical Sciences	Member
8	Ms. Pradnya Athalye	Jr. Section	Member

Scope of Work:

1. Arrange seminars/talks about career guidance for students of all faculties separately.
2. Organize trainings on interview techniques, communication skills, group discussion, resume writing etc.
3. Invite industries to have campus interviews in our college.
4. Keep department -wise data of employment bank of companies which are potential employers of our students. [Department wise- with the help of HODs]
5. Interaction with industry should be facilitated.
6. Arrange career fare- 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 records in a form of file at the end of the year.


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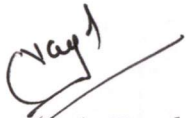
Publicity Committee [Magazine, Newsletter, Wallpaper] 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. B.P. Pawar	English	Chairman
2	Mr. C.K. Deshpande	Jr. Section	Member
3	Dr. Azmina Masurkar	Bioanalytical Sciences	Member
4	Mr. S.A. Patil	CS	Member
5	Mr. Aniruddha Phadke	CS	Member
6	Ms. Varsha Kukde	Jr. Section	Member
7	Ms. Rekha Patil	Jr. Section	Member
8	Ms. Swati Gaikwad	Jr. Section	Member
9	Mr. Ganesh Surve	Jr. Section	Member
10	Ms. Sonal Gaikwad	Jr. Section	Member
11	Mr. B.Y. Lengare	Jr. Section	Member
12	Ms. Poonam Rawale	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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Rayat Shikshan Sanstha's
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Research Promotion and Ethics Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Keshav Shinde	Microbiology	Chairperson
2	Dr. Azmina Masurkar	Bioanalytical Sciences	Member
3	Dr. Rajani Yaddula	Biotechnology	Member
4	Dr. Ashwini Pande	DMLT	Member
5	Dr. Megha Jain	IT	Member
6	Dr. Manisha Sharma	Chemistry	Member
7	Ms. Hemangi Gavit	Biotechnology	Member
8	Mr. Aniruddha Phadke	CS	Member
9	Ms. Nikita Diwan	Microbiology	Member
10	Shri Samadhan Nagre	Office	Member

Scope of Work:


1. Make a well defined policy for promotion of research and upload it on the college website.
2. Make code of ethics to check malpractices and plagiarism. Evaluate research projects for their ethical standards.
3. Make budgetary provision for giving seed money for research to the teachers and students.
4. Develop green house, databases and upgrade common instrumentation laboratory.
5. Initiate applications for research grants and donations to industries, corporate houses, international bodies etc.
6. 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.
7. Encourage teachers to take up consultancy work. Suggest avenues and built up networking.



8. Keep record of on- going and completed research projects in the college, research awards, research publications and presentations of faculty members.
9. Conduct research scholar meet for in-house researchers.
10. Make a compilation of research papers published by faculty members in the given academic year.
11. Conduct corporate training.
12. Initiate maximum participation in "Avishkar". Promote the activity in order to achieve recognition at zonal, university and state level.
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.


Dr. Shubhada Nayak
Coordinator, IQAC




PRINCIPAL
Dr. V.S. Shiyankar
Karmaveer Bhaurao Patil College
Vashi Navi Mumbai - 400 703.




Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Right to Information Act 2005 Committee 2018-19		
Sr. No.	Name of faculty member	Position
1	Mr. B.S. Chiprikar	PIO
2	Mr. D.G. Manolkar	APIO
3	Joint Secretary	A.O. [Academic]
4	Joint director [Konkan region]	A.O. [Finance]

Scope of Work:

1. In case of any query submitted under Right to Information Act 2005, make arrangements to provide necessary information under supervision of Hon. Principal.


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Dr. V.S. Shivankar
Principal
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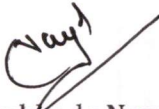


Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College Vashi
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Sahitya Manch 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Maya Kalavikatti	Jr. Section	Chairman
2	Mr. V.D. Gaikwad	Commerce	Member
3	Ms. Sunita Jadhav	Jr. Section	Member
4	Mr. B.Y. Lengare	Jr. Section	Member
5	Mr. M.M. Mhetre	Jr. Section	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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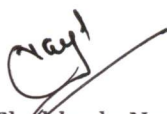


Rayat Shikshan Sanstha's
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Self Development Program 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Ashwini Somnathe	CS	Chairman
2	Ms. Shraddha Patel	Microbiology	Member
3	Ms. Pallavi Indulkar	BMS	Member
4	Dr. B.M. Mundhe	Economics	Member
5	Ms. Dipti Kulkarni	CS	Member
6	Ms. Hemangi Gavit	Biotechnology	Member
7	Dr. Harsha Goyal	Commerce	Member

Scope of Work:

1. Conduct "Self Development Programme" for all the classes of senior college.
2. Plan for activities that will inculcate values in students and help them lead a balanced, ethical life.
3. Conduct EQ test before and after the programme.
4. Collect feedback and testimonials from students.
5. Keep up to date record of the entire activity [including timetables, attendance report, EQ test results, testimonials etc.]
6. Make efforts for continuous up-gradation of the programme.


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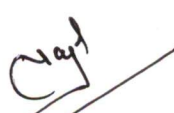


Rayat Shikshan Sanstha's
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Short Term Courses Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Dr. Harsha Goyal	Commerce	Chairman
2	Ms. Charusheela Zambre	IT	Member
3	Ms. Sneha More	BAF	Member
4	Ms. Rupali Nagrekar	Chemistry	Member
5	Mr. Suhas Salunkhe	Chemistry	Member
6	Dr. Sonia Sethi	Microbiology	Member
7	Ms. Latika Das	BMS	Member

Scope of Work:

1. Keep record of all short term courses conducted by departments.
2. Organize courses for students that will enhance their employability. Eg. life skill courses, soft skill courses, English proficiency courses etc.
3. Organize Vocational Education and trainings for students.
4. Consult faculty members for selecting the courses. Involve external agencies.
5. Take feedback from students after the course.
6. Maximum students have to be involved in these courses and trainings.


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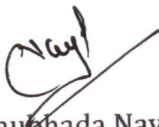
Special cell & Earn and Learn Scheme 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. Vivek Bhoir	Physics	Chairman
3	Ms. Kusum Rajbhor	Microbiology	Member
4	Ms. Neha Khandare	Commerce	Member
5	Ms. Deepali Gawade	Economics	Member
6	Ms. Prajakta Jadhav	Philosophy	Member

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. Maintain record of students getting various scholarships and free-ships.
4. Prepare a prescribed format for collecting information about students belonging to reserve category.
5. Keep detail information about the differently able students. Counsel them regularly and organize help to facilitate their studies.
6. 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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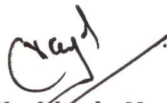


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
Students Welfare Committee & Student Council 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. B.S. Chiprikar	Chemistry	Chairman
2	Dr. Rajeshri Ghorpade	English	Member
3	Mr. Y.A. Gaikwad	Commerce	Member
4	Dr. P.J. Hajare	Micro	Member
5	Ms. Latika Das	BMS	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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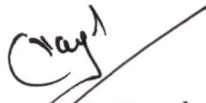


Rayat Shikshan Sanstha's
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Unfair- Means Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Mr. S.A. Garge	Microbiology	Chairman
2	Dr. D.T. Shinde	Chemistry	Member
3	Dr. P.G. Pawar	Commerce	Member
4	Mr. K.B. Patil	Jr. Section	Member
5	Mr. S.A. Patil	Jr. Section	Member
6	Mr. C.K. Deshpande	Jr. Section	Member

Scope of Work:

1. Surveillance during examination in exam blocks.
2. Take data from examination committee about cases of unfair actions by students.
3. Deal with copy cases and take suitable action.
4. Submit all the records in a form of file at the end of the year.


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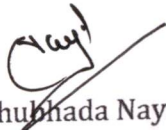


Rayat Shikshan Sanstha's
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Website Management Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Manisha Abhyankar	CS	Chairman
2	Ms. Vrushali Kad	IT	Member
3	Mr. Aniruddha Phadke	CS	Member
4	Ms. Samiksha Suryavanshi	IT	Member
5	Ms. Dipti Kulkarni	CS	Member
6	Ms. Deepali Patil	CS	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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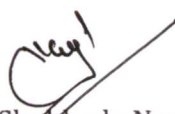


Rayat Shikshan Sanstha's
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Women Development Cell & Gender Issue Cell 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Gayatri Gaidhane	Chemistry	Chairman
2	Dr. Harsha Goyal	Commerce	Member
3	Ms. Sujata Bote	Jr. Section	Member
4	Ms. Tabassum Siddhavatam	Jr. Section	Member
5	Ms. Varsha Kukde	Jr. Section	Member
6	Ms. Sonam Sing	Jr. Section	Member
7	Ms. Chandrakala Mhatre	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. Organize following celebrations- Savitribai Phule Jayanti, Women's Day, Lakshmibai Patil Jayanti.
6. Arrange lectures, workshops, competitions & demonstrations on topics useful and related especially to girl students.
7. Inform students about existence and activities of the cell time to time.
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.


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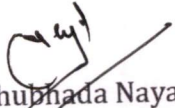


Rayat Shikshan Sanstha's
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Women's Hostel Committee 2018-19			
Sr. No.	Name of faculty member	Department	Position
1	Ms. Sujata Bote	Jr. Section	Chairman
2	Ms. M.T. Mane	Jr. Section	Member
3	Ms. Shubhangi Kamble	Jr. Section	Member
4	Ms. N.T. Patil	Jr. Section	Member
5	Ms. Sucheta Dhole	Jr. Section	Member
6	Ms. Latika Das	BMS	Member
7	Ms. Chandrakala Mhatre	Jr. Section	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. Conduct minimum three meetings and keep records of minutes of the meetings.


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