



Maratha Vidya Prasarak Samaj's
ARTS AND COMMERCE COLLEGE, SATPUR
Janta High School Campus, Satpur,
Tal.: Nashik, Dist.: Nashik (Maharashtra) Pin : 422007

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Website : <https://mvpsatpurcollege.ac.in/>

College Code : 0897

Centre No. : 0897

AISHE : C-41756

Principal : Dr.D.G.Ushir, M.A., M.Phil., Ph.D.

Affiliated to Savitribai Phule Pune University, Pune College ID – PU/NS/AC/141/2009

ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES

Year : 2021-22

Sr. No.	Name of the Committee	Functions of the Committee
1.	College Development Committee	Mr Ghatol Nandkishor S Mr Nigal Nitin S Mr Bhandawane Bhaskarrao K Mr Kharate Prabhakar N Mr Dhikale Dipak S Mr Khandbahale Kailas S Mr Nigal Jagannath M Mr Ghatol Laxman V Mr Ghatol Shashikant K Mr Nigal Bharat B Mr Bandavane Prabhakar H Mr Nigal Mahesh P Mr Landage Arun R Mr Chavan Sachin R Mr Bandavane Balasaheb R Mr Nigal Damu Y Mr Kapase Nivrutti B Mr Ushir Devidas G Mr Rajole Sachin S Mr Gaikwad Surekha A Mr Shendage Damodar M Mr Kapadi Subhash R

Duties & Responsibilities	<ul style="list-style-type: none"> To conduct CDC meet at least twice a year. To approve the budgetary provision for the development of college. To endorse the recommendation made by Internal Quality Assurance Cell (IQAC). To prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth and facilitate college. To promote excellence in curricular, co-curricular and extra-curricular activities. 	
2.	Admission Committee	Dr S S Rajole (Chairman) Mrs P R Pingle Mr G A Panpatil Mrs V P Mogal Mrs R V Uphade Mrs S S More
Duties & Responsibilities	<ul style="list-style-type: none"> To oversee screening of students seeking admission in college through online and offline mode. To distribute brochures, handouts and display posters depicting salient features of college. To consider and adopt all efforts to attract students such as printing of brochures handouts Advertisements, Banners, Written appeals etc. 	
3.	Institutional Academic Calendar Committee	Dr S S Rajole (Chairman) Dr R S Hire Mr G A Panpatil Dr S N Gade Mr M D Shendage Dr S A Gaikwad
Duties & Responsibilities	<ul style="list-style-type: none"> To prepare annual academic calendar of the college. 	
4.	Time Table Committee	Dr S S Rajole (Coordinator) Mrs R V Uphade Mrs P R Pingle Mrs V P Mogal
Duties & Responsibilities	<ul style="list-style-type: none"> To plan and prepare time table for regular classes and shall see to it that all departments are allocated equal number of classes during the academic sessions/semesters. 	
5.	Examination Committee	Asst. Prof. G A Panpatil (CEO) Dr. S S Rajole Dr. S A Gaikwad Asst. Prof. V P Mogal Asst. Prof. P R Pingle
Duties & Responsibilities	<ul style="list-style-type: none"> To make all essential arrangements to conduct internal and university examinations. 	

	<ul style="list-style-type: none"> To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students. To conduct all examinations according to rule and regulation lay down by SPPU. To maintain transparency and accountability in examinations.
6.	Discipline, Anti-ragging and Grievance Redressed Cell Asst. Prof. S A Gaikwad (Chairman) Dr. S S Rajole Asst. Prof. V P Mogal Asst. Prof. P R Pingle Asst. Prof. G A Panpatil
Duties & Responsibilities	<ul style="list-style-type: none"> To ensure that discipline is adhered by the college students and staff. To lay down rules and regulations for the same. To set mechanism for prevention of ragging.
7.	Students Welfare Committee Asst. Prof. S A Gaikwad (Coordinator) Asst. Prof. M D Shendage Asst. Prof. R V Uphade Asst. Prof. S S More
	<ul style="list-style-type: none"> To develop a student as a versatile personality with academic excellence and a commitment to a democratic society. To apply for financial assistance to SPPU under various schemes. To bridge the gap between rural and urban India. To help economically weak students through various schemes of SPPU. To organize programmes based on guidelines given by the Board of Students' Development of the university. Such as- Personality Development Programme, Nirbhay Kanya Abhiyan" (Fearless Girl Campaign), Yoga and Meditation Training Programme etc.
8.	Internal Quality Assurance Cell (IQAC) Dr. Devidas G.Ushir Hon. Shri. Nanasaheb N. Mahale Hon. Shri. Sachin P. Pingale Shri. Nitin S. Nigal Ku. Aditi N. Ghatol Mr. Shivaji S. Chothe Shri. Balasaheb A. Patil Shri. Shashikant H. Jadhav Shri. Dadasaheb R. Nigal Dr. Surekha A. Gaikwad Shri. M.D. Shendage Asst. Prof. Panpatil G.A. Mr. Tukaram N. Jadhav Dr. Sachin S. Rajole
Duties & Responsibilities	<ul style="list-style-type: none"> To apply quality benchmarks/parameters for various academic and administrative activities of an institution. Dissemination of information on various quality parameters of higher education.


	<ul style="list-style-type: none"> To organize workshops, seminars on quality related themes and promotion of quality circles. To make documentation of the various programmes / activities leading to quality improvement. To act as a nodal agency of the institution for quality-related activities. To prepare the college for NAAC. To perform Academic Audit for quality maintenance and sustenance.
9.	Health committee Dr S N Gade (Chairman) Dr S A Gaikwad Asst. Prof. M D Shendage Mrs. S S More Mrs. C P Ingale
Duties & Responsibilities	<ul style="list-style-type: none"> To arrange and conduct health check-up of all the students. To monitor Student Health Centre in college campus.
10.	Study Tour Committee Dr S A Gaikwad (Coordinator) Asst. Prof. G.A. Panpatil Dr S S Rajole Asst. Prof. R V Uphade Asst. Prof. V P Mogal
Duties & Responsibilities	<ul style="list-style-type: none"> To organize field trips, field visit and study tours. To take necessary permission for Tour/Field visit etc. To maintain safety and security of the students during Tour/Trip etc. To communicate with parents for their consent and provide the details of excursion for adventure activities, residential and trips. To maintain the record and prepare the report of Tour/Trip etc.
11.	Environmental Awareness Asst. Prof. G A Panpatil (Chairman) Dr. S S Rajole Dr. S A Gaikwad Asst. Prof. M D Shendage Asst. Prof. V P Mogal
Duties & Responsibilities	<ul style="list-style-type: none"> To establish awareness, attitude and participation of college students in environmental activities. To suggest actions towards creating environmental awareness and environment friendly practices among college students. To conduct the EVS examination and guide for field projects to the students. To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like Acid Rain, Ozone Depletion, Climate Changes, Global Warming, etc.
12.	Gymkhana Committee Dr. S N Gade (Chairman) Asst. Prof. R V Uphade Dr S A Gaikwad Asst. Prof. M D Shendage Jr.Clr. Pragati Dhikale

Duties & Responsibilities	<ul style="list-style-type: none"> To finalize the schedule of events for every academic year in advance. To maintain records of sports events attended by the students in/outside of the college. To promote a spirit of healthy competition and cultivate excellence in various domains of sports. To take charge as the custodian of all sports equipments under the possession of the college and accordingly to maintain an inventory for the same.
13.	Vangmay Mandal Asst. Prof. R V Uphade (Chairman) Dr. S S Rajole Mrs. P R Pingle Dr. R S Hire Asst. Prof. M D Shendage Asst. Prof. S S More
Duties & Responsibilities	<ul style="list-style-type: none"> To celebrate 'Marathi Bhasha Din' on 27th February. To arrange various competitions such as Essay Competition, Story-Telling, Elocution, Quiz Competition etc.
14.	National Service Scheme (N.S.S.) Asst. Prof. Shendge M D (Coordinator) Asst. Prof. R V Uphade Jr.Clr. Samir Gohad
Duties & Responsibilities	<ul style="list-style-type: none"> To follow the specified Guidelines laid down by the NSS Department of SPPU, Pune. To arrange Special Camp and workshops for the students on regular basis on issues of social importance, ethical relevance and moral values. To arrange social service groups and outreach activities. To support and involve students in social service activities.
15.	Cultural Activities Asst. Prof. V P Mogal (Chairman) Asst. Prof. P R Pingle Asst. Prof. R B Nandurkar Asst. Prof. R V Uphade Asst. Prof. M D Shendage Dr S A Gaikwad
Duties & Responsibilities	<ul style="list-style-type: none"> To plan and schedule cultural events for the academic year. The organize intra and inter collegiate cultural events. To communicate about various festivals and events to be celebrated in the college and give a wide publicity. To arrange events for staff and students. To arrange competitions like Rangoli, Mehendi, crafts and poster presentation for girl students.
16.	Alumni Association Mr. Nitin Sampat Nigal Mr Shivaji S Chothe Mr Tushar A Dhawale Mr Rushikesh B Sabale Mr Shankar R Mane Mrs Ashvini L Pande

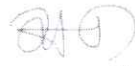
		Mr Mahesh B Jadhav
Duties & Responsibilities		<ul style="list-style-type: none"> • To maintain an up-to-date and detailed database of the alumni. • To highlight the success of alumni to improve the credibility and reputation of the college. • To promote the interests and welfare of alumni association. • To organize get-together of the former students to make them contribute to the college on various aspects. • To involve the Alumni for overall development of the college.
17.	Counselling Cell	Dr D G Ushir (Chairman) Asst. Prof. M D Shendage Asst. Prof. Panpatil Dr S S Rajole Mrs. V P Mogal
Duties & Responsibilities		<ul style="list-style-type: none"> • To guide the students to resolve personal and professional problems. • To allot the mentee (Students) for every teacher (Mentor) to every academic year. • To act as a bridge between parents and college for smart communication. • To guide the student regarding academic, stress, financial and career related issues. • To provide the personal counselling to the students.
18.	Right to Information Act	Dr D G Ushir (Chairman) Adv. Uttam Abhale (Appealing Officer) Mr Subhash Kapadi (Coordinator) Dr S S Rajole Asst. Prof. G A Panpatil Asst. Prof. M D Shendage Dr S A Gaikwad
Duties & Responsibilities		<ul style="list-style-type: none"> • To promote transparency and accountability in the college. • To make our society open and public authorities more accountable and information must be made available to a private citizen subject to right of privacy. • To provide information to any individual on their demands as per the Right to Information Act. • To follow the rules and regulation of RTI laid down by the government.
19.	Soft Skills Development	Dr S A Gaikwad (Chairman) Asst. Prof. M D Shendage Dr S S Rajole Asst. Prof. G A Panpatil Dr S S Rajole Asst. Prof. V P Mogal
Duties & Responsibilities		<ul style="list-style-type: none"> • To organize Soft Skills Programmes. • To maintain the record of Skill based programme. • To set a proper mechanism for students and teachers.

20.	Student Council	Asst. Prof. S A Gaikwad (Chairman) Asst. Prof. M D Shendage Asst. Prof. R V Uphade Asst. Prof. S S More
Duties & Responsibilities	<ul style="list-style-type: none"> To promote an environment favourable to academic and personal development. To support the management and staff in the development of the college. To represent the views of the students on matters of general concern to them. To organize various student centric activities. 	
21.	Campus Supervision Committee	Asst. Prof. S A Gaikwad (Chairman) Dr. S S Rajole Asst. Prof. V P Mogal Asst. Prof. P R Pingle Asst. Prof. G A Panpatil
Duties & Responsibilities	<ul style="list-style-type: none"> To maintain overall discipline on college campus. To prepare time table for campus supervision. To look after the misconduct in the college campus and report to the Principal. To establish a work culture that focuses on creating the healthiest and safest workplace possible. 	
22.	Publicity and News	Asst. Prof. R V Uphade (Chairman) Dr. S S Rajole Mrs. P R Pingle Dr. R S Hire Asst. Prof. M D Shendage Asst. Prof. S S More
Duties & Responsibilities	<ul style="list-style-type: none"> To look after press release in media. To prepare activity report of each and every programme conducted in the college. To update college activities on website. 	
23.	Website Committee	Dr. S S Rajole (Chairman) Dr S A Gaikwad Asst. Prof. M D Shendge Dr S N Gade Jr. Cl. Samir Gohad
Duties & Responsibilities	<ul style="list-style-type: none"> To collect information about the latest events and achievements and get it posted on college website in write ups and pictures. To upload and update the data required for NAAC. 	
24.	Anti Sexual Harassment Committee	Dr. D.G.UshiR Dr.Smt. Surekha Gaikwad Dr.Sachin Rajole Prof. Smt.Rukmini Uphade Prof.Ganesh Panpatil

Duties & Responsibilities	<ul style="list-style-type: none"> • To follow the rules and regulations laid down by Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013. • To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / girl Students from sexual harassment in the college. • To create and maintain safe, healthy and supportive environment for women and girl Students in the campus. 	
25.	Anti Ragging Committee	Dr D G Ushir Dr. Smt. Surekha Gaikwad Prof. Rukmini Uphade Prof. Ganesh PanPatil Dr. Sachin Mole
Duties & Responsibilities	<ul style="list-style-type: none"> • Establish Antiragging cell as per the guidelines of Hon. Supreme Court and SPPU • Address issues related to it • Timely uploading of information to the University 	


PRINCIPAL
Maratha Vidya Prasarak Samaj's
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IQAC Co-ordinator
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