

Maratha Vidya Prasarak Samaj's
Arts and Commerce College, Satpur
Satpur, Nashik

Academic Committees for Academic Year 2023-24 (W.I.F 23/10/2023)

Sr. No.	Name of Committee	Members
1	IQAC	Shri.A.L.Bhagat (Chairman) Shri. P. M. Bankar (Coordinator) Dr.Smt. S. A. Gaikwad Shri. S. R. Sakhala Dr.Smt. S. V. Shrimali Dr.Shri. P.S.Tayade Shri.S.S.Lokhande
	Duties and Responsibilities	<ul style="list-style-type: none"> • To look after overall Academic and Administrative development of the college • Implement quality policies in the college as per the expectations and norms of UGC/ NAAC/Government/University • Timely submission of AQAR • Keep record of all criteria
2	Purchase	Shri.A.L.Bhagat (Chairman) Shri. P. M. Bankar Shri. S. R. Sakhala Shri. S. R. Kapadi
	Duties and Responsibilities	<ul style="list-style-type: none"> • To Prepare annual budget for purchases. • To implement the purchases policy. • To allot budget to various departments.
3	Prospectus	Dr.Smt. S.V. Shrimali (Coordinator) Smt.R.V.Uphade Shri. M. D. Shendge Shri. S. S. Lokhande
	Duties and Responsibilities	<ul style="list-style-type: none"> • Prepare prospectus in consultation with Principal and IQAC • Sending it for printing • Uploading it on college website
4	Website Development and Maintenance	Shri.A.L.Bhagat (Chairman) Shri.P.M.Bankar Shri. S. S. Lokhande Shri. S. R. Sakhala Shri. S. P. Gohad
	Duties and Responsibilities	<ul style="list-style-type: none"> • Collection and editing of the information from different departments • Its uploading on the website. • Continuous follow up with the expert to keep it working.
5	Admission and Roll Call	Shri. S. R. Sakhala (Cordinator) Dr. Smt. S.A. Gaikwad Shri. M. D. Shendge Smt. V. P. Mogal Shri. Dr. P.S. Tayade

	Duties and Responsibilities	<ul style="list-style-type: none"> To coordinate between student and office staff for smooth conduct of the admission process Preparation of class, gender and category wise student list with mails and mobile numbers. Allotment of mentor teachers Allotment of class teachers 	
7	Time Table	Dr.Smt. S. V Shrimali (Coordinator) Dr.Shri.P.S Tayade Smt.S.S. More Shri. B.A.Shinde	
	Duties and Responsibilities	<ul style="list-style-type: none"> Preparation of master time table Preparation of faculty wise time table Preparation of class wise time table Collection of Department wise time table 	
8	Scholarships	Shri. M. D. Shendage (Coordinator) Shri. B. A. Shinde Smt. R. M. Shelake Smt. C. P. Ingale	
	Duties and Responsibilities	<ul style="list-style-type: none"> Coordinate between mentor teachers for filling up offorms of various government and non-government scholarships Preparation of record of scholarships as per therequirement of NAAC 	
9	AISHE/MIS	Shri.A.L.Bhagat (Chairman) Shri.P.M.Bankar Shri.S.R.Sakhala Shri.S.R.Kapadi	
	Duties and Responsibilities	<ul style="list-style-type: none"> Timely submission of information on its web site and take follow up 	
10	Academic Research Cell	S h r i . A . L . B h a g a t (Chairman) Dr.Smt. S. V Shrimali (ARC) Dr. Shri. P. S Tayade Smt. S. A. Gaikwad	
	Duties and Responsibilities	<ul style="list-style-type: none"> Preparation of proposals of Research projects for funding agencies Preparation of students for Avishkar or other research projects competitions Keeping record of research projects, Research papers, publications etc. 	
11	Afflation & Workload	Shri.A.L.Bhagat (Chairman) Shri.P.M.Bankar Shri.S.R.Sakhala Shri.S.R.Kapadi	
	Duties and Responsibilities	<ul style="list-style-type: none"> Collection and verification of student number and work load Filling up the information on concerned web site 	
12	Academic and Administrative Audit	Shri.A.L.Bhagat (Chairman) Shri. P. M. Bankar (Coordinator) Dr.Smt. S. A. Gaikwad Shri. S. R. Sakhala Dr.Smt. S. V. Shrimali Dr.Shri. P.S.Tayade Shri.S.S.Lokhande	
	Duties and Responsibilities	<ul style="list-style-type: none"> Collection of information in prescribed format with relevant documents. 	

		<ul style="list-style-type: none"> • Checking it from third party 	
13	Examination	Shri.A.L.Bhagat (Chairman) Shri. S. R. Sakhala (CEO) Shri. P. M. Bankar Dr. Shri. P. S. Tayade	
	Duties and Responsibilities	<ul style="list-style-type: none"> • To prepare time table of Internal and external theory / Practical examinations • To prepare students summery • To allot session supervisors • To appoint junior supervisors • To prepare class and faculty wise results of declared by the University • Regular follow up with university for students' grievances of examination, results etc. • Regular checkup of university web site for various circulars, notices etc. regarding examination and making itscompliance 	
14.	NSS	Shri. M. D. Shendage (NSS Officer) Shri. B.A. Shinde Smt. R. V. Uphade (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> • To conduct the programs and activities announce by Central and State Government and SPPU • To prepare students for RD parade • Organize winter camp • Keep record and preparation reports 	
15	Arts Circle	Smt. K. L. Lokhande (Coordinator) Smt R. M. Shelake Shri. B. A. Shinde Dr.Smt. S.N. Gade (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> • Encourage student to participate in national/State/ University and regional level cultural competitions • Keep record and preparation of reports of the activities 	
16	Students Development Cell	Dr. Smt. S. A. Gaikwad (SDO) Smt. M.V. Kharje (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> • Encourage student to participate in Earn and Learn Scheme • Apply for various schemes in SPPU • Construct student council • Organise and conduct the programs ad schemes sanctioned by SPPU • Keep record and preparation of reports of the activities 	
17	Gymkhana	Dr.Smt. S.N. Gade Shri. B. A. Shinde (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> • Encourage students to participate in national/state/ University and regional sports tournaments • Apply for various proposals and schemes of the Government and University • Keep record and preparation of reports of the activities • 	
18	Library	Shri.A.L.Bhagat (Chairman) Shri. S. S. Lokhande	

		Shri. P. M. Bankar	
		Smt. R. M. Shelake	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Updating of library Apply for schemes to Government and University for grants Increase number of e journals/periodicals/books Strengthen the automation of library 	
19	Academic Linkages & Collaboration	Shri. S.R. Sakhala (Coordinator)	
		Dr. Smt. S.V. Shrimali	
	Duties and Responsibilities	<ul style="list-style-type: none"> To communicate and sign MOU/Linkages with various reputed Academic/ NGO and Private institutes Keep follow up of the activities 	
20	Anti-Ragging Committee	Shri.A.L.Bhagat (Chairman)	
		Dr.Smt.S.A. Gaikwad (SDO)	
		Shri. M.D. Shendage	
		Dr. Smt. S.N. Gade	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Establish Antiaging cell as per the guidelines of Hon. Supreme Court and SPPU Address issues related to it Timely uploading of information to the University 	
21	Discipline	Shri.A.L.Bhagat (Chairman)	
		Dr.Smt.S.A. Gaikwad	
		Shri. S.R. Sakhala	
		Shri. M. D. Shendage	
		Dr. Smt. S.N. Gade	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Maintain and observe overall discipline among the students in the college 	
22	Career Guidance	Smt.S.A.Gaikwad (Coordinator)	
		Smt. R. V. Uphade	
		Smt. R. M. Shelake	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Establish carrier guidance cell Organize lectures of experts Keep record of student guided 	
23	Competitive Exam & Placement Cell	Smt. S. S. More (Coordinator)	
		Shri. B. A. Shinde	
		Smt. M. V. Kharje	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Organize lectures of experts Keep record of student guided Organize placement camps 	
24	Alumni Association	Dr. Smt. S. A. Gaikwad (Coordinator)	
		Smt. R.V.Uphade	
		Shri. M. D. Shendge	
		Smt. V. P. Mogal	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Establish alumni association as per guidelines of the University Organise alumni meets Keep record of proceedings and action taken report 	

25	Sexual Harassment Prevention and Prohibition Cell	Dr.Smt. S. A. Gaikwad (Coordinator)	
		Shri. M. D. Shendge	
		Smt. S. A. Gaikwad (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Establish cell as per guidelines of the University Organise meets Keep record of proceedings and action taken report 	
26	Grievance Redressal Cell	Shri.A.L.Bhagat (Chairman)	
		Shri.P.M.Bankar	
		Shri.S.R.Sakhala (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Address the grievances of students Keep the record and action taken report 	
27	Counselling Cell	Shri. M.D. Shendage (Coordinator)	
		Dr. Shri. P. S. Tayade	
		Smt. R. M. Shelake (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Organise motivation lectures of experts from various area Organise counselling sessions Keep the record and action taken report 	
28	Environmental Awareness Programme	Smt. M. V. Kharje	
		Smt. S.A.Gaikwad	
	Duties and Responsibilities	<ul style="list-style-type: none"> Completion of all the activities related to it 	
29	Literary Association	Shri. P. M. Bankar (Coordinator)	
		Dr. Shri. P. S. Tayade	
		(Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Organize expert talks Organize competitions related to it 	
30	Commerce Association	Shri. S.R. Sakhala (Coordinator)	
		Dr.Smt. S.V. Shrimali	
		Smt. V. P. Mogal (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Organize expert talks Organize competitions related to it 	
31	Maintenance & Repair	Shri.A.L.Bhagat (Chairman)	
		Shri. S. S. Lokhande	
		Dr. Smt. S.N. Gade	
	Duties and Responsibilities	<ul style="list-style-type: none"> To look after overall maintenance and repair of infrastructure, lab instruments etc. 	
32	Staff Academy	Smt.Dr. S. A. Gaikwad (Secretary)	
		Shri.B.A.Shinde	
	Duties and Responsibilities	<ul style="list-style-type: none"> Organize lecture series for the staff on various topics 	
33	Magazine	Shri.A.L.Bhagat (Chairman)	
		Shri. Dr.P. S. Tayade (Co-Ordinator)	
		Shri. S. S. Lokhande	
		Smt. V.P.Mogal	
		Smt.K.L.Lokhande (Student Representative)	
	Duties and Responsibilities	<ul style="list-style-type: none"> Collection of information required for magazine from staff and students Timely submission of draft for printing and publication Timely submission to the University 	

34	Publicity	Smt.Dr. S. A. Gaikwad (Coordinator)	
		Smt. R. V. Uphade	
		Smt. S. S. More	
		Shri. S. S. Lokhande	
	Duties and Responsibilities	<ul style="list-style-type: none"> • Publication of various events in print and digital media 	
35	Parents Meeting	Smt.Dr.S.V.Shrimali (Coordinator)	
		Smt.S.S.More	
		Smt. M.V.Kharje	
		Shri.B.A.Shinde	
	Duties and Responsibilities	<ul style="list-style-type: none"> • To organize meeting of parents and communicate students performance 	
36	ICT and Online Teaching	Smt. Dr. S.V. Shrimali (Coordinator)	
		Smt. R. M. Shelake	
		Smt.K.L.Lokhande	
	Duties and Responsibilities	<ul style="list-style-type: none"> • Collect audio visible lectures from staff • Uploading it on college web site • Purchase and overall maintenance of ICT 	
37	Students Meeting	Dr.P.S.Tayade (Coordinator)	
		Shri.S.R.Sakhala	
		Smt.S.A.Gaikwad	
	Duties and Responsibilities	<ul style="list-style-type: none"> • To arrange periodical meetings of current students • To create awareness among the students about various facilities and schemes provided by the institution • To provide guidelines about the discipline 	



(Shri.A.L.Bhagat)
Principal

PRINCIPAL
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