

Table 8.3: Various working Portfolios/Committees of Institute

Sr. No.	Name of Portfolio/ Cell/ Committee	Composition	Responsibilities
1	<b>Internal Quality Assurance Cell (IQAC)</b>	<ol style="list-style-type: none"> <li>1. Dr. Kiran A. Wadkar (Chairman)</li> <li>2. Mr. .N.V. Patil (Member)</li> <li>3. Mr. Y. R. Nalawade (Member)</li> <li>4. Miss.K. S. Desai (Member)</li> <li>5. Miss. T. R. Padale (Member-Secretary)</li> <li>6. Miss. N. D. Bhate</li> <li>7. Mr. C. V. Bhosale</li> </ol>	<ul style="list-style-type: none"> <li>➤ To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in college.</li> <li>➤ Maintain the quality standards in teaching, learning and evaluation</li> <li>➤ Promote co-curricular, extra-curricular and other types of activities as part of asserting quality in teaching, learning and evaluation.</li> <li>➤ Coordinate among various departments in the college &amp; support for orientation, refresher and other short-term training courses for teaching and non-teaching staff.</li> <li>➤ to consider opinions/comments of stakeholders such as Alumni, Parents &amp; Industry about course structure /curriculum while framing the activities</li> <li>➤ Conduct workshops/training sessions of experts &amp; also recommend names of faculties for training courses to brought desired results</li> <li>➤ Direct support staff for continuing education &amp; overall developments to improve in their work quality.</li> </ul>
2	<b>Academic Coordination</b>	<ol style="list-style-type: none"> <li>1. Dr. Kiran A. Wadkar (Chairman)</li> <li>2. Mr .N. V. Patil (Member)</li> <li>3. Mr. Y. R. Nalawade (Member)</li> <li>4. Miss. N. D. Bhate (Member)</li> <li>5. Miss.K. S. Desai (Member)</li> <li>6. Mr.C. V. Bhosasle</li> <li>7. Miss. T. R. Padale (Member-Secretary)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Preparation of academic calendar with reference to MSBTE academic calendar in the beginning of Year.</li> <li>➤ Distribution of work load to the all Faculty members.</li> <li>➤ Coordinating with library committee to ensure availability of all the required books as per syllabusbefore commencement Academic year.</li> <li>➤ Ensure availability of Lab manuals/journals one month before the commencement of the Academic year coordinating with store department.</li> <li>➤ Course File validation at the beginning and monitoring</li> </ul>

			<p>during teaching tenure</p> <ul style="list-style-type: none"> <li>➤ In span of every 15 days, investigate the syllabus completion as per teaching plan. Any deviation brought into attention of the head of institute.</li> <li>➤ Handling &amp; monitoring VMedulife LMS for Academic, Online Exam, Feedback etc.</li> <li>➤ Ensuring every lecture/practical commencing at predetermined time &amp; ask students who are wondering here &amp; there.</li> <li>➤ Periodic verification of academic responsibilities of the faculty members in the Department.</li> <li>➤ Preparation of time table and its display on the concerned class notice boards/ official whatsapp group.</li> <li>➤ Ensuring class / lab work as per time table.</li> <li>➤ Verification of adjustment &amp; conduction of class / lab work of the faculty applying leave.</li> <li>➤ Ensuring Work load compensation instead of adjustment only.</li> <li>➤ Providing all academic documents required during inspection of EIMC/ PCI/ AICTE.</li> <li>➤ Coordination any other academic activity in the institute.</li> </ul>
3	<b>Examination Department</b>	<ol style="list-style-type: none"> <li>1. Dr. Kiran Anna Wadkar (Chairman)</li> <li>2. Mr. Niranjan Vijay Patil (Member)</li> <li>3. Mr. Yogesh Raghunath Nalawade (Exam In-charge)</li> <li>4. Miss Kshitija Sunil Desai (Member)</li> <li>5. Miss Aparna Balaso Mali (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ The exam cell is looking after all affairs of external (MSBTE examination) as well as internal examinations.</li> <li>➤ Prepare Assessment policy with consultation with Principal &amp; make available to students as well to the teachers &amp; ensure that these are executed as per norms.</li> <li>➤ Evolve mechanisms to address student's grievances and display relevant details thereof.</li> <li>➤ Evolve mechanism for setting Sessional question paper by faculty members followed by monitoring &amp; approval of question paper.</li> <li>➤ Preserve full confidentiality at one side to maintain</li> </ul>

			<p>standard &amp; significance of assessment &amp; on other hand maintain full transparency about activities of examination by informing to staff &amp; students.</p> <ul style="list-style-type: none"> <li>➤ Maintain regular contact (telephonically or by checking website) with external examining bodies (MSBTE) so that not to miss any change in schedule, regulations etc.</li> <li>➤ The head of Exam is custodian of all confidential documents; however, he can make information available under RTI in consultation with head of the institute.</li> <li>➤ Maintain all relevant records in systematic manner which can be inspected by internally &amp; external committees as well as which can be converted into quantitative form as per NBA requirement. Preserve all relevant soft data in computer.</li> <li>➤ Forward detailed report of Result Analysis to the Principal after declaration of result.</li> <li>➤ Forward information of major accomplishments (MSBTE ranking, distinctions etc) to the Cell for Public Relations &amp; Publicity for wider media coverage.</li> <li>➤ Prepare list of students failed in first year as well YD student's qualified first year &amp; added into second year. This data is required to be filled before commencement of admission process of second year.</li> <li>➤ Assist Academic Coordinator in preparation of 'Roll-Call List'.</li> <li>➤ Prepare &amp; forward list of stationary requirement for examination section for approval.</li> <li>➤ Forward activity plan of next academic session for incorporation into Academic Planner.</li> <li>➤ Exercise such other powers and perform such other duties as may be prescribed or assigned to him / her, from time to time, by the Head of the Institution.</li> </ul>
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4	<b>Training &amp; Placement Cell</b> <b>Cell for Training, Placement, Industry-institute interaction &amp; Visits to Industry &amp; Allied organizations; Professional Activities &amp; Guest Lectures (Co-curricular activities), MOU</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr.H.A. Patil (Member Secretary)</li> <li>3. Mr. S. A. Jadhav (Member)</li> <li>4. Miss. A. B. Mali (Member)</li> <li>5. Mr. A. S. Kadam (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ In plant training/ Internship for final year students. As a part of the curriculum, arrangements will be made for the students to undergo practical training for 90 days period.</li> <li>➤ T &amp; P Cell plans and executes visits of pre-final/ final year students to different Industries/ Organizations located in different regions of India to get right exposure and opportunity for training.</li> <li>➤ To arrange Guest Lectures of senior company personnel for students.</li> <li>➤ To provide considered necessary training to students within the vicinity of Personality Development and Communication Skills.</li> <li>➤ Those considering careers in higher education or its related fields will be offered detailed career guidance at the Training and Placement Cell to facilitate their admissions in Prestigious Institutes to pursue higher studies in specialized areas.</li> <li>➤ Campus Recruitment Programme (CRP) will be promoted for the young students aspiring for appropriate placement in Government Departments, Private/Public Sector Undertakings, Industries and Research/ Academic Institutes.</li> <li>➤ The Central T &amp; P Cell plays a very important and key role in counseling and guiding the students of the college for their successful Career Placement, which is a crucial interface between the stages of completion of academic program of the students and their entry into avenues of suitable employment.</li> </ul>
5	<b>Admission Cell</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Dr. S. S. Awati (Member)</li> <li>3. Mr. P. A. Jadhav (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ To decide on all the matters relating to Admissions of the students at PG, UG &amp; Diploma Level.</li> <li>➤ <b>Data Collection</b></li> </ul>

		<p>4. Mr. N. V. Patil (Member) 5. Mr. A. S. Kadam</p>	<ul style="list-style-type: none"><li>• To collect the details of the students of different junior colleges studying in 12<sup>th</sup> standard.</li><li>• To disseminate the information regarding admission process, documents required, scholarship criterion for various categories etc.</li><li>➤ <b>Counseling</b><ul style="list-style-type: none"><li>• To provide all the information related to admission process under Centralized admission process &amp; Institute level to the students &amp; parents.</li><li>• To counsel the parents &amp; students at the time MHT-CET examination regarding admission process &amp; facilities available at college.</li><li>• To receive &amp; respond the inquiry calls, record data of all calls &amp; peoples visited for admission.</li></ul></li><li>➤ <b>Reporting At Institute</b><ul style="list-style-type: none"><li>• To make the required arrangement beforecommencing of 'Reporting at Institute'.</li><li>• To coordinate with all staff members for smooth running of reporting during all admission rounds.</li></ul></li><li>➤ <b>Advertisement</b><ul style="list-style-type: none"><li>• Starting &amp; operating Social Media like Facebook, Twitter, Youtube etc.</li><li>• Starting &amp; operating Admission Whatsapp Group.</li><li>• Such other activities related to admissions deemed fit by the institute</li></ul></li></ul>
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<p><b>6</b></p>	<p><b>Purchase &amp; Inventory Control Cell</b></p>	<ol style="list-style-type: none"> <li>1. Mr. Raosaheb J Patil (Chairman)</li> <li>2. Mr. Ajitprasad Patil (Member)</li> <li>3. Dr. K. A. Wadkar (Member- Secretary)</li> <li>4. Prof. D. D. Chougule (Member)</li> <li>5. Dr. Sandip Patil (Member)</li> <li>6. Dr. Pravin Pawar</li> <li>7. Mr. Rameshwar Ardad</li> <li>8. Dr. Ajit Dale</li> <li>9. Mr. Suhas S Awati</li> <li>10. Mr. Annasaheb D Birnale</li> <li>11. Mr. Sudharshan Shirote</li> <li>12. Mrs. Shradha Pandhare</li> <li>13. Mr. Ajit Halunde</li> </ol>	<ul style="list-style-type: none"> <li>➤ To take follow up of available stock in the lab as well as in the store</li> <li>➤ To ask requirement of chemicals, Glassware's, instruments from teaching staff after distribution of workload for respective academic year in the month of April.</li> <li>➤ Finalization of requirement list after checking the availability of stocks in lab and in the store.</li> <li>➤ To ask quotations from different suppliers</li> <li>➤ Finalization of suppliers with concession from principal.</li> <li>➤ To draw purchase order for required materials.</li> <li>➤ To ask respective teaching staff to check the quality of their requirement for damage, leakage or any other issues.</li> <li>➤ To ask respective teaching staff to issue their chemicals in respective labs before starting the practical's.</li> <li>➤ Call periodic meetings of members as per requirements.</li> <li>➤ Maintain the meetings and action taken report in the meeting register time to time.</li> </ul>
<p><b>7</b></p>	<p><b>Anti-ragging Cell</b></p>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. Sunil Mali, (Member)</li> <li>3. Smita patil (Member)</li> <li>4. Mr. Nandu Gurav (Member)</li> <li>5. Mr. Mustaffa Mujawar (Member)</li> <li>6. Adv. Anil Subhash Mane (Member)</li> <li>7. Mr. Niranjan V. Patil (Member)</li> <li>8. Ms. Kshitija S. Desai (Member Secretary)</li> <li>9. Ms. Aparna B. Mali (Member)</li> <li>10. Mr. Aviraj Zure (Member)</li> <li>11. Ms. Pranali Bhosale (Member)</li> <li>12. Mr. Sanjay S. Zure (Member)</li> <li>13. Ms. Revati Pawar (Member)</li> <li>14. Mr. Dishant Dodiya (Member)</li> <li>15. Mr. Hemant DF. Dodiya (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the college.</li> <li>➤ During the first three months of an academic year, the Head of college shall check the report on the status of compliance with Anti-Ragging measures under UGC Regulations. The Anti-Ragging Committee of the college shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.</li> <li>➤ To prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.</li> </ul>

<p><b>8</b></p>	<p><b>Internal Complaints Committee/ Antidiscrimination Cell/ Gender sensitization Cell/ Women's Grievance Redressal Committee</b></p>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. N. V. Patil (Member)</li> <li>3. Ms. K. S. Desai (Member Secretary)</li> <li>4. Ms. T.R. Padale (Member)</li> <li>5. Mrs. V. Kavthekar (Member)</li> <li>6. Adv. D. B. Bhingardive (Member, Advocate,)</li> <li>7. Mrs. J. H. Joshi (Member, Social Worker.)</li> <li>8. Miss S. N. Shaikh (Student Representative)</li> <li>9. Miss. M. A. Pohale (Student Representative)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Call periodic meetings of members as per requirements.</li> <li>➤ Identify the cases of sexual harassment in the institute &amp; surface them for appropriate action against such cases &amp; maintain the working environment free &amp; transparent.</li> <li>➤ Maintain the meetings and action taken report in the meeting register time to time.</li> <li>➤ Organize guidance sessions for all concern about objectives, composition &amp; functions of the cell.</li> <li>➤ Organize the seminars, webinars for students regarding awareness of health, diseases and stress management.</li> <li>➤ Organize the seminars or guest lecturers for awareness of gender equality in the students as well as faculties.</li> </ul>
<p><b>9</b></p>	<p><b>Student Grievance Redressal Committee</b></p>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. N. V. Patil (Member)</li> <li>3. Ms. K. S. Desai (Member-Secretary)</li> <li>4. Mr. C. V. Bhosale (Member)</li> <li>5. Miss. N. D. Bhate (Member)</li> <li>6. Mr. Y. R. Nalawade (Member)</li> <li>7. Mr. A. K. Awati (Member)</li> <li>8. Mrs. A. S. Patil (Member)</li> <li>9. Mr. P. R. Khot (Student Representative)</li> <li>10. Miss. V. G. Shinde (Student Representative)</li> <li>11. Mr. S. R. Darure (Student Representative)</li> <li>12. Miss. M. J. Sawant (Student Representative)</li> <li>13. Mr. Rajesh Khot (Parent Representative)</li> <li>14. Mr. H. R. Darure (Parent Representative)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Establish transparent mechanism to rectify any kind of complaints from the students, teaching faculty &amp; from members of support staff. This will help to build transparency &amp; cultivate democratic values.</li> <li>➤ Evolve working mechanism in consultation with the head of institute. Refer guidelines issued by AICTE/University in this regard. Display necessary content for information to all concern.</li> <li>➤ Organize guidance sessions for all concern about objectives, composition &amp; functions of the cell.</li> <li>➤ Maintain necessary documents &amp; call periodic meetings of members as per requirements.</li> <li>➤ Prepare budget for the cell activities for approval in the month of April and forward activity plan of next academic session for incorporation in Academic Planner.</li> <li>➤</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Report summary to the head of institute in the form of resources available, systems or mechanisms evolved &amp; impact.</li> </ul>
10	<b>'Entrepreneurship Development Cell'</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. N. V. Patil (Co-Chairman)</li> <li>3. Mr. C. V. Bhosale (Convener)</li> <li>4. Dr. S.M. Gejage (Representative Industry)</li> <li>5. Miss. V. G. Shinde (Student Representative)</li> <li>6. Mr. V. V. Shinde (Student Representative)</li> </ol>	<ul style="list-style-type: none"> <li>➤ To encourage the students to think creatively and generate innovative ideas leading to the generation of new knowledge, ideas and inventions.</li> <li>➤ To provide requisite wherewithal to prospective entrepreneurs to take their idea/ innovation forward to a logical conclusion.</li> <li>➤ To inculcate a culture of innovation driven entrepreneurship through student projects.</li> <li>➤ To facilitate the transfer of ADCDP -developed research results and new knowledge of commerce and industry.</li> </ul>
12	<b>Cell for Guardian Teacher &amp; Interaction with parents</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. N. V. Patil (Member)</li> <li>3. Mr. Y. R. Nalawade (Member)</li> <li>4. Ms. K. S. Desai (Member secretary)</li> <li>5. Miss T. R. Padale</li> </ol>	<ul style="list-style-type: none"> <li>➤ The committee shall be responsible to inform about the students' performance to their parents</li> <li>➤ The committee shall be responsible collect the data regarding internal assessment marks and attendance. The committee authorizes to decide the date of the parent teacher meeting to be held. Two meetings are held one after first internal assessment and the other before preliminary examinations.</li> <li>➤ Letters/Mails shall be sent to individual parents' mentioning about the internal assessment marks and attendance one month prior to the date of parent teacher meeting.</li> <li>➤ In case of any issues the committee guides the parent and the student to their respective subject teacher/the mentor for their better performance.</li> <li>➤ In case of any suggestions given by the parents the committee shall discuss with the higher authorities to be implemented</li> </ul>



<p><b>13</b></p>	<p><b>Cell for SC/ST Students</b></p>	<ol style="list-style-type: none"> <li>1. Dr.K. A. Wadkar (Chariman)</li> <li>2. Mr.N. V. Patil( Member)</li> <li>3. Miss. K. S. Desai(Member Secretary)</li> <li>4. Ms.A. B. Mali (Member)</li> <li>5. Mr. Y. R. Nalawade (Member)</li> <li>6. Mr. H. Bansode(Member)</li> <li>7. Miss. P. Awale (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Promotes the special interest of students from the reserved category.</li> <li>➤ Provide special inputs in areas where the students experience difficulty.</li> <li>➤ To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.</li> <li>➤ To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.</li> <li>➤ To provide the mechanism to redress the grievance of SC/ST students, if any.</li> <li>➤ To ensure protection and reservation as provided in the constitution of India.</li> <li>➤ To arrange for special opportunities to enhance the carrier growth of students from scheduled castes and scheduled tribes.</li> <li>➤ To aware the SC/ST students regarding various scholarships program of state government and UGC.</li> <li>➤ To collect reports and information of government and UGC's orders on various aspects of education, employment of SC/ST Students.</li> <li>➤ To circulate government and UGC's decisions about different scholarship programs.</li> </ul>
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14	Gymkhana 2021-22	<p><b>Dr. K. A. Wadkar (Gymkhana, Head)</b></p> <p><b>A) Cultural Activities</b></p> <ol style="list-style-type: none"> <li>1. Miss. T.R. Padale (Head, Cultural)</li> <li>2. Mr.C. V. Bhosale (Member)</li> <li>3. Mr. Y.R.Nalawade (Member)</li> <li>4. Miss. K.S. Desai (Member)</li> <li>5. Miss. N. D. Bhate</li> <li>6. Mr. P. K. Khot (Student Representative)</li> <li>7. Miss. V.G. Shinde (Student Representative)</li> <li>8. Mr. L. S. Chougule (Student Representative)</li> <li>9. Miss. R.R. Pawar (Student Representative)</li> </ol> <p><b>B) Sports Activities</b></p> <ol style="list-style-type: none"> <li>1. Mr. N.V. Patil (Head, Sport)</li> <li>2. Miss. T.R. Padale (Member)</li> <li>3. Mr. Y.R.Nalawade (Member)</li> <li>4. Mr. A.S. Chavan (Student Representative)</li> <li>5. Miss. S. S. Koli (Student Representative)</li> <li>6. Mr. A.S. Gosavi (Student Representative)</li> <li>7. Miss. B.B. Patil (Student Representative)</li> </ol> <p><b>C) Magazine/News letter</b></p> <ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Head)</li> <li>2. Mr. N.V. Patil (Member)</li> <li>3. Mr. Mr. C.V. Bhosale (Member)</li> <li>4. Miss N. D. Bhate (Member)</li> <li>5. A.S. Patil (Member)</li> <li>6. Mr. J. P. Paduikar (Student Representative)</li> <li>7. Mr. S.H. Darvajkar (Student Representative)</li> <li>8. Mr..O.M. Patil (Student Representative)</li> <li>9. Miss S. N. Shaikh (Student Representative)</li> </ol>	<p><b>Cultural Activities</b></p> <ul style="list-style-type: none"> <li>➤ The Cultural Committee shall be responsible for all intra and inter college cultural events in the College.</li> <li>➤ To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)</li> <li>➤ The Convener of the committee shall conduct a meeting of the committee on regular intervals to discuss and allot tasks.</li> <li>➤ Procedure to organize cultural events:             <ul style="list-style-type: none"> <li>• To prepare the Annual Budget for various cultural events.</li> <li>• To obtain formal permission from the College authorities to arrange programs.</li> <li>• To decide the date, time, and agenda of the programs.</li> <li>• To inform members of staff and students about the events.</li> <li>• To arrange the venue and logistics</li> <li>• To invite the Chief Guest and other guests of honor.</li> <li>• To arrange mementos for guests and Trophies Medals and certificates for the participants.</li> </ul> </li> </ul> <p><b>Sports Activities</b></p> <ul style="list-style-type: none"> <li>➤ Conduct brain storming for the issued to be resolved or decided with active participation by the sports committee members.</li> <li>➤ Finalize the selected lists for sports at the college after approval from principal.</li> <li>➤ Monitor the physical education and sports activities at the college.</li> <li>➤ Verify any sign circular / notice or any relevant</li> </ul>
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			<p>document before forwarding it to the principal for approval.</p> <ul style="list-style-type: none"> <li>➤ Keep track of stock and all sports facilities at th college.</li> <li>➤ With the help of sports committee members plan and execute the development of proper sports facility at the campus.</li> <li>➤ Prepare the annual budget for sports activity; finalize the same after approval by higher authority.</li> <li>➤ With the help of other sports committee members shall generate the annual report for the every academic year comprising of activities conducted, achievements made, statistics of participation and conduction of various events, expenditure incurred etc.,</li> <li>➤ Supervise the activities of various sub committees of sports activities.</li> </ul> <p><b>Magazine</b></p> <ul style="list-style-type: none"> <li>➤ To generate ideas for articles and features.</li> <li>➤ To prepare editorial committees.</li> <li>➤ To select articles for issues and planning publication contents.</li> <li>➤ To prepare wall magazine and display best poems, articles, sketches weekly.</li> <li>➤ To organize meetings with writers and designers to discuss and plan the features section of the magazine.</li> </ul> <p>To rewrite, edit, proof reading and subbing copy to ensure it is ready to go to press.</p> <ul style="list-style-type: none"> <li>➤ To receive quotations from different printing press.</li> <li>➤ To finalize the quotation with the permission of Principal and Executive director</li> </ul>
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<p><b>15</b></p>	<p><b>Co-Curricular Activities (Organization of scientific events, students participation in oral/ poster presentation)</b></p>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr.N.V. Patil (Member)</li> <li>3. Mr. Y.R.Nalawade (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Planning of organization of co-curricular activities</li> <li>➤ Inform available opportunities to the students</li> <li>➤ Discuss the importance of co-curricular activities with students</li> <li>➤ Motivate students to participate in co-curricular activities</li> <li>➤ Provide guidance &amp; support for the events</li> <li>➤ Maintain all record in association with guardian teachers of co curricular activities undertaken by students during D. Pharm programme for allotment of extra credit during final year.</li> </ul>
<p><b>16</b></p>	<p><b>Social &amp; Extension Activities: NSS</b></p>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr.N.V. Patil (Member)</li> <li>3. Mr. C.V. Bhosale (Member Secretary)</li> <li>4. Mr. D.B. Bhingardive (Member)</li> <li>5. Miss K. S. Desai (Member)</li> <li>6. Mr. A.B. Halunde (Member)</li> <li>7. Mr. S.S. Chavan (Member)</li> <li>8. Mr.V. V. Shinde (Student Representative)</li> <li>9. Miss.S.S. Pingale (Student Representative)</li> <li>10. Mr.R. N. Patil (Student Representative)</li> <li>11. Miss.S.V.Shinde (Student Representative)</li> </ol>	<ul style="list-style-type: none"> <li>➤ To provide formal platform of NSS to the students to explore various dimensions of their personality</li> <li>➤ The cell is involving in organizing camps &amp; other events of social work in association with University cell</li> <li>➤ Maintain all documents, photographs &amp; expenditure &amp; prepare audited statements annually for submission to MSBTE.</li> <li>➤ Prepare budget for cell for approval in the month of April &amp; forward activity plan of next academic session for incorporation into Academic Planner.</li> <li>➤ Report summary to the head of institute in the form of resources available, systems or mechanisms evolved &amp; impact</li> <li>➤ Identify deviations from predetermined norms if any &amp; incorporate statements in the summary report on possible remedies/ further actions. Plan &amp; coordinate activities of NSS by giving special</li> <li>➤ thought as how &amp; when to provide opportunity/occasion</li> </ul>

17	<b>The Cell for Alumni Association</b>	<ol style="list-style-type: none"> <li>1. Mr. V. V. Upadhye (President)</li> <li>2. Mr. A.A.Chayani (Vice President)</li> <li>3. Mr.V. J. Shitole (Secretary)</li> <li>4. Mr. Y.S. Jadhav (Treasurer)</li> <li>5. Miss. K.S Desai (Member)</li> <li>6. Miss. M. S. Mane (Member)</li> <li>7. Mr. S. D. Patil (Member)</li> <li>8. Mr. R. R. Patil (Member)</li> <li>9. Mr. V. S. Kharat (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ To increase interaction or help to increase interaction between the Institute, past students of this institute and present students undergoing education in this institute.</li> <li>➤ To make available the industrial training, placement and other facilities to the present students with the help</li> <li>➤ To grant scholarships to deserving students and to arrange to provide loans and other monetary and non-monetary assistance to deserving students of the Institute for higher education.</li> <li>➤ To undertake, conduct, carry on, and help to carry on scientific /academic study and research in pharmacy.</li> <li>➤ Assist to organize lectures, seminars, refresher courses, conferences, get together etc.</li> <li>➤ To encourage educational cultural fund raising sports and such other activities as Governing body may deem fit in furtherance of the objects.</li> </ul>
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<p><b>18</b></p>	<p><b>Library Committee</b></p>	<ol style="list-style-type: none"> <li>1. Dr. K.A. Wadkar (Chairman)</li> <li>2. Mrs. A. B. Halunde (Member-Secretary)</li> <li>3. Mr. N. V. Patil (Member)</li> <li>4. Dr. A.V. Dale (Member)</li> <li>5. Mr. S. J. Joshi (Member)</li> <li>6. Mr. R. M. Ardad</li> <li>7. Mrs. P. P. Patil</li> </ol>	<ul style="list-style-type: none"> <li>➤ Library committee shall set and monitor strategic direction on library matters.</li> <li>➤ Chairman of the committee shall guide the college librarian in formulating general library policies and regulations which govern the functions of the library and efficient use of library resources.</li> <li>➤ The college librarian shall be responsible for the day to day operational management of the library.</li> <li>➤ Library committee shall propose library budget for the college and department.</li> <li>➤ It shall be the duty of the librarian to provide proper documentation services and updating library collection.</li> <li>➤ All the members of the committee shall work towards the modernization and improvement of library, documentation services and to adopt measures to enhance readership.</li> <li>➤ Library committee shall formulate regulations for usage, access and borrowing of the contents of the library.</li> <li>➤ Librarian shall seek feedback on library functions from readers and same should keep in Library Committee meeting for discussion &amp; necessary action.</li> <li>➤ <b>Meeting</b> <ul style="list-style-type: none"> <li>• The committee will meet as required to fulfill its remit and will meet at least twice in each semester.</li> <li>• Minutes, agendas and papers shall normally be circulated to members of the committee at least five days in advance of the meeting. Late papers may be selected up to two days before the meeting. Only in the case of extreme urgency and with the permission</li> </ul> </li> </ul>
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			<p>of the chairman of the committee papers shall be tabled at meetings of the committee.</p> <ul style="list-style-type: none"> <li>• Non contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the chairman of the meeting and the majority of the members present.</li> <li>• A formal minute will be kept of proceedings and submitted for approval at the next meeting of the committee.</li> </ul>
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<b>19</b>	<b>The Cell for Computing &amp; Internet Facility</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. C.V. Bhosale (Member)</li> <li>3. Mrs. A.S. Patil (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Ensure global access of information to the students &amp; staff by ensuring availability of uninterrupted computing &amp; internet facility. This will help users to understand issues comprehensively &amp; communicate effectively.</li> <li>➤ Ensure availability &amp; effective utilization of language laboratory &amp; e-Library.</li> <li>➤ Participate in conducting online exam modules, registration &amp; use of National Digital Library (NDL)</li> <li>➤ CCIF conduct regularly awareness about cybercrime, demonstration of new software's etc.</li> <li>➤ Evolve mechanism for better utilization of above facilities by students &amp; staff members.</li> <li>➤ Maintain record thereof including purchase invoice, maintenance, feedback reports etc.</li> <li>➤ Prepare budget for CCIF for approval in the month of April &amp; forward activity plan for next academic session for incorporation in Academic Planner.</li> </ul>
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			<ul style="list-style-type: none"> <li>➤ To arrange various meetings related to Computing &amp; Internet Facility</li> <li>➤ To fulfill all the requirements of students related to Computing &amp; Internet Facility cell.</li> </ul>
20	<b>Medicinal Plant Garden</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. C.V. Bhosale (Member Secretary)</li> <li>3. Mr. S.S. Chavan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Prepare list of medicinal plants which are planted in medicinal plant garden</li> <li>➤ Introduce newer medicinal plants to garden</li> <li>➤ Supervise the medicinal plant garden for its maintenance.</li> </ul>
21	<b>Website &amp; Website updates</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. C.V. Bhosale (Member Secretary)</li> <li>3. Mr. S.S. Chavan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ To coordinate and updated the website regularly, for all the completed events, a detailed report along with photographs and news-paper clippings shall be mailed within 2 days of completion of the event/program. It is also required to mention the appropriate location where the information is to be hosted on the website.</li> <li>➤ To coordinate and updated the website regularly.</li> <li>➤ For all the completed events, a detailed report along with photographs and news-paper clippings to be verified, collected, and converted into appropriate formats, and also required to mention the appropriate location where the information is to be hosted on the website.</li> <li>➤ To Maintain and manage the website data backup &amp; restoring process for all the related college events, reports, photographs etc.</li> <li>➤ To identify and implement the website more effectively by using themes, and plug-in.</li> </ul>
22	<b>Publicity Cell</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Mr. C.V. Bhosale (Member)</li> <li>3. Mr. S.S. Chavan (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Prepare and distribute press releases.</li> <li>➤ Building positive relationships with stakeholders,</li> </ul>



			<p>media and the public.</p> <ul style="list-style-type: none"> <li>➤ Edit and update promotional material and publications (brochures, videos, social media posts etc.)</li> <li>➤ A Publicity cell head manages all the social media channels of a organization.</li> <li>➤ Use printing media and social media for the wider publicity of institute and organization.</li> <li>➤ Preparation of estimated budget for promotion throughout the next academic year.</li> </ul>
<b>23</b>	<b>Coordination-Apex Bodies AICTE PCI MSBTE DTE/ RO FRA/ ARA</b>	<ol style="list-style-type: none"> <li>1. Dr. K. A. Wadkar (Chairman)</li> <li>2. Dr. S. S. Awati (Member)</li> <li>3. Mr. P. A. Jadhav(Member)</li> <li>4. Mr. N. V. Patil (Member)</li> <li>5. Mr. A. S. Kadam (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Overall coordination in connection with Apex Bodies during the inspection and throughout the year.</li> </ul>
<b>24</b>	<b>Support staff monitoring</b>	<ol style="list-style-type: none"> <li>1. Dr. K A. Wadkar (Chairman)</li> <li>2. Dr. S. S. Awati (Member)</li> <li>3. Mr. N. V. Patil (Member)</li> </ol>	<ul style="list-style-type: none"> <li>➤ Daily support staff monitoring</li> </ul>

