



Maratha Vidya Prasarak Samaj's  
Karmveer Abasaheb Alias N.M. Sonawane  
Arts, Commerce and Science College,  
Satana, Taluka-Baglan, District-Nashik  
Affiliated to SPPU, Pune

College Committees- 2024-25

| Sr. No.                             | Name of Committee                      | Members   |     |
|-------------------------------------|--|---|-----|
| 1.                                  | Faculty in Charge                      | Dr. S. P. Kambale<br>Ms. S. B. Shewale<br>Dr. N. R. Nikam<br>Mr. B. K. Nikam  |     |
|                                     | Duties and Responsibilities            | <ul style="list-style-type: none"><li>To coordinate between staff and student for smooth conduct of administration</li></ul>  |     |
| 2.                                  | Internal Quality Assurance Cell (IQAC) | Dr. V. J. Medhane (Chairman)  |     |
|                                     |  | Dr. A. S. Dahihande (Co-ordinator)  |     |
|                                     |  | Dr. R. J. Padvi (Asst. Co-ordinator)  |     |
|                                     |  | Ms. S. B. Shewale   |     |
|                                     |  | Dr. S. P. Kambale   |     |
|                                     |  | Dr. V. S. Bagul   | Yes |
|                                     |  | Dr. R. A. Ahire   |     |
|                                     |  | Dr. B. G. Sable   |     |
|                                     |  | Mr. C. S. Deore   |     |
|                                     |  | Ms. P. S. Ambekar   | Yes |
|                                     |  | Mr. S. C. Kurkute   |     |
|                                     |  | Mr. R. K. Jadhav  |     |
|                                     |  | Mr. B. S. Pardeshi  | Yes |
|                                     |  | Mr. D. K. Ahire (CEO)   |     |
|                                     |  | Mr. T. P. Khairnar (NCC)  |     |
|                                     |  | Mr. B. K. Nikam (N.S.S.)  |     |
|                                     |  | Mr. S. H. Mane (SDO)  |     |
| Mr. J. S. Moon (Librarian)          |  |   |     |
| Mr. N. R. Nikam (Physical Director) |  |   |     |
| Mr. S. S. Shendge (Arts circle)     |  |   |     |
|                                     | Duties and Responsibilities            | <ul style="list-style-type: none"><li>To look after overall Academic and Administrative development of the college</li><li>Implement quality policies in the college as per the expectations and norms of UGC/ NAAC/Government/University</li><li>Timely submission of AQAR</li><li>Keep record of all criteria</li></ul> |     |

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| 3.                        | <b>Purchase</b>                            | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|                           |  | <b>Dr. A. S. Dahihande (IQAC Co-ordinator)</b>  |  |
|                           |  | Dr. S. P. Kambale   |  |
|                           |  | Dr. B. G. Sable   |  |
|                           |  | Mr. T. P. Khairnar  |  |
|                           |  | Mr. B. K. Nikam   |  |
|                           |  | Mr. D. C. Wagh (Accountant)   |  |
|                           | Duties and Responsibilities                | <ul style="list-style-type: none"> <li>To prepare annual budget for purchases.</li> <li>To implement the purchases policy.</li> <li>To allot budget to various departments.</li> </ul>  |  |
| 4.                        | <b>Prospectus</b>                          | <b>Mr. S. S. Valvi (Chairman)</b>   |  |
|                           |  | Dr. U. V. Sorte   |  |
|                           |  | Mr. S. C. Kurkute   |  |
|                           |  | Mr. S. L. Pawar   |  |
|                           |  | Mr. R. K. Jadhav  |  |
|                           |  | Ms. S. B. Shewale   |  |
|                           |  | Mr. N. R. Nikam (Marathi)   |  |
|                           | Duties and Responsibilities                | <ul style="list-style-type: none"> <li>Prepare prospectus in consultation with Principal and IQAC</li> <li>Sending it for printing</li> <li>Uploading it on college website</li> </ul>  |  |
| 5.                        | <b>Website Development and Maintenance</b> | <b>Ms. S. B. Shewale (Chairman)</b>   |  |
|                           |  | Ms. Y. D. Salunke   |  |
|                           |  | Mr. S. S. Shendge   |  |
|                           |  | Mr. R. K. Jadhav  |  |
|                           |  | Ms. P. R. Deshmukh  |  |
|                           |  | Ms. K. A. Shirsath  |  |
|                           |  | Mr. B. S. Pardeshi  |  |
|                           | Duties and Responsibilities                | <ul style="list-style-type: none"> <li>Collection and editing of the information from different departments</li> <li>Its uploading on the website</li> <li>Continuous follow up with the expert to keep it working</li> </ul> |  |
| 6.                        | <b>Admission and Roll Call (Mentors)</b>   |   |  |
|                           | F.Y.B.A.                                   | <b>Dr. K. R. Padvi (Co-ordinator)</b>   |  |
|                           |  | Mr. N. U. Rathod  |  |
|                           |  | Mr. A. B. Raut  |  |
|                           |  | Mr. S. A. Pawar   |  |
|                           |  | Ms. K. U. Niphade   |  |
|                           | S.Y.B.A.                                   | <b>Mr. S. S. Valvi (Co-ordinator)</b>   |  |
|                           |  | Dr. S. P. Kambale   |  |
|                           |  | Dr. V. S. Bagul   |  |
|                           |  | Mr. A. B. Lawange   |  |
|                           | T.Y.B.A.                                   | Respective Head of departments  |  |
|                           | M.A. Part-I and Part-II                    | Respective Head of departments  |  |
|                           | M.SC .Part-I and Part II                   | Respective Head of departments  |  |
|                           | F.Y.B.Com.                                 | Mr. S. L. Pawar (Co-ordinator)  |  |
| S.Y.B.Com.                | Mr. S. G. Pawar (Co-ordinator)             |   |  |
| T.Y.B.Com.                | Respective Head of departments             |   |  |
| M.Com. Part-I And Part-II | Respective Head of departments             |   |  |

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|    | F.Y.B.Sc.                          | <b>Mr. R. K. Jadhav (Co-ordinator)</b>  |  |
|    |                                    | Mr. S. D. Pagare  |  |
|    |                                    | Mr. S. H. Mane  |  |
|    |                                    | Dr. S. S. Lalsare   |  |
|    |                                    | Mr. C. S. Deore   |  |
|    |                                    | Ms. M. M. Ahire   |  |
|    |                                    | Ms. J. V. Raundal   |  |
|    |                                    | Ms. H. S. Shewale   |  |
|    | S.Y.B.Sc.                          | <b>Mr. T. P. Khairnar (Co-ordinator)</b>  |  |
|    |                                    | Mr. B.S. Pardeshi   |  |
|    |                                    | Dr. S. B. Andhale   |  |
|    |                                    | Mr. B. K. Nikam   |  |
|    |                                    | Mr. C. V. Bhadane   |  |
|    |                                    | Ms. J. V. Raundal   |  |
|    |                                    | Ms. K. P. Pawar   |  |
|    | T.Y.B.Sc                           | Heads of the respective departments   |  |
|    | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>To coordinate between student and office staff for smooth conduct of the admission process</li> <li>Preparation of class, gender and category wise student list with mails and mobile numbers.</li> <li>Allotment of mentor teachers</li> <li>Allotment of class teachers</li> </ul> |  |
| 7. | <b>Time Table</b>                  | <b>Mr. S. S. Shendge ( Chairman)</b><br>Mr. T. P. Khairnar<br>Mr. S. L. Pawar<br>Dr. K. R. Padvi<br>Dr. N.U. Rathod   |  |
|    | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>Preparation of master time table</li> <li>Preparation of faculty wise time table</li> <li>Preparation of class wise time table</li> <li>Collection of Department wise time table</li> </ul>  |  |
| 8. | <b>Scholarship</b>                 | <b>Mr. N. S. Patil (Nodal Officer)</b><br>Mr. S. S. Valvi (Arts Faculty Co-ordinator)<br>Mr. S. G. Pawar ( Commerce Faculty Co-ordinator)<br>Mr. B. S. Pardeshi (Science Faculty Co-ordinator)<br>Mr. S. T. Nikam   |  |
|    | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>Coordinate between mentor teachers for filling up of forms of various government and non-government scholarships</li> <li>Preparation of record of scholarships as per the requirement of NAAC</li> </ul>  |  |
| 9. | <b>UGC Proposal</b>                | <b>Dr. V. J. Medhane (Chairman)</b><br>Dr. R. D. Vasait<br>Dr. A. S. Dahihande<br>Dr. S.P. Kamble<br>Dr. R. A. Ahire<br>Mr. R. K. Jadhav<br>Mr. S. C. Kurkute<br>Ms. S. B. Shewale<br>Mr. J. S. Moon (Librarian)  |  |

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|     | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>To prepare proposals of schemes announced by UGC</li> <li>To prepare UC and EC of various schemes and its timely submission</li> <li>To keep follow up of various grants</li> </ul>   |  |
| 10. | <b>ARF / NIRF</b>                  | <b>Dr. V. J. Medhane (Chairman)</b>  |  |
|     |                                    | <b>Dr. S. D. Pagare (Co-ordinator)</b>   |  |
|     |                                    | Dr. B. G. Sable  |  |
|     |                                    | Dr. U. V. Sorte  |  |
|     |                                    | Mr. S. S. Valvi  |  |
|     |                                    | Mr. S. S. Shendge  |  |
|     |                                    | Ms. Y.D. Salunke   |  |
|     | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>To collect and fill up the information of the college on its website</li> <li>To prepare proposals and keep follow up of various schemes</li> </ul>   |  |
| 11. | <b>AISHE / MIS</b>                 | <b>Dr. V. J. Medhane (Chairman)</b>  |  |
|     |                                    | Dr. A. S. Dahihande (IQAC Co-ordinator)  |  |
|     |                                    | Dr. R. D. Vasait   |  |
|     |                                    | Ms. P. S. Ambekar  |  |
|     |                                    | Mr. D. C. Wagh   |  |
|     | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>Timely submission of information on its web site and take follow up</li> </ul>  |  |
| 12. | <b>B. Voc. / Community college</b> | <b>Dr. S. B. Andhale (Nodal officer)</b>   |  |
|     |                                    | Mr. Vinay Khairnar   |  |
|     |                                    | Mr. D.C. Wagh  |  |
|     | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>Apply for various courses</li> <li>Preparation of syllabus of the concerned course</li> <li>To keep follow up with concerned Sector Skill council</li> <li>Keep record of it</li> </ul>   |  |
| 13. | <b>Academic Research Cell</b>      | <b>Dr. R.D. Vasait (Academic research co-ordinator : ARC)</b>  |  |
|     |                                    | Dr. B. G. Sable  |  |
|     |                                    | Dr. N. U. Rathod   |  |
|     |                                    | Dr. R. A. Ahire  |  |
|     |                                    | Dr. N. D. Pandit   |  |
|     |                                    | Dr. P. G. Raundal  |  |
|     |                                    | Mr. A. P. Nikam  |  |
|     |                                    | Ms. S. D. Nikam  |  |
|     | <b>Duties and Responsibilities</b> | <ul style="list-style-type: none"> <li>Preparation of proposals of Research projects for funding agencies</li> <li>Preparation of students for Avishkar or other research projects competitions</li> <li>Keeping record of research projects, Research papers, publications etc.</li> <li>Filing QIP projects and funds online SPPU website</li> </ul> |  |
| 14. | <b>Affiliation</b>                 | <b>Dr. R. D. Vasait (Chairman)</b>   |  |
|     |                                    | Dr. B. G. Sable  |  |
|     |                                    | Mr. S. C. Kurkute  |  |
|     |                                    | Mr. A. P. Nikam  |  |
|     |                                    | Mr. A. S. Pawar  |  |
|     |                                    | Mr. D. C. Wagh   |  |
|     |                                    | Ms. Kathepuri  |  |

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|                 | Duties and Responsibilities                    | <ul style="list-style-type: none"> <li>Filling up the information on concerned web site</li> </ul>   |  |  |
| 15.             | <b>Workload</b>                                | <b>Mr. R. K. Jadhav (Chairman)</b><br>Mr. T. P. Khairnar<br>Dr. R. A. Ahire<br>Mr. D. K. Ahire   |  |  |
|                 | Duties and Responsibilities                    | <ul style="list-style-type: none"> <li>Collection and verification of student number and work load</li> </ul>  |  |  |
| 16.             | <b>Academic and Administrative Audit (AAA)</b> | Dr. V. J. Medhane (Chairman)<br>Dr. A. S. Dahihande (Co-ordinator)   |  |  |
|                 |  | Dr. N. R. Nikam  |  |  |
|                 |  | Mr. B. K. Nikam  |  |  |
|                 |  | Dr. R. D. Vasait   |  |  |
|                 |  | Mr. N. N. Gholap   |  |  |
|                 |  | Dr. S. D. Pagare   |  |  |
|                 |  | Mr. R. A. Ahire  |  |  |
|                 |  | Mr. A. N. Patil  |  |  |
|                 |  | Mr. S. L. Pawar  |  |  |
|                 |  | Mr. P. K. Gawali   |  |  |
|                 | Ms. P. S. Ambekar                              |  |  |  |
| Ms. K. P. Pawar |  |  |  |  |
|                 | Duties and Responsibilities                    | <ul style="list-style-type: none"> <li>Collection of information in prescribed format with relevant documents</li> <li>Checking it from third party</li> </ul>   |  |  |
| 17.             | <b>Examination</b>                             | <b>Mr. D. K. Ahire (CEO)</b><br>Dr. N. N. Gholap<br>Mr. N. S. Patil<br>Mr. B. K. Nikam<br>Ms. Y. D. Salunke<br>Mr. S. G. Pawar   |  |  |
|                 | Duties and Responsibilities                    | <ul style="list-style-type: none"> <li>To prepare time table of Internal and external theory / Practical examinations</li> <li>To prepare students summery</li> <li>To allot session supervisors</li> <li>To appoint junior supervisors</li> <li>To prepare class and faculty wise results of declared by the University</li> <li>Regular follow up with university for students' grievances of examination, results etc.</li> <li>Regular checkup of university web site for various circulars, notices etc. regarding examination and making its compliance</li> </ul> |  |  |
|                 | 18.  | <b>NSS</b>   | <b>Mr. B. K. Nikam (NSS Officer)</b><br>Mr. V. S. Jadhav<br>Ms. K. U. Niphade<br>Mr. L. P. Gawali  |  |
|                 |  | Duties and Responsibilities  | <ul style="list-style-type: none"> <li>To conduct the programs and activities announce by Central and State Government and SPPU</li> <li>To prepare students for RD parade</li> <li>Organize winter camp</li> <li>Keep record and preparation reports</li> </ul> |  |

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| 19. | <b>NCC</b>                       | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |                                  | <b>Lt. T. P. Khairnar (NCC Officer)</b>   |  |
|     | Duties and Responsibilities      | Mr. P. G. Thakare   |  |
|     |                                  | <ul style="list-style-type: none"> <li>To conduct the programs and activities announce by Centraland State Government and SPPU</li> <li>To prepare students for RD parade</li> <li>Organize winter camp</li> <li>Keep record and preparation reports</li> </ul>   |  |
| 20. | <b>Art Circle</b>                | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |                                  | <b>Mr. S. S. Shendge (Co-ordinator)</b>   |  |
|     |                                  | Dr. U. V. Sorte   |  |
|     |                                  | Dr. N. R. Nikam (Marathi)   |  |
|     |                                  | Dr. S. L. Bhamare   |  |
|     |                                  | Ms. Y. D. Salunke   |  |
|     |                                  | Mr. Y. S. Gatave  |  |
|     |                                  | Smt. S. R. Gosavi   |  |
|     |                                  | Dr. P. G. Raundal   |  |
|     |                                  | Mr. Aniket Pawar  |  |
|     |                                  | <b>All IQAC Team and Criteria Co-coordinators and HOD</b>   |  |
|     | Duties and Responsibilities      | <ul style="list-style-type: none"> <li>Encourage student to participate in national/State/ Universityand regional level cultural competitions</li> <li>Keep record and preparation of reports of the activities</li> </ul>  |  |
| 21. | <b>Students Development Cell</b> | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |                                  | <b>Mr. S. H. Mane (SDO)</b>   |  |
|     |                                  | Dr. K. R. Padvi   |  |
|     |                                  | Mr. P. K. Gawali  |  |
|     |                                  | Mr. S.G. Pawar  |  |
|     |                                  | Mr. N. D. Pandit  |  |
|     |                                  | Mr. N.R. Nikam ( Marathi)   |  |
|     | Duties and Responsibilities      | <ul style="list-style-type: none"> <li>Encourage student to participate in Earn and Learn Scheme</li> <li>Apply for various schemes in SPPU</li> <li>Construct student council</li> <li>Organise and conduct the programs ad schemes sanctioned bySPPU</li> <li>Keep record and preparation of reports of the activities</li> </ul> |  |
| 22. | <b>Gymkhana</b>                  | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |                                  | <b>Dr. N. R. Nikam (Physical Director)</b>  |  |
|     | Duties and Responsibilities      | <ul style="list-style-type: none"> <li>Encourage students to participate in national/state/Universityand regional sports tournament</li> <li>Apply for various proposals and schemes of the Governmentand University</li> <li>Keep record and preparation of reports of the activities</li> </ul>                                   |  |
| 23. | <b>Library</b>                   | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |                                  | <b>Mr. J. S. Moon (Secretary)</b>   |  |
|     |                                  | Dr. R. D. Vasait  |  |
|     |                                  | Dr. V. S. Bagul   |  |
|     |                                  | Dr. A. S. Dahihande (IQAC Co-ordinator)   |  |
|     |                                  | Dr. B.G. Sable  |  |
|     | Duties and Responsibilities      | <ul style="list-style-type: none"> <li>Updating of library</li> <li>Apply for schemes to Government and University for grants</li> <li>Increase number of e journals/periodicals/books</li> </ul>   |  |

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| 24. | <b>Academic Linkages &amp; Collaboration</b> | <ul style="list-style-type: none"> <li>Strengthen the automation of library</li> </ul> <b>Dr. V. J. Medhane (Chairman)</b><br><b>Mr. A. S. Dahihande (Co-ordinator)</b><br>Dr. N. N. Gholap<br>Dr. N.R. Nikam<br>Dr. S. B. Andhale   |  |
|     | Duties and Responsibilities                  | <ul style="list-style-type: none"> <li>To communicate and sign MOU/Linkages with various reputed Academic/ NGO and Private institutes</li> <li>Keep follow up of the activities</li> </ul>   |  |
| 25. | <b>Anti Ragging Committee</b>                | <b>Dr. V. J. Medhane (Chairman)</b><br><b>Mr. S. H. Mane (SDO)</b><br>Dr. N. R. Nikam<br>Mr. T. P. Khairnar<br>Mr. B. K. Nikam<br>Mr. A. N. Patil<br>Ms. V. A. Sonawane<br>Ms. S. B. Shewale<br>Ms. .P. S. Ambekar   |  |
|     | Duties and Responsibilities                  | <ul style="list-style-type: none"> <li>Establish Anti-ragging cell as per the guidelines of Hon. Supreme Court and SPPU</li> <li>Address issues related to it</li> <li>Timely uploading of information to the University</li> </ul>  |  |
| 26. | <b>Discipline</b>                            | <b>Dr. V.J. Medhane (Chairman)</b><br>Mr. A. N. Patil<br>Dr. N. R. Nikam<br>Mr. T. P. Khairnar<br>Mr. D. S. Dalvi<br>Mr. P. G. Thakare<br>Mr. B. K. Nikam<br>Mr. P. K. Gawali<br>Mr. S. S. Valvi<br>Mr. N. S. Patil<br>Dr. S. D. Pagare<br>Dr, V. S. Bagul<br>Ms. T. D. Kakulte<br>Dr. P. G. Raundal<br>Mr. A. P. Nikam<br><b>All faculty members of the college are members of this committee</b> |  |
|     | Duties and Responsibilities                  | <ul style="list-style-type: none"> <li>Maintain and observe overall discipline among the students in the college</li> </ul>  |  |
| 27. | <b>Career Guidance, Placement Cell</b>       | <b>Ms. Y. D. Salunke (Co-ordinator)</b><br>Ms. V. E. Sonawane<br>Ms. S. D. Nikam<br>Mr. Y. B. Jadhav<br>Mr. A. N. Dimbar<br>Ms. K. R. Bhamare<br>Mr. C. V. Bhadane   |  |
|     | Duties and Responsibilities                  | <ul style="list-style-type: none"> <li>Establish carrier guidance cell</li> <li>Organize lectures of experts</li> <li>Keep record of student guided</li> </ul>   |  |

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| 28. | <b>Competitive Examination Guidance Cell</b>                         | <b>Mr. S. S. Shendge (Co-ordinator)</b>  |  |
|     |  | Mr. S. S. Valvi  |  |
|     |  | Mr. S. C. Kurkute  |  |
|     |  | Mr. S. V. Gaikwad  |  |
|     |  | Ms. K. A. Shirsath   |  |
|     |  | Ms. S.R. Gosavi  |  |
|     |  | Ms. J.V. Raundal   |  |
|     |  | Mr. S. A. Pawar  |  |
| 28. | <b>Duties and Responsibilities</b>                                   | Ms. A. R. Pawar  |  |
|     |  | <ul style="list-style-type: none"> <li>Organize lectures of experts</li> <li>Keep record of student guided</li> <li>Organize placement camps</li> </ul>  |  |
| 29. | <b>Alumni Association and Parent Teacher Association</b>             | <b>Mr. A. N. Patil (Co-ordinator)</b>  |  |
|     |  | Ms. S. B. Shewale  |  |
|     |  | Mr. N. R. Nikam  |  |
|     |  | Dr. K.R. Padvi   |  |
|     |  | Mr. A. N. Dimbar   |  |
|     |  | Mr. S. S. Valvi  |  |
|     |  | Mr. A. B. Raut   |  |
|     |  | Mr. C. S. Deore  |  |
|     | <b>Duties and Responsibilities</b>                                   | <ul style="list-style-type: none"> <li>Establish parent teacher cell as per guidelines of the University</li> <li>Organise parent meets</li> <li>Keep record of proceedings and action taken report</li> <li>Establish alumni association as per guidelines of the University</li> <li>Organise alumni meets</li> <li>Keep record of proceedings and action taken report</li> </ul>  |  |
| 30. | <b>Women Welfare and Gender sensitization, Nirbhay Kanya Abhiyan</b> | <b>Dr. V. J. Medhane (Chairman)</b>  |  |
|     |  | <b>Dr. V. S. Bagul (Co-ordinator)</b>  |  |
|     |  | Ms. S. B. Shewale  |  |
|     |  | Ms. P. S. Ambekar  |  |
|     |  | Dr. P. G. Raundal  |  |
|     |  | Ms. P. G. Ahire  |  |
|     |  | Ms. M. M. Ahire  |  |
|     |  | Ms. F. Y. Bhoje  |  |
|     |  | Ms. S. C. Deshmukh   |  |
|     |  | Ms. D. P. Raundal  |  |
|     | <b>Duties and Responsibilities</b>                                   | <ul style="list-style-type: none"> <li>Establish women welfare cell as per guidelines of the University</li> <li>Establish 'Vishakha' Committee</li> <li>Organize meets</li> <li>Keep record of proceedings and action taken report</li> <li>To report gender sensitization issues</li> <li>Establish cell as per guidelines of the University</li> <li>Organise programs</li> <li>Keep record of proceedings and action taken report</li> </ul> |  |



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| 31. | <b>Sexual Harassment Prevention and Prohibition Cell and Caste based discrimination</b> | <b>Dr. V. J. Medhane (Chairman)</b>  |  |
|     |   | <b>Ms. S. B. Shewale (Co-ordinator)</b>  |  |
|     |   | Ms. P. S. Ambekar  |  |
|     |   | Ms. P. A. Sonawane   |  |
|     |   | Ms. S. R. Gosavi   |  |
|     |   | Mr. S. H. Mane (SDO)   |  |
|     |   | Mr. N. R. Nikam (Marathi)  |  |
|     | <b>Duties and Responsibilities</b>  | <ul style="list-style-type: none"> <li>• Establish cell as per guidelines of the University</li> <li>• Organise meets</li> <li>• Keep record of proceedings and action taken report</li> </ul> |  |

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| 32. | <b>Grievance Redressal Cell</b>          | <b>Dr. V. J. Medhane (Chairman)</b>  |     |
|     |  | <b>Mr. B. K. Nikam (Co-ordinator)</b>  |     |
|     |  | Dr. R.D. Vasait  |     |
|     |  | Dr. S. P. Kambale  |     |
|     |  | Ms. S. B. Shewale  |     |
|     |  | Ms. V. S. Bagul  |     |
|     | Duties and Responsibilities              | <ul style="list-style-type: none"> <li>Address the grievances of students</li> <li>Keep the record and action taken report</li> </ul>              | YLL |
| 33. | <b>Campus Development</b>                | <b>Dr. V.J. Medhane (Chairman)</b>   |     |
|     |  | Dr. S. B. Andhale  |     |
|     |  | Ms. V. C. Pawar  |     |
|     |  | Mr. T. P. Khairnar   |     |
|     |  | Mr. B. K. Nikam  |     |
|     |  | Dr. N. U. Rathod   |     |
|     | Mr. S. H. Mane                           |  |     |
|     | Duties and Responsibilities              | <ul style="list-style-type: none"> <li>To maintain overall campus development activities</li> </ul>  |     |
| 34. | <b>Environmental Awareness Programme</b> | <b>Dr. N. N. Gholap ( Co-ordinator)</b>  |     |
|     |  | Dr. S. S. Lalsare  |     |
|     |  | Mr. C. S. Deore  |     |
|     |  | Ms. P. R. Deshmukh   |     |
|     |  | Mr. N. S. Nikam  |     |
|     | Mr. A. N. Dimbar                         |  |     |
|     | Duties and Responsibilities              | <ul style="list-style-type: none"> <li>Completion of all the activities related to it</li> </ul>   |     |
| 35. | <b>Health Club</b>                       | <b>Dr. K. R. Padvi (Chairman)</b>  |     |
|     |  | Mr. B. S. Pardeshi   |     |
|     |  | Mr. S. G. Pawar  |     |
|     |  | Mr. S. P. Adhav  |     |
|     |  | Ms. P. A. Sonawane   |     |
|     |  | Ms. K. U. Niphade  |     |
|     | Mr. A.S. Pawar                           |  |     |
|     | Duties and Responsibilities              | <ul style="list-style-type: none"> <li>To organize health checkup camps for students</li> <li>Keep the records and action taken reports</li> </ul> |     |
| 36. | <b>Literary Association</b>              | <b>Dr. U. V. Sorte (Chairman)</b>  |     |
|     |  | Mr. S. C. Kurkute  |     |
|     |  | Mr. N. S. Patil  |     |
|     |  | Mr. A. N. Dimbar   |     |
|     |  | Mr. S. P. Adhav  |     |
|     | Duties and Responsibilities              | <ul style="list-style-type: none"> <li>Organize expert talks</li> <li>Organize competitions related to it</li> </ul>                               |     |
| 37. | <b>Science Association</b>               | <b>Dr. S. D. Pagare ( Chairman)</b>  |     |
|     |  | Mr. S. S. Shendge  |     |
|     |  | Mr. C. V. Bhadane  |     |
|     |  | Ms. M. M. Ahire  |     |
|     |  | Ms. S. S. Hyalij   |     |
|     |  | Ms. K. P.Pawar   |     |
|     |  | Ms. J. V. Raundal  |     |
|     | Ms. D. P. Raundal                        |  |     |


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|     | Duties and Responsibilities       | <ul style="list-style-type: none"> <li>Organize expert talks</li> <li>Organize competitions related to it</li> <li>Organize science exhibition</li> </ul>   |              |
| 38. | <b>Commerce Association</b>       | <b>Dr. B. G. Sable (Co-ordinator)</b><br>Dr. K. R. Padvi<br>Mr. S. L. Pawar<br>Mr. S. G. Pawar<br>Mr. Aniket Pawar  |              |
|     | Duties and Responsibilities       | <ul style="list-style-type: none"> <li>Organize expert talks</li> <li>Organize competitions related to it</li> </ul>  |              |
| 39. | <b>Social Science Association</b> | <b>Dr. V. S. Bagul (Chairman)</b><br>Mr. A. N. Patil<br>Mr. A. B. Raut<br>Mr. P. K. Gawali<br>Mr. S. A. Pawar   | <i>20/11</i> |
|     | Duties and Responsibilities       | <ul style="list-style-type: none"> <li>Organize expert talks</li> <li>Organize competitions related to it</li> </ul>  |              |
| 40. | <b>Career Katta</b>               | <b>Dr. V. J. Medhane (Chairman)</b><br><b>Mr. R. K. Jadhav (Co-ordinator)</b>   |              |
|     | Arts                              | Dr. K. R. Padvi (Arts Faculty Co-ordinator)<br>Dr. U. V. Sorte<br>Mr. A. B. Lawange   |              |
|     | Commerce & BBA                    | Dr. S. L. Pawar (Commerce Faculty Co-ordinator)<br>Mr. S. G. Pawar<br>Mr. N. S. Nikam   |              |
|     | Science                           | Ms. P. S. Ambekar (Science Faculty Co-ordinator)<br>Ms. Y. D. Salunke<br>Mr. C. S. Deore  | <i>11/11</i> |
|     | Duties and Responsibilities       | <ul style="list-style-type: none"> <li>Collection of information awardees</li> <li>Distribution of awards</li> <li>Keep the records</li> </ul>  |              |
| 41. | <b>Maintenance &amp; Repair</b>   | <b>Dr. V.J. Medhane (Chairman)</b><br><b>Mr. B. S. Pardeshi ( Co-ordinator)</b><br>Ms. Y. D. Salunke<br>Mr. C. V. Bhadane<br>Mr. D. C. Wagh<br>Mr. J. S. Moon   | <i>11/11</i> |
|     | Duties and Responsibilities       | <ul style="list-style-type: none"> <li>To look after overall maintenance and repair of infrastructure, lab instruments etc.</li> </ul>  |              |
| 42. | <b>Staff Academy</b>              | Dr. R. D. Vasait (Chairman)<br>Ms. S. B. Shewale<br>Mr. A. P. Nikam<br>Ms. P.S. Ambekar   | <i>11/11</i> |
|     | Duties and Responsibilities       | <ul style="list-style-type: none"> <li>Organize lecture series for the staff on various topics</li> </ul>   |              |
| 43. | <b>Magazine</b>                   | <b>Dr. V. J. Medhane (Chairman)</b><br><b>Dr. U. V. Sorte (Co-ordinator)</b><br>Mr. N. R. Nikam (Marathi)<br>Mr. S. S. Valvi<br>Mr. A. B. Lawange<br>Ms. V. S. Bagul<br>Mr. B. K. Nikam<br>Mr. A. N. Dimbar | <i>11/11</i> |

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|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Collection of information required for magazine from staff and students</li> <li>Timely submission of draft for printing and publication</li> <li>Timely submission to the University</li> </ul> |  |
| 44. | <b>Tour &amp; Excursion</b>                        | <b>Dr. N. N. Gholap (Co-ordinator)</b><br>Mr. N. S. Patil<br>Mr. A. B. Lawange<br>Ms. V. C. Pawar<br>Ms. T. D. Kakulte<br>Mr. Y. S. Gatave  |  |
|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Organize tours and excursions</li> <li>Follow up of concession in fare</li> </ul>  |  |
| 45. | <b>Publicity</b>                                   | <b>Mr. N. R. Nikam (Marathi)(Co-ordinator)</b><br>Mr. J. S. Moon<br>Dr. N. D. Pandit<br>Mr. S. C. Kurkute   |  |
|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Publication of various events in print and digital media</li> </ul>  |  |
| 46. | <b>Debating, Elocution &amp; Essay Competition</b> | <b>Dr. S. S. Valvi (Co-ordinator)</b><br>Ms. K. U. Nipahde<br>Mr. N. R. Nikam<br>Mr. Y. S. Gatave<br>Mr. A. B. Lawange  |  |
|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Prepare students for Debating, Elocution &amp; Essay Competition at various levels</li> </ul>  |  |
| 47. | <b>Dr. Jaykar Employability Skills Programme</b>   | <b>Dr. S. P. Kamble (Co-ordinator)</b><br>Mr. C. S. Deore<br>Mr. S. V. Gaikwad<br>Mr. S. S. Pawar<br>Mr. V. P. Shivade<br>Ms. K. U. Nipahde   |  |
|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Conduct the activity as per the University guidelines</li> </ul>   |  |
| 48. | <b>ICT</b>   | <b>Ms. S. B. Shewale (Co-ordinator)</b><br>Ms. P. R. Deshmukh<br>Mr. V. S. Jadhav<br>Ms. P. R. Deshmukh<br>Mr. R. K. Jadhav<br>Ms. H. S. Bachhav<br>Ms. K. A. Shirsath<br>Ms. M. M. Ahire   |  |
|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Collect audio visible lectures from staff</li> <li>Uploading it on college web site</li> <li>Purchase and overall maintenance of ICT</li> </ul>  |  |
| 49. | <b>IPR and Industry – Academic Cell</b>            | <b>Dr. V. J. Medhane (Chairman)</b><br><b>Dr. B. G. Sable (Co-ordinator)</b><br>Mr. S. L. Pawar<br>Dr. S. P. Adhav  |  |
|     | Duties and Responsibilities                        | <ul style="list-style-type: none"> <li>Organise lectures/ workshops/ seminars on IPR</li> <li>Keep the documentation of IPR lectures</li> <li>To encourage the staff members to file patents of their inventions</li> </ul>             |  |


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| 50. | <b>Staff Secretary and Tea Club</b>        | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |  | <b>Dr. R. D. Vasait (Staff Secretary)</b>   |  |
|     |  | Dr. S. P. Kamble  |  |
|     |  | Mr. P. G. Thakare   |  |
|     | Duties and Responsibilities                | <ul style="list-style-type: none"> <li>• Arrangements of staff meetings, maintenance of tea club, Staff welfare activities</li> </ul>   |  |
| 51. | <b>Shift In charge</b>                     | Dr. S. P, Kambale ( Morning)  |  |
|     |  | Dr. N. R. Nikam ( Morning )   |  |
|     |  | Mr. N. R. Nikam ( Afternoon)  |  |
|     |  | Duties and Responsibilities   | <ul style="list-style-type: none"> <li>• Smooth conduction of academic, admirative activities</li> <li>• To assist the Principal from time to time as per duties assigned</li> </ul> |
| 52. | <b>Unfair means decision committee</b>     | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |  | <b>Mr. D. K. Ahire (CEO)</b>  |  |
|     |  | Mr. N. S. Patil   |  |
|     |  | Mr. B. K. Nikam   |  |
|     |  | Ms. Y. D. Salunke   |  |
|     |  | Mr. S. A. Pawar   |  |
|     | Duties and Responsibilities                | <ul style="list-style-type: none"> <li>• To organize meeting</li> <li>• Call candidates to seek explanation and hear him/her.</li> <li>• Take explanation in writing</li> <li>• Take explanations from junior/ senior supervisors if necessary.</li> <li>• Prepare finding report and suggest necessary disciplinary action.</li> </ul> |  |
| 53. | <b>National Education Policy committee</b> | <b>Dr. V. J. Medhane (Chairman)</b>   |  |
|     |  | <b>Mr. R. J. Padvi (Co-ordinator)</b>   |  |
|     |  | Mr. A. S. Dahihande (IQAC Co-ordinator)   |  |
|     | <b>Arts</b>                                | Mr. S.S. Valvi (Arts Faculty Co-ordinator)  |  |
|     |  | Mr. A. B. Raut  |  |
|     |  | Mr. A. P. Nikam   |  |
|     | <b>Commerce</b>                            | Mr. R. A. Ahire (Commerce Faculty Co-ordinator)   |  |
|     |  | Mr. S. L. Pawar   |  |
|     |  | Mr. A.N. Pawar  |  |
|     | <b>Science</b>                             | Dr. S. D. Pagare (Science Faculty Co-ordinator)   |  |
|     |  | Mr. R. D. Vasait  |  |
|     |  | Dr. S. S. Lalsare   |  |
|     |  | Ms. S. B. Shewale   |  |
|     | Duties and Responsibilities                | <ul style="list-style-type: none"> <li>• To attend the meetings related to national education policy</li> <li>• To incorporate the updated knowledge of NEP among students and staff</li> <li>• To conduct various events and programmes related to NEP</li> </ul>  |  |

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| 54. | <b>Internship Cell</b>         | Ms. P. R. Deshmukh (Nodal Officer)  |  |
|     |                                | Dr. N. N. Gholap (Asst. Co-ordinator)   |  |
|     | <b>Arts</b>                    | Dr. S. P. Adhav (Arts Faculty Co-ordinator)   |  |
|     |                                | Mr. S. A. Pawar   |  |
|     | <b>Commerce &amp; BBA</b>      | Dr. B. G. Sable (Commerce Faculty Co-ordinator)   |  |
|     |                                | Mr. S. L. Pawar   |  |
|     |                                | Mr. S. G. Pawar   |  |
| 54. | <b>Science</b>                 | Ms. P. A. Sonawane  |  |
|     |                                | Mr. T. P. Khairnar  |  |
|     |                                | Dr. S. B. Andhale   |  |
|     | Duties and Responsibilities    | Ms. K. A. Shirsath  |  |
|     |                                | <ul style="list-style-type: none"> <li>To attend the meetings related to internship cell</li> <li>To communicate internship opportunities among students</li> <li>To conduct various events and programmes related to internship</li> <li>To keep the documentation of internship</li> </ul>  |  |
| 55. | <b>IKS Cell</b>                | Mr. S. S. Valvi (Co-ordinator)  |  |
|     | <b>Arts</b>                    | Mr. A. B. Lawange   |  |
|     |                                | Mr. D. G. Pawar   |  |
|     | <b>Commerce &amp; BBA</b>      | Mr. S. G. Pawar   |  |
|     |                                | Mr. A. S. Pawar   |  |
|     |                                | Mr. R. K. Thakare   |  |
|     | <b>Science</b>                 | Mr. V. S. Jadhav  |  |
|     | Ms. K. A. Shirsath             |   |  |
|     |                                | Ms. A. R. Pawar   |  |
| 56. | <b>Bridge Course</b>           | Mr. R. K. Jadhav (Co-ordinator)   |  |
|     |                                | Mr. S. H. Mane  |  |
|     |                                | Mr. A. P. Nikam   |  |
|     |                                | Dr. N. D. Pandit  |  |
|     |                                | Mr. A. B. Raut  |  |
|     |                                | Mr. P. K. Gawali  |  |
|     |                                | Mr. C. S. Deore   |  |
|     | Duties and Responsibilities    | <ul style="list-style-type: none"> <li>To identify students for bridge course</li> <li>To organize lectures for these students with separate time table and required syllabi</li> </ul>   |  |
| 57. | <b>School of open learning</b> | Mr. A. B. Lawange (Co-ordinator)  |  |
|     |                                | Mr. S. L. Pawar   |  |
|     | Duties and Responsibilities    | <ul style="list-style-type: none"> <li>To conduct the various activities related open learning</li> <li>To make aware the students about open learning and resources</li> </ul>   |  |
| 58. | <b>Extra Credit Committee</b>  | Mr. N. N. Gholap (Co-ordinator)   |  |
|     |                                | Dr. S. B. Andhale   |  |
|     |                                | Mr. N. S. Patil   |  |
|     |                                | Mr. R. A. Ahire   |  |
|     |                                | Mr. S. C. Kurkute   |  |
|     | Duties and Responsibilities    | <ul style="list-style-type: none"> <li>To aware the students about extra credits</li> <li>To aware students regarding their participation to earn extra credits</li> <li>To conduct events at college level for earning extra credits to students</li> <li>To fill online information of extra credits, earn by students on university portal for respective</li> </ul> |  |

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|     |   | disciplines <ul style="list-style-type: none"> <li>To make effective documentation of extra credits earn by students</li> </ul>  |  |
| 59. | <b>Open and distance learning</b>       | <b>Dr. S. P. Kamble (Co-ordinator)</b>   |  |
|     |   | Dr. U. V. Sorte  |  |
|     | Duties and Responsibilities             | <ul style="list-style-type: none"> <li>To aware students regarding their participation and attending the open online learning courses</li> <li>To give information to the students related to new open online courses</li> <li>Keep the effective documentation of participated students in open and online learning courses.</li> </ul> |  |
| 60. | <b>Lifelong learning and extensions</b> | <b>Dr. N. N. Gholap (Co-ordinator)</b>   |  |
|     | Duties and Responsibilities             | <ul style="list-style-type: none"> <li>To arrange the lectures of eminent persons from different fields</li> <li>To keep the documentation of lectures conducted</li> </ul>  |  |
| 61. | <b>Remedial Teaching</b>                | <b>Dr. K. R Padvi (Co-ordinator)</b>   |  |
|     |   | Mr. S. L. Pawar  |  |
|     |   | Mr. S. C. Kurkute  |  |
|     |   | Dr. S. D. Pagare   |  |
|     |   | Mr. N. S. Patil  |  |
|     |   | Ms. Snehal Chandan   |  |
|     |   | Ms. K.P. Pawar   |  |
|     | Duties and Responsibilities             | <ul style="list-style-type: none"> <li>To conduct the lecture series for slow and advanced learners</li> <li>To conduct test after remedial teaching</li> <li>To keep documentation of remedial teaching</li> <li>To compare dropout rate before and after remedial teaching</li> </ul>  |  |
| 62. | <b>Sound system and electrification</b> | <b>Mr. B. S. Pardeshi Co-ordinator)</b>  |  |
|     |   | Mr. S. S. Shendge  |  |
|     |   | Mr. V. S. Jadhav   |  |
|     |   | Mr. A. P. Khairnar   |  |
|     |   | Mr. C. V. Bhadane  |  |
|     |   | Mr. S. H. Mane   |  |
|     | Duties and Responsibilities             | <ul style="list-style-type: none"> <li>To take care of setting and testing of public address systems (PAS)</li> <li>To keep record and maintenance electric gadgets in the campus</li> </ul>   |  |
| 63. | <b>Soft Skill Committee</b>             | <b>Dr. S. P. Kambale (Co-ordinator)</b>  |  |
|     |   | <b>Ms. P. S. Ambekar</b>   |  |
|     |   | Mr. A. B. Lawange  |  |
|     |   | Mr. N. S. Patil  |  |
|     | Duties and Responsibilities             | <ul style="list-style-type: none"> <li>To arrange the lectures related to soft skills</li> <li>To keep documentation of soft skills</li> <li>To conduct test based on soft skills</li> </ul>   |  |

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| 64. | <b>Electoral Literacy Club (ELC)</b> | <b>Dr. V. S. Bagul (Co-ordinator)</b>  |  |
|     |                                      | Mr. B. K. Nikam  |   |
|     |                                      | Mr. A. B. Raut   |   |
|     | Mr. S. P. Adhav                      |  |   |
|     | Duties and Responsibilities          | <ul style="list-style-type: none"> <li>To arrange voter registration campaign of eligible students on the campus</li> <li>Arrange voter awareness rally and programs</li> </ul>  |   |
| 65. | <b>Film Club</b>                     | <b>Dr. S. H. Mane (Co-ordinator)</b>   |   |
|     |                                      | Mr. C. S. Deore  |   |
|     | Ms. S. D. Nikam                      |  |   |
|     | Duties and Responsibilities          | <ul style="list-style-type: none"> <li>To arrange the screening of the films based on social, environmental and gender-based issues for the students.</li> </ul>   |   |
| 66. | <b>Incubation Cell</b>               | <b>Mr. S. S. Shendge (Co-ordinator)</b>  |   |
|     |                                      | Mr. C. S. Deore  |   |
|     |                                      | Mr. S. V. Gaikwad  |   |
|     | Mr. R. K. Jadhav                     |  |   |
|     | Duties and Responsibilities          | <ul style="list-style-type: none"> <li>To organize the seminar/workshop/Training program of experts from industry and corporate For knowledge transfer among the students</li> <li>To organize the IPR workshop for motivating the staff and students</li> </ul> |   |

**Note: There may reshufflement of the members as per the situation and demand. So, your kind co-operation will be highly appreciable.**

  
**(Dr. V. J. Medhane)**  
**Principal**  
 Karm. Abasaheb Alias N.M. Sonawane  
 Arts, Science & Comm. College, Satana  
 Tal. Baglan Dist. Nashik (Maharashtra)