

SHIKSHAN MANDAL, KARAD

MAHILA MAHAVIDYALAYA, KARAD

Annual Division -2022-2023

1. Staff Secretary: Shri.V. S. Surve

Statutory Committees

2. College Development Committee:

- | | |
|---------------------------------|--------------------------------------|
| 1) Mr. Balasaheb Kulkarni | - Chairman (Shikshan Mandal, Karad) |
| 2) Mr. Chandrashekhar Deshpande | - Secretary (Shikshan Mandal, Karad) |
| 3) Prof. Snehal Prabhune | - Head of Department |
| 4) Smt. V. S. Subhedar | - Teacher Representative (Female) |
| 5) Prof. S. V. Bobade | - Teacher Representative |
| 6) Shri. V. S. Surve | - Teacher Representative |
| 7) Shri. B. S. Koli | - Non-teaching representative |
| 8) Shri. Rajaram A. Kumbhar | - Education Representative |
| 9) Shri. Shashank Shende | - Industry Representative |
| 10) Dr. Gurish R. Pathade | - Research Representative |
| 11) Smt. Medha Mahabal | - Social Work Representative |
| 12) Prof. U. N. Tathe | - IQAC Coordinator |
| 13) Principal Prof. I. D Jogi | - Principal, Member Secretary |
| 14) Ms. Vaishnavi Bhosale | - Chairman, Student Council |

3. Grievance Redressal Committee:

- | | |
|-----------------------------|---------------|
| 1) Principal Prof. I.D Jogi | - Chairman |
| 2) Dr. Smt. S. R. Prabhune | - Coordinator |
| 3) Dr. P.B. Darure | - Member |
| 4) Dr. U. N. Tathe | - Member |

5) Shri. V. S. Surve - Member

4. Student Grievance Redressal Committee:

- 1) Principal Prof. I.D Jogi - Chairman
2) Shri. A. V. Shinde - Coordinator
3) Dr. P.B. Darure - Member
4) Dr. Jyoti V. Moholkar - Member

5. Anti Ragging Committee:

- 1) Principal Prof. I.D. Jogi - Chairman
2) Shri V.S. Surve - Member
3) Dr. P.S. Sontakke - Member
4) Senior Police Inspector - Representative of Karad Police Station
5) Social Worker - Member, NGO
6) Parent Representative - Current Year
7) Adv. Smt. Vidyarani Salunkhe - Alumni Representative
8) Mr. S. R. Kadam - Non-teaching staff representative

6. Internal Complaints Committee -

- 1) Principal Prof. I. D Jogi - Chairman
2) Dr. Smt. S. R. Prabhune - Coordinator
3) Dr. U. N. Tathe - Member
4) Adv. Smt. Prajakta Ghalasasi - Member
5) Smt. Reshma Kore - Member
6) Dr. Smt. Meena Pendharkar - Member

7. Special Cell Standing Committee:

- 1) Principal, Prof. Dr. I.D. Jogi - Chairman
2) Prof. U. N. Tathe - Member
3) Dr. S. V. Bobade - Member
4) Dr. P.B. Darure - Member
5) Prof. S.R. Prabhune - Member

8. Student Council Committee –

- | | |
|-----------------------|------------|
| 1) Shri. V. S. Surve | - Chairman |
| 2) Smt. Sonali Gawade | - Member |
| 3) Smt. Smita Jagatap | - Member |
| 4) Shri. Anil Sutar | - Member |
| 5) Dr. Shankar Hajare | - Member |
| 6) Shri. S.R. Kadam | - Member |
| 7) Smt. U.V. Mane | - Member |

Administrative Committees:

9. IQAC Committee:

- | | |
|-------------------------------|------------------------------|
| 1) Principal, Prof. I.D. Jogi | - Chairman |
| 2) Prof. U. N. Tathe | - Coordinator |
| 3) Prof. Snehal R. Prabhune | - Member |
| 4) Shri. A.V. Shinde | - Member |
| 5) Dr. M. P. Mohite | - Member |
| 6) Dr. P.B. Darure | - Member |
| 7) Dr. P.S. Sontakke | - Member |
| 8) Shri. V. S. Surve | - Member |
| 9) Smt. V.S. Subhedar | - Member |
| 10) Shri S.R. Kadam | - Member |
| 11) Dr. Smt. Snehal Rajhans | - Student Representative |
| 12) Shri. Shashank Shende | - Stakeholder Representative |
| 13) Miss. Vaishnavi Bhosale | - Student Representative |

10. Student Development Committee:

- | | |
|------------------------------|-----------------|
| 1) Principal Prof. I.D. Jogi | - Chairman |
| 2) Prof. U. N. Tathe | - Member |
| 3) Shri. A.V. Shinde | - Member |
| 4) Smt. Reshma Kore | - Social Worker |

- 5) Smt. Shailaja Patil - Counselor
- 6) Smt. Rupali Pawar - Member
- 7) Smt. Sonali Gawade - Member
- 8) Smt. Smita Jagatap - Member
- 9) Shri. Anil Sutar - Member
- 10) Dr. Shankar Hajare - Member

11. Budget Committee:

- 1) Principal, Prof. I.D. Jogi - Chairman
- 2) Prof. U. N. Tathe - Member
- 3) Smt. M.S. Palkar - Member

12. Time Table Committee:

- 1) Dr. P.B. Darure - Chairman
- 2) Shri S.R. Kadam - Member
- 3) Smt. Mamata Khatri - Member
- 4) Smt. Vaishali Katarak - Member
- 5) Smt. Smita Jagatap - Member

13. Counseling Committee:

- 1) Dr. P.B. Darure - Chairman
- 2) Smt. V.S. Subhedar - Member
- 3) Smt. Swapna Ketkar - Member
- 4) Smt. Sayali More - Member
- 5) Dr. Jyoti Moholakar - Member

14. UGC Committee:

- 1) Dr. P.S. Sontakke - Chairman
- 2) Principal Prof. I.D Jogi - Member
- 3) Shri. A. V. Shinde - Member

15. IT Infrastructure Committee:

- 1) Dr. P.S. Sontakke - Chairman
- 2) Shri. A.V. Shinde - Member

- 3) Shri. A. U. Sutar - Member
- 4) Smt. Snehal Bhopate - Member
- 5) Shri. Abhijit Patil - Member

16. Website Committee:

- 1) Principal Prof. I.D. Jogi - Chairman
- 2) Prof. U. N. Tathe - Member
- 3) Dr. Jyoti Moholakar - Member
- 4) Smt. Mamata Khatri - Member
- 5) Shri. Sambhaji Zimare - Member

17. NSS Committee:

- 1) Shri A.V. Shinde - Project Officer
- 2) Shri V.S. Surve - Member
- 3) Smt. Sonali Gavade - Member
- 4) Shri Anil Sutar - Member
- 5) Shri. V.S. Sagare - Member
- 6) Smt. Smita Jagatap - Member
- 7) Smt. Rupali Pawar - Member
- 8) Smt. M.S. Palkar - Member

18. Purchase Committee:

- 1) Principal, Prof. I.D. Jogi - Chairman
- 2) Prof.. S.R. Prabhune - Member
- 3) Smt. M.S. Palkar - Member
- 4) Smt. U. V. Mane - Member

19. Scholarship Committee:

- 1) Dr. A. G. Ohal - Chairman
- 2) Principal Prof. I.D. Jogi - Member
- 3) Shri. S.R. Kadam - Member
- 4) Shri. Kishor Gujar - Member

20. Student Welfare Committee:

- 1) Prof. U. N. Tathe - Chairman
- 2) Smt. V.S. Subhedar - Member
- 3) Smt. M.S. Palkar - Member
- 4) Smt. Smita Jagtap - Member

21. Health Checkup Committee:

- 1) Prof. U. N. Tathe - Chairman
- 2) Smt. Sneha Kulakarni - Member
- 3) Smt. Smita Jagtap - Member
- 4) Smt. Sonali Gavade - Member
- 5) Shri. A. D. Kulakarni - Member
- 6) Smt. Vaishali Katarak - Member
- 7) Shri. Anil Sutar - Member

22. Alumni Committee:

- 1) Smt. V.S. Subhedar - Chairman
- 2) Prof. U. N. Tathe - Member
- 3) Smt. Smita Jagtap - Member
- 4) Shri V.S. Surve - Secretary
- 5) Shri. Kishor Gujar - Member
- 6) Smt. Sonali Gavade - Member
- 7) Smt. Neha Kumbhar - Member
- 8) Shri. A. D. Kulakarni - Member
- 9) Smt. Rupali Pawar - Member
- 10) Smt. Vaishali Katarak - Member

23. Sports Development Committee:

- 1) Smt. Smita Jagtap - Chairman
- 2) Shri. A.V. Shinde - Member
- 3) Prof. U. N. Tathe - Member
- 4) Shri. A. D. Kulakarni - Member
- 5) Shri. Sutar A. V - Member

6) Smt. Sonali Gavade - Member

24. Parents and Teachers Association Committee:

1) Shri V.S. Surve - Chairman

2) Dr. A.G Ohal - Member

3) Dr. P. S. Sonatakke - Member

4) Shri. Kishor Gujar - Member

5) Shri. Anil Sutar - Member

6) Smt. Bhaladare B. S - Member

7) Shri. Sagare V. S - Member

8) Dr. Bobade S. V - Member

9) Smt. Sneha Kulakarni - Member

25. Staff Academy:

1) Smt. V.S. Subhedar - Chairman

2) Prof. S.V. Bobade - Member

3) Dr. Shankar Hajare - Member

26. Lead College Planning Committee:

1) Dr. P. B. Darure - Chairman

2) Prof. U. N. Tathe - Member

3) Smt. M.S. Palkar - Member

27. Skill Development Courses Committee:

1) Prof. S. R. Prabhune - Member

2) Prof. U. N. Tathe - Member

3) Prof. M. P. Mohite - Member

4) Smt. Sonali Gavade - Member

5) Smt. Swapna Ketkar - Member

6) Shri. K.S.Gujar - Member

7) Smt. Vaishali Katarakar - Member

8) Smt. Sayali More - Member

28. Essay, Elocution and Debate Competition Committee:

- 1) Shri V.S. Surve - Chairman
- 2) Shri S.V. Kavale - Member
- 3) Dr. J.V Moholkar - Member
- 4) Smt. Bhakti Bhalbare - Member

29. Avishkar Committee:

- 1) Dr. P.S. Sontakke - Chairman
- 2) Shri. Kishor Gujar - Member
- 3) Dr. J.V. Moholkar - Member
- 4) Smt. Sneha Kulakarni - Member

30. Samvadini Committee:

- 1) Prof. S.R. Prabhune - Chairman
- 2) Prof. S.V. Bobade - Member
- 3) Dr. P.S. Sontakke - Member
- 4) Shri. S.V. Kavale - Member
- 5) Shri. V.S. Sagare - Member

31. Prayer Committee:

- 1) Smt. Smita Jagtap - Chairman
- 2) Shri.V.S. Surve - Member
- 3) Prof. M.P. Mohite - Member
- 4) Shri. A.V. Shinde - Member

32. One Day Committee:

- 1) Shri V.S. Surve - Chairman
- 2) Smt. Swapna Ketkar - Member
- 3) Dr. Shankar Hajare - Member
- 4) Shri. A.V. Shinde - Member

33. Affiliation and Subject Extension Committee:

- 1) Principal Prof. I. D. Jogi - Chairman
- 2) Prof.U.N.Tathe - Member
- 3) Dr. M. P. Mohite - Member

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|------------------------|-------------------------------------|
| 4) Dr.P.B.Darure | - Member |
| 5) Smt. U.V. Mane | - Non-teaching staff representative |
| 6) Mr. Nitin Deshpande | - Non-teaching staff representative |

34. Placement and Fixation Committee:

- | | |
|------------------------|-------------------------------------|
| 1) Prof. S.R. Prabhune | - Chairman |
| 2) Dr. P.S. Sontakke | - Member |
| 3) Shri. S.R. Kadam | - Non-teaching staff representative |

35. Youth Festival and Cultural Programme Committee:

- | | |
|-------------------------|------------|
| 1) Shri V.S. Surve | - Chairman |
| 2) Shri. A.V. Shinde | - Member |
| 3) Smt. V.S. Subhedar | - Member |
| 4) Smt. Rupali Pawar | - Member |
| 5) Smt. Swapna Ketkar | - Member |
| 6) Smt. Bhakti Bhalhare | - Member |
| 7) Smt. Smita Jagtap | - Member |
| 8) Prof. M. P. Mohite | - Member |

36. API Verification Committee:

- | | |
|------------------------------|------------|
| 1) Prof. U. N. Tathe | - Chairman |
| 2) Dr. P.B. Darure | - Member |
| 3) Dr. P.S. Sontakke | - Member |
| 4) Principal Prof. I.D. Jogi | - Member |

37. Publicity Committee:

- | | |
|---------------------|------------|
| 1) Shri V.S. Surve | - Chairman |
| 2) Shri S.V. Kavale | - Member |

38. Competitive Examination Guidance Committee:

- | | |
|-----------------------------|------------|
| 1) Smt.V. S. Subhedar | - Chairman |
| 2) Shri Avadhut D. Kulkarni | - Member |

- 3) Shri Anil Sutar - Member
- 4) Dr. Shankar Hajare - Member
- 5) Dr. J.V. Mohalkar - Member

39. Placement Cell Committee:

- 1) Principal Prof.I.D. Jogi - Chairman
- 2) Shri. Avadhut D. Kulkarni - Member
- 3) Smt.V.S.Subhedar - Member
- 4) Smt. Snehal Bhopate - Member
- 5) Smt. Vaishali Katarak - Member

40. Disciplinary Committee:

- 1) Shri. A.V. Shinde - Chairman
- 2) Shri. V.S. Surve - Member
- 3) Prof. M.P. Mohite - Member
- 4) Smt. S.B. Jagtap - Member

41. Library Committee:

- 1) Principal Prof. I. D. Jogi - Chairman
- 2) Prof. S. R. Prabhune - Member
- 3) Prof. U.N. Tathe - Member
- 4) Dr. P.B. Darure - Member
- 5) Prof. S.V. Bobade - Member
- 6) Dr. A. G. Ohal - Member
- 7) Shri A.V. Shinde - Member
- 8) Smt. V.S. Subhedar - Member

42. Career Katta :-

- 1) Shri. Anil Sutar - Chairman
- 2) Smt. V.S. Subhedar - Member
- 3) Smt. Snehal Bhopate - Member

Functions of Statutory and Administrative Committees

Statutory Committees:

1.The College Development Committee: (Maharashtra Act No. Vi Of 2017 Section 97)

- To Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;
- To decide about the overall teaching programmes or annual calendar of the college
- To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- To take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- To formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college

2. Student Development Committee (As per Shivaji university, Kolhapur guidelines)

- To develop the personality of students in all spheres of life.
- To organize various student oriented programmes
- To create or provide an opportunity that will unravel the hidden talent in students
- To initiate various schemes such as Earn and learn scheme, Special guidance scheme, students safety insurance scheme, etc.
- To encourage students to participate in various cultural activities.
- To inculcate self-reliance and boost confidence among students
- To provide opportunities to students seeking admission to various diploma/degree/post-graduate programmes.

- To strive for excellence in education for the realization of a vibrant and inclusive society through knowledge creation and dissemination.
- To Blend theoretical knowledge with practical skills
- To Improving the communication skills, GK, IQ, EQ of the students
- To Pursue academic excellence through quality teaching, research and publications
- To Provide access to all sections of the society to pursue higher education
- To Inculcate right values among students
- To Promote leadership qualities among students
- To Produce socially sensitive citizens
- To Hasten the process of creating a knowledge society

3. Grievance Redressal Committee

- To address the grievances of the students, faculty and non-teaching staff.
- To prevent unfair practices in the college.
- To help the students regarding scholarships, admission process, examination issues, etc.

4. Students Grievances Redressal Committee

- To provide accountable and easily accessible machinery for settlement of grievances.
- To take measures in the college to ensure maintenance of harmonies educational atmosphere in the college.
- To encourage the students to express their grievances/problems freely and frankly.
- To ensure effective solution to the students' grievances with an impartial approach.

5. Students Council

(As Per Higher And Technical Education Department - Uniform Statute No. 5 Of 2018)

- To look after the welfare of students
- To coordinate and encourage the extra-curricular activities of art circle, Elocution and Debate Committee, Literary Circle, Gymkhana committee, etc.
- to promote democratic outlook, civic sense and spirit of oneness amongst students;
- to inculcate sense of moral values, humanities and nationalism among students;
- to promote sense of belonging and commitment to betterment of society and State;
- to promote and maintain discipline among the students on the campus;
- to organize various activities for promoting cultural, social and personality development of the students;
- to assist proactively in resolving the difficulties and grievances of the students within its jurisdiction;

- to suggest innovative ideas and schemes for students' welfare to the respective competent authorities;
- to contribute in developing goodwill and perception about the University or college or institution in the society
- to suggest the administration of the University/college/institution about appropriate steps to be taken regarding the discipline, security and safety issues of students
- to suggest appropriate measures for elevating quality and excellence in education
- to promote more participation of students in different events of sports, culture and other outreach programmes
- to strive for provisions of the basic amenities and facilities to the students
- to assist in the process of framing and implementation of different types of feedback mechanisms
- to organize various programmes for the welfare of the students
- to prepare the annual report of the activities of the Students' Council and submit the same
- to perform such other functions and duties as may be assigned to it by Principal or Director

6. Special Cell Standing Committee

- To monitor the implementation of the reservation policy for SC /ST/ VJNT/ OBC/ SBC/ EWS category students.
- To observe the roaster for teaching and non-teaching staff in the college
- To supervise the allotment and distribution of scholarships to the students from reserved category
- To circulate information regarding scholarships
- To render help to the students regarding documentation and application

7. Internal Complaints Committee / Sexual Harassment of women at work

- All complaints shall be thoroughly investigated and appropriate action shall be taken promptly.
- The Committee shall maintain confidentiality within the limits of the law and will not disclose sensitive information to any individual except for those who have a specific need to know.

Various Administrative Committees

1. IQAC Committee

- To develop mechanism for improvements in academic and administrative performance
- To facilitate the integration of various activities of the college
- To promote quality culture in all aspects.
- To make significant contribution in the post-accreditation phase

2. Counselling Committee

- To facilitate positive behavioural changes in students
- To improve the students' ability to establish and maintain healthy social relationship
- To develop and promote decision making ability/skills
- To help the students understand their own potential
- To develop an ability to cope up with problems effectively.

3. Website Committee

- To update and enhance website design and content regularly
- To coordinate with departments and committees for posting relevant information
- To ensure the website stays updated
- To display important details of the college

4. NSS Committee

- To inculcate social welfare in the student volunteers
- To motivate the students to provide selfless service to society
- To enable the students to identify the needs of the community and act accordingly
- To develop leadership qualities and democratic attitude

5. Scholarship Committee

- To circulate information regarding various merit scholarships
- To circulate information regarding various scholarships for open category students
- To ensure the timely submission of scholarship forms

6. Students Welfare Committee

- To ensure teachers' contribution per semester
- To render monetary help to the needy and studious students
- To organize Students Health Checkup Camp in the college
- To organize various wellbeing activities for students
- To contact companies for CSR funds

7. Students Health Committee

- To inculcate healthy habits in students
- To organize Students Health Checkup Camp in the college
- To organize lecture series on health issues
- To contact doctors for free consultation to the needy students

8. Budget Committee

- To prepare a comprehensive budget of the college by providing for the various activities and schemes of the college in view of the available resources
- To plan for various development activities in line with the institutional vision
- To consider the academic and administrative needs and provide resources for the same by mobilising resources
- To cater to the needs of individual departments, augmentation of facilities, library etc.

9. Timetable Committee

- To collect the individual timetables and departmental time table at the beginning of every
- academic year
- To compile the master timetable by taking into consideration the individual and
- departmental timetables of academic teaching process
- To do away with clashes, if any, and ensure the implementation of the same
- To prepare the academic calendar of the college by incorporating the activities of the various departments for quality enhancement of the students along with the teaching-learning and evaluation calendar

10. UGC Committee

- To study the various schemes of UGC for quality enhancement of students, teachers etc.
- To motivate teachers to avail of research grants, FIP and the like
- To explore introduction of new courses, programmes
- To acquaint the administration with the various provisions, regulations of UGC and monitor the proper utilization of funds availed

11. IT Infrastructure Committee –

- To monitor the use of the computer lab by students, teachers etc.
- To ascertain that the hardware and software are properly maintained
- To plan organization of various certificate courses in computer application conducted by the Centre for Skill Development

- To motivate students in the use of computers and internet for augmenting their subject knowledge

12. NSS Committee -

- To inculcate the value of service to society among the students
- To organize various activities related to social awareness like Environment Protection, Save the Girl Child, Blood and Organ donation, Road Safety, Voters Awareness, Cleanliness Drive/ Sanitation drive, Conduct of surveys for local self bodies, Waste Management etc.
- To organize short programmes at the assembly to commemorate certain important days, anniversaries and orient students about the contribution of great personalities
- Organize Street plays, rallies for creating awareness among people
- Organize seven-day special residential camping in adopted village and contribute substantially for overall development of the village
- To motivate students to participate in University, State and National level camps

13. Purchase Committee

- To finalize the various major purchases of the college by considering the need, utility, cost etc. the purchases
- To ensure that the budgetary provisions are made for the purchase
- To secure requisite permissions from CDC and Management for budgeted as well as non-budgeted purchases above Rs. 5000/-
- To ensure that the proper procedures of purchase like securing quotations, finalising the vendor, payment mode, quality of the product etc. are followed and maintain transparency

14. Parents-Teachers' Association -

- To organise meetings of parents and teachers on regular basis
- To understand the problems and expectations of parents from the College
- To organize various orientation programmes for parents
- To acquaint parents with the expectations of the college from the parents
- To motivate parents to promote education of girls and participation in employment oriented courses

15. Staff Academy –

- To encourage sharing of thoughts and information among the teachers

- To organize in-house sessions with teachers presenting their studied views on relevant social, political, economic, literary, scientific issues and promote discussion on the same.
- To organize lectures or training sessions of invited speakers to enlighten the teachers upon contemporary relevant issues

16. EOC and Skill Development Courses -

- To develop various employment generation skills.
- To nurture creative talents in students.
- To generate social awareness among students and enable them to be responsible citizens.
- To achieve all-round personality through hard skills and soft skills.
- To attempt value addition of students.
- To instill confidence in students to face various challenges in the modern world.

17. Elocution, Essay Debating Competition -

- To organize elocution, debates and essay competitions in the college to develop the language skills and presentation skills of the students
- To motivate students to participate in in-house and external elocution, essay, debate competitions
- To guide the students in preparation for such competitions
- To provide exposure to students and ensure development of stage daring, presentation skills and leadership qualities

18. Samvadini Committee (College Magazine)

- To nurture the creativity of the students
- To help the students to develop linguistic skills
- To acquaint the students with various literary genres
- To acquaint the students with various social, economic, literary issues
- To develop the critical eye in the students

19. Prayer Committee -

- To ensure regular conduct of prayer and occasional assembly of students
- To communicate the relevance of prayer and assembly to the students
- To organize occasional assembly after prayer to commemorate special days, anniversaries etc. in collaboration with the NSS Committee and the One –Day activity Committee

- To encourage students to speak at assemblies, prepare wall papers, posters etc.

20. One- Day Activity Committee –

- To organize seminars, workshops, lectures, training activities of shorter duration i.e. up to one day on academic topics, social issues, health, nutrition, personal care, legal awareness, financial awareness, personality development etc.
- To sensitize students regarding various important issues through such activities
- To organize competitions for students to promote their skills
- To ensure proper documentation of such activities in the format prepared by the IQAC

21. Affiliation Committee

- To review the process of affiliation for the various courses, programmes and fulfil the compliance annually
- To guide the administrative staff regarding the various affiliations
- To ensure that the affiliations are regularly renewed, new affiliations in the wake of introduction of new courses, programmes are sought in proper format and requirements fully met

22. Placement and Fixation Committee

- To ensure the placement and fixation of teaching and non-teaching staff under CAS
- To guide them in the preparation of the proposal, collection of requisite documents etc.
- To follow up the process for time to time

23. Youth Festival and Cultural Committee –

- To encourage the students to participate in the various cultural events and competitions organized by the college, University and other institutions of repute
- To promote the latent skills of the students
- To guide and prepare the students in events like, mime, group songs, dance, elocution, folk art, acting, street plays etc.
- To encourage students to organize such events and thereby learn the skills of event management, compering etc.

24. API Verification Committee

- To verify the API claimed by a faculty in his/her CAS proposal on the institution level before submitting the proposal to the University
- To guide the faculty members in calculating the API

25. Publicity Committee –

- To ensure that the success and the good work done by the college gets proper publicity

- To reach to the wider society through advertisement of programmes offered, courses organized for students as well as the society
- To inform the wider public about various extension, academic activities organized by the college

26. Competitive Exams Guidance Committee

- To provide guidance to students opting to appear for competitive exams like UPSC, MPSC, Bank exams, CAT, and other similar exams
- To provide library facilities to students pursuing the exams
- To organize special interactive sessions with persons who have succeeded in such exams as a part of motivation
- To conduct practice tests as part of preparation for competitive exams
- To acquaint the students with the schedules of various competitive exams
- To guide the students to successfully face interviews

27. Placement Cell

- To prepare data of students, their qualifications, their aptitude for jobs, preferences
- To explore the possibilities to organise on campus and off-campus placement camps
- To equip students with requisite communications skills, interview skills
- To acquaint students with various career options and also motivate them to pursue self - employment

28. Alumni Committee –

- To establish a strong network of former graduates
- To appeal the alumni to provide fund or raise funds for the college
- To encourage the alumni to offer their expertise as a trainer/resource person
- To update the alumni register every year
- To organize various programmes for alumni

29. Sports Development Committee –

- To promote Sports activities among students
- To organize training, coaching and education in sports
- To develop team spirit and sportsmanship
- To arrange better coaching facilities
- To provide necessary infrastructure for sports

30. Lead College Programme Committee

- To organise workshops or academic programme for the students in the cluster

- To monitor the administration of the programmes
- To encourage the departments to organise programmes under the scheme
- To coordinate with the Lead college

31. Awishkar Committee / Research Promotion Cell

- To foster innovation and research approach in the faculty and students
- To encourage faculty and students to participate in research related activities.
- To motivate faculty and students for research publications and presentations.
- To arrange seminars or workshops on research paper preparation and presentation techniques.
- To establish linkage with other institutes.
- To organise seminars/workshops/ conferences

32. Anti-Ragging Committee

- To have regular interaction with students
- To keep strict vigil on trouble triggers
- To take follow up functioning of CCTV cameras
- To solve the problems of students in distress
- To monitor any act of physical or mental abuse targeted at another student on grounds of colour, race, religion, caste, ethnicity, gender, sexual orientation, appearance, regional origins, linguistic identity, place of birth /residence, or economic background.
- Strict action on the students involved in ragging

33. Discipline Committee –

- To curb indisciplinary activities in the college campus
- To ensure students obey rules and maintain required attendance in the class
- To take disciplinary action against any kind of misconduct

34. Library Committee

- To facilitate library development plans
- To organize library activities
- To implement library policies such as book bank facility, etc
- To organize linkage activities with other libraries
- To make e-resources available to faculty and students
- To provide reference support
- To monitor effective utilization of library

35. Career Katta

- To provide a platform to the students to prepare for various competitive exams
- To provide information to the students about career opportunities in various fields
- To develop various skills in the students
- To develop managerial skills and entrepreneurial skills in the students
- To develop students' decision-making abilities