

Matoshri Subhadrabai Patil Arts, & Late Pandurangaji Thakare Commerce College, Manora,

Dist. Washim Administrative, Planning and Academic Committees for

Academic year 2020-2026

1	<p>Library Committee</p> <ul style="list-style-type: none">• To Library verification up to 30th April.• To Prepare the budget and purchasing of books• To library development.• To organize library related activities.• Submit Report to IQAC	<p>Dr. N A Thakare (Co-ordinator) Dr. M. N. Iqbal Dr. J N Kamble Prof. B. S. Ther Prof. S P Deshmukh Prof. V R Bhagat Two student representatives.</p>
2	<p>Exam Committee.</p> <ul style="list-style-type: none">• To prepare the planning for conducting first and secondterminal, final exam , nternal assessment exam and monthwise unit test.• To display the result of above exam and maintain the file of examination and related examination work.• Find out ten toppers in the above exam and display.• Report in Abstract Form submit to the IQAC	<p>Dr.J.N.Kamble(Coordinator) Prof. P.N.Kamble Prof. M. C. Dhabe Prof. R. T. Brahman Prof. S. V. Bhalavi Prof. S. A. Kale</p>
3	<p>Culture committee</p> <ul style="list-style-type: none">• To prepare the planning of conducting the culture programlike University Yuva festival, lecture series, elocution competition, and debate.• To organise National programs as per the guidelines of government and university.• To conduct other program as per the guidance of the administrative office .	<p>Dr. A. Y. Ali (Co-ordinator) Prof. R. V. Ingole Dr. Rahul Kajalkar Prof. H L Deshmukh Prof. S. A. Kale Prof. S. D. Gawande</p>

	<ul style="list-style-type: none"> • Submit Event Report report to IQAC 	Prof. G. N. Bhoyar Three student representatives
4	Student development committee <ul style="list-style-type: none"> • To work as per the directions of S G B A university and university act.2016. • To organize the cultural gathering and sports at college level. • Submit Event Report to the IQAC 	Prof. J V Patil (Co-ordinator) Prof. Nikhil Bhagat Prof. M. C. Dhabe Dr. N A Thakare Prof. S P Deshmukh Prof. V. S. Ganjre Prof. D. G. More Member of student council.
5	Scholarship committee <ul style="list-style-type: none"> • To inform the student about the scholarship like GOI, VMV Scholarship, Open merit scholarship, Central scholarship, Merit scholarship, Shatrapati Shahu Maharaj Scholarship and other scholarship. • To check the scholarship application of the students. • To take the feedback of scholarship monthly basis. <p>Note: Target of the committee to achieve 100% scholarship for the students.</p> <p>Submit separate Abstract Report of Government and Non Govt. Scholarship.</p>	Dr. J N Kamble (Co-ordinator) Prof. Shivdas Ahir Prof. M P Thakare Prof. P. R. Gawande Prof. V R Bhagat Prof. V. R. Dable Shri. Nitin Rokade Shri. Sunil Padghan Three student representatives.

6	<p>Employment , self employment training and competitive exam counseling committee.</p> <ul style="list-style-type: none"> • To organize placement drive & training program for employment and self employment of the students. • To organize the workshop for preparation for competitive exam per month. • To organize the expert lectures per month. • To organize the competitive exam attitude test in the month of August. • Submit Event Report to the IQAC 	<p>Dr. A. S. Nile (Co-ordinator) Prof. S. N. Dhawale Prof Nikhil Bhagat Dr. Padghane Prof. R. A. Nakshine Prof. V. D. Dhole Prof. S. A. Boke Three student representative</p>
7	<p>College maintenance and development committee</p> <ul style="list-style-type: none"> • To maintain infrastructure (building , laboratory, auditorium hall, play ground, gym, hostel etc.) Drinking water system, electrification, garden,plantation etc. • To develop garden, water harvesting system, cleanliness of campus, infrastructures etc. 	<p>Prof. G.V. Patil (Co-ordinator) Prof. P.A. Gawande Dr. Rahul Kajalkar Prof. R T Brahman Prof. S N DaryapurkarShri. Anil Bhatkar Shri. M. R. Ingle Three Students representative.</p>
8	<p>Discipline committee</p> <ul style="list-style-type: none"> • To maintain the overall discipline of the campus (ground, class, library, garden, auditorium etc) • To organize the students meetings faculty wise in the month of August. • To maintain the discipline in college uniforms. • To observe the campus regularly to maintain the discipline. 	<p>Prof. R. A. Nakshine (Co-ordinator) All Faculties in charge. Dr. A. S. Nile. Dr. Seema Keswani Prof. V. S. Ganjare Prof. S. P. Deshmukh Prof.S.A. Boke Three StudentsRepresentative</p>

9	<p>Administrative and academic development committee</p> <ul style="list-style-type: none"> • To organize the expert lectures for quality of education. • To establish subject association of students. • To organize the different activity through student association. • To assess the teachers, college administration and college facilities through the students. • To submit the assessment report to the IQAC for further actions. • To organize the workshop and training programs for teaching and non teaching staff. • To conduct Academic Audit of the teachers • Submit Event report to IQAC 	<p>Prof. S. D. Ingole (Co-ordinator) Dr. A. S. Nile</p> <p>Dr. A Y Ali</p> <p>Dr. Rahul Kajalkar</p> <p>Prof. V. R. Dable</p> <p>Prof. V R Bhagat</p> <p>Two student representative</p>
10	<p>Furniture committee</p> <ul style="list-style-type: none"> • To verify the furniture of college upto 30th April per year. • To distribute the furniture class wise. • To maintain the furniture. • To purchase the new furniture. 	<p>Prof.M.P.Thakare (Coordinator)Prof. C. U. Dhanwad</p> <p>Prof. S D Gawande</p> <p>Prof. S. A. Kale</p> <p>Prof.S.A. Boke Shri.</p> <p>A. C. Bele Shri.</p> <p>Ananda Patil</p> <p>Three Students Representative</p>
11	<p>Sports and Games committee</p> <ul style="list-style-type: none"> • To maintain the grounds and court. • To prepare the budge and purchase the sports equipments. • To prepare the students for sports competition. • To organize the workshop and expert lectures for the students. 	<p>Prof. G V Patil (Co-ordinator)</p> <p>Dr. S. D. Bhagat</p> <p>Prof. R. T. Bhraman</p> <p>Prof. P. D. Raut</p> <p>Prof. G.N.Bhoyar</p> <p>Prof. S. A. Boke</p>

	<ul style="list-style-type: none"> • To organize the sports competition for students and society. • To organize posters competitions for the students (regarding the biography of the players) • Submit Event report to the IQAC 	Three students representative
12	<p>Extension work committee</p> <ul style="list-style-type: none"> • To take initiative for water harvesting, tree plantations, Blood donation and cleanliness drive in the campus and society. • To organize the workshop for women on nutrition and health awareness. • To organize the workshop for farmers on sustainable agriculture development. • Submit Event report to the IQAC 	Dr. Seema V. Keswani Dr. R. A. Nakshine Dr. S. D. Bhagat Prof. Shivdas Aher Prof. S P. Deshmukh Prof. D.G.More Three student representative
13	<p>Research and incubation center committee.</p> <ul style="list-style-type: none"> • To inspire the teacher in research by organizing workshop. • To sensitize teachers towards Plagiarism • To organize the student centric research workshop. • To organize poster and seminar competitions for students. • To organize Avishkar competitions for students and teachers. • To organize exhibitions for innovative idea among the students and society. • To develop the innovative idea of the students and society. • To submit the year wise report to the IQAC. • Submit Event report to the IQAC 	Dr. K. A. Koparkar (Co-ordinator)Dr. A. S. Nile. Dr. A. Y. Ali Dr. M. N. Iqbal Three student representative

14	<p>College prospectus and magazine committee.</p> <ul style="list-style-type: none"> • To organize different competitions for collection of literature. • To prepare the prospectus before 20 may of the year. • To prepare the magazine before 20 may of the year. 	<p>Prof. R V Ingole (Co-ordinator)Dr.Sharda Padghane Prof. P D Raut Prof. S M Dariyapurkar Three student representative.</p>
15	<p>Addmission committee</p> <ul style="list-style-type: none"> • To prepare the planning for admission. • To recommend the students for admission as per the rules of university/ boards. • To prepare the list of admitted student's class wise. • To submit the reports of admissions with our suggestion to IQAC (Only for senior college) 	<p>Senior college</p> <p>Dr. J N Kamble Prof. R V Ingole Prof. B. S. Ther Prof. M P Thakare Prof. S D Ingole Prof. M. C. Dhabe</p> <p>JUNIOR COLLEGE</p> <p>Prof. H L Deshmukh Prof. S D Gawande Prof V R Bhagat Prof. S. V. Bhalavi Prof S P Deshmukh Prof. Sanjay Rithe</p> <p>M.C.V.C</p> <p>Prof. V. D. Thakare Prof. D. G. More Prof. S. M. Daryapurkar.</p>

16	<p>Timetable committee</p> <ul style="list-style-type: none"> • To prepare the work load of teachers and subjects. • To prepare the time tables faculty wise before starting the session. 	<p>Senior college</p> <p>Dr. A Y Ali (Co-ordinator)</p> <p>Dr. M. N. Iqbal</p> <p>Prof. B S Ther</p> <p>JUNIOR COLLEGE</p> <p>Prof. V R Bhagat</p> <p>Prof. S P Deshmukh</p> <p>M.C.V.C.</p> <p>Prof. V. D. Thakare</p>
17	<p>Parents and alumni meet</p> <ul style="list-style-type: none"> • To prepare the planning to organize the meeting of parents and alumni for the year. • To involve the parents and alumni in the different activity of the college. • To raise the fund for alumni associations. • To organize the programs like competitive exams, lecture series, blood donations, environmental awareness with the collaboration of the alumni. • To prepare the college information dairy for the parents. • Submit Event report to the IQAC 	<p>Prof. Pankaj Gawande</p> <p>Dr. N A Thakare</p> <p>Prof. S A Kale</p> <p>Mr. S. R. Aher</p> <p>2 student representative</p> <p>02 Alumni Representative</p>
18	<p>Field, laboratories and industrial visit committee</p> <ul style="list-style-type: none"> • To prepare the planning to visit the field, laboratories, historical place and the industries visits. • To submit the report of the visits to the IQAC. 	<p>Prof. P N Kamble</p> <p>Dr. K.A.Koparkar</p> <p>Prof. R.A.Nakshine</p> <p>JUNIOR COLLEGE</p> <p>Prof. H L Deshmukh</p> <p>Prof. V D Dhole</p> <p>Prof. S P Bhalavi</p> <p>2 student representative from each faculty</p>

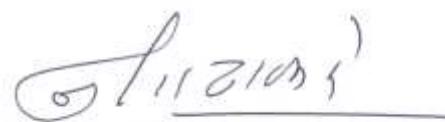
19	<p>NSS Committee</p> <ul style="list-style-type: none"> ● To select the students for NSS. ● To prepare the budget for NSS. ● To organize the one day camp. ● To organize the 7 day village camp. ● To organize the different activity as per the direction of university/ director of education. ● To submit the report of camp and regular activity to university/ directors. ● Submit Event report to the IQAC 	<p>SENIOR COLLEGE</p> <p>Prof. M.C. Dhabe (2019-2022)</p> <p>Dr. S.V.Keswani</p> <p>Prof. G.V.Patil Prof.</p> <p>P.A.Gawande</p> <p>JUNIOR COLLGE</p> <p>Prof. P D Raut (2019-2022)</p> <p>Prof.A.S. Waghmare</p> <p>Prof. V.R. Dabale</p> <p>Prof.S.P.Bhalawi</p> <p>2 student representative for eachunit</p>
20	<p>Mentoring committee</p> <ul style="list-style-type: none"> ● Distributions of students to teachers class wise after admission process. ● To prepare the planning for mentor mentee meetings. ● To verify the mentor mentee meetings reports. ● To submit the daily observation report at the end of week. 	<p>Prof. R V Ingole</p> <p>Prof. B. S. Ther</p> <p>Dr. M.N. Iqbal</p> <p>02 Student representatives fromeach faculty.</p>
21	<p>Academic calendar meeting</p> <ul style="list-style-type: none"> ● To prepare the academic calendar of college before starting the session, with reference to university academic calendar. ● To organize the meetings as per the academic calendar. ● To display the academic calendar monthly. ● Upload the academic calendar on college website in monthof June. ● Submit Meeting report to the IQAC 	<p>Dr. N A Thakare(Coordinator)</p> <p>Prof. Shivdas Aher</p> <p>Prof. V S Ganjare</p> <p>Prof. V D Thakare</p>

22	<p>Certificate and value added course committee.</p> <ul style="list-style-type: none"> • To prepare the planning for introducing certificate course. • To collect the syllabus, timetable, list of passing students from the teachers from time to time. • To distribute the course certificate. • To prepare the reports and submit to IQAC. 	<p>Prof. P N Kamble (Coordinator) Prof. P.A. Gawande Dr. S. D. Bhagat</p>
23	<p>Grievance redress committee</p> <ul style="list-style-type: none"> • To check the complaint box every Monday. • To organize the committee meetings, when necessary. • To submit the reports of committee for further actions. • To collect the grievance of students for university and college exam. • To take the follow up of grievance of students and to make the record. • To submit the report to IQAC yearly. 	<p>Dr. N A Thakare(Coordinator) Dr. S. V. Keswani Prof. B.S. Ther Shri. P.S Bhoyar</p>
24	<p>Students counseling committee.</p> <p>To prepare the planning for counseling of the students. To organize the separate meeting for female students. To organize the monthly counseling meetings.</p> <p>To organize counseling (Academic, Stress, personality) workshop</p> <p>Submit the report to IQAC.</p>	<p>Dr. S.V.Keswanni (Coordinator) Prof. R A Nakshine Prof.S.P Deshmukh Prof. Chandrakantn Dhanwad Prof. S.P.Bhalawi Prof. G.N.Bhoyar Counseling Committee for Female Student Prof. R A Nakshine) Dr. S.V.Keswanni Prof. S.P.Bhalawi</p>
25	<p>ICT resources development & maintenance committee</p> <ul style="list-style-type: none"> • To develop E-content • To prepare the planning for maintenance of ICT tools. • To maintain the ICT tools regularly. • To purchase the ICT tools as required. 	<p>Dr. Koparkar (Coordinator) Dr. A.S. Nile Prof. Nikhil Bhagat Mr. S. M. Daryapurkar</p>

26	<p>Faculty incharge committee</p> <ul style="list-style-type: none"> • To observe the overall working of faculty. • To maintain the discipline of faculty • To engage the periods as per timetable. • To maintain the leave records of the faculty staff. • To observe the daily attendance of the students. • To organize the monthly meeting of the faculty. • To submit the report to the principal monthly. 	<p>SENIOR COLLEGE</p> <ol style="list-style-type: none"> 1. SCIENCE, Dr. M. N. Iqbal 2. ART, Dr. J N Kamble 3. COMMERCE, Prof. B S Ther <p>JUNIOR COLLEGE</p> <p>Prof V. R. Bhagat</p> <p>MCVC</p> <p>Prof. V. D. Thakare</p>
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NOTE:

1. All above committee working for the session 2020-21 to 2025-26.
2. The coordinator of the committee after discussing with principal should submit the 5 year perspective plan of the committee before June 15, 2020.
3. Coordinator of the committee should prepare the yearly plan with reference to perspective plan along with budget if necessary.
4. Coordinator should submit the yearly reports before April 30 of the year.
5. Coordinator should organize the committee members meeting at least 3 time in the year for planning , feedback and distribution of the work.
6. All the committee coordinators should submit 02 monthly report to the principal
7. All coordinators of the committee should collect the previous committee documents from the ex-coordinator of the committee.



Principal
M. S. P. Arts, Sci. & K. P. T. Comm.
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