

## Yashwantrao Chavan Mahavidyalaya, Karmala

### Committees for the Academic Year 2020-21

The following committees have been formed for the smooth conduct of various academic and administrative activities to be conducted during the academic year **2020-21**. The Chairman and Member Secretary of the committees are advised to call the meetings of their respective committees within eight days and prepare the annual action plan and get it approved by the Principal to be implemented during the academic year. A copy of the approved Annual Action Plan should be immediately submitted to IQAC and Academic Calendar Committee so as to incorporate in it. The Committee should implement the approved plan throughout the year. **Reports of all activities/events conducted/organized should be made ready in two days in the prescribed format provided by the IQAC.** Monthly reports and final consolidated annual reports of the activities should be submitted to the College office, Website Committee and IQAC.

#### 01. Internal Quality Assurance Cell (IQAC)

01. Dr. L. B. Patil	: Chairman	-	Principal
02. Dr. V. K. Bile	: Member	-	Teacher
03. Dr. V. Y. Kharatmal	: Member	-	Teacher
04. Prof. P. B. Mohite	: Member	-	Teacher
05. Prof. A. T. Karpe	: Member	-	Teacher
06. Prof. S. D. Mulik	: Member	-	Teacher
07. Prof. G. S. Kharat	: Member	-	Teacher
08. Shri. V. R. Ghumare	: Member	-	Representative of Management
09. Mrs. A. V. Deshmukh	: Member	-	Administrative Office
10. Shri. C. G. Shilvant	: Member	-	Local Society
11. Ku. Yogita Dhere	: Member	-	Student
12. Shri. S. V. Bhagwat	: Member	-	Alumni
13. Shri. M. A. Phand	: Member	-	Employer
14. Shri. Santosh Kulkarni	: Member	-	Industrialist
15. Prof. A. P. Mane	: Member	-	Coordinator IQAC

*The member secretary should convene the meeting of the committee in consultation with the Chairman and prepare the plan of all activities which come under IQAC. The perspective plan of the activities to be conducted in the academic year will be prepared in the initial meeting. The IQAC will guide the other committees of the college regarding the smooth functioning of academic and administrative work. IQAC will prepare the plan and the time table for undergoing the process of NAAC, AAA, NIRF, ISO, AISHE and MIS.*

## **02. Central Admission Committee**

01. Dr. L. B. Patil	: Chairman	-	Principal
02. Prof. A. P. Mane	: Member	-	IQAC
03. Dr. V. K. Bile	: Member	-	
04. Dr. V. Y. Khartmal	: Member	-	
05. Prof. G. S. Kharat	: Member	-	
06. Dr. V. H. Gaikwad	: Member	-	
07. Prof. A. T. Karpe	: Member	-	
08. Prof. S. B. Chavan	: Member	-	
09. Prof. V. S. Shinde	: Member	-	
10. Prof. M. S. Jagtap	: Member	-	

*This committee will decide the general strategy of admission and will communicate it to the various class wise admission committees to work accordingly. A separate order is issued of class wise admission committees.*

## **03. Prospectus, Academic Calendar, Teacher Diary and Time Table Committee**

01. Dr. L. B. Patil	: Chairman	-	Principal
02. Prof. P. B. Mohite	: Member	-	
03. Dr. V. K. Bile	: Member	-	
04. Dr. V. Y. Khartmal	: Member	-	
05. Prof. G. S. Kharat	: Member	-	
06. Dr. V. H. Gaikwad	: Member	-	
07. Prof. S. B. Chavan	: Member	-	
08. Prof. A. T. Karpe	: Member	-	
09. Prof. A. N. Shelke	: Member	-	
10. Shri. K. V. Deshmukh	: Member	-	

*The member secretary should convene the meeting of the committee in consultation with the Chairman and prepare prospectus, Academic Calendar, Teacher diary and time table of all faculties. While preparing Academic Calendar, all activities, events, programs of all departments, committees and support services such as NSS, NCC, Cultural department, Sports, activities of the Library, office, the activities of the Vidya Vikas Mandal, Karmala, the University, the planning of Internal and university examinations, etc. should be included in the Academic Calendar. The Academic Calendar should be the mirror of all the activities of the college. The committee will be responsible to prepare the Academic Calendar of all departments and committees.*

## **04. Committee for Certificate, Diploma, Add-on and other Courses**

01. Prof. G. S. Kharat	: Chairman	
02. Dr. A. M. Salunkhe	: Member	
03. Dr. V. K. Bile	: Member	
04. Prof. A. P. Mane	: Member (IQAC)	
05. Prof. D. S. Tormal	: Member	

*The chairman should convene the meeting of all HODs and chairman of various committees to take review of various courses which are going on in the college and also add some new courses as per the need of the students and society. It should be incorporated in Academic Calendar and the copy of the planning should be submitted to IQAC*

## **05. Committee for Industrial Visits, Study Tours and Field Projects**

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|------------------------|-------------------|
| 01. Dr. V. K. Bile     | : <b>Chairman</b> |
| 02. Prof. K. B. Kamble | : Member          |
| 03. Prof. S. B. Chavan | : Member          |
| 04. Dr. V. H. Gaikwad  | : Member          |

*The chairman should convene the meeting of all HODs including support services and finalize the tentative plan of the each department in this regard. The final tentative plan should reflect in Academic calendar.*

## **06. Feedback Committee**

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|------------------------|-------------------|
| 01. Prof. A. P. Mane   | : <b>Chairman</b> |
| 02. Dr. V. K. Bile     | : Member          |
| 03. Dr. Anil Taur      | : Member          |
| 04. Prof. C. S. Shinde | : Member          |

*The chairman should convene the meeting in consultation with Hon. Principal to plan for the Feedback mechanism as suggested by NAAC to be implemented in the academic year.*

## **07. Use of ICT, E- Content Development, SWAYAM / NPTEL and Website Up gradation Committee**

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|--------------------------|-------------------|
| 01. Prof. P. D. Shete    | : <b>Chairman</b> |
| 02. Prof. G. S. Kharat   | : Member          |
| 03. Prof. S. D. Mulik    | : Member          |
| 04. Prof. Suhas Kale     | : Member          |
| 05. Prof. Vijay Rodage   | : Member          |
| 06. Shri. V. D. Salunkhe | : Member          |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and prepare a tentative plan of the Use of ICT in day to day teaching learning process. The committee in consultation with Hon. Principal and IQAC should make the room available for lecture capturing system and develop E-contents for the teaching learning process. The wide publicity should be given to the programs of SWAYAM and NPTEL. The record of E-contents of all teachers should be maintained and submitted to IQAC. In addition to this, the committee should monthly take the review of college website and upgrade it.*

## **08. Committee for Mentor Mentee**

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|------------------------|-------------------|
| 01. Dr. V. Y. Khartmal | : <b>Chairman</b> |
| 02. Dr. V. K. Bile     | : Member          |
| 03. Prof. A. T. Karpe  | : Member          |
| 04. Miss. A. A. Sayyad | : Member          |

*The chairman should convene the meeting of all HODs along with committee coordinators to allot Mentor Mentee committees of all classes of both UG and PG. Once the Mentor Mentee committees are formed, each Mentor should form the Active Whatsapp Group of their Mentees and remain in touch with them for any kind of query and help. All Mentors are the Guardian Teachers of their Mentees. Faculty Coordinators should keep faculty wise record ready for IQAC and other purposes.*

## **09. Committee for Students Satisfaction Survey**

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|-----------------------|------------|
| 01. Prof. A. P. Mane  | : Chairman |
| 02. Dr. Anil Taur     | : Member   |
| 03. Prof. A. T. Karpe | : Member   |
| 04. Prof. Bindu Mane  | : Member   |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and finalize a Google form for SSS and communicate the same to the all students and the Mentors so that information of all students will be collected.*

## **10. College Internal Evaluation and Result Analysis Committee**

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|-------------------------|------------|
| 01. Prof. S. D. Mulik   | : Chairman |
| 02. Prof. N. L. Talpade | : Member   |
| 03. Dr. A. M. Salunkhe  | : Member   |
| 04. Prof. S. B. Chavan  | : Member   |
| 05. Mrs. A. J. Adhore   | : Member   |

*The chairman should convene the meeting in consultation with Hon. Principal to plan for the component of Internal Evaluation and make the mechanism of the internal assessment transparent and robust in terms of frequency and mode. The Committee should also develop a time table of Internal Evaluation and a mechanism to deal with grievances of students related to it. The entire planning should reflect in the Academic Calendar and on the college Website. After the University result the committee should collect the results from all academic departments and submit the consolidated analysis of the result to the IQAC.*

## **11. Workshop/ Seminar/ Conference organizing Committee**

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|-------------------------|------------|
| 01. Dr. A. M. Salunkhe  | : Chairman |
| 02. Dr. V. K. Bile      | : Member   |
| 03. Dr. A. T. Lakade    | : Member   |
| 04. Prof. N. L. Talpade | : Member   |
| 05. Prof. G. S. Kharat  | : Member   |
| 06. Prof. A. P. Mane    | : Member   |

*Each academic department and various committees should organize minimum one activity during the academic year. HOD/ Chairman of committee should plan to organize the activity and convey the plan to the member secretary of this committee. It is the responsibility of the member secretary to conduct the meeting initially in the academic year and incorporate the plan of the activities of all departments /committees in the Academic Calendar. At the end of the year the review of the activities be taken and report of the activities be collected and submitted to IQAC.*

## **12. Committee for Research Publications, Projects, Schemes and Awards**

- |                           |            |
|---------------------------|------------|
| 01. Prof. P. B. Mohite    | : Chairman |
| 02. Dr. A. M. Salunkhe    | : Member   |
| 03. Dr. V. Y. Khartmal    | : Member   |
| 04. Dr. V. H. Gaikwad     | : Member   |
| 05. Prof. S. N. Kothawale | : Member   |

*The chairman should convene the meeting in consultation with Hon. Principal to plan for the promotion of research activities such as publications, projects, various schemes and Awards. It should also take the responsibility to encourage the teachers and students to take part in research events like Avishkar and others. Record of the publications, projects, participation in research festivals and events should be maintained by this committee. The committee should make the provision for the financial assistance to students and teachers to undertake institutional level projects and research activities.*

### **13. Committee for Extension Activities**

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|------------------------|------------|
| 01. Prof. P. D. Shete  | : Chairman |
| 02. Prof. S. D. Mulik  | : Member   |
| 03. Prof. S. B. Chavan | : Member   |
| 04. Dr. V. H. Gaikwad  | : Member   |
| 05. Prof. C. S. Shinde | : Member   |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and prepare plan of the activities that can be conducted as the extension activities. The plan should reflect in the Academic Calendar and at the end of year the consolidated report of the activities conducted during the year should be maintained and submitted to IQAC.*

### **14. Committee for Collaborations and MoUs**

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|------------------------|------------|
| 01. Dr. V. K. Bile     | : Chairman |
| 02. Prof. P. B. Mohite | : Member   |
| 03. Prof. K. B. Kamble | : Member   |
| 04. Prof. A. T. Karape | : Member   |
| 05. Dr. A. T. Lakade   | : Member   |

*The chairman should convene the meeting in consultation with Hon. Principal to plan for the new collaborations and MoUs with various academic institutions and industries. The committee should promote all departments, Library and the departments of support services such as NSS, NCC, Sports and Cultural activities to establish new collaborations and MoUs. The desired format of Collaboration and MoU should be prepared by this committee and the certificates of all newly and previously signed functional MoUs and Collaborations should be collected in original and submitted to IQAC.*

### **15. Committee for Scholarships, Prizes and Awards for Students**

- |                               |            |
|-------------------------------|------------|
| 01. Prof. K. B. Kamble        | : Chairman |
| 02. Dr. A. M. Salunkhe        | : Member   |
| 03. Dr. V. K. Bile            | : Member   |
| 04. Prof. P. B. Mohite        | : Member   |
| 05. Prof. G. J. Chavare Patil | : Member   |
| 06. Shri. P. A. Honrao        | : Member   |

*The chairman should convene the meeting in consultation with Hon. Principal to know about various Government and non-Government scholarships including Prime Minister's Special Scholarship Scheme for J&K (PMSSS), institutional scholarships, prizes and awards to be given to the students. All necessary information regarding the same should be collected and circulated to the students time to time. Annual report of the beneficiaries should be prepared in detail for college office and IQAC and Website.*

### **16. Committee for Competitive Examinations, Career Counseling, Skill Enhancement and Placement**

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|--------------------------|------------|
| 01. Prof. A. T. Karpe    | : Chairman |
| 02. Prof. K. B. Kamble   | : Member   |
| 03. Prof. V. C. Vitukade | : Member   |
| 04. Prof. S. B. Chavan   | : Member   |
| 05. Prof. B. T. Veer     | : Member   |

*The chairman should convene the meeting in consultation with Hon. Principal to prepare the plan of activities to be conducted by Competitive Examinations cell, Career Counseling cell, Skill Enhancement cell and Placement cell. This planning should reflect in the academic calendar of the college. At the end of the year the chairman should collect the report of the activities conducted by various cells and submit a copy of the same to IQAC.*

## 17. Alumni Engagement Committee

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|-------------------------------|------------|
| 01. Prof. G. S. Kharat        | : Chairman |
| 02. Prof. S. L. Kirdak        | : Member   |
| 03. Prof. P. D. Shete         | : Member   |
| 04. Prof. G. J. Chavare Patil | : Member   |
| 05. Prof. V. P. Khutale       | : Member   |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and Hon. Principal to organize the Alumni Meet. The committee should also focus on the engagement of Alumni, increase the membership, to collect the contribution and to introduce the new activities for the benefit of the students and the college. The Chairman should encourage the executive committee of the registered Alumni association to conduct the meetings along with this committee and submit the report of the meetings and the activities to the IQAC and college office.*

## 18. Staff Academy and Faculty Empowerment Committee

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|-------------------------|-------------------|
| 01. Dr. V. Y. Khartmal  | : <b>Chairman</b> |
| 02. Dr. V. K. Bile      | : Member          |
| 03. Prof. V. P. Khutale | : Member          |
| 04. Prof. S. D. Mulik   | : Member          |
| 05. Prof. G. S. Kharat  | : Member          |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and Hon. Principal to finalize the list of effective welfare measures for teaching and nonteaching staff. The committee should also circulate the information about the financial support that is made available by Committee for Research Publications, Projects, Schemes and Awards to attend conferences, workshops and research activities. The committee should also organize various training programmes/workshops for teaching and nonteaching staff of the college. The committee should encourage the teaching and nonteaching staff to participate in Workshops, Seminars, Conferences, Professional Development Programmes, Orientation/Induction Programmes, Refresher Courses, and Short Term Courses etc. and maintain the record of all staff who participate in these various programmes. The plan may be made of various lectures and other necessary programmes for welfare of staff. The Committee should provide **PBAS/ASAR** forms to the teachers and at the end of academic year collect these forms signed by the respective HODs and the Principal. The member secretary will also work as **Staff Secretary** and will maintain the record of staff meetings in the form of Notice, Agenda, Minutes, Attendance and photographs. The committee should submit the report of all the activities along with documents to IQAC.*

## 19. Committee for Environmental Consciousness, Waste Management, Green and other Audits

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|------------------------|------------|
| 01. Prof. P. B. Mohite | : Chairman |
| 02. Prof. P. D. Shete  | : Member   |
| 03. Prof. S. D. Mulik  | : Member   |
| 04. Dr. A. T. Lakade   | : Member   |
| 05. Prof. A. T. Karpe  | : Member   |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and Hon. Principal to decide on the policies regarding Environmental Consciousness including alternate sources of energy, water conservation facilities, Green Campus initiatives etc., Waste Management including solid, liquid, Biomedical, and E-waste management etc. and Green Audit, Energy Audit, Environmental Audit etc. The committee should organize various activities related with this and aware the students and society at large. The report of the activities conducted during the year should be prepared in detail and submitted to the IQAC and for Website.*

## **20. Library Advisory Committee**

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|-------------------------------------|-------------|
| 01. Dr. L. B. Patil                 | : Chairman  |
| 02. Prof. G. J. Chavare Patil       | : Member    |
| 03. Prof. A. P. Mane                | : Member    |
| 04. Prof. K. B. Kamble              | : Member    |
| 05. Dr. V. K. Bile                  | : Member    |
| 06. Prof. S. L. Kirdak              | : Member    |
| 07. Shri. K. V. Deshmukh            | : Member    |
| 08. Smt. S. B. Naik                 | : Member    |
| 09. Prof. S. S. Ramteke (Librarian) | : Secretary |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and work as per the prevalent rules for smooth conduct of the Library. The planning of the committee should reflect in the Academic Calendar of the college and website. Record of the meetings and work done should be maintained and produced to the IQAC and College office.*

## **21. NSS Advisory Committee**

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|---------------------------|--------------------------|
| 10. Prof. P. D. Shete     | : Chairman               |
| 11. Prof. P. B. Mohite    | : Member                 |
| 12. Prof. S. D. Mulik     | : Member                 |
| 13. Prof. S. B. Chavan    | : Member                 |
| 14. Prof. S. N. Kothawale | : Member                 |
| 15. Ku. Renuka Surwase    | : Student Representative |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and work as per the prevalent rules for smooth conduct of the business of NSS. The planning of the committee should reflect in the Academic Calendar of the college and website. Record of the meetings and work done should be maintained and produced to the IQAC and College office.*

## **22. NCC Advisory Committee**

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|-------------------------|------------|
| 01. Dr. V. H. Gaikwad   | : Chairman |
| 02. Prof. S. L. Kirdak  | : Member   |
| 03. Shri. N. D. Bhusare | : Member   |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and work as per the prevalent rules for smooth conduct of the business of NCC. The planning of the committee should reflect in the Academic Calendar of the college and website. Record of the meetings and work done should be maintained and produced to the IQAC and College office.*

## **23. Gymkhana Advisory Committee**

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|-----------------------------|-------------------|
| <b>01.</b> Dr. A. T. Lakade | : <b>Chairman</b> |
| 02. Prof. K. B. Kamble      | : Member          |
| 03. Prof. N. L. Talpade     | : Member          |
| 04. Dr. V. H. Gaikwad       | : Member          |
| 05. Prof. A. P. Mane        | : Member          |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and work as per the prevalent rules for smooth conduct of the activities of Sports and Gymkhana. The planning of the committee should reflect in the Academic Calendar of the college and website. Record of the meetings and work done should be maintained and produced to the IQAC and College office.*

## **24. Cultural Committee**

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|-------------------------|-------------------|
| 01. Prof. P. B. Mohite  | : <b>Chairman</b> |
| 02. Prof. P. D. Shete   | : Member          |
| 03. Prof. N. L. Talpade | : Member          |
| 04. Prof. V. P. Khutale | : Member          |
| 05. Dr. C. J. Deokar    | : Member          |

*The Chairman should convene the meeting of the committee in consultation with Hon. Principal and make a plan of the work to be done during the academic year. The planning of the committee should reflect in the Academic Calendar of the college and website. Each member has been shouldered some specific responsibility to organize the events and maintain the record. However the Chairman can add new members to the event specific committee to conduct it smoothly. Record of the meetings and work done should be maintained and produced to the IQAC and College office.*

## **25. Discipline Committee**

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|-------------------------|-------------------|
| 01. Dr. A. T. Lakade    | : <b>Chairman</b> |
| 02. Prof. Mane A. P.    | : Member          |
| 03. Dr. V. Y. Khartmal  | : Member          |
| 04. Prof. P. B. Mohite  | : Member          |
| 05. Prof. S. B. Chavan  | : Member          |
| 06. Prof. K. B. Kamble  | : Member          |
| 07. Prof. A. A. Narsale | : Member          |

*The Chairman should convene the meeting of the committee in consultation with Hon. Principal and make a plan of the work to be done during the academic year. The planning related to discipline should be reflected in the Academic calendar.*

## **26. Committee for Internal Complaints (ICC) and Gender Equity**

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|--------------------------|-------------------|
| 01. Prof. S. B. Chavan   | : <b>Chairman</b> |
| 02. Prof. N. L. Talpade  | : Member          |
| 03. Prof. G. S. Kharat   | : Member          |
| 04. Dr. V. H. Gaikwad    | : Member          |
| 05. Prof. Radha Deshmukh | : Member          |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and make a plan of the work to be done during the academic year. The committee should organize the various awareness programs related to the Gender Equity and Women Empowerment for the benefit of stakeholders. The committee should function as per the norms and rules laid down by Government of Maharashtra and PAHSU Solapur. The record should be maintained and produced whenever it is required for the college office and IQAC.*



## **27. Anti-Ragging Committee / Squad**

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|--------------------------|--------------------------|
| 01. Dr. A. T. Lakade     | : Chairman               |
| 02. Prof. A. T. Karpe    | : Member                 |
| 03. Dr. C. J. Deokar     | : Member                 |
| 04. Shri. Irfan Kazi     | : Student Representative |
| 05. Ku. Shradha Kulkarni | : Student Representative |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and make a plan of the work to be done during the academic year. The committee should organize the various awareness programs for the benefit of the students. The committee should function as per the norms and rules laid down by Government of Maharashtra and PAHSU Solapur. The record should be maintained and produced whenever it is required for the college office and IQAC.*

## **28. Grievances Redressal Committee for Teaching staff, Non-teaching staff and Students**

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|-----------------------------|-------------------|
| <b>01.</b> Dr. A. T. Lakade | : <b>Chairman</b> |
| 02. Dr. V. K. Bile          | : Member          |
| 03. Dr. V. Y. Kharatmal     | : Member          |
| 04. Prof. A. P. Mane        | : Member          |
| 05. Prof. P. B. Mohite      | : Member          |
| 06. Prof. S. B. Chavan      | : Member          |
| 07. Prof. V. H. Gaikwad     | : Member          |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and make a plan of the work to be done during the academic year. The committee should solve the grievances of the stakeholders, if any. The various awareness programs for the benefit of the students be organized. The committee should function as per the norms and rules laid down by Government of Maharashtra and PAHSU Solapur. The record should be maintained and produced whenever it is required for the college office and IQAC.*

## **29. Annual Magazine Editorial Board**

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|-------------------------|------------|
| 01. Prof. P. B. Mohite  | : Chairman |
| 02. Dr. V. Y. Kharatmal | : Member   |
| 03. Prof. G. S. Kharat  | : Member   |
| 04. Prof. N. L. Talpade | : Member   |
| 05. Dr. S. Dalavi       | : Member   |

*The member secretary (Editor) should convene the meeting of the committee in consultation with the Chairman and make a plan of the work to be done during the academic year. The committee should develop a mechanism to encourage the students to attempt in the creative faculty consistently throughout the year. The issue should include the sections mentioned as per the work allotted to the committee members. The issue should be brought in time and sent it to the University for the 'Shrujanrang' competition.*

### **30. Publicity Committee**

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|-------------------------|------------|
| 01. Prof. N. L. Talpade | : Chairman |
| 02. Prof. P. D. Shete   | : Member   |
| 03. Dr. A. M. Salunkhe  | : Member   |
| 04. Lib. S. S. Ramteke  | : Member   |

*The member secretary should convene the meeting of the committee in consultation with the Chairman and make a plan of the work to be done during the academic year. The committee should develop a mechanism to give wide publicity to the various activities and events of the college. The committee should maintain the record in terms of press clippings, videos and other modes. The record should be produced whenever it is required for the college office and IQAC and uploaded on website time to time.*

### **31. Committee for Health Center**

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|------------------------|------------|
| 01. Dr. V. H. Gaikwad  | : Chairman |
| 02. Prof. S. B. Chavan | : Member   |
| 03. Prof. P. D. Shete  | : Member   |
| 04. Prof. S. D. Mulik  | : Member   |

*The Chairman should convene the meeting of the committee in consultation with Hon. Principal and make a plan of the work to be done during the academic year. The committee should organized various health related programmes. The record should be maintained and produced to the IQAC and College office.*

**Date: 17/08/2020**

**(Dr. L. B. Patil)**  
**Principal, Yashwantrao Chavan Mahavidyalaya,**  
**Karmala Tal. Karmala Dist. Solapur**