

**Non-Statutory Committees with Guidelines – Degree College**

**Academic Year: 2025-2026**

Dear colleagues (Degree College Faculty),

Attached herewith below, is a comprehensive list of the various committees established to oversee specific tasks and help achieve few of the objectives which are in accordance with our Vision, Mission and Quality Policy.

Kindly note that Committees, play a vital role in ensuring the smooth functioning and effective management of any organization, by distributing responsibilities and leveraging the expertise of its members. Moreover, in colleges/academic institutions, committees have relevance in nurturing holistic development of students. They offer opportunities for students to gain leadership experience, develop soft skills, and also facilitate communication between students and faculty, organize events, and help address student concerns.

It is in this context, each committee is assigned a specific purpose and set of responsibilities, with defined roles for committee members, so as to enable focused and collaborative approach in execution of the work and create a conducive environment at work. Finally, this kind of clarity, will also ensure accountability, fairness, transparency, and inculcate in teachers, a professional attitude towards their work.

**Overall incharge and their Roles:**

Incharge Principal: Dr. Satish Sarfare

Vice Principal: Professor (Dr.) Rashmi Bhure

Vice Principal: Dr. Tara Menon

- ✓ Guide: Guide and motivate all committees so that they work together as a team.
- ✓ Coordinate: Ensure all committees communicate and cooperate with each other.
- ✓ Support: Give timely help and resources to committees, whenever and wherever required.
- ✓ Regulate: Check that committees are doing their work and achieving objectives.
- ✓ Report: Share updates about committee activities with all the relevant stakeholders.

**Expected Role/Duty, defined for Conveners and Co-conveners of all committees:**

- Organize and Lead Meetings: Convene committee meetings and ensure active participation from all members.
- Plan and Execute Activities: Develop plans for committee activities and oversee their implementation.
- Coordinate and Communicate: Act as the main point of contact for committee members and keep everyone informed about tasks and progress.
- Monitor and Report: Track the progress of committee work and report outcomes to higher authorities or the overall in-charge.
- Handover and Documentation: Ensure proper documentation and handover of committee records at the end of their tenure.
- Support and Motivate: Encourage and support committee members in fulfilling their roles.

**ADMISSION CORE COMMITTEE**

Incharge Principal: Principal Dr. Satish Sarfare

Vice Principal: Professor (Dr.) Rashmi Bhure

Vice Principal: Dr. Tara Menon

Registrar: Mr. Raghavendra Lakshminarasimhan

**Role/Duty of the committee:**

- Provision of logistics, standard operating procedures/manuals (wherever applicable and required)
- Jury/Authority for resolution of critical cases and bifurcation of seats for In-house, Minority and Open Category based on feedback/inputs from convenor/co-convenors of admission sub-committees.
- Developing and Updating Admission Policies
- Maintaining transparency, fairness and ensuring regulations/check points, so as to ensure, that admissions are done as per the University rules/norms and guidelines.

### **EXAMINATION CORE COMMITTEE**

Ms. Vaishali Falnikar - Controller of Examination (COE)  
Dr. Vanita Banjan-Joint Controller of Examination (Jt. COE)  
Ms. Nitya Mahajan- Deputy COE (COMMERCE)  
Ms. Sudha B.- Deputy COE (UNAIDED)  
Dr. Santosh Kataria - Deputy COE (SCIENCE)  
Dr. Deepali Kothekar - Deputy COE (PG SCIENCE)

### **EXAMINATION SUB-COMMITTEE**

Ms. Maria Fernandes  
Dr. Madhavan Gopalan  
Dr. Nitin Mirgane  
Dr. Seema C.  
CA Mr. Avin Shah  
Ms. Vrushali Gupte  
Dr. Ashwini Deshpande  
Mr. Sampath S.  
Dr. Shailesh Kumar Dubey  
Ms. Biju Ramesh  
Dr. Subi Yoosuf  
Ms. Maya Nair  
Mr. Anand Ambardekar  
Mr. Mahesh Falake  
Mr. Santosh Tiwari  
Dr. Vishnu Prasad  
Dr. Vaneeta Raney  
Ms. Carol Braggs  
Ms. Pracheta Salunkhe  
Ms. Supriya Shetty

#### Proposed Objectives of examination committee/sub-committee:

- Draft the examination calendar in alignment with institutional and university requirements.
- Conduct meetings with subject coordinators to present and discuss the proposed examination calendar
- Organize committee meetings to review examination procedures, address concerns, grievances etc.
- Prepare the examination timetable and communicate it to all stakeholders, maintain examination records.
- Set deadlines for question paper setting and mark sheet submission to ensure timely completion of tasks.
- Inform students and faculty about examination schedules, rules, and updates through official channels.
- Coordinate with office/non-teaching staff for classroom seating arrangements/display of exam schedule.
- Create supervision (invigilation) charts and distribute them to faculty members.
- Ensure correct number of question papers for each classroom are kept ready a day before the exam.
- Ensure smooth and fair conduct of all examinations (Internal, Semester End, Regular/Supplementary) in accordance with all institutional and university rules/regulations and policies.

### **UNFAIR MEANS COMMITTEE**

Dr. Varsha Muley - Convener  
Professor (Dr.) Mahavir Gosavi – Co-convener  
Ms. Surjeet Kaur  
Dr. Dinesh Pathak  
Dr. Manoj Singh

#### Proposed Objectives of Unfair Means Inquiry Committee:

- Schedule the Meeting - Choose a date for the meeting after all exams are completed, schedule for the meeting with purpose to investigate and decide regarding cases of academic dishonesty during exams.
- Inform Committee Members – Coordinate with office staff so as to communicate to all committee members with the meeting details (date, time, place), Remind them to keep everything confidential
- Inform the Student and Family - Coordinate with office staff as to communicate to the student explaining the meeting details and reason, also, send a letter to the student's home well in advance, inviting their parent/guardian if needed.

- Keep the Meeting Confidential - Only committee members and the student (with their parent/guardian, if allowed) should attend, do not share details with anyone else.
- Review the Case Fairly - Look at all the evidence (exam paper, reports, etc.), Let the student explain their side, make sure that the entire process is fair and impartial.
- Decide and Take Action - The committee will discuss and decide what action to taken, Write down the decision. To ensure adherence to the college's policies regarding academic integrity and implements appropriate disciplinary actions against students found using unfair means.
- Inform Everyone Who Needs to know - Tell the office staff about the outcome, especially if it affects the student's result, let the subject teacher know about the assessment of the paper, keep the student and their family explaining the decision.

#### **IQAC CORE COMMITTEE (Refer to the list prepared by IQAC)**

Dr. Satish Sarfare - Chairperson  
 Dr. Kamala Srinivas - Coordinator  
 Dr. Neeraja Tutakne - Joint Coordinator  
 Professor (Dr.) Rashmi Bhure – Vice Principal  
 Dr. Tara Menon – Vice Principal  
 Mr. Raghavendra L. – Registrar  
 Professor (Dr.) Antonette Lobo – Librarian  
 Professor (Dr.) Mahavir Gosavi  
 Dr. Vanita Banjan  
 Professor (Dr.) Lakshmi Muthukumar  
 Ms. Nitya Mahajan  
 Dr. Deepali Kothekar  
 Dr. Rupali Vaity  
 Dr. Pramod Ghogare  
 Dr. Varsha Muley  
 Dr. Manoj Singh  
 Ms. Maria Fernandes  
 Mr. K. A. Viswanathan (President, SIES PSA) Alumni Member  
 Prof. Dr. Manali Londhe, Principal SIWS College, Representative, Local Society  
 Prof. K. Venkataramani, Management Representative  
 CA. Sekar Natarajan, Industrialist  
 \*\*\*\*\* (Cultural Secretary) Student Representative (name to be announced later)

#### **IQAC SUBCOMMITTEE**

Dr. Pramod Ghogare  
 Ms. Maya Nair  
 Dr. Shruti Pandey  
 Dr. Subi Yoosuf  
 CA Mr. Avin Shah  
 Mr. Anoop Varghese  
 Dr. Vishal Dev Ashok  
 Mr. Kirtikumar Badgujar  
 Dr. Prajith Nambiar  
 Mr. Sampath S.  
 Ms. Seema Jadhav  
 Ms. Deepika Gawde  
 Mr. Krishnan R  
 Ms. Vidya Hariharan  
 Ms. Anju James  
 Mr. Siddhant Marathe  
 Mr. Rajesh Yadav  
 Ms. Jessica D'cruz  
 Ms. Anita Gupta

## **IQAC DOCUMENTATION COMMITTEE AND MANAGEMENT INFORMATION SYSTEM (MIS)**

Ms. Sudha B.- Convener  
Dr. Madhavan Gopalan- Co-convener  
Dr. Vishnu Prasad  
Mr. Santosh Tiwari  
Dr. Ajinkya Gaikwad  
Mr. Saravanan Nadar  
Ms. Pracheta Salunkhe

### Proposed Objectives of IQAC committee/subcommittee:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities, leading to quality improvement.
- Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the College.
- Preparation of the Annual Quality Assurance Report (AQAR) based on the quality parameters/assessment criteria developed by the relevant quality assurance body in the prescribed format.
- To conducted at least one meeting per Semester.

## **NATIONAL EDUCATION POLICY (NEP) IMPLEMENTATION CELL**

Dr. Satish Sarfare - Convener  
Professor (Dr.) Rashmi Bhure - Nodal Officer  
Dr. Tara Menon  
Ms Vaishali Falnikar  
Dr. Santosh Kataria  
Dr. Deepali Kothekar  
Professor (Dr.) Mahavir Gosavi  
Dr. Aarti Muley  
Professor (Dr.) Lakshmi Muthukumar  
Dr. Dinesh Pathak  
Dr. Varsha Muley  
Dr. Shruti Panday  
Dr. Kamala Srinivas  
Ms. Nitya Mahajan  
Dr. Pramod Ghogare  
Dr. Manoj Singh  
Ms. Sudha B.  
Ms. Amruta Padhye

### Proposed Objectives of NEP Implementation Cell:

- To implement NEP 2020 as per the guidelines received from the government bodies.
- To review the curriculum development with emphasis on multidisciplinary and experiential learning approach.
- Raise awareness about NEP among students and faculty through workshops, seminars, and awareness campaigns.
- Involve stakeholders in discussions and initiatives related to NEP implementation.

### **INTERNAL COMPLAINTS COMMITTEE (ICC)**

Dr. Vanita Banjan - President  
Dr. Ashwini Deshpande-Secretary  
Dr. Dinesh Pathak  
Ms. Maya Khedekar (College Office)  
Ms. Reshma Yadav (College Office)  
Ms. Snehal Velkar (Akshara Foundation)  
Ms. Velina Fernandes + 2 students

#### Proposed Objectives of Internal Complaints Committee:

- To receive, investigate, and resolve complaints of sexual harassment, ensuring a safe and supportive environment for all students and staff.
- A fair and time-bound inquiry process, confidentiality, and protection against retaliation.
- The ICC submits a detailed report to the college management with findings and recommendations as per University and UGC guidelines.

### **MENTORING COMMITTEE**

Dr. Rupali Vaity - Convener  
Ms. Seema Jadhav – Co-convener  
Dr. Pramod Kamble  
Ms. Amruta Padhye  
Mr. Krishnan Ramachandran  
Ms. Shefali Kumavat  
Dr. Sharvari Kudtarkar

#### Proposed Objectives of Mentoring Committee:

- To provide students with guidance, support, and resources to enhance their academic growth, self-confidence, and overall wellbeing.
- To assist students in developing effective study habits.
- Help students to explore career options, develop career-related skills, and make informed decisions about their future professional paths.

### **ANTI-RAGGING COMMITTEE**

Ms. Pallavi Rege - Convener  
Professor (Dr.) Mahavir Gosavi – Co-convener  
Dr. Santosh Katariya  
Ms. Surjeet Kaur

#### Proposed Objectives of Anti-ragging Committee:

- To step up anti-ragging mechanism by way of adequate publicity through various mediums.
- Anti-Ragging workshops and seminar to be conducted.
- Updating College website with nodal officers' complete details.
- Regular interaction and counselling with the students, identification of trouble-triggers and mention of Anti-Ragging warning in the institution's E-prospectus and E-information booklets/brochures must be ensured.
- Anti-Ragging posters must be displayed at all prominent places like Departments, Library, Canteen and Common facilities etc. These posters to be procured from UGC website [www.ugc.ac.in](http://www.ugc.ac.in).
- Any other measure which would augur well in preventing/quelling ragging and any uncalled-for behaviour/incident must be undertaken.
- Committee should refer to [www.ugc.gov.in](http://www.ugc.gov.in) and <https://antiragging.in/>

### **GENDER SENSITIZATION CELL**

Dr. Rupali Vaity - Chairperson  
Dr. Vidya Hariharan  
Mr. Anand Ambardekar  
Ms. Carol Braggs

#### Proposed Objectives of Gender Sensitization Cell:

- Students should be provided with a handbook at the time of admission that would contain detailed information about rules and regulations regarding proper conduct and behaviour expected of them. It should list the helpline numbers of ICC/GSC members.
- Committee should refer to this link: file:///C:/Users/USER/Downloads/6110248\_CURRICULUM-FRAMEWORK-ENVIRONMENT-FOR-WOMEN-WOMEN-CELL.pdf

### **GYMKHANA COMMITTEE**

Mr. Puhparaj Shetty - Chairperson / Coordinator  
Dr. Aditya Akerkar – Joint Coordinator  
Dr. Pramod Ghogare  
Dr. Madhav Mane  
Dr. Pramod Kamble  
Ms. Yogita Bhadrike (Junior College)  
Ms. Vibha Ail  
Ms. Shraddha Patil  
Mr. Shailesh Dubey  
Ms. Sakshi Rajkumar  
Dr. Shefali Kumawat  
Ms. Pooja Sawant  
Mr. Vasuthevan T  
Ms. Vaidehi Raut

#### Proposed Objectives of Gymkhana Committee:

- Organize and Oversee Sports Activities - Plan and conduct intra-college, inter-college, and annual sports day events throughout the academic year, manage gymkhana budget and estimate requirement of equipment
- Maintain Detailed Records - Keep accurate records of all sports events, participation, achievements, and sports equipment inventory, Conduct physical stock verification of all gymkhana facilities.
- Manage Event Logistics - Arrange venues, prepare schedules, obtain necessary permissions, and manage travel for teams participating in external competitions.
- Ensure Discipline and Conflict Resolution - Maintain discipline during sports events and resolve any conflicts or issues that arise during matches or events.
- Inform Subject Teachers - Notify subject teachers when students participate in sports events and miss lectures, practicals, or exams.

### **NATIONAL CADET CORPS (NCC) INCHARGES**

Lieutenant Dr. D.K. Pawar  
Lieutenant Ms. Yogita Bhadrike (Junior College)

#### Proposed Objectives of NCC:

- Managing the unit including enrolment, attendance, and record-keeping.
- Planning and conducting regular training sessions.
- Ensuring cadets adhere to NCC rules and regulations.
- Overseeing the use of college facilities for NCC activities, including parade grounds and storage areas.
- Mentoring and guiding NCC cadets, fostering discipline, leadership skills, and a sense of patriotism.

### **NATIONAL SERVICE SCHEME (NSS) COMMITTEE**

N.S.S. Program Officer- Mr. Krishnan Ramachandran – Coordinator/Convener/Programme Officer  
Dr. Ashwini Deshpande  
Mr. Anoop Verghese  
Dr. Madhav Mane  
Dr. Pramod Ghogare  
Dr. Richa Singh  
Ms. Deepika Tambe  
Ms. Seema Jadhav  
Dr. Vishal Desai  
Ms. Akshaya Bhosale  
Mr. Rajesh Yadav  
Ms. Anju James  
Ms. Prachi Vaidya (Statistics)  
Mr. Shantanu Kadam

#### Proposed Objectives of NSS Committee:

- Guiding and overseeing the NSS unit.
- Ensuring smooth functioning and effective contribution of the unit to community service.
- Planning and coordinating activities, managing resources, and fostering a strong volunteer base.
- Prepare a comprehensive annual calendar of NSS activities, including regular activities, camping programs.

## **LIBRARY COMMITTEE**

Professor (Dr.) Rashmi Bhure - Convener  
Professor (Dr.) Antonette Lobo – Co-convener  
Dr. Pramod Kamble  
Dr. Nitin Mirgane

### Proposed Objectives of Mentoring Committee:

- Advising on and reviewing library policies related to collection development, access, circulation, and user services.
- Making recommendations on the allocation of the library budget for books, journals databases, and other resources.
- Gathering feedback from students and faculty to understand their needs and preferences.
- Encouraging the use of library resources and services through various initiatives.

## **COLLEGE MAGAZINE**

Dr. Seema C. (Editor)  
Dr. Ajinkya Gaikwad (Jt. Editor)  
Dr. Madhavan Gopalan  
Ms. Amruta Padhye  
Dr. Pramod Kamble  
Ms. Snehal Unde  
Ms. Sakshi  
Dr. Sharada Sharma  
Ms. Prachi Vaidya (English)  
Dr. Sharvari Kudtarkar

### Proposed Objectives of Magazine Committee:

- Call for Entries - Send timely notices and invitations to students and staff, encouraging them to submit articles, artwork, poems, and other creative entries for the college magazine.
- Documentation of Achievements - Ensure comprehensive documentation of all achievements by junior college staff and students, including awards, recognitions, and notable contributions, for inclusion in the magazine.
- Photograph Compilation - Collect, organize, and compile all relevant photographs to be published in the magazine, ensuring high-quality visual representation of college events and activities.
- Special Recognition - Gather and archive photographs and brief profiles of staff members who have retired, completed 25 years of service, or achieved academic excellence, to honour their contributions in the magazine.
- Publishing within time frame - To publish the magazine on time, encourage students' participation from all streams, and Coordinate with the printer for layout and other publication matter.

## **RESEARCH ADVISORY AND ETHICS COMMITTEE (RAEC)**

Dr. Satish Sarfare  
Professor (Dr.) Rashmi Bhure  
Professor (Dr.) Lakshmi Muthukumar  
Professor (Dr.) Antonette Lobo  
Professor (Dr.) Mahavir Gosavi  
Dr. Kamala Srinivas  
Dr. Deepali Kothekar  
Dr. Nitin Mirgane  
Dr. Aarti Muley  
Dr. Subi Yoosuf

### Proposed Objectives of RAEC:

- To improve the quality of research and promote academic and research integrity and publication ethics.
- To motivate faculty to attain high standards and excellence in research by ensuring scientific integrity and best practices during conduct and dissemination of research.
- To inculcate research ethics in faculty, and provide a conducive environment to faculty so as to promote honest, responsible, accountable, involvement of researchers in scientific and scholarly research pursuits.

### **TIME TABLE COMMITTEE**

Mr. Pushparaj Shetty - Convener  
Dr. Shruti Panday - Co-Convener  
Ms. Surjeett Kaur  
Dr. Richa Singh  
Ms. Sarojini. K

#### Proposed Objectives of Time Table Committee:

- Prepare Compact and Efficient Timetables - Develop class timetables that are well-structured and minimize gaps, Ensure optimal utilization of available rooms.
- Timely Communication with Stakeholders - Inform all relevant stakeholders (teachers, students, staff) about the timetable well in advance, Maintain open lines of communication for any clarifications or updates.
- Daily Monitoring of Room Changes - Keep track of any room changes or adjustments that occur daily, promptly inform concerned teachers and students about these changes.
- Coordination with Junior College for Room Allocation - Inform the degree college administration about junior college exams or events, Coordinate room requirements with the degree college to avoid scheduling conflicts.

### **WEBSITE COMMITTEE**

Dr. Abuzar Ansari - Convener  
Ms. Sudha.B – Co-convener  
Dr. Prajith Nambiar  
Dr. Vishal Dev  
Mr. Saravanan Nadar  
Mr. Prathamesh Kulkarni  
Mr. Tejas Karnadikar  
Ms. Heena Shaikh

#### Proposed Objectives of Website Committee:

- To maintain a current, informative and user-friendly website.
- Regularly updating content, managing design and features, and ensuring the website effectively communicates with the college community and the public.
- The committee should also focus on data backup, security, and compliance with relevant regulations.

### **STAFF COLLOQUIUM COORDINATORS**

Dr. Shruti Panday  
Dr. Pallavi Roy Tiwari  
Dr. Vishal Desai

#### Proposed Objectives of Staff Colloquium:

- To organize regular colloquium.
- Faculty to share their research, expertise, discuss academic matters in colloquium.

### **STAFF ROOM SECRETARIES**

Mr. Santosh Nar  
Ms. Vrushali Gupte  
Ms. Poornima Srinivasan

#### Proposed Roles/Duties of Staff Room Secretaries:

- Coordinate staff room activities, and communicate regarding the same to teaching staff
- Communicate to the college authorities issues related to staff common room

### **CULTURAL ASSOCIATION COMMITTEE ACTIVITIES / IN-CHARGE OF CO-CURRICULAR COURSES**

Dr. Vidya Hariharan – Overall Convener, along with incharge for Arts  
Ms. Maya Nair (Self- Finance Courses)  
Mr. Anoop Verghese (Science)  
Mr. Krishnan (Commerce)  
Mr. Anand Ambardekar  
Mr. Siddhant Marathe  
Ms. Sakshi  
Ms. Snehal Unde  
Ms. Geethu Pillai

#### Proposed Objectives of Cultural Association:

- Should focus on organizing events that foster student engagement, celebrate diversity, and enhance the overall college experience.
- To plan a diverse range of activities, securing necessary permissions and budgets, promoting events effectively, and ensuring smooth execution with proper logistics and student participation.
- The In charges / members should also maintain detailed records of activities, finances, and student involvement.

#### **PLACEMENT CELL**

Mr. Avin Shah - Convener

Ms. Mahalaxmi Nadar – Co-convener

Dr. Manoj Singh

Mr. Mahesh Falake

Mr. Saravanan Nadar

#### Proposed Objectives of Placement Cell:

- To provide opportunities to students for career development and job.
- To organize expert talks and guest.
- To organize placement camps.
- Inform students about various internship and placement opportunity.

#### **INSTITUTIONAL SOCIAL RESPONSIBILITY (ISR) ACTIVITIES COMMITTEE**

Mr. Santosh Tiwari - Convener

Mr. Anand Ambardekar – Co-convener

Ms. Deepika Gawde

Dr. Madhav Mane

Ms. Anju James

Ms. Megha Tiwari

Ms. Rutuja Nighot

#### Proposed Objectives of ISR Activities Committee:

- Actively engage with the community, implementing eco-friendly practices.
- Creating a framework for community engagement and developing procedures for monitoring and evaluating activities.

#### **VALUE LAB COMMITTEE**

Dr. Kamala Srinivas - Convener

Mr. Yash Agrawal

#### Proposed Objectives of Value lab Committee:

- To revive and instil value of various aspects of human behaviour and action, so as to bring about an attitudinal change
- To encourage students to engage and practice values, and enable the learners to learn, unlearn, relearn values.

#### **SOUTH INDIAN EDUCATION ASSISTANCE TRUST (SEAT)**

Ms. Biju Ramesh - Convener

Dr. Manoj Singh

Ms. Vibha Ail

Ms. Deepika Tambe

#### Proposed Objectives of SEAT Committee:

- Effective Communication - To inform all eligible students about the availability of the scholarship through appropriate and accessible communication channels such as notice boards, official website, emails, and student groups.
- Clear Dissemination of Criteria and Documentation - To clearly communicate the eligibility criteria and provide a comprehensive list of required supporting documents necessary for the scholarship application.
- Personalised Guidance - To personally guide and counsel students regarding the application process, ensuring that they understand each step and helping them avoid common mistakes during form submission.
- Thorough Scrutiny of Applications - To meticulously scrutinize all received applications for completeness, accuracy, and eligibility, ensuring that only deserving candidates are considered.
- Systematic Data Compilation - To compile all verified application data in the prescribed format for efficient record-keeping and further processing.
- Timely Submission to Authorities - To submit the compiled and verified list of applicants to the concerned incharge or authority within the stipulated deadline for final approval and disbursement.

### **STUDENTS' GRIEVENCE CELL**

Dr. Varsha Muley – Convener  
Professor (Dr.) Rashmi Bhure  
Ms. Pallavi Rege  
Dr. Madhavan Gopalan  
Dr. Neeraja Tutakne

#### Proposed Objectives of Students Grievance Cell:

1. To address and resolving complaints and concerns raised by students.
2. To ensure fairness, transparency, and confidentiality while dealing with students' complaints.
3. Establishing a clear procedure for submitting grievances, investigating complaints thoroughly, and providing timely resolutions.

### **TEACHER'S GRIEVENCE COMMITTEE**

Dr. Deepali Kothekar - Convener  
Dr. Seema C. – Co-convener  
Dr. Aditya Akerkar  
Dr. Pramod Ghogare

#### Proposed Objectives of Teachers Grievance Committee:

- To provide opportunity to the faculty to express their grievances fairly and freely without any fear of being victimized
- To facilitate and mediate with the administration for redressal of teacher's college/service-related grievances, which could not be informally/amicably settled at the department level or by following the routine process.
- To ensure fair and efficient resolution of complaints/grievances.

### **PROMOTION AND FIXATION COMMITTEE**

Dr. Kamala Srinivas - Convener  
Professor (Dr.) Rashmi Bhure  
Professor (Dr.) Lakshmi Muthukumar  
Professor (Dr.) Mahavir Gosavi  
Dr. Nitin Mirgane  
Dr. Shruti Pandey  
Dr. Neeraja Tutakane  
Dr. Rupali Vaity  
Dr. Aarti Muley  
Professor (Dr.) Antonette Lobo

#### Proposed Objectives of Promotion & Fixation Committee:

- Defining the qualifications, experience, skills, and performance benchmarks required for various promotional levels.
- Reviewing employee records, performance appraisals, and seniority lists to identify individuals who meet the eligibility criteria for promotion
- Reviewing Annual Confidential Reports (ACRs) or Performance Reviews

### **NIRMITEE KENDRA COMMITTEE (ENTREPRENEURSHIP CELL & SKILL HUB)**

Mr. Sampath Sambasivan - Convener  
Dr. Pallavi Roy Tiwari – Co-convener  
Dr. Abuzar Ansari  
Dr. Madhav Mane  
Mr. Avin Shah  
Ms. Ruchika Yadav  
Ms. Vinaya Patil  
Dr. Surabhi Mishra

#### Proposed Objectives of Nirmitee Kendra Committee:

- To nurture and support aspiring entrepreneurs and their innovative ventures from the ideation stage to commercialization and growth by cultivating an Entrepreneurial mind set through organizing seminars, workshops, and guest lectures by successful entrepreneurs to inspire students.
- Providing incubation and start up support through mentorship and guidance by connecting budding entrepreneurs with experienced mentors from industry, academia, and the start-up ecosystem.

### **ALUMNI COMMITTEE**

Dr. Kamala Srinivas - Convener  
Professor (Dr.) Lakshmi Muthukumar  
Dr. Subi Yoosuf  
Dr. Prajith Nambiar  
Ms. Carol Braggs  
Dr. Richa Singh  
Mr. Raghavendra

#### Proposed Objectives of Alumni Committee:

- Building and Maintaining a Strong Alumni Network through Database Management and networking platforms
- Planning and executing alumni events such as reunions, homecoming gatherings
- Recognizing and showcasing the achievements of alumni to inspire current students and enhance the institution's prestige.

### **MAINTENANCE COMMITTEE, FIRE & SAFETY COMMITTEE**

Dr. Pramod Ghogare - Convener  
Dr. Vishnu Prasad – Co-convener  
Mr. Anoop Varghese  
Dr. Vishal Desai  
Dr. Madhav Mane  
Mr. Tejas Karandikar  
Ms. Soni Yadav  
Ms. Bhavana Shinde

#### Proposed Objectives of Maintenance, Fire & Safety Committee:

- Conducting routine checks of buildings, grounds, utilities (electrical, plumbing, water supply), furniture, and equipment to identify maintenance needs.
- Overseeing and coordinating all necessary repairs, both major and minor renovations of college property.
- Ensuring that reported complaints are addressed and resolved in a timely and efficient manner.

### **ROTARACT CLUB COMMITTEE**

Mr. Sarvanan Nadar - Convener  
Dr. KirtiKumar Badgujar – Co-convener  
Ms. Deepika Gawde  
Mr. Avin Shah  
Ms. Jessica D'cruz

#### Proposed Objectives of Rotaract Club Committee:

- Community Service through health campaigns, environmental sustainability initiatives and education support
- To develop essential leadership and professional skills through hands-on experience which include project management and planning, Finance management to name a few.

### **DISCIPLINE MONITORING COMMITTEE**

Dr. Santosh Kataria – Convener  
Ms. Maria Fernandes – Co-convener  
Dr. Rupali Vaity  
Dr. D.K.Pawar  
Dr. Pramod Ghoghare  
Ms. Yogita Bhadrake

#### Proposed Objectives of Discipline Committee:

- Regular monitoring: Members should regularly patrol campus areas, to monitor student activities.
- Prevent Misconduct & Misleading - Ensure that students are not involved in any form of misconduct and also ensure that new students are not misled or subjected to any form of conflict, untoward incident.
- Campus Orientation & ID Card - Guide new students around the college premises, helping them become familiar with the environment, ensure Identity Card compliance (students should wear ID cards on campus).
- Maintaining Discipline at College Events - Maintain discipline during college events, festivals, and other gatherings, take necessary steps whenever required to ensure order and prevent any untoward incidents.

### **CANTEEN COMMITTEE**

Dr. Aditya Akerkar - Convenor

Ms. Vibha Ail – Co-convenor

Dr. Shefali Kumawat

Ms. Sandra Balakrishnan

Ms. Rutuja Nigot

#### Proposed Objectives of Canteen Committee:

- Monitoring Food Quality
- Ensuring Hygiene and Cleanliness
- Adherence to Health and Safety Regulations
- Collecting Feedback and Addressing Grievances

### **PRAJNYA VISION COMMITTEE (CENTRE FOR VISUALLY CHALLENGED, LEARNING DISABILITY STUDENTS)**

Dr. Dinesh Pathak - Convener

Ms. Vrushali Gupte

#### Proposed Objectives of Prajnya Vision Committee:

- To ensure an inclusive, accessible, and supportive environment for visually challenged students.
- To facilitate equal educational opportunities and address the unique challenges and needs of these students.
- Provision of Writers and Aides - Arrange for writers/scribes or other necessary aides for students with writing difficulties or other disabilities that impact their ability to complete examinations or assignments independently, Ensure that writers are appropriately trained and briefed on examination protocols.
- Examination Arrangements - Inform the Examination Committee about students who require special seating arrangements or accommodations during examinations, Coordinate with relevant departments to ensure these needs are met without delay or disruption.
- Ongoing Support and Advocacy - Act as a liaison between students, faculty, and administration to address any additional needs or concerns, Advocate for inclusive policies and practices within the institution.

### **AVISHKAR / JIGNYASA COMMITTEE**

Dr. Pallavi Roy Tiwari - Convener

Dr. Vishal Dev Ashok – Co-convenor

Dr. Prajith Nambiar

Ms. Pracheta Salunkhe

Mr. Prathamesh Kulkarni

Ms. Amruta Padhye

Dr. Prabuddho Mukherjee

Ms. Sandra Balkrishnan

Dr. Surabhi Mishra

#### Proposed Objectives of Avishkar/Jignyasa Committee:

- Fostering and Promoting Research Culture
- Promoting interdisciplinary collaboration
- Organizing lectures and research meets

### **RESEARCH JOURNAL EDITORIAL TEAM/COMMITTEE**

#### **Humanities**

Professor (Dr.) Lakshmi Muthukumar

Professor (Dr.) Rashmi Bhure

Dr. Kamala Srinivas

Dr. Shruti Panday

Dr. Ajinkya Gaikwad

#### **Sciences**

Dr. Vishal Dev

Dr. Kirtikumar Badgajar

Dr. Richa Singh

Ms. Pracheta Salunkhe

Ms. Sakshi

Dr. Sharvari Kudtarkar

Proposed Objectives of Research Journal Editorial Team/Committee:

- Coordinate with Editorial Board, Reviewers etc. for timely submission of manuscripts and online submission protocols.
- Review submissions, selecting appropriate reviewers, and ensuring that the journal adheres to its stated aims and scope

**DEPARTMENT ASSOCIATIONS**

**Commerce Association** - CA Mr. Avin Shah

**English Association** - Ms. Prachi Vaidya

**Hindi Association** - Dr. Shailesh Kumar Dubey

**Politics Association** - Dr. Ajinkya Gaikwad

**History Association** - Dr. Varsha Muley

**Economics Association** – Mr. Sampath Sambasivan

**Philosophy Association** - Ms. Vrushali Gupte

**Malayalam Association** - Ms. Maya Nair

**Tamil Association** - Ms. K. Sarojini

**Marathi Vangmay Mandal** - Ms. Anuya Dharap (Junior College); Dr. Sharvari Kudtarkar (Degree College)

**Science Association** - Dr Aarti Muley, Dr. Vishnu Prasad

**Psychology Association** - Ms. Amruta Padhye

**Nature - Nisarg Club** - Dr. Aditya Akerkar and Ms. Pooja Sawant

Responsibilities of Association In-Charges:

- Appoint Student Representatives - Select and appoint a student representative for each association as needed, Ensure that representatives are chosen fairly and are capable of fulfilling their roles.
- Conduct Events - Organize and manage events and activities for their respective associations, Coordinate with other teams to ensure smooth execution of events.
- Ensure Active Student Participation - Encourage and motivate students to actively participate in association activities, Create engaging events that appeal to a broad range of students.
- Conduct Cultural Activities with Discipline - Plan and execute cultural activities in a disciplined manner, Ensure that all participants follow rules and maintain decorum.
- Coordination with college authorities - Coordinate with college authorities to ensure that association activities do not disrupt regular college operations, Schedule events at times that do not interfere with academic commitments.
- Maintain Financial Records - Keep accurate records of all financial transactions related to association activities, Prepare and submit financial reports as required by the college or association guidelines.

**Note:** All the Committees and Associations should conduct at least one meeting or activity every Semester, prepare the report for the same and submit it to college office at the end of the academic year.

I look forward towards your support and cooperation.

Sincerely



Dr. Satish Sarfare

Incharge Principal

Email: [satishs@sies.edu.in](mailto:satishs@sies.edu.in)

**IQAC Sub-committee Composition**

Attribute No.	Attributes	NAAC Binary Accreditation Framework	Weightage	In-charge	Members
I	Curriculum Design	Input	25%	Prof. Dr. Lakshmi M.	Mr. Anoop V. Mr. Prathamesh K. Mr. Siddhant M.
II	Faculty Resources	Input		Dr. Vanita B.	Dr. Shruti P. Dr. Ajinkya G. Ms. Prachi V. (Statistics)
III	Infrastructure	Input		Dr. Nitya M.	Prof. Dr. A. Lobo (Librarian) Dr. Vidya H. Ms. Seema J.
IV	Financial Resource Management	Input		CA Avin S.	Dr. Dinesh Pathak Dr. Manoj S. Mr. Krishnan R.
V	Learning and Teaching	Process	75%	Dr. Rupali V.	Ms. Amruta P. Dr. Prajit N. Mr. Rajesh V. Ms. Pracheta S. Dr. Madhav M.
VI	Extended Curricula Engagements	Process		Dr. Pramod G.	Mr. Pushparaj S. Dr. Dattatraya P. Mr. Anand A. Ms. Deepika T. Ms. Yogita B.
VII	Governance and Administration	Process		Dr. Varsha M.	Ms. Sudha B. Dr. Seema C. Dr. Subi Y. Mr. Sampath S. Ms. Jessica D.
VIII	Student Outcomes	Outcome	75%	Prof. Dr. Mahavir G.	Dr. Vishal D. Dr. Mahesh F. Ms. Sakshi Ms. Priyanka M. Ms. Akshaya B.
IX	Research and Innovation Outcomes	Outcome		Dr. Deepali K.	Dr. Madhavan G. Dr. Pallavi R. Dr. Kirtikummar B. Dr. Richa Ms. Snehal U.
X	Sustainability (Green Outcomes)	Outcome		Ms. Maria F.	Dr. Ashwini D. Dr. Aditya A. Dr. Aarati M. Ms. Maya N. Mr. Sarvanan N.
--	MIS and Documentation	Online and Offline	100%	Mr. Santosh T.	Dr. Pramod K. Mr. Sarvanan N. Dr. Vishnuprasad Ms. Carol B. Ms. Anju J. Dr. Vibha A. Ms. Anita G. Ms. Heena S. Ms. Pooja S. Ms. Vinaya P.

**Note:** The role and responsibilities of the above listed members shall be decided upon receiving the NAAC Binary Framework.

*Kamala*, *NT*

Dr. Kamala S., IQAC Coordinator  
Dr. Neeraja T., IQAC Joint coordinator

