

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.
- 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 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

Ms. Pooja Sawant

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' GRIEVANCE 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 GRIEVANCE 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

NIRMITTEE 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