

Vivekanand Shikshan Sanstha's
Vivekanand Arts, Sardar Dalipsingh Commerce & Science College, Aurangabad.

WORKING COMMITTEES 2022-23

Sr. No.	Name of the Committee	Convenor	Member	Functioning
1	College Magazine Committee	Dr. Tengse D. M.	1. Mr. Khakre R. A. 2. Dr. Dumbre D. P. 3. Dr. Surase V.R.	[1] To communicate with students about submission of literature and other related write-up material for college magazine [2] Collect reports from various committee conveners [3] Compile, edit and publish the magazine
2	Result Analysis Committee	Mr. Khakre R. A.	1. Dr. Solunke D. B. 2. Dr. Haresh Qureshi 3. Dr. Hiwarkar R. P.	[1] Obtain data/result sheet from university through proper channel (if not made available by the university). [2] Analyze the result paper-wise and final year-wise (for UG courses) in the given standard format; and paper-wise, subject-wise and final year-wise (for PG courses). [3] Obtain list of college students appeared in the merit list of the university. Keep record of last five years.
3	Student Grievance Redressal Cell	Dr. Solunke D.B.	1. Dr. Phole S. K. 2. Dr. Kamble S.H. 3. Dr. Shinde S.V.	[1] Keep complaint boxes at proper places and in good condition. [2] Periodically collect the grievances and submit to the concerned authority for further action. [3] Keep record of number of grievances received and solved.
4	ISO Committee	Prof. Vaidya S. R.	1. Dr. Kulkarni S. A. 2. Dr. Devmundhe B. H. 3. Dr. Hiwarkar R. P. 4. Mr. Pawar S.K.	ISO : [1] Conduct internal academic and administrative audit. [2] Arrange external audit for certification and continuation of certification.

5	Green Audit	Dr. Dengle S.T.	1. Dr. Bharat Gaikwad 2. Mrs. Thakur S.R 3. Dr. Adhapure Nitin	1] Conduct internal Greenaudit. [2] Arrange external green audit for certification and continuation of certification,
6	Cultural Committee	Mr. Mahalinge D. N.	1. Mr. Patil A. Y. (Music) 2. Dr. Surase Vishnu 3. Mrs. Thakur S. R.	[1] To arrange training in cultural activities for the students [2] To conduct practice sessions [3] To participate in the college, university and other level cultural events.
7	Tribute / Commemoration Committee	Mr. Gangarde G. M.	1. Dr. Hajare P. S. 2. Mr. Pawar S. K. (Administrative Secretary)	[1] To make annual planning year wise. [2] To organize events/birth anniversaries of national idols, as per the state government resolution
8	Academic Planning Committee	Mr. Dawkar B. D.	1. Dr. Phole S. K. 2. Dr. Kulkarni S. A. 3. Dr. Dixit S.M. 4. Dr. Ingle D.K.	[1] To prepare time table of courses run in the college. [2] To prepare Annual Academic plan as per university academic calendar and in consultation with IQAC,
9	Public Relations & Publicity Committee	Dr. Solunke D. B.	1. Dr. Tengse D.M. 2. Dr. Dumbre D. P. 3. Mr. Shendge B. B. 4. Mr. Darwante R.G.	[1] To establish, communicate with college stakeholders, society as and when required. [2] To give publicity of all significant events of the college.
10	Infrastructure committee	Prof. Niras V. V.	1. Dr. Patil Y. S. 2. Dr. Bhade Y. K. 3. Mr. Bhosle B. B. 4. Mr. Sangve V.V 5. Dr. Dorik R. G.	[1] To review availability of the physical, academic and IT infrastructure. [2] To recommend the Principal about augmentation and maintenance of infrastructure.
11	Feedback committee	Dr. Awasthi G. K.	1. Dr. Gaikwad B. P. 2. Dr. Aware Vivek	[1] To Develop and document a strategy and Standard operating procedure for Feedback on various aspects To seek feedback from students on curriculum, teaching process and infrastructure.

				<p>[2] To seek feedback from various stake holders on curriculum.</p> <p>[3]To analyze the feedback sought from students and stake holders.</p> <p>[4]To submit the feedback analysis report to the Principal.</p> <p>[5]To execute action on feedback analysis report as directed by Principal.</p> <p>[6] To conduct and analyze student satisfaction survey at institutional level at the end of every academic year.</p>
12	Skill development committee	Dr. Wahul A.S.	<ol style="list-style-type: none"> 1. Dr. Murumkar V. D. 2. Dr. Shendge B. B. 3. Dr. Hivarkar R. P. 4. Dr. Shinde R. R. 	<p>[1] To initiate soft skill development programme for students.</p> <p>[2] To arrange classes / course / workshop for soft skill development.</p>
13	Alumni committee	Dr. Suryawanshi D. P.	<ol style="list-style-type: none"> 1. Dr. Dorik R. G. 2. Dr. Pawar S. P. 3. Mr. Dabhade A. M. 	<p>[1] Establish alumni association.</p> <p>[2] Regularly arrange meetings of the alumni association (two meetings per term); maintain meeting register.</p> <p>[3] Insist alumni to contribute in any convenient way for college development.</p> <p>[4] To register Alumni association</p> <p>[5] To open bank account.</p> <p>[6] To spend funds from this account for college/student welfare.</p> <p>[7] To conduct financial audit of the account.</p>
14	Debate & Elocution	Mr. Wanjarwade S. P.	<ol style="list-style-type: none"> 1. Dr. Wahul A. S. 2. Dr. Bhade Y. K. 3. Dr. Shinde S. V. 4. Mr. Aware Vivek 5. Dr. Surase V. R. 	<p>[1] Organization of Vivekanand series.</p> <p>[2] To organize Debate and Elocution competitions in college.</p> <p>[3] To draw notices/communicate the students for the organized Debate and Elocution events of other institutes.</p>
15	Science Forum	Dr. Murumkar V. D.	<ol style="list-style-type: none"> 1. Sangve V. V. 2. Dr. Wagare D. S. 3. Mr. Khakre 	<p>[1] Organization of Science Exhibition, Science Quiz, Open day</p>

			4. Dr. Bagal	[2] To organize Poster presentation, other related activities.
16	Language Forum	Dr. Hiwarkar R. P.	1. Dr. Dumbre D. 2. Dr. Tengse	[1] Book review by students, Essay competition Communication Skill, Resume Building [2] To organize Poster presentation, other related activities.
17	Social Science Forum	Dr. Shejul R. B.	1. Wagdao A.R. 2. Dr. Gangarde G. 3. Dr. Phole S. K.	[1] To arrange students visit to Slum area, Orphan age House, Blind school etc [2] To arrange various fruitful activities with above mention areas.
18	Prospectus Committee	Dr. Bhade Y. K. (UG) Mrs. Thakur S. R. (PG)	All HOD	[1] To prepare prospectus
19	Parent-Teacher Association	Dr. Dorik R. G.	1. Dr. Pawar S. P. 2. Dr. Shendge B. B. 3. Dr. Suryawanshi D. P. 4. Dr. Haresh Qureshi	[1] To arrange Parent-Teacher meet. [2] To take feedback from parents. [3] To take necessary action as per feedback.
20	Discipline and Health awareness Committee	Dr. Kadam G. K.	All faculty members	[1] To maintain discipline at college campus. [2] To conduct 'Yoga' practices / Health awareness camp etc. periodically. [3] To take necessary action as per feedback
21	Deeksharambh Committee	Dr. Dorik R. G.	1. Dr. Dixit S. M. 2. Dr. Wagare D. S. 3. Dr. D. B. Solunke 4. Mr. Vaibhav Tayde	[1] To conduct activities as per the UGC guidelines for the scheme 'Deeksharambh'.

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STATUTORY AND COLLEGE LEVEL COMMITTEES -2022-23

Sr. No.	Name of the Committee	Convener	Member	Functioning
1	IQAC	<p>Principal Prof. Shengule D. R. – Chairman Hon. Shri Akshay Shisode - Management Representative Shri More P. J. –Management Representative</p>	<p>Dr. Shioorkar M. G. (Coordinator)</p> <ol style="list-style-type: none"> 1. Mr. Wanjarwade S.P. 2. Dr. Kulkarni S. A. 3. Dr. Wagare D. S. 4. Dr. Gore B. B. 5. Dr. Shinde R. R. 6. Dr. Devmunde B.H. 7. Dr. Khojare A. S. 8. Dr. Adhyapak M. S. 9. Mr. Vivek Aware 10. Mr. Areeb Inamdar 11. Mr. S. K. Pawar 12. Mr. Kulkarni M. A. (Alumni) 13. Prof. Shirsath S. T. (Pro Vice Chancellor) Dr. Babasaheb Ambedkar Marathwada University, Aurangabad (Local Society) 14. Mr. (Student Representative) 15. Mr. S.S. Jinturkar Sudarshan Saur Shakti Pvt. Limited. (Employer/Industrialist/Stake Holders) 	<ol style="list-style-type: none"> [1] Prepare academic calendar of college. [2] Prepare Plan of action for teachers. [3] Prepare Plan of action for HODs. [4] Frame committees to conduct various activities. [5] Prepare Plan of action for committee conveners. [6] Regularly review various plans and make changes, as and when needed. [7] Maintain/update regularly, all files/data/photographs of activities/ documents, etc, in the IQAC office. [8] Collect work compliance reports from teachers and committee conveners at the end of academic year. [9] As per the requirements, circulate necessary notices among the staff regularly through email or by other ways. [10] The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website. [11] Prepare and submit annual report (AQAR) to NAAC. [12] Upload the AQARs on institute website. [13] Prepare SSR/RAR and submit to NAAC [14] Any other work as and when needed.

2	Student Council	Dr. Niras V. V.	1.Dr. Bhuktar A.S. 2.Mr. Mahalinge D. N. 3.Dr. Vaidya S. R. 4.Dr. Shinde S.S. 5.Dr. Vanmare D. J. 6.Dr. Hiwarkar R. P. 7.Dr. Kadam G. K. 8.Dr. Gore B. B. 9.Dr. Shendge B. B.	[1] To enhance communication between students, management and staff. [2] To support the management and staff for the development of the college. [3] To represent the views of the students on matters of general concern to them. [4] To conduct College Annual Gathering and such relevant functions.
3	N.S.S. Advisory Committee	Prof. Patil T. R.	Staff Member 1.Dr. Dorik R. G. Representative of Adopted Village 2.Mr. J. D. Shaikh NSS Students Leaders Programme Officer, NSS 3.Mrs. Thakur S. R. 4.Mr. Khakre R.A. 5.Dr. Ingle D.K. Member Secretary : Dr. Gore B. B.	College Advisory Committee should meet at least four times during a year, once every quarter. The aim of holding periodical meetings is to assess the development of NSS programme in the institution and promote a sense of participation among the members of the staff, public and students for community work. Limitations The colleges Advisory Committee will consider the proposals submitted by the Programme officer according to the administrative and policy directives. As far as programme is concerned, the Advisory Committee is free to select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual or added at state level.

4	Anti-ragging Committee	Principal Prof. Shengule D. R.	<ol style="list-style-type: none"> 1. Representative of Civil Administration Mrs. Rita Metrewar, Deputy Collector Aurangabad. 2. Representative Police Administration – Mr. Bajrang Bansode, Addl SP, Buldhana. 3. Representative Local Area – Mr. Astik Kumar Pandey, Municipal Commissioner, Aurangabad. 4. Representative of NGO – Dr. Smt. Anagha Patil 5. Representative of Parents 6. Representative of Fresher’s student 7. Representative of Senior Student 8. Representative of Faculty – Dr. Patil T. R. Dr. Devmunde B. H. 9. Representative of Non-Teaching Staff (Member Secretary) Mr. Pawar S. K. 	Functioning as per UGC regulation on Anti-ragging 2009
5	Anti-ragging Squad	Dr. Kadam G. K.	<ol style="list-style-type: none"> 1. Dr. Denge S. T. 2. Dr. Ghumre S. A. 3. Mr. Shendge B. B. 	The committee shall work as per the regulations which have been notified vide No. F. 1-16/2009 (CPP-II) dated 21.10.2009 and are available on UGC website www.ugc.ac.in.

6	Internal Complaints Committee (Formerly Women Atrocity)	Dr. Hiwarkar R. P. (Presiding Officer)	<ol style="list-style-type: none"> 1. Dr. Patil A. V. (NGO Member) 2. Dr. Dumbre D. P. (Teachers Representative) 3. Smt. Thakur S. R. (Teachers Representative) 4. Smt. Sangita Muley (Non Teaching) 5. Mr. Pawar S. P. (Non Teaching) 6. Student Representative <p>Advisory Members</p> <ol style="list-style-type: none"> 7. Dr. Geeta Patil 8. Smt. Meghna Gore 	<p>[1] Give information of the committee to girl students.</p> <p>[2] Display/communicate contact numbers of office bearers of the committee</p> <p>[3] Plan and act as per the guidelines given by the honorable supreme court.</p> <p>[4] The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.</p>
7	College Research Council	Prof. Lingampalle D. L.	<ol style="list-style-type: none"> 1. Dr. Wahul A. S. 2. Prof. Khojare A. S. 3. Prof. Suryawanshi D. P. 4. Dr. Adhapure N. N. 5. Dr. Wagare D. S. 	<p>[1] To promote research culture in college.</p> <p>[2] To call and scrutinize research projects of teachers before submitting to the funding agencies.</p> <p>[3] To conduct interviews of college research projects of teachers, review, give suggestions and recommend for submission.</p> <p>[4] To conduct research meet.</p>

8	Library Advisory Committee	Principal Prof. Shengule D. R. (Chairperson)	<p>Convenor : 1. Dr. Gore B. B.</p> <p>Member Secretary : 1. Dr. Aute G. P.</p> <p>Member : 1. Dr. Patil A. G. 2. Dr. Patil T. R. 3. Dr. Vanmare D. J. 4. Dr. Wahul A. S.</p>	<p>[1] To support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management.</p> <p>[2] The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users.</p> <p>[2] The Committee's main objective is to aid in the establishment a bridge between the Library and the academic fraternity and the institute management.</p> <p>[3] The Library Advisory Committee (LAC) is to be appointed by the Principal of the Institution. Composition: The suggested composition of this Committee is as follows: • Chairperson: Head of Department will be the chairperson. • Members: One faculty from each department. • Secretary: Librarian Shall be the Secretary of LAC.</p> <p>[4] Meeting Frequency: The LAC would meet at least once in every quarter to review the library affairs Meeting Minutes: Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.</p> <p>[5] Tenure: The committee shall be reconstituted once in a years. Principal can recommend a replacement for a member who withdraws from the LAC. No member shall serve the Committee for more than two consecutive terms. For the sake of continuation one third of members from previous committee need to continue.</p> <p>[6] Terms of Reference for LAC: 1) Evaluating the books procurement school wise and allocation of budget accordingly. 2) Any other function as assigned by Principal</p>
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10	Alumni Co-ordination Committee	Prof. Suryawanshi D. P.	<ol style="list-style-type: none"> 1. Dr. Shejul R. B. 2. Dr. Dawkar B. D. 3. Dr. Pawar S. P. 4. Mr. Dabhade A. B. 5. Dr. Dixit S. M. 	<p>[1] Establish alumni association.</p> <p>[2] Regularly arrange meetings of the alumni association (two meetings per term); maintain meeting register.</p> <p>[3] Insist alumni to contribute in any convenient way for college development.</p> <p>[4] To register Alumni association</p> <p>[5] To open bank account.</p> <p>[6] To spend funds from this account for college/student welfare.</p> <p>[7] To conduct financial audit of the account.</p>
11	Equal Opportunity Cell	Dr. Dengele S. T.	<ol style="list-style-type: none"> 1. Dr. Wagdao A. R. 2. Dr. Dumbre D. P. 3. Mr. Pawar S.K. 	<ol style="list-style-type: none"> 1. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion. 2. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society. 3. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time. 4. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups. 5. To sensitize the college on the problems of SC/ST and other disadvantaged groups. 6. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.

12	College Development Committee (As per MPU Act)	<p>1. President, Vivekanand Shikshan Sanstha, Aurangabad Hon. Akshay Shisode</p> <p>2. Secretary, Vivekanand Shikshan Sanstha, Aurangabad Hon. Shrimantrao Shisode</p> <p>3. Principal Nominated H.O.D. Dr. Niras V. V.</p> <p>4. Elected Teacher Member: Dr. Shinde S. S.</p> <p>5. Elected Teacher Member (Nominated due to Vacancy): Dr. Vaidya S. R.</p> <p>6. Elected Non-Teaching Member: Mr. Pawar S.P.</p> <p>7. Management Nominated Member:</p> <p>Mr. Jintoorkar S. S. (Industrialist) Dr. Shengule Sushant (Aluminus) Shri. Shitole Kishore (Social Service Sector)</p> <p>8. IQAC Coordinator Dr. Shioorkar M. G.</p> <p>9. President Student Council</p> <p>10. Secretary Student Council</p> <p>11. Principal Prof. Shengule D. R. (Member Secretary)</p>	<p>[1] The College Development Committee shall meet at least four times in a year.</p> <p>[2] The College Development Committee shall,-</p> <p>(a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co-curricular and extra-curricular activities;</p> <p>(b) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts</p> <p>(c) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;</p> <p>(d) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;</p> <p>(e) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;</p> <p>(f) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;</p> <p>(g) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;</p> <p>(h) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;</p>
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13	Purchase Committee	<ol style="list-style-type: none"> 1. Prin. Prof. Shengule D. R. – Chairperson 2. Mr. More P. J. 3. Mr. Bhosle B. B. 4. Mr. Vangujar R. S. (Member Secretary) 		<p>[1] To invite quotations as per the requirement of the college.</p> <p>[2] To prepare comparative statement.</p> <p>[3] To finalize Purchase Order/ Work Order</p>
15	NIRF (National institutional rating framework)	Dr Adhyapak M. S. (Coordinator)	<ol style="list-style-type: none"> 1. Dr. Shioorkar M. G. 2. Dr. Vangujar R. S. 	[1] To ensure the participation of college in NIRF procedure