

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

STATUTORY AND COLLEGE LEVEL COMMITTEES - 2018-19

Sr.No.	Name of the Committee	Convenor	Member	Functioning
1	IQAC	Prof. Shirsath S. T. – Chairman Shri. Akshay Shisode–Management Representative Dr. Lingampalle D. L.	<ol style="list-style-type: none"> 1. Dr. Patil A. G. 2. Dr. Vanmare D. J. 3. Dr. Suryawanshi D. P. 4. Dr. Shioorkar M. G. 5. Dr. Adhapure 6. Dr. Wahul A. S. 7. Dr. Khojare A. S. 8. Dr. Adhyapak M.S. 9. Mr.Wanjarwade S.P. 10.Mr. Arif Ahmed 11.Mr. Ulhas Udhan (Alumni) 12.Dr. Thore S. N. 13.Dr. Patil Vishnu Junior College Teachers <ol style="list-style-type: none"> 1. Dr. Kirwale D.K. 2. Mr. Sonwane B.U. 3. Mr. Kanade R.V. 	<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] Study various NAAC manuals and periodicals regularly. [7] Visit the NAAC website and other related websites regularly and inform the faculty and authority about new policies/updates. [8] Regularly review various plans and make changes, as and when needed. [9] Prepare various standard formats for activity record purpose and make-available to the faculty. [10] Maintain/update regularly, all files/data/photographs of activities/documents, etc, in the IQAC office. [11] Monitor on the progress of various activities as per action plans. [12] Collect work compliance reports from teachers and committee conveners at the end of academic year. [13] As per the requirements, circulate necessary notices among the staff regularly through email or by other ways. [14] The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website. [15] Prepare and submit annual report (AQAR) to NAAC. [15] Upload the AQARs on institute website. [16] Prepare SSR/RAR and submit to NAAC [16] Any other work as and when needed.

2	Student Council	Dr. Patil T. R.	1. Dr. Vanmare D. J. 2. Dr. Hiwarkar R. P. 3. Mr. Gangarde G. M. 4. Mr. Dawkar B. D. 5. Dr. Niras V. V.	[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	Dr. Patil T.R.	1. Dr. Wanare R. S. 2. Mr. Khandare M. P. 3. Mrs. Thakur S. R. 4. Dr. Devmundhe B. H. 5. Dr. Sambhalkar Sanjay (External Advisor)	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. No administrative and financial changes can be made in the pattern of financial expenditure by the college Advisory Committee. 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	Dr. Shinde S. S.	1. Dr. Denge S. T. 2. Dr. Ghumre S. A. 3. Dr. Kadam G. K.	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 .
5	Internal Complaints (Formerly Women Atrocity)	Dr. Vaidya S. R.	1. Dr. Pawar S. P. 2. Dr. Hiwarkar R. P.	[1] Give information of the committee to girl students. [2] Display/communicate contact numbers of office bearers of the committee [3] Plan and act as per the guidelines given by the honorable supreme court. [4] The Complaints Committee must make an annual report to the Government department concerned of

				the complaints and action taken by them.
6	College Research Council	Dr. Bhuktar A. S.	1. Dr. Wahul A.S. 2. Dr. Niras V. V. 3. Dr. Totawad N. R. 4. Dr. Shioorkar M. G.	[1] To promote research culture in college. [2] To call and scrutinize research projects of teachers before submitting to the funding agencies. [3] To conduct interviews of college research projects of teachers, review, give suggestions and recommend for submission. [4] To conduct research meet.
7	Library Advisory	Dr. Wahul A. S.	1. Mr. Wanjarwade S. P. 2. Dr. Murumkar V. D.	[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. [2] The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users. [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. [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. [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. [5] Tenure: The committee shall be reconstituted once in a years. Principal can recommend a replacement for a

				<p>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:</p> <p>a) To provide general direction to the Library.</p> <p>b) To review the functioning of the library with regards to its support to the academic programmes of the institute.</p> <p>c) To advise the management on matters of policy relating to development of library. d) To outline the library collection development policy as and when required, for its implementation.</p> <p>e) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.</p> <p>f) To suggest ways and means to generate revenue from library resources.</p> <p>g) To formulate action plan for the development of library infrastructure, facilities, products and services.</p> <p>h) Evaluate the suggestions made by the library users.</p> <p>i) To formulate the policy for library use and procedure to be framed.</p> <p>j) To assist library in providing need based information services.</p> <p>k) To review the requirements of the new programmes being introduced and advise library about financial assistance.</p> <p>l) Evaluating the books procurement school wise and allocation of budget accordingly.</p> <p>m) Any other function as assigned by Principal</p>
8	Planning Board (UGC Funding)	Dr. Adhyapak M. S.	1. Dr. Shengule D. R. 2. Mr. More P. J. 3. Mr. Vangujar R. S.	[1] The College should set up a

				<p>Planning Board to approve the proposal for development of undergraduate and postgraduate education, after identifying its needs and deciding on its priorities.</p> <p>[2] Office bearers of planning board- Besides the Principal, Coordinator IQAC, and senior teachers, Librarian, the Bursar or a senior person from the Accounts Department may be members of the Planning Board.</p> <p>[3] After finalizing the budget allocation for UG & PG education, the planning board should submit the details as per Annexure I and Annexure II to UGC.</p> <p>[4] The Planning Board of the college will be responsible for approving the proposal for development during the Twelfth Plan period for improving the standards of teaching and research at various levels, which include the items given below. The object head i.e. Grant-in-Aid General '31' and Capital Assets '35' under which the expenditure may be booked is given in parenthesis at the end of each of the item given below: Item for which, expenditure can be incurred by the college under GDA includes renovation/addition/alteration of building (including renovation of heritage buildings), book & journals, laboratory, connectivity, career and counselling cell, cultural activities, day care centre, annual maintenance contract, and development of ICT, etc.</p>
9	Alumini Association	Dr. Wanare R. S.	<p>1. Dr. Pawar S. P. 2. Dr. Patil T. R. 3. Dr. Dorik R. G.</p>	<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>

				[7] To conduct financial audit of the account.
10	College Development (As per MPU Act)	1.		<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) Decide about the overall teaching programs or annual calendar of the college;</p> <p>(c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;</p> <p>(d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;</p> <p>(e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;</p> <p>(f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;</p> <p>(g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;</p> <p>(h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;</p> <p>(i) Prepare the annual financial estimates (budget) and financial statements of the college or institution</p>

			<p>and recommend the same to the management for approval ;</p> <p>(j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;</p> <p>(k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;</p> <p>(l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;</p> <p>(m) Frame suitable admissions procedure for different programmes by following the statutory norms;</p> <p>(n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;</p> <p>(o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;</p> <p>(p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;</p> <p>(q) Recommend the distribution of different prizes, medals and awards to the students.</p> <p>(r) 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> <p>(s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.</p>
11.	Purchase Committee	2. Prin. Shirsath S. T.-Chairman 3. Dr. Shengule D. R. 4. Dr. Shinde R. R. 5. Mr. More P. J. 6. Mr. Vangujar R. S. Mr. Bhosle B. B.	[1] To invite quotations as per the requirement of the college. [2] To prepare comparative statement. [3] To finalize Purchase Order/ Work Order

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WORKING COMMITTEES - 2018-19

Sr.No.	Name of the Committee	Convenor	Member	Functioning
1	College Magazine	Dr.Tengse D. M.	1. Mr. Khakre R. A. 2. Dr. Dumbre D. P. 3. Dr. Thakur S. R. 4. Dr. Solunke D.B.	[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	Mr. Khakre R. A.	1. Dr. Devmundhe B. H. 2. Dr. Solunke D. B. 3. Dr. Solunke M. B.	[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.Dorik R. G.	1. Phole S. K. 2. Dr. Solunke D. B.	[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	Parent-Teacher Association	Mr. Shendge B. B.	1. Dr. Wagdao A. R. 2. Dr. Vanmare D. J. 3. Dr. Wagare D. S. 4. Dr. Murumkar V. D.	[1] Establish parent-teacher association. [2] Regularly arrange meetings of the parent-teacher association (minimum two per year). [3] Take feedback from parents in the given standard format. Make a report on the suggestions given in the feedback. Submit the report to the higher authority for further action. Keep record of action taken.
5	Discipline Committee	Dr.Kadam G. K.	1. Dr. Shejul R. B. 2. Dr. Devmundhe B. H. 3. Mr. Shendge B. B. 4. Mr. Muley D. D.	[1] Maintain discipline in the college campus regularly by pre-decided rounds in campus.

			5. Mr. Adhav S. D.	[2] To assist in maintenance of discipline during specific occasions like annual gathering, examinations, etc
6	ISO & Green Audit Committee	Dr. Aniruddha Jadhav	1. Dr. Patil A. G. 2. Mr. Khandare M. P.	ISO: [1] Conduct internal audit. [2] Arrange external audit. Green Audit: [1] Make list of work as per the Green Audit Manual. [2] Complete all the mandatory activities given in the manual. [3] Make report of the College. [4] Conduct internal Green audit. [5] Conduct external Green audit.
7	Debate & Elocution	Dr. Suryawanshi D. P.	1. Dr. Wahul A. S. 2. Dr. Wagdao A. R.	[1] To organize Debate and Elocution competitions in college. [2] To draw notices/communicate the students for the organized Debate and Elocution events of other institutes.
8	Science Forum	Dr. Wagare D. S.	1. Dr. Shioorkar M.G. 2. Dr.Murumkar V. D. 3. Dr. Solunke M.B.	[1] Establish Science Forum and Nature Club in the college having student members. [2] Introduce few activities in college to make the campus eco-friendly like- a) Any activity/practice which will save electricity. b) Use of solar devices like solar bulb. C) Establish Water Harvesting unit.
9	Language Forum	Mr. Wanjarwade S. P.	1. Dr. Suryawanshi D. P. 2. Dr. Dumbre D. P.	[1] To frame language forum with few student members. [2] To plan the activities year wise [3] To conduct the activities and submit report to IQAC.
10	Social Science Forum	Mr.Khandare M. P.	1. Dr. Shejul R. B. 2. Dr. Bhade Y. K.	[1] To frame Social Science forum with few student members. [2] To plan the activities year wise [3] To conduct the activities and submit report to IQAC.
11	Avishkar	Dr.Khojare A. S.	1. Dr. Gore B. B. 2. Dr.Ghumre S. A.	[1] To notify the students of university Aavishkar event.

				<p>[2] To guide about the activities to be performed in the event.</p> <p>[3] To participate in the event at the place decided by the university</p>
12	Cultural Committee	Mr. Mahalinge D.N.	Mr. Patil (Music)	<p>[1] To arrange training in cultural activities for the students</p> <p>[2] To conduct practice sessions</p> <p>[3] To participate in the college, university and other level cultural events.</p>
13	Human Resource Development	Dr. Patil A. V.	<ol style="list-style-type: none"> 1. Dr. Bhade Y. K. 2. Mr. Pawar S. K. 	<p>[1] To open/run scheme for the academic, professional and welfare development of teaching staff.</p> <p>[2] [1] To open/run scheme for the training and welfare development of non-teaching staff.</p>
14	Tribute / Commemoration /	Mr. Gangarde G. M.	<ol style="list-style-type: none"> 1. Dr. Denge S. T. 2. Mr. Pawar S. K. (Administrative Secretary) 	<p>[1] To make annual planning year wise.</p> <p>[2] To organize events/birth anniversaries of national idols, as per the state government resolution.</p>
15	Academic Planning	Mr. Dawkar B. D.	<ol style="list-style-type: none"> 1. Dr. Kulkarni S. A. 2. Mr. Phole S. K. 	<p>[1] to prepare time table of courses run in the college.</p> <p>[2] To prepare Annual Academic plan as per University academic calendar and in consultation with IQAC,</p>
16	Public Relations & Publicity	Dr. Totawad N. R.	<ol style="list-style-type: none"> 1. Dr. Gore B. B. 2. Mr. Lahane A. S. 3. Dr. Tengse D. M. 	<p>[1] To establish, communicate with college stakeholders, society as and when required.</p> <p>[2] To give publicity of all significant events of the college.</p>