

MGV's Arts, Science & Commerce College Surgana  
College Committees for the Academic Year 2021-22

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>1</b>	<b>Admission Committee</b>			
	Mr. V.D.Ahire	Chairman		
	Dr.S.B.Ghuge	Arts Member		
	Mr.S.R.Pawde	Arts & M.A. Member		
	Mr. J.R.Bhavsar	Arts Member		
	Dr.R.K.Binniwale	Commerce Member		
	Miss. K.K.Bhoye	Arts Member		
	Dr.D.G.Kapadnis	Science Member		
	Mr.V.R.Bagul	Science Member		
	Dr.R.Y.Bhandare	Science Member		
				<p>1. To finalize College Prospectus &amp; Admission Form for the year 2018-19.</p> <p>2. To assist the students and to interact with the parents during admissions</p> <p>3. To provide proper College Identity Cards to the students after the reopening of the College for the year</p> <p>4. To file and maintain the records of the admissions and submit the enrollment record to the IQAC</p>
<b>2</b>	<b>Time-table Committee</b>			
	Dr.D.G.Kapadnis	Chairman		
	Dr.R.K.Binniwale	Member		
	Mr. V.D.Ahire	Member		
				<p>1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.</p> <p>2. To attend to various complaints of clashes in the time-table and make necessary adjustments.</p> <p>3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.</p> <p>4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.</p>

Sr. No.	Name of the Committee	Designation	Signature	Duties
3	<b>Discipline Committee &amp; Aniti Ragging Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enforce strict discipline within the college campus.</li> <li>To maintain discipline during admission process</li> <li>To maintain discipline during various curricular and extracurricular activities conducted by college.</li> <li>To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.</li> <li>To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging</li> <li>Conduct workshops against ragging menace and orient the students;</li> <li>To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</li> </ol>
	Prin. Dr.C.G.Dighavkar	Chairman		
	Mr.V.D.Ahire	Vice Pricipal		
	Mr. S.M.Bhoye	Member		
	Mr. Pradip Waghmare	Member		
	Dr. Agnes J. Kharat	Member		
	Dr.R.K.Binniwale	Member		
	Dr.S.B.Ghuge	Member		
	Mr.S.R. Pawade	Member		
	Dr.Ashish Gajbhiye	Member		
4	<b>IQAC Committee</b>			<ol style="list-style-type: none"> <li>Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching a</li> <li>Conducting internal Academic as well as Administrative Audits.nd learning process.</li> <li>Dissemination of information on various quality</li> </ol>
	Dr. C.G.Dighavkar	Principal		
	Mr. V.D.Ahire	Vice-Principal		
	Mr.S.M.Bhoye	Academic Supervisor		
	Dr. A.J. Kharat	IQAC Coordinator		
	Mr. A.D.Baviskar	Asst. Coordinator		

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	Miss. K.K.Bhoye	Member		<p>parameters of higher education.</p> <p>5. Organization of inter and intra institutional workshops, seminars on quality related themes.</p> <p>6. Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.</p> <p>7. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</p>
	Dr. R.K. Binniwale	Member		
	Dr.Ashish Gajbhiye	Member		
	Mr.S.D.Palwe	Member		
	Mr.S.R.Pawde	Member		
	Mr.S.D.Mahajan	Member		
<b>5</b>	<b>Examination Committee</b>			<p>1. To successfully conduct the Semester End Examinations and prepare the Results.</p> <p>2. To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.</p> <p>3. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.</p> <p>4. To process the exam remuneration bills on time.</p> <p>5. To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.</p>
	Dr. C.G.Dighavkar	Principal		
	Mr. S. M. Bhoye	Chairman		
	Mr.S.D.Mohan	CEO		
	Mr. V.D.Ahire	Member		
	Mr.R.K.Binniwale	Member		
	Mr.S.D.Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
<b>6</b>	<b>Vidyarthi Vikas Mandal (SDO): Student Council</b>			<p>1. To monitor different schemes and conduct programmes running under Students Welfare Department</p> <p>2. To submit statements of Utilization in time to SPPU.</p> <p>3. To transfer the amount of actual work done on student's accounts.</p> <p>5. To keep up to date record of programme</p>
	Dr.S.B.Ghughe			

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				<p>conducted regularly.</p> <p>6. To provide curricular, extracurricular and general work to the volunteers.</p> <p>7. To submit annual report and accounts at the end of academic year.</p> <p>8. Medical check up</p> <p>9. Disaster management awareness amongst students</p> <p>10. Guide students regarding Social responsibility.</p> <p>11. To arrange to photograph the College functions and maintain photo albums.</p>
<b>7</b>	<b>N.S.S.</b>			<p>1. To plan and execute N.S.S. Programmes for the year.</p> <p>2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.</p> <p>3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.</p> <p>4. To take care of campus beautification and gardening.</p> <p>5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</p>
	Mr.S.R.Pawde	Coordinator		
	Miss. K.K.Bhoye	Member		
	Mr. Bhagwan Mahale	Member		
<b>8</b>	<b>Student grievance &amp; Redressal Committee</b>			<p>1. To scrutinize and solve the problems of Students</p> <p>2. To submit the report at the end of academic year</p> <p>3. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.</p>
	Mr. V.D.Ahire	Chairman		
	Mr.S.M.Bhoye	Member		
	Mr. V.R.Bagul	Member		
	Miss. K.K.Bhoye	Member		

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9	Women's Sexual Harassment Preventive cell / Vidyarthini Suraksha Committee / Vishakha Committee			<ol style="list-style-type: none"> <li>1. Promote a healthy working environment for all female staff, students and faculty</li> <li>2. Work towards building a gender-sensitized environment at our institute</li> <li>3. Organize workshops and awareness programmes at regular intervals towards building a gender-neutral workplace</li> <li>4. To submit the report at the end of academic year to NAAC office &amp; University</li> </ol>
	Dr.Smita Harnaie	Chairman (Vishakha Committee)		
	Miss. K.K.Bhoye	Chairman (Womens Sexual Harassment Preventive Cell)		
	Dr.Agnes J.Kharat	Member		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		

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10	<b>Research and Development Cell</b>			1. To develop research culture among faculties 2. To give information regarding various grants related to reserch . 3. To help in writing project proposals
	Dr. R.Y.Bhandare	Chairman		
	Dr.Smita Harnae	Member		
	Dr.S.B.Ghughe	Member		
	Dr. R.K.Binniwale	Member		
11	<b>Library advisory Committee</b>			1. To assist the Librarian in formulating Library policy. 2. To look after general maintenance of the library in terms of reading material and infrastructure.
	Dr.C.G.Dighavkar	Chairman		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		
	Dr.D.G.Kapadnis	Member		
	Dr.Ashish Gajbhiye	Member		
	Dr.Agnes J.Kharat	Member		
	Dr.R.K.Binniwale	Member		
12	<b>Purchase Committee</b>			1. To analyze quotations provided by the various agencies. 2. To ensure accurate completion of all
	<b>Dr.B.S.Jagdale</b>	<b>Chairman</b>		
	Dr.C.G.Dighavkar	Secretary		
	Mr.V.D.Ahire	Member		

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	Mr.S.M.Bhoye	Member		documentation regarding purchase. 3. To request technical input from relevant staff as required. 4. Ensuring proportionality, transparency, accountability and fairness in the procurement process.
	Mr.R.K.Binniwale	Member		
	Mr.V.R.Bagul	Member		
	Mr.P.A.Waghmare	Member		
	Mr.S.D.Mahajan	Member		
	Mr.R.T.Chaudhari	Member		
	Mr.S.A.Gite	Member		
	Mr.M.Z.Deshmukh	Member		
<b>13</b>	<b>Alumni &amp; Parent Association Committee</b>			1. To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students. 2. To encourage them to bring industries and companies for campus placements. 3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students. 4. To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organizations and well placed Alumni. 5. To conduct Alumni meet every year. 6. To receive and attend to parents / guardians in the College. 7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents. 8. To hold at least Two General Body Meetings (August & November) to discuss issues regarding Students. 9. To file and submit the records to the IQAC Committee.
	Mr.S.M.Bhoye	Chairman		
	Mr.A.D.Baviskar	Member		
	Dr.R. Jagtap	Member		
	Mr. Bhavsar Jayesh Ramesh	Member		
	Miss.K.K.Bhoye	Member		

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<b>14</b>	<b>Campus Interview &amp; Placement cell / Career guidance cell</b>			<ol style="list-style-type: none"> <li>1. To organize career oriented workshops for the outgoing students.</li> <li>2. To organize coaching classes for competitive exams by inviting experts.</li> <li>3. To organize programmes to create awareness on the importance of higher education in India and abroad.</li> <li>4. To invite industries and companies for Campus placements.</li> <li>5. To provide details of campus placements.</li> <li>6. To conduct awareness programmes on entrepreneurship skills for students.</li> <li>7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.</li> <li>8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.</li> <li>9. To file and submit the records to the IQAC Committee.</li> </ol>
	Mr.Vinayak Kadam	Coordinator		
	Mr.R.K.Binniwale	Member		
	Dr.S.U.Deore	Member		
	Mr. B.N.Mahale	Member		
<b>15</b>	<b>Social Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in social sciences</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Mr.R. Jagtap	Coordinator		
	Mr.J.R.Bhavsar	Coordinator		
	Mr.S.M.Bhoye	Member		
<b>16</b>	<b>Commerce Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in Commerce</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr.R.K.Binniwale	Coordinator		
	Dr.S.B.Ghughe	Member		
	Miss.K.K.Bhoye	Member		
<b>17</b>	<b>Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in sciences</li> <li>2. To encourage students to take part in various science exhibitions</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.V.R.Bagul	Member		



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	Mr.S.D.Mohan	Member		
<b>18</b>	<b>YCMOU Study Centre</b>			<ol style="list-style-type: none"> <li>1. Display all the necessary information for students</li> <li>2. Guiding students for YCMOU Study</li> <li>3. All necessary activities related to YCMOU Study</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
<b>19</b>	<b>Cultural Committee</b>			<ol style="list-style-type: none"> <li>1. To arrange cultural programme on various activities organized by college.</li> <li>2. To prepare and encourage the students for participation in competitions.</li> </ol>
	Mr.S.M.Bhoye	Chairman		
	Dr.S.B.Ghughe	Member		
	Mr.S.R.Pawde	Member		
	Mr.V.R.Bagul	Member		
	Miss Kavita Bhoye	Member		
<b>20</b>	<b>College campus beautification Committee</b>			<ol style="list-style-type: none"> <li>1. To maintain and enrich botanical garden by rare and endangered plants</li> <li>2. Maintenance of the garden and campus area.</li> <li>3.To cultivate ornamental and medicinal plants related to B.Sc. Syllabus</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Dr.Smita Harnaе	Member		
	Mr.S.D.Palwe	Member		
<b>21</b>	<b>College Magazine committee</b>			<ol style="list-style-type: none"> <li>1. To receive the articles / reports from the students/staff and edit the same.</li> <li>2. To arrange to have photographs of staff and students required for the magazine</li> <li>3. To get the magazine printed by April end and distribute the same to students and staff.</li> </ol>
	Dr.Y.D.Bhamre	Coordinator		
	Dr.A.D.Baviskar	Member		

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	Dr. S.D.Mahajan	Member		4. To collect various curricular and extracurricular activity reports and publish it in college magazine
22	<b>Staff Academy Committee</b>			1. To organize the lectures of faculties for all staff members once in a month 2. To maintain the record of resource persons with their topics 3. To submit annual report to the office.
	Dr.S.U.Deore	Coordinator		

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23	Website updating Committee			<ol style="list-style-type: none"> <li>Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.</li> <li>Update all communications, notices, announcements etc on a regular basis.</li> <li>Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.</li> <li>Suitable publicity announcing a forthcoming events may be provided to newspapers</li> <li>News written in an interesting journalistic style, should also be submitted to local newspapers</li> <li>To ensure timeliness of the events on the college website.</li> </ol>
	Mr.S.D.Mahajan	Coordinator		
	Mr.S.R.Pawde	Member		
	Dr. Agnes Kharat	Member		
24	RUSA Committee			1. To maintain AISHE Record
	Dr. Ashish Gajbhiye	Coordinator		
25	ARC			
	Mr.V.R.Bagul	Coordinator		
26	B.Voc. Committee			<ol style="list-style-type: none"> <li>To maintain record of all B.Voc. Courses</li> <li>To submit annual report at the end of the year</li> </ol>
	Dr.R.Y.Bhandare	Nodal Officer, Course Coordinator	Diploma in Clinical Science & Medical Lab	
	Miss. Kavita Bhoye	Course Coordinator	1. Diploma in Beauty & Wellness 2. Dress Diploma in	
	Dr.Agnes Kharat	Member	Clinical Science & Medical Lab	
	Dr.S.U.Deore	Course Coordinator	Advance Diploma in Hospitality & Tourism	

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	Dr.R.K.Binniwale	Course Coordinator	Diploma in Banking & Finance	
	Mr.B.N.Mahale	Course Coordinator	Diploma in Analytical Chemistry	
<b>27</b>	<b>Skill Development Committee</b>			
	Mr.Vinayak Kadam	Coordinator		<ol style="list-style-type: none"> <li>To organize lectures of eminent personalities based on Skill Development.</li> <li>To submit annual report at the end of academic year</li> </ol>
	Dr. Ashish Gajbhiye	Member		
<b>28</b>	<b>Feedback Committee</b>			
	Dr.S.B.Ghuge	Coordinator		<ol style="list-style-type: none"> <li>Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</li> <li>Monitoring and Evaluation of Feedback Reports</li> </ol>
	Dr.Smita Harne	Member		
<b>29</b>	<b>Bahishal Mandal</b>			
	Dr.Agnes J. Kharat	Coordinator		
	Mr.S.R.Pawde	Member		
<b>30</b>	<b>Environmental Awareness Course Committee</b>			
	Dr.S.U.Deore	Coordinator		<ol style="list-style-type: none"> <li>To conduct lectures of environmental awareness course</li> <li>To keep record of project submission</li> <li>To conduct test of environmental awareness course</li> <li>Evaluation of students.</li> </ol>
	Mr.V.D.Ahire	Member		
	Dr.R.K.Binniwale	Member		
	Dr.Agnes J. Kharat	Member		
<b>31</b>	<b>Publicity Committee</b>			
	Dr.S.B.Ghuge	Coordinator		<ol style="list-style-type: none"> <li>Suitable publicity announcing a forthcoming events may be provided to newspapers</li> </ol>
	Mr.S.D.Mahajan	Member		
	Dr.Y.D.Bhamre	Member		
	Dr.Smita Harne	Member		

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32	UGC Coordinator			
	Mr.S.D.Palwe	Coordinator		To fill the UGC Proposals and UGC Communication



  
**PRINCIPAL**  
 Manatma Gandhi Vidyamandir's  
 Arts, Science and Commerce College  
 Surgana, Tal Surgana Dist Nashik

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<b>1</b>	<b>Admission Committee</b>			<p>1. To finalize College Prospectus &amp; Admission Form for the year 2018-19.</p> <p>2. To assist the students and to interact with the parents during admissions</p> <p>3. To provide proper College Identity Cards to the students after the reopening of the College for the year</p> <p>4. To file and maintain the records of the admissions and submit the enrollment record to the IQAC</p>
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	Mr.S.R.Pawde	Arts & M.A. Member		
	Mr. J.R.Bhvsar	Arts Member		
	Dr.R.K.Binniwale	Commerce Member		
	Miss. K.K.Bhoye	Arts Member		
	Dr.D.G.Kapadnis	Science Member		
	Mr. V.R.Bagul	Science Member		
	Dr.R.Y.Bhandare	Science Member		
<b>2</b>	<b>Time-table Committee</b>			<p>1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.</p> <p>2. To attend to various complaints of clashes in the time-table and make necessary adjustments.</p> <p>3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.</p> <p>4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.</p>
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	Dr. A.V.Patil	Principal		
	Mr. S.M.Bhoye	Vice-Principal		
	Dr. A.J. Kharat	IQAC Coordinator		
	Miss. K.K.Bhoye	Member		
	Mr. V.D.Ahira	Member		
	Dr. R.K. Binniwale	Member		

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	Dr.S.B.Ghuge			



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				10. Guide students regarding Social responsibility. 11. To arrange to photograph the College functions and maintain photo albums.
<b>7</b>	<b>N.S.S.</b>			1. To plan and execute N.S.S. Programmes for the year. 2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year. 3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College. 4. To take care of campus beautification and gardening. 5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.
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	Dr.Smita Harnaе	Chairman		
	Miss. K.K.Bhoye	Member		

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	Dr.Agnes J.Kharat	Member		a gender-neutral workplace 4. To submit the report at the end of academic year to NAAC office & University
	Mr.V.D.Ahire	Member		

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	Dr.S.B.Ghughe	Member		
	Dr. R.K.Binniwale	Member		
11	<b>Library advisory Committee</b>			<ol style="list-style-type: none"> <li>1. To assist the Librarian in formulating Library policy.</li> <li>2. To look after general maintenance of the library in terms of reading material and infrastructure.</li> </ol>
	Dr.A.V.Patil	Chairman		
	Mr.S.M.Bhoye	Member		
	Dr.D.G.Kapadnis	Member		
	Dr.R.P.Shewale	Member		
	Dr.Agnes J.Kharat	Member		
	Dr.R.K.Binniwale	Member		
12	<b>Purchase Committee</b>			<ol style="list-style-type: none"> <li>1. To analyze quotations provided by the various agencies.</li> <li>2. To ensure accurate completion of all documentation regarding purchase.</li> <li>3. To request technical input from relevant staff as required.</li> <li>4. Ensuring proportionality, transparency, accountability and fairness in the procurement process.</li> </ol>
	Dr.A.V.Patil	Chairman		
	Mr.S.M.Bhoye	Member		
	Mr. V.R.Bagul	Member		
	Mr.V.D.Ahire	Member		




Sr. No.	Name of the Committee	Designation	Signature	Duties
15	<b>Social Science Association</b>			1. To organize lectures of eminent personalities based on recent development in social sciences 2. To submit annual report at the end of academic year
	Mr.J.R.Bhavsar	Coordinator		
	Mr.S.M.Bhoye	Member		
16	<b>Commerce Association</b>			1. To organize lectures of eminent personalities based on recent development in Commerce 2. To submit annual report at the end of academic year
	Dr.R.K.Binniwale	Coordinator		
17	<b>Science Association</b>			1. To organize lectures of eminent personalities based on recent development in sciences 2. To encourage students to take part in various science exhibitions
	Dr.D.G.Kapadnis	Coordinator		
18	<b>YCMOU Study Centre</b>			1. Display all the necessary information for students 2. Guiding students for YCMOU Study 3. All necessary activities related to YCMOU Study
	Dr.D.G.Kapadnis	Coordinator		
19	<b>Cultural Committee</b>			1. To arrange cultural programme on various activities organized by college. 2. To prepare and encourage the students for participation in competitions.
20	<b>College campus beautification Committee</b>			1. To maintain and enrich botanical garden by rare and endangered plants 2. Maintenance of the garden and campus area. 3.To cultivate ornamental and medicinal plants related to B.Sc. Syllabus
	Mr.S.D.Palwe	Coordinator		
	Dr.Smita Harnae	Member		
	Dr.D.G.Kapadnis	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
21	<b>College Magazine committee</b>			<ol style="list-style-type: none"> <li>1. To receive the articles / reports from the students/staff and edit the same.</li> <li>2. To arrange to have photographs of staff and students required for the magazine</li> <li>3. To get the magazine printed by April end and distribute the same to students and staff.</li> <li>4. To collect various curricular and extracurricular activity reports and publish it in college magazine</li> </ol>
	Dr.Y.D.Bhamre	Coordinator		
	Dr.A.D.Baviskar	Member		
	Dr. S.D.Mahajan	Member		
22	<b>Staff Academy Committee</b>			<ol style="list-style-type: none"> <li>1. To organize the lectures of faculties for all staff members once in a month</li> <li>2. To maintain the record of resource persons with their topics</li> <li>3. To submit annual report to the office.</li> </ol>
	Dr.U.P.Suryawanshi	Coordinator		

Sr. No.	Name of the Committee	Designation	Signature	Duties
23	<b>Website updating and Publicity Committee</b>			<ol style="list-style-type: none"> <li>1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.</li> <li>2. Update all communications, notices, announcements etc on a regular basis.</li> <li>3. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.</li> <li>4. Suitable publicity announcing a forthcoming events may be provided to newspapers</li> <li>5. News written in an interesting journalistic style, should also be submitted to local newspapers</li> <li>6. To ensure timeliness of the events on the college website.</li> </ol>
	Mr.S.A.Ahire	Coordinator		
	Dr. S.D.Mahajan	Member		
24	<b>RUSA Committee</b>			1. To maintain AISHE Record
	Mr.Abhijit R.Bukane	Coordinator		
25	<b>ARC</b>			
	Mr.V.R.Bagul	Coordinator		
26	<b>B.Voc. Committee</b>			<ol style="list-style-type: none"> <li>1. To maintain record of all B.Voc. Courses</li> <li>2. To submit annual report at the end of the year</li> </ol>
	Dr.R.Y.Bhandare	Nodal Officer		
	Miss. Kavita Bhoye	Member		
27	<b>Skill Development Committee</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on Skill Development.</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr.A.U.Nerkar	Coordinator		
	Mr.Abhijit Bukane	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
28	<b>Feedback Committee</b>			1. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes. 2. Monitoring and Evaluation of Feedback Reports
	Dr.S.B.Ghuge	Coordinator		
	Dr.Smita Harne	Member		
29	<b>Bahishal Mandal</b>			
	Dr.Agnes J. Kharat	Coordinator		
	Mr.S.R.Pawde	Member		
30	<b>Environmental Awareness Course Committee</b>			1. To conduct lectures of environmental awareness course 2. To keep record of project submission 3. To conduct test of environmental awareness course 4. Evaluation of students.
	Dr.S.U.Deore	Coordinator		
	Mr.V.D.Ahire	Member		
	Dr.R.K.Binniwale	Member		
	Dr.Agnes J. Kharat	Member		
31	<b>Publicity Committee</b>			1. Suitable publicity announcing a forthcoming events may be provided to newspapers
	Mr.S.D.Mahajan	Coordinator		
	Dr.S.B.Ghuge	Member		
	Dr.Y.D.Bhamre	Member		
	Dr.Smita Harne	Member		
32	<b>UGC Coordinator</b>			To fill the UGC Proposals and UGC Communication
	Mr.S.D.Palwe	Coordinator		



  
**Principal**  
**PRINCIPAL**  
 Mahatma Gandhi Vidyamandir's  
 Arts, Science and Commerce College  
 Surgana, Tal Surgana, Dist Nashik



MGV's Arts, Science & Commerce College Surgana  
College Committees for the Academic Year 2019-20

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>1</b>	<b>Admission Committee</b>			<ol style="list-style-type: none"> <li>1. To finalize College Prospectus &amp; Admission Form for the year 2018-19.</li> <li>2. To assist the students and to interact with the parents during admissions</li> <li>3. To provide proper College Identity Cards to the students after the reopening of the College for the year</li> <li>4. To file and maintain the records of the admissions and submit the enrollment record to the IQAC</li> </ol>
	Mr. V.D.Ahire	Chairman		
	Dr.S.B.Ghuge	Arts Member		
	Mr.S.R.Pawde	Arts & M.A. Member		
	Mr. J.R.Bhvsar	Arts Member		
	Dr.R.K.Binniwale	Commerce Member		
	Miss. K.K.Bhoye	Arts Member		
	Dr.D.G.Kapadnis	Science Member		
	Mr.V.R.Bagul	Science Member		
	Dr.R.Y.Bhandare	Science Member		
<b>2</b>	<b>Time-table Committee</b>			<ol style="list-style-type: none"> <li>1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.</li> <li>2. To attend to various complaints of clashes in the time-table and make necessary adjustments.</li> <li>3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.</li> <li>4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.</li> </ol>
	Dr.D.G.Kapadnis	Chairman		
	Dr.R.K.Binniwale	Member		
	Mr. V.D.Ahire	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
3	<b>Discipline Committee &amp; Aniti Ragging Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enforce strict discipline within the college campus.</li> <li>To maintain discipline during admission process</li> <li>To maintain discipline during various curricular and extracurricular activities conducted by college.</li> <li>To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.</li> <li>To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging</li> <li>Conduct workshops against ragging menace and orient the students;</li> <li>To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</li> </ol>
	Prin. Dr.Y.T.Pawar	Chairman		
	Mr.V.D.Ahire	Vice Pricipal		
	Mr. S.M.Bhoye	Member		
	Dr. S.S. Daptare	Member		
	Dr. Agnes J. Kharat	Member		
	Dr.R.K.Binniwale	Member		
	Dr.S.B.Ghuge	Member		
	Mr.S.R. Pawade	Member		
	Mr. A.R. Bukane	Member		
4	<b>IQAC Committee</b>			<ol style="list-style-type: none"> <li>Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching a</li> <li>Conducting internal Academic as well as Administrative Audits.nd learning process.</li> <li>Dissemination of information on various quality</li> </ol>
	Dr. Y.T. Pawar	Principal		
	Mr. V.D.Ahire	Vice-Principal		
	Mr.S.M.Bhoye	Academic Supervisor		
	Dr. A.J. Kharat	IQAC Coordinator		
	Mr. A.D. Baviskar	Asst. Coordinator		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Miss. K.K.Bhoye	Member		parameters of higher education. 5. Organization of inter and intra institutional workshops, seminars on quality related themes. 6. Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality. 7. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
	Dr. R.K. Binniwale	Member		
	Mr. A.U Nerkar	Member		
	Mr. S.A Ahire	Member		
	Mr. S.D. Palwe	Member		
	Mr.V.R. Bagul	Member		
<b>5</b>	<b>Examination Committee</b>			1. To successfully conduct the Semester End Examinations and prepare the Results. 2. To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time. 3. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance. 4. To process the exam remuneration bills on time. 5. To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.
	Dr. Y.T. Pawar	Principal		
	Mr. S. M. Bhoye	Chairman		
	Mr.S.D.Mohan	CEO		
	Mr. V.D.Ahire	Member		
	Mr.R.K.Binniwale	Member		
	Mr.S.D.Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
<b>6</b>	<b>Vidyarthi Vikas Mandal (SDO): Student Council</b>			1. To monitor different schemes and conduct programmes running under Students Welfare Department 2. To submit statements of Utilization in time to SPPU. 3. To transfer the amount of actual work done on student's accounts. 5. To keep up to date record of programme
	Dr.S.B.Ghughe			

Sr. No.	Name of the Committee	Designation	Signature	Duties
				<p>conducted regularly.</p> <p>6. To provide curricular, extracurricular and general work to the volunteers.</p> <p>7. To submit annual report and accounts at the end of academic year.</p> <p>8. Medical check up</p> <p>9. Disaster management awareness amongst students</p> <p>10. Guide students regarding Social responsibility.</p> <p>11. To arrange to photograph the College functions and maintain photo albums.</p>
<b>7</b>	<b>N.S.S.</b>			<p>1. To plan and execute N.S.S. Programmes for the year.</p> <p>2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.</p> <p>3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.</p> <p>4. To take care of campus beautification and gardening.</p> <p>5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</p>
	Mr. R.K. Binniwale	Coordinator		
	Mr. S.M Bhoye	Member		
	Mr. S.D. Palwe	Member		
<b>8</b>	<b>Student grievance &amp; Redressal Committee</b>			<p>1. To scrutinize and solve the problems of Students</p> <p>2. To submit the report at the end of academic year</p> <p>3. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.</p>
	Mr. V.D.Ahire	Chairman		
	Mr.S.M.Bhoye	Member		
	Mr.V.R.Bagul	Member		
	Miss. K.K.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
9	Women's Sexual Harassment Preventive cell / Vidyarthini Suraksha Committee / Vishakha Committee			<ol style="list-style-type: none"> <li>1. Promote a healthy working environment for all female staff, students and faculty</li> <li>2. Work towards building a gender-sensitized environment at our institute</li> <li>3. Organize workshops and awareness programmes at regular intervals towards building a gender-neutral workplace</li> <li>4. To submit the report at the end of academic year to NAAC office &amp; University</li> </ol>
	Mr. A.D. Baviskar	Chairman (Vishakha Committee)		
	Miss. K.K.Bhoye	Chairman (Womens Sexual Harassment Preventive Cell)		
	Dr.Agnes J.Kharat	Member		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
10	<b>Research and Development Cell</b>			1. To develop research culture among faculties 2. To give information regarding various grants related to reserch . 3. To help in writing project proposals
	Dr. D.G. Kapadnis	Chairman		
	Mr. S.D. Palwe	Member		
	Dr.S.B.Ghughe	Member		
	Dr. R.K.Binniwale	Member		
11	<b>Library advisory Committee</b>			1. To assist the Librarian in formulating Library policy. 2. To look after general maintenance of the library in terms of reading material and infrastructure.
	Dr.Y.T. Pawar	Chairman		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		
	Dr.D.G.Kapadnis	Member		
	Mr. S.D. Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
	Dr.R.K.Binniwale	Member		
12	<b>Purchase Committee</b>			1. To analyze quotations provided by the various agencies. 2. To ensure accurate completion of all
	<b>Dr.B.S.Jagdale</b>	<b>Chairman</b>		
	Dr. Y.T. Pawar	Secretary		
	Mr.V.D.Ahire	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Mr.S.M.Bhoye	Member		documentation regarding purchase. 3. To request technical input from relevant staff as required. 4. Ensuring proportionality, transparency, accountability and fairness in the procurement process.
	Mr.R.K.Binniwale	Member		
	Mr.V.R.Bagul	Member		
	Dr. S. S. Daptare	Member		
	Mr.S.D.Mahajan	Member		
	Mr.R.T.Chaudhari	Member		
	Mr. S.A. Gite	Member		
	Mr.M.Z.Deshmukh	Member		
<b>13</b>	<b>Alumni &amp; Parent Association Committee</b>			1. To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students. 2. To encourage them to bring industries and companies for campus placements. 3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students. 4. To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organizations and well placed Alumni. 5. To conduct Alumni meet every year. 6. To receive and attend to parents / guardians in the College. 7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents. 8. To hold at least Two General Body Meetings (August & November) to discuss issues regarding Students. 9. To file and submit the records to the IQAC Committee.
	Mr.S.M.Bhoye	Chairman		
	Mr. U.P Suryawanshi	Member		
	Dr. S.U. Deore	Member		
	Mr. Bhavsar Jayesh Ramesh	Member		
	Miss.K.K.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>14</b>	<b>Campus Interview &amp; Placement cell / Career guidance cell</b>			<ol style="list-style-type: none"> <li>1. To organize career oriented workshops for the outgoing students.</li> <li>2. To organize coaching classes for competitive exams by inviting experts.</li> <li>3. To organize programmes to create awareness on the importance of higher education in India and abroad.</li> <li>4. To invite industries and companies for Campus placements.</li> <li>5. To provide details of campus placements.</li> <li>6. To conduct awareness programmes on entrepreneurship skills for students.</li> <li>7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.</li> <li>8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.</li> <li>9. To file and submit the records to the IQAC Committee.</li> </ol>
	Mr. G. B. Yelmame	Coordinator		
	Mr.R.K.Binniwale	Member		
	Dr. A.V. Patil	Member		
	Mr. S.D. Mohan	Member		
<b>15</b>	<b>Social Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in social sciences</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr. S.B. Ghuge	Coordinator		
	Mr.J.R.Bhavsar	Coordinator		
	Mr.S.M.Bhoye	Member		
<b>16</b>	<b>Commerce Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in Commerce</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr.R.K.Binniwale	Coordinator		
	Dr.S.B.Ghughe	Member		
	Miss.K.K.Bhoye	Member		
<b>17</b>	<b>Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in sciences</li> <li>2. To encourage students to take part in various science exhibitions</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.V.R.Bagul	Member		




Sr. No.	Name of the Committee	Designation	Signature	Duties
	Mr.S.D.Mohan	Member		
<b>19</b>	<b>Cultural Committee</b>			<ol style="list-style-type: none"> <li>To arrange cultural programme on various activities organized by college.</li> <li>To prepare and encourage the students for participation in competitions.</li> </ol>
	Mr.S.M.Bhoye	Chairman		
	Dr.S.B.Ghughe	Member		
	Mr.S.R.Pawde	Member		
	Mr.V.R.Bagul	Member		
	Miss Kavita Bhoye	Member		
<b>20</b>	<b>College campus beautification Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enrich botanical garden by rare and endangered plants</li> <li>Maintenance of the garden and campus area.</li> <li>To cultivate ornamental and medicinal plants related to B.Sc. Syllabus</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.S.D.Palwe	Member		
<b>21</b>	<b>College Magazine committee</b>			<ol style="list-style-type: none"> <li>To receive the articles / reports from the students/staff and edit the same.</li> <li>To arrange to have photographs of staff and students required for the magazine</li> <li>To get the magazine printed by April end and distribute the same to students and staff.</li> <li>To collect various curricular and extracurricular activity reports and publish it in college magazine</li> </ol>
	Mr. S.R. Pawde	Coordinator		
	Mr. A.D. Baviskar	Member		
	Dr. S.D.Mahajan	Member		
<b>22</b>	<b>Staff Academy Committee</b>			<ol style="list-style-type: none"> <li>To organize the lectures of faculties for all staff members once in a month</li> <li>To maintain the record of resource persons with their topics</li> <li>To submit annual report to the office.</li> </ol>
	Mr. R.K. Binniwale	Coordinator		
	<b>Mr. A.U. Nerkar</b>	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
23	<b>Website updating Committee</b>			<ol style="list-style-type: none"> <li>1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.</li> <li>2. Update all communications, notices, announcements etc on a regular basis.</li> <li>3. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.</li> <li>4. Suitable publicity announcing a forthcoming events may be provided to newspapers</li> <li>5. News written in an interesting journalistic style, should also be submitted to local newspapers</li> <li>6. To ensure timeliness of the events on the college website.</li> </ol>
	Mr.S.D.Mahajan	Coordinator		
	Mr.S.R.Pawde	Member		
	Dr. Agnes Kharat	Member		
24	<b>RUSA Committee</b>			1. To maintain AISHE Record
	Mr. A.R. Bukane	Coordinator		
25	<b>ARC</b>			
	Mr.V.R.Bagul	Coordinator		
26	<b>B.Voc. Committee</b>			<ol style="list-style-type: none"> <li>1. To maintain record of all B.Voc. Courses</li> <li>2. To submit annual report at the end of the year</li> </ol>
	Miss. Kavita Bhoje	Course Coordinator	1. Diploma in Beauty & Wellness 2. Dress Advance Diploma	
	Dr. S.U. Deore	Course Coordinator	in Hospitality & Tourism	
27	<b>Skill Development Committee</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on Skill Development.</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Mr. S.D Mohan	Coordinator		
	Dr. R.P. Shewale	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
28	<b>Feedback Committee</b>			1. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes. 2. Monitoring and Evaluation of Feedback Reports
	Dr.S.B.Ghughe	Coordinator		
	Miss. Kavita Bhoje	Member		
29	<b>Bahishal Mandal</b>			
	Dr.Agnes J. Kharat	Coordinator		
	Mr.S.R.Pawde	Member		
30	<b>Environmental Awareness Course Committee</b>			1. To conduct lectures of environmental awareness course 2. To keep record of project submission 3. To conduct test of environmental awareness course 4. Evaluation of students.
	Mr. R.A. Jadhav	Coordinator		
	Mr. V.D.Ahire	Member		
	Dr.R.K.Binniwale	Member		
	Dr.Agnes J. Kharat	Member		
31	<b>Publicity Committee</b>			1. Suitable publicity announcing a forthcoming events may be provided to newspapers
	Dr.S.B.Ghughe	Coordinator		
	Mr.S.D.Mahajan	Member		
	Mr. S.R. Pawde	Member		
32	<b>UGC Coordinator</b>			To fill the UGC Proposals and UGC Communication
	Mr.S.D.Palwe	Coordinator		



  
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 Mahatma Gandhi Vidyamandir's  
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MGV's Arts, Science & Commerce College Surgana  
College Committees for the Academic Year 2018-19

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>1</b>	<b>Admission Committee</b>			
	Mr. V.D.Ahire	Chairman		
	Dr.S.B.Ghuge	Arts Member		
	Mr.S.R.Pawde	Arts & M.A. Member		
	Mr. J.R.Bhvsar	Arts Member		
	Dr.R.K.Binniwale	Commerce Member		
	Miss. K.K.Bhoye	Arts Member		
	Dr.D.G.Kapadnis	Science Member		
	Mr.V.R.Bagul	Science Member		
	Dr.R.Y.Bhandare	Science Member		
<b>2</b>	<b>Time-table Committee</b>			
	Dr.D.G.Kapadnis	Chairman		
	Dr.R.K.Binniwale	Member		
	Mr. V.D.Ahire	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
3	<b>Discipline Committee &amp; Aniti Ragging Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enforce strict discipline within the college campus.</li> <li>To maintain discipline during admission process</li> <li>To maintain discipline during various curricular and extracurricular activities conducted by college.</li> <li>To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.</li> <li>To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging</li> <li>Conduct workshops against ragging menace and orient the students;</li> <li>To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</li> </ol>
	Prin. Dr.R.P Bhamre	Chairman		
	Mr.V.D.Ahire	Vice Pricipal		
	Mr. S.M.Bhoye	Member		
	Dr. S.S. Daptare	Member		
	Dr. Agnes J. Kharat	Member		
	Dr.R.K.Binniwale	Member		
	Dr.S.B.Ghuge	Member		
	Mr.S.R. Pawade	Member		
	Mr. A.R. Bukane	Member		
4	<b>IQAC Committee</b>			<ol style="list-style-type: none"> <li>Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching a</li> <li>Conducting internal Academic as well as Administrative Audits.nd learning process.</li> <li>Dissemination of information on various</li> </ol>
	Dr. R.P. Bhamre	Principal		
	Mr. V.D.Ahire	Vice-Principal		
	Mr.S.M.Bhoye	Academic Supervisor		
	Dr. A.J. Kharat	IQAC Coordinator		
	Dr. R.S. Patil	Asst. Coordinator		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Miss. K.K.Bhoye	Member		<p>quality parameters of higher education.</p> <p>5. Organization of inter and intra institutional workshops, seminars on quality related themes.</p> <p>6. Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.</p> <p>7. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</p>
	Dr. R.K. Binniwale	Member		
	Mr. V.A. Adole	Member		
	Mr. S.A Ahire	Member		
	Mr. S.D. Palwe	Member		
	Mr.V.R. Bagul	Member		
<b>5</b>	<b>Examination Committee</b>			<p>1. To successfully conduct the Semester End Examinations and prepare the Results.</p> <p>2. To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.</p> <p>3. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.</p> <p>4. To process the exam remuneration bills on time.</p> <p>5. To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.</p>
	Dr. R.P. Bhamre	Principal		
	Mr. S. M. Bhoye	Chairman		
	Mr.S.D.Mohan	CEO		
	Mr. V.D.Ahire	Member		
	Mr.R.K.Binniwale	Member		
	Mr.S.D.Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
<b>6</b>	<b>Vidyarthi Vikas Mandal (SDO): Student Council</b>			<p>1. To monitor different schemes and conduct programmes running under Students Welfare Department</p> <p>2. To submit statements of Utilization in time to SPPU.</p> <p>3. To transfer the amount of actual work done on student's accounts.</p> <p>5. To keep up to date record of programme</p>
	Dr.S.B.Ghughe			

Sr. No.	Name of the Committee	Designation	Signature	Duties
				<p>conducted regularly.</p> <p>6. To provide curricular, extracurricular and general work to the volunteers.</p> <p>7. To submit annual report and accounts at the end of academic year.</p> <p>8. Medical check up</p> <p>9. Disaster management awareness amongst students</p> <p>10. Guide students regarding Social responsibility.</p> <p>11. To arrange to photograph the College functions and maintain photo albums.</p>
<b>7</b>	<b>N.S.S.</b>			<p>1. To plan and execute N.S.S. Programmes for the year.</p> <p>2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.</p> <p>3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.</p> <p>4. To take care of campus beautification and gardening.</p> <p>5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</p>
	Mr. R.K. Binniwale	Coordinator		
	Mr. S.M Bhoje	Member		
	Mr. S.D. Palwe	Member		
<b>8</b>	<b>Student grievance &amp; Redressal Committee</b>			<p>1. To scrutinize and solve the problems of Students</p> <p>2. To submit the report at the end of academic year</p> <p>3. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.</p>
	Mr. V.D.Ahire	Chairman		
	Mr.S.M.Bhoje	Member		
	Mr.V.R.Bagul	Member		
	Miss. K.K.Bhoje	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
9	<b>Women's Sexual Harassment Preventive cell / Vidyarthini Suraksha Committee / Vishakha Committee</b>			
	Dr. R.S. Patil	Chairman (Vishakha Committee)		1. Promote a healthy working environment for all female staff, students and faculty
	Miss. K.K.Bhoye	Chairman (Womens Sexual Harassment Preventive Cell)		2. Work towards building a gender-sensitized environment at our institute
	Dr.Agnes J.Kharat	Member		3. Organize workshops and awareness programmes at regular intervals towards building a gender-neutral workplace
	Mr.V.D.Ahire	Member		4. To submit the report at the end of academic year to NAAC office & University
	Mr.S.M.Bhoye	Member		



Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>10</b>	<b>Research and Development Cell</b>			1. To develop research culture among faculties 2. To give information regarding various grants related to reserch . 3. To help in writing project proposals
	Dr. D.G. Kapadnis	Chairman		
	Mr. S.D. Palwe	Member		
	Dr.S.B.Ghuge	Member		
	Dr. R.K.Binniwale	Member		
<b>11</b>	<b>Library advisory Committee</b>			1. To assist the Librarian in formulating Library policy. 2. To look after general maintenance of the library in terms of reading material and infrastructure.
	Dr.R. P. Bhamre	Chairman		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		
	Dr.D.G.Kapadnis	Member		
	Mr. S.D. Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
	Dr.R.K.Binniwale	Member		
<b>12</b>	<b>Purchase Committee</b>			1. To analyze quotations provided by the various agencies. 2. To ensure accurate completion of all
	<b>Dr.B.S.Jagdale</b>	<b>Chairman</b>		
	Dr. R.P Bhamre	Secretary		
	Mr.V.D.Ahire	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Mr.S.M.Bhoye	Member		documentation regarding purchase. 3. To request technical input from relevant staff as required. 4. Ensuring proportionality, transparency, accountability and fairness in the procurement process.
	Mr.R.K.Binniwale	Member		
	Mr.V.R.Bagul	Member		
	Dr. S. S. Daptare	Member		
	Mr.S.D.Mahajan	Member		
	Mr.R.T.Chaudhari	Member		
	Mr. D. M Patil	Member		
	Mr.M.Z.Deshmukh	Member		
<b>13</b>	<b>Alumni &amp; Parent Association Committee</b>			1. To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students. 2. To encourage them to bring industries and companies for campus placements. 3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students. 4. To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organizations and well placed Alumni. 5. To conduct Alumni meet every year. 6. To receive and attend to parents / guardians in the College. 7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents. 8. To hold at least Two General Body Meetings (August & November) to discuss issues regarding Students. 9. To file and submit the records to the IQAC Committee.
	Mr.S.M.Bhoye	Chairman		
	Mr. R.A. Jadhav	Member		
	Mr. G. M. Gangurde	Member		
	Mr. Bhavsar Jayesh Ramesh	Member		
	Miss.K.K.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>14</b>	<b>Campus Interview &amp; Placement cell / Career guidance cell</b>			<ol style="list-style-type: none"> <li>1. To organize career oriented workshops for the outgoing students.</li> <li>2. To organize coaching classes for competitive exams by inviting experts.</li> <li>3. To organize programmes to create awareness on the importance of higher education in India and abroad.</li> <li>4. To invite industries and companies for Campus placements.</li> <li>5. To provide details of campus placements.</li> <li>6. To conduct awareness programmes on entrepreneurship skills for students.</li> <li>7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.</li> <li>8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.</li> <li>9. To file and submit the records to the IQAC Committee.</li> </ol>
	Mr. G. B. Yelmame	Coordinator		
	Mr.R.K.Binniwale	Member		
	Dr. K.H. Thakare	Member		
	Mr. S.D. Mohan	Member		
<b>15</b>	<b>Social Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in social sciences</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr. S.B. Ghuge	Coordinator		
	Mr.J.R.Bhavsar	Coordinator		
	Mr.S.M.Bhoye	Member		
<b>16</b>	<b>Commerce Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in Commerce</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr.R.K.Binniwale	Coordinator		
	Dr.S.B.Ghughe	Member		
	Miss.K.K.Bhoye	Member		
<b>17</b>	<b>Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in sciences</li> <li>2. To encourage students to take part in various science exhibitions</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.V.R.Bagul	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Mr.S.D.Mohan	Member		
<b>19</b>	<b>Cultural Committee</b>			<ol style="list-style-type: none"> <li>To arrange cultural programme on various activities organized by college.</li> <li>To prepare and encourage the students for participation in competitions.</li> </ol>
	Mr.S.M.Bhoye	Chairman		
	Dr.S.B.Ghuge	Member		
	Mr.S.R.Pawde	Member		
	Mr.V.R.Bagul	Member		
	Miss Kavita Bhoye	Member		
<b>20</b>	<b>College campus beautification Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enrich botanical garden by rare and endangered plants</li> <li>Maintenance of the garden and campus area.</li> <li>To cultivate ornamental and medicinal plants related to B.Sc. Syllabus</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.S.D.Palwe	Member		
<b>21</b>	<b>College Magazine committee</b>			<ol style="list-style-type: none"> <li>To receive the articles / reports from the students/staff and edit the same.</li> <li>To arrange to have photographs of staff and students required for the magazine</li> <li>To get the magazine printed by April end and distribute the same to students and staff.</li> <li>To collect various curricular and extracurricular activity reports and publish it in college magazine</li> </ol>
	Mr. S.R. Pawde	Coordinator		
	Dr. R.S. Patil	Member		
	Dr. S.D.Mahajan	Member		
<b>22</b>	<b>Staff Academy Committee</b>			<ol style="list-style-type: none"> <li>To organize the lectures of faculties for all staff members once in a month</li> <li>To maintain the record of resource persons with their topics</li> <li>To submit annual report to the office.</li> </ol>
	Mr. D. M. Sawant	Coordinator		
	<b>Mr. A.U. Nerkar</b>	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
23	<b>Website updating Committee</b>			<ol style="list-style-type: none"> <li>1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.</li> <li>2. Update all communications, notices, announcements etc on a regular basis.</li> <li>3. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.</li> <li>4. Suitable publicity announcing a forthcoming events may be provided to newspapers</li> <li>5. News written in an interesting journalistic style, should also be submitted to local newspapers</li> <li>6. To ensure timeliness of the events on the college website.</li> </ol>
	Mr.S.D.Mahajan	Coordinator		
	Mr.S.R.Pawde	Member		
	Dr. Agnes Kharat	Member		
24	<b>RUSA Committee</b>			1. To maintain AISHE Record
	Mr. A.R. Bukane	Coordinator		
25	<b>ARC</b>			
	Mr.V.R.Bagul	Coordinator		
26	<b>B.Voc. Committee</b>			<ol style="list-style-type: none"> <li>1. To maintain record of all B.Voc. Courses</li> <li>2. To submit annual report at the end of the year</li> </ol>
	Miss. Kavita Bhoje	Course Coordinator	1. Diploma in Beauty & Wellness 2. Dress Advance Diploma	
	Mr. G. M. Gangurde	Course Coordinator	in Hospitality & Tourism	
27	<b>Skill Development Committee</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on Skill Development.</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Mr. S.D Mohan	Coordinator		
	Mr. R.K Pawar	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
28	<b>Feedback Committee</b>			1. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes. 2. Monitoring and Evaluation of Feedback Reports
	Dr.S.B.Ghuge	Coordinator		
	Miss. Kavita Bhoje	Member		
29	<b>Bahishal Mandal</b>			
	Dr.Agnes J. Kharat	Coordinator		
	Mr.S.R.Pawde	Member		
30	<b>Environmental Awareness Course Committee</b>			1. To conduct lectures of environmental awareness course 2. To keep record of project submission 3. To conduct test of environmental awareness course 4. Evaluation of students.
	Mr. R.A. Jadhav	Coordinator		
	Mr. V.D.Ahire	Member		
	Dr.R.K.Binniwale	Member		
	Dr.Agnes J. Kharat	Member		
31	<b>Publicity Committee</b>			1. Suitable publicity announcing a forthcoming events may be provided to newspapers
	Dr.S.B.Ghuge	Coordinator		
	Mr.S.D.Mahajan	Member		
	Mr. S.R. Pawde	Member		
32	<b>UGC Coordinator</b>			To fill the UGC Proposals and UGC Communication
	Mr.S.D.Palwe	Coordinator		



*my*  
**PRINCIPAL**  
 Mahatma Gandhi Vidyamandir's  
 Arts, Science and Commerce College,  
 Surgana, Tal.Surgana, Dist.Nashik

MGV's Arts, Science & Commerce College Surgana  
College Committees for the Academic Year 2017-18

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>1</b>	<b>Admission Committee</b>			
	Mr. V.D.Ahire	Chairman		
	Dr.S.B.Ghuge	Arts Member		
	Mr.S.R.Pawde	Arts & M.A. Member		
	Mr. J.R.Bhvsar	Arts Member		
	Dr.R.K.Binniwale	Commerce Member		
	Miss. K.K.Bhoye	Arts Member		
	Dr.D.G.Kapadnis	Science Member		
	Mr.V.R.Bagul	Science Member		
	Dr.R.Y.Bhandare	Science Member		
<b>2</b>	<b>Time-table Committee</b>			<p>1. To finalize College Prospectus &amp; Admission Form for the year 2018-19.</p> <p>2. To assist the students and to interact with the parents during admissions</p> <p>3. To provide proper College Identity Cards to the students after the reopening of the College for the year</p> <p>4. To file and maintain the records of the admissions and submit the enrollment record to the IQAC</p>
	Dr.D.G.Kapadnis	Chairman		
	Dr.R.K.Binniwale	Member		
	Mr. V.D.Ahire	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
3	<b>Discipline Committee &amp; Aniti Ragging Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enforce strict discipline within the college campus.</li> <li>To maintain discipline during admission process</li> <li>To maintain discipline during various curricular and extracurricular activities conducted by college.</li> <li>To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the students community.</li> <li>To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging</li> <li>Conduct workshops against ragging menace and orient the students;</li> <li>To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</li> </ol>
	Prin. Dr.C.G.Dighavkar	Chairman		
	Mr.V.D.Ahire	Vice Pricipal		
	Mr. S.M.Bhoye	Member		
	Dr. S.S. Daptare	Member		
	Dr. Agnes J. Kharat	Member		
	Dr.R.K.Binniwale	Member		
	Dr.S.B.Ghuge	Member		
	Mr.S.R. Pawade	Member		
	Mr. A.R. Bukane	Member		
4	<b>IQAC Committee</b>			<ol style="list-style-type: none"> <li>Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution.</li> <li>Development of Quality Culture in the institution and faculty maturation to adopt the required knowledge and technology for participatory teaching a</li> <li>Conducting internal Academic as well as Administrative Audits.nd learning process.</li> <li>Dissemination of information on various quality</li> </ol>
	Dr. C.G.Dighavkar	Principal		
	Mr. V.D.Ahire	Vice-Principal		
	Mr.S.M.Bhoye	Academic Supervisor		
	Dr. A.J. Kharat	IQAC Coordinator		
	Dr. R.S. Patil	Asst. Coordinator		



Sr. No.	Name of the Committee	Designation	Signature	Duties
	Miss. K.K.Bhoye	Member		parameters of higher education. 5. Organization of inter and intra institutional workshops, seminars on quality related themes. 6. Documentation of the various programmes/activities leading to quality improvement and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality. 7. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
	Dr. R.K. Binniwale	Member		
	Mr. V.A. Adole	Member		
	Mr. S.A Ahire	Member		
	Mr. S.D. Palwe	Member		
	Mr.V.R. Bagul	Member		
<b>5</b>	<b>Examination Committee</b>			1. To successfully conduct the Semester End Examinations and prepare the Results. 2. To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time. 3. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance. 4. To process the exam remuneration bills on time. 5. To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.
	Dr. C.G.Dighavkar	Principal		
	Mr. S. M. Bhoye	Chairman		
	Mr.S.D.Mohan	CEO		
	Mr. V.D.Ahire	Member		
	Mr.R.K.Binniwale	Member		
	Mr.S.D.Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
<b>6</b>	<b>Vidyarthi Vikas Mandal (SDO): Student Council</b>			1. To monitor different schemes and conduct programmes running under Students Welfare Department 2. To submit statements of Utilization in time to SPPU. 3. To transfer the amount of actual work done on student's accounts. 5. To keep up to date record of programme
	Dr.S.B.Ghughe			

Sr. No.	Name of the Committee	Designation	Signature	Duties
				<p>conducted regularly.</p> <p>6. To provide curricular, extracurricular and general work to the volunteers.</p> <p>7. To submit annual report and accounts at the end of academic year.</p> <p>8. Medical check up</p> <p>9. Disaster management awareness amongst students</p> <p>10. Guide students regarding Social responsibility.</p> <p>11. To arrange to photograph the College functions and maintain photo albums.</p>
<b>7</b>	<b>N.S.S.</b>			<p>1. To plan and execute N.S.S. Programmes for the year.</p> <p>2. To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.</p> <p>3. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the College.</p> <p>4. To take care of campus beautification and gardening.</p> <p>5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.</p>
	Mr. R.K. Binniwale	Coordinator		
	Mr. S.M Bhoye	Member		
	Mr. S.D. Palwe	Member		
<b>8</b>	<b>Student grievance &amp; Redressal Committee</b>			<p>1. To scrutinize and solve the problems of Students</p> <p>2. To submit the report at the end of academic year</p> <p>3. To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.</p>
	Mr. V.D.Ahire	Chairman		
	Mr.S.M.Bhoye	Member		
	Mr.V.R.Bagul	Member		
	Miss. K.K.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
9	Women's Sexual Harassment Preventive cell / Vidyarthini Suraksha Committee / Vishakha Committee			<ol style="list-style-type: none"> <li>1. Promote a healthy working environment for all female staff, students and faculty</li> <li>2. Work towards building a gender-sensitized environment at our institute</li> <li>3. Organize workshops and awareness programmes at regular intervals towards building a gender-neutral workplace</li> <li>4. To submit the report at the end of academic year to NAAC office &amp; University</li> </ol>
	Dr. R.S. Patil	Chairman (Vishakha Committee)		
	Miss. K.K.Bhoye	Chairman (Womens Sexual Harassment Preventive Cell)		
	Dr.Agnes J.Kharat	Member		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>10</b>	<b>Research and Development Cell</b>			1. To develop research culture among faculties 2. To give information regarding various grants related to reserch . 3. To help in writing project proposals
	Dr. D.G. Kapadnis	Chairman		
	Mr. S.D. Palwe	Member		
	Dr.S.B.Ghughe	Member		
	Dr. R.K.Binniwale	Member		
<b>11</b>	<b>Library advisory Committee</b>			1. To assist the Librarian in formulating Library policy. 2. To look after general maintenance of the library in terms of reading material and infrastructure.
	Dr.C.G.Dighavkar	Chairman		
	Mr.V.D.Ahire	Member		
	Mr.S.M.Bhoye	Member		
	Dr.D.G.Kapadnis	Member		
	Mr. S.D. Mahajan	Member		
	Dr.Agnes J.Kharat	Member		
	Dr.R.K.Binniwale	Member		
<b>12</b>	<b>Purchase Committee</b>			1. To analyze quotations provided by the various agencies. 2. To ensure accurate completion of all
	<b>Dr.B.S.Jagdale</b>	<b>Chairman</b>		
	Dr.C.G.Dighavkar	Secretary		
	Mr.V.D.Ahire	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Mr.S.M.Bhoye	Member		<p>documentation regarding purchase.</p> <p>3. To request technical input from relevant staff as required.</p> <p>4. Ensuring proportionality, transparency, accountability and fairness in the procurement process.</p>
	Mr.R.K.Binniwale	Member		
	Mr.V.R.Bagul	Member		
	Dr. S. S. Daptare	Member		
	Mr.S.D.Mahajan	Member		
	Mr.R.T.Chaudhari	Member		
	Mr. D. M Patil	Member		
	Mr.M.Z.Deshmukh	Member		
<b>13</b>	<b>Alumni &amp; Parent Association Committee</b>			<p>1. To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students.</p> <p>2. To encourage them to bring industries and companies for campus placements.</p> <p>3. To give an opportunity to the Alumni who are entrepreneurs to motivate the students.</p> <p>4. To suggest Add On / Certificate / Diploma courses to be conducted by the College with financial assistance from industries/commercial organizations and well placed Alumni.</p> <p>5. To conduct Alumni meet every year.</p> <p>6. To receive and attend to parents / guardians in the College.</p> <p>7. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents.</p> <p>8. To hold at least Two General Body Meetings (August &amp; November) to discuss issues regarding Students.</p> <p>9. To file and submit the records to the IQAC Committee.</p>
	Mr.S.M.Bhoye	Chairman		
	Mr. R.A. Jadhav	Member		
	Mr. G. M. Gangurde	Member		
	Mr. Bhavsar Jayesh Ramesh	Member		
	Miss.K.K.Bhoye	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
<b>14</b>	<b>Campus Interview &amp; Placement cell / Career guidance cell</b>			<ol style="list-style-type: none"> <li>1. To organize career oriented workshops for the outgoing students.</li> <li>2. To organize coaching classes for competitive exams by inviting experts.</li> <li>3. To organize programmes to create awareness on the importance of higher education in India and abroad.</li> <li>4. To invite industries and companies for Campus placements.</li> <li>5. To provide details of campus placements.</li> <li>6. To conduct awareness programmes on entrepreneurship skills for students.</li> <li>7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.</li> <li>8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.</li> <li>9. To file and submit the records to the IQAC Committee.</li> </ol>
	Mr. G. B. Yelmame	Coordinator		
	Mr.R.K.Binniwale	Member		
	Dr. K.T. Patil	Member		
	Mr. S.D. Mohan	Member		
<b>15</b>	<b>Social Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in social sciences</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr. S.B. Ghuge	Coordinator		
	Mr.J.R.Bhavsar	Coordinator		
	Mr.S.M.Bhoye	Member		
<b>16</b>	<b>Commerce Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in Commerce</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Dr.R.K.Binniwale	Coordinator		
	Dr.S.B.Ghughe	Member		
	Miss.K.K.Bhoye	Member		
<b>17</b>	<b>Science Association</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on recent development in sciences</li> <li>2. To encourage students to take part in various science exhibitions</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.V.R.Bagul	Member		

Sr. No.	Name of the Committee	Designation	Signature	Duties
	Mr.S.D.Mohan	Member		
<b>19</b>	<b>Cultural Committee</b>			<ol style="list-style-type: none"> <li>To arrange cultural programme on various activities organized by college.</li> <li>To prepare and encourage the students for participation in competitions.</li> </ol>
	Mr.S.M.Bhoye	Chairman		
	Dr.S.B.Ghughe	Member		
	Mr.S.R.Pawde	Member		
	Mr.V.R.Bagul	Member		
	Miss Kavita Bhoye	Member		
<b>20</b>	<b>College campus beautification Committee</b>			<ol style="list-style-type: none"> <li>To maintain and enrich botanical garden by rare and endangered plants</li> <li>Maintenance of the garden and campus area.</li> <li>To cultivate ornamental and medicinal plants related to B.Sc. Syllabus</li> </ol>
	Dr.D.G.Kapadnis	Coordinator		
	Mr.S.D.Palwe	Member		
<b>21</b>	<b>College Magazine committee</b>			<ol style="list-style-type: none"> <li>To receive the articles / reports from the students/staff and edit the same.</li> <li>To arrange to have photographs of staff and students required for the magazine</li> <li>To get the magazine printed by April end and distribute the same to students and staff.</li> <li>To collect various curricular and extracurricular activity reports and publish it in college magazine</li> </ol>
	Mr. S.R. Pawde	Coordinator		
	Dr. R.S. Patil	Member		
	Dr. S.D.Mahajan	Member		
<b>22</b>	<b>Staff Academy Committee</b>			<ol style="list-style-type: none"> <li>To organize the lectures of faculties for all staff members once in a month</li> <li>To maintain the record of resource persons with their topics</li> <li>To submit annual report to the office.</li> </ol>
	Mr. D. M. Sawant	Coordinator		

Sr. No.	Name of the Committee	Designation	Signature	Duties
23	<b>Website updating Committee</b>			<ol style="list-style-type: none"> <li>1. Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.</li> <li>2. Update all communications, notices, announcements etc on a regular basis.</li> <li>3. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.</li> <li>4. Suitable publicity announcing a forthcoming events may be provided to newspapers</li> <li>5. News written in an interesting journalistic style, should also be submitted to local newspapers</li> <li>6. To ensure timeliness of the events on the college website.</li> </ol>
	Mr.S.D.Mahajan	Coordinator		
	Mr.S.R.Pawde	Member		
	Dr. Agnes Kharat	Member		
24	<b>RUSA Committee</b>			1. To maintain AISHE Record
	Mr. A.R. Bukane	Coordinator		
25	<b>ARC</b>			
	Mr.V.R.Bagul	Coordinator		
26	<b>B.Voc. Committee</b>			<ol style="list-style-type: none"> <li>1. To maintain record of all B.Voc. Courses</li> <li>2. To submit annual report at the end of the year</li> </ol>
	Miss. Kavita Bhoje	Course Coordinator	1. Diploma in Beauty & Wellness 2. Dress	
	Mr. G. M. Gangurde	Course Coordinator	Advance Diploma in Hospitality & Tourism	
27	<b>Skill Development Committee</b>			<ol style="list-style-type: none"> <li>1. To organize lectures of eminent personalities based on Skill Development.</li> <li>2. To submit annual report at the end of academic year</li> </ol>
	Mr. S.D Mohan	Coordinator		
	Mr. R.K Pawar	Member		



Sr. No.	Name of the Committee	Designation	Signature	Duties
28	<b>Feedback Committee</b>			1. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes. 2. Monitoring and Evaluation of Feedback Reports
	Dr.S.B.Ghughe	Coordinator		
	Miss. Kavita Bhoje	Member		
29	<b>Bahishal Mandal</b>			
	Dr.Agnes J. Kharat	Coordinator		
	Mr.S.R.Pawde	Member		
30	<b>Environmental Awareness Course Committee</b>			1. To conduct lectures of environmental awareness course 2. To keep record of project submission 3. To conduct test of environmental awareness course 4. Evaluation of students.
	Mr. R.A. Jadhav	Coordinator		
	Mr. V.D.Ahire	Member		
	Dr.R.K.Binniwale	Member		
	Dr.Agnes J. Kharat	Member		
31	<b>Publicity Committee</b>			1. Suitable publicity announcing a forthcoming events may be provided to newspapers
	Dr.S.B.Ghughe	Coordinator		
	Mr.S.D.Mahajan	Member		
	Mr. S.R. Pawde	Member		
32	<b>UGC Coordinator</b>			To fill the UGC Proposals and UGC Communication
	Mr.S.D.Palwe	Coordinator		



  
**PRINCIPAL**  
 Mahatma Gandhi Vidyamandir's  
 Arts, Science and Commerce College  
 Surgana, Tal Surgana, Dist Nashik