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# Satish Pradhan Dnyanasadhana College, Thane

## Academic Year 2025-2026 Committees

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### Junior College

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**Dnyanasadhana Thane, Society's  
Satish Pradhan Dnyanasadhana College, Thane  
(Arts, Science and Commerce)  
ISO21001:2018 Certified Institution**



**Our Vision**  
To Develop a Centre of  
Excellence in Education

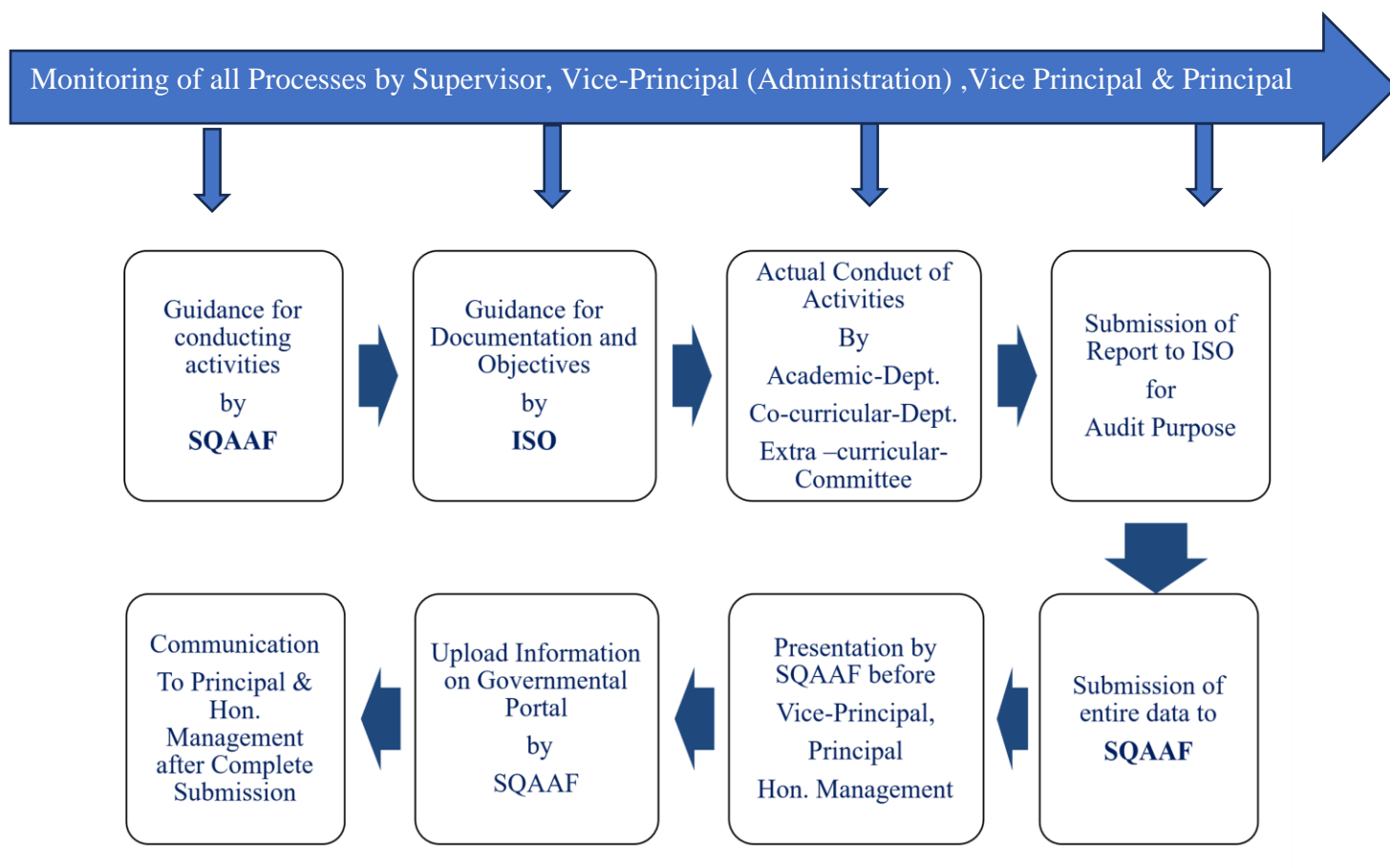


**Our Mission**  
To Strengthen Students Academically,  
Socially, and Economically

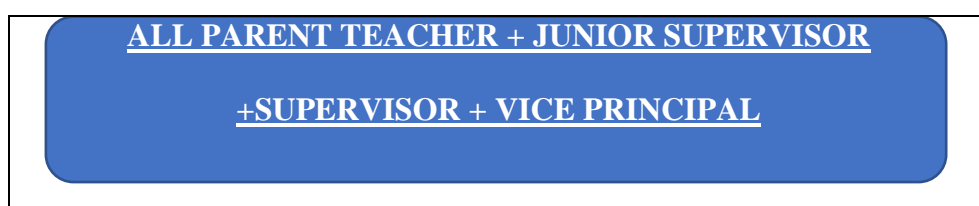


10-05-2025

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### Overall discipline



## **Guidelines for All Committee Conveners**

**All committee conveners are expected to adhere to the following steps to ensure smooth functioning and effective coordination of committee activities:**

**1. Conduct Committee Meeting**

Convene a meeting with all committee members at the beginning of the academic year. Maintain proper Minutes of the Meeting (MoM) for documentation and future reference.

**2. Clarify Objectives and Responsibilities**

Clearly discuss and define the objectives, roles, and responsibilities of the committee during the meeting. Ensure that all members understand their functional scope.

**3. Work Allocation**

Distribute the work profile and tasks among committee members based on their strengths and interests, to promote accountability and efficiency.

**4. Invite Student Participation**

Draft and circulate a notice inviting students to join the committee as volunteers. This will encourage active student involvement and leadership.

**5. Prepare an Annual Activity Calendar**

In consultation with the committee members, prepare a well-planned activity calendar for the academic year. The calendar should outline events, campaigns, and other initiatives in alignment with institutional goals.

**6. Budget Preparation and Submission**

Prepare a budget proposal for planned committee activities and submit it to the concerned authority within the stipulated timeframe for approval and allocation.

**7. To prepare minute book, budget, records of the activities, photographs, videos and maintain all said documents.**

**8. To get prior permission of any event or activities from management, Principal and Vice principals for the smooth conduction of college daily activities.**

<b>Sr. No.</b>	<b>Name of the Administrative Authority</b>	
<b>1.</b>	<b>Dr.Ganesh Bhagure</b>	<b>Principal</b>
<b>2.</b>	<b>Mr.Rajendra Wekhande</b>	<b>Vice-Principal</b>
<b>3.</b>	<b>Dr. Dinesh Joshi</b>	<b>Vice-Principal (Administration)</b>
<b>4.</b>	<b>Mr.Suresh Halbandge</b>	<b>Supervisor</b>
	<b>Name of the Jr. Supervisor</b>	<b>Stream</b>
<b>1.</b>	<b>Dr. Anjali Jadhav</b>	<b>Science</b>
<b>2.</b>	<b>Mr. Mahesh Patil</b>	<b>Science</b>
<b>3.</b>	<b>Mrs. Vidya Chavan</b>	<b>Arts</b>
<b>4.</b>	<b>Mr. Shishir Lele</b>	<b>Arts</b>
<b>5.</b>	<b>Mr. Prakash Rohra</b>	<b>Commerce</b>
<b>6.</b>	<b>Mr. Dhananjay Thakur</b>	<b>Commerce</b>
<b>7.</b>	<b>Miss. Pallavi Deshpande</b>	<b>Commerce</b>

<b>Sr. NO.</b>	<b>NAME OF THE COMMITTEE</b>	<b>CONVENOR</b>	<b>CO-CONVENOR</b>
<b>1</b>	<b>XI &amp; XII Online/Offline Admission, Roll call &amp; I Card</b> <b>ADVISORY:</b> Mr. D. M. Joshi	Mr. Shishir Lele	Mr. Mahesh Patil Mr. Prakash Rohra Mr. Atul Patil
<b>2</b>	<b>Timetable Framing Committee</b>	Vice principal Mrs Anjali Jadhav (Sci) Mrs. Pallavi Deshpande (Comm) Mrs Vidya Chavan (Arts)	
<b>3</b>	<b>Examination and Result Committee</b> <b>ADVISORY: Mr. Shishir Lele</b>	Mr. Mahesh Patil	Mr. Dhananjay Thakur
<b>4</b>	<b>AQISC (Academic Quality Improvement and Standard Cell)</b>	Miss. Pallavi Deshpande (Com) Mrs Nayana Rathod (Sci) Mrs. Vidya Chavan (Arts)	
<b>5</b>	<b>Science Association</b>	Mrs. Smita Parab (Convenor)	Mrs. Deepali Shitut (Co-Convenor)
<b>6</b>	<b>ISO &amp; documentation</b>	Mr. Shishir Lele (Convenor)	Mrs. Anuradha Desai (Co-Convenor) Dr. Ruchita Vanamali (Co-Convenor)
<b>7</b>	<b>SARAL &amp; UDISE</b>	Mr. Pralhad Sonawane (Convenor)	Mr. Umesh Kantela (Sci) (Co-Convenor) Mr. Gulab Turukmane (Arts) (Co-Convenor) Mr. Kisan Dhadwad (Com) (Co-Convenor)
<b>8</b>	<b>N.S.S</b>	Mr. Shankar Zanje - Convenor	Mr. Mahesh Kulsange - Co - Convenor Mrs. Manjushree Shendre - Co - Convenor
<b>9</b>	<b>N. C. C. (Boys)</b>	Lt. Dilip Vasave - Convenor	Mr. Madhukar Pisal- Co-Convenor Mr. Suraj Bhalerao

10	<b>Civil Defence</b>	Mr. Kisan Dhadwad - Convenor	Mrs. Vimal Patil- Co - Convenor
11	<b>S V KULKARNI Elocution Competition</b>	Mr. Shishir Lele (Convenor)	Mr. Satish Madale (Co- Convenor)
12	<b>SQAAF</b>	Mr. Anand S. Yadav Convenor	Mr. Umesh N. Kantela Co- Convenor
13	<b>Indirabai Phanse Elocution Competition</b>	Anita Jogalekar (Convenor)	Dr. Vandana Shinde (Co-Convenor)
14	<b>Arts Association</b>	Mr. Atul Patil – Convenor	Mrs. Nanda Ahire - Co- Convenor
15	<b>Commerce Association</b>	Dr. Mr. Brijesh Viswakarama– Convenor	Mr. Malhari Shirtode Co - Convenor
16	<b>Utopia Cultural and competition</b>	Mrs. Gauri Karve - Convenor	Mr N. S. Pawar Co - Convenor Mrs. Priti Nikate - Co - Convenor Mrs. Madhuri Phegade Co- Convenor
17	<b>Yoga Implementation &amp; Abhyas</b>	Mrs. Kavita Bhosekar	Mrs. Smita Parab
18	<b>NEP</b>	Dr. Anjali Jadhav - Convenor	Dr. Mrs. Ruchita Wanmali Co- Convenor (NEP)
19	<b>Prospectus updation</b>	Mrs. Anuradha Desai (Convenor)	Mrs. Gauri Karve – (Co- Convenor) Mr. Anand Yadav- (Co- Convenor)
20	<b>Staff Academy</b>	Mr. Hareshwar Bhoje - Convenor	Mrs. Rakhi Jadhav -Co- Convenor
21	<b>Literary Association</b>	Mrs. Sangita Baviskar – Convenor	Mr. Kisan Dhadwad - Co - Convenor
22	<b>Student Activity Center</b>	Dr. Ruchita Vanmali - Convenor	Ms. Jakira Shaikh - Co - Convenor

23	<b>Publicity Committee</b>	Mr.Mahesh Kulsunge -Convenor	Mr.Kisan Dhdvad Co - Convenor
24	<b>Counselling Cell</b>	Mr.Shishir Lele -Convenor	Mrs. Manisha Rajput Co - Convenor
25	<b>Raport developement</b>	Mr.Umesh Kantela -Convenor	Mr.Brijesh Vishwakarma Co - Convenor
26	<b>Discipline committee</b>	Mr. Shishir Lele Arts Mr. Dhananjay Thakur Com Mr. Mahesh Patil Sci	Mrs Vidya Chavan Miss Pallavi Deshapande Mr Prakash Rohra Mrs Anjali Jadhav

<i><b>Prepared by</b></i>	<i><b>Reframe &amp; Consolidated by</b></i>	<i><b>Approved by</b></i>
Mr.Suresh Halbandge - Supervisor	Mr. Rajendra Wekhande-Vice-Principal  Dr.Dinesh Joshi- Vice-Principal (Administration)  Mr.Suresh Halbandge-Supervisor	Dr.Ganesh Bhagure Principal

<b><u>Sr.No.</u></b>	<b>Committees</b>	<b>Objectives, Duties and Responsibilities</b>
<b>1</b>	<b>XI &amp; XII Online/Offline Admission &amp; Roll call Committee:</b> <b>Mr. Shishir Lele - Convenor</b> Mr. Mahesh Patil (Sci) Co-Convenor Mr. Atul Patil (Arts) Co-Convenor Mr. Prakash Rohra (Com) Co-Convenor Mrs. Anjali Jadhav (Sci) Mr. Dilip Vasave (Arts) Mr. Anand Yadav (Com) Mr. Kisan Dhadvad (Com) Mr. Shankar Zanje (Sci) Mr. Zia Khan (Sci) Mrs. Sangita Onkeshwar (Com) <b>Advisory : Mr. D. M. Joshi</b> Office Person Mr. Mangesh Kharatkar Mr. Yogesh Changan Mrs. Anwesha Konde	<b><u>Objectives:</u></b> To conduct admission of XI and XII std. students smoothly. <b><u>Duties:</u></b> To follow guidelines given by Government of Maharashtra, Vice principal, Principal and Hon. Management <b><u>Responsibilities:</u></b> i) To provide guidance during admission process. ii) To respond students/parents online/offline. iii) To give information about <b>Mastersoft Dnyanasadhana admission portal.</b> iv) To Complete <b>Part-I and Part-II</b> task with the help of parent teachers. v) To Collect required documents with the help of office staff. ( <b>updated aadhar card</b> )
<b>2</b>	<b>Timetable Framing Committee:</b>	
	1) Vice principal 2) Mrs Anjali Jadhav (Sci) 3) Mrs. Pallavi Deshpande (Comm) 4) Mrs Vidya Chavan (Arts) 5) Mrs Neeta Vaidya 6) Mr. Yogesh Changan	<b><u>Objectives:</u></b> i) To ensure the smooth conduct of academic activities across all streams. ii) To synchronize the Junior College timetable with the Degree College schedule to avoid clashes and ensure optimal use of infrastructure and faculty.



		<p><b><u>Duties:</u></b> To prepare and implement the Timetable with the permission of vice principal/Principal/Management</p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>i) To prepare a <b>Regular timetable</b> for XI and XII and submit it in the month of <b>May</b>.</li> <li>ii) Also prepare <b>individual staff time tables</b> with the help of HOD in the month of <b>June</b>. To prepare and manage a <b>temporary or emergency timetable</b> as required at short notice.</li> <li>iii) To display the Timetable on <b>Notice Board and Students WhatsApp</b> group.</li> <li>iv) To ensure <b>daily lecture implementation</b>, which will be monitored and coordinated by the <b>Junior Supervisor</b>.</li> <li>v) To <b>communicate any changes or adjustments</b> in the timetable promptly to both <b>students and teachers</b>.</li> </ul>
<b>3</b>	<b>Examination and Result Committee</b>	
	<ul style="list-style-type: none"> <li>i) <b>Mr. Mahesh Patil – Convenor</b></li> <li>ii) <b>Mr. Dhananjay Thakur (co-convenor)</b></li> <li>iii) <b>Mr. Prakash Rohra</b></li> <li>iv) <b>Mrs. Sangita Baviskar</b></li> </ul>	<p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>i) To conduct XI and XII examinations smoothly.</li> </ul>

	<p>v) Mrs. Kavita Bhosekar.</p> <p>vi) Mrs. Shelly Singhani</p> <p>vii) Mrs. Sheetal More</p> <p>viii) <b>Advisory: Mr. Shishir Lele</b></p> <p><b>Office Person</b></p> <p>ix) Mr. Mangesh Kharatkar</p> <p>x) Mr. Yogesh Changan</p> <p>xi) Mr. Ganesh Mhaske</p>	<p>ii) To Prepare result of XI std students and submit the same to the Principal and the office in charge.</p> <p><b><u>Duties:</u></b> To follow the instruction given by HSC board (Competent Authority) and principal.</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To conduct meeting of all committee members to perform examination duty smoothly.</p> <p>ii) To issue notice to all the teachers to SET question papers as per prescribed guidelines. To instruct the concerned person for Paper printing.</p> <p>iii) To prepare timetable and display it for student information. To prepare Invigilator chart as per staff list. To conduct meeting of all Invigilator to perform examination duty smoothly.</p> <p>iii) To distribute answer paper for correction.</p> <p>iv) Collect Question. Paper (first copy), corrected answer paper with marksheet.</p> <p>v) To submit the marksheet of all subjects to the convenor for result processing</p> <p>vii) To declare result in time</p> <p>viii) To submit the consolidated result in time to office for admission process.</p> <p>ix) To submit the Ranker list for Annual Prize distribution (XI) with the help of office.</p>
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		<p>x) To submit the Ranker list for Foundation Day (XII) with the help of Faculty in charges and office.</p> <p>Overall, the Examination and Results Committee plays a critical role in ensuring the smooth and fair conduct of examinations in junior colleges. By upholding academic standards and providing support to students, the committee helps to create an environment that promotes learning and academic excellence.</p>
<b>4</b>	<b>Academic Quality Improvement and Standard Cell (<u>AQISC</u>)</b>	
	<p>i) <b>Ms.Pallavi Deshpande (Com Convenor)</b></p> <p>ii) <b>Mrs. Nayana Rathod (Sci Convenor)</b></p> <p>iii) <b>Mrs. Vidya Chavan (Arts Convenor)</b></p> <p>iv) <b>Mr. Ziya Khan (Co- Convenor)</b></p> <p>v) <b>Mrs. Nanda Ahire (Co- Convenor)</b></p> <p>vi) <b>Mr. Brijesh Vishwakarma (Co-Convenor)</b></p> <p><i>All HOD's will be members of those respective faculties</i></p>	<p><b><u>Objectives:</u></b></p> <p>i. To improve the academic performance of XII std students in Board Exam.</p> <p>ii. To conduct minimum 4 Exam between July to December with monthly test.</p> <p><b><u>Duties &amp; Responsibilities</u></b></p> <p>i) To do result analysis (X and XI std.) in June month.</p> <p>ii) To suggest the remedial measures /steps /action to improve the performance of below average and average students right from their 1<sup>st</sup> unit test.</p>

		<p>iii) To suggest special guidance to the students who are above average and to take them towards excellence.</p> <p>iv) To Maintain record of each activity &amp; submit report to Vice Principal, Principal</p> <p><b><i>To Prepare timetable and display it for students on notice board.</i></b></p>
<b>5</b>	<b>Science Association:</b>	
	<p>i) Mrs. Smita Parab (Convenor)</p> <p>ii) Mrs. Deepali Shitut (Co-convenor)</p> <p>iii) All the science teachers/C. S. teachers and IT teachers.</p>	<p><b><u>Objectives:</u></b></p> <p>i) To conduct minimum two activities to foster positive relationships between the junior college and the schools in Thane.</p> <p>ii) To conduct minimum 2 lectures to bridge the gap between junior and senior college (Eg. Organise session on Career Opportunities in Pure Science by SR. College Faculty).</p> <p>iii) To Organise Interschool Science Exhibition</p> <p>iv) To build rapport with different schools and colleges of Thane City and with our degree college.</p> <p>v) To organize quarterly meetings between representatives of the junior college and the schools in Thane and SPDC Degree College.</p> <p>vi) To Conduct quiz and Power Point competition by end of August</p> <p>vii) To Conduct workshop for school teachers (9<sup>th</sup> std and 10<sup>th</sup> std) in the month of September.</p>

		<p>viii)To conduct special lecture series for our college 12 std students, for this activity invite our degree college lecturer</p> <p><b><u>Duties:</u></b> To follow guidelines given by Government of Maharashtra, Principal and Hon. Management .</p> <p><b><u>Responsibilities:</u></b></p> <p>i)To ensure that the objectives of the committee are met in a timely and effective manner.</p> <p>ii)To provide regular reports to the junior college administration and the schools in Thane and SPDC Degree College on the progress of the committee's work.</p>
<b>6</b>	<b>ISO Certification &amp; Documentation committee</b>	
	<p>i) <b>Mr. Shishir Lele (convenor)</b></p> <p>ii) <b>Mrs. Anuradha Desai (Co-convenor)</b></p> <p>iii) <b>Mrs. Ruchita Vanamali (co-convenor)</b></p> <p>iv) Mrs. Gauri Karve</p> <p>v) Mrs. Uttara Joshi</p> <p>vi) Mr. Pralhad Sonawane</p> <p>vii) Mrs. Vidya Chavan</p> <p>viii)Mr. Atul Patil</p> <p>ix) Dr Siddhesh Patil</p> <p>x) Mr. Milind Dhotre</p> <p>xi) Mr mangesh Kharatkar</p> <p>xii) Mr. Yogesh Changan</p> <p>xiii)Mrs Neeta Vaidya</p>	<p><b><u>Objectives:</u></b></p> <p>To implement ISO 21001:2018 in the Academic Year 2025-26.</p> <p><b><u>Duties:</u></b> To follow guidelines given by Principal and Hon. Management</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To prepare objectives of the Institution</p> <p>ii) To Prepare SOP for the following Processes;</p> <ol style="list-style-type: none"> <li>Admission</li> <li>Teaching Learning</li> <li>Examination</li> <li>Co-curriculars, Extra Curriculars activities</li> <li>Parents meeting</li> </ol>

		<p>f) Training Teaching staff</p> <p>iii) To organize training sessions for teaching staff regarding SOP, PFC and other documentation</p> <p>iv) To prepare faculty Logbook for monitoring / evaluation of teaching learning</p> <p>v) To conduct Internal Audit</p> <p>vi) To prepare Record for MRM</p> <p>vii) To schedule MRM</p> <p>viii) To Schedule Final Audit</p> <p>ix) To submit detail report to principal &amp; Management</p> <p><b><u>Responsibilities related to Documentation:</u></b></p> <p>i) To maintain a centralized record-keeping system for all the documents related to the college.</p> <p>ii) To oversee the documentation of all academic and administrative activities, such as attendance records, examination results, fee receipts, etc.</p> <p>iii) To verify the authenticity of all documents submitted by the students, such as mark sheets, transfer certificates, etc.</p> <p>iv) To ensure that all documentation procedures are followed in a timely and efficient manner.</p>
<b>7</b>	<b>SARAL and UDISE COMMITTEE</b>	
	<p>i) <b>Mr. Pralhad Sonawane (Convenor)</b></p> <p>ii) <b>Mr. Umesh Kantela (Sci)</b> <b>(Co-Convenor)</b></p> <p>iii) <b>Mr. Gulab Turukmane (Arts)</b> <b>(Co-Convenor)</b></p> <p>iv) <b>Mr. Kishan Dhadwad (Com)</b> <b>(Co-Convenor)</b></p>	<p><b><u>Objectives:</u></b> To update Saral, Apar Id and Udise work on website.</p> <p><b><u>Duties:</u></b></p> <p>i) To follow the guidelines from Management, Principal, Vice principals &amp; government authorities.</p> <p>ii) To follow guidelines to update and enrol data on saral portal.</p>

	v) <b>Mr.Prakash Sonawane</b> vi) <b>Mr.Ganesh Mhaske</b> vii) <b>Mr.Yogesh Changan</b> <b>All parent teachers are members of this committee</b>	<b><u>Responsibilities:</u></b> i) To assign duties to parent teachers. ii) To enter accurate and confidential student data. iii) To provide access and support to other staff members and troubleshooting any technical issues that may arise. iv) To provide training and support to staff members who are using the Saral Work system for the first time or require assistance with certain functions. v) To ensure that the student data is kept confidential and is only accessible to authorized personnel.
<b>8</b>	<b>N.S.S Committee</b>	
	<b>N.S.S Committee:</b> 1) <b>Mr. Shankar Zanje - Convenor</b> 2) <b>Mr. Mahesh Kulsange - Co - Convenor</b> 3) <b>Mrs. Manjushree Shendre - Co - Convenor</b> 4) Mr. Zia Khan 5) Mr. Dhananjay Rakh 6) Mrs Deepali Shitut 7) Mr. Satish Madale 8) Dr. Mrs. Priti Nikte 9) Mr. Atul Patil 10) Mrs. Prabha Pandey 11) Mr. Madhukar Pisal 12) Mrs.Chitra Chaudhary. 13) Mrs Manisha Singh 14) Dr Siddhesh Patil	The National Service Scheme (NSS) is a program launched by the Government of India in 1969 with the objective of developing the personality and character of students through community service. The NSS committee in a college is responsible for implementing and coordinating the NSS program within the college.  <b><u>Duties:</u></b>  To follow the guidelines from Principal, Vice Principals, Management & Government authorities.  <b><u>Responsibilities:</u></b> i) Planning and organizing various NSS activities and programs within the college campus. ii) Liaising with NGOs, government organizations, and other stakeholders to

	<p>15) Mr.Milind Dhotre</p> <p>16) Mrs Sangeeta Onkeshwar</p> <p>17) Mrs Aruna Kendre</p> <p>18) Miss Jakira Shaikh</p>	<p>identify areas where the NSS program can be implemented.</p> <p>iii)Forming and training NSS volunteers to participate in various community service programs.</p> <p>iv)Developing a work plan and budget for the NSS program.</p> <p>viii) Identifying and implementing projects and programs that address the needs of the community, such as health and hygiene, literacy, environment, and rural development.</p> <p>ix) Conducting regular meetings of the NSS committee and volunteers to assess the progress of the program and to plan future activities.</p> <p>x) Documenting and reporting the activities of the NSS program to the concerned authorities.</p> <p>xi) Ensuring the safety and well-being of the NSS volunteers during community service activities.</p> <p>xii) Yearly activity will be monitored by NSS Convenor and NSS camp will be monitored and conducted by only NSS Co- convenor.</p> <p>xiii) To conduct safety and emergency drills for students with the help of competent authority.</p> <p>xiv) To submit required information/ documents to Government Authorities and Apex Bodies</p> <p>In summary, the NSS committee in a college plays a vital role in promoting community</p>
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		service, social responsibility, and national integration among students. They are responsible for planning, organizing, and coordinating various NSS activities and programs within the college campus and in the community.
<b>9</b>	<b>N. C. C. Committee: (Boys)</b>	
	<p>i) <b>Lt. Dilip Vasave - Convenor</b>  ii) <b>Mr. Madhukar Pisal- Co- Convenor</b>  iii) Mr. Suraj Bhalerao -Member  iv) Mr.Kantilal Chavan-Member  v) Mr. Milind Dhotre</p>	<p>The National Cadet Corps (NCC) is a voluntary organization in India that aims to develop the qualities of leadership, discipline, and patriotism among the youth. In colleges, the NCC is headed by a committee that is responsible for overseeing its activities and achieving its objectives. Here are the objectives, duties, and responsibilities of an NSS committee in a college:</p> <p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>To develop the personality, social responsibility, leadership qualities of students through community service.</li> <li>Organize at least two community-related events per semester that attract at least 100 students.</li> </ol> <p><b>Duties:</b>  To follow the guidelines from Principal, Vice principals, Management &amp; government authorities. (TMC, NCC directorate.)</p> <p><b><u>Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>Planning and organizing NCC training programs, camps, and other activities.</li> <li>Ensuring the safety and well-</li> </ol>

		<p>being of NCC cadets during training and other activities</p> <p>iv) .Maintaining records and documentation related to NCC activities and cadets.</p> <p>v) Coordinating with other NCC units and authorities for the smooth functioning of the program.</p> <p>vi) Promoting the NCC program and recruiting new cadets.</p> <p>vii) Coordinating with college authorities and other stakeholders for the effective implementation of NCC programs and activities.</p> <p>viii) To make an arrangement for Piloting whenever Principal /program Coordinator is inform</p> <p>ix) Overall, the NCC committee in a college plays a crucial role in developing the character, skills, and abilities of NCC cadets and preparing them for future leadership roles in society.</p>
<b>10</b>	<b>Civil Defence Committee</b>	
	<p>i) <b>Mr. Kisan Dhadwad - Convenor</b></p> <p>ii) <b>Mrs. Vimal Patil- Co -Convenor</b></p> <p>iii) Mr. Zia Khan</p> <p>iv) Mr. Suraj Bhalerao</p> <p>v) Dr. Mrs. Priti Nikte</p> <p>vi) Mr. Dhananjay Rakh</p>	<p><b><u>Objectives:</u></b></p> <p>1) To conduct 2 activities in first term. and 2 activities in second term.</p> <p>2) To conduct safety and emergency drills for students with the help of competent authority</p> <p><b><u>Duties:</u></b> To follow the guidelines from Principal, Vice principals, Management &amp;</p>

	vii) Mr. Malhari Shirtode	<p>government authorities.</p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>i. To conduct civil defense activities in the college.</li> <li>ii) Collaborating with other departments and organizations within the college to plan and execute joint events.</li> <li>iii) To provide regular reports to the junior college administration and the schools in Thane and SPDC Degree College on the progress of the committee's work.</li> </ul>
<b>11</b>	<b>S. V. Kulkarni Elocution Competition:</b>	
	<p><b>Mr. Shishir Lele (Convenor)</b></p> <p><b>Mr. Satish Madale (Co- Convenor)</b></p> <p>All English Language teachers &amp; other faculty members as and when required.</p>	<p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>i) To organize at least two events in the first semester that attract a minimum of 100 students.</li> <li>ii) To encourage and promote public speaking skills among college students.</li> <li>iii) To organize and conduct elocution competitions at the college level between July and December of the academic year.</li> <li>iv) To identify and recognize talented speakers and provide them with a platform to showcase their skills.</li> </ul> <p><b><u>Duties:</u></b></p>

		<p>To follow the guidelines issued by the Principal, Vice Principals &amp; Management</p> <p><b><u>Responsibilities:</u></b></p> <p>i) Planning and organizing elocution competitions at regular intervals throughout the academic year.</p> <p>ii) Identifying suitable and engaging topics for the competitions.</p> <p>iii) Inviting guest speakers and judges for the events.</p> <p>iv) Advertising and promoting the competitions among students, faculty, and staff.</p> <p>v) Coordinating with other departments and committees to ensure the smooth execution of the competitions.</p> <p>vi) Providing participants with guidelines and training on public speaking skills and presentation techniques.</p>
<b>12</b>	<p><b>School Quality Assessment and Assurance Framework (SQAAF)</b>  <b>शाळा गुणवत्ता मूल्यांकन आणि आश्वासन आराखडा</b>  <b>Reference: Government of Maharashtra GR dated 15<sup>th</sup> March, 2024</b></p>	
	<p>1) Mr. Anand S. Yadav Convenor</p> <p>2) Mr. Umesh N. Kantela Co-Convenor</p> <p>3) Mrs. Priti Nikte</p> <p>4) Mr. Madhukar Pisal</p> <p>5) Mrs. Nazma H. Momin</p> <p>6) Mr. Kantilal Chavan</p> <p>7) Mr. Zia Khan</p> <p>8) Mrs. Chitra Chaudhari</p> <p>9) Mrs. Manisha Singh</p>	<p><b><u>Objective:</u></b></p> <p>i) To Prepare Perspective plan for every academic year.</p> <p>ii) To ask suggestions / activities from every committee or academic departments to prepare a Perspective plan</p> <p>iii) To collect all documents from ISO Certification Committee</p>

	<p>10) Mrs. Rakhi Jadhav</p> <p>11) Mr. Turukmane</p> <p>12) Mr. Brijesh Vishwakarma</p> <p>13) Mrs Neeata Vaidya</p> <p>14) Mr. Yogesh Changan</p> <p>15) Mr. Mangesh Changan</p>	<p><b>iv)</b> To ensure that all important documents related to the college and its students are properly organized and stored.</p> <p><b><u>Duties:</u></b></p> <p>To follow the guidelines issued by the Principal, Vice Principals, Management and relevant government authorities.</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To maintain a centralized record-keeping system for all documents related to the college.</p> <p>ii) To oversee the documentation of all academic and administrative activities, including attendance records, examination results, fee receipts, etc.</p> <p>iii) To verify the authenticity of all documents submitted by students, such as mark sheets, transfer certificates, and other relevant records.</p> <p>iv) To ensure that all documentation procedures are carried out in a timely and efficient manner.</p> <p>v) To maintain the confidentiality and security of all documents.</p>
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		<p>vi) To coordinate with other committees and departments of the college to ensure the smooth functioning of the documentation process.</p> <p>vii) To provide necessary information and assistance to students and their parents regarding documentation procedures.</p> <p>viii) To ensure that all documents are readily accessible for official use and reference.</p>
<b>13</b>	<b>INDIRABAI PHANSE Elocution Competition:</b>	
	<p><b>Mr. Anita Jogalekar (Convenor)</b></p> <p><b>Mr. Kantilal Chavan (Co-Convenor)</b></p> <p><b>Dr. Vandana Shinde (Co-Convenor)</b></p> <p>All Marathi Language teachers &amp; other faculty members as and when required.</p>	<p><b><u>Objectives:</u></b></p> <p>i) To encourage and promote public speaking skills among college students.</p> <p>ii) To organize and conduct elocution competitions at the college and school level.</p> <p>iii) To identify and recognize talented speakers and provide them a platform to showcase their skills.</p> <p><b><u>Duties:</u></b></p> <p>To follow the guidelines from Principal, Vice principals, Management &amp; government authorities</p> <p><b><u>Responsibilities</u></b></p>

		<p>Planning and organizing elocution competitions at regular intervals throughout the academic year.</p> <p>ii) Identifying suitable topics for the competitions and ensuring they are relevant and engaging.</p> <p>iii) Inviting guest speakers and judges for the competitions.</p> <p>iv) Advertising and promoting the competitions among students, faculty, and staff.</p> <p>v) Coordinating with other departments and committees to ensure the smooth execution of the competitions.</p> <p>vi) Providing guidelines and training to participants on public speaking skills and presentation techniques.</p> <p>vii) Ensuring that the competitions are conducted in a fair and transparent manner.</p> <p>viii) Collecting, evaluating, and documenting feedback and scores from the judges, and announcing the winners.</p> <p>ix) Recognizing and rewarding winners with prizes, certificates, and other forms of acknowledgment.</p> <p>x) Conducting post-event evaluation and feedback sessions to identify areas of improvement and plan future events.</p>
<b>14</b>	<b>Arts Association:</b>	

	<p><b>Mr. Atul Patil – Convenor</b>  <b>Mrs. Nanda Ahire - Co-Convenor</b>  All Arts faculty Teachers</p>	<p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>i) To organize at least two arts-related events per semester that attract a minimum of 100 students (or at least 5 students from each division).</li> <li>ii) To conduct career guidance sessions aimed at enhancing placement opportunities for students.</li> <li>iii) To promote interest in and appreciation for literature among college students.</li> <li>iv) To encourage students to develop their writing, reading, and communication skills.</li> <li>v) To provide a platform for students to showcase their literary talents and creativity.</li> <li>vi) To foster a sense of community and intellectual engagement among students interested in literature.</li> <li>vii) To organize events such as book exhibitions and other activities that promote literary awareness.</li> <li>viii) To conduct intercollegiate and interschool literary and cultural events.</li> <li>ix) To build rapport and establish collaborative networks with schools and colleges in Thane City, as well as with departments within our own degree college.</li> </ul> <p><b><u>Duties:</u></b></p>
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		<p>To follow the guidelines from Principal, Vice principals, Management &amp; government authorities.</p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>i) To plan and organize events such as art exhibitions, seminars, PowerPoint competitions, etc.</li> <li>ii) To manage the budget allocated for the committee's activities efficiently.</li> <li>iii) To recruit and manage volunteers to assist with events and activities.</li> <li>iv) To maintain accurate records of the committee's activities and financial transactions.</li> <li>v) To organize literary events such as loud reading sessions, author talks, workshops, and competitions (e.g., group discussions, debates, extempore, declamations).</li> <li>vi) To manage the college's literary magazine or journal.</li> <li>vii) To host book clubs and discussion groups where students can share their thoughts and opinions on literature.</li> <li>viii) To arrange writing workshops and contests to help students develop their writing skills.</li> <li>ix) To collaborate with other student organizations and academic departments to promote literary awareness and education.</li> </ul>
<b>15</b>	<b>Commerce Association Committee:</b>	

	<p><b>Dr. Mr. Brijesh Viswakarama– Convenor</b></p> <p><b>Mrs. Sangita Onkeshwar Co – Convenor</b></p> <p><b>Mrs. Shelly Singhani Co - Convenor</b></p> <p>All Commerce, IT, Maths, Eco Teachers.</p>	<p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>i) To promote the academic and professional interests of commerce students.</li> <li>ii) To organize at least two commerce-related events per semester that attract a minimum of 100 students.</li> <li>iii) To provide a platform for students to learn about the latest trends and developments in the field of commerce.</li> <li>iv) To encourage and facilitate student participation in extracurricular activities related to commerce, such as seminars, workshops, and conferences.</li> <li>v) To foster a sense of community among commerce students and create opportunities for networking and collaboration.</li> <li>vi) To organize career guidance sessions aimed at improving placement opportunities for students.</li> <li>vii) To conduct intercollegiate and interschool events focused on commerce-related themes.</li> <li>viii) To build rapport and establish academic collaboration with schools and colleges in Thane City, as well as with departments within our own degree college.</li> </ul>
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<b>16</b>	<b>UTOPIA Cultural and competition committee</b>	
	1) Mrs. Gauri Karve - Convenor 2) Mr N. S. Pawar Co -Convenor 3) Mrs. Priti Nikate -Co - Convenor	<p><b><u>Objectives:</u></b></p>

	<p>4) <b>Mrs. Madhuri Phegade Co- Convenor</b></p> <p>5) Mrs. Anita Joglekar</p> <p>6) Mr. Hareshwar Bhoje</p> <p>7) Mrs. Vidya Chavan</p> <p>8) Dr. Mrs. Vandana Shinde</p> <p>9) Mr. Pralhad Sonawane</p> <p>10) Mrs. Sheetal More</p> <p>11) Mrs. Tashmita Bose</p> <p>12) Mrs. Karishma Talekar</p> <p>13) Mrs. Manisha Singh.</p> <p>14) Mrs. Chitra Chaudhary</p> <p>15) Ms. Jakira shaikh.</p> <p>16) Mr. Satish Madale</p>	<p>i) To organize and conduct various cultural events and competitions within the college.</p> <p>ii) To promote cultural diversity and foster a sense of unity and community among students.</p> <p>iii) To provide a platform for students to showcase their talents, creativity, and artistic skills.</p> <p><b><u>Duties:</u></b> To follow the guidelines from Principal, Vice principals &amp; Management</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To organize the annual function and competitions in the month of December.</p> <p>ii) To conduct training sessions for students from August to December, preparing them for upcoming cultural events.</p> <p>iii) To arrange and conduct training sessions on the college campus with the help of competent resource persons.</p> <p>iv) To prepare students for various inter-school and inter-college competitions.</p> <p>v) To invite judges, and arrange prizes and certificates for the winners of the competitions.</p> <p>vi) To promote events through various channels such as social media, posters, and word of mouth to ensure maximum participation.</p> <p>vii) To ensure that all events are conducted in a safe and secure environment,</p>
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		<p>adhering to relevant guidelines and regulations.</p> <p>viii) To maintain accurate records of the cultural club's activities, including event details, attendance, and feedback from participants and judges.</p> <p>ix) To provide regular updates to the college management, Principal, and Vice Principals on the progress of events and activities.</p>
<b>17</b>	<b>Yoga Implementation &amp; Abhyas Committee</b>	
	<p><b>Mrs Kavita Bhosekar – Convenor Mrs. Smita Parab – Co - Convener</b></p>	<p><b><u>Objectives:</u></b></p> <p>i) To Organize one Programme /division on Importance of yoga and Peace</p> <p>ii) To promote the benefits of yoga practice among students, faculty, and staff members.</p> <p>iii) To create awareness about the importance of physical and mental well-being.</p> <p>iv) To encourage a healthy lifestyle among the college community.</p> <p>v) To provide a platform for students to learn and practice yoga techniques.</p> <p><b><u>Duties:</u></b> To follow the guidelines from Principal, Vice principals &amp; Management</p> <p><b><u>Responsibilities:</u></b></p>

		<ol style="list-style-type: none"> <li>1) Organize yoga sessions for students, faculty, and staff members.</li> <li>2) Collaborate with yoga instructors to conduct workshops and classes.</li> <li>3) Create awareness about the different styles and forms of yoga.</li> <li>4) Conduct seminars and talks on yoga and its benefits.</li> <li>5) Create a yoga curriculum that can be incorporated into the academic programs.</li> </ol> <p><b><u>Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>i) To ensure that yoga sessions and workshops are conducted in a safe and healthy environment.</li> <li>ii) To ensure that yoga instructors are qualified, experienced, and capable of providing high-quality instruction.</li> <li>iii) To maintain a record of attendance and participation in yoga activities.</li> <li>iv) To coordinate with other committees in the college to organize joint events and activities related to wellness and yoga</li> </ol>
<b>18</b>	<b>NEP COMMITTEE</b>	

	<ol style="list-style-type: none"> <li>1) <b>Dr. Anjali Jadhav –(NEP) Convenor</b></li> <li>2) <b>Mrs Manisha Rajput Co-Convenor</b></li> <li>3) <b>Dr. Mrs. Ruchita Wanmali Co-Convenor</b></li> <li>4) Dr. Mrs. Priti Nikte</li> <li>5) Mrs. Anuradha Desai</li> <li>6) Mr. Hareshwar Bhoye</li> <li>7) Dr. Vandana Shinde</li> <li>8) Mrs. Vidya Chavan</li> <li>9) Mr. Kisan Dhadwad</li> <li>10) Mr. Umesh Kantela</li> <li>11) Mr. Yogesh Changan</li> <li>12) All Jr Supervisor</li> </ol>	<p><b>Objectives:</b></p> <ol style="list-style-type: none"> <li>i) To ensure the effective implementation of the National Education Policy (NEP) 2020 in the college, in alignment with the goals set by the government.</li> <li>ii) To promote and support the integration of multidisciplinary approaches in academic programs, as outlined in the NEP.</li> <li>iii) To enhance the quality of education by introducing flexible learning methods and innovative pedagogical techniques as per NEP guidelines.</li> <li>iv) To facilitate skill development programs and ensure the inclusion of vocational training in academic courses.</li> <li>v) To encourage the use of technology and digital platforms in teaching, learning, and administration in line with the NEP's vision of promoting digital literacy.</li> <li>vi) To organize workshops, seminars, and awareness programs for faculty and students on the NEP's principles, policies, and expected changes.</li> <li>vii) To foster a holistic approach to education that emphasizes physical education, mental health, and emotional well-being for students.</li> <li>viii) To promote inclusive education by supporting initiatives that focus on gender equality, social justice, and education for marginalized communities.</li> <li>ix) To collaborate with external agencies, government bodies, and educational</li> </ol>
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		<p>institutions to ensure the smooth and timely execution of NEP initiatives.</p> <p><b><u>Duties:</u></b></p> <p>To follow the guidelines from Principal, Vice principals &amp; Management</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To oversee the implementation of the National Education Policy (NEP) in accordance with the college's academic framework.</p> <p>ii) To create awareness among students, faculty, and staff about the NEP's objectives, guidelines, and expected changes in the education system.</p> <p>iii) To review and adapt the college's curriculum and teaching methods in line with NEP's focus on multidisciplinary education and flexible learning.</p> <p>iv) To coordinate with academic departments to integrate skill development and vocational courses into existing academic programs as per NEP guidelines.</p> <p>v) To monitor the use of digital tools and technology in teaching, learning, and assessment, ensuring alignment with NEP's push for digital literacy.</p> <p>vi) To conduct training sessions, workshops, and seminars for faculty on new teaching methodologies and</p>
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		<p>pedagogical innovations promoted by the NEP.</p> <p>vii) To establish mechanisms for continuous assessment and feedback on the effectiveness of NEP's implementation.</p> <p>viii) To promote and support initiatives that focus on physical education, mental health, and emotional well-being as part of holistic education.</p> <p>ix) To ensure inclusive education by actively promoting gender equality and supporting marginalized communities through the framework of NEP.</p> <p>x) To liaise with government bodies, educational institutions, and external agencies to ensure the smooth execution of NEP directives and recommendations.</p>
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19	Prospectus updation	
	<p><b>Mrs. Anuradha Desai (Convenor)</b></p> <p><b>Mrs. Gauri Karve – (Co-Convenor)</b></p> <p><b>Mr. Anand Yadav- (Co-Convenor)</b></p>	<p><b><u>Objectives:</u></b></p> <p>To Collect and prepare the data for Publication of Prospectus every year.</p> <p><b><u>Duties:</u></b></p> <p>To follow guideline from the Principal and Hon. Management</p> <p><b><u>Responsibility:</u></b></p> <ul style="list-style-type: none"> <li>i) Collect, compile, and verify accurate academic, administrative, Fees, and co-curricular information for the college prospectus.</li> <li>ii) Check all the data related with college vision, mission, governing body and related government circulars</li> <li>iii) Design and edit the prospectus to ensure clarity, visual appeal, and alignment with the college's brand and values.</li> <li>iv) Coordinate with departments, committees, and the administration for timely updates and approvals.</li> <li>v) Ensure the prospectus highlights key features, achievements, admission procedures, and facilities.</li> <li>vi) Oversee the printing and digital publication process, ensuring quality and timely distribution.</li> <li>vii) Maintain an archive of previous prospectuses for reference and record-keeping.</li> </ul>

20	Staff Academy	
	<p><b>Mr. Hareshwar Bhoje -</b>  <b>Convenor</b>  Mrs. Rakhi Jadhav <b>Co- Convenor</b>  Mrs. Nazma H. Momin  Mrs. Jakira Shaikh  Mrs Sangita Onkeshwar</p>	<p><b><u>Objectives:</u></b></p> <ul style="list-style-type: none"> <li>i) To promote continuous professional development of teaching and non-teaching staff.</li> <li>ii) To organize workshops, seminars, and training sessions for skill enhancement.</li> <li>iii) To encourage academic enrichment through knowledge-sharing activities.</li> <li>iv) To foster a culture of lifelong learning and innovation among staff members.</li> <li>v) To support the implementation of best practices in teaching, administration, and institutional functioning.</li> </ul> <p><b><u>Duties:</u></b>  To follow the guidelines from Principal, Vice principals &amp; government authorities.</p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>i) To identify the training and development needs of teaching and non-teaching staff members.</li> <li>ii) To conduct at least two staff development programs in both the first and second semesters.</li> <li>iii) To plan and organize training programs, workshops, seminars, and other learning opportunities for staff members.</li> <li>iv) To coordinate with external trainers and resource persons for the effective delivery of training programs.</li> <li>v) To evaluate the effectiveness of training sessions and assess their impact on staff performance and professional growth.</li> </ul>

		vi) To maintain proper records of all staff training and development activities.
21	<b>Literary Association</b>	
	<ol style="list-style-type: none"> <li>1) Mrs. Sangita Baviskar – Convenor</li> <li>2) Mr. Kisan Dhadwad - Co - Convenor</li> <li>3) Dr. Mrs. Vandana Shinde</li> <li>4) Mr. Dhananjay Rakh</li> <li>5) Mr. Dilip Vasave</li> <li>6) Mr. Kantilal Chavan</li> <li>7) Mrs. Uttara Joshi</li> <li>8) Ms. Dwivedi Kiran Suryamani</li> <li>9) Mrs. Nazma H. Momin</li> </ol>	<p><b><u>Objectives:</u></b></p> <ol style="list-style-type: none"> <li>i) To Organize at least two events per semester/term that attract at least 100 students. (OR 5 students from each division)</li> <li>ii) To promote interest and appreciation for literature among college students.</li> <li>iii) To encourage students to develop their writing, reading, and communication skills.</li> <li>iv) To foster a sense of community and intellectual engagement among students interested in literature.</li> <li>v) To organize events (book exhibition) and activities that promote literary awareness.</li> </ol> <p><b><u>Duties:</u></b></p> <p>To follow the guidelines from Principal, Vice principals &amp; Management.</p> <p><b><u>Responsibilities:</u></b></p> <ol style="list-style-type: none"> <li>i) Organize literary events such as loud reading sessions, author talks, workshops, and competitions (e.g., group discussions, debates, extempore, declamation).</li> <li>ii) Manage the college's literary magazine or journal, ensuring quality content and timely publication.</li> </ol>

		<p>iii) Host book clubs and discussion groups to encourage students to share their literary views and insights.</p> <p>iv) Arrange writing workshops and contests to help students develop and showcase their writing skills.</p> <p>v) Collaborate with other student organizations and academic departments to promote literary awareness and education across the campus.</p>
22	<b>Student Activity Center</b>	
	<p>1) <b>Dr. Ruchita Vanmali - Convenor</b></p> <p>2) <b>Ms. Jakira Shaikh - Co - Convenor</b></p> <p>3) Mr. Siddhesh Patil</p> <p>4) Mr. Hareshwar Bhoye</p> <p>5) Mrs. Vidya Chavan</p> <p>6) Dr. Mrs. Vandana Shinde</p> <p>7) Mr. Pralhad Sonawane</p> <p>8) Mrs. Sheetal More</p> <p>9) Mrs. Tashmita Bose</p> <p>10) Mrs. Karishma Talekar</p> <p>11) Mrs. Nazma H. Momin</p> <p>12) <b>Mr. Anand Yadav - Advisory</b></p>	<p><b>Objectives:</b></p> <p>i) <b>To conduct one Certificate course based on each following activities</b></p> <p>a) Singing</p> <p>b) Dance</p> <p>c) Drama</p> <p>d) Public Speaking</p> <p>e) Anchoring</p> <p>f) Cursive Writing</p> <p>g) Elocution competition</p> <p>h) English Speaking</p> <p>i) Formal Communication</p> <p>j) Liquid Soap preparation</p> <p>k) Green and Sustainable Environment</p> <p>l) Cyber Laws</p> <p>m) Cyber Security</p> <p>n) Mobile deaddiction</p> <p>o) Yoga and Purity of Thoughts</p> <p>p) Basic Computer skills</p> <p>ii) Activities as and when directed by Vice Principal &amp; Principal of the college .</p>

		<p>iii) To Enrol minimum 5 students from each division for student activity center activity.</p> <p>iv) To conduct 2 activities in first term. and 2 activities in second term.</p> <p><b><u>Duties:</u></b></p> <p>i. To follow the guidelines from Principal, Vice principals &amp; Management.</p> <p><b><u>Responsibilities:</u></b></p> <p>ii. To conduct all activities mentioned in the objectives.</p> <p>iii. To maintain records of the SAC, events, including attendance and feedback from participants and judges.</p>
<b>23</b>	<b>Publicity Committee</b>	
	<p>1) Mr.Mahesh Kulsunge - Convenor</p> <p>2) Mr.Kisan Dhdvad- Member</p> <p>3) Mrs.Utara Joshi- Member</p> <p>4) Mrs. Nazma H. Momin- Member</p>	<p><b><u>Objective:</u></b></p> <p>To give wide publicity of prominent activities of college</p> <p><b><u>Duties:</u></b></p> <p>To consult Hon. Principal &amp; Management while giving Publicity of the activities</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To collect information after conduct of activity/activities</p> <p>ii) To do write up for news</p> <p>iii) To communicate write up to news paper</p> <p>iv) To plan a Schedule of Press Conference and communicate accordingly to the press reporter.</p>
<b>24</b>	<b>Counselling Cell</b>	
	<p>1) Mr.Shishir Lele -Convenor</p> <p>2) Mrs. Manisha Rajput-Member</p> <p>3) Mrs.Kavita Bhosekar-Member</p>	<p><b><u>Objective:</u></b></p> <p>i) To organise Counselling session as and when required for students</p>

		<p>ii) To Organise one session for Slow learners</p> <p><b><u>Duties:</u></b></p> <p>To follow guidelines and consult to the Principal in case of Recommendation of case to Professional Counsellor.</p> <p><b><u>Responsibilities:</u></b></p> <p>i) To conduct activities as and when required as per the objective.</p> <p>ii) To prepare report of counselling cell</p>
25	<b>Raport Development</b>	
	<p><b>Mr Umesh Kantela Convenor</b></p> <p><b>Mr. Brijesh Vishwakarma</b></p> <p><b>Co convenor</b></p> <p><b>Mrs. Manisha Rajput Co convenor</b></p> <p>1) Mrs.Kavita Bhosekar (Science)</p> <p>2) Mr. Subhash Wathore (Science)</p> <p>3) Mrs. Sangeeta Baviskar (Commerce)</p> <p>4) Mrs. Vidya Chavan (Arts)</p> <p>5) Mr. Dilip Vasave (Arts)</p> <p>6) Mr. Dhananjay Rakh (Commerce)</p> <p>7) Mr. Mahesh Kulsange (Commerce)</p> <p>8) Mrs.Ruchita Vanmali (Commerce)</p>	<p><b><u>Objectives:</u></b></p> <p>1) To conduct minimum two activities to foster positive relationships between the junior college and the schools in Thane.</p> <p>2) To conduct minimum two lectures to bridge the gap between junior and senior college.</p> <p>3) To promote joint initiatives and programs that benefit the students and staff of the junior college and the schools in Thane and SPDC Degree College.</p> <p><b><u>Duties:</u></b></p> <p>1) To organize quarterly meetings between representatives of the junior college and the schools in Thane and SPDC Degree College.</p> <p>2) To Conduct quiz competition by end of August</p> <p>3) To Conduct workshop for schoolteachers (9 std and 10 std) in the month of September.</p> <p>4) To conduct special lecture series for our college 12 std students, for this activity invite our degree college lecturer.</p> <p><b><u>Responsibilities:</u></b></p>

		<ol style="list-style-type: none"> <li>1) To ensure that the objectives of the committee are met in a timely and effective manner.</li> <li>2) To provide regular reports to the junior college administration and the schools in Thane and SPDC Degree College on the progress of the committee's work.</li> <li>3) To maintain open communication with all stakeholders involved in the college committee.</li> <li>4) To identify and address any conflicts or issues that may arise between the junior college and the schools in Thane and SPDC Degree College.</li> </ol> <p>To promote a positive image of the junior college among the parents and the society in general.</p>
26	<b>Discipline committee</b>	
	<p><b><u>Convenor</u></b></p> <p>Mr. Shishir Lele Arts Mr. Dhananjay Thakur Com Mr. Mahesh Patil Sci</p> <p><b><u>Co convenor</u></b></p> <p>Mrs Vidya Chavan Miss Pallavi Deshapande Mr Prakash Rohra Mrs Anjali Jadhav VICE PRINCIPAL ,SUPERVISOR</p>	<p><b>Objectives</b></p> <ol style="list-style-type: none"> <li>1. <b>Leadership Selection:</b> To select 2 <b>Ladies Representatives (LRs)</b> and 2 <b>Class Representatives (CRs)</b> for each division with the active involvement of Parent Teachers.</li> <li>2. <b>Discipline Maintenance:</b> To ensure proper discipline among students in classrooms, college premises, and during academic, co-curricular, and extracurricular activities with the support of Parent Teachers.</li> <li>3. <b>Attendance Monitoring:</b> To improve and maintain maximum student attendance in lectures and practicals through systematic planning and execution.</li> </ol> <p><b>Duties</b></p> <ol style="list-style-type: none"> <li>1. <b>Parent Teacher Meetings:</b> <ul style="list-style-type: none"> <li>➤ Conduct regular monthly meetings with Parent Teachers.</li> <li>➤ Organize Parent Meetings once every two months with prior approval from the Vice-Principal.</li> </ul> </li> <li>2. <b>Defaulter Management:</b></li> </ol>



		<ul style="list-style-type: none"> <li>➤ Prepare and collect the list of defaulters (students absent for monthly/practice tests).</li> <li>➤ Submit the defaulter list to the Vice-Principal/Supervisor.</li> <li>➤ Share the list with an appropriate message on official WhatsApp groups.</li> <li>➤ Inform parents personally or through phone calls about their child's attendance/performance issues.</li> </ul> <p>3. <b>Attendance Plan:</b></p> <ul style="list-style-type: none"> <li>➤ Frame and implement a practical and effective plan to increase attendance in collaboration with the Vice-Principal.</li> </ul> <p>4. <b>Event &amp; Discipline Coordination:</b></p> <ul style="list-style-type: none"> <li>➤ Work with LR's, CR's, and Parent Teachers to ensure discipline and smooth conduct of lectures, practicals, events, and examinations.</li> </ul> <p><b>Responsibilities</b></p> <p>1. <b>Monitoring &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>➤ Monitor daily student attendance.</li> <li>➤ Identify habitual absentees and take necessary corrective measures.</li> </ul> <p>2. <b>Communication:</b></p> <ul style="list-style-type: none"> <li>➤ Maintain regular communication with students and parents regarding academic expectations and discipline.</li> </ul> <p>3. <b>Documentation:</b></p> <ul style="list-style-type: none"> <li>➤ Maintain a systematic and organized record of all meetings, activities, attendance reports, and communication.</li> <li>➤ Prepare and submit a year-end report summarizing all actions and outcomes to the Principal and Management.</li> </ul>
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<i><b>Prepared by</b></i>	<i><b>Reframe &amp; Consolidated by</b></i>	<i><b>Approved by</b></i>
<b>Mr.Suresh Halbandge - Supervisor</b>	<b>Mr. Rajendra Wekhande-Vice-Principal</b>  <b>Dr.Dinesh Joshi- Vice-Principal (Administration)</b>  <b>Mr.Suresh Halbandge-Supervisor</b>	<b>Dr.Ganesh Bhagure Principal</b>