



Satish Pradhan Dnyanasadhana College, Thane

Academic Year

2026-2027

Committees

Junior College
(SQAAF A+) ACCREDITED BY SCERT, PUNE.
(Govt. of Maharashtra)



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**

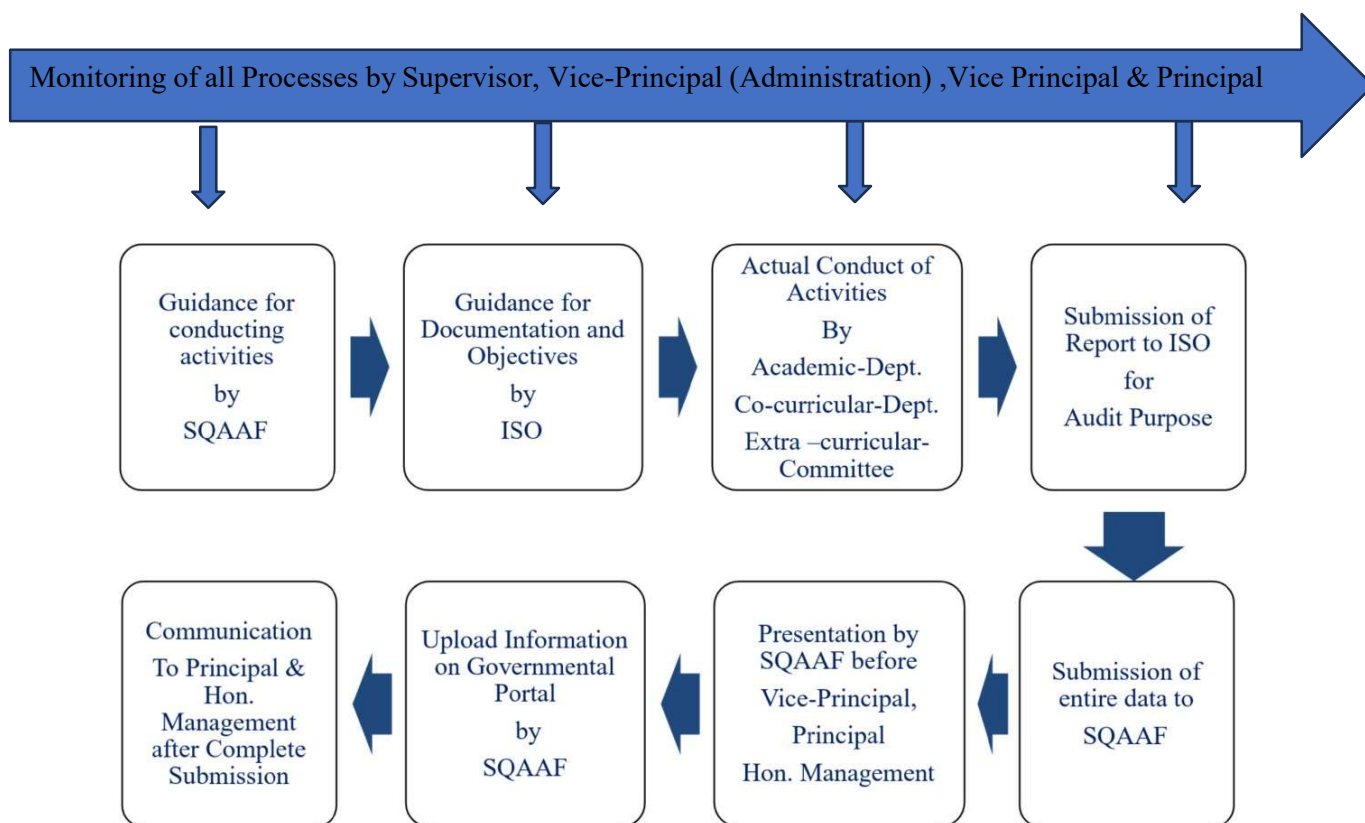


Our Mission

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

10-05-2025

8



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.

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

Sr. NO.	NAME OF THE COMMITTEE	CONVENOR	CO-CONVENOR
1	XI & XII Online/Offline Admission, Roll call & I Card ADVISORY: Mr. D. M. Joshi	Mr. Shishir Lele	Mr. Zia Khan Mr. Dhananjay Thakur Mr. Atul Patil
2	Timetable Framing Committee	Vice principal Mr. Zia Khan (Sci) Mrs. Pallavi Deshpande (Comm) Mrs Vidya Chavan (Arts)	Ms. Deepali Shitut Ms. Anuradha Desai Mrs. Ruchita Vanmali Ms. Nanda Ahire
3	Examination and Result Committee Advisory: Mr. Shishir Lele	Mr. Mahesh Patil	Ms. Pallavi Deshpande (Co-Convenor) Mr. Zia Khan (Technical Head) Mrs. Sheetal More (Technical Co-Head)
4	AQISC (Academic Quality Improvement and Standard Cell)	Miss. Pallavi Deshpande (Com) Mrs. Vimal Patil (Sci) Mrs. Nanda Ahire (Arts)	Mrs. Dipali Shitut (Co convenor Sci) Mr. Brijesh Vishwakarma (Co-convenor Commerce) Mr. Gulab Turukmane (Co-Convenor Arts)
5	Science Association	Mr. Shankar Zanje	Mrs. Jakira Shaikh Mrs. Zufishan Zafar Farhan
6	ISO & documentation	Mr. Shishir Lele	Mrs. Anuradha Desai
7	SARAL & UDISE	Mr. Pralhad Sonawane	Mr. Umesh Kantela (Sci) (Co-Convenor) Mr. Dilip Vasave (Arts) (Co-Convenor) Mr. Kisan Dhadwad (Com) (Co-Convenor)
8	N.S.S	Mr. Mahesh Kulsange	Mr. Malhari Shirtode Mrs. Manjushree Shendre
9	N. C. C. (Boys)	Lt. Dilip Vasave	Mr. Madhukar Pisal

10	SQAAP & NEP	Mr. Anand S. Yadav	Mr. Umesh N. Kantela
11	S V KULKARNI Elocution Competition	Mr. Shishir Lele (Coordinator) Mrs. Uttara Joshi	Mr. Satish Madale
12	Indirabai Phanse Elocution Competition	Mr. Shishir Lele (Coordinator) Mr. Hareshwar Bhoje	Dr. Vandana Shinde Mr. Kantilal Chavan
13	Arts Association	Mr. Atul Patil	Mr. Gulab Turukmane
14	Commerce Association	Dr. Mr. Brijesh Vishwakarama	Mrs. Sangita Onkeshwar All Commerce Faculty
15	Utopia Cultural and competition	Mr. Nishad Pawar	Mrs. Priti Nikate Mrs. Smita Parab Mr. Satish Madle
16	Yoga Implementation & Abhyas	Mrs. Kavita Bhosekar	Mrs. Smita Parab
17	Prospectus Committee	Mrs. Anuradha Desai	Mr. Anand Yadav Dr. Mrs. Ruchita Wanmali
18	Staff Academy	Mr. Hareshwar Bhoje	Mrs. Rakhi Jadhav
19	Literary Association	Dr. Mrs. Vandana Shinde	Mr. Satish Madle
20	Student Activity Center	Mrs. Shelly Singhani	Ms. Jakira Shaikh
21	Publicity Committee	Mr. Mahesh Kulsange	Mr. Kisan Dhadvad
22	Counselling Cell	Mr. Shishir Lele	-
23	Rapport Development	Mr. Sunil Panda	Mr. Brijesh Vishwakarma Mr. Aashish Kale
24	Discipline committee	Mrs. Vidya Chavan Arts Mr. Dhananjay Thakur Com Mrs. Kavita Bhosekar Sci	Mr. Shishir Lele Miss Pallavi Deshapande Mr. Prakash Rohra Mr. Mahesh Patil

25	Management Information System (MIS) E-governance	Mr. Umesh Kantela	Mrs. Manjushree Shendre
26	Women's grievance redressal committee (महिला तक्रार निवारण समिती)	Mrs. Sangita Baviskar	
27	Complaint redressal committee (तक्रार निवारण समिती)	Mrs. Kavita Bhosekar	
28	Sakhi Savitri Samiti (सखी सावित्री समिती)	Mrs. Smita Parab	
29	Student Safety Committee (विद्यार्थी सुरक्षा समिती)	Mrs. Vandana Shinde	

<i>Prepared by</i>	<i>Reframe & Consolidated by</i>	<i>Approved by</i>
Mr. Suresh Halbandge -Vice-Principal	Mr. Suresh Halbandge-Vice-Principal Dr. Dinesh Joshi- Vice-Principal (Administration) Mr. Subhash Wathore - Supervisor	Dr. Ganesh Bhagure Principal

<u>Sr.No.</u>	Committees	Objectives, Duties and Responsibilities
1	XI & XII Online/Offline Admission & Roll call Committee: Mr. Shishir Lele - Convenor Mr. Dhananjay Thakur (Co-Convenor) Mr. Atul Patil (Co-Convenor) Mr. Zia Khan (Co-Convenor) Mrs. Sangeeta Onkeshwar Mrs. Prabha Pande Mr. Kisan Dhadwad Mrs. Manjushree Shendre Mr. Dilip Vasave Mr. Anand Yadav All Jr Supervisors Advisory : Mr. D. M. Joshi Office Person Mr. Mangesh Kharatkar Mr. Yogesh Changan Mrs. Anwesha Konde	<u>Objectives:</u> To conduct admission of XI and XII std. students smoothly. <u>Duties:</u> To follow guidelines given by Government of Maharashtra, Vice principal, Principal and Hon. Management <u>Responsibilities:</u> i) To provide guidance during admission process. ii) To respond students/parents online/offline. iii) To give information about Mastersoft Dnyanasadhana admission portal. iv) To Complete Part-I and Part-II task with the help of parent teachers. v) To Collect required documents with the help of office staff.(updated aadhar card)
2	Timetable Framing Committee:	
	1. Vice Principal 2. Mr. Zia Khan (Sci) Convenor 3. Mrs. Pallavi Deshpande (Comm) Convenor 4. Mrs Vidya Chavan (Arts) Convenor 5. Ms. Deepali Shitut 6. Ms. Anuradha Desai 7. Pradnya Sambhaji Chopdekar 8. Ms. Nanda Ahire 9. Mrs. Ruchita Vanmali 10. Mrs. Manisha Singh	<u>Objectives:</u> 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. <u>Duties:</u> To prepare and implement the Timetable with the permission of Vice

		Principal/Principal/Management Responsibilities: i) To prepare a Regular timetable for XI and XII and submit it in the month of May . ii) Also prepare individual staff time tables with the help of HOD in the month of June . To prepare and manage a temporary or emergency timetable as required at short notice. iii) To display the Timetable on Notice Board and Students WhatsApp group. iv) To ensure daily lecture implementation , which will be monitored and coordinated by the Junior Supervisor . v) To communicate any changes or adjustments in the timetable promptly to both students and teachers .
3	Examination and Result Committee	
	i) Mr. Mahesh Patil – Convenor ii) Ms. Pallavi Deshpande (Co-Convenor) iii) Mr. Zia Khan (Technical Head) iv) Mrs. Sheetal More (Technical Co-Head) v) Mrs. Sangita Baviskar vi) Mrs. Vidya Chavan vii) Mr. Anand Yadav viii) Mrs. Shelly Singhani ix) Mrs. Kavita Bhosekar x) Mr. Dhananjay Thakur xi) Advisory: Mr. Shishir Lele Office Person xii) Mr. Mangesh Kharatkar xiii) Mr. Yogesh Changan xiv) Mr. Ganesh Mhaske	Objectives: i) To conduct XI and XII examinations smoothly. ii) To Prepare result of XI std students and submit the same to the Principal and the office in charge. Duties: To follow the instruction given by HSC board (Competent Authority) and principal. Responsibilities: i) To conduct meeting of all committee members to perform examination duty smoothly. ii) To issue notice to all the teachers to SET question papers as per prescribed guidelines.

		To instruct the concerned person for Paper printing. 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. i) To distribute answer paper for correction. ii) Collect Question. Paper (first copy), corrected answer paper with marksheet. iii) To submit the marksheet of all subjects to the convenor for result processing vii) To declare result in time viii) To submit the consolidated result in time to office for admission process. ix) To submit the Ranker list for Annual Prize distribution (XI) with the help of office. x) To submit the Ranker list for Foundation Day (XII) with the help of Faculty in charges and office. 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.
4	Academic Quality Improvement and Standard Cell (<u>AQISC</u>)	

	i) Ms. Pallavi Deshpande (Com Convenor) ii) Mrs. Vimal Patil (Sci Convenor) iii) Mrs. Nanda Ahire (Arts Convenor) iv) Mrs. Dipali Shitut (Science Co-Convenor) v) Mr. Gulab Turukmane (Arts Co-Convenor) vi) Mr. Brijesh Vishwakarma (Commerce Co- Convenor) Mrs. Manisha Singh (Member) <i>All HOD's will be members of those respective faculties</i>	<u>Objectives:</u> i) To improve the academic performance of XII std students in Board Exam. ii) To conduct minimum 4 Exam between July to December with monthly test. <u>Duties & Responsibilities</u> i) To do result analysis (X and XI std.) in June month. ii) To suggest the remedial measures /steps /action to improve the performance of below average and average students right from their 1st unit test. iii) To suggest special guidance to the students who are above average and to take them towards excellence. iv) To Maintain record of each activity & submit report to Vice Principal, Principal <i>To Prepare timetable and display it for students on notice board.</i>
5	Science Association:	

	i) Mr. Shankar Zanje (Convenor) ii) Mrs. Jakira Shaikh (Co-convenor) iii) Mrs. Zufishan Zafar Farhan (Co-convenor) iv) All the science teachers/C. S. teachers and IT teachers.	<u>Objectives:</u> i) To conduct minimum two activities to foster positive relationships between the junior college and the schools in Thane. 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). iii) To Organise 1 exhibition at Interschool level iv) To build rapport with different schools and colleges of Thane City and with our degree college. v) To organize quarterly meetings between representatives of the junior college and the schools in Thane and SPDC Degree College. vi) To Conduct quiz and Power Point competition by end of August vii) To Conduct workshop for school teachers (9th std and 10th std) in the month of September. viii) To conduct special lecture series for our college 12 std students, for this activity invite our degree college lecturer. IX) To execute MOU with Vidyan Bharati / पर्यावरण दक्षतय मंच & to register students under the same. X) To conduct IAPT/IMO/IAC/IABT. XI) To conduct educational trips/Industrial visits.
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		<u>Duties:</u> To follow guidelines given by Government of Maharashtra, Principal and Hon. Management. <u>Responsibilities:</u> i) To ensure that the objectives of the committee are met in a timely and effective manner. 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.
6	ISO Certification & Documentation committee	
	i) Mr. Shishir Lele (Convenor) ii) Mrs. Anuradha Desai (Co-Convenor) iii) Mrs. Uttara Joshi iv) Mr. Pralhad Sonawane v) Mr. Satish Madle vi) Ms. Shilpa Chavare vii) Dr Siddhesh Patil viii) Mr. Milind Dhotre ix) Mrs. Zufishan Zafar Farhan x) Khan Aatifa Shashid Ali xi) Ms. Mahajan Prajakta Rohan	<u>Objectives:</u> To implement ISO 21001:2018 in the Academic Year 2025-26. <u>Duties:</u> To follow guidelines given by Principal and Hon. Management <u>Responsibilities:</u> i) To prepare objectives of the Institution ii) To Prepare SOP for the following Processes; a) Admission b) Teaching Learning c) Examination

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

	iv) Mr. Kishan Dhadwad (Com) (Co-Convenor) v) Mr. Prakash Sonawane vi) Mr. Mangesh Kharatkar vii) Mr. Yogesh Changan viii) Mrs. Neeta Vaidya ix) Mr. Ganesh Mhaske All parent teachers are members of this committee	ii) To follow guidelines to update and enrol data on saral portal. Responsibilities: 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.
8	N.S.S Committee	
	N.S.S Committee: 1) Mr. Mahesh Kulsange -- Convenor 2) Mr. Malhari Shirtode – Co -Convenor 3) Mrs. Manjushree Shendre – Co -Convenor 4) Mrs. Prabha Pandey 5) Mrs. Vimal Patil 6) Mrs. Nazma H. Momin 7) Mr. Suraj Bhalerao 8) Miss Jakira Shaikh 9) Mrs. Aruna Kendre 10) Mr. Madhukar Pisal 11) Dr. Mrs. Priti Nikte 12) 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. <u>Duties:</u> To follow the guidelines from Principal, Vice Principals, Management & Government authorities. <u>Responsibilities:</u> i) Planning and organizing various NSS activities and programs within the college campus. ii) Liaising with NGOs, government organizations, and other stakeholders to

	13) Mr. Milind Dhotre 14) Ms. Snehal More 15) Ms. Chitra Lakade 16) Mrs. Sangeeta Onkeshwar 17) Mr. Gulab Turukmane 18) Miss. Rashmi Chaubey 19) Pradnya Sambhaji Chopdekar 20) Ms. Madhavi Ambre 21) Mrs. Manasi Kaustub Bhide 22) Mr. Bhavesh T Malekar 23) Mrs. Geetanjali Yadav 24) Ms. Trupti Sonawane 25) Ms. Hrimaaditi Khanal 26) Ms. Eshani Sawant	identify areas where the NSS program can be implemented. iii) Forming and training NSS volunteers to participate in various community service programs. iv) Developing a work plan and budget for the NSS program. x) Identifying and implementing projects and programs that address the needs of the community, such as health and hygiene, literacy, environment, and rural development. xi) Conducting regular meetings of the NSS committee and volunteers to assess the progress of the program and to plan future activities. xii) Documenting and reporting the activities of the NSS program to the concerned authorities. xiii) Ensuring the safety and well-being of the NSS volunteers during community service activities. xiv) Yearly activity will be monitored by NSS Convenor and NSS camp will be monitored and conducted by only NSS Co- convenor. xv) To conduct safety and emergency drills for students with the help of competent authority. xvi) To submit required information/ documents to Government Authorities and Apex Bodies In summary, the NSS committee in a college plays a vital role in promoting community
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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.
9	N. C. C. Committee: (Boys)	
	i) Lt. Dilip Vasave - Convenor ii) Mr. Madhukar Pisal – Co- Convenor iii) Mr. Suraj Bhalerao – Member iv) Mr. Kantilal Chavan – Member	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: Objectives: - To develop the personality, social responsibility, leadership qualities of students through community service. - Organize at least two community-related events per semester that attract at least 100 students. Duties: To follow the guidelines from Principal, Vice principals, Management & government authorities. (TMC, NCC directorate.) <u>Responsibilities:</u> - Planning and organizing NCC training programs, camps, and other activities. - Ensuring the safety and well-being of NCC cadets during

		training and other activities iv) .Maintaining records and documentation related to NCC activities and cadets. v) Coordinating with other NCC units and authorities for the smooth functioning of the program. vi) Promoting the NCC program and recruiting new cadets. vii) Coordinating with college authorities and other stakeholders for the effective implementation of NCC programs and activities. viii) To make an arrangement for Piloting whenever Principal /program Coordinator is inform 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.
10	School Quality Assessment and Assurance Framework (SQAAF) & NEP शाळा गुणवत्ता मूलांकन आणण आश्वासन आराखडा Reference: Government of Maharashtra GR dated 15th March,2024	
	1) Mr. Anand S. Yadav (Convenor) 2) Mr. Umesh N. Kantela (Co-	<u>Objective:</u>

	Convenor) 3) Mr. Shankar Zanje 4) Mr. Zia Khan 5) Mrs. Nazma H. Momin 6) Mr. Kantilal Chavan 7) Mr. Brijesh Vishwakarma 8) Mrs. Manisha Singh 9) Mr. Madhukar Pisal 10) Mrs. Rakhi Jadhav 11) Ms. Chitra Lakade 12) Mrs. Priti Nikte 13) Mr. Turukmane Gulab 14) Mrs. Darshana Kelkar 15) Ms. Regina Pellissery 16) Divyaratnam Tripathi 17) Mrs. Nita Vaidya 18) Mr. Yogesh Changan 19) Mr. Mangesh Kharatkar	i) To Prepare Perspective plan for every academic year. ii) To ask suggestions / activities from every committee or academic departments to prepare a Perspective plan iii) To collect all documents from ISO Certification Committee iv) To ensure that all important documents related to the college and its students are properly organized and stored. <u>Duties:</u> To follow the guidelines issued by the Principal, Vice Principals, Management and relevant government authorities. <u>Responsibilities:</u> To maintain a centralized record-keeping system for all documents related to the college. ii) To oversee the documentation of all academic and administrative activities, including attendance records, examination results, fee receipts, etc. iii) To verify the authenticity of all documents submitted by students, such as mark sheets, transfer certificates, and other relevant records. iv) To ensure that all documentation procedures are carried out in a timely and efficient manner.
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		v) To maintain the confidentiality and security of all documents. vi) To coordinate with other committees and departments of the college to ensure the smooth functioning of the documentation process. vii) To provide necessary information and assistance to students and their parents regarding documentation procedures. viii) To ensure that all documents are readily accessible for official use and reference.
11	S. V. Kulkarni Elocution Competition:	
	Mr. Shishir Lele (Coordinator) Mrs Uttara Joshi (Convenor) Mr. Satish Madale (Co- Convenor) All English Language teachers & other faculty members as and when required.	<u>Objectives:</u> i) To organize at least two events in the first semester that attract a minimum of 100 students. ii) To encourage and promote public speaking skills among college students. iii) To organize and conduct elocution competitions at the college level between July and December of the academic year. iv) To identify and recognize talented speakers and provide them with a platform to showcase their skills. <u>Duties:</u>

		To follow the guidelines issued by the Principal, Vice Principals & Management <u>Responsibilities:</u> i) Planning and organizing elocution competitions at regular intervals throughout the academic year. ii) Identifying suitable and engaging topics for the competitions. iii) Inviting guest speakers and judges for the events. iv) Advertising and promoting the competitions among students, faculty, and staff. v) Coordinating with other departments and committees to ensure the smooth execution of the competitions. vi) Providing participants with guidelines and training on public speaking skills and presentation techniques.
12	INDIRABAI PHANSE Elocution Competition:	

	Mr. Shishir Lele (Coordinator) Mr. Hareshwar Bhoje (Convenor) Dr. Vandana Shinde (Co-Convenor) Mr. Kantilal Chavan (Co-Convenor) All Marathi Language teachers & other faculty members as and when required.	<u>Objectives:</u> i) To encourage and promote public speaking skills among college students. ii) To organize and conduct elocution competitions at the college and school level. iii) To identify and recognize talented speakers and provide them a platform to showcase their skills. <u>Duties:</u> To follow the guidelines from Principal, Vice principals, Management & government authorities <u>Responsibilities</u> i) Planning and organizing elocution competitions at regular intervals throughout the academic year. ii) Identifying suitable topics for the competitions and ensuring they are relevant and engaging. iii) Inviting guest speakers and judges for the competitions. iv) Advertising and promoting the competitions among students, faculty, and staff. v) Coordinating with other departments and committees to ensure the smooth execution of the competitions. vi) Providing guidelines and training to participants on public speaking skills and presentation techniques. vii) Ensuring that the competitions are
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		conducted in a fair and transparent manner. viii) Collecting, evaluating, and documenting feedback and scores from the judges, and announcing the winners. ix) Recognizing and rewarding winners with prizes, certificates, and other forms of acknowledgment. x) Conducting post-event evaluation and feedback sessions to identify areas of improvement and plan future events.
13	Arts Association:	
	Mr. Atul Patil – Convenor Mr. Gulab Turukmane - Co-Convenor All Arts faculty Teachers	<u>Objectives:</u> 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). ii) To conduct career guidance sessions aimed at enhancing placement opportunities for students. iii) To promote interest in and appreciation for literature among college students. iv) To encourage students to develop their writing, reading, and communication skills. v) To provide a platform for students to showcase their literary talents and creativity. vi) To foster a sense of community and intellectual engagement among students interested in literature.

		vii) To organize events such as book exhibitions and other activities that promote literary awareness. viii) To conduct intercollegiate and interschool literary and cultural events. 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. x) To conduct educational trips/Industrial visits. <u>Duties:</u> To follow the guidelines from Principal, Vice principals, Management & government authorities. <u>Responsibilities:</u> i) To plan and organize events such as art exhibitions, seminars, PowerPoint competitions, etc. ii) To manage the budget allocated for the committee's activities efficiently. iii) To recruit and manage volunteers to assist with events and activities. iv) To maintain accurate records of the committee's activities and financial transactions. v) To organize literary events such as loud reading sessions, author talks, workshops, and competitions (e.g., group discussions, debates, extempore, declamations). vi) To manage the college's literary magazine or journal. vii) To host book clubs and discussion groups where students can share their thoughts and opinions on literature. viii) To arrange writing workshops and contests to help students develop their writing skills. ix) To collaborate with other student organizations and academic
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		departments to promote literary awareness and education.
14	Commerce Association Committee:	
	Dr. Mr. Brijesh Viswakarama– Convenor Mrs. Sangita Onkeshwar Co – Convenor All Commerce, IT, Maths, Eco Teachers.	<u>Objectives:</u> i) To promote the academic and professional interests of commerce students. ii) To organize at least two commerce-related events per semester that attract a minimum of 100 students. iii) To provide a platform for students to learn about the latest trends and developments in the field of commerce. iv) To encourage and facilitate student participation in extracurricular activities related to commerce, such as seminars, workshops, and conferences. v) To foster a sense of community among commerce students and create opportunities for networking and collaboration. vi) To organize career guidance sessions aimed at improving placement opportunities for students.

		vii) To conduct intercollegiate and interschool events focused on commerce-related themes. 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. ix) To conduct educational trips/Industrial visits. <u>Duties:</u> To follow the guidelines from Principal, Vice principals, & Management <u>Responsibilities:</u> i. Organizing events and activities that align with and promote the objectives of the committee. ii. Facilitating guest lectures, workshops, and seminars conducted by experts in the field of commerce. iii. Coordinating with other student groups and organizations to support and enhance commerce-related events and initiatives. iv. Communicating with faculty members and the college administration to address the concerns and academic needs of commerce students. v. Conducting research and analysis on current issues and trends in the
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		commerce industry, and sharing the findings with students and faculty for awareness and academic enrichment
15	UTOPIA Cultural and competition committee	
	1) Mr. Nishad Pawar (Convenor) 2) Mrs. Smita Parab (Co -Convenor) 3) Mrs. Priti Nikate -Co - Convenor 4) Mr. Satish Madale -Co - Convenor 5) Ms. Asmita Chavan 6) Dr. Mrs. Vandana Shinde 7) Mrs. Manisha Singh 8) Mrs. Sheetal More 9) Mr. Pralhad Sonawane 10) Mrs. Tashmita Bose 11) Mrs. Chitra Lakade 12) Ms. Rashmi Choubey 13) Ms. Madhavi Ambre	<u>Objectives:</u> i) To organize and conduct various cultural events and competitions within the college. ii) To promote cultural diversity and foster a sense of unity and community among students. iii) To provide a platform for students to showcase their talents, creativity, and artistic skills. <u>Duties:</u> To follow the guidelines from Principal, Vice principals & Management <u>Responsibilities:</u>

	14) Pradnya Sambhaji Chopdekar 15) Vedashree Gholap 16) Rajeshree Bambare 17) Mr. Sunil Magar 18) Mr. Omkar Jadhav	i) To organize the annual function and competitions in the month of December. ii) To conduct training sessions for students from August to December, preparing them for upcoming cultural events. iii) To arrange and conduct training sessions on the college campus with the help of competent resource persons. iv) To prepare students for various inter-school and inter-college competitions. v) To invite judges, and arrange prizes and certificates for the winners of the competitions. vi) To promote events through various channels such as social media, posters, and word of mouth to ensure maximum participation. vii) To ensure that all events are conducted in a safe and secure environment, adhering to relevant guidelines and regulations. viii) To maintain accurate records of the cultural club's activities, including event details, attendance, and feedback from participants and judges. ix) To provide regular updates to the college management, Principal, and Vice Principals on the progress of events and activities.
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16	Yoga Implementation & Abhyas Committee	
	Mrs Kavita Bhosekar – Convenor Mrs. Smita Parab – Co – Convener Mrs. Nanda Ahire Mrs. Asmita Chavan Mrs. Aruna Kendre Mr. Madhukar Pisal Mr. Kantilal Chavan Mr. Milind Dhotre Mrs. Shelly Singhani Mrs. Prabha Pande Miss. Rashmi Chaubey Ms. Snehal More Ms. Trupti Sonawane Ms. Yogita Padvekar	<u>Objectives:</u> i) To Organize one Programme /division on Importance of yoga and Peace ii) To promote the benefits of yoga practice among students, faculty, and staff members. iii) To create awareness about the importance of physical and mental well-being. iv) To encourage a healthy lifestyle among the college community. v) To provide a platform for students to learn and practice yoga techniques. <u>Duties:</u> To follow the guidelines from Principal, Vice principals & Management <u>Responsibilities:</u> 1) Organize yoga sessions for students, faculty, and staff members. 2) Collaborate with yoga instructors to conduct workshops and classes. 3) Create awareness about the different styles and forms of yoga. 4) Conduct seminars and talks on yoga and its benefits. 5) Create a yoga curriculum that can be incorporated into the academic programs. <u>Responsibilities:</u>

		i) To ensure that yoga sessions and workshops are conducted in a safe and healthy environment. ii) To ensure that yoga instructors are qualified, experienced, and capable of providing high-quality instruction. iii) To maintain a record of attendance and participation in yoga activities. iv) To coordinate with other committees in the college to organize joint events and activities related to wellness and yoga
17	Prospectus updation	
	Mrs. Anuradha Desai (Convenor) Mr. Anand Yadav (Co-Convenor) Dr. Mrs. Ruchita Vanmali	<u>Objectives:</u> To Collect and prepare the data for Publication of Prospectus every year. <u>Duties:</u> To follow guideline from the Principal and Hon. Management <u>Responsibility:</u> i) Collect, compile, and verify accurate academic, administrative, Fees, and co-curricular information for the college prospectus. ii) Check all the data related with college vision, mission, governing body and related government circulars iii) Design and edit the prospectus to ensure clarity, visual appeal, and alignment with the college's brand and values.

		iv) Coordinate with departments, committees, and the administration for timely updates and approvals. v) Ensure the prospectus highlights key features, achievements, admission procedures, and facilities. vi) Oversee the printing and digital publication process, ensuring quality and timely distribution. vii) Maintain an archive of previous prospectuses for reference and record-keeping.
18	Staff Academy	
	Mr. Hareshwar Bhoje - Convenor Mrs. Rakhi Jadhav Co- Convenor Mrs. Nazma H. Momin Mrs. Sangita Onkeshwar Mrs. Madhuri Phegade Ms. Anushree Aher Mr. Ashish Kale Mr. Bhavesh Malekar Mr. Sunil Magar Mrs. Shilpa Chawade	<u>Objectives:</u> i) To promote continuous professional development of teaching and non-teaching staff. ii) To organize workshops, seminars, and training sessions for skill enhancement. iii) To encourage academic enrichment through knowledge-sharing activities. iv) To foster a culture of lifelong learning and innovation among staff members. v) To support the implementation of best practices in teaching, administration, and institutional functioning. <u>Duties:</u> To follow the guidelines from Principal, Vice principals & government authorities. <u>Responsibilities:</u>

		i) To identify the training and development needs of teaching and non-teaching staff members. ii) To conduct at least two staff development programs in both the first and second semesters. iii) To plan and organize training programs, workshops, seminars, and other learning opportunities for staff members. iv) To coordinate with external trainers and resource persons for the effective delivery of training programs. v) To evaluate the effectiveness of training sessions and assess their impact on staff performance and professional growth. vi) To maintain proper records of all staff training and development activities.
19	Literary Association	
	1) Dr. Mrs. Vandana Shinde – Convenor 2) Mr. Satish Madle - Co -Convenor All language teachers	<u>Objectives:</u> i) To Organize at least two events per semester/term that attract at least 100 students. (OR 5 students from each division) ii) To promote interest and appreciation for literature among college students. iii) To encourage students to develop their writing, reading, and communication skills.

		iv) To foster a sense of community and intellectual engagement among students interested in literature. v) To organize events (book exhibition) and activities that promote literary awareness. <u>Duties:</u> To follow the guidelines from Principal, Vice principals & Management. <u>Responsibilities:</u> i) Organize literary events such as loud reading sessions, author talks, workshops, and competitions (e.g., group discussions, debates, extempore, declamation). ii) Manage the college's literary magazine or journal, ensuring quality content and timely publication. iii) Host book clubs and discussion groups to encourage students to share their literary views and insights. iv) Arrange writing workshops and contests to help students develop and showcase their writing skills. v) Collaborate with other student organizations and academic departments to promote literary awareness and education across the campus.
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20	Student Activity Center	
	1) Mrs. Shelly Singhani - Convenor 2) Ms. Jakira Shaikh - Co - Convenor 3) Mr. Hareshwar Bhoye 4) Mrs. Sheetal More 5) Mrs. Tashmita Bose 6) Mr. Malhari Shirtode 7) Mr. Pralhad Sonawane 8) Mrs. Nazma H. Momin 9) Mr. Siddhesh Patil 10) Ms. Padvekar Yogita Vilas 11) Rajeshree Bambare 12) Anushree Aher 13) Ms. Shraddha Minmine 14) Ms. Manisha Singh	Objectives: i) To conduct one Certificate course based on each following activities a) Singing b) Dance c) Drama d) Public Speaking e) Anchoring f) Cursive Writing g) Elocution competition h) English Speaking i) Formal Communication j) Liquid Soap preparation k) Green and Sustainable Environment l) Cyber Laws m) Cyber Security n) Mobile deaddiction o) Yoga and Purity of Thoughts p) Basic Computer skills ii) Activities as and when directed by Vice Principal & Principal of the college . iii) To Enrol minimum 5 students from each division for student activity center activity. iv) To conduct 2 activities in first term. and 2 activities in second term. <u>Duties:</u> i. To follow the guidelines from Principal, Vice principals & Management. <u>Responsibilities:</u>

		ii. To conduct all activities mentioned in the objectives. iii. To maintain records of the SAC, events, including attendance and feedback from participants and judges.
21	Publicity Committee	
	1) Mr. Mahesh Kulsange -Convenor 2) Mr. Kisan Dhadvad- Co-Convenor 3) Mrs. Uttara Joshi- Member 4) Ms. Rajashree Bambre 5) Vedashree Gholap 6) Ms. Padvekar Yogita Vilas	<u>Objective:</u> To give wide publicity of prominent activities of college <u>Duties:</u> To consult Hon. Principal & Management while giving Publicity of the activities <u>Responsibilities:</u> i) To collect information after conduct of activity/activities ii) To do write up for news iii) To communicate write up to news paper iv) To plan a Schedule of Press Conference and communicate accordingly to the press reporter.
22	Counselling Cell	
	1) Mr. Shishir Lele -Convenor 2) Mrs Vandana Shinde 3) Mrs. Harshada zodge 4) Mrs Geetanjali Yadav 5) Mr. Omkar Jadhav	<u>Objective:</u> i) To organise Counselling session as and when required for students ii) To Organise one session for Slow learners <u>Duties:</u> To follow guidelines and consult to the Principal in case of Recommendation of case to Professional Counsellor. <u>Responsibilities:</u>

		i) To conduct activities as and when required as per the objective. ii) To prepare report of counselling cell
23	Rapport Development	
	Mr. Sunil Panda - Convenor Mr. Brijesh Vishwakarma Co-Convenor Mr. Aashish Kale - Co- Convenor Mrs. Kavita Bhosekar (Science) Mrs. Sangeeta Baviskar (Commerce) Mr. Dilip Vasave (Arts) Mr. Suraj Bhalerao (Commerce) Mr. Mahesh Kulsange (Commerce) Ms. Madhavi Ambre Anushree Aher Rajeshree Bambare	Objectives: 1. To enhance the college's reputation and community outreach through student and teacher interaction programs. 2. To identify opportunities for joint events, seminars, and knowledge-sharing platforms. 3. To create data base of nearby schools and NGO. 4. To Foster & maintain academic, social & cultural relationships 5. To Identity & generate funds for various extra curricular & cultural program 6. To identify & generate funds for economically weaker students from NGOS & CSR funds

		Discipline Committee – Duties: 1) Meetings & Coordination The committee shall conduct a Parent–Teacher Meeting (PTM) at the beginning of the academic year and at the beginning of the second term. 3) Parent-teachers shall organize class-wise meetings twice a year (once in each term) to review student behaviour and attendance. 3) The committee shall strive to maintain a zero-nuisance campus environment through continuous monitoring and preventive measures. Responsibilities: 1) Core Duties Daily Attendance Monitoring Parent-teachers shall monitor and maintain a record of students’ daily attendance regularly. 2) Reporting Misbehaviour:
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		Parent-teachers shall identify students involved in misbehaviour and report their names to the Committee Convenor for further action. 3)Defaulter List Preparation: A list of students with irregular attendance shall be prepared and updated every 15 days and submitted to the committee. Counselling Measures 4)The committee shall address issues of indiscipline through: Oral counselling Written warnings (if required) Disciplinary Actions Appropriate corrective actions may be taken against defaulters, such as: Assigning corrective tasks or assignments 5) Restricting entry to the college for a specified period (if necessary) Floor-wise Teacher Allocation Teachers shall be assigned floor-wise responsibilities to
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		ensure effective monitoring and maintenance of discipline across the campus. Responsibilities 1. To serve as the official link between Junior College and Degree College for all collaborative initiatives. 2. To visit nearby schools periodically to share information about admissions, curriculum highlights, and college facilities. 3. To document all meetings, activities, data base and outcomes for record-keeping and quality assurance. 4. To Foster & maintain academic, social & cultural relationships 5. To Identity & generate funds for various extra curricular & cultural program 6. To identify & generate funds for economically weaker students from NGOS & CSR funds
24	Discipline committee	
	<u>Convenor</u> Mrs. Vidya Chavan Arts Mr. Dhananjay Thakur Com Mrs. Kavita Bhosekar Sci <u>Co-Convenor</u> Mr. Mahesh Patil Mr. Shishir Lele Mr. Prakash Rohra Miss. Pallavi Deshapande & Parent Teachers of their respective faculties	Objectives 1. Leadership Selection: To select 2 Ladies Representatives (LRs) and 2 Class Representatives (CRs) for each division with the active involvement of Parent Teachers. 2. Discipline Maintenance: To ensure proper discipline among students in classrooms, college premises, and during academic, co-curricular, and extracurricular activities with the support of Parent Teachers.

		3. Attendance Monitoring: To improve and maintain maximum student attendance in lectures and practicals through systematic planning and execution. Duties Parent Teacher Meetings: ➤ Conduct regular monthly meetings with Parent Teachers. ➤ Organize Parent Meetings once every two months with prior approval from the Vice-Principal. Defaulter Management: ➤ Prepare and collect the list of defaulters (students absent for monthly/practice tests). ➤ Submit the defaulter list to the Vice-Principal/Supervisor. ➤ Share the list with an appropriate message on official WhatsApp groups. ➤ Inform parents personally or through phone calls about their child's attendance/performance issues. Attendance Plan: ➤ Frame and implement a practical and effective plan to increase attendance in collaboration with the Vice-Principal. Event & Discipline Coordination: ➤ Work with LRs, CRs, and Parent Teachers to ensure discipline and smooth conduct of lectures, practicals, events, and examinations. Responsibilities Monitoring & Reporting: ➤ Monitor daily student attendance. ➤ Identify habitual absentees and take necessary corrective measures. Communication:
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		➤ Maintain regular communication with students and parents regarding academic expectations and discipline. 3. Documentation: ➤ Maintain a systematic and organized record of all meetings, activities, attendance reports, and communication. ➤ Prepare and submit a year-end report summarizing all actions and outcomes to the Principal and Management.
25	Management Information System (MIS) E-governance	
	Mr. Umesh Kantela (Convenor) Dr. Mrs. Ruchita Vanmali (Co-Convenor) Mrs. Smita Parab Dr. Mr. Siddhesh Patil Mrs. Priti Nikte Ms. Asmita Chavan Mr. Harshal Howal Mr. Sunil Panda Mrs. Prajakta Mahajan Mrs. Manjushree Shendre Mrs Divyaratnam Tripathi Ms. Janhavi Padhya Mrs. Shilpa S. Chawade Ms. Snehal More Ms.Eshani Sawant Ms. Hiramaditii Kunal Mrs. Nanda Ahire	Responsibilities & Duties 1. Maintenance of Digital Records To maintain updated and accurate digital records of students, staff, and institutional data. To ensure timely updation of all required information. 2. Government Portals & App Management To upload and update data on various Government websites, portals, and mobile applications as per requirements. To ensure compliance with deadlines and guidelines issued by authorities. 3. “माझी शाळा सुंदर शाळा” Record Management To maintain and update records related to “मयझी शयळय सुंदर शयळय” initiative. To upload relevant data, reports, and activities on the college website. 4. YouTube & E-Content Upload

		To upload educational videos, PPTs, and other e-content on the official YouTube channel. To ensure proper organization and accessibility of digital learning resources. 5. Monitoring of Digital Platforms To regularly monitor the college website and online platforms for smooth functioning. To ensure all links, uploads, and content are active and error-free. 6. Documentation & Reporting To maintain records of all uploads and digital activities for audit and SQAAC purposes. To generate reports as required by the administration. 7. Coordination & Support To coordinate with staff for collecting and uploading academic and administrative data. To provide basic technical guidance for online work.
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	Women's grievance redressal committee (महिला तक्रार निवारण समिती) Convenor – Mrs. Sangita Baviskar. Dr. Anjali Jadhav Mrs. Harshala Zodage	
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27	Complaint redressal committee (तक्रार निवारण समिती) Convenor – Mrs. Kavita Bhosekar Co-ordinator – Mr. Hareshwar Bhoye Mr. Bhavesh Malekar Mr. Sunil Magar Mrs. Prajakta Mahajan	
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28	Sakhi Savitri Samiti (सखी सावित्री समिती) Convenor – Mrs. Smita Parab Counsellor – Mr. Shishir Lele Mrs. Nanda Ahire	
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29	Student Safety Committee (विद्यार्थी सुरक्षा समिती) Convenor – Mrs. Vanda Shinde. Mrs. Madhuri Phegade Mr. Nitin Vichare Mr. Ashish Kale	
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<i>Prepared by</i>	<i>Reframe & Consolidated by</i>	<i>Approved by</i>
Mr. Suresh Halbandge - Vice-Principal	Mr. Suresh Halbandge -Vice-Principal Dr. Dinesh Joshi- Vice-Principal (Administration) Mr. Subhash Wathore - Supervisor	Dr. Ganesh Bhagure Principal