



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

**Rajarshi Shahu Mahavidhyalaya, Deolali Pravara**

**Internal Quality Assurance Cell (IQAC)**

**ADMINISTRATIVE AND ACADAMIC COLLEGE COMMITTEES (2018-19)**

Sr.No	Name of Committee	Committee Members	Function of Committee
1	College Development Committee	Hon. Shri. Nandkumar Bhausahab Zaware Patil – President Hon. Shri. Genuji Dagaduji Khandeshe – Secretary Hon. Shri. Ramchandra Haribhau Dare – Member Hon. Shri. Adv. Vishwasrao Dattatray Athare – Member Hon. Shri. Dr. Vivek Prabhakar Bhapkar – Member Prof. Miss. Arti Dnyandeo Karale – Member Prof. Santosh Pandharinath Gund – HOD Prof. Satish Mailari Katke – Teacher Representative Prof. Dada Khandu Bandgar – Teacher Representative Prof. Miss. Nalkar Priyanka Subhash- Teacher Representative Shri. Sanjay Thakaji Kadam – Office Supredentant Prof. Ravindra Nimba Patil – IQAC Coordinator Prin. Swati Machhindra Hapase - Principal	<ul style="list-style-type: none"> <li>❖ College CDC shall meet at least once in a year.</li> <li>❖ CDC Approve budget provision for the college development.</li> <li>❖ To recognize the recommendation made by Internal Quality Assurance Cell (IQAC)</li> <li>❖ Overall inclusive development plan of college prepare by CDC, Such As administrative, academic, promote to excellence in curricular, extracurricular, and Co-curricular activities.</li> </ul>
2	Admission Committee	Prin. Hapase Swati Machhindra - Chairman Prof. Salve Raju Raosaheb - Member Prof. Phulmali Balasaheb Appa - Member Prof. Katke Satish Mailari - Member Prof. Patil Ravindra Nimba - Member Shri. Shaikh Riyaj Ajijoddin - Member	<ul style="list-style-type: none"> <li>❖ Committee adopts overall effort to attract student to admission.</li> <li>❖ To publicity of college admission printing of handbook, brochures, Advertisement, Banners etc.</li> <li>❖ To oversee screening of student admission in college.</li> </ul>

Sr.No	Name of Committee	Committee Members	Function of Committee
3	<b>Academic Calendar and Time – table Committee</b>	Prin. Hapase Swati Machhindra - Chairman Prof. Karale Arti Dnyandeo - Member Prof. Gadekar Jyoti Sudhir - Member Prof. Nalkar Priyanka Sudhir - Member Prof. Gund Santosh Pandharinath - Member Prof. Bandgar Dada Khandu - Member	<ul style="list-style-type: none"> <li>❖ The Committee will prepare and plan for the annual academic calendar and time table of the college..</li> <li>❖ Time-table committee create a suitable time table for regular classes, practical and see to it that all departments are allocate equal number of classes during the academic semester.</li> </ul>
4	<b>Examination Committee</b>	Prin. Hapase Swati Machhindra - Chairman Prof. Bandgar Dada Khandu – College Exam Officer Prof. Pathare Sunil Ramnath - Member Prof. Patil Ravindra Nimba – Member Prof. Miss. Karale Arti Dnyandeo – Member Shri. Sanjay Thakaji Kadam – Office Supredentant	<ul style="list-style-type: none"> <li>❖ According to SPPU rules and regulation conduct all the examination in college.</li> <li>❖ To make all essential arrangement to conduct examination.</li> <li>❖ To conduct Term End, Internal, Practical, University Exam.</li> <li>❖ Publish results within time and Award degree certificate of SPPU to the student.</li> <li>❖ To maintain transparency and accountability in examination.</li> <li>❖ To publish time table of various examination to inform student.</li> </ul>
5	<b>Academic Research Committee</b>	Prin. Hapase Swati Machhindra - Chairman Prof. Pathare Sunil Ramnath – ARC Coordinator Prof. Miss. Karale Arti Dnyandeo – Member Prof. Phulmali Balasaheb Appa - Member Prof. Dhasal Amol Ashok	<ul style="list-style-type: none"> <li>❖ To encourage student and teachers to participate in AVISHKAR competition.</li> <li>❖ To provide financial support for research paper publication in workshop, seminar and conference.</li> <li>❖ To achieving skills of research, develop leadership as well as involve social activities for the benefit of society.</li> <li>❖ To encourage consultancy, establish linkages and MoU's.</li> </ul>

Sr.No	Name of Committee	Committee Members	Function of Committee
6	Student Council		<ul style="list-style-type: none"> <li>❖ Encourage to create healthy environment of student education and personal development.</li> <li>❖ Organize various student centric programs.</li> <li>❖ The participation of student for the college development.</li> <li>❖ To represent views of student on various issue concern on them.</li> </ul>
7	Student Feedback	Prin. Hapase Swati Machhindra – Chairman Prof. Patil Ravindra Nimba – IQAC Coordinator Prof. Phulmali Balasaheb Appa – Member Prof. Nalkar Priyanka Subhash – Member Prof. Maid Yogesh Popat – Member Prof. Miss. Shaikh Tabassum Subedar – Member	<ul style="list-style-type: none"> <li>❖ To prepare the agenda and minutes of meeting.</li> <li>❖ To collect the feedback on curriculum, teachers, college facility from student.</li> <li>❖ To analyses the feedback and take the proper action for improvement.</li> </ul>
8	Library Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Tribhan Dinesh Balasaheb – Coordinator Prof. Phulmali Balasaheb Appa - Member Prof. Raut Ganesh Baban – Member Prof. Gadakh Ganesh Vithhal – Member Shri. Randhir Sachin Kailas - Member	<ul style="list-style-type: none"> <li>❖ To create a development plan for library.</li> <li>❖ To prepare annual budget and proposal for modernization and improvement of library.</li> <li>❖ To improve the reading habit of Staff and student.</li> <li>❖ To organize and maintain the library book, magazine, electronic material of the college.</li> </ul>
9	Science Association	Prin. Hapase Swati Machhindra – Chairman Prof. Pathare Sunil Ramnath – Coordinator Prof. Saindore Swati Dattu – Member Prof. Gadakh Ganesh Vithhal – Member Prof. Miss. Chengede Ashwini Ashok – Member	<ul style="list-style-type: none"> <li>❖ To celebrate the world science day 28 February.</li> <li>❖ To encourage student to participate in competition like AVISHKAR.</li> <li>❖ To organize programmes related to science.</li> <li>❖ To create scientific approach among the student.</li> </ul>



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10	Magazine and publication committee	Prin. Hapase Swati Machhindra – Chairman Prof. Salve Raju Raosaheb – Member Prof. Phulmali Balasaheb Appa - Member Prof. Rakte Navnath Keru	<ul style="list-style-type: none"> <li>❖ Publication of magazine “RAJARSHI”.</li> <li>❖ To accept articles, reports of various department, poems from the student and teachers and edit the same.</li> <li>❖ To ensure before the magazine publication that not a single mistake on articles, reports.</li> <li>❖ Print the magazine and distributed the same to student and staff.</li> </ul>
11	Purchas and financial committee	Prin. Hapase Swati Machhindra – Chairman Prof. Pathare Sunil Ramnath – Member Prof. Patil Ravindra Nimba – Member Shri. Kadam Sanjay Thakaji – Member Shri. Shaikh Riyaj Ajijoddin - Member	<ul style="list-style-type: none"> <li>❖ To college Furniture, Equipment, journal, stationary and printing stationary requirement forward to our Sansthas ShrishivajiMadhyavrtiGrahakBhandar Ahmednagar.</li> <li>❖ To purchase when necessary to need arise.</li> <li>❖ To collect the purchase data from teacher, librarian, physical director, administration.</li> </ul>
12	Bahishal Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Tekale Ragini Purushottam – Secretary Prof. Gund Santosh Pandharinath – Member Prof. Miss. Karale Arti Dnyandeo – Member Prof. Nalkar Vikas Subhash – Member Prof. Dolas Sujata Babasaheb -Member	<ul style="list-style-type: none"> <li>❖ To give detail understanding about the importance of education and enlighten people.</li> <li>❖ To help people in becoming more self-sufficient and up-to-date.</li> </ul>
13	Discipline, Anti-raging and Grievance Redressal Cell	Prin. Hapase Swati Machhindra – Chairman Prof. Salve Raju Raosaheb – Student Development Officer Prof. Phulmali Balasaheb Appa – Member Prof. Nalkar Priyanka Subhash – Member Prof. Gadekar Jyoti Sudhir – Member Prof. Katke Satish Mailari – Member Prof. Kohkade Dattatray Ashok – Member Shri. Kadam Sanjay Thakaji - Member	<ul style="list-style-type: none"> <li>❖ The committee should assure that discipline is important in the college by the student</li> <li>❖ The committee shall set the mechanism for prevention of ragging of student in the college.</li> <li>❖ The committee shall to keep the college rules and regulation to follow the college community.</li> <li>❖ The committee shall resolve the disciplinary matters.</li> </ul>

Sr.No	Name of Committee	Committee Members	Function of Committee
14	Internal Quality Assurance Cell (IQAC)	Hon. Shri. Nandkumar Bhausaheb Zaware Patil – President Hon. Shri. Ramchandra Haribhau Dare – Vice President Hon. Shri. Genuji Dagaduji Khandeshe – Secretary Prin. Hapase Swati Machhindra – Principal Shri. Kadam B.S. – Industrialist Shri. Kabade Dinesh Ramchandra – Alumini Prof. Salve Raju Raosaheb – Teacher Prof. Phulmali Balasaheb Appa – Teacher Prof. Katke Satish Mailari – Teacher Prof. Miss. Karale Arti Dnyandeo – Teacher Prof. Bandgar Dada Khandu - Teacher Prof. Pathare Sunil Ramnath – Teacher Prof. Nalkar Priyanka Subhash – Teacher Shri. Kadam Sanjay Thakaji – Clerk Shri. Shaikh Riyaj Ajijoddin – Clerk Prof. Patil Ravindra Nimba – IQAC Coordinator	<ul style="list-style-type: none"> <li>❖ Circulate of various information of higher education in the institution.</li> <li>❖ IQAC has acting a prim agency of the institution for Quality related activity.</li> <li>❖ To prepare for the NAAC assessment and accreditation.</li> <li>❖ To develop and apply a quality parameter for various activities of the college.</li> <li>❖ Organize quality improvement program such as workshop, seminar and promotion of quality circle.</li> <li>❖ To prepare for the annual quality report to submitted to NAAC.</li> </ul>
15	Student Welfare / Development Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Salve Raju Raosaheb – Student Development Officer Prof. Kohkade Dattatray Ashok – Member Prof. Gadekar Jyoti Sudhir – Member	<ul style="list-style-type: none"> <li>❖ To organize program for the Gender Equality.</li> <li>❖ To help student who are economically backward through university earn and learn scheme: Student are selected and allocated the job in the college campus and paid the honorarium.</li> <li>❖ Committees apply for the various proposals for SPPU for financial assistance.</li> <li>❖ To develop student as all round personality for the society.</li> </ul>

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16	N.S.S.	Prin. Hapase Swati Machhindra – Chairman Prof. Phulmali Balasaheb Appa – CoOrdinator Prof. Nalkar Priyanka Subhash – Member Prof. Pathare Sunil Ramnath – Member Prof. Kohkade Dattatray Ashok – Member Prof. Shaikh Tabassum Subedar - Member	<ul style="list-style-type: none"> <li>❖ College NSS unit shall function according to the guidelines by the NSS department of SPPU, PUNE.</li> <li>❖ To support the student to involve the social activity.</li> <li>❖ To organize the outdoor camp activity according to SPPU, PUNE.</li> <li>❖ To address the social issue of the society according to it's arrange programs, group discussion of the student.</li> <li>❖ To create awareness in student on socio-cultural issue celebrates various days.</li> </ul>
17	Excursion and Tours Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Shaikh Tabassum Subedar – Member Prof. Bandgar Dada Khandu - Member Prof. Gund Santosh Pandharinath - Member	<ul style="list-style-type: none"> <li>❖ To arrange Field visit, field trip and educational tours.</li> <li>❖ To take necessary permission for the field visit/tour.</li> <li>❖ To maintain the safety and security of student at the time of tour / field visit.</li> <li>❖ To communicate with parents for providing the detail of educational tour /visit.</li> <li>❖ To maintain the record and prepare the report of tour/trip etc.</li> </ul>
18	Placement And Counseling Cell	Prin. Hapase Swati Machhindra – Chairman Prof. Patil Ravindra Nimba – Member Prof. Maid Yogesh Popat – Member Prof. Karale Arti Dnyandeo - Member	<ul style="list-style-type: none"> <li>❖ To organize workshop, seminar regarding to placement and career opportunity.</li> <li>❖ To guidance the student about career related issues.</li> <li>❖ Counseling the student about choose course when they take admission on first year.</li> </ul>

Sr.No	Name of Committee	Committee Members	Function of Committee
19	Competitive Examination	Prin. Hapase Swati Machhindra – Chairman Prof. Nalkar Vikas Subhash – Member Prof. Rokade Prakash Sakhahari – Member Prof. Bhosale Rutuja Dattatray	<ul style="list-style-type: none"> <li>❖ Guidance the student who are preparation for the competitive examination.</li> <li>❖ Provide the special coaching for competitive examination to student such as MPSC, UPSC, and other state government jobs.</li> <li>❖ To organize the expert or successful personality lecture on competitive examination.</li> </ul>
20	Gymkhana committee	Prin. Hapase Swati Machhindra – Chairman Prof. Nimbalkar Mahesh Sharadrao - Physical Director Prof. Khilari Bapu Thaka – Member Prof. Rokade Prakash Sakhahari – Member Prof. Miss. Chengede Ashwini Ashok - Member	<ul style="list-style-type: none"> <li>❖ To maintain the records of sports event attended by the student.</li> <li>❖ To prepare the schedule of sport event and inform the student about it.</li> <li>❖ Promote the student to participate in sport event in college level, university level and outside.</li> <li>❖ To create a sportsmanship and healthy competition of sports.</li> <li>❖ To take charge as the custodian of all sports item.</li> </ul>
21	Cultural Activities committee	Prin. Hapase Swati Machhindra – Chairman Prof. Shaikh Tabassum Subedar – Member Prof. Karale Arti Dnyandeo – Member Prof. Nimbalkar Mahesh Sharadrao - Member	<ul style="list-style-type: none"> <li>❖ To communicate student about various festivals and events celebrate in the college.</li> <li>❖ To follow necessary procedure to organize cultural programs.</li> <li>❖ Committee plan and schedule cultural events for the academic year.</li> <li>❖ The committee shall be responsible for all inter and intra collegiate cultural event.</li> </ul>



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22	Staff Welfare Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Bandgar Dada Khandu - Member Shri. Kadam Sanjay Thakaji Shri. Shaikh Riyaj Ajijoddin	<ul style="list-style-type: none"> <li>❖ To work for the benefit and welfare of teaching and non-teaching staff and provide a channel to interact with each other.</li> <li>❖ To ensure good working environment for staff member.</li> <li>❖ To implements varies staff welfare schemes for teaching and non-teaching staff.</li> <li>❖ To organize and conduct staff meetings and maintain the record of meeting.</li> </ul>
23	Botanical and Campus Garden Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Gadekar Jyoti Sudhir – Coordinator Prof. Saindore Swati Dattu	<ul style="list-style-type: none"> <li>❖ To prepare Flora and Fauna of the college.</li> <li>❖ Maintain the Greenery in the college campus.</li> <li>❖ To make proposal and develop the botanical garden.</li> <li>❖ To develop plan on green and clean environment in the college</li> </ul>
24	Protection and Prevention of Sexual Harassment committee	Prin. Hapase Swati Machhindra – Chairman Prof. Salve Raju Raosaheb – Student Development Officer Prof. Karale Arti Dnyandeo – Member Prof. Miss. Chengede Ashwini Ashok - Member Prof. Khilari Bapu Thaka – Member	<ul style="list-style-type: none"> <li>❖ To support the distressed Woman`s to place the complaint.</li> <li>❖ To provide safety and security for woman in work place.</li> <li>❖ Help the woman to realize their right of freedom.</li> <li>❖ To treat sexual harassment as a misconduct and initiate disciplinary action for such misconduct.</li> </ul>
25	Right To Information Act	Prin. Hapase Swati Machhindra – Chairman Prof. Patil Ravindra Nimba – Member Shri. Kadam Sanjay Thakaji	<ul style="list-style-type: none"> <li>❖ Strictly follow the rules and regulation of RTI.</li> <li>❖ To make our society open and public authorities more accountable and information must be made available to a private citizen subject to right of privacy.</li> <li>❖ To provide information for any individual on their demands as per the Right to Information Act.</li> </ul>




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26	Environment Awareness	Prin. Hapase Swati Machhindra – Chairman Prof. Gadekar Jyoti Sudhir – Coordinator Prof. Saindore Swati Dattu Prof. Bandgar Dada Khandu - Member Prof. Gund Santosh Pandharinath - Member	<ul style="list-style-type: none"> <li>❖ To conduct the EVS lecture and taken examination and guide for field projects to student.</li> <li>❖ To create awareness in the student about the environment and environment related issue.</li> <li>❖ To take guest lecture and organize group discussion of college student on environmental problem like as acid rain, ozone depletion, climate change, global warming, population explosion etc.</li> </ul>
27	Alumni Association	Prin. Hapase Swati Machhindra – Chairman Prof. Shaikh Tabassum Subedar – Member Prof. Gund Santosh Pandharinath - Member Prof. Gadakh Ganesh Vitthal – Member Prof. Nalkar Priyanka Subhash - Member	<ul style="list-style-type: none"> <li>❖ To maintain faculty wise up-to-date alumni database.</li> <li>❖ To organize the alumni meet once in a year.</li> <li>❖ Given the involvement of Alumni for overall development of college.</li> <li>❖ To promote the interests and welfare of alumni association.</li> <li>❖ To highlight the success of alumni to improve the credibility and reputation of college.</li> </ul>
28	Parent Teachers Association	Prin. Hapase Swati Machhindra – Chairman Prof. Shaikh Tabassum Subedar – Member Prof. Gund Santosh Pandharinath - Member Prof. Gadakh Ganesh Vitthal – Member Prof. Nalkar Priyanka Subhash - Member	<ul style="list-style-type: none"> <li>❖ To conduct the parent teachers meeting every academic year.</li> <li>❖ For better Communication parent teacher association act as a bridge between parents and college.</li> <li>❖ To guide the student regarding academic, stress, financial and career related issues.</li> <li>❖ To provide the personal counseling to students.</li> </ul>
29	Health Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Nalkar Priyanka Subhash – Member Prof. Dolas Sujata Babasaheb – Member Prof. Borhade Poonam	<ul style="list-style-type: none"> <li>❖ To conduct the health's checkup for all the student.</li> <li>❖ To monitor student health center in the College.</li> </ul>

Sr.No	Name of Committee	Committee Members	Function of Committee
31	Website Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Karale Arti Dnyandeo – Member Prof. Miss. Chengede Ashwini Ashok – Member Prof. Maid Yogesh Popatrao	<ul style="list-style-type: none"> <li>❖ To collect information about the recent event and get it post on college website</li> <li>❖ Committee regularly updates the website such as announcement, notice, event, Program, exam notification etc.</li> <li>❖ According to NAAC recommendation uploads and updates the all necessary data on website.</li> <li>❖ To continuous improvement on web site with respect to design.</li> </ul>
32	Publicity and News	Prin. Hapase Swati Machhindra – Chairman Prof. Katke Satish Mailari – Member Shri. Kadam Sanjay Thakaji - Member	<ul style="list-style-type: none"> <li>❖ To collect the information about every programme conducting on college.</li> <li>❖ To prepare activity report of every programme.</li> <li>❖ To write and edit news and release news to news media. and maintain record of news.</li> <li>❖ To submit the report of website committee to up- to- date information of college activities.</li> <li>❖ To maintain photo document of event on college.</li> </ul>
33	Internal Squad Committes	Prin. Hapase Swati Machhindra – Chairman Prof. Bandgar Dada Khandu – College Exam Officer Prof. Pathare Sunil Ramnath – Member Prof. Nalkar Priyanka Subhash - Member Shri. Kadam Sanjay Thakaji – Member	<ul style="list-style-type: none"> <li>❖ To conduct college level exam smoothly.</li> <li>❖ To make all essential arrangement to conduct college level examination.</li> </ul>
34	Code of Conduct Committee	Prin. Hapase Swati Machhindra – Chairman Prof. Patil Ravindra Nimba – IQAC Coordinator Prof. Salve Raju Raosaheb - Student Development Officer Prof. Bandgar Dada Khandu – College Exam Officer Prof. Nimbalkar Mahesh - Physical Director	<ul style="list-style-type: none"> <li>❖ To prepare a code of conduct for different stakeholders.</li> <li>❖ To monitor the implementation of code of conduct.</li> <li>❖ To organize the different activities regarding code of conduct.</li> </ul>

  
**IQAC Coordinator**  
 Rajarshi Shahu Mahavidyalaya,  
 Deolali-Pravara, Tal. Rahuri, Dist. A. Nagar



  
**I/C. Principal**  
 Rajarshi Shahu Mahavidyalaya  
 Deolali-Pravara. Tal. Rahuri, Dist. A' Nagar