C. J. Patel College of Arts, Commerce, Science & Post-Graduate, Tirora

Committees/Cells/Bodies For Academic Session 2024-25 (Revised)

Sr. No.	Name of Committee	AQAR matrix as Minimum Action plan	Committee Members	Mandatory Working
1	Admission Committee		**Art Faculty-** Dr. N. S. Kudnar, Dr. A. B. Hatwar	As per RTMNU guideline
			Commerce Faculty- Dr. R. M. Bansod, Dr. S. R. Bhagwat	
			Science Faculty- Dr. M. P. Meshram, Dr. R. N. Taikar	
2	College Action Plan and Academic Calendar	1.1.1, 1.1.2	All the Heads, faculties and coordinators of committees and cells of respective Departments	Prepare action plan and academic calendar and submit it to IQAC
3	College Prospectus Committee		Dr. A. B. Hatwar - Coordinator	Submit College Prospectus of 2024-25.
			Dr. R. S. Bhonde	
			Dr. Yashpal Rathod	
			Dr. Anup Parmar	
4	Time Table Committee		Dr. S. U. Anpat (Arts)	Prepare & Submit Time table 2024-25.
			Dr. R. S. Ukare (Science)	
			Dr. R. M. Bansod (Commerce)	
5	Menter-mentee Committee	2.2.2, 2.3.3	All Head of Departments and faculties	As per matrices
6	College Examination & Evaluation Committee	2.5.1 , 2.5.2	Dr. S. U. Anpat-Coordinator	To Conduct Pre-University Exam, college unit test exam. At least 2 unit test exam per paper in a semester.
			Dr. R. M. Bansod	
			Dr. M. P. Meshram	
7	Research and Development Cell	3.1.1, 3.2.1	Dr. R. B. Zode- Coordinator	To promote research activities among students and motivates faculties to conduct research and participate in the Conference/Seminar.
			Dr. Yashpal Rathod	
			Dr. Anup Parmar	
			Dr. Arusha Patle	
8	Result Analysis Committee		Dr. S. B. Nimje- Coordinator	All Head the of Departments will submit the result analysis to the respective faculty member.
			Dr. R. M. Bansod	
			Dr. S. N. Sheikh	

9	Women Grievance Redressal Cell		Dr. M. S. Barki- Coordinator Dr. S. R. Bhagwat Dr. I. J. Pandey Dr. Nikhat G. Sheikh	As per guideline of Government.
10	Remedial Classes Committee	2.2.1	All Head of Department	Identification of slow and advance learners, organizing remedial classes for the same and prepare documentation along with attendance and geo tag photos.
11	Website Management and Maintenance Committee		Dr. R. R. Kurzekar -Coordinator Ms. Megha Rahangdale Mr. Akshay Chavan Miss. Nikita Rathod	Maintenance and updating of website etc. in consultation with IQAC
12	NCC	3.4.1, 3.4.2, 3.4.3, 3.4.4, 7.1.1, 7.1.4,7.1.6	Mr. Akshay Chavan	Prepare NCC cadets for B & C certificates. Motivate cadets for RD parade & college function.
13	NSS	3.4.1, 3.4.2, 3.4.3, 3.4.4, 7.1.1, 7.1.4,7.1.6	Dr. K. J. Gavit	As per RTMNU guideline conduct in campus and out campus social camps.
14	Lifelong and continuous extension		Ms. Megha Rahangdale	As per government guideline.
15	CC Course Committee		Dr. K. J. Gavit (NSS)-Coordinator Mr.V. V. Ade (Cultural)-Member Dr. R. R. Kurzekar (Games & Sports)-Member Mr. Akshay Chavan (NCC)-Member Ms. M. D. Rahangdale (Lifelong learning & Extension)-Member	As per RTMNU guideline and NEP guideline. Students should opt following extension program- NCC, NSS, Cultural, Games & Sports, Lifelong learning & Extension and their credit marks should be uploaded.
16	Workshop, Seminar & Conference Committee	3.2.2	Dr. S. N. Sheikh-Coordinator Ms. Dr. M. S. Barki Dr. Arusha Patle	Conduct Academic seminars/workshop/ Guest lectures.
17	Collaboration & MOU Committee	3.5.1,3.5.2	All Head of Departments and faculties	Mandatory for all departments to acquire at least one MOU

18	Planning & Development (Grants) Committee (UGC, RUSA, DST, FIST, CSIR, ICAR, etc)	3.1.1, 6.4.2	Dr. R. N. Taikar-Coordinator Dr. S. R. Bhagwat Dr. N. S. Kudnar	Notice circulation, providing information. Making proposal for college
19	Internal Audit Committee (Financial & Asset stock book)	4.1.1, 4.4.1, 6.4.1	Dr. S. R. Bhagwat-Coordinator Mr. R. N. Ramteke	Yearly audit to be submitted to the Principal
20	Right to information cell		Dr. A. B. Sharma, Principal-Appellate officer Mr. V. V. Ade- Public information officer (PIO) Mr. R. N. Ramteke- Assistant PIO	As per guideline of Government.
21	Library Committee	4.2.1, 4.2.2, 4.2.3, 4.2.4	Dr. M. S. Barki -Coordinator Dr. V. V. Gaikwad Dr. S. U. Anpat Dr. R. S. Ukare Dr. R. M. Bansod Dr. R. B. Zode	Coordinator is required to maintain meeting register and resolutions. Identify digital library website.
22	Anti-Ragging Cell		Dr. R. N. Taikar-Coordinator Mr. Akshay Chavan Miss. M. D. Rahangdale	As per government guideline.
23	Equal Opportunity Cell for Backward & Minority Students		Dr. N. S. Kudnar- Coordinator Mr. V. V. Ade Dr. Anup Parmar	To disseminate govt. policies among students and organize programs.
24	Prevention of Caste-based Discrimination Committee		Dr. S. B. Nimje- Coordinator Dr. N. S. Kudnar Dr. Nikhat G. Sheikh	To disseminate govt. policies among students and aware them about equality.
25	Sports and Games Activities		Dr. R. R. Kurzekar-Coordinator Dr. K. J. Gavit Mr. Ravi Choudhary Miss. Nikita Rathod	Motivate the students to participate in to various sports and games at college, inter-college, university and national level. Ensure participation of team events at various level.
26	Feedback assessment Committee		Dr. M. P. Meshram-Coordinator Dr. A. B. Hatwar Dr. R. N. Taikar Ms. Nikita Rathod	Teachers feedback, student satisfaction survey & non-teaching feedback to be maintained yearly basis and have to submit in time

27	Career Katta	5.1.4	Mr. Ravi Choudhary- Coordinator Ms. M. D. Rahangdale Dr. Nikhat G. Sheikh	As per guidelines of govt. of Maharashtra.
28	Student welfare committee	5.1.2	Dr. A. B. Hatwar- Coordinator Dr. R. B. Zode Mr. Ravi Choudhary	As per matrices and student related activities from university and other agencies
29	Capacity building and skill enhancement committee	5.1.3	Dr. S. R. Bhagwat-Coordinator Dr. R. S. Bhonde Dr. Arusha Patle	To organize personality development, soft skill, ICT skills, entrepreneur skills
30	Career and Counseling Cell	5.1.4	Dr. Anup Parmar- Coordinator Ms. Nikita Rathod Dr. Yashpal Rathod	As per matrices
31	Student Grievance Redressed Cell	2.5.2, 5.1.5	Dr. S. N. Sheikh-Coordinator Mr. A. B. Wakhale Dr. S. B. Nimje	As per matrices
32	Placement Cell	5.2.1	Dr. Arusha Patle- Coordinator Dr. R. B. Zode Dr. Nikhat G. Sheikh	To coordinate with agencies as well as organize placement drive.
33	Cultural, extra-curricular & co-curricular Committee	5.3.3	Mr. V. V. Ade-Coordinator Dr. I. J. Pandey Dr. Nikhat G. Sheikh Dr. R. S. Bhonde Dr. R. R. Kurzekar	To organize Cultural, extra-curricular & co-curricular programs in the college and maintain the data
34	Jayanti-Punyatithi Cell (commemorative days, events and festivals)		Mr. N. J. Ghamandi- Coordinator Dr. S. U. Anpat Dr. M. S. Barki	programs will be conducted As per the govt of Maharashtra notifications
35	Alumini Association	5.4.1, 5.4.2	Mr. N. J. Ghamandi- Coordinator Mr. A. B. Wakhale Dr. S. U. Anpat	As per matrices
36	Avishkar Committee		Dr. R. S. Bhonde-Coordinator	

			Dr. S. B. Nimje	Motivate the students to participate in a Avishkar events of RTMNU
37	Magazine Committee		Dr. V. V. Gaikwad-Coordinator Dr. K. J. Gavit Ms. Nikita Rathod Mr. N. J. Ghamandi	Annual publication
38	Parents-Teachers Association		Dr. S. U Anpat- Coordinator Mr. N. J. Ghamandi Dr. M. S. Barki	At least 2 events in a year
39	College Staff Council		Dr. V. V. Gaikwad-Coordinator Dr. R. M. Bansod Dr. R. S. Ukare	As per guideline
40	Purchase Committee		All Heads of Sciecne Departments, Geography Departments Dr. S. R. Bhagwat Mr. R. N. Ramteke	As per guideline
41	Stock Verification Committee		Dr. R. S. Ukare- Coordinator Dr. R. M. Bansod Dr. S. N. Sheikh	To visit all science, Geography and Sports Departments and prepare report after 31st March.
42	Green energy & environmental audit Committee	7.1.2, 7.1.3, 7.1.4, 7.1.5, 7.1.6	Dr. M. P. Meshram- Coordinator Dr. I. J. Pandey	Conduct green audit of the college & coordinate with the external agency
43	Institutional Best Practices	7.2.1	Dr. R. N. Taikar-Coordinator Mr. Akshay Chavan	Conduct at least 2 best practices for the students and maintain the record.
44	Campus Disciplinary Committee		Dr. V. V. Gaikwad-Coordinator Mr. Akshay Chavan Dr. K. J. Gavit Dr. I. J. Pandey	Maintain discipline among students in college premises
45	Campus Maintenance Committee		Dr. Yashpal Rathod- Coordinator Dr. R. S. Ukare Dr. R. R. Kurzekar	Prepare a list in every 30 days for necessary civil/electrical/water systems etc and submit it to the Principal

46	Campus Security Committee		Mr. A. B. Wakhale- Coordinator Dr. S. U. Anpat Mr. N. J. Ghamandi	Keep watch on external/internal nuisance in whole college premises and submit report to the Principal from time to time. Regular checking the working condition of Webcam.
47	Committee for best student of the year		**Arts-** Dr. V. V. Gaikwad Dr. S. U. Anpat **Commerce -** Dr. R. M. Bansod Dr. S. R. Bhagwat **Science-** Dr. R. S. Ukare Dr. R. S. Bhonde	Identify the best student from each faculty and submit report to the Principal

Note: All coordinators of the various committees and cells are expected to act as per the guidelines of government and college and maintain the record in file. It is mandatory for all members to cooperate the committee coordinators. Further, Committee coordinators will report to IQAC as well as competent authority from time to time.

IQAC Coordinator Principal