

G.S. Mandal's
MARATHWADA INSTITUTE OF TECHNOLOGY, CIDCO, AURANGABAD
ADMINISTRATIVE & ACADEMIC COLLEGE COMMITTEES
2020-21

Sr. No.	Name of the Committee	Chairman & Member		Functions of Committee
1	(CDC) College Development Committee	Prof. B. M. Deshmukh	Chairman	<ul style="list-style-type: none"> * The Local Managing Committee shall meet at least twice a year. * To approve the budgetary provision for the Development of College. * To endorse the recommendation made by Internal Quality Assurance Cell (IQAC) * Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and Extra-curricular activities.
		Prof. Munish R. Sharma	Secretary	
		Asst. Prof. Chavan Sheetal M.	Member	
		Asst. Prof. Vyavhare S.A.	Member	
		Asst. Prof. Sapkal Sushma R	Member	
		Asst. Prof. Bhaskar D Kadam	Member	
		Prof. Shirsath Mahendra	Member	
		Prof. Manza Ramesh R	Member	
		Mr. Sambrey Sudhir	Member	
		Mr Dhas Sainath	Member	
		Asst. Prof. Kale R.U.	Member	
		Mr. Patekar Swapnil	Member	
		Dr. Mahendra Kondekar	Member Secretary	
		Mr. S.A. Vyavhare	Co-ordinator	
		Mr. R.U. Kale	Co-ordinator	
Mr. B.D. Kadam	Member			
Mr. S.W. Quadri	Member			
Smt. S.R.Sapkal	Member			
Mr. S.A. Chavan	Member			
3	Admission Committee	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To oversee screening of students seeking admission in College. * Distribute brochures, hand outs and display posters Depicting salient features of college. * To consider and adopt all efforts to attract students, such as-Printing of brochures, hand outs, Advertisements, Banners, written appeals, etc.
		Mr. Ranjay U. Kale	Co-ordinator	
		Mr. B.D. Kadam	Co-ordinator	
		Mr. S.W. Quadri	Member	
		Smt. S.M. Chavan	Member	
		Mr. V.V. Joshi	Member	
Mr. S.A. Vyavhare	Member			

		Mr. Y.T. Deshmukh	Member	
		Smt. V.D. Susar	Member	
		All Faculties	Member	

4	Institutional Calendar Committee and Prospectus	Mr. R.U. Kale	Chairman	Academic Calendar Committee will prepare the annual academic calendar of the college.
		Mr. S.A. Vyavhare	Member	
		Mr. S.W. Quadri	Member	
		Smt. S.M. Chavan	Member	
		Mr. V.V. Joshi	Member	
5	Time-table Committee	Mr. S.A. Vyavhare	Advisor	The Committee shall plan, and prepare time tables for regular classes, practical"s and shall see to it that all departments are allocated equal number of classes during the academic session/semester
		Mr. S.W. Quadri	Co-ordinator	
		Smt. S.M. Chavan	Member	
		Mr. V.V. Joshi	Member	
6	Examination Committee	Mr. S.W. Quadri	Chairman	<ul style="list-style-type: none"> * To make all essential arrangements to conduct internal and university examinations. * To carry out all examinations, publish results within time and award degree certificates.(Provided by the University and Institute) to the students. * To conduct all examination according to rule and Regulation lay down by SPPU. * To maintain transparency and accountability in Examinations.
		Dr. Shashibala Rao	Member	
		Dr. S.D. Bachhao	Member	
		Smt. S.R. Sapkal	Member	

7	Research consultancy and extension Committee	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To promote research attitude among the students. * To promote faculty to apply for major and minor research projects for various funding agencies. * To acquire skills of research, develop leadership as well involve social activities for benefit of mankind. * To promote students and teachers to participate in AVISHKAR competition. * To promote consultancy, establish linkages and MoU's
		Mr. R.U. Kale	Member	
		Dr. Shashibala Rao	Member	
		Dr. S.D. Bachhao	Member	
		Smt. S.M. Chavan	Member	
8	Academic Audit and students feedback	Mr. R.U. Kale	Chairman	<ul style="list-style-type: none"> * To conduct the internal and external academic and administrative audit with the help of IQAC. * To collect the feedback on curriculum, teachers and college from all the stakeholders and do analysis and take proper measures for improvement. * To prepare the agenda and minutes of the meeting.
		Mr. S.A. Chavan	Co-ordinator	
		Dr. S.D. Bachhao	Member	
9	Library Committee	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To administer, organize and maintain the Library, print as well as electronic material and related services of the college. * To provide the approach and operational plan for modernization and improvement of Library and documentation services. * To look after general maintenance of the library in terms of reading material and infrastructure. * To involve in fostering the reading habit of staff and students. * To prepare the agenda and minutes of the meetings.
		Mr. S.A. Vyavhare	Co-ordinator	
		Mr. S.W. Quadri	Co-ordinator	
		Mr. V.V. Joshi	Co-ordinator	
		Mr. Y.T. Deshmukh	Member	
		Smt. Sheetal Vaidya	Member	
		Smt. M.S. Sonwane	Member Secretary	
10	Purchase & financial norms Committee	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To deal with all matters pertaining to purchases of the college. * To make necessary procurement when the need arise * To provide the necessary expertise, advice, information with regard to the best quality of material available in the market, supplier's capability and performance etc. * To acquire materials economically at a cost reliable with the quality and service required and all purchases may be attempted at the lowest cost.
		Mr. Y.T. Deshmukh	Co-ordinator	
		Mra. V.D. Susar	Member	

11	Discipline Committee	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * The Committee shall assure that discipline is adhered in the College by the students. * The Committee shall lay down the college rules and regulations to be followed by the College Community and shall enforce the same. * The Committee shall decide on disciplinary matters pertaining to students and Staff. Set of the college.
		Mr. S.A. Vyavhare	Member	
		Mr. S.W. Quadri	Member	
		Smt. S.M. Chavan	Member	
		Mr. V.V. Joshi	Member	
		Mr. B.D. Kadam	Member	
		Mr. S.A. Pawar	Member	
		Smt. V.S. Patil	Member	
Smt. S.D. Mengade	Member			
12	Anti ragging Committee	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. * The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college.
		Mr. S.A. Vyavhare	Member	
		Mr. S.W. Quadri	Member	
		Smt. S.M. Chavan	Member	
		Smt. S.R. Sapkal	Member	
13	Grievance redress cell Committee	Mr. S.A. Vyavhare	Chairman	<ul style="list-style-type: none"> * The Committee shall assure discipline is adhered in the College by the Students. *The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college.
		Dr. S.D. Bachhao	Co-Ordinator	
		Mr. V.V. Joshi	Member	
14	Magazine & Publications Committee	Mr. S.A. Chavan	Chairman	<ul style="list-style-type: none"> * To raise resources for publication of the magazine "ATHANG" 2018-19 . * To receive the articles, reports, poems from the students as well as staff and edit the same. * To make sure before the publication that not a single report, article is not plagiarized. *To get the magazine printed by end off April and distribute the same to students and staff.
		Mr. S.A. Pawar	Member	
		Smt. S.D. Mengade	Member	
15	Professional Development & staff	Mr. S.A. Vyavhare	Chairman	<ul style="list-style-type: none"> * To organize the expert lecturers regarding professional Development to the teachers and non-teaching staff.
		Dr. Shashibala Rao	Member	

	academy	Mr. P.P Ubale	Member	* To prepare annual schedule of lecturers. * To make documentation of Staff Academy.
		Smt. S.R. Sapkal	Member	
16	IQAC Committee	Dr. Mahendra Kondekar	Chairman	* Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution. * Dissemination of information on various quality parameters of higher education. * Organization of workshops, seminars on quality related themes and promotion of quality circles. * Documentation of the various programmes/activities leading to quality improvement. * Acting as a nodal agency of the institution for quality-related activities. * Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. * To prepare for the NAAC assessment and accreditation.
		Prof. B. M. Deshmukh	Member	
		Mr. S.A. Vyavhare	Member	
		Mr. S.W. Quadri	Member	
		Smt. S.R. Sapkal	Member	
		Mr. Sambrey Sudhir	Member	
		Mr. Amol Gaikwad	Member	
		Mr. R.U. Kale	Co-ordinator	
17	Student Welfare Committee and Earn and Learn Scheme	Mr. S.A. Chavan	Chairman	* To develop a student as a versatile personality with academic excellence and a commitment to a democratic society. * To apply for various proposal for SPPU for financial assistance. * To bridge the gap between rural and urban India. * To help economically weak students; they are selected and allotted the job in the college campus and paid the honorarium.
		Smt. S.R. Sapkal	Member	
		Mr. B.D. Kadam	Member	
		Smt. S.M. Chavan	Member	
		Ms. N. A. Sahuji	Member	
		Mr. S.A. Pawar	Member	
		Dr. Shashibala Rao	Member	
		Mr. S.A. Chavan	Member	
Mr. V.V. Joshi	Member			
19	NSS Committee	Dr. Mahendra Kondekar	Chairman	* College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of Dr. BAMU Aurangabad. * To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values. * To arrange social service groups and outdoor filed activities. * To support and involve students in social service
		Mr. S.W. Quadri	Ad-visor	
		Smt. S.R. Sapkal	Co-ordinator-1	
		Mr. S.A. Pawar	Co-ordinator-2	

				activities.
20	Health Committee	Mr. S.W. Quadri	Chairman	*To conduct health check-up for all the students. * To monitor Student Health Centre in college campus.
		Mrs. S.D. Mengade	Member	
		Mrs. R. R. Sontakke	Member	
		Ms. Neha Sahuji	Member	
21	Competitive examination & Careers Development	Mr. R.U.Kale	Chairman	*To provide the special training of coaching for competitive examination to students such as-MPSC/UPSC *To organize the various Karmaveer Vidya Prabhodhini examination . * To organize the expert lectures on competitive examination to students.
		Smt. S.D. Mengade	Co-ordinator	
		Mr. K. P. Katkar	Member	
22	Gymkhana Committee	Dr. P.R. Kulkarni	Chairman	*To finalize the schedule of events for the every academic year in advance in consultation with the Students' Sports Committee. * To maintain records of sports events attended by students outside the college, within the University and outside *To promote a spirit of health competition and cultivate excellence in various domains of sports. * To take charge as the custodian of all Sports item under the Possession of the college and accordingly to maintain an inventory for the same.
		Mr. R.U. Kale	Member	
		Mr. S.A. Vyavhare	Member	
		Smt. S.R.Sapkal	Member	
		Smt. S.M. Chavan	Member	
23	Hostel Committee Boys	Mr. B. D. Kadam	Chairman	*Overall management of the hostel, including framing rules for the hostels, hostel mess ,recreational facilities, and security personnel. * To maintain safety and security of the students. * Human resource allocation in the hostels, including that of residential warden, junior wardens and workers. *To ensure proper water supply and drinking water arrangement in the hostel. *To maintain leave register of students, the proper record and recovery of hostel dues.
		Mr. S.A. Pawar	Member	
		Mr. V.V. Joshi	Member	

				* To arrange for medical help (doctor/ambulance) to the students in case of any medical emergency.
24	Cultural Activities	Mrs. S.R. Sapkal Mr. S.A. Chavan Mrs. S.M. Chavan	Chairman Member Member	*To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks. *The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College. *To do the necessary procedure to organize cultural events. *To communicate about various festivals and events to be celebrated in the college and give a wide publicity.
25	Standing Committee SC/ST Welfate	Mr. S.W. Quadri Mr. B.D. Kadam Mrs. S.R. Sapkal	Member Member Secretary	*To create and maintain safe, healthy and supportive environment for SC / ST staff and Students in the campus. *To address the issues of staff and students, belonging to schedule caste / schedule tribes in the institute and to prevent atrocities against them. *To organize the various programmes for welfare of SC/ST students. To provides various welfare schemes for SC/ST.
26	Environmental awareness	Mr. S.A. Vyavhare Mr. S.W. Quadri Mrs. S.M. Chavan Mrs. S.D. Bachhao	Co- ordinator Member Member Member	*To establish awareness, attitude and participation of College students in environmental activities. *To suggest actions towards creating environmental awareness and environment friendly practice among college students. *To conduct the EVS examination and guides for field projects to students. *To organize seminars and training programmes

				<p>for environmental awareness campaign to minimize environmental problems like acid rain, ozone depletion, climate changes, global warming, etc. To establish awareness, attitude and participation of College students in environmental activities.</p> <p>*To suggest actions towards creating environmental awareness and environment friendly practice among college students.</p> <p>*To conduct the EVS examination and guides for field projects to students.</p> <p>*To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like acid rain, ozone depletion, climate changes, global warming, etc.</p>
27	(TGS) & Teacher Parent Association	Dr. Mahendra Kondekar	Chairman	<p>* To allot the mentee (Students) for every teacher (Mentor) to every academic year.</p> <p>* To act as a bridge between parents and college for smart communication.</p> <p>* To guide the student regarding academic, stress, financial and career related issues. To provide the personal counseling to students.</p>
		Dr. S.D. Bachhao	Co-ordinator	
		Smt. D.M. Patil	Member	
		Smt. V.S. Patil	Member	
28	(TPO) Placement & Counseling Cell	Dr. Mahendra Kondekar	Chairman	<p>* To arrange Campus interview for students.</p> <p>* To organize the seminar/workshop regarding placement and career opportunities.</p> <p>* To help the students job and career related issues.</p>
		Smt. S.M. Chavan	Co-ordinator	
		Smt. D.M. Patil	Member	
		Smt. S.D. Mengade	Member	

29	Right to Information Act. (RTI)	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To promote transparency and accountability in the working of the College. * 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. * To provide information for any individual on their demands as per the Right to Information Act. * Strictly follow the rules and regulation of RTI
		Mr. S.A. Vyavhare	Member	
		Mr. S.W. Quadri	Member	
		Smt. S.M. Chavan	Member	
		Mr. V.V. Joshi	Member	
Mr. V. D. Susar	Member			
30	Career Oriented Courses, Soft Skills Development and Short Term Courses	Mr. R.U. Kale	Chairman	<ul style="list-style-type: none"> * To maintain the record of short term courses skill based courses. * To st a proper mechanism for short term online courses for students and teachers.
		Smt. S.M. Chavan	Member	
		Smt. R.R. Sontakke	Co-ordinator	
		Smt. V.S. Patil	Member	
		Mr. S.A. Pawar	Member	
31	Student Council	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To promote an environment favorable to educational and personal development. * To support the management and staff in the development of the college. * To represent the views of the students on matters of general concern to them. * To organize the various student centric activities.
		Mr. S.A. Chavan	Co-ordinator	
		Smt. S.R. Sapkal	Member	
		Mr. S.A. Pawar	Member	
32	Publicity & News	Dr. Mahendra Kondekar	Chairman	<ul style="list-style-type: none"> * To work for writing, editing, and distributing news releases to the news media. * To prepare activity report of each and every programme conducting on college. * To maintain an up-to-date list of news media for college. * To manage a website with up-to-date information of college activities. * To maintain a photo documents.
		Mr. S.A. Chavan	Co-ordinator	
		Smt. S.R. Sapkal	Member	
		Mr. B.D. Kadam	Member	
		Mr. V.V. Joshi	Member	
		Smt. S.D. Mengade	Member	

33	Canteen Committee	Dr. Mahendra Kondekar	Chairman	* To provide a regular and high quality service at a reasonable cost and maintain legislative standards of hygiene and health care in relation to the preparation, supply and service of food to the canteen.
		Smt. V.S. Patil	Member	
34	Central Sector & Minority Scholarship Committee	Dr. Mahendra Kondekar	Chairman	*To organize the various programmes for welfare of Central Sector & Minority Scholarship Students. * To Provides various welfare Schemes for Central Sector & Minority Scholarship.
		Mr. S.W. Quadri	Co-ordinator	
		Mr. Y.T. Deshmukh	Member	
		Smt. V.D. Susar	Member	

35	Name of the Committee	Chairman & Member Name	Designation	*To provide welfare scheme of Blue Cross Labs Scholarship Students.
	Blue Cross Labs. Sholarship Committee	Dr. Mahendra Kondekar	Chairman	
		Mr. Y.T. Deshmukh	Co-ordinator	
		Mr. S.A. Vyavahare	Member	
		Mr. Vaibhav V. Joshi	Member	
		Smt. Sheetal M. Chavan	Member	
		Mr. S.W. Quadri	Member	