



Shikshan Prasarak Mandal, Kolhapur's

**Br. Balasaheb Khardekar College, Vengurla**

Affiliated to University of Mumbai, Mumbai

NAAC reaccredited with "B" Grade (CGPA 2.08)

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**Academic and Administrative College Committees**  
**For the Academic Year 2017-2018**

Sr. No.	Name of the committee	Chairman and members		Functions of Committee
1.	<b>Local Management Committee / College Development Committee</b>	1. Hon. Smt. Shivani Diliprao Desai 2. Hon. Prof. Jaykumar M. Desai 3. Dr. Vilas Atmaram Dewoolkar 4. Hon. Mr. Pushpsen Sawant 5. Hon. Mr. Vilas Gawade 6. Hon. Mr. Surendra Khambkar 7. Hon. Mr. Daulatrao J. Desai 8. Hon. Mr. S. T. Chavan 9. Prof. S. T. Bhendwade 10. Prof. S. S. Chamankar	Chairman, S. P. M., Kolhapur Secretary, S. P. M., Kolhapur Secretary Member Member Member Member Member Member Member	<ul style="list-style-type: none"> <li>➤ Prepare an overall all-inclusive development plan of the college regarding academic, administrative and infrastructural growth.</li> <li>➤ To decide the overall teaching programmes or annual calendar of the college.</li> <li>➤ To approve the budgetary provision for the development of the college.</li> <li>➤ Discuss the reports of the IQAC and make suitable recommendations.</li> <li>➤ The CDC meets at least twice a year.</li> </ul>
2.	<b>Admission Committee</b>	1. Prof. Dr. A. P. Bandekar 2. Prof. M. R. Navatre 3. Prof. R. G. Chougale 4. Prof. Dr. M. B. Chougale 5. Prof. S. T. Bhendawade 6. Prof. D. R. Arolkar 7. Prof. P. D. Hodawadekar 8. Prof. W. A. Gawade 9. Prof Dr. S. S. Bhise 10. Prof. Dr. M. M. Mujumdar 11. Dr. B. G. Gaikwad 12. Prof. L. B. Naitam 13. Prof. K. R. Kamble 14. Prof. S. S. Chamankar 15. Prof. B. M. Bhairat 16. Prof. Dr. V. M. Patole 17. Prof. Dr. R. T. Patil	Chairman(Art) Chairman(Com) Chairman(Sci) Member Member Member Member Member Member Member Member Member Member Member Member Member	<ul style="list-style-type: none"> <li>➤ The whole process of admission is conducted under the norms of University of Mumbai and Government of Maharashtra.</li> <li>➤ To prepare selection list for seeking admission to various graduate programs.</li> <li>➤ The Admissions Committee is responsible for the graduate student admissions in the program.</li> <li>➤ This committee reviews admission requirements for the program annually.</li> </ul>
3.	<b>Online Admission /</b>	1. Prof. R. G. Chougale	Chairman	➤ To make easy and simple online admission

	<b>Eligibility / Examination Forms /Internal Marks Committee</b>	2. Prof. M. R. Navatre 3. Prof. W. A. Gawade 4. Prof. A. B. Nargachhe 5. Prof. A. P. Bandekar 6. Mr. P. D. Niungre 7. Mr. S. A. Patil 8. Sou. S. E. Khot	Member Member Member Member Member Member	process to students. ➤ The committee is responsible for filling internal marks and final examination forms of students.
<b>4.</b>	<b>Time Table Committee</b>	1. Prof. A. B. Nargachhe 2. Prof. M. R. Navatre 3. Prof. B. G. Gaikwad	Chairman Member Member	➤ The Committee prepare time tables for regular classes, practical's for each semester in a year. ➤ The committee shall see to it that all departments are allocated essential number of classes during the academic year.
<b>5.</b>	<b>Attendance Committee</b>	1. Prof. V. S. Chavan 2. Prof. Dr. V. M. Patole	Chairman Member	➤ The committee prepares action plan to increase the attendance of the students.
<b>6.</b>	<b>Syllabus and Prospectus Committee</b>	1. Prof. Dr. R. T. Patil 2. Prof. Dr. P. R. Gawade 3. Prof. B. G. Gaikwad 4. Prof. V. P. Nandgirikar 5. Prof. A. P. Bandekar	Chairman Member Member Member Member	➤ The committee collects revised syllabi in the academic year for documentation purpose. ➤ To prepare brochures as per norms of University of Mumbai and Government of Maharashtra.
<b>7.</b>	<b>Examination Committee</b>	1. Prof. S. T. Bhendawade 2. Prof. Dr. V. M. Patole 3. Prof. A. B. Nargachhe 4. Prof. D. R. Arolkar 5. Prof. V. S. Chavan 6. Prof. S. G. Chukewad	Chairman Member Member Member Member Member	➤ To make all essential arrangements to conduct internal and university examinations. ➤ To carry out all examinations, publish results within time. ➤ To conduct all examination according to rule and regulation laid down by University of Mumbai. ➤ To maintain transparency and accountability in examinations.
<b>8.</b>	<b>Planning Board Committee (UGC)</b>	1. Prof. R. G. Chougale 2. Prof. Dr. R. T. Patil 3. Prof. V. P. Nandgirikar 4. Prof. B. G. Gaikwad	Chairman Member Member Member	➤ To prepare proposals for grants and do necessary steps to receive grants. ➤ To work as bridge between UGC and respective college.

		5. Mr. S. T. Chavan 6. Mr. S. A. Patil	Member Member	
<b>9.</b>	<b>Internal Quality Assurance Cell (IQAC) Cell</b>	1. Prof. D. B. Rane 2. Prof. Dr. R. T. Patil 3. Dr. D. S. Patil 4. Prof. B. M. Bhairat 5. Prof. Dr. M. B. Chougale 6. Prof. Dr. M. M. Mujumdar 7. Prof. B. G. Gaikwad	Coordinator Member Member Member Member Member	<ul style="list-style-type: none"> <li>➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution.</li> <li>➤ Broadcasting of information on various quality parameters of higher education.</li> <li>➤ Organization of workshops, seminars on quality related themes and promotion of quality circles.</li> <li>➤ Documentation of the various programmes and activities leading to quality improvement.</li> <li>➤ Acting as a nodal agency of the institution for quality related activities.</li> <li>➤ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.</li> <li>➤ To prepare for the NAAC assessment and accreditation.</li> </ul>
<b>10.</b>	<b>NSS committee</b>	1. Prof. M. R. Navatre 2. Prof. S. S. Chamankar 3. Prof. D. R. Arolkar 4. Prof. Dr. M. M. Mujumdar 5. Prof. L. B. Naitam 6. Prof. V. P. Nandgirikar 7. Prof. K. R. Kamble	PO 1 PO 2 PO 3 Member Member Member Member	<ul style="list-style-type: none"> <li>➤ The College NSS unit will function according to the Guidelines laid down by the NSS Department of University of Mumbai.</li> <li>➤ To arrange discussions, workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.</li> <li>➤ To arrange social and outdoor field activities.</li> <li>➤ To arrange residential camps at adopted village.</li> <li>➤ To support and involve students in social service activities.</li> </ul>
<b>11.</b>	<b>Grievances Redressal Cell</b>	1. Prof. Dr. M. B. Chougale	Chairman	<ul style="list-style-type: none"> <li>➤ The Committee shall maintain discipline in the</li> </ul>

		2. Prof. Dr. M. M. Mujumdar 3. Prof. Dr. D. S. Patil 4. Prof. Dr. S. S. Bhise	Member Member Member	college campus by the students. ➤ The Committee shall decide on disciplinary matters pertaining to Students and Staff. ➤ Prepare mechanism for prevention of ragging of students of the college.
<b>12.</b>	<b>Unfair means Committee</b>	1. Prof. Dr. D. S. Patil 2. Prof. W. A. Gawade 3. Prof. Dr. A. P. Bandekar 4. Prof. M. R. Navatre	Chairman Member Member Member	➤ To prevent students from malpractices such as possessing copy material, mass copy etc. ➤ The Committee shall lay down the College rules and regulations to be followed by the College Community.
<b>13.</b>	<b>Department of Lifelong Learning and Extension</b>	1. Prof. P. D. Hodawadekar 2. Prof. Dr. A. P. Bandekar 3. Prof. W. A. Gawade 4. Prof. A. B. Nargachhe	Chairman Member Member Member	➤ The committee holds awareness programs in literacy, post-literacy, continuing education, sanitation, environment, gender equality, nutrition, population education. ➤ To make arrangement of awareness programs like street play, drama to above concerned subjects.
<b>14</b>	<b>Essay Committee</b>	1. Prof. W. A. Gawade 2. Prof. Dr. V. M. Patole 3. Prof. V. P. Nandgirikar	Chairman Member Member	➤ To motivate students for essay competition. ➤ To generate writing skills among students.
<b>15.</b>	<b>Library and Book Bank Committee</b>	1. Prof. Dr. P. R. Gawade 2. Prof. Dr. D. S. Patil 3. Prof. Dr. S. S. Bhise 4. Prof. W. A. Gawade 5. Mr. S. A. Patil	Chairman Member Member Member Member	➤ To maintain the library books in print as well as electronic material. ➤ To maintain the reared manuscripts in the library. ➤ To provide the operational plan for modernization and improvement of Library and documentation services. ➤ To prepare the annual budget and proposal for development of Library. ➤ To look after general maintenance of the library in terms of reading material and infrastructure.

				<ul style="list-style-type: none"> <li>➤ To prepare the agenda and minutes of the meetings.</li> </ul>
<b>16.</b>	<b>Book Bank Committee (BC Students)</b>	1. Prof. Dr. S. S. Bhise 2. Prof. S. G. Chukewad 3. Mr. S. A. Patil	Chairman Member Member	<ul style="list-style-type: none"> <li>➤ To make easy supply and distribution of books for needy BC students.</li> </ul>
<b>17.</b>	<b>Discipline Committee</b>	1. Prof. J. Y. Naik 2. Prof. S. T. Bhendawade 3. Prof. A. P. Bandekar 4. Prof. S. S. Chamankar 5. Mr. S. T. Chavan 6. Mr. S. A. Patil 7. Jr. and Sr. Staff	Chairman Member Member Member Member Member Member	<ul style="list-style-type: none"> <li>➤ The Committee shall maintain discipline in the college campus by the students.</li> <li>➤ The Committee shall lay down the College rules and regulations to be followed by the College Community.</li> <li>➤ The Committee shall decide on disciplinary matters pertaining to Students and Staff.</li> </ul>
<b>18.</b>	<b>Counselling Committee</b>	1. Prof. A. B. Nargachhe 2. Prof. Dr. A. P. Bandekar 3. Prof. Dr. M. M. Mujumdar	Chairman Member Member	<ul style="list-style-type: none"> <li>➤ To help the students for job and career related issues.</li> </ul>
<b>19.</b>	<b>Provident Fund Committee</b>	1. Prof. R. G. Chougale 2. Prof. M. R. Navatre 3. Mr. V. R. Sawant	Chairman Member Member	<ul style="list-style-type: none"> <li>➤ To resolve PPZ related issues with the help of college office for the teaching and non-teaching staff.</li> </ul>
<b>20.</b>	<b>Gymkhana Committee</b>	1. Prof. J. Y. Naik 2. Prof. D. R. Arolkar 3. Prof. B. G. Gaikwad 4. Prof. S. G. Chukewad 5. Prof. V. S. Chavan	Chairman Member Member Member Member	<ul style="list-style-type: none"> <li>➤ To finalize the schedule of events for every academic year.</li> <li>➤ To maintain records of sports events attended by students outside the college, within the University and outside.</li> <li>➤ To promote a spirit of healthy competition and cultivate excellence in various domains of sports.</li> </ul>
<b>21.</b>	<b>Nature Club Committee</b>	1. Prof. Dr. D. S. Patil 2. Prof. K. R. Kamble 3. Prof. Dr. V. M. Patole 4. Prof. Dr. R. T. Patil	Chairman Member Member Member	<ul style="list-style-type: none"> <li>➤ To create awareness about Wetland restoration, waste management and plastic minimization.</li> <li>➤ To promote students and staff to involve actively in brief documentation of wetland committee of Vengurla Tehsil at international</li> </ul>

				<p>website platform systematic way.</p> <p>➤ To create a platform to raise green soldiers for sustainable nation building.</p>
<b>22.</b>	<b>Planning Forum Committee</b>	1. Prof. A. B. Nargachhe 2. Prof. S. T. Bhendawade	Chairman Member	<p>➤ To prepare academic calendar including all the activities of the college.</p> <p>➤ To prepare academic plan of the college.</p>
<b>23.</b>	<b>Magazine Committee</b>	1. Prof. V. P. Nandgirikar 2. Prof. Dr. M. M. Mujumdar 3. Prof. Dr. P. R. Gawade 4. Prof. B. G. Gaikwad 5. Prof. A. P. Bandekar 6. Prof. Dr. D. S. Patil 7. Prof. D. J. Shitole 8. Prof. V. B. Shirolkar	Chairman Member Member Member Member Member Member	<p>➤ To increase resources for publication of the magazine "Unmesh".</p> <p>➤ To receive the articles, reports, poems from the students as well as staff and edit the same.</p> <p>➤ To get the magazine printed as early as possible and distribute the same to students and staff.</p>
<b>24.</b>	<b>Teacher Parent Committee</b>	1. Prof. A. P. Bandekar 2. Prof. S. S. Chamankar 3. Prof. W. A. Gawade	Chairman Member Member	<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.</p> <p>➤ To provide the personal counselling to students.</p>
<b>25.</b>	<b>Alumni Committee</b>	1. Prof. D. R. Arolkar 2. Prof. P. D. Hodawadekar 3. Prof. V. S. Chavan	Chairman Member Member	<p>➤ To maintain an up-to-date and detailed record of the alumni.</p> <p>➤ To highlight the success of alumni to improve the credibility and reputation of college.</p> <p>➤ To plan on bringing together the former students and make efforts to contribute to the college on various aspects.</p> <p>➤ To conduct the Alumni meet.</p> <p>➤ To involve the Alumni for overall development of the college.</p>
<b>26.</b>	<b>Prize Distribution Committee</b>	1. Prof. Dr. S. S. Bhise 2. Prof. L. B. Naitam	Chairman Member	<p>➤ To prepare the list of meritorious students for prize distribution.</p>

		3. Prof. B. G. Gaikwad 4. Prof. V. V. Sawant 5. Mrs. G. G. Manjarekar	Member Member Member	<ul style="list-style-type: none"> <li>➤ To make essential arrangement such certificate writing, schedule of program etc.</li> <li>➤ To make available Chief Guest with the consultation of the Principal.</li> </ul>
<b>27.</b>	<b>BC Cell</b>	1. Prof. Dr. S. S. Bhise 2. Prof. K. R. Kamble 3. Prof. B. G. Gaikwad 4. Mr. A. M. Sawale	Chairman Member Member Member	<ul style="list-style-type: none"> <li>➤ To understand and resolve the problems of BC students.</li> </ul>
<b>28.</b>	<b>Research Committee</b>	1. Prof. Dr. D. S. Patil 2. Prof. Dr. V. M. Patole 3. Prof. B. M. Bhairat 4. Prof. B. G. Gaikwad	Chairman Member Member Member	<ul style="list-style-type: none"> <li>➤ To promote research attitude among the teachers and students.</li> <li>➤ To promote faculty to apply for major and minor research projects for various funding agencies.</li> <li>➤ To promote students and teachers to participate in AVISHKAR competition.</li> <li>➤ To promote faculty for publishing research articles in UGC listed journals with necessary plagiarism.</li> </ul>
<b>29.</b>	<b>Cultural Committee</b>	1. Prof. P. D. Hodawadekar 2. Prof. Dr. A. P. Bandekar 3. Prof. W. A. Gawade 4. Prof. Dr. M. M. Mujumdar	Chairman Member Member Member	<ul style="list-style-type: none"> <li>➤ To plan and schedule cultural events for the academic year.</li> <li>➤ The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</li> <li>➤ To do the necessary procedure to organize cultural events.</li> <li>➤ To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</li> </ul>
<b>30.</b>	<b>Competitive Examination Training and Placement Cell</b>	1. Prof. V. P. Nandgirikar 2. Prof. A. B. Nargachhe 3. Prof. Dr. V. M. Patole 4. Prof. Dr. D. S. Patil	Chairman Member Member Member	<ul style="list-style-type: none"> <li>➤ To provide the special training or coaching for competitive examinations to students such as- MPSC/ UPSC.</li> <li>➤ To organize the expert lectures on competitive</li> </ul>



		5. Prof. M. R. Navatre 6. Prof. K. R. Kamble	Member Member	examination to students ➤ To arrange Campus interview for students. ➤ To organize the seminar or workshop regarding placement and career opportunities. ➤
31.	<b>Woman Development Cell</b>	1. Prof. D. S. Patil 2. Prof. Dr. M. M. Mujumdar 3. Mrs. R. R. Parsekar 4. Prof. A. P. Bandekar 5. Mrs. G. G. Manjarekar	Chairman Member Member Member	➤ To empower girls by organizing lectures consistently on Law, Rights of woman, Health care, Yoga, diet. ➤ To prepare girls for self-protection. ➤ To motivate girls' students for overall personality development and career development. ➤ To train woman for economic independence by arranging skill-based training programs. ➤ To prepare woman as self-reliant woman for powerful nation building.
32.	<b>Publicity Committee</b>	1. Prof. W. A. Gawade 2. Prof. R. G. Chougale 3. Prof. S. G. Chukewad 4. Prof. J. Y. Naik	Chairman Member Member Member	➤ To work for writing, editing, and distributing news releases to the news media. ➤ To maintain a photo documents with paper cuttings.
33.	<b>Website Committee</b>	1. Prof. Dr. V. M. Patole 2. Prof. A. B. Nargachhe 3. Prof. M. R. Navatre 4. Prof. D. J. Shitole 5. Prof. R. D. Suryawanshi	Chairman Member Member Member Member	➤ To collect information about the latest events and achievements and get it posted on college website in write ups and pictures. ➤ To upload and update the data required for NAAC point of view. ➤ To make improvement in the website with respect to design on a continuous basis.
34.	<b>Class Teachers Committee</b>	1. Prof. Dr. M. M. Mujumdar 2. Prof. W. A. Gawade 3. Prof. K. R. Kamble 4. Prof. M. R. Navatre 5. Prof. Dr. M. B. Chougale	FYBA SYBA TYBA FYBCOM SYBCOM	➤ To develop an effective education program to meet all student requirements and maintain effective communication with all students and parents. ➤ Perform assessment of all student learning

		6. Prof. S. T. Bhendawade 7. Prof. Dr. R. T. Patil 8. Prof. D. B. Rane 9. Prof. A. B. Nargachhe	TYBCOM FYBSC SYBSC TYBSC	styles and participate in all students and parent.
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