

**HPT ARTS & RYK SCIENCE COLLEGE, NASIK
COLLEGE COMMITTEES: (2021-2024)**

1	IQAC COMMITTEE
1-A	ISO STEERING COMMITTEE
1-B	NAAC COMMITTEE
1.C	RESEARCH COMMITTEE
1-D	FEEDBACK COMMITTEE
1-E	PRADHYAPAK PRABODHINI
2	STUDENT DEVELOPMENT COMMITTEE
2-A	CULTURAL COMMITTEE
2-B	DISCIPLINE, STUDENTS' GRIEVANCES AND ANTI RAGGING COMMITTEE
2-C	VIDYARTHINI MANCH
3	N.S.S.
4	EARN & LEARN COMMITTEE (KAMAVA VA SHIKA)
5	ADMISSION COMMITTEE (UG)
5-A	ADMISSION COUNSELLING COMMITTEE (HELP DESK)
6	EXAMINATION COMMITTEE
7	TIME-TABLE COMMITTEE
8	CBCS INTERNAL EVALUATION & EXTRA CREDIT COURSES COMMITTEE
9	COLLEGE MAGAZINE COMMITTEE
10	LIBRARY COMMITTEE
11	CAREER GUIDANCE COMMITTEE
12	TRAINING AND PLACEMENT COMMITTEE
13	HEALTH CENTRE COMMITTEE
14	MEDIA & WEBSITE MANAGEMENT & PUBLICITY COMMITTEE
15	ALUMNI AND PARENT ASSOCIATION COMMITTEE
16	ESTABLISHMENT AND MAINTENANCE COMMITTEE
17	STAFF GRIEVANCE COMMITTEE
18	HPT/RYK CENTENARY CELEBRATION COMMITTEE



**Gokhale Education Society's
H.P.T. Arts and R.Y.K. Science College, Nashik-05**

Prin. T. A. Kulkarni, Vidya Nagar, Nashik- 422005

"Higher Education for All"



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Permanently Affiliated to Savitribai Phule Pune University (ID No.: PU/NS/AS/001(1924)

NAAC Re-Accredited: 'A' Grade, ISO 9001:2015 Certified College, Best College award by SPPU 2019-20

COLLEGE COMMITTEES

SR. NO	COMPOSITION OF COMMITTEE	AREAS OF OPERATION AND RESPONSIBILITIES
1	<p>INTERNAL QUALITY ASSURANCE CELL (IQAC)</p> <ol style="list-style-type: none"> 1) Prin. Dr. V.N. Suryawanshi – Chairman 2) Dr. D.P. Deshpande – M.R. 3) Dr. V.D. Bhargave – Vice Principal 4) Dr. M.D. Deshpande – Vice Principal 5) Dr. Pranav Ratnaparkhi – Coordinator 6) Dr. C.S. Jawale – Arc 7) Dr. V.K. Avasthi 8) Dr. D.V. Harpale 9) Prof. V.D. Kadam 10) Prof. S.B. Pagar 11) Dr. Swati Bhavsar 12) Mr. Valimbe- College Registrar 	<ul style="list-style-type: none"> • Academic And Research Planning And Monitor Its Execution • Coordinate And Monitor Working Of College Office And College Library • Prepare A Plan For Collecting, Managing And Analyzing Data For Annual Compliance Of Aqar • Maintenance Of Records, Necessary For Naac, Aishee And Other Agencies • Providing Directives To Various Committees For Smooth Conduct Of College Activities • Organizing Training Programmes For Teaching And Non-Teaching Staff • Assisting Teachers For Cas And Verify Their Documents • Establishing Rapport With Other Hel, Industry And Society
1-A	<p>NAAC Committee</p> <ol style="list-style-type: none"> 1) Dr. Pranav Ratnaparkhi – Coordinator 2) Dr. P. S. Hire 3) Dr. S.G. Auti 4) Dr. A.A. Ohal 5) Dr. V. Wawle 6) Dr. L.P. Sharma 7) Dr. Mrs. K.P. Behere-Patil 8) Prof. P.S. Mistry 9) Prof. B. S. Pawar 10) Dr. Mrs. J.A. Agashe 11) Dr. Mrs. Aditi Shere 12) Prof. Kailas Sanap 13) Prof. S.S. Varade 14) Dr. D.R. Tope 15) Dr. KVC Gosavi 16) Mr. S. V. Chandratre- Librarian 17) Mr. Sachin Amodkar- Accountant 	<ul style="list-style-type: none"> • Work in collaboration with IQAC • Help IQAC to prepare for NAAC Accreditation • Coordinate with all departments regarding NAAC criteria • Collecting, managing and analyzing data for annual compliance of AQAR every year • Create and promote best practices at dept and college levels • Prepare and execute awareness programmes about NAAC for staff and students, in collaboration with IQAC • Establish coordination among college office, library and departments

1-B	ISO Steering Committee 1) Dr. Mrs. U.G. Basarkar – Coordinator & MR 2) Dr. V.D. Bobade 3) Prof. Ms. P.S. Sane 4) Prof. S.M. Shimpi 5) Dr. V.K. Avasthi 6) Prof. H.A. Khairnar 7) Prof. Mrs. M.R. Mangurkar 8) Prof. S.B. Karkare 9) Dr. Mrs. J.A. Agashe 10) Dr. A.A. Khalane 11) Prof. B.S. Pawar 12) Dr. Mrs. M.B. Suryawanshi	<ul style="list-style-type: none"> • Work in collaboration with IQAC • Plan and execute all ISO related actives • Prepare an annual plan of internal and external audits, to be included in the academic calendar • Integrate ISO documentation with IQAC and update ISO system as per the requirements of NAAC • Design standardized formats of data collection as per the requirements of NAAC • Study similarities between ISO and NAAC requirements so as not to duplicate data as well as efforts • Organise lectures/workshop for teaching and non-teaching staff to familiarize them with ISO system • Arrange training programmes by in-house auditors for preparing new in-house auditors • Maintain relevant documentary evidences of all the conducted activities
1- C	Research Committee 1) Dr. C.S. Jawale – ARC & Coordinator 2) Dr. V.D. Bobade- (Facilitator for Research Centers in Science) 3) Dr. V.K. Avasthi- (Facilitator for Research Centers in Arts) 4) Dr. V.W. Wavale- (Research Publications) 5) Dr. KVC Gosavi- (Funding Schemes for Research) 6) Dr. S. V. Patil- (Central Instrumentation) 7) Dr. Leena Hunnargikar- (Manuscript and research in languages)	<ul style="list-style-type: none"> • Work in collaboration with IQAC • Plan and execute the Research Ecosystem of the college • Conduct lecture/workshops to encourage teachers for taking up research • Organize workshops / guest lectures in order to prepare students for Avishkar Competition • Assist teachers in mobilizing research grants from various agencies • Make efforts to start new research centers in college • Explore funding agencies and approach them for support • Establish linkages with other educational institutes, industries, individual researchers to boost research in college • Coordinate with SPPU research Cell to organize research related programmes • Establish incubation center
1-D	Feedback Committee 1) Prof. M.B. Dhande - Coordinator 2) Dr. Mrs. S. S. Gupta 3) Dr. U.V. Pawar 4) Prof. Mrs. L.H. Kinage 5) Prof. Mrs. Shraddha Kulkarni 6) Prof. Mrs. Prajakta Deshpande 7) Prof. Rakesh Valvi	<ul style="list-style-type: none"> • Work in collaboration with IQAC • Prepare and update various formats for taking feedbacks from students, teachers, alumni, employers as per the NAAC requirements • Collect data through offline or online modes • Analyse the received data and forward it to IQAC with action taken plan • Plan the schedule for the annual year for obtaining feedback from various stakeholders
1-E	Pradhyapak Prabodhini	<ul style="list-style-type: none"> • Work in collaboration with IQAC and G.E. Society's Staff Training Academy

	<p>1) Dr. P. S. Deshpande- Coordinator 2) Dr. Sanjay Auti</p>	<ul style="list-style-type: none"> • Plan and organise various activities for the benefit of teaching staff in the form of guest lectures / workshops / panel discussion /competition etc. • Create a healthy practice of appreciating staff members for his/her noteworthy contribution in academic, research and cultural field • Bring out quality publications, involving staff and students
2	<p>Student Development Committee</p> <p>1) Dr. A.A. Khalane _SWO & Coordinator 2) Prof. P. S. Kothawade- Asst.- Coordinator 3) Prof. M.B. Giram – NSS 4) Major. Vishnu Ugale- NCC 5) Prof. Tejas Kulkarni – Sports 6) Dr. A.R. Vasave 7) Dr. Mrs. R.S. Kapure 8) Dr. J. A. Pathare 9) Prof. T.L. Joshi</p>	<ul style="list-style-type: none"> • Plan and execute all the activities as outlined by SPPU • Coordinate and monitor all student related activities • Maintain relevant documentary evidences of all the conducted activities • Prepare for annual audit conducted by the university • Encourage students to participate in co-curricular and extra-curricular activities • Coordinate among other committees with same working areas • Maintain correspondence with the University, wherever necessary • Create linkages with outside agencies, NGOs and social organizations to boost student-centric activities • Organize student-centric programmes, especially on areas like national integration, gender equity promotion • Arrange campus interviews in collaboration with Placement Cell • Prepare the list of students who represented college in various co-curricular and extra-curricular activities
2-A	<p>Cultural Committee</p> <p>1) Dr. Mrs. V.U. Patil – Coordinator 2) Dr. Leena Hunnargikar – In-charge- Elocution & Debate Competitions 3) Dr. K.M. Lokhande – In-charge- Chandubai Kulkarni Competition & Bahishal Activity 4) Dr. V.G. Wawale – In-Charge- <i>Spandan</i> and Youth Festival-<i>Indradhanushya</i> 5) Dr. Leena Pathak – Convener, <i>Spandan</i> and Youth Festival-<i>Indradhanushya</i> 6) Prof. Ms. P.S. Sane 7) Prof. V.D. Kadam 8) Dr. G.D. Giri 9) Dr. M.R. Mangurkar 10) Prof. Mrs. S.R. Menon</p>	<ul style="list-style-type: none"> • Plan and execute all the cultural activities as outlined by SPPU • Coordinate and monitor all cultural activities, in addition to the university programs, including <i>Spandan</i> Festival • Maintain relevant documentary evidences of all the conducted activities • Encourage and guide students to participate in <i>Indradhashya</i> Festival and other state and national level competitions • Conduct lectures/workshop/demos to boost students • Create linkages with cultural organizations, artists to boost student-centric activities • Maintain relevant documentary evidences of all the conducted activities

2-B	Discipline, Students' Grievances and Anti Ragging Committee <ol style="list-style-type: none"> 1) Dr. K. M. Lokhande- Coordinator 2) Prof. S. W. Pawar 3) Dr. R. S. Kapure 4) Prof. Mrs. U.G. Mhaske 5) Prof. Kailas Sanap 6) Mr. Vinod Chavan- Jr. College 7) Mrs. Sangita Ratnaparkhi- Jr. College 	<ul style="list-style-type: none"> • Plan the overall functioning of Student Grievance Cell • Resolve grievances in an amicable way • Monitor overall discipline among the students on the college campus • Undertake the scheduled as well as surprised rounds within campus for monitoring discipline • Assist the college administration in the smooth conduct of internal and university examinations • Keep record of the complaints received • Prepare and submit minutes of the meeting to IQAC
2-C	Vidyarthini Manch <ol style="list-style-type: none"> 1) Prof. Mrs. A.S. Ahire – Coordinator 2) Prof. Mrs. S.R. Menon 3) Dr. Mrs. J.A. Pathare 4) Dr. Mrs. N.Z. Deshmukh 	<ul style="list-style-type: none"> • Plan and execute activities related to the physical and mental health of girl students as well as gender equity promotion • Create a platform for interacting with girl students and also counsel them • Make girl students aware about various career opportunities as well as govt. schemes • Sensitize girl students regarding laws for their safety and progress • Maintain relevant documentary evidences of all the conducted activities • Create meaningful associations with industries, social organizations, advocates, doctors, NGOs to boost girl students
3	National Service Scheme (NSS) <ol style="list-style-type: none"> 1) Prof. M.B. Giram – Programme Officer 2) Mrs. P.P. Deshmukh – Lady Officer 3) Prof. Santosh. Pagar 4) Dr. N.Z. Deshmukh 5) Prof. B.U. Patil 6) Dr. Mrs. B.G. Kolhe 7) Mr. S.S. Varade 	<ul style="list-style-type: none"> • Plan and execute NSS activities as outlined by SPPU • Create awareness among students about NSS work through interactive activities • Organize student-centric programmes, especially on areas like national integration, gender equity promotion and other outreach programmes • Assist IQAC in conducting extension and outreach programmes • Create linkages with industries, govt. offices, NGOs, social workers, villages to boost NSS activities • Maintain relevant documentary evidences of all the conducted activities
4	Earn & Learn Scheme Committee (Kamava ani Shika) <ol style="list-style-type: none"> 1) Dr. G.D. Giri – Coordinator 2) Dr. Mrs. M.D. Patil 	<ul style="list-style-type: none"> • Plan and execute Earn and Learn activities as outlined by SPPU • Help college office, library, IQAC and other departments by placing competent students from Earn and Learn scheme, whenever necessary

	<p>3) Prof. P.M. Mali 4) Prof. Mrs. L.H. Kinage</p>	<ul style="list-style-type: none"> • Maintain relevant documentary evidences of all the conducted activities • Prepare for annual audit conducted by the university
5	<p>Admission Committee (UG)</p> <p>1) Prof. H.A. Khairnar – Coordinator (Arts) 2) Prof. A.H. Shirsath – Coordinator (Science) 3) Dr. D.L. Lalsare 4) Prof. B.S. Pawar</p>	<ul style="list-style-type: none"> • Plan and execute procedure related to the admission for B.A./B.Sc./B. Lib courses • Update college prospectus and make it available to students in offline and online mode • Verify students’ documents with utmost care • Prepare and display merit lists and display them on college website wherever necessary
5-A	<p>Admission Counselling Committee (Help Desk)</p> <p>1) Dr. A.R. Vasave 2) Mr. P.U. Ahire 3) Prof. P.M. Mali 4) Prof. Mrs. M.D. Patil 5) Prof. J.P. Patil 6) Prof. Rakesh Valvi 7) Prof. Mrs. Kinage 8) Prof. Mrs. Dipita Dhande 9) Prof. Mrs. U. G. Mhaske</p>	<ul style="list-style-type: none"> • Assist students by establishing Help Desk in the college as well as through college website or other digital mediums • Set up effective counseling set-up in order to guide students about courses, subjects and other documents related issues • Help admission committee in carrying out the admission process smoothly
6	<p>Examination Committee</p> <p>1) Dr. H.A. Thakur – CEO 2) CDC- Teacher Representatives</p>	<ul style="list-style-type: none"> • Conduct all University examinations as per the guidelines issued by SSPU, in the transparent manner • Notify and facilitate teachers regarding the entry of internal marks • Share examination related information with students and staff members • Maintain correspondence with University • Resolve any examination related query through offline or online support
7	<p>Time-Table Committee</p> <p>1) Dr. P.S. Hire –BA Time-Table 2) Prof. J.P. Jadhav – B.Sc. Theory Time-Table 3) Dr. Mrs. U.G. Basarkar – S. Y. B. Sc. Practical Time-Table 4) Dr. Mrs. S.S. Gupta – S. Y. B.Sc. Time-Table Practical 5) Dr. Mrs. J.A. Agashe – F. Y. B. Sc Practical Time-Table 6) Dr. Mrs. M.B. Suryawanshi – F. Y. B. Sc</p>	<ul style="list-style-type: none"> • Prepare and display timetables for B.A. and B.Sc. courses at the beginning of the academic year • Keep record of the meetings

	<p>Practical Time-Table</p> <p>7) Prof. Mrs. A. M. Shaikh- Comp. Sci Overall Timetable</p> <p>8) Prof. G. D. Mhaske- Biotech Overall Timetable</p>	
8	<p>CBCS Internal Evaluation & Extra Credit Courses Committee</p> <p>1) Dr. P.S. Hire- Coordinator</p> <p>2) Dr. H. A. Thakur- CEO</p> <p>3) Dr. A.A. Ohal –Extra Credit Course (PG Arts)</p> <p>4) Dr. P.S. Deshpande – Extra Credit Courses (UG Arts)</p> <p>5) Dr. D.L. Lalsare – Extra Credit Course (PG Science)</p> <p>6) Dr. Mrs. Sapna Roy – Extra Credit Course (UG Science)</p> <p>7) Dr. S.S. Ahire</p> <p>8) Dr. V.N. Bhamre</p> <p>9) Prof. J.P. Patil</p> <p>10) Prof. Mrs. Vrunda Joshi</p> <p>11) Prof. Mrs. M.D. Patil</p> <p>12) Prof. Sameer Joshi</p> <p>13) Prof. Mrs. Prajakta Deshpande</p>	<ul style="list-style-type: none"> • Plan internal examinations for UG courses preferably at the beginning of the year to be included in the academic calendar • Prepare schedule of extra credit courses at the beginning of the year to be included in the academic calendar • Conduct extra-credit courses assessment and internal examination • Create effective system for the entry of internal marks on the university portal • Notify students and staff members about various internal examinations in advance • Instruct and coordinate with support staff for conducting examinations • Resolve any examination related query through offline or online support • Suggest reforms, modification, revision in the internal examination structure to ensure continuous evaluation of students
9	<p>College Magazine Committee</p> <p>1) Dr. L.V. Hunnargikar – Coordinator</p> <p>2) Mrs. Maitree Kale – Supervisor Jr. College</p> <p>3) Mr. S.V. Chandratre- Librarian</p> <p>4) Prof. Mrs. Leena Pathak-In-charge Content Section</p> <p>5) Prof. Ms. P.S. Sane- In-charge, Photo Section and Layout</p> <p>6) Dr. J.M. Nandagavali- In-charge, Report Section</p> <p>7) Prof. P. U. Ahire -In-charge, Administrative Information Section</p> <p>8) Prof. Mrs. S.R. Menon- In-charge, Creative content and Editing & Proof-Reading (English)</p> <p>9) Prof. Mrs. Varsha K. Joshi- In-charge- Online Work related to college magazine</p> <p>10) Mr. R.B. Shejwal- Editing & Proof-Reading (Marathi)</p> <p>11) Mrs. Harshada Joshi – Deshpande –</p>	<ul style="list-style-type: none"> • Prepare plan regarding the publication of college magazine at the beginning of the academic year • Encourage students and staff to participate in making college magazine innovative and useful • Notify students about college magazine publication schedule • Arrange workshops/lectures for guiding students about how to write articles and other forms • Participate in various college magazine competitions • Introduce innovative ideas in the college magazine, especially keeping in view the College Centenary in 2024 • Publish online version of college magazine on website • Maintain documents related to printing quotation and other financial transactions

	Jr. College 12) Mrs. Nilima Patil – Jr. College-	
10	Library Committee 1) Mr. S.V. Chandratre- Coordinator 2) Dr. Pranav Ratnaparkhi- IQAC Coordinator 3) Mrs. Snehal Mule- Jr. College 4) Dr. C. S. Jawale- ARC 5) Dr. J. Nandangavali 6) Dr. L.V. Hunnargikar 7) Teacher Representatives from CDC	<ul style="list-style-type: none"> • Plan and execute book and journal purchase • Maintain online resources • Provide data to IQAC • Organise events/lectures/workshops to create awareness among students and staff regarding the use of library
11	Career Guidance Committee 1) Dr. V.N. Bhamare – Coordinator 2) Prof. Mrs. Leena Pathak 3) Dr. Sanjay Ahire 4) Prof. G.D. Mhaske 5) Mr. Umesh Pathare- Jr. College 6) Mr. R. S. Gosavi- Jr. College	<ul style="list-style-type: none"> • Plan and organise career-oriented courses for UG and PG students • Search for different funding agencies including UGC to assist such courses • Develop linkages with govt. officers, training institutes, retired officers and professional for guiding students about career • Organise lectures/seminar/workshops/career fairs Prepare list of students benefitted by counselling for career and pass competitive examinations
12	Training and Placement Committee 1) Dr. A.B. Chaurasia – Coordinator 2) Dr. A.M. Shaikh 3) Prof. Mrs. M.N. Mahajan 4) Prof. P. M. Mali	<ul style="list-style-type: none"> • Organise training programmes in association with industry to groom students • Develop an effective mechanism for placement of students in and outside Nasik • Create linkages and collaborations with industries • Keep record of placed students
13	Health Centre Committee 1) Dr. N. Z. Deshmukh – Coordinator 2) Prof. Rakesh Valvi 3) Prof. Mrs. Shraddha Kulkarni 4) Mrs. Kanchan Desale- Jr. College	<ul style="list-style-type: none"> • Provide first aid service to students and staff in emergency situation • Plan and organise programmes regarding health awareness, medical check-up camps for different sections of society by using resources available in the college • Organise health related activities for students and staff • Create linkages with doctors, medical officers and NGOs working in the health sector
14	Media-Website Management & Publicity Committee 1) Dr. G.D. Shekokar- Coordinator 2) Prof. P.S. Kothawade – In-charge- Website updation	<ul style="list-style-type: none"> • Update college website regularly • Publish college related news in different media, including website • Upload information on website required for NAAC and as directed by IQAC • Create an effective system to interact with

	<p>3) Prof. R.B. Shejwal- In-charge, Publicity 4) Prof. H.A. Khairnar 5) Prof. Kakasaheb Nikam 6) Mr. Vaibhav Sarode- Jr. College 7) Mrs. Pallavi Bhadane- Jr. College</p>	parents, alumni and society at large
15	<p>Alumni and Parent Association Committee</p> <p>1) Dr. S. G. Auti – Coordinator 2) Dr. S.M. Shimpi 3) Dr. P.S. Deshpande 4) Dr. R.S. Kapure 5) Prof. S.B. Karkare 6) Dr. S. S. Gupta 7) Prof. G. D. Mhaske 8) Prof. Prashant Gajare 9) Major V. W. Ugale- Jr. College 10) Mrs. Vaishali Tagade- Jr. College</p>	<ul style="list-style-type: none"> • Enhance meaningful interaction with parents and alumni through offline and/or online mode • Inform parents and alumni about various activities of college and encourage their participation • Coordinate alumni and parents’ meeting conducted by individual departments or cluster of departments • Assist IQAC and Feedback committee to obtain feedback from alumni and parents • Plan and organize activities focusing on alumni and parents, during the Centenary Period • Encourage alumni to patronize or sponsor activities in college
16	<p>Establishment & Maintenance Committee</p> <p>1) Dr. U.V. Pawar - Coordinator 2) Dr. A. R. Vasave 3) Dr. Mrs. Behere-Patil 4) Prof. Mrs. Medha Mangurkar 5) Dr. A.G. Dholi 6) Prof. S. S. Varade 7) Mr. Somnath Muthal- Jr. College 8) Mr. S. Garud- Support Staff 9) Mr. S.B. Shinde- Support Staff</p>	<ul style="list-style-type: none"> • Help in maintaining the college infrastructure • Identify and execute repair and refurbishment work, wherever necessary • Assist various departments in college to solve problems regarding infrastructure • Coordinate with support staff and monitor the maintenance work • Promotion of alternative source of energy as well as energy conservation
17	<p>Staff Grievance Committee</p> <p>1) Dr. A. A. Ohal- Coordinator 2) Dr. S. G. Auti 3) Prof. A. M. Shaikh</p>	<ul style="list-style-type: none"> • Build an effective mechanism to register grievances of the staff • Settle the grievances in an amicable way • Help in establishing harmonious work culture
18	<p>HPT/RYK Centenary Celebration Committee</p> <p>1) Dr. L.P. Sharma – Coordinator (Science) 2) Dr. P.S. Deshpande – Coordinator (Arts) 3) Mrs. Maitreyee Kale- Coordinator (Jr. College)</p>	<ul style="list-style-type: none"> • Plan various activities that can be undertaken as apart of centenary celebration, including academic, social, cultural activities • Reach to alumni, retired staff, well-wishers and society at large to generate awareness and mobilize support for Centenary Celebration • Bring in innovative and unique thinking in organizing Centenary Celebration

<p>4) Mrs. Snehal Mule- Supervisor, Junior College</p> <p>5) Dr. V. D. Bobade</p> <p>6) Dr. P.S. Hire</p> <p>7) Dr. S.G. Auti</p> <p>8) Dr. S.M. Shimpi</p> <p>9) Dr. A.M. Shaikh</p> <p>10) Prof. S.V. Chandratre</p> <p>11) Mrs. Vaijayanti Joshi</p> <p>12) Dr. L.V. Hunnargikar</p> <p>13) Dr. J.A. Nandagavali</p> <p>14) Prof. Ramesh Shejwal</p> <p>15) Mr. J.T. Aher – Jr. College</p> <p>16) Mr. Swapnil Shinde- Jr. College</p>	<ul style="list-style-type: none"> ● Plan different publications to be published in 2024, including the souvenir and start collecting information for them ● Mobilize funds, endorsement, sponsorship from alumni, parents, retired staff, well-wishers, donors etc. ● Create an effective system of interaction (direct or digital) for all the stakeholders keeping them updated about the Centenary Celebrations activities ● Prepare a compendium of research work done so far by the college faculty in the past 100 years ● Coordinate with the management of Gokhale Education Society in the conduct of these activities
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Important Instructions:

1. The composition of all committees will remain the same for **the next three academic years**, i.e. 2021-22. 2022-23 and 2023-24. Temporary staff members will be added every year in the existing committees.
2. The committees are, therefore, expected to plan their activities keeping in mind the view of next three years, including the Centenary Celebration of the college
3. 'Areas of operation and Responsibilities' specified for every committee is just to highlight the direction for working. It should not be considered as limitation or strict boundaries while working. Every committee is free to decide its areas of operations, keeping in mind the vision and mission of the college.
4. All coordinators are expected to conduct at least **one meeting per semester** of the assigned committee apart from the opening meeting.
5. The opening meeting should be conducted at the beginning of the year. The meeting should discuss and finalize the activities to be conducted throughout the year. A brief report of this planning should be submitted to the college administration for updating the academic calendar.
6. The coordinator is expected to maintain relevant notices, agenda, minutes, programme details, photographs and other information. S/he should submit the comprehensive report of the work done during the academic year before the opening of the next academic year i.e. 15 June.
7. Some members in the committees are assigned 'In-Charge' responsibility of particular task/activity. He/she is expected to carry out that task/activity by consulting and taking help from other members. Other members are expected to assist Coordinator and In-charge in the smooth functioning. In-charge members should also assist in the overall working of the committee apart from the specific task/activity assigned to them.
8. All committees should plan their activities by keeping in view the requirements of NAAC. Activities that are directly aligned to NAAC requirements should be preferred. The coordinator is free to consult IQAC in this regard. However the committee is free to organise any other activity with larger interests after consulting with the college authorities.

Dr. V.N. Suryavanshi
(Principal)

