

Shri Shahu Chhatrapati Shikshan Sanstha's
SHRI SHAHAJI CHHATRAPATI MAHAVIDYALAYA, KOLHAPUR
 Reaccredited by NAAC with Grade 'B' (CGPA-2.61)
 Academic Year 2020-21 Work Distribution
 Chairman: Principal Dr. R. K. Shanediwan

Sr.	Name of Committee	Sub-Committee	Sr. College		Duties & Responsibilities
1	Internal Quality Assurance Cell (IQAC) & AAA Committee		Dr. N. S. Jadhav (Coordinator) Mr. R. J. Bhosale Dr. Mrs. S. S. Patil Dr. D. P. Gawade Dr. D. L. Kashid-Patil Mr. V. H. Pundikar (BCA)	Mr. M. V. Bhosale Dr. U. B. Mujumdar Dr. P. B. Patil Dr. S. D. Jadhav	<ul style="list-style-type: none"> To plan Academic and Administrative activities with the view of NAAC Accreditation. To prepare and preserve Record/Documents. To collect reports from various stakeholders from time to time. To prepare for the Assessment and Accreditation from NAAC.
2	College Development Committee (CDC)		Dr. N. S. Jadhav Dr. Mrs. S. S. Rathod Mr. P. B. Patil	Dr. R. D. Mandanikar Mr. S. D. Aparadh Mr. Rajesh M. Sulekar	<ul style="list-style-type: none"> To implement and execute the College Work as per University Act-2016 Rule 97.
3	Discipline Committee		Mr. P. B. Patil Dr. Mrs. S. S. Patil Dr. V. J. Dethe Dr. D. P. Gawade Mr. V. H. Pundikar University Secretary	Dr. Mrs. N. D. Kashid-Patil Dr. M. R. Vairat Dr. S. D. Jadhav Dr. D. L. Kashid-Patil Mrs. P. S. Kulkarni Mr. R. J. Bhosale Ladies' Representative	<ul style="list-style-type: none"> To plan in order to maintain Discipline on the College Campus. To conduct meetings of the Committee Members and maintain discipline of each floor. To check Identity Card from time to time.
4	UGC Grants and Funds Utilization Committee	UGC Planning Board	Dr. S. V. Shikhare	Mr. S. H. Kamble	<ul style="list-style-type: none"> To get the information of UGC funding schemes and to take follow up. To plan financial budget of the college To decide policies and Procedures of Student Aid Fund. To prepare a plan by taking into account physical facilities.
		College Budget	Mr. R. J. Bhosale	Mr. M. V. Bhosale	
		S. A. Fund	Mr. P. B. Patil Dr. R. D. Mandanikar	Mr. R. J. Bhosale	
		Infrastructure Committee	Mr. R. M. Kamble Dr. S. V. Shikhare		
		Purchase Committee	Mr. A. R. Kamble Mr. R. J. Bhosale Mr. M. V. Bhosale		

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5	Sexual Harassment and Prevention Committee			Dr. Mrs. S. S. Rathod Mrs. S. A. Patil	<ul style="list-style-type: none"> To know the Sexual Harassment Prevention Act and develop awareness among the students. To organize workshops and guest lectures.
6	Women's Empowerment & Personality Development Committee		Dr. Mrs. N. D. Kashid-Patil Dr. Mrs. S. S. Rathod Mrs. K. S. Kumbhar Miss. S. S. Shevade	Dr. Mrs. S. S. Patil	<ul style="list-style-type: none"> To organize various workshops and guest lectures for holistic development of girl students. To run Skill Development courses. To implement Nirbhaya Abhiyan effectively.
7	Anti-Ragging Committee		Mr. P. B. Patil Mrs. S. A. Patil Dr. Mrs. N. D. Kashid-Patil	Mr. K. M. Desai Mr. A. B. Balugade Mr. R. J. Bhosale	<ul style="list-style-type: none"> To implement Government policies. To create awareness about the Anti-ragging Act among the students admitted in the college.
8	Admission and Prospectus Committees	Arts Faculty	B. A. Part I	Dr. R. D. Mandanikar Dr. Mrs. N. D. Kashid-Patil Mr. A. B. Balugade	<ul style="list-style-type: none"> To implement the admission per the guidelines and rules of government and university and execute the implementation process following the eligibility criterion and reservation policies. To guide the students about the on-going academic matters after the confirmation of the admission of the students. Admission confirmation. Checking of University Eligibility. Submission of Eligibility Forms to the university. Implementation of central Admission Process.
			B. A. Part II	Dr. Mrs. S. S. Patil Dr. K. M. Desai	
			B. A. Part III	Dr. D. L. Kashid-Patil Mr. S. D. Aparadh	
		Commerce Faculty	B. Com. Part I	Dr. Mrs. S. S. Rathod Dr. M. R. Vairat Mr. M. T. Dhanawade	
			B. Com. Part II	Dr. D. P. Gawade	
			B. Com. Part III	Mr. S. H. Kamble	
			M.Com. Part I & II	Dr. M. A. Shinde	
9	Admission and Prospectus Committees	Science Faculty	B. Sc. Part I	Mrs. P. S. Kulkarni	
			B. Sc. Part II	Mr. Ashok Bhosale	
			B. Sc. Part III		
			B.C.A. Part I	Mrs. S. A. Patil	
			B.C.A. Part II	Mr. V. H. Pundikar	
			B.C.A. Part III	Mr. D. V. Ulape	
	Prospectus Committee	Dr. N. S. Jadhav Dr. S. V. Shikhare Shri. S. H. Kamble	Mr. V. H. Pundikar Mr. R. J. Bhosale Mr. M. V. Bhosale	<ul style="list-style-type: none"> To update the prospectus of the college following rules of the Government and University (May-June) 	

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10	Library Committee		Dr. P. B. Patil Mr. A. R. Kamble Dr. V. J. Dethe Mr. S. H. Kamble	Dr. U. B. Mujumdar Dr. S. V. Shikhare Mrs. P. S. Kulkarni	<ul style="list-style-type: none"> To provide information about the routine business of the library. To prepare department wise expenditure plan and decide the purchase of new books. To take decision about write up of the old books. To organize various activities to inculcate the reading habits among the students.
11	Students Skill Development Committee	Skill Development & Placement Cell	Mr. S. H. Kamble Dr. D. L. Kashid-Patil	Mrs. S. A. Patil	<ul style="list-style-type: none"> To provide skill development opportunities and maintain keeping records. To guide about the nature and competitive examinations arrange practise examinations. To provide Counselling. To organize activities under Socratic Club. To start university level courses and to implement them accordingly. To attempt for increasing students' research To inculcate and develop research aptitude among the students. To utilize the language laboratory.
		Competitive Exam. & Career Guidance	Dr. V. J. Dethe	Dr. S. V. Shikhare	
		Personal Counseling	Mr. A. B. Balugade	Mr. S. D. Aparadh	
		Socratic Club	Dr. V. J. Dethe	Mr. K.M. Desai	
		Short Term Vocational Courses	Dr. D. K. Valvi		
		Avishkar	Dr. S. V. Shikhare Mr. S. H. Kamble	Miss. S. S. Shevade	
		Language Lab	Dr. U. B. Mujumdar Mr. A. R. Kamble	Dr. D. K. Valvi	
12	Examinations and Offence Prevention Committee	Internal Examination and Offence Prevention Committee	Dr. R. D. Mandanikar	Dr. D. P. Gawade Mr. V. H. Pundikar	<ul style="list-style-type: none"> To conduct the examinations in transparent ways. To redress complaints of the students. To maintain proper record of examination results. To plan organisation of convocation ceremony.
		Result Scrutiny	Dr. Mrs. S. S. Patil Dr. S. V. Shikhare Dr. D. K. Valvi	Mr. S. H. Kamble Mr. A. V. Bhosale Mr. D. V. Ulape	
13	Publication Committee & Record Maintenance	Yugantar (Magazine)	Dr. R. D. Mandanikar-Editor Dr. M. R. Vairat-English Dr. D. K. Valvi-Marathi Dr. Mrs. S. S. Patil-Hindi Mr. D. V. Ulape-BCA	Dr. P. B. Patil	<ul style="list-style-type: none"> To conduct workshops for creative writing. To organize workshops for selected students. To give proper publicity to the event. To give wide publicity of the press. To update website information. To maintain the record from the point of view of NAAC.
		Shahaji News Bulletin	Dr. P. B. Patil	Mr. G. A. Patil	
		Events Publicity	Dr. P. B. Patil		
		Updation of College Website	Dr. N. S. Jadhav Mr. V. H. Pundikar	Mr. R. J. Bhosale Mr. G. A. Patil	
		Record Maintenance	Dr. N. S. Jadhav		

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14	Student Welfare Committee	Grievance Redressal	Mr. U. B. Mujumdar	Mr. S. D. Aparadh	<ul style="list-style-type: none"> To understand students' mental and physical problems and to try to redress them. To implement the campaign of Addiction No among Students through various programmes. To organize the health check-up camps. To Earn and Learn scheme and select the students. To conduct student elections in a fearless atmosphere. To strengthen the purpose of student-centred education. To make the learning process student-centric. To determine slow learners and advanced learners and organize activities as per needs of the students. 	
		Prevention of addiction	Dr. S. D. Jadhav	Mr. M. R. Vairat		
		Student Health Care (Boys)	Mr. K. M. Desai Dr. M. R. Vairat	Mr. A. B. Balugade		
		Student Health Care (Girls)	Dr. Mrs. S. S. Rathod Dr. Mrs. S. S. Patil	Dr. Mrs. N. D. Kashid-Patil		
		Earn & Learn Scheme	Mr. A. R. Kamble	Mr. R. J. Bhosale		
		Student Council	Mr. P. B. Patil Dr. N. S. Jadhav	Dr. R. D. Mandnikar		
		Teacher-Guardian Scheme (Mentor for Holistic Improvement)	B. A. I	Mr. S. D. Aparadh Mr. A. B. Balugade - 'A' Div		Dr. Mrs. N. D. Kashid-Patil Dr. S. D. Jadhav - 'B' Div.
				Dr. Mrs. S. S. Patil Dr. V. J. Dethe		
			B. A. II	All Heads in Respective Department		
			B. A. III	Dr. D. P. Gavade		
B.Com. I	Dr. M. R. Vairat Dr. Mrs. S. S. Rathod					
B.Com. II	Mr. S. H. Kamble					
B.Com. III						
15	Research & Faculty Development	Promotion of Research	Dr. Mrs. S. S. Patil Dr. S. D. Jadhav Dr. S. V. Shikhare	Dr. D. P. Gawade Dr. P. B. Patil	<ul style="list-style-type: none"> To disseminate information on research grants from various organizations. To provide information of UGC Approved Journals. To encourage research through major and minor research papers. 	
		Shahu Club	Dr. S. V. Shikhare	Dr. Mrs. S. S. Rathod	<ul style="list-style-type: none"> To encourage teaching and administrative staff to deliver lecture and maintain the record. 	
16	Lead College Activities		Mr. S. D. Aparadh	Mr. N. B. Vibhute	<ul style="list-style-type: none"> To invite proposals from each department and take action accordingly. To organize workshops under Lead College Scheme. 	

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17	Cultural, Co-Curricular, Extra-Curricular and Extension Activities Committee	N.S.S.	Dr. S. D. Jadhav Dr. K. M. Desai	Dr. Mrs. S. S. Patil	<ul style="list-style-type: none"> To implement innovative schemes through N. C. C. and N. S. S. To increase the participation of students in cultural programmes. To participate in various competitions such as University Level Youth Festival. To organize Essay Writing, Elocution, Debate competitions. To promote sports culture among the students and to encourage participation in various sports events. To develop environment awareness among the students and conduct various programmes. To prioritize issues like scientific approach, addiction free campus, say no to plastic, hygiene, adult education, save daughter campaign etc. To organize General function. To maintain records of all the awards and send a letter of appreciation to the concerned person.
		N.C.C.	Mr. P. B. Patil	Dr. D. K. Valvi	
		Cultural Activities & Youth Festival	Mr. K. M. Desai Dr. D. K. Valvi Mr. A. B. Balugade	Dr. D. L. Kashid-Patil Dr. Mrs. S. S. Rathod	
		Elocution, Essay etc.	Dr. D. K. Valvi Mr. M. R. Vairat	Dr. S. S. Patil	
		Sport Committee	Mr. P. B. Patil Dr. S. V. Shikhare Dr. R. D. Mandanikar	Mr. R. J. Bhosale	
		Environment Promotion	Mrs. D. V. Patil		
		Study Tour	Dr. D. L. Kashid-Patil	Dr. S. D. Jadhav	
		Universal Human Value Education	Dr. D. L. Kashid-Patil		
		Vivek Vahini	Dr. V. J. Dethe	Mr. A. R. Kamble	
		Distance Education	Dr. M. A. Shinde	Mr. V. H. Pundikar Mr. D. V. Ulape	
		Death & Birth Anniversary Celebration	Dr. P. B. Patil Dr. S. D. Jadhav		
		General Function	IQAC Coordinator Mr. P. B. Patil Dr. D. K. Valvi Dr. S. S. Patil Mr. V. H. Pundikar	Dr. R. D. Mandnikar Mr. S. H. Kamble	
		Prize Distribution (Cash Awards)	Dr. P. B. Patil		
18	Staff Secretary		Dr. R. D. Mandnikar		<ul style="list-style-type: none"> To strive for proper execution daily business of college.
19	Parents & Teachers Co-ordination Committee		Mr. R. M. Kamble Dr. D. K. Valvi Mr. S. H. Kamble	Mrs. P. S. Kulkarni	<ul style="list-style-type: none"> To communicate with parents regularly. To organize faculty-wise parents' meetings.

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20	Academic Routine Work	Time-table Preparation & Execution	Dr. R. D. Mandanikar Mr. D. V. Ulape	Mr. S. H. Kamble	<ul style="list-style-type: none"> To plan and implement the routine work of the college. To make substitute arrangement of lectures. To take follow up of students' attendance from time to time. To ensure that the events are organised as per academic plan in academic calendar. Submission of Attendance register and Diary. To develop Feedback Form in consultation with IQAC and to collect and analyse the feedback.
		Substitute Arrangements			
		Attendance Committee	Mr. S. D. Aparadh Mr. S. H. Kamble	Mrs. S. A. Patil Mr. A. V. Bhosale	
		Academic Calendar	Dr. D. P. Gawade Dr. Mrs. S. S. Rathod	Dr. V.J. Dethé Mr. A.V. Bhaosle	
		Collection of Academic Diary and Attendance sheet	Mr. R. M. Kamble	Mr. S. D. Aparadh	
		Feedback Committee	Mr. R. M. Kamble Mr. S. H. Kamble	Dr. P. B. Patil	
21	Alumni		Dr. D. L. Kashid-Patil Mr. A. B. Balugde Mrs. S. A. Patil	Mr. S. H. Kamble	<ul style="list-style-type: none"> To make Alumni Associations active. To organize department-wise alumni meetings. To register the members in alumni associations. To improve the competency of association as per IQAC expectations. To attempt to raise alumni funds.
22	Late Shri Shripatrao Bondre (Dada) Memorial Lecture Series		Dr. S. V. Shikhare Dr. Mrs. S. S. Patil Dr. V. J. Dethé Dr. D. P. Gawade	Dr. P. B. Patil	<ul style="list-style-type: none"> To decide Resource Persons. To organize Guest Lectures.

Sr.	Name of Committee	Sub-Committee	Sr. College		Duties & Responsibilities
			Name of Department	Name of Subject Forums/ Association/ Club	
23	Departmental Activates	English	ELLA	Dr. U. B. Mujumdar	<ul style="list-style-type: none"> To publish wall papers of the department as per the planning in Academic Calendar and submit the report to IQAC in the prescribed format.
		Marathi	Ankur	Dr. D. K. Valvi	
		Hindi	Aradhana	Mr. A. R. Kamble	
		History	Rajmudra	Dr. S. V. Shikhare	
		Geography	Vasundra	Mr. R. M. Kamble	
		Sociology		Mr. K. M. Desai	
		Psychology		Mr. A. B. Balugade	
		Political Science	Parivartan	Dr. R. D. Mandanikar	
		Economics	Arthvedh	Dr. Mrs. S. S. Rathod	
		Commerce		Mr. S. H. Kamble	
		B. C. A.		Mrs. S. A. Patil	
		Physics			
		Chemistry			
		Maths			
		Botany			
Zoology					
24	RUSA Committee	Dr. K. M. Desai Mr. A. B. Balugade			<ul style="list-style-type: none"> To prepare and submit proposals to RUSA and maintain related documentation.
25	National-International Conferences	Dr. N. S. Jadhav Dr. K. M. Desai	Dr. S. S. Rathod Dr. S. D. Jadhav		<ul style="list-style-type: none"> To prepare proposal and provide guidance for further action.
26	Government Recruitment Examination	Mr. K. M. Desai	Mr. R. J. Bhosale Mr. M. V. Bhosale		<ul style="list-style-type: none"> To plan and conduct government recruitment examinations as per guidelines.

Note:

- 1) In each committee, the first member will be the head of the committee and shoulders the responsibility of the execution of work with the help of other committee members.
- 2) As per the guidelines of the NAAC, Internal Quality Assurance Cell (IQAC) is the apex body in Higher Education Institutions (HEIs). Therefore, the heads of the various committees are requested to consult IQAC in the course of organising programmes.

Dr. R. K. Shanediwan
Principal