

**Shri Shahu Chhatrapati Shikshan Sanstha's**  
**Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur**  
 Reaccredited by NAAC with Grade 'B' (CGPA-2.61)

**Academic Year 2022-2023: Functional Committees**

Chairman: **Principal Dr. R. K. Shanediwan**

Sr.	Name of Committee	Sub-Committee	Sr. College		Duties & Responsibilities
1	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. R. M. Sulekar	<ul style="list-style-type: none"> <li>To implement and execute the College Work as per University Act-2016 Rule 97.</li> </ul>
2	Internal Quality Assurance Cell (IQAC) & AAA Committee		<b>Dr. N. S. Jadhav (Coordinator)</b> Mr. R. J. Bhosale Dr. Mrs. S. S. Patil Dr. D. P. Gawade Dr. D. L. Kashid-Patil Dr. R. D. Mandanikar	Mr. M. V. Bhosale Dr. P. B. Patil Dr. V. J. Dethé Dr. D. K. Valvi Mr. S. H. Kamble Dr. K. M. Desai	<ul style="list-style-type: none"> <li>To plan Academic and Administrative activities with the view of NAAC Accreditation.</li> <li>To prepare and preserve Record/Documents.</li> <li>To collect reports from various stakeholders from time to time.</li> <li>To prepare for the Assessment and Accreditation from NAAC.</li> </ul>
3	New Education Policy Planning Committee		<b>Dr. Mrs. S. S. Rathod</b> Dr. N. S. Jadhav Dr. R. D. Mandnikar Dr. S. V. Shikhare	Mrs. P. S. Kulkarni Mrs. K.R. Patil Mr. K. M. Mali Mr. S. H. Kamble	
4	Azadi Ka Amrut Muhotsav Committee		Mr. S.D. Apradh Mr. R. M. Kamble Mr. A. R. Kamble	Dr. Vairat	

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5	Discipline Committee		Mr. P. B. Patil Dr. Mrs. S. S. Patil Dr. V. J. Dethé Dr. D. P. Gawade 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"> <li>To plan in order to maintain Discipline on the College Campus.</li> <li>To conduct meetings of the Committee Members and maintain discipline of each floor.</li> <li>To check Identity Card from time to time.</li> </ul>
6	Financial Committee	College Budget	Mr. R. J. Bhosale	Mr. M. V. Bhosale	<ul style="list-style-type: none"> <li>To get the information of UGC funding schemes and to take follow up.</li> <li>To plan financial budget of the college</li> <li>To decide policies and Procedures of Student Aid Fund.</li> <li>To prepare a plan by taking into account physical facilities.</li> </ul>
		S. A. Fund	Mr. P. B. Patil Dr. R. D. Mandanikar	Mr. R. J. Bhosale	
		Infrastructure Committee		Dr. R. D. Mandanikar Dr. K. M. Desai	
		Purchase Committee	Mr. A. R. Kamble Mr. R. J. Bhosale Mr. M. V. Bhosale		
7	Disaster Management		Dr. K. M. Desai Mr. P. B. Patil		
8	Internal Complaints Committee			Dr. Mrs. S. S. Rathod Dr. Mrs. S. S. Patil Mr. P. B. Patil Mrs. K. S. Kumbhar Mrs. U. U. Salonkhe Mr. A. D. Harale Adv. Mrs. Savita Rasam	<ul style="list-style-type: none"> <li>To know the Sexual Harassment Prevention Act and develop awareness among the students.</li> <li>To organize workshops and guest lectures.</li> </ul>
9	Women's Empowerment & Personality Development Committee		Dr. Mrs. N. D. Kashid-Patil Dr. Mrs. S. S. Rathod Mrs. K. S. Kumbhar Mrs. S. S. Shevade Mrs. K.R.Patil	Dr. Mrs. S. S. Patil Mrs. P. R. Hujare Mrs. S. S. Shevade	<ul style="list-style-type: none"> <li>To organize various workshops and guest lectures for holistic development of girl students.</li> <li>To run Skill Development courses.</li> <li>To implement Nirbhaya Abhiyan effectively.</li> </ul>

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10	Anti-Ragging Committee		Mr. P. B. 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"> <li>To implement Government policies.</li> <li>To create awareness about the Anti-ragging Act among the students. admitted in the college.</li> </ul>
11	Admission and Prospectus Committees	Arts Faculty	B. A. Part I	Mr. S. D. Aparadh Mrs. N.D. Kashid-Patil	<ul style="list-style-type: none"> <li>To implement the admission per the guidelines and rules of government and university and execute the implement process following the eligibility criterion and reservation policies.</li> <li>To guide the students about the on-going academic matters after the confirmation of the admission of the students.</li> <li>Admission confirmation.</li> <li>Checking of University Eligibility.</li> <li>Submission of Eligibility Forms to the university.</li> <li>Implementation of central Admission Process.</li> </ul>
			B. A. Part II	Dr. V. J. Detha Dr. K. M. Desai	
			B. A. Part III	Dr. D. K. Valvi Dr. R. D. Mandanikar	
		Commerce Faculty	B. Com. Part I	Dr. Mrs. S. S. Rathod 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	
12	Admission and Prospectus Committees	Science Faculty	B. Sc. Part I	Mr. R.J. Bhosale	
			B. Sc. Part II	Mr. K. M. Mali	
			B. Sc. Part III		
		BCA Faculty	B.C.A. Part I	Mr. M. V. Bhosale	
			B.C.A. Part II		
			B.C.A. Part III		
Prospectus Committee	Dr. R.D. Mandanikar	<ul style="list-style-type: none"> <li>To update the prospectus of the college following rules of the Government and University (May-June)</li> </ul>			

Sr.	Name of Committee	Sub-Committee	Sr. College		Duties & Responsibilities
13	Library Committee		Dr. P. B. Patil Mr. S. H. Kamble Dr. R. J. Biraje	Dr. Mrs. S. S. Patil Dr. S. V. Shikhare Mrs. P. S. Kulkarni (Sci) Mrs. K.R. Patil (BCA)	<ul style="list-style-type: none"> <li>To provide information about the routine business of the library.</li> <li>To prepare department wise expenditure plan and decide the purchase of new books.</li> <li>To take decision about write up of the old books.</li> <li>To organize various activities to inculcate the reading habits among the students.</li> </ul>
14	Students Skill Development Committee	Skill Development & Placement Cell	Mr. S. H. Kamble Dr. D. L. Kashid-Patil	Mr. D.V.Ulape	<ul style="list-style-type: none"> <li>To provide skill development opportunities and maintain keeping records.</li> <li>To guide about the nature and competitive examinations arrange practise examinations.</li> <li>To provide Counselling.</li> <li>To organize activities under Socratic Club.</li> <li>To start university level courses and to implement them accordingly.</li> <li>To attempt for increasing students' research</li> <li>To inculcate and develop research aptitude among the students.</li> <li>To utilize the language laboratory.</li> </ul>
		Competitive Exam. & Career Guidance	Dr. V. J. Dethé		
		Personal Counseling	Mr. A. B. Balugade	Dr. Mrs. N. D. Kashid-Patil	
		Socratic Club	Dr. V. J. Dethé	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. N. S. Jadhav Dr. S. S. Patil	Dr. D. K. Valvi	

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15	Examinations and Offence Prevention Committee	Internal Examination and Offence Prevention Committee	Dr. R. D. Mandanikar	Mr. S. H. Kamble Mrs. P. S. Kulkarni	<ul style="list-style-type: none"> <li>• To conduct the examinations in transparent ways.</li> <li>• To redress complaints of the students.</li> <li>• To maintain proper record of examination results.</li> <li>• To plan organisation of convocation ceremony.</li> </ul>
		Result Scrutiny	Dr. Mrs. S. S. Patil Dr. S. V. Shikhare Dr. D. K. Valvi Mr. D. V. Ulape	Mr. S. H. Kamble Mr. A. V. Bhosale Mr. R. S. Patil	
16	Publication Committee & Record Maintenance	Yugantar (Magazine)	Dr. Mrs. S. S. Patil-Editor		<ul style="list-style-type: none"> <li>• To conduct workshops for creative writing.</li> <li>• To organize workshops for selected students.</li> <li>• To give proper publicity to the event.</li> <li>• To give wide publicity of the press.</li> <li>• To update website information.</li> <li>• To maintain the record from the point of view of NAAC.</li> </ul>
		Shahaji News Bulletin	Mr. P.K. Patil	Mr. G. A. Patil	
		Events Publicity	Dr. P. B. Patil		
		Updation of College Website	Mr. D. V. Ulape	Mr. R. J. Bhosale Mr. G. A. Patil	
		Record Maintenance	Dr. N. S. Jadhav		

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17	Student Welfare Committee	Grievance Redressal	Dr. S. V. Shikhare		<ul style="list-style-type: none"> <li>• To understand students' mental and physical problems and to try to redress them.</li> <li>• To implement the campaign of Addiction No among Students through various programmes.</li> <li>• To organize the health check-up camps.</li> <li>• To Earn and Learn scheme and select the students.</li> <li>• To conduct student elections in a fearless atmosphere.</li> <li>• To strengthen the purpose of student-centred education.</li> <li>• To make the learning process student-centric.</li> <li>• To determine slow learners and advanced learners and organize activities as per needs of the students.</li> </ul>
		Prevention of addiction	Dr. K. M. Desai	Mr. M. R. Vairat	
		Student Health Care (Boys)	Dr. S. D. Jadhav 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	
		Student Council	Mr. P. B. Patil	Dr. R. D. Mandnikar	
		Teacher-Guardian Scheme (Mentor for Holistic Improvement)	B. A. I	Mr. S. D. Aparadh Mr. R. M. Kamble	
				Dr. Mrs. N. D. Kashid-Patil Dr. S. D. Jadhav	
			B. A. II	Dr. Mrs. S. S. Patil	
				Dr. V. J. Dethé	
			B. A. III	All Heads in Respective Department	
B.Com. I	Dr. D. P. Gavade				
B.Com. II	Dr. M. R. Vairat Dr. Mrs. S. S. Rathod				
B.Com. III	Mr. S. H. Kamble				

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18	Research & Faculty Development	Promotion of Research	Dr. Mrs. S. S. Patil Dr. S. D. Jadhav	Dr. D. P. Gawade Dr. P. B. Patil	<ul style="list-style-type: none"> <li>To disseminate information on research grants from various organizations.</li> <li>To provide information of UGC Approved Journals.</li> <li>To encourage research through major and minor research papers.</li> </ul>
		Shahu Club	Dr. S. V. Shikhare	Dr. Mrs. S. S. Rathod	<ul style="list-style-type: none"> <li>To encourage teaching and administrative staff to deliver lecture and maintain the record.</li> </ul>
19	Lead College Activities		Mr. S. D. Aparadh	Mr. R. S. Shinde	<ul style="list-style-type: none"> <li>To invite proposals from each department and take action accordingly.</li> <li>To organize workshops under Lead College Scheme.</li> </ul>
20	Cultural, Co-Curricular, Extra- Curricular and Extension Activities Committee	N.S.S.	Dr. K. M. Desai Mr. A. B. Bhosale	Dr. Mrs. S. S. Patil Mr. A. B. Balugade	<ul style="list-style-type: none"> <li>To implement innovative schemes through N. C. C. and N. S. S.</li> <li>To increase the participation of students in cultural programmes.</li> <li>To participate in various competitions such as University Level Youth Festival.</li> <li>To organize Essay Writing, Elocution, Debate competitions.</li> <li>To promote sports culture among the students and to encourage participation in various sports events.</li> <li>To develop environment awareness among the students and conduct various programmes.</li> <li>To prioritize issues like scientific approach, addiction free campus, say no to plastic, hygiene, adult education, save daughter campaign etc.</li> <li>To organize General function.</li> </ul>
		N.C.C.	Mr. P. B. Patil		
		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 Mr. A. R. Kamble	
		Elocution, Essay etc.	Dr. D. K. Valvi Mr. M. R. Vairat	Dr. Mrs. S. S. Patil Mr. S. T. Patil	
		Sport Committee	Mr. P. B. Patil Dr. S. V. Shikhare	Dr. R. D. Mandanikar	
		Environment Promotion	Mrs. D. V. Patil		
		Study Tour	Dr. D. L. Kashid-Patil	Dr. S. D. Jadhav	
		Vivek Vahini	Dr. V. J. Dethe	Dr. K. M. Desai	
		Distance Education	Dr. S. D. Jadhav	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. D. V. Ulape	Dr. R. D. Mandnikar Mr. S. H. Kamble Dr. M. R. Vairat Dr. V. J. Dethé Dr. S. V. Shikhare	<ul style="list-style-type: none"> <li>To maintain records of all the awards and send a letter of appreciation to the concerned person.</li> </ul>
		Prize Distribution (Cash Awards)	Mr. A. B. Balugade Dr. D. P. Gavade	Mrs. K. R. Patil Mrs. P. S. Kulkarni	
21	Staff Secretary		Dr. R. D. Mandnikar		<ul style="list-style-type: none"> <li>To strive for proper execution daily business of college.</li> </ul>
22	Parents & Teachers Co-ordination Committee		Mr. R. M. Kamble Dr. D. K. Valvi Mr. S. H. Kamble	Mrs. P. S. Kulkarni Mrs. K. R. Patil Dr. Mrs. S.S. Rathod	<ul style="list-style-type: none"> <li>To communicate with parents regularly.</li> <li>To organize faculty-wise parents' meetings.</li> </ul>
23	Academic Routine Work	Time-table Preparation & Execution	Dr. R. D. Mandanikar Mr. D. V. Ulape Mrs. P. S. Kulkarni	Mr. S. H. Kamble	<ul style="list-style-type: none"> <li>To plan and implement the routine work of the college.</li> <li>To make substitute arrangement of lectures.</li> <li>To take follow up of students' attendance from time to time.</li> <li>To ensure that the events are organised as per academic plan in academic calendar.</li> <li>Submission of Attendance register and Diary.</li> <li>To develop Feedback Form in consultation with IQAC and to collect and analyse the feedback.</li> </ul>



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

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			Name of Department	Name of Subject Forums/ Association/ Club	
26	Departmental Activates	English	ELLA	Dr. N. S. Jadhav	<ul style="list-style-type: none"> <li>To publish wall papers of the department as per the planning in Academic Calendar and submit the report to IQAC in the prescribed format.</li> </ul>
		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.		Mr. D. V. Ulape	
		Physics			
		Chemistry			
		Maths			
		Botany			
Zoology					
27	RUSA Committee	Dr. K. M. Desai Mr. A. B. Balugade			<ul style="list-style-type: none"> <li>To prepare and submit proposals to RUSA and maintain related documentation.</li> </ul>
28	National-International Conferences	Dr. N. S. Jadhav	Dr. S. S. Rathod Dr. S. D. Jadhav		<ul style="list-style-type: none"> <li>To prepare proposal and provide guidance for further action.</li> </ul>
29	Government Recruitment Examination	Dr. K. M. Desai Mr. A. B. Balugade			<ul style="list-style-type: none"> <li>To plan and conduct government recruitment examinations as per guidelines.</li> </ul>

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30	Online Teaching-Learning	Dr. R. D. Mandanikar Mr. S. H. Kamble	Mr. D. V. Ulape Mrs. P. S. Kulkarni		<ul style="list-style-type: none"> <li>Plan and execute the process of online Teaching-learning.</li> <li>Recommend enhancement of ICT facilities.</li> </ul>
31	BC Cell	Dr. D. K. Valvi Dr. Mrs. S. S. Patil Mrs. U. U. Salokhe	Mr. M. A. Davane Mr. R. J. Bhosale		<ul style="list-style-type: none"> <li>Prevent the instances of cast discrimination.</li> </ul>

- 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 organizing programmes.

**Dr. R. K. Shanediwan**  
**Principal**