



GOVINDRAO WARJUKAR ARTS & COMMERCE COLLEGE, NAGBHID.

ANNUAL REPORT OF THE STUDENT WELFARE & DEVELOPMENT COMMITTEE **FOR THE ACADEMIC SESSION 2020 -21**

- The meeting of the Student Welfare & Development was arranged on 07 August 2020 to discuss about activities to be carried out during the session including Fresher's Day, Election of Student Council, College Day, Farewell Program for Final Year Students.
- Considering the Covid Pandemic situation it was decided to arrange the activities as per the protocol of government and local administration.
- The entire session was declared a lockdown period and no students were allowed to come to the college. Hence, no activities could be organized during the academic session 2020-2021.


Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441206.


Co-ordinator
Dr. Ravi Randive

LIST OF FACULTY COORDINATORS AND COMMITTEES

(2019-20 To 2021-22)

Faculty Coordinators:

1. Humanities - Dr. A.R. Bahadure
2. Commerce - Dr. U.A Hire
3. Post- Graduation - Dr. A.N. Salotkar

Duties of the Faculty Coordinators :

1. To ensure that the classes are held regularly and make necessary adjustments if teacher is on leave.
2. To coordinate and monitor teacher mentor programme.
3. To maintain discipline in the college premises while the classes are in progress
4. To attend to the timely submission of various documents / forms (Scholarship, Examination, Assignment) of the student of their respective faculties as required by authorities.
5. To conduct regular meetings of the respective faculty members for discussing and evolving strategies for qualitative transaction of teaching and learning.
6. To ensure formation of subject clubs and to provide motivation for organizing various co-curricular / extra-curricular activities like student seminars/workshop / group discussions etc.
7. To provide written feed back to the Principal at the end of each month.
8. Maintaining necessary documentation.

SN	Name of the Committee and Composition	Functions
1	Admission Committee Core Group 1.Dr. D.N. Morande (Coordinator) 2.Dr. A.N. Salotkar 3.Dr. U.A. Hire 4.Dr. V.A. Bankar *Rest of the faculty members will function as members of the committee.	<ul style="list-style-type: none"> ▪ Implementing strategies worked out for admission to various programmes. ▪ To facilitate, supervise and monitor the admission process, and maintain class-wise and subject-wise register of the admitted students. <p>(The core Group shall be responsible for framing strategies, monitoring progress and counseling students in connection with admission. Timely publication of the college Prospectus shall also be the responsibility of the Core Group All the members of the committee are expected to assist in the entire admission process)</p>
2	Adult Education Committee: 1.Dr. A.N. Salotkar (Coordinator) 2.Dr. N.U. Mishra (Member)	<ul style="list-style-type: none"> ▪ To conduct various activities as per the guidelines of the University Continuous and Adult Education Department.
3	Alumni and Parents Association Committee: 1.Dr. V.A. Bankar(Coordinator) 2.Dr. D.N. Morande (Member) 3.Dr. A.R. Bahdure (Member) 4.Dr. C.N. Hanwante (Member) 5. Prachi Khobragade (Student)	<ul style="list-style-type: none"> • To form the Alumni Association and Parent Teachers Association, and conduct the regular meetings of the Associations. • To receive and forward the feedback received from the Associations to the Principal.
4	Career Guidance Cell: 1. Dr. N.U. Mishra (Coordinator) 2. Dr. D.N. Morande (Member)	<ul style="list-style-type: none"> • Identification of talent pool, job seekers and its necessities. • Preparation and Distribution of college profile to various job providers. • To provide guidance to student in career building. • To facilitate campus placement. • To maintain records regarding student progression.
5	Cultural Activities Committee: 1.Dr. A.R. Bahadure(Coordinator) 2.Dr. V.A.Bankar(Member) 3.Dr. C.N. Hanwante(Member)	<ul style="list-style-type: none"> ▪ To organize functions to mark the birth and death anniversaries of great personalities. ▪ To organize various cultural events. ▪ To provide guidance to the students


	2.Dr. Mrs. V.N. Kayande (Member)	<ul style="list-style-type: none"> ▪ To prepare and maintain record of internal assessment. ▪ Timely submission of internal marks of the University.
7	Games and Sports Committee: 1.Dr. U.A. Hire (Coordinator) 2.Dr. C.N. Hanwante (Member) 3.Dr. Mrs. V.N. Kayande (Member) 4. Shri V.P. Wankhede (Member) 5. Poonam Karutkar (Student) 6. Suraj Dadmal (Student) 7. Yogesh Kannake (Student)	<ul style="list-style-type: none"> ▪ To motivate students for participation in game and sports. ▪ To maintain the courts prepared for various sports. ▪ To supervise daily practice sessions. ▪ To select students and make arrangements for their participation in inter-collegiate tournaments. ▪ To organize annual games and sports competition in the college.
8	Health Center : 1.Dr.C.N. Hanwante (Coordinator) 2.Dr. A.T. Shende (Member) 3.Dr. Ms. N.U. Mishra (Member)	<ul style="list-style-type: none"> • To provide health service to students by arranging visit of medical practitioners to the college.
9	Income Tax Committee: 1.Dr. A.R. Bahadure (Coordinator) 2.Dr. V.A Bankar (Member)	<ul style="list-style-type: none"> • To assist in preparing Form No. 16 of all employees in the college. • To calculate income tax of all the employees.
10	Infrastructure Development & Maintenance Committee: 1.Dr. C.N. Hanwante (Coordinator) 2.Dr. A.R. Bahdure(Member)	<ul style="list-style-type: none"> • To identify the need for Development of infrastructure/Equipments. • To attend to the timely repair & Maintenance of infrastructure / equipments. • To prepare and submit demand with estimate.
11	Internal Complaintand Grievance Redressal Committee: 1.Dr. Mrs. V.N.Kayande (Coordinator) 2. Dr. C.N. Hanwante (Member) 3. Dr. Nikita Mishra (Member) 4. Smt. Puja Kore (Member) 5. Shri. WamanraoNihite (Member) 6. Atul Hemane (Student) 7. Dyaneshwari Gajpure(Student)	<ul style="list-style-type: none"> • To disseminate the Vishakha Committee guidelines pertaining to sexual harassment. • To sensitize the students regarding the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 • Organize workshops to create awareness about the Act. • To Redress any complaint in the College
12	IQAC 1.Dr. D.N. Morande (Coordinator) 2.Dr Nikita Mishra (Executive Member) 3.Dr.U.A. Hire(Member) 4.Dr.C.N. Hanwante(Member) 5.Dr. W.R. Bhandarkar(Management Representative) 6.Mr. P.N. Choudhari(Non-Teaching Representative) 7.Mr. Vijay Thakre (Local Society& Representative) 8.Mr. AnupGoyal(Neighbourhood Industry) 9.Dr. L.K. Khalsa (External Expert)	<ul style="list-style-type: none"> • To collect the recent parameters of quality in Higher Education. • SWOT analysis. • To appraise the staff members of the various best practice in Higher Education and to determine the practices to be adopted. • Recording and monitoring quality measures undertaken by the institution. • Preparing Annual Quality Assurance Report to be submitted to the NAAC.
13	Library Advisory Committee 1.Dr. U.A. Hire (Coordinator) 2.Dr. C.N. Hanwante(Member) 3.Dr. D.N. Morande (Member) 4.Dr. A.T. Shende (Member) 5.Shreyas Bagde (Student)	<ul style="list-style-type: none"> ▪ Invite titles of the books from faculty in the beginning of the session and prepare list of books to be purchased as per the requirement of various programmes. ▪ Stock Verification ▪ To suggest measures for the overall improvement in library services. ▪ Redress grievances related to library services.
14	Magazine Committee : 1.Dr. C.N. Hanwante (Coordinator) 2.Dr. D.N. Morande (Member) 3.Dr. V.A. Bankar (Member) 4. Shri. R.G. Gedam (Member)	<ul style="list-style-type: none"> • To collect articles from students for publication in college magazine. • To ensure quality in college magazine. • To ensure timely publication of college magazine.
15	Nature and Environment Study Club : 1.Dr. R.R. Randive (Coordinator) 2.Prof. A.R. Bahdure(Member) 3.Ms. P.V. Uppanlawar (Member) 4.Atul Hemane (Student)	<ul style="list-style-type: none"> ▪ To arrange the regular classes of Environment Science. ▪ To Conduct various activities for promotion of Environment awareness. ▪ Tree plantation in college premises and neighbourhood and their maintenance.
16	NSS Committee: 1.Dr. A.T. Shende(Coordinator)	<ul style="list-style-type: none"> ▪ To arrange for the enrolment of students to NSS unit.

	1.Dr. A.R. Bahadure (Coordinator) 2.Dr. U.A. Hire (Member)	<ul style="list-style-type: none"> To provide guidance and assistance to the faculty in preparing proposals of research projects, seminars, conference etc.
19	Result Analysis & Improvement Committee 1.Dr. A.R. Bahadure (Coordinator Arts) 2. Dr. U.A. Hire (Coordinator Comm.) 3.Dr.Ms. B.K.Satpaise (Member) 4.Shri.T.Y. Gaidhane (Member)	<ul style="list-style-type: none"> To collect the result of all the subjects of the odd & even semesters. To analyse the result of Arts & Commerce faculty. To arrange meeting with the Principal & take measures for result improvement.
20	Student Discipline, Anti-ragging & Dress Code Committee: 2.Dr. A.N. Salotkar (Coordinator) 3.Dr. C.N. Hanwante (Member) 4.Dr. V.N. Kayande (Member) 5.Poonam Karutkar (Student) 6.Suraj Dadmal (Student) 7.Yogesh Kannake (Student)	<ul style="list-style-type: none"> To undertake appropriate measures for maintaining student discipline in the campus. To ensure proper implementation of dress code by the students To prevent and prohibit the cases of ragging in the college.
21	Student Welfare and Development Committee: 1.Dr. R.R. Randive (Coordinator) 2.Dr. A.R. Bahadure (Member) 3.Dr.C.N. Hanwante (Member) 4.Dr. V.A Bankar (Member) 5.Dr. A.T. Shende (Member) (Duties of all the teachers will be required for Student Council Election Process only)	<ul style="list-style-type: none"> To form the College Student Council as per the instructions of the University. To provide guidance regarding the duties and functions of the Student Council. To receive and forward the feedback received from the Student Council to the Principal. To organise Students Fresher and Farewell Program.
22	Study Tour and Excursion Committee: 1.Dr. V.A. Bankar (Coordinator) 2.Dr. C.N.Hanwante (Member) 3.Shri. T.Y. Gaidhane (Member)	<ul style="list-style-type: none"> To plan and execute the Study tours and excursions.
23	Time-table Committee : 1.Dr. A.R. Bahadure(Coordinator) 2.Dr. U.A. Hire (Member)	<ul style="list-style-type: none"> To obtain teacher work load from all academic departments To prepare the daily time-table of the classes.
24	UGC Projects Planning Committee: 1.Dr. D.N. Morande (Coordinator) 2.Dr. N.U. Mishra (Member)	<ul style="list-style-type: none"> To prepare proposals of the various project/activities under UGC Schemes. To monitor, document and complete the formalities regarding the undertaken UGC Projects.
25	Website Committee 1.Dr. Mrs. V.N.Kayande (Coordinator) 2.Dr. D.N. Morande (Member) 3.Dr. Ms. N.U.Mishra (Member)	<ul style="list-style-type: none"> To regularly update the College Website
26	Women Study Center: 1.Dr. Mrs. V.N.Kayande (Coordinator) 3.Dr. Ms. N.U.Mishra (Member) 4.Dr. B. K. Satpaise (Member) 5.Poonam Karutkar (Student) 4. Dyaneshwari Gajpure (Student)	<ul style="list-style-type: none"> To see the arrangement of Girls Common Room. To conduct various activities as per guidelines of the University. To conduct programmes regarding women awareness and empowerment.

- The above committees shall remain functional till the academic session 2021-2022
- All members should positively co-operate the with their coordinators in the committee work.
- The Coordinators should take charge of the committee assigned to them with immediate effect.
- The Coordinators should maintain all the necessary documentation and submit the following documents

(in prescribed format) to the Principal before 20 th March every year.

1. Annual Report of the Committee
2. Plan of Action for the next session.


Principal
Govindrao Warjekar
Arts & Com. College
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