

Govindrao Warjekar Arts & Commerce College, Nagbhid

General Body of Janhit Shikshan Sanstha



Executive Body of Janhit Shikshan Sanstha



Govindrao Warjekar Arts & Commerce College



Principal



IQAC CDC



Academic

Senior Clerk

Associations

Functional Management

Library

Support Services

HODs /
Incharge
Teachers

Jr. Clerk

Staff
Association

Alumni

Grievance
Redressal
Cell

Discipline
Committee

Lang.
Lab

NSS

Anti-
Ragging
Comm.

ICC

Gym

Infra-
Structure
Committee

Placement
Cell

Sports

Cultural
Committee

PTA

Environment
Committee

Faculty
Members

Students

Handwritten Signature
Principal
Govindrao Warjekar
Arts & Com. College
NAGBHID-441205

जनहित शिक्षण संस्था, ब्रह्मपुरी
र.नं. महा. ७०८४ (चं.)

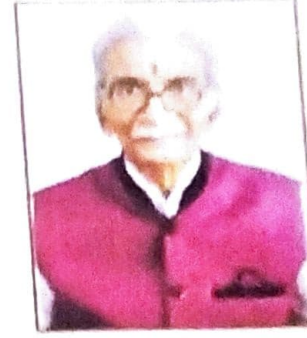
कार्यकारी मंडळ



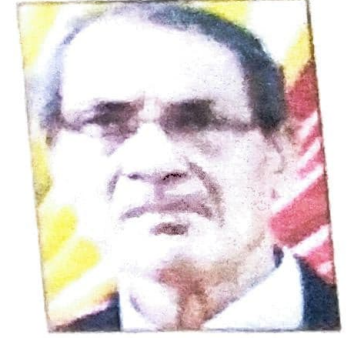
अध्यक्ष
श्री आर.जी. वारजुकर



उपाध्यक्ष
प्रा. डॉ. आर.पी. जयस्वाल



सचिव
प्रा. एन. बी. कोराने



सहसचिव
प्रा.डॉ. एन.जे. चव्हाण



सदस्या
अॅड. क. बिंदीया वारजुकर



सदस्य
प्रा. पी.के. कोटीया



सदस्य
प्राचार्य व्ही.डब्ल्यु. पाटणकर



सदस्या
श्रीमती मालतीताई सुपले

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. (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)
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) 4.Dr. D.N. Morande (Member) 5.Dr.A.T. Shende (Member) 6.Dr.A.N. Salotkar (Member) 7.Shri R.G. Gedam (Member) 8. Ganesh Rakhade (Student) 9. Alisha Khobragde (Student) 10. Adesh Jaiswal (Student)	<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 participating in cultural events. ▪ To organize the Annual Student Felicitation Programme, Dr. Ambedkar Memorial lecture, Late Prof. P.K. Suple Memorial Lecture and the Annual Cultural Gathering.
6	Examination Committee: 1.Dr. A.N. Salotkar (Coordinator)	<ul style="list-style-type: none"> ▪ To plan and execute continuous internal assessment of 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 Complaint and 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. Urganlawar (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) 2.Dr. R.R. Randive (Programme Officer) 3.Atul Hemane (Student) 4. Dyaneshwari Gajpure (Student)	<ul style="list-style-type: none"> ▪ To arrange for the enrolment of students to NSS unit. ▪ To organize various extension activities including blood donation camp and NSS camp in a neighboring village. ▪ Active participation and corporation in the various programmers conducted by the college.
17	Publicity Committee: 1.Dr. A.T. Shende (Coordinator) 2.Dr. R.R. Randive (Member)	<ul style="list-style-type: none"> • To prepare news report of the programmes conducted in the college and to arrange for their publication in Newspapers.
18	Research Planning & Monitoring	<ul style="list-style-type: none"> • To promote research culture among the faculty

	Committee: 1. Dr. A.R. Bahadure (Coordinator) 2. Dr. U.A. Hire (Member)	and the students <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 (Student) 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.
- Annual Report of the Committee
 - Plan of Action for the next session.


Principal
 Govindrao Warjekar
 Arts & Com. College
 NAGBHID-441205