



Statutory & Non-Statutory committees

The college has the following **Statutory & Non-Statutory** committees to ensure proper management of academic, financial, and general administrative affairs.

The committee members will be appointed for period 2019-2024. If committee members retired by superannuation or the resign from service new members will be add in place of left member. Wherever students are involved in the committee every year two students are replaced by new students nominated by student council.

The meetings are conducted at least twice in a year. Chairman and member secretary can call emergency meeting as and when required.

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The Constitution, functions & responsibilities, and frequency of the meeting are narrated below.

A) Statutory Committee:

The college has the following **Statutory** committees to ensure proper management of academic, ~~fin~~ and general administrative affairs.

1. Governing Council (Gob):

Governing Council of the college has been constituted as per the norms of the All-India Council for Technical Education (AICTE), which is the regulatory body for approving technical colleges in India. Its main function is to ensure that stakeholders, including students, faculty, and institutional management, as well as those from the wider society, have full confidence and trust in our institution. All those who have governance responsibilities and accountabilities, both within and outside institutions carry out their responsibilities effectively.

Vishwakarma Institute of Technology, Pune identifies well-known Academicians, Industrialists, and distinguished science from well-known Institutions/Industries/Research Organizations/ besides representatives of the faculty as nominees of the JSPM on the Governing Council, apart from the Nominees of UGC, AICTE, SPPU, and Government of Maharashtra, who meet regularly and make policy decisions and give guidance and suggestions to implement policies successfully. The meetings are conducted at least once a year.

❖ Structure and Composition of Governing Council:

Sr. No.	Name of the Member	Category	Designation
01	Shri Rajkumar Bansilal Agarwal Chairman, Bansilal Ramnath Agarwal Charitable Trust, 251 Budhwar Peth, "Shreemangal", Bldg., City Post Chowk, Opp. Bank of India, Pune – 411 002.	Chief Trustee, B.R.A.C. Trust	Chairman
02	Shri Bajrangdas B. Lohiya, Director, Compax Industrial Systems Pvt. Ltd., S – 112/10, M.I.D.C., Bhosari, Pune 411 026.	Management Representative	Member

Sr. No.	Name of the Member	Category	Designation
03	Shri Bharat Rajkumar Agarwal, Managing Trustee, Bansilal Ramnath Agarwal Charitable Trust, 251 Budhwar Peth, "Shreemangal", Bldg., City Post Chowk, Opp. Bank of India, Pune – 411 002.	Management Representative	Member
04	Prof. (Dr.) Vikram M. Gadre Professor, Electrical Engineering Department, Indian Institute of Technology, Powai, Mumbai – 400 076	Educationist	Member
05	Prof. Rajpal S. Sirohi, (Former Director, IIT, New Delhi) 35, A-15-A, Tripura Nest Apartment, 11 th Cross Between 6 th and 7 th Mains, Malleswaram, Bengaluru-560 003.	UGC Nominee	Member
06	Dr. Ajeet Singh, Regional Officer & Assistant Director, Western Region Office – AICTE, Industrial Assurance Building., 2nd Floor, Veer Nariman Road, Churchgate, Mumbai - 400 020.	AICTE Nominee	Member
07	Dr. Abhay Wagh Director of Technical Education, Maharashtra State, 3, Mahapalika Marg, Mumbai – 400 001	State Government Nominee (DTE)	Member
08	Dr. Nitin R. Karmalkar Vice Chancellor, Savitribai Phule Pune University, Ganeshkhind, PUNE – 411 007.	University Nominee	Member
09	Shri Narendra Goidani, Founder CEO of Life School, 2 nd Floor, Krsna Chambers, 11, Galaxy Garden, Near Star Bucks, North Main Road, Koregaon Park, <u>PUNE – 411 001.</u>	Management Representative (Businessman)	Member
10	Dr. Ganesh Natrajan Vice Chairman and CEO, Zensar Technologies Ltd., Zensar Knowledge Park, Kharadi, Plot No. 4, MIDC, Pune – 411 014	Management Representative (Industrialist)	Member

Sr. No.	Name of the Member	Category	Designation
11	Smt. Rashmi Urdhwareshe, Director, Automotive Research Association of India, Survey No. 102, Paud Road, Rambaug Colony, Kothrud, <u>PUNE – 411 038.</u>	Management Representative (Research & Development)	Member
12	Mr. Udayan Kanade, Director, Oneirix Engineering Laboratories Pvt. Ltd.,15-1 “Sharman”, Sahajanand Associate., Kothrud, Pune – 411 038.)	Meritorious Alumni of the Institute	Member
13	Prof. (Dr.) R.A. Waikar Dean – Administration, V. I.T., Pune – 411037.	Teacher nominated by the Director	Member
14	Prof. Nitin B. Patki Dean – Finance, V.I.T., Pune – 411 037.	Teacher nominated by the Director	Member
15	Prof. (Dr.) Rajesh M. Jalnekar Director, Vishwakarma Institute of Technology, Pune – 411 037	Director (Ex-Officio)	Member Secretary

❖ **The major functions and responsibilities of the Governing Body:**

- Approve the overall comprehensive development plan of the college regarding academic, administrative, and infrastructural growth and the able college to foster excellence in curricular,co-curricular, and extra-curricular activities.
- Approval about introducing new academic courses and the creation of additional teaching and administrative posts and approval to fill the vacancy posts.
- Encourage and strengthen research culture, consultancy, and extension activities in the college.
- Approval for recommendations of College Development Committee regarding encouraging the use of ICT tools in the teaching and learning process.
- Approve the annual financial estimates (budget) and financial statements of the college.
- Approve the recommendations regarding the students' and employees' welfare activities in the college.
- Taking note of inspection reports, local inquiry reports, audit reports, of NAAC/NBA, etc. and approval to actions if any.

2. Academic Board:

Sr. No.	Name of the Member	Category	Designation
1)	Prof. (Dr.) R.M. Jalnekar	Director	Chairman
2)	Prof. (Dr.) A.S. Marathe	Dean – Academics	Member Secretary
3)	Prof. (Dr.) R.A. Waikar	Dean – Administration	Member
4)	Prof. N.B. Patki	Dean - Finance	Member
5)	Prof. S.B. Karthick	Dean – Industry Relations	Member
6)	Prof. (Dr.) N.S. Chandolikor	Dean - Examinations	Member
7)	Prof. (Dr.) G. G. Dongre	Dean – Research & Innovation	Member
8)	Prof. (Dr.) S.N. Shilaskar	Dean – Student Career Counseling and Guidance	Member
9)	Prof. (Dr.) M. M. Upkare	Dean – Faculty Development	Member
10)	Prof. R.J. Dhake	Dean – Student Activities	Member
11)	Prof. (Dr.) V.D. Gaikwad	Dean - Quality Assurance	Member
12)	Prof. (Dr.) V.M. Mane	Dean – Analytics	Member
13)	Prof. (Dr.) S.S. Bhatlawande	Dean – IPC & Chairman – BOS	Member
14)	Prof. M.M. Kulkarni	Head – Second Year Engineering (Common)	Member

❖ **Functions of Academic Board: -**

- A.** Scrutinize and approve the proposals with or without modification of the Boards of Studies about courses of study, academic regulations, curricula, syllabi, and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

- B.** Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- C.** Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- D.** Recommend to the Governing Body proposals for institution of new programmes of study.
- E.** Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- F.** Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- G.** Perform such other functions as may be assigned by the Governing Body.

03) Board of studies:

The Board of studies consists for Various department.

❖ List of Board of Studies members in Computer Engineering Department

Sr. No.	Name of Member	Role/Designation
1.	Prof. (Dr.) S.R. Shinde	(BOS Chairman)
2.	Prof. (Dr.) M.L. Dhore	Internal Subject Expert
3.	Prof. (Dr.) S.T. Patil	Internal Subject Expert
4.	Prof. S.B. Karthick	Internal Subject Expert
5.	Prof. (Dr.) G.D. Bhutkar	Internal Subject Expert
6.	Prof. A. S. Shingare	Internal Subject Expert
7.	Prof. (Dr.) P. S. Joglekar	Internal Subject Expert
8.	Dr. P.N. Mahalle	External Subject Expert, BOS member, SPPU, Pune
9.	Dr. Jibi Abraham	Dean Academics, Professor, COEP, Pune
10.	Dr. Sandeep Deshmukh	Industry Representative.
11.	Dr. Abhiram Ranade	Professor, IIT Bombay, Powai
12.	Mr. Viraj Kulkarni	Alumnus, CTO, CPC Analyst

❖ List of Board of Studies members in the Instrumentation Engineering Department

Sr. No.	Name of the Faculty	Nomination
1	Prof. (Dr.) Shilpa Sondkar	Chairman
2	Prof. (Dr.) Praveen Pol	Internal Subject Expert
3	Prof. (Dr.) Archana Chaudhari	Internal Subject Expert
4	Prof. (Dr.) Manisha Mhetre	Internal Subject Expert
5	Prof. Jitendra Gaikwad	Internal Subject Expert
6	Prof. Vijaykumar Bhanuse	Internal Subject Expert
7	Prof. (Dr.) S. L. Patil Dean, Student's Affairs, COEP	External Subject Expert (Such as Chairman B.O.S. – SPPU)
8	Prof. (Dr.) D. N. Sonawane HOD, Instrumentation Engg. Dept., COEP	Eminent Scientist / Professor (Such as Head of Department, COEP etc.)
9	Mr. Abhay Bansod Emerson Exports Pvt. Ltd	Industry Representative
10	Prof. (Dr.) Ramkrishan Pasumarthy Electrical Engg. Dept. IIT, Madras	A professor from Reputed Institute (Such as IIT)
11	Mr. Ajay Nagarkar Axonet Pvt. Ltd	An alumnus with minimum PG qualification

❖ List of Board of Studies members in DESH

Sr. No.	Name of the Faculty	Nomination
1	Prof. Dr. Chandrashekhar M. Mahajan	Internal Subject Expert
2	Prof. Dr. Rupali S. Deshpande	Internal Subject Expert
3	Prof. Milind Patwardhan	Internal Subject Expert
4	Prof. Anita S. Joshi	Internal Subject Expert
5	Prof. Kiran More	Internal Subject Expert
6	Prof. Pooja Joshi	Internal Subject Expert
7	Prof. Abhiram Ranade / Prof. Uday Khedker	External Subject Expert, BOS member, SPPU, Pune
8	Prof. Dr. Ekta Singla	Dean Academics, Professor, COEP, Pune
9	Prof. Dr. Sanjeev Kumar	Professor, IIT Bombay, Powai
10	Dr. Mihir Pendharkar	Industry Representative.

❖ List of Board of Studies members in the Mechanical Engineering Department

Sr. No.	Name of the Faculty	Nomination
1	Prof. (Dr.) D. B. Hulwan	Chairman
2	Prof. (Dr.) U. S. Chavan	Member Secretary
3	Prof. (Dr.) M.V. Walame	Internal Subject Expert
4	Prof. (Dr.) M. B. Chaudhari	Internal Subject Expert
5	Prof. (Dr.) S. P. Chippa	Internal Subject Expert
6	Prof. (Dr.) L. D. Mangate	Internal Subject Expert
7	Prof. (Dr.) S. S. <i>Pardeshi</i>	External Subject Expert (B.O.S. Mech. Chairman – SPPU)
8	Prof. (Dr.) M. R. Nandgaokar	Eminent Scientist / Professor (Such as Head of Department, COEP etc.)
9	Dr. Yogesh Aghav	Industry Representative
10	Prof. (Dr.) B.P. Puranik	Professor from Reputed Institute (Such as IIT)
11	Dr. Makarand Joshi	Alumnus with minimum PG qualification

❖ List of Board of Studies members in the Industrial/Production Department

Sr. No.	Name of the Faculty	Nomination
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1	Prof. (Dr.) G. N. Kotwal	Chairman, BoS & Head
2	Prof. (Dr.) B. Rajiv	Eminent Professor from College of Engineering, Pune
3	Prof. R K Ambegaonkar	Former Dean, Faculty of Engineering, SPPU
4	Mr. B V Joglekar	Eminent Senior Expert from Industry
5	Dr. Vinayak Marathe	Industry Expert
6	Mr. Pranav Patil	Distinguished Alumnus
7	Prof. S S Kuber	Internal Subject Expert
8	Prof. (Dr.) V N Karandikar	Internal Subject Expert
9	Prof. (Dr.) R J Chaudhari	Internal Subject Expert
10	Prof. R S Bharsakade	Internal Subject Expert
11	Prof. A U Rajurkar	Secretary & Internal Subject Expert

❖ List of Board of Studies members in the Information technology

Sr. No.	Name of the Faculty	Nomination
1	Prof. (Dr.) Premanand P. Ghadekar	Head, Information Technology, Chairman
2	Prof. (Dr.) P. S. Dhabe	Internal Subject Expert (Member Secretary)
4	Prof. (Dr.) P. A. Bailke	Internal Subject Expert
4	Prof. Shital Dongre	Internal Subject Expert
5	Prof. D R Deshpande	Internal Subject Expert
6	Prof. A. R. Sawant	Internal Subject Expert
7	Prof. (Dr.) Varsha Patil	External Subject Expert (Chairman B.O.S. – Computer Engineering, faculty of science and technology-SPPU) Head & Prof, Department of Computer Engg.)
8	Prof. (Dr.) Vahida Attar	Eminent Scientist / Professor (Head of Department, COEP etc.) Professor, Department of Computer Engineering, COEP Pune. 9420496468
9	Prof. (Dr.) P. S. V. Natraj	Professor from Reputed Institute, (Such as IIT) Professor, Department of Computer Engineering, IIT Bombay
10	Mr. Abhijeet Gattani	Industry Representative Head, Rail Automation Department, Siemens, 9890461206
11	Mr. Swanand Kulkarni	Alumnus 9850066001

❖ List of Board of Studies members in the E&TC engineering

Sr. No.	Name of the Faculty	Nomination
1	Dr. Shripad Bhatlawande	Chairman, Board of Studies
2.	Prof. Abhay Chopde	Subject Expert
3.	Mr. Vasant Shah	Industry Representative
4.	Dr. Lokesh Gupta	Meritorious Alumnus
5.	Prof. (Dr.) Mukul S. Sutaone	Subject Expert
6.	Prof. (Dr.) Preeti Rao	Subject Expert
7.	Prof. (Dr.) Rathna G N	Subject Expert
8.	Prof. (Dr.) Vaishali Jabade	Subject Expert
9.	Prof. (Dr.) Sidharth Bhorge	Subject Expert
10.	Prof. Milind Kamble	Subject Expert
11.	Prof. Jyoti Madake	Subject Expert

❖ List of Board of Studies members in the Chemical engineering

Sr. No.	Name of the Faculty	Nomination
1.	Prof. Dr. M. P. Deosarkar	Head, Information Technology, Chairman
2.	Dr. T. Bhattacharjee	Internal Subject Expert (Member Secretary)
3.	Prof. Dr. M. M. Upkare	Internal Subject Expert
4.	Dr. H. U. Karne	Internal Subject Expert
5.	Dr. S. R. Satpute	Internal Subject Expert
6.	Prof. G. D. Gawande	Internal Subject Expert
7.	Dr. A. R. Warade	External Subject Expert, BOS member, SPPU, Pune
8.	Dr. S. P. Kamble	Senior Scientist, NCL Pune Pune
9.	Mr. Abhimanyu Deshpande	Industry Representative.
10.	Dr. V. S. Sathe	Professor, DBATU, Lonere
11.	Mr. Nilesh Sakpal	Alumnus, Senior professional at Halliburton

Functions of Board of studies: -

The Board of Studies shall have the following powers and duties, namely: —

- 1) Recommend the Course concerned, the course syllabi, course structures, and

valuation schemes of various courses to the Academic Board.

(2) to recommend the reference books or supplementary reading books and such other material useful for the study of the course.

(3) to recommend modifications in respect of addition or deletion or updating of courses.

(4) to prepare the panels of paper-setters, and examiners for the examinations and evaluation, based on the criteria laid down by the Academic Board and recommend them to the Board of Examination

(5) to prepare the requirements regarding the library, laboratory, and equipment in respect of the courses concerned.

(6) to suggest extension programmes with respect to the courses introduced.

(7) to understand the requirements of industry or corporate or society at large and to incorporate them into the syllabi to make the teaching-learning process relevant to the needs of the time.

(8) to encourage learning by collaboration and participation by using information and communication technology tools

04) College Development Committee (CDC):

The College Development Committee's functioning is as per the guidelines of the Maharashtra Public Universities Act 2016. The meetings are conducted at least once in a year.

The structure and Composition the of College Development Committee is

Sr. No.	Name of the Member	Category	Designation
01	Shri Bharat Rajkumar Agarwal Managing Trustee, Bansilal Ramnath Agarwal Charitable Trust, 7 th Floor, Suyog Center, Giridhar Bhavan Chowk, Pune – 411 037.	Managing Trustee B.R.A.C. Trust	Chairman
02	Prof. (Dr.) Bipin Subodh Sule, Chief Executive Officer, Bansilal Ramnath Agarwal Charitable Trust, 7 th Floor, Suyog Center, Giridhar Bhavan Chowk, Pune – 411 037.	Chief Executive Officer, B.R.A.C. Trust	Member
03	Prof. (Dr.) Chandrashekhar Madhav Mahajan, Head, Department of Engineering Sciences & Humanities, V.I.T., Pune – 411 037.	Head, Deptt. of Engg. Sciences & Humanities	Memeber
04	Prof. (Dr.) Smt. Sangeeta Vishwas Kurundkar, Associate Professor, Electronics. Engg. Deptt., V.I.T., Pune – 411 037.	Teacher nominated by the Director (Lady Teacher)	Member
05	Prof. Ganesh Korwar Associate Professor, V.I.T., Pune – 411 037.	Teacher nominated by the Director	Member
06	Prof. Suhas B. Bhise, Assistant Professor, E & T/c. Engg. Deptt., Vishwakarma Institute of Technology, Pune – 411 037.	Teacher nominated by the Director	Member
07	Shri Vijay R. Budhkar, Sr. Tech. Asstt., Workshop, Vishwakarma Institute of Technology, Pune – 411 037.	Administrative staff	Member
08	Dr. (Smt.) Manasi S. Patwardhan, 'Punyaee', Paud Road, 127/1 A, PUNE – 411 038.	Management Representative (Industrialist) [Industry Representative]	Member
09	Dr, Mukul Sutaone Mumbai – 400 076.	Management Representative (Educationist)	Member

Sr. No.	Name of the Member	Category	Designation
10	Mr. Amol Mate	Management Representative (Research & Development) Research Representative and Alumni	Member
11	Ms. Prasanna Invally ILS, Pune	Social Activist	Member
12	Prof. (Dr.) Viajy D. Gaikwad, Dean – Quality Assurance, V.I.T., Pune – 411 037.	Dean – Quality Assurance	Member
13	Mr. Abhishek Patil	Student Representative – G.S.	Member
14	Ms. Nikhita Patil	Student Representative – L.R.	Member
15	Prof. (Dr.) Rajesh Jalnekar, Director, V.I.T., Pune-411 037.	Director	Member Secretary

The functions and responsibilities of the College Development Committee:

- Prepare an overall comprehensive development plan for the college regarding academics and infrastructural growth, and Enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching programs or annual calendar of the college.
- Recommend to the management introducing new academic courses and the creation of additional teaching and administrative posts.
- Make specific recommendations to the management to encourage and strength research culture, consultancy, and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college

and recommend the same to the management for approval

- Formulate proposals of new expenditure not provided for in the annual financial estimates(budget).
- Make recommendations regarding the students' and employees' welfare activities in the College.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedures for different programs by following the statutory Norms.
- Plan major annual events in the college, such as annual day, sports events, cultural events,etc.
- Recommend to the administration about appropriate steps to be taken regarding the discipline,safety and security issues of the college or institution
- Consider and make appropriate recommendations on inspection reports, local inquiry reports,audit reports of the National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals, and awards to the students.
- Perform such other duties and exercise such other powers as may be entrusted by themanagement.

05) Finance Committee:

Sr. No.	Name of the Member	Designation	Category
1	Prof. (Dr.) R.M. Jalnekar	Director - Chairman	Director - Chairman
2	Shri A M Vaidya	Member	expert nominated by Board of Management Member
3	Prof N B Patki	Members	senior teachers nominated by Director Members
4	Prof M M kulkarni	Members	senior teachers nominated by Director Members
5	Mrs M P Barve	Member Secretary	Member Secretary

Tenure: The tenure of the members shall be two years

Powers and Functions:

1. To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.
2. To examine the annual statement of the accounts and financial estimates of the Institute
3. prepared by the Finance and Accounts Officer and submit thereafter to the Board of
4. Management for such action as it thinks fit.
5. To recommend to the Board of Management the limits for the total recurring and non-
6. recurring expenditure for the year based on the income and resources of the Institute,
7. including the proceeds of the loans for productive workboard of Management for such action as it thinks fit.
8. To recommend to the Board of Management the limits for the total recurring and non-recurring expenditure for the year based on the income and resources of the Institute, including the proceeds of the loans for productive work.
9. To recommend to the Board of Management productive investment and the Management of the Institutes assets and resources.
10. To take necessary steps to have the Institute accounts audited by Auditors appointed by the Board of Management.
11. To advise the Board of Management on matters related to the administration of the property and funds of the Institute.
12. To advise on financial matters referred to it by the Board of Management, Academic Board or any other authority or Body or Committee or any officer of the Institute.
- 13.** To report to the Director any lapse or irregularity in the financial matters which comes to its notice.

06) Internal Quality Assurance Cell:

The Internal Quality Assurance Cell's functioning is as per the guidelines of UGC.

The meetings are conducted at least twice a year.

The structure and Composition the of Internal Quality Assurance Cell is

Sr No.	Name of the Member	Category	Designation
1	Prof. Dr Rajesh Jalnekar	Director	Chairperson
2	Shri. Bajrangdas Lohiya	Vice Chairman, BOG, VIT, Pune	Member
3	Prof. Dr. Rahul Waikar	Dean Administration	Member
4	Prof. Dr. Ashutosh Marathe	Dean Academics	Member
5	Prof. Dr. Ganesh Dongare	Dean Research and Innovation	Member
6	Prof. Dr. Makarand Upkare	Dean Faculty Development	Member
7	Prof. Dr. Vijay Mane	Dean Analytics	Member
	Prof Nitin Patki	Dean Finance	Member
8	Prof. Dr. Swati Shilaskar	Dean Student Career counselling and Guidance	Member
9	Prof. Dr. Rajesh Dhake	Dean Student activities	Member
10	Prof. Karthik Subramanian	Dean Industry Relation	Member
11	Prof. Dr. Shripad Bhatlawande	Dean Industry Projects and consultancy	Member
12	Prof. Dr. Sandeep Shinde	Head Computer Department	Member
13	Prof. Dr. Premanand Ghadekar	Head, IT Department	Member
14	Prof. Dr. Chandrashekhar Mahajan	Head DESH Department	Member
15	Prof. Dr. Manik Deosarkar	Head Chemical Department	Member
16	Prof. Dr. Shilpa Sondkar	Head Instrumentation Department	Member
17	Prof. Dr. G N Kotwal	Head Industrial and Production Department	Member
18	Prof. Dr. Mangesh Choudhari	Head, Mechanical Department	Member
19	Prof. Ganesh Korwar	Registrar	Member
20	Prof. Dr. Neelam Chandoliker	Dean Exam	Member
21	Prof. Milind Rane	Assistant Professor Electronics and Telecommunication Department	Member
22	Prof. Dnyaneshwar Kanade	Assistant Professor Electronics and Telecommunication Department	Member
23	Ms. Mrunal Barve	Account Officer	Member
24	Mr. Abhishek Patil	General Secretary, Student Council	Member
25	Mr. Ganesh Adam	Stake Holder	Member
26	Mr. Uday Jadhav	Stake Holder	Member
27	Prof. Dr. Vijay Gaikwad	Dean QA	Member Secretary

➤ **IQAC shall evolve mechanisms and procedures for:**

- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
- The relevance and quality of academic and research programs.
- Equitable access to and affordability of academic programs for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance, and functioning of the support structure and services.
- Research sharing and networking with other institutions in India and abroad.

➤ **The functions and responsibilities of IQAC:**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents, and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra-institutional workshops, seminars on quality related themes, and promotion of quality circles.
- Documentation of the various programs/activities of the College, leading to quality improvement

07) SC/ST Committee:

The Structure and Composition of the **SC/ST Committee** is as per the guidelines of AICTE. The meetings are conducted at least in a year.

The Constitutions of SC/ST Committee is

Sr. No.	Name of the Member	Category	Designation
1	Prof. (Dr.) R.M. Jalnekar	Director	Chairman
2	Prof. (Dr. P.S. Dhabe	Teacher from S.C. Category	Member
3	Dr. (Smt.) M.R. Mhetre	Teacher from O.B.C. Category	Member
4	Prof. (Dr.) V.M. Mane	Teacher from S.C. Category	Member
5	Prof. M.R. Khodke	Teacher from O.B.C. Category	Member
6	Prof. R.G. Raikwar	Teacher from S.T. Category	Member
7	Prof. (Dr.) R.A. Waikar	Dean - Administration	Member Secretary

➤ **The functions and responsibilities of SC/ST Committee are:**

- Upliftment of students and staff belongs to SC/ST category.
- To share various government schemes & Programs with concerned members
- To ensure proper implementation of various schemes of MHRD Government of India and State Govt. concerning scholarships, stipends, etc. for the welfare of reserved categories.
- To keep watch on any activity related to discrimination based on caste in college premises

08) Internal complaint committee (ICC):

The Internal Complaints Committee once constituted, plays a pivotal role in the effective implementation of the provisions at the workplace.

The Structure and Composition of the Anti-Sexual Harassment Committee is

Sr. No.	Name of the Member	Category	Designation
1.	Prof. (Dr.) Smt. K.S. Degaonkar	Nominated by	Presiding Officer
2.	Prof. (Dr.) R.A. Waikar	Senior Faculty	Member
3.	Adv. (Mrs.) Smita Awale	Legal representative	Member - Legal
4.	Mrs. S.D. Sobale	Senior lady faculty	Member Secy.
5.	Mr. Abhishek Patil	Student Representative – G.S.	Member
6.	Ms. Nikhita Patil	Student Representative – L.R.	Member

➤ **Functions & Responsibilities of Internal complaint Committee:**

A general list of duties of the Committee is enumerated as follows:

- Implementation of the Anti–Sexual Harassment Policy at the workplace
- Submit an Annual Report (Including details like the number of case files at their disposal, etc.)
- Bring about awareness about what comprises ‘sexual harassment’ at the workplace by way of workshops, posters, documents, notices, seminars, etc.
- Publicize the policy framework effectively
- Provide the victims with a safe and accessible mechanism of complaint
- Initiation of inquiry at the earliest
- Redress the complaints in a judicious manner
- Provide interim relief to the complainant
- Provide an opportunity for conciliation wherever possible
- Stick to the principles of natural justice at all stages of the proceedings
- Whenever required, forward the complaint to the police
- Submit the inquiry report along with recommendations
- Maintain confidentiality in regard to the proceedings taking place before the Committee

09) Grievance Redressal Committee:

The Grievance Redressal Committee (GRC) is formed as per Clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987) AICTE. Grievance Committee is a committee formed within the institute by a group of representatives chosen from the institute to consider and remedy stake holder's grievances.

The Structure and Composition of Grievance Redressal Committee is

Sr. No.	Name of the Member	Category	Designation
1)	Prof. (Dr.) R.M. Jalnekar	Director	Chairman
2)	Prof. N.B. Patki	Director's Nominee	Member
3)	Prof. (Smt.) K.S. Degaonkar	Director's Nominee	Member
4)	Prof. M.B. Tamara	Director's Nominee	Member
5)	Mr. D.P. Mirase	Non-Teaching Staff	Member
6)	Mrs. M.P. Barve	Non-Teaching Staff	Member
7)	Prof. (Dr.) R.A. Waikar	Dean – Administration	Member Secretary

➤ Functions & Responsibilities of Grievance Redressal Committee:

- To receive complaints regarding any kind of grievances.
- To examine the truth of the complaint and suggest appropriate actions.
- To forward recommendations to the principal for implementation.

Grievance Mechanism: - where a student or a faculty is having any grievances, he/she contacts the Grievance Committee personally or through mail. After the grievance is registered with the member secretary, depending upon the nature of the grievances, a matter is taken up in the next meeting or in the emergency an ad-hoc meeting is called to discuss the matter. The person has been asked to present the affecting grievance in front of the committee and after due deliberations hearing is given in the matter.

10) Anti-Ragging Committee:

This Committee is formed as per the Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2011-12) and their amendments which may be published from time to time.

The Structure and Composition of the Anti-Ragging Committee is as per the guidelines of AICTE.

Sr. No.	Name of the Member	Category	Designation
1	Prof. (Dr.) R.M. Jalnekar	Director	Chairman
2	Prof. (Dr.) R.A. Waikar	Dean – Administration	Member
3	Prof. (Mrs.) S.D. Sobale	Asstt. Prof., DESH	Member
4	Prof. (Dr.) N.S. Kulkarni	Asstt. Prof., Mech. Engg. Deptt.	Member
5	Mr. Abhishek Patil	University Representative and General Secretary	Member
6	Ms. Nikita Patil	Ladies Representative	Member
7	Prof. (Dr.) R.J. Dhake	Dean – Student Activities	Member Secretary

➤ Functions & Responsibilities of Anti-Ragging Committee:

- To ensure compliance with the provisions of Anti-Ragging regulations as well as the provisions of law for the time being in force concerning ragging
- To monitor and oversee the performance of the Anti-Ragging Squad in the prevention of ragging in the institution.
- To carry out regular checks for any ragging activity
- To carry out surprise checks in anti-ragging prohibited zones

11) Examination Committee:

The Examination Committee is formed for the smooth functioning of various examination processes in the institute. The meeting is conducted at least twice a year. **The constitution of the Examination Committee is given below.**

Sr. No.	Name of the Member	Category	Designation
1.	Prof. (Dr) R.M.Jalnekar	Chairman	Director, VIT, Pune
2.	Prof (Dr.) Mahesh Kakade	Member	Director, Board of Examination and Evaluation, SPPU
3.	Prof. (Dr.) S. G. Sonar	Member	COE, COEP
4.	Prof. (Dr.) Rahul Waikar	Member	Dean Administration,
5.	Prof. (Dr.) A.S.Marathe	Member	Dean Academics,
6.	Prof. Nitin Patki	Member	Dean Finance,
7.	Prof. (Dr.) C.M.Mahajan	Member	Head, DESH,
8.	Prof. (Dr.) M.Upkare	Member	Dean Faculty development,
9.	Prof.(Dr.)N.S. Chandolikor	Member Secretary	Dean Examinations,

➤ **The functions and responsibilities of the Exam Committee:**

- To establish procedures and instructions for assessing and determining the results of examinations
- To safeguard the quality of the examination procedures.
- To improve and control the quality of internal examinations to be conducted at the institute level.
- To appoint examiners for conducting internal exams.
- To take measures against any misconduct or fraud.
- To display the statement of internal marks on the student notice board sending a marksheet of students to respective parents.
- To scrutinize all the checked papers and submission of internal marks to the university.
- Preparation and submission of annual exam report to the Director office.

B. Non-Statutory Committees:

The college has the following **non-Statutory** committees to ensure proper management of academic, financial, and general administrative affairs

12) Alumni Committee:

The Alumni Committee is formed to build a strong relationship between the alumni and the Institute for the betterment of the overall development of students the land institute. The meeting is conducted at least twice a year.

The constitution of the Alumni Committee is given below.

Sr. No.	Name of the Member	Category	Designation
1	Prof. (Dr.) R. M. Jalnekar	Director	Chairman
2	Prof. (Dr.) Smt. M. R. Mhetre	Assistant Professor, Instrumentation Engineering	Member
3	Prof. (Dr.) S.R. Satpute	Asstt. Head - Research Chemical Engineering	Member
4	Prof. (Smt.) K.A. Shibhavikar	Assistant Professor, Mechanical Engineering	Member
5	Prof. (Smt.) P. A. Kulkarni	Assistant Professor, Electronics & Telecomm. Engg.	Member
6	Prof. V.K. Itnal	Assistant Professor, Industrial Engineering	Member
7	Prof. (Smt.) A. R. Mete	Assistant Professor, Computer Engineering	Member
8	Prof. (Smt.) S. G. Lade	Assistant Professor, Computer Engineering	Member
9	Prof. (Dr.) S.A. Shilaskar	Dean – Student Career Counseling and Guidance	Member sectary

➤ **The functions and responsibilities of the Alumni Committee:**

- Alumni associations exist to support the parent organization's goals and to strengthen the ties between alumni, the community, and the parent organization.
- Participate actively in strategic and long-range program planning to promote alumni awareness, engagement, and commitment to the Institute.

- Support for a strong relationship between the Alumni Association and current students.
- Remain constantly informed about the Institute and the Alumni Association's mission, services, priorities, and programs.
- Assist current students and alumni in career planning, placement, and transitions.
- Regularly conduct Alumni meetings for interaction between alumni, current students, and faculty of the institute.

13) Hostel Committee:

The Hostel Committee is formed to ensure a homely environment and smooth functioning of the hostel. The meeting is conducted at least twice a year.

The constitution of the Hostel Committee is given below.

Sr. No.	Name of the Member	Category	Designation
1)	Prof. (Dr.) Rajesh M. Jalnekar	Director	Chairman
2)	Prof. M.M. Kulkarni	Head – Second Year Engineering (Common)	Member
3)	Prof. (Dr.) R.A. Waikar	Dean – Administration	Member
4)	Prof. (Dr.) R.J. Dhake	Dean – Student Activities	Member
5)	Prof. S.B. Bhise	Campus Manager	Member
6)	Prof. R.G. Raikwar	Assistant Professor, DESH	Member
7)	Prof. (Smt.) P.A. Bailke	Assistant Professor, Information Technology & M. C. A. Deptt.	Member
8)	Prof. (Dr.) N.S. Kulkarni	Asstt. Prof., Mech. Engg. Deptt.	Member Secretary

➤ The functions & Responsibilities of the Hostel Committee are as follows.

- Overall management of the hostel, including framing rules for the hostels, hostel mess, and recreational facilities.
- Allocation of hostels or their parts to student groups, and frame rules regarding allocation of rooms.
- Overall management of security services and arrangements for the hostels.
- Ensure that rules and regulations of the Hostel are respected and adhered to by the students.
- Arrange for and participate in a periodic visit to the hostel to ensure maintenance of proper discipline in the hostel.
- Receive and act upon complaints and suggestions received from students.
- Any other issues and details that may arise relating to the running of the hostel and student behavior in the hostel.

14) Library Committee:

The Library Committee is formed for the smooth functioning of library services in the institute. The meeting is conducted at least twice a year.

The constitution of the Library Committee is given below.

Sr. No.	Name of the Member	Category	Designation
1)	Prof. (Dr.) R. M. Jalnekar	Director	Chairman
2)	Prof. M.M. Kulkarni.	Dean-Administration	Member
3)	Prof. (Dr.) D. S. Bhatkhande	Chemical	Member
4)	Prof. Pol P. V.	Instrumentation	Member
5)	Prof. Tayde S. M.	Elex/E&TC.	Member
6)	Prof. D. R. Deshpande	MCA/IT	Member
7)	Prof. Patil Saraswati	Computer	Member
8)	Prof. Bhagat R.	Mechanical	Member
9)	Shri. B.M. Deshpande	Central Library	Member Secretary

➤ **The functions and responsibilities of the Library Committee:**

- Library committee plays a vital role in smooth functioning of the library as well as fulfill the students' requirements regarding learning aids.
- This committee examines the procurement of books/ Journals /Periodicals / Magazines in the library
- Library Committee take initiative in the formation of rules & regulation for students & faculty.
- Committees supervise the allocation & utilization of fund distribution for the purchase of books and journals in the library.
- Committee work as an advisory committee for the overall development of the library to solve administrative problems.

[**Prof. Rahul waikar**]
Dean – Administration

[**Prof. (Dr.) Rajesh Jalnekar**]
Director

[**Bharat R. Agarwal**]
Managing Trustee

