

**Yashwantrao Chawhan Arts, Commerce & Science College,
Lakhandur Dist. Bhandara**

ALLOCATION OF PORTFOLIOS (2022-23)

Academic Council		
Chairman:		
Dr. J. V. Dadve	Principal	
Prof. P. M. Thakare	Vice-Principal	(Academic)
Dr. M. P. Morghade	Vice-Principal	(Administrative)
Functions		
1.	<p style="text-align: center;">Course Coordinators:</p> <p>Faculty of Humanities: (Course – B.A. & M. A.) Prof. P. M. Thakare</p> <p>Faculty of Commerce & Management (Course – B.Com.) Dr. M. P. Morghade</p> <p>Faculty of Science & Technology (Course – B.Sc. & M. Sc.) Dr. S. M. Maske</p>	<ul style="list-style-type: none"> • To make sure that all the teachers engage their lectures regularly. • To make necessary adjustments in case any teacher is on leave. • To hold regular meetings of the faculties for discussing and deciding strategies to promote the quality teaching and learning. • To make sure that the faculty forms the subject clubs & societies and encourage them to organize various curricular & co-curricular activities like seminars, workshops, group discussions etc. • To provide written feedback to the Principal at the end of each month. • To maintain all concerning necessary documentation.
2.	<p>Admission & Prospectus Committee</p> <p>Chairman:- Dr. M. P. Morghade</p> <p>Members:- Dr. K. Y. Thakare Dr. V. M. Bali Dr. M. B. Wasekar Dr. V. B. Turkar Prof. P. B. Wasnik Dr. S. M. Maskey Dr. V. M Barade Dr. S. Gudadhe Shri. P. V. Bhandekar Shri. B. D. Vaidya</p>	<ul style="list-style-type: none"> • To deploy the plans and policies chalked out for admissions to different programmes. • To simplify, oversee and monitor the admission procedure and keep class-wise and subject-wise record of admitted students. • It is the responsibility of the committee to chalk out the strategies, supervising progress and counseling students with regard to admission. • The committee shall also be responsible for the publication of the college prospectus at the proper time. • All the members of the committee are required to actively participate in the entire admission process. • All the teachers must consider the changes in university rules & regulations, norms etc. time to time. • To maintain all concerning necessary documentation.

3.	<p align="center">Time Table Committee</p> <p align="center">Chairman:- Dr. M. B. Wasekar</p> <p align="center">Members:- Dr. R. U. Gadpayale Dr. S. M. Maskey Dr. V. M. Barde</p>	<ul style="list-style-type: none"> • To collect the subject-wise work load of the teachers from all the departments. • To prepare the daily time time-table of all the classes with allotment of room no. • To maintain all concerning necessary documentation.
4.	<p align="center">Syllabus Supervisory Committee</p> <p align="center">Coordinator (Arts Faculty) Prof. Dr. K. Y. Thakare</p> <p align="center">Coordinator (Science Faculty) Dr. R. U. Gadpayale</p> <p align="center">Coordinator (Commerce Faculty) Dr. V. M. Barde</p>	<ul style="list-style-type: none"> • To ensure that all the teachers complete their subjects' syllabus within the stipulated period as per the Annual and Monthly plan of their respective subject prepared at the outset of the academic session. • To impart necessary instructions to the teachers in connection with the implementation of syllabus as per the requirement. • To motivate the teachers to make their teaching more and more ICT based in order to yield better learning outcomes. • To apprise the Principal of the status of the committee's work at regular intervals. • To maintain all concerning necessary documentation.
5.	<p align="center">Research Committee</p> <p align="center">Chairman:- Dr. B. V. Nakhate</p> <p align="center">Members:- Dr. Dr. R. U. Gadpayale Dr. K. Y. Thakare Dr, V. B. Turkar</p>	<ul style="list-style-type: none"> • To encourage the faculty and the students to undertake research activities and thereby promote the research culture among them • To provide guidance and the assistance to the faculty in preparing proposals of research seminars, conferences, etc. • To keep the record of research activities carried out by the faculty and students in and outside the college in the ongoing academic session. • To maintain all concerning necessary documentation.
6.	<p align="center">A. P. I. Committee</p> <p align="center">Chairman:- Dr. R. P. Wasnik</p> <p align="center">Members:- Dr. K. Y. Thakare Dr. M. B. Wasekar Dr. V.M. Barde Dr. S. M. Maskey</p>	<ul style="list-style-type: none"> • To provide guidance to the faculty regarding API points. • To collect the A.P.I. information from the faculty in a given format. • To maintain all concerning necessary documentation.
7.	<p align="center">College Exam, Result Analysis & Improvement Committee</p> <p align="center">Chairman:- Prof. H. G. Borkar</p> <p align="center">Members:- Prof. P. B. Wasnik Dr. R. R. Raut</p>	<ul style="list-style-type: none"> • To conduct collegiate exams at the end of the academic session • To direct faculties to set the question papers for the respective subjects in line with the university pattern • To declare the result to enable students to take the stock of their academic progress so far and thereby take appropriate measures to bring improvement and do better in the succeeding university examination. • To collect the result of all the teachers respective subjects of the odd and even semesters. • To analyze the result. • To hold meeting with the Principal and take appropriate steps for result improvement.

		<ul style="list-style-type: none"> To maintain all concerning necessary documentation.
8.	<p align="center">Infrastructure & College Development Council: Chairman:- Dr. J. V. Dadve Members:- Prof. P. M. Thakare Dr. M.P. Morghade Dr. V. B. Turkar Dr. R. P. Wasnik Shri Bhandekar</p>	<ul style="list-style-type: none"> To ascertain the requirement for development of infrastructure/Equipment To attend to the timely repair and maintenance of infrastructure/equipment To prepare and submit demand with estimate. To maintain all concerning necessary documentation.
9.	<p align="center">Cultural Activities Committee</p> <p>Chairman:- Dr. H. G. Borkar</p> <p>Members:- Dr. R. V. Talmale Prof. P. B. Wasnik Prof. K. S. Itankar Dr. M. R. Thengari Dr. Ms. S. Juare Prof. Ms. R. R. Raut</p>	<ul style="list-style-type: none"> To organize functions and programs to commemorate the birth and death anniversaries of great personalities To arrange cultural events and activities to bring out hidden talent of the students To motivate and mentor students to take part in cultural events To organize special lecture series on Rashtrasant Tukdoji Maharaj and Annual Day Function including Felicitation Program of meritorious students To organize seminars, debates, symposium and special programs to mark National festivals. To maintain all concerning necessary documentation.
10.	<p align="center">National Service Scheme</p> <p>Chairman:- Dr. Vinod M. Barde</p> <p>Members:- Dr. Ms. Alka Dahikar Prof. P. B. Wasnik Prof. Ms. N. G. Parchake Shri. S. K. Mohurle</p>	<ul style="list-style-type: none"> To enroll the students to the NSS unit To organize various extension activities such as cleanliness drive, tree plantation drive, blood donation camp etc. and the NSS camp in a neighboring village To make an active and vigorous participation in various programs organized by the college To allow promising students to attend the state and national level NSS camps and other special camps on some important social, educational, scientific, national issues. To maintain all concerning necessary documentation.

11.	<p>Games & Sports, Ground Development Committee Chairman:- Dr. V. M. Bali</p> <p>Members:- Dr. B. V. Nakhate Prof. M. S. Bisen Dr. V. B. Turkar Shri. Bharat Meshram</p>	<ul style="list-style-type: none"> • To encourage students for participating in various games and sports • To conduct regular practice sessions for the students and personally guide them for bringing improvements in their performances • To maintain the courts prepared for various sports. To make the selection of promising students and arrange for their participation in inter-collegiate tournaments. • To arrange the annual games and sports competitions in the college. • To maintain all concerning necessary documentation.
12.	<p>Employment Guidance Bureau & Placement Cell, Competitive Exam Committee, Career Katta Chairman:- Dr. R.U. Gadpayale</p> <p>Coordinator:- Dr. M. B. Wasekar</p> <p>Members:- Dr. B. V. Nakhate Dr. H.G. Borkar Dr. Ms. Rita Raut Prof. K. Itankar Shri. R.V. Sawarbandhe</p>	<ul style="list-style-type: none"> • Recognition of the competence of students and the urgency of their need to get the job • To provide guidance to students in career building. • To facilitate campus placement. • To keep the record of student progression. • To conduct the model exams for the preparation of competitive exams through local agencies. • To maintain all concerning necessary documentation.
13.	<p>Grievance Redressal Committee Chairman:- Dr. B. V. Nakhate</p> <p>Members:- Dr. R. V. Talmale Dr. A. A. Dahikar</p>	<ul style="list-style-type: none"> • To deal with the grievances coming from students, teaching and non-teaching staff. • To maintain all concerning necessary documentation.
14.	<p>Student Council, Student Welfare & Discipline Committee Chairman:- Prof. R. V. Talmale</p> <p>Members:- Prof. P. M. Thakare Dr. V. M. Bali Dr. M. B. Wasekar Dr. M.P. Morghade Prof. M. R. Thengare Dr. Ms. R. R. Raut</p>	<ul style="list-style-type: none"> • To conduct elections of student council as per the university norms. • To arrange the meetings of student council. • To provide guidance with regard to the duties and functions of the student council. • To obtain the feedback from the student council regarding various matters and seek solution on it. • To maintain discipline in the institution. • To maintain all concerning necessary documentation.

15.	<p>College Study Tour and Excursion Committee</p> <p>Chairman:- Dr. K. Y.Thakare</p> <p>Members:- Prof. D. N. Lanjewar Prof. M. R. Thengare Dr. Ms. Rita R. Raut Dr. S. Gudadhe Ms. Sushma Gomase</p>	<ul style="list-style-type: none"> • To chalk out a plan and accordingly make all the necessary arrangements of the study tours and excursions • To motivate students for being a part of study tours and excursions. • To maintain all concerning necessary documentation.
16.	<p>College Nature, Environmental Study Club &Disaster Management Committee</p> <p>Chairman:- Dr. G. L. Dhote</p> <p>Members:- Dr. V. M. Barde Prof. D. N. Lanjewar Dr. M. R. Thengar Dr. S. M. Maskey</p>	<ul style="list-style-type: none"> • To arrange the regular classes of Environment science. • To organize programs for creating awareness among students about the environmental issues. • To make Tree Plantation in the premises of college and neighborhood and their maintenance. • To be well equipped with all the required equipment to deal with disasters at any moment in the college premises. • To arrange special lectures of the experts to provide guidance to the students and the staff members on disaster management. • To attend training camps on disaster management. • To maintain all concerning necessary documentation.
17.	<p>Parent-Teacher & Alumni Association</p> <p>Chairman:- Dr. R. U. Thakare</p> <p>Members:- Dr. M. P. Morghade Prof. S. K. Bhagat Prof. K. Z. Lade Prof. S. B. Bansod Prof. P. K. Thikare</p>	<ul style="list-style-type: none"> • To constitute the Parent-Teacher & Alumni association and arrange the regular meetings of the association • To collect the feedback from the associations and forward the same to the principal. • To maintain all concerning necessary documentation.
18.	<p>Women's Development & Grievance Committee</p> <p>Chairman:- Dr. R. R. Raut</p> <p>Members:- Dr. A. A. Dahikar Prof. Ms. Parchake Dr. Ms. Juare Prof. Ms. Bansod Ms. Sushma Gomase Student Representative (four)</p>	<ul style="list-style-type: none"> • To take necessary actions to dispose of the matters related to sexual harassment and gender discrimination in the college • To sensitize the students on the issues of sexual harassment • To organize workshops to make students aware of various Acts passed by the government to ensure justice and safety of women • To redress any complaint in the college. • To maintain all concerning necessary documentation.

19..	<p>University Examination</p> <p>Chairman:- Prof. K. Z. Lade (Summer) Dr. V.M. Bali (Winter)</p> <p>Members:- Dr. H. G. Borkar Dr. B. V. Nakhate Dr. R. U. Gadpayale Mr. Madhukar Nimbekar Mr. Nikhil M. Sangolkar</p> <p>Note:- Dr. H. G. Borkar will be in charge in the absence of Prof. K. Z. Lade and Dr. V.M. Bali.</p>	<ul style="list-style-type: none"> • To conduct university exams in a free and fair environment. • To seek to provide best possible facilities to the examinees during the exam period. • To maintain all concerning necessary documentation.
20.	<p>Science Association Committee</p> <p>Chairman:- Dr. R. U. Gadpayale</p> <p>Members:- & All Science Teachers</p>	<ul style="list-style-type: none"> • To organize various programs and activities to develop scientific temper among the students. • To maintain all concerning necessary documentation.
21.	<p>De-Addiction Committee</p> <p>Chairman:- Prof. P. M. Thakare</p> <p>Members:- Dr. G. L. Dhote Prof. D. N. Lanjewar Prof. P. V. Ledade Two Students</p>	<ul style="list-style-type: none"> • To ensure that the staff members and the students don't carry and intake the addictive substances within the premises of the college • To organize programs for making students and staff members conscious of the adverse and harmful effects of addiction to various drugs. • To maintain all concerning necessary documentation.
22.	<p>Library Advisory Committee</p> <p>Chairman:- Prof. P. K. Ganvir</p> <p>Members:- Prof. P. M. Thakare Dr. R. U. Thakare Shri K. D. Kurzekar</p>	<ul style="list-style-type: none"> • To maintain a well-equipped library with all the required books and the latest ICT facilities • To maintain a reading-friendly environment in the library • To receive the feedback from the students and meet their demands. • To maintain all concerning necessary documentation.
23.	<p>College Magazine Committee</p> <p>Chairman:- Dr. R. V. Talmale</p> <p>Members:- Prof. H. G. Borkar Prof. B. V. Bodele Prof. K. Z. Lade Dr. V. M. Barde Dr. S. M. Maske</p>	<ul style="list-style-type: none"> • To motivate students to write articles, essays, poems short stories etc. on various topics to develop literary taste and skill • To collect and sort out literature received from students and publish it in the annual magazine. • To maintain all concerning necessary documentation.

24.	College Web Site Committee Chairman:- Prof. P. V. Ledade Members:- Dr. M. P. Morghade Dr. R. P. Wasnik Prof. S. K. Bhagat	<ul style="list-style-type: none"> • To deal with the affairs related to the maintenance of the college website • To update the information uploaded on the website as and when required • To publish relevant information and news regarding the various activities carried out on and off the campus of the college on the website. • To maintain all concerning necessary documentation.
25.	Y.C.M.O.U. Chairman:- Prof. P. K. Ganvir Members:- Shri. Bhagwan Bansod Shri. S. K. Mohurle	<ul style="list-style-type: none"> • To manage all the necessary affairs related to YCMOU. • To seek to introduce new courses and programs in the institution through YCMOU. • To maintain all concerning necessary documentation.
26.	Anti-Ragging Committee Chairman:- Dr. B. V. Nakhate Members:- Dr. M. B. Wasekar Dr. A. A. Dahikar Prof. H. G. Borkar	<ul style="list-style-type: none"> • To ensure that students are not ragged on and off the campus and take necessary actions in case any incidence of the sort occurs on and off the campus. • To apprise students of the consequences of ragging. • To maintain all concerning necessary
	Prof. S. D. Rokade Two Student representative	documentation.
27.	Publicity Committee Chairman:- Prof. B. V. Bodele Members:- Dr. R. V. Talmale Dr. V. M. Barde Prof. M. R. Thengare	<ul style="list-style-type: none"> • To prepare news report of the programs and various activities organized in the college and arrange for their publication in newspapers. • To maintain all concerning necessary documentation.
28.	Dress Code & I-Card Committee Chairman:- Dr. V. M. Bali Members:- Dr. R. V. Talmale Dr. A. A. Dahikar Dr. V. M. Barde Dr. G. L. Dhote Prof. M. S. Bisen	<ul style="list-style-type: none"> • To inform the students about the availability of the uniform and to bring the Identity card daily • To observe the strict implementation of the dress code and Identity card. • To take the necessary action against the students who do not follow the dress code and who do not bring the I-Card. • To maintain all concerning necessary documentation.

29.	<p>Academic Award & Degree Distribution (Convocation) Committee</p> <p>Chairman:- Dr. Ms. A. A. Dahikar</p> <p>Members:- Dr. M. P. Morghade Dr. R. V. Talmale Prof. P. B. Wasnik Prof. Kishor Itankar Prof. M. R. Thengare</p>	<ul style="list-style-type: none"> • To list the meritorious students from all the streams and the respective subjects • To felicitate meritorious students by arranging a special function of academic excellence awards • To arrange special motivational lectures of eminent personalities to encourage students to strive for success. • To maintain all concerning necessary documentation.
30.	<p>Internal Quality Assurance Cell (IQAC)</p> <p>Chairman:- Dr. J. V. Dadve</p> <p>Coordinator:- Dr. R. P. Wasnik</p> <p>Representative of Teaching Staff: Prof. P. M. Thakare Dr. M. P. Morghade Dr. K. Y. Thakare Dr. M. B. Wasekar Dr. R. V. Talmale Dr. V. B. Turkar Dr. R. U. Thakare Dr. V. M Barde Dr. S. M. Maske</p> <p>Representative of Management: Dr. Sachin B. Khobragade Mr. Dharmendra N. Janbandhu</p> <p>Representative of Administrative Staff: Mr. Prabhakar Bhandekar Mr. B. D. Vaidya</p> <p>Alumni Representative</p>	<ul style="list-style-type: none"> • To take awareness of the fresh parameters of quality in higher education. • To make the SWOT analysis. • To conduct special meets of the staff members to apprise them of the various best practices in higher education. • To appeal to the faculties for being innovative with their instructional ways. • To attend the meetings quarterly regarding quality enhancement of the institution. • To maintain all concerning necessary documentation.
	<p>Ms. Sandhya Vikhar Shri. Chetan M. Morghade</p> <p>Representatives of Local Society:</p> <ol style="list-style-type: none"> 1. Dr. Motilal B. Kawale (Physician) 2. Mr. Mahesh N. Sahajwani (Businessman) 3. Mr. Tarachand Gurnule (Businessman) 	
31.	<p>IT & Computer Literacy Committee</p> <p>Chairman:- Prof. M. S. Bisen</p> <p>Members:- Dr. R. U. Gadpayle Dr. V. M. Barde Shri. P. V. Bhadekar</p>	<ul style="list-style-type: none"> • To make the teaching staff IT & computer literate. • To motivate and help the faculty use the Projectors in teaching-learning process and provide guidance on Internet. • To take care of the projectors and their maintenance. • To maintain all concerning necessary documentation.

<p>32.</p>	<p>Add-On Courses Committee (Career Oriented Programme)</p> <p>Coordinator: Dr. R. U. Thakare</p> <p>Members:- Dr. S. M. Maske Prof. P. V. Ledade Prof. S. K. Bhagat Dr. V. B. Turkar Dr. R. P. Wasnik Prof. P. B. Wasnik Dr. Ms. R. R. Raut Dr. Swapnil Gudadhe Prof. Kamble Prof. Vishnu Jadhav</p>	<ul style="list-style-type: none"> • To make plans for the commencement of the new Career Advancement Courses. • To maintain necessary documentations with the university. • To motivate the students for their participation in the courses. • To run the courses according to the norms of concerned dept. of the university. • To ensure all the facilities are available in the institution to run the courses successfully. • To maintain all concerning necessary documentation.
<p>33.</p>	<p>Teacher-Mentor Committee</p> <p>Coordinator: Prof. S. D. Rokade</p> <p>Members:- Dr. S. M. Maske Dr. R. P. Wasnik Prof. S. K. Bhagat Dr. V. M. Barde Dr. V. B. Turkar Dr. Ms. R.R. Raut Prof. Ms.Parchake Prof. Ms. Sonal Bansod Prof. Kamble Prof. Vishnu Jadhav</p>	<ul style="list-style-type: none"> • To communicate teachers as mentors and students as mentees regarding various academic, curricular, co-curricular and extra-curricular activities. • To communicate timely information regarding academic calendar events such as tests, seminars, examinations. • To address personal and academic stress related issues. • To motivate the students for their academic career. • To maintain all concerning necessary documentation.

34.	<p>Cleanliness Drive Committee</p> <p>Coordinator: Prof. S. D. Rokade</p> <p>Members:- Dr. B. V.Nakhate Dr. K. Y.Thakare Dr. R.R. Raut Prof. K. Z. Lade Dr. Ms. Snehal Juare Prof. Vishnu Jadhav Prof. SwapnilGudadhe Prof. Sonal Bansod</p>	<ul style="list-style-type: none"> • To organize various activities and programmes to create awareness among students about cleanliness. • To execute all the government's schemes related to the drive. • To maintain all concerning necessary documentation.
35.	<p>a) Youth Information Ambassador Committee</p> <p>b) Election Literary Committee</p> <p>c) MSFDA(Manasrang) & Rational Thinking Cell</p> <p>Coordinator: Dr. R. U. Gadpayle</p> <p>Members:- Prof. S. K. Bhagat Dr. R. V. Talmale Dr. K. Y. Thakare Dr. S. Juare Ms.N.Parchake</p>	<ul style="list-style-type: none"> • To organize various activities and programmes to create awareness among students about Youth Information etc. • To execute all the government's schemes related to the programme. • To maintain all concerning necessary documentation. • To execute any difficulties related to all the committees and other new programmes from university, state and central government etc. • To maintain all concerning necessary documentation.
36.	<p>E Teaching-Learning Management/Swayam Committee/Springboard Infosys</p> <p>Coordinator: Dr. S. M. Maske</p> <p>Members:- Dr. R. U. Thakare Dr. V. M. Barde Prof. M. S. Bisen Dr. G. L. Dhote Dr. Vishnu Jadhav</p>	<ul style="list-style-type: none"> • To encourage the teaching faculties to conduct online classes. • To promote various online activities. • To encourage teachers to organize webinars, e-workshops, discussions etc. • To promote the use of e-tools like google classroom, edmodo, moodle, moocs, OBS, peardeck, jamboard, insert-learning, youneedwiki, etc. • To create environment conducive to online teaching-learning activities.

37.	<p>Unnat Bharat Abhiyan 2.0 & ASER Survey</p> <p>Chairman:- Dr. Raju Gadpayale</p> <p>Members:- Adopted Villages Prof. S.D. Rokade :- Chicholi Prof. P. V. Ledade:- AS above Dr. S. M. Maske:- Madeghat Dr. H.G. Borkar:- As above Prof. D. N. Lanjewar:- Rohani Dr. R. V. Talmale:- As above Prof. S. K. Bhagat:- Kudegaon Dr. G. L. Dhote:- AS above Prof. P.B. Wasnik:- Asola Dr. M. B. Wasekar:- As above</p>	<ul style="list-style-type: none"> • To conduct the survey of adopted villages
38.	<p>MOUs & Implementation Committee</p> <p>Co-ordinator:- Dr. R. U. Thakare</p> <p>Members:- Prof. Kambale Prof. Gudadhe Prof. Sonam Bansod</p>	<ul style="list-style-type: none"> • To sign MOUs with other institutes, NGOs, Government Agencies, departments, private industries and so on
39	<p>Equal Opportunity Center</p> <p>Co-ordinator Dr. S. M. Maskey</p> <p>Members:- Dr. M. B. Wasekar Dr. H.G. Borkar Dr. RakeshThakare Dr. Bharat Nakhate Dr. Vinod Barde Prof. Prashant Ganvir Prof. Kishor Itankar Shri. Kishor Kurzekar</p>	<ul style="list-style-type: none"> • To organize the programs to create social awareness and to promote the feeling of equality among the students and the people of nearby villages.

40	Student Insurance Committee Co-ordinator:- Dr. M. B. Wasekar Members:- Dr. R. V. Talmale Shri Bhandekar	•
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Instructions

1. The above committees shall remain functional during the academic session 2022-23.
2. All the above committees, except the Admission committee, shall start functioning with immediate effect from 1st July, 2022.
3. The chairmen should take charge of the committees assigned to them with immediate effect and submit the plan of action to the Principal and the IQAC committee on or before 31st July, 2022.
4. The chairmen are directed to maintain all necessary concerned documentation for the last five years and submit the Annual Report of the committee in the prescribed format to the Principal and the IQAC committee before 30th March 2023.
5. In the absence of Principal, Prof. P. M. Thakare and Dr. M. P. Morghade will have the Academic and administrative responsibilities respectively.
6. Dr. S.M. Maske and P. K. Ganvir will have the Academic and administrative responsibilities respectively in the absence of Principal, Prof. P.M. Thakare and Dr. M.P. Morghade

Place : Lakhandur

Date:- 01/07/2022

Principal


प्राचार्य
द. ज. व. दादवे
लाखांदूर, जि. भंडारा

(Dr. J. V. Dadve)