

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

ALLOCATION OF PORTFOLIOS (2025-26)

Academic Council		
Dr. J. V. Dadve	Principal	Chairman:
Prof. P. M. Thakare	Vice-Principal	(Academic)
Dr. M. P. Morghade	Vice-Principal	(Administrative)
Functions		
1.	(A) Admission Committee Chairman:- Dr. M. P. Morghade Members:- Dr. K. Y. Thakare Dr. V. M. Bali Dr. V. B. Turkar Prof. P. B. Wasnik Dr. S. M. Maskey Dr. V. M. Barde Dr. S. Gudadhe Shri. P. V. Bhandekar Shri. B. D. Vaidya (B) Prospectus & Time Table Committee Chairman:- Dr. M. B. Wasekar Members:- Dr. S. M. Maskey Dr. V. M. Barde Students Representatives:-04	• 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 Prospectus 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. • To collect the subject-wise work load of the teachers from all the departments. • To prepare the daily time table of all the classes with allotment of room no. • To maintain all concerning necessary documentation.


Principal
Y. C. College, Lakhandur
Dist. Bhandara

2.	a) Research Committee b) API & Scrutiny Committee Chairman:- Dr. R. U. Thakare Coordinator Dr. R. P. Wasnik Members:- Dr. B. V. Nakhate Dr. K. Y. Thakare Dr. V.M. Barde Dr. S. M. Maskey Students Representatives:-02	• 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. • To provide guidance to the faculty regarding API score & scrutinize. • To collect the A.P.I. information from the faculty in a given format. • To maintain all concerning necessary documentation.
3.	University & College Exam, Result Analysis & Improvement Committee Chairman:- Dr. Ganesh L. Dhote Members:- Prof. K. Z. Lade Dr. V. M. Bali Mr. Nikhil Sangolkar	• 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. • To maintain all concerning necessary documentation.


Principal
 Y. C. College, Lakhadur
 Dist. Bhandara

4.	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 P. Bhandekar Students Representatives:-04	• 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 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.
5.	Cultural Activities Committee Chairman:- Dr. D.N. Lanjewar Members:- Dr. R. V. Talmale Prof. P. B. Wasnik Prof. K. S. Itankar Dr. M. R. Thengari Prof. Ms. R. R. Raut Dr. Ms. S. Juare Students Representatives:-05	• 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.


Principal
Y. C. College, Lakhbandur
Dist. Bhandara

6. National Service Scheme Chairman:- Dr. Pranay B Wasnik Members:- Dr. Rita R Raut Dr. Kishor Itankar Shri. Bharat Meshram Students Representatives:-05	• To enroll the students to the NSS unit • To organize various extension activities such as cleanliness drive, tree plantation drive, blood donation camp etc. • To organize the NSS camps 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.
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Principal
Y. C. College, Lakhandur
Dist. Bhandara

7.	A) Games & Sports, B) Ground Development Committee C) Dress Code Committee D) I-Card Committee Chairman:- Dr. V. M. Bali Members:- Prof. M. S. Bisen Dr. V. G. Jadhav Mr. Bharat Meshram Students Representatives: - 05	• 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. • 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.
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Principal
Y. C. College, Lakhandur
Dist. Bhandara

8.	Student Development Committee Chairman: - Dr. V. M. Barde Coordinator: - Dr. P. K. Thikare a) Students' Council & Welfare Head: - Dr. V. M. Barde b) Employment Guidance Bureau & Placement Cell Head: - Dr. P. K. Thikare c) Competitive Exam Committee Head: - Dr. B. V. Nakhate d) Youth Information Ambassador Committee Head: - Prof. Kishor Itankar e) CM Youth Training Committee Head:- Dr. G. L. Dhote Students Representatives (Each Committee):- 05	• 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. • 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.
9.	Grievance Redressal Committee Chairman:- Dr. B. V. Nakhate Members:- Dr. R. V. Talmale Dr. A. A. Dahikar Students Representatives: - 03	• To deal with the grievances coming from students, teaching and non-teaching staff. • To maintain all concerning necessary documentation.


Principal

Y. C. College, Lakhadur 6 | Page
Dist. Bhandara

10.	a) College Study Tour and Excursion Committee b) College Nature, Environmental Study Club c) Disaster Management Committee d) Green Audit Committee Chairman:- Dr. K. Y. Thakare Members:- Dr. G. L. Dhote Prof. D. N. Lanjewar Prof. M. R. Thengare Dr. Ms. Rita R. Raut Dr. S. Gudadhe Ms. Sushma Gomase Students Representatives: - 05	• 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. • 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.
11.	a) Alumni Association b) Parent-Teacher Chairman:- Dr. R. U. Thakare Members:- Dr. M. P. Morghade Prof. K. Z. Lade Prof. Ms. S. B. Bansod Prof. P. K. Thikare Students Representatives - 05	• 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.


Principal
Y. C. College, Lakhadur
Dist. Bhandara

12.	Women' Development & Grievance Committee Etc. Chairman:- Dr. R. R. Raut Members:- Dr. A. A. Dahikar Prof. Ms. Parchake Dr. Ms. Juare Prof. Ms. Bansod Ms. Sushma Gomase Students Representatives: - 05	• 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.
13.	Science Association Committee Chairman:- Dr. R. U. Gadpayle Members:- & All Science Teachers Students Representatives: - 05	• To organize various programs and activities to develop scientific temper among the students. • To maintain all concerning necessary documentation.
14.	a) De-Addiction Committee b) Anti-Ragging Committee c) Cleanliness Drive Committee Chairman:- Dr. S.D. Rokade Members:- Dr. G. L. Dhote Prof. D. N. Lanjewar Prof. P. V. Ledade Two Students as representative Students Representatives: - 05	• 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 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.

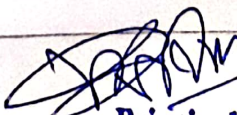

Principal

Y. C. College, Lakhandur
Dist. Bhandara

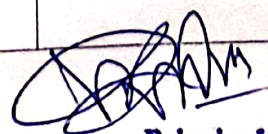
15.	Library Advisory Committee Chairman:- Dr. J. V. Dadve (Principal) Members:- Prof. P. K. Ganvir, Secretary Prof. P. M. Thakare Dr. R. U. Thakare Shri K. D. Kurzekar Students Representatives: - 05	• To maintain a well-equipped library with all the required books and the latest ICT facilities • To maintain a reading-friendly environment in the library • To receive the feedback from the students and meet their demands. • To maintain all concerning necessary documentation.
16.	College Magazine Committee Chairman:- Dr. R. V. Talmale Members:- Prof. B. V. Bodele Prof. K. Z. Lade Dr. V. M. Barde Dr. S. M. Maskey Students Representatives: - 05	• 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.
17.	a) College Web-Site Committee b) IT & Computer Literacy Committee Chairman:- Prof. P. V. Ledade Members:- Dr. M. P. Morghade Dr. R. P. Wasnik Prof. S. K. Bhagat Students Representatives: - 05	• 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.


Principal
 Y. C. College, Lakhandur
 Dist. Bhandara

18.	YCMOU Committee Chairman:- Dr. K. Y. Thakare Members:- Prof. P. K. Ganvir (Coordinator) Shri. Bhagwan Bansod	• 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.
19.	Publicity Committee Chairman:- Prof. B. V. Bodele Members:- Dr. R. V. Talmale Dr. V. M. Barde Prof. M. R. Thengare Students Representatives: - 02	• 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.
20.	Academic Award & Degree Distribution (Convocation) Committee Chairman:- Dr. Ms. A. A. Dahikar Members:- Dr. Ms. Rita R. Raut Prof. P. B. Wasnik Prof. Kishor Itankar Prof. M. R. Thengare Students Representatives: - 02	• 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.


Principal
 Y. C. College, Lakhandur
 Dist. Bhandara

21.	A) Internal Quality Assurance Cell: IQAC Committee Chairman:- Dr. J. V. Dadve Coordinator:- Dr. Rakesh P. Wasnik Representative of Teaching Staff: Prof. P. M. Thakare Dr. M. P. Morghade Dr. K. Y. Thakare Dr. B. V. Nakhate Dr. M. B. Wasekar Dr. R. V. Talmale Dr. V. B. Turkar Dr. R. U. Thakare Dr. V. M Barde Dr. S. M. Maskey Representative of Management: Dr. Sachin B. Khobragade Mr. Dharmendra N. Janbandhu Representative of Administrative Staff: Mr. B. D. Vaidya Mr. P. Bhandekar Alumni Representative:- Ms. Sandhya Vikhar Shri. Chetan M. Morghade Representatives of Local Society: Dr. Motilal B. Kawale (Physician) Mr. Mahesh N. Sahajwani (Businessman) Mr. Tarachand Gurnule (Businessman) Students Representatives: - 02 B) NAAC Committee Coordinator:- Dr. Virendra B. Turkar Members:- Dr. M. P. Morghade Dr. R. U. Thakare	• To take awareness of the fresh parameters of quality in higher education. • To make the SWOC 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 prepare and timely submission of Annual Quality Assurance Report on or before 31st December of each year. • To maintain all concerning necessary documentation. • To coordinate with IQAC. • To maintain all concerning necessary documentation.
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Principal
Y. C. College, Lakhandur
Dist. Bhandara

22.	IT & Computer Literacy Committee Chairman:- Prof. M. S. Bisen Members:- Dr. R. U. Gadpayle Dr. V. M. Barde Shri. P. V. Bhadekar	• 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.
23	a) Add-On Courses Committee b) MoU Implementation Committee (Career Oriented Programme) Coordinator: Dr. R. U. Thakare Members:- a) All the Add-on courses heads b) All the faculty members Students Representatives (For each Add-on course): - 02	• 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.
24	Teacher-Mentor Committee Coordinator: Prof. S. D. Rokade Members:- Dr. S. M. Maskey Dr. R. P. Wasnik Dr. V. M. Barde Dr. V. B. Turkar Prof. Ms. Sonam Bansod Prof. N.S. Kamble Prof. Vishnu Jadhav Students Representatives: - 02	• 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.



Principal
Y. C. College, Lakhandur
Dist. Bhandara

12 | Page



25	a) Election Literary Committee b) MSFDA (Manasrang) & Rational Thinking Cell Coordinator: Dr. R. U. Gadpayle Members:- Prof. S. K. Bhagat Dr. R. V. Talmale Dr. K. Y. Thakare Dr. S. Juare Dr. Ms. Nitu Parchake Students Representatives: - 02	• 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.
26	E-Teaching-Learning Management/Swayam Committee/Springboard Infosys Coordinator: Dr. S. M. Maskey Members:- Dr. R. U. Thakare Dr. V. M. Barde Prof. M. S. Bisen Dr. G. L. Dhote Dr. Vishnu Jadhav Students Representatives: - 02	• 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.



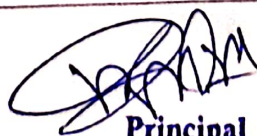
Principal
Y. C. College, Lakhandur
Dist, Bhandara

13 | Page

27	Unnat Bharat Abhiyan 2.0 & ASER Survey Chairman:- Dr. Raju Gadpayale Members:- Adopted Villages Prof. S.D. Rokade :- Chicholi Prof. P. V. Ledade:- AS above Dr. S. M. Maskey:- Madeghat 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 Students Representatives: - 02	• To conduct the survey of adopted villages
28	Equal Opportunity Cell Coordinator:- Dr. S. M. Maskey Members:- Dr. M. B. Wasekar Dr. Ms. A. A. Dahikar Dr. Ms. S. G. Juare Dr. Vinod Barde Prof. Prashant Ganvir Prof. Kishor Itankar Prof. Ms. Nitu Parchake Shri. Kishor Kurzekar Students Representatives: - 03	• To organize the programs to create social awareness and to promote the feeling of equality among the students and the people of nearby villages.


Principal
Y. C. College, Lakhanda
Dist. Bhandara

29	Student Insurance Committee Co-ordinator:- Dr. M. B. Wasekar Members:- Dr. R. U. Thakare Shri P. Bhandekar Students Representatives: - 02	• To maintain the necessary documentation.
30	Scheduled Caste & Scheduled Tribe Cell Coordinator:- Dr. S.S. Gudadhe Members:- Dr. Vishnu Jadhav Dr. Vinod Barde Prof. Prashant Ganvir Prof. Ms. Nitu Parchake Shri. Kishor Kurzekar Students Representatives: - 02	• To execute the complaints registered in the cell. • To maintain the necessary documentation.
31	(a) NIRF Coordinator:- Dr. S.K. Bhagat Member:- Dr. N. S. Kamble Mr. K. D. Kurzekar (b) AISHE Coordinator:- Prof. P.V. Ledade Member:- Dr. P.K. Thikare Mr. B.D. Vaidya	• To provide and timely submission of the data. • To send the students for internship. • To maintain the necessary documentation.



Principal
Y. C. College, Lakhanda | Page
Dist. Bhandara



32	Career Katta Committee Coordinator:- Dr. S. K. Bhagat Member:- Dr. S. D. Rokade Mr. Nikhil Sangolkar	• To provide and timely submission of the data. • To inform the students for updates. • To maintain the necessary documentation.
33	National Education Policy Cell 2024-25 Chairman:- Dr. J. V. Dadve Coordinator:- Dr. S. M. Maskey Members:- All Subject HODs.	• To provide the necessary information regarding new National Education Policy. • To facilitate smooth and effective implementation of the NEP. • To maintain the necessary documentation.

Instructions

- ↓ The above committees shall remain functional during the academic session 2025-26.
- ↓ All the above committees, except the Admission committee, shall start functioning with immediate effect from 1st July, 2025.
- ↓ 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, 2026.
- ↓ 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 2026.
- ↓ In the absence of Principal, Prof. P. M. Thakare and Dr. M. P. Morghade will have the Academic and administrative responsibilities respectively.
- ↓ Dr. S.M. Maskey 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 : 01/07/2025



Principal
Principal
Y. C. College, Lakhandur
(Dr. J. V. Dadve)