



Adivasi Seva Samittee Nashik
Arts, Commerce & Science College, Manur
 Tal - Kalwan, Dist - Nashik. - 423501



 Affiliated to Pune University ID. No. PU/NS/ACS/168 (2013)
 Ph. : 02592-222223 E-mail : assascmanur@gmail.com

DISTRIBUTION OF EXTRA CURRICULAR WORK FOR ACADEMIC YEAR 2017-18

Sr. No.	Name of committee	Status	Objectives
1	DISCIPLINE COMMITTEE I.Dr.Adke . H.P All head of the departments Prof. Patil T.B. (Marathi) Prof. Dr. S.B.Deore (Hindi) Prof.Miss. Jadhav A.D.(English) Prof. Pawar S.L (Commerce) Prof.Dr. K.K.Khairnar (History) Prof. Smt.Kapadnis C.K. (Economics) Prof. Bachhav A.B.(Politics) Prof. Smt.Kotme R.M. (Geography) Prof. Patangre .R.M (Chemistry) Prof.More V. K. (Zoology) Prof.Deore B.P. (Mathematics) Prof.Smt. Pawar .R.V (Botany) Shri.Rathod S.R.	Chairman Member Member Member Member Member Member Member Member Member Member Member Member Member	<ul style="list-style-type: none"> To develop & maintain education friendly environment in the college campus. To maintain discipline during admission process, cultural activities and extracurricular activities conducted by the college. To maintain discipline during the examinations conducted in college & University OR Gove Exam. To maintain and enforce strict discipline within the college campus. Participating in quality reviews. To assist the college anti-ragging committee in preventing ragging in the college. Meeting should be held in the first week of each month.
2	ACTIVITES OF UGC, RUSA, SPPU Pune & OTHER COMMITTEE UGC-Prof.S.L.Pawar QIP-Prof. Dr.S.B.Deore RUSA &UBA – Dr.K.K.Khairanar IQAC- Dr. S.B.Deore ARC-Prof. S.L. Pawar NAAC-Dr. K.K.Khairanar Asstt. Coordinator NAAC- Prof.Miss. Jadhav A.D.	Chairman Chairman Chairman Chairman Chairman Chairman Chairman	<ul style="list-style-type: none"> To help to develop and improve academic and administrative performance of the college. To promote college functioning towards quality enhancement through quality culture and best. To support the advancement of knowledge and contribute to national innovation of knowledge and contribute to national innovation. The ARC engages an ARC college of experts to play a key role in indentifying research excellence, moderating external assessments and recommending fundable proposals.

			<ul style="list-style-type: none"> • To maintain time table file for last five years and to provide necessary documents to NAAC coordinator • Provides training, support and guidance for all.
3	<p>INTERNAL QUALITY ASSURANCE CELL AND NAAC COORDINATION COMMITTEE. Prin. Dr.Adke.H.P Hon.Shinde R.S</p> <p>Hon. Kunde S.D.</p> <p>Prof.Miss. Jadhav A.D.</p>	<p>Chairman CDC – Chairman Member</p> <p>Member</p>	<ul style="list-style-type: none"> • To develop an improve academic and administrative performance of the college. • To promote the measures for the college functioning towards quality enhancement through quality culture and best practices. • To remain update with the latest information uploaded by NAAC office Bangalore. • Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes. • Organization of inter and intra institutional workshops, seminars on quality related and promotion of quality circles. • Meeting should be held in the second week of each month
4	<p>ACADEMIC CALENDER AND TIME TABLE COMMITTEE Prof. Khairnar K.K. Prof.Pawar S.L Prof. Patangre.R.M Shri. Rathod S.R Shri. Pawar K.T.</p>	<p>Chairman Member Member Member Member</p>	<ul style="list-style-type: none"> • To Prepare timetable of general and special subjects for theory and practical. • Continuous monitoring and evaluation of lectures and practical's. • To prepare academic calendar by collecting information for conveners of various committees, HODs and the principal. • To display and publicize the academic calendar & timetable for the information of students and staff. • Meeting should be held in the first week of each month.
5	<p>EXAMINATION COMMITTEE Dr. Khairnar K. K. Prof. Shirsat V.K. Prof. Patangre.R.M Shri.Aher R.D. Shri. Patil.P.S</p>	<p>Chairman Member Member Member Member</p>	<ul style="list-style-type: none"> • To plan & prepare the consolidated timetable of examinations to be conducted during the academic year. • To conduct terminal examination, test and tutorials as per norms. • To solve the problems of students regarding examinations. • To correspond with university regarding revaluation, verification and unfair means. • Preparation and determination of the results of examinations. • To conduct internal assessment and external assessment examination related all work as per university notifications and ordinance. • Any circular, guideline, office order, Notification received by

			<p>the university are processed in the examination cell, replay there of prepared and after principal's signature dispatch or circulates to the concerned departments/students.</p> <ul style="list-style-type: none"> • For each exam. Should have an early meeting.
6	<p>A) STUDENT DEVELOPMENT ASSOCIATION COMMITTEE Dr.Deore S. B. Shri.Rathod .S.R Shri.Pawar.N.G</p>	<p>Chairman Member Member</p>	<ul style="list-style-type: none"> • To monitor different schemes running under Students welfare department. • To transfer the amount of actual work done on students accounts. • To submit statements of utilization in time to SPPU. • To keep up to date record of programmed conducted regularly. • To conduct the programmed as per the guidelines of the university. • To provide necessary information to • Meeting should be held every two month
7	<p>DISASTER MANAGEMENT Prof.V.S.Sable Prof. Bagul K.H.</p>	<p>Chairman Member</p>	<ul style="list-style-type: none"> • NAAC office. • To provide curricular, extracurricular and general work to the volunteers. • To submit annual report and accounts at the end of academic year. • Medical checkup. • Disaster management awareness amongst students. • Guide students regarding social responsibility.
8	<p>GRIEVANCE REDRESSAL COMMITTEE FOR HARASMENT OF WOMEN AT WORKPLACE Prof. Smt. Pawar R.V. Prof. Smt. Patole M. B. Prof. Smt. Jadhav.S.S Prof. Smt.Jadhav.A.D Prof. Smt.Kotame R.M.</p>	<p>Chairman Member Member Member Member</p>	<ul style="list-style-type: none"> • To scrutinize and solve the problems of female students. • Promote a healthy working environment for all our female staff, students and faculty. • Work towards building a gender-sensitized environment at our institute. • Organize workshops and awareness. • Programmers at regular intervals towards Building a gender – neutral workplace. • To Submit the report at the end of academic year to NAAC office. • Meeting should be held in the first week of each month.

9	ANTI-RAGGING SQUAD COMMITTEE Prof. SmtKotme R.M. Prof. Miss.Jadhav A.D. Prof. Pantangare R.M. Shri. Aher.R.D	Chairman Member Member Member	<ul style="list-style-type: none"> • To monitor behavior of the students in the college campus. • To aware students about rules, regulation. Punishment etc. as per Govt. Resolution of Maharashtra State. • To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging. • Conduct workshops against ragging menace and orient the students. • To take all necessary measures for prevention of ragging inside the campus/hostels. • Meeting should be held in the second week of each month
10	STUDENTS GRIEVANCE AND REDRESSAL COMMITTEE Prof. Pawar.S.L Prof. Pawar R.V. Shri. Aher.R.D Shri. Pawar K.T.	Chairman Member Member Member	<ul style="list-style-type: none"> • To scrutinize and solve the problems of the students. • To submit the report at the end of academic year. • To provide necessary information NAAC office • Meeting should be held in the third week of each month.
11	ALLUMNI AND PARENT ASSOCIATION COMMITTEE Prof. Sabale V.S. Prof. Shirsat V. K. Shri. Deore V.J.	Chairman Member Member	<ul style="list-style-type: none"> • To maintain a good rapport with the ex-students. • To organize present and past student meet. • To maintain the record in prescribed format. • To prepare report and submit to office in time. • To provide necessary information to NAAC office. • To organize regularly ex-students meeting. • Two meeting should be held in the Academic Year.
12	COLLEGE MAGAZINE COMMITTEE Prof. Prof. Patil T.B. Dr. Deore S.B. Prof. Miss Jadhav A.D.	Chairman Member Member	<ul style="list-style-type: none"> • To motivate students to write articles, poems on various subjects. • To collect, select and scrutinize literature obtained from students. • To collect various curricular and extracurricular activity reports and publish it in college magazine. • Meeting should be held every three month

13	DEBATING AND ELUCUTION COMMITTEE Prof. Patangre.R.M Prof. Miss.Jadhav.A.D Prof. Prof. Patil T.B.	Chairman Member Member	<ul style="list-style-type: none"> • To inform students about competitions organized by various institutions. • To motivate students in participation of various competitions. • To keep the record and submit the report to the office.
14	CULTURAL PROGRAMME COMMITTEE Prof. Patil T.B. Miss.Jadhav.A.D Prof.Sable S.B Shri.Patil P.S	Chairman Member Member Member	<ul style="list-style-type: none"> • To arrange cultural programme on various activities organized by college. • To prepare and encourage the students for participation in competitions. • To organize lectures of eminent personalities based on recent development in Arts & Literature.
15	SOCIAL SCIENCE COMMITTEE Prof. Sable V. S. Prof. Bachhav A.B. Shri Pawar K. T.	Chairman Member Member	<ul style="list-style-type: none"> • To organize lectures of eminent personalities based on recent development in social sciences. • To submit annual report at the end of academic year. • Meeting should be held every two months
16	COMMERCE ASSOCIATION COMMITTEE Prof. S.L.Pawar Prof.V.K.Shirsath Shri.Pawar.K.T	Chairman Member Member	<ul style="list-style-type: none"> • To organize the lectures of eminent personalities based on recent development in commerce. • To submit the annual report at the end of academic year. • Meeting should be held every two month
17	SCIENCE ASSOCIATION COMMITTEE Prof.More. V.K Prof. Smt. Pawar R.V. Shri.Chavan.N.M	Chairman Member Member	<ul style="list-style-type: none"> • To organize the lectures of eminent personalities based on recent development in science • To encourage students to take part in various science exhibitions. • To submit the annual report at the end of academic year. • Meeting should be held every two month.

18	EXCURSSION AND TOUR COMMITTEE Prof. SmtKotme R.M. Prof. Smt. Pawar.R.V Shri. Aher.R.D Shri. Patil.P.S	Chairman Member Member Member	<ul style="list-style-type: none"> To organize the excursion tour of students as per the syllabus of Pune university. To organize the excursion tour of staff members. To submit the annual report at the end of academic year. There should be one meeting held in each semester.
19	STAFF ACADEMY COMMITTEE Prof. Deore.S.B Prof. More V. K. Shri.Aher.R.D Shri. Deore V. J.	Chairman Member Member Member	<ul style="list-style-type: none"> To organize lectures of faculties for all staff members twice in a month To maintain the records of resource persons with the topics. To submit the annual report to the office.
20	COMPETITIVE EXAMINATION, CAMPUS INTERVIEW CELL COMMITTEE Prof. Smt. Kotame R. M. Prof. Pawar.R.M Prof. Bhoje.R.K Shri. Chavan N. M.	Chairman Member Member Member	<ul style="list-style-type: none"> To guide the students about job opportunities. To display cutting of advertisements of Gove. And private sector on notice board. To maintain the record of employed students. There should be one meeting held in each semester.
21	CELEBRATION OF VARIOUS DAYS & PUBLICITY COMMITTEE Prof.Patil T.B. Prof. Sable V.S. Prof.Shirsath.V.K Shri.Aher.R.D	Chairman Member Member Member	<ul style="list-style-type: none"> To make an arrangement of portraits, garlands, flowers and other worshipping material as and when required. To prepare and sending news to the editors of various dailysynews papers. To help to maintain articles (news) in library files/registers.
22	CAMPUS BEAUTIFICATION AND GARDEN MANTAINANCE COMMITTEE Prof. More.V. K. Prof. Bhoje.R.K Shri. Pawar N. G.	Chairman Member Member	<ul style="list-style-type: none"> To maintain and enrich botanical garden by rare and endangered plants. To cultivate ornamental and medicinal plants related to B.Sc. syllabus To prepare campus flora of the college.

23	ENVIRONMENT AWARENESS STUDY PROGRAMME COMMITTEE Prof. Smt. Kotme R.M. Prof.V.S.Sable	Chairman Member	<ul style="list-style-type: none"> • To organize lectures of eminent personalities based on environment Awareness. • Arrange programs to develop Eco-friendly culture among students. • To submit the annual report at the end of academic year. • To develop environmental awareness amongst all students. • Increase a awareness and integrate environmental education into curricula. • Devise green buying guideline for college.
24	WEBSITE UPDATIONG COMMITTEE Prof. Pawar S. L. Prof .Bhoye R. K. Shri. Aher.R.D	Chairman Member Member	<ul style="list-style-type: none"> • To update the college website time to time as per norms and condition lay down by NAAC, UGC, AISHE, SPPU, MGV, etc. • Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the irrelevant data. • Update all communication, notices, announcements etc.
25	NAAC COMMITTEE I.Dr.Adke . H.P All head of the departments Prof. Patil T.B. (Marathi) Prof. Dr. S.B.Deore (Hindi) Prof.Miss. Jadhav A.D. (English) Prof. Pawar S.L (Commerce) Prof.Dr. K.K.Khairnar (History) Prof. Smt.Kapadnis C.K. (Economics) Prof. Bachhav A.B. (Politics) Prof. Smt.Kotme R.M. (Geography) Prof. Patangre .R.M (Chemistry) Prof.More V. K. (Zoology) Prof.Deore B.P.	Chairman Co-ordinater Member Member Member Member Member Member Member Member	<ul style="list-style-type: none"> • Timely submission of all correspondence reports required to deal with the NAAC committee successfully • Organizing various programme and Activities. • To fupull the functions and responsibilities assigned to each department. • To follow the orders and actions of Gove, universities and institutes. • Following the instructions given by the previous new committee. • To fulfill the amenities that are needed. Material to the competent authority for final decision in the matter. • To prepare the agenda and minutes of the meeting and circulate it to the authorities and to the librarian. • Meeting should be held in every three months.

	(Mathematics) Prof.Smt. Pawar .R.V (Botany) Sri. Rathod S.R.	Member Member Administ	
26	LIBRARY ADVISORY COMMITTEE Prin. Dr. Adke.H.P Prof. Pawar S. L. Prof. More.V.K Prof. Pawar Y. B. Shri. Shinde D. A.	Chairman Member Member Member Member	<ul style="list-style-type: none"> • To assist the librarian in formulating library policy. • To look after general maintenance of the library in terms of reading material and infrastructure. • To effectively involve in fostering the reading habit among the staff and students • To recommend /justify/sanction/approve-withdrawal and weeding out of outdated Material to the competent authority for final decision in the matter. • To prepare the agenda and minutes of the meeting and circulate it to the authorities and to the librarian. • Meeting should be held in every three months.
27	PURCHASE COMMITTEE Hon. Shinde R. S. Dr. Adke.H.P Prof. Pawar Y. B. Shri. Rathod.S.R	Chairman Member Member Member	<ul style="list-style-type: none"> • To analyses quotations provided by the various agencies. • To ensure all documentations is accurately completed. • To request technical input from relevant staff as required. • Ensuring proportionality, transparency, accountability and fairness in the procurement process.
28	VIDYARTHINI SURAKSHA COMMITTEE Prof. Miss. Jadhav A.D. Prof. Shirsathe V. K. Prof. Pawar R.V.	Chairman Member Member	<ul style="list-style-type: none"> • To create and maintain safe, healthy and supportive environment for women and girl students in the campus. • To aware students about rules, regulations, punishment etc. as per Gove. Resolution of Maharashtra State. • Meeting should be held in last week of each month

29	INCUBATION & STARTUP COMMITTEE Prof.Miss.Jadhav A.D. Prof.S.L.Pawar Prof.More V.K.	Chairman Member Member	<ul style="list-style-type: none"> To collect the information about innovative practice for the students from various sources. To organize innovation activities and programmers and motivate the students to participate in the. To maintain record and submit to the office.
30	SKILL DEVELOPMENT COURSES Prof.Smt.Kotme R.M. Prof.V.K.Shirsath Prof.More. V.K	Chairman Member Member	<ul style="list-style-type: none"> As per order & instruction of Gove, University and institution to implement the programme keeping in view the interest of the students and the college. It is necessary to follow up with him through correspondence.
31	N.S.S. COMMITTEE Prof. Sabale V. S. Prof. Miss. Jadhav A.D. Shri. Shinde D. A.	Chairman Member Member	<ul style="list-style-type: none"> To organize the lectures of eminent personalities based on social-economical issues. To conduct various programmers as per university norms and to keep up to date record.
32	SPORTS COMMITTEE Prof.Dr.K.K.Khairanar Prof.Dr.S.B.Deore Prof.S.L.Pawar	Chairman Member Member	<ul style="list-style-type: none"> To help for Sports career. To build Sports skills of students Arrange Matches. Maintain all records (Soports Equipment) for Gymkhana.
33	SCHOLARSHIP COMMITTEE Prof.Dr.K.K.Khairanar Prof.S.B.Sable Prof.Dr.S.B.Deore Prof.S.L.Pawar Prof. Pawar R. V. Mr.Rathod.S.R	Chairman Member Member Member Member Member	<ul style="list-style-type: none"> Special scholarships offered by university, Gove. And institutions Gove. Of India scholarship No. Students should be deprived of scholarship benefits. To assist & Guide the student in filling up scholarship forms. Meeting to resolve issue and necessary suggestions from time to time.
34	STUDENTS ROLLCALL, ATTENDANCE & FEEDBACK Prof.Deore S.B Prof.Sable V.S. Prof.Shirsath V.K Shri.Patil P.S	Chairman Member Member Member	<ul style="list-style-type: none"> To distribute roll call to each teacher. To collect the roll call form the teacher,verification of roll call monthly for all classes,point out poor attendance. To write letter to their parents regarding poor attendance. To maintain term wise record of student,to submit the annual report record to the office.

35	MEDICAL CHECKUP Prof.Patangre R.M Prof.Smt.Pawar.R.V Shri.Deore V.J	Chairman Member Member	<ul style="list-style-type: none"> To conduct the compulsory Medical checkup of the first year students.
36	STAFF COMMON ROOM & CYCLE STAND Prof.R.M.Pawar Prof.More .V.K Shri.Shinde.D.A	Chairman Member Member	<ul style="list-style-type: none"> To keep cleanness with the help of peons, water system, sanitation etc. To make the good system of cycle stand, to control the stolen of cycles. To attend the various bus services to the student coming from rural areas.
37	RTI Prin.Dr.Adke.H.P Prof.Pawar.S.L Shri.Rathod S.R.	Chairman Member Member	<ul style="list-style-type: none"> Committee were as per Gov. rules & regulations
38	HOSTEL LADIES AND GENTS Prof.Miss. Patole M.B. Prof.Shirsath.V.K Prof.Miss. Jadhav A. D.	Chairman Member Member	<ul style="list-style-type: none"> Ensure that rules and regulations of the Hostel are respected and adhered to by the students. Hostel coordination team to look in to the various hostel issues that may arise time to time between the hostel owners and the hostel inmates such as food, cleaning, in-out timings etc. Make periodic visits to the hostel to ensure maintenance of proper discipline in the hostel and for supervision. Hostel Coordination Team meets and discusses to resolve issues. Carry out surprise checks of the security arrangements in the Hostel. <p>Ensure implementation of policy of zero tolerance to substance abuse in the hostel.</p>

39	SC, ST,OBC CELL COMMITTEE Prof. Sabale V.S Prof. Bachhav A.B.	Chairman Member	<ul style="list-style-type: none"> • To implement the reservation policy for SCs/STs and OBCs in the College. • To take such follow up measures for achieving the objectives and targets laid down for the purpose by the State Government and the UGC. • To guide the SC/ST & OBC students of the College, to optimally utilize the benefits of the schemes offered by the State Government, Government of India (GOI) and UGC. • Registering the complaints in writing from of SC/ST/OBC teachers, officers, employees, and students and address it to concerned department, person, section for its peaceful resolution. • Nomination of SC/ST/OBC students for Cell at Institute level.
40	MINORITY CELL COMMITTEE Prof. Bachhav A.B. Prof. Bhoje R.K	Chairman Member	<ul style="list-style-type: none"> • To enhance equal opportunities for education of minorities. • To facilitate financial support to students from minority communities from governmental agencies and other sources. • To aware the minority students regarding various scholarships program of State Government and UGC. • To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC. • To ensure provisions for an environment where all such students feel safe and secure. • To encourage enrolling for career orientation programs which would empower and equip them with the necessary skills to choose a career options? • To provide prompt counseling for any emotional emergencies arising on account of any event at the campus. • To ensure protection and reservation as provided in the constitution of India.

41	<p>VISHAKHA COMMITTEE</p> <p>Prof.Miss. Jadhav A.D. Prof. Smt.Kotme R. M. Prof. Smt. Pawar R.V. Prof. Smt.Kapadnis C. K.</p>	<p>Chairman Member Member Member</p>	<ul style="list-style-type: none"> • To purely safeguard the rights of female students and female staff. • To maintaining the healthy and safe environment for girls and women employees in the campus. • To prevent any sexual invectives and abuses towards girl students and female staff. • To provide a platform for listening to complaints. • To meet evidence, and take indispensable action against the guilty. • To prevent any kind of sexual harassment by using secret monitoring service. • To create a setting of gender justice in a Co-Ed college where men and women work together with a sense of personal security and dignity. • To augment the self-worth and confidence of girl students, women faculty and staff. • To keep a keen eye on the entire campus.
----	--	---	---

- NOTE: 1) The principal is the Ex-office President of all the committee and his decisions shall be final and binding on all the matters.**
- 2) Chairman and all the members of their concern committee are responsible for the problems occur during assessment.**
- 3) Chairman and all the members of their concern committee should prepare annual planning of the programmes.**
- 4) No person is invited to address meeting in the college without permission of the principal.**
- 5) For incurring any expenditure prior permission of the office is to be sought at least a week before incurring such expenditure.**

PLACE : MANUR




PRINCIPAL
Arts, Science & Comm. College
Manur Tal. Kalwan (Nashik)