SIESGST Governance (Administration and support systems)									
Management and Hon. Advisor									
Principal									
HOD/ EXTC		HOD/CE		HOD/IT	HOD/MECH	HOD/PPT		HOD/FE	HOD/ECS
Faculty, Students, Parents, Alumni, Industry experts, Supporting staff									
Academic developme nt system	Student developme nt system	Faculty developme nt system	Technical development system	Accreditati on system	Industry Interaction system	General developm ent system	Quality developme nt system	Examinati on system	Social Responsibili ty system	Mandatory System
Total Number of Systems: 11 Total Number of committees: 31									

SES SCHOOL OF TECHNOLOGY
NERUL NAVI MUMBAI 400 706. S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector-V, Nerul, Navi Mumbai-400706

Committee Number	Name of the committee	Name of the Faculty- Designation/ Department	Responsibilities	Reference system
1.	Academic Council and Discipline committee	**Convener:** Dr. Atul Kemkar – Principal **Members:** 1. Dr. Aparna Bannore -HoD/ CE 2. Dr.Preeti Hemnani- HoD/EXTC 3. Dr. Lakshmi Sudha -HoD/ IT 4. Dr. Deepti Reddy-HoD/ECS 5. Dr.Rupendra S Nehete- HoD/MECH 6. Dr.Sandesh Ramteke- HOD/PPT 7. Prof.Sumitra Iyer. - HoD/ H&AS 8. Ms. Shubhangi Kadu -Exam Cell In charge 9. Ms. Seema Khan- Training & Placement In charge 10. Mr. Ramesh Bidi- Librarian 11. Ms. Leena Ladge- IQAC coordinator 12. Ms. Vijaya Lakshmi-Registrar 13. Mr. Nadar Krishnamoorthy- Network Administration	Holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Institute. ➤ Prepare the Academic Calendar before starting of the semester with the approval of the principal. ➤ Track the Syllabus completion of Theory/Lab for all the departments. ➤ To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards. ➤ All the procedures to be defined for NBA, NAAC and IQAC ➤ To make arrangements for the conduct of examinations in conformity with the University directives from time to time. ➤ To maintain proper standards of academic records. Namely handbook, course file content as per the university requirements / regularity authority etc. ➤ To take active measures for improvement of standards of teaching, research and training. ➤ To consider the recommendations of the sub-committees and discuss the issues/ developments at least once in a month. ➤ To monitor and discuss the students' learning outcomes and the overall performance of the students'. ➤ To discuss and review the co/extracurricular activities of the college.	Academic development system

				Maintaining discipline in the campus.	
			➢	Maintaining discipline in the campus.	
			➢	Maintain the Minutes of the Meeting.	
			➢	Organizing Conferences/ Workshops.	
2.	Teaching Quality Improvement and Session Plan Coordination Committee	**Coordinator:** Ms. Deepti Reddy- Associate. Prof/ CE **Members:** 1. Ms. Swati Rane- Asst. Prof/ EXTC 2. Ms. Prachi Bahurupi-Asst. Prof/ CE 3. Ms. Bushra S-Asst. Prof/ IT 4. Mr. Sagar Waghmare- Asst. Prof/ PPT 5. Mr. Lokpriya G- Asst. Prof/ MECH 6. Mr. Ashwin C- Asst. Prof/ H& AS	➢ ➢ ➢ ➢	Verify session plans, update faculty members with the changes in the session plan Documentation of the various programs/activities leading to quality improvement. Maintaining the documents related to attainment. Attainment calculation, PO-PSO mapping, Question paper and Assignment validation, BMW methods.	**Quality development system**
3.	NBA Committee	**Coordinator:** 1.Ms. Sumitra Iyer **Members:** 1. Dr. Rizwana Sheikh- Associate. Prof/ CE 2. Dr. Shubhangi Kharche- Associate. Prof/ EXTC 3. Prof Seema R- Asst. Prof/ IT 4. Prof Sagar Waghmare.Asst. Prof/ PPT 5. Prof Prashant A-Asst Prof/MECH 6. Prof Pratibha Sharma- Asst. Prof/ H& AS	➢ ➢ ➢ ➢	Coordinate with IQAC to conduct at least one internal Audit per semester. Each Criteria Coordinator has to coordinate with the department coordinators to update the data in the files. Coordinate with Quality Improvement Cell for defining the processes. Coordinate with IQAC to maintain the formats as per NBA requirement.	**Accreditation system**
4.	NAAC Committee	**Coordinators:** 1. Ms. Sumitra Iyer – HOD / H& AS **Department Coordinators/Members:** 2. Dr. Rizwana Sheikh- Associate. Prof/ CE 3. Dr. Shubhangi Kharche- Associate. Prof/ EXTC 4. Prof Seema R- Asst. Prof/ IT 5. Prof Sagar Waghmare-. Asst. Prof/ PPT 6. Prof Prashant A-Asst Prof/MECH	➢ ➢ ➢	Each Criteria Coordinator has to coordinate with the department faculty to update the data in the files. Coordinate with IQAC to conduct at least one internal Audit per semester. Documentation and updation of NAAC	**Accreditation system**

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4a.		7. Prof Vijaya Patil- Asst. Prof/ H& AS	related documents. ➤ Coordinate with IQAC to maintain the formats as per NAAC requirement.	
	NIRF Committee	**Coordinators:** 1. Dr. Shubhangi Kharche- Associate. Prof/ EXTC	➤ Prepare the Nirf form and submit the same.	
5	IQAC	**Members:** 1. Prof. K Venkatramani- Management Representative 2. Dr. P. V Parameswaran- Hon. Advisor, SIESGST 3. Dr. Atul N. Kemkar- IQAC Chairperson , Principal 4. Prof. Leena Ladge- Asst. Prof/ IT & IQAC Coordinator. 5. Mr.Devesh Rajaadhyaksh- Industry Representative ,Cerelab 6. Mr. Shrikant Iyer - Parent Representative, Program Manager at Capgemini. 7. Dr. Aparna Bannore -HoD/ CE 8. Dr.Preeti Hemnani,HOD/ EXTC 9. Dr. Lakshmi Sudha -HoD/ IT 10. Dr.Rupendra S Nehete- HoD/Mech 11. Ms. Sumitra Iyer-HOD H&AS, NBA and NAAC coordinator 12. Ms. Shubhangi Kadu -Exam Cell In charge 13. Ms. Seema Khan- Training & Placement In charge 14. Mr. Ramesh Bidi- Librarian 15. Ms. V. Vijayalakshmi-Registrar 16. Mr. Nadar Krishnamoorthy- Network Administration 17. Mr. Saurabh Prabhu – Alumni Representative, Research Analyst, Crisil Ltd. 18. Mr. Prathamesh Patil- President, Student Council **Stock Verification In charge:** Ms. Vandana Sawant- Asst. Prof/ EXTC	➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution; ➤ Dissemination of information on various quality parameters of higher education; ➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; ➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. ➤ Coodination of Academic audits and MRM meetings. ➤ Coordination of Stock verification Audit. ➤ Maintainance of MoM of all the committees and submit the file to NAAC and NBA team whenever it is required.	**Quality development system**

		IQAC Internal Auditors: 19. Dr. Aparna Bannore -HoD/ CE 20. Dr.Preeti Hemnani,HOD/ EXTC 21. Dr. Lakshmi Sudha -HoD/ IT 22. Dr.Rupendra S Nehete- HoD/Mech 23. Dr. Rizwana Shaikh-Associate Prof/CE 24. Dr.Shubhangi K- Associate Prof./EXTC 25. Dr.Pradip Patil-Associate Prof/MECH 26. Ms. Mrinal Khadse-Asst. Prof/IT 27. Ms. Leena Ladge- Asst. Prof/IT 28. Ms. Kalyani P Assistant Prof/CE 29. Mr. Ramesh Bidi-Librarian 30. Mr. Gaurav Fasate- Asst. Prof/PPT 31. Mr. Siddique Ahmed- Asst. Prof/MECH 32. Dr. Sandesh Ramteke- Asst. Prof/PPT 33. Ms. Anindita Khade- Asst. Prof/CE 34. Ms. Shyamala Mathi- Asst. Prof/EXTC		
6.	Anti Ragging Committee, Anti Ragging Squad	**Head of Institution:** Dr. Atul Kemkar –Principal, **Civil/Police administration:** **Local media:** Mr. Manoj Jalnawala, Senior reporter, Maharastra Times, Navi Mumbai. **NGO:** Ms.Vandana Chicharlkar **Members:** 1. Dr. Aparna Bannore -HoD/ CE 2. Dr.Preeti Hemnani- HoD/EXTC 3. Dr. Lakshmi Sudha -HoD/ IT 4. Dr. Deepti Reddy-HoD/ECS 5. Dr.Rupendra S Nehete- HoD/MECH 6. Dr.Sandesh Ramteke- HOD/PPT 7. Prof.Sumitra Iyer.- HoD/ H&AS 8. Prathamesh Patil BE PPT	➤ Anti-ragging Workshops; Updating all websites with complete details, alarm bells etc.; Regular interaction and counseling with the students Identification of trouble-triggers; Mention of anti-ragging warning in the Institution's prospectus and information booklets/ brochures shall be ensured. ➤ Anti-Ragging Squad :Surprise inspection of canteens, rest cum recreational rooms, toilets, corridors, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior/ incident shall be undertaken.	**Mandatory system**

| | | 9. Aanchal mani BE IT
10. Gauri Krishnamoorthy TE CE
11. Mr. Ravindra Patil
12. Ms. Vidya Ganesh
13. R. Krishnamoorthy
14. Ms. Vijaya Lakshmi- Non-teaching staff Rep.
15. Mr. Sachin Pawar- Non-teaching staff Rep.

Anti Ragging Squad:
Coordinator:
Dr. Atul Kemkar Principal
Members:
1. Ms. Leena Ladge- Asst. Prof/ IT
2. Ms. Pranita Mahajan - Asst. Prof/ CE
3. Mr. Sagar Wagmare - Asst. Prof/ PPT
4. Mr. Mohd Ansari Ali- Asst. Prof/ MECH
5. Mr. Pushkar Sathe - Asst. Prof/EXTC
6. Mr. Anathkumar– Lab Assistant/ H& AS | | |
| 7. | Student support committee | **Coordinator:**
Ms. Sumitra Iyer – Student Council I/c
Cultural coordinator:
Ms. Kintu Patel, Asst. Prof/EXTC
Technical coordinator:
Dr. Pradip Patil- Associate. Prof/ MECH/ Dr. Deepti Reddy- HoD/ ECS.
Members:
1. Mr. Biju Balakrishnan (IEEE)- Asst. Prof/EXTC
2. Ms. Suvarna chaure(CSI)- Asst. Prof/CE
3. Ms. Leena Ladge(IETE) - Asst. Prof/IT
4. Mr. Prashant Ambadekar (SAE)- Asst. Prof/MECH
5. Dr. Kaustubh Chavan (ISHRAE)- Asst. Prof/MECH
6. Ms. Sonal H- Asst. Prof/EXTC
7. Prof Sagar Waghmare (IPI)- - Asst. Prof/ PPT
Sports coordinator:
1. Mr. Mohd Ansari Ali- Asst. Prof/ MECH
2. Mr. Gaurav Fasate- Asst. Prof/ PPT | ➢ Conducting Technical, Sports and cultural events in the college.
➢ Addressing student's needs. | Student development system |

		3. 3. Ms. Vijaya Patil- Asst. Prof/ H& AS		
8.	College Women Development Cell (CWDC)	**President:** Dr. Atul Kemkar –Principal **Members:** 1. Ms.Swati Rane (Convener) 2. Ms.Prajakta Kane- Member 2 3. Ms.Jayanthi.V.- Non-academic staff/Exam Cell 4. Ms.Vandana Chicharlkar-NGO 5. Ms.Suvarna Choure- Member from category 6. Ms.Shreyasi G- Student women representative	➢ Holistic empowerment of the women by conduction of awareness workshops, seminars covering self-defense and women's rights. ➢ Redressal of Grievances related to sexual harassment and other gender related issues.	Mandatory system
9.	Standing Committee for SC/ST	**Chairman :** Dr. Atul Kemkar –Principal Dr. Sandesh Ramteke- Liaison officer Ms. Vijayalakshmi- Registrar and Member **Members:** 1. Ms. Suvarna Chaure - Asst. Prof/ CE 2. Mr.Sagar Wagmare-- Asst. Prof/ PPT 3. Ms. Ganesh Kadam - Asst. Prof/ MECH	➢ Effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. ➢ Suggest measures for achieving the objectives laid down by the various government agencies.	Mandatory system
10.	Admission Committee	**Convener: Dr.Atul Kemkar** All HODs	➢ Admission related documents and have to maintain the complete database of the admitted students branch wise with all the details.	General development system
11.	Grievance Redressal and PTA.	**Coordinator:** Prof Mrinal Khadse – Asst.Prof/IT **Members:** 1. Mr. Ashwin Chavan- Asst. Prof/H& AS 2. Ms. Kalyani P - Asst. Prof/ CE 3. Ms. Savita Lohiya- Asst. Prof/ IT 4. Ms. Vandana Sawant - Asst. Prof/ EXTC 5. Mr. Ajay H- Asst. Prof/ MECH 6. Mr. Gaurav Fasate- Asst. Prof/ PPT	➢ Redressal of Internal Grievances related to facilities and any other problems. ➢ Preventing unfair practices and to provide a mechanism to students for redressal of their grievances. ➢ To promote better participation of parents in various programs of the college and to establish better liaison with teachers. ➢ Maintain the PTM reports of each department and coordinate with each	Mandatory system

			each department.		

12	Placement and Higher studies Cell	**Coordinator:** Ms. Seema Khan- Asst. Prof/ H & AS **Members:** 1. Dr. Varsha Patil- Asst. Prof/ CE 2. Ms. Stuti A- Asst. Prof/ IT 3. Ms. Hema Raut- Asst. Prof/ EXTC 4. Mr. Ajay H- Asst. Prof/ MECH 5. Mr. Gaurav Fasate- Asst. Prof/ PPT	➢ Preparation of Placement Brochure for final placement. ➢ Pre-placement visits (PPV) to the companies. Communication, networking and relationship building with the potential recruiters,Invitation to potential recruiters to visit the Institute. ➢ Continuation of placement activities after the stipulated period, till all the students are placed,Grooming and training of the candidates for the placements so that their chances of selection increase. ➢ General follow-up, joining formalities and other administrative activities.	**Industry Interaction system**
12a.	Higher Studies	**Coordinator:** Dr. Shubhanghi Kharche - Associate. Prof/ CE **Members:** 1. Ms Hema Raut- Asst. Prof/ EXTC 2. Mr. Chandan C- Asst. Prof/ MECH 3. Ms. Stuti A- Asst. Prof/ IT 4. Ms. Shubhangi Kadu- Asst. Prof/ PPT 5. Mr. Saurabh Prabhu- Alumni 6. Dr.Varsha Patil-Asst.Prof//CE		
12b.	Career /Skill Development Committee	**Coordinator:** Dr. Rupendra Nehete- HoD/ MECH **Members:** 1. Ms. Stuti A- Asst. Prof/ IT 2. Mr. Chandan C Asst. Prof/ Mech 3. Ms. Pranita M- Asst. Prof/ CE 4. Dr. Geetanjali- Asst. Prof/ H&AS 5. Mr. Pushkar S- Asst. Prof/ EXTC	➢ Maintain the Higher studies data base of the each department as per the NAAC and NBA requirement. ➢ Undertake various academic and non-academic initiatives for the students to be equipped to meet varied industry requirements. ➢ Implement and promote Chief	

			Minister/Prime minister kaushal vikas yojana type of events. Take care of the necessary documentation for the same. ➢ Conduction of college level certification, add on couses , Value added courses and Bridge courses and maintain the file for the same. ➢ IPR, personality development, Basics of accounting, Technical writing, sales and marketing etc. Foreign languages, Universal human values or Technical certification like CAD design, Micro soft etc.	
13	Industry Institute interaction committee	**Coordinator:** Dr. Pradeep Patil- Associate. Prof/ MECH **Members:** 1. Mr. Ramteke- HoD/ PPT 2. Mr.Mahesh Biradar – Asst.Prof. H& AS 3. Dr Kaustubh Chavan- Associate Prof/ MECH 4. Mr. Sunil Punjabi- Asst. Prof/ CE 5. Mrs.Namrata Patel- Asst.Prof.CE 6. Ms. Amit Padhare-- Asst. Prof/ IT 7. Mr. Vishal Gaikwad- Asst. Prof/ EXTC 8. Mrs.Kalyani salvi -Asst Prof ECS	➢ To evolve educational programmes which are consistent with the broad requirements of the industry and which can give rise to engineering personnel capable of coping-up with the accelerating pace of the technological development. ➢ To create adequate facilities of updating knowledge of professional engineers and technologists to meet growth and developmental needs of the industry. ➢ To identify continuing education opportunities, short-term programmes and training needs of the industry, which the institution can provide. ➢ To facilitate joint research work, consultancy involving faculty and students. ➢ Coordinate with Industry and establish the MoU. ➢ Facilitate the Internships.	**Industry Interaction system**
14	Entrepreneur Development Cell, innovation and incubation	**Coordinator:** Dr. Kaustubh Chavan- Asst. Prof/ MECH **Members:** 1. Dr. Atul Kemkar – Principal	➢ To provide a platform for interaction with entrepreneurs. ➢ Impart entrepreneurial education/skills amongst students through various	**Industry Interaction system**

		2. Ms. Aparna Bannore -HoD/ CE 3. Dr. Lakshmi Sudha -HoD/ IT 4. Dr. Rupendra S Nehete- HoD/Mech 5. Dr. Sandesh Ramteke- HOD/PPT 6. Dr. Preeti H- HOD/EXTC 7. Ms. Sumitra Iyer - HoD/ H&AS 8. Ms. Amit Pandhare- Asst. Prof/ IT 9. Prof Ashwin Chavan- Asst. Prof/ H&AS 10. Ms. Prajakta Kane- Asst. Prof/MECH 11. Ms. Suvarna K- Asst. Prof/ CE 12. Ms. Pranavi Mhatre- Asst. Prof/ EXTC 13. Mr. Sagar Waghmare- Asst. Prof/ PPT	trainings and exercise. Motivate students to develop their own startups. Develop business incubators. ➢ Create corpus fund to seed ventures. ➢ Coordination of all MHRD, Webinars and Start up related seminars and maintain the documents for the same. ➢ ARIA, MHRD activities have to be coordinated.	
15.	Alumni Committee	**Coordinator:** Dr. Atul Kemkar –Principal **Members:** 1. Ms. Aparna Bannore -HoD/ CE 2. Dr. Lakshmi Sudha -HoD/ IT 3. Dr. Preeti H- HoD/ EXTC 4. Dr. Rupendra S Nehete- HoD/Mech 5. Mr. Ramteke- HOD/PPT 6. Ms. Sumitra Iyer- HoD/ H&AS 7. Ms. Swati Rane- Asst. Prof/ EXTC 8. Ms. Prachi S- Asst. Prof/ CE 9. Ms Savita L- Asst. Prof/ IT 10. Mr. Sagar Wagmare Asst. Prof/PPT 11. Ms. Vijaya Patil Asst. Prof/ H&AS 12. Mr-Siddique A Asst. Prof/ MECH 13. Ms. Saurabh Prabhu- Alumni	➢ To provide a platform for meeting and exchange of ideas among the alumni, present student, faculty members and other members of the Association. ➢ To perform any other constructive activities leading towards the enhancement of skill and knowledge of all the members of the Association. ➢ Maintain continuous communication with alumni. ➢ To collect the data of the alumni by coordinating with placement committee and other faculty in the department. ➢ To maintain the data base of the Alumni. ➢ To maintain and update the current status of the alumni. ➢ To collect the achievements of the alumni. ➢ To collect the mentee record of each student and maintain the same batch wise. ➢ All the FE coordinators have to assist the each department faculty to create the	**Student development system**

			file. ➤ Maintain the database of Alumni.	
16.	Website	**Coordinator:** Mr. Sunil Punjabi Associate. Prof/ CE **Members:** 1. Ms. Masooda M- Asst. Prof/ CE 2. Mr. Amit Pandhare- Asst. Prof/ IT 3. Ms. Vaishali M- Asst. Prof/ EXTC	➤ Development of website. ➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality. ➤ To update the information regularly on the college website, maintain activity reports along with photographs for all the events, share it with all the other faculty members. Develop data collection mechanism using IT tools. ➤ Social media publicity like uploading videos on you tube and website etc.	**Technical development system**
17.	Technical Committee and Unnat Bharat/ Unnat Maharashtra Abhiyan	**Coordinator:** Dr. Rizwana Shaikh – Associate. Prof/CE **Members:** 1. Ms. Prachi Sahane- Asst. Prof/ CE 2. Mr. Pushkar S- Asst. Prof/ EXTC 3. Mr. Mohd Ansari Ali- Asst. Prof/ MECH 4. Dr. Sandesh Ramteke - Asst. Prof/ PPT 5. Ms.Savita Lohiya- Asst. Prof/IT 6. Ms. Ashwin Chavan- Asst. Prof/H&AS 7. Ms. Anindita Khade-- Asst. Prof/ CE	➤ Facilitate students with necessary guidance and support to participate in national level events. ➤ Smart India Hackathon. ➤ Monitoring the quality of final year projects. ➤ Coordinating with department project coordinators. ➤ Encourage and guide the students for project competitions. ➤ Coordinate with EDC cell for encouraging students for innovative projects. ➤ Maintain the quality projects and coordinate with the project coordinators as per University guidelines.	**Technical development system**

18.	NSS,Swatch Bharat Abhiyan and Disaster Management Committee.	**Principal, Chairperson :** Dr. Atul Kemkar – Principal **SIES GST N.S.S. Programme Officer, Secretary:** Mr. Mahesh Biradar **SIES GST N.S.S Representative (Student):** Mr. Anirudh Venugopal 1. Staff member having social work background – Member: Dr. Ram Bhise- Asst. Prof/ H&AS 2. Staff member having social work background – Member: Ms. Kranti Bade- Asst. Prof/ CE Ms. Nita Patil- Asst. Prof/ EXTC 3. Representative of the Development Department- Member: Ms. Mrinal Khadse- Asst. Prof/ IT 4. Representative from the Adopted Area – Member: Mr. Bhore 5. N.S.S. Student Leader (Male) Member: Mr. Shinit Shetty 6. N.S.S. Student Leader (Female) Member: Ms.Shreya Mhaske 7. NSS Dist. Coordinator (invitee) University Representative: Mr. Nikhil Karkhanis	➢ Coordinating the NSS team ➢ Help college in preparation and evaluation of disaster management plan. Look into structural safety of the college. Workout preparedness and mitigation and measures. Conduct disaster management mock drills. ➢ Conduction of programs as per University Guidelines. ➢ Extension Activities like Tree plantation and others.	**Social Responsibility system**
19.	ISR Committee	**Coordinator:** 1. Dr. Ram Bhise - Asst. Prof/ H&AS **Trainers:** 2. Dr. K LakshmiSudha -Computer Operator- HoD/ IT 3. Ms. Namrata patel -Web Design- Asst. Prof/CE 4. Mr. Gaurav Fasate -Trainer Printing-Asst. Prof/ PPT 5. Mr. Bhagyashal W- Computer Operator-Lab Asst/ CE 6. Mr. Perumal- Electrician 7. Mr. Vinayak C Plumbing - Lab Asst/MECH 8. Mr. Mohd Ali Ansari-Department coordinator- Asst. Prof/ MECH	➢ Take responsibility of admissions in all the trade. Ensure publicity and implementation. Take regular feedbacks. ➢ Periodically review the fulfillment of the objectives of the ISR activity from time to time. Take responsibility of arranging trainers and necessary certifications if possible, for all the trades.	**Social Responsibility system**

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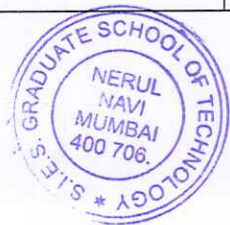Sector-V, Nerul, Navi Mumbai-400706

		9. Ms. Mrinal Khadse-Asst. Prof/ IT 10. Ms. Preksha Rathod -Sewing and Tailoring		
20.	Attendance Committee	**Coordinator:** Ms. Leena Ladge- Asst. Prof/IT **Members:** 1. Ms Kintu Patel- Asst. Prof/ EXTC 2. Mr. Ganesh Kadam Asst. Prof/MECH 3. Mr. Sagar Wagmare - Asst. Prof/ PPT 4. Ms. Kalyani P- Asst. Prof/CE 5. Ms. Vijaya Patil- Asst. Prof/ H&AS	➤ Monitor the students attendance at departmental level. ➤ Collect the monthly defaulter list from respective Hods. ➤ Confirm the message of defaulter student is conveyed to their parents. ➤ To confirm whether defaulter list of the student is displayed declaring the respective attendance. Submit the recommendations of poor attendance student to principal with evidence at the end of the semester.	**Academic development system**
21.	Timetable Committee	**Coordinator: (from HOD)** Dr. K. Lakshmisudha- HoD/IT **Members:** 1. Mr. Mahesh Biradar- Asst. Prof/H& AS 2. Ms. Pranavi Mhatre - Asst. Prof/ EXTC 3. Ms. Anandita Khade - Asst. Prof/CE 4. Ms. Mrinal Khadse- Asst. Prof/ IT 5. Mr. Sidique Ahmed- Asst. Prof/ MECH **6.** Ms. Rekha Gupta- Asst. Prof/ECS **7.** Ms. Shubhangi Kadu- Asst. Prof/PPT	All the timetables (related to lectures/practicals) have to be prepared.	**Academic development system**
22.	Examination Committee	**Coordinators:** 1. Ms Shubhangi Kadu - Asst. Prof/PPT Department Coordinators 1.Ms.Ujvala R-Asst Prof/ CE 2.Ms. Bushara Shaik- Asst.Prof/IT 3.Ms.Priyanka K-Asst.Prof/EXTC 4,Mr.Chandan Choudhari Asst.Prof.ME	All examination related work in coordination with the exam cell.	**Examination system**

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23.	Internal Test Committee	**Coordinator:** Mr. Ashwin Chavan - Asst. Prof/H&AS **Members:** 1. Mr. Ashwin Chavan - Asst. Prof/H&AS 2. Ms. Mrinal Khadse - Asst. Prof/IT 3. Ms. Ujwala Ravale - Asst. Prof/CE 4. Ms. Masooda Modak - Asst. Prof/CE 5. Mr. Gaurav Fasate - Asst. Prof/PPT 6. Mr. Chandan Chaudhari - Asst. Prof/MECH 7. Ms. Pratibha Joshi - Asst. Prof/EXTC 8. Ms. Priyanka Kadam - - Asst. Prof/EXTC	Responsible for conduction of internal tests.	**Examination system**
24.	R & D	**Coordinator:** Dr. Preeti Hemnani – HOD / EXTC **Members:** 1. Dr. Rizwana Sheikh- Associate. Prof/ CE 2. Dr.Shubhangi kharche- Associate. Prof/ EXTC 3. Dr. Sandesh Ramteke - HoD/ PPT 4. Dr. Kanthimathi- Asst. Prof / H&AS 5. Ms. Stuti Ahuja - Asst. Prof/ IT 6. Mr. Lokpriya Gaikawad – Asst. Prof/MECH	➤ To promote research and research Projects. ➤ Encourage students to publish papers in Journal/ conferences. ➤ Coordinate with technical committee and conference committee. ➤ To encourage and submit the maximum proposals from each department. ➤ Conducting various sessions on different topic pertaining to research. ➤ Awareness programs on grants.	**Faculty development system**
25.	STTPs/ Workshops (Minimum six days) / Conference committee	**Coordinator:** Dr. Deepti Reddy- Associate. Prof/ CE **Members:** 1. Dr. Prashant A- Asst. Prof/MECH 2. Dr. Shubhangi Kharche -Asst. Prof/EXTC 3. Dr.Varsha Patil -Asst. Prof/ CE 4. Mr. Sagar Waghmare-Asst. Prof/PPT 5. Ms. Savita Lohiya- Asst. Prof/ IT 6. Ms. Vijaya Patil- Asst. Prof / H&AS	➤ Monitoring the departments to conduct at least one STTP / workshops per semester. ➤ Conduction of IEEE/ Springer conference at least once in a year. ➤ Maintain the records for the same.	**Faculty development system**
26.	Library Committee	**Coordinator:** Dr. Sandesh Ramteke- Asst. Prof/PPT **Members:** 1. Ms Kranti bade- Asst. Prof/CE 2. Ms. Sumitra Iyer- Asst. Prof/H&AS 3. Mr. Siddique- Asst. Prof/MECH 4. Ms. Seema. R- - Asst. Prof/IT	➤ To act as channel of communication between the institute library and its users.It shall assist in developing operational procedures. Suggest various measures for improvement and development of the library resources.	**Academic development system**

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		5. Ms. Sonal J- Asst. Prof/ EXTC		
27.	Canteen Committee	**Coordinator:** Mr. Sidique- Asst. Prof/ Mech **Members:** 1. Ms.Shyamala M- Asst. Prof/ EXTC 2. Mr .Ajay H- Asst. Prof/ MECH 3. Ms. Vijaya Lakshmi-Registrar 4. Ms. Jayanthy- Non-Academic staff- Exam cell 5. Mr. Prathamesh Patil- President/ Student Council	➢ Monitor at regular intervals the quality and quantity of services provided by the canteen and work together with the canteen incharge to improve the services.	**General development system**
28.	Student achievements and welfare committee	**Coordinator:** Dr. Lakshmisudha -HoD/ IT **Scholarships and Awareness:** 1. Ms. Aparna Bannore -HoD/ CE 2. Dr. Preeti H- HoD/ EXTC 3. Dr. Rupendra S Nehete- HoD/Mech 4. Mr. Ramteke- HOD/PPT 5. Ms. Sumitra Iyer- HoD/ H&AS **Mentor- Mentee and Counseling:** Ms. Kalyani P- Asst. Prof/ CE **Student Achievements:** Ms. Sonal H- Asst. Prof/ EXTC Ms. Anandita Khade- Asst. Prof/ CE Ms. Bushra S- Asst. Prof/ IT **Student Coordinator:** Ms. Bhavya Reddy- Secretary/ Student Council	➢ Awareness on National/ International student scholarships and maintain the file for the same. ➢ Maintaining all the departments Mentor- Mentee Ineraction and counseling data base and the files. Collection of the Academic and extracurricular achievements from the department in each semester and maintain the file for the same. ➢ Student welfare- University level documentation for extracurricular activities.Collection of various Academic and non Curricular achievements from each department and maintain the file for the same. ➢ Maintaining the database and the file related to Mentor mentee Interaction.	**Student development system**
29	Academic committee	**Coordinator:** Dr. K. Lakshmi Sudha – HoD/ IT **Members:** 1. Ms. Ashwin C- Asst. Prof/ H& AS 2. Mr. Biju Balakrishnan (IEEE)- Asst. Prof/EXTC 3. Mr. Sagar Wagmare - Asst. Prof/ PPT	➢ Attendance Monioring, Regularity of teachers to the classes, Result monitoring. ➢ Academic review meeting and the and corrective measurements and report the same to Academic council.	**Academic development system**

		4. Ms. Deepti Reddy- Associate. Prof/ CE 5. Mr. Siddique Ahmed- Asst. Prof/MECH 6. Ms. Stuti Ahuja - Asst. Prof/IT **Feedback committee:** **Coordinators:** Principal and all HOD's	➤ Feedback of the faculty to be monitored and discussion on corrective measures. ➤ Feedback related documents to be prepared and maintain the same.	
30	ICC committee	**Women employed at senior level:** Ms. Sumitra Iyer- HoD/ H& AS Ms.Vijayalakshmi- Registrar **Member 1:** Ms. Mrinal Khadse- Asst. Prof/ IT **Member 2:** Ms. Pranita Mahajan- Asst. Prof/ CE **Non Government Organization member:** Ms.Vandana Chicharlkar	➤ Holistic empowerment of the women by conduction of awareness workshops, seminars covering self defense and women's rights. ➤ Redressal of Grievances related to sexual harassment and other gender related issues.	**Mandatory system**
31	Consultancy committee	**Convener: Dr.Lakshmi Sudha** **Co Convener: Dr. R.S.Nehete** **Members:** All HOD	➤ Coordinate with all the HODs to motivate the faculty to take up consultancy projects.	**Technical development system**

PRINCIPAL
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