



SADHUBELLA EDUCATION SOCIETY'S
(Minority Institute)
J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar - 421 001



ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES
YEAR 2023 - 2024

Sr.No.	Name of the Committee	Chairperson and Member		Functions of Committee
1	(CDC) College Development Committee	1. Hon.Uttamsingh R.Pawar 2. Hon. Secretary, Nitin S.Bagwe 3. Ms.Prajakta A.Thakur 4. Ms.Arati N.Bansode 5. Dr.Madhavi Nikam 6. Mr.Surendra Jagtap 7. Ms.Heenal D.Wadhwa 8. Mr.Rajesh D.Singh 9. Dr.Dattataray Kalbande 10. Ms.Archana Verma 11. Ms. Supriya Salvee 12. Ms.Jagtap Harshada 13. Dr.Vasant P.Mali	Chairman Secretary Social Worker Member of Alumni Research Industrialist HOD Teaching Staff Member Teaching Staff Member Non-Teaching Staff Co-Ordinator, IQAC of College Students' Council President Principal, Member of Secretary	<ul style="list-style-type: none">The Local Managing Committee shall meet at least twice a year.To approve the budgetary provision for the development of College.To endorse the recommendation made by InternalQuality Assurance Cell (IQAC).Prepare an overall inclusive development plan of the college concerning academic, administrative and infrastructural growth, and facilitate College to promote excellence in curricular, co-curricular and extra-curricular activities

2	Admission Committee	1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms.Supriya Salvee 4. Ms.Siya Hassija 5. Ms.Sharmila Karve 6. Ms.Baisane Monica 7. Ms.Savte Sanjana	Chairman Secretary Member Member Student Student	<ul style="list-style-type: none"> To oversee screening of students seeking admission in College. Distribute brochures, hand outs and display posters depicting salient features of college. To consider and adopt all efforts to attract students, such as- Printing of brochures, hand outs, Advertisements, Banners, written appeals, etc.
3	Academic Calendar Committee	1. Dr.Vasant P.Mali 2. Ms.Siya hassija 3. Dr.Dattataray Kalbande 4. Ms.Sharmila Karve 5. Ms.Sutar Mamta 6. Ms.Singh Aachal	Chairman Secretary Member Member Member Student Student	<ul style="list-style-type: none"> Academic Calendar Committee will prepare the annual academic calendar of the college.
4	Time- table Committee	1. Dr.Vasant P.Mali 2. Ms.Heenal D.Wadhwa 3. Ms.Siya hassija 4. Ms.Sharmila Karve 5. Ms.Sharma Pratibha 6. Ms.Shivota Khushboo	Chairman Secretary Member Member Student Student	<ul style="list-style-type: none"> The Committee shall plan, and prepare time tables for regular classes, practical's and shall see to it that all departments are allocated equal number of classes during the academic session/semester.
5	Examination Committee	1. Dr.Vasant P.Mali 2. Ms.Heenal Wadhwa 3. Mr.Rajesh D.Singh 4. Ms.Siya Hassija 5. Ms.Sharmila Karve	Chairman Secretary Member Member Member	<ul style="list-style-type: none"> To make all essential arrangements to conduct internal and university examinations. To carry out all examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students. To conduct all examination according to rule and regulation laid down by Univ. of Mumbai. To maintain transparency and



6	Research Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Dr.Dattataray Kalbande 3. Ms.Sharmila Karve 4. Ms.Pathak Damini 	Chairman Member Member Student	<ul style="list-style-type: none"> • To promote research attitude among the students. • To promote faculty to apply for major and minor research projects for various funding agencies. • To acquire skills of research, develop leadership as well as involve social activities for the benefit of mankind. • To promote students and teachers to participate in AVISHKAR competition. • To promote consultancy, establish linkages and MOU's.
7	Academic Audit and Students Feedback	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Supriya Salvee 3. Dr.Dattataray Kalbande 4. Ms.Archana Verma 5. Ms.Heenal Wadhwa 6. Ms.Siddiqui Tarrunum 	Chairman Secretary Member Member Member Student	<ul style="list-style-type: none"> • To conduct the internal and external academic and • Administrative audit with the help of IQAC. • To collect the feedback on curriculum, teachers and college from all the stakeholders and do analysis and take proper measures for improvement. • To prepare the agenda and minutes of the meetings.
8	Library Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Dr. Dattataray Kalbande 3. Ms. Heenal Wadhwa 4. Mr.Sharmila Karve 5. Mr.Rajesh D.Singh 6. Ms.Supriya Salvee 7. Ms.Mishra Riya 8. Ms.Sharma Ankita 	Chairman Secretary Member Member Member Member Student Student	<ul style="list-style-type: none"> • To administer, organize and maintain the Library, • Print as well as electronic material and related services of the college. • To provide the approach and operational plan for modernization and improvement of Library and • Documentation services. • To prepare the annual budget and proposal for development of Library. • To look after general maintenance of the library in terms of reading material and infrastructure. • To involve in fostering the reading habit of staff and students. • To prepare the agenda and minutes of the meetings.



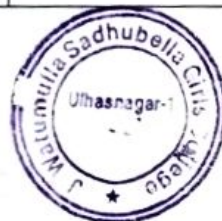
9	Purchase & Financial Norms Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Dr.Dattataray Kalbande 4. Ms.Archana Verma 	Chairman Secretary Member Member	To deal with all matters pertaining to purchases of the college. <ul style="list-style-type: none"> • To make necessary procurement when the need arise. • To provide the necessary expertise, advice, information with regard to the best quality of material available in the market, supplier's capability and performance etc. • To acquire materials economically at a cost reliable with the quality and service required and all purchases may be attempted at the lowest cost.
10	Discipline Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Heenal Wadhwa 3. Ms.Supriya Salvee 4. Mr.Rajesh D.Singh 5. Ms.Pal Pritika 6. Ms.Shinde Chaitali 	Chairman Secretary Member Member Student Student	<ul style="list-style-type: none"> • The Committee shall assure that discipline is adhered in the College by the Students. • The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. • The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college.
11	Anti Ragging Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Heenal Wadhwa 3. Dr. Dattataray Kalbande 4. Ms.Sharmila Karve 5. Ms.Gupta Aarushi 6. Ms.Nishad Anjali 	Chairman Secretary Member Member Student Student	<ul style="list-style-type: none"> • The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. • The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set mechanism for prevention of ragging of students of the college.



12	Grievance Redressal Cell Committee	1. Dr.Vasant P.Mali 2. Ms. Heenal Wadhwa 3. Mr.Rajesh D.Singh 4. Ms.Chauhan Reema 5. Ms.Singh Ujala	Chairman Secretary Member Student Student	<ul style="list-style-type: none"> • The Committee shall assure that discipline is adhered in the College by the Students. • The Committee shall lay down the College rules and regulations to be followed by the College Community and shall enforce the same. • The Committee shall decide on disciplinary matters pertaining to Students and Staff. Set • Mechanism for prevention of ragging of students of the college.
13	Magazine & Publications Cell	1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms. Siya Hassija 4. Ms.Grisha Dulani 5. Ms.Shivota Khushboo	Chairman Secretary Member Member Student	<ul style="list-style-type: none"> • To raise resources for publication of the magazine "Sadhubella Darpan". • To receive the articles, reports, poems from the students as well as staff and edit the same. • To make sure before the publication that not a single report, article is not plagiarized. • To get the magazine printed by end of April and distribute the same to students and staff.



14	IQAC	6. Dr.Vasant P.Mali 2. Dr.Dattataray Kalbande 3. Mr.Nitin S.Bagwe 4. Ms. Heenal Wadhwa 5. Ms.Supriya Salvee 6. Ms.Sharmila Karve 7. Mr.Rajesh D.Singh 8. Mr.Thakur Bhimsingh 9. Ms.Archana Verma 10. Mr.S.T.Mahajan 11. Ms.Shelke Kashish 12. Ms.Sonam Pinjani 13. Dr.Madhavi Nikam 14. Ms.Arpita Madan 15. Mr.Virendar Singh 16.Ms.Reswal Nitu	Chairman Co-ordinator Mngt. Representative Teacher Teacher Teacher Teacher Sr.Adm.Off. Representative Adm.Staff Representative Nominee from local society Student Representative Alumini Representative Employer Nominee Stakeholders Representative Industrialist Student	<ul style="list-style-type: none"> • Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution. • Dissemination of information on various quality parameters of higher education. • Organization of workshops, seminars on quality related themes and promotion of quality circles. • Documentation of the various programmes/activities leading to quality improvement. • Acting as a nodal agency of the institution for quality-related activities. • Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. • To prepare for the NAAC assessment and accreditation.
15	Students Welfare Committee	1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms.Archana Verma 4. Ms.Sahita Nanki 5. Ms.Sharmila Karve 6. Ms.Sawant Chetna	Chairman Secretary Member Member Member Student	<ul style="list-style-type: none"> • To develop a student as a versatile personality with academic excellence and a commitment to a democratic society. • To apply for various proposal for University of Mumbai for financial assistance. • To bridge the gap between rural and urban India. • To help economically weak students; they are selected and allotted the job in the college campus and paid the honorarium.



16	NSS	1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms.Heenal Wadhwa 4. Ms.Sonali Pattebahadur 5. Ms.Reswal Nitu 6. Ms.Sawant Chetna	Chairman Programme Officer Member Member Student Student	<ul style="list-style-type: none"> • College NSS unit shall function according to the specified Guidelines lay down by the NSS Department of University of Mumbai. • To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values. • To arrange social service groups and outdoor filed activities. • To support and involve students in social service activities.
17	Health Club	1. Dr.Vasant P.Mali 2. Ms. Sharmila Karve 3. Ms. Siya Hassija 4. Ms.Reswal Nitu 5. Ms.Sawant Chetna	Chairman Secretary Member Student Student	<ul style="list-style-type: none"> • To conduct health check-up for all the students. • To monitor Student Health Centre in college campus.
18	Attendance Committee	1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms.Sharmila Karve 4. Ms.Labana Jiya 5. Ms.Somvanshi Jhanvi	Chairman Secretary Member Student Student	<ul style="list-style-type: none"> • To arrange various programmes, such as- Camps, • Workshops, Seminars, Expert Sessions, etc. • To keep track of students" attendance and to ascertain whether there is any correlation between their attendance and performance. • To prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers" ready reference.



19	Gymkhana Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Sharmila Karve 3. Mr.Ashok Dixit 4. Ms.Sangharaj Nikam 5. Ms.Shelake Kashish 6. Ms.Yadav Jyoti 	<p>Chairman</p> <p>Secretary</p> <p>Member</p> <p>Member</p> <p>Student</p> <p>Student</p>	<ul style="list-style-type: none"> • To finalize the schedule of events for the every academic year in advance in consultation with the Students' Sports Committee. • To maintain records of sports events attended by students outside the college, within the University and outside. • To promote a spirit of healthy competition and cultivate excellence in various domains of sports. • To take charge as the custodian of all Sports item under the possession of the college and accordingly to maintain an inventory for the same.
20	Marathi Vangmay Mandal	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Sharmila Karve 3. Ms. Sonali Pattebahadur 4. Ms.Kiwade Sapna 	<p>Chairman</p> <p>Secretary</p> <p>Member</p> <p>Student</p>	<ul style="list-style-type: none"> • To celebrate "Marathi Language Day" on 27th February and other such days. • The arrangement of programmes to encourage various literature among its user, such as- Essay Competition, Handwriting Competition, Story - Telling, Elocution, Quiz Competition. • To create a common platform for different languages speaking students.



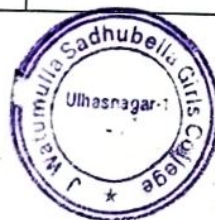
21	Cultural Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Supriya Salvee 3. Ms.Sangharaj Nikam 4. Ms.Siya Hassija 5. Ms.Grisha Dulani 6. Ms.Patwa Rupali 7. Ms.Utekar Lawnya 	Chairman Secretary Member Member Member Student Student	<ul style="list-style-type: none"> • To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute) by delegating various tasks. • The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College. • To do the necessary procedure to organize cultural events. • To communicate about various festivals and events to be celebrated in the college and give a wide publicity. • To arrange events for staff and students in Co-ordination with "Students Cultural Committee".
22	Standing committee (SC/ST Welfare) D. O. No. F.2-1/88 (SCT) March 21, 1988	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Dr.Dattataray Kalbande 3. Ms.Sharmila Karve 4. Ms.Sonali Pattebahadur 5. Ms.Sahita Nanki 6. Ms.Ramya Veerpandiyani 	Chairman Secretary Member Member Member Student	<ul style="list-style-type: none"> • To create and maintain safe, healthy and supportive environment for SC / ST staff and Students in the campus. • To address the issues of staff and students, belonging to schedule caste / schedule tribes in the institute and to prevent atrocities against them. • To organize the various programmes for welfare of SC/ST students. • To provides various welfare schemes for SC/ST.



23	Nature / Green Club	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Dr.D.T.Kalbande 3. Mr.Dilip Sharma 4. Ms.Shelke Kashish 	Chairman Member Member Student	<ul style="list-style-type: none"> • To celebrate various days related to environment. • To organize various programmes, like - Save Environment Campaign, Tree Plantation and Cleanliness Drive, Plastic Free Campus, no vehicle day etc. on the campus. • To seek funding, make proposals and develop the Botanical Garden in college campus. • To maintain eco friendly atmosphere in the college. • To establish awareness, attitude and participation of College students in environmental activities. • To suggest actions towards creating environmental awareness and environment friendly practice among college students. • To organize seminars and training programmes for environmental awareness campaign to minimize environmental problems like acid rain, ozone depletion, climate changes, global warming, etc.
24	Placement & Counseling Cell	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Meet Gurbani 3. Ms.Siya Hassija 4. Ms.Grisha Dulani 5. Ms.Labana Jiya 	Chairman Member Member Member Student	<ul style="list-style-type: none"> • To arrange Campus interview for students. • To organize the seminar / workshop regarding placement and career opportunities. • To help the students job and career related issues.



25	Alumni Association	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Heenal D.Wadhwa 3. Ms.Sharmila Karve 4. Ms.Siya Hassija 5. Ms.Somvanshi Janvi 	Chairman Secretary Member Student	<ul style="list-style-type: none"> • To maintain an up-to-date and detailed database of the alumni. • To highlight the success of alumni to improve the credibility and reputation of college. • To promote the interests and welfare of alumni association. • To plan on bringing together the former students and make efforts to contribute to the college on various aspects. • To conduct the Alumni meet. • To involve the Alumni for overall development of the college.
26	Protection & prevention of persons from sexual harassment	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Heenal Wadhwa 3. Ms.Sharmila Karve 4. Dr.Dattataray Kalbande 5. Ms.Sawant Chetna 6. Ms.Asrani Neha 	Chairman Secretary Member Member Student Student	<ul style="list-style-type: none"> • To help women to realize their rights of freedom. • To treat sexual harassment as a misconduct and initiate disciplinary actions for such misconduct. • To support the distressed Women's to place the complaint. • To provide safety and security for women in workplace.
27	Teacher Parents Association	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms. Heenal Wadhwa 3. Ms.Siya Hassija 4. Ms.Arпита Madan 5. Ms.Yadav Jyoti 	Chairman Secretary Member Parents' Representative Student	<ul style="list-style-type: none"> • To allot the mentee (Students) for every teacher (Mentor) to every academic year. • To act as a bridge between parents and college for smart communication. • To guide the student regarding academic, stress, financial and career related issues. To provide the personal counseling to students.



28	Right to Information Act.	<ol style="list-style-type: none"> 1. Prin. Dr.Vasant P.Mali 2. Mr.Nitin Bagwe (Secretary, Sadhubella Education Society) 3. Mr.Rajesh D.Singh 4. Ms.Archana Verma 5. Ms.Singh Ujala 	<p>Appealate Officer First PIO</p> <p>PIO Assistant PIO Student</p>	<ul style="list-style-type: none"> • To promote transparency and accountability in the working of the College. • To make our society open and public authorities more accountable and information must be made available to a private citizen subject to right of privacy. • To provide information for any individual on their demands as per the Right to Information Act. • Strictly follow the rules and regulation of RTI.
29	Student Council	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Ms.Heenal Wadhwa 3. Mr.Rajesh D.Singh 4. Ms.Sharmila Karve 5. Ms.Siya Hassija 6. Ms.Gaikar Mansi 7. Ms.Thakur Mamta 	<p>Chairman Secretary Member Member Member Student Student</p>	<ul style="list-style-type: none"> • To promote an environment favorable to educational and personal development. • To support the management and staff in the development of the College. • To represent the views of the students on matters of general concern to them. • To organize the various student centric activities
30	Canteen Committee	<ol style="list-style-type: none"> 1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms.Siya Hassija 4. Ms.Girisha Dulani 5. Ms.Tomar Poornima 	<p>Chairman Secretary Member Member Student</p>	<ul style="list-style-type: none"> • To provide a regular and high quality service at a reasonable cost and maintain legislative • standards of hygiene and health care in relation to the preparation, supply and service of food to the canteen.



31	Cap Committee	1. Dr.Vasant P.Mali 2. Ms. Sharmila Karve 3. Ms. Nikam Sangharaj	Chairman Secretary Member	<ul style="list-style-type: none"> • To collect and manage the examination papers and to maintain the records • To prepare the remuneration bills • To maintain the records of question papers of internal and external examinations. • To prepare and maintain mark sheets of all examinations conducted subject wise. • To make the attendance record of all the students who are attended the exam of internal as well as external.
32	Unfair Means Committee	1. Dr.Vasant P.Mali 2. Dr.Dattatary Kalbande 3. Ms.Girisha Dulani	Chairman Secretary Member	<ul style="list-style-type: none"> • To maintain discipline in examination. • To solve unfair means matters in time bound. • To prepare unfair means report.
33	Women Development Cell	1. Dr.Vasant P.Mali 2. Ms.Ms.Siya Hassija 3. Ms.Sharmila Karve 4. Ms.Thakur Mamta	Chairman Secretary Member Student	<ul style="list-style-type: none"> • To create social awareness about the problems of women and in particular regarding gender discrimination. • To develop the self-confidence of women. • To guide about women welfare laws. • To highlight the importance of health and hygiene. • To direct women's role in the society, to develop multidisciplinary approach for the overall personality development. • To organize seminars, workshops relating to women development and to encourage them to participate actively in the same. • To prevent sexual harassment and to promote general well being of female students, teaching and non-teaching women staff of the college



34	Group Insurance Scheme Committee	1. Dr.Vasant P.Mali 2. Mr.Rajesh D.Singh 3. Ms.Sharmila Karve 4. Ms.Heenal Wadhwa 5. Ms.Siya Hassija 6. Ms.Thakur Mamta	Chairman Secretary Member Member Member Student	<ul style="list-style-type: none"> • To maintain discipline in examination. • To solve unfair means matters in time bound. • To prepare unfair means report.
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PRINCIPAL
J. Watumull Sadhubella Girls College
Uthasagar-421 001