



SADHUBELLA EDUCATIONS SOCIETY'S
(Minority Institute)

J. WATUMULL SADHUBELLA GIRLS COLLEGE,
Near Government Dispensary, Ulhasnagar - 421 001

ADMINISTRATIVE AND ACADEMIC COLLEGE COMMITTEES
YEAR 2022 - 2023

Sr.No.	Name of the Committee	Chairperson and Member	Functions of Committee	
1	(CDC) College Development Committee	<ol style="list-style-type: none">Hon. Utamsingh R. PawarHon. Secretary, Nitin S. BagweMs. Prajakta A. ThakurMs. Arti N. BansodeDr. Madhavi NikamMr. Surendra JagtapMs. Heenal D. WadhwaMr. Rajesh D. SinghDr. Dattatray KalbandeMs. Archana VermaMs. Supriya SalveeMs. Gupta ChandaniDr. Vasant P. Mali	<p>Chairman</p> <p>Secretary</p> <p>Social Worker</p> <p>Member of Alumni</p> <p>Research</p> <p>Industrialist</p> <p>HOD</p> <p>Teaching Staff Member</p> <p>Teaching Staff Member</p> <p>Non-Teaching Staff</p> <p>Co-Ordinator, IQAC of College</p> <p>Students' Council President</p> <p>Principal, Member of Secretary</p>	<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



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J. Watumull Sadhubella Girls College

Ulhasnagar-421 001

2	Admission Committee	<ol style="list-style-type: none"> 2. Dr. Vasant P. Mali 2. Mr. Rajesh D. Singh 3. Ms. Supriya Salvee 4. Ms. Smita Chawak 5. Ms. Sharmila Karve 6. Ms. Baisane Monica 7. Ms. Savte Sanjana 	<p>Chairman Secretary Member Member Member Student</p> <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	<ol style="list-style-type: none"> 1. Dr. Vasant P. Mali 2. Mr. Rajesh D. Singh 3. Dr. Dattatray Kalbande 4. Ms. Smita Chawak 5. Ms. Sharmila Karve 6. Ms. Suthar Mamta 7. Ms. Singh Aachal 	<p>Chairman Secretary Member Member Member Student Student</p> <ul style="list-style-type: none"> • Academic Calendar Committee will prepare the annual academic calendar of the college.
4	Time-table Committee	<ol style="list-style-type: none"> 3. Dr. Vasant P. Mali 4. Ms. Heenal D. Wadhwa 3. Ms. Smita Chawak 4. Ms. Sharmila Karve 5. Ms. Sharna Pratibha 6. Ms. Sable Namarta 	<p>Chairman Secretary Member Member Student Student</p> <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	<ol style="list-style-type: none"> 1. Dr. Vasant P. Mali 2. Ms. Heenal Wadhwa 3. Mr. Rajesh D. Singh 4. Ms. Smita Chawak 5. Ms. Sharmila Karve 6. Mr. Sangharaj Nikam 7. Ms. Udhani Karuna 	<p>Chairman Secretary Member Member Member Member Member</p> <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 lay down by Univ. of Mumbai. • To maintain transparency and



Principal
J. Walmull Sachubella Girls College
Ulhasnagar-421 001

6	Research Committee	<ol style="list-style-type: none"> 5. Dr. Vasant P. Mali 6. Dr. Dattatray Kalbande 7. Ms. Sharmila Karve 8. Ms. 	<p>Chairman Member Member Student</p>	<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"> 2. Dr. Vasant P. Mali 2. Ms. Supriya Salvee 3. Dr. Dattatray Kalbande 4. Ms. Archana Verma 5. Ms. Smita Chawak 6. Ms. Heenal Wadhwa 7. Ms. Siddiqui Tarrunum 	<p>Chairman Secretary Member Member Member Member Student</p>	<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"> 5. Dr. Vasant P. Mali 2. Dr. Dattatray Kalbande 3. Ms. Heenal Wadhwa 4. Mr. Sharmila Karve 5. Mr. Rajesh D. Singh 6. Ms. Supriya Salvee 7. Ms. Smita Chawak 8. Ms. Mishra Riya 9. Ms. Sharma Ankita 	<p>Chairman Secretary Member Member Member Member Member Student Student</p>	<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



Principal
Watumull Sapthavelli Girls College
Uthirnaragar-421 001

9	Purchase & Financial Norms Committee	<ol style="list-style-type: none"> 2. Dr. Vasant P. Mali 2. Mr. Rajesh D. Singh 3. Ms. Smita Chawak 4. Dr. Dattatray Kalbande 5. Ms. Archana Verma 	<p>Chairman Secretary Member Member Member</p>	<ul style="list-style-type: none"> • To deal with all matters pertaining to purchases of the college. • 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"> 2. Dr. Vasant P. Mali 6. Ms. Heenal Wadhwa 7. Ms. Supriya Salvee 8. Mr. Rajesh D. Singh 5. Ms. Smita Chawak 6. Ms. Pal Pritika 7. Ms. Shinde Chaitali 	<p>Chairman Secretary Member Member Member Student Student</p>	<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"> 7. Dr. Vasant P. Mali 8. Ms. Shukla Suman 9. Dr. Dattatray Kalbande 10. Ms. Smita Chawak 11. Ms. Sharmila Karve 12. Ms. Gaikwad Snehal 13. Ms. Sahita Anu 	<p>Chairman Secretary Member Member Member Student Student</p>	<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.

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Principal
J. Watumull Sathubella Girls College
Ulhasnagar-421 001

12	Grievance Redressal Cell Committee	6. Dr. Vasant P. Mali 7. Ms. Heenal Wadhwa 8. Mr. Rajesh D. Singh 9. Ms. Chauhan Reema 10. 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	7. Dr. Vasant P. Mali 2. Mr. Rajesh D. Singh 3. Ms. Smita Chawak 4. Ms. Udhani Karuna 5. Ms. Siya Hassija 6. Ms. Shivota Khushboo	Chairman Secretary Member 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.




Principal
 J. Watumull Sadhubella Girls College
 Udhnesnagar-421 001

14	IQAC	<p>2. Dr. Vasant P. Mali</p> <p>8. Dr. Dattataray Kalbande</p> <p>9. Mr. Nitin S. Bagwe</p> <p>10. Ms. Heenal Wadhwa</p> <p>11. Ms. Supriya Salve</p> <p>12. Ms. Smita Chawak</p> <p>8. Ms. Sharmila Karve</p> <p>9. Mr. Rajesh D. Singh</p> <p>10. Mr. Thakur Bhimsingh</p> <p>11. Ms. Archana Verma</p> <p>12. Mr. S. T. Mahajan</p> <p>13. Ms. Shelke Kashish</p> <p>14. Ms. Sonam Pinjani</p> <p>15. Dr. Madhavi Nikam</p> <p>16. Ms. Arpita Madan</p> <p>17. Mr. Virendar Singh</p> <p>18. Ms. Reswal Nitu</p>	<p>Chairman</p> <p>Co-ordinator</p> <p>Mngt. Representative</p> <p>Teacher</p> <p>Teacher</p> <p>Teacher</p> <p>Teacher</p> <p>Teacher</p> <p>Sr. Adm. Off.</p> <p>Representative</p> <p>Adm. Staff</p> <p>Representative</p> <p>Nominee from local society</p> <p>Student Representative</p> <p>Alumni Representative</p> <p>Employer Nominee</p> <p>Stakeholders Representative</p> <p>Industrialist</p> <p>Student</p>	<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	<p>7. Dr. Vasant P. Mali</p> <p>8. Mr. Rajesh D. Singh</p> <p>9. Ms. Archana Verma</p> <p>10. Ms. Sahita Nanki</p> <p>11. Ms. Sharmila Karve</p> <p>12. Ms. Sawant Chetna</p>	<p>Chairman</p> <p>Secretary</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Student</p>	<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.



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J Watumull Sadhubella Girls College
Ulhasnagar-421 001

16	NSS	<ol style="list-style-type: none"> 3. Dr. Vasant P. Mali 2. Mr. Rajesh D. Singh 3. Ms. Heenal Wadhwa 4. Ms. Karuna Udhani 5. Mr. Sangharaj Nikam 6. Ms. Reswal Nitu 7. Ms. Sawant Chetna 	<p>Chairman Programme Officer Member Member Member Student Student</p>	<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	<ol style="list-style-type: none"> 2. Dr. Vasant P. Mali 4. Ms. Smita Chawak 5. Ms. Siya Hassija 6. Ms. Gaikar Mansi 7. Ms. Pawar Shradha 	<p>Chairman Secretary Member Student Student</p>	<ul style="list-style-type: none"> • To conduct health check-up for all the students. • To monitor Student Health Centre in college campus.
18	Quality Improvement and Attendance Committee	<ol style="list-style-type: none"> 2. Dr. Vasant P. Mali 2. Mr. Rajesh D. Singh 3. Ms. Smita Chawak 4. Ms. Sharmila Karve 5. Ms. Labana Jiya 6. Ms. Somvanshi Janvi 	<p>Chairman Secretary Member Member Student Student</p>	<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.



Principal

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J. Watumulli Sadhubella Girls College
Ulhasnagar-421 001

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 D. 	<p>Chairman</p> <p>Secretary</p> <p>Member</p> <p>Member</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"> 3. Dr. Vasant P. Mali 4. Ms. Smita Chawak 5. Ms. Sharmila Karve 4. Mr. Pushpak Deshpande 5. Ms. Kiwade Sapna 	<p>Chairman</p> <p>Secretary</p> <p>Member</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.



Principal
 J. Watumull Sardhubella Girls College
 Ulhasnagar-421 001

21	Cultural Committee	<ol style="list-style-type: none"> 7. Dr. Vasant P. Mali 2. Ms. Supriya Salvee 3. Ms. Lulla Sneha 4. Ms. Siya Hassija 5. Ms. Patwa Rupali 6. Ms. Utekar Lawnya 	<p>Chairman Secretary Member Member Student Student</p>	<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	<p>Standing committee (SC/ ST Welfare) D. O. No. F.2-1/ 88 (SCT) March 21, 1988</p>	<ol style="list-style-type: none"> 2. Dr. Vasant P. Mali 8. Dr. Dattataray Kalbande 9. Ms. Sharmila Karve 10. Ms. Smita Chawak 11. Ms. Sahita Nanki 12. Ms. Ramya Veerpandiyam 	<p>Chairman Secretary Member Member Member Student</p>	<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.



Principal
Principal

J. Watumull Sakhubella Girls College
Uthasagar-421 001

23	Nature / Green Club	<ul style="list-style-type: none"> 5. Dr. Vasant P. Mali 6. Dr. D. T. Kalbande 7. Mr. Dilip Sharma 8. Ms. Shelke Kashish 	<p>Chairman Member Member Student</p>	<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. • 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.
24	Placement & Counseling Cell	<ol style="list-style-type: none"> 1. Dr. Vasant P. Mali 2. Ms. Lulla Sneha 3. Ms. Siya Hassija 4. Ms. Karuna Udhani 5. Ms. Labana Jiya 	<p>Chairman Member Member Member Student</p>	



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Principal
J. Watumull Sadhubhella Girls College
Uhasnagar-421 001

25	Alumni Association	5. Dr. Vasant P. Mali 6. Ms. Heenal D. Wadhwa 7. Ms. Girisha Dulani 8. Ms. Komal Panjwani 9. Ms. Somvanshi Janvi	Chairman Secretary Member 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. 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.
26	Protection & prevention of persons from sexual harassment	7. Dr. Vasant P. Mali 8. Ms. Heenal Wadhwa 9. Ms. Sharmila Karve 10. Ms. Smita Chawak 11. Dr. Dattatray Kalbande 12. Ms. Sawant Chetna 13. Ms. Tiwari Laxmi	Chairman Secretary Member Member Member Student Student	<ul style="list-style-type: none"> To allot the mentor (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.
27	Teacher Parents Association	6. Dr. Vasant P. Mali 7. Ms. Heenal Wadhwa 8. Ms. Smita Chawak 9. Ms. Arpita Madan 10. Ms. Yadav Jyoti	Chairman Secretary Member Parents' Representative Student	<ul style="list-style-type: none"> To allot the mentor (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.



Principal

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Watumull Sathiyappa Girls College
 Uhusnagar-421 001

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. Shukla Suman 6. Ms. Singh Ujala 	Appellate Officer First PIO PIO Assistant PIO Member Student	<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"> 4. Dr. Vasant P. Mali 5. Ms. Smita Chawak 6. Mr. Rajesh D. Singh 4. Ms. Sharmila Karve 5. Ms. Pushpak Deshpande 6. Ms. Siya Hassija 7. Ms. Gaikar Mansi 8. Ms. Thakur Mamta 	Chairman Secretary Member Member Member Member Student Student	<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"> 5. Dr. Vasant P. Mali 6. Ms. Smita Chawak 7. Ms. Girisha Dulani 8. Ms. Tomar Pooranima 	Chairman Secretary Member Student	<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.




Principal
 J. Watumull Sadhubella Girls College
 Uhasnagar-421 001

31	Cap Committee	<p>4. Dr. Vasant P. Mali 5. Ms. Pushpak Deshpande 6. Ms. Supriya Salvee</p>	<p>Chairman Secretary Member</p>	<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	Online Education Committee	<p>3. Dr. Vasant P. Mali 4. Ms. Heenal Wadhwa 5. Ms. Supriya Salvee 6. Ms. Dattatary Kalbande 7. Ms. Smita Chawak 8. Ms. Sharmila Karve 9. Ms. Dulani Girisha 10. Ms. Panjwani Komal 11. Ms. Archana Verma 12. Ms. Kharat Chandni 13. Ms. Khan Alisha</p>	<p>Chairman Secretary Member Member Member Member Member Member Member Member Student</p>	<ul style="list-style-type: none"> To prepare online lecture time table To plan for online education and its related matters. To decide online education platform.
33	Online Examination Committee	<p>2. Dr. Vasant P. Mali 3. Ms. Heenal Wadhwa 4. Mr. Rajesh Singh 5. Dr. Dattatary Kalbande 6. Ms. Smita Chawak 7. Ms. Sharmila Karve 8. Ms. Archana Verma 9. Ms. Muskan Hinduja</p>	<p>Chairman Secretary Member Member Member Member Member Member</p>	<ul style="list-style-type: none"> To make all essential arrangements to conduct online internal and university examinations. To carry out all online examinations, publish results within time and award degree certificates (Provided by the University and Institute) to the students. To conduct all online examination according to rule and regulation lay down by University of Mumbai. To maintain transparency and accountability in online



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34	Unfair Means Committee	<ol style="list-style-type: none"> 4. Dr. Vasant P. Mali 5. Dr. Dattatary Kalbande 6. Ms. Girisha Dulani 	<p>Chairman Secretary Member</p>	<ul style="list-style-type: none"> • To maintain discipline in examination. • To solve unfair means matters in time bound. • To prepare unfair means report.
35	Women Development Cell	<ol style="list-style-type: none"> 5. Dr. Vasant P. Mali 6. Ms. Komal Panjwani 7. Ms. Siya Hassija 8. Ms. Sharmila Karve 9. Ms. Thakur Mamta 	<p>Chairman Secretary Member Member Student</p>	<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.
36	Group Insurance Scheme Committee	<ol style="list-style-type: none"> 6. Dr. Vasant P. Mali 7. Mr. Rajesh D. Singh 8. Ms. Sharmila Karve 9. Ms. Heenal Wadhwa 10. Ms. Smita Chawak 11. Ms. Karuna Udhani 	<p>Chairman Secretary Member Member Member</p>	<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

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Uthasagar - 421 001