

1) Academic Committee

Activities –

- i) Monitoring & Supervision on overall academic of the institute.
- ii) Formation of academic calendar at the beginning of both the semester.
- iii) Monitoring of theory lectures, practicals, labs, tutorials and termwork etc.
- iv) Observe progress of syllabus coverage according to lesson plan.
- v) To monitor / supervise unit class tests.
- vi) Review and analysis of class test result and take appropriate steps for result improvement.
- vii) Monitoring of class and unit test attendance.
- viii) Checking of course material & other related documentation of teaching – learning process.
- ix) Motivation to student and staff member for overall enhancement of academic activities by conducting and attending workshops, seminars & experts guest lectures.
- x) Review of academic progress and overall result through class teachers and necessary measures to be taken for improvement in it. Also send the attendance report and unit test result to parents.
- xi) Development of infrastructural facilities in class rooms, library, laboratories & workshops.
- xii) Taking student feedback of teaching, analysis of feedback & appropriate measures for improvement of teaching and results. suggestions and complaints for improvement not only academic but for overall development of college.
- xiii) Formation of termwork monitoring assessment work as per academic calendar.
- xiv) Implementation of suggestions from Alumini meet, parents meet & industry interaction.

2) Local Guardian Committee

- i) Formation of students group under local guardian (Group under a teacher should include students from all classes of the same department)
- ii) Arrangement of weekly meeting between group students.
- iii) Forwarding of leave application to class teacher.
- iv) Guidance and counseling for financial, hostel, health and personal problems.
- v) Preparing and motivating students for academic and Extra curricular development.
- vi) L.G. incharge should maintain and update the data of students.
- vii) Guidance to students to avoid internal conflicts with fellow students and make study circle by taking help of senior students.
- viii) Maintain record of personal and academic progress of student.
- ix) Interacting with parents of student.
- x) Arrangement of parents – meeting in co-ordination with academic committee.
- xi) Motivate and guide students for research work participation in competitive examination and for overall development of student.

3) Extra Curricular & Co-curricular Committee

- i) Co-curricular activities means arrangements and conduct of workshops, seminars, induction programmes, expert lectures, project exhibition.
 - ii) Extra Curricular includes celebration of various festivals (Janamastami, Ganesh festival etc) Organization of teachers day, Independence day, Engineers day, Republic day and also days during annual social gathering. Arrangement of personality development, Soft skill and health development programme, book fair. Preparation for competitive exams.
- Oranisation, conduction & execution of above mentioned activities through departmental association.
 - Motivation to students and staff members for participation & organization.

- Record keeping and account of event, activity organized including information notices, committee formation, registration process, selection process and feed back. etc
- Information to press and publicity committee regarding event and keeping record by photographs, soft copies in CD with date.

4) Press and Publicity Committee

- i) Departmental co-coordinator should co-ordinate all departmental activities & keep information about the same to the chairman of committee and with Department also.
- ii) They should draft, edit and verify the news and submit the report to the principal before giving to it to press.
- iii) The original draft and photographs in form of soft & hard copies and cutting of published news should be maintained by scanning in soft format.
- iv) The departmental co-coordinator will see that important departmental events should be published in annual magazine by co-ordination with cultural & magazine committee.
- v) The information about important event will be displayed on departmental and library notice board.
- vi) They should arrange a press conference during important event with consent of principal.

5) **Time Table Committee**

- i) Departmental teaching load should be circulated to teacher at the end of semester.
- ii) Load distribution and individual load to be done in consent with head of department.
- iii) Subject choice should be circulated and final distribution of allotted subjects to the teacher at least one month before to the commencement of semester in consultation with HOD.
- iv) The departmental co-coordinator should prepare individual time-table, class time table, lab time table, class room time table etc., and arrangement should be made to display and send to principal through committee chairman.
- v) The class unit test time table should also be maintained by departmental incharge.
- vi) The termwork submission time table practical / oral should be prepared and submitted to principal.
- vii) In case any faculty member of the Dept. leave the institute in mid-term the load arrangement should be made in consultation with HOD.
- viii) The changes made in time table shall be displayed on notice board, intimate to concerned staff and informed to HOD and Principal Sir.

6) Excursion, Education and Industrial Visits and Tour Committee

- i) Maintain the list with details of industries and name of Personnel officer's contact numbers and be in continuous touch with them.
- ii) Take the help of Alumni for the prior permission for industrial visit if required.
- iii) To prepare the tentative plans for industrial visit as per the conveyance.
- iv) Observation and maintained of discipline within visits & tours.
- v) To contacts with various tours organizers, managers. If necessary and finalize the menu, venue & facilities such as traveling, accommodation, lunch, dinner etc.
- vi) Excursion tours should be arranged for one or two days with well planning.
- vii) Supervise & maintain all budgeting and accounting during tour.
- viii) Maintain the records of tour activities along with photographs and other programme details of tour days with daily stay arrangements.
- ix) After completion of industrial visits to the company / industry. Preparation of the report required for the term work assessment for examination.
- x) Preparation of list of participated student along with their classes. Branch, Roll No. and other details.
- xi) First aid medical facility, Important Phone no. for emergency and other precautionary measures shall be taken up before leaving for visit and tours.

7) Library Committee

- i) Supervise and monitoring of all sections of library (stack section, reference section, periodical & journal, reading section, issue & collection centre, book bank, SC/ST section, news paper, digital library etc.)
- ii) Procurement of books for library.
- iii) Monitoring and record keeping of library.
- iv) Maintaining of accession cards of books and journals.
- v) Maintenance of account, record keeping of books for SC-ST section and follow up of funds.

- vi) Motivation to students and staff for utilization of library resources.
- vii) Placement of books in appropriate racks.
- viii) Display of new arrival books, news and important events on library notice board
co-ordination with staff members.
- ix) Purchase of books use for competitive examination and literature.

8) Hostel and Discipline Committee

- i) This hostel committee should work in co-ordination with Ant ragging committee.
- ii) Committee should maintain record of students, furniture and amenities of all hostels in co-ordination with hostel in charge & warden.
- iii) Formation & maintaining rules and regulations at respective hostels.
- iv) Display of rules and regulation, important information in every hostel.
- v) Supervision on daily records which is maintain in hostel.
- vi) Provision of first aid box, fire frightening equipment etc to be made in the hostel.
- vii) Supervision to be made over mess facilities and cleanliness periodically.
- viii) Visit per week occasionally and reporting to Principal Sir.
- ix) Strictly observe that no outside students are coming or living in Hostel.

Discipline –

The college maintains high standard of discipline. Following are deemed to be some of the acts of indiscipline. Discipline committee shall strictly observe

- Non-compliance of order, notices and college/hostel rules.
- Non-compliance of instructions of the staff member.
- Use of unfair means in the exams and mobile in the class room.
- Misuse and damage of college property.
- Non-participation in college activities.
- Provoking students to take part in strikes, morchas etc.
- Involvement in formation of groupism, casteism etc.
- Arranging meeting or inviting some persons to address any meeting.
- Indulgement in Smoking, alcoholic drinking and chewing of tobacco etc

Student involved in any act of indiscipline is liable to severe action as per the recommendation of discipline committee.

9) Unit Class Test -

- i) Departmental test in charge should maintain the schedule of unit test as per academic calendar.
- ii) Committee should observe that unit test question papers should be as per university exam. Pattern & paper setter should cover all the units of syllabus for test exam.
- iii) Time table should be displayed one week before commencement of test exam.
- iv) Sitting arrangement should be done in such a way that unfair means are avoided.
- v) The test paper should be assessed within one week and answer paper shall be distributed among students for verification and collect it for record.
- vi) Compiled result should be send to academic committee.
- vii) Counseling should be done for students to scoring in test, as test marks are reflection of performance in university exam. and having weight age in term work.

10) Alumini -

- i) Collection of current data and status of Alumni.
- ii) Formation of Alumni Association at college level.
- iii) Conduction of Alumni meet at least once every year.
- iv) Internet & link updation.
- v) Documents for Alumni Association, like letter head, seal and other details.
- vi) Interaction with Alumni for academic development and placement purpose of students.

- vii) Fund contribution by Alumni for institute.
- viii) Felicitation of Alumni for their achievements.
- ix) Be in continuous contact with Alumni by sending season greetings, birthday wishes by mail and post.
- x) Contact Numbers of all HOD's to be send to all Alumni through mail.
- xi) Alumni chapter to be opened at Pune.

11) Cultural -

- i) College magazine to be published every year by forming editorial board & start respective activities by 15th Aug.
- ii) Motivation to students for participation at inter college university & national level activities like elocutions, drama, singing drama etc.
- iii) Organization & Execution of Annual Social gathering.
- iv) Student felicitation during annual social for various events & excellence achieved within the year.
- v) Record keeping & co-ordination with press and publicity committee.
- vi) Organization of cultural events in association with extra & co-curricular committee.