

SIES Graduate School of Technology, Nerul

Second Draft of committee list for the year 2017-18

S.No	Name of the committee	Name of the Faculty	Responsibilities
1	Anti Ragging Committee and Discipline committee	Dr. Atul Kemkar , Dr. Manasi Karkare, Dr. Pradip Patil, Dr. Rizwana Shaikh, Prof Leena Ladge, Prof Prasad Iyer, Prof Rajesh Kadu, Prof Mahesh Biradar, Prof Shubhangi Kadu, Dr. Smitha Kumar.	Anti-ragging Workshops; Updating all websites with complete details, alarm bells etc.; Regular interaction and counselling with the students; Identification of trouble-triggers; Mention of anti-ragging warning in the Institution's prospectus and information booklets/ brochures shall be ensured. Maintaining discipline in the campus.
2	Anti Ragging Squad	Dr. Atul Kemkar , Prof Lakshmisudha, Prof Aparna Bannore, Subramaniam S R, Mohd Ansari, Pushkar Sathe, Ananthkumar.	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 behaviour/ incident shall be undertaken.
3	Grievance Redressal	Prof Leena V Ladge , Swati Rane, Deepti Reddy, Sumitra Padmanabhan, Stephy Benny, Prasad Iyer, Chandan C.	Preventing unfair practices and to provide a mechanism to students for redressal of their grievances.
4	Internal Complaint Committee	Dr. Manasi Karkare , Dr. Rizwana Shaikh, Seema Khan, Seema Redekar, Vandana Sawant, Pranita Mahajan, Dr. Pradip Patil.	Redressal of Grievances related to sexual harassment and other gender related issues.
5	Women Development Cell	Prof Prajkta Kane , Katyayini, Vijayalakshmi, Ujwala Ravale.	Holistic empowerment of the women by conduction of awareness workshops, seminars covering self defense and women's rights.
6	Standing Committee for SC/ST	Dr. Sandesh Ramteke , Suvarna Chaure, Sagar Waghmare, Senthil Kumar, Bhagyashal Waghmare.	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.
7	IQAC	Prof Prasad Balan Iyer , *	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; Documentation of the various programmes/activities leading to quality improvement; Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices; Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
8	College Academic Council	Dr. Atul Kemkar, Dr. Manasi Karkare, Dr. Pradip Patil, Dr. Rizwana Shaikh, Prof Leena Ladge, Prof Prasad Iyer, Prof Seema Khan, Prof Sumitra Padmanabhan, Prof Ashwinkumar.C, Vijayalakshmi.	
9	Student welfare Committee	Dr. Atul Kemkar, Dr. Manasi Karkare, Dr. Pradip Patil, Dr. Rizwana Shaikh, Prof Leena Ladge, Prof Prasad Iyer, Mahesh Biradar, Sumitra.P, Vijayalakshmi, Pushkar Sathe.	To recommend on the enhancement of student facilities, students' life and experiences at the Institute.
10	Admission Committee	Dr. Manasi karkare , Prof Asha Raj, Pratibha Sharma, Dr. Smitha S Kumar, Mahesh Biradar, Dr. Geetanjali, Sandhya Bharambe, Stephy Benny, Vijay Songire, Dr.G.Kanthimathi, Vaishali A Mangrulkar, Sumitra Padmanabhan, Asmita Shejale, Dr. Snehal Kargirwar, Dr. Savita Katiyar.	

11	Training & Placement Cell	Prof Seema Khan , Stuti Ahuja, Stephy Benny, Varsha Patil, Chandan Chaudhari, Asmita D Shejale, Sivakumar.	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.
12	Industry Institute Interaction Cell	Prof Sunil punjabi , Ganesh Kadam, Gaurav Fasate, Shubhangi P Kharche, Varsha N Mali, Samit Shivadekar, Dr. Kaustubh Chavan,	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.
13	Entrepreneur Development Cell and incubation	Prof Prasad Balan , Sumitra Padmanabhan, Chandan C, Avinash S, Nagendran, Roopal, Vishal G, Varsha Mali.	To provide a platform for interaction with entrepreneurs. Impart entrepreneurial education/skills amongst students through various trainings and exercise. Motivate students to develop their own startups. Develop business incubators. Create corpus fund to seed ventures.
14	Career Development Cell	Prof Aparna Bannore , Sagar Waghmare, Sivakumar, Pranita Mahajan, Stuti Ahuja, Ganesh kadam, Kintu Patel, Pushkar Sathe.	Undertake various academic and non-academic initiatives for the students to be equipped to meet varied industry requirements. Guidance for higher studies in India and abroad.
15	Alumni coordination Committee	Preetee Khuperkar , Mrinal Khadse, Namrata Jiten Patel, Prashant Ambadekar, Asha Raj, Sagar Waghmare.	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.
16	NAAC Committee	Prof Rajesh Kadu , Mrinal Khadse, Subramanian S R, Dr.Savita Katiyar, Prashant Ambadekar, Shubhangi P Kharche, Sumitra Padmanabhan.	
17	NBA Committee	Prof Lakshmi Sudha , Mrinal Khadse, Subramanian, Shubhangi Kharche, Prashant Ambadekar, Prathibha Sharma, Rajesh Kadu.	
18	Professional Body Coordination Committee	Dr. Pradip Patil , Sumitra Padmanabhan, Preetee Khuperkar, Suvarna Chaure, Leena V Ladge, Varsha N Mali, Nagendran, Subramanian, Prasad, Biju Balakrishnan, Dr. Kanthimathi.	Conduct classwise co-curricular activities-Expert lectures by industry experts or alumni, online events, events during fest and atleast one national level event once a year. Establish ISTE Student Chapter.
19	R & D Cell	Prof Preeti Hemnani , Dr.Manasi karkare, Sivakumar, Ganesh Kadam, Prachi Shahane, Sandesh Ramteke, Aparna bannore, Stuti Ahuja, Preeti Godabole, Katyayini Tembadmani, Seema Redekar, Neha Nohwar.	To promote research and research Projects.
20	Skills Development Committee	Dr. Rizwana Shaikh , Amit Pandhare, Snehal Kargirwar, Kranti Bade.	Implement and promote Chief minister/Prime minister kaushal vikas yojana type of events. Take care of the necessary documentation for the same.
21	Innovation club	Dr. Sandesh Ramteke , Vishal Gaikwad, Stephy Benny, Preeti Godabole, Chandan Chaudhari, Monika Sharma.	To promote innovative ideas and projects.
22	Technical Committee	Prof Savita Lohiya , Shyamala Mathi, Deepti Reddy, Sandesh Ramteke, Mohd Ali Ansari, Anindita Khade, Pranjali T, Shishir Jagtap, Madhuri K, Priyanka.	Facilitate students with necessary guidance and support to participate in national level events.
23	Unnat Bharat/ Unnat Maharashtra Abhiyan	SAME AS TECHNICAL COMMITTEE	

24	IT Cell	Prof Monika Sharma , Sunil punjabi, Avinash Singh, Masooda Modak, Suvarna Chaure, Kalyani Pampattiwar, Anindita, Samit Shivadekar.	To take care of all the ERP solutions in house. Develop the college website.
25	NSS Committee	Prof Mahesh Biradar , Pushkar Sathe, Mrinal Khadse, Namrata Jiten Patel, Prachi Shahane, Sandhya Bharambe, Pranavi Mhatre, Vishal Gaikwad, Pranita Mahajan, Srikrishna Rao, Dipti Somayajulu, Ramkishan Bhise.	
26	Swatch Bharat Abhiyan Committee	ALONG WITH NSS	
27	ISR Committee	Prof Senthil kumar , Mrinal Khadse, Umesh Mahind, Pranita Mahajan, Vijay Songire, Mohd Ali Ansari.	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. (The regular conduction of the course will be monitored by the HOD of the respective departments)
28	Disaster Management Committee	Prof Mahesh Biradar , Sandesh Ramteke, Onkar, Sarita L R, Namrata Patel, Nita Patil.	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.
29	Attendance Committee	Prof Leena Ladge , Pratibha Sharma, Savita G Lohiya, Prajakta L Kane, Kalyani Pampattiwar, Shubhangi Kharche, Avinash Singh.	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.
30	Time Table Committee	Prof Lakshmisudha , Roopal Mamtora, Dr. Smitha S Kumar, Shubhangi Kadu, Pranavi Mhatre, Ajay Hundiwale, Varsha N Mali, Vaishali A Mangrulkar.	
31	Examination Committee	Prof Shubhangi Kadu , Katyayini, Sagar Waghmare, Ajay hundiwale, Ujwala Ravale, Sonal Jatkar, Seema Redekar, Hema Raut, Ashwin Chavan.	All examination related work in coordination with the exam cell.
32	Internal Test Committee	Prof Asha Raj , Pratibha Joshi, Shubhangi Kadu, Masooda Modak, Savita G Lohiya, Kalyani Pampattiwar, Vandana Sawant, Ajay Hundiwale.	Responsible for conduction of internal test.
33	Session Plan Coordination Committee	Prof Deepti Reddy , Bushra Shaikh, Swati Rane, Siddique Ahmed, Omkar Potadar, Dr.Geetanjali, Preeti Godabole, Dr.G.Kanthimathi, Gaurav Fasate.	Verify session plans, update faculty members with the changes in the session plan.
34	Library Committee	Prof Saritha L R , Gaurav Fasate, Sonal Jatkar, Siddique Ahmed, Kranti Bade, Dr.Savita Katiyar.	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.
35	MIS and Publicity Cell	Prof Sumitra Padmanabhan , Roopal Mamtora, Ramkishan Bhise.	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.
36	Canteen Committee	Prof Siddique Ahmed , Subramanian S R, Preetee Khuperkar, Bushra Shaikh, Snehal Kargiwar, Ravindra Agarwal.	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.
37	PTA	Dr. Rizwana Shaikh , Subramanian S R, Vaishali A Mangrulkar, Prashant Ambadekar, Sandesh Ramteke, Asha Raj.	To promote better participation of parents in various programs of the college and to establish better liaison with teachers.
38	ISTE Faculty Chapter	Prof Katyayni , Roopal, Seema Redekar, Vishal G.	