

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms ).



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Shri Someshwar Shikshan Prasarak Mandal's

## Sharadchandra Pawar College of Engineering & Technology

Someshwarnagar, Tal. Baramati, Dist. Pune (Pin : 412 306) Maharashtra, India  
Approved by AICTE New Delhi, Recognised by Govt. of Maharashtra &  
Affiliated to Savitribai Phule Pune University, Pune, Id. No. PU/PN. Engg./445/2012  
Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/ 18 (A) /2023 - 2024

Date : 14 / 8 / 2023

### **CIRCULAR** Cultural Committee

**Constitution of Committee:** The Cultural Committee of the college is constituted with the following staff members.

S. N.	Name of Faculty	Department	Committee Designation
1	Dr. S. A. Deokar	Principal	Chairman
2	Prof. S.N. Shah	Faculty, Computer	Coordinator
3	Prof. D.B. Kate	Faculty, Civil	Member
4	Prof. S.N. Bhagat	Faculty, Mechanical	Member
5	Prof. P. D. Gawade	Faculty, Electrical	Member
6	Prof. K. C. Attar	Faculty, Sci. & Humanities	Member
7	Prof. A. A. Gaikwad	Faculty, Sci. & Humanities	Member
8	Prof. R. R. Nigade	Faculty, Computer	Member
9	Mr. N. K. Holkar	Lab Assistant, Mechanical	Member
10	Mr. K. S. Mind	Lab Assistant, Electrical	Member
11	Mr. S. G. Tamboli	Workshop Instructor	Member
12	Mr. Jagtap Viraj	Student S.E.(Electrical)	Student Representative
13	Mr. Konde Deshmukh Aditya	Student S.E.(Mechanical)	Student Representative
14	Ms. Bhinawade Sakshi	Student S.E.(Computer)	Student Representative

**Objective/s:** To plan, arrange and conduct the extracurricular activities in college to bring out the talents of students in the performing arts.

**Duties and Responsibilities:**

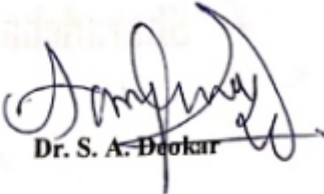
- To carry out cultural event as per the schedule in academic calendar.
- To list out the programs to be conducted in cultural event.
- To list out the students interested in cultural activities so as to plan, arrange and conduct the intra and inter collegiate cultural events.
- To select the talented students to participate in competitions.
- To form college students cultural committee for effective organization of event.
- To select the required faculty members for the effective organization and management of cultural event in a disciplined manner in consultation with principal.
- Approval regarding conduction of the cultural event and sanctioning budget form management.
- To arrange the funds from local society and entrepreneurs in the form of sponsorship.
- To give the wide publicity in media.
- To carry out the financial clearance for the said programme.

**Term:** One years and shall continue to be in force until reconstitution

Meetings: Based on requirement.

Copy To:

1. All HOD's for information and circulation among the concerned staff members.
2. Above concerned members for their personal file
3. COE Office - Principal file
4. IQAC - NAAC file
5. To be displayed in notice board

  
Dr. S. A. Deokar

PRINCIPAL  
SHARADCHANDRA PHAR College of Engineering & Technology  
SOMESHWARNAGAR, TAL-BARAMATI, DIST-PUNE (Pin-412 303)







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Shri Someshwar Shikshan Prasarak Mandal's

# Sharadchandra Pawar College of Engineering & Technology

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Ref. No. : SPCE/ 18(A) /2023 - 2024 **CIRCULAR**

Date : 14/08/2023

## Grievances and Redressal Cell

Sr. No.	Name of Faculty	Department	Committee Designation	Mobile No.
1	Dr. S. A. Deokar	Principal	Chairman	9823141287
2	Prof. C. V. Naik	Civil Engineering	Coordinator	9422460081
3	Prof. S. N. Shah	Computer Engineering	Member	8888781968
4	Prof. S. B. Sorate	Electrical Engineering	Member	7040208660
5	Prof. K. C. Attar	Science & Humanity	Member	8888772049
6	Mr. A. S. Shinde	Student B. E. (Computer)	Rep. of Student (Sr.)	8805515502
7	Miss. Manjusha Raskar	Student T. E.	Student Representative	8605931289

**Objective/s:** To provide an avenue for the aggrieved students to redress their individual grievances in order to have healthy atmosphere among the students, staff and management.

### Duties and Responsibilities:

- To receive grievances or problems from stakeholders, if any.
- To make necessary enquiries with the help of committee.
- Committee members meet once a month to discuss and resolve the grievances
- To sort out the issues by suggesting the remedial measures such as counseling, penalty or any suitable actions with the approval of principal.
- To maintain the minutes of meetings and submit the copy of the same to principal and convey the decision to aggrieved students in writing.

**Term:** One years and shall continue to be in force until reconstitution

**Meetings:** Once in a month and on any exigency.

**Quorum:** All members or their representatives shall remain present for the meeting. In case of absence, the representative shall attend the meeting after prior permission of principal / coordinator.

### Copy To:

1. All HOD's for information and circulation among the Concerned staff members
2. Above concerned members for their personal file
3. SEC Office - Principal file
4. IQAC - NAAC file
5. To be displayed in notice board



Dr. S. A. Deokar

PRINCIPAL

SHARADCHANDRA PAWAR COLLEGE OF ENGINEERING & TECHNOLOGY  
SOMESHWARNAGAR, TAL. BARAMATI, DIST. PUNE (Pin-412 306)





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Date : 14/08/2023

## **CIRCULAR** Internal Quality Assurance Cell (IQAC)

Sr. No.	Name	Department	IQAC Designation	Mobile No.
1	Dr. S. A. Deokar	Principal	Chairperson	9823141287
2	Hon'ble Shri A. S. Holkar	Trustee	Management Representative	02112282150
3	Hon'ble Shri. B. T. Khomane	Secretary	Member (Administrative Officer)	9552171171
4	Dr. S. R. Gawade	HOD – Mechanical	IQAC Coordinator	9423221655
5	Prof. S. M. Patil	HOD – Civil	Member (Teacher)	9323583519
6	Prof. S. N. Shah	HOD - Computer	Member (Teacher)	8888781968
7	Prof. G.G. Gadhave	HOD – Electrical	Member (Teacher)	9665707922
8	Prof. N. S. Wable	HOD – Science and Humanity	Member (Teacher)	9762679500
9	Dr. Gaikwad A.N.		Member (Educationalist)	7620137623
10	Hon'ble Shri R. Yadav	MD, SSSK Ltd.	Member (Industrialist)	02112282150
11	Mr. Dhumal Yuvraj	Student Member	Member (Alumni/ Industrialist)	8600404804

### **The primary goals of the IQAC:**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote the measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **IQAC will facilitate/contribute:**

- To ensure enhancement and coordination among various activities of the institution and institutionalize all good practice.
- To focus in institutional functioning towards quality enhancement and to ensure internalization of quality culture.

### **Functions of IQAC:**

- Development and application of quality benchmarks / parameters for various academic and administrative activities of the institution.
- Creation of learner-centric environment for quality education and faculty maturation in teaching learning process.
- Organization of inter and intra institutional workshops, seminars, conferences and guest lectures on quality related themes and promotion of quality circles.

### **Note:**

- The IQAC should meet at least once in every quarter (Four meetings / year).



**Dr. S.A. Deokar**  
PRINCIPAL

SHARADCHANDRA PAWAR COLLEGE OF ENGINEERING & TECHNOLOGY  
SOMESHWARNAGAR, TAL. BARAMATI, DIST. PUNE (Pin-412306)

Website : [secsomeshwar.ac.in](http://secsomeshwar.ac.in)

Email : [sspm1972@gmail.com](mailto:sspm1972@gmail.com)



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Ref. No. : SPCE/ 18(A) /2023 - 2024

Date : 14 / 08 /2023

## CIRCULAR

**Internal Complaints Committee**  
(Women's Protection and Harassment Cell)

Sr. No.	Name	Department	Committee Designation	Mobile No.
1.	Prof. S. M. Patil	Faculty (Civil)	Presiding Officer	9623583519
2.	Adv. More S. A.	NGO - Advocate	Member from	9604700447
3.	Ms. Jayashree Khedkar	- Police Station	Member	7083166388
4.	Prof. S. V. Ghadge	Faculty of Computer	Member	7057113349
5.	Prof. S.S. Kadam	Faculty of Science & Humanities	Member	9146507575
6.	Prof. A. C. Bhosale	Faculty of Electrical	Member	7218394661
7.	Ms. Apeksha Jagtap	Final year student	Member	8767256393
8.	Ms. Swapnali Gawade	Final year student	Member	7219210085

### Objective/s:

- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed.
- To advice complainants of means of resolution as specified by the legislation.
- To ensure fair and timely resolution of sexual harassment complaint.

### Duties and Responsibilities:

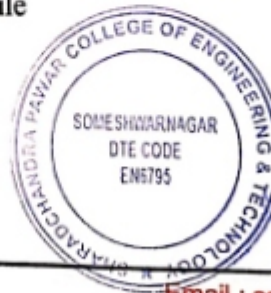
- To look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue.
- Provide a forum for discussion and interaction with eminent ladies.
- Coordinate Women's Day celebrations
- Organize Seminars on Indian culture in matters of dressing, festivals, and traditions.
- Arrange confidential counseling sessions.

**Term:** One years and shall continue to be in force until reconstitution

**Meetings:** As and when required.

**Quorum:** All members or their representatives shall remain present for the meeting. In case of absence, the representative shall attend the meeting after prior permission of principal coordinator.

**Copy To:** All HODs / SEC Office/IQAC file



*[Signature]*  
**Dr. S. A. Deskar**

PRINCIPAL

SHARADCHANDRA PAWAR COLLEGE OF ENGINEERING & TECHNOLOGY  
SOMESHVARNAGAR, TAL-BARAMATI, DIST-PUNE (Pin-412306)

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Date : 14 / 08 / 2023

### CIRCULAR

#### Committee for SC / ST

S. N.	Name of Faculty	Department	Committee Designation	Mobile No.
1	Dr. S. A. Deokar	Principal	Chairman	9823141287
2	Prof. S. S. Bhise	Faculty Electrical Engineering	Coordinator	7028304295
3	Prof. S. M. Pondkule	Faculty, Mechanical	Member	9921490139
4	Prof. C. V. Naik	Faculty Civil Engineering	Member	9422460081
5	Prof. Bhalerao A.B.	Faculty, Computer Engineering	Member	7709267915
6	Mr. Sourabh Chavan	T. E. Computer Engineering	Student Representative	7755990748
7	Miss. Revati Gaikwad	B. E. Computer Engineering	Student Representative	9075158615
8	Shri. R. B. Lakade	Clerical staff	Member	9552153370

#### Objective/s:

- To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.
- To address the issues of the staff and students, belonging to SC / ST in the college and to prevent atrocities against them.

#### Duties and Responsibilities:

- To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
- Arrange confidential counseling sessions.

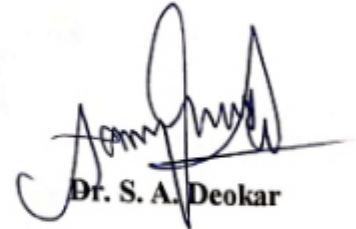
**Term:** One years and shall continue to be in force until reconstitution

**Meetings:** As and when required.

**Quorum:** All members or their representatives shall remain present for the meeting. In case of absence, the representative shall attend the meeting after prior permission of principal / coordinator.

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Dr. S. A. Deokar

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Ref. No. : SPCE/ 18 (A) /2023 - 2024

Date : 14 /8 /2023

## **CIRCULAR** Anti-ragging Committee

Sr. No.	Name of Faculty	Department	Committee Designation	Mobile No.
1	Dr. S. A. Deokar	Principal	Chairman	9823141287
2	Prof. S. B. Itape	Civil Engineering	Coordinator	8888772049
3	Prof. Ms. S. V. Ghadge	Computer Engineering	Member - Faculty	8796224030
4	Prof. K. C. Attar	Science and Humanities	Member- Faculty	9762211484
5	Prof. Ms. A. C. Bhosale	Electrical Engineering	Member- Faculty	9970616687
6	Prof. Ms. V. S. Kadam	Librarian Engineering	Member	9423131060
8	Shri. Laxman Takawale	Security Officer	Member	7499642083
9	Dr. Dilip Deshmukh	Social Worker	Squad	9960235689
12	Mr. Santosh Shendkar	Media Representative Dainik Sakal	Squad	7387918743
13	Mr. Dhole Shivaji	Parent Representative	Member	9146000321
14	Mr. Prasad S. Taware	Student B. E.	Rep. of Student (Sr.)	8530492576
15	Miss. Sakshi Y. Bhapkar	Student S. E.	Rep. of Student (Jr.)	7666439770

**Objective/s:** To maintain the discipline and healthy environment in the campus.

### **Duties and Responsibilities:**

- Maintaining passport size photo copy of each student along with necessary information, branch-wise/section-wise for an immediate identification of any student at any time.
- Developing brotherly movements among students by motivation.
- Closely watching the students and maintaining the discipline.
- Arranging the awareness programmes for the senior students about anti-ragging with local police officials.
- To form flaying squad to maintain the vigil to check ragging activities and arrange the surprise visits in the campus, bus-stops, hostels and other places vulnerable to incidents and having potential for ragging.

Dr. S. A. Deokar

PRINCIPAL

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