



॥ Tamaso ma Jyotirgamaya ॥
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/ (SCA) /2023 - 2024

Date : 14/08/2023

LOCAL MANAGEMENT COMMITTEE

| Sr. No. | Name of Faculty | Designation | Nomination |
|---------|---------------------------------|---|------------|
| 1 | Shri. Purushottam R. Jagtap | President – Shri. Someshwar Sugar Factory. | Chairman |
| 2 | Mrs. Pranita Khomane | Vice President – Shri. Someshwar Sugar Factory. | Member |
| 3 | Shri. Bharat T. Khomane | Secretary- SomeshwarShikshanPrasarak Mandal. | Member |
| 4 | Shri. Rajwardhan Shinde | Director – Shri. Someshwar Sugar Factory. | Member |
| 5 | Shri. Shivajirao Raje Nimbalkar | Director – Shri. Someshwar Sugar Factory. | Member |
| 6 | Dr. Sanjay A. Deokar | Principal, SPCOE&T | Member |

Term of the members: As per SSPM norms for Management members, two years for Educationalist / Industrialist, Teaching and non-teaching nominee. Whenever a vacancy arises, the Chairperson of the BOG can appoint a new member.

Frequency of Meeting: The member secretary shall, with the approval of the Chairman convene the meeting of the BOG at least twice a year and such other occasions as may be necessary. The member secretary shall, with the approval of the Chairman prepare the agenda for the meeting.



Dr.S.A.Deokar

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



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Shri Someshwar Shikshan Prasarak Mandal's

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Ref. No. : SPCE/12(11) /2023 - 2024

Date : 14 / 08/2023

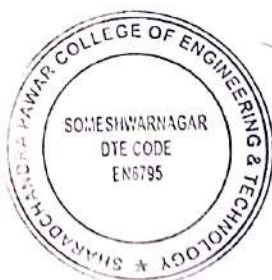
GOVERNING BODY

The board of governance of college is as follows.

| Sr. No. | Name of Faculty | Designation | Nomination |
|---------|-----------------------------|--|-----------------------|
| 1 | Shri. Purushottam R. Jagtap | President -Shri. Someshwar Sugar Factory. | Chairman |
| 2 | Mrs. Pranita Khomane | Vice President - Shri. Someshwar Sugar Factory. | Member |
| 3 | Shri. Bharat T. Khomane | Secretary- Someshwar Shikshan Prasarak Mandal. | Member |
| 4 | AICTE Nominee | Regional Officer and Director-WRO AICTE, Mumbai. | Member Nominee- AICTE |
| 5 | DTE Nominee | Joint Director -DTE, RO- Pune. | Member Nominee DTE |
| 6 | Dr. Sanjay A. Deokar | Principal, SPCOE&T | Member Secretary |

Term of the members: As per SSPM norms for Management members, two years for Educationalist/ Industrialist, Teachers nominee, AICTE, University, Government nominee's term will be as per their letter and for the UGC nominee, term will be a full six years. Whenever a vacancy arises, the Chairperson of the BOG can appoint a new member.

Frequency of Meeting: The member secretary shall, with the approval of the Chairman convene the meeting of the BOG at least twice a year and such other occasions as may be necessary. The member secretary shall, with the approval of the Chairman prepare the agenda for the meeting.



Dr.S.A.Deokar

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

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:

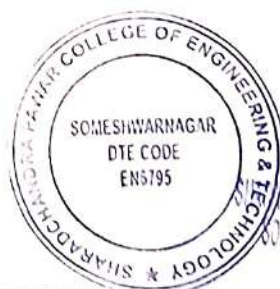
- To ensure enhancement and coordination among various activities of the institution and institutionalize all good practice.
- To focus in institutional functioning towards quality enhancement and to ensure internalization of quality culture.

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)



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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

Date : 14 / 08 /2023

CIRCULAR

Social Media Cell

| S. N. | Name of Faculty | Department | Committee Designation | Mobile No. |
|-------|---------------------|----------------------------|-----------------------|------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman | 9823141287 |
| 2 | Prof. A. D. Bhapkar | Faculty, Computer | Coordinator | 7378533713 |
| 3 | Prof. S.V. Ghadge | Faculty, Computer | Member | 8796224030 |
| 4 | Prof. S.N. Bhagat | Faculty, Mechanical | Member | 8380956165 |
| 5 | Prof. P. D. Gawade | Faculty, Electrical | Member | 9730315075 |
| 6 | Prof. K. C. Attar | Faculty, Sci. & Humanities | Member | 8888772049 |

Objective/s:

- To understand the societal responsibilities and the importance of mobilizing youth towards volunteering in social service to make the world a better place for all citizens, regardless of differences.
- To inculcate and develop social sensitivity, moral values and professional ethics in students so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens, thus realizing a major thrust in the vision and mission of college.

Duties and Responsibilities:

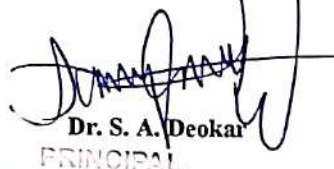
- Creating engaging and relevant content for social media platforms.
- Curating content from various sources to share with the audience.
- Ensuring consistency in messaging and branding across all social media channels.
- Monitoring and responding to comments, messages, and mentions on social media.
- Building and maintaining relationships with the online community.
- Handling customer inquiries, feedback, and complaints through social media channels.
- Planning and executing social media campaigns to promote products, services, events, or initiatives.
- Monitoring and analyzing the performance of campaigns and adjusting strategies accordingly.
- Planning and executing social media campaigns to promote products, services, events, or initiatives.
- Monitoring and analyzing the performance of campaigns and adjusting strategies accordingly.

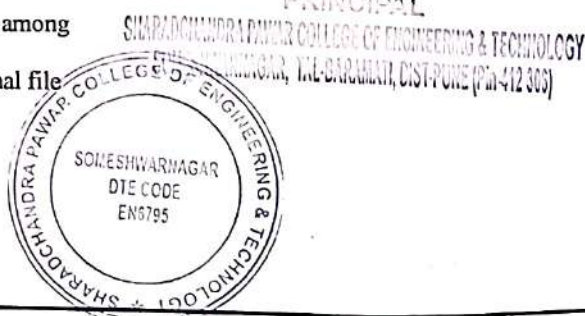
Term: One years and shall continue to be in force until reconstitution

Meetings: Based on requirement.

Copy To:

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


Dr. S. A. Deokar
PRINCIPAL





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Date : 14 / 08 /2023

CIRCULAR

Intellectual Property Right Cell

| S. N. | Name of Faculty | Department | Committee Designation | Mobile No. |
|-------|---------------------|----------------------------|-----------------------|------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman | 9823141287 |
| 2 | Prof. S.N. Shah | Faculty, Computer | Coordinator | 8888781968 |
| 3 | Prof. S.M. Pondkule | Faculty, Mechanical | Member | 9921490139 |
| 4 | Prof. K.C. Bhosale | Faculty, Civil | Member | 9359989159 |
| 5 | Prof. P. D. Gawade | Faculty, Electrical | Member | 9730315075 |
| 6 | Prof. K. C. Attar | Faculty, Sci. & Humanities | Member | 8888772049 |

Objective/s:

- To cultivate R&D culture in college for the benefit of society and stakeholders.
- To motivate and guide the students and faculty for registering their ideas for patent.

Duties and Responsibilities:

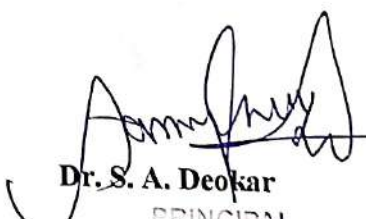
- Identifying the thrust areas for research and helps in preparing the related documents to apply for funding from UGC/AICTE/BCUD, SPPU- Pune/DST/ISTE etc.
- Encouraging the faculty members and the students to involve in research by providing suitable environment and necessary financial assistance.
- Recognizing the areas for consultancy works and approves the proposals.
- Encoring the students and faculty members for applying for patents. For their core research and innovative ideas.
- Keeping record of project and seminar topics year-wise and monitoring quality of dissertations and thesis topics and reports.
- Exploring possibilities of research collaborations for long term development.
- Making MOUs with educational institutes and industries for knowledge and facility sharing.

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

Meetings: Once in a month.

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

CIRCULAR

Date : 14/08/2023

Sports Committee

Constitution of Committee: The Sports Committee of the college is constituted with the following staff member's.

| S. N. | Name of Faculty | Department | Committee Designation |
|-------|----------------------|----------------------------|-----------------------|
| 1 | Shri. K. G. Salunkhe | Physical Director | Chairman |
| 2 | Prof. S.M. Pondkule | Faculty, Mechanical | Coordinator |
| 3 | Prof. P.S. Shinde | Faculty, Electrical | Member |
| 4 | Prof. S.R. Rakashe | Faculty, Computer | Member |
| 5 | Prof. S. B. Itape | Faculty, Civil | Member |
| 6 | Prof. K. C. Attar | Faculty, Sci. & Humanities | Member |

Objective/s:

- To plan, arrange and conduct the various sports competitions at college level.
- To provide healthy leisure time for every student and staff of SPCOE&T, Someshwarnagar.

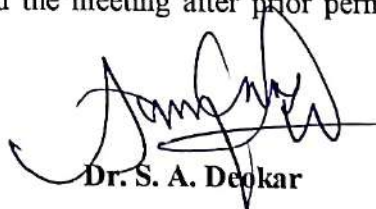
Duties and Responsibilities:

- To organize the sports competitions as per the schedule in academic calendar.
- To list out sport competitions to be conducted in technical event.
- Coordination with physical director for arranging and conduction sports events as well as maintaining records of sports data attended by college students outside the college, within the university and outside.
- To motivate the students to participate in college, university, zonal, inter-zonal, state and national level reputed tournaments and other sport activities.
- Approval regarding conduction of the technical event and sanction budget form management.

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

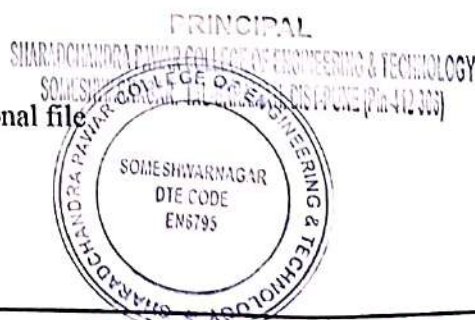
Meetings: Based on requirement.

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.


Dr. S. A. Deokar

Copy To:

- All HODs/SEC Office IQAC file
- Above concerned members for their personal file





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

CIRCULAR

Date : 14 / 08 / 2023

AICTE Committee

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

| Sr. No. | Name of Faculty | Department | Committee Designation |
|---------|--|------------------------|-----------------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman |
| 2 | Prof. N. S. Wabale | Science and Humanities | Coordinator |
| 3 | Prof. Ghadge S. V. | Computer | Member |
| 4 | Prof. Gawade P.D. | Electrical | Member |
| 5 | Prof. Kate D. B. | Civil | Member |
| 6 | Prof. Gaikwad A. A. | Humanity and Science | Member |
| 7 | Prof. Pondkule S. M. | Mechanical | Member |
| 8 | Shri. Mohite S. R. Shri. Lakade R. L. | Office | Member |

Objective/s: To ensure that the college website is regularly updated, improved and well maintained and should be informative one.

Duties and Responsibilities:

- Regularly update the information / data given on the website under various items / heads so as to have the latest and correct information about the college at all times and removes the incorrect and irrelevant data.
- Collect the information about the latest events in the college, achievements etc and get them posted on the website by way of write ups and pictures
- Update all communications, notices and announcements etc on regular basis.
- Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.

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

Meetings: As and when required.

Quorum: As per requirement.

Dr. S. A. Deokar

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





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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:

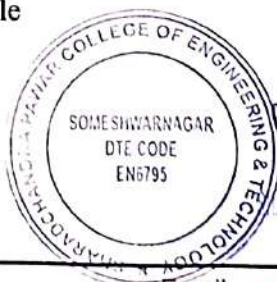
- To look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue.
- Provide a forum for discussion and interaction with eminent ladies.
- Coordinate Women's Day celebrations
- Organize Seminars on Indian culture in matters of dressing, festivals,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



Dr. S. A. Deokar

PRINCIPAL

SHARADCHANDRA PAWAR COLLEGE OF ENGINEERING & TECHNOLOGY
SOMESHWARNAGAR, TAL. BARAMATI, DIST. PUNE (Pin-412106)



II Tamaso ma Jyotirgamaya II
Shri Someshwar Shikshan Prasarak Mandal's

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CIRCULAR

Date : 14/08/2023

Student Counselling

| S. N. | Name of Faculty | Department | Designation |
|-------|---------------------|----------------------------|-------------|
| 1 | Prof. C.V. Naik | Civil | Coordinator |
| 2 | Prof. N.S. Shendkar | Computer | Member |
| 3 | Prof. S.M. Pondkule | Mechanical | Member |
| 4 | Prof. S.S. Kadam | Faculty, Sci. & Humanities | Member |
| 5 | Prof. A.C. Sakat | Electrical | Member |
| 6 | Prof. S.B. Itape | Civil | Member |

Objectives:

1. To develop the student's competencies in self-knowledge, educational exploration and career planning.
2. To help the student's to acquire the knowledge, skills and experience necessary to identify options, explore alternatives and succeed in society.
3. To improve the student's decision making skills and to increase their self-esteem and motivation.
4. To encourage the students to convey their grievances and to have more freely communication with their mentors / GFM staff.

Duties and Responsibilities:

1. Support the development of a good study environment.
2. Reduce drop-out rates and improve the completion.
3. Maturing the students to plan their studies during the program.
4. Be visible, accessible and proactive.
5. Provide guidance on studies and employment related issues.
6. Provide guidance on questions concerning well being, teaching and exams.
7. Handle career guidance.
8. Support the transition from university to the labor market.
9. Collect and disseminate knowledge about potential from current students as well as alumni.
10. Orientation program must be arranged for FE students.

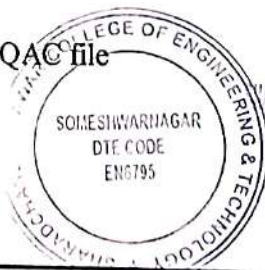
Term: One years and shall continue to be in force until reconstitution

Meetings: Twice in a Semester.

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.

Dr. S. A. Deokar

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

Date : 14 / 08 /2023

Examination and Unfair Means Committee

Constitution of Committee: The Examination and Unfair Means Committee of the college is constituted with the following staff member's.

| S. N. | Name of Faculty | Department | Committee Designation |
|-------|-----------------------|------------------------------|-----------------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman |
| 2 | Prof. C. V. Naik | Civil | College Exam Officer |
| 3 | Shri. S. R. Mohite | Office, SEC | Member |
| 4 | Sr. Supervisors | To be appointed by Principal | Member |
| 5 | Asst. Sr. Supervisors | To be appointed by Principal | Member |
| 6 | Shri. R. B. Lakade | Clerk- SEC Office | Member |

Objective/s:

- To help and ensure smooth and orderly conduct of examinations in the college as per the guidelines issued by SPPU, Pune from time to time.
- To ensure the honesty and fairness during examinations, to assist the college authorities in promoting and maintaining discipline in the college.


Duties and Responsibilities:

- To carry out the examinations (Insem, Online and Endsem) conducted by SPPU, Pune.
- To carry out the convocation ceremony as per SPPU norms at college.
- To publish term-work, Insem and online exam results as per circular of SPPU, Pune.
- To promote and maintain the discipline in the college by pro-actively assisting the college authorities, HODs, Principal by involvement and giving suggestions.
- It shall be the responsibility of Sr. and Jr. Supervisors to report in writing any malpractice or anomaly found during examinations to the Principal.
- To finalize the Sr. Supervisor, Assistant to Sr. Supervisors and other assistants to Two years and shall continue to be in force until reconstitution.

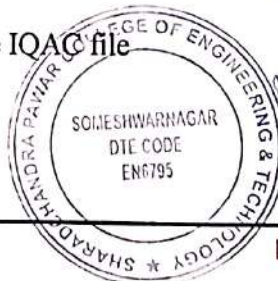
Term: Two years and shall continue to be in force until reconstitution

Meetings: Thrice in a semester.

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.


Dr. S. A. Deokar

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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:

- All HOD's for information and circulation among the Concerned staff members
- Above concerned members for their personal file
- SEC Office - Principal file
- IQAC - NAAC file
- 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)



॥ Tamaso ma Jyotirgamaya ॥
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 &

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

Date : 14 / 08 /2023

CIRCULAR **Alumni Association Committee**

Constitution of Committee: The Alumni Association Committee of the college is constituted with the following staff member's.

| S. N. | Name of Faculty | Department | Committee Designation |
|-------|---------------------|----------------------------|-----------------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman |
| 2 | Prof. V.S. Dhane | Mechanical | Coordinator |
| 3 | Prof. Atkari K.S. | Civil | Member |
| 4 | Prof. Kokare S.A. | Computer | Member |
| 5 | Prof. Sakat A.C. | Electrical | Member |
| 6 | Prof. Khomane V. S. | Faculty, Sci. & Humanities | Member |
| 7 | Prof. Shinde A. V. | TPO | Member |

Objective/s:

- To encourage, foster and promote close relations among the alumni themselves.
- To assist and support college in obtaining funds for development and to assist the current students to achieve their goals by means of mentorship and scholarship setup through alumni.
- To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni.

Duties and Responsibilities:

- To do registration of alumni students periodically and collect feedback about college.
- To highlight the success of alumni to improve the credibility and reputation of college. To publish and circulate the newsletter and college magazine among the alumni.
- To conduct the alumni meetings.
- To invite alumni students to share their industry experience and render their helps in inviting companies for placements and experts for guest lectures.
- To keep a roster of all Alumni of college and their pertinent data.
- To maintain the updated and current information of all Alumni.

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

Meetings: Once in a year.

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. Deokar
PRINCIPAL



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

Date : 14 / 08 /2023

CIRCULAR

Purchase Committee

Constitution of Committee: The Purchase Committee of the college is constituted with the following staff member's for carrying out the purchase of Software's/E-Journals/Stationary/Textbooks/Consumables/Laboratory Equipment and setups/Computers and Peripherals/Printing materials such as Logbooks and Registers etc. /services.

| S. N. | Name of Faculty | Department | Committee Designation |
|-------|--------------------|------------------------|-----------------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman |
| 2 | Shri. K. Tekawade | Store | Coordinator |
| 3 | Prof. S. R. Gawade | HOD, Mechanical | Member |
| 4 | Prof. S. M. Patil | HOD, Civil | Member |
| 5 | Prof. S. N. Shah | HOD, Computer | Member |
| 6 | Prof. G.G. Gadhave | HOD, Electrical | Member |
| 7 | Prof. N.S. Wable | HOD, Sci. & Humanities | Member |
| 8 | Shri. S. R. Mohite | Office | Member |
| 9 | Prof. V. S. Kadam | Library | Member |

Objective/s: To carry out the purchase as per requirement.

Guidelines for committee:

- The committee will function as per the guidelines given by management.
- The committee will collect the requirement as per syllabus and necessity.
- The committee should meet whenever necessary to identify the items to be purchased as per the requirements of various departments.
- Purchase committee has to understand the specifications of the item(s) to be purchased and lay down the terms and conditions and rates.
- All the decisions of committee should be forwarded to management through purchase coordinator for approval.
- Call for quotations and comparative study of items to be purchased after tendering procedure.
- For urgent purchase, remarks of committee is important and need should be specified in detail.
- The committee should maintain the proper files as per purchase guidelines.

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

Meetings: Twice in a semester and on any exigency.

Quorum: All members or their representatives shall remain present for the meeting.



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SOMESHWARNAGAR, TAL. BARAMATI, DIST. PUNE (PIN-412306)



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

Date : 14 / 08 /2023

CIRCULAR

Training and Placement Cell

| Sr. No. | Name of Faculty | Department | Committee Designation | Mobile No. |
|---------|---------------------|------------------------|------------------------|------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman | 9823141287 |
| 2 | Prof. A.V.Shinde | Training and Placement | Training and Placement | 7774489899 |
| 3 | Prof. S.M. Pondkule | Mechanical Engineering | Member | 9921490139 |
| 4 | Prof. S.S.Bhise | Electrical Engineering | Member | 9970616687 |
| 5 | Prof. N.S.Shendkar | Computer Engineering | Member | 8999607076 |
| 6 | Prof. K.S.Atkari | Civil Engineering | Member | 9762211484 |

Objective/s:

- To provide the facility of campus placement for student for their recruitment.
- To assist the student for their overall personality development by arranging training programs.
- To inform the students about the job availabilities and their nature as per skill-sets.

Duties and Responsibilities:

- Creating, developing and maintaining necessary database of students as required by various companies and organizations.
- Visiting companies and highlighting them about our college activities, college facilities, performance level of students etc.
- Inviting companies to conduct interviews.
- Arranging campus interviews and placement drives.
- Maintaining necessary lists of students placed through T&P cell.
- Maintaining the record of higher studies, in-campus and off-campus placement data.
- Arranging necessary training programmes and guest lectures for students based on skill development, personality development, interview skills, group discussion and communication.
- Updating TPO data on college website from time to time.

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

Meetings: As and when required (Probably once in a month).



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

Date : 14/08/2023

CIRCULAR

Parent-Teacher Association (PTA)

Constitution of Committee: The Parent-Teacher Association Committee of the college is constituted with the following staff members.

| S. N. | Name of Faculty | Department | Designation |
|-------|---|---|-------------|
| 1 | Dr. S. A. Deokar | Principal | Chairperson |
| 2 | Prof. Changan D. D. | Electrical | Coordinator |
| 3 | All Class teachers of all Department (FE, SE, TE, BE) | Civil, Computer, Electrical, Mechanical | Member |
| 4 | The parents of all students | --- | Member |

Objective: A Parent-Teacher Association (PTA) is a formal organization composed of parents and teachers that is intended to facilitate parental participation in a college to enhance student learning and enrich the lives of the students within the school. The parents get an opportunity to interact with the faculty advisors and heads of the departments to know about their ward's performance and study.

Duties and Responsibilities:

- To assist the college in planning and organizing educational programs, seeing the syllabus is completed.
- To work towards pupil enrollment and attendance and assist in enhancing the quality of teaching and learning.
- To improve the participation of parents in parent meet organized by college during each semester of academic year to discuss the student academic progress and their improvements in education.
- To give feedback on departmental activities and procedures.
- To decide the action on students with poor monthly attendance.
- PTA should hold a general meeting at least once a year.
- Parent meeting should be arranged once in a semester under PTA.
- GFM should be appointed to communicate the academic progress and attendance of students to their parents.

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

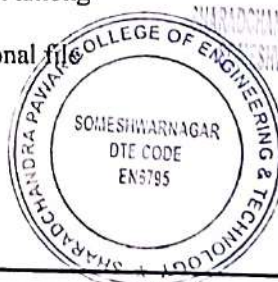
Meetings: Based on requirement.

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

Dr. S. A. Deokar

PRINCIPAL





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

Date : 14 / 08 / 2023

CIRCULAR

Academic Calendar Committee

Constitution of Committee: The Academic Calendar 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. V.S. Dhane | Faculty Mechanical | Coordinator |
| 3 | Prof. N.S. Shendkar | Faculty, Computer | Member |
| 4 | Prof. S. B. Itape | Faculty, Civil | Member |
| 5 | Prof. S. B. Sorate | Faculty, Electrical | Member |
| 6 | Prof. S.S. Kadam | Faculty, Sci. & Humanities | Member |

Objective/s: Smooth and efficient management of academic programmed through the semesters by preparing academic calendar and timetables for odd and even semester.

Duties and Responsibilities:

- Preparing academic calendar by gathering information from various committees, HODs and Principal – Term start and end dates, public holidays, dates for class test -1 & 2, dates for annual functions and festivals - technical events, cultural events, sports activities, science day, Teachers day, Engineers day, Marathi day, STTP, conference, seminars, workshops, term work submission, examinations schedule, project activities etc.
- Academic calendar must include all the curricular, co-curricular activities and events to be carried out at department level and college level.
- The committee members should prepare the timetable for all UG and PG courses well before the beginning of odd and even semester taking into account the individual staff work load fixed by the each department.
- The allocation of lecture halls, laboratory slots and staff load and sharing teaching load from other departments without any overlapping.
- The committee members should also prepare the classroom timetable, laboratory timetable and individual faculty timetable.
- The committee should also prepare the roll call list year-wise.
- The committee should give copy of academic calendar, departmental timetable, individual timetable, roll call list and attendance sheets, progressive record to each faculty well before the start of semester.
- To display and publicize the academic calendar, timetables and roll call list for the information of students and staff on notice board and college website.

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

Meetings: Once in a semester and on any exigency.

Quorum: All members or their representatives shall remain present for the meeting.



(Signature)
Dr. S. A. Deokar

PRINCIPAL

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Ref. No. : SPCE/ 18 / (A) / 20 23 - 20 24

Date : 14 / 8 / 20 23

CIRCULAR **N. S. S. Cell**

| S. N. | Name of Faculty | Department | Committee Designation | Mobile No. |
|-------|---------------------|----------------------------|-----------------------|------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman | 9823141287 |
| 2 | Prof. D. B. Kate | Faculty, Civil | Coordinator | 9762211484 |
| 3 | Prof. Bhapkar A. D. | Faculty, Computer | Member | 7378533713 |
| 4 | Prof. P.S. Shinde | Faculty, Electrical | Member | 9730315075 |
| 5 | Prof. K. C. Attar | Faculty, Sci. & Humanities | Member | 8888772049 |

Objective/s:

1. To understand the societal responsibilities and the importance of mobilizing youth towards volunteering in social service to make the world a better place for all citizens, regardless of differences.
2. To inculcate and develop social sensitivity, moral values and professional ethics in students so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens, thus realizing a major thrust in the vision and mission of college.

Duties and Responsibilities:

- To develop annual plans and programs for NSS activities in collaboration with NSS authorities.
- To identify and prioritize community service projects based on societal needs and student interests.
- To coordinate and execute various community service projects and programs.
- To ensure proper planning, execution, and evaluation of NSS activities.
- To monitor the progress of ongoing projects and make necessary adjustments.
- To coordinate and execute various community service projects and programs.
- To ensure proper planning, execution, and evaluation of NSS activities.
- To monitor the progress of ongoing projects and make necessary adjustments.
- To coordinate and execute various community service projects and programs.
- To ensure proper planning, execution, and evaluation of NSS activities.
- To monitor the progress of ongoing projects and make necessary adjustments.

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

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SHARADCHANDRA PAWAR COLLEGE OF ENGINEERING & TECHNOLOGY
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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.

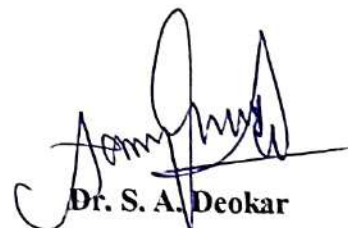
Term: One years and shall continue to be in force until reconstitution

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.

Copy To:

- All HOD's for information and circulation among the concerned staff members
- Above concerned members for their personal file
- COE Office - Principal file
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Dr. S. A. Deokar

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CIRCULAR

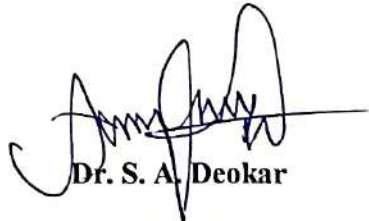
Institution-Industry Cell

| S. N. | Name of Faculty | Department | Committee Designation | Mobile No. |
|-------|----------------------|------------------------|-----------------------|------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman | 9823141287 |
| 2 | Prof. Shinde Amruta | TPO | Coordinator | 9881672401 |
| 3 | Prof. Naik C.V. | Civil Engineering | Member | 9422460081 |
| 4 | Prof. Shendkar S. N. | Computer Engineering | Member | 9067536072 |
| 5 | Prof. Bhosale A.C. | Electrical Engineering | Member | 9011998721 |
| 6 | Mr. Yuvraj Dhumal | Industry Person | Member | 8600404804 |

Objective/s:

- To promote and educate young students to take the benefit of the policies of the government by establishing their own ventures / start-ups.
- To create awareness to students about self - employment by conducting entrepreneurship development programs.




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Ref. No. : SPCE/ 18 (A) /2023 - 20 24

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

(Signature)
PRINCIPAL

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Date : 14/08/2023

CIRCULAR **Start-up-Innovation Committee**

Constitution of Committee: The Start-up-Innovation Committee of the college is constituted with the following staff member's.

| S. N. | Name of Faculty | Department | Committee Designation |
|-------|---------------------|----------------------------|-----------------------|
| 1 | Dr. S. A. Deokar | Principal | Chairman |
| 2 | Prof. G. G. Gadhave | Faculty, Electrical | Coordinator |
| 3 | Prof. S. N. Shah | Faculty, Computer | Member |
| 4 | Prof. S.M. Pondkule | Faculty, Mechanical | Member |
| 5 | Prof. S. B. Sorte | Faculty, Electrical | Member |
| 6 | Prof. S. B. Itape | Faculty, Civil | Member |
| 6 | Prof. N. S. Wable | Faculty, Sci. & Humanities | Member |

Objective/s:

- To scan the market and industry trends to identify new opportunities for innovation and growth.
- To analyze emerging technologies and their potential impact on the business.
- To Review and evaluate ideas submitted by employees or external sources for their feasibility and alignment with the organization's goals.
- To develop criteria for assessing the viability of new concepts and technologies.
- To implement programs and activities that encourage creative thinking and idea generation within the organization.

Duties and Responsibilities:

- To review and assess the viability of new ideas and proposals submitted by employees or external sources.
- To develop criteria and methodologies for evaluating the potential impact and feasibility of innovative concepts.
- To ensure that start-up initiatives align with the organization's overall strategic goals and mission.
- To prioritize projects based on their strategic relevance and potential contribution to the organization's growth.
- To allocate financial resources, manpower, and other necessary resources to support promising start-up projects.
- To optimize resource allocation based on project priorities and expected returns.
- To identify and analyze risks associated with start-up initiatives, including market risks, technological challenges, and regulatory compliance.
- To develop risk mitigation strategies and contingency plans to address potential challenges.
- To foster collaboration and partnerships with external entities, including other start-ups, research institutions, and industry partners.



॥ Tamaso ma Jyotirgamaya ॥
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 |

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:

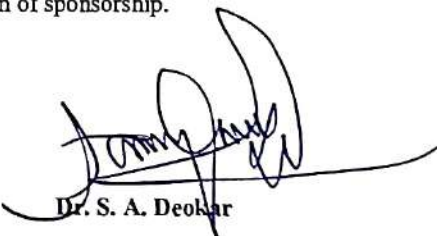
- To carry out cultural event as per the schedule in academic calendar.
- To list out the programs to be conducted in cultural event.
- To list out the students interested in cultural activities so as to plan, arrange and conduct the intra and inter collegiate cultural events.
- To select the talented 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 PAWAR COLLEGE OF ENGINEERING & TECHNOLOGY
SOMESHVARNAGAR, TAL-BARAMATI, DIST-PUNE (Pin-412 306)





॥ Tamaso ma Jyotirgamaya ॥
Shri Someshwar Shikshan Prasarak Mandal's

Sharadchandra Pawar College of Engineering & Technology

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

Date : 14/8/2023

CIRCULAR **Website Committee**

Constitution of committee: The Website Committee of the college is constituted with the following staff members.

| Sr.No. | Name of Faculty | Department | Committee Designation |
|--------|--------------------|----------------------|-----------------------|
| 1 | Dr. S.A.Deokar | Principal | Chairman |
| 2 | Prof. K.M.Jagtap | Civil | Coordinator |
| 3 | Prof. Tamhne.V.S | Computer | Member |
| 4 | Prof. Bhagat S. N. | Mechanical | Member |
| 5 | Prof. Shinde.P.S | Electrical | Member |
| 6 | Prof. Naik.C.V | Civil | Member |
| 7 | Prof. Attar.K.C | Science & Humanities | Member |

Objective/s: To ensure that the college website is regularly updated, improved and well maintained and should be informative one.

Duties and Responsibilities:

- Regularly update the information /data given on the website under various items/heads so as to have the latest and correct information about the college at all times and removes the incorrect and irrelevant data.
- Collect the information about the latest events in the college, achievements etc. and get them posted on the website by way of write ups and pictures.
- Update all communications, notices and announcements etc. on regular basis.
- Strive to make improvement in the website with respect to design, preventability etc. on a continuous basis.

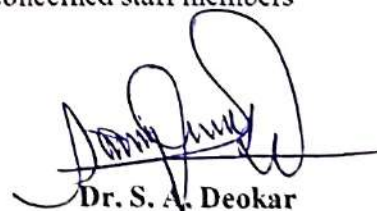
Term: One Years and shall continue to be in force until reconstitution

Meetings: As and when required

Quorum: As per 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 & IQAC-NAAC file.


Dr. S. A. Deokar



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