



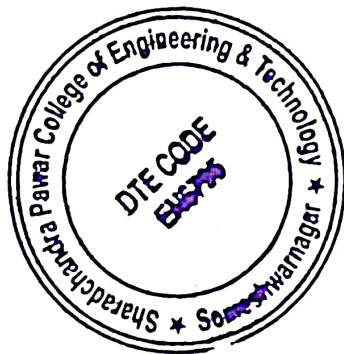
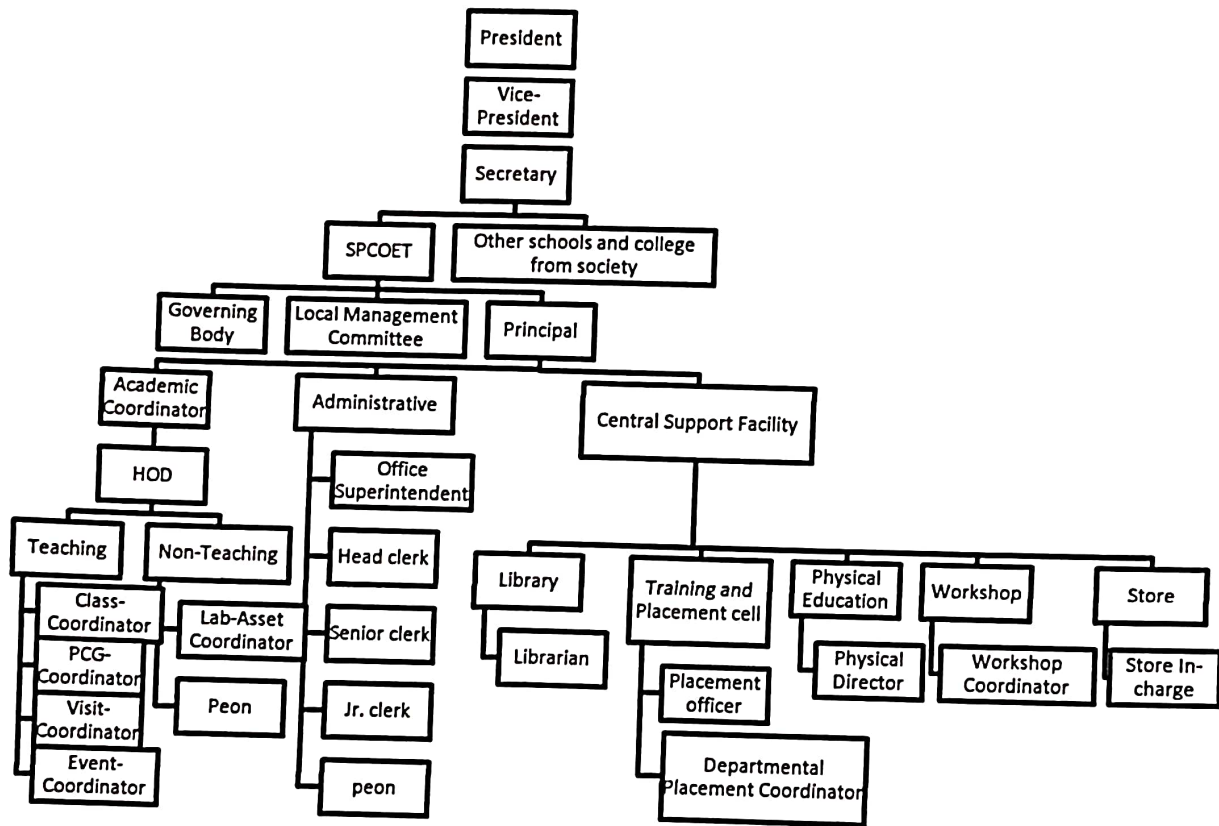
॥ Tamaso ma Jyotirgamaya ॥  
Shri Someshwar Shikshan Prasarak Mandal's

# 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/ / /2020 - 2021

Date : 19/06/2020



**PRINCIPAL**

Sharadchandra Pawar College of Engineering & Technology  
Someshwarnagar, Tal. Baramati, Dist. Pune (Pin : 412 306)



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

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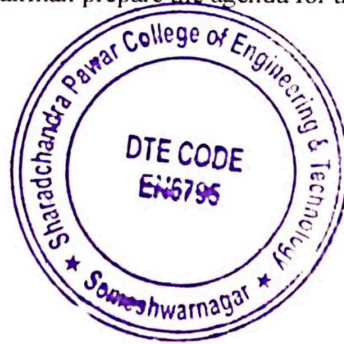
## Local Management Committee

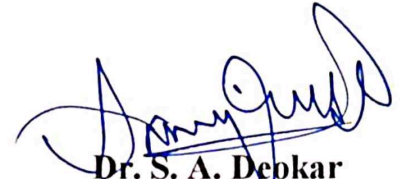
The Local Management Committee of college is as follows.

Sr. No.	Name of Faculty	Designation
1	Shri. Uttamrao M. Dhumal (Colleg Committee Chairman)	Chairman
2	Shri. Lalasaheb D. Malshikare (Director Someshwar Sugar Factory)	Member
3	Shri. Mohantatya Jagtap (Director Someshwar Sugar Factory)	Member
4	Dr. Sharad Gawade	Teaching Member
5	Shri. Shrikant Mohite	Non-Teaching Member
6	Shri. Bharat T. Khomane (Secretary SSPM)	Secretary

**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. P. (412 306)





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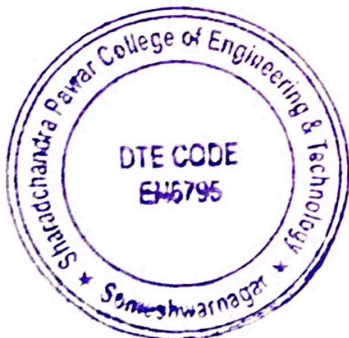
## GOVERNING BODY

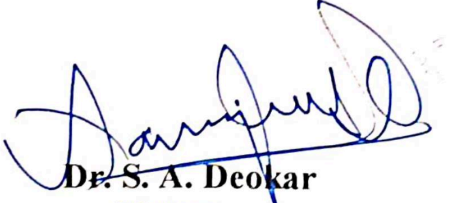
The board of governance of college is as follows.

Sr. No.	Name of Faculty	Category	Designation
1	Shri. Purushottam Jagtap (Chairman, Someshwar Sugar Factory)	President	Chairman
2	Shri. Uttamrao M. Dhumal (Colleg Committee Chairman)	Trust Nominee	Member
3	Shri. Lalasaheb D. Malshikare (Director Someshwar Sugar Factory)	Trust Nominee	Member
4	Shri. Mohantatya Jagtap (Director Someshwar Sugar Factory)	Trust Nominee	Member
5	Shri. Bharat T. Khomane (Secretary SSPM)	Trust Nominee	Member
6	Shri Sagar Suryawanshi	Administrative Officer	Member
7	Shri Shrikant Mohite	Administrative Officer	Member
8	Shri. Rajendra N. Yadav (Managing Director, Someshwar Sugar Factory)	Industry Expert	Member
9	Chairman, AICTE	AICTE Nominee	Member
10	Director Technical Education	DTE Nominee	Member
11	Registrar SPPU	University Nominee	Member
12	Dr. Sharad Gawade	Teacher Nominee	Member
13	Dr Sanjay Deokar	Principal	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  
PRINCIPAL

Sharadchandra Pawar College of Engineering & Technology  
Someshwarnagar, Tal. Baramati, Dist. Pune (Pin : 412 306)





II Tamaso ma Jyotirgamaya II  
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Ref. No. : SPCE/960 A /2020 - 2021

Date : 19 / 06 / 20 20

## CIRCULAR Composition of IQAC

Sr. No.	Name	College Designation	IQAC Designation
1	Dr. S. A. Deokar	Principal	Chairperson
2	Hon`ble Shri U. M. Dhumal	Trustee	Management Representative
3	Hon`ble Shri. B. T. Khomane	Secretary	Member (Administrative Officer)
4	Dr. Sharad Gawade	HOD – Mechanical	Member (Teacher)
5	Prof. S. B. Itape	HOD - Civil	Member (Teacher)
6	Prof. S. S. Shinde	HOD - Computer	Member (Teacher)
7	Prof. K. P. Gawade	HOD – Electrical	Member (Teacher)
8	Dr. T. A. Dhaigude	Assistant Professor	IQAC Coordinator
9	Prof. R. D. Aswar	W/S Superintendent	Member (Teacher)
10	Dr A.N. Gaikwad	Educationalist	Member (Educationalist)
11	Hon`ble Shri R. Yadav	MD, SSSK Ltd.	Member (Industrialist)
12	Mr. Yuvraj Dhumal	Student	Member (Alumni/ Industrialist)

### 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:

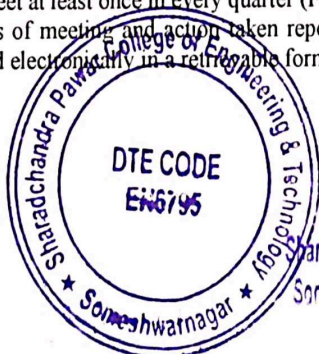
- To ensure enhancement and coordination among various activities of the institution and institutionalize all good practice.
- To focus in institutional functioning towards quality enhancement and to ensure internalization of quality culture.
- To build an organized methodology of documentation and internal communication.
- To provide sound basis for decision making to improve institutional functioning.

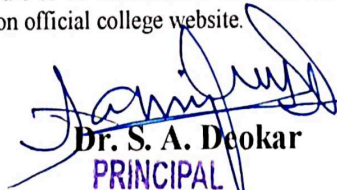
### Functions of IQAC:

- 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.
- Documentation of various activities/programmes leading to quality improvement.
- Preparation of AQAR as per the guidelines and parameters of NAAC.

### Note:

- The IQAC should meet at least once in every quarter (Four meetings / year).
- The agenda, minutes of meeting and action taken reports are to be documented with official signatures and should be maintained electronically in a retrievable format on official college website.



  
Dr. S. A. Deokar  
PRINCIPAL

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Ref. No. : SPCE/960 A /2020 - 2021

Date : 19/06/2020

### CIRCULAR

#### Training and Placement Cell

**Constitution of Committee:** The Training and Placement Cell 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. Y. M. Nigade	Civil	Coordinator
3	Prof. K. P. Gawade	Electrical	Member
4	Prof. B. R. Patil	Computer	Member
5	Prof. S. N. Rajebhosale	Mechanical	Member

#### **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:**

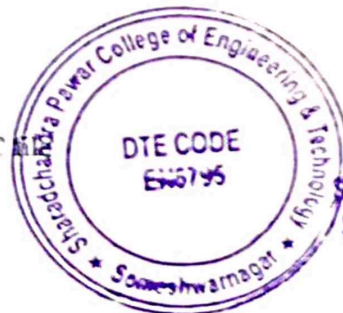
- Creating, developing and maintaining necessary database of students as required by various companies and organizations.
- Visiting companies and highlighting them about our college activities, college facilities, performance level of students etc.
- Inviting companies to conduct interviews.
- Arranging 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.
- Coordinate quizzes, competitions, aptitude test and interviews organized by companies.

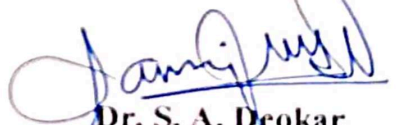
**Term:** One year and shall continue to be in force until reconstitution

**Meetings:** As and when required (Probably 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.

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



  
Dr. S. A. Deokar  
PRINCIPAL

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Ref. No. : SPCE/960A /2020 - 2021

Date : 19 / 06 / 2020

## CIRCULAR

### Anti-ragging Committee

**Constitution of Committee:** The Anti-ragging 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. M. A. Bhosale	Mechanical	Coordinator
3	Prof. P. V. Bhagat	Computer	Member - Faculty
4	Prof. S. B. Ithape	Civil	Member- Faculty
5	Prof. T. P. Gophane	Electrical	Member- Faculty
6	Prof. K. C. Attar	Science and Humanities	Member- Faculty
7	Prof. V. S. Kadam	Librarian	Member
8	Shri K. G. Salunkhe	Physical Director	Member
9	Shri. B. P. Gaikwad	Security Officer	Member
10	Dr. Dilip Deshmukh	Social Worker	Member
11	API	Police	Member
12	Mr. A. B. Raskar	Student	Rep. of Student (Sr.)
13	Miss. S. P. Lokhande	Student	Rep. of Student (Jr.)

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

#### **Duties and Responsibilities:**

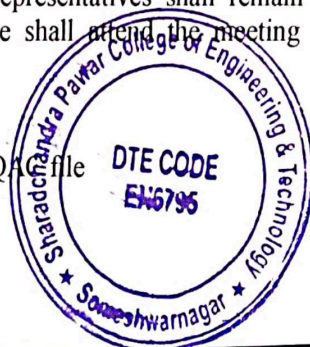
- Maintaining passport size photo copy of each student along with necessary information, branch-wise/section-wise for an immediate identification of any student at any time.
- Developing brotherly movements among students by motivation.
- Closely watching the students and maintaining the discipline.
- 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.

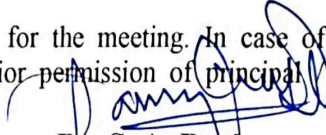
**Term:** One year and shall continue to be in force until reconstitution

**Meetings:** Once in a year and on the 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 HODs / SEC Office/IQA file



  
Dr. S. A. Deokar  
PRINCIPAL

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Ref. No. : SPCE/ 960 A /20 20- 20 21

Date : 19 / 0 6 / 20 2 0

## CIRCULAR

### Grievances and Redressal Cell

**Constitution of Committee:** The Grievances and Redressal cell of the college is constituted with the following staff members as per AICTE regulations for establishment of grievance redressal committee in each college approved by AICTE.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. A. Deokar	Principal	Chairman
2	Prof. S. S. Shinde	Computer	Coordinator
3	Prof. C. V. Naik	Civil	Member
4	Shri S. S. Suryawanshi	Office, SEC	Member

**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.

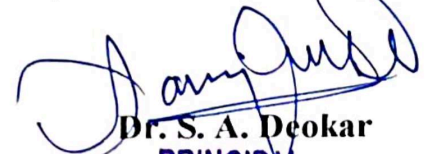
**Term:** One year and shall continue to be in force until reconstitution

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

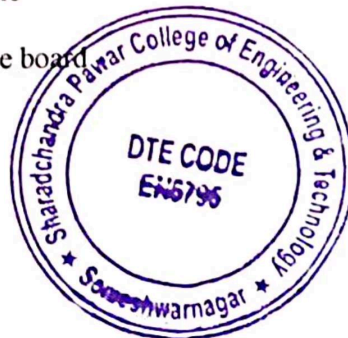
**Quorum:** All members or their representatives shall remain present for the meeting. In case of absence, the representative shall attend the meeting after prior permission of principal/coordinator.

#### **Copy To:**

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

  
Dr. S. A. Deokar  
PRINCIPAL

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Date : 19 / 06 / 2020

## CIRCULAR

### INTERNAL COMPLAINTS COMMITTEE

(Women's Protection and Harassment Cell)

**Constitution of Committee:** The Internal Complaints Committee of the college is constituted as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2023 and the Rules framed there under, with the following staff members.

Sr. No.	Name	Department Designation	Committee Designation
1	Dr. S. A. Deokar	Principal	Principal
2	Prof. S. M. Patil	Civil	Presiding Officer
3	Adv More S.A.	Advocate	Member from NGO - Advocate
4	Ms. Jayshree Khedkar	Police Station	Member - Police Station
5	Prof. A. M. Bobade	Computer	Member - Faculty of Computer
6	Prof. P. G. Rajguru	Mechanical	Member - Faculty of Mechanical
7	Prof. S.B.Sorate	Electrical	Member - Faculty of Electrical
8	Prof. V. Kadam	Library	Member - Office
9	Ms. S.V. Ghadge	Student	Member - Pre-final year student
10	Ms. Rutija Nimbalkar	Student	Member - Pre-final year student

#### 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:

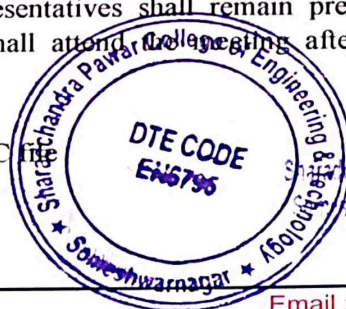
- To look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue.
- Organize guest lectures and workshops on sensitization & gender equality, issues of women arising from societal concerns to enhance awareness on rights, safety & health care.
- Arrange training programs for learning alertness and teaching basic self-defense techniques.
- 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 year 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



*Dr. S. A. Deokar*  
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Date : 19 / 06 20 20

## CIRCULAR

### Student Counseling

Sr. No.	Name of Faculty	Department	Designation
1	Prof. Y. M. Nigade	Civil	Coordinator
2	Prof. C. V. Naik	Civil	Member
3	Prof. M. A. Bhosale	Mechanical	Member
4	Prof. Shinde S. S.	Computer	Member
5	Prof. Gawade K. P.	Electrical	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:

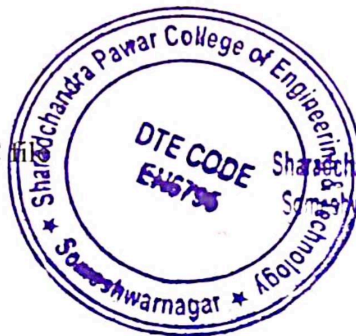
1. Support the development of a good study environment.
2. Reduce drop-out rates and improve the completion.
3. Maturing the students to plan their studies during the program.
4. Be visible, accessible and proactive.
5. Provide guidance on studies and employment related issues.
6. Provide guidance on 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.

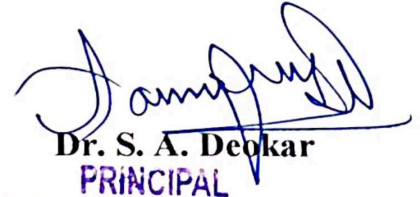
**Term:** One year and shall continue to be in force until reconstitution

**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.

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



  
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Ref. No. : SPCE/ / /2020 - 2021.

Date : 13 / 06 / 2020

### CIRCULAR Financial Committee

**Constitution of Committee:** The Financial 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 Equipments and setups/Computers and Peripherals/Printing materials such as Logbooks and Registers etc/services.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. A. Deokar	Principal	Chairman
2	Shri. Sagar Suryawanshi	Administrative Officer	Coordinator
3	Shri. K. Tekawade	Store	Member
4	Prof. S. R. Gawade	Mechanical Engineering	Member
5	Prof. S. B. Itape	Civil Engineering	Member
6	Prof. S. S. Shinde	Computer Engineering	Member
7	Prof. K. P. Gawade	Electrical Engineering	Member
8	Prof. R. D. Khalate	Faculty, Sci. & Humanities	Member
9	Shri. S. R. Mohite	Office	Member
10	Prof. V. S. Kadam	Library	Member

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

**Guidelines for committee:**

- The most important and the Main function of the college finance Committee will be to ensure that , proper financial planning is made at the beginning of the Academic year, Funds are obtained, and put to correct use as planned and approved by the Management.
- In this task, the finance committee will in the first instance will explore and list out all the sources of Revenue to the College.
- Then they will identify all the expenditure of RECURRING NATURE and cater for the same.
- Next they shall seek the information regarding the various requirements of the departments and offices for the ensuing Academic year.
- Workout the total cost involved and recommends the same to the management.
- They shall also prepare the Departmental as well as the Overall budget for the college.
- Cater for the Price Escalation factor and Governmental taxes etc.
- After approval from the Management and allocation of the funds make and equal / proportionate distribution among the various departments / offices in the same ratio or any other ration as felt appropriate.
- Ensure that the proposals for procurement are in corroboration with those projected earlier at the time of preparation of Estimates.
- At the end of the Academic year / financial Year, prepare the final accounts and present to the Director and the management as well as the Governing Body of the College.
-





॥ 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/ 960 A /20 20 - 20 21

Date : 19/06/2020

**CIRCULAR**

**Alumni Association Committee**

**Constitution of Committee:** The Alumni Association 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. A. M. Bobade	Computer	Coordinator
3	Prof. Y. M. Nigade	Civil	Member
4	Prof. S. N. Rajebhosale	Mechanical	Member
5	Prof. B. R. Patil	Computer	Member
6	Prof. S. L. Maidargi	Electrical	Member
7	Prof. N.S. Wable	Science and Humanities	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 year 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



  
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 &  
Affiliated to Savitribai Phule Pune University, Pune, Id. No. PU/PN. Engg./445/2012  
Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/ 960 A /2020-2021

Date : 19 /06/2020

## CIRCULAR

### Social Media/Publicity Committee

**Constitution of Committee:** The News Letter and Magazine 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. R. D. Khalate	Science and Humanities	Coordinator
3	Prof. R. N. Khalate	Mechanical	Member
4	Prof. D. B. Kate	Civil	Member
5	Prof. A. M. Bobade	Computer	Member

#### Objective/s:

- To publish the newsletter biannually and magazine annually.

#### Duties and Responsibilities:

- Collecting all the necessary data and particulars such as placement record, staff and students achievements, industrial visit record, seminars, conference, STTP/FDPs arranged and participated, social activities etc. from all the departments/sections at frequent interval through the prescribed formats.
- Compiling them in the required format a news letter and magazine and arranging to send to the concerned department/other institutes and stakeholders as desired.
- Printing and publicity.

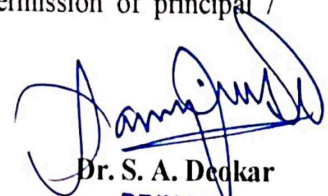
**Term:** One year and shall continue to be in force until reconstitution

**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.

#### 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

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 &  
Affiliated to Savitribai Phule Pune University, Pune. Id No. PU/PN Engg /445/2012  
Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/ 960 A/2020 - 2021

## CIRCULAR

Date : 19 / 06 / 2020

### Parent-Teacher Association (PTA)

Sr. No.	Name of Faculty	Department	Designation
1	Dr. S. A. Deokar	Principal	Chairperson
2	Prof. A. M. Bobade	Coordinator	Coordinator
3	All Staff members	Member	Member
4	The parents of all students	Member	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.

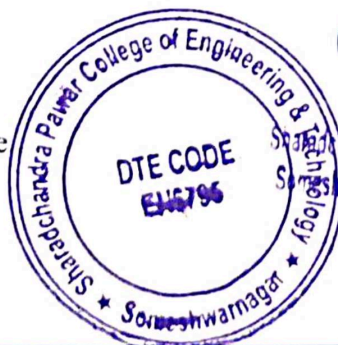
#### Duties and Responsibilities:

1. To assist the college in planning and organizing educational programs, seeing the syllabus is completed.
2. To work towards pupil enrollment and attendance and assist in enhancing the quality of teaching and learning.
3. 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.
4. To give feedback on departmental activities and procedures.
5. To decide the action on students with poor monthly attendance.

#### Note:

1. PTA should hold a general meeting at least once a year.
2. Parent meeting should be arranged once in a semester under PTA.
3. GFM should be appointed to communicate the academic progress and attendance of students to their parents.
4. Parent feedback should be taken during parent meet and subsequently feedback analysis should be done to incorporate their suggestions for further development.

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 : 412 306)





॥ तमसो मा ज्योतिर्गमया ॥  
Shri Someshwar Shikshan Prasarak Mandal's

# Sharadchandra Pawar College of Engineering & Technology

Someshwarnagar, Tal. Baramati, Dist. Pune (Pin : 412 306 ) Maharashtra, India  
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Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/960 A /20 20-2021

Date : 19/06/2020

## 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/ Journals/Stationary/Textbooks/Consumables/Laboratory Equipments and setups/Computers and Peripherals/Printing materials such as Logbooks and Registers etc/services.

Sr. No.	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. B. Itape	HOD, Civil	Member
5	Prof. S. S. Shinde	HOD, Computer	Member
6	Prof. K. P. Gawade	HOD, Electrical	Member
7	Prof. R. D. Khalate	Faculty, 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.

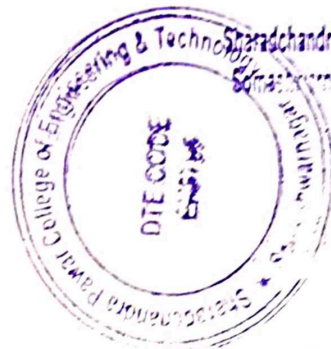
**Term:** One year and shall continue to be in force until reconstitution

**Meetings:** Twice in a semester and on any exigency.

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

**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 : 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 &  
Affiliated to Savitribai Phule Pune University, Pune, Id. No. PU/PN. Engg./445/2012  
Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/960/ A /20 20-2021

Date : 19 / 06 / 2020

## CIRCULAR

### Library Committee

**Constitution of Committee:** The Library Committee of the college is constituted with the following staff member's E-Journals/Textbook/Journals/Magazines/periodicals/Reference books/Hand books etc.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. A. Deokar	Principal	Chairman
2	Prof. V. S. Kadam	Library Incharge	Coordinator
3	Prof. R. D. Aswar	Faculty, Mechanical	Member
4	Prof. S. P. Kulkarni	Faculty, Civil	Member
5	Prof. B. R. Patil	Faculty, Computer	Member
6	Prof. A. C. Bhosale	Faculty, Electrical	Member
7	Prof. K. C. Attar	Faculty, Sci. & Humanities	Member

**Objective/s:** To carry out the purchase of E-Journals /Textbook /Journals /Magazines /periodicals /Reference books/Hand books as per requirement for each academic year.

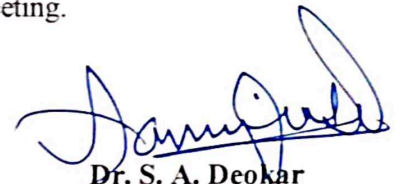
#### Duties and Responsibilities:

- The committee should collect the requirements/recommendations of books, journals, magazines and periodicals from the individual departments in both hard and soft forms.
- The committee should finalize the title, authors and prices of books.
- 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.
- The coordinator should convey all the decisions of committee to management after due recommendation of principal for approval.
- The committee should maintain the proper files as per purchase guidelines and record of meetings and its minutes.

**Term:** One year 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.

  
Dr. S. A. Deokar  
PRINCIPAL

#### 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







॥ 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  
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Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/960 A /20 20 - 20 21

Date : 19/06/2020

## CIRCULAR

### Timetable and Academic Calendar Committee

**Constitution of Committee:** The Timetable and Academic Calendar 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. S. B. Ithape	Faculty, Civil	Coordinator
3	Prof. P. G. Rajguru	Faculty, Mechanical	Member
4	Prof. A. V. Moholkar	Faculty, Computer	Member
5	Prof. S. L. Maidargi	Faculty, Electrical	Member
6	Prof. K. C. Attar	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:**

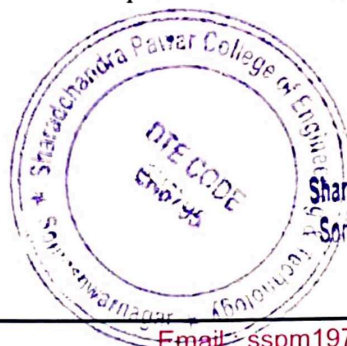
- Preparing academic calendar by gathering information from various committees, HODs and Principal – Term start and end dates, public holidays, dates for class test -1 & 2, dates for annual functions and festivals - technical events, cultural events, sports activities, science day, Teachers day, Engineers 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.

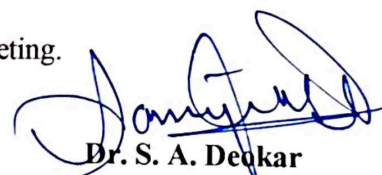
**Term:** One year and shall continue to be in force until reconstitution

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

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

**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 : 412 306)





॥ तमसा मा ज्योतिर्गमया ॥  
Shri Someshwar Bhikshan Prasadik Mandal's  
**Sharadchandra Pawar College of Engineering & Technology**

Someshwarnagar, Jalaramnagar, 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. PUB/4. Engg /445/2012  
Ph : (02112) 263185, Fax : (02112) 263185

Ref. No. : BPCE/ 967 / A / 2020 - 20 21

Date : 13 / 06 / 20 22 .

**CIRCULAR**  
**Committee for SC/ST**

**Constitution of Committee:** The Committee for SC / ST of the college is constituted as per AICTE regulations for the establishments (as per the scheduled caste and scheduled tribes (prevention of atrocities) act 1989, No. 33 of 1989, dated 11-09-1989), with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. A. Deokar	Principal	Chairman
2	Prof. R. D. Arwan	Faculty, Mechanical	Coordinator
3	Shri. Dadasaheb More	Management representative	Member
4	Prof. C. V. Naik	Faculty	Member
5	Prof. K. P. Gawade	Faculty	Member
6	Prof. A. V. Moholkar	Faculty, CO	Member
7	Student 1	Student - Boys	Member
8	Student 2	Student - Girls	Member
9	Shri. K. S. Mind	Faculty - Non teaching	Member
10	Shri. R. B. Lakade	Clerical staff	Member

**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.

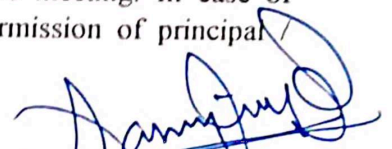
**Term:** One year and shall continue to be in force until reconstitution

**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:**

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  
Someshwarnagar, Jalaramnagar, Dist. Pune (Pin : 412 306)







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

# Someshwar Engineering College

Someshwaragar, 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) 283185, Fax : (02112) 283185

Ref. No. : SEC/722A/2019 - 2020

Date : 28/06/2019

## CIRCULAR

### Committee for SC/ST

**Constitution of Committee:** The Committee for SC / ST of the college is constituted as per AICTE regulations for the establishments (as per the scheduled caste and scheduled tribes (prevention of atrocities) act 1989, No. 33 of 1989, dated 11-09-1989), with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S.R. Gawade	Principal	Chairman
2	Prof. R.D. Aswar	Faculty, Mechanical	Coordinator
3	Mr. Dadasaheb More	Management representative	Member
4	Prof. C. V. Naik	Faculty	Member
5	Prof. K. P. Gawade	Faculty	Member
6	Prof. A. V. Moholkar	Faculty, CO	Member
7	Mr. Shubham Pharande	Student - Boys	Member
8	Ms. Sweta Jadhav	Student - Girls	Member
9	Shri. K. S. Mind	Faculty - Non teaching	Member
10	Shri. R. B. Lakade	Clerical staff	Member

#### 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 year 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:

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. R. Gawade  
PRINCIPAL

Someshwar Engineering College  
Someshwaragar, Tal. Baramati 412306







॥ Tamaso ma Jyotirgamaya ॥  
Shri Someshwar Shikshan Prasarak Mandal's  
**Someshwar Engineering College**

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) 283185, Fax : (02112) 283185

Ref. No. : SEC/722A/2019 - 2020

Date : 28/06/2019

**CIRCULAR**

**Cultural Committee**

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

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr.S.R.Gawade	Principal	<b>Chairman</b>
2	Prof.T.A.Dhaigude	Faculty, Computer	<b>Coordinator</b>
3	Prof. D. B. Kate	Faculty, Civil	Member
4	Prof. R. N. Khalate	Faculty, Mechanical	Member
5	Prof.K.P.Gawade	Faculty, Electrical	Member
6	Prof. N.S.Wable	Faculty, Sci. & Humanities	Member

**Objective/s:** To plan, arrange and conduct the extra curricular 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 year 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.R.Gawade

PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal-Baramati 412306





॥ तमसा मा ज्योतिर्गमया ॥  
Shri Someshwar Education Prasarak Mandal's

# Someshwar Engineering College

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. U. No. PU/PH/Engg/1445/2012  
Ph : (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/722/A/2019 - 2020

Date : 22 / 06 / 2019

## CIRCULAR

### Library Committee

**Constitution of Committee:** The Library Committee of the college is constituted with the following staff member's: E-Journals/Textbook/Journals/Magazines/periodicals/Reference books/Hand books etc.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. R. Gawade	Principal	Chairman
2	Prof. V. N. Kadam	Library Incharge	Coordinator
3	Prof. R. D. Aswar	Faculty, Mechanical	Member
4	Prof. D. V. Kate	Faculty, Civil	Member
5	Prof. T. A. Dhaigude	Faculty, Computer	Member
6	Prof. S. L. Maidargi	Faculty, Electrical	Member
7	Prof. N. S. Wable	Faculty, Sci. & Humanities	Member

**Objective/s:** To carry out the purchase of E-Journals /Textbook /Journals /Magazines /periodicals /Reference books/Hand books as per requirement for each academic year.

#### Duties and Responsibilities:

- The committee should collect the requirements/recommendations of books, journals, magazines and periodicals from the individual departments in both hard and soft forms.
- The committee should finalize the title, authors and prices of books.
- 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.
- The coordinator should convey all the decisions of committee to management after due recommendation of principal for approval.
- The committee should maintain the proper files as per purchase guidelines and record of meetings and its minutes.

**Term:** One year 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.

#### 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

  
Dr. S. R. Gawade  
PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal-Baramati 412306







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

# Someshwar Engineering College

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) 283185, Fax : (02112) 283185

Ref. No. : SEC/722A/2019 - 2020

Date : 28 / 06 / 2019.

## CIRCULAR

### Academic Calendar Committee

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

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. R. Gawade	Principal	Chairman
2	Prof. S. B. Ithape	Faculty, Civil	Coordinator
3	Prof. P. G. Rajguru	Faculty, Mechanical	Member
4	Prof. A. V. Moholkar	Faculty, Computer	Member
5	Prof. S. L. Maidargi	Faculty, Electrical	Member
6	Prof. Ujwala Dhumal	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 year 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.



  
Dr. S. R. Gawade  
PRINCIPAL

Someshwar Engineering College

Someshwarnagar, Tal. Baramati, Dist. Pune, Maharashtra, India

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

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





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Ref. No. : SEC/ 722A/20 19 - 20 20

Date : 28 / 06 / 20 19

## 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 Equipments and setups/Computers and Peripherals/Printing materials such as Logbooks and Registers etc/services.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. R. Gawade	Principal	Chairman
2	Shri. K. Tekawade	Store	Coordinator
3	Prof. S. R. Gawade	HOD, Mechanical	Member
4	Prof. S. B. Itape	HOD, Civil	Member
5	Prof. S. S. Shinde	HOD, Computer	Member
6	Prof. K. P. Gawade	HOD, Electrical	Member
7	Prof. R. D. Khalate	Faculty, 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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Ref. No. : SEC/ 722 A/2019 - 2020

Date : 28 / 06 / 2019

## CIRCULAR

### Grievances and Redressal Cell

**Constitution of Committee:** The Grievances and Redressal cell of the college is constituted with the following staff members as per AICTE regulations for establishment of grievance redressal committee in each college approved by AICTE.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. R. Gawade	Principal	Chairman
2	Prof. S. S. Shinde	Computer	Coordinator
3	Prof. C. V. Naik	Civil	Member
4	Shri S. S. Suryawanshi	Office, SEC	Member

**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 year and shall continue to be in force until reconstitution

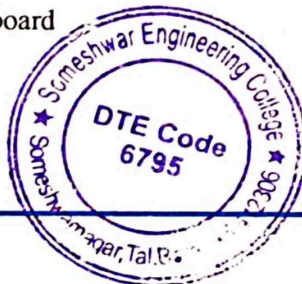
**Meetings:** Once in a month and on any exigency.

**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. SECOffice - Principal file
4. IQAC - NAAC file
5. To be displayed in notice board

Dr. S. R. Gawade  
PRINCIPAL  
Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306







II Tamaso ma Jyotirgamaya II  
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Ref. No. : SEC/ 722 A/2019 - 2020 **CIRCULAR**

Date : 28 / 06 /2019

## Anti-ragging Committee

**Constitution of Committee:** The Anti-ragging committee of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr.S.R.Gawade	Principal	Chairman
2	Prof. M. A. Bhosale	Mechanical	Coordinator
3	Prof.P.V.Bhagat	Computer	Member - Faculty
4	Prof. S. B. Ithape	Civil	Member- Faculty
5	Prof. S.V.Golande	Electrical	Member- Faculty
6	Prof. V. S. Kadam	Librarian	Member
7	Shri.Jagtap Sursing	Parent	Member-Parent Represntative
8	Shri. B. P.Gaikwad	Security Officer	Member
9	Prof.A.V.Moholkar	Computer	Squad
10	Prof.Rahul Khalate	Mechanical	Squad
11	Mr.Yogesh Jagtap	Office	Squad
11	API	Police	Member
12	Mr. A. B. Raskar	Student Boys	Rep. of Student (Sr.)
13	Miss. S. P. Lokhande	Student Girl	Rep. of Student (Jr.)

**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.

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

**Meetings:** Once in a year and on the 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 HODs / SEC Office/IQAC



Dr. S.R. Gawade  
PRINCIPAL  
Someshwar Engineering College  
Someshwarnagar, Tal. Baramati, Dist. Pune, Pin 412306





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Ref. No. : SEC/722 A/20 19 - 2020

**CIRCULAR**

Date : 28/06/2019

## Training and Placement Cell

**Constitution of Committee:** The Training and Placement Cell of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S.R. Gawade	Principal	Chairman
2	Prof. Y. M. Nigade	Civil	Coordinator
3	Prof. K.P. Gawade	Electrical	Member
4	Prof. S.S. Shinde	Computer	Member
5	Prof. M.A. Bhosale	Mechanical	Member

### **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:**

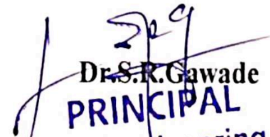
- Creating, developing and maintaining necessary database of students as required by various companies and organizations.
- Visiting companies and highlighting them about our college activities, college facilities, performance level of students etc.
- Inviting companies to conduct interviews.
- Arranging 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.
- Coordinate quizzes, competitions, aptitude test and interviews organized by companies.

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

**Meetings:** As and when required (Probably 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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**PRINCIPAL**  
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## CIRCULAR

### Parent-Teacher Association (PTA)

Sr. No.	Name of Faculty	Department	Designation
1	Dr.S.R.Gawade	Principal	Chairperson
2	Prof. A. M. Bobade	Coordinator	Coordinator
3	All Staff members	Member	Member
4	The parents of all students	Member	Member

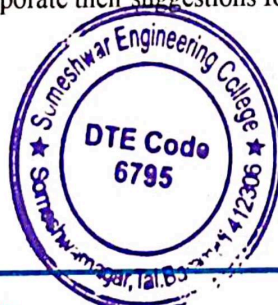
**Objective:** A Parent-Teacher Association (PTA) is a formal organization composed of parents and teachers that is intended to facilitate parental participation in a college to enhance student learning and enrich the lives of the students within the school. The parents get an opportunity to interact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

#### Duties and Responsibilities:

1. To assist the college in planning and organizing educational programs, seeing the syllabus is completed.
2. To work towards pupil enrollment and attendance and assist in enhancing the quality of teaching and learning.
3. 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.
4. To give feedback on departmental activities and procedures.
5. To decide the action on students with poor monthly attendance.

#### Note:

1. PTA should hold a general meeting at least once a year.
2. Parent meeting should be arranged once in a semester under PTA.
3. GFM should be appointed to communicate the academic progress and attendance of students to their parents.
4. Parent feedback should be taken during parent meet and subsequently feedback analysis should be done to incorporate their suggestions for further development.



Dr. S. R. Gawade  
PRINCIPAL

Someshwar Engineering College  
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Ref. No. : SEC/ 722 A/2019 - 2020

Date : 28 / 06/2019.

## CIRCULAR

### Composition of IQAC

Sr. No.	Name	College Designation	IQAC Designation
1	Dr.S.R.Gawade	Principal	Chairperson
2	Hon'ble Shri U. M.Dhumal	Trustee	Management Representative
3	Hon'ble Shri. B. T. Khomane	Secretary	Member (Administrative Officer)
4	Prof.S.R.Gawade	HOD – Mechanical	Member (Teacher)
5	Prof. C. V. Naik	HOD - Civil	Member (Teacher)
6	Prof. S. S. Shinde	HOD - Computer	Member (Teacher)
7	Prof. K. P. Gawade	HOD – Electrical	Member (Teacher)
8	Dr. T. A. Dhaigude	Assistant Professor	IQAC Coordinator
9	Prof.H.G.Holkar	W/S Superintendent	Member (Teacher)
10	Dr.Gaikwad A.N.	Educationalist	Member (Educationalist)
11	Hon'ble Shri R.N.Yadav	MD, SSSK Ltd.	Member (Industrialist)
12	Mr.Yuvraj Dhumal	Student	Member (Alumni/Industrialist)

#### 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.
- To build an organized methodology of documentation and internal communication.
- To provide sound basis for decision making to improve institutional functioning.


#### 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.
- Documentation of various activities/programmes leading to quality improvement.
- Preparation of AQAR as per the guidelines and parameters of NAAC.

#### Note:

- The IQAC should meet at least once in every quarter (Four meetings / year).
- The agenda, minutes of meeting and action taken reports are to be documented with official signatures and should be maintained electronically in a retrievable format on official college website.



  
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Date : 28 / 06 / 2019

## CIRCULAR

### Social Media/ Publicity Committee

#### Constitution of Committee:

The Social Media/ Pblicity Committee of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S. R. Gawade	Principal	Chairman
2	Prof. Vishnu Gore	Science and Humanities	Coordinator
3	Prof. R. N. Khalate	Mechanical	Member
4	Prof. D. B. Kate	Civil	Member
5	Prof. A. M. Bobade	Computer	Member

#### Objective/s:

- To publish the newsletter biannually and magazine annually.

#### Duties and Responsibilities:

- Collecting all the necessary data and particulars such as placement record, staff and students achievements, industrial visit record, seminars, conference, STTP/FDPs arranged and participated, social activities etc. from all the departments/sections at frequent interval through the prescribed formats.
- Compiling them in the required format a news letter and magazine and arranging to send to the concerned department/other institutes and stakeholders as desired.
- - Printing and publicity.

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

Meetings: Twice in a semester.

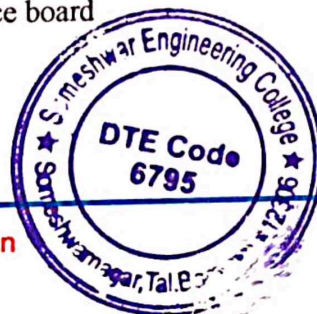
Quorum: All members or their representatives shall remain present for the meeting. In case of absence, the representative shall attend the meeting after prior permission of principal / coordinator.

#### Copy To:

1. All HOD's for information and circulation among the concerned 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

D. S. R. Gawade  
PRINCIPAL

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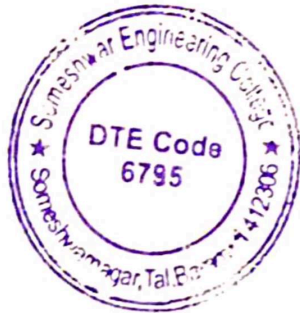
## Local Management Committee

The Local Management Committee of college is as follows.

Sr. No.	Name of Faculty	Designation
1	Shri. Uttamrao M. Dhumal (Colleg Committee Chairman)	Chairman
2	Shri. Lalasaheb D. Malshikare (Director Someshwar Sugar Factory)	Member
3	Shri. Mohantatya Jagtap (Director Someshwar Sugar Factory)	Member
4	Dr.S.R.Gawade	Teaching Member
5	Mr.Shrikant Mohite	Non-Teaching Member
6	Shri. Bharat T. Khomane (Secretary SSPM)	Secretary

**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.



  
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Ref. No. : SEC/ 727 A /2019 -2020

Date : 28 / 06 /2019

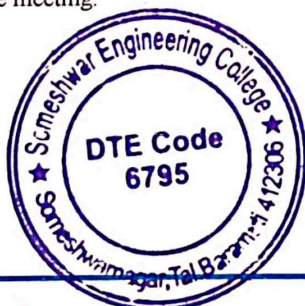
## GOVERNING BODY

The board of governance of college is as follows.

Sr. No.	Name of Faculty	Category	Designation
1	Shri. Purushottam Jagtap (Chairman, Someshwar Sugar Factory)	President	Chairman
2	Shri. Uttamrao M. Dhumal (Colleg Committee Chairman)	Trust Nominee	Member
3	Shri. Lalasaheb D. Malshikare (Director Someshwar Sugar Factory)	Trust Nominee	Member
4	Shri. Mohantatya Jagtap (Director Someshwar Sugar Factory)	Trust Nominee	Member
5	Shri. Bharat T. Khomane (Secretary SSPM)	Trust Nominee	Member
6	Shri. Sagar Suryawanshi	Administrative Officer	Member
7	Shri. Shrikant Mohite	Administrative Officer	Member
8	Shri. Rajendra N. Yadav (Managing Director, Someshwar Sugar Factory)	Industry Expert	Member
9	Chairman AICTE	AICTE Nominee	Member
10	Director Technical Education	DTE Nominee	Member
11	Registrar SPPU	University Nominee	Member
12	Prof. C.V. Naik	Teacher Nominee	Member
13	Dr. S.R. Gawade	Principal	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.



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Ref. No. : SEC/ 722 A/20 19 - 20 20 **CIRCULAR**

Date : 28/06/2019.

## INTERNAL COMPLAINTS COMMITTEE

(Women's Protection and Harassment Cell)

**Constitution of Committee:** The Internal Complaints Committee of the college is constituted as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, with the following staff members.

Sr. No.	Name	Department	Committee Designation
1	Dr.S.R.Gawade	Principal	Principal
2	Prof. S. M. Patil	Civil	Presiding Officer
3	Adv.More S.A.	Advocate	Member from NGO - Advocate
4	Ms.Jayashri Khedkar	Police Station	Member - Police Station
5	Prof. A. M. Bobade	Computer	Member - Faculty of Computer
6	Prof. P. G. Rajguru	Mechanical	Member - Faculty of Mechanical
7	Prof. Bhosale A.C.	Electrical	Member - Faculty of Electrical
8	Ms.Vrushali Kadam	Library	Member - Office
9	Ms.Sweta Jadhav	Computer	Member-student
10	Ms.Gayatri Nigade	Computer	Member -student

### **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:**

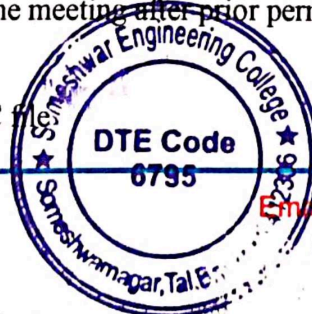
- To look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue.
- Organize guest lectures and workshops on sensitization & gender equality, issues of women arising from societal concerns to enhance awareness on rights, safety & health care.
- Arrange training programs for learning alertness and teaching basic self-defense techniques.
- 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 year 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



Dr.S.R.Gawade  
PRINCIPAL

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

Someshwar Engineering College  
Someshwarnagar, Tal-Baramati 412306





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

# Someshwar Engineering College

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) 283185, Fax : (02112) 283185

Ref. No. : SEC/727 A /2019 - 2020

**CIRCULAR**

Date : 28 / 06 / 2019

## Alumni Association Committee

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

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S.R. Gawade	Principal	Chairman
2	Prof. A. M. Bobade	Computer	Coordinator
3	Prof. Y. M. Nigade	Civil	Member
4	Prof. M.A. Bhosale	Mechanical	Member
5	Prof. T.A. Dhaigude	Computer	Member
6	Prof. S. L. Maidargi	Electrical	Member
7	Prof. N.S. Wable	Science and Humanities	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



  
Dr. S.R. Gawade  
PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal-Baramati 412306





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Shri Someshwar Shikshan Prasarak Mandal's

# Someshwar Engineering College

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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/17221 A /2019 - 2020

Date : 28/06/2019-20

## Intellectual Property Right Cell

**Constitution of Committee:** The Intellectual Property Right Cell of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Dr. S.R. Gawade	Principal	Chairman
2	Prof. M.A. Bhosale	Mechanical Engineering	Coordinator
3	Prof. S.S. Shinde	Computer Engineering	Member
4	Prof. S. M. Patil	Civil Engineering	Member
5	Prof. K. P. Gawade	Electrical Engineering	Member
6	Prof. N.S. Wable	Science and Humanities	Member

**Objective/s:** 1. To cultivate R&D culture in college for the benefit of society and stakeholders.  
2. 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.
- Encouraging 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.

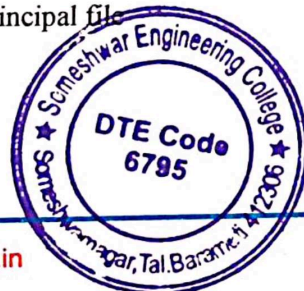
**Term:** One year and shall continue to be in force until reconstitution

**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.

### **Copy To:**

1. All HOD's for information and circulation among the concerned staff members
2. Above concerned members for their personal file
3. SPCOE & T Office - Principal file
4. IQAC - NAAC file



Dr. S.R. Gawade  
PRINCIPAL  
Someshwar Engineering College  
Someshwaragar, Tal. Baramati 412306





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

# Someshwar Engineering College

Someshwarnagar, Tal. Baramati, Dist. Pune (Pin : 412 306 ) Maharashtra, India  
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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/727 A/20/19 - 20 20

Date : 28 / 06 / 2019

## CIRCULAR

### Student Counseling

Sr. No.	Name of Faculty	Department	Designation
1	Prof. Y. M. Nigade	Civil	Coordinator
2	Prof. C. V. Naik	Civil	Member
3	Prof. M. A. Bhosale	Mechanical	Member
4	Prof. Shinde S. S.	Computer	Member
5	Prof. Gawade K. P.	Electrical	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:

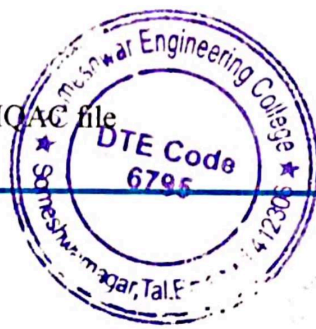
1. Support the development of a good study environment.
2. Reduce drop-out rates and improve the completion.
3. Maturing the students to plan their studies during the program.
4. Be visible, accessible and proactive.
5. Provide guidance on studies and employment related issues.
6. Provide guidance on 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 year 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.

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



Dr. S. R. Gawade  
PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal. Baramati, Dist. Pune 412306

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





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Ref. No. : SEC/07/A /2016 - 2017

Date : 23/07/2016

## CIRCULAR

### Cultural Committee

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

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S.R. Gawade	Principal	Chairman
2	Prof. T.A. Dhaigude	Faculty, Computer	Coordinator
3	Prof. D. B. Kate	Faculty, Civil	Member
4	Prof. R. N. Khalate	Faculty, Mechanical	Member
5	Prof. K.P. Gawade	Faculty, Electrical	Member
6	Prof. N.S. Wable	Faculty, Sci. & Humanities	Member

**Objective/s:** To plan, arrange and conduct the extra curricular 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



Prof. S.R. Gawade  
Principal  
Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306





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Shri Someshwar Shikshan Prasarak Mandal's

# Someshwar Engineering College

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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/07/A/2016 -2B/A

Date : 23/07/2016

## CIRCULAR

### Academic Calendar Committee

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

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S. R. Gawade	Principal	Chairman
2	Prof. S. B. Ithape	Faculty, Civil	Coordinator
3	Prof. P. G. Rajguru	Faculty, Mechanical	Member
4	Prof. A. V. Moholkar	Faculty, Computer	Member
5	Prof. S. L. Maidargi	Faculty, Electrical	Member
6	Prof. Ujwala Dhumal	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 year 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.



Prof. S. R. Gawade  
Principal  
Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306





॥ तमसो मा ज्योतिर्गमया ॥  
(Sri) Someshwar Education Prasarak Mandali

## Someshwar Engineering College

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Ph. (02112) 283185, Fax (02112) 283185

Ref No : SEC/071/A/2016 - 2017

Date 23/07/2016

### CIRCULAR

#### Library Committee

**Constitution of Committee:** The Library Committee of the college is constituted with the following staff members: E-Journals/Textbook/Journals/Magazines/periodicals/Reference books/Hand books etc.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S. R. Gawade	Principal	Chairman
2	Prof. V. S. Kadam	Library Incharge	Coordinator
3	Prof. R. D. Aswar	Faculty, Mechanical	Member
4	Prof. D. V. Kate	Faculty, Civil	Member
5	Prof. T. A. Dhargude	Faculty, Computer	Member
6	Prof. S. L. Maidargi	Faculty, Electrical	Member
7	Prof. N. S. Wable	Faculty, Sci. & Humanities	Member

**Objective/s:** To carry out the purchase of E-Journals /Textbook /Journals /Magazines /periodicals /Reference books/Hand books as per requirement for each academic year.

#### Duties and Responsibilities:

- The committee should collect the requirements/recommendations of books, journals, magazines and periodicals from the individual departments in both hard and soft forms.
- The committee should finalize the title, authors and prices of books.
- 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.
- The coordinator should convey all the decisions of committee to management after due recommendation of principal for approval.
- The committee should maintain the proper files as per purchase guidelines and record of meetings and its minutes.

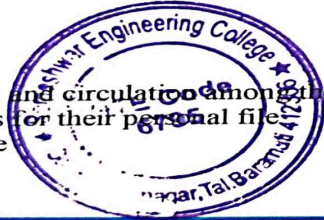
**Term:** One year and shall continue to be in force until reconstitution

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

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

#### 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



Prof. S. R. Gawade  
PRINCIPAL  
Someshwar Engineering College  
Someshwarnagar, Tal-Baramati 412306



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Shri Someshwar Shikshan Prasarak Mandal's

# Someshwar Engineering College

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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/07/A/2016 - 2017

Date : 23/07/2016

## CIRCULAR

### Social Media/ Publicity Committee

#### Constitution of Committee:

The Social Media/ Publicity Committee of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S.R. Gawade	Principal	Chairman
2	Prof. Vishnu Gore	Science and Humanities	Coordinator
3	Prof. R. N. Khalate	Mechanical	Member
4	Prof. D. B. Kate	Civil	Member
5	Prof. A. M. Bobade	Computer	Member

#### Objective/s:

- To publish the newsletter biannually and magazine annually.

#### Duties and Responsibilities:

- Collecting all the necessary data and particulars such as placement record, staff and students achievements, industrial visit record, seminars, conference, STTP/FDPs arranged and participated, social activities etc. from all the departments/sections at frequent interval through the prescribed formats.
- Compiling them in the required format a news letter and magazine and arranging to send to the concerned department/other institutes and stakeholders as desired.
- Printing and publicity.

**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.

#### 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

Prof. S.R. Gawade

PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306,







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Ref. No. : SEC/07/A/2076 -2017

Date : 23/07/2016

## CIRCULAR

### Parent-Teacher Association (PTA)

Sr. No.	Name of Faculty	Department	Designation
1	Prof. S.R. Gawade	Principal	Chairperson
2	Prof. A. M. Bobade	Coordinator	Coordinator
3	All Staff members	Member	Member
4	The parents of all students	Member	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:

1. To assist the college in planning and organizing educational programs, seeing the syllabus is completed.
2. To work towards pupil enrollment and attendance and assist in enhancing the quality of teaching and learning.
3. 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.
4. To give feedback on departmental activities and procedures.
5. To decide the action on students with poor monthly attendance.

#### Note:

1. PTA should hold a general meeting at least once a year.
2. Parent meeting should be arranged once in a semester under PTA.
3. GFM should be appointed to communicate the academic progress and attendance of students to their parents.
4. Parent feedback should be taken during parent meet and subsequently feedback analysis should be done to incorporate their suggestions for further development.



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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/07A/2016 - 2017

Date : 23/07/2016

## 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 Equipments and setups/Computers and Peripherals/Printing materials such as Logbooks and Registers etc/services.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S.R. Gawade	Principal	Chairman
2	Shri. K. Tekawade	Store	Coordinator
3	Prof. S. R. Gawade	HOD, Mechanical	Member
4	Prof. S. B. Itape	HOD, Civil	Member
5	Prof. S. S. Shinde	HOD, Computer	Member
6	Prof. K. P. Gawade	HOD, Electrical	Member
7	Prof. R. D. Khalate	Faculty, 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.

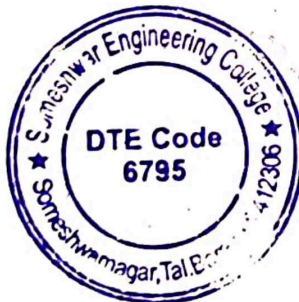
**Guidelines for committee:**

- 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.



  
Prof. S.R. Gawade  
PRINCIPAL  
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Ref. No. : SEC/071 A/2016 -2017

## CIRCULAR

Date : 23/07/2016

### Alumni Association Committee

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

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof.S.R.Gawade	Principal	Chairman
2	Prof. A. M. Bobade	Computer	Coordinator
3	Prof. Y. M. Nigade	Civil	Member
4	Prof. M.A.Bhosale	Mechanical	Member
5	Prof.T.A.Dhaigude	Computer	Member
6	Prof. S. L. Maidargi	Electrical	Member
7	Prof. N.S. Wable	Science and Humanities	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:

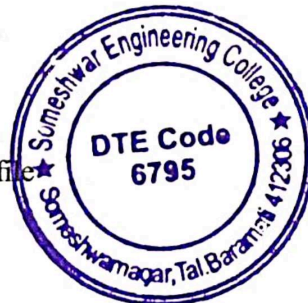
- To do registration of alumni students periodically and collect feedback about college.
- To highlight the success of alumni to improve the credibility and reputation of college.
- To publish and circulate the newsletter and college magazine among the alumni.
- To conduct the alumni meetings.
- To invite 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



Prof. S.R. Gawade  
Principal  
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Ref. No. : SEC/07 A/2016 - 2017

Date : 23/07/2016

## CIRCULAR

### Student Counseling

Sr. No.	Name of Faculty	Department	Designation
1	Prof. Y. M. Nigade	Civil	Coordinator
2	Prof. C. V. Naik	Civil	Member
3	Prof. M. A. Bhosale	Mechanical	Member
4	Prof. Shinde S. S.	Computer	Member
5	Prof. Gawade K. P.	Electrical	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.

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



Prof. S.R. Gawade  
PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306





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Shri Someshwar Shikshan Prasarak Mandal's

# Someshwar Engineering College

Someshwaragar, 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) 283185, Fax : (02112) 283185

Ref. No. : SEC/07/A-120/6 - 2017

## CIRCULAR

Date : 23/07/2016

### INTERNAL COMPLAINTS COMMITTEE

(Women's Protection and Harassment Cell)

**Constitution of Committee:** The Internal Complaints Committee of the college is constituted as per Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, with the following staff members.

Sr. No.	Name	Department	Committee Designation
1	Prof. S. R. Gawade	Principal	Principal
2	Prof. S. M. Patil	Civil	Presiding Officer
3	Adv. More S. A.	Advocate	Member from NGO - Advocate
4	Ms. Jayashri Khedkar	Police Station	Member - Police Station
5	Prof. A. M. Bobade	Computer	Member - Faculty of Computer
6	Prof. P. G. Rajguru	Mechanical	Member - Faculty of Mechanical
7	Prof. Bhosale A. C.	Electrical	Member - Faculty of Electrical
8	Ms. Vrushali Kadam	Library	Member - Office
9	Ms. Sweta Jadhav	Computer	Member - student
10	Ms. Gayatri Nigade	Computer	Member - student

#### 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 advise complainants of means of resolution as specified by the legislation.
- To ensure fair and timely resolution of sexual harassment complaint.

#### Duties and Responsibilities:

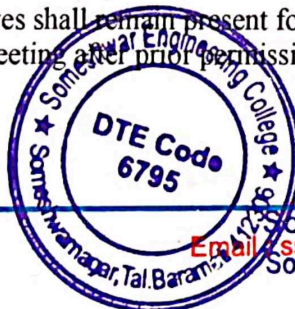
- To look into the complaints of sexual harassment in the establishment and also to generate awareness about the issue.
- Organize guest lectures and workshops on sensitization & gender equality, issues of women arising from societal concerns to enhance awareness on rights, safety & health care.
- Arrange training programs for learning alertness and teaching basic self-defense techniques.
- 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 year 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



Prof. S. R. Gawade  
PRINCIPAL

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

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# Someshwar Engineering College

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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/071 A/2016 - 2017

## CIRCULAR

Date : 23/07/2015

### Anti-ragging Committee

**Constitution of Committee:** The Anti-ragging committee of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S.R. Gawade	Principal	Chairman
2	Prof. M. A. Bhosale	Mechanical	Coordinator
3	Prof. P.V. Bhagat	Computer	Member - Faculty
4	Prof. S. B. Ithape	Civil	Member- Faculty
5	Prof. S. V. Golande	Electrical	Member- Faculty
6	Prof. V. S. Kadam	Librarian	Member
7	Shri. Jagtap Sursing	Parent	Member-Parent Representative
8	Shri. B. P. Gaikwad	Security Officer	Member
9	Prof. A. V. Moholkar	Computer	Squad
10	Prof. Rahul Khalate	Mechanical	Squad
11	Mr. Yogesh Jagtap	Office	Squad
11	API	Police	Member
12	Mr. A. B. Raskar	Student Boys	Rep. of Student (Sr.)
13	Miss. S. P. Lokhande	Student Girl	Rep. of Student (Jr.)

**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.

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

**Meetings:** Once in a year and on the 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 HODs / SEC Office/IQAC file



Prof. S.R. Gawade  
**PRINCIPAL**

Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306





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# Someshwar Engineering College

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Ph: (02112) 283135, Fax: (02112) 283135

Ref. No. : SECIC/71 A /2016 -2017

## CIRCULAR

Date : 23/07/2016

### Training and Placement Cell

Constitution of Committee: The Training and Placement Cell of the college is constituted with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof. S. R. Gawade	Principal	Chairman
2	Prof. Y. M. Nigade	Civil	Coordinator
3	Prof. K. P. Gawade	Electrical	Member
4	Prof. S. S. Shinde	Computer	Member
5	Prof. M. A. Bhosale	Mechanical	Member

#### 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.
- Coordinate quizzes, competitions, aptitude test and interviews organized by companies.

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

Meetings: As and when required (Probably 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.



  
Prof. S. R. Gawade  
PRINCIPAL  
Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412308





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# Someshwar Engineering College

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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/07/A/12015 - 2017

Date : 23/07/2015

## CIRCULAR Composition of IQAC

Sr. No.	Name	College Designation	IQAC Designation
1	Prof. S.R. Gawade	Principal	Chairperson
2	Hon'ble Shri U. M. Dhumal	Trustee	Management Representative
3	Hon'ble Shri. B. T. Khomane	Secretary	Member (Administrative Officer)
4	Prof. S.R. Gawade	HOD - Mechanical	Member (Teacher)
5	Prof. C. V. Naik	HOD - Civil	Member (Teacher)
6	Prof. S. S. Shinde	HOD - Computer	Member (Teacher)
7	Prof. K. P. Gawade	HOD - Electrical	Member (Teacher)
8	Dr. T. A. Dhaigude	Assistant Professor	IQAC Coordinator
9	Prof. H.G. Holkar	W/S Superintendent	Member (Teacher)
10	Dr. Gaikwad A.N.	Educationalist	Member (Educationalist)
11	Hon'ble Shri R.N. Yadav	MD, SSSK Ltd.	Member (Industrialist)
12	Mr. Yuvraj Dhumal	Student	Member (Alumni/Industrialist)

### 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.
- To build an organized methodology of documentation and internal communication.
- To provide sound basis for decision making to improve institutional functioning.

### 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.
- Documentation of various activities/programmes leading to quality improvement.
- Preparation of AQR as per the guidelines and parameters of NAAC.

### Note:

- The IQAC should meet at least once in every quarter (Four meetings / year).
- The agenda, minutes of meeting and action taken reports are to be documented with official signatures and should be maintained electronically in a retrievable format on official college website.



  
Prof. S.R. Gawade  
PRINCIPAL

Someshwar Engineering College  
Someshwarnagar, Tal. Baramati 412306





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Ref. No. : SEC1071A/2016 - 2017

Date : 23/07/2016

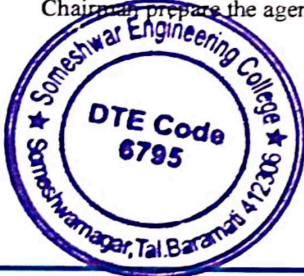
## GOVERNING BODY

The board of governance of college is as follows.

Sr. No.	Name of Faculty	Category	Designation
1	Shri. Purushottam Jagtap (Chairman, Someshwar Sugar Factory)	President	Chairman
2	Shri. Uttamrao M. Dhumal (Colleg Committee Chairman)	Trust Nominee	Member
3	Shri. Lalasaheb D. Malshikare (Director Someshwar Sugar Factory)	Trust Nominee	Member
4	Shri. Mohantatya Jagtap (Director Someshwar Sugar Factory)	Trust Nominee	Member
5	Shri. Bharat T. Khomane (Secretary SSPM)	Trust Nominee	Member
6	Shri. Sagar Suryawanshi	Administrative Officer	Member
7	Shri. Shrikant Mohite	Administrative Officer	Member
8	Shri. Rajendra N. Yadav (Managing Director, Someshwar Sugar Factory)	Industry Expert	Member
9	Chairman AICTE	AICTE Nominee	Member
10	Director Technical Education	DTE Nominee	Member
11	Registrar SPPU	University Nominee	Member
12	Prof. C. V. Naik	Teacher Nominee	Member
13	Prof. S. R. Gawade	Principal	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.



  
Prof. S. R. Gawade  
PRINCIPAL

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Someshwarnagar, Tal. Baramati 412306

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Ph.: (02112) 283185, Fax : (02112) 283185

Ref. No. : SEC/07/A/120/6 - 20/17

Date : 22/07/2016

### Local Management Committee

The Local Management Committee of college is as follows.

Sr. No.	Name of Faculty	Designation
1	Shri. Uttamrao M. Dhumal (Colleg Committee Chairman)	Chairman
2	Shri. Lalasaheb D. Malshikare (Director Someshwar Sugar Factory)	Member
3	Shri. Mohantatya Jagtap (Director Someshwar Sugar Factory)	Member
4	Prof.S.R.Gawade	Teaching Member
5	Mr.Shrikant Mohite	Non-Teaching Member
6	Shri. Bharat T. Khomane (Secretary SSPM)	Secretary

**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.



  
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Someshwarnagar, Tal-Baramati 412306





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Ref. No. : SEC/ 07/ A /2016 - 20 17

Date : 23/07/2016

## CIRCULAR

### Committee for SC/ST

**Constitution of Committee:** The Committee for SC / ST of the college is constituted as per AICTE regulations for the establishments (as per the scheduled caste and scheduled tribes (prevention of atrocities) act 1989, No. 33 of 1989, dated 11-09-1989), with the following staff members.

Sr. No.	Name of Faculty	Department	Committee Designation
1	Prof.S.R.Gawade	Principal	Chairman
2	Prof.S.K.Salve	Faculty, Mechanical	Coordinator
3	Mr.Dadasaheb More	Management representative	Member
4	Prof. C. V. Naik	Faculty	Member
5	Prof. K. P. Gawade	Faculty	Member
6	Prof. A. V. Moholkar	Faculty, CO	Member
7	Mr.Shubham Pharande	Student - Boys	Member
8	Ms.Sweta Jadhav	Student - Girls	Member
9	Shri. K. S. Mind	Faculty - Non teaching	Member
10	Shri. R. B. Lakade	Clerical staff	Member

#### 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 year 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:

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



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