



SAKET GYANPEETH

NURTURING POTENTIAL

SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)

(NAAC Accrediated)

Alumni Committee

Academic Year 2024-25

Composition:

Sr. No.	Faculty Name	Designation
1	Dr. Shahaji Kamble	Chairperson
2	Asst. Prof. Priya Nerlekar	Member
3	Asst. Prof. Manjula Pillai	Member
4	Asst. Prof. Sanjay Chaudhary	Member
5	Asst. Prof. Rajeshree Mundhe	Member

Objectives:

1. To significantly increase alumni interaction with the institution.
2. Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
3. Inculcate exchange of ideas among alumni and between alumni and students
4. To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

Responsibilities:

1. To maintain an up-to-date and detailed database of the alumni
2. To highlight the success of alumni to improve the credibility and reputation of the Institute.
3. Plan and promote a platform for interaction between all stakeholders of SCASC.
4. Promote the interests and welfare of alumni association
5. Maintain healthy relationship with the alumni body
6. Assist the management in creating an environment in the college which enables students to have far-lasting memories

Prof. (Dr.) Vasant D. Barhate
Principal



Attendance Committee

Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1	Asst. Prof. Bushra Khan	Chairperson
2	Asst. Prof. Padmaja Nair	Member
3	Asst. Prof. Agnus Idikula	Member
4	Asst. Prof. Kanishka Raghani	Member

Objective:

To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

Responsibilities:

- 1) Prepare attendance records semester wise.
- 2) Intimate subject teachers to complete online attendance on a daily basis.
- 3) Display the attendance list for the information of the students and make corrections if needed.
- 4) Generate the defaulters' list and hand over one copy to the IQAC so as to mail them to respective parents /guardians and give one copy to the respective class coordinator.
- 5) Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.

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Cultural Committee **Academic Year 2024-25**

Composition:

Sr. No	Faculty Name	Designation
1	Asst. Prof. Pranali Bhosale	Chairperson
2	Asst. Prof. Sneha Menon	Member
3	Asst. Prof. Agnus Idicula	Member
4	Asst. Prof. Mohini Singh	Member
5	Asst. Prof. Pushpa Prajapati	Member

Objective:

To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.

Responsibilities:

- 1) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- 2) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks.
- 3) To prepare detailed plan to organize cultural events
- 4) To communicate about various festivals and events to be celebrated in the college and give wide publicity to ensure maximum participation.
- 5) Arranging events/programs for staff and students in coordination with 'Students Cultural Committee'.

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Principal



Discipline Committee

Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1.	Dr. Shahaji Kamble	Chairperson
2.	Asst. Prof. Manjula Pillai	Member
3.	Asst. Prof. Sumit Sawant	Member
4.	Asst. Prof. Navnath Mule	Member
5.	Asst. Prof. Ankita Gaikwad	Member

Objectives:

1. To ensure calm and peaceful academic atmosphere in the campus.
2. To avoid physical confrontation among students.
3. To conduct enquiries on report of indisciplinary activities among students.
4. To initiate model actions against students involved in indisciplinary activities.
5. To initiate steps to reduce violence, confrontation in future.

Responsibilities:

1. Monitoring the disciplinary climate prevailing in the student's community.
2. Taking preventive steps such as issue of notices, warnings, and instructions regulating certain acts and other arrangements for the purpose of forestalling act of individual or collective indiscipline.

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DLLE Committee

Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1.	Asst. Prof. Heer Bolakani	Chairperson
2.	Asst. Prof. Agnus Idicula	Member
3.	Asst. Prof. Swarangi Bhosale	Member
4.	Asst. Prof. Sneha Menon	Member

Objective:

To serve as an intellectual intervention in the community's living problems which need to be overcome through an educational process.

Responsibilities:

1. To develop a sense of social responsibility and prepare students for greater social commitments.
2. To deepen the teachers and students knowledge through a wider exposure to real life situations through a variety of programs.
3. To enhance employability skills as personality development, team building presentation skills, writing abilities, time management skills, organizing skills entrepreneurship and leadership skills of the students.

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Principal



Green Club Committee

Academic Year 2024-25

Composition:

Sr. No.	Name of the Faculty	Designation
1.	Asst. Prof. Ritu Singh	Chairperson
2.	Asst. Prof. Mohini Singh	Member
3.	Asst. Prof. Sanchita Panda	Member
4.	Asst. Prof. Sampurna Mishra	Member

Objectives:

Motivating students to value environment. To make them aware about the grave situation of nature and means for its conservation.

Responsibilities:

1. To create awareness among society about environment and related issues.
2. Organizing activities to reduce pollution in the district.
3. Encouraging efforts to protect and conserve biodiversity in vicinage.
4. Executing small scale projects within the campus.
5. Contributing in environment awareness and conservation drives in collaboration with regional nature clubs and institutes.

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IT (Technical team, Website, Certificate, Banner) Committee Academic Year 2024-25

Composition:

Sr. No.	Faculty Name	Designation
1	Asst. Prof. Sampurna Mishra	Chairperson
2	Asst. Prof. Heer Bolakani	Member
3	Asst. Prof. Pranali Bhosale	Member
4	Asst. Prof. Ritu Singh	Member

Objective:

To ensure that the college website is regularly updated, improved and well maintained.

Responsibilities:

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

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Library Committee **Academic Year 2024-25**

Composition:

Sr. No	Faculty Name	Designation
1.	Prof. Dr. Vasant D. Barhate (Principal)	Chairperson
2.	Dr. Praseena Biju (Vice Principal & IQAC Coordinator)	Member
3.	Mrs. Priya Nerlekar (Arts Coordinator)	Member
4.	Mr. Sumit Sawant (Assistant Professor, B.Com & M.Com Coordinator)	Member
5.	Mrs. Rajeshree Mundhe (Academic Coordinator)	Member
6.	Ms. Manjula S. Pillai (Assistant Professor, BAF Coordinator)	Member
7.	Mr. Krishnamurthy Velar (Assistant Professor, Placement Coordinator)	Member
8.	Mrs. Heer Bolakani (Assistant Professor, DLLE Coordinator)	Member
9.	Mr. Sanjay Chaudhary (Assistant Professor, NSS Coordinator)	Member
10.	Mr. Umesh Sonavane (Physical Director, Sports Coordinator)	Member
11.	Mrs. Ankita Gaikwad (Assistant Professor, BMS Coordinator)	Member
12.	Mrs. Pranali S. Jadhav (Assistant Professor, BBI Coordinator)	Member
13.	Ms. Suchitra Shirsat (Librarian)	Secretary

Objective:

- To function as a channel between the library and its users.

Responsibilities:

- 1) To assist the Librarian in formulating Library policy.
- 2) To look after general maintenance of the library in terms of reading material and infrastructure.
- 3) To effectively involve in fostering the reading habit of staff and students by organising orientation, Induction Programs.
- 4) To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- 5) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

Prof. (Dr.) Vasant D. Barhate
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NSS Committee

Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1	Asst. Prof. Sanjay Chaudhary	Program Officer
2	Asst. Prof. Priya Nerlekar	Member
3	Asst. Prof. Sanchita Panda	Member
4	Asst. Prof. Snehal Waingade	Member
5	Asst. Prof. Bushra Khan	Member
6	Asst. Prof. Sumit Sawant	Member

Objective:

- To inculcate and develop social sensitivity, moral values and professional ethics in SCASC students along with their academic formation so as to show responsible.
- Behaviour to the professional community and society at large and to grow as responsible.
- Citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.

Responsibilities:

- 1) To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.
- 2) To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.

Prof. (Dr.) Vasant D. Barhate
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Research Cell

Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1	Dr. Sheeba E.	Chairperson
2	Asst. Prof. Pranali Jadhav	Member
3	Asst. Prof. Renuka Shingole	Member
4	Asst. Prof. Ankita Gaikwad	Member

Objective:

To oversee and supervise Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.

Responsibilities:

- 1) Exploring possibilities of research collaborations, nationally and internationally for long term development.
- 2) Final assignment of work and fixing linkages and establishing monitoring framework.
- 3) Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- 4) Arranging lectures and seminars periodically to provide academic support and guidance to researchers on the basis of recommendation from Empowered Counselling Committee members.
- 5) Monitoring quality of dissertations and thesis topics and reports.
- 6) Giving feedback to researchers and management periodically.

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Sports Committee Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1	Asst. Prof. Umesh Sonawane	Chairperson
2	Asst. Prof. Navnath Mule	Member
3	Asst. Prof. Kanishka Raghani	Member
4	Asst. Prof. Pushpa Prajapati	Member
5	Asst. Prof. Sumit Sawant	Member

Objective:-

To provide healthy leisure time for every SCASC Students.

Responsibilities:

a) Coordinate with the Student Sports Secretary by

- Keeping stock of previous and current year's sports goods.
- Ordering sports goods in consultation with the Deputy Director.
- Arranging the venues for sports events in consultation with the Deputy Director.
- Drawing lots for various sports.

b) Coordination with the Principal for,

- Permission to hold sports events in the college campus.
- To recommend students for permission to participate in the intra-or intercollege events.
- To recommend sanction for Entry/Registration Fees to participate in various sports events.
- To recommend attendance to students who have taken part in sports events as per rules.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc.)
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of sports events attended by students outside the college, within the University and outside.
- Finalize the schedule of events for the whole academic year and intimate the IQAC coordinator for incorporating the events in the Academic Calendar.

Prof. (Dr.) Vasant D. Barhate
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Staff Welfare Committee

Academic Year 2024-25

Composition:

Sr. No.	Faculty Name	Designation
1.	Asst. Prof. Mohini Singh	Chairperson
2.	Asst. Prof. Manjula Pillai	Member
3.	Asst. Prof. Pushpa Prajapati	Member
4.	Asst. Prof. Heer Bolakani	Member

Objectives:

Staff Welfare Committee aims for overall development of staff members by applying different welfare schemes. This committee works for the benefit and welfare of the all staff and provides a channel to interact with each other that will ensure their growth and development in a wholesome manner.

Responsibilities:

1. To look after the needs of the staff to maintain their high morale.
2. To ensure favourable working environment for members of staff.
3. To coordinate for benevolent facilities for the members of staff.
4. To plan for general welfare activities for, teaching and administrative staff.

Prof. (Dr.) Vasant D. Barhate
Principal



Student Council Committee

Academic Year 2024-25

Composition:

Sr. No	Faculty Name	Designation
1	Asst. Prof. Sneha Menon	Chairperson
2	Asst. Prof. Pranali Jadhav	Member
3	Asst. Prof. Mohini Singh	Member
4	Asst. Prof. Pranali Bhosale	Member
5.	Asst. Prof. Ritu Singh	Member

Objectives :

1. To assist Management - Student Affairs in creating and maintaining a safe, healthy and supportive environment and culture that synthesizes the intellectual, physical, social, emotional and spiritual developments of students in a holistic way.

Responsibilities:

- 1) To assist the affairs of the respective Student in performing his responsibilities in the following areas:
 - a. Co-Curricular Activities/Overall development of the Student.
 - b. Personal development of the respective Student.
 - c. Liaison between Management, Staff and Student Community.

Prof. (Dr.) Vasant D. Barhate
Principal



Time Table Committee Academic Year 2024-25

Composition:

Sr. No.	Faculty Name	Designation
1	Asst. Prof. Manjula Pillai	Chairperson
2	Asst. Prof. Snehal Waingade	Member
3	Asst. Prof. Sampurna Mishra	Member
4	Asst. Prof. Kanishka Ragrani	Member
5	Asst. Prof. Renuka Shingole	Member

Objective:

Smooth and efficient management of academic programme through the semesters.

Responsibilities:

- a) To prepare the class time table at the beginning of each semester with the active involvement of the committee Members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty Members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.)
- With the information gathered, prepare the class time tables in the prescribed format.
 - By referring to the class timetables, prepare the timetables of individual faculty Members and labs.
 - Communicate and widely publicize the class time tables to staff and students.
 - Make the class time tables available in the Documentation Room for students reference.
 - Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
 - To display and publicize the Academic Calendar for the information of students and staff.

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Training & Placement Committee

Academic Year 2024-25

Composition:

Sr. No.	Faculty Name	Designation
1	Asst. Prof. Krishnamurthy Velar	Chairperson
2	Asst. Prof. Ritu Singh	Member
3	Asst. Prof. Swarangi Bhosale	Member
4	Asst. Prof. Padmaja Nair	Member
5	Asst. Prof. Renuka Shingole	Member
6.	Asst. Prof. Bushra Khan	Member

Objective:

To help the Training and Placement office in conducting and coordinating campus placement process as well as training programs in the college.

Responsibilities:

- 1) Supervision in the labs during the aptitude test conducted by the recruiting companies.
- 2) Maintain discipline and decorum in the Assembly Hall where students are assembled during placement.
- 3) Assist in setting up labs along with the Lab Assistants during on-line tests.
- 4) Updating TPO data on the college website from time to time.
- 5) Coordinate for quizzes and competitions organized by different companies.
- 6) Conduct preaptitude tests to ensure maximum students are benefitted.
- 7) Conduct workshops and Seminars for making the students ready the placements.

Prof. (Dr.) Vasant D. Barhate
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Unfair means Enquiry Committee Academic Year 2024-25

Composition:

Sr. No.	Faculty Name	Designation
1	Asst. Prof. Rajeshree Mundhe	Chairperson
2	Asst. Prof. Sumit Sawant	Member
3	Asst. Prof. Padmaja Nair	Member
4	Asst. Prof. Pranali Jadhav	Member

Objective:

To ensure honesty and fairness during examinations, to assist the college authorities in promoting and maintaining discipline in the institute.

Responsibilities:

- 1) It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Committee.
- 2) To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal and Director by involvement and giving suggestions.

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WDC Committee **Academic Year 2024-25**

Composition:

Sr. No.	Faculty Name	Designation
1.	Asst. Prof. Ankita Gaikwad	Chairperson
2.	Asst. Prof. Agnus Idikula	Member
3.	Asst. Prof. Renuka Shingole	Member
4.	Asst. Prof. Sneha Menon	Member
5.	Dr. Sheeba E.	Member

Objectives:

1. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
2. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
3. The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / University of Mumbai.

Responsibilities:

To organize workshops affecting women in general and especially in the following areas:

1. Sensitization and gender equality on campuses.
2. Issues of women arising from societal concerns.
3. Any other theme based activities and events concerning significant issues of women.

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