



NURTURING POTENTIAL

SAKET GYANPEETH'S SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Hindi Linguistic Minority Institution)

(Permanently Affiliated to University of Mumbai)
(NAAC Accredited "B" Grade)

Alumni Committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Dr. Shahaji Kamble	Chairperson	9175914151
2	Asst. Prof. Praseena Biju	Member	9022410207
3	Dr. Prakash Jadhav	Member	8108258199
4	Asst. Prof. Rishikesh Mishra	Member	9323282667
5	Asst. Prof. Pratibha Choudhary	Member	8928739716
6	Asst. Prof. Roshani Tare	Member	9867294839
7	Asst. Prof. Sanchita Panda	Member	8652365166

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
3. Institute.
4. Plan and promote a platform for interaction between all stakeholders of SCASC.
5. Promote the interests and welfare of alumni association.
6. Maintain healthy relationship with the alumni body.
7. Assist the management in creating an environment in the college which enables students to have far-lasting memories.

Principal,
Prof. (Dr.) Vasant D. Barhate



Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

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Anti-Ragging Committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Dr. Prakash Jadhav	Chairperson	8108258199
2	Dr. Shahaji Kamble	Member	9175914151
3	Asst. Prof. Praseena Biju	Member	9022410207
4	Asst. Prof. Narayan Lad	Member	8169825865
5	Dr. Rishikesh Mishra	Member	9323282667
6	Ms. Archita Chandorkar	Member	7715940519

Objective: -

1. To prevent any physical or mental torture or any disorderly conduct towards any student causing apprehension, dread, humiliation, or agitation in him or her.
2. To maintain – a ragging free campus.
3. To create awareness about ragging & ensure ragging free environment.
4. To facilitate campus monitoring to ensure nil ragging.

Responsibilities:-

1. To be vigilant at all hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
2. To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.
3. To ensure the display of posters on Institution and Department Notice Boards and other prominent designated places.
4. To offer services of counseling and create awareness to the students.

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Attendance Committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof. Krishnamurthy Velar	Chairperson	9322134824
2	Asst. Prof. Shubhangi Ingole	Member	9049510846
3	Asst. Prof. Urvashi Khona	Member	9324571138
4	Asst. Prof. Nilesh Kushwaha	Member	9029432329
5	Asst. Prof .Ajay Shelar	Member	8097207557
6	Asst. Prof. Anuradha Parab	Member	9321880297

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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Committee for Discipline

Sr. No	Name of the Faculty	Designation	Contact No
1	Dr. Shahaji Kamble	Chairperson	9175914151
2	Dr. Rishikesh Mishra	Member	9323282667
3	Asst. Prof. Priya Nerlekar	Member	9867161995
4	Asst. Prof. Praseena Biju	Member	9022410207
5	Dr. Prakash Jadhav	Member	8108258199
6	Asst. Prof. Ajay Shelar	Member	8097207557
7	Asst. Prof. Narayan Lad	Member	8169825865

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 students community
2. Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.

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Cultural Committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof. Pranali Bhosale	Chairperson	9930810890
2	Asst. Prof. Pratibha Choudhary	Member	8928739716
3	Asst. Prof. Pradyna Jagtap	Member	9561514427
4	Asst. Prof. Mohini Singh	Member	8689955131
5	Asst. Prof. Narayan Lad	Member	8169825865
6	Asst. Prof. Jatin Chauhan	Member	8169685783

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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DLLE Committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst .Prof. Gnanaselvi	Chairperson	8667218192
2	Asst .Prof. Anamika Shukla	Member	8291717656
3	Asst. Prof. Jatin Chuahan	Member	8169685783
4	Asst. Prof. Heer Bolakani	Member	9545645700
5	Asst .Prof. Anuradha Parab	Member	9321880297

Objective:

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

Responsibilities:

- To develop a sense of social responsibility and prepare students for greater social commitments.
- To deepen the teachers and students knowledge through a wider exposure to real life situations through a variety of programs.
- 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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Green Club

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof. Priya Nerlekar	(Chairperson)	9867161995
2	Asst. Prof. Kavita Rohila	Member	9717063069
3	Asst. Prof. Pratibha Choudhary	Member	8928739716
4.	Asst. Prof. Anuradha Parab	Member	9321880297
5.	Mrs. Sheetal Kadam	Member	7718928699

Objective:-

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

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof. Shubhangi Ingole	Chairperson	9049510846
2	Asst. Prof. Sneha Menon	Member	8879289159
3	Asst. Prof. Sumit Sawant	Member	9136376603
4	Mrs. Sheetal Kadam	Member	7718928699

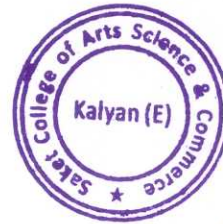
Objective:-

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

Sr. No	Name of the Faculty	Designation	Contact No.
1	Prof.(Dr.) Vasant D Barhate	Principal & Chairman	8652188905
2	Asst. Prof. Rani Raghuwanshi	Vice Principal	9850735526
3	Mrs. Suchitra Shirsat	Librarian	7559411403
4	Asst. Prof. Pranali Bhosale	Member	9930810890
5	Asst. Prof. Sneha Menon	Member	8879289159
6	Asst. Prof. Sumit Sawant	Member	9136376603
7	Asst. Prof. Sanchita Panda	Member	8652365166
8	Ms. Monika Mhatre	Member	9322403393

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.
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.

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NSS Unit

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof .Sanjay Choudhari	(Chairperson & PO -1)	8097914082
2	Asst. Prof. Nilesh Kushwaha	(PO-2)	9029432329
3	Asst. Prof. Priya Nerlekar	Member	9867161995
4	Asst. Prof. Sanchita Panda	Member	8652365166
5	Asst. Prof. Pooja Gogri	Member	9664887890

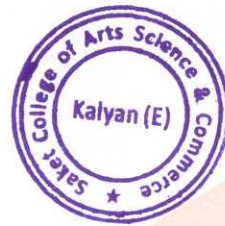
Objective:-

To inculcate and develop social sensitivity, moral values and professional ethics in SCASC students along with their academic formation so as to show responsible behavior 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.

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Research Cell

Sr. No	Name of the Faculty	Designation	Contact No.
1	Dr. Rishikesh Mishra	Chairperson	9323282667
2	Dr. Shahaji Kamble	Member	9175914151
3	Asst. Prof. Sneha Menon	Member	8879289159
4	Asst. Prof. Jatin Chauhan	Member	8169685783
5	Mrs. Suchitra Shirsat	Member	7559411403

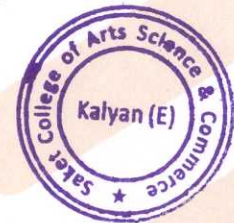
Objective:-

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 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 frame work.
- 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 Counseling 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:

Sr. No	Faculty Name	Designation	Contact No.
1	Phy. Dir. Umesh Sonawane	Chairperson	8830858405
2	Asst. Prof. Nilseh Kushwaha	Member	9029432329
3	Asst. Prof. Sumit Sawant	Member	9136376603
4	Asst. Prof. Pratibha Choudhary	Member	8928739716

Objective:-

To provide healthy leisure time for every SCASC Students.

Responsibilities:

a) Coordinate with the Student Sports Secretary by

1. Keeping stock of previous and current years' sports goods,
2. Ordering sports goods in consultation with the Deputy Director
3. Arranging the venues for sports events in consultation with the Deputy Director
4. Drawing lots for various sports.

b) Coordination with the Principal for,

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

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Staff Welfare Committee

Sr. No	Faculty Name	Designation	Contact No.
1	Asst. Prof. Gnanaselvi	Chairperson	8667218192
2	Asst. Prof. Sneha Menon	Member	8879289159
3	Asst. Prof. Pranali Bhosale	Member	9930810890
4	Asst. Prof. Mohini Singh	Member	8689955131

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 favorable 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.

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Student Council

Sr. No	Name of the Faculty	Designation	Contact No.
1	Asst. Prof. Narayan Lad	Chairperson	8169825865
2	Asst. Prof. Roshani Tare	Member	9867294839
3	Asst. Prof. Mohini Singh	Member	8689955131
4	Asst. Prof. Bushra Khan	Member	9892349380

Objectives:-

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.

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Time Table Committee

Sr. No	Name of the Faculty	Designation	Contact No
1	Asst. Prof. Praseena Biju	Chairperson	9022410207
2	Dr.Rishikesh Mishra	Member	9323282667
3	Asst. Prof. Pranali Bhosale	Member	9930810890
4	Asst. Prof. Ajay Shelar	Member	8097207557
5	Dr. Prakash Jadhav	Member	8108258199
6	Asst. Prof. Sneha Menon	Member	8879289159
7	Asst. Prof. Gnanaselvi	Member	8667218192
8	Asst. Prof. Pooja Sajin	Member	8828600256
9	Asst. Prof. Narayan Lad	Member	8169825865

Objective:-

Smooth and efficient management of academic programme through the semesters.

Responsibilities:-

- 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.



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- e) Make the class time tables available in the Documentation Room for students' reference.
- f) Prepare Academic Calendar by collecting information from Conveners of various Committees, HODs and the Principal.
- g) To display and publicize the Academic Calendar for the information of students and staff.



Vasant D. Barhate

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Training & Placement Committee

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1	Asst.Prof. Krishnamurthy Velar	Chairperson	9322134824
2	Asst.Prof. Shubhangi Ingole	Member	9049510846
3	Asst.Prof. Sumit Sawant	Member	9136376603
4	Asst.Prof. Nilesh Kushwaha	Member	9029432329
5	Asst.Prof. Shivani Pipalwaha	Member	7083623202
6	Asst.Prof. Heer Bolakani	Member	9545645700

Objective:-

To help the Training and Placement office in conducting and coordinating. Campus placement process as well as training programs in the college. MOU's with Placement Agencies.

Responsibilities:

1. The Placement Committee facilitates prospective employers by organizing institute-industry interactions regularly.
2. Providing complete support for arranging placement activities on the campus and recommending students to them for internship and placement.
3. Conduct workshops and Seminars for making the students ready the placements.

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Unfair means Enquiry committee

Sr. No	Name of the Faculty	Designation	Contact No.
1	Dr. Rishikesh Mishra	Chairperson	9323282667
2	Asst. Prof. Jatin Chauhan	Member	9323282667
3	Asst. Prof. Shivani Pipalwa	Member	7083623202
4	Asst. Prof. Krishnamurthy Velar	Member	9322134824
5	Asst. Prof. Neelam Padwal	Member	9689765588

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.

Principal,
Prof.(Dr.) Vasant D. Barhate



Saket Vidyanagari Marg, Kalyan East, Dist. Thane (MAH), INDIA - 421 306.

www.saketcollege.edu.in | info@saketcollege.edu.in

7208020258 / 7208020259 | 0251-2251500 / 2250951