



Academic Year-2021-22

Admission Committee :

Sr. No	Faculty Name	Signature
1	Asst.Prof.Grishma Nair (Chair Person)	
2	Dr.ShahajiKamble	
3	Asst.Prof.Pooja Pandey	
4	Asst.Prof.Shalaka Chavan	
5	Asst.Prof.NamitaBagwe	
6	Asst.Prof. Kirti Chaudhary	
7	Asst.Prof.RajeshreeMundhe	
8	Asst.Prof. Prakash Jadhav	
9	Asst.Prof.Suvitha Sukumaran	
10	Asst. Prof. Athira .M.K	

Objectives:

- To facilitate guidance and counselling procedures pertaining to admissions in the Institution.
- To guide/help the admission team and oversee the counselling process in the admission department.
- To help solve queries of parents and students interested in taking admission to the different programs of the Institution

Responsibilities:

- To conduct promotional activities targetting standalone junior colleges in the nearby areas by collecting the data from the college authorities and counsel them for FY admission
- To counsel the students as per his/her area of interest and marks scored in the respective area before admitting in the respective stream
- To liaison with the coordinators and other faculties for the smooth conduct of admission process
- To adhere to the criteria set by the University of Mumbai before admitting the applicants in respective stream
- To adhere to the eligibility criteria set by the College i.e applicants should have scored minimum 45% for admitting in any of the stream.
- To notify the applicants about their eligibility via email and diligently verify documents submitted by the students before finalising their admission
- To ensure the intake capacity of college is fulfilled during the entire admission process





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(AICTE Approved Institute for Quality Assurance)

(NAAC Accredited "B" Grade)

(Affiliated to University of Mumbai)

Ref. No. _____

Alumni Committee:-

Sr. No	Faculty Name	Signature
1	Dr. Shahaji Kamble	
2	Asst. Prof. Shalaka Chavan	
3	Asst. Prof. Prakash Jadhav	
4		

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





Attendance Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof. Kadambari Khairnar(Chair Person)	
2	Asst.Prof. Deepika Singh	
3	Asst. Prof. Pradya Mahajan	
4		

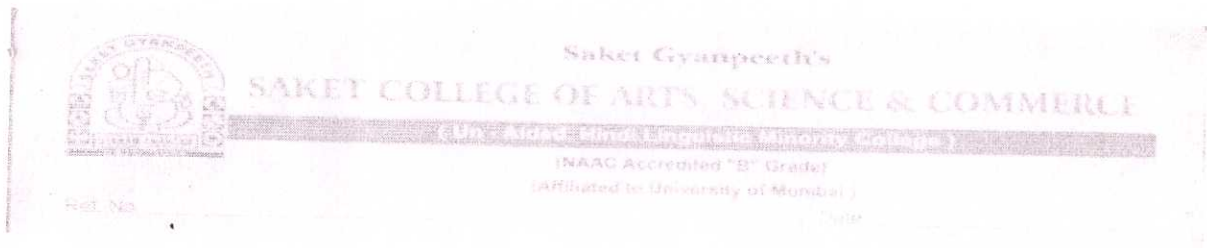
Objective:-

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.





Committee for Student council:

Sr. No	Faculty Name	Signature
1	Asst.Prof.Bhakti Mulchandani (Chair Person)	<i>Bhakti</i>
2	Asst.Prof. Shalaka Chavan	<i>Shalaka</i>
3	Asst.Prof.Suvitha .S	<i>Suvitha</i>
4		

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.






Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Approved by Maharashtra State University, Mumbai)
(NAAC Accredited "B" Grade)
(Affiliated to University of Mumbai)

Ref. No.

Committee for Discipline & Anti Ragging :

Sr. No	Faculty Name	Signature
1	Asst.Prof.Priya Nerlekar (Chair Person)	
2	Asst.Prof. Pradnya Mahajan	

Objectives:

To make rules & regulations as per the disciplinary requirements.

Responsibilities :

- 1) To promote and maintain discipline in the institute by pro- actively assisting the college authorities ,HODs, Principal and Director by involvement and giving suggestions.
- 2) To prevent anti ragging by students in the institute by pro-actively involving ,giving wide publicity to prevent ragging , taking rounds and such taking preventive measures.





Saker Gyantpeeth's
SAKER COLLEGE OF ARTS, SCIENCE & COMMERCE

(NAAC Accredited 'B' Grade)
(Affiliated to University of Mumbai)

Ref. No.

Cultural Activity Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof. Deepika Singh (ChairPerson)	
2	Asst.Prof. Namita Bagwe	
3	Asst.Prof. Manisha Kulkarni	
4	Asst.Prof. Pradnya Mahajan	

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'.





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(NAAC Accredited 'B' Grade)
(Affiliated to University of Mumbai)

Ref No: _____

Examination Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof.RajeshreeMundhe (chairperson)	Rmundhe
2	Asst.Prof.Prakash Jadhav (IT Coordinator)	PJadhav
3	Dr.ShahajiKamble	SKamble
4	Asst.Prof. Preseena Biju	PBiju
5	Asst.Prof.Grishma Nair	GNair
6	Asst.Pro.Suvitha Sukumaran	SSukumaran
7	Asst.Prof. Athira M.K	AMK

The Examination Committee is an apex body of the Institute which is headed by Examination In-charge (EI), and is facilitated by three sections: Examination, Record Maintenance and Administration.

Objective:-

To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the University of Mumbai from time to time.

Responsibilities:-

- 1) To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.
- 2) Keeping record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.





Saker Gyampeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Autonomous State University College)

(NAAC Accredited 'B' Grade)

(Affiliated to University of Mumbai)

Ref. No.

Date

IQAC Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof.Pooja Pandey (Coordinator)	
2	Dr.ShahajiKamble	
3	Mrs.PriyaNerlekar	
4	Asst.Prof.Prakash Jadhav	
5	Asst.Prof.Praseena Biju	
6	Asst.Prof.RajehsreeMundhe	
7	Asst.Prof.Grishma Nair	
8	Asst.Rof.Suvitha Sukumaran	
9	Asst.Prof.NamitaBagwe	
10	Miss.VishakhaMokashi	
11	Asst.Prof. Athira M.K	

Objective:

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Mechanisms and procedures

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- To ensure the relevance and quality of academic and research programmes;
- To Provide equitable access to and affordability of academic programmes for various sections of society;
- To optimize and integrate of modern methods of teaching and learning;
- Ensure credibility of evaluation procedures;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.





Responsibilities

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Autonomous / Minority College)

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

Ref. No.

Date

IT (Technical team, Website, Certificate, Banner) Committee:

Sr. No	Faculty Name	Signature
1	Mrs.Kirti Choudhari (Chair Person)	
2	Asst.Prof.Rajeshree Mundhe	
3	Asst.Prof.Pratibha Choudhary	
4		

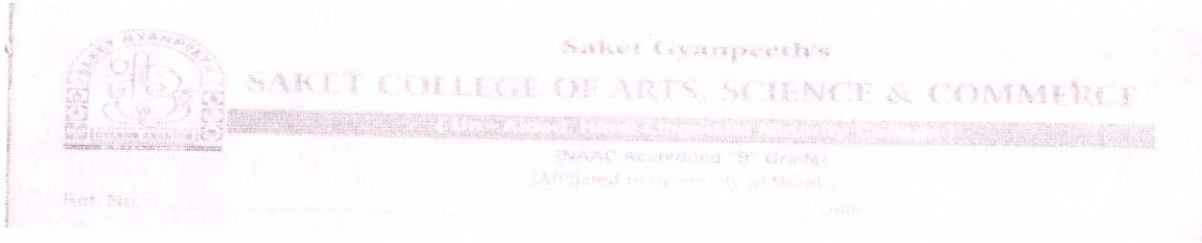
Objective:-

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.





Library Committee:

Sr. No	Faculty Name	Signature
1	Ms.Vishakha Mokashi (Chair Person)	
2	Asst.Prof. Kadambari Khairnar	
3	Asst.Prof. Manasi Bapat	
4	Asst.Prof. Pradnya Mahajan	

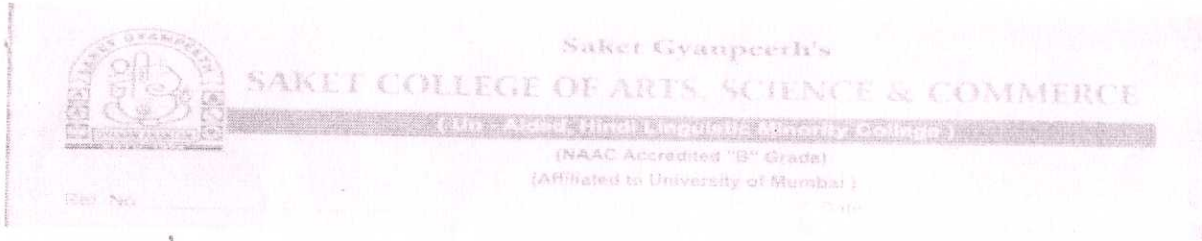
Objective:-

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.





NSS / Social Responsibility Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof .Priya Nerlekar	
2	Asst.Prof. Prakash Jadhav	
3	Asst .Prof .Namita Bagwe	
4		

Objective:-

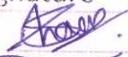



To inculcate and develop social sensitivity, moral values and professional ethics in SCA&C students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions 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.



R & D Committee :

Sr. No	Faculty Name	Signature
1	Asst.Prof.Shalaka Chavan (Chair Person)	
2	Asst.Prof. Athira M.K	
3	Asst.Prof.Pooja Pandey	
4	Asst.Prof. Grishma Nair	

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 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 .





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(An Autonomous Institute of Higher Education)

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

Ref No

Date

Sports Committee:

Sr. No	Faculty Name	Signature
1	Mr.Rajendra Tele	
2	Asst.Prof.Prakash Jadhav	
3	Dr.Shahaji Kamble	
4		

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 years' 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 Calender.





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Group 1, Section 1, Unaided, Autonomous Minority College)

(NAAC Accredited "B" Grade)

(Affiliated to University of Mumbai)

Ref. No. _____

Date _____

Students Grievance Redressal Committee :

Sr. No	Faculty Name	Signature
1	Asst.Prof. Athira M.K (Chairperson)	
2	Asst.Prof. Praseena Biju	
3	Asst.Prof. Bhakti Mulchandani	
4		

Objective:-

1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
2. To comply with the University of Mumbai Regulations to establish Grievance Redressal Committee .

Responsibilities:-

1. Committee members to meet once in a month to discuss and resolve the grievances, if any received in writing from the concerned students.
2. To maintain the minutes of the meetings and submit the copy of the same to the HOD and Principal.
3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(UN-Aided Private Educational Institution)

(AACSB Accredited 'B' Grade)

(Affiliated to University of Mumbai)

Ref No. _____

Date _____

Time Table Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof . Suvitha Sukumaran (Chair Person)	
2	Asst.Prof . Kirti Choudhari	
3	Asst.Prof . Grishma Nair	
4	Asst.Prof .Rajeshree Mundhe	
5	Asst.Prof . Priya Nerlekar	

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.
- 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.





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(Un-Aided, Girls' & Boys' Minority College)

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

Reg. No.

Training & Placement Committee:

Sr. No	Faculty Name	Signature
1	Asst.Prof.Praseena Biju	
2	Asst.Prof. Suvitha S.	<i>Praseena Biju</i>
3	Asst.Prof. Bhakti Mulchandani	<i>Bhakti</i>
4		

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 pre – aptitude tests to ensure maximum students are benefitted.
- 7) Conduct workshops and Seminars for making the students ready the placements.





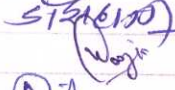
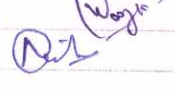

Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

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

Ref No

Date

Unfair means Enquiry committee :-

Sr. No	Faculty Name	Signature
1	Dr.Shahaji Kamble(Chairperson)	
2	Asst.Prof.Pooja Pandey	
3	Asst.Prof.Namita Bagwe	
4		

Objective: -

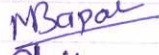

To ensure honesty and fairness during examinations, to assist the college authorities in promoting and maintaining discipline in the institute .

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



WDC Committee:

Sr. No	Faculty Name	Signature
1	Asst:Prof. Manasi Bapat (Chair Person)	
2	Asst.Prof. Manisha Kulkarni	
3	Asst.Prof. Kirti Choudhari	
4		

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





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(NAAC Accredited "B" Grade)
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Ref. No.

ICC Committee

Sr. No	Faculty Name	Signature
1	Asst.Prof. Grishma Nair (Chair Person)	
2	Asst.Prof. Athira M.K	
3		
4		

Objectives:

- 1) To deal with issues related to Gender based violence.
- 2) To uphold the dignity of the institution by creating an atmosphere for Gender Sensitization.
- 3) To ensure maximum protection for the victim against any discrimination.

Responsibilities:

- 1) To address the issue & concern raised by students & staff & provide suitable solution for their ~~gradients~~ *grievances*.





Saket Gyanpeeth's
SAKET COLLEGE OF ARTS, SCIENCE & COMMERCE

(On-Aid Hindustani Linguistic Minority College)

(NAAC Accredited "B" Grade)

(Affiliated to University of Mumbai)

Ref. No. _____

Date _____

Nature Club Committee :

Sr. No	Faculty Name	Signature
1	Asst.Prof. Priya Nerlekar(Chairperson)	
2	Vishakha Mokashi	
3	Asst.Prof. Pratibha Choudhary	
4		

Objectives :

To organize activities for environmental safety and protection.

Responsibilities :

1. To involve large participation of students in environmental activities.
2. To conserve and protect environment

