



JNIESTRT
Smt. Indira Gandhi College of Engineering
Estd. : 1993-94
(Approved by AICTE New Delhi & Govt. of Maharashtra,
Affiliated to University of Mumbai)



Ref. No:

Date:

Subject: - Committee Coordinators and In-charges.

Introduction:

The job of the teacher is never limited to the classrooms. But he is responsible for all round development of the students and growth of the institution. The various activities carried out by the institution reflect on the career of students as well as on reputation of the institution. Therefore normally various extracurricular and administrative activities are assigned to the teachers for the benefits of students. They perform to their best to deliver best output. However, in the absence of guideline document there can be an oscillation in the performance every year. It is because it is based mainly on the personal factors, initiative and drive of the in charge.

In line with the restructuring of the institute for better performance following committees are formed with immediate effect for academic year 2013-2014.

Sr No	Name of Committee	In charge of Committee	Members of Committee	Signature
01	Time Table	Mrs. Asha Kantekar	Mr. Gawande A. N. Ms. Smita Wadekar Ms. Smita .Sakharwade (Makade) Mr. A. V. Page	
02	Academic/Faculty development	Dr. U.D.Kolekar Prof.V.P.Patil. Prof. K. T. Patil	Prof. B. P. Saoji Prof. S. D. Gaikwad Dr. B. B. Mulla Prof. B. U. Rindhe	
03	Library	Ms. Casilda	Mr. Yadav Rushikesh Ms. Smita Sakharwade Ms. Manisha Tayade Ms. Sandhya Tanpure Mr. Mahesh Thombre	
04	Alumini	Ms. Revati Jadhav	Ms. Kiran Naphade Mr. U. V. Pawar Ms. Dipti Chandran	
05	Anti-Ragging Committee	Dr. Kolekar Uttam	Prof. H.S. Dhanawade Prof. Nishant Joshi Mr. Mahesh J. Thombre Mrs. Surekha Phalke Mr. Sambhaji Kokate Mr. N. G. Narayankhedkar Mr. Vinayak B. Goradwar Mr. Dhabe Pankaj V.	

			Mr. R. H. Temgire Prof. B. P. Saoji Prof. K. T. Patil Prof. B. U. Rindhe Mrs. Suvarna Bharambe Dr. B. B. Mulla	
06	Anti-Ragging Squad	Prof. V. P. Patil	Mr. M. K. Alam Mr. H. S. Dhanawade Mr. U. V. pawar Mr. Satish Kuchiwale Ms. Revati Jadhav	
07	Grievance Redressal	Mr. Sunil Jadhav Mr. R. H. Temgire Dr. U.D.Kolekar	Prof. Patil V. P. Mrs. Rama Panter Mr. S. B. Shinde Mr. C. V. Jadhav	
08	Women Development Cell	Mrs. Rama Panthar	Prof. V. P. Patil Ms. Dipti Chandran Ms. Sarika Matey Ms. Mathur Sandhya Ms. Archana Jadhav Ms. Vrushali Makdum (NGO member) Ms. Asha kantekar Ms. Manisha Hatkar (Member Secretary)	
9	Sports Committee	Mr. Satish Nimbalkar	Mr. D. B. Patil Ms. Vinita Kundu Mr. A. V. Page Ms. Suvarna Game Mr. Pravin Magar Mr. C. V. Jadhav	
10	ISTE/IETE/IEEE ISA/CSI	Prof. Gaikwad S. D. (ISA) Ms. Sonali Deshpande (CSI) Prof. Rindhe B. U. (IETE/IEEE) Ms. Vinita Kundu (ISTE)		
11	Medical Facility	Mr. Nimbalkar Satish	Mr. Nimbalkar Satish Mr. C. V. Jadhav Mr. Anant Patil	
12	TPO/ Entrepreneurship/ Cell/III Cell	Prof. N. B. Joshi	Mr. Satish Kuchiwale Mr. U. V. Pawar Mr. D. B. Patil	

			Ms. Smita Wadekar	
13	Maintenance- IT infrastructure (Monitor, PC, Laptop, Projector)	Prof. K.T.Patil & Mr. Sachin Desai	Mr. Bharat Patait Ms. Rajashree Pachpande	
14	General Maintenance – Electrical (Air condition, Campus Lighting, Fans, Tubes, Generator etc.)	Prof. B.P.saoji / Dy.HoD. (Electrical Maintenance)	Mr. K. R. Gavhar Mr. Kiran Chaudhari	
15	Maintenance- Electronics & Instruments	Prof. S. D. Gaikwad & Dy. HoD.	Mr. V. B. Patil Mr. Rohidas Pachpande Ms. Varsha Borole Ms. Akshada Mane	
16	Ferniture & Fixtures	Prof. S. P. Nimbalkar & Prof. U.V. Pawar	Mr. S. R. Pawar Mr. S. N. Munde Mr. Chandrakant	
17	Maintenance- civil and mechanical	Mr. Dhanawade H.S Mr. Page A.V .	Mr Anant Patil Mr Chandrakant Gatate Mr. Munde S M Mr. Pawar S.R	
18	Scholarship Committee	Prof. B. U. Rindhe & Mr. C. V. Jadhav	Mr. Gote D. D. Ms. Smita Rao Mr. Alam M. K. Ms. Varsha Hole Mr. Govind Waghmare	
19	Security	Dr. B. B. Mulla	Mr. K. Venkatacharyulu Mr. Rushikesh Yadav Mr. Satish Kuchiwale Ms. Bhele Niranjana	
20	Cultural / Student Council/ Institute Bulletin	Prof. Mrs. Borkar Archana	Ms. Revti Jadhav Ms. Varsha Hole Ms. Mathur Sandhya Ms. Monalisa Das	
21	Purchase	Mr Sunil Jadhav Mr. R. H. Temgire & Dr. Uttam Kolekar	Prof. B. P. Saoji Prof. K. T. Patil Prof. S. D. Gaikwad Dr. B. B. Mulla Prof. B. U. Rindhe Mr. S. B. Shinde Mr. C. V. Jadhav Mr. Mahesh Thombre	
22	AICTE/DTE	Prof. V. P. Patil & Ms. Suvarna Bharambe	Mr. C. V. Jadhav Mr. Mahesh Thombre	

			Mr. Digambar Rasal	
23	University	Prof. V. P. Patil & Prof. B. P. Saoji	Mr. C. V. Jadhav Mr. Mahesh Thombre Mr. Digamber Rasal	
24	NBA	Dr. Uttam Kolekar	Ms. Suvarna Bharambe Ms. Sarika Matey Ms. Sarita Khedikar Ms. Kiran Naphade	
25	Techfest	Prof. Gaikwad S.D.& Ms. Bharambe Suvarna		
26	College Website	Ms. Smita Sakharwade	Ms. Smita wadekar Ms. Rajashree Pimputkar Ms. Casilda s. Mr. Dinesh Gangurde	
27.	Discipline committee	MR. Page A.V	Ms. Revti Jadhav Ms. Manisha Hatkar Mr. D.B. Patil Ms. Asha Kantekar Mr. Munde S.N.	
28	Exam Committee	Mr. Rindhe B.U. Ms Sonali Deshpande	Ms Sarika Matey Mr Sachin Desai Ms Manisha Hatkar Ms Casilda S. Mr Govind Waghmare	
29	Canteen / House Keeping	Mr K.B. Patil	Mr. Gote D.D, Ms. Manisha Hatkar Mr. Sachin Desai	

Applicable to all:

General:

Although in charge / coordinator is nominated for each activity, every action shall be taken with due approval of the principal.

The in charge / coordinator shall initiate a note with remarks to the principal for approval, seek his approval in writing and then proceed.

An up to date record for each and every activity shall be maintained in files, folders, and on computer and all acknowledgements shall be preserved.

Any letter going beyond the institution e.g. parents, DTE, AICTE, University, Govt. Industry & Agency shall be submitted through registrar for the signature to the principal.

Internal communication shall be made under the signature of in charge.

In case of large number of copies of same letter is to be sent, office copy must be approved by the principal and if authorized by him, other copies may be sent with the signature of in charge.

A fortnightly report of activities should be submitted to the Principal by In charge. If there is no activity, NIL report should be submitted.

Principal shall hold monthly meetings to take a review.

The Principal shall submit monthly report of all the activities to the Hon Chairman.
