



PIMPRI-CHINCHWAD EDUCATION TRUST'S
Pimpri Chinchwad College of Arts,
Commerce and Science

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Committees and Cells

Sr. No.	Name of the Committee	Committee Members	Activities
1	Exam and CAP committee	<ul style="list-style-type: none">▪ Principal - Chairman▪ Prof. Pravin Babar - Committee Coordinator▪ Prof. Supriya Kulkarni - Committee Member▪ Prof. Ishtpreet Kaur - Committee Member	<ul style="list-style-type: none">• To conduct the Internal/ External/ Practical Examinations for all the programs offered in the College.• To prepare Time Table for the above-mentioned examinations in advance and inform the students about the same.• To allot the exam halls for all the examinations conducted in the College.• To ensure that all the question papers are prepared well in advance.• To collect all the answer scripts and the supporting documents required.• To arrange for External/Internal Valuation of Exams.• To publish the results and take necessary steps for the conduct of supplementary exams in time.• To address the grievances/ complaints of the students and staff concerning exam-related issues.

Sr. No.	Name of the Committee	Committee Members	Activities
2	Internal complaint committee	<ul style="list-style-type: none"> ▪ Prof. Supriya Kulkarni - Committee Chairperson ▪ Prof. Pravin Babar - Committee Member ▪ Prof. Ishtpreet Kaur - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Listening & resolving faculty/staff and student grievances, addressing student ▪ To establish gender equality and gender sensitization programme ▪ Maintenance of all records of the same etc. ▪ To prevent sexual harassment at workplace. ▪ To prevent discrimination and sexual harassment and promote gender amity among students and employees ▪ To conduct periodical programmes on women empowerment. ▪ To provide conducive environment and congenial atmosphere for women.
3	Anti-Ragging committee	<ul style="list-style-type: none"> ▪ Principal – Chairman ▪ Prof. Ishtpreet Kaur - Committee Coordinator ▪ Prof. Pravin Babar - Committee Member ▪ Prof. Supriya Kulkarni - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Display pamphlets of Anti ragging. ▪ Observation of anti ragging in the campus including hostel, Night inspection of hostels, ▪ Maintenance & Organizing lecturers on Ragging and its harmful effects. ▪ Organize pledge/oath ceremonies against anti ragging, Seminar/debates/declamation/poem/skits/painting competition etc. ▪ Sensitization regarding responsibilities of teachers, parents and students ▪ Film shows, display and distribution of posters & pamphlets ▪ Maintenance of all records of the same etc
4	IQAC committee	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Supriya Kulkarni – Committee Coordinator ▪ Prof. Pravin Babar – Committee Member ▪ Prof. Ishtpreet Kaur - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Preparation of calendar of events for College & IQAC ▪ Arranging review meetings ▪ Finalizing the formats for quality initiative ▪ Conduction of meetings ▪ Initiatives for any Quality enhancement activities ▪ Maintenance of all records of the same etc

Sr. No.	Name of the Committee	Committee Members	Activities
5	Discipline committee	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Resolve allegations of misbehaviors or academic misconduct, ▪ Educate students about impact of their behaviors, ▪ Honest conduct & rights of others, ▪ Investigate and respond to complaints made about college; ▪ Investigate allegations and take action. ▪ Maintenance of all records of the same etc.
6	Student council	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ President – ▪ Secretary – ▪ Treasurer – ▪ Sports general secretary – ▪ Ladies representative - ▪ Class Representative – ▪ Student representative - 	<ul style="list-style-type: none"> ▪ Organizing events , ▪ Fund procuring/getting sponsorship ▪ Maintenance of all records of the same etc.
7	EDP cell	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Motivate students to start small & medium scale industry / business ▪ Improve students entrepreneurial abilities/knowledge ▪ To create awareness on Entrepreneurship among the students through training programmers and camps. ▪ To enhance industry institute interaction through guest lectures and industrial visits. ▪ To help students acquire necessary managerial skills to run an enterprise effectively. ▪ To generate entrepreneurship skills among the students to cope up with the current trends in the market.

Sr. No.	Name of the Committee	Committee Members	Activities
8	Career Guidance cell	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ To facilitate all-round development of the student ▪ To assist students in the proper choice of courses ▪ To guide the students in the proper choice of career. ▪ To assist the students in the vocational development ▪ To develop readiness for choices and changes to face new challenges. ▪ To minimize the mismatching between education and employment and help in the efficient use of manpower ▪ To provide opportunities for higher progression. ▪ To provide placement opportunities. ▪ To provide training for CV preparation and interview techniques. ▪ To imbibe the employability skills through guidance talks, workshops and seminars.
9	Sport committee	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Preparation of sports calendar of events /Sports development/ ▪ Inviting coaches and training the students for sports Events. ▪ Maintenance of all records of the same etc.
10	Cultural committee	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Supriya Kulkarni – Committee Coordinator ▪ Prof. Pravin Babar – Committee Member ▪ Prof. Ishtpreet Kaur - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Conducting cultural events, facilitating student participation in other Institutions at State/Inter State Level ▪ Maintenance of all records of the same etc. ▪ Conducting co-curricular and extracurricular activities

Sr. No.	Name of the Committee	Committee Members	Activities
11	Corporate Institute interaction and training and placement/cell	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Establishing the contacts with reputed firms, ▪ Arranging campus interview, ▪ Conducting pre placement training programmers, & placement activities ▪ Maintenance of all records of the same etc. ▪ To bridge the gap between academia and industry to make student employable. ▪ To establish Centre of Excellence by industry to provide an opportunity to work in real time projects. ▪ To promote various collaborative activities by the faculty members and students with industry. ▪ To make awareness on industry trends & opportunities
12	Academic coordination committee	<ul style="list-style-type: none"> ▪ Principal -Chairman ▪ Prof. Pravin Babar – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Ishtpreet Kaur - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Smooth running of classes ▪ Result review, ▪ Academic Activity review, etc ▪ Maintenance of all records of the same etc.

Sr. No.	Name of the Committee	Committee Members	Activities
13	Conference/Seminar/ Workshop/Guest lecture committee	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Supriya Kulkarni – Committee Coordinator ▪ Prof. Pravin Babar – Committee Member ▪ Prof. Ishtpreet Kaur - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ Fund raising sponsorship ▪ Maintenance of all records of the same etc. ▪ Enable students to acquirement of Knowledge in a Particular Field ▪ To develop Verbal & written Communication ▪ Receive Fresh Perspective and develop New Ideas to improve students Skills ▪ To provide Network for the Career
14	Website and Social Media Committee	<ul style="list-style-type: none"> ▪ Principal - Chairman ▪ Prof. Ishtpreet Kaur – Committee Coordinator ▪ Prof. Supriya Kulkarni – Committee Member ▪ Prof. Pravin Babar - Committee Member ▪ Male Student representative ▪ Female Student representative 	<ul style="list-style-type: none"> ▪ College webpage – Updating and monitoring the contents frequently. ▪ To keep up the site standard and keep update. ▪ College - Magazines, Events, and Campus News to be update in website as well as Social Media simultaneously. ▪ Update the Faculty Details/College Activities/Other details frequently. ▪ To engage the staff portal and provide the uninterrupted link. ▪ To maintain the E-Contents and Update/Edit the same frequently. ▪ Maintain the alumni testimonial details. ▪ Placement and training related matters updating on the website. ▪ To maintain the students fees payment portal.

Further Guidelines:

- ❖ The above mentioned are just the guidelines for the formation and working of the most important committees
- ❖ The Head of the College can take a call on any other committee to be formed as per the requirement of College.
- ❖ The activeness of the committees is to be taken care by the Members and Faculty committee coordinators.
- ❖ The IQAC to review the contributions at the end of the semester

Dr. Purushottam.R.Wadje
Principal