

**Mahatma Education Society's
PILLAI COLLEGE OF ARTS COMMERCE AND SCIENCE
New Panvel**

DUTY ALLOCATION, Academic Year 2019 - 20

Academic Advisor	Mr. A.N.Kutty
Principal	Dr. Gajanan Wader
Vice Principal	Mrs. Deepika Sharma
IQAC Co-ordinator	Dr. Aarti Sukheja
Staff Secretary	Ms. Ruchika Bassi

HEADS OF DEPARTMENT

1.	Business Economics	Dr. Rinkoo Shantnu
2.	Accountancy	Dr. Monali Ray
3.	Commerce	Dr. Seema Somani
4.	Mathematics and Statistics	Dr. Smitha Jayaram
5.	I.T. & Computer Science	Mrs. Deepika Sharma
6.	English	Mrs. Surekha Padmaraj

CO-ORDINATORS

1	B. Com.	Dr. KiranDeshmukh
2	B. Sc. I.T./C.S.	Mrs. Deepika Sharma
3	B.M.S.	Mrs. Nithya Varghese
4	B. Com. A & F	Dr. Abida Khan
5	B.Com. F.M.	Mrs. Jennie Prajith
6	B.M.M.	Mrs. Surekha Padmaraj
7	B.Sc. Bio-Tech	Mrs. Suparna Deepak
8	M. Sc. I.T.	Mrs. Sujata Shahabade
9	M. Com.	Dr. Gajanan Wader
10	M.Sc. Bio-Tech. - I	Mrs. Meenakshi Johri
11	M.Sc. Bio-Tech. - II	Mr. GopakumarPillai
12	Placement Co-ordinator	Mrs. Padmaja Ganti
13	Academic Co-ordinator	Mr. Arun Radhakrishnan

SUB CO-ORDINATORS

1	B.Sc. C.S.	Mrs. Shubhangi Pawar
2	F.Y.B.Sc. I.T.	Mrs. Solly Z.
3	S.Y.B.Sc. I.T.	Dr. Kumudini Das
4	T.Y.B.Sc. I.T.	Mrs. Shrividhya T.V.
5	F.Y.B.M.S.	Mrs. Archana Deepak
6	S.Y.B.M.S.	Dr. Farhat Shaikh
7	T.Y.B.M.S.	Mrs. Ruchika Bassi
8	IQAC Co Cordinator	Ms. Bhavana Parab
9	B.Com A/F	Mrs. Sunita Saini

STATUTORY COMMITTEES

1.	College Development Committee	<ol style="list-style-type: none"> 1. Mr. A.N. Kutty (Chairperson – Management Nominee) 2. Dr. Gajanan Wader (Principal – Member Secretary) 3. Dr. Monali Ray (Secretary – Management) 4. Mrs. Deepika Sharma (Head Of Department) 5. Mr. Shabab Rizvi (Teacher Nominee 1) 6. Mr. Shardul Buva (Teacher Nominee 2) 7. Dr. Smitha Jayram (Teacher Nominee 3 women) 8. Mr. Sunil Nair (Non-Teaching employee) 9. Dr. S.T. Gadade (Local Member 1 - Education) 10. Ms. Pramita Chakraborti (Local Member 2 - Industry) 11. Ms. Mamta Patil (Local Member 3 – Social Service) 12. Mr. Manikandan Nair (Local Member 4 - Alumnus) 13. Dr. Aarti Sukheja (IQAC Coordinator) 14. Dr. Abida Khan (Teacher Member Finance) 15. Mr. Murlidharan Nair (Management Nominee – Finance)
2.	Anti-Ragging Committee	<ol style="list-style-type: none"> 1. Mrs. Dhanya Vinish (Incharge) 2. Mr. Gopakumar Pillai 3. Ms. Poonam Gupta 4. Mrs. Anju Somani
3.	Gymkhana Committee	<ol style="list-style-type: none"> 1. Dr. Gajanan Wader (Principal) 2. Mr. Shardul Buva (Prof. In Charge) 3. Mr. Vikas Lade (Sports Director) 4. Mr. Kuldeep Prabhu (Member) 5. Ms. Bhavana Parab (Member) 6. Student Representative (to be named by the Committee)
4.	Grievance Cell (Students, Teaching and Non Teaching)	<ol style="list-style-type: none"> 1. Dr. Kumudini Das (Incharge) 2. Dr. Remya Varadharajan 3. Ms. Poonam Gupta 4. Mrs. Sreevidya T.V. 5. Mrs. Sujata Shahabade 6. Mrs. Archana Deepak

5.	Internal Complaint Committee	<ol style="list-style-type: none"> 1. Mrs. Sabitha Praveen (Incharge) 2. Mrs. Solly Z. 3. Ms. Poonam Gupta 4. Mr. Arun Radhakrishnan 5. Mrs. Suvarna Ghodekar 6. Student Representative (To be named by the Committee)
6.	Library Committee	<ol style="list-style-type: none"> 1. Dr. Seema Somani (Incharge) 2. Mrs. Shubhangi Pawar (B.Sc. C.S. & B.Sc.I.T.) 3. Mrs. Suparna Deepak (Biotechnology) 4. Mrs. Archana Deepak (B.M.S.) 5. Dr. Abida Khan (B.Com. Accounting & Finance) 6. Mrs. Jennie Prajith (B.Com. Financial Markets) 7. Mrs. Sujata Shahabade (M. Sc. I.T.) 8. Dr. Gajanan Wader (M. Com.) 9. Mrs. Meenakshi Johri (M.Sc. Bio-Tech. - I) 10. Mr. Gopakumar Pillai (M.Sc. Bio-Tech. - II) 11. Dr. Sanjay Munavalli (Librarian) 12. Student Representative (To be named by the Committee)
7.	National Service Scheme	<ol style="list-style-type: none"> 1. Mr. Shabab Rizvi (Incharge) 2. Programme Officer Unit I - Mr. Shabab Rizvi Unit II - Ms. Sadaf Shaikh <p>Members</p> <ol style="list-style-type: none"> 1. Mr. Shardul Buva (Assistant Programme Officer - Unit I) 2. Ms. Prajakta Kane (Assistant Programme Officer - Unit II) 3. Mrs. Juliet Esther 4. Mr. Chaitanya Athalye 5. Ms. Prajakta Bapat
8.	Students' Council and Cultural Activity Committee	<ol style="list-style-type: none"> 1. Mrs. Ramya Kumar (Incharge) 2. Ms. Ashwathy Gangadharan 3. Mrs. Varsha C. 4. Mr. Kuldeep Prabhu 5. Ms. Heena K. 6. Mr. Chaitanya Athalye
9.	Unfair Means Committee	<ol style="list-style-type: none"> 1. Dr. Smitha Jayaram (Incharge) 2. Mrs. Jennie Prajith 3. Mr. Gopakumar Pillai 4. Dr. Abida Khan 5. Mrs. Ruchika Bassi 6. Mrs. Shubhangi Pawar

10.	NAAC IQAC	Chairperson	Dr. Gajanan Wader , Principal
		Co-ordinator	Dr. Aarti Sukheja
		Co Co-ordinator	Ms. Bhavana Parab
		Management Representative	Mr. A.N.Kutty
		Teachers	1. Dr. Kiran Deshmukh 2. Dr. Rinkoo Shantnu 3. Mrs. Surekha Padmaraj 4. Mrs. Nithya Varghese 5. Dr. Abida Khan 6. Mrs. Bindu Rajaguru 7. Mrs. Jennie Prajith 8. Dr. Seema Somani
		Librarian	Dr. Sanjay Munavalli
		Administrative Staff	1. Mrs. Rajani Suresh (Senior Clerk) 2. Mr. Ranjit Patil (Clerk) 3. Mr. Arun Radhakrishnan (Academic Coordinator)
		Technical Staff	1. Mr. Rajesh Menon (Manager, Hardware Section)
		Student	1. . Ms. Chanchal Saxena (T.Y.B.Com. B)
		Alumni	1. Mr. Jeffin Ani Johns (Entrepreneur, Brand Keeda)
Stake Holder	1. Mr. Stephen George (Father of our student Mr. Tharun George of T.Y.B.M.M.)		
Society	1. Dr. S.T. Gadade (Secretary, Janardan Bhagat Shikshan Prasarak Sanstha, Panvel &Principal, Ramsheth Thakur College of Commerce & Science, Kharghar)		
Employers/Industrialist	1. Mrs. AnjanaVarma (Campus Operations & Marketing Lead, Mumbai) 2. Mrs. Jaspreet Walia (H.R. Head, Infosys,Pune)		
11.	NAAC Advisory Committee	1. Mrs. Deepika Sharma (Vice Principal) 2. Mr. Shabab Rizvi 3. Mr. Sunil Nair (Registrar, P.C.A.C.S.)	
12.	NAAC Criteria In-charges	1. Mrs. Prerana Sharma (Criteria I) 2. Dr. Rinkoo Shantnu (Criteria II) 3. Dr. Seema Somani(Criteria III) 4. Dr. Abida Khan (Criteria IV) 5. Dr. Kiran Deshmukh(Criteria V) 6. Mrs. Nitya Varghese (Criteria VI) 7. Mr. Gopakumar Pillai (Criteria VII)	
13.	Womens' Development Cell	1. Dr. Rinkoo Shantnu (Incharge) 2. Ms. Poonam Gupta 3. Ms. Heena K.	
14.	Autonomy Core Committee	1. Dr. Gajanan Wader (Principal) 2. Mrs. Deepika Sharma (Vice Principal) 3. Mr. Shardul Buva (Incharge) 4. Dr. Monali Ray (Controller of Examination)	

		<ol style="list-style-type: none"> 5. Dr. Aarti Sukheja 6. Dr. Seema Somani 7. Dr. Rinkoo Shantnu
15.	Extension Activity Cell (Department of Lifelong Learning and Extension.)	<ol style="list-style-type: none"> 1. Mrs. Ruchika Bassi (Incharge) 2. Mrs. Archana Deepak 3. Mrs. Anju Somani 4. Ms. Heena K. 5. Mrs. Suparna Deepak
16.	Audit (Internal, External, Gender , ISO, (Academic, Statutory Committees & Administrative)	<ol style="list-style-type: none"> 1. Mrs. Jennie P. (Incharge) 2. Mrs. Parajakta B. 3. Ms. Ruchikka Bassi
17.	National Academic Depository	<ol style="list-style-type: none"> 1. Dr. Farhat Shaikh 2. Mr. Sandeep S.

Academic Planning

18	Academic Calendar		Dr. Smitha Jayaram
19	Examination Calendar		Dr. Monali Ray
20	Departmental Calendar		Respective Co-ordinators
21	Attendance(Follow up)		<ol style="list-style-type: none"> 1. Dr. Farhat Shaikh 2. Mr. Abhijit Salvi Coordinators and class teachers (Monthly Attendance report to be displayed on the notice board and website by 07 th of every month) (Follow up report to be submitted on 15 th of every month)
22	Computer LAB		<ol style="list-style-type: none"> 1. Mrs. Ramya Kumar (Lab III and Lab IV) 2. Mrs. Anju Somani (Lab I and Lab II)
23	Discipline / Identity Card Checking		<ol style="list-style-type: none"> 1. Mr. Shabab Rizvi (Afternoon) 2. Mr. Shardul Buva (Morning) 3. Mr. Sanjay Munavalli (Inside Library) 4. All Laboratory Incharges
24	Laboratory In-charge (Bio-Tech)		<ol style="list-style-type: none"> 1. Mrs. Meenakshi J (Lab. - I) 2. Mr. Gopakumar Pillai (Lab. - II) 3. Dr. Mrs. Remya Varadharajan (Lab. - III) 4. Dr. C.K. Prashant
25	Teaching Plan		Subject Teachers / Coordinators
26	Semester Time Table Preparation	Commerce / BMM	Mrs. Ramya Kumar and Mrs. Sunita Saini
		Biotech	Mrs. Suparna Deepak
		I.T./C.S.	Mrs. Shrividhya T.V. and Mrs. Anju Somani
27	Daily Time Table Adjustment	B.Com., B.Com. A/F & B.M.M.	<ol style="list-style-type: none"> 1. Dr. Smitha J. 2. Dr. Abida K.
		B.Com. F.M. & B.M.S.	<ol style="list-style-type: none"> 1. Ms. Ruchika B. 2. Dr. Smitha J.
		B.Sc.I.T. & C.S.	<ol style="list-style-type: none"> 1. Mrs. Sudha Ramesh 2. Mrs. Dhanya V.
		B.Sc. Biotechnology	<ol style="list-style-type: none"> 1. Mrs. Suparna D

Examinations		
28.	Examination Committee	1) Dr. Monali Ray (Controller) 2) Dr. Rinkoo Shantnu (Deputy Controller) 3) Dr. Smitha Jayaram (Member) 4) Mrs. Kavita K(Member) 5) Mrs. Shubhangi (Member) 6) Dr. Abida K.(Member) 7) Mrs. Sudha Ramesh (Member)
29	Flying Squad	1) Mr. Shabab Rizvi 2) Dr. Sanjay Munavali 3) Ms. Bahvana Parab 4) Ms. Ruchika Bassi

Student Support			
30.	Career Counseling	1. Mrs. Jennie Prajith (Incharge) 2. Ms. Bhakti Hirani 3. Mrs. Prerana Sharma	
31.	Canteen Committee	1. Mrs. Sudha Ramesh (Incharge) 2. Mrs. Archana Deepak 3. Student Representative (to be named by the Committee)	
32.	Competitive Exams	1. Mrs. Kavita Baddi (Incharge) 2. Dr. Sanjay Munavalli (Librarian) 3. Ms. Sadaf Shaikh 4. Mrs. Archana Deepak	
33.	Placement Cell (Internships/On-the-job-training)	1. Mrs. Padmaja Ganti (Incharge) 2. Mrs. Ruchika Bassi 3. Ms. Tanvi Vadke(Outdoor publicity) 4. Ms. Suparna Deepak	
34.	Equal Opportunity Centre	Book Bank	1. Mr. Chaitanya A. (Incharge) 2. Dr. Smitha Jayaram (Advisor)
		Fee Concession , Freeships, Sports Scholarship, Earn & Learn, Economic Backward Staff	1. Dr. Smitha Jayaram
		Govt. Freeship and Scholarships	1. Mrs. Rajani Suresh 2. Mr. RanjitPatil
35.	Feed Back	Incharge	Mrs. Prerana Sharma
		Teaching	Mr. Arun Radhakrishnan
		Non Teaching	Mrs. Sreevidya
		Employees	Mrs. Padmaja G
		Alumni	Ms. Jabeen
		Parents	All Class Teachers
		Community	Mrs. Kavita (Incharge) Dr. Aarti & Dr. Monali (Member)
Technical Support	Mr. Abhijeet Salvi, Mr. Rajneesh Nair, Mr. Harshad J.		

36.	Self-Appraisal & Performance Appraisal	1. Dr. Kiran Deshmukh
37.	Remedial Coaching + Advance Learners & Bridge Courses	1. Mr. Shabab Rizvi (Incharge) 2. Mrs. Archana Deepak (Remedial coaching + Advance Learners) 3. Ms. Priya Aggarwal (Remedial coaching + Advance Learners) 4. Mrs. Varsha C. (Remedial coaching + Advance Learners) 5. Mrs. Sharavathy (Bridge Course)
38.	Language Lab	1. Mrs. Surekha Padmaraj (Incharge) 2. Mrs. Juliet Esther 3. Ms. Mishkat
39.	Student Counseling Centre	Ms. Yvette Lee
40.	Mentoring Policy & Enforcement	1. Dr. Abida Khan
41.	Industrial Visits/Field Trips/Study Tours (including documentation)	1. Dr. Kumudini Das 2. All Coordinators
42.	Health Centre & Medical Check-up	1. Mr. Shabab Rizvi (Incharge) 2. Ms. Heena K. 3. Ms. Akshata N.
43.	Value Added Programmes (Certificate Courses)	1. Mrs. Kavita Baddi (Co-ordinator) 2. Dr. Remya V. (Biotechnology) 3. Mr. Chaitanya A. (B.Com. Accounting & Finance) 4. Dr. Farhat Shaikh (B.M.S.) 5. Mrs. Jennie Prajith (B.Com. Financial Market) 6. Ms. Arjuman Shaikh(B.Com.) 7. Mrs. Surekha Padmaraj (B.M.M.)

Research & Faculty Enhancement

44	Research Development Cell (RDC)	Student Research Wing	1) Dr. Seema Somani (Incharge) 2) Dr. Farhat Shaikh 3) Mrs. Rashmi Chavan 4) Dr. Remya Vardharajan 5) Dr. C.K. Prashant 6) Ms. Bhakti Hirani
		Minor and Major Research	1) Mr. Shardul Buva (Incharge) 2) Mrs. Bindu Rajaguru
		Faculty Publications Wing	Mrs. Agnas Vidya (Compilation) Dr. Rinkoo Shantnu (Follow up) Research Advisor: Dr. Goyal
		Ph.D. Research Centre	1) Mr. Shardul Buva 2) Mr. Arun Radhakrishnan
45	Consultancy		1. Mr. Shardul Buva (Tax) 2. Ms. Poonam Gupta (Legal) 3. Dr. C.K. Prashant (Biotechnology)

46	Seminar/Workshop(International, National, State)	1. Mrs. Sunita Saini (Incharge) 2. Mrs. Meenakshi Johri 3. Dr. Rinkoo Shantnu (Advisory) 4. All Coordinators
47	Publication and Paper Presentation	1. Dr. Kiran D. 2. Mrs. Sujata Shahabade (Follow up)
49	Staff Colloquium	1. Dr. Kumudini Das (Incharge) 2. Ms. Priya Agrawal 3. Ms. Bhakti Hirani
50	Staff Development Programme (Teaching and Non-Teaching)	1. Mrs. Bindu Rajaguru (Incharge) 2. Mrs. Meenakshi J. 3. Mrs. Sabitha Praveen
51	Staff Welfare Activities	1. Mrs. Dhanya Vinish (Incharge) 2. Ms. Arjuman Shaikh 3. Mrs. Sharavathi C.
52	Exit Interview	1. Mrs. Rajani Suresh
Society & Environment		
53	Environment Protection Cell , ENACT and Green Audit (Green Practices & Green Budgeting)	1. Mr. Gopakumar Pillai (Incharge) 2. Mrs. Bindu Rajaguru 3. Student Representative (to be named by the Committee)
54	Social Activity Cell	1. Dr. Farhat Shaikh (Incharge) 2. Mrs. Bindu Rajaguru 3. Student Representative (to be named by the Committee)
55	Environment Protection Cell & Environment Audit (Nature Club)	1. Dr. Kiran Deshmukh (Incharge) 2. Mrs. Priya Aggrawal 3. Mr. Kuldeep P
56	Brand Building Committee	1. Mrs. Deepika Sharma (Incharge) 2. Dr. Kiran Deshmukh
57	Navi Mumbai College Association	Governing Body 1. Dr. S.T. Gadade (Chairperson, Principal and Secretary) 2. Dr. Gajanan Wader (Secretary) 3. Mrs. Deepika Sharma 4. Dr. Aarti Sukheja Exe Body (Planning & Follow up) 1. Dr. Rinkoo S. 2. Mr. Kuldeep P. Liaisons 1. Mrs. Kavita B. 2. Mr. Kuldeep P. Finance 1. Dr. Abida K 2. Mrs. Archana Deepak Documentation 1. Mrs. Juliet E.

Voluntary Associations		
58	Bio-Tech. Association	1. Mrs. Meenakshi Johri (Incharge) 2. Mrs. Suparna Deepak 3. Student Representative (to be named by the Committee)
59	Computer Association	1. Mrs. Rashmi Chavan (Incharge) 2. Mrs. Shubhangi Pawar 3. Mrs. Ramya Kumar
60	Business Economics Association	1. Mr. Shabab Rizvi (Incharge) 2. Dr. Aarti Sukheja 3. Dr. Rinkoo Shantnu
61	Entrepreneur Development Programme	1. Mrs. Archana Deepak (Incharge) 2. Mrs. Jennie P. 3. Mrs. Agnas Vidya
62	Exhibition (Bio-Tech)	1. Mr. Gopakumar Pillai (Incharge) 2. Mrs. Bindu Rajaguru
63	Finanza Association	1. Mrs. Sunita Saini (Incharge) 2. Mr. Chaitanya Athalye
64	Literary Association	1. Mrs. Surekha Padmaraj (Incharge) 2. Mrs. Juliet Esther
65	Management Association	1. Mrs. Sharavathi J (Incharge) 2. Dr. Farhat Shaikh
66	Financial Markets Association	1. Ms. Bhavana Parab (Incharge) 2. Ms. Prajakta Bapat 3. Student Representatives
67	Marathi Vangmaya Mandal	1. Ms. Prajakta Bapat (Incharge) 2. Mrs. Prajakta Kane (Regular reports to concerned authorities to be sent before the last working day of each term)
68	Mathematics Association	1. Mrs. Sabitha Praveen (Incharge) 2. Mrs. Soly Zachariah
69	Arts Media Association	1. Ms. Mishkaat (Incharge) 2. Ms. Akshata
70	Incubations & Skill Development Courses	1. Mrs. Nithya V. 2. Mrs. Prajakta K. 3. Ms. Aswathy 4. Ms. Poonam 5. 2 Student Member to be nominated 6. 2 Alumni to be nominated as member 7. 2 Industry experts to be nominated as member
71	Thought for the day & Wallpaper	1. Dr. Sanjay Munavali (Librarian)(Thought) 2. Ms. Priya Dhavale (Library Assistant) (WallPaper)

Note: (Regular reports to concerned authorities to be sent before the last working day of each term)

Publications & Website		
72	Magazine Committee	Overall In charge: Dr. Aarti Sukheja Editors 1. Mrs. Surekha Padmaraj (English Section) 2. Mrs. Rashmi Chavan (Marathi Section) 3. Ms. Mishkaat (Photography Section) 4. Ms. Poonam Gupta Section) 5. Ms. Jabeen Masum (Alumni Section) Assistant Editors 1. Mrs. Juliet Esther (English Section) 2. Mr. Chaitanya Athalye (Marathi Section) 3. Ms. Akshata Narkar (Photography Section) 4. Dr. Farhat Shaikh(Hindi Section) 5. Ms. Bhavana Parab(Art Section)
73	News Bulletin	1. Mrs. Surekha Padmaraj (Incharge) 2. Mrs. Juliet Esther
74	Student Publication With ISBN or ISSN	1. Mrs. Kavita Baddi (Editor: Focus) 2. Mrs. Surekha Padmaraj(Crescent Times) 3. Mrs. Varsha (Value Based Publication) 4. Dr. Seema Somani (RDC Student wing Publication)
75	Website	1. Mrs. Deepika Sharma 2. Ms. Akshata 3. Mrs. Suvarna G
76	Value based Education Centre	1. Mrs. Varsha C. (Incharge) 2. Ms. Akshata 3. Mrs. Archana Deepak

Felicitation & Alumni		
77	Alumni Association& Student Progression	1. Ms. Jabeen Masum (Incharge) 2. Ms. Ruchika Bassi 3. Ms. Aswathy Gangadharan 4. All Coordinators
78	Best Student Award Committee	1. Dr. Monali Ray (Incharge) 2. Mrs. Deepika Sharma 3. Dr. Abida Khan 4. Mrs. Nithya V. 5. Mrs. Jennie Prajith 6. Mrs. Suparna Deepak 7. Mrs. Surekha
79	Convocation Committee	1. Mrs. Kavita Baddi (Incharge) 2. Dr. Rinkoo Shantnu 3. Mr. Arun Radhakrishnan 4. Mrs. Leena Nair 5. Mr. Sandeep Sonawane
80	Prize Distribution Ceremony	1. Mrs. Deepika Sharma (Incharge) 2. Dr. Kumudini Das 3. Mrs. Sujata Shahabade 4. Mrs. Shubhangi Pawar 5. Mr. Arun Radhakrishnan 6. Mrs. Suvarna Ghodekar

Others												
81	Activity Report Consolidation & Photo Collection	Ms. Bhavana Parab										
82	Commerce Staff Room + Computer	Mrs. Ramya Kumar										
83	I.T. Staff Room + Computer	Ms. Sadaf Shaikh										
84	Grants under 2f & 12B (RUSA, Book Bank, CPE, Block Grant)	<ol style="list-style-type: none"> 1. Dr. Smitha Jayaram (Incharge) 2. Dr. Sanjay Munavalli 3. Dr. Abida Khan 4. Dr. Farhat Shaikh 5. Mrs. Deepika Sharma 6. Dr. Gajanan Wader (Advisory) 										
85	Community Interface Committee (Collaboration and MOU's)	<ol style="list-style-type: none"> 1. Mrs. Perna Sharma (Incharge) 2. Mr. Kuldeep Prabhu 3. Dr. Navami Dayal 4. Mrs. Juliet E. 										
86	Learning Management System LMS Cell (Lecture recording, MOOC, SWAYAM courses) Sessions on Innovative teaching, learning methodologies	<ol style="list-style-type: none"> 1. Mrs. Sujata Shahabade 2. Mrs. Agnas Vidya 										
87	Software Development & Consultancy	<ol style="list-style-type: none"> 1. Mr. Abhijit Salvi 2. Mr. Kuldeep Prabhu 3. Mr. Krishnakumar 										
88	Handbook of policies	<ol style="list-style-type: none"> 1. Mr. A.N. Kutty 2. Dr. Gajanan Wader 3. Mrs. Deepika Sharma 4. Dr. Aarti S 										
89	Information Management Cell	<table border="0"> <tr> <td>Incharge</td> <td>Mrs. Shubhangi Pawar</td> </tr> <tr> <td>Interface</td> <td>Mrs. Sujata Shahabade</td> </tr> <tr> <td>Content Writing</td> <td>Mrs. Surekha Padmaraj & Ms. Akshata Narkar</td> </tr> <tr> <td>Graphic Designing</td> <td>Mrs. Prajakta Kane</td> </tr> <tr> <td>Photography</td> <td>Mrs. Rashmi Chavan</td> </tr> </table>	Incharge	Mrs. Shubhangi Pawar	Interface	Mrs. Sujata Shahabade	Content Writing	Mrs. Surekha Padmaraj & Ms. Akshata Narkar	Graphic Designing	Mrs. Prajakta Kane	Photography	Mrs. Rashmi Chavan
Incharge	Mrs. Shubhangi Pawar											
Interface	Mrs. Sujata Shahabade											
Content Writing	Mrs. Surekha Padmaraj & Ms. Akshata Narkar											
Graphic Designing	Mrs. Prajakta Kane											
Photography	Mrs. Rashmi Chavan											



Research Paper presenting or Publishing funding Policy

1. It is compulsory for teachers who are under the grade system to submit atleast two quality paper under quality manual
2. Two of the papers published or presented will be sponsored by the college provided it is National / International with high impact factor.(UGC recognized)
3. Duty leave will be sanctioned taking into account travelling and Conference Schedule
4. International at the max.4 days presentation within India