

**LALA LAJPAT RAI COLLEGE OF COM. & ECO., MUMBAI-40**

**(SENIOR COLLEGE)**

**Committees For The Year 2022-2023**

<b>Sr. No.</b>	<b>Name of the Committee</b>	<b>Members of the Committee</b>
1)	<b>Staff Academy and Staff Welfare</b> <b>Scope: To Conduct Staff Meetings and maintain minutes of the same.</b> <b>To Conduct relevant 1 Program per term relating to staff knowledge transfer one in each term.</b> <b>To conduct 1 Program for teaching and 1 Program for non-teaching per year under different domains.</b> <b>To Upload the report on the college website.</b>	Dr. Divya Nigam (Staff Secretary) NAAC: C3 and C5
2)	<b>Time Table and Students Feed Back Committee</b> <b>Scope: To Prepare Time Table for the academic year.</b> <b>To prepare workload for the staff to submit it to the JD office.</b> <b>To take feedback from all stakeholders in the academic year, from academics and syllabus perspective, Students Satisfaction survey and to take feedback from students relating to the teacher's performance.</b> <b>To Upload the report on the college website.</b>	Mr. Darshan Pagdhare (Convenor) Mr. Ashok Mahadik Mr. Chetan Maru NAAC: C1, C2
3)	<b>Attendance and Student Progression Committee</b> <b>Scope: To prepare an Attendance report with the help of office staff. (5 activities)</b> <b>To organize the parent's teacher's meeting.</b> <b>To organise the Orientation Program for freshers</b> <b>To device and identify the student's progression for the academic year.</b> <b>To organize Programs relating to Student's further education.</b> <b>To find details of Students passing competitive exams.</b> <b>To Upload the report on the college website.</b>	Mr. Darshan Pagdhare (Convenor) Ms. Vishakha Walia Mr. Nimesh Punjani NAAC: C5
4)	<b>Examination Committee</b> <b>Scope: To conduct the examinations for all Classes and declare the result.</b> <b>To prepare the examination merit report.</b> <b>To Upload relevant information relating to the examination on the college Website.</b>	Ms. V.V. Bhide (Convenor) First Term Mr. Nimesh Punjani (Convenor) second term Mr. Darshan Pagdhare (IT Co-ordinator) Ms. Vishakha Walia (IT Co-ordinator) NAAC: C2

5)	<b>Unfair Means Inquiry Committee</b> <b>Scope: To conduct the meeting for students who are found suspects using unfair means.</b> <b>To organize the program regarding the consequences of using unfair means during examination.</b>	Dr. Purnima Sharma (Convenor) Dr. Mahalakshmi Kumar Dr. Munmy C. Baruah NAAC: C2
6)	<b>Students Council and Cultural Committee</b> <b>Scope: To form a student council as per the statutory norm.</b> <b>To organize different programs under council and cultural committee.</b> <b>To Upload the report on the college Website.</b>	Dr. Purnima Sharma (Convenor) Dr. Rahul Shetty NAAC: C5
7)	<b>Gymkhana Committee</b> <b>Scope: To organize the sports Day.</b> <b>To organize different sports activities during the academic year apart from sports day.</b> <b>To make merit list for medal and certificate holders at state/National/International level.</b> <b>To Upload the report on the college Website.</b>	Mr. Nimesh Punjani (Convenor) Mr. K. K. Dorage NAAC: C5
8)	<b>N.S.S. and Nature Club</b> <b>Scope: To organize different activities at college and university levels under NSS</b> <b>To conduct Environmental promotional activities under the Nature club.</b> <b>To conduct Clean and Green campus initiatives, water conservation, and energy conservation.</b> <b>To apply Management of Degradable and Non-degradable waste</b> <b>To Upload the report on the college Website.</b>	Ms. Kranti Indurkar Dr. Ashok Mahadik Mr. Siddiqui NAAC: C3, C7
9)	<b>DLLE</b> <b>Scope: To organize different activities at college and university levels.</b> <b>To Upload the report on college Website.</b>	Dr. Minum Saksena Ms. Vishakha Walia NAAC: C3, C7
10)	<b>Academic &amp; Co-curricular committee for Staff</b> <b>Scope: To organize Memorial Lecture.</b> <b>To organize a Convocation program.</b> <b>To conduct guest lectures on different domains.</b> <b>To conduct 1 Workshop related to Professional Ethics</b> <b>To conduct 1 Workshop related to Human values</b> <b>To conduct 1 Workshop related to Environment and Sustainability respectively per Term</b> <b>To organize a National Seminar/Conference for the 1<sup>st</sup> term.</b>  <b>To Upload the report on the college Website.</b>	Dr. Mohana Bandkar (Convenor) First Term Dr. Munmy C. Baruah (Convenor) Second Term Ms. Kranti Indurkar Dr. Divya Nigam Mr. Chetan Maru NAAC: C1, C5, C6 C7

11)	<b>College Magazine, Annual Report &amp; Prospectus Committee</b> <b>Scope: To print College Magazine and Annual Report of the academic year. To update the college Prospectus in consultation with the Principal. To Upload the report on the college Website.</b>	Dr. Munmy C. Baruah (Convenor) Dr. Divya Nigam NAAC: C1 and Extended Profile
12)	<b>Academic Calendar</b> <b>Scope: To prepare an academic calendar keeping in mind 180 teaching days and upload it on the college website.</b>	Ms. Vishakha Walia NAAC: C1
13)	<b>College Website Update</b> <b>Scope: To update the website from time to time for all stakeholders.</b>	Dr. Arun Poojari ( Convenor) Ms. Vishakha Walia Ms. Jayshri Parab
14)	<b>FDP, Professional Development/ Administrative training programs</b> <b>Scope: To conduct one program on FDP, Professional Development/ Administrative per term preferably in collaboration with HRDC or with any University for teaching and Non-teaching staff, To Upload the report on the college website.</b>	Dr. Purnima Sharma (Convenor) Dr. Divya Nigam NAAC: C6
15)	<b>IQAC Committee</b> <b>Scope:</b> <b>To conduct 2 quality initiatives per term for every IQAC member</b> <b>To prepare AQAR</b> <b>To prepare for NAAC</b> <b>To prepare a compliance report for the academic year.</b> <b>To mobilize CAS for teaching staff.</b> <b>To Upload the report on the college website.</b>	Dr. Neelam Arora – Chairperson Dr. Sunil Gupta - Member from Mgt. Dr. Vinay Pandit - Cordinator/Director Dr. Arun Poojari - Member from Mgt. Dr. Mohana Bandkar- Member Dr. J.H. Kadli- Member Dr. Mahalakshmi Kumar- Member Ms. Kranti Indurkar- Member Mr. Nimesh Punjani - Member Dr. Minum Saksena- Member Ms. Nidhi Singh – Member Mr. Ketan Gala-Industrialist Ms. Tejashri Shah-Stakeholder (Parent) Ms. Vaishali-Administrative Staff Ms. Swaranjali -Administrative Staff Dr. Rahul Shetty-Alumni Ms. -Delaveen T- Alumni Ms. Anuja Chavan -Student Dr. Khushpat Jain -Academician NAAC: C6

16)	<p><b>UGC, RUSA, Research Cell and Career Guidance &amp; Competitive Exam Committee</b></p> <p><b>Scope: To find different UGC and RUSA schemes and implement them from time to time.</b></p> <p><b>To apply for grants under UGC and RUSA schemes.</b></p> <p><b>To have research-based activities under the research cell.</b></p> <p><b>To have carries guidance and guide them for competitive exams.</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Ashok Mahadik (Convenor)</p> <p>Dr. J.H. Kadli</p> <p>NAAC: C3 and C5</p>
17)	<p><b>Ph.D. Research Centre</b></p> <p><b>Scope: To register students under different commerce and Trade &amp; Transport</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Neelam Arora (Convenor)</p> <p>Dr. Ashok Mahadik</p> <p>NAAC: C3</p>
18)	<p><b>Placement Cell and Internships</b></p> <p><b>Scope: To have an on-campus placement.</b></p> <p><b>To keep records on Internships done by students.</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Asha Agarwal (Convenor)</p> <p>Mr. Nimesh Punjani</p> <p>Ms. Miloni Shah</p> <p>and All Coordinators of SFC</p> <p>NAAC: C3,C5</p>
19)	<p><b>Alumni committee</b></p> <p><b>Scope: To have activities for Alumni</b></p> <p><b>To raise funds from Alumni</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Asha Agarwal (Convenor)</p> <p>Dr. Purnima Sharma</p> <p>and All Coordinators of SFC</p> <p>NAAC: C5</p>
20)	<p><b>Library facility and Book Bank Committee</b></p> <p><b>Scope:</b></p> <p><b>To update the books in different forms</b></p> <p><b>To give book bank facility for students.</b></p> <p><b>To enhance library facility for students and staff</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. J.H. Kadli (Convenor)</p> <p>Dr. Vinay Pandit</p> <p>NAAC: C4</p>
21)	<p><b>Marathi Vangmay Mandal</b></p> <p><b>Scope: To Promote the Marathi culture by organizing different programs.</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Ashok Mahadik (Convenor)</p> <p>Mr. Darshan Pagdhare</p> <p>Dr. Vaidehi Kamath</p> <p>NAAC: C5</p>
22)	<p><b>Punjabi Association</b></p> <p><b>Scope: To Promote the Punjabi culture by organizing different programs.</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Sangeeta Makkad (Convenor)</p> <p>Dr. Mohana Bandkar</p> <p>NAAC: C5</p>
23)	<p><b>Capacity Building / Skill Enhancement/ value-added courses Committee</b></p> <p><b>Scope: The team should conduct one course/Program on each of the following for the entire year.</b></p> <ol style="list-style-type: none"> <li><b>1. Yoga and meditation (Term 1)</b></li> <li><b>2. Soft skill development (Term 1)</b></li> <li><b>3. Life Skills (Term 1)</b></li> </ol>	<p>Dr. Munmy C, Baruah (Convenor)</p> <p>Ms. Kranti Indurkar</p> <p>Mr. Darshan Pagdhare</p> <p>Mr. Chetan Maru.</p> <p>NAAC: C1, C5</p>

	<p>4. Certificate Course (Term 1/2)</p> <p>5. Computing Skills (Term 2)</p> <p>6. Competitive examinations (Term 2)</p> <p>7. Career guidance (Term 2)</p> <p>8. Personal Counselling (Term 2)</p> <p>To Upload the report on the college website.</p>	
24)	<p><b>Entrepreneurship Development Cell</b></p> <p><b>Scope: To Develop and inculcate Entrepreneurship skills among students.</b></p> <p><b>To have start-ups on the college campus</b></p> <p><b>To Conduct Programs on Research, IPR and Entrepreneurship</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Rahul Shetty (Convenor)</p> <p>Mr. Chetan Maru</p> <p>NAAC: C3</p>
25)	<p><b>Anti-Ragging Committee</b></p> <p><b>Scope: To form an anti-ragging committee that helps in minimizing the ragging menace</b></p> <p><b>To fill out an anti-ragging affidavit.</b></p>	<p>Dr. Vinay Pandit (Convenor)</p> <p>Dr. Ashok Mahadik</p> <p>Dr. Sangeeta Makkad</p> <p>Dr. Rajesh Mankani</p> <p>2 Students Members from Aided and SFC</p> <p>NAAC: C5</p>
26)	<p><b>Women Development Cell</b></p> <p><b>Scope: To conduct a program regarding women's empowerment.</b></p> <p><b>To conduct a program regarding different awareness programs relating to women's issues.</b></p> <p><b>To take initiatives taken to engage with and contribute to the local community.</b></p> <p><b>To conduct programs on social issues.</b></p> <p><b>To conduct 1 Workshop related to Gender sensitization</b></p> <p><b>To organize a program for the Holistic development of students.</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Mahalakshmi Kumar (Convenor)</p> <p>Dr. Ashok Mahadik</p> <p>Ms. Vishakha Walia</p> <p>Mr. Chetan Maru</p> <p>Ms. Delaveen</p> <p>Mr. Ritesh Shinde</p> <p>Ms. Tina Kamulkar</p> <p>NAAC: C5, C7</p>
27)	<p><b>Staff &amp; Student Grievance and Redressal Cell</b></p> <p><b>Scope: To note the grievances of students and staff.</b></p> <p><b>To solve the grievances of students and staff.</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Mr. Darshan Pagdhare (Convenor)</p> <p>Ms. Varsha Gorad</p> <p>Ms. Rashmi Kadam</p> <p>NAAC: C5</p>
28)	<p><b>Internal Complaint Committee (ICC) as per Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act 2013</b></p> <p><b>Scope:</b></p> <p><b>To Upload the report on the college website.</b></p>	<p>Dr. Sangeeta Makkad (Convenor)</p> <p>Dr. Smita Karve (External Member)</p> <p>Dr. Rajesh Mankani</p> <p>Ms. Varsha Gorad</p> <p>NAAC: C5</p>
29)	<p><b>Add-On-Vocational Courses</b></p> <p><b>Scope: To Conduct lectures in different areas of specialization.</b></p>	<p>Dr. Rahul Shetty (Chief Co-ordinator)</p> <p>NAAC: C1, C3</p>

	To Upload the report on the college website.	
30)	<b>M.Com. Co-ordinator and Internship Projects</b> <b>Scope: To Conduct lectures in different areas of specialization.</b> <b>To have a record of Internship projects.</b> <b>To Upload the report on the college website.</b>	Dr. Rahul Shetty NAAC: C1, C3
31)	<b>Field Projects</b> <b>Scope: To conduct field projects in both terms.</b> <b>To Upload the report on the college website.</b>	Faculty of FC and All SFC Coordinators NAAC: C1
32)	<b>Faculty and Students Exchange Program (Collaborative Activities)</b> <b>Scope: To have collaborative and exchange activities in the academic year.</b> <b>To Upload the report on the college website.</b>	Dr. Neelam Arora (Convenor) Ms. Priti Parikh Dr. Asha Agarwal Dr. Vinay Pandit NAAC: C3
33)	<b>Disaster Management Committee</b> <b>Scope: To Follow the protocol and directives given by the government.</b> <b>To conduct different programs for awareness of the same.</b> <b>To Upload the report on the college website.</b>	Mr. Darshan Pagdhare Mr. Nimesh Punjani NAAC: C1, C5
34)	<b>Mentors and Mentee</b> <b>FY A</b> <b>FY B</b> <b>FY C</b> <b>FY D</b>  <b>Scope:</b> <b>To collect the list of failures of respective Semesters and conduct remedial Sessions for these students.</b> <b>To Make a report of remedial in terms of how many were benefited in terms of passing percent.</b> <b>To Mentor Students related to academic and stress-related issues</b> <b>To Upload the report as per AAR on the college website.</b>	Ms. Kranti Indurkar Dr. Munmy C. Baruah Dr. Vinay Pandit Ms. Vishakha Walia
35)	<b>Mentors and Mentee</b> <b>SY A</b> <b>SY B</b> <b>SY C</b> <b>SY D</b>  <b>Scope:</b> <b>To collect the list of failures of respective Semesters and conduct remedial Sessions for these students.</b> <b>To Make a report of remedial in terms of how many were benefited in terms of passing percent.</b> <b>To Mentor Students related to academic and stress-related issues</b>	Mr. Darshan Pagdhare Dr. Ashok Mahadik Dr. Divya Nigam Mr. Chetan Maru

	To Upload the report as per AAR on the college website.	
36)	<p style="text-align: center;"><b>Mentors and Mentee</b></p> <p style="text-align: right;"><b>TY A</b> <b>TY B</b> <b>TY C</b> <b>TY D</b></p> <p><b>Scope:</b> To collect the list of failures of respective Semesters and conduct remedial Sessions for these students. To Make a report of remedial in terms of how many were benefited in terms of passing percent. To Mentor Students related to academic and stress-related issues To Upload the report as per AAR on the college website.</p>	Dr. Purnima Sharma Dr. Mohana Bandkar Mr. Nimesh Punjani Dr. Mahalakshmi Kumar
37)	<p style="text-align: center;"><b>Add On Vocational Courses and M.Com</b> <b>Mentors and Mentee</b></p> <p><b>Scope:</b> To collect the list of failures of respective Semesters and conduct remedial Sessions for these students. To Make a report of remedial in terms of how many were benefited in terms of passing percent. To Mentor Students related to academic and stress-related issues To Upload the report as per AAR on the college website.</p>	Dr. Rahul Shetty

No	COMMITTEE	NAME
1	Academic Calendar	Dr. Arun P
2	Certificate courses /Value added courses	All coordinator
3	Field work/ Project work /internship	Prof. Jayshree Prof. Delaveen Prof. Siddique
4	Feedback –stakeholder	Dr. Arun P Ms. Famida
5	Seminar on professional ethics and human values /gender Environment and Sustainability	Prof. Nidhi Prof. Mona
6	Exam Committee	Ms. Sunehara Ms. Miloni S Ms. Delavin T Ms. Jayshree
7	Unfair means committee	Ms. Famida Dr. Rajesh M
8	Websites committee	Ms. Jayshree

9	Feedback Student satisfaction survey and faculty feed back	Dr. Arun P Ms. Famida S
10	Incubation centre (CIED)	Dr. Arun P Prof. Miloni S
11	Staff academy committee (Knowledge transfer)	Dr. Minum S Ms. Famida S
12	DLLE	Dr. Minum S
13	N.S. S	Prof. Siddique S
14	Workshop on IPR, Research methods/ Entrepreneurship	All coordinator
15	Seminars / Workshop/ conference (national &International conference)	All coordinator
16	Collaborations and MOUs Faculty and student exchange programme , internships and field trip	CA Priti P Ms. Miloni
17	Placement cell and summer internship and student progression	All coordinator
18	Alumni association	All coordinator
19	Capacity building and skill enhancement committee Soft skills , Language skills, life skill (yoga) computing skills	Dr. Sangeeta Ms. Delaveen
20	20.Career guidance and competitive exam activity	Prof. Mona T.P Ms. Famida S
21	21.Details of students passing competitive exam (CAT, CET,NET , TOFEL, GMAT)	C.A. . Priti P Mr. Siddique
22	Student forum / Council	Dr. Arun P Ms. Jayshree I Mr. Siddique
23	Sports committee	Mr. Siddique
24	Staff and student s Grievance Redressal cell Anti ragging Cell	Dr. Rajesh M Dr. Sangeeta M
25	IQAC Committee	Dr. Arun Dr. Nidhi
26	AQAR	Dr. Rajesh M Prof. Mona T. P
27	Women Development Cell	Prof. Delaveen T
28	Staff Common room secretary	Prof. Miloni S
29	Time Table committee	Dr. Minum S Dr. Vaidhehi K
30	College Magazine and Annual Report and prospectus	Prof. Mona T P
31	Punjabi Association	Dr.. Sangeeta M
32	Marathi Vangmay Mandal	Dr. Vaidehi K
33	Moodle	Ms. Jayshree

(Dr. Neelam Arora)

Principal