

Bharati Vidyapeeth's Institute of Technology (Polytechnic), Palus

Institutional Committees for Academic Year 2017-18

❖ Institute Vision:

“Transforming and enriching lives of human being through quality technical education”

❖ Institute Mission:

1. To achieve academic excellence in Technical Education.
2. To contribute significantly to National skill development initiative for sustainable empowerment.
3. To provide opportunities for the development of professional skills and ethical values for social transformation.

1.1 Functions and responsibilities of the Governing Body

1. To form the following Sub-Committees and consider the recommendations made by these the following:-
 - Finance Committee
 - Equipment Committee
 - Building Committee
 - Staff Selection Committee
2. To approve the budget estimates- recurring and non- recurring for the financial year in advance.
3. To scrutinize and accept the audited statement of account for each year.
4. To estimate the workload, approve the staffing pattern and create posts-teaching and non-teaching (technical and administrative) for the Institution.
5. To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continuous basis.
6. To consider and make provisions for meeting the general and specific conditions laid by the Council (AICTE), the State Government and Affiliating Body and monitor the progress in fulfilling the conditions.
7. To consider the report of the Principal on status of admission.

8. To consider the report of the Principal on the academic performance of the students.
9. To supervise the observance of service conditions of the staff as prescribed by the Affiliating Body/ Government.
10. To consider the proposals of the Principal for improvement in academic performance of the staff.
11. To consider any other matter in so far as it enhances the academic atmosphere in the institution.
12. To consider any proposal for expansion of educational activities to be made to the Council/Government/Affiliating Body.

1.2 Governing Body of Institute

Sr.No.	Name	Designation	Status
01	Hon.Dr.Vishwajit Kadam	Secretary, Bharati Vidyapeeth, Pune	Chairman
02	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Member
03	Principal Dr.K.D.Jadhav	Joint Secretary, Bharati Vidyapeeth, Pune	Member
04	Dr. H.N.More,	Principal, BV College of Pharmacy, Kolhapur	Member
05	Dr.D.G.Kanase	Principal, BV Dr. Patangrao Kadam Mahavidyalaya & Jr.College, Sangli.	Member
06	Nominee of Regional office AICTE	W.R.O. AICTE RO, Mumbai	Member
07	Nominee of State Government. Directorate of Technical Education	The Director, DTE, Mumbai	Member
08	Nominee of MSBTE, Mumbai	Dy. Secretary MSBTE, RO, Pune	Member
09	Nominee of State Government Directorate of Technical Education, Mumbai	Nominee DTE, Mumbai	Member
10	Nominee of State Government	Nominee State Government, Maharashtra	Member
11	Mr.M.S.Deshmukh	Principal, BVIT, Palus	Member Secretary

1.3 Finance Committee of Institute

Function:

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Account Office and submit it to Governing Board for further action.
- To recommend to Governing Board the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute.
- To recommend to the Governing Board productive investment and the management of the Institute's assets and resources.
- To take necessary steps to have the Institute accounts audited by Auditors appointed by the Governing Board.
- To advise the Governing Board on matters related to the administration of the property and funds of the Institute.
- To report to the Governing Board any lapses or irregularity in the financial matters which comes to its notice.
- To prepare detailed plan of the activities to be undertaken for academic year as advised by Governing Board.
- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.
- To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- To prepare feedback of ongoing activities and forward it to Governing Board.

Sr.No.	Name	Designation	Status
01	Hon.Dr.Vishwajit Kadam	Secretary, Bharati Vidyapeeth, Pune	Chairman
02	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Chairman
03	Mr.M.S.Deshmukh	Principal, BVIT, Palus	Member Secretary

1.4 Purchase Committee

Sr.No.	Name	Designation	Status
01	Hon.Dr.Vishwajit Kadam	Secretary, Bharati Vidyapeeth, Pune	Chairman
02	Principal Dr.K.D.Jadhav	Joint Secretary, Bharati Vidyapeeth, Pune	Member
03	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Member
04	Mr.M.S.Deshmukh	Principal, BVIT, Palus	Member Secretary

1.5 Building Committee

Function:

- To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required and get it approved by Governing Board.
- Completing all the necessary formalities regarding the sanction from the concerned authorities
- To complete the legal formalities regarding land, building and municipal taxes.
- To supervise and monitor all the work under construction and get the work completed strictly as per schedule.
- To prepare a plan for furniture required for various Departments / cells of the Institution.
- To monitor the statues of all buildings, to forward the proposals of renovation and maintenance, carry out routine maintenance of the buildings.
- The committee shall review the work in progress and prepare a report.
- To take up a special drive for providing better common facilities like drinking water, electrification, dustbins and urinals and campus vigilance.
- To offer better canteen facilities.
- To monitor the house keeping activity keenly.
- To establish 'Security Service Cell '.
- To install the elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs.
- To display inspiring quotes at prominent places.

- To prepare long term and short plans of campus development, prepare the expenditure proposals and forward them to FC for approval.

Sr.No.	Name	Designation	Status
01	Hon.Dr.Vishwajit Kadam	Secretary, Bharati Vidyapeeth, Pune	Chairman
02	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Member
03	Mr.V.R.Kadam	BVIT,Palus	Member
04	Mr.A.G.Rasal	HOD, Civil Department	Member
05	Mr.M.S.Deshmukh	Principal, BVIT, Palus	Member Secretary

1.6 Staff Selection Committee

Sr.No.	Name	Designation	Status
01	Hon.Dr.Vishwajit Kadam	Secretary, Bharati Vidyapeeth, Pune	Chairman
02	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Member
03	Mr.M.S.Deshmukh	Principal, BVIT, Palus	Member Secretary

1.7 Institute Level Curriculum Implementation Unit (ICIU)

Sr.No.	Name	Designation	Status
01	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth,(Sangli region)	Chairman
02	Mr.M.S.Deshmukh	Principal	Member
03	Mr.C.B.Patil	HoD, Science & Humanities Department	Member
04	Mr.H.R.Kulkarni	HoD, Department of Computer Engineering	Member
05	Mr.K.G.Sutar	HoD, Department of Electronics & Telecomm. Engineering	Member
06	Mr.M.V.Mane	HoD, Department of Mechanical Engineering	Member
07	Mr.A.G.Rasal	HoD, Department of Civil Engineering	Member

Sr.No.	Name	Designation	Status
08	Mr.C.T.Sawant	HoD, Department of Electrical Engineering	Member
09	Mr.S.S.Jadhav	Training & Placement Officer	Member
10	Mayur More	Student representative (CE)	Member
11	Ms.Snehal Mohite	Student representative (CO)	Member
12	Mr.S.S.Sutar	Parent Representative	Member
13	Ms.J.J.Kharade	Academic Co-ordinator	Member Secretary

1.8 Department Advisory Committee (DAC)

Functions:

- To finalize all academic decisions of the department.
- Interact and liaison with key stakeholders.
- Develop and recommend new or revised objectives and outcomes of the program.
- Review and analyze the gap in the curriculum and give necessary feedback.
- Receive report of Program Assessment Committee (PAC) and monitor the progress of the program.
- Give guidelines related to following areas:
 - Program Educational Objectives and Program Outcomes
 - Academic plans preparation by faculty members for their respective courses allotted by the Department.
 - Thrust areas to conduct Co-Curricular activities.
 - Topics beyond the syllabus and additional experiments to meet PEOs and POs.
 - Value added training courses.

Department of Civil Engineering

Sr.No.	Name	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.R.B.Mohite	Lecturer	Member
03	Prof. Nilesh S.Patil,	External Academician	Member

Sr.No.	Name	Designation	Status
04	Mr.D.G.Chougule	Industry Representative	Member
05	Mr.A.G.Rasal	Head of Department	Member Secretary

Department of Computer Engineering

Sr.No.	Name	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mrs.S.P.Vibhute	Lecturer	Member
03	Mr.Sameer Tamboli	External Academician	Member
04	Mr.Muneerkhan Bandar	Industry Representative	Member
05	Mr.H.R.Kulkarni	Head of Department	Member Secretary

Department of Mechanical Engineering

Sr.No.	Name	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.A.P.Patil	Lecturer	Member
03	Prof.R.S.Mane	External Academician	Member
04	Mr.Ravindra Sadamate	Industry Representative	Member
05	Mr.M.V.Mane	Head of Department	Member Secretary

1.9 Program Assessment Committee (PAC)

Functions:

- To help, coordinate program assessment processes.
- To monitor continuously about effective implementation of assessment plan and tools.
- To develop and implement regularly- student, parent, alumni, and employer surveys.
- To assist academic, administrative, and student-support units of the program.

- To review the attainment of Program Educational Objectives, Program Outcomes and Program Specific Outcomes.
- Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs).
- Evaluating program effectiveness and proposing necessary changes.
- Preparing periodic reports on program activities, progress, status or other special reports for management.
- Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
- Interacting with students facilitating the achievement of POs, PSOs and PEOs.

Department of Civil Engineering (PAC)

Sr.No.	Name	Designation	Status
01	Mr.A.G.Rasal	Head of Department	Coordinator
02	Mr.R.B.Mohite	Lecturer	Co-coordinator
03	Ms..K.J.Patil	Lecturer	Member
04	Ms..S.S.Gavade	Lecturer	Member
05	Mr.R.U.Patil	Lecturer	Member
06	Akshay A.Chougule	Alumni	Member
07	Mr.Prakashh Bhosale	Employers/Industrial experts	Member

Department of Computer Engineering (PAC)

Sr.No.	Name	Designation	Status
01	Mr.H.R.Kulkarni	Head of Department	Coordinator
02	Mr.A.B.Mahadik	Lecturer	Co-coordinator
03	Mrs.V.M.Mane	Lecturer	Member
04	Mrs.S.P.Vibhute	Lecturer	Member
05	Ms.J.J.Kharade	Lecturer	Member

Sr.No.	Name	Designation	Status
06	Mr.S. V.Gondil	Alumni	Member
07	Mr.Prashant D.Chougule	Employers/Industrial experts	Member

Department of Mechanical Engineering (PAC)

Sr.No.	Name	Designation	Status
01	Mr.M.V.Mane	Head of Department	Coordinator
02	Mr.A.P.Patil	Lecturer	Co-coordinator
03	Mr.S.S.Jadhav	Lecturer	Member
04	Mr.O.S.Yadav	Lecturer	Member
05	Mr.S.J.Kadam	Lecturer	Member
06	Prashant Kadam	Alumni	Member
07	Mr.Vivek Desai	Employers/Industrial experts	Member

1.10 Library Committee

Functions:

- To prepare a budget for books needed by each department and forward it to finance committee.
- To procure text books in adequate number well in advance before the start of semester.
- To give correct Accession Number to the books procured and enters in record books.
- To add more titles every year in consultation with respective departments.
- To enrich the library by procuring leading National /International journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when their covers are torn or worn out.
- To prepare bound volumes of journals every year.
- To display new arrivals of books and journals for information to staff and students.

- To keep record of students and staff visiting the library and books referred by them.
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
- To provide Xerox facilities in library at subsidized rate.
- To provide and maintain the facility of the reading room.
- To provide and maintain Internet facility in Library.
- To maintain library books records as per the norms and update the same from time to time.
- To provide book-bank facility to students.
- To display the number of textbooks, titles and journals available in the library at the entrance of the library.

Sr.No.	Name	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.C.B.Patil	HoD, Science & Humanities Department	Member
03	Mr.H.R.Kulkarni	HoD, Department of Computer Engineering	Member
04	Mr.M.V.Mane	HoD, Department of Mechanical Engineering	Member
05	Mr.A.G.Rasal	HoD, Department of Civil Engineering	Member
06	Mr.C.T.Sawant	HoD, Department of Electrical Engineering	Member
07	Swapnil Patil	Students Representative	Member
08	Ms.Shraddha Sutar	Students Representative	Member
09	Mrs.R.A.Shinde	Librarian	Member Secretary

1.11 Training Placement and Entrepreneur Cell (TPEC):

Training Placement and Entrepreneur Cell (TPEC) monitors the employment opportunities and arrange campus interviews for the students.

Functions:

- Nurtures Industry Institute interaction, by organizing and coordinating frequent industrial visits, implant training and projects of industrial relevance for the students.
- Conduct online Technical and Aptitude Test.
- Receives and forwards the feedback.
- Helps every student define his/her career interest through individual expert counseling.
- Makes available updated database and job profile of the companies and thus helps each student analyze and choose company of his interest.
- Organizes and coordinates Campus Placement Program, to fulfill its commitment of a job to every aspirant.
- Organizes Workshops on Soft Skill Training.
- Develop skills in students like integrity, reliability and teamwork, problem solving, entrepreneurship, communication in English and use of modern tools and technologies.
- Organize programs for Effective Entrepreneurship Education.

Sr.No.	Name	Designation	Status
01	Mr.S.S.Jadhav	Training and Placement Officer	Co-ordinator
02	Vishwajeet Chavan	Students Representative (ME)	Member
03	Digvijay Kiran Lad	Students Representative (CO)	Member
04	Saurabh Popat Chavan	Students Representative (CE)	Member
05	Tejas Prakash Jagtap	Students Representative (EJ)	Member
06	Sanket Hanmant Sawant	Students Representative (EE)	Member

1.12 Alumni Committee (AC)

Alumni of an educational institute contribute a lot to the growth of the organization. Besides being a major stakeholder of the institute, they give guidance and feedback to their juniors with respect to their career opportunities. This committee was constituted to keep constant rapport with the alumni.

Sr.No.	Name	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.C.B.Patil	HoD, Science & Humanities Department	Member
03	Mr.H.R.Kulkarni	HoD, Department of Computer Engineering	Member
04	Mr.M.V.Mane	HoD, Department of Mechanical Engineering	Member
05	Mr.A.G.Rasal	HoD, Department of Civil Engineering	Member
06	Mr.S.S.Jadhav	Training and Placement Officer	Member
07	Mr.M.J.Salunkhe	Alumni	Member
08	Mr.S.V.Gondil	Alumni	Member
09	Mr.S.S.Sutar	Vice-Principal	Member Secretary

1.13 Student Grievance Redressal Committee

Functions:

- Examine and enquire the student(s) involved in malpractice.
- Decide the punishment depending upon the gravity of the offence. Appeal to the Principal.
- It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student.

List of Members of Grievance Redressal Committee

Sr.No.	Name of Faculty	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.H.R.Kulkarni	HoD, Department of Computer Engineering	Member
03	Mr.S.J.Kadam	Lecturer	Member
04	Ms.K.J.Patil	Lecturer	Member
05	Mr.C.B.Patil	HoD, Science & Humanities Department	Member Secretary

1.14 Faculty, Staff Grievance & Redressal Committee

Functions:

There shall be grievance committee to deal with the grievances of the teachers and other employees of the Institute to hear and settle grievances.

List of Members of Faculty, Staff Grievance & Redressal Committee

Sr.No.	Name of Faculty	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.H.R.Kulkarni	HoD, Department of Computer Engineering	Member
03	Mr.K.G.Sutar	Lecturer	Member
04	Mrs.S.P.Vibhute	Lecturer	Member
05	Mr.D.N.Mali	Accountant	Member
06	Mrs.Sadhvi Ramrao Patil	Jr.Clerk	Member
07	Mr.C.B.Patil	HoD, Science & Humanities Department	Member Secretary

1.15 Anti Ragging Committee

Functions:

- Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- Creation of cordial and free atmosphere.
- Involving seniors and freshers jointly in value based cultural and other activities.
- Entrusting the responsibilities jointly.
- Inter-action and casual warning.
- Ensuring the spot solutions by adapting soft measures.
- In case of need, reporting to the nearest police station.

List of Members of Anti-Ragging Committee

Sr.No.	Name of Faculty	Status	Designation
01	Mr.M.S.Deshmukh	Chairman	Principal
02	Mr.C.B.Patil	Secretary	Head of Department
03	Mrs.Sarojini Patil	Member	Assistant Police Inspector
04	Mr.Adhik V.Patil	Member	Taluka Health Officer
05	Mr. Y,B,Kadam	Member	Local Media representative
06	Mr.R.P.Patil	Member	NGO representative
07	Mr.K.G.Sutar	Member	Lecturer
08	Ms.J.J.Kharade	Member	Academic Co-ordinator
09	Anil Sanjay Kumbhar	Member	Student representative

1.16 Anti Ragging Squad: (Lunch Break) Canteen, Campus, Classrooms, Library.

List of Members of Anti-Ragging Squad

Sr.No.	Name of Faculty	Status	Designation
01	Mr.H.R.Kulkarni	Chairman	Head of Department

Sr.No.	Name of Faculty	Status	Designation
02	Mr.A.B.Mahadik	Member	Lecturer
03	Mr.A.P.Patil	Member	Lecturer
04	Mr.O.S.Yadav	Member	Lecturer
05	Mr.T.B.Suryawanshi	Member	Lecturer
06	Ms.K.J.Patil	Member	Lecturer
07	Prajakta Suresh Kadam	Member	Student representative

1.17 Women Grievance Redressal Cell

Functions:

- To build self-esteem & dignity among girl students & ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To creates awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit Sexual Harassment at workplace.

List of Members of Women Grievance Redressal Committee

Sr.No.	Name of Faculty	Designation	Status
01	Mr.M.S.Deshmukh	Principal	Chairman
02	Mr.H.R.Kulkarni	Head of Department	Member Secretary
03	Ms.J.J.Kharade	Lecturer	Member
04	Mrs.S.P.Vibhute	Lecturer	Member
05	Ms.S.S.Gavade	Lecturer	Member
06	Mrs. L.A.Abhang	Library Clerk	Member
07	Ms.Malavika Jadhav	Student	Member

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