



SADHANA EDUCATION SOCIETY'S

(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd 1980

Relief Road, Santacruz (W), Mumbai – 400 054.

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Website: www.Israheja.org

The following table summarizes the various committees in the college:

Note: You may click on the department title to view more about the respective department.

ADMINISTRATIVE	ACADEMICS	STUDENT WELFARE
CDC	Library Advisory	Pre-Placement Training & Placement
Internal Quality Assurance Cell	Staff Academy	Newsletter- Campuzz
Unfairmeans Inquiry	Time Table	Gymkhana
Website	Department Publications	College Magazine
Purchase Committee	Examination	Anti-Ragging & Discipline
College Grievance Redressal	Research	Nature & Hiking Club
Admission	Attendance	College Canteen
Internal Complaints	CAP	DLLE
		NSS & NCC
		Celebration Of Important Dates
		Social Media
		Extra-Curricular Activities



ADMINISTRATIVE

COLLEGE DEVELOPMENT COMMITTEE (CDC)

Functions:

- To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
- To enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- To decide about the overall teaching programmes or annual calendar of the college.
- To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- To make specific recommendations to the management to foster and strengthen the academic and administrative activities in the college.
- To make recommendations regarding the students' and employees' welfare activities in the college.
- To make recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- To discuss the reports of Internal Quality Assurance Committee (IQAC) and make suitable recommendations.
- To perform such other duties and exercise such other powers as may be entrusted by the management.

Members:

Shri Vishwas Dhumal	Chairman
Shri Mohan Almal	Honorary Secretary, Sadhana Education Society
Shri Sharad Mehta	Member, Nominated by Management
Mr. Vijay Parmar	Chief Administrative Officer, Sadhana Education Society
Ms. Manjula J. Nichani	Member, Nominated by Management
Dr. Deepak Dave	Member, Nominated by Management
Dr. Debajit N. Sarkar	Principal & Member Secretary
Dr. (Mrs.) Anupama N. Nerurkar	IQAC Coordinator
Dr. (Mrs.) Seema A. Ukidve	Member, Nominated by Principal
Mr. H. A. Wandrekar	Representative, Teaching Staff
Dr. Preeti S. Vaswani	Representative, Teaching Staff
Mr. Rahul P. Dandekar	Representative, Teaching Staff
Mrs. Rupal R. Kore	Representative Non-Teaching Staff
Mrs. Vaishali Pandya	Coordinator, BAF, Special Invitee
Ms. Vijalaxmi Amin	Alumni, Representative



INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Committee of our college plans, guides and monitors Quality Assurance and Quality Enhancement activities of the college. The primary aim of the IQAC committee is to develop a robust system helping to achieve a sustainable approach towards the academic and administrative performance.

Functions:

- IQAC acts as a focal agency on quality related matters.
- Development of quality standards/parameters for various academic and administrative activities.
- Ensures efficient coordination for conducting activities.
- Promotes and enhances quality culture at our college.
- Dissemination of information on quality standards/parameters for various activities.
- Application and maintenance

Members:

Dr. Debajit N. Sarkar	Chairman
Mr. Vijay Parmar	Management Representative
Dr. (Ms.) Lilly Bhushan	Out Side Expert
Dr. M.Z Farooqui	Out Side Expert
Dr. Ms. Jayashree Inbaraj	Member
Dr. Ms. Anupama Nerurkar	Convener
Dr. Seema A. Ukidve	Member
Dr. Hrishikesh Wandrekar	Member
Ms. Pooja U. Yadav	Member
Mr. Rahul P. Dandekar	Member
Ms. Vaishali Pandya	Member
Ms. Divya Kanchan	Member
Mr. Mehul Barai	Member
Ms. Rupal Kore	Member
Ms. Monisha Somaiya	Student Representative (Aided section)
Ms. Krisha Jain	Student Representative (Unaided section)
Mr. Firoz Khan	Alumni Representative



UNFAIRMEANS INQUIRY COMMITTEE

Functions:

- To follow and adhere to the Ordinance 5050 of the University of Mumbai.
- To prepare the SOP to deal with unfair cases and actions.
- To examine and recommend course of action on the cases of malpractices by students in the examinations.
- To conduct meeting and maintain the records of cases investigated by the committee.

Members:

Dr. Ms. Akshata Kulkarni	Convener
Ms. Samiksha Jadhav	Member
Mr. Ramsagar Yadav	Member
Mr. Mehul Barai	Member
Mr. Raju Gole	Member

WEBSITE COMMITTEE

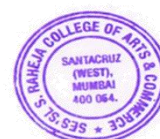
Functions:

- To develop and maintain the college website regularly.
- To ensure dissemination of information of various committee activities on college website.
- To ensure display and update of all official information to be communicated to students and others.
- To connect students and staff to various portals of college via website like examination, admission, library etc.

Members:

Dr. Parita Desai	Convener
Ms. Neha Nikam	Member
Ms. Shivani Chande	Member
Ms. Pooja Patwradhan	Member
Mr. Aditya Trivedi	Student Member
Mr. Aniket Panigrahi	Student Member

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PURCHASE COMMITTEE

Functions:

- To invite quotations from vendors to meet various requirements of the college.
- To finalize and approve the vendor quotations.
- To ensure cost effectiveness and quality in purchases made by the college.
- To issue work order accordingly.

Members:

Mr. Mohan Almal, Honorary General Secretary, SES	Chairperson
Dr. Debajit Sarkar, Principal	Member
Mr. Vijay Parmar, CAO - SES	Member
Dr. Anupama N. Nerurkar	Member
Dr. Seema A. Ukidve	Member
Ms. Kavita Makhija	Member
Ms. Rupal Kore	Member

COLLEGE GRIEVANCE REDRESSAL COMMITTEE (CGRC)

Functions:

- To attend the general grievances of the students and staff if any.
- To suggest suitable measures within the policy framework of the college/university/government.
- To maintain the records of grievances reported/redressed.

Members:

Dr. Debajit Sarkar	Chairperson
Dr. Anupama Nerurkar	Member
Ms. Vaishali Pandya	Member-Secretary

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ADMISSION COMMITTEE

Functions:

- To propose the contents in the college Prospectus and Admission form.
- To prepare and display common instructions to students seeking admissions in the college.
- To assist and counsel the students and parents during admission.
- To verify and examine documents of the students during admission process.

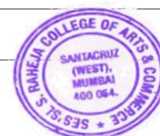
Members:

First Year - Aided	
Dr. Preeti Vaswani	Convener
Ms. Samiksha Jadhav	Member
Mr. Ramsagar Yadav	Member
Ms. Neha Dalal	Member
Ms. Shivani Chande	Member
Ms. Puja Patwardhan	Member
Ms. Sajitha Kumar	Member
Ms. Vibha Dicondwar	Member

First Year - Unaided	
Ms. Vaishali Pandya	Convener
Ms. Divya Kanchan	Member
Ms. Kavita Makhija	Member
Ms. Suvarna Raikar	Member
Ms. Heta Parekh	Member
Ms. Jyoti Sarkar	Member
Ms. Prajakta Joshi	Member
Mr. Mehul Barai	Member
Mr. Raju Gole	Member
Ms. Neha Nikam	Member
Mr. Upmanya Yajnik	Member

Second & Third Year - Aided	
Mr. Hrishikesh Wandrekar	Convener
Dr. Samya Shinde	Member
Ms. Samiksha Jadhav	Member
Mr. Ram Sagar Yadav	Member
Ms. Neha Dalal	Member

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Ms. Puja Patwardhan	Member
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Second & Third Year - Unaided

Ms. Vaishali Pandya	Convener
Ms. Divya Kanchan	Member
Ms. Kavita Makhija	Member
Ms. Suvarna Raikar	Member
Ms. Heta Parekh	Member
Ms. Jyoti Sarkar	Member
Ms. Prajakta Joshi	Member
Mr. Mehul Barai	Member
Mr. Raju Gole	Member
Ms. Neha Nikam	Member
Mr. Upmanya Yajnik	Member

Support Staff

Ms Rupal Kore	OS
Mr. Ashish Samant	Accountant
Mr. Shailesh Patel	Jr Clerk
Mr. Mahesh Gosavi	Jr Clerk
Ms. Manisha Bendre	Clerk
Mr. Justin Tuscano	IT Coordinator
Mr. Prasad Chavan	IT Asst.
Mr. Chandrakant Vichare	IT Asst.

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INTERNAL COMMITTEE

Functions:

- To deal with the issues of gender-based violence.
- To conduct gender sensitization programmes within the purview of UGC guidelines.
- To ensure healthy and secure atmosphere in the college.

Members:

Dr. Akshata Kulkarni	PO
CA Hrishikesh Wandrekar	Member
Ms. Divya Kanchan	Member
Ms. Rupal Kore	Member
Ms. Ragini Samant	Member
Ms. Smita Patil (Advocate with NGO)	Member
Ms. Shruti Samant	Student Representative
Ms. Yashvi Chedda	Student Representative
Ms. Aswita Chandran	Student Representative

S. Patil



ACADEMICS

LIBRARY ADVISORY COMMITTEE

Functions:

- To advise and review on policies with respect to procurement of library products (print and non-print materials) and library services (print and digital) to all the stakeholders.
- To prepare and propose library budget and approve in the meeting conducted with consensus of all members.
- To ensure the smooth functioning of library activities.

Members:

Dr. Debajit N. Sarkar	Chairman
Dr. Parita M. Desai	Convener
Dr. Anupama N. Nerurkar	Member
Dr. Samya Shinde	Member
CA Hrishikesh A. Wandrekar	Member
Dr. Seema A. Ukidve	Member
Mrs. Samiksha S. Jadhav	Member
Ms. Pooja U. Yadav	Member
Ms. Neha Dalal	Member
Ms. Vaishali Pandya	Member
Ms. Kavita Makhija	Member
Ms. Divya Kanchan	Member
Mrs. Jyoti Sarkar	Member
Ms. Heta Parekh	Member
Ms. Prajakta Joshi	Member
Mr. Raju Gole	Member
Ms. Ishita P. Karmaran	Student Member
Ms. Sana Mohamed	Student Member

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STAFF ACADEMY

Functions:

- To plan and execute various sessions for college throughout the academic year.
- To invite eminent speakers and experts to deliver talks/sessions to the staff.
- To decide on the details of the session to be conducted along with the honorarium to be paid to the speaker.
- To maintain the records of the sessions conducted

Members:

Dr. Samya P. Shinde	Chairperson
Mr. Ramsagar B. Yadav	Member
Ms. Jyoti Sarkar	Member
Ms. Mansi Bafna	Member

TIME TABLE COMMITTEE

Functions:

- To frame an appropriate time table as per university rules.
- To draft and publish programme wise time table as per individual workloads.
- To resolve any issues related to the time tables
- To maintain the records of the time table plan and submit to IQAC.

Members:

Dr. (Ms.) A. Nerurkar	Convener
Dr. (Ms.) Samya Shinde	Member
Mr. Hrishikesh Wandrekar	Member
Dr Seema Ukidve	Member
Ms. Vaishali Pandya	Member
Ms. Kavita Makhija	Member
Ms. Divya Kanchan	Member
Ms. Jyoti Sarkar	Member
Ms. Suvarna Raikar	Member
Ms. Prajakta Joshi	Member
Ms. Heta Parekh	Member
Ms. Neha Dalal	Member

S. P. Shinde



DEPARTMENTAL PUBLICATIONS

Functions:

- To ensure publication from students and staff like articles/write ups etc which are academic in nature.
- To interact and coordinate with students and staff for quality publications.
- To ensure display of periodical publications on the college website.

Members:

Ms. Laila Patel	Convener
Mr. Raju Gole	Member
Ms. Jyoti Sarkar	Member
Ms. Shivani Chande	Member
Ms. Puja Patwardhan	Member
Ms. Vibha Dicondwar	Member

S. Patil



EXAMINATION COMMITTEE

Functions:

- To conduct all semester, end Internal and External examinations.
- To prepare and display the time table for all examinations.
- To collect the question papers/bank from the faculty members within stipulated time.
- To ensure the questions papers are set as per the marking scheme as prescribed by the university.
- To ensure the availability of stationery required for the smooth conduct of examination.
- To refer the cases of malpractice in the examination to the Unfair means Inquiry for further action.
- To prepare and process the results of all examinations conducted by the college.
- To ensure display of results on college noticeboard/website within stipulated time.
- To certify printing and distribution of marksheets to students on time.
- To maintain and submit the copy of all examination results to office.
- To invite external examiners/evaluators as per requirement.
- To prepare and submit the exam remuneration bills to CAP in-charge.
- To guide and resolve any queries/issues of students with respect to the examination, results and marksheets.
- To maintain the records of all meetings and resolutions of the committee.

Members:

Dr. Seema Ukidve	Chairperson
Ms. Vaishali Pandya	Member
Dr. Gordhan Devnani	Member
Mr. Rahul Dandekar	Member
Ms. Pooja U. Yadav	Member
Ms. Divya Kanchan	Member
Ms. Kavita Makhija	Member
Ms. Suvarna Raikar	Member
Ms. Heta Parikh	Member
Ms. Jyoti Sarkar	Member
Ms. Prajakta Joshi	Member
Mr. Raju Gole	Member
Ms. Sajitha Kumar	Member
Ms. Neha Dalal	Member

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COMMERCE RESEARCH CENTRE

Functions:

- To provide research guidance to students enrolled under the centre.
- To provide insight into research methodology for ensuring quality research.
- To conduct RAC meetings to review the work done by students.

Members:

Dr. Anupama Nerurkar	Chairperson
Ms. Laila Patel	Convener
Mr. Mehul Barai	Member
Sajith Kumar	Member

ATTENDANCE COMMITTEE

Functions:

- To maintain the daily attendance records of lectures in the prescribed manner.
- To ensure monthly compilation of attendance and display of attendance.
- To encourage students by promoting the Ordinance 6086 of the University of Mumbai.
- To sensitize the students about the importance of attendance and consequences of implementation of the Ordinance 6086.
- To maintain defaulters' students list and encourage respective class mentors to counsel them.

Members:

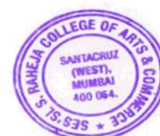
CA. Mr. Hrishikesh Wandrekar	Convener
Ms. Divya Kanchan	Member
Ms. Samiksha Jadhav	Member
Mr. Ramsagar Yadav	Member
Mr. Raju Gole	Member
Ms. Neha Nikam	Member

CAP (CENTRAL ASSESSMENT PROGRAMME) COMMITTEE

Functions:

- To make arrangements for paper assessments and moderation.
- To collect model answer papers and marking schemes from the respective course faculty.
- To ensure issuance and collection of the answer books for assessment and moderation.
- To maintain the records of assessment and moderation.
- To collect and collate the examination remuneration bills from faculties and submit the same to college office for further processing.

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STUDENT WELFARE

PRE-PLACEMENT TRAINING AND PLACEMENT CELL

Functions:

- To organise pre-placement training for third year students.
- To invite industries and companies for campus placements.
- To motivate the students for enrolments in training and placements
- To coordinate and assist the Chairperson of the training/placement programme

Members:

Ms. Laila Patel	Chairperson
Mr. Ramsagar Yadav	Member
Mr. Mehul Barai	Member
Mr. Raju Gole	Member
Ms. Manasi Bafna	Member
Ms. Vibha Dicondwar	Member
Mr. Dhruv Rambhia	Student Member
Ms. Devika Vyas	Student Member
Ms. Prerna Palshetkar	Student Member
Ms. Sakshi Desai	Student Member
Ms. Sanjana Sajjanhar	Student Member
Ms. Kishita Doshi	Student Member
Ms. Kavita Sharma	Student Member



NEWSLETTER- CAMPUZZ

Functions:

- To collect, compile and publish information/pictures from all sections of the college at the end of every quarter.
- To create credibility and build awareness of the activities of the college.

Members:

Dr. Parita M. Desai	Responsible for compilation and release of Newsletter Quarter 1 i.e. (JUNE to AUGUST)
Mr. Upamanyu Yajnik	Member
Ms. Pooja U. Yadav	Responsible for compilation and release of Newsletter Quarter 2 i.e. (SEPTEMBER to NOVEMBER)
Ms. Pooja Patwardhan	Member
Ms. Monali Raut	Responsible for compilation and release of Newsletter Quarter 3 i.e. (DECEMBER to FEBRUARY)
Ms. Shivani Chande	Member
Ms. Vibha Dicondwar	Responsible for compilation and release of Newsletter Quarter 4 i.e. (MARCH to MAY)
Ms. Neha Nikam	Member
Mr. Aniket Panigrahi	Student Member

GYMKHANA COMMITTEE

Functions:

- To encourage and train students to participate in various sports and athletic competitions.
- To prepare a policy on participation in the University and inter collegiate tournaments.
- To prepare, publish and ensure to display all notices of sports activities on required forums.
- To prepare, inform and approve the TA/DA payable to the participants in various sports events.
- To propose the purchase of sports equipment's along with quotations before the Purchase Committee for approval.
- To maintain the records of all events related to sports for reference.

Members:

CA. Hrishikesh A. Wandrekar	Chairman
Ms. Dipali Patil – Sports Director	Convener
Mrs. Laila A. Patel	Member
Mr. Ramsagar B. Yadav	Member
Mr. Raju Gole	Member
Mr. Mehul Barai	Member
Mr. Yogesh Rajan Sharma	Student Member
Ms. Aditi Ajay Goyal	Student Member

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COLLEGE MAGAZINE COMMITTEE

Functions:

- To ensure timely printing and distribution of the college magazine
- To collect annual reports and photographs of the activities/events required for the magazine from the concerned staff and students.
- To edit and finalize the annual reports of various departments and committees.

Members:

Dr. Preeti S. Vaswani	Chief Editor
Dr. Parita M. Desai	Editor
Ms. Pooja U. Yadav	Editor
Ms. Kavita Makhija	Editor
Ms. Shivani Chande	Editor
Ms. K. V. Bansod	Editor
Mrs. N. Shah	Editor
Mrs. P. M. Shejwal	Editor
Ms. Khushi Gala	Student Member
Ms. Khushi Jaiswal	Student Member

ANTI RAGGING & DISCIPLINE COMMITTEE

Functions:

- To ensure overall discipline in the college campus.
- To sensitize students about the malicious ragging and its consequences.
- To prevent students and address the complaints on ragging (in consonance with the UGC guidelines)
- To publicise, display and monitor adherence of college rules and regulations.
- To examine and recommend course of action for the cases reported.

Members:

Dr. Gordhan Devnani	Convener
Mr. Ram Yadav	Member
Mr. Raju Gole	Member
Ms. Shivani Chande	Member

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NATURE AND HIKING CLUB

Functions:

- To create awareness and inculcate an appreciation of nature and its habitat among college students and staff.
- To initiate programmes and propagate the spirit of nature conservancy among the students.
- To organize hikes and treks for the students.

Members:

Dr. Ms. Akshata Kulkarni	Chairperson
Mr. Hrishikesh Wandrekar	Member
Mr. Raju Gole	Member
Ms. Neha Nikam	Member
Mr. Upamnayu Yajnik	Member

COLLEGE CANTEEN COMMITTEE

Functions:

- To advice on the Canteen services to students/staff with respect to food menu, price and quality and service.
- To examine the cleanliness in the Canteen by periodical/random checks.
- To address and monitor the complaints and suggestions of the students/staff regularly.

Members:

Dr. Akshata A. Kulkarni	Chairperson
Dr. Gordhan N. Devnani	Convener
Dr. Parita M. Desai	Member
Ms. Pooja U. Yadav	Member
Ms. Shivani Chande	Member
Ms. Meena Patil (Jr College)	Member
Mr. C. S. Rajput (Jr College)	Member
Mr. Atul Khare	Member
Ms. Nikhat Patel	Student Member
Mr. Abhishek Yadav	Student Member

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DLLE COMMITTEE

Functions:

- To encourage and indulge students in community-based activities.
- Extension teachers decide extension activities and implement them with support of student managers.
- To hold regular meetings and maintain records of all activities conducted.
- To guide and mentor the student managers and other student participants to execute the activities.

Members:

Ms. Divya Kanchan	Chairperson
Mr. Raju Gole	Member
Mr. Mehul Barai	Member
Ms. Jyoti Sarkar	Member
Mr. Upmanyu Yajnik	Member
Ms. Prajakta Joshi	Member
Ms. Heta Parekh	Member
Ms. Neha Nikam	Member

NCC AND NSS ADVISORY COMMITTEE

Functions:

- To plan and execute various activities of NCC/NSS programmes
- To distribute the work to all the NCC/NSS volunteers
- To disseminate the information of the activities to be conducted to students
- To maintain the records of all the activities

Members:

Dr. Debajit N. Sarkar	Chairperson
Dr. Akshata A. Kulkarni	Member
Mr. Ramsagar B. Yadav	Convener
Mr. Rahul P. Dandekar	Member
Mr. Raju Gole	Member
Ms. Dipali Patil	Co-Convener

S. P. Gole



CELEBRATION OF IMPORTANT DATES

Functions:

- To organize programmes of national and international importance along with students and staff.
- To plan and make necessary arrangements with respect to celebration of days.
- To maintain the records of all the days celebrated.

Members:

Ms. Dipali Patil	Convener
Ms. Fatima Agashiwala	Student Member
Mr. Ashish Thakur	Student Member

SOCIAL MEDIA

Functions:

- To promote all the college activities and events to all the stakeholders.
- To ensure awareness on the upcoming events and encourage students to participate.
- To maintain and display the after-event records like photos and achievements.
- To create a good network with Alumni.

Members:

Ms. Neha Nikam	Chairperson
Ms. Shivani Chande	Member
Ms. Puja Patwardhan	Member
Ms. Monali Raut	Member
Ms. Manasi Bafna	Member
Mr. Ayush Shah	Student Member

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EXTRA CURRICULAR ACTIVITIES COMMITTEE

Functions:

- To plan and execute intercollegiate fests and intra-collegiate events.
- To plan participation of students in intra collegiate events and intercollegiate fests.
- To encourage participation in youth festival at the University level.
- To organise Independence Day, Republic Day and Maharashtra Day celebration in coordination with NSS and NCC.
- To plan and execute the college Annual Day celebration.
- To ensure all information is provided to students regarding events via notices and the website.
- To maintain the records of all events and related information and submit the same to college magazine committee.

Members:

Dr. Samya P. Shinde	Chairperson
Mr. Ramsagar Yadav	Member
Ms. Heta Parekh	Member
Mr. Raju Gole	Member
Ms. Jyoti Sarkar	Member
Mr. Upmanyu Yajnik	Member
Mr. Sajitha Kumar	Member
Ms. Puja Patwardhan	Member
Ms. Monali Raut	Member
Lyba Shaikh	Student Member
Khushi Jaiswal	Student Member
Sakshi Pandey	Student Member
Aadesh Bacche	Student Member
Riya Rai	Student Member
Sama Padvekar	Student Member

S. P. Shinde

