

6.1.2 The institution practices decentralization and participative management

Governing Body:

Working of governing body comprises problems conveyed by Local management committee. The Principal of the Institution conducts regular meetings with the staff with prior notification. The Heads of Departments observe the functioning of their respective departments. The participative decision-making ensures total participation of all the faculty of the department

Anti-ragging & General Grievances cell:

An anti-ragging committee has been constituted as per the directions given by the Mumbai University. During the Induction program of FE all the students and parents are made aware of anti-ragging law. Care has been taken that no student shall involve in any kind of physical and mental ragging. The institute campus is totally ragging free and not a single incident has been registered till date. Antiragging committee has been constituted to observe the discipline in the campus and also to make it ragging free. The members of the committee run a anti ragging campaign through notices and also by counseling the students class to class.

College Development Committee:

The committee consists of representative of trust, principal, students representatives, faculty, staff members, industry experts and alumni. Purpose of committee is to deal with development plan of the college regarding academic, administrative and infrastructural growth. The CDC meets at least 4 times in a year.

Functions of CDC:

- It prepares the overall Development Plan of the College.
- It decides the Academic Calendar: the teaching programs(new & existing), workload & requirement of teachers, non-teaching staff.
- It frames a smooth admission procedure as per norms;
- It gives recommendations to the management to encourage and strengthen research culture, consultancy and extension activities, academic collaborations, use of ICT in teaching learning, training facility to staff.
- It recommends management for approval of the Annual financial statements & Budget.

- It decides the welfare schemes of the College for staff & students, other events like Annual Day, Sports Day, and Inter collegiate events, Seminar/Conferences etc and also the prizes / awards to be given.
- It reviews the various reports, viz., IQAC & NAAC report, statutory audit report, Local Inquiry report & suggests suitable action.
- It recommends appropriate steps regarding the discipline, safety and security issues of the college.
- It prepares & submits the Annual report of the College to the management & University.

College Academic Committee (CAC)

College Academic Committee (CAC) is a centralized committee responsible for the academic growth of the institute. It also provides guidelines for the departmental academic committees.

The Principal and Deans along with HoDs, based on their own experience in academic and research activities, convert them into tangible actions in respect of teaching learning process, research and development, and industry institute interaction.

Committee Member Hierarchy: The CAC consists of the Principal (Chairperson), Academic Dean, Head of the Departments, and Officer In-charge of Examinations.

Activities conducted by CAC:

- Planning, executing and monitoring the academic activities and other related activities.
- Planning and executing development programs for faculty and students.
- Formulating future plans for the growth of the institute.
- Charting resource mobilization through industry interaction, consultancy and extra-mural funding.
- Promoting research and extension activities.
- Endorsing teaching innovations and student placement programs.
- Sustaining the quality of education, institutional improvement and enabling accreditation. Recommending schemes to promote participation of faculty and students in community development.
- Reviewing students' attendance /malpractices in examinations.

- Monitoring the internal examinations/ evaluation/ recording.

The CAC conducts periodical meetings with staff, student representatives, students, parents, alumni, corporate persons, employers etc., to get their inputs and strive incessantly to improve the quality of education and fulfill the institute's vision and mission

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Library committee:

Roles of Library committee

- Coordination of book selection, purchase and accessioning the same after purchase
Classification and cataloguing of books.
- Ensuring proper maintenance of books, journals, periodicals, newspapers and their periodical procurement
- Ensuring proper lending and return of books Answer queries made by customers for books/information Train customers in proper handling of books
- Developing a good institutional repository system
- Overall administration of Library



SARASWATI Education Society's
SARASWATI College of Engineering

[THREE CLIVE KOLLAKE AND DISTRICT]


Kharghar, Near Mumbai - 410 210.

Date: 01/07/19

Notice

All the teaching and non-teaching staffs are hereby informed that the *College Development Committee(CDC)* constituted for the duration of 01/7/2019 to 30/06/2020 is as follows:

Sr. No.	Name	Designation	Institution
1	Mrs. Vrushali Deshmukh	Chairman	Saraswati Education Society
2	Dr. Manjusha Deshmukh	Secretary	Saraswati College of Engineering
3	Mr. Qunzi T. Z.	Member	Saraswati College of Engineering
4	Mrs. Shanthi P. Selvam	Member	Saraswati College of Engineering
5	Mr. Paramjit M. Thakur	Member	Saraswati College of Engineering
6	Mrs. Megha Pande	Member	Saraswati College of Engineering
7	Mrs Madhuri Dhanokar	Member	Shivajirao S. Jondhale College of Engineering, Dombivli
8	Mr. Pradeep Deshmukh	Member	Metamorphosis Engitech India Private Limited
9	Mr. Rajesh Jain	Member	B. A. R. C., Mumbai
10	Mr. Mangesh S. Ranawade	Member	Entrepreneur
11	Mrs. Sujata T. Bhairnallykar	Member	Saraswati College of Engineering
12	Mr. Sampat Kakde	Member	Saraswati College of Engineering
13	Mr. Ranjeet Pande	Member	Saraswati College of Engineering
14	Mr. Parimal Sawant	Member	Saraswati College of Engineering


Dr. Manjusha Deshmukh

Principal



SARASWATI Education Society's
SARASWATI College of Engineering

Swarn Live Achieve and Contribute

Kharghar, Navi Mumbai - 410 210.

COLLEGE DEVELOPMENT CELL

Date: 19/07/2021

Sr.No	Name	Post	Contact
1	Mrs. Vrusbali P. Deshmukh	Chairman	
2	Dr. Manjusha Deshmukh	Secretary	7738677011
3	Mr. Quazi. T.Z	Member	9860447501
4	Prof. shanthi P. Selvam	Member	9821996170
5	Prof. Parmjit thakur	Member	9930580782
6	Prof. Megha Pande	Member	9892728359
7	Mrs. Madhuri Dhanokar	Member	8689972999
8	Mr. Pradeep Deshmukh	Member	7738377856
9	Mr. Rajesh Jain	Member	9892720305
10	Mr. Magesh S. Ranawade	Member	7798833777
11	Mrs. Sujata T. Bhaimallykar	Member	9920622380
12	Mr. Sampat Kakade	Member	9320299476
13	Mr. Sairaj Pardeshi	Member	9082881726
14	Mr. Ranjeet Pande	Member	7021984699

Mail Id- registrar: registrarsaraswati@gmail.com


Dr. Manjusha Deshmukh
Principal



PRINCIPAL
Saraswati College of Engineering
Kharghar, Navi Mumbai - 410210



SARASWATI Education Society's
SARASWATI College of Engineering

Learn, Live, Achieve and Contribute

Kharghar, Near Mumbai - 410 210

Ref No: SCOE/OUT.DOC/2019/25
(25)

Date: 26/06/2019

Notice

Following are the Library committee members for 2019-20 recommended by HOD:

Sr. No	Name of the staff	Designation	Dept.	Mobile no	Email ID
1	Dr. Manjusha Deshmukh	Chairman	Principal		Principal.scoc@gmail.com
2	Mrs. Seema Potdukhe	Member Secretary	Librarian	9892625098	seemapotdukhe@gmail.com
3	Prof. Sharadha Subhedar	Member	I.T	9833033407	shradhasubhedar23@gmail.com
4	Prof. Rina Bora	Member	Comp.	9987496806	rkbora2006@gmail.com
5	Prof. Asmita Lakhote	Member	Civil	9890685324	asmita.lakhote@gmail.com
6	Prof. Nilesh Chanewar	Member	Mech.	9271444243	nilesh.chanewar@rediffmail.com
7	Prof. Vasudeo Nazirkar	Member	F.E	9028732714	vasu7589@gmail.com
8	Prof. Rajashri Narwade	Member	EXTC	9821709470	nurwaderajashri@gmail.com
9	Prof. Namita Thangan	Member	Auto.	9604399940	thangan_namita@rediffmail.com

Dr. Manjusha Deshmukh
Principal



PRINCIPAL

Saraswati College of Engineering
Kharghar, Navi Mumbai - 410210



SARASWATI Education Society's
SARASWATI College of Engineering

Source: Live Achieve and Contribute

Kharghar, New Mumbai - 410 210


SCOE Grievances Redressal Cell

Date: 24 /07/2018

Sr. No.	Name	Post	Contact
1.	Dr. Manjusha Deshmukh Principal	Chairman	7738677011
2.	Group A Core Members Registrar	Chairman and HOD of all Departments.	
1	Prof. Deepa Parasar	Comp. HOD	9920074110
2	Prof. Vaishali Jadhav	I.T HOD	9829163933
3	Prof. Quazi T. Z.	Auto. HOD	9860447501
4	Prof. Sheetal Bulkekar	EXTC HOD	9766108087
5	Prof. Roshani John	Civil HOD	9869583171
6	Prof. M. B. Sorte	Mech. HOD	9004696622
7	Mr. Amar Shinde	Registrar	9320299474
	Group A (Anti ragging & General Grievances)	Sr. Faculty from each Dept. -	
1	Prof. Shanti Selvan	Member Secretary	9821996170
2	Prof. Monali Deshmukh	Member	7738376828
3	Prof. Maahi A. Khemchandani	Member	8976735521
4	Prof. Sagar Khatavkar	Member	9561365001
5	Prof. Harshal Deshpande	Member	9987757298
6	Prof. Sanjay Singh	Member	7977839965
7	Prof. Amol Bhagat	Member	9960688805

Sr. No.	Name	Post	Contact
04.	Group C (Woman anti-harassment)		
1	Prof. Sindhu Tayade	Sr. Female Faculty from each Dept.	
2	Prof. Rajashri Narwade	Member Secretary	9920077235
3	Prof. Sarita Kale	Member	9821709470
4	Mrs. Rajshri Tambe	Member	7021188653
5	Mrs. Seema Potdukhe	Member	9867598272
		Member	9892625098
1	Prof. Prashant Ingale	Sr. Male Faculty from Dept.	
		Member	9029261425

☑ Grievance cell mail ID: grs.scoe@sce.edu.in


Dr. Manjusha Deshmukh
 Principal



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