

आयुर्वेद सेवा संघ संचालित,
आयुर्वेद महाविद्यालय, नाशिक
(महाराष्ट्र शासन अनुदानित)
गणेशवाडी, पंचवटी, नाशिक-४२२००३
फोन : (०२५३) २५१३११२, २६२१८३६
फैक्स : ०२५३-२५१७१७०



Affiliated to Maharashtra
University of Health Sciences
Nashik

Ayurved Seva Sangh Sanchalit,
AYURVED MAHAVIDYALAYA, NASHIK
(Govt. of Maharashtra Aided)
Ganeshwadi, Panchavati, Nashik-422 003
Phone : (0253) 2513112, 2621836
Fax No.: (0253) 2517170

Website : www.ayurvedcollege.in

E-mail - asscollegensk@gmail.com

Outward No. 568

Date : 01/04/22

All the teachers and other members of the institute are hereby informed that various committees are constituted for smooth functioning of the institute. The expected work of the committees along with standard operative procedures (SOP) are framed and made effective for the academic year 2021-22.

1. The Specified numbers of meetings are conducted yearly.
2. The coordinator of the committee will schedule a meeting in consultation with the honorable Chairman of the committee and accordingly inform all other members well in advance.
3. The coordinator of the committee will be responsible to maintain all the records, documents such as directions, Circulars, notifications and GR of different authorities related to functions of respective committee and minutes of the meetings.
4. After the end of an academic year the coordinator of the committee will prepare and submit annual report of the work done to IQAC (Internal quality assurance cell).


I/C. Principal
Ayurved Mahavidyalaya, Nashik

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Date :

[1] Research & Scientific Committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Shravani Kulkarni	Co-ordinator
Dr. Shishir Pande	Member
Dr. Tejaswini Nade	Member
Dr. Laxmikant Joshi	Member
Dr. Ketki Kulkarni	Member

Functions

1. The committee shall meet minimum twice in a year.
2. To encourage UG, PG, PhD, Fellowship Students and Teachers to take active participation in different research activities.
3. To monitor research work progress of all concerned research activities.
4. To organize seminars and workshops related to research and publications and submit the activity report to college office.


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Date :

[2] Extension and Outreach Activities Committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Bhushan Mogal	Co-ordinator
Dr. Eknath Kulkarni	Member
Dr. Kamlesh Mahajan	Member
Dr. Shripad Upasani	Member
Dr. Shravani Kulkarni	Member
Bhushan Pawar	UG Scholar

Functions

1. The committee shall meet minimum twice in a year.
2. To encourage UG and PG students for active participation in extension and outreach activities.
3. To organize various social and medical camps and make all required things available in the peripheral area and submit its report to concerned authority.
4. To sensitize all staff members of the institute regarding social responsibilities.
5. To organize visits for the students as per curriculum under various departments of the institute.


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[3] Library Advisory Committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Mr. Dattatraya Kare	Co-ordinator
Dr. Devdatta Deshmukh	Member
Dr. Anagha Unavekar	Member
Dr. Neelam Gokhale	Member
Dr. Harish Garge	Member
Dr. Parag Patil	Member
Swapnali Somawanshi	1st BAMS Student
Ronak Jain	2nd BAMS Student

Functions

1. The committee shall meet minimum twice in a year.
2. To prepare rules and regulations for students, teachers regarding effective use of library.
3. To take review of available books, research journals in Library
4. To initiate and complete the process of purchase of new books and all necessary documents as well as E- books and ensure availability of Books, Research Journals, News papers as per the norms.
5. To decide and discard damaged books as per rules and regulations.
6. To monitor effective implementations of schemes for students like Book Bank scheme, digital laboratory etc.


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[4] Hostel Management committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Tejaswini Nade	Co-ordinator
Dr. Kirti Kate	Member
Dr. Archana Bhaskarwar	Member
Dr. Pronjali Jagtap	Member
Dr. Pooja Sonawane	Member
Nisha Kuhrade	1st BAMS Student

Functions

1. The committee shall meet minimum twice in a year.
2. To prepare rules and regulations for Hostel students.
3. To monitor the discipline in the hostel
4. To take preventive measures to avoid ragging.
5. To take periodical review of facilities like mess, electricity, drinking water etc. and take appropriate action.


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Outward No.

Date :

[5] Examination Activity committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Abhay Patkar	Co-ordinator
Dr. Sucheta Pande	Member
Dr. Nitin Chavan	Member

Functions

1. The committee shall meet minimum twice in a year.
2. To plan Examination as per directions given by the MUHS and publish it accordingly on notice board.
3. To ensure all arrangements for conduction of theory, practical and CAP (Central Assessment Program) work of MUHS.
4. To prepare and display the time table of internal theory and practical examination.
5. To ensure availability of stationary and all other necessary requirements for examination and also keep the record of the same.
6. To develop the mechanism for students grievances regarding examination.
7. To prepare the final result of internal assessment and submit it to the MUHS by online and offline mode as per notifications within stipulated time.
8. To maintain the secrecy of Examination related work.


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Outward No.

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[6] Counseling committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Shivanand Tonde	Co-ordinator
Dr. Pushpalata Ingle	Member
Dr. Archana Bhaskarwar	Member
Dr. Tejiswini Nade	Member
Dr. Shravani Kulkarni	Member
Smt. Kaveri Kahandal	Member

Functions

1. The committee shall meet minimum once in a year.
2. To Communicate with the all students and identify their difficulties and problems
3. To do all necessary arrangements for counseling of the needy student.
4. To make communications with their parents and explain the condition, if needed.
5. To provide necessary support to needy students and refer them to expert or specialist if needed.


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Outward No.

Date :

[7] Student Council committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Nitin Chavan	Co-ordinator
Dr. Tejaswini Nade	Member
Dr. Bhushan Mogal	Member
Dr. Shravini Kulkarni	Member

Functions

1. The committee shall meet minimum twice in a year.
2. To formulate student Council every year as per rules and regulations of MUHS and send its information to the university within time.
3. To conduct a meeting with members for planning of yearly activity.
4. To plan and execute all the events of the institute such as arrangement of guest lectures, celebration of festivals, social gathering, NSS and sports activities etc.
5. To inform and propagate various student welfare schemes of MUHS to all the students.


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Outward No.

Date :

[8] Staff & student welfare committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Suchita Pande	Co-ordinator
Dr. Kirti Kate	Member
Dr. Devdatta Deshmukh	Member
Dr. Sheetal Chavan	Member
Dr. Shravani Kulkarni	Member
Mr. Pravin More	Member
Smt. Kaveri Kahandal	Member

Functions

1. The committee shall meet minimum once in a year.
2. To sensitize all non teaching, teaching staff and students about welfare schemes present in the institute.
3. To identify the student eligible for welfare schemes and scholarships of MUHS and Government.
4. To provide necessary support for staff and students to avail different welfare schemes.


I/C. Principal

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Outward No.

Date :

[9] International Student Cell

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Shravani Kulkarni	Member
Dr. Tejaswini Nade	Member
Dr. Santosh Pathak	Member
Dr. Smita Gadekar	Member

Functions

1. The committee shall meet minimum once in a year.
2. To make all necessary communication with the competent authority for admission of international students.
3. To keep all records and documentation of admitted students.
4. To provide all necessary support for international students for academic and other difficulties faced by them if any.
5. To provide necessary support students of the institute who are willing to go abroad for higher education or job work.

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Outward No.

Date :

[10] Medical Education Unit

Sr.No	Name of the Teacher	Designation
1	Dr. Vinay Sonambekar	I/C. Principal & Chairman
2	Dr. Shivanand Tonde	Co-ordinator
3	Dr. Mona Saraf	Member
4	Dr. Seetal Chavan	Member
5	Dr. Suchita Pande	Member
6	Dr. Rajashree Kulkarni	Member
7	Dr. Swapnali Poojari	Member
8	Dr. Aniket Ambekar	Member
9	Dr. Shobhana Nagpure	Member
10	Dr. Savita Kulkarni	Member

Functions

1. The committee shall meet minimum once in a year
2. To inform about new syllabus implemented by NCISM and MUHS to all the faculties and ensure effective implementation of the same in the institute.
3. To organize seminars and workshops for medical education.
4. To encourage faculty to take active participation in MUHS basic and advanced workshops and seminars in health science education technology.


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[11] Placement Cell

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Santosh Pathak	Co-ordinator
Dr. Sheetal Chavan	Member
Dr. Devdatta Deshmukh	Member

Functions

1. The committee shall meet minimum twice in a year
2. To make proper communication with different employers like multi specialty hospitals, academic institutes, pharmacies, government and non government organizations.
3. To inform the concern students of the institute about the vacancies and demands of the job as per their profile.
4. To provide students with workplace experience and assess them with their transition into the workplace.

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[12] Curriculum Committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Mona Saraf	Co-ordinator
Dr. Archana Bhaskarwar	Member
Dr. Kirti Kate	Member
Dr. Santosh Pathak	Member

Functions

1. The committee shall meet minimum once in a year
2. To make effective curriculum planning as prescribed by NCISM and MUHS.
3. To prepare time tables for theory, practical and clinical postings, and display them on notice boards.
4. To monitor proper implementation of the curriculum.
5. To ensure proper assessment of learning outcome of students.


I/C. Principal

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[13] Code of Conduct Committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Bhushan Mogal	Co-ordinator
Dr. Abhay Patkar	Member
Dr. Savita Kulkarni	Member
Dr. Shishir Pande	Member
Dr. Sanjivani Rathod	Member

Functions

1. The committee shall meet minimum twice in a year
2. To frame rules and regulations for code of conduct for students, teaching and non-teaching staff.
3. To ensure discipline in the campus.
4. To organize meeting as and when complaint received from the complainant.
5. To appoint enquiry committee if needed for the received complaint
6. To verify all the documents or evidences or witnesses regarding the complaint and take necessary action if required.
7. To take necessary action against them who breaches the rules and regulations for code of conduct.


I/C. Principal
Ayurved Mahavidyalaya, Nashik

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आयुर्वेद सेवा संघ संचालित,
आयुर्वेद महाविद्यालय, नाशिक
(महाराष्ट्र शासन अनुदानित)
गणेशवाडी, पंचवटी, नाशिक-४२२००३
फोन : (०२५३) २५१३११२, २६२१८३६
फैक्स : ०२५३-२५१७१७०



Affiliated to Maharashtra
University of Health Sciences
Nashik

Ayurved Seva Sangh Sanchalit,
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Outward No.

Date :

[14] Maintenance and Purchase Committee

Dr. Vinay Sonambekar	I/C. Principal & Chairman
Dr. Nitin Chavan	Co-ordinator
Dr. Devdatta Deshmukh	Member
Dr. Bhushan Mogal	Member
Mr. Shrikant Zirpe	Member

Functions

- 1) Meeting of maintenance and purchase committee will be held twice in a year in the month of January & July for general maintenance in term of electronics, electrical & civil work.
- 2) If any of the department has any requirement regarding maintenance of their Instruments and Equipment, or other things or need to purchase required things this committee will verify the need of the demand & accordingly approved it for further necessary action.


I/C. Principal

Ayurved Mahavidyalaya, Nashik

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