Academic and Administrative Committees

for academic year 2026-27

S. N.	Name of Committee	Composition of Committee	Role and Responsibilities
01	Program Committee: M. Pharm	**M. Pharm Co-ordinator:** Dr. Vidya Sabale **Members:** Dr. Ajay Pise Dr. Amol Warokar Dr. Sachin More Class Representatives	1. Periodically reviewing the progress of classes and attendance. 2. Discussing problems concerning the curriculum, syllabus, and conduct of classes. 3. Communicating its recommendations on academic matter to the HOI, such communications being duly recorded. 4. Periodically reviewing and monitoring the attainment of PO and COs along with Bloom's Taxonomy levels and/or Miller's pyramid. 5. Encouraging the use of ICT tools and providing e-learning resources for higher order learning. 6. Ensuring effective implementation of participative, problem based, experiential learning as innovative pedagogical approaches for effective outcomes.
02	Program Committee: B. Pharm	**B. Pharm Co-ordinator:** Dr. Ruchi Shivhare **Members:** Dr. P. S. Gangane Dr. Ashwini Ingole Dr. Rohini Kharwade	

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		Dr. Vijayshri Rokde Dr. Sandhya Bagade Mr. Sachin Mendhi Student Representatives (CRs)	
03	Anti-ragging Committee	**Secretary:** Dr. Purushottam Gangane p.gangane@gmail.com 9420338543 **Members:** Mr. Vishwanath Kuthe Mr. Amar Kane Mr. Tushar Naidu Dr. Rohini S. Kharwade Mrs. Rupali Kamadi Mr. Chintaman Matre Student Representatives	1. Constitution of Anti-Ragging squad to keep watch on students' behavior and activities at college premises. 2. To spread awareness regarding Anti-Ragging in college premises. 3. Regular interaction and counseling of students on Anti-Ragging. 4. To conduct raids in college premises, canteen, and nearby bus stand. 5. To check CCTV footage regularly to identify trouble triggers.
04	Internal Examination Committee	**Secretary:** Dr. Deweshri Nandurkar (for PG) Dr. Rohini Kharwade (for UG) **Members:** Dr. Ashwini Ingole Dr. Mangesh Godbole	1. To plan and approve the internal assessment calendar for the semesters. 2. To ensure uniformity, transparancey, and fairness in continuous assessment, sessionals and practical examinations. 3. To moderate sessional question papers and assessment tools in alignment with POs, COs incorporating Bloom's Taxonomy and Miller's pyramid. 4. To monitor the conduction and evaluation of theory, practical, internship and project assessments. 5. To ensure compliance with PCI regulations, university ordinances, and NEP-2020 assessment reforms.

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		Dr. Shilpa Pise Dr. Sandhya Bagde Dr. Monali Dumore Dr. Vijayshri Rokde Dr. Ruchi Shivhare Mr. Sachin Mendhi Mr. Viplav Hadke	6. To promote outcome based, skill oriented, and innovative assessment methods. 7. To review, moderate, and finalise internal assessment marks prior to submission to university. 8. To address student grievances related to internal assessment in a timely and structured manner. 9. To maintain proper records, reports, and minutes related to internal examinations and assessments. 10. To recommend remedial measures and academic support as and when required. 11. To prepare, update and propose examination policy for academic year. 12. To conduct monthly review meetings. 13. To submit annual report to Governing Body.
05	Grievance Redressal Committee	**Secretary:** Dr. Ujwala Mahajan principal@dbcop.org 8275013831 **Members:** Mr. Tushar Naidu Dr. Ajay Pise Dr. Mangesh Godbole Dr. Sachin More Dr. Vijayshri Rokde Mrs. Shital Shende	1. To prepare, amend, execute, supervise grievance redressal mechanism at college. 2. To identify and address grievances at college. 3. To decide on actions for guilty. 4. To submit annual report to Governing Body on yearly activities of committee.
06	Ladies Grievance Redressal Committee	**Secretary:** Dr. Vidya Sabale vidyasabale@dbcop.org. 9021176164	1. To address issues, problems, complaints regarding ladies grievances. 2. To monitor campus premises for safety assurance of ladies. 3. To organise programs for gender sensitisation. 4. To conduct frequent review meetings.

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		Members: Vibhatai Chafle Dr. Sharmistha Gupta Dr. Ashwini Ingole Student Representatives	5. To submit annual report to Governing body on activities of Ladies Grievance Committee.
07	IIC Convener/ Incubein Co-ordinator	Dr. Ajay Pise Dr. Deweshri Nandurkar	1. Leading the IIC team and coordinating its activities and initiatives. 2. Developing and implementing the IIC's strategic plan to promote innovation and entrepreneurship on campus. 3. Setting goals and objectives for the council and ensuring they align with the institution's mission and vision. 4. Serving as the primary point of contact between the college and external stakeholders, including government bodies, industry partners, and other educational institutions. 5. Planning and organizing workshops, seminars, hackathons, innovation competitions, and other events to promote innovation and entrepreneurship. 6. Ensuring active participation of students and faculty in these events. 7. Managing resources, including budget allocation, for IIC activities. 8. Identifying and securing funding opportunities, grants, and sponsorships to support innovation initiatives. 9. Building and maintaining relationships with industry partners, startups, government agencies, and other innovation ecosystems. 10. Facilitating collaborations and partnerships that can provide students with real-world exposure and opportunities. 11. Identifying and engaging mentors, advisors, and industry experts to support students and faculty in their innovative projects. Providing guidance and support to students and faculty in developing and commercializing their ideas.

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Administrative Committees			
S. N.	**Name of Committee**	**Composition of Committee**	**Role and Responsibilities**
01	Governing Body	Shri. Manoj V. Balpande Dr. Ujwala Mahajan Shri. Umesh V. Balpande Smt. Vibhatai O. Chafle Dr. Prashant Puranik Shri. Tushar Naidu Adv. Nishant K. Narnaware Shri. Amar D. Kane Regional Officer Prof. Dr Prafull Sabale Dr. Jignesh Doshi Dr. Ajay Pise Dr. Sachin More	1. To make necessary provisions for resources. 2. To make necessary provision for quality infrastructure. 3. To prepare, amend, approve, execute and monitor policies for development of DBCOP. 4. To set-up different committees for smooth functioning of administrative and academic activities at college. 5. To formulate feedback mechanism and monitor its functionality. 6. To monitor and evaluate functioning of administrative and academic committees. 7. To approve budget for academic year. 8. To review overall progress of college.
02	College Development Committee	Shri. Manoj V. Balpande Dr. Ujwala Mahajan Mrs. Vibhatai O. Chafale	1. Prepare an overall comprehensive development plan of college including academic, administrative and infrastructure growth. And enable college to foster excellence in curriculum, co-curricular and extra curricular activities.

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		Dr. Vidya Sabale Dr. Ajay Pise Dr. Purushottam Gangane Dr. Mangesh Godbole Dr. Sujit Metre Dr. Jignesh Doshi Mr. Jatin Channe Mrs. Namita Girhepunje Shri. Tushar Naidu Student Council President Student Council Secretary	2. Decide about the overall teaching programs or annual calendar of the college. 3. Recommend to the management about introduction of new courses and creation of additional teaching and administrative posts. 4. Take review of the self-financing courses in the college, and make recommendations for their improvement. 5. Make specific recommendation to the management to encourage and strengthen research culture, consultancy and extension activities in the college. 6. Make specific recommendations to the management to encourage use of information and communication technology. 7. Prepare the annual budget and recommend to management for the approval. 8. Make recommendations regarding the students' and employees' welfare activities in the college. 9. Discuss the report of IQAC and make suitable recommendations. 10. Frame suitable admission procedure for different programs by following statutory norms. 11. Plan major annual events in the college, such as annual day, sports events, and cultural events. 12. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college. 13. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit reports, report of national assessment and accreditation council, etc. 14. Recommend the distribution of different prizes, medals, and awards to the students. 15. Prepare annual report on the work done by committee for the year

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			ending on the 30th June every year. 16. Perform such other duties and exercise such other powers as may be entrusted by the management and the University.
03	IQAC	Dr. Ujwala Mahajan Mrs. Vaishali Balpande Dr. Prashant Puranik Dr. Ajay Pise Dr. Vidya Sabale Dr. Purushottam Gangane Mr. Tushar Naidu Mrs. Namita Girhepune Dr. Jignesh Doshi Dr. Sujit Metre	1. To prepare academic plan and time table 2. To monitor execution of lectures and practicals 3. To facilitate conduction of examinations 4. To find out and address students' problem related to academic functionality 5. To co-ordinate the activities of class teachers 6. To conduct monthly review meeting 7. To utilize the sanctioned budget for each event in consultation with Principal. 8. To submit annual report to Governing Body and Academic Council on yearly activities of Academic Monitoring Committee.

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Dr Ujwala Mahajan
Principal

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