



# Ashokrao Mane Ayurvedic Medical College & Hospital

Vathar Tarf Vadgaon

Approved by National Council for Indian System of Medicine, Dept Of Ayush, Ministry of Ayush, Govt Of India New Delhi and  
Affiliated to Maharashtra University of Health Sciences, Nashik

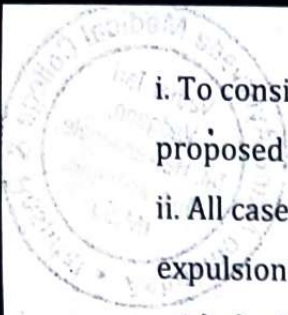


## COLLEGE (LMC) COUNCIL COMMITTEE

Sr No	Name	Designation	Position Held
1	Dr. Mohan Kumar B.N.	Principal And Professor and H.O.D. RSBK	Chairman
2	Dr. Abhaykumar S. Kulkarni	Professor and H.O.D. Dravyaguna	Member
3	Dr. Mushraf Sayyad	Professor And H.O.D. Kriya Sharir	Member
4	Dr. Swarup Kulkarni	Professor and H.O.D. Rachana Sharir	Member
5	Dr. Sarita Pawar	Associate Professor and H.O.D. Samhita Siddhanta	Member
6	Dr. Prafulla Patil	Associate Professor and H.O.D. Agadtantra	Member
7	Dr. Abhijeet Magdum	Associate Professor and H.O.D. Rognidan	Member
8	Dr. Shivkant Patil	Associate Professor and H.O.D. Swasthavritta	Member

### ROLES AND RESPONSIBILITIES:

1. The Principal shall be the ex-officio President of the Council. The council shall appoint one of the members and the member so appointed shall hold office for one year.
2. Co-ordinator of the committee shall be responsible for the records of the council.
3. Frequency of the meetings will be as decided by the chairs.
4. LMC Council shall exercise the following powers and perform the following duties:

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- i. To consider matters of academic interest either on its own initiative or at the instance proposed by the departments/faculties and to take proper action thereon
  - ii. All cases of serious misconduct on the part of students involving their removal or expulsion from the College shall be dealt with by the principal, ordinarily in consultation with the College Council.
  - iii. The questions of promotion, scholarships shall ordinarily be decided by the Council.



## ACADEMIC COUNCIL



Sr No	Name	Designation	Position Held
1	Dr. Mohan Kumar B.N.	Principal And Professor and H.O.D. RSBK	Chairman
2	Dr. Mushraf Sayyad	Professor And H.O.D. Kriya Sharir	FYBAMS Co-ordinator
3	Dr. Abhaykumar S. Kulkarni	Professor and H.O.D. Dravyaguna	SYBAMS Co-ordinator
4	Dr. Swarup Kulkarni	Professor and H.O.D. Rachana Sharir	Member
5	Dr. Sarita Pawar	Associate Professor and H.O.D. Samhita Siddhanta	Member
6	Dr. Suchitra Das	Assistant Professor Rachana Sharir	Member, Class Teacher FYBAMS 2022-23
7	Dr. Vijay Done	Assistant Professor RSBK	Member, Class Teacher SYBAMS 2021-22

### ROLES AND RESPONSIBILITIES:

1. To suggest the Managing Board on all academic matters.
2. The Academic Council shall be responsible for the maintenance of the standards of teaching and examinations within the campus.
3. The Principal shall be the ex-officio President of the Council. The council shall appoint the members and the member so appointed shall hold office for one year.
4. Co-ordinator shall be responsible for the records of the council.
5. Frequency of the meetings will be as decided by the chairs.
6. Academic Council shall exercise the following powers and perform the following duties:
  - i. To consider matters of academic interest either on its own initiative or at the instance proposed by the departments/faculties and to take proper action thereon
  - ii. To scrutinize and approve the curriculum and syllabi of every program scheme of examinations and examination reforms.
  - iii. To make Regulations concerned, laying down policies of studies.
  - iv. To frame rules covering the academic functioning of the College, admissions, examinations, attendance and discipline.



## EXAMINATION COMMITTEE



Sr No	Name	Designation	Position
1	Dr. Swarup Kulkarni	Professor and H.O.D. Rachana Sharir	Co-ordinator ✓
2	Dr. Mushraf Sayyad	Professor And H.O.D. Kriya Sharir	Member
3	Dr. Abhaykumar S. Kulkarni	Professor and H.O.D. Dravyaguna	SYBAMS Co-ordinator
4	Dr. Akshay Khude	Assistant Professor Rognidan	Member

### ROLES AND RESPONSIBILITIES:

1. To carry out examinations, publish results and/or award certificates (If applicable) to the students who pass the examinations.
2. Examination Committee shall be responsible to conduct Internal Assessments (Theory and Practical Examinations as directed by MUHS) and University Examination related all work as per university notifications and ordinance.
3. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Co-ordinator shall be responsible for the records of the Examination Committee.
5. Frequency of the meetings will be as decided by the chairs.
6. Examination Committee shall exercise the following powers and perform the following duties:
  - i. The Examination Committee shall put up notice inviting ATKT students to have the exam form collected and returned in due time.
  - ii. The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table of the University.
  - iii. The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
  - iv. The Examination Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List and convey it to the staff.
  - v. The Examination Committee shall ensure that adequate stationery, like answer sheets and other stationery and formats etc. are made available.
  - vi. The Examination Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of every member.

vii. Examination Committee should collect examiners names for assessment and moderation of each subject from respective HODs. The Exam Committee shall prepare the list of the Practical Examiners by receiving the information from all HODs. The Exam Committee shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University before specified dates.

viii. Examination Committee shall be in touch with the University for obtaining necessary approvals on time. All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website.

ix. The Examination Committee shall analyze the exam results. After due verification, copies of the result analysis shall be sent to HODs, and the Principal.

x. Preparation of halls for smooth conduct of Examinations, preparation of time - table schedules, Invigilation duty chart, Seat allotment in the Examination halls shall be taken care by examination committee.

xi. The Examination Committee shall ensure that the entire exam related documents reach the university in time. The Exam Committee shall conduct Internal Assessment examination as per academic calendar.

xii. Revaluation of the theory papers for the students who want to reevaluate will also be channelized by the Examination Committee as per guidelines of university.



## ANTI-RAGGING COMMITTEE



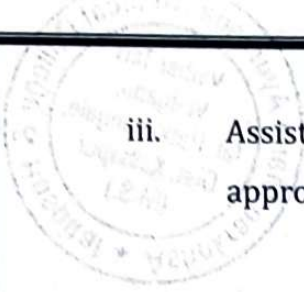
Sr No	Name	Designation	Position Held	Contact Numbers
1.	Dr. Mohan Kumar B.N.	Principal And Professor and H.O.D. RSBK	Chairman	9964099540
1	Dr. Abhaykumar S. Kulkarni	Professor and H.O.D. Dravyaguna	Member	8830217680
2	Dr. Swarup Kulkarni	Professor And H.O.D. Rachana Sharir	Member	9960933039
3	Dr. Mushraf Sayyad	Professor And H.O.D. Kriya Sharir	Member	9049707080
4	Dr. Priyanka Mane	Assistant Professor Kriya Sharir	Member	8600937622
5	Dr. Abhijeet Magdum	Associate Professor and H.O.D. Rognidan	Member	9503379075
6	Mrs. Priyanka Sutar	HR, Ashokrao Mane Group of Institutions	Member	9975379935
7	Mr. Rohit Bhosale	Office Superintendent	Member	7875111179
8	Mrs. Anagha Patil	Assistant Professor Sanskrit	Member	9403515871

### ROLES AND RESPONSIBILITIES:

1. To Prevent, Prohibit, and Redress any and all forms and instances of Ragging in the College.
2. To educate the students on the meaning of ragging and what constitutes it.
3. The committee is tasked with the responsibility of furthering the ideals of the UGC.

Regulation and any other laws put in place with regards to the menace of ragging by the Governments of India and or the State of Maharashtra. The committee shall appoint the members and the member so appointed shall hold office for one year.

4. Co-ordinator shall be responsible for the records of the committee.
5. Frequency of the meetings will be as decided by the chairs.
6. Anti-ragging committee shall exercise the following powers and perform the following duties:
  - i. To educate the students on the ill-effects of ragging and the consequences, including legal consequences of indulging in ragging. To conduct awareness programs on the menace of ragging, its impact, consequences and redressal mechanism available.
  - ii. To enquire into any instances of ragging that have been reported, and if necessary, take all appropriate action against the students found to have indulged in ragging.

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- iii. Assist the Principal and other authorities of college, if necessary, in notifying the appropriate authorities in cases of ragging.



## WOMEN WELFARE COMMITTEE



Sr No	Name	Designation	Position Held
1.	Dr. Mohan Kumar B.N.	Principal And Professor and H.O.D. RSBK	Chairman
2	Mrs. Priyanka Sutar	HR, Ashokrao Mane Group of Institutions	Co-Ordinator
3	Dr. Pranita Pehekar	Assistant Professor Samhita Siddhanta	Member
4	Dr. Suchitra Das	Assistant Professor Rachana Sharir	Member
5	Dr. Sarita Pawar	Associate Professor and H.O.D. Samhita Siddhanta	Member
6	Mrs. Anagha Patil	Assistant Professor Sanskrit	Member

### ROLES AND RESPONSIBILITIES:

1. To create an environment of gender justice where men and women study and work together with a sense of personal security and dignity.
2. To make the girl student feel safe and sound in and around the college campus.
3. The committee is tasked with the responsibility to create awareness about the rights and laws related to women. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Co-ordinator shall be responsible for the records of the committee.
5. Frequency of the meetings will be as decided by the chairs.
6. The women welfare committee shall exercise the following powers and perform the following duties:
  - i. The committee will work for providing a healthy study and work culture in the college, to enhance the self-confidence and self-esteem of girl students, women faculty and staff in the college.
  - ii. The committee will arrange events through which they can develop critical thinking ability of women students. The committee will also work to enhance women's participation on an equal footing in all areas.



## STUDENT TEACHER WARDSHIP COMMITTEE

Sr. No.	Name	Designation	Position Held
1	Dr. Shivkant Patil	Associate Professor Swasthavritta And Yoga	Co-ordinator
2	Dr. Suchitra Das	Assistant Professor Rachana Sharir	Member
3	Dr. Pranita Pehekar	Assistant Professor Samhita Siddhanta	Member

### ROLES AND RESPONSIBILITIES:

1. To understand various competencies, skills and abilities of the students and cultivate them by focusing the students to the exact events relate to them.
2. To address the health issues of the students and to take a periodic review of their academic performances by acting as in house guardian for them. The assigned teacher will act as mentor of the student allotted and the students will be the mentees. The teacher will remain in contact with the mentees and their parents and will be effortful to solve the academic problems faced by them.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The Student Teacher Wardship committee shall exercise the following powers and perform the following duties:
  - i. Committee is tasked with the responsibility to distribute the students to all available staffs and schedule of the meetings will be provided by this committee. The schedules of student diversity (slow and advanced learners) will also be prepared and conveyed to staff by this committee. The committee will arrange events through which they can arrange the parent teacher meets, workshops for parents for various student related upliftment programs.
  - ii. The Student Teacher Wardship committee will also form the Criterion to distribute the student into diversities will also be decided by the committee and conveyed to staff.

## LIBRARY COMMITTEE



Sr. No.	Name	Designation	Position Held
1	Mrs. Hempushpa Kumbhar	Librarian	Co-ordinator
2	Dr. Rutuja Patil	Asst. professor Dravyaguna Vigyana	Member
3	Dr. Pranita Pehekar	Asst. Professor Samhita Siddhanta	Member
4	Dr. Sukrut Phadake	Asst. Professor Agadtantra	Member

### ROLES AND RESPONSIBILITIES:

1. Smoothing communication between students and library regarding an extensive use of books by the students.
2. To provide a platform to raise and discuss initiatives in the provisions of library and information services useful to the students.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The library committee shall exercise the following powers and perform the following duties:
  - i. library committee will prepare library related policies for instruction, use of resources, and the facilities offered by the library. Committee also advises regarding library services, especially innovation, for the campus community. Committee members will discuss and evaluate budgetary issues for books, journals, databases, media, e-resources etc. committee is expected to review benchmarking reports with peer institutions for resources, staffing, and services.
  - ii. library committee will ensure that the library is connected with and supports the academic programs of institute. Library committee will advocate the views of the library's stakeholders on library and information services.
  - iii. library committee will support Propose and champion opportunities in bringing together institute's community in the library to advance knowledge and information sharing. It will also work to promote the library to the internal and external community.



## HOSTEL COMMITTEE

Sr. No.	Name	Designation	Position Held
1	Dr. Chinmay Shinde	Asst. Professor Swasthavritta	In-charge of boy's hostel
2	Dr. Priyanka Mane	Asst. Professor Kriya Sharir	In-charge of girl's hostel
3	Mr. Samarjit Mane	First D.C.	Overall coordination

### ROLES AND RESPONSIBILITIES:

1. To maintain the discipline in the hostel and related activities.
2. To get the student's grievances, report to the concerned authorities and get them resolved. The committee will enquire the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action along with respective authorities.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The hostel committee shall exercise the following powers and perform the following duties:
  - i. hostel committee will prepare hostel related policies for instruction, use of resources, and the facilities offered by the hostel. Committee also advise regarding library services, especially innovation, for the campus community. Committee members will discuss and evaluate budgetary issues for books, journals, databases, media, e-resources etc. committee is expected to review benchmarking reports with peer institutions for resources, staffing, and services.
  - ii. library committee will ensure that the library is connected with and supports the academic programs of institute. library committee will advocate the views of the library's stakeholders on library and information services.
  - iii. library committee will support Propose and champion opportunities in bringing together institute's community in the library to advance knowledge and information sharing. It will also work to promote the library to the internal and external community.

## SPORT'S COMMITTEE



Sr.No.	Name	Designation	Position Held
1	Dr. Mushraf Sayyad	Professor Kriya Sharir	Mentor
2	Dr. Chinmay Shinde	Asst. Professor Swasthavritta	Co-Ordinator
3	Dr. Akshay Khude	Asst. Professor Rog Nidan	Member
4	Mr. Vijay Done	Asst. Professor RSBK	Member
5	Dr. Rutuja Patil	Asst. Professor Dravyaguna Vigyana	Member
6	Dr. Satyajeet Mane	DMS	Member
7	Dr. Sukrut Phadake	Assistant Professor Agadtantra	Member

### ROLES AND RESPONSIBILITIES:

1. To keep up the physical and mental fitness of the students, organize various sports events.
2. To increase the sportiveness of the students and to enhance the participation of students in different sport activities.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The Sports committee shall exercise the following powers and perform the following duties:
  - i. Sports committee will promote the sports activities by encouraging students and member's faculty.
  - ii. Committee will be responsible to organize the sports events regularly to build the team spirit in the students through healthy competitions. Sports committee will also maintain proper sports accessories required for various games.
  - iii. Sports committee will maintain proper record of all sports events throughout the year and submit the annual report to the office. With the help of managing council, the sports



committee will also work for infrastructure to be made available for the students for various sports activities.

### **CULTURAL AND LITERARY COMMITTEE**

Sr. No.	Name	Designation	Position Held
1	Dr. Abhay Kumar Kulkarni	Professor Dravyaguna Vigyana	Mentor
2	Dr. Suchitra Das	Asst. Professor Rachana Sharir	Co-Ordinator
3	Dr. Priyanka Mane	Asst. Professor Kriya Sharir	Member
4	Dr. Chinmay Shinde	Asst. Professor Swasthavritta	Member
5	Dr. Pranita Pehekar	Asst. Professor Samhita Siddhant	Member
6	Dr. Rutuja Patil	Assistant Professor Dravyaguna Vigyana	Member

#### **ROLES AND RESPONSIBILITIES:**

1. To provide platform to the students to develop their soft skills, talents, self-expression, team building capacities and collaboration through different cultural events and competitions.
2. To work out the cultural and literary activities to bring out the hidden talents of the students in cultural and literary areas and nurture them by arranging different cultural events regularly in the form of extracurricular activities.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The cultural and literary committee shall exercise the following powers and perform the following duties:
  - i. Sports committee will be responsible for all intra, inter-collegiate and university level cultural events .

- ii. Committee will be responsible to organize the cultural events regularly to build the personal and soft skills in the students through healthy competitions. The cultural and literary committee will also maintain proper accessories required for various games.
- iii. Sports committee will maintain proper record of all cultural events throughout the year and submit the annual report to the office.
- iv. With the help of managing council, the cultural and literary committee will also work for infrastructure to be made available for the students for various cultural activities.



### CANTEEN COMMITTEE

Sr. No.	Name	Designation	Position Held
1	Dr. Swarup Kulkarni	Professor Rachana sharir	Mentor
2	Dr. Priyanka Mane	Asst. Professor Kriya sharir	Co-Ordinator
3	Dr. Suchitra Das	Asst. Professor Rachana sharir	Member
4	Mrs Anagha Patil	Asst. Professor Sanskrit	Member
5	Dr. Pranita Pehekar	Asst. Professor Samhita Siddhant	Member
6	Dr. Akshay Khude	Assistant professor Rognidan	Member

### ROLES AND RESPONSIBILITIES:

1. To monitor the canteen functionalities and to make awareness of huygiene and cleanliness in canteen premises.
2. To work out policies governing canteen operations and supervise the canteen functions.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The canteen committee shall exercise the following powers and perform the following duties:
  - i. Canteen committee will be responsible to increase awareness to canteen management about supplying hygienic and healthy food material to the students at reasonable prices.



- ii. Committee will be responsible maintain and control the quality of the food supplied to the students.
- iii. Canteen committee will maintain and address the grievances of the canteen .
- iv. Canteen committee will also work for the awareness of the students regarding health and hygienic food..

### **GRIEVANCE COMMITTEE**

Sr. No.	Name	Designation	Position Held
1	Dr. Mohan Kumar B.N.	Principal, Professor And HOD, RSBK	Chairman
2	Dr. Abhay Kumar Kulkarni	Professor Dravyaguna Vigyana	Co-Ordinator
3	Dr. Swarup Kulkarni	Professor Rachana Sharir	Member
4	Dr. Mushraf Sayyad	Professor Kriya Sharir	Member
5	Dr. Prafulla Patil	Associate Professor Agadtanta	Member
6	Mrs. Anagha Patil	Asst. Professor Sanskrit	Member
7	Mr. Rohit Bhosale	OS	Member

### **ROLES AND RESPONSIBILITIES:**

1. To create harmonious work culture and conducive atmosphere in the institute by proper redressal of grievances of students and staff.
2. To promote a secure and contended environment to the students and staff working in the institute.
3. Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
4. Frequency of the meetings will be as decided by the chairs.
5. The grievance committee shall exercise the following powers and perform the following duties:

- i. grievance committee will accept grievances in the written form, from students and staff related to the system. Grievance committee will listen, record and scrutinize the grievances submitted to them by the Staff and Students and take necessary steps immediately. If necessary, strict confidentiality will be maintained.
- ii. Committee will forward the findings to the Management if necessary for further action.
- iii. Committee will make a follow up of these grievances at regular intervals upto their final rectification.

### NSS COMMITTEE

Sr. No.	Name	Designation	Position Held
1	Dr. Mohan Kumar B.N.	Principal, Professor And HOD, RSBK	Chairman
2	Dr. Shivkant Patil	Associate Professor Swasthavritta	Co-Ordinator
3	Dr. Chinmay Shinde	Assistant Professor Swasthavritta	Member
4	Dr. Rutuja Patil	Associate Professor Dravyaguna Vigyana	Member

### ROLES AND RESPONSIBILITIES:

- To develop the sense of civic and social responsibility amongst the students as per guidelines from MUHS.
- To identify community needs and be effortful to address them by problem solving approaches. To encourage the students for understanding the philosophy of NSS.
- Co-ordinator shall be responsible for the records of the committee. The committee shall appoint the members and the member so appointed shall hold office for one year.
- Frequency of the meetings will be as decided by the chairs.
- The NSS committee shall exercise the following powers and perform the following duties:
  - NSS committee will be responsible to plan, implement and evaluate the NSS activities through NSS volunteers.
  - Committee will be responsible make the NSS volunteers actively participated in every NSS activity as per MUHS guidelines.



iii. NSS committee will maintain the reports of all the activities carried out in the academic year and will prepare annual report and submit it to the office.

### ADMISSION COMMITTEE

Sr. No.	Name	Designation	Position Held
1	Dr. Mohan Kumar B.N.	Principal, Professor And HOD, RSBK	Chairman
2	Mr. Rohit Bhosale	OS	Admin
3	Dr. Swarup Kulkarni	Professor Rachana Sharir	Member
4	Dr. Mushraf Sayyad	Professor Kriya Sharir	Member
5	Mr. Samarjit Mane	Assistant Professor Swasthavritta	Member