



INSTITUTIONAL COORDINATION COMMITTEES
w.e.f. Academic Year 2024-25

1. Institutional Coordination Committee for Academic Administration, Admissions and perspective planning

❖ **Preamble:** Academic Administration, admission Committee is institute level centralized committee responsible for regulating and implementing different academic activities. It assists in smooth functioning of academics throughout the year. The committee keep link with the apex body DCI/ NDC and affiliating university PIMS-DU, regarding academic administration.

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Ameet Mani (Co-Chairman)
- Dr. Manas Bajpai (Coordinator)
- Dr. Prashant Viragi (Member)
- Dr. Basawraj Birader (Member): Academic Calendar
- Dr. Saurabh Sabnis (Member): Admission
- Dr. Vinay Vadvadgi (Member) : All courses Time-Table preparation
- Dr. Meghna Pandubidri (Member)
- Dr. Anvesha Samanta (Member)
- Mr. Sunil Bhangе (Member)
- Mr. Navnath Pokale (Member)

❖ **Duties of Committee: The committee will supervise and assist in**

- Management of the overall academic administration in the institute.
- Admissions to various dental courses
- Preparation for DCI, NDC, UGC, MHRD, GOI, GOM and other Central and State Government Departments/ Agencies inspections.

2. Institutional Coordination Committee for Dental Education, Curriculum Design-Development, Delivery and Evaluation

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Veena Saraf (Coordinator): Special programmes for advanced and slow learners,
- Dr. Gowri Pendyala (Member) : Orientation & Induction programmes,
- Dr. Saurabh Joshi (Member) : ICT Training programmes,
- Dr. Neeta Padmawar (Member) : Examination Result Analysis & Review,
- Dr. Sudha Biradar (Member) : Faculty Development Programmes,
- Dr. Vaishali Bhalerao : Value Added Courses,
- Dr. Prabha Newaskar: Sessions for pedagogic innovations.
- Dr. Ashwini Komalan (Member) : Awareness programmes on commemorative days,
- Dr. Milind Jagdale (Member)

❖ **Duties of Committee:** The committee will assist in formulating and analyzing the course and programme outcomes (COs & POs) with the help of Head of respective dental department.

❖ The committee will supervise and assist in organization of following events



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INSTITUTIONAL INTERNAL QUALITY ASSURANCE CELL
PMT, PIMS-DU Campus Loni Bk 413736, Tal. Rahata,
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Phone : 02422-271317, E- mail: igac.rdc@pmpims.org, rdcecmc@pmpims.org

A. Value Added Courses (VAC) : Dr. Vaishali Bhalerao

Requirements:

- VAC should be min of 16 hrs.
- VAC is only for UG/ PG students.
- Copy of circular/ brochure should be prepared.
- SOP for VAC should be prepared, followed and there should be University notification for the VAC with course number.
- List of Students enrolled and successful students should be available.

B. ICT Training programmes for teachers : Dr. Saurabh Joshi

Requirements: There should be

- Copy of circular/ brochure
- Reports of the e-training programme
- List of teachers trained
- List of e-contents / e courses / video lectures / demonstrations developed
- Certificate of training completion for development and delivery of e-contents / e-courses / video lectures / demonstrations
- Web-link to the contents delivered by the faculty hosted in the HEI's website

C. FDP for teaching & non-teaching staffs : Dr. Sudha Biradar

Requirements: There should be

- Copy of circular/ brochure
- Schedules of training programme
- The lists of participants
- Detailed programme report

D. Orientation and induction programmes for faculty members and students :

Dr. Gowri Pendyala

Requirements: There should be

- Copy of circular/ brochure
- Event report
- Certificate of participation

E. Special programmes for advanced and slow learners : Dr. Veena Saraf

Requirements: There should be

- Details of special programmes with Methodology and Criteria for the assessment of Learning levels
- Details of outcome measures

F. Sessions for pedagogic innovations: Dr. Prabha Newaskar

Requirements: There should be

- Copy of circular/ brochure
- Event report

G. Awareness programmes on commemorative days: Dr. Ashwini Komalan

Requirements: There should be

- Copy of circular/ brochure
- Event report with 2-3 Geo-tagged photographs of the event.



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3. Institutional Coordination Committee for Research and Collaboration (Projects & Publication, Research Promotion & Monitoring, Consultancy, Collaborations, Research Journal and Bioethics, Technical Ethical Committee, Clinical Trials, IPR, Research Facilities)

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Manas Bajpai (Coordinator) : Publications
- Dr. Rahul Patil (Member) : Student's project,
- Dr. Shivani Sachdeva (Member) : Innovations, Patents & Copyrights,
- Dr. Saurabh Joshi (Member) : Fundings,
- Dr. Gowri Pendyala (Member) : Entrepreneurship & Startups,
- Dr. Prabha Newaskar (Member) : Collaborations & MOUs,

❖ **Duties of Committee: The committee will assist in**

- Ethical approval of student's projects
- Guidance for publications of a manuscript
- Organization of **Seminar/ workshop on innovation/ IPR/ CR/ Good clinical practice/ Good pharmacy practice/ Research funding/ Research methodology**
- **Requirements: There should be**
- Copy of circular/ brochure
- Reports of the events
- List of participants

4. Institutional Coordination Committee for Extension and Outreach activities (Community Oriented Dental Education, NSS)

❖ **Preamble:** The institution sensitizes the students through extension and outreach activities to develop social values, extend their responsibilities and knowledge in community issues by making their real involvement with the society. Every year, the students engage themselves in a variety of activities such as rallies, awareness programs, seminars, cleanliness drives, tree plantation, blood donation camps, surveys, visits to villages, blind schools, orphanages, old age homes etc.

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Prashant Viragi (Co-ordinator)
- Dr. Nikita Sonawane (Member)
- Dr. Tanzilla Baig (Member)
- Dr. Kshitij Pradhan (Member)
- Mr. Mangesh Kolge (Member)

❖ **Duties of Committee: The committee will arrange an extension and outreach activities in collaboration with government or non-government agency.**

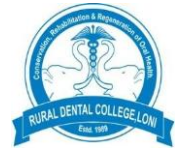
Requirement: There should be

- Permission of HOI or request letter from agency or institute
- Reports of the events organized
- Geotagged photographs of events and activities



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- Number of students who participated in each of the activities.
- Names of the collaborating agencies : Government or Non-government agencies,
- community associations with contact details
- Details of award or recognition if received for an extension activity with details of awarding agency.

5. Institutional Coordination Committee for Physical Infrastructure & their maintenance (Civil, Engineering, Agri, Security) and Learning Resources–Library & IT Facilities.

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Ameet Mani (Coordinator)
- Dr. Mukund Singh (Member)
 - a. Addition of new equipments, instruments, new materials and infrastructural facilities after complete review with probable outcome.
 - b. Deletion/ omission of unused/ unrepairable old equipments, instruments, new materials after complete review.
 - c. Assistance in maintenance of the infrastructural facilities.
- Dr. Meghna Pandubidri (Member)
- Dr. Anvesha Samantha (Member)
- Mr. Satkar Changdev (Member) : Maintenance of the dental chairs and associated spares
- Mr. Tandale Bharat (Member) : Assistance in augmentation of infrastructural facilities.

❖ **Duties of Committee:** The committee will assist in upgradation and maintenance of infrastructure facilities.

6. Institutional Coordination Committee for Student Support & Facilities (Student Council, Padmanjali (cultural programmes), Sports, Scholarships, Parent teacher forum, Hostel, Canteen, Health, Fee Waiver, Coaching for NEET)

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Gowri Pendyala (Coordinator) : Soft Skill Development
- Dr. Vinay Vadvadgi : Boys Hostel, Canteen issues
- Dr. Neeta Padmawar: Student Incharge : Girls Hostel, Canteen issues, Student Council, (Padmanjali) Cultural activities, Sports & Parent teacher forum.
- Dr. Rachita Mustilwar : Student's scholarships, Mentor-mentee system
- Dr. Sudha Biradar : IV B.D.S. Coordinator : Language & Communication Skill Development
- Dr. Vaishali Bhalerao (Member) : Employability Skill Development
- Dr. Milind Jagdale : Student Incharge : Student Council, (Padmanjali) Cultural activities, Sports & Parent teacher forum.
- Dr. Pratik Ghoderao : II B.D.S. Coordinator : Analytical Skill Development
- Dr. Prabha Newaskar : I B.D.S. Coordinator : Human Values Development & Coaching for NEET
- Dr. Shweta Shele : III B.D.S. Coordinator
- Dr. Ashwini Komalan : Yoga & Wellness

❖ **Duties of Committee:** The committee will assist in



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- a. Student's scholarships/ freeships/ fee-waivers.
- b. **Planning and organization of capability enhancement and skill development scheme/s.**
Requirements: There should be
 - Copy of circular/ brochure
 - Detailed report of the capability enhancement programs and other skill development schemes
 - Link to Institutional website
 - List of participants
- c. Organization of sessions to guide for the competitive examinations and career advancement.
- d. Organization of Sports and cultural events in association with student's council.
- e. Resolution of student grievances and maintain the circular and minutes of meetings.

7. Alumni Association Committee

❖ Committee members:

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Shubhangi Mani (Coordinator/ President)
- Dr. Raju Anarthe (Vice President)
- Registrar, PIMS (Treasurer)
- Dr. Sanjay Thete (Secretary)
- Dr. Vinay Vadvadgi (Jt. Secretary)
- Dr. Neeta Padmawar (Member)
- Dr. Rachita Mustilwar (Member)
- Dr. Vaishali Bhalerao (Member)
- Dr. Sudha Biradar (Member)
- Dr. Milind Jagdale (Member)
- Dr. Meghna Pandubidri (Member)

❖ Duties of Committee: The committee will assist in

- Organization of alumni association meetings and maintain its record with proofs.
- Organization of alumni meets.
- Organization of programmes for student's placement.
- Student exchanges & Institutional endowments
- Donation of books/Journals/volumes by alumni to the central library.
- Motivation of alumni for financial support and maintaining its record.

8. Institutional Coordination Committee for Mentor Mentee System, Diverse needs of Students and Student Counseling (Socio-Psychological Co-ordination)

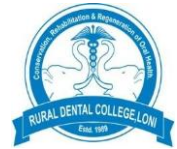
❖ Committee members:

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Rachita Mustilwar (Coordinator)
- Dr. Sudha Biradar, Dr. Sakina Karche & Dr. Smita Lahane (Members)
- Dr. Shweta Shele, Dr. Milind Jagdale & Dr. Chaitra Patil (Members)



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- Dr. Pratik Ghoderao, Dr. Sharmika Chechare & Dr. Ashwini Komalan (Members)
- Dr. Prabha Newaskar, Dr. Amruta Galphade & Dr. Anwasha Samanta (Members)
- ❖ **Duties of Committee:** The purpose of this system is to develop a sound relationship between the mentee and the mentor so that the mentor can be a trusted counselor, guide, true friend and first level problem solver for the mentee.
- ❖ **The committee will assist in**
 - Approval of Mentor list
 - Allotment of mentor to mentee and keeping records of mentors and mentees meetings
 - The supervision of the mentor-mentee functioning throughout the dental course and collect the log book of mentee after completion of internship.

9. Institutional Coordination Committee for Woman Empowerment

Preamble: The Women Empowerment Cell in Rural Dental College is established to empower girl students and staffs and to enhance their understanding of issues related to women in the society and to face the challenges with great courage. The goal of the cell is to bring about the advancement, development and empowerment of women. This cell creates a feeling among themselves that college campus is a heaven and second home to them. The cell functions laboriously to enhance their status and thereby empower them through Guest Lectures, Seminars, Workshops, various awareness programmes and other welfare activities.

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Aparna Palekar (Coordinator)
- Dr. Veena Saraf (Member)
- Dr. Rachita Mustilwar (Member)
- Dr. Monal Karkar (Member)
- Dr. Shweta Shele (Member)

Duties of Committee:

- To organize programmes and activities for women empowerment.

Requirements: There should be

- a. Copy of circular/ brochure
 - b. Detailed report of the event
 - c. Link to Institutional website
 - d. List of participants
- To encourage Girl Students and Female Staff Members to participate enthusiastically in various Programmes and Competitions.
 - To sensitize the Student Community on Eve-teasing, Violence against Women, harassment etc.
 - To develop the Self-Confidence of women in building their Self-Identity.
 - To review safety and security measures for Female Employees and Girl Students at Campus.
 - To promote a Culture of respect, equality and freedom for Female Gender.
 - To provide psychological support for the girl students lagging in Academic Performance.



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- To counsel the Girls Students to overcome their Anxiety, Depression, Health issues and psychological problems.
- To enhance the understanding of issues related to women in the Society and to face the challenges with great courage.

10. Institutional Coordination Committee for Internal Complaint [(Gender Sensitization Cell and Prevention of Sexual Harassment (Vishaka Cell-POSH)]

❖ **Committee members:**

- Dr. Anita Munde (Chairman)
- Dr. Aparna Palekar (Co-chairman)
- Dr. Prabha Newaskar (Member)
- Dr. Basawaraj Biradar (Member)
- Dr. Purva Bhandari (Member)
- Mr. Nakul Tambe (Member)
- Mrs. Namita Kharde (Member)

❖ **Duties of Committee:** The committee will assist in

- Awareness of the rights of female employees in this regard by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.
- Raising the issues of sexual harassment and it should be affirmatively discussed in the meetings.
- Preventing and supporting the affected person when sexual harassment occurs because of an act or omission by any third party or outsider and will take necessary action against the assaulter.

11. Institutional Coordination Committee for Antiragging

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Vinay Vadvadgi (Coordinator)
- Dr. Neeta Padmawar (Member)
- Dr. Amruta Galphade (Member)

❖ **Duties of Committee:** The committee will assist in

- Organizing workshop on antiragging under the guidelines of Dental Council of India.
- Redressal of antiragging issues if happens.

12. Institutional Coordination Committee for Student Grievance Redressal mechanism

❖ **Committee members:**

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Anita Munde (Coordinator)
- Dr. Vidyasagar Mopagar (Member)
- Dr. Prashant Viragi (Member)
- Dr. Shivani Sachdeva (Member)
- Mr. Kaustubh Kunkulol (Member)
- Ms. Nikita Gupta (Member)

❖ **Duties of Committee:** The committee will assist in



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- Organizing sessions on students' grievances.
- Redressal of the students grievances.

13. Institutional Coordination Committee for Feedback and Analysis.

❖ Committee members:

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Milind Jagdale (Coordinator)
- Dr. Asmita Lade (Member)
- Dr. Monal Karkar (Member)
- Dr. Smita Lahane (Member)

- #### ❖ Duties of Committee:
- The committee will collect, analyze the feedback on *curricula/ syllabi, infrastructure* from Students, Teachers, Employers, Alumni and Professionals and will act on it.

14. Institutional Coordination Committee for Institutional IQAC (Internal Quality Assurance Cell)

❖ Committee members:

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Raju Anarthe (Coordinator)
- Dr. Neeta Padmawar – Criteria I
- Dr. Saurabh Joshi - Criteria II
- Dr. Manas Bajpai - Criteria III
- Dr. Meghna Pandubidri - Criteria IV
- Dr. Sanjay Thete - Criteria V
- Dr. Basawraj Biradar - Criteria VI
- Dr. Anjum Farooqui - Criteria VII

- #### ❖ Duties of Committee:
- The IQAC functions as the central coordination unit involved in planning, facilitating, and monitoring Quality Assurance and Enhancement along with the Vision and Mission of RDC and work towards excellence in Dental Health Professional education, patient care, and research.

The committee will assist in

- Dissemination of information on various quality parameters
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/ activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.
- Academic and Administrative Audit (AAA) and initiation of follow-up action
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



15. Institutional Coordination Committee for Institutional NIRF

❖ Committee members:

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Prashant Viragi (Coordinator)
- Dr. Pulkit Khandelwal (Member)
- Dr. Neha Hajira (Member)
- Dr. Sharmika Chechare (Member)

❖ Duties of Committee:

- Members in the committee shall meet frequently to implement the documentation process effectively to accomplish the parameters listed in the NIRF.
- Committee should arrange seminars/sessions to provide awareness about NIRF ranking process.
- The committee will collect the data from different departments for filling up of the NIRF application with utmost care and the designated faculty coordinator to make available/ submit the supporting documents timely as required by NIRF.

16. Institutional Coordination Committee for 'Needle Stick Injury Management Committee (Needle Stick Injury Task Force'

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Harish Saluja (Member)
- Dr. Monal Karkar (Member)
- Dr. Kavitharani Yanka (Member)

17. Institutional Coordination Committee for 'Dental Hospital associated infection control and immunization committee'

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Harish Saluja (Member)
- Dr. Monal Karkar (Member)
- Dr. Kavitharani Yanka (Member)

18. Institutional Coordination Committee for 'Dental Hospital associated infection control and immunization committee'

- Col. (Retd.) Dr. Ravindra Manerikar (Chairman)
- Dr. Anjum Farooqui (Member)
- Dr. Smita Lahane (Member)
- Dr. Anwasha Samanta (Member)



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