

Shri Mathuradas Mohota College of Science, Nagpur**CWC - College Working Committees (2023-24)****Chairman of all the committees: Dr. Jeevan R. Dontulwar, Principal**

Sr. No.	Name of Committee	In-charge	Members
1. PLANNING			
1.1	Strategic Planning	Dr. J. R. Dontulwar	Dr. V. V. Soman Dr. M. G. Dhone Dr. D. V. Nandanwar Dr. N. V. Palande Ms. S. D. Khalatkar Dr. V. Badiye Dr. A.V. Setiya Dr. V. Sapner Mr. A. Tiwari
1.2	Purchase Committee	Dr. J. R. Dontulwar	Dr. J. N. Ramteke Dr. M. G. Dhone Dr. U. R. Sonparote Dr. S. G. Goswami Mrs. Marbade
1.3	PG program Coordinator	Dr. A. M. Sawane	All PG Coordinators
1.4	Timetable (UG)	Dr. J. R. Dontulwar	All HODs
1.5	Timetable (PG)	PG Coordinator of a particular subject	HoD of the respective department
1.6	Short term course	Dr. V. Badiye	Sem I and II: Dr. A. Bodhane Dr. S. Chavhan Dr. S. Mankar Ms. R. Pali Ms. N. Bajirao Sem III: Respective STC coordinators Sem V and VI: Mr. G. Vandile Dr. K. Ganorkar Ms. C. Bhoyar
2. ADMISSIONS			
2.1	UG Admissions	Admission Advisory Committee: Dr. S. G. Goswami Dr. M. G. Dhone Dr. J. N. Ramteke Admission Committee In-charge: Dr. D. V. Nandanwar	As per the notice
2.2	PG Admissions	PG Coordinator of respective subject	One non-teaching staff /ad hoc staff of the respective department
2.3	Post-admissions data of UG and PG	Dr. U. R. Sonparote	Dr. B. Salame Ms. R. Pali Ms. B. Tijare PG Teachers for data of respective subject Mr. Avinash Kholkute
3. ACCREDITATION RELATED			
3.1	IQAC	Dr. V. V. Soman- Coordinator	Dr. N. V. Palande- Co-coordinator Members as per notice
3.2	NIRF	Dr. D. V. Nandanwar	Mr. G. Vandile Dr. V. Sapner Dr. A. Setiya Dr. K. Ganorkar

Sr. No.	Name of Committee	In-charge	Members
3.3	AAA	Dr. M. G. Dhone	Dr. D. V. Nandanwar
			Dr. P. U. Gajbe
			Mr. G. Vandile
			Dr. S. Chavhan
			Mr. A. Kale
4. ADMINISTRATION			
4.1	Academic monitoring	Dr. N. D. Meshram	Mr. R. Tambatkar
			Ms. P. Gupta
			Dr. B. Salame
			Mr. A. Tiwari
4.2	Feedback (from all stakeholders)	Ms. S. D. Khalatkar	Dr. U. R. Sonparote
			Dr. K. Ganorkar
			Dr. A. Setiya
			Dr. S. Chavhan
			Mr. A. Tiwari
			Dr. N. Luharia
4.3	Website	Dr. N. V. Palande	Ms. R. Pali
			Ms. C. Bhoyar
4.4	Prospectus	Dr. D. V. Nandanwar	Mr. A. Tiwari
			Mr. R. Tambatkar
			Ms. B. Madavi
			Ms. P. Dudhe
			Mrs. S. Ganje (JC)
4.5	Social Media Cell	Ms. B. Madavi, Coordinator Mr. A. Tiwari, Co-coordinator	Mrs. R. Watt (JC)
			Dr. V. R. Ramgunde (JC)
			Dr. S. Gunjekar (JC)
4.6	AISHE	Dr. J. N. Ramteke	As per the notice
			Dr. S. K. Giri
			Dr. V. Badiye
			Ms. P. Dudhe
			Dr. S. Mankar
			Dr. A. Ghosh
4.7	MIS	Dr. E. B. Raut	Ms. N. Bajirao
			Dr. S. K. Giri
			Dr. A. Danao-Bodhane
			Dr. K. Ganorkar
			Dr. S. Chavhan
			Ms. P. Gupta
4.8	University related work	Dr. V. Badiye	Ms. C. Bhoyar
			Ms. R. Pali
			Dr. A. Danao-Bodhane
			Dr. A. Setiya
4.9	Alumni Cell	Dr. V. Badiye	Dr. S. Mankar
			Ms. C. Bhoyar
4.10	Annual Reports of all the departments	Dr. N. D. Meshram	Ms. S. Jawadand
			Dr. B. Salame
			Dr. J. A. Janbandhu
			Dr. A. Danao-Bodhane
			Ms. S. Jawadand
4.11	Campus cleanliness and maintenance	Dr. A. Setiya	Dr. A. Setiya
			Mr. R. Tambatkar
			Dr. S. Chavhan
			Dr. V. Sapner
			Dr. K. Ganorkar

Sr. No.	Name of Committee	In-charge	Members
			Dr. M. A. Jamdarkar Mr. N. Rathod
4.12	Computer maintenance and e-waste	Dr. S. Mankar	Dr. S. Chavhan Ms. R. Pali Mr. A. Kale Ms. S. Kapse Ms. B. Tijare
5. WOMEN WELFARE			
5.1	ICC	Dr. U. R. Sonparote	As per the constitution, URS will finalize the committee in consultation with the principal.
5.2	Women cell	Dr. B. Salame	Ms. P. Gupta Dr. A. Danao-Bodhane Ms. P. Dudhe Dr. S. Mankar
5.3	Ladies common room	Ms. S. Jawadand	Ms. P. Gupta Ms. B. Madavi
6. EXAMINATION RELATED			
6.1	RTMNU Exams and University-related students' queries	Dr. S. K. Giri	Dr. C. B. Talwatkar Dr. J. A. Janbandhu Dr. D. V. Nandanwar Dr. P. U. Gajbe Dr. N. D. Meshram Mr. Avinash Kholkute
6.2	College Test Exams/ Unittests	Dr. R. R. Gupta	Dr. C. B. Talwatkar Dr. S. K. Giri Mr. S. T. Rathod Ms. P. Gupta Mr. Avinash Kholkute
6.3	University result analysis	Dr. A. M. Sawane	Dr. P. U. Gajbe Dr. N. D. Meshram Mr. S. T. Rathod Mr. G. Vandile Dr. A. V. Setiya Dr. S. Chavhan Dr. K. Ganorkar Dr. S. Mankar Ms. R. Pali PG result will be analyzed by respective subject coordinators
6.4	EVS classes and EVS exam for SEM IV	Ms. S. D. Khalatkar	Dr. B. Salame Dr. A. Setiya Mrs. Vibha Charpe Mr. Gopal Deshmukh
6.5	Sunday exams	Dr. S. S. Bhonsale	Mr. Avinash Kholkute Mr. R. R. Gandhi
6.6	Academic Bank of Credits	Dr. S. K. Giri	Dr. R. R. Gupta Dr. E. B. Raut Mr. S. T. Rathod Dr. S. Chavhan Ms. P. Gupta
7. STUDENTS WELFARE AND STUDENTS RELATED ACTIVITIES			
7.1	Students' scholarships	Dr. N. D. Meshram	Mrs. Thakre
7.2	Institutional scholarship fund	Dr. J. R. Dontulwar	All HODs
7.3	Training and placement	Dr. V. Badiye	Ms. S. Jawadand Dr. A. Danao-Bodhane Dr. S. Mankar

Sr. No.	Name of Committee	In-charge	Members
			Ms. P. Dudhe Mr. R. Tambatkar Ms. R. Pali
7.4	Skill development training	Ms. B. Madavi	Dr. K. Ganorkar Mr. M. Katiya Dr. N. Luharia
7.5	Competitive Exam Cell	Ms. B. Madavi	Ms. S. Jawadand Mr. R. Tambatkar Mr. G. Vandile
7.6	Student Grievance Redressal	Dr. U. R. Sonparote	Mr. R. Tambatkar Dr. S. Mankar Ms. C. Bhoyar
7.7	Cultural Activities	Dr. A. Danao-Bodhane	Ms. P. Dudhe Mr. A. Tiwari Mr. S. G. Tammewar Mr. Sachin Dabhnekar
7.8	Students' Social Responsibilities & NSS	Mr. P. Nimje	Dr. V. Badiye Dr. A. Danao-Bodhane Ms. S. Jawadand Dr. B. Salame Ms. Payal Dudhe Ms. Bhavna Madavi
7.9	Students Council establishment and working	Dr. A. Setiya	Dr. S. Chavhan Mr. G. Vandile Ms. S. Jawadand
7.10	Anti-ragging, vigilance, and students' discipline	Dr. S. S. Bhonsale	Mr. A. Tiwari Dr. V. Sapner Dr. A. Danao-Bodhane Dr. K. Ganorkar
7.11	Students Development	Dr. A. Danao-Bodhane	Ms. P. Gupta Ms. P. Dudhe Dr. N. Luharia Mr. P. Tete
7.12	Parent-Teacher meetings (2 meetings to be conducted every semester)	Dr. S. K. Giri	Dr. J. N. Ramteke Dr. C. B. Talwatkar Dr. R. R. Gupta Dr. A. Danao-Bodhane
7.13	Guidance Cell (IIT-JAM, NET, SET etc.)	Mr. G. Vandile	Dr. K. Ganorkar Ms. P. Dudhe Dr. V. Sapner Mr. R. Tambatkar
7.14	Mentor-mentee scheme	Dr. N. V. Palande	As per notice

8. FACILITIES

8.1	Environment Protection Cell	Dr. U. R. Sonparote	Ms. S. D. Khalatkar Dr. A. Setiya Dr. B. Salame Dr. V. R. Ramgunde Mrs. V. Charpe
8.2	Canteen Committee	Ms. P. Dudhe	Dr. S. Chavhan Mr. G. Vandile Dr. S. Mankar
8.3	Library	Dr. E. B. Raut	Dr. A. A. Fulzele Dr. P. U. Gajbe Ms. P. Gupta

9. COLLEGE FUNCTIONS

9.1	Conducting various events like commemorative days,	Ms. B. Madavi	Dr. B. Salame Ms. N. Bajirao
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Sr. No.	Name of Committee	In-charge	Members
	days of national importance		Dr. V. Sapner Mr. P. Nimje Ms. C. Bhoyar
10. OTHER ACTIVITIES			
10.1	Non-teaching staff - guidance on various issues	Dr. C. B. Talwatkar	Dr. A. A. Fulzele Dr. V. Badiye Mr. Dandewar
10.2	Internal audit	Dr. J. R. Dontulwar	Dr. M. G. Dhone Dr. S. G. Goswami
10.3	College Magazine	Ms. B. Madavi	Ms. S. Jawadand Dr. V. Badiye Dr. A. Danao-Bodhane Mr. A. Tiwari Mr. D. Kotangale
11. RESEARCH			
	Research and Development Cell (As per the guidelines received from UGC, State Government of Maharashtra and RTM Nagpur University, Nagpur)	Dr. J. R. Dontulwar Chairperson, Research Advisory Council (RAC) Dr. V. V. Soman IQAC Coordinator	Dr. N. V. Palande Director, Research and Development Cell (RDC)
11.1	Finance and Infrastructure	Dr. D. V. Nandanwar	Dr. P. U. Gajbe Dr. K. Ganorkar Mr. R. Tambatkar Ms. R. Pali
11.2	Research Program, Policy Development	Dr. N. V. Palande	Dr. M. G. Dhone Ms. S. D. Khalatkar Ms. S. Jawadand Dr. V. Sapner Mr. A. Tiwari Ms. B. Madavi
11.3	Collaboration and Community	Dr. A. M. Sawane	Dr. V. Badiye Dr. B. Salame Dr. A. Setiya Ms. P. Gupta Mr. P. Nimje
11.4	Product Development, Monitoring and Commercialization	Dr. M. G. Dhone	Dr. J. N. Ramteke Dr. A. A. Fulzele Dr. N. D. Meshram Dr. V. Sapner
11.5	IPR, Legal and Ethical Matters	Dr. N. D. Meshram	Dr. E. B. Raut Dr. V. Sapner Dr. K. Ganorkar Mr. R. Tambatkar

Role and Responsibilities of College Working Committees Incharge/ Coordinator

1. The in-charge/ coordinator should ensure creating, regulating, and carrying out various academic policies. S/he should ensure efficient and consistent academic operation throughout the institute.
2. The in-charge/ coordinator should ensure that at least 4 meetings are conducted in the academic year. The agenda for the same should be circulated among the committee members.
3. The in-charge/ coordinator should record and maintain the minutes of the meeting and

circulate the soft copy among committee members after chairman's approval.

Member

The member should:

1. actively participate in the meetings,
2. plan various activities for the holistic development of the students (as per the portfolio),
3. give constructive suggestions and create action plan in coordination with the committee in-charge,
4. time and effective implementation of action plan,
5. ensure proper documentation as per the guidelines issued by IQAC.

Frequency of Meetings

The committee will convene as needed and at least twice throughout the semester. Despite the clause, the chairman of the College Working Committee may urgently schedule an emergency meeting to discuss critical specific matters.

