

**Shri Mathuradas Mohota College of Science, Nagpur****CWC - College Working Committees (2024-25)**Chairman of all the committees: **Dr. Jeevan R. Dontulwar, Principal**

Sr. No.	Name of Committee	In-charge	Members
<b>1. PLANNING</b>			
1.1	Strategic Planning	Dr. J. R. Dontulwar	Dr. V. V. Soman Dr. J. N. Ramteke Dr. M. G. Dhonde Dr. S.S. Bhonsale Dr. D. V. Nandanwar Dr. N. V. Palande Ms. S. D. Khalatkar Dr. V.H. Badiye Dr. A.V. Setiya Dr. V.S. Sapner Dr. S.A. Jawadand Mr. A. V. Tiwari
1.2	Purchase Committee	Dr. J. R. Dontulwar	Dr. J. N. Ramteke Dr. M. G. Dhonde Dr. U. R. Sonparote Dr. S. G. Goswami Mrs. Marbade
1.3	PG program Coordinator	Dr. A. M. Sawane	All PG Coordinators of particular sub.
1.4	Timetable (UG)	Dr. J. N. Ramteke	All HODs
1.5	Timetable (PG)	Dr A. M. Sawane	PG Coordinator of a particular Subject
1.6	Short term course (For Sem II, IV and V)	Dr V.H. Badiye	Sem I and II: Dr. S. S. Chavhan Mr. R.R. Tambatkar Dr. Shweta Mankar Ms. Rishika Pali Ms. Namrata Bajirao Sem III: Respective STC coordinators Sem V and VI: Dr. K. S. Ganorkar Dr. V.S. Sapner Ms. Chetna Bhoyar
<b>2. ADMISSIONS</b>			
2.1	UG Admissions & Prospectus	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	Admissions data of UG PG and Research	Dr. U. R. Sonparote	Dr. B. H. Salame Mr. G. C. Vandile Dr. P.G. Gupta Ms. Rishika Pali PG Teachers for data of the respective subject Mr. Avinash Kholkute
<b>3. ACCREDITATION RELATED</b>			
3.1	IQAC	Dr. V. V. Soman (Coordinator)	Dr. N. V. Palande- Co-coordinator Members as per notice
3.2	NIRF	Dr. J.N. Ramteke	Dr. A.V. Setiya Dr. S.S. Chavan Ms. P.S. Dudhe Dr. K. S. Ganorkar

Sr. No.	Name of Committee	In-charge	Members
3.3	Institutional Academic and Administrative Audit	Dr. M. G. Dhonde	Dr. D. V. Nandanwar
			Dr. P. U. Gajbe
			Dr V.H. Badiye
			Mr. G. C. Vandile
			Dr. S. S. Chavhan
			Mr. A. Kale
<b>4. ADMINISTRATION</b>			
4.1	Academic monitoring	Dr. N. D. Meshram	Mr. R.R. Tambatkar
			Ms. P.G. Gupta
			Dr. B. H. Salame
			Dr S.S. Chavhan
			Dr A.V. Setiya
			Mr. A. V. Tiwari
4.2	Feedback (from all stakeholders)	Ms. S. D. Khalatkar	Dr. U. R. Sonparote
			Dr. A. V. Setiya
			Dr. S. S. Chavhan
			Mr. A. V. Tiwari
			Dr. N. M. Luharia
			Ms. Rishika Pali
			Ms. Chetna Bhojar
			Dr. K. S. Ganorkar
4.3	Website	Dr. N. V. Palande	Dr. B. H. Salame
			Dr. V. R. Ramgunde
4.4	NEP	Dr. S.K. Giri	Dr. D. V. Nandanwar
			Dr. S. T. Rathod
			Dr. C. B. Talwatkar
4.5	Social media and Bi-Monthly Magazine	Mr. A. V. Tiwari Co-incharge: Ms P.S. Dudhe	Mr R.R. Tambatkar
			Dr. S.S.Chavan
4.6	AISHE	Dr. S. K. Giri	Dr. R. R . Gupta
			Dr. D. V. Nandanwar
			Dr. S. T. Rathod
			Dr. C. B. Talwatkar
4.7	MIS	Dr. S. K. Giri	Dr. Bherwani
			Dr. D. V. Nandanwar
			Dr. S. T. Rathod
			Dr. C. B. Talwatkar
4.8	University related work	Dr. V.H. Badiye	As per Notice
4.9	Alumni Cell	Dr V.H. Badiye	Dr S.A. Jawadand
			Dr. B. H. Salame
4.10	Annual Reports of all the departments	Compilation in-charge is Ms. B.K. Madavi	All HODs including sports Librarian, Result Compilation cell, Admission cell Prizes cell Scholarships Cell Cultural Activities cell
4.11	Campus cleanliness and maintenance	Dr. A. V. Setiya	Dr. S. S. Chavhan
			Mr. G. C. Vandile
			Mr. S. G. Tammewar
			Dr. M. A. Jamdarker
			Mr. N. Rathod
			Ms. R. Pali
			Mr. A. Kale
			Ms. S. Kapse
			Ms. B. Tijare

<b>5. WOMEN WELFARE</b>			
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. H. Salame	Dr. P.G. Gupta
			Dr. A. Danao-Bodhane
			Ms. P.S Dudhe
			Dr. Shweta Mankar
5.3	Ladies common room	Dr. S.A. Jawadand	Dr. P. G. Gupta
			Dr. B. H. Salame
			Ms. B. K.Madavi
<b>6. EXAMINATION RELATED</b>			
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
6.2	College Test Exams/ Unit tests (Check SOPs)	Dr. R. R. Gupta	Mr. Avinash Kholkute
			Dr. C. B. Talwatkar
			Dr. S. K. Giri
			Mr. S. T. Rathod
6.3	University result analysis	Dr. A. M. Sawane	Ms. P.G. Gupta
			Dr. P. U. Gajbe
			Dr. N. D. Meshram
			Mr. S. T. Rathod
			Mr. G. C. Vandile
			Dr. A. V. Setiya
			Dr. S. S.Chavhan
			Dr. V. S. Sapner
			Dr. Shweta Mankar
			Ms. Rishika Pali
6.4	EVS classes and EVS exam for SEM IV	Ms. S. D. Khalatkar	Dr. K. S. Ganorkar
			PG result will be analyzed by respective subject coordinators
			Dr. B. H. Salame
			Dr. A. V. Setiya
6.5	Sunday exams	Dr. S. S. Bhonsale	Mrs. Vibha Charpe
			Mr. Gopal Deshmukh
			Mr. Avinash Kholkute
6.6	Academic Bank of Credits	Dr. S. K. Giri	Mr. R. R. Gandhi
			Dr. R. R. Gupta
			Mr. S. T. Rathod
<b>7. STUDENTS WELFARE AND STUDENTS RELATED ACTIVITIES</b>			
7.1	Students' scholarships	Dr. S.A. Jawadand	Mr. Aditya Tiwari
			Mrs. Thakre
7.2	Institutional scholarship fund	Dr. J. R. Dontulwar	All HODs
7.3	Training and placement	Dr V.H. Badiye	Dr. S. A. Jawadand
			Dr. A. Danao-Bodhane
			Dr. Shweta Mankar

Sr. No.	Name of Committee	In-charge	Members
7.3	7.3 continued	7.3 continued	Ms. P. S. Dudhe Mr. R. Tambatkar Ms. Rishika Pali
7.4	Skill development Cell	Dr. V.H. Badiye	As per Notice (Job Role)
7.5	Career Katta and Competitive Exam Cell	Dr. S.A. Jawadand Co Incharge: Dr A. Bodhane	Ms. B.K. Madavi Mr. R. R. Tambatkar Mr. G. C. Vandile
7.6	Student Grievance Redressal	Dr. U. R. Sonparote	Mr. R.R Tambatkar Dr. Shweta Mankar Ms. Chetna Bhojar
7.7	Cultural Activities	Dr. A. Danao-Bodhane	Dr S.G. Goswami Mr. S.S. Chavhan Mr. S. G. Tammewar Mr. Sachin Dabhnekar
7.8	Students' Social Responsibilities & NSS	Dr. A.V. Setiya	Dr V.H. Badiye Dr. A. Danao-Bodhane Dr S. A. Jawadand Ms. P.S. Dudhe Mr R.R. Tambatkar
7.9	Students Council establishment and working	Dr. A. V. Setiya	Dr. S. S. Chavhan Mr. G. C. Vandile Dr. S.A. Jawadand
7.10	Anti-ragging, vigilance, and students' discipline	Dr. S. S. Bhonsale Co-incharge: Mr. A. V. Tiwari	Dr N.V. Palande Dr. N.D. Meshram Dr. K. S. Ganorkar Dr. S.S. Chavhan Mr. R. R Tambatkar Mr Vilas Deshmukh
7.11	Students Development	Dr. A. Danao-Bodhane	Ms. P.S. Dudhe Dr. N. M. Luharia Mr. Pawan Tete Dr. S. K. Giri
7.12	Parent-Teacher meetings	Dr. R R Gupta	Dr. S. T Rathod Dr. C. B. Talwatkar Dr. P.G. Gupta Dr. K. S. Ganorkar
7.13	Guidance Cell (IIT-JAM, NET, SET etc.)	Mr. G. C. Vandile	Ms. P. S. Dudhe Mr. A.V Tiwari Ms. B. K. Madavi Dr. V. S. Sapner Mr. R. R Tambatkar As per notice
7.14	Mentor-mentee scheme	Dr. N. V. Palande	As per notice
7.15	RTI	Dr. J.N. Ramteke (RTI Officer) Dr. V.H. Badiye	Dr. S.A. Jawadand Dr. A. Danao Bodhane
<b>8. FACILITIES</b>			
8.1	Environment Protection Cell	Dr. U. R. Sonparote	Dr. A. V. Setiya Dr. B. H. Salame Dr. V. R. Ramgunde Mrs. Vibha Charpe Dr. S. S. Chavhan
8.2	Canteen Commi ttee	Ms. P.S. Dudhe	As per the new notice

8.3	Library	As per the Library committee	As per the new notice
<b>9. COLLEGE FUNCTIONS</b>			
9.1	Conducting various events like commemorative days, days of national importance	Dr J.N. Ramteke Dr. Ashwini Danao Bodhane (Co Incharge)	Ms. Namrata Bajirao
			Dr. N.M. Luhariya
			Ms. Chetna Bhojar
			Mr. Sachin Dabhnekar
<b>10. OTHER ACTIVITIES</b>			
10.1	Teacher Training Cell	Ms. S. D. Khalatkar	Dr. U. R. Sonparote Dr. N. V. Palande, Dr. V. Ramgunde,
10.2	Non-teaching staff - guidance on various issues	Dr. C. B. Talwatkar	Dr. A. A. Fulzele
			Dr. P U Gajbe
			Mr. Dandewar
10.3	Internal audit	Dr. J. R. Dontulwar	Dr. J N. Ramteke
			Dr. S. G. Goswami
			Dr. M. G. Dhonde
10.4	College Magazine	Ms. B. K. Madavi	Dr. S.A. Jawadand
			Mr. A. V. Tiwari
			Mr. Dinesh Kotangale
<b>11. RESEARCH</b>			
11.1	Research and Development Cell (As per the guidelines received from UGC, the State Government of Maharashtra and RTM Nagpur University,)	Dr. J. R. Dontulwar Chairperson, Research Advisory Council (RAC) Dr. V. V. Soman IQAC Coordinator	Dr. N. V. Palande Coordinator, Research and Development Cell (RDC)
11.2	Finance and Infrastructure	Dr. J. N. Ramteke and Dr. Satish Goswami	Dr. P. U. Gajbe
			Dr. K. S. Ganorkar
			Mr. R.R. Tambatkar
			Mr. Vilas Deshmukh
11.3	Research Program, Policy Development	Dr. N. V. Palande	Dr. M. G. Dhonde
			Ms. S. D. Khalatkar
			Dr S.A. Jawadand
			Dr. V.S. Sapner
			Mr. A. V. Tiwari
			Ms. B. K. Madavi
11.4	Collaboration and Community	Dr. A. M. Sawane	Dr V.H. Badiye
			Dr. B. H. Salame
			Dr. A. V. Setiya
			Ms. P. G. Gupta
			Mr. P.V. Nimje
11.5	Product Development, Monitoring and Commercialization	Dr. M. G. Dhonde	Dr. J. N. Ramteke
			Dr. A. A. Fulzele
			Dr. N. D. Meshram
			Dr. V.S. Sapner
11.6	IPR, Legal and Ethical Matters	Dr. N. D. Meshram	Dr Bherwani
			Dr. V. Sapner
			Dr. K. S. Ganorkar
			Mr. R. R. Tambatkar

### **Role and Responsibilities of College Working Committees Incharge / Coordinator**

1. The in-charge/ coordinator should ensure the creation, regulation, and carrying out of various academic policies. She /he should ensure efficient and consistent academic operation throughout the institute.
2. The in-charge/ coordinator should ensure that at least 4 meetings (Twice throughout the semester) 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 the 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 an 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.



