



Citizen's Education Society
Shri Bhayyaji Pandharipande

National Institute of Social Work,

Hanuman Nagar, Nagpur

Date: 01/07/ 2021

(NOTICE for Teaching and Non Teaching Staff)

List of Committees constituted for the smooth Conduction of Extra Curricular and Extension Activities of college – (Academic Session 2021-2022)

At the beginning of the academic session the institute constitutes various committees. In certain committees student representatives are also act as members along with faculty members. Number of co-curricular activities and extension activities are conducted every year. These activities are conducted mainly to provide opportunity for students to exhibit their talents and qualities. The Principal of the college functions as the chairman of all the committees.

The Committees are hereby constituted to organize academic, co-curricular and extra-curricular activities during the Academic Year 2021-2022. The concerned staff should take note of this and all Co-coordinator should convene the meeting as early as possible in consultation with Principal.

This notice is being circulated among all Teaching & Non-Teaching Faculty members. However, they are requested to take a note of this notice and sign on the enclosed sheet before their names. This notice has already been sent through E-mail to all the members of Staff.

Dr. A. S. Barde
Officiating Principal
B. P. National Institute of Social Work
Hanuman, Nagar, Nagpur.



Citizen's Education Society
Shri Bhayyaji Pandharipande
National Institute of Social Work,
Hanuman Nagar, Nagpur

1. ANNUAL REPORT COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|----------------|--------------|
| 01 | Dr. A.S. Barde | Co-ordinator |
| 02 | Ms. S. Tule | Member |

DUTIES:

1. To collect proposals / materials from the teaching faculty members and non teaching members, Committees to prepare draft Annual report of activities for the year for publication in the information brochure of the college.
2. To finalize College Prospectus & Admission Form for the year 2018-19.
3. To assist the students and to interact with the parents during admissions for the year 2018-19.
4. To provide proper College Identity Cards to the students after the reopening of the College.
5. Every committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the chairman of the committees.

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2. ATTENDANCE COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|---------------------|--------------|
| 01 | Dr. Rekha Jagnale | Co-Ordinator |
| 02 | Ms. Sharmila Darane | Member |

DUTIES:

1. To prepare and compile attendance records and pro-formas separately for class room teaching F. W. and Research; Co-Curricular, extra-curricular & Extension Program's.
2. To display the attendance percentage.
3. To issue notices, periodically to students having less than 60 % attendance.
4. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.
5. Process attendance records prepare periodically the list of defaults and bring this to the notice of the
6. Regulate & enforce discipline among the students of the college, take appropriate action wherever necessary.
7. Recommend measures to check absenteeism
8. To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance sheets and that the same are submitted within 2 days of the completion of the last lecture/s for the month.
9. To inform the Principal the name/s of the defaulting Lecturer/s by 3rd of the following month.
10. To keep track of regular absentees and counsel them, if required, along with their parents.
11. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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3. STUDENT COUNCIL COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-----------------|--------------|
| 01 | Dr. V.N.Ghode | Co-ordinator |
| 02 | Dr. A.A. Sargar | Member |
| 03 | Dr. N.B. Pangul | Member |
| 04 | Dr. Seema Lobo | Member |

DUTIES:

1. As per the Direction of R.T.M. Nagpur University Elections/ Nominations will be conducted.
2. The name of the University Representative will be communicated to University.
3. The committee will consider application for free-studentship
4. Select students for awards of scholarships and prizes
5. Ensure healthy participation of students in inter-collegiate events, except
6. Arrange prize distribution ceremony.
7. Select students for awards of scholarships and prizes.
8. Ensure healthy participation of students in inter-collegiate events.
9. The committee will submit annual report at the end of session.

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4. Anti Ragging Cell: (2021-22)

| S.R. | Name | Position |
|------|---------------------|--------------|
| 01 | Dr. A.A. Sargar | Co-ordinator |
| 02 | Dr. R.R. Jagnale | Member |
| 03 | Dr. P.B. Ganthade | Member |
| 04 | Ms. Anisha Duragkar | Member |

DUTIES:

1. Ragging is totally banned in the college and anyone found guilty of ragging and/or abetting ragging is liable to be punished as it is a criminal offence.
2. Ours is A Ragging free Campus.

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5. Social Work Practicum Co-ordination Committee: (2021-22)

| S.R. | Name | Position |
|------|----------------------|--------------|
| 01 | Dr. N.B. Pangul | Co-ordinator |
| 02 | All Class In-charges | Member |

DUTIES:

1. Suggest new field work agencies
2. Arrange field work placement of students
3. Arrange agency supervisors meeting once in a year.
4. Discuss difficulties faced by students and suggest remedies
5. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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6. Dialysis Assistant Technician Course Managing Committee :(2021-22)

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr. Seema Lobo | Co-Ordinator |
| 02 | Mr. S.K. Ramteke | Member |
| 03 | Ms. S.P. Tule | Member |

DUTIES:

1. Co-ordinate with Nephrology Association
2. Prepare annual report of the course
3. Evaluation of the course at the end of course.
4. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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7. BOSCH Vocational Training Course: (2021-22)

| S.R. | Name | Position |
|------|-----------------|---------------|
| 01 | Dr. A.S. Barde | Co-ordination |
| 02 | Ms. S.D. Darane | Member |

DUTIES:

1. Co-ordinate with BOSCH officials
2. Provide help for placement of trainees
3. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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8. Tukdoji Maharaj Vichar Prasar Kendra: (2021-22)

| S.R. | Name | Position |
|------|--------------------|--------------|
| 01 | Dr. Nanda Pangul | Co-ordinator |
| 02 | Dr. V.N. Ghode | Member |
| 03 | Dr. P. B. Ganthade | Member |
| 04 | Ms. S. P. Tule | Member |
| 05 | Ms. S. D. Darane | Member |

DUTIES:

1. Arrange lectures by eminent scholars on Tukdoji Maharaj
2. Publish literature on Tukdoji Maharaj
3. Arrange poster exhibition on Life of Tukdoji Maharaj
4. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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9. Nature Club Management Committee: (2021-22)

| S.R. | Name | Position |
|------|---------------------|--------------|
| 01 | Dr. P.B. Ganthade | Co-ordinator |
| 02 | Dr. Rekha Jagnale | Member |
| 03 | Mr. S.K. Ramteke | Member |
| 04 | Mr. K.B. Dhabale | Member |
| 05 | Ms. A.S. Duragkar | Member |
| 06 | Mr. Mohan Dhapodkar | Member |

DUTIES:

1. Co-opt 3-4 student representatives on the committee as members
2. Arrange field study visits to parks, gardens etc to watch nature.
3. Arrange film shows on nature conservation.
4. Organize appropriate programs on the objectives of club
5. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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10. Center for Elderly Care and Ortho Appliances Committee: (2021-22)

| S.R. | Name | Position |
|------|---------------------|--------------|
| 01 | Mr. K.B. Dhabale | Co-ordinator |
| 02 | Mr. S.K. Ramteke | Member |
| 03 | Mr. Ravi Khade | Member |
| 04 | Mr. Mohan Dhapodkar | Member |

DUTIES:

1. To supervise and monitor the stock of equipments
2. Get the feedback from beneficiaries and initiate steps in positive direction.
3. Prepare annual report of the project
4. Organize training programme for elderly care attendants if necessary.
5. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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11. ALUMINI ASSOCIATION: (2021-22)

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr. N.B. Pangul | Co-ordinator |
| 02 | Dr. S.V. Kodape | Member |
| 03 | Dr. A.A. Sargar | Member |
| 04 | Dr. V.N. Ghode | Member |
| 05 | Dr. Seema Lobo | Member |
| 06 | Dr. R.R. Jagnale | Member |

DUTIES:

1. Co-opt 3-4 student representatives on the committee as members
2. To form Alumni Association for the year 2018-19.
3. To organize career guidance workshops for the outgoing students / Alumni.
4. To suggest Add On / Certificate / Diploma courses to be conducted by the college with financial assistance from industries/commercial organizations and well placed Alumni.
5. To maintain an up-to-date and detailed database of the alumni
6. To highlight the success of alumni to improve the credibility and reputation of the university.
7. Plan and promote a platform for interaction between all stakeholders of BPNISW.
8. Promote the interests and welfare of alumni association
9. Maintain healthy relationship with the alumni body
10. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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12. ACADEMIC PLANNING COMMITTEE (APC): (2021-22)

| S.R. | Name | Position |
|------|-------------------|--------------|
| 01 | Dr. Nanda Pangul | Co-ordinator |
| 02 | Dr. Anil Sargar | Member |
| 03 | Dr. S.V. Kodape | Member |
| 04 | Dr. V.N.Ghode | Member |
| 05 | Dr. Seema Lobo | Member |
| 06 | Dr. Rekha Jagnale | Member |
| 07 | Dr. P.B. Ganthade | Member |
| 08 | Dr. P.A. Yeotakar | Member |

DUTIES:

1. To prepare an academic calendar for curricular and co-curricular activities.
2. To motivate faculty to prepare detailed schedules of theory classes, field practicum, Tutorials and the research work.
3. To help the faculty members to plan academic activities for the benefit of the students.
4. To submit an Annual Report of the work A.P.C. by the end of the Academic year.
5. To give recommendations regarding changes required if any in the teaching –learning methods and evaluation schemes.
6. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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13. TIME TABLE COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-----------------|--------------|
| 01 | Dr. A.A. Sargar | Co-ordinator |
| 02 | Dr. Seema Lobo | Member |

DUTIES:

The Time Table Committee prepares the timetable of each class from BSW-I to MSW-II

1. Reframe reschedules & adjusts the timetable according to the need. Allot the teachers their workload of teaching subject, No. of field work supervisees & No. of research students equitably as decided in the staff council..
2. To co-ordinate with A.P.C. for implementation of the academic calendar .To submit a copy of timetable and workload distribution to APC & office superintendent.
3. To prepare annual activity report about timetable committee.

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**14. COLLEGE INFRASTRUCTURE MAINTENANCE DEVELOPMENT COMMITTEE:
(2021-22)**

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr. V.N. Ghode | Co-ordinator |
| 02 | Mr. K.B. Dhabale | Member |
| 03 | Mr. S.K. Ramteke | Member |
| 04 | Mr. R.P. Dhale | Member |
| 05 | Ms. S.P.Tule | Member |

DUTIES:

1. To suggest measures for the safety, development and maintenance of old college infrastructure.
2. To ensure optimal use of the college resources, get defective gadgets repaired.
3. To suggest measures to dispose off outdated and unusable items.
4. To be in charge of the AV systems, LCD, Copier Machines, Laptops etc.
5. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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15. EXAMINATION COMMITTEE (UG & PG): (2021-22)

| S.R. | Name | Position |
|------|-------------------|--------------|
| 01 | Dr. A.A. Sargar | Co-ordinator |
| 02 | Dr. Rekha Jagnale | Member |

DUTIES:

1. The Exam Cell shall distribute the Exam Forms of the University of Mumbai to regular students and collect them back after having them duly filled in. After verification, the Exam Cell shall forward the same to the University of Mumbai within the stipulated time period.
2. The Exam Cell shall put up notice inviting ATKT students to have the exam form collected and returned in due time.
3. give their vacation preference dates to the Exam Committee in the specified format.
4. The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
5. To successfully conduct the college Semester End Examinations and prepare the Results.
6. To co-ordinate with the ISA Committee for smooth conduct of ISA tests and receive the final ISA marks on or before 15th September / March.
7. To ensure that the mark lists are submitted by the lecturers to the Exam. Section by due dates and the Statement of Marks are given to the students / Parents within the stipulated time.
8. To make inventory of the required Stationery well in advance and put the Requisition for required items at least 2 months in advance.
9. collect statistics on various subjects/papers and enrolment therein including roll numbers of students arrange for paper setting by faculty.
10. printing of QP prepare examination blocks, requisition invigilators and support staff.
11. Allot supervision duties
12. Conduct the examination as per the schedule

Note: The Principal of the college will function as the ex-officio chairman of the committees.

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16. INTERNAL GRIEVANCE REDRESSAL COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-------------------|--------------|
| 01 | Dr. V.N. Ghode | Co-ordinator |
| 02 | All Teacher Staff | Member |

DUTIES:

1. To attend to the general grievances of the students, public (related to the college), staff and suggest redressal within the framework of College / University / Government rules.
2. Instruct the official/s concerned to promptly attend to the grievances.
3. Refer / Report the matters to the Principal.
4. To attend to the students' Examination/s related grievances and recommend suitable redressal measures.
5. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
6. To maintain the minutes of the meetings and submit the copy of the same to the Principal.
7. To convey the decision of the committee to the aggrieved students in writing by the Chairperson of the Committee
8. Maintain a record of the Grievances redressed/ reported / referred.
9. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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17. LIBRARY COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|--------------------|--------------|
| 01 | Dr. P.Ganthade | Co-ordinator |
| 02 | Dr. A. A. Sargar | Member |
| 03 | Dr. Rekha Jagnale | Member |
| 04 | Ms. Sarmila Darane | Member |

DUTIES:

1. To advise the Library staff for proper up-keep of the library.
2. To suggest measures to maintain the sanctity of the Library and to attend to the readers grievances.
3. To organize book week, book talks, book displays on special occasions.
4. To advise and help in computerization of library.
5. To acquire books for the book bank and to distribute to the deserving students.
6. Assist to Purchase of Library Material – e material and reading devices
7. To assist the Librarian in formulating Library policy.
8. To look after general maintenance of the library in terms of reading material and infrastructure.
9. To effectively involve in fostering the reading habit of staff and students.
10. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
11. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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18. MAGAZINE & NEWS BULLETIN “ PHILE PAN” COMMITTEE : (2021-22)

| S.R. | Name | Position |
|------|-------------------|--------------|
| 01 | Dr. Rekha Jagnale | Co-ordinator |
| 02 | Dr. A.A. Sargar | Member |
| 03 | Dr. N.B. Pangul | Member |
| 04 | Dr. V.N. Ghode | Member |
| 05 | Mrs. A.S Duragkar | Member |

DUTIES:

1. To raise resources for publication of the magazine.
2. To receive the articles / reports from the students /staff and edit the same.
3. To ensure that no reports/articles objectionable in nature are published.
4. To arrange to have photographs of staff and students required for the magazine.
5. To get the magazine printed by April end and distribute the same to students and Staff. Website through Media, News Papers, etc.
6. To appoint students as sectional editors.
7. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the chairman of the committees.

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19. SPECIAL DAYS CELEBRATION COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|--------------------|--------------|
| 01 | Dr. V.N. Ghode | Co-ordinator |
| 02 | Dr. P. B. Ganthade | Member |
| 03 | Dr. R.R. Jagnale | Member |

DUTIES:

1. To make necessary arrangements for the flag hoisting ceremonies on the, Independence Day & the Republic day.
2. Co-opt 3-4 student representatives on the committee as members
3. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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20. N.S.S. Committee: (2021-22)

| S.R. | Name | Position |
|------|-----------------|--------------|
| 01 | Dr. V.N.Ghode | Co-ordinator |
| 02 | Dr. A.A. Sargar | Member |
| 03 | Dr. N.B. Pangul | Member |
| 04 | Dr. Seema Lobo | Member |

DUTIES:

1. Co-opt 7-8 student representatives on the committee as members
2. To plan and execute N.S.S. Programmes for the year.
3. To conduct Special N.S.S. camps and to submit the audited statement of accounts at the end of the year.
4. To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the college.
5. To take care of campus beautification and gardening.
6. To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
7. To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.
8. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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21. PARENTS – TEACHERS' INTERACTION COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr. Anil Sargar | Co-ordinator |
| 02 | Dr. S.V. Kodape | Member |
| 03 | Dr. Nanda Pangul | Member |
| 04 | Dr. V.N. Ghode | Member |
| 05 | Dr. Seema Lobo | Member |
| 06 | Dr. R.R. Jagnale | Member |

DUTIES:

1. Co-opt 3-4 student representatives on the committee as members
2. To receive and attend the parents / guardians in the college.
3. To inform about the low attendance or poor Marks of the students, if any, to the concerned Parents.
4. To form a Parent-Teacher Interaction Committee at the first GB Meeting.
5. To hold at least 2 General Body Meetings (August & November) to discuss issues regarding Students
6. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the chairman of the committees.

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22. RESEARCH CELL COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-----------------|--------------|
| 01 | Dr. N.B. Pangul | Co-ordinator |
| 02 | Dr. Anil Sargar | Member |
| 03 | Dr. V. N. Ghode | Member |
| 04 | Dr. Seema Lobo | Member |

DUTIES:

1. To organize research activities for the staff and students of the college.
2. To organize orientation lectures in research for the TY project work students.
3. To assist the departments in organizing research seminars.
4. To take up major / minor research projects for the college.
5. To raise funds for research activities of the college.
6. To suggest steps for effective use of college resources for extension services.
7. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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23. SPORTS COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr. V. N. Ghode | Co-ordinator |
| 02 | Dr. S. V. Kodape | Member |
| 03 | Dr. R.R. Jagnale | Member |
| 04 | Mr. K.B. Dhabale | Member |
| 05 | Mr. R.P. Dhale | Member |

DUTIES:

1. To nominate 8-10 students members on this committee
2. To organize various sports events in annual sports and cultural Day .
3. To select talented pupils for representing college in various tournaments, competitions at inter collegiate, regional, state levels.
4. Purchase specific sports equipments, kit/material necessary for playing.
5. Winners/participants in various events are awarded and appreciated by giving certificates for their achievements.
6. Allot incentive marks to the eligible sports persons according to the Nagpur University directives.
7. To prepare the activity report at the end of academic session and is submitted to the Annual Report committee.
8. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the chairman of the committees.

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24. STAFF WELFARE COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-----------------------|--------------|
| 01 | Dr. Dilip Barhate | Co-ordinator |
| 02 | Mr. Rupesh Dhale | Member |
| 03 | Mr. K.B. Dhabale | Member |
| 04 | Ms. S.P. Tule | Member |
| 05 | Mr. V.B. Chandankhede | Member |

DUTIES:

1. To organize staff welfare activities such as Staff / Faculty Improvement Programmes, Felicitations, Literary Competitions / Picnics, Hikes, etc.
2. To pursue the matter with the Directorate of Hr. Edn. Related to Confirmation, Career Advancement, Pay Fixation etc. of the lecturers.
3. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

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25. SCHOLARSHIP COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-----------------------|--------------|
| 01 | Mr. R.P. Dhale | Co-ordinator |
| 02 | Mr. V.B. Chandankhede | Member |
| 03 | Mr. K.B. Dhabale | Member |
| 04 | Ms. S.D. Darane | Member |

DUTIES:

1. Co-opt 3-4 student representatives on the committee as members
2. To make the students aware of the various schemes / assistances / scholarships available for students.
3. To take steps to encourage students and to promote the hidden talents of students.
4. To Scrutinize scholarship forms of the students and ensure to submit / process the same on time to the respective dept.
5. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the chairman of the committees.

Dr. A. S. Barde
Officiating Principal



Citizen's Education Society
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**26. Sexual Harassment of women Complaint Committee/
Women Development Cell: (2021-22)**

| S.R. | Name | Position |
|------|---|--------------|
| 01 | Dr. Nanda Pangul | Co-ordinator |
| 02 | Ms. Meenakshi Kadu (NGO Representative) | Member |
| 03 | Dr. Seema Lobo | Member |
| 04 | Dr. P. B. Ganthade | Member |
| 05 | Dr. R.R. Jagnale | Member |
| 06 | Ms. S.P. Tule | Member |

DUTIES:

1. The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the UGC / RTM Nagpur University
2. To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
3. To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.
4. To organize workshops affecting women in general and especially in the following areas:
1. Sensitization and gender equality on campuses
2. Issues of women arising from societal concerns
3. Any other theme based activities and events concerning significant issues of women
5. An aim of the committee is to prevent sexual harassment, promote well being of all the female students and staff members and create a gender sensitized community within campus as well as in the society.
6. Organize gender sensitizing programs
7. Conduct Inquiry of such incident if any and submit report to the principal.
8. Prepare annual report of the committee and submit to the principal.
9. Co-opt 1-2 student representatives on the committee as members

Note: The Principal of the college will function as the chairman of the committees.

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27. Web site Committee: (2021-22)

| S.R. | Name | Position |
|------|-------------------|--------------|
| 01 | Dr. Anil Sargar | Co-ordinator |
| 02 | Ms. S.P. Tule | Member |
| 03 | Mr. K. B. Dhabale | Member |
| 04 | Mr. S.K. Ramteke | Member |
| 05 | Mr. R.P. Dhale | Member |

DUTIES:

1. Develop, update and enhance the accessibility of the Internal and External Websites to benefit all existing and prospective members of the institution.
2. Coordinate efforts to design a creative and flexible website while maintaining current and relevant content for the website and increasing the usability.
3. Study websites of other leading educational institutes and incorporate suitable and innovative modifications such as including Campus Diary / Weekly activities etc.
4. Use the latest technology to enable online registration and payment of fees, online submission of all application forms, chat sessions before exams, mock tests etc.
5. Set up a mechanism for timely update of data.
6. Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
7. Update all communications, notices, announcements etc on a regular basis.
8. Strive to make improvement in the website with respect to design, preventability etc on a Continuous basis.
9. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the ex-officio chairman of the committees.

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28. NAAC Process Steering COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|-------------------|--------------|
| 01 | Dr. Seema Lobo | Co-ordinator |
| 02 | Dr. S.V. Kodape | Member |
| 03 | Dr. A.A. Sargar | Member |
| 04 | Dr. Nanda Pangul | Member |
| 05 | Dr. V.N. Ghode | Member |
| 06 | Dr. Rekha Jagnale | Member |
| 07 | Dr. Dilip Barhate | Member |
| 08 | Dr. P.B. Ganthade | Member |
| 09 | Ms. S.P. Tule | Member |

DUTIES:

1. To assess the requirement of starting any new course / subject in the college and to do the needful.
2. To ensure that the proposal for college affiliation is sent to University on time i.e. by 15th September.
3. To ensure that the compliance to earlier stipulations are met by college.
4. To ensure compliance of the college to all NAAC requirements.
5. To compile the required information and prepare the Self Study Report.
6. The committee will present its annual report to the Principal preferably by the thirty-first day of March every year.

Note: The Principal of the college will function as the chairman of the committees.

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29. ANNUAL SPORTS AND CULTURAL DAY CELEBRATION COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|--------------------|--------------|
| 01 | Dr. N.B. Pangul | Co-ordinator |
| 02 | Dr. A.A. Sargar | Member |
| 03 | Dr. Rekha Jagnale | Member |
| 04 | Dr. P. B. Ganthade | Member |
| 05. | Mr. R.P. Dhale | Member |
| 06. | Mr. K.B. Dhabale | Member |

DUTIES:

1. Co-opt 7-8 students as members on the committee
2. Constitute various committees such as cultural committee, reception committee, programme committee, stage decoration committee etc to organize the event.
3. Finalize the events to be staged during the celebration
4. Submit the annual report at the end of the session to the Principal

Note: The Principal of the college will function as the chairman of the committees.

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30. VILLAGE CAMP COMMITTEE: (2021-22)

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr. V.N.Ghode | Co-ordinator |
| 02 | Dr. Nanda Pangul | Member |
| 03 | Reserved | Member |

DUTIES:

1. Organize village camp smoothly as per requirements of the syllabus.
2. Security of students during camp should be priority.
3. Prepare report of the camp and submit to the principal.

Note: The Principal of the college will function as the chairman of the committees.

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31. STUDY TOUR COMMITTEE (UG): (2021-22)

| S.R. | Name | Position |
|------|-----------------|--------------|
| 01 | Dr. Anil Sargar | Co-ordinator |
| 02 | Reserved | Member |

Duties:

1. Finalization of destination of tour in consultation with Principal
2. Arrange agency visits as per requirements
3. Prepare rules and regulations for students
4. Prepare report of the tour and submit to the principal

Note: The Principal of the college will function as the chairman of the committees.

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32. STUDY TOUR COMMITTEE (PG): (2021-22)

| S.R. | Name | Position |
|------|----------------|--------------|
| 01 | Dr. Seema Lobo | Co-ordinator |
| 02 | Reserved | Member |

Duties:

1. Finalization of destination of tour in consultation with Principal
2. Arrange agency visits as per requirements
3. Prepare rules and regulations for students
4. Prepare report of the tour and submit to the principal

Note: The Principal of the college will function as the chairman of the committees.

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33. CAREER GUIDANCE AND PLACEMENT CELL : (2021-22)

| S.R. | Name | Position |
|------|------------------|--------------|
| 01 | Dr.V.N.Ghode | Co-ordinator |
| 02 | Dr. S.V.Kodape | Member |
| 03 | Dr. A.A. Sargar | Member |
| 04 | Dr. N.B. Pangul | Member |
| 05 | Dr. Seema Lobo | Member |
| 06 | Dr. R.R. Jagnale | Member |

Duties:

- Help learners explore career options make assessment of students efficiency.
1. Groom them for job they are fit for provide career guidance to students on the basis of their aptitudes.
 2. Groom them for the jobs they are fitter invite commercial/ industrial Organizations to the campus for conducting.
 3. Campus interviews and recruitment promote self-reliance among students.
 4. Select students for participation in recruitment drive organized by other Institutions.
 5. The committee will submit annual report to the principal.

Note: The Principal of the college will function as the chairman of the committees.

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34. ISHWAR DESHMUKH DNYNPEETH MANAGEMENT COMMITTEE : (2021-22)

| S.R. | Name | Position |
|------|---------------------|--------------|
| 01 | Dr. P.B. Ganthade | Co-ordinator |
| 02 | Mr. K.B. Dhabale | Member |
| 03 | Mr. R.P. Dhale | Member |
| 04 | Ms. S.D. Darane | Member |
| 05 | Ms. Anisha Durgakar | Member |

Duties :

1. Help the administration in taking decision in IT related matters Function: This Committee will look after the ICT infrastructure of the College
2. Promote ICT enabled learning culture
3. Ensure the connection with other educational institutions
4. Promote innovation and opportunities in learning
5. Take steps for maintenance of computers, their accessories or arrange for uninterrupted internet service to See to it that the internet remains functional.
6. The committee will submit annual report to the principal by 31st March every year.

Note: The Principal of the college will function as the chairman of the committees.

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Officiating Principal

COMMITTEE REPORT

Every committee will present its annual report to the Principal preferably by the thirty-first day of March every year. The report should cover information on targets set for the year, performance of the committee in the achievement of these targets, problems faced in the implementation of the action plans, proposal for improved efforts in the implementation of plans, requisitions, blocks in implementation, and policy guidelines for the coming year.