



MATRU SEWA SANGH INSTITUTE OF SOCIAL WORK

Bajaj Nagar, Nagpur 440010

WORK DISTRIBUTION OTHER THAN THEORY CLASSES

The Institute has constituted the following Boards
for the Academic Session 2023-2024

24.08.2023

Revised copy of Boards

No.	Assignment	Name of Staff	Signature	
1.	Board of Admissions (Chairperson – Principal) Convener - Dr Jyoti Niswade <i>(Shall review admission related activities and suggest changes in policies and procedures, if any)</i>	BSW-I	Dr Amod Gurjar	
		BSW-II	Prof Jyoti Niswade	
		BSW-III	Dr Keshav Walke	
		MSW-I	Dr Amod Gurjar	
		MSW-II	Dr Amen Xavier	
2.	Class Directors <i>(Class Director shall be overall in-charge of the class including field work placement, research, student attendance and discipline, monitoring of teaching assignment, academic activities etc.)</i>	BSW-I	Dr Amod Gurjar Ms Karuna Ade	
		BSW-II	Prof Jyoti Niswade (Advisor) Mr Pavan Chavan	
		BSW-III	Dr Keshav Walke (Advisor) Dr Sandip Lanjewar	
		MSW-I	Dr Amod Gurjar Dr Payal Chamatkar	
		MSW-II	Dr Amen Xavier Ms Karuna Ade	
3.	Board of Time-Tables <i>(Shall be responsible for the preparation and amendments to timetables of theory classes during the academic session)</i>	Dr Prince Ajaykumar Agashe (Convener)		
		Prof Jyoti Niswade		
		Dr Amod Gurjar		
		Ms Karuna Ade		
		Dr Amen Xavier		
4.	Board of NSS <i>(Shall be responsible for the planning and execution of NSS activities)</i>	Dr Prince Agashe (Program Officer 1)		
		Mr Pavan Chavan (Program Officer 2)		
		Dr Sandip Lanjewar		
		Dr Amod Gurjar		
		Student Member (MSW1):		
Student Member (BSW2):				

5.	Board of Rural Camp <i>(Shall be responsible for the planning and execution of Rural Camp related activities)</i>	Prof Jyoti Niswade(Advisor)	
		Mr Pavan Chavan (Convener)	
		Ms. Karuna Ade	
		Dr Amod Gurjar	
		Dr Sandeep Lanjewar	
6.	Board of Examinations <i>(Shall be responsible for conducting internal examinations)</i>	Mr Pavan Chavan (Convener)	
		Ms Karuna Ade	
		Ms Aparna Deshpande	
		Mr Sandeep Kothar	
7.	Board of Publications <i>(Shall be responsible for publication of Prospectus, Magazines, Brochures, Annual Report, IJSWASS and News any other Publication of the Institute)</i>	Dr Keshav Walke (Advisor)	
		Dr Nandita Mane (Convener)	
		Dr Prince Ajaykumar Agashe	
		Dr Amod Gurjar	
		Mr Baba Ingale	
		Mr Sandeep Kothar	
8.	IQAC & Board of NAAC Work <i>(Shall be responsible for taking up all the necessary activities in the context of NAAC Accreditation and smooth functioning of IQAC)</i>	Prof Jyoti Niswade (Convener)	
		Dr Amod Gurjar (Co-Convener)	
		Dr Prince Agashe	
		Dr Sandeep Lanjewar	
		Mr Baba Ingale	
		Ms Aparna Deshpande	
9.	Board of Library <i>(Shall be responsible for ensuring smooth functioning of the Library and review of new books & journals)</i>	Dr Prince Ajaykumar Agashe (Librarian & Convener)	
		Ms Karuna Ade	
		Dr Sandip Lanjewar	
		Mr Baba Ingale	
10.	Board of Career Counselling & Placement <i>(Constituted as per directives of the RTM Nagpur University)</i>	Prof Keshav Walke (Convener)	
		Dr Amen Xavier (Co-Convener)	
		Dr Prince Ajay Agashe	
		Dr Sandip Lanjewar	
		Dr Amen Xavier	
		Mr Pavan Chavan	
		Student Members:	
11.	Board of Purchases, Maintenance & Renovation	Dr Prince Agashe (Convener)	
		Dr Lata Deshmukh (CDC Nominee)	
		Mr Baba Ingale	
		Ms Aparna Deshpande	
12.	Board of Website Management	Dr Prince Ajaykumar Agashe (Convener)	
		Dr Amod Gurjar	
		Mr Baba Ingale	
		Mr Sandeep Kothar	

13.	Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council	Mr Pavan Chavan (Convener)	
		Ms Karuna Ade	
		Dr Sandip Lanjewar	
		Mr Baba Ingale	
		Mr Kapil Nanne	
		Mr Ranjeet Zalpуре	
		Student Members:	
14.	Board of Scholarships, Fellowships, Prizes & Awards	Ms Karuna Ade (Convener & Students' Welfare Officer)	
		Mr Baba Ingale	
		Mr Sandeep Kothar	
		Student Members:	
15.	Board of Students' Attendance	Dr Amod Gurjar (Convener)	
		Prof Jyoti Niswade	
		Dr Amen Xavier	
		Mr Sandeep Kothar	
16.	Board of Entrepreneurship & Skill Development (Skill-Lab Activities) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Sandip Lanjewar (Convener)	
		Mr Pavan Chavan	
		Ms Karuna Ade	
		Mr Amen Xavier	
		Student Member:	
17.	Board of Anti-Ragging Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Prince Ajaykumar Agashe (Convener)	
		Dr Nandita Mane	
		Dr Sandeep Lanjewar	
		Student Member:	
18.	Board of Students' Redressal Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Prof Jyoti Niswade (Convener)	
		Dr Nandita Mane	
		Ms Karuna Ade	
		Student Member:	
19.	Board of Campus Beautification	Dr Prince Ajaykumar Agashe (Convener)	
		Mr Baba Ingale	
		Ms Aparna Deshpande	
		Mr Amen Xavier	
20.	Board of P.G. Research & Seminars <i>(Responsible for smooth conduct of PG level research, and preparation of proposals for seminars and research work)</i>	Dr Amod Gurjar (Convener)	
		Dr Sandip Lanjewar	
		Mr Amen Xavier	
		Mr Pavan Chavan	
		Dr Payal Chamatkar	
21.	Board of Supportive Services	Mr Baba Ingale (Convener)	
		Mr Sandeep Kothar	
		Mr Kapil Nanne	
		Mr Ranjeet Zalpуре	

		Mr Ishwar Pun	
22.	Board of Field Practicum <i>(Field work placement; liaisoning with agencies; planning and conduct of educational tours; field work stationery etc.)</i>	Prof Keshav Walke (Convener) Dr Amod Gurjar Dr Sandeep Lanjewar Mr Amen Xavier	
23.	Board of Research Resources , Innovations & PHLR <i>(Responsible for preparation of proposals for research work and short term courses and Ph, D students)</i>	Dr Purushottam Borkar (Chairperson) Prof Jyoti Niswade (Convener) Prof Keshav Walke Dr Prince Ajaykumar Agashe Dr Amod Gurjar Dr Sandip Lanjewar Mr Baba Ingale	
24.	Board of Alumni Association <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Keshav Walke (Advisor) Dr Prince Ajaykumar Agashe Dr Amod Gurjar Mr Amen Xavier Mr Baba Ingale Alumni Members: Mr Ajay Mardikar, Dr Vrushali Deshpande, Mr Shekhar Pande, Ms Payal Chamatkar.	
25.	Board of Students' Centre (Students' Social Work Forum & Literary Forum) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Sandip Lanjewar (Convener) Dr Amod Gurjar Ms Karuna Ade Mr Pavan Chavan Student Members:	
26.	Board of Work-Load Assessment	Prof Keshav Walke (Convener) Dr Prince Ajaykumar Agashe Dr Nandita Mane Mr Baba Ingale Ms Aparna Deshpande	
27.	Board of Students' Information & Guidance Centre (Public Relations & Information) <i>(Constituted as per directives of the Director, Higher Education, M. S. and directives of the RTM Nagpur University)</i>	Dr Prince Ajaykumar Agashe (Information Officer) Mr Baba Ingale (Asst. Information Officer) Dr Purushottam Borkar (Appellate Officer) Prof Jyoti Niswade Mr Pavan Chavan	
28.	Women's Grievance	Dr Purushottam Borkar (Principal)	

Cell / Internal Complaints Committee & Special Cell to Deal With Issues of Gender Based Violence <i>(Constituted as per directives of the RTM Nagpur University & Maharashtra Women's Commission)</i>	Dr Nandita Mane (Convener/Presiding Officer)	
	Prof Jyoti Niswade (Faculty Member - 1)	
	Ms Karuna Ade (Faculty Member - 2)	
	Ms Aparna Deshpande (Non-Teaching Employee - 1)	
	Ms Deepali Mude (Non-Teaching Employee - 2)	
	Dr Vrushali Deshpande (External Member - 1)	
	(MSW-II) Student Member - 1	
	(MSW-I) Student Member - 2	
(BSW-III) Student Member - 3		

29.	Board for Computer Literacy	Dr Prince Ajay Agashe (Convener)	
		Mr Pavan Chavan	
		Mr Amen Xavier	
		Mr Saneep Kothar	
		Student Members:	

30.	Board of Legal Literacy Club & Human Rights Cell	Mr Pavan Chavan (Convener)	
		Dr Nandita Mane	
		Dr Prince Ajaykumar Agashe	
		Dr Amod Gurjar	

31.	Board of Equal Opportunity Cell for Backward & Minorities Students <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Sandip Lanjewar (Convener)	
		Mr Pavan Chavan	
		Ms Karuna Ade	
		Mr Baba Ingale	
		Mr Sandeep Kothar	

32.	Board for Protection of Girls at College Campus & Hostel <i>(Constituted as per directives of the RTM Nagpur University)</i>	Ms Karuna Ade (Convener)	
		Dr Prince Ajaykumar Agashe	
		Ms Aparna Deshpande	

33.	Board of Campus & Hostel Disciplinary Action <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Nandita Mane (Convener)	
		Dr Prince Ajaykumar Agashe	
		Mr Pavan Chavan	
		Ms Aparna Deshpande	
		Student Members:	

34.	Board of Coaching & Guidance for Competitive Examinations <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Prince A. Agashe (Convener)	
		Mr Amen Xavier	
		Dr Amod Gurjar	
		Mr Pavan Chavan	
		Ms Karuna Ade	

35.	Board of Parents-	Prof Keshav Walke (Convener)	
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	Teachers Meet <i>(Constituted as per directives of the RTM Nagpur University)</i>	Prof Jyoti Niswade	
		Dr Nandita Mane	
		Dr Amod Gurjar	

36	Planning Board / Project Monitoring Unit (RUSA, General Development Assistance)	Dr Purushottam Borkar (Chairperson)	
		Prof Jyoti Niswade (IQAC Coordinator & Convener)	
		Dr Prince A. Agashe	
		Mr Baba Ingale	
		Ms Aparna Deshpande	
		Ms Deepali Mude	

37	Board of Students' Welfare (Committee) <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Purushottam Borkar (Chairperson)	
		Dr sandip Lanjewar (Secretary)	
		BSW 1 :	
		BSW 2 :	
		BSW 3 :	
		MSW 1 :	
		MSW 2 :	

38	Board of Students' Counselling Center <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Purushottam Borkar (Chairperson)	
		Prof Jyoti Niswade (Convener)	
		Ms Karuna Ade	
		Dr Nandita Mane	

39	Committee for Prevention of Caste Based Discrimination in Higher Educational Institutions <i>(Constituted as per directives of the UGC and RTM Nagpur University)</i>	Dr Purushottam Borkar (Principal)	
		Mr Pavan Chavan (Convener)	
		Ms Karuna Ade (Teaching Staff)	
		Mr Sandeep Kothar (Non-Teaching Staff)	
		(MSW-I) Student Member - 1	
		(BSW-III) Student Member - 2	
40	Board of Short Term Academic Programmes	Dr Purushottam Borkar (Chairperson)	
		Dr Nandita Mane (Convener)	
		Dr Sandeep Lanjewar	
		Mr Sandeep Kothar	

Boards of Field Action Projects

41	a. Family Counselling Centre	Prof Jyoti Niswade (Director)	
		Ms Premlata Patil	
		Mr Baba Ingale	
		Ms Smita Thawkar	

42	d. School Social Work	Dr Purushottam Borkar (Director)	
		Prof Jyoti Niswade (Convener)	
		Prof Keshav Walke	

		Dr Amod Gurjar	
		Ms Karuna Ade	
		Mr Pavan Chavan	
		Dr Sandip Lanjewar	
43	e. Community Action for Environment (CAFÉ)	Dr Purushottam Borkar (Director)	
		Dr Nandita Mane (Convener)	
		Prof Jyoti Niswade	
		Mr Amen Xavier	
		Mr Sandeep Kothar	
44	f. LIFELINE - Centre for Promoting Organ Donation	Dr Purushottam Borkar(Director)	
		Prof Keshav Walke (Convener)	
		Dr Prince Ajaykumar Agashe	
		Mr Sandeep Kothar	
45	g. Samvedana – Centre for Assistance to Divyangjan	Dr Purushottam Borkar (Director)	
		Dr Amod Gurjar (Convener)	
		Ms Karuna Ade	
		Mr Pavan Chavan	
		Mr Baba Ingale	

Dr Purushottam Borkar
Principal