



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 2024-2025

20.05.2024

Revised copy of Boards

No.	Assignment	Name of Staff	
1.	Board of Admissions (Chairperson – Principal) Convener - Dr Amod Gurjar <i>(Shall review admission related activities and suggest changes in policies and procedures, if any)</i>	BSW-I	Ms Karuna Ade
		BSW-II	Prof Keshav Walke
		BSW-III	Prof Jyoti Niswade
		MSW-I	Dr Amod Gurjar
		MSW-II	Ms Prashansha Khandekar
		BCA I	Mr Pavan Chavan
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	Ms Karuna Ade
		BSW-II	Mr Pavan Chavan
		BSW-III	Prof Jyoti Niswade
		MSW-I	Dr Amod Gurjar
		MSW-II	Dr Sandip Lanjewar Ms Prashansha Khandekar
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 Amod Gurjar (Convener)	
		Prof Jyoti Niswade	
		Dr Prince Ajaykumar Agashe	
		Ms Karuna Ade	
		Ms Prashansha Khandekar	
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	
		Ms Prashansha Khandekar	
		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>	Dr Amod Gurjar (Convener)
		Ms. Karuna Ade
		Mr Pavan Chavan
		Dr Sandip 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 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
		Dr Prince Agashe
		Dr Sandip 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 Prince Ajay Agashe
		Dr Sandip Lanjewar
		Dr Amen Xavier
		Ms Prashansha Khandekar
		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	Dr Nandita Mane (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
		Ms Prashansha Khandekar
		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)
		Ms Karuna Ade
		Dr Amen Xavier
		Ms Prashansha Khandekar
		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 Sandip Lanjewar
		Student Member:
18.	Board of Students' Redressal Cell <i>(Constituted as per directives of the RTM Nagpur University)</i>	Mr Pavan Chavan (Convener)
		Dr Nandita Mane
		Ms Karuna Ade
		Student Member:
19.	Board of Campus Beautification	Ms Prashansha Khandekar (Convener)
		Mr Baba Ingale
		Ms Aparna Deshpande
		Ms Deepali Mude
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
		Dr Amen Xavier
		Mr Pavan Chavan
		Ms Prashansha Khandekar
21.	Board of Supportive Services	Mr Baba Ingale (Convener)
		Ms Aparna Deshpande
		Mr Sandeep Kothar
		Mr Kapil Nanne
		Mr Ranjeet Zalpуре
		Mr Ishwar Pun
22.	Board of Field Practicum <i>(Field work placement; liaising with agencies; planning and conduct of educational tours; field work stationery etc.)</i>	Prof Keshav Walke (Convener)
		Ms Karuna Ade
		Mr Pavan Chavan
		Prof Jyoti Niswade
		Dr Amod Gurjar
		Dr Sandip Lanjewar Ms Prashansha Khandekar

23.	Board of Research Resources, Innovations & PHLR <i>(Responsible for preparation of proposals for research work and short-term courses and conducting Ph.D. student's viva-voce & Notices)</i>	Dr Purushottam Borkar (Chairperson)
		Prof Keshav Walke (Convener)
		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 Amod Gurjar (Convener)
		Dr Prince Ajaykumar Agashe
		Ms Prashansha Khandekar
		Mr Baba Ingale
		Alumni Members: Mr Ajay Mardikar, Dr Vrushali Deshpande, Mr Shekhar Pande, Ms Prashansha Khandekar
25.	Board of Students' Centre (Students' Social Work Forum, Literary Forum & Career Katta) <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)
		Ms Karuna Ade
		Mr Pavan Chavan
		Prof Jyoti Niswade
		Dr Amod Gurjar
		Dr Sandip Lanjewar
		Ms Prashansha Khandekar
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)
		Mr Pavan Chavan
28.	Women's Grievance 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 Purushottam Borkar (Principal)
		Dr Nandita Mane (Convener/Presiding Officer)
		Ms Prashansha Khandekar (Faculty Member - 1)
		Ms Karuna Ade (Faculty Member - 2)
		Ms Aparna Deshpande (Non-Teaching Employee - 1)
		Ms Deepali Mude (Non-Teaching Employee - 2)
		Mrs Madhuri Sakulkar (External Member - 1)
		(MSW-II) Student Member - 1
		(MSW-I) Student Member - 2
		(BSW-III) Student Member - 3

29.	Board for Computer Literacy	Mr Pavan Chavan (Convener)
		Ms Prashansha Khandekar
		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 Prashansha Khandekar
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)
		Dr Amod Gurjar
		Mr Pavan Chavan
		Ms Karuna Ade
		Ms Prashansha Khandekar
35.	Board of Parents-Teachers Meet <i>(Constituted as per directives of the RTM Nagpur University)</i>	Prof Jyoti Niswade (Convener)
		Prof Keshav Walke
		Dr Nandita Mane
		Dr Sandip Lanjewar
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)
		Ms Karuna Ade (Convenor)
		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	National Education Policy Cell <i>(Constituted as per directives of the Director, Higher & Technical Education and RTM Nagpur University)</i>	Dr Purushottam Borkar (Chairperson)
		Dr Jyoti Niswade (Convener)
		Dr Nandita Mane
		Dr Prince Agashe
		Dr Sandip Lanjewar
		Ms Sanjeevani Pawde
41	Board of Short Term Academic Programmes	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
42	Institution's Innovation Council (As per Ministry of Education's Innovation Cell, GOI)	Dr Purushottam Borkar (Chairperson)
		Dr Prince Agashe (Convener)
		Dr Amod Gurjar
		Dr Sandip Lanjewar
		Mr Sandeep Kothar
		Student Member: Sanjeevani Pawde
		Prof Prakash D. Porey (External Member)

Boards of Field Action Projects

43	1. School Social Work	Dr Purushottam Borkar (Director)
		Dr Sandip Lanjewar (Convener)
		Prof Keshav Walke
		Dr Amod Gurjar
		Ms Karuna Ade
		Mr Pavan Chavan
44	2. Community Action for Environment (CAFÉ)	Dr Purushottam Borkar (Director)
		Dr Nandita Mane (Convener)
		Mr Pavan Chavan
		Ms Prashansa Khandekar
		Dr Amod Gurjar
45	3. LIFELINE - Centre for Promoting Organ Donation	Dr Purushottam Borkar (Director)
		Dr Amod Gurjar (Convener)
		Ms Prashansa Khandekar
		Mr Sandeep Kothar
46	4. Samvedana – Centre for Assistance to Divyangjan & Palliative Care	Dr Purushottam Borkar (Director)
		Dr Amod Gurjar (Convener)
		Ms Karuna Ade
		Mr Pavan Chavan
		Mr Baba Ingale

Sd/-
Dr Purushottam Borkar
Principal