

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 2025-2026

18.06.2025

Revised copy of Boards

No.	Assignment	Name of Staff	Signature	
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	Mr Pavan Chavan	
		BSW-III	Prof Keshav Walke	
		MSW-I	Dr Amod Gurjar	
		MSW-II	Dr Sandip Lanjewar	
		BCA I	Dr Prince Agashe	
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 Keshav Walke	
		MSW-I	Dr Amod Gurjar	
		MSW-II	Dr Sandip Lanjewar	
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 Keshav Walke		
		Prof Jyoti Niswade		
		Dr Prince Ajaykumar Agashe		
		Ms Karuna Ade		
4.	Board of NSS <i>(Shall be responsible for the planning and execution of NSS activities)</i>	Mr Pavan Chavan (Program Officer 1)		
		Ms Karuna Ade (Program Officer 2)		
		Dr Prince Agashe		
		Student Member (MSW1):		
		Student Member (BSW2):		
5.	Board of Rural Camp	Dr Amod Gurjar (Convener)		
		Ms. Karuna Ade		

	<i>(Shall be responsible for the planning and execution of Rural Camp related activities)</i>	Mr Pavan Chavan Dr Sandip Lanjewar	
6.	Board of Examinations <i>(Shall be responsible for conducting university/internal examinations)</i>	Ms Karuna Ade (Convener) Mr Pavan Chavan 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 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 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 Ms Aparna Deshpande	
10.	Board of Career Counselling & Placement <i>(Constituted as per directives of the RTM Nagpur University)</i>	Prof Keshav Walke (Convener) Dr Sandip Lanjewar Student Members:	
11.	Board of Purchases, Maintenance & Renovation	Dr Prince Agashe (Convener) Dr Lata Deshmukh (CDC Nominee) Ms Aparna Deshpande	
12.	Board of Website Management	Dr Prince Ajaykumar Agashe (Convener) Dr Amod Gurjar Ms Aparna Deshpande Ms Deepali Mude	
13.	Board of Games, Sports, Cultural Activities, Celebrations & Students' Representative Council	Dr Nandita Mane (Convener) Ms Karuna Ade Dr Sandip Lanjewar Ms Aparna Deshpande Mr Kapil Nanne Mr Ranjeet Zalpure Student Members:	

14.	Board of Scholarships, Fellowships, Prizes & Awards	Ms Karuna Ade (Convener & Students' Welfare Officer)	
		Mr Sandeep Kothar	
		Student Members:	
15.	Board of Students' Attendance	Dr Amod Gurjar (Convener)	
		Prof Jyoti Niswade	
		Ms Karuna Ade	
		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	
		Mr Pavan Chavan	
		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	Dr Nandita Mane (Convener)	
		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	
		Mr Pavan Chavan	
21.	Board of Supportive Services	Ms Aparna Deshpande (Convener)	
		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	
		Dr Amod Gurjar	
		Dr Sandip Lanjewar	

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	
		Mrs Aparna Deshpande	

24.	Board of Alumni Association <i>(Constituted as per directives of the RTM Nagpur University)</i>	Dr Amod Gurjar (Convener)	
		Dr Prince Ajaykumar Agashe	
		Dr Sandip Lanjewar	
		Ms Aparna Deshpande	
		Alumni Members: Mr Ajay Mardikar, Dr Vrushali Deshpande, Mr Shekhar Pande	

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	
		Dr Amod Gurjar	
		Dr Sandip Lanjewar	
		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)	
		Ms Aparna Deshpande / Deepali Mude (Asst. Information Officer)	
		Dr Purushottam Borkar (Appellate Officer)	

28.	Women's Grievance Cell / Internal Complaints Committee & Special Cell to Deal With	Dr Nandita Mane (Presiding Officer)	
		Ms Karuna Ade (Faculty Member - 1)	
		Dr Sandip Lanjewar (Faculty Member - 2)	
		Ms Aparna Deshpande (Non-Teaching Employee - 1)	
		Ms Deepali Mude (Non-Teaching Employee - 2)	

	Issues of Gender Based Violence <i>(Constituted as per directives of the RTM Nagpur University & Maharashtra Women's Commission)</i>	Mrs Madhuri Sakulkar (External Member - 1)	
		Student Member (Girl)- 1	
		Student Member (Boy) - 2	
		Student Member (Boy) -3	

29.	Board for Computer Literacy	Dr Amod Gurjar (Convener)	
		Dr Sandip Lanjewar	
		Mr Saneep Kothar	
		Mr Buland Jugnake	
		Student Members:	

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

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)	
		Dr Prince Agashe	
		Ms Karuna Ade	
		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	

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 (General Development Assistance)	Dr Purushottam Borkar (Chairperson)	
		Prof Jyoti Niswade (IQAC Coordinator & Convener)	
		Dr Prince A. Agashe	
		Ms Aparna Deshpande	
		Mr Sandeep Kothar	

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 (Convener)	
		Dr Nandita Mane	
		Dr Prince Agashe	

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	Dr Amod Gurjar (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:	
		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	
		Dr Amod Gurjar	
45	3. LIFELINE - Centre for Promoting Organ Donation	Dr Purushottam Borkar (Director)	
		Dr Amod Gurjar (Convener)	
		Ms Karuna Ade	
		Mr Sandeep Kothar	
46	4. Samvedana – Centre for Assistance to Divyangjan & Palliative Care	Dr Purushottam Borkar (Director)	
		Mr Pavan Chavan (Convener)	
		Ms Karuna Ade	
		Dr Amod Gurjar	
		Ms Aparna Deshpande	

Dr Purushottam Borkar
Principal