



# MAHILA MAHAVIDYALAYA AMRAVATI

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## AQAR 2023-24

### Criterion VI

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

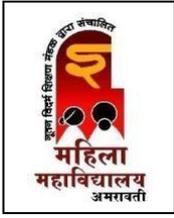
6.1.2 : The effective leadership is visible in various institutional practices such as decentralization and participative management.

#### Work Distribution 2023-24

Submitted to



## THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



# Mahila Mahavidyalaya, Amravati

## Work Distribution(2023-24)



### Office Order

All the Teachers of Senior and Junior college and members of the Non-teaching Staff are hereby informed that the final work distribution for the academic session 2023-24 is circulated for information. It is necessary to put signatures in front of your name on both copies. **This Work distribution is enforced with immediate effect from 08.05.23. Imp. Note: No 'change request' will be accepted in this work distribution.**

**Read the instructions given in the end carefully and follow them scrupulously.**

**Date: 06/05/23**

(Dr. Avinash B. Moharil)

**Off. Principal**

1) **New college Council Secretary (2023-24)**

Signature

Dr. Pravin Gulhane

2) **Jr. College In-charge**

Signature

Prof. Manjiri Walse

3) **Admission Committee(Senior College / All Programmes)**

Sr. No.	Name	Position	Signatures
1.	Dr. Snehashish J. Das	Coordinator	
2.	Prof. Jayvant Parate	Asst. Coordinator	
3.	Dr. Pallavi Ambhore	Member	
4.	Prof. Hitesh Vyas	Member	
5.	Prof. Gokul Deshmukh	Member	
6.	Shri. AshishJoshi	Member	
7.	Shri. Hemant Pande	Member	
8.	Shri. Kapil Hutke	Member	

**4) Admission Committee (Junior College)**

Sr. No.	Name of Faculty	Position	Signature
1	Prof.ManjiriWalse	Coordinator	
2	Prof.Mamata Pande	In Charge of Arts Faculty	
3	Prof. Aditya Sowale	In Charge of Science Faculty	
4	Prof.HiteshVyas	In charge of Commerce Faculty	
5.	Prof. Madhuri Sonparote	Member	
6	Prof.AparnaTinkhede	Member	
7	Prof.KanchanParteki	Member	
8	Prof.Jayashree Pokale	Member	
10	Shri. Balkrishna Turkhede	Office Help	
11	Shri. Lalit Chaudhari	Office Help	

**5) Time Table Committee (Senior College)**

Sr. No.	Name of Faculty		Signature
1	Dr .Shalini Pande	Commerce Coordinator	
2	Dr. Snehashish Das	Arts Coordinator	
2	Dr. Pravin Gulhane	Member	
3	Contract Teacher B. Com English Med.	Member ( )	
4	Contract Teacher M. Com English Med.	Member ( )	
5	Contract Teacher for B.Voc	Member ( )	

**6) Time Table Committee(Junior College)**

Sr. No.	Name of Faculty		Signature
1	Prof.Mamata Pande	(In-charge Arts &Coordinator)	
2	Prof.Varsha Sable	( In-charge Science)	
3	Prof.HiteshVyas	( In charge of Commerce)	
4	Prof.Aditya Sowale	Member	
5	Prof.Kanchan Parteki	Member	

**7) Prospectus Committee : (Work to be completed till 25/05/2023)**

Sr. No.	Name of Faculty		Signature
1	Dr. Sushma Deshmukh	Coordinator	
2	Dr. Aruna Wadekar	Member	
4	Prof. Madhuri Sonparote	Member	
5	Prof. Jayashree Pokale	Member	
6	Shri. Anirudha Karade	Member	
6.	Shri. Kapil Hutke	Office Help	

**8) Samidha Committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Jaywant Parate	Coordinator	
2	Dr. Sharmila Deshmukh	Member	
3	Prof. Manjiri Walse	Member	
4	Prof. Aparna Tinkhede	Member	
5	1(C.H.B. Teacher in Sanskrit)	1.	
6.	1(C.H.B. Teacher in Marathi)	1.	

**9) College Exam (Senior College)**

Sr. No.	Name of Faculty		Signature
1	Dr.Aruna Wadekar	(Chief Coordinator)	
2.	Dr. Sushma Deshmukh	Member	
2	Prof. Jaywant Parate (Secretary)	Secretary	
5	C.H.B. Teachers[Music1,Eco.1, Non grant1(Total 3)]	1. 2. 3.	
7.	Contract Teacher (B.Voc.)	1.	

**10) College Exam (Junior College)**

Sr. No.	Name of Faculty		Signature
1	Prof. Mamata Pande	(In-charge Coordinator)	
2	Prof.Hitesh Vyas(Commerce)	Member	
3	Prof.Kanchan Parteki(Arts)	Member	
4	Prof.Varsha Sable(Science)	Member	
5.	Prof. Madhuri Sonparote	Member	

**11) Election Student Council**

Sr. No.	Name of Faculty		Signature
1.	Prof. Sachin Deshmukh	(In-charge Coordinator)	
2.	Dr. Manjusha Dhapudkar	Member	
3.	Dr.VijayWardikar	Member	
4.	Prof. Aditya Sowale	Member	
5.	Prof. Kanchan Parteki	Member	

**12) Youth Festival**

Sr. No.	Name of Faculty		Signature
1	Dr. Snehashish J. Das	(In-charge Coordinator)	
2	Dr.Sharmila Deshmukh	Member	
3	Prof. Sachin Deshmukh (Documentation and Audition)	Member	
4	All C.H.B. Teachers Music Department		
5	Shri. Kapil Hutke	Office	

**13) Kahaparde Vyakhyanmala**

Sr. No.	Name of Faculty		Signature
1	Dr. Shalini Pande	(In-charge)	
2	Prof. Jaywant Parate	Member	
3	Prof. Mamta Pande	Member	
5	Prof. Aparna Tinkhede	Member	
6	Prof. Jayashree Pokale	Member	

**14) Gathering**

Sr. No.	Name of Faculty		Signature
1	Prof. Bhawna Wasnik	(In-charge)	
2	Prof. Jaywant Parate	Member	
4	Dr. Pallavi Ambhore	Member	
5	Prof. Madhuri Sonparote	Member	
6	Prof. Mamta Pande	Member	
7	Prof. Aditya Sowale	Member	
8	Prof. Aparna Tinkhede	Member	
9	Physical Education Junior College Teacher	Member	
10	University Representative (Student)	1.	
11	Gathering Secretary (Student)	1.	

**15) Computer Department & Computer Literacy Committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Dr. Shalini Pande	(In-charge)	
2	Dr. Manjusha Dhapudkar	Member	
3	Prof. Jayashree Pokale (Junior College)	Member	
4	Prof. Aparna Tinkhede	Member	
5	Contract Teacher Computer Sr.	1.	
6	Contract Teacher Computer Jr.	1.	

**16) Aapulki Mentor Mentee Committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Dr. Aruna Wadekar	(Coordinator Sr.)	
2	Prof. Bhawna Wasnik	(Secretary	
3	C.H.B. of Marathi Department	1.	
4	Home Economics (Two C.H.B.)	1. 2.	
5	C.H.B. Commerce Department (Marathi Medium)	1.	
6	Contract Teacher Commerce	1.	
7	Prof. Madhuri Sonparote	Coordinator (Jr)	
8	Prof. Varsha Sable	Member	
9	Prof. Kanchan Parteki	Member	

**17) Internal Quality Assurance Cell & NAAC Coordination**

Sr. No.	Name of Faculty		Signature
1	Principal Dr. Avinash Moharil	(Ex-Officio Chairman)	
2	Hon. Secretary, NVSM Amravati.	Member	
3	Dr. Ankush Giri	(Coordinator & Ex-Officio Secretary)	
4	Dr. Sharmila Deshmukh	Member	
5	Prof. Jaywant Parate	Member	
6	Dr. Vijay Wardikar	Member	
7	Dr. Snehashish J. Das	Member	
8	Prof. Sachin Deshmukh	NEP Co-ordinator	
9	Student Nominee	Member	
10	Alumina/Parent Nominee	Member	
11	Industrial Cluster Nominee	Member	

**18) U.G.C. Planning Board**

Sr. No.	Name of Faculty	Nature of work	Signature
1.	Prof. Sachin Deshmukh	Coordinator	
2.	Dr. Vijay Wardikar	Asst. coordinator	
3	Dr. Bhawna Wasnik	Member	
4	Aniruddha Karade	Office Assistance	
5.	CHB in English	Member	

**19) University Exam Officer In charge & Environment (W-23 & S-24 for Session 2023-24)**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Sushma Deshmukh	(Coordinator)	
2	Prof. appointed for the subject Environment(In-Charge)		

**20) Farewell and Convocation ( Teachers, Non-Teaching and Students)**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Jayashree Vaishnav	(In-Charge)	
2	Dr. Sharmila Deshmukh	Member	
3	Prof. Tinkhede	Member	
4	Prof. Knachan Parteki	Member	
5	CHB Physical Education Jr.	Member	
6	Shri. Ashish Joshi	Member	

**21) N.S.S.(Senior) and Student Development (University):(For three Year-2022-23 to 24-25)**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Shalini Pande	Chief Programme Officer	
2	Dr. Majusha Dhapudkar	Asst. Programme Officer	

**22) Library Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Vijay Wardikar	(In-Charge & Secretary)	
2	Prof. Jayvant Parate	Member	
3	Dr. Pravin Gulhane	Member	
4	Prof. Majiri Walse	Member	
5	Prof. Kanchan Parteki	Member	

**23) Student Welfare Fund and All Scholarships-Donation Scholarships**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr.Jayshree Vaishnav	(Incharge)	
2	Dr.Sharmila Deshmukh	Member	
3	Prof.Manjiri Walse	Member	
5	Prof. Jayashree Pokale	(Secretary)	
6	Prof. Aparna Tinkhede	Member	

**24) Grievance Redressal Cell and Counseling**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Principal Dr. Avinash Moharil	Chairman	
2	Prof. Ravindra Khandekar (Hon. Mandal Representative, N.V.S.M.)	Member	
3	Dr.Shalini Pande	(In-charge)	
4	Prof.Sachin Deshmukh	Member	
5	Prof.Madhuri Sonparote	(Secretary)	
6	Mr. Milind Pant	Member	

**25) Different Special Days Programmers**

Sr. No.	Name of Faculty	Department	HOD Signature
1	<b>Yoga Day (21June)</b>	<b>Physical Edu.</b>	
2	<b>Population Day(11 July)</b>	<b>Geography</b>	
3	<b>Tilak Punyatithi(1Aug)</b>	<b>History</b>	
4	<b>Sanskrit Day</b>	<b>Sanskrit</b>	
5	<b>Teachers' day(5Sept)</b>	<b>Music</b>	
6	<b>Mahatma Gandhi Jayanti(2 Oct)</b>	<b>English</b>	
7	<b>Babasaheb Ambedkar Mahaparinirvan (6Dec)</b>	<b>Library</b>	
8	<b>Saraswati Pujan (1Jan)</b>	<b>Commerce</b>	
9	<b>Savitribai Fule Jayanti (3Jan)</b>	<b>Home economics</b>	
10	<b>World Women's Day (8Mar)</b>	<b>Marathi</b>	
11	<b>Dr. Ambedkar Jayanti(14April)</b>	<b>Political Science</b>	

**26) Sanwad**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr.SharmilaDeshmukh	(In-charge)	
2	Dr.PallaviAmbhore	Member	
3	Prof.Aditya Sovale	Member	
4	CHB Teacher Music Department.	1.	
5	CHB Teacher Economic Department	1.	

**27) Debate and Elocution Club**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Aruna Wadekar	(Coordinator)	
2	Dr. Sharmila Deshmukh	Member	
3	Prof. C.H.B. Teacher English Department	Member	
4	Prof. C.H.B. Teacher Marathi Department	1.	

**28) Bharari**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Pravin Gulhane	(In-charge)	
2	Prof. Aparana Tinkhede	Member	
3	Prof.Kanchan Parteki	Member	

**29) DinVishesh & Abhinandan Lekhan**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Aparna Tinkhede	(Coordinator)	

**30) Alumni Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr.Jayashree Vaishnav	(In-charge)	
2	Prof.Bhavana Wasnik	Member	
3	Dr.Pallavi Ambhore	(Secretary)	
4	Pro.Mamata Pande	Member	
5	ProfManjiri Walase	Member	
6	Two CHB Teachers( Home Economics Department)	1. 2.	

Note : Alumni committee will work with Alumni Association in Coordination keeping separate identities.

**31) Equipment and Instruments Monitoring Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Shri Aniruddha Karade	(Electrical, Sound System & Projectors)	
2	Prof. Aditya Sowale		
3	Prof. Sachin Deshmukh	(Water Cooler and Issues related to water supply)	
4	Prof. Jayashree Pokle		
5	Shri Kapil Hutke	(Computer and related Gadgets)	
6	Prof. Aditya Sowale,		
7	Prof. Jayashree Pokle		
8	Shri. Anirudha Karade	(Xerox Machine, Inverter & Internet Con.(Wi-Fi.) CCTV, Thumb Machin, Generator)	
9	Shri. Hemant Pande		

**32) Cleanliness Monitoring & Awareness Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr.JayashreeVaishnav	(In-charge)	
2	Prof.Madhuri Sonparote	Member	
3	Prof.Mamta Pande	Member	
4	(Junior College Physical Teacher)	1.	
5	Aniruddha Karade	(Office Representative)	
6	Smt. Jyoti Pawar	(Principal's Cabin & waiting room)	

**33. Publicity & Public Relation**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof.Sachin Deshmukh	(PRO)	
2	Dr.Sharmila Deshmukh	(Publicity Officer)	
3	Prof.Manjiri Walse	Member	
4	Shri.Hemant Pande	Member	

**34. Research Centre Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof.Dr.SnehashishDas	Coordinator for Humanities	
2	Dr.ArunaWadekar	Coordinator for Commerce	
3	Dr. Pallavi Ambhore	Member	
4	Aniriddha Karade	Office Assistance	

**35. College Website Updating Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Vijay Wardikar	(In-charge)	
2.	Prof. Sachin Deshmukh	Member	
3	Prof. Jayashree Pokle	Member	
4	Shri. Kapil Hutke	Member	
5	Shri. Lalit Chaudhari	Member	

### 36. Purchase Committee

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Ankush Giri	(In-charge)	
2	Dr. Vijay Wardikar	(Secretary)	
3	Prof. Sachin Deshmukh	Member	
4	Prof. Manjiri Walse	Member	
5	Prof. Madhuri Sonparote	Member	
6	Prof. Hitesh Vyas	Member	
7	Aniriddha Karade	Member	
8.	CHB in Marathi	1.	

### 37. Canteen & Common Room Committee

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Jayshree Vaishnav	(In-charge)	
2	Prof. Varsha Sable	Member	
3	Prof. Mamata Pande	Member	
4	C.H.B. of HomeEco.	1.	

### 38. NEP Implementation Committee

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Sachin Deshmukh	Nodal Officer	
2	Dr. Vijay Wardikar	Member	
3	Dr. Bhawna Wasnik	Member	

**39. Stock Verification Committee**

Sr. No.	Nature of work	Name of Faculty	Signature
1	<b>A)Library,</b>	1. Prof.Mamta Lenghe 2. Prof.Aditya Sohale	
2	<b>B)Geography Dept</b>	1. Prof. Varsha Sable 2. Prof.Aparna Tinkhede	
3	<b>(C) Physical Education Department</b>	1) Prof.Jayshree Pokale 2) Prof.Hitesh Vyas	
4	<b>(D)Computer Department</b>	1) Prof.Sachin Deshmukh 2) Dr.Ankush Giri	
5	<b>(E)Office</b>	1) Dr.Munjusha Dhapudkar 2) Dr. Vijay Wardikar	
6	<b>(F )Music Dept,</b>	1. Dr.Manjusha Dhapudkar 2. Prof. Tinkhede 3. Prof.Kanchan Parteki	
7	<b>(G ) Home – Economics Dept.</b>	1) Dr.Aruna Wadekar 2) Dr.Munjusha Dhapudkar	
8	<b>Physics Deptt.</b>	1) Prof. Manjiri Walse 2) Prof. Varsha Sabale	
9	<b>Chemistry Deptt.</b>	1) Prof. Madhuri Sonparote 2) Prof. Tinkhede	
10	<b>Biology Deptt.</b>	1)Prof. Aditya Sowale	
11	<b>Junior Music Deptt.</b>	1)Prof. Madhuri Sonparote	
12	<b>Junior Home Science Deptt.</b>	1) Prof. Madhuri Sonparote 2) Prof. Parteki	
13	<b>B. Voc.</b>	1)Dr.Ankush Giri	
14.	<b>Commerce</b>	1. Dr. Pravin Gulhane 2. Prof. Hitesh Vyas	

**40. Career Guidance Cell & Competitive Exam Coaching Centre**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Bhavna Wasnik	<b>(In-charge)</b>	
2	Dr.Pallavi Ambhore	Member	
3	Prof. Sachin Deshmukh	Member	
4	Dr. Pravin Gulhane	<b>Career Katta Coordinator</b>	
5	Prof.Jayashree Pokle(Junior College)	Member	
6	Prof. Aparna Tinkhede	Member	

**41. Placement Cell**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr.Pravin Gulhane	(In-charge)	
2	Prof. Sachin Deshmukh	Member	
3	Dr. Vijay Wardikar	Member	

**42. Feedback Mechanism Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Snehashish Das	(In-charge)	
2	Prof. Jayvant Parate		
3	Dr. Sushma Deshmukh (Commerce)		
5	One CHB from Commerce Faculty		
6	One CHB from Arts Faculty		
7	One CHB from Home Economics		

**43. Construction Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Sachin Deshmukh	Coordinator	
2	Dr.Vijay Wardikar		
3	Dr.Pravin Gulhane		
4	Prof. HiteshVyas		
5	Prof.Aditya Sowale		
6	Aniruddha Karade		
7.	CHB in Marathi		

**44. I-Card & I Card Distribution Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr.Jayant Parate	In charge	
2	Prof.Jayshree Pokle	Member	
3	Prof.Kanchan Parteki	Member	

**45. Waste Management / Green Practices / Rain Water harvesting Structure and Utilization in the campus**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Sushma Deshmukh	In charge	
2	Dr. Aruna Wadekar	Member	
3	Prof. Mamta Pande	Member	
4	CHB Economics Department	1.	
5	CHB Geography Department	1.	

**46. College Campus Discipline Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Director of Physical Education	Coordinator	
2	Physical Education Teacher (Junior College)	Member	

**47. NAAC Process Monitoring Committee\***

<b>Sr. No.</b>	<b>Name of Faculty</b>	<b>Criterion</b>	<b>Signatures</b>
<b>1.</b>	<b>Dr. Ankush Giri</b>	<b>Coordinator</b>	
<b>2</b>	<b>Dr. Snehashish J. Das / Prof. J. N. Parate</b>	<b>Criteria 1</b>	
<b>3.</b>	<b>Dr. P. Ambhore / Contract Teacher</b>	<b>Criteria 2</b>	
<b>4.</b>	<b>Dr. Bhawna Wasnik / Dr. P.J. Gulhane</b>	<b>Criteria 3</b>	
<b>5.</b>	<b>Dr. V. Wardikar / Dr. M. H. Dhapudkar</b>	<b>Criteria 4</b>	
<b>6.</b>	<b>Prof. Sachin Deshmukh / Dr. J. Vaishnav</b>	<b>Criteria 5</b>	
<b>7.</b>	<b>Dr. Sharmila Deshmukh / CHB Teacher</b>	<b>Criteria 6</b>	
<b>8.</b>	<b>Dr. Sushma Deshmukh / Dr. A. Wadekar</b>	<b>Criteria 7</b>	

\*The coordinator will immediately prepare a plan of activities to be executed by various departments in accordance with the criteria and the whole work shall be equally distributed properly so as to get marks every year. This work plan shall be prepared within a span of 10 days from the declaration of this work distribution and then the work allotment shall be circulated among all the departments so as to start the process.

**Work Distribution Circulated By:***(Dr. Pravin Gulhane)**(Prof. Manjiri Walse)**(Dr. Avinash Moharil)***College Council  
Secretary****Junior College  
Supervisor****Off. Principal****Important Notes:**

1. Admission Committees and Prospectus committees shall start working immediately.
2. All the staff members need to sign in front of your names to accept the work on both copies, which will be circulated on 08.05.23
3. The regular monthly meeting of the committee shall be conducted by the in charge and the minutes of those meetings are to be recorded by the secretary/in charge to be submitted along with other record the end of the year.
4. Committees having yearly work will have to present a progress report every two months in a special joint college meeting.
5. All the committees will have to submit documental records of work at the end of the year in accordance with the instructions by IQAC from time to time.
6. In-charge Professors / Coordinators are appointed for the coordination of the committees. It is to be noted that all the members of the committee shall be collectively responsible for the work

throughout the year. It is mandatory for all in charge Teachers to plan for the committee work immediately and start the work. The responsibility of every committee lies on all the members equally.

7. The names of CHB and contract teachers will be inserted very soon. The work of the committee shall be started immediately even without the CHB/Contract teachers.
8. The CHBs of Jr. college shall be called on whenever needed additionally for any programme / activities. Prof. Manjiri Walse is authorised for the same.

Date : 06/05/23

(Dr. Avinash B. Moharil)  
**Off. Principal**  
**Mahila Mahavidyalaya, Amravati**