



MAHILA MAHAVIDYALAYA AMRAVATI

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AQAR 2022-23

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 2022-23

Submitted to



**THE NATIONAL ASSESSMENT
AND ACCREDITATION COUNCIL**



Mahila Mahavidyalaya, Amravati

Work Distribution (2022-23)



Office Order

All the Teachers of Senior and Junior college and members of Non-teaching Staff are hereby informed that the final work distribution for the academic session 2022-23 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 18.07.22.**
Read the instructions given in the end carefully and follow them scrupulously.

(Dr. Avinash B. Moharil)
Principal

- 1) **New college Council Secretary(2021-22)** Signature
Dr. Vijay Wardikar
- 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	Dr. Aruna Wadekar	Asst. Coordinator	
3	Prof. Jaywant Parate	Member	
4	Dr. Sharmila Deshmukh	Member	
5	Prof. Bhavana Wasnik	Member	
6	Shri. Ashish Joshi	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. Manjiri Walse	Coordinator	
2	Prof. Mamata Pande	In Charge of Arts Faculty	
3	Prof. Aditya Sowale	In Charge of Science Faculty	
4	Prof. Hitesh Vyas	In charge of Commerce Faculty	
6	Prof. Aparna Tinkhede	Member	
7	Prof. Kanchan Parteki	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. Sushma Deshmukh	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) Timetable 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. Hitesh Vyas	((In charge of Commerce)	
4	Prof. Aditya Sowale	Member	
5	Prof. Kanchan Parteki	Member	

7) Prospectus Committee

Sr. No.	Name of Faculty		Signature
1	Dr. Sushma Deshmukh	Coordinator	
2	Dr. Ankush Giri	Member	
4	Prof. Aparna Tinkhede	Member	
5	Prof. Jayashree Pokale	Member	
6.	Kapil Hutke	Office Help	

8) Samidha Committee

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

9) College Exam (Senior College)

Sr. No.	Name of Faculty		Signature
1	Dr. Aruna Wadekar	(Chief Coordinator)	
2.	Dr. Sushma Deshmukh	Member	
2	Dr. Ankush Giri (Secretary)	Member	
3	Prof. Bhavana Wasnik	Member	
4	Dr. Nisha Shende	Member	
6	C.H.B. Teachers (Music 1, Eco.1, Non grant 1 (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	

11) Election Student Council

Sr. No.	Name of Faculty		Signature
1	Prof. Sachin Deshmukh	(In-charge Coordinator)	
2	Prof. Dr. Vijay Wardikar	Member	
3	Prof. Dr. Snehashish J. Das	Member	
4	Prof. Aditya Sowale	Member	
5	Prof. Kanchan Parteki	Member	

12) Youth Festival

Sr. No.	Name of Faculty		Signature
1	Prof. Ankush Giri	(In-charge Coordinator)	
2	Dr. Sharmila Deshmukh	Member	
3	Prof. Sachin Deshmukh (Documentation and Audition)	Member	
4	All C.H.B. Teachers Music Department		

13) Kahaparde Vyakhyanmala

Sr. No.	Name of Faculty		Signature
1	Dr. Jayashree Vaishnav	(In-charge)	
2	Prof. Mamta Pande	Member	
3	Prof. Aparna Tinkhede	Member	
5	Prof. Jayashree Pokale	Member	
6	Dr. Vijay Wardikar	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. Manjiri Walse	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	Prof. Sachin Deshmukh	(Coordinator & Ex-Officio Secretary)	
3	Dr. Sharmila Deshmukh	Member	
4	Prof. Jaywant Parate	Member	
5.	Dr. Vijay Wardikar	Member	
6.	Dr. Snehashish J. Das	Member	
10	Student Nominee	Member	
11	Alumina / Parent Nominee	Member	
12	Industrial Cluster Nominee	Member	

18) U.G.C. Planning Board

Sr. No.	Name of Faculty	Nature of work	Signature
1.	Principal Dr. Avinash Moharil	Chairman	
2.	Prof. Sachin Deshmukh	Member	
3.	Dr. Vijay Wardikar	Member	
4	Dr. Bhawna Wasnik	Member	
5	Aniruddha Karade	Office Assistance	
6.	CHB in Marathi	1.	

19) University Exam Officer In charge & Environment (For two Sem Exams Session 2022-23)

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Bhavna Wasnik	(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.	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. Sushma Deshmukh	Member	
3	Prof. Dr. Shehashish J. Das	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. Shri. Pravin Gulhane	(In charge)	
2	Dr. Jayashree Vaishnav	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	Dr. Nisha Shende	(In-charge)	
3	Prof. Sachin Deshmukh	Member	
4	Prof. Madhuri Sonparote	(Secretary)	
5	Prof. Ravindra Khandekar (Hon. Mandal Representative, N.V.S.M.)	Member	
6	Mr. Milind Pant	Member	

25) Different Special Days programmers

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

26) Sanwad

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Sharmila Deshmukh	(In-charge)	
2	Dr. Pallavi Ambhore	Member	
3	Prof. Mamta Pande	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	Dr. Jayashree Vaishnav	Member	
4	Prof. C.H.B. Teacher Marathi Department	1.	

28) Bharari

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

29) Din Vishesh & 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	Prof Manjiri 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	Prof. Ankush Giri	(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	Prof. Aditya Sowale Shri Kapil Hutke	(Computer and related Gadgets)	
6	Prof. Aditya Sowale,		
7	Prof. Jayashree Pokle		
8	Dr. Vijay Wardikar	(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	Principal Dr. Avinash Moharil		
2	Dr. Jayashree Vaishnav	(In-charge)	
3	Prof. Madhuri Sonparote	Member	
4	Prof. Mamta Pande	Member	
5	(Junior College Physical Teacher)	1.	
6	Aniruddha Karade	(Office Representative)	
7	Sau Vandana Suryawanshi	(Principal's Cabin & waiting room)	

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	

33) Research Centre Committee

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Snehashish Das	Coordinator for Humanities	
2	Dr. Aruna Wadekar	Coordinator for Commerce	
3	Dr. Nisha Shende	Member	
4	Dr. Pallavi Ambhore	Member	

34) College Website Updating Committee

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

35) 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	l.	

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 Home Eco.	l.	

36) Stock Verification Committee

Sr. No.	Nature of work	Name of Faculty	Signature
1	A) Library,	1. Prof. Mamta Lenghe 2. Prof. Aditya Sohale	
2	B) Geography Dept	1. Prof. Varsha Sable 2. Prof. Aparna Tinkhede	
3	(C) Physical Education Department	1) Prof. Jayshree Pokale 2) Prof. Hitesh Vyas	
4	(D) Computer Department	1) Prof. SachinDeshmukh 2) Dr. Ankush Giri	
5	(E) Office	1) Dr. MunjushaDhapudkar 2) Dr. VijayWardikar	
6	(F) Music Dept,	1. Dr. Manjusha Dhapudkar 2. Prof.Tinkhede 3. Prof. KanchanParteki	
7	(G) Home – Economics Dept.	1) Dr. ArunaWadekar 2) Dr. MunjushaDhapudkar	
8	Physics Deptt.	1) Prof.ManjiriWalse 2) Prof.VarshaSabale	
9	Chemistry Deptt.	1) Prof.MadhuriSonparote 2) Prof.Tinkhede	
10	Biology Deptt.	1) Prof. Aditya Sowale	
11	Junior Music Deptt.	1) Prof.MadhuriSonparote	
12	Junior Home ScienceDeptt.	1) Prof.MadhuriSonparote 2) Prof.Parteki	
13	B. Voc.	1) Dr. Ankush Giri	
14.	Commerce	1. Dr. Pravin Gulhane 2. Prof. Hitesh Vyas	

37) Career Guidance Cell & Competitive Exam Coaching Centre

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

38) Placement Cell

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

39) Feedback Mechanism Committee

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Snehashish Das	(In-charge)	
2	Dr. Pravin gulhane		
3	Dr. Nisha Shende		
5	One CHB from Commerce Faculty		
6	One CHB from Arts Faculty		
7	One CHB from Home Economics		

40) Construction committee

Sr. No.	Name of Faculty	Nature of work	Signature
1	Principal Dr. Avinash Moharil		
2	Prof. Sachin Deshmukh		
3	Dr. Vijay Wardikar		
4	Dr. Pravin Gulhane		
5	Prof. Hitesh Vyas		
6	Prof. Aditya Sohale		
7	Aniruddha Karade		
8.	CHB in Marathi		

41) I –Card 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	

42) Waste Management / Green Practices / Rain Water harvesting Structure and Utilization in thecampus

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

43) College Campus Discipline committee

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

44. NAAC Process Monitoring Committee*

Sr. No.	Name of Faculty	Criterion	Sinatures
1.	Prof. Sachin Deshmukh	Coordinator	
2	Dr. Snehashish J. Das	Criteria 1	
3.	Dr. Pallavi Ambhore	Criteria 2	
4.	Dr. Bhawna Wasnik	Criteria 3	
5.	Dr. Vijay Wardikar	Criteria 4	
6.	Dr. Ankush Giri	Criteria 5	
7.	Dr. Sharmila Deshmukh	Criteria 6	
8.	Dr. Jayant Parate	Criteria 7	

*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. Vijay Wardikar)***College Council
Secretary***(Prof.Manjiri Walse)***Junior College
Supervisor**

*(Dr. Avinash Moharil)***Principal****Important Notes:**

1. All the staff members need to sign in front of their names to accept the work on both the copies which will be circulated on 18.07.22
2. 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 records at the end of the year.

3. Committees having yearly work will have to present a progress report every two months in a special joint college meeting.
4. All the committees will have to submit documental records of work at the end of the year in accordance with the instructions given by IQAC from time to time.
5. 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.
6. 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.
7. 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:

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