



**Shri Shivaji Education Society, Amravati's**  
**Dhanwate National College**  
**Congress Nagar, Nagpur**



**Established in 1932**

**College with Potential for Excellence Status by UGC, New Delhi**  
**Recognized Centre for Higher Learning and Research**  
**Institutional Member of Asia Pacific Quality Network, Shanghai**  
**Accredited 'B+' Grade, CGPA 2.53 by NAAC Bangalore**

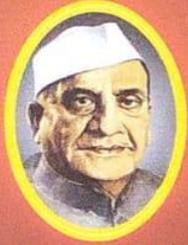


**4<sup>th</sup> Cycle**  
**Assessment & Accreditation by NAAC**

**CRITERION II - TEACHING-LEARNING AND EVALUATION**

**2.5 - Evaluation Process and Reforms**

**2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient**



**Dr. Panjabrao alias  
Bhausaheb Deshmukh**  
Founder President



Estd. 1935

Shri Shivaji Education Society, Amravati's (Regd. No. F. 89)  
**DHANWATE NATIONAL COLLEGE**  
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INSTITUTIONAL MEMBER OF ASIA PACIFIC QUALITY NETWORK, SHANGHAI

Hon. Shri Harshwardhan P. Deshmukh  
President

Dr. J. D. Wadate  
M. Com., M. Phil., Ph.D.  
Principal

No./DNC / 248/2021-2022

Date : 30 / 05 / 2022

### Self Declaration

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

**Dr. K.D. Meghe**  
IQAC Coordinator

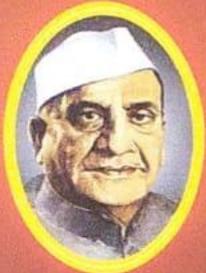


**Dr. J.D. Wadate**  
Principal

Phone: (O) (0712) 2422759, 2454193, Fax: (0712) 2454193

E-mail: dhanwatanationalcollege@yahoo.com ■ Website: <http://dhanwatanationalcollege.com>

**2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**



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Date - **09 / 08 / 2021**

## *Policy document for Continuous Internal Evaluation (CIE)*

### Introduction

Continuous Internal Evaluation (CIE) is an essential component of the educational process at Dhanwate National College. This policy outlines the guidelines and procedures for implementing a robust and fair CIE system to assess students' academic progress and growth throughout their courses. The purpose of this policy is to foster a culture of continuous learning and improvement while ensuring the students' holistic development.

### 1. Objectives:

The objectives of the Continuous Internal Evaluation Policy are as follows:

- To assess students' understanding, knowledge, and skills consistently throughout the academic term.
- To provide timely feedback to students, enabling them to improve their performance and learning outcomes.
- To encourage active student engagement, participation, and self-assessment in the learning process.
- To monitor and enhance the quality of teaching and learning practices at Dhanwate National College



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## 2. Components of Continuous Internal Evaluation:

The Continuous Internal Evaluation at Dhanwate National College comprises various components, which may include but are not limited to:

- **Classroom Assessments:** Regular quizzes, tests, or short assessments conducted during class hours to evaluate students' understanding of the subject matter.
- **Assignments:** Students may be required to submit individual Assignment on specific topics to assess their analytical and problem-solving skills.
- **Presentations:** Students may be asked to deliver presentations on relevant subjects to improve their communication and presentation abilities.
- **Class Participation:** Active class participation, discussions, and contribution to group activities can be considered as part of the evaluation process.
- **Attendance:** Regular attendance may be considered as a component of the CIE to encourage consistent engagement in the learning process.

## 3. Weightage and Grading:

- Each component of the Continuous Internal Evaluation will carry specific weightage towards the final grade of the course. The weightage assigned to each component will be communicated to the students at the beginning of the academic term.
- The grading criteria will be transparent, fair, and consistent across all courses. Grading will be based on both qualitative and quantitative parameters, ensuring a comprehensive evaluation of the students' performance.



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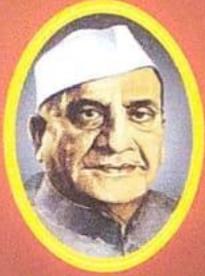
#### 4. **Feedback and Reporting:**

- Timely feedback is an integral part of the CIE process. Faculty members are encouraged to provide constructive feedback on students' performance, highlighting their strengths and areas for improvement. Feedback should be clear, specific, and actionable to facilitate students' growth and learning.
- Periodic reports on students' progress will be shared with both the students and their guardians and discuss lively in the students parent teachers meeting regularly.

#### 5. **Academic Integrity:**

- Maintaining academic integrity is of utmost importance in the CIE process. Any form of cheating, or academic misconduct will not be tolerated. Students found engaging in such activities will be subject to appropriate disciplinary actions, as per the institution's code of conduct.
- Review and Improvement
- This policy will be reviewed periodically by the Dhanwate National College academic committee to ensure its effectiveness and relevance. Necessary improvements will be made based on feedback and changing educational trends and needs.





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## 6. Internal Examination Process:

- **Assignment Questions:** At the end of each semester, subject teachers will prepare assignment questions for their respective subjects. These questions will be designed to assess students' knowledge, understanding, analytical abilities, and problem-solving skills related to the course content.
- **Evaluation Committee:** An Internal Examination and Evaluation Committee will be formed, comprising experienced faculty members from respective departments. This committee will oversee the entire evaluation process, ensuring its integrity and adherence to the university's guidelines.
- **Allocation of Marks:** Each assignment will carry a maximum of 20 marks. The subject teachers will assign marks to students' responses based on the evaluation criteria provided by the university.
- **Evaluation Norms:** The evaluation committee will ensure that all assignments are graded fairly and consistently according to the norms and guidelines specified by the RTM Nagpur University.



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Principal

No./DNC / \_\_\_\_\_

Date : \_\_\_\_\_

**7. Conclusion:**

- The Continuous Internal Evaluation Policy at Dhanwate National College aims to promote a learning-centric environment, fostering academic excellence, and supporting students' holistic development. By adhering to this policy, faculty, students, and the institution as a whole contribute to a culture of continuous improvement and excellence in education.
- Dhanwate National College, Nagpur encourages all stakeholders to familiarize themselves with this policy and collaborate in its successful implementation.

Dr. J. D. Wadate  
Principal  
Dhanwate National College, Nagpur



# Working Committees

(Constitution, Functions & Guidelines)

## HANDBOOK

2021-22



Shri Shivaji Education Society, Amravati's  
**Dhanwate National College**  
Congress Nagar, Nagpur

- College with Potential for Excellence, the status by UGC, New Delhi
- Accredited 'A' grade, CGPA 3.25 by NAAC, Bangalore
- Centre of Higher Learning and Research
- Institutional Member of APQN, Shanghai

## **MISSION**

To provide educational opportunities to masses specially the first generation learners with overall personality development and character building.

## **VISION**

To inculcate amongst students self discipline, morale, social responsibilities and national integrity with self confidence to meet the challenges in life and become responsible citizen of India, with global competence.



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# Working Committees

(Constitution, Functions & Guidelines)

**Handbook**

**2021-22**



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**SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S,  
DHANWATE NATIONAL COLLEGE,  
Congress Nagar, Nagpur.**

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**Nomination On Working Committees**

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**Dr./Mr./Mrs./Ms.** \_\_\_\_\_

1. Different Working Committees have been formed for facilitating general working of the College.
2. You are hereby nominated on different committees. You are intimated to take note of the membership/convenorship of Committees from the Annexure and expeditiously embark upon your relevant work.
3. The Committees shall work under the guidance and supervision of the Chairman (Principal) and Coordinator of Internal Quality Assurance Cell (IQAC).
4. In case of change of Convenors due to some exigencies, charge of the convenorship shall be handed over/taken to/in writing immediately, alongwith the transfer of complete record, in the presence of the Principal.
5. All the Conveners and Heads are required to develop a detailed list of objectives of their respective committees/departments and prepare a detailed Monthwise Plan of the projects to be undertaken, programmes to be organised and activities to be conducted during the relevant Academic Year, for the attainment of the stated objectives. They are further directed to submit one copy (of such objectives and plan) to Co-ordinator.
6. All the Conveners are hereby directed to maintain upto-date record of their activities, meetings and relevant correspondence. They are also directed to submit the committeewise reports in the last week before winter vacation (for June, July, August, September, October) and in the first week of April (for November, December, January, February, March) the complete reports committeewise to Criterion In-Charge, and then submission of Criterionwise report to Co-ordinator IQAC.
7. All the Conveners and the Heads of the Academic Departments shall always keep themselves prepared to make an effective presentation of their activities / facilities / laboratories. They shall also keep upto-date record of the highlights of their respective Committees and Departments.
8. Committee Conveners or members/ teaching staff members have to communicate IQAC for their seminar/ conference/ workshop proposal / Research Project Proposal, final submission in the respective academic sessions for the data update
9. Principal is the ex-officio Chairman of all the Committees.

10. Different Working Committees have been formed for facilitating the general working of the College.
11. You are hereby nominated on different Committees. You are intimated to take note of the membership/convenorship of Committees from the Annexure and expeditiously embark upon your relevant work.
12. All the Committees and Departments have only recommendatory authority.
13. It is obligatory for committee conveners, members to be present to perform the assigned duties.
14. All the Conveners shall convene **at least 4 meetings of their Committee** in a year, one each in the bi-monthly period. Chairman shall be consulted for finalizing agenda and invited for the meetings. Coordinator of IQAC shall be special invitee member for all the meetings.
15. Draft minutes of the meeting shall be prepared by the Conveners within three days from the conclusion of the meeting. Approval of the Chairman to the draft minutes shall be obtained immediately. Minutes shall be written in the minutes book only after obtaining such approval.
16. All the proposed activities of the Committee/ Department and activities conducted/completed shall be noted in the Minutes Cum Activity Book chronologically.
17. The photographs of various programmes are to be scanned immediately after the conduction of programmes and the programme reports with photographs with captions in English are to be submitted within 3 days to Dr Rajesh Timane, to display on the college website.

The objective of all this exercise is to bring about all round development in the staff and the students. Let us dedicate to fulfill the mission and the vision of the institution for nation building.

**Dr. Surendra R. Jichkar**  
**Principal**

### **Enclosures**

**Annexure - I** The list of all Working Committees with Convenors and Members.

**Annexure - II** The guidelines on functions of the Working Committees.

**Annexure - III** The guidelines on preparation of notices and organization of programmes/activities.

**Note - The Guidelines and the Instructions are indicative and they do not restrict the scope, functions, duties and the responsibilities of the Committees and the Departments.**

# DHANWATE NATIONAL COLLEGE, NAGPUR

## NOTICE (Working Committees)

Each teacher has to submit Annual Self Assessment form at the end of the academic session 2021-22 for the performance Based Appraisal system (PBAS) (PBAS), Including Academic Performance Indicators of Category I, Teaching, Learning and Evaluation Related Activities, Category II, Corurricular Activities, Category III, Research Publications and Academic Contributions to Coordinator, Internal Quality Assurance Cell In each Category, subtitles are given for claiming Score and evidences are to be provided for claiming score.

The college administration is thankful to all the faculty and staff members who have profusely contributed towards the academic and administrative development of the college which has directly contributed towards the overall development of the students who are the back bone of the institution. We have to document all the earnest efforts we have put in for this purpose, which would enhance our image in the minds of the people who come across such record at a later stage. It would be presentable record to University, UGC and NAAC authorities. All the Conveners and Heads of the Departments are intimated to prepare their respective plans of the programmes in the academic session 2021-22 Effective and beautiful Annual Report should include the following :

- NAAC's direction for content
- Name of the activity; Complete write up of the activity
- Name of the Guest speaker, participants and its impact.
- Press reports sent and published.
- The report should also reflect the summary of activities, inclusive number of participants, number of activities conducted overall feeling, problems faced and measures taken, suggestions for improvement, corrective measures and prevention.
- The report should be in printed form in A4 size paper in English] Fount Times New Roman 12 pt for running matter Title 14, space 1.5. Photograph of the event and press report published should be intermittently placed at the relevant places in the text of the report .
- Photographs are to be placed in separate folder in J P E G format
- The folder title of report in computer is to be mentioned in the printed copy
- It should be made in three copies (with photographs) one for IQAC; one for Criterion Incharge and one for College Council.

**The activity will carry the weight-age in the annual assessment and confidential report of the concerned member.**

**Dr. Ratnakar D. Bhelkar**  
Coordinator  
NAAC steering Committee

**Dr. K. D. Meghe**  
Co-Coordinator  
IQAC

**Dr. Surendra R. Jichkar**  
Principal  
Dhanwate National College, Nagpur

# INTERNAL QUALITY ASSURANCE CELL

## IQAC

IZATION AND THE MARKET  
HER EDUCATION

Higher Education :  
Context and Concerns

Managing Quality in Higher Edu

Total Quality in Higher Edu

Revisiting Outcomes Ass  
in Higher Educat

ASSURANCE IN HIGHER EDUCATION  
ASSURANCE IN HIGHE

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC 2021-22 is constituted and the composition of which is as follows

1. **Chairperson** Dr. Surendra R. Jichkar, Principal  
Dhanwate National College, Nagpur
2. **Senior Administrative officer** Mr. Sanjay N. Deshmukh, Registrar  
Dhanwate National College, Nagpur
3. **Teachers**  
Dr. B. V. Khapekar  
Mr. S. S. Gaharwar  
Dr. Anuradha Kherdekar  
Dr. R. N. Gosavi  
Dr. Mukul Burghate  
Dr. S.M. Jiwankar  
Dr. Vaishali Malode  
Dr K. D. Meghe  
Dr Parag Joshi  
Dr. Rajesh Timane  
Dr. Pravin Ghosekar
4. **Nominee from the Shri Shivaji Education Society** Hon'ble Mr. Harshwardhan P. Deshmukh  
President, Shri Shivaji Education Society, Amravati
6. **Nominee from the Alumini** Mr. Anil Ahirkar
7. **Special Invitees**
  - Dr. B. B. Taywade, Former Principal, DNC, NAAC's Peer Team Member
  - Dr. N. N. Saste, Former Principal, Science College, Nagpur NAAC's Peer Team Member
  - Dr. D. K. Burghate, Former Principal Science College, Nagpur, NAAC's Peer Team Member
8. **Nomines from Industry**
  - Mr. Satish Lade  
M. D. Gondwana Finance Pvt. Ltd Nagpur
  - Mr. Suresh Pandilwar, General Manager - HR & IR Topworth Urja & Metals Ltd. Nagpur
9. **Nominee From Students** University Representatives
10. **Coordinator NAAC steering Committee** Dr. Ratnakar D. Bhelkar
11. **Co-Coordinator IQAC** Dr. K. D. Meghe

# INTERNAL QUALITY ASSURANCE CELL

## IQAC

The National Assessment and Accreditation Council advocates the establishment of Internal Quality Assurance Cell (IQAC) by all the accredited institutions as a post accreditation quality sustenance activity.

### OBJECTIVE

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution, besides implementation of good practices in quality assurance to develop Quality Culture.

### FUNCTIONS

Some of the functions expected of the IQAC are

- Development and application of quality benchmark/ parameters for the various academic and administrative activities of the institution
- Dissemination of information on the various quality parameters of higher education
- Organisation of workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes / activities leading to quality improvement
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

### STRATEGIES

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Optimization and integration of modern methods of teaching, learning and evaluation

## Benefits

IQAC will facilitate / contribute

- To heighten level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices
- To provide a sound basis for decision making to improve institutional functioning
- To act as a change agent in the institution
- To better internal communication.

## Dhanwate National College, Nagpur Core Committee (Re accreditation)

- |   |  |
|---|--|
| <b>1. Chairperson</b>                         | Dr. Surendra R. Jichkar, Principal<br>Dhanwate National College, Nagpur  |
| <b>2. Senior Administrative officer</b>       | Mr. Sanjay N. Deshmukh, Registrar  |
| <b>3. Teachers</b>                            | Dr. B. V. Khapekar<br>Mr. S. S. Gaharwar<br>Dr. J. V. Khadse<br>Dr. Anuradha Kherdekar<br>Dr. R. N. Gosavi<br>Dr. Mukul Burghate<br>Dr. S. M. Jiwankar<br>Dr. K. D. Meghe<br>Dr. Parag Joshi<br>Dr. Rajesh Timane<br>Dr. Pravin Ghosekar   |
| <b>4. Coordinator NAAC steering Committee</b> | Dr. Ratnakar D. Bhelkar  |
| <b>5. Co-Coordinator IQAC</b>                 | Dr. Kulbhushan D. Meghe  |
| <b>6. Heads of the Depts.</b>                 | Dr. S. M. Jiwankar, Dept. of Commerce<br>Dr. Bipasha Ghoshal, Dept. of English<br>Dr. B. V. Khapekar, Dept. of Marathi<br>Dr. S. B. Warke, Dept. of Economics<br>Mr. S. S. Gaharwar, Dept. of Sociology<br>Dept. of Political Science<br>Dr. J. V. Khadse, Dept. of History<br>Dept. of Philosophy<br>Dept. of Sanskrit<br>Dept. of Geography<br>Dr. D. C. Wankhade, Dept. of Physical Education<br>Dr. Rajesh Timane, Dept of Management<br>Mr. Nitin Karale, Dept of Mass Communication<br>Dr. Pravin Ghosekar, Dept. of Computer Applications<br>Dr. Rajesh Timane, Dept of Business Administration (UG)<br>Dr. Vaishali Malode |
| <b>6. Librarian</b>                           |  |

**Dhanwate National College, Nagpur**  
**Re-accreditation Cell**

<b>Criterion</b>	<b>Criterionwise Committees</b>
I. Curricular Aspect	Dr. S. M. Jiwankar, Incharge Dr. B. V. Khapekar Dr. D. N. Khadse
II. Teaching-Learning & Evaluation	Dr. Pravin Ghosekar, Incharge Mr. N. V. Chopde Dr. K. K. Askar
III. Research, Innovation & Extension	Dr. Muktai Chavan (Deb) Dr. Parag Joshi Dr. Rajesh Timane Mr. S. S. Gaharwar Dr. Shobha Jambhulkar Dr. Kavita Patil
IV. Infrastructure & Learning Resources	Dr. Vaishali Malode, Incharge Dr. J. V. Khadse Dr. S. S. Dadhe Ms. Anifa Shinde

- V. Student Support and Progression
- Dr. Parag Joshi, Incharge
  - Dr. Bipasha Ghoshal
  - Dr. J. V. Khadse
  - Dr. R. N. Gosavi
  - Dr. Rajesh Timane
  - Dr. D. C. Wankhade
- VI. Governance and Organisation
- Dr. Rajesh Timane, Incharge
  - Dr. D. N. Khadse
  - Dr. Kavita Patil
  - Ms. Priyanka Wandhe
  - Mr. R. S. Motghare
  - Mr. Sanjay N. Deshmukh, Registrar
- VII. Institutional Values and Best Practices
- Dr. Kulbhushan Meghe, Incharge
  - Dr. B. V. Khapecar
  - Mr. R. S. Motghare

## Dhanwate National College, Nagpur Re-accreditation Process

### Annual Quality Assurance Report

#### Institutional Data

- A) Profile of the College
- B) Criterionwise Inputs
- C) Profiles of the Departments
- D) Profiles of the Activities

#### To be submitted

- Registrar
- Incharge for Criterion
- Heads of Departments
- Conveners

## **ANNEXURE I**

### **Criterion I: Curricular Aspect**

#### **1. Curricular Aspect Committee**

Dr. S.M. Jiwankar	Convener
Dr. B.V. Khapekar	Member
Dr. D. N. Khadse	Member
Mr. S.S. Gaharwar	Member

#### **2. Time Table Committee**

Dr. S.R. Jichkar, Principal	Chairman
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#### **Arts (with Tutorials)**

Dr. S. B. Warke	Member
Dr. J. V. Khadse	Member
Dr. B. Ghoshal	Member

#### **Commerce (with Tutorials)**

Dr. S. M. Jiwankar	Convener
Dr. B.V. Khapekar	Member
Mr. N.V. Chopde	Member

#### **3. Feedback Committee**

Mr. R.S. Motghare	Convener
Mr. N.V. Chopde	Member
Mr. S.S. Gaharwar	Member
Dr. S.M. Jiwankar	Member
Dr. Parag Joshi	Member
Dr. S. C. Thakre	Member
Dr. Muktai Deb – Chavan	Member
Ms. Priyanka Wandhe	Member
Ms. Manisha Deshmukh	Member

**Criterion II :**

**Teaching, Learning and Evaluation**

**4. Admission Committee**

**B.A. I (Section A & B)**

Mr. S.S. Gaharwar	Convener
Mr. R.S. Motghare	Co- Convener
Dr. B. Khapekar	Member
Dr. S.S. Dadhe	Member

**B.A. II (Section A & B)**

Dr. K.K. Askar	Convener
Dr. Vandana Ingle	Member

**B.A. III**

Dr. J.V. Khadse	Convener
Dr. B. Ghoshal	Co- Convener
Dr. D.C. Wankhade	Member

**M.A. I and M.A. II (Economics)**

Dr. S.B. Warke	Convener
Mr. R.S. Motghare	Member

**B.Com. Part – I (Section A,B,C,D)**

Dr. P.M. Joshi	Convener
Dr. R.N. Gosavi	Member
Dr. B. Ghoshal	Member
Mr. N.V. Chopde	Member
Dr. Shobha Jambhulkar	Member
Dr. K.D. Meghe	Member
Dr. S.S. Dadhe	Member

**B.Com. Part – II (Section A,B,C,D)**

Dr. D.N. Khadse	Convener
Dr. A. D. Kherdekar	Member
Ms. L.M. Murkute (Kolhe)	Member
Dr. Vandana Meshram	Member

**B.Com. Part – III (Section A,B,C,D)**

Mr. N.V. Chopde	Convener
Dr. K.D. Meghe	Co- Convener
Dr. D.C. Wankhade	Member

**Self-Finance Course**

Dr. S.R. Jichkar	Convener
Dr. Rajesh Timane	Co-Convener
Dr. Pravin Ghosekar	Member
Dr. Nilesh Mhatre	Member
Mr. Nitin Karale	Member
Dr. Arvind Khadse	Member

**M.Com. I (Section A & B)**

Mr. Dr. R.N. Gosavi  
Dr. K.D. Meghe

Convener  
Member

**M.Com. II (Section A & B)**

Dr. S.B. Jambhulkar  
Dr. P.M. Joshi

Convener  
Member

**General In charge for Supervision of Admission Arts faculty**

Dr. B.V. Khapekar  
Dr. S.B. Warke

Convener  
Member

**Commerce Faculty**

Dr. S.M. Jiwankar  
Dr. R.N. Gosavi

Convener  
Member

The above admission committee will be in-charge of the admissions in respective classes. Any complaint from the students regarding admission shall be disposed by the grievance committee constituted as under:

Dr. S.R. Jichkar  
Dr. J.V. Khadse  
Dr. A.D. Kherdekar  
Dr. S.M. Jiwankar

Convener  
Member  
Member  
Convener

## Class In-charge for the session 2021-22

Patron System is to be introduced form the session 2021-22

### Arts Faculty

	<b>Class/ Section</b>	<b>Name of Class In-charge</b>
1.	B.A.I (A & B)	<b>Mr. R.S. Motghare</b>
2.	B.A.II (A & B )	<b>Mr. S.S. Gaharwar</b>
3.	B.A.III	<b>Dr. J.V. Khadse</b>
4.	MA (Eco) I & II	<b>Dr. S.B. Warke</b>

### Commerce Faculty

	<b>Class/ Section</b>	<b>Name of Class In-charge</b>
1.	(B.Com) I (A & B)	Dr. P.M. Joshi
2.	(B.Com) I (C & D)	Dr. R.N. Gosavi
3.	(B.Com) II (A & B)	Dr. K.K. Askar
4.	(B.Com) II (C & D)	Dr. K.D. Meghe
5.	(B.Com) III (A & B)	Mr. N.V. Chopde
6.	(B.Com) III (C & D)	Dr. D.N. Khadse
7.	(M.Com) I (A & B)	Dr. S.M. Jiwankar
8.	(M.Com) II (A & B)	Dr. S.B.. Jambhulkar

### 5. **Teaching, Learning Methods Students, Project, Students' Seminar, Professional Development of Teachers Committee**

Dr. Rajesh Timane	Convener
Dr. A.D. Kherdekar	Member
Dr. K.D. Meghe	Member
Dr. Muktai Deb – Chavan	Member
Ms. Priyanka Wandhe	Member
Mr. Shymal Ruikar	Member

### 6. **College Examination and Evaluation Committee**

Dr. D.N. Khadse	Convener
Dr. S.B. Warke	Member
Dr. R.N. Gosavi	Member
Dr. K.D. Meghe	Member
Dr. S.M. Jiwankar	Member

### 7. **University Examination and Evaluation Committee**

Dr. Parag Joshi	Convener
Dr. K.D. Meghe	Co-Convener
Dr. R.N. Gosavi	Member
Mr. Chandrashekhar More	Assistance

### 8. **Prospectus Committee**

Dr. S.S. Gaharwar	Convener
Dr. A.D. Kherdekar	Co-Convener
Dr. K.D. Meghe	Member
Mr. R.S. Motghare	Member
Mr. Sanjay N. Deshmukh, Registrar	Member

- 9. Remedial Courses Committee**
- |                           |                        |
|---------------------------|------------------------|
| Dr. S.M. Jiwankar         | Convener               |
| Dr. R.N. Gosavi           | Co-Convener            |
| Dr. S.B. Jambhulkar       | Member                 |
| Ankita Shribel (B.Com.II) | Student Representative |
- 10. Committee for Slow Learners and Advanced Learners**
- |                    |             |
|--------------------|-------------|
| Mr. R.S. Motghare  | Convener    |
| Dr. K.K. Askar     | Co-Convener |
| Dr. P.M. Joshi     | Member      |
| Dr. A.D. Kherdekar | Member      |
- 11. Multimedia Language Laboratory Operational Committee**
- |                             |                        |
|-----------------------------|------------------------|
| Dr. B. Ghoshal              | Convener               |
| Dr. B.V. Khapekar           | Co-Convener            |
| Dr. A.D. Kherdekar          | Member                 |
| Dr. K.K. Askar              | Member                 |
| Mrs. L.J. Murkute           | Member                 |
| Dr. Pravin Ghosekar         | Member                 |
| Roshni Panchashwar (B.A. I) | Student Representative |
- 12. Commerce Laboratory Operational Committee**
- |                           |                        |
|---------------------------|------------------------|
| Dr. K.D. Meghe            | Convener               |
| Dr. P.M. Joshi            | Co-Convener            |
| Dr. S.M. Jiwankar         | Member                 |
| Dr. D.N. Khadse           | Member                 |
| Dr. S.B. Jambhulkar       | Member                 |
| Dr. Pravin Ghosekar       | Member                 |
| Saurabh Yadav (B.Com. II) | Student Representative |

**Criterion III :**

**RESEARCH, INNOVATION & EXTENSION**

**13. Research Committee**

Dr. S.M. Jiwankar	Convener
Dr. S. Jambhulkar	Member
Dr. Rajesh Timane	Member
Dr. Parag Joshi	Member
Dr. Muktai Deb- Chavan	Member

**14. NCC Committee**

Dr. S.S. Dadhe	Convener
Mr. S.S. Gaharwar	Member
Dr. Vandana V. Ingle	Member
Mr. J. V. Jichkar	Member
Ishan Kore (B.C.C.A. II) (Sargant)	Student Representative

**15. NSS Committee**

Dr. R.N. Gosavi	Convener
Dr. S.W. Warke	Member
Dr. K.D. Meghe	Member
Dr. B. Khapekar	Member
Dr. J.V. Khadse	Member
Mr. Nitin Karale	Member
Dr. K.K. Askar	Member
Dr. S.B. Jambhulkar	Member
Rahul Nimje (B. A. II)	Student Representative

**16. Intellectual Property Right Cell**

Dr. S.R. Jichkar	Chairman
Dr. Rajesh Timane	Member Secretary
Ms. Priyanka Wandhe	Convener
Dr. J.V. Khadse	Member
Dr. Tushar Tale	Member
Dr. Vaishali Malode	Member
Mr. Shyamal Ruikar	Member
Yoopu Atulkar (M.B.A. I)	Student Representative

**Criterion IV:**

**INFRASTRUCTURE AND LEARNING RESOURCES**

- 17. Library Committee**  
Dr. S.R. Jichkar Chairman  
Dr. Vaishali Malode Secretary / Convener  
Dr. B.V. Khapekar Member  
Mr. S.S. Gaharwar Member  
Dr. S. Warke Member  
Dr. B. Ghoshal Member  
Dr. J.V. Khadse Member  
Komal Yadav (M.Com. I) Student Representative
- 18. Reading Room Committee**  
Dr. S.M. Jiwankar Convener  
Dr. J.V. Khadse Co-Convener  
Dr. B.V. Khapekar Member  
Komal Yadav (M.Com. I) Student Representative
- 19. Staff Room Committee**  
Dr. R.N. Gosavi Convener  
Mr. N.V. Chopde Member  
Dr. K.K. Askar Member  
Mr. S. S. Gaharwar Member
- 20. Planning Development (Grants) and Infrastructure Committee**  
Dr. S.R. Jichkar Chairman  
Dr. K.D. Meghe Member  
Mr. Sanjay Deshmukh Member  
Dr. Vaishali Malode Member  
Dr. Rajesh Timane Member  
Dr. Pravin Ghosekar Member
- 21. Girls Hostel Committee**  
Dr. B.V. Khapekar Convener  
Dr. J.V. Khadse Co-Convener  
Mr. Sanjay Deshmukh Registrar (Member)  
Dr. D.C. Wankhade Member  
Dr. A. D. Kherdekar Member  
Dr. S. Jambhulkar Member

**Criterion V :**

**STUDENTS SUPPORT AND PROGRESSION**

- 22. Academic Cell**
- |                     |          |
|---------------------|----------|
| Dr. S.M. Jiwankar   | Convener |
| Dr. B.V. Khapekar   | Member   |
| Mr. S.S. Gaharwar   | Member   |
| Dr. S. Warke        | Member   |
| Dr. B. Ghoshal      | Member   |
| Dr. A.D. Kherdekar  | Member   |
| Dr. J.V. Khadse     | Member   |
| Dr. K.D. Meghe      | Member   |
| Dr. Rajesh Timane   | Member   |
| Dr. Vaishali Malode | Member   |
| Dr. Pravin Ghosekar | Member   |
| Mr. Pradip Taywade  | Member   |
- 23. NET/SET Guidance Committee**
- |                    |          |
|--------------------|----------|
| Mr. R.S. Motghare  | Convener |
| Dr. J.V. Khadse    | Member   |
| Dr. A.D. Kherdekar | Member   |
| Dr. K.K. Askar     | Member   |
- 24. Coaching Classes for Entry inn Services Committee**
- |                          |                        |
|--------------------------|------------------------|
| Dr. R.S. Motghare        | Convener               |
| Dr. Vaishali Malode      | Co-Convener            |
| Dr. R.N. Gosavi          | Member                 |
| Mr. S.S. Gaharwar        | Member                 |
| Dr. Parag Joshi          | Member                 |
| Dr. S. Warke             | Member                 |
| Dr. K.K. Askar           | Member                 |
| Dr. B. V. Khapekar       | Member                 |
| Chhaya Ghate (B.Com. II) | Student Representative |
- 25. Career Counseling Committee**
- |                               |                        |
|-------------------------------|------------------------|
| Dr. Parag Joshi               | Convener               |
| Dr. Kavita Patil              | Co-Convener            |
| Dr. A.D. Kherdekar            | Member                 |
| Dr. S. Warke                  | Member                 |
| Mr. N.V. Chopde               | Member                 |
| Dr. Muktai Deb                | Member                 |
| Ms. Priyanka Wandhe           | Member                 |
| Ankita Shankarpale (M.Com. I) | Student Representative |
- 26. Equal Opportunity Centre for Backward & Minority Students**
- |                       |          |
|-----------------------|----------|
| Dr. Shobha Jambhulkar | Convener |
| Dr. B.V. Khapekar     | Member   |
| Mr. S. S. Gaharwar    | Member   |
| Dr. S. Warke          | Member   |

**27. Training and Placement Committee**

Dr. Parag Joshi	Convener
Dr. Rajesh Timane	Co-Convener
Dr. K.D. Meghe	Member
Dr. Mukul Burghate	Member
Dr. Kavita Patil	Member
Dr. Pravin Ghosekar	Member
Mr. N.V. Chopde	Member
Mr. R.S. Motghare	Member
Mrs. A.M. Deshmukh	Member
Mrs. S.S. Jain	Member
Amisha Patel (M.Com. I)	Student Representative

**28. Women Cell**

Dr. B. V. Khapekar	Convener
Dr. B. Ghoshal	Co-Convener
Dr. S. Warke	Member
Dr. J.V. Khadse	Member
Dr. S.M. Jiwankar	Member
Dr. A.D. Kherdekar	Member
Dr. S.B. Jambhulkar	Member
Dr. Vandana Ingle	Member
Ms. L. J. Murkute	Member
Dr. Vaishali Malode	Member
Dr. Kavita Patil	Member
Dr. Muktai Chavan (Deb)	Member
Ms. Priyanka Wandhe	Member
Prachi Gurnule (B.Com.III)	Student Representative

**29. Alumni Committee**

Dr. R. N. Gosavi	Convener
Dr. S.M. Jiwankar	Co-Convener
Mr. N.V. Chopde	Member
Dr. S.B. Jambhulkar	Member
Mrs. A.M. Deshmukh	Member

**30. Sports Council**

Dr. S.R. Jichkar	Chairman
Dr. D.C. Wankhade	Secretary
Dr. S. Dadhe	JT. Secretary
Dr. Vandana Ingle	JT. Secretary
Mr. J.V. Jichkar	JT. Secretary
Atharva Kide (B.Com. II)	Student Representative

### **Game In-charge**

A)	Cricket, Soft Ball & Baseball	Mr. N.V. Chopde, Mr. V. T. Choure
B)	Kho-Kho , Yogasana & Malkhamb	Dr. S.S.Dadhe, Dr. K.K. Askar
C)	Kabbadi , Wrestling & Boxing, Judo	Mr. S.S. Gaharwar, Mr. R.S. Motghare
D)	Football, Hockey, Sapak-Takraw	Dr. K.D Meghe, Mr. N.V. Chopde
E)	Volley Ball, Handball Basket Ball, Netball & Korfball	Dr. R.N. Gosavi, Mr. J.V. Jichkar Dr. Parag Joshi, Dr. Vandana Ingle
F)	Table Tennis, Badminton & Ball Badminton-	Mr. S.S. Gaharwar, Dr. S.Lokhande
G)	Chess, Swimming & Fencing	Dr. D.N. Khadse, Mrs. A. M. Deshmukh
H)	Taekwondo & Power Lifting	Mr. R.S. Motgharem, Dr. K.K. Askar
I)	Athletics, Cross – Country & Play field Arrangement	Dr. Vandana Ingle, Mr. J. V. Jichkar

### **31. Debate, Elocution & Cultural Committee**

Dr. S.B. Jambhulkar	Convener
Dr. D.N. Khadse	Co- Convener
Mr. N.V. Chopde	Member
Dr. A.D. Kherdekar	Member
Dr. K.D. Meghe	Member
Dr. B. Ghoshal	Member
Dr. B. V. Khapekar	Member
Dr. K.K. Askar	Member
Dr. R.N. Gosavi	Member
Dr. R.S. Motghare	Member
Ms. L.J. Murkute (Kolhe)	Member
Dr. Parag Joshi	Member
Mrs. A. M. Deshmukh	Member
Ms. A.G. Borkar	Member
Ms. M.B. Mahalle	Member
Ms. Y.S. Deshmukh	Member
Ms. R.K. Kawadkar	Member
Dr. S. R. Lokhande	Member
Mr. V.T. Choure	Member
Ashwini Hognde (B.Com.III)	Student Representative

### **32. Discipline, Anti – Ragging, Grievances & Redressal Committee**

Dr. S. R. Jichkar	Chairman
Dr. D.C. Wankhade	Convener
Dr. S.S. Dadhe	Member
Mr. S.S. Gaharwar	Member
Dr. J.V. Khadse	Member
Mr. N.V. Chopde	Member
Dr. A.D. Kherdekar	Member
Dr. Parag Joshi	Member
Dr. D.N. Khadse	Member
Mr. J.V. Jichkar	Member
Ms. A.N. Rangari	Member
Ms. S.S. Jain	Member

	Ms. Y.S. Deshmukh	Member
	Ms. M.B. Mahalle	Member
	Dr. S.R. Lokhande	Member
	Dr. Rajesh Timane	Member
	Dr. Pravin Ghosekar	Member
	Mr. Sanjay N. Deshmukh	Registrar
	Vinod Hazare (P.G.D.C.C.A.)	Student Representative
<b>33.</b>	<b>Internal Complaint Committee (As per UGC, State Govt. Direction)</b>	
	Dr. B.V. Khapekar	Convener
	Adv. Smita Singalkar	Member
	Dr. J.V. Khadse	Member
	Dr. A.D. Kherdekar	Member
	Dr. S.B. Jambhulkar	Member
	Dr. Kavita Patil	Member
	Ms. Priyanka Wandhe	Member
	Mr. Nitin Karale	Member
	Ku. Bhuvaneshwari Madavi	Research Scholar
<b>34.</b>	<b>Parents, Teachers, Students Committee</b>	
	Dr. S. Warke	Convener
	Mr. N.V. Chopde	Co- Convener
	Dr. K.K. Askar	Member
	Dr. B. V. Khapekar	Member
	Dr. S.B. Jambhulkar	Member
	Aniket Pagote (B.Com. III)	Student Representative
<b>35.</b>	<b>Students Welfare Committee</b>	
	Dr. D.N. Khadse	Convener
	Dr. B. V. Khapekar	Member
	Dr. S.S. Dadhe	Member
	Dr. D.C. Wankhade	Member
	Dr. A.D. Kherdekar	Member
	Dr. R.N. Gosavi	Member
	Dr. K.D. Meghe	Member
	Komal Yadav (M.Com. I)	Student Representative
<b>36.</b>	<b>Students Aid &amp; Scholarship Committee</b>	
	Dr. S.R. Jichkar	Chairman
	Dr. K.K. Askar	Convener
	Dr. K.D. Meghe	Member
	Dr. Parag Joshi	Member
	Mr. Sanjay N. Deshmukh	Registrar
<b>37.</b>	<b>Entrepreneurship and Skill Development Cell</b>	
	Dr. Parag Joshi	Convener
	Dr. Rajesh Timane	Member
	Mr. S.S. Gaharwar	Member
	Dr. B. V. Khapekar	Member
	Dr. R.N. Gosavi	Member
	Mr. R.S. Motghare	Member
	Sarang Sapkal (M.Com. I)	Student Representative

**38. Task Force for Protection of Girls at College Campus and Hostel**

Dr. S.R. Jichkar	Chairman
Dr. S. Warke	Convener
Dr. J.V. Khadse	Member
Dr. B. Ghoshal	Member
Dr. S.M. Jiwankar	Member
Dr. S.B. Jambhulkar	Member
Dr. Vandana Ingle	Member
Roshni Bhure (M.Com. I)	Student Representative

**39. Students Complaint Redressal Committee (as per State Govt. Direction)**

Dr. S.R. Jichkar	President , Principal
Dr. A.D. Kherdekar	Professor
Dr. K.D. Meghe	Asso. Prof.
Dr. D.N. Khadse	Asso. Prof.
Dr. S. S. Dadhe	Asso. Prof.
Vaishali Gupta (M.Com. I)	Student Representative

**Criterion VI :**

**GOVERNANCE AND ORGANISATION**

**40. Organization and Management Committee**

Dr. S.R. Jichkar	Chairman
Dr. Rajesh Timane	Convener
Dr. K.D. Meghe	Member
Dr. Mukul Burghate	Member
Dr. Kavita Patil	Member

**41. Professional Development of Non- Teachers Committee**

Dr. D.N. Khadse	Convener
Dr. J.V. Khadse	Member
Mr. S.S. Gaharwar	Member
Mr. Sanjay N. Deshmukh, Registrar	Member Ms Hema Puri (Gosavi)
	Member

**42. College Council**

Dr. S.R. Jichkar	Chairman
Mr. N.V. Chopde	Secretary

**43. College Website Monitoring Committee**

Dr. Rajesh Timane	Convener
Dr. Pravin Ghosekar	Co-Convener
Dr. Tushar Tale	Member
Mr. Shyamal Ruikar	Member
Mr. Mangesh Jagtap	Member
Mr. Sarang Gadge	Member
Mr. Pradip Taywade	Member

**Criterion VII :**

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**44. Birth and Death Anniversary Committee ( Jayanti and Punyatithi Committee)**

Dr. K.K. Askar	Convener
Dr. J.V. Khadse	Co-Convener
Dr. B.V. Khapekar	Member
Mr. S.S. Gaharwar	Member
Dr. B. Ghoshal	Member
Dr. S.M. Jiwankar	Member
Mr. R.S. Motghare	Member
Dr. Vandana Ingle	Member
Ms. L.J. Murkute	Member
Mrs. S.S. Jain	Member
Ms. R.K. Kawadkar	Member
Ms. A.G. Borkar	Member
Ms. Y.S. Deshmukh	Member
Ms. M.B. Mahalle	Member
Vaishali Gupta (M.Com. I)	Student Representative

**45. College Annual Sadhana Committee**

Dr. B.V. Khapekar	Convener
Dr. B. Ghoshal	Co-Convener
Dr. A.D. Kherdekar	Member
Dr. D.N. Khadse	Member
Dr. Pravin Ghosekar	Member
Shruti Kanojia (M.Com. I)	Student Representative

**46. Felicitation Committee**

Mr. S.S. Gaharwar	Convener
Dr. S.B. Jambhulkar	Co-Convener
Dr. K.D. Meghe	Member
Dr. R.N. Gosavi	Member
Dr. Kavita Patil	Member
Ms. Priyanka Wandhe	Member
Mrs. S.S. Jain	Member
Ms. Y.S. Deshmukh	Member
Dr. S.S. Dadhe	Member
Mr. Sanjay N. Deshmukh, Registrar	Member

**47. Dr. Babasaheb Ambedkar Adhyayan Kaksha (Study Cell)**

Mr. R.S. Motghare	Convener
Dr. D.N. Khadse	Co-Convener
Dr. S.B. Jambhulkar	Member
Dr. Vandana Ingle	Member
Ms. L.J. Murkute	Member
Mrs. A.M. Deshmukh	Member
Ms. A.G. Borkar	Member
Dr. S.R. Lokhande	Member

- 48. Yuwa Vichar**  
 Dr. B. Ghoshal Convener  
 Mr. R.S. Motghare Co-Convener  
 Dr. J.V. Khadse Member  
 Dr. B.V. Khapekar Member  
 Pallavi Burde (M.Com. I) Student Representative
- 49. Dr. Panjabrao Deshmukh Krida Mahotsava Committee**  
 Dr. S.R. Jichkar Chairman  
 Dr. D.C. Wankhade Secretary  
 Dr. S.S. Dadhe Jt. Secretary  
 Dr. Vandana Ingle Jt. Secretary  
 Mr. J.V. Jichkar Jt. Secretary  
 Mr. N.V. Chopde Member  
 Dr. R.N. Gosavi Member  
 Dr. K.K. Askar Member  
 Ms. L.J. Murkute Member  
 Dr. D.N. Khadse Member  
 Mr. R.S. Motghare Member  
 Dr. S.B. Jambhulkar Member  
 Mrs. A.M. Deshmukh Member  
 Mr. V.T. Choure Member  
 Ms. M.B. Mahalle Member  
 Ms. A.G. Borkar Member  
 Atharva Kide (B.Com. II) Student Representative
- 50. Public Relation and Publicity Committee**  
 Mr. N.V. Chopde Convener  
 Dr. K.K. Askar Co-Convener  
 Mr. S.S. Gaharwar Member  
 Dr. B.V. Khapekar Member  
 Mr. Nitin Karale Member
- 51. Beautification and Environmental Awareness Committee**  
 Dr. J.V. Khadse Convener  
 Mr. Sanjay N. Deshmukh, Registrar Member  
 Dr. D.C. Wankhade Member  
 Dr. B.V. Khapekar Member  
 Dr. S.M. Jiwankar Member  
 Dr. S.S. Dadhe Member  
 Dr. Muktai Deb Member  
 Rahul Nimje (B. A. II) Student Representative
- 52. Canteen Committee**  
 Dr. Kavita Patil Convener  
 Dr. Hemant Babhulkar Co-Convener  
 Dr. D.C. Wankhade Member  
 Dr. Rajesh Timane Member  
 Dr. S.M. Jiwankar Member  
 Dr. Pravin Ghosekar Member  
 Mr. Sanjay N. Deshmukh, Registrar Member

## ANNEXURE II

### FUNCTIONS OF WORKING COMMITTEES

#### Criterion I Curricular Aspects

##### 1. Academic Calendar, Teaching Plan and Curricular Aspects Committee

- To prepare academic calendar.
- To monitor and make follow up so that committees and departments complete their activities as per schedule.
- To focus on teaching unique, specialized and multidisciplinary subjects.
- To run self-financing courses
- To write to University authorities regarding any improvement and changes required in the syllabi of different subjects and courses.
- To hold university level workshops for restructuring syllabi of various subjects.
- Introduction of job oriented vocational courses.
- To establish linkages with other institutions/ industries for collaboration programmes.

##### 2. Time Table Committee

- To prepare time tables with tutorials when required.
- To prepare them faculty/ shift wise, section wise and teacher wise.
- To prepare control time tables for the use of administration
- To recommend class room allotment to different classes and sections.
- To inform well in advance on additional requirement of infrastructure from time to time.

##### 3. Feedback Committee

- To circulate feedback forms as per the format by NAAC, among students
- To analyse the contents in the feedback forms statically.
- To take cognizance of the findings of the analytical data.

## Criterion II Teaching Learning And Evaluation

### 4. Admission Committees

#### IMPORTANT INSTRUCTIONS

1. The admission procedure will start immediately after declaration of result of qualifying examination. No separate notice will be given to the members of admission committee.
2. All the members of B.A. - I and B.Com. - I Admission committee should make themselves available in the college from the next day of declaration of XII th Std. result.
3. Timing of admission is 10.00 am to 2.00 pm
4. All the members of admission committee should go through the Prospectus of the college and rules and regulations framed by R.T.M. Nagpur University regarding admissions to various classes.

#### Admission Criteria for M.A. Part-I Economics and M.Com. Part-I Classes

1. Regular student passing B.A. and B.Com. from this college should be given preference. Ex students of the Dhanwate National College and students from the other colleges may be considered on merit basis, subject to the availability of seats.
2. Candidates securing minimum 40 percent marks at the graduation level shall be given preference for admission to M.A. Part-I and M.Com. Part-I.
3. Only 10 percent seats are available for the commerce graduate of the Dhanwate National College, seeking admission to M.A. Part-I Economic.
4. B.Sc. (Agriculture) students seeking admission to M.A. Part-I (Economic) shall be considered by the committee, subject to the availability of seats.

#### Admission Criteria for M.A. Part-II Economics and M.Com. Part-II Classes

1. Regular student passing M.A.-I Economics and M.Com.-I from Dhanwate National College, will be given preference for admission to M.A.-II Eco. And M.Com.-II respectively.

2. If seats are available Ex-students and students from other colleges, may be considered on merit basis.

### **Role of Class In-charge**

Keeping in the view, the continuous monitoring of the teaching, learning, evaluation process, the college has decided to distribute class-wise responsibilities to designated class incharge.

#### **Broad Areas**

- A) Class -Incharge should organize following meeting
  - i) Meeting with students - Once a month
  - ii) Meeting with subject teacher - Once a month.
  - iii) Meeting with parents - Twice during session (First meeting before winter vacation. Second meeting after winter vacation)

- B) There should be coordination between class incharge and college examination committee. For the fulfillment of this purpose,
- i) Class Incharge should monitor the schedule of unit tests and test examination of their respective sections
  - ii) Marks sheets of unit test and test examination of their respective sections are to be collected from the subject teachers and submitted to the Convener of the Examination Committee.
  - iii) They should dispose of the grievances of the students of their respective sections.
- C) Class In-charge should monitor the completion of syllabus, attendance of students and schedule of time table of their respective sections.
- D) Class In-charge should keep the record of telephone No's and address of parents of students of their respective section.
- E) Class In-charge should prepare a point wise report covering each and every area mentioned above and submit it to the Secretary, College Council, through the In-charge of morning classes of Arts and Commerce faculty. The first report is to be submitted before winter vacation and second report submitted before test examination.

**5. Innovation Teaching Learning Methods, Students Project, Student Seminars & Professional Development of Teachers Committee.**

- To design and develop innovative methods of teaching and learning for deferent courses run by the college.
- To bring about modifications in the present methods for making them more effective and student centric.
- To conduct workshops for the teachers for improving the techniques and skill of teaching and learning.
- To motivate the teachers to adopt the new and innovative methods and ensure their implementation in the college.
- To organize lectures, conferences, seminars etc, for professional development of teachers.
- To Promote digital education through Emerging Technologies

- To collect the analyze the date relating to teachers of our college attending orientation programmers. Refresher courses etc.
- To encourage students to seek grant for projects.

#### 7. College Examination & Evaluation Committee, University examination & Evaluation Committee

- To make all the necessary preparations for and to conduct Unit Test and Terminal Examinations.
- To prepare roll lists for the conduct of examinations.
- To get valuation/ assessment done by the concerned teachers and to keep records of examinations and their results/ marks.
- To co-ordinate with University to procure University results
- To impose due on the absent/poor performing students as per guidelines and rules. Send marks to the concerned university sections in prescribed format
- To complete clearance work related with the internal examinations.
- To identify weaker students and subjects and organize remedial courses as per availability of funds.
- To conduct bridge courses for students coming from other than commerce stream.
- To identify meritorious students and implement special schemes for them.

#### 8. Prospectus Committee

- To project the apt image of the institution
- To provide information about various curricular courses, career adhon courses in the institution.
- To mention the fee structure
- To provide information about different facilities available in the institution
- To furnish the academic standing of the faculty.

**9. Remedial Course Committee**

- To run remedial courses for weaker students
- To find out students who are weak in studies
- To motivate to boost up self confidence among students.

**10. Committee for slow Learners and Advanced Learners**

- To identify slow learners To identify advanced learners
- To implement remedial measures for slow learners
- To open opportunities for advanced learners
- To activate teachers students interaction

**11. Multimedia Language Laboratory Operational Committee**

- To orient students towards language skills
- To operate language laboratory equipments
- To develop awareness of ICT in teaching Learning process

**12. Commerce laboratory operational committee**

- To develop e-commerce laboratory
- To familiar with e-banking transactions
- To familiar students with teaching modules, charts, practical materials
- To develop awareness ICT in teaching learning process

## Criterion III Research Consultancy and Extension

**13. Research Innovation Cell**

- To promote research and extension activities, participation in research festival, Avishkar
- To organize research oriented workshops.
- To motivate students to take up research at U.G and P.G. level
- To encourage the teachers to take up minor/ major research projects and guide them in preparing proposals and projects.
- To motivate the teachers to take up Ph. D research and guide them in this regard.
- To motivate and train the teachers to write and publish research papers in professional/ peer reviewed journals at state, national and international level. Every teacher is expected to publish at least two papers in an academic year.
- To encourage the concerned departments for consultancy services.

**14. NCC Committee**

- To motivate students to join NCC and get the commission in the Armed forces
- To provide necessary co-operation in the maintenance of discipline at the time of functions in the institution.
- To organize and participate in extension activities individually and in conjunction with Go and NGO

#### 15. NSS Committee

- To inspire students to join NSS
- To inculcate the sense of social responsibility among volunteers and students
- To organize and participate in extension activities in conjunction with GO and NGO
- To create the sense of dignity of labour
- To propagate the sense of natural integrity
- To organize and participate in extension activities conjunction with GO and NGO.

#### 16 Intellectual Property Cell

- Arrange for the speedy processing and filling of applications for IP and to effectively implement the policy and guidelines in respect of IPRs;
- Facilitate protection of IP generated by its faculty, staff and students as results of their intellectual and scientific pursuits at the college ;
- Promote IP Awareness in the region;
- Advocate IP management practices in Universities so as to promote awareness among its faculty and students;
- Proactively create an environment for generating new Knowledge through research and innovations in college;
- To promote academic freedom in creation of IP at college
- To provide a single window reference system for all IPR issues relating to IP generated at college;
- To provide fair distribution of returns accruing from the commercialization of IPR;
- To possibly provide legal support to defend to defend and protect the IPRs obtained against infringements.

### Criterion IV Infrastructure And Learning Resources

#### 17. Library Committee

- To make appropriate planning, develop procedures and schedules for optimum utilization of library facilities.
- To recommend proper allocation of available library fund to different academic departments, general library and reading room.
- To organize variety of book exhibitions in the college to exhibit books on various subjects and themes so as to give exposure to the students and staff and improve the reading habit.
- To conduct activity to develop reading habit among staff and students.  
To recommend rules and guidelines for Improving library working.

- To give orientation to the new students entering the college every year
- To orient the teachers and students regarding the INFLIBNET for its optimum utilization.
- To motivate teachers and students to make maximum use of reading room and reference section.
- To direct to display new arrival of books, journals for readers

#### 18. Reading Room Committee

- To cultivate reading habits among students
- To display new arrival of books
- To make available periodicals journals, reference books, newspapers
- To provide audio-visual facility.

#### 19. Staff Room Committee

- To maintain ambience of the staff room
- To provide infrastructural facility
- To make available current periodicals, newspapers
- To co-ordinate with the office for mentainance

#### 20. Planning & Development (grants) & Infrastructure Committee

- To plan the developmental activities and assign them to the concerned department/ committees.
- To guide the concerned departments/ committees in preparation, submission and follow up the proposals to get developmental grants for UGC/ government /N.G.O/ government agencies / people' representatives.
- To project short term and long term infrastructural needs of the college.
- To ensure optimum utilization of available infrastructure.

#### 21. Hostel Disciplinary Action Committee

- To frame policy for effective functioning of the hostel.
- To prepare and approve the hostel budget.
- To take disciplinary action on the inmates.
- To recommend provision of facilities to the inmates.
- To implements the mechanism to ensure discipline in the hostel and prohibition of entry of unwanted elements into the hostel.
- To make the surprise checks of the inmates.

- To constitute task force for protection of girls at the hostel
- To check intermittently the quality and variety of the food served to the inmates in the hostel mess.
- To do all the activities related to the hostel for proper maintenance and cleanliness of the hostel and mess.

## **Criterion V Students Supports And Progression**

### **22. Academic cell**

- To organize academic activities
- To boost up Study Circles related activities
- To organize seminars/ conferences/ workshop
- Media presentation activities on curricular and non-curricular related area.
- To involve students in the curricular related poster competitions in Academic Gallery
- To invite experts on diverse areas
- To persue academic works as research project, research publication

### **23. NET/SET Guidance Committee**

- To publish advertisement in Newspaper
- To admit students for NET/SET examinations
- To invite competent experts in areas concerned
- To purchase and issue books to students

### **24. Coaching Class for Entry in Services Committee**

i.e. MPSC, UPSC, IAS, etc.

- To publish advertisement in newspaper
- To admit students for competitive examination
- To invite competent experts in areas concerned
- To purchase and issue books to students

**25. Career Counseling Committee**

- To provide career counseling to students
- To invite experts to guide students
- To develop career consciousness among students
- To expose students to new opportunities in career

**26. Equal Opportunity Centre for Backward & Minority Students**

- To make students aware of opportunities
- To achieve threshold level
- To improve quality and excellence
- To access to equity

**27. Placement and Counseling Committee**

- To counsel students for job areas
- To counsel students to face interviews
- To invite different companies for the campus interview
- To implement training programmes

**28. Women Cell**

- To organize lectures/ seminars etc on women related problems (health, empowerment, legal aid etc.)
- To arrange deputation of women employees and students to learn self-defence techniques.
- To provide counseling and sort out their problems.
- To aid in empowerment of women and to promote the concept of self-help groups.

### 29. Alumni Committee

- To Strengthen the Association
- To organize the meeting of alumni
- To update the list of alumni
- To develop interaction of students with alumni
- To organize function in collaboration with Alumni Association
- To facilitate the association for arranging various activities

### 30. Sports Council

- To encourage students to participate in games at various levels collegiate, inter-collegiate, state national, and intercollegiate levels.
- To organize summer camps of sports for learners
- To make efforts to provide the best possible facility to players
- To participate in the organization of International Marathon
- To organize Dr Panjabrao Deshmukh *Krida Mahatsava*

### 31. Debate, Elocution and Cultural Committee

- To guide and prepare students for debate, elocution and cultural activities
- To top opportunities to give vent to potential of students in debate, elocution and cultural activities.
- To open opportunities for students by organizing collegiate and intercollegiate competitions
- To organize the programmers, debate, elocution, *mehandi*, *rangoli*, poster, flower show competitions at Dr. Panjabrao Deshmukh Birth Anniversary function.

### 32. Discipline, Anti-ragging Committee, Grievances and Redressal Committee

- To device and implement ways and means for mainlining student discipline in the college with the help of members of the committee and other members of the staff by organizing them into Discipline Monitoring Teams
- To prepare and recommend the rule for student discipline in the college  
Recommend imposition of fine/ disciplinary action against students violating the rules of discipline

**33. Internal Complaint and Redressal Committee**

- To take cognizance of woman's complaint in the Sexual harassment issues as per ICC guideline, of employees and students both, under section 4 (Chapter II) Act 2013
- To keep man-woman relationship healthy

**34. Parents, Teachers, Students Committee**

- To organize Parents Teachers Students meet
- To interact with parents, teachers and students
- To trace out problems; take the cognizance and make recommendations to the Chairman.

**35. Students Welfare Committee**

- To conduct the election of students in college as per University guidelines and directives.
- To develop leadership quality among students.
- To communicate social welfare activities to teachers and students
- To run students center & provides facilities to students as stationaries, reprography

**36. Students Aid And Scholarship Committee**

- To make students aware of soft skill operation
- To provide information to students about scholarship
- To find out students eligible for college scholarship
- To provide photographs of students eligible for college scholarship and special scholarship for Annual Report

**37. Entrepreneurship and Skill Development Committee**

- To make students aware of entrepreneurship qualities
- To develop job oriented skills
- To facilitate students-Industries Interaction
- To boost up incubation activities & Provide incubation funding
- To incubation activities & Provide

**38. Tasks Force Committee for protection of girls at college campus**

- To create Gender Sensitivity
- To avoid Gender Discrimination
- To strive for protection of Girls
- To instill the sense of gender Quality

**39. Student's Complaint Radressal Committee ( As per State Govt. direction )**

- To take cognizance of students' complaint
- Justice to be provided to students perspective of caste, creed, and religion

## Criterion VI Governance & Leadership

### 40. Organization and Management Committee

- To evolve routines, methods, procedures and systems for improvement in the efficiency productivity and effectiveness.
- To undertake periodic review of the routines, procedures and systems.
- To get prepared Annual Plan for the office activities.
- To devise ways and means for motivating and intergrating the employees.
- To prepare and display appropriately the rules of the office and time schedules/ limits for completion of different activities.

### 41. Professional Development of Non- Teachers Committee

- To organize lectures and workshops on professional development.
- To recommend non-teacher to be deputed for attending lectures/ seminars/ conferences etc, conducted by the recognized bodies.
- To arrange computer operation training to the non-teaching staff.
- To arrange yearly refreshers in computer operations.

### 42. College Council

- To constitute operational modes in the institution
- To provide justice to mission and vision of the institution
- To focus on optimum utility of human resources available in the institution

### 43. College Website Monitoring Committee

- To up date college website time to time
- To display institutional details
- To provide Cyber Security from external throats & hacking
- To disseminate the information to seek data from respective conveners, with photographs mentioning the importance of college website and necessity of its display as per NAAC's direction to project the right image before viewers

### 44. Circular Economy club

- The Circular Economy club has been established with objectives of making aware the stakeholders in education sector about the various facets of circular economy. Another prime objective is to include the principles of circular economy in the governance and leadership structure of the organisation

## Criterion VII Innovation Practices

### 45. Birth and Death Anniversary Committee (*Jayanti and Punyatithi Committee*)

- To organize the programmes to pay reverence to the eminent persons on the dates of their Birth-Death as Anniversaries as mentioned in Academic Calender.
- To know to students and teachers the monumental contribution made by the eminent persons in various areas.
- To organize public lectures on Mahatma Fule Death Anniversary and Dr. Babasaheb Ambedkar Mahaparinirvan Day, on December 6
- To organize Dr. Panjabrao Deshmukh Birth Anniversary Programme on December 27, 28, 29.

### 46. College Annual, *Sadhana*, Committee

- To perform the editorial work to publish the College Annual, *Sadhana*.
- To publish annual college report
- To provide a forum for students for creative potential
- To develop literary as well as aesthetic taste.

### 47. Felicitation Committee

- To organize felicitation programmes for superannuating staff member/ members
- To organize felicitation programmes for staff for their academic and extra-curricular achievements.
- To raise fund from the monetary contribution of other staff members

### 48. Dr. Ambedkar *Adhyayan Kaksha (Study Cell)*

- To introduce the thoughts and deeds of Dr. Ambedkar to students.
- To inculcate reading habits among students
- To organize personality development programmes
- To counsel students for competitive examination
- To organize Dr. Panjabrao Deshmukh Memorial Lecture for masses and new generation on the contribution of Dr. Bhausaheb Deshmukh, the Founder President of Shri Shivaji Education Society, Amravati.

**49 Yuwa Vichar**

- To display the biographical information in Marathi and English of significant persons in various areas, on Notice Board
- To know the new generation the thoughts and deeds of the towering persons in diverse areas humanistic
- To inculcate humanistic values among students

**50. Dr. Panjabrao Deshmukh Krida Mahotsav**

- To organize university level sports fest in the honour of Dr. Bhausaheb Deshmukh
- To provide an avenue for sports loving students in university area.
- To encourage students for University, State, National, International level sports.
- To inculcate the value of team spirit

**51. Public Relation and Publicity Committee**

- To facilitate public relations and enhance the image of the college
- To provide publicity to college activities
- To organize press conferences
- To prepare drafts for press note
- To furnish information to college website
- To maintain annual record of published news of college programmes

**52. Beautification and Environmental Awareness Committee**

- To maintain aesthetic sense in the campus
- To create environmental awareness among teachers and students
- To implement cleanliness drive
- To plan and execute plantation and greenery in college premises.

**53. Canteen Committee**

- To supervise food Quality
- To maintain subsidised rate board for students
- To facilitate facilities for students ( regular /hostelmates)

**54. Village Immersion Council**

The objective of the council is to increase meaningful and targeted outreach to the neighbouring rural community. The council to visit the village it has adopted, Navarmari on Wardha road, and understand the problems of villagers and office bearers.

## ANNEXURE III

### Rules for Preparation of Notices and Organization of Programmes / Activities

1. Before discussing the programmes and activities with the Principal, the same shall first be discussed with the Coordinator, IQAC.
2. Instead of displaying the documents of communication received from different institutions, independent notices shall be prepared by the concerned committees for displaying them on the notice boards or for circulation
3. All the drafts of notices shall be got approved by the Principal before finalizing.
4. Notices shall be prepared and countersigned by the Convenors / H.O.D's / Coordinators / In-charges.
5. They will be circulated with the Principal's signature.
6. Notice of the activities/ functions shall generally be prepared and flashed at least seven days in advance.
7. Principal and Coordinator shall be given one copy each of the notices. After circulation such copies shall be filed in the concerned Committees files.
8. Nature of activity/ function, guests, and Chairpersons shall be finalized by the concerned persons in consultation with the Coordinator and Principal
9. Tentative income/ expenditure budget shall be prepared and got approved by the principal before finalizing the programme/ activity.
10. Expenditure vouchers with summary shall be submitted to the college office within 7 days in case of small to medium size programmes and within 15 days in case of major programmes. The actual expenditure should be within/ around the budgeted one
11. Application is to be submitted for financial advance, if needful, prior to program



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