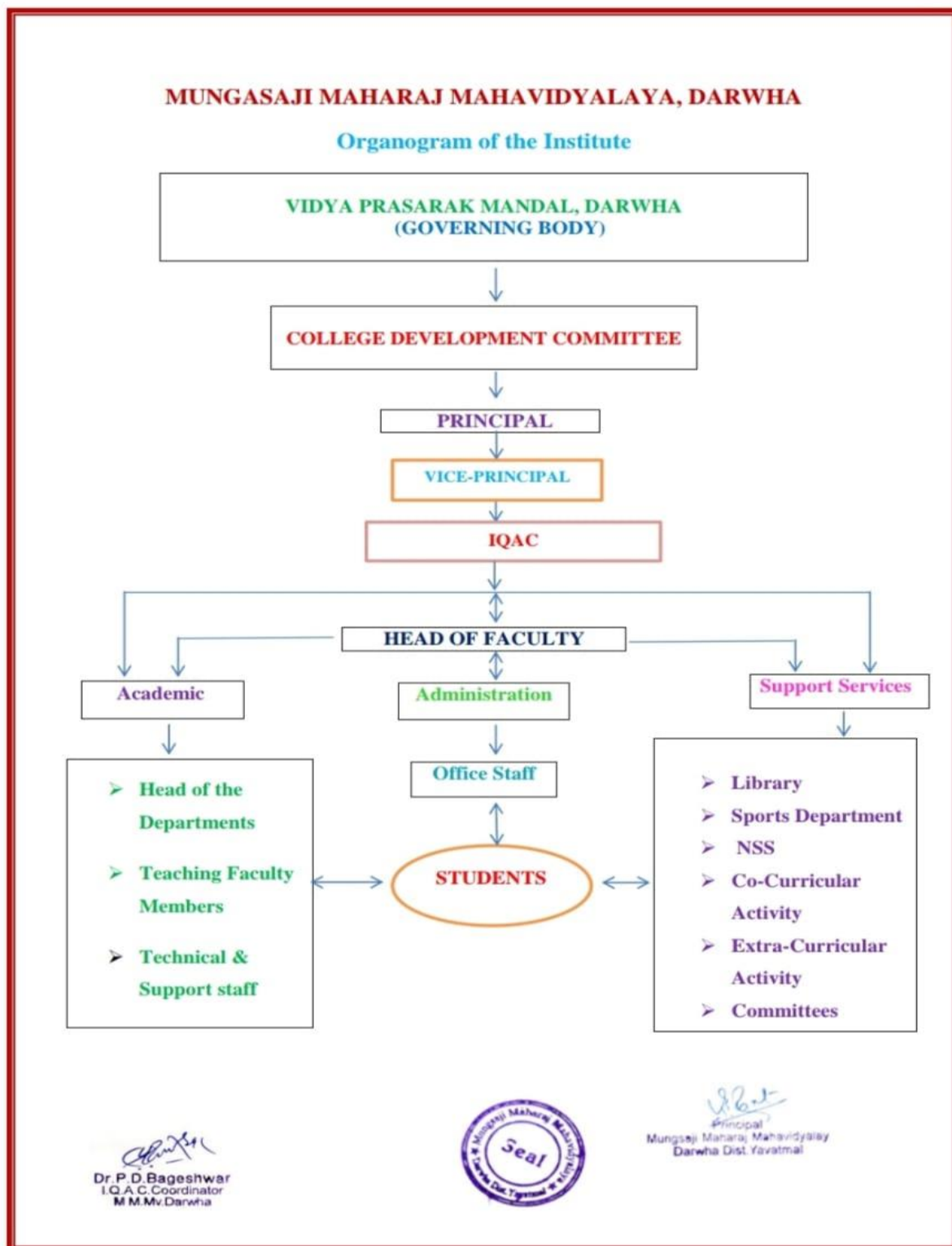


MUNGASAJI MAHARAJ MAHAVIDYALAYA DARWHA, DISTRICT- YAVATMAL

Session -2023-24

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.



MUNGASAJI MAHARAJ MAHAVIDYALAYA
DARWHA Dist. YAVATMAL

[www.mmcdarwha.org\(new\)](http://www.mmcdarwha.org(new))
NEW NAAC ACCREDITED WITH GRADE 'B'

***Arts, Commerce, Science &
H.S.C.V.***

PROSPECTUS
SESSION 2023-24

College Internal Committees in Prospectus Session 2023-24

1) In-charge Professor of Admission Process

B.A. Part One	: Prof. R. K. Borkar
B.A. Part One	: Prof. Ku. P. B. Ruikar
B.A. Part One	: Dr. Farahna Shaikh
B.Com. Part One	: Dr. M. N. Moharil
B.Sc. Part One A & B	: Prof. Ku. D. D. Kothekar
Post Graduate History	: Dr. S. V. Bhurale
Post Graduate Political	: Dr. S. B. Chakave
Post Graduate Sociology	: Dr. N. R. Bhingare
Post Graduate Marathi	: Dr. H. S. Jadhao
Post Graduate Economics	: Dr. S. M. Sawant
Post Graduate Commerce	: Dr. K.V. Dhawale
Post Graduate Home Economics	: Dr. A. N Qureshi
Post Graduate Chemistry	: Dr. N. A. Rashidi
Post Graduate Physics	: Dr. K. K. Hurde
Post Graduate Mathematics	: Dr. Y. S. Solanke
Post Graduate Botany	: Dr. P. H. Bhagwat
Post Graduate Zoology	: Dr. P. D. Bageshwar
11 th Arts A & B	: Prof. Y. H. Pawar
11 th Commerce	: Dr. S. S. Gawande/ Prof. Ku. V. A. Kumare
11 th Poultry	: Prof. A. P. Manwar
12 th Poultry	: Dr. S. P. Akhare
11 th Horthy	: Prof. G. M. Shirbhate
12 th Horthy	: Prof. S. S. Raut

2) Post Graduate In-charge Professor

Post Graduate Political	: Dr. S. B. Chakave
Post Graduate Marathi	: Dr. H. S. Jadhao
Post Graduate Sociology	: Dr. N. R. Bhingare
Post Graduate Commerce	: Dr. K. V. Dhawale
Post Graduate Home Economics	: Dr. S. V. Ghuikhedkar
Post Graduate Economics	: Dr. S. M. Sawant
Post Graduate History	: Dr. S. V. Bhurale
Post Graduate Chemistry	: Dr. N. A. Rashidi
Post Graduate Physics	: Dr. K. K. Hurde
Post Graduate Mathematics	: Dr. Y. S. Solanke
Post Graduate Botany	: Dr. P. H. Bhagwat
Post Graduate Zoology	: Dr. P. D. Bageshwar

3) Admission Committee

Senior College Arts	: Dr. S. B. Chakawe
Senior College Commerce	: Dr. K.V. Dhawale
Senior College Science	: Dr. P.D. Bageshwar
Junior College Arts & Commerce	: Prof. Y. H. Pawar
H.S.C.V.	: Dr. S. P- Akhare
Junior College Science	: Dr. Y. S. Solanke/Prof. S. V. Thakare

4) Time Table Committee

Senior College Arts	: Dr. S. B. Chakawe
Senior College Commerce	: Dr. K. V. Dhawale
Senior College Science	: Dr. Y. S. Solanke
Junior College Arts & Commerce	: Prof. Y. H. Pawar
H.S.C.V.	: Prof. G. M. Shirbhate
Junior College Science	: Prof. S. R. Tawade

5) Class In-charge Professor

B.A. Part One A	: Prof. R. K. Borkar
B.A. Part One B	: Prof. Ku. P. B. Ruikar
B.A. Part One C	: Dr. Farahna Shaikh
B.A. Part Two A & B	: Dr. A.N. Qureshi
B.A. Part Three	: Dr. S. M. Sawant
B.Com. Part One	: Dr. M. N. Moharil
B.Com. Part Two	: Dr. H. S. Jadhao
B.Com. Part Three	: Dr. K.V. Dhawale
B.Sc. Part One A & B	: Prof. Ku. D. D. Kothekar
B.Sc. Part Two	: Prof. Ku N. D. Mahurkar
B.Sc. Part Three	: Dr. Y. S. Solanke
11 th Arts A & B	: Prof. Y. H. Pawar
11 th Commerce	: Prof. Ku. V. A. Kumare
12 th Arts A & B	: Prof. Y. H. Pawar
12 th Commerce	: Dr. S. S. Gawande
11 th Horty	: Prof. G. M. Shirbhate
12 th Horty	: Prof. S. S. Raut
11 th Electrical	: Prof. N. R. Khan
12 th Electrical	: Prof. N. R. Khan
11 th Science	: Prof. Ku. S. P. Thakare
12 th Science	: Prof. N. S. Matode

6) Seating Arrangement, Class Room Cleaning Furniture

: Dr. P. H. Bhagwat,
Dr. M. N. Moharil,
Prof. R. K. Borkar

7) Drinking Water Arrangement

Dr. S. M. Sawant,
Prof. Y. H. Pawar,
Prof. Ku. D. D. Kothekar

8) Electrics Instrument Arrangement

Prof. N. R. Khan,
Prof. S. R. Tawade

9) Youth Festival & Balasaheb Ghuikhedkar Birth & Death Anniversary Committee

Dr. H. S. Jadhao (Senior College Commerce)
Prof. R. K. Borkar (Senior College Arts)

Dr. P. H. Bhagwat (Senior College Science)
Dr. S. V. Bhurale
Dr. Ku. Farahna Shaikh
Prof. Y. H. Pawar (Junior College)
Prof. J. M. Shirbhate (H.S.C.V.)
Prof. S. R. Tawade

10) Staff Council Committee

President	Principal Dr. V. B. Raut
Secretary	Dr. S.V. Chatur
Member	Dr. S. B. Chakawe
	Dr. K. V. Dhavale
	Prof. Y. H. Pawar
	Dr. S. P Akhare
	Shree S. N. Sonone

11) Sports Committee

Prof. S. A. Dambare
Dr. S. V. Bhurale
Dr. A, N Qureshi
Prof. Y. H. Pawar
Prof. S. S. Raut
Prof. J. M. Shirbhate

12) NSS Committee

Dr. S.V. Bhurale (Programme Officer)
Prof. R. K. Borkar (Assistant Programme Officer)
Prof. Ku. D. D. Kothekar (Lady Programme Officer)
Dr. A, N. Qureshi
Prof. Ku N. D. Mahurkar

13) Student Development, Competitive Exam. Career Counseling & Guidance Cell

Dr. P.H. Bhagwat
Dr. K. V. Dhawale
Prof. R. K. Borkar
Prof. S. A. Dambare
Prof. Ku. D. D. Kothekar
Prof. A. P. Manwar

14) Cultural Programme Committee

Dr. Y. S. Solanke (Science Faculty)
Dr. K. V. Dhawale
Prof. Y. H. Pawar (Junior Faculty)
Prof. Ku. V. A. Kumare (Junior Girls)
Prof. A. P. Manwar
Dr. Farahna Shaikh (Senior Girls)

15) Internal Exam Committee

Dr. S.V. Chatur (All Exam Controller)
Dr. A, N. Qureshi (Arts Senior Faculty)

Dr. N. M. Mohril (Commerce Senior Faculty)
Dr. P. D. Bageshwar (Science Senior Faculty)
Prof. Y. H. Pawar (Arts & Commerce Junior Faculty)
Prof. A. P. Manwar (H.S.C.V. Junior Faculty)
Prof. G. M. Shirbhate (H.S.C.V. Junior Faculty)
Prof. N. S. Matode & Prof. S.J. Kharode (Science Junior Faculty)

16) E.B.C. Concession Committee

Dr. H.S. Jadhao (Senior Faculty)
Prof. Y. H. Pawar (Junior Faculty)
Prof. G. M. Shirbhate (H.S.C.V. Junior Faculty)
Prof. Ku N. D. Mahurkar, Dr. A, N Kurashi (Minority Faculty)
Prof. Ku. S. P. Thakare

17) Remedial Coaching Committee

Dr. Y.S. Solanke (Senior Faculty)
Prof. Ku. D. D. Kothekar (Senior Faculty)
Prof. Ku. P. B. Ruikar
Prof. S. S. Raut (H.S.C.V. Junior Faculty)
Dr. S. S. Gawande (Junior Faculty)

18) Library Committee

Principal Dr. V. B. Raut (President)
Dr. A. G. Wakode (Secretary)
Dr. S. B. Chakawe (Member)
Dr. K.V. Dhawale (Member)
Dr. S. P. Akhare (Member)
Dr. S. S. Gawande (Member)
Shree S. N. Sonone (Member)

19) Grievance Redressal Cell & Student Discipline Committee

Dr. H. S. Jadhao
Dr. P. D. Bageshwar
Prof. S. A. Dambare
Dr. Farahna Shaikh
Prof. Y. H. Pawar
Prof. G. M. Shirbhate
Dr. M. N. Moharil
Shree S. N. Sonone

20) Construction Committee

Dr. S. B. Chakawe (Vice – Principal)
Dr. S. V. Chatur
Prof. S. A. Dambare
Shree S. N. Sonone

21) Garden & Campus Cleaning Committee

Dr. S. M. Sawant
Dr. S. V. Bhurale
Dr. M. N. Moharil

Prof. Ku N. D. Mahurkar
Prof. S. S. Raut (H.S.C.V.)
Prof. G. M. Shirbhate (H.S.C.V.)
Prof. Y. H. Pawar (Junior Faculty)
Prof. Ku. D. D. Kothekar

22) Linkage Committee

Dr. P. H. Bhagwat (Science)
Dr. M. N. Moharil (Commerce)
Prof. Ku. P. B. Ruikar (Arts)
Prof. A. P. Manwar (H.S.C.V.)

23) Research Promotions Cell

Dr. S. B. Chakawe (Vice – Principal)
Dr. P. H. Bhagwat
Dr. N. A. Rashidi
Dr. S. M. Sawant
Dr. A. G. Wakode

24) Hostel, Canteen & Motor Stand Arrangement Committee

Dr. P. D. Bageshwar (Senior Faculty)
Prof. R. K. Borkar
Prof. G. M. Shirbhate (H.S.C.V. & Junior Faculty)
Prof. A.P. Manwar
Dr. Farahna Shaikh (Girls)
Prof. Ku. D. D. Kothekar

25) Educational Tour Committee

Prof. R. K. Borkar (Senior Faculty)
Prof. Ku. D. D. Kothekar (Science Faculty)
Prof. Y. H. Pawar (Junior Faculty)
Prof. Ku. V. A. Kumare (Lead Representative in Girls Arrangement)
Dr. A. N. Qureshi (Lead Representative in Girls Arrangement)
Dr. N. A. Rashidi (Lead Representative in Girls Arrangement)
Prof. Ku. P. B. Ruikar (Lead Representative in Girls Arrangement)
Prof. Ku. N. A. Kakad (Lead Represented in Girls Arrangement Junior Science)

26) Ex- Student Committee

Dr. Y. S. Solanke
Dr. K. V. Dhawale
Prof. S. A. Dambare
Dr. S. P Akhare
Dr. N. A. Rashidi
Dr. S. S. Gawande

27) Guardian Committee

Dr. H. S. Jadhao
Dr. K. V. Dhawale
Prof. Ku. P. B. Ruikar
Prof. G. M. Shirbhate

Dr. Farahna Shaikh

28) Affiliation & New Courses Committee

Dr. Y.S. Solanke

Dr. H. S. Jadhao

Dr. M. N. Moharil

Dr. S. S. Gawande

29) English Coaching Committee

Prof. R. K. Borkar (Senior Faculty)

Prof. Ku. P. B. Ruikar (Senior Faculty)

Prof. R. P. Ghungarrao (Junior Faculty)

Prof. Ku. S. N. Kharode (Junior Faculty)

30) IQAC

Principal Dr. V.B. Raut (President)

Dr. S. V. Ghuikhedkar(Secretary, Member)

Dr.N. A. Rashidi (Associate Professor, Member)

Dr. V. M. Umale (Doctor, Member)

Ad. N. M. Jawake (Advocate, Member)

Shree. B. K. Jadhao (Industrialist, Member)

Prof. P. B. Bunde (Junior College Teacher, Member)

Dr. S. B. Chakawe (Professor, Member)

Dr. P. D. Bageshwar (Professor, Member)

Dr. Y. S. Solanke (Professor, Member)

Dr. S. M. Sawant (Associate Professor, Member)

Dr. K. V. Dhawale (Associate Professor, Member)

Shree S. N. Sonone (Office Superintendent, Member)

31) College Annual Magazine Committee

Dr. S. V. Chatur

Prof. R. K. Borkar

Prof. Ku. D. D. Kothekar

Prof. Y. H. Pawar

Prof. G. M. Shirbhate

Dr. Farahna Shaikh

Prof. S. N. Kharode

32) Woman Development cell

Dr. N. A. Rashidi (Convener)

Dr. S. B. Chakawe (Vice – Principal)

Dr. S. S. Gawande

Dr. A. N. Qureshi

Sau. A. P. Shelke

Prof. Ku. N. A. Kakad

33)Academic Audit & API Assessment Committee

Dr. S. B. Chakawe (Vice – Principal)

Dr. P. D. Bageshwar

Dr. S. V. Chatur

Dr. M. N. Mohril

34) Planning Committee

Dr. S. V. Chatur
Dr. P. D. Bageshwar
Dr. K.V. Dhawale
Prof. Ku. D. D. Kothekar

35) Chintan Manan Committee

Prof. S. A. Dambare
Dr. K. V. Dhawale
Prof. Ku N. D. Mahurkar

36) Student Guidance Committee

Dr. Y. S. Solanke (Cultural)
Dr. M. N. Moharil (NSS)
Prof. S. A. Dambare (Sport)
Dr. P. H. Bhagwat (Student Development)

37) Anti ragging Committee

Dr. V. B. Raut, (Principal)
Dr. S. B. Chakawe (Vice – Principal)
Dr. P. D. Bhageshwar (Science Faculty Head)
Dr. K.V. Dhawale (Commerce Faculty Head)
Prof. Y. H. Pawar (Junior Faculty)
Dr. S. P Akhare (H. S.C.V.)
Prof. S. A. Dambare (Physical Director)
Dr. S. S. Gawande (Leady Represented)
Prof. Ku. P. B. Ruikar (Leady Represented)
Dr. M. N. Moharil (NSS Represented)
Ad. N. S. Jawake (Law)
Police Inspector

38) Student Development Committee

Dr. P. H. Bhagwat
Dr. S. V. Bhurale
Prof. S. A. Dambare
Prof. R. K. Borkar
Prof. Ku N. D. Mahurkar

39) Code of Conduct Committee

Dr. V. B. Raut, Principal (President)
Dr. S. B. Chakawe, Vice – Principal (Member)
Dr. P. D. Bageshwar ,IQAC Convener (Member)

Dr. K.V. Dhawale (Member)
Prof. S. A. Dambare (Member)

40) Handicap Student Welfare Committee

Dr. V. B. Raut, Principal
Dr. K.V. Dhawale
Dr. Farahna Shaikh
Prof. Ku. D. D. Kothekar

Prof. S. R Tawade

41) Carreer Catta Committee

Prof. S. A. Dambare (Convener)

Dr. Y. S. Solanke (Cultural Represented)

Dr. M. N. Moharil (NSS Represented)

Prof. Ku. P. B. Ruikar (NSS Leady Represented)

42) H.S.C.V. Scheme Committee

Dr. S. P. Akhare

Linkage & Convener Committee Prof. J. M. Shirbhate

Self-Employment Guidance Prof. A. P. Manwar

M. E. S. Scheme Prof. A.P. Manwar

Aprentship & M.O.U Prof. S. S. Raut




Principal
Mungaji Maharaj Mahavidyalaya
Darwaha Dist. Yavatmal



MUNGASAJI MAHARAJ MAHAVIDYALAYA,
DARWHA, DISTRICT-YAVATMAL (M.S.)



College Development Committee (CDC)

Sr.no	Name	Designation
1	Shri. Vasant V. Ghuikhedkar	President
2	Prof. Dr. Sangeeta V. Ghuikhedkar	Secretary of the Management
3	Dr. A.R. Ladole	One head nominated by Principal
4	Prof. Dr. S.B. Chakave	Three full time approved teacher elected amongst themselves
5	Dr. P.H. Bhagwat (Asst. Prof.)	
6	Miss. P. B. Ruikar (Asst. Prof.)	
7	Mr. Sudhir Sonone Suprintendent	One elected member from non- teaching staff amongst themselves
8	Mr. A.B. Ughde	From local Personnel nominated Management of College
9	Mr. R.D. Thakur	
10	Mr. Viraj V. Ghuikhedkar	
11	Mr. Mukesh Ingole	
12	Prof. P.D. Bageshwar	IQAC Co- Ordinator
13	Miss. Shweta S.Kale	Member of Student Council
14	Mr. Nikhil V. Deshkari	Member of Student Council
15	Dr. V.B. Raut	Member Secretary

College Development Committee of the Institution

**MUNGASAJI MAHARAJ MAHAVIDYALAYA
DARWHA, DISTRICT YAVATMAL**

Session -2023-24

IQAC Committee

S.No.	Name	Designation	Representation
1	Dr. Vilas B. Raut	Principal	Chairman
2	Dr. S. V. Ghuikhedkar	Secretary	Management Representative
3	Dr. N. A. Rashidi	Associate Professor	Coordinator/Secretary
4	Dr. V. M. Umale	Doctor	Community Representative
5	Adv. N. S. Jawake	Advocate	Community Representative
6	Mr. B.K. Jadhao	Industrialist	Industry Representative
7	Mr. P. B. Bunde	Member	Junior College Teacher
8	Dr. S. B. Chakave	Professor	Senior Teacher Representative
9	Dr. P. D. Bageshwar	Professor	Senior Teacher Representative
10	Dr. Y.S. Solanke	Professor	Senior Teacher Representative
11	Dr. S.M. Sawant	Associate Professor	Senior Teacher Representative
12	Dr. K. V. Dhawale	Associate Professor	Senior Teacher Representative
13	Mr. S. N. Sonone	Office Superintendent	Administrative Representative




Principal
Mungasaji Maharaj Mahavidyalaya
Darwha Dist. Yavatmal

Internal Quality Assurance Cell of the Institution

Mechanism of Internal Quality Assurance Cell



**MUNGASAJI MAHARAJ MAHAVIDYALAYA,
DARWHA, DISTRICT-YAVATMAL (M.S.)**

IQAC

 **Internal Quality Assurance Cell**

FUNCTION OF IQAC

- Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.



Mungasaji Maharaj Mahavidyalaya, Darwha - Yavatmal

Internal Complaint Committee (ICC)

Sexual Harassment of Women
at workplace

(Prevention, Prohibition and Redressal) -Regulation 2015



Grievance Committee (Internal Complaint Committee):

1. Prof. Dr.Sangita V. Ghuikhedkar (Chairman)
2. Associate Prof. Dr.Nazia A. Rashidi(Co-ordinator)
3. Prof. Dr. S. B.Chakave
4. Asst. Prof. Dr.Akhtarunisa Qureshi
5. Mr. G. S.Doephode
6. Mrs. A.P.Shelke
7. Dr.Ashwini Bhende
8. Advocate Mrs.Vaishali Hire

For complaint Contact on: Phone No. 07238-254245

Prof. S.B.Chakave-9423663301, Dr. Nazia. A. Rashidi-9096604531

Email: mmcollegedarwha@gmail.com

What should the complaint contain?

1. Description of the incident (s)
2. Date (s)
3. Timing (s)
4. Respondent Name
5. Any witness.

Internal Complaint Committee (ICC) of the Institution

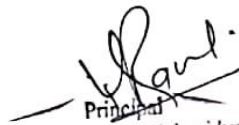
Mechanism of Internal Complaint Committee (ICC)

MUNGSAJI MAHARAJ MV, DARWHA
DIST: YAVATMAL (M.S)
Guidelines for Grievance Redressal Cell /Internal Complaint Committee
(ICC)

The College believes in harmonious and peaceful environment at the college. And the college ensures that such atmosphere is maintained and all such instances of conflict are avoided. Also college aims to educate women for their empowerment and progress. Keeping this in mind and fulfilling it in effective way and on the basis of the recommendation of the staff council, the following guidelines have been approved.

1. There shall be no harassment of women members whether student or employee within the educational institution, this regard Head of the institution shall make adequate arrangement with the view to prevent sexual harassment.
2. There shall be no acceptance of an oral grievance. The entire grievance shall be presented in a written by the aggrieved person to the Principal/ Grievance Redressal Cell.
3. The Principal shall endorse the grievance to the concerned redressal cell.
4. After receiving of the complaint by the Principal, the concerning cell shall within 24 hours investigate and inquire in to the matter (on any working days).
5. After the investigation by the concerning authority the cells shall primarily try to settle the matter mutually through mediation in a harmonious and amicable manner.
6. If the grievance is of a serious nature and comes under the definition of a crime (cognizable offence) then it shall be settles as per the procedure established by law and other Criminal law.
7. The college authority shall have power to direct the guilty person through warning, admonition, information and call to parents, suspension from class and if the matter is of serious nature he/she can be debarred from the college.
8. All the matter settled shall be done following the Principal of Natural Justice and fair hearing.
9. Except in matter pertaining to women grievance cell, all the proceeding shall be made in presence of both the parties.
10. The Woman Grievance Proceeding can be made under in Camera Proceeding (as required by the case.) The entire proceeding are to recorded and maintained.




Principal
Mungsaaji Maharaj Mahavidyalay
Darwha, Dist. Yavatmal

Mechanism of Grievance Redressal Cell/ Internal Complaint Committee:

Grievance Redressal Mechanism should not only seek to redress Grievances but also to avoid them. Following is the mechanism to resolve the matter in case of any complaint lodged to the grievances Committee,

1. For registering the complaint of any grievance, college has online and offline mechanism.
2. Online grievance shall be submitted on college
Email: mmcollegedarwha@gmail.com
3. Offline complaints/ grievance shall be presented in a written by the aggrieved person/ student to the Principal.
4. Immediately on receipt of a Grievance, the concerned Office shall send a written communication to the complainant (the person who lodges the Grievance), stating the following:
 - a) Acknowledging his communication
 - b) The name, address, email id and Phone number of the authority to whom the Grievance has been forwarded
5. The grievances committee shall deal with the grievances of female staff and the students.
6. The aggrieved person (teacher, other employee or student) of any constituent college may lodge his grievance with the Principal of the college, who shall put it before the college grievance committee.
7. The grievance committee shall hear and settle grievances, as far as may be practical, within six months after the grievance is lodged with the committee.
8. The grievance is settled at the college level committee, the college shall take action as per the terms of settlement and report the case to the principal.
9. If the grievance is of serious nature and unable to settle at college level will be reported to the police station.

Grievance Committee (Internal Complaint Committee):

1. Prof. Dr. Sangita V. Ghuikhedkar (Chairman)
2. Associate Prof. Dr. Nazia. A. Rashidi (Co-ordinator)
3. Prof. Dr. S. B. Chakave (Male Teacher)
4. Asst. Prof. Dr. Akhtarunisa Qureshi (Female Teacher)
5. Mr. G. S. Doephode Male non-teaching employee
6. Mrs. A.P. Shelke (Female non-teaching employee)
7. Dr. Ashwini Bhende
8. Ms. Kajal Santosh Jadhao (B.A II)
9. Mr. Furqan Ahmad Muzafferullah Khan (B.Sc II)
10. Advocate Mrs. Vaishali Hire




Principal
Mungaji Maharaj Mahavidyalay
Darwha, Dist. Yavatmal




Principal
Mungaji Maharaj Mahavidyalay
Darwha Dist. Yavatmal