



*Wainganga Bahu- Uddeshiya Vikas Sanstha Nagpur's
N.P. Singh Memorial*

WAINGANGA COLLEGE OF PHYSICAL EDUCATION

SAKOLI, Dist. Bhandara (M.S.) Pin Code - 441802

**(Govt. Recognised & Affiliated to Rashtrasant Tukdoji Maharaj, Nagpur University
Nagpur & Permitted by N.C.T.E.)**

www.wcpesakoli.com

N.C.T.E. Code - 114075

npsinghwcpe@gmail.com

Mob. 9414147746

University College Code - 525

AISHE Code - C18609

Ref. No. W.C.P.E. / S /

Date -

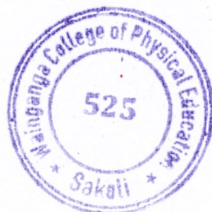
Committees & Associations

1. ADMISSION & ANNUAL PLAN COMMITTEE

- a. Dr. Sunil Chaturvedi _Principal- Chairperson
- b. Dr. Rajashree - Assistant Professor - Member
- c. Ms. Deepa Tiwari - Student

DUTIES:

1. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.
2. To draft the Annual Plan of activities for the year 2018-19 and to incorporate the same in the Prospectus.
3. To finalize College Prospectus & Admission Form for the year 2018-19.
4. To assist the students and to interact with the parents during admissions for the year 2018-19.
5. To provide proper College Identity Cards to the students after the reopening of the College for the year 2018-19.
6. To file and maintain the records of the admissions and Annual Plan.
7. To submit the enrollment records to the IQAC Committee.



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2. TIME TABLE COMMITTEE

Chairperson - Dr. Jitendrakumar Thakur - Associate Professor

- 1) Dr. Sunil Kapgate - Assistant Professor - Member
- 2) MS Sarswati Meena - Student - Member

DUTIES :

1. To frame a suitable, clash free time-table for conducting Theory/Practical Time-Table as per University rules.
2. To attend to various complaints of clashes in the time-table and make necessary adjustments.
3. To scrutinize the work load of the individual faculty members/teachers and the Departments as per University rules.
4. To maintain the records of the Time-Table framed and submit the same to the IQAC Committee.

3. ATTENDANCE COMMITTEE

Chairperson - Mr. Niraj Atkari - Assistant Professor

Co-ordinators:

Ashish Gautam - Student- Member
Kanika Kothari - Student - Member

DUTIES:

1. To ensure that daily attendance is recorded by the Lecturers in the prescribed Attendance sheets and that the same are submitted within 2 days of the completion of the last lecture/s for the month.
2. To inform the Principal the name/s of the defaulting Lecturer/s by 3rd of the following month.
3. To ensure timely compilation of attendance record by the dealing clerks.
5. To ensure periodic display of attendance on the Notice Boards.
6. To keep track of regular absentees and counsel them, if required, along with their parents.
7. To process genuine cases for condonation of attendance.
8. To maintain the records of the attendance compiled and submit the same to the IQAC Committee.



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4. NATIONAL DAYS/ NATIONAL FESTIVALS CELEBRATIONS COMMITTEE

Chairperson - Dr. Jitendrakumar Thakur - Associate Professor

Student's Representation

- 1) Bheem Singh Meena
- 2) Bhawani

DUTIES:

1. To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days i.e
Independence Day, Goa Liberation Day and Republic day.
2. To celebrate National festivals.
3. National Days Celebrations records should be submitted to the IQAC Committee.

5. GREEN CLUB

Chairperson - Dr. Sunil Akolnerkar - Assistant Professor

Members:

- 1) Hemant Barua - Student
- 2) Chandani Raj - Student

DUTIES:

1. To enroll members for the club and to create awareness among the Students and the staff about the need for protection of natural habitat.
2. To invite speakers to talk on environmental protection.
3. To organise relevant programmes.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.



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6. HEALTHY PRACTICES/ CAMPUS ECO-FRIENDLY CELL

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Chairperson - Dr. Sunil Chaturvedi - Principal

Member:

- 1) Mr. Hitik Pal - Student
- 2) Ms. Sapna Bairwa - Student

DUTIES:

1. To facilitate healthy practices.
2. To organise relevant programmes to promote healthy practices.
3. To facilitate rain water harvesting, energy conservation, Solar lights, LED lights.
4. To promote and maintain green ambience.
5. To maintain the records of the activities conducted and submit the same to the IQAC Committee.

7. SPORTS COUNCIL

Chairperson Dr. Sunil Chaturvedi - Principal

Members:

1. Dr. Jitendrakumar Thakur - Associate Professor
2. Aditya Ambtkar - Student
3. Ms. Parwati Meena - Student

DUTIES:

1. To organise Intra-mural sports and athletic competitions.
2. To help in selecting College teams.
3. To organise tournaments for staff members.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.



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8. LIBRARY COMMITTEE

Chairperson - Ms Swati Zalke - Librarian

Assistant Professors - Members:

- 1) Dr. Rajshree
- 2) Dr. Jitendrakumar Thakur
- 3) Dr. Sandeep Kumar
- 4) Dr. Sunil Akolnerkar

1. Ms. Anjana Prushty - Student

2. Mr. Sourbh Borkar - Student

DUTIES:

1. To take stock of the existing, newly added and total number of books.
2. To introduce bar coding system.
3. To see that autolib software is used for automation.
4. To see that the library is computerised.
5. To arrange talks for students to motivate them to cultivate reading habits.
6. To organise book week, books display's on special occasions.
7. To provide digital library facilities with National and International online journals.
8. To see that Library building is enabled with Wi-fi facility.
9. To see that library issue/ return of books are maintained through software.
10. To facilitate the services of National Digital Library an initiative by HRD Ministry.
11. To acquire books for the book bank and distribute to the deserving students.
12. To ensure that a Suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
13. To maintain the sanctity of the Library.
14. To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.



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9. CAREER GUIDANCE CELL

Chairperson - Dr. Rakesh Sejwal

Student's Representation

- 1) Mr. Sanjeev Kumar Choudhary - Student
- 2) Ms. Prarthna Sehrawat - Student

DUTIES:

1. To organise career oriented workshops for the outgoing students.
2. To organise coaching classes for competitive exams by inviting experts.
3. To organise programmes to create awareness on the importance of higher education in India and abroad.
4. To invite industries and companies for Campus placements.
5. To provide details of campus placements.
6. To conduct awareness programmes on entrepreneurship skills for students.
7. To invite experienced academicians, leading professionals with extensive corporate experience to address the students and thereby facilitate practical learning.
8. To arrange industrial visits to get practical exposure and knowledge of the industrial environment.
9. To file and submit the records to the IQAC Committee.



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10. PLACEMENT CELL

Dr. Rajshree - Assistant Professor - Director

Mr. Niraj Atkari - Assistant Professor - Member

Mr. Kunal - Student

Ms. Laxmi Kumari - Student

Duties

- Soft Skills Training. Considering the importance of aptitude skills and soft skills in any organization, there is a huge demand for professionals who are industry ready. ...
- Personality Development. ...
- Group Discussions. ...
- Personal Interview. ...
- Resume and Cover Letter Writing
- Organising Pre-placement talks

11. SC / ST CELL

Chairperson - Mr. Ajay Kamble - Assistant Professor

Student's Representation

1) Mr. Aman Nandeshwar - Student

2) Ms. Arpita Meena - Student

DUTIES:

1. To conduct activities for the betterment of students from SC /ST community.
2. To create awareness of the schemes for the welfare of SC /ST community.
3. To maintain data base of Staff and Students belonging to SC /ST community.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee



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12. Student's Welfare Cell

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Date -

1. Dr. Rajshree - Assistant Professor - Chairperson

2. Dr. Sunil Kapgate - Assistant Professor - Member

3. Mr. Abhimanyu - Student

4. Pooja Dabas - Student

DUTIES:

1. To make the students aware of the various schemes / assistance / scholarships available for students.

2. To scrutinize scholarship forms of the students and ensure to submit / process the same on time to the respective Dept.

3. To maintain the records and submit the same to the IQAC Committee.

13. CANTEEN COMMITTEE/ GUEST RECEPTION COMMITTEE

Dr. Jitendrakumar Thakur - Associate Professor - Chairperson

Student's Representation

1. Mr. Pawan Kumar

2. Guddi Bai

DUTIES:

1. To see that the Canteen services to students / staff are good.

2. To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.



Dr. Jitendrakumar Thakur
Principal

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Ref. No. 14. EXAMINATION COMMITTEE

Date -

Chairperson - Dr. Sunil Kapgate - Assistant Professor

Members:

- 1) Dr. Rajshree - Assistant Professor - Member
- 2) Mr. Pukhraj Lanjewar - Senior Clerk - Member

DUTIES:

1. To successfully conduct the Semester End Examinations and prepare the Results.
2. To co-ordinate with the ISA Committee for smooth conduct of ISA tests and receive the final ISA marks on or before 15th September / March.
3. To ensure that the mark lists are submitted by the lecturers to the Examination Section by due dates and the Statement of Marks are given to the Students / Parents within the stipulated time.
4. To make inventory of the required Stationery well in advance and put up the requisition for required items at least 2 months in advance.
5. To refer cases of malpractice in the examination to the Unfair Means Inquiry Committee / Examination Grievances Committee for necessary action.
6. To process the exam remuneration bills on time.
7. To prepare course/programme wise distribution of pass percentage and submit the same to the IQAC Committee.

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15. DISCIPLINE & ANTI-RAGGING COMMITTEE

| Sr. No. | Name | Designation | Mobile No. |
|----------------|----------------------|--------------------|-------------------|
| 1 | Dr. Sunil Chaturvedi | President | 9414147746 |
| 2 | Dr. Rajshree | Secretary | 8292850566 |
| 3 | Dr. Sandip Kumar | Member | 9823963805 |
| 4 | Mr. Rakesh Sejwal | Member | 9313723979 |
| 5 | Mr. Niraj Atkari | Member | 7057786676 |
| 6 | Mr. Devendra Isapure | Member | 9049794419 |

DUTIES:

1. To ensure overall disciplined environment in the College.
2. To initiate timely action against erring students.
3. To sensitise students about the evils of ragging and its prevention in the College Campus by organizing talks/ programmes etc.
4. To address complaints about ragging as per the Govt. and University procedures.
5. To maintain records of the cases investigated and submit the same to the IQAC Committee.



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16. GRIEVANCE CELL

| Sr. No. | Name | Designation |
|--------------------|-----------------------|--------------------|
| 1 | Dr. Sunil Chaturvedi | President |
| 2 | Mr. Rakesh Sejwal | Secretary |
| 3 | Mr. Vivek Kumar Meena | Member |
| 4 | Mr. Deepak Sharma | Member |
| 5 | Ku. priyanka Sonalki | Member |
| 6 | Mr. Sagar Mudgil | Member |
| 7 | Mr. Vishal Kumar | Member |
| 8 | Ku. Manisha Singh | Member |

DUTIES:

- 1.To attend to the general grievances of the students, public (related to the College), Staff and suggest redressal measures within the framework of College / University / Government rules.
- 2 To instruct the official/s concerned to attend to the grievances.
3. To refer / report the matters to the Principal.
- 4.To attend to Students' grievances related to Examination/s and recommend suitable redressal measures.
- 5.To maintain records of the Grievances redressed/ reported / referred and submit the same to the IQAC Committee.



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17. WOMEN CELL/ PREVENTION OF SEXUAL HARASSMENT

| Sr. No. | Name | Designation |
|--------------------|----------------------|--------------------|
| 1 | Dr. Rajshree | President |
| 2 | Dr. Sandip Kumari | Secretary |
| 3 | Miss. Neeta Tembhare | Member |
| 4 | Mrs. Lila Supare | Member |
| 5 | Miss. Shiwani Pawar | Member |
| 6 | Ku. Kanika Kothari | Member |
| 7 | Ku. Parvati Meena | Member |

DUTIES:

1. To organize several programmes to enhance the confidence level of girl students for their empowerment in the society.
2. To celebrate International Women's Day.
3. To counsel and solve the personal and academic related problems of Women.
4. To maintain the records of the activities conducted and submit the same to the IQAC Committee.



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18. Women Development Cell

| Sr. No. | Name | Designation |
|--------------------|----------------------|--------------------|
| 1 | Dr. Sunil Chaturvedi | President |
| 2 | Dr. Rajshree | Vice President |
| 3 | Dr. Sandip Kumari | Member |
| 4 | Miss. Neeta Tembhare | Member |
| 5 | Mrs. Lila Supare | Member |
| 6 | Miss. Divya Kumbhare | Member |
| 7 | Ku. Deepak Tiwari | Member |
| 8 | Ku. Parvati Meena | Member |



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