

**Sevadal Mahila Mahavidyalaya,**  
Sakkardara Square, Umred Road, Nagpur 440024

Date: 09 October 2021

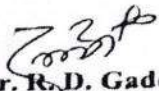
**NOTICE**

The members of the College Tutor ward Committee and the Convener, NAAC Criteria -I are hereby informed that, they should attend the meeting on 12<sup>th</sup> October 2021 at

12.05 PM in the Principal's chamber.

Agenda of the meeting:

- 1) Allotment of the Batches to the Tutor.
- 2) To discuss the activities to be organised.
- 3) To review the functioning of the committee.
- 4) Any other matter with the permission of the chair.

  
(Dr. R. D. Gadewar)  
Convener  
Tutor Ward System



  
(Dr. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur  
Umred Road, Nagpur.

Members-

- 1) Dr, S.G. Rokade (Convener, NAAC Criteria -I)

  
ROKADE

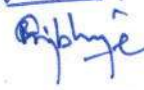
- 2) Dr. S.G. Meshram



- 3) Dr. A.V. Dorlikar



- 4) Mr. P.M. Gajbhiye





  
Principal  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.

**Sevadal Mahila Mahavidyalaya,**  
**Sakkardara Square, Umred Road, Nagpur 440024**

Date: 12 October 2021

**Minutes of the Meeting of the Committee – Tutor Ward**  
**Session: 2021-2022**

The meeting of Tutor ward committee was held on 12<sup>th</sup> October 2021 at 12.05 P.M. in the Principal's chamber. Following members were present-

**Members-**

- 1) Dr. Pravin Charde, Chairman
- 2) Dr. S.G. Rokade (Convener, NAAC Criteria –I)
- 3) Dr. R.D. Gadewar (Convener, Tutor ward Committee)
- 4) Dr. S.G. Meshram (Member)
- 5) Dr. A.V.Dorlikar (Member)
- 6) Mr. P.M.Gajbhiye (Member)

Dr, S.G. Rokade (Convener, NAAC Criteria –I) acted as Secretary. The convener of the committee welcomed the Honble principal and all the members and called the meeting in order with the permission of chairperson. The convener read out the notice/agenda of the meeting.

**Item No.1: Allotment of the Batches to the Tutor.**

**Resolution:** It was decided to continue the practice of Tutor ward system. Group of 30 to 35 students were allotted to faculty members to look after their difficulties and solve the problems.



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.

**Item No.2:** To discuss the activities to be organised in session 2021-2022.



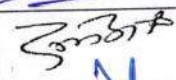

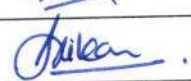
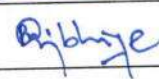
**Resolution:** Due to COVID lockdown it was decided to support student by communicating them online and monitor their progress and the Academic performance by online meetings and solve the problems of the students related to it. It was decided to help students by online method till lockdown and it was decided that hybrid mode of teaching will be adopted when the govt. of Maharashtra will issue the notification to start the classes offline.

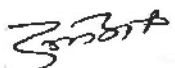
**Item No.3:** To review the functioning of the committee.

**Resolution:** Feedback form the members of tutor ward system was taken to know the functioning of the tutor ward system and efficiency of tutors to solve the problems of the students.


**Item No. 4:** Any other matter with the permission of the chair.

**Resolution:** As there was no matter to discuss, the meeting was ended with the vote of thanks.

	Name	Signature
1.	Dr. Pravin Charde, Chairman	
2.	Dr. S.G. Rokade (Convener, NAAC Criteria -I)	
3.	Dr. R.D. Gadewar (Convener, Tutor ward Committee)	
4.	Dr. S.G. Meshram (Member)	
5.	Dr. A.V. Dorlikar (Member)	
6.	Mr. P.M. Gajbhiye (Member)	

  
**Dr. R.D. Gadewar**  
Convener, Tutor ward Committee



  
**(Dr. Pravin Charde)**  
Principal  
Sevalal Mahila Mahavidyalaya, Nagpur  
Principal  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

# Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440009

NAAC RE-ACCREDITED WITH 'A' GRADE

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

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## REPORT

### TUTOR WARD COMMITTEE

Session: 2021-2022

Tutor ward system has been implemented for understanding and solving the various problems of the students in the year 2021-2022. It is one of the most effective systems functioning in the institution that bridges the gap between student and teachers and build up a strong teacher – student relationship through constant interactions. Each faculty member is assigned a group of students as their wards. Faculty member has the additional voluntary responsibility of moulding and guiding their wards in all academic & personal fronts. This is found to be very effective in improving the academic performance of the students.

The meeting regarding continuation of tutor ward system was held on dated 12/10/2022 in the chamber of Hon'ble Principal with convener of tutor ward system. It has been decided to continue the practice of tutor ward system for the students of part-I, part-II and part-III students of all the faculties in the college. For the session 2021-2022 thirty tutors were assigned the duties of tutor to look after various problems of their wards. 13 tutors from the science faculty, 09 tutors from social science faculty and 08 tutors from Home science faculty are assigned for the under- graduate students of all faculties. Distribution of the students in faculty of science was as follows-



Principal

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



LIST OF TUTORS FOR THE SESSION 2021-2022 SCIENCE FACULTY		
Sr. No	Name of Tutor	Class and Batches Alloted
<b>B.Sc.-I (Science)</b>		
1.	Dr. (Mrs) J.S. Dahegaonkar	(CHE/MB/BIOTECH)
2	Dr. (Mrs.) P.P. Chahande	(CHE/MATH/PHY)+(CS/MATH/PHY) +
3	Dr. (Mrs.) A.S. Mahakalkar	(CHE/MB/BOT)
4	Dr. A.V. Dorlikar	(CHE/ENV/ZOO) +( CHE/ENV/BOT)
5	Dr. (Mrs.) J.B. Tirpude	(CHE/BOT/ZOO) + (CHE/MB/ZOO)
<b>B.Sc.-II (Science)</b>		
6	Dr. (Mrs.) K.V. Dubey	(CHE/MB/ZOO) + (CHE/MB/BOT)
7	Dr. S.L. Pal	(CHE/ENV/ZOO)+(CHE/ENV/BOT)
8	Dr. (Mrs.) M.P. Patil	(CHE/MATH/PHY)+(CS/PHY/MATHS)
9	Dr. (Mrs.) N.S. Dhoble	(CHE/BIOTECH/MB) + (CHE/BOT/ZOO)
<b>B.Sc.-III (Science)</b>		
10	Mrs. A.M. Duragkar	(CHE/MATH/PHY)+(CS/MATH/PHY)
11	Dr. (Mrs.) B.S. Tapase	(CHE/ENV/BOT)+(CHE/ENV/ZOO)
12	Dr. V.S. Dongre	(CHE/BOT/ZOO) + (CHE/MB/BOT)
13	Smt. S.R. Nimbarte	(CHE/MB/ZOO) + (CHE/BIOTECH/MB)

Students were divided into small groups of 30–35 on the basis of their subjects. List of ward of each tutor has been distributed to every tutor. As per the instructions, all the tutors have taken first meeting with their respective wards for interaction and discussion to aware them regarding the objectives and functioning of this tutor ward system in the month of October by online mode due to lockdown by the government of Maharashtra due to COVID outbreak. .

Offline classes were started from dated 20 October 2021. Thus in the Academic session 2021-2022, tutor ward system has mainly focused on the four major problems .

- Financial problems.
- General problems.
- Academic problems.
- Library problems.

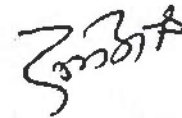


  
Principal  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

During the admission of first year students financial problems related to the deposition of fees in two or more installments were solved by the co-ordinator, convener and members of admission committee. In this session, students were attending the offline classes after the long duration due to COVID-19 so they have faced many academic problems which were solved by their respective tutors and provided moral support in the critical situation of the lockdown. Few of the students also have lost their parents during this COVID-19. Our tutors also have helped students to strengthen them emotionally. All the examinations were conducted by the university were by online mode. So tutor ward system had helped the students to overcome the problems of the students which raised due to the technical issues. Those students were having difficulty in understanding the subject were provided the guidance to that students in timings other than theory classes. In the library problems most of the students have faced the problems like suggestion for available specific reference books as per prospectus, permission for internet surfing, difficulty in procuring more than two reference books was solved by the tutors.

Every tutor has also given special attention to maintain the regularity of their ward throughout the year. Every tutor has tried their level best to solve the problems of their ward either by counseling them or referring them towards the concerned staff member.

**DATE: 09/07/ 2022**



**CONVENER  
TUTOR WARD COMMITTEE  
(Dr. R.J.Gadewar)**

1) Dr.A.V.Dorlikar (Member)



2) Mr.P.M.Gajbhiye (Member)



3) Dr.S.G.Meshram (Member)



**Principal  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.**

**Sevadal Mahila Mahavidyalaya,**  
Sakkardara Square, Umred Road, Nagpur 440024

Date: 26 October 2020

**NOTICE**

The members of the College Tutor ward Committee and the Convener, NAAC Criteria -I are hereby informed that, they should attend the meeting on 28<sup>th</sup> October 2020 at 12.05 PM in the Principal's chamber.

**Agenda of the meeting:**

- 1) Allotment of the Batches to the Tutor.
- 2) To discuss the activities to be organised.
- 3) To review the functioning of the committee.
- 4) Any other matter with the permission of the chair.

  
Dr. R.D. Gadewar  
Convener, Tutor ward Committee

  
(Prof. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur

**Members-**

- 1) Dr. S.G. Rokade (Convener, NAAC Criteria -I)
- 2) Dr. S.G. Meshram
- 3) Dr. A.V. Dorlikar
- 4) Mr. P.M. Gajbhiye



  
Principal  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.

**Sevadal Mahila Mahavidyalaya,**  
Sakkardara Square, Umred Road, Nagpur 440024

**Date: 28 October 2020**

**Minutes of the Meeting of the Committee – Tutor Ward**

The meeting of Tutor ward committee was held on 28<sup>th</sup> October 2020 at 12.05 P.M. in the Principal's chamber. Following members were present-

**Members-**

- 1) Dr. Pravin Charde, Chairman
- 2) Dr. S.G. Rokade (Convener, NAAC Criteria -I)
- 3) Dr. R.D. Gadewar (Convener, Tutor ward Committee)
- 4) Dr. S.G. Meshram (Member)
- 5) Dr. A.V.Dorlikar (Member)
- 6) Mr. P.M.Gajbhiye (Member)

The convener of the committee welcomed the Honble Principal and all the members and called the meeting in order with the permission of chairperson. The convener read out the notice/agenda of the meeting.

**Item No.1:** Allotment of the Batches to the Tutor.

**Resolution:** It was decided to continue the practice of Tutor ward system. In regard to the COVID-19 lockdown, Group of 25 to 30 students were allotted to faculty members to look after their difficulties and solve the problems.

**Item No.2:** To discuss the activities to be organised in session 2020-2021.

**Resolution:** It was decided to monitor the Academic problems of the students during online learning and solve the problems related to it.



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.






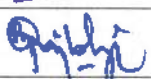



**Item No.3:** To review the functioning of the committee.

**Resolution:** Every tutor will make the whats app group of their wards and will look after the problems of the students due to lockdown.

**Item No. 4:** Any other matter with the permission of the chair.

**Resolution:** As there was no matter to discuss, the meeting was ended with the vote of thanks.

	Name	Signature
1.	Dr. Pravin Charde, Chairman	
2.	Dr, S.G. Rokade (Convener, NAAC Criteria -I)	
3.	Dr. R.D. Gadewar (Convener, Tutor ward Committee)	
4.	Dr. S.G. Meshram (Member)	
5.	Dr. A.V.Dorlikar (Member)	
6.	Mr. P.M.Gajbhiye (Member)	

  
Dr. R.D. Gadewar  
Convener, Tutor ward Committee

  
(Dr. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur



  
Principal  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

# **Sevadal Mahila Mahavidyalaya**

Sakkardara Square, Umrer Road, Nagpur-440024

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**Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**

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## **REPORT**

### **TUTOR WARD COMMITTEE**

**Session: 2020-2021**

Tutor ward system has been started and implemented in the college since 2008-2009 which facilitates counseling and monitoring of student development. Implementation of the tutor ward system facilitates teacher student interaction and both academic and personal counseling. The tutor ward system of the college places batch of 30-35 students under the care of each teacher who closely monitors the development of the students. This system has created a close bond among the teacher, student and the parents. Students meet their respective tutors in the staff room as per need. The staff gives them counseling regarding attendance, submission of assignment and performance in test practical, mid-term and preliminary exam. By this way all the students meet their tutors in course of time. Tutor also caters the academic intellectual, psychological and emotional needs of their wards and interacts with the principal, parents and other staff members as required. A rapport is established between teacher and his/her ward to help the students overcome their learning difficulties. The morale of slow learners is boosted by proper guidance and suggestions and their learning skills are improved. All tutors give extra effort to increase the overall performance of the students. Individual attention is given for the students in their personal and academic problems.



  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

For the continuation of this practice the meeting was held in the chamber of Hon'ble Principal with convener and members of tutor ward system on dated 28/10/2020 and it has been decided to continue the practice of tutor ward system for the students all semesters and all the faculties in the college. For the session 2020-2021 thirty three tutors were assigned the duties of tutor to look after various problems of their wards. 14 tutors from the Science faculty, 11 tutors from Social science faculty and 08 tutors from Home science faculty are assigned for the under- graduate students of all faculties.

The distribution of students among science faculty was as follows:

<b>LIST OF TUTORS FOR THE SESSION 2020-2021 SCIENCE FACULTY</b>		
<b>Sr. No</b>	<b>Name of Tutor</b>	<b>Class and Batches Alloted</b>
<b>B.Sc.-I (Science)</b>		
1	Dr. A.V. Dorlikar	(CHE/BOT/ZOO)
2	Dr. S.L. Pal	(CHE/ENV/ZOO)+ (CHE/ENV/BOT)
3	Dr. (Mrs.) M.P. Patil	(CHE/MATH/PHY)+ (CS/PHY/MATHS)
4	Dr. (Mrs.) K.V. Dubey	(CHE/MB/ZOO) + (CHE/MB/BOT)
5	Dr. (Mrs.) N.S. Dhoble	(CHE/BIOTECH/MB)
<b>B.Sc.-II (Science)</b>		
6	Dr. V.S. Dongre	(CHE/BOT/ZOO) + (CHE/MB/BOT)
7	Dr. (Mrs.) B.S. Tapase	(CHE/ENV/BOT)+ (CHE/ENV/ZOO)
8	Mrs. A.M. Duragkar	(CHE/MATH/PHY)+(CS/MATH/PHY)
9	Smt. S.R. Nimbarte	(CHE/MB/ZOO) + (CHE/BIOTECH/MB)
<b>B.Sc.-III (Science)</b>		
10	Dr. (Mrs) J.S. Dahegaonkar	(CHE/MB/BIOTECH)
11	Dr. (Mrs.) P.P. Chahande	(CHE/MATH/PHY)+(CS/MATH/PHY)
12	Dr. (Mrs) A.S. Mahakalkar	(CHE/MB/BOT) +( CHE/ENV/BOT)
13	Dr. (Mrs.) J.B. Tirpude	(CHE/BOT/ZOO) + (CHE/ENV/ZOO)
14	Dr. A.V. Dorlikar	(CHE/MB/ZOO)

Students were divided into small groups of 30–35 on the basis of their subjects. As per the instructions in the guidelines, all the tutors have taken first meeting with their respective wards for interaction and discussion to aware them regarding the objectives and functioning of this tutor ward system in the October 2020. During the admission of first semester student's





financial problems related to the deposition of fees in two or more installments were solved by the co-ordinator, convener and members admission committee.

In the Academic session 2020-2021, all tutors have solved the financial problems of most of the students like concession in fee and permission to pay fees in installments. Due to COVID outbreak most of the time classes were engaged by online methods. RTMNU examinations were also by online methods. All tutors have made their ward acquainted with the online methods of examination. Those students who has faced technical difficulty in solving the RTMNU papers have reported their grievances to their tutors. Every tutors have informed their problems to the college examination committee and solved the problems of the students very promptly and precisely. Students reappeared for the examination of who faced difficulties due to technical glitches. The notes and study material as well as videos of the subject content were provided to the students in order to cater their academic needs. Students were satisfied with the moral support they got by their respective tutors in the critical situation of the lockdown due to COVID outbreak.

**DATE: 31/05/ 2021**



**CONVENER  
TUTOR WARD COMMITTEE  
(Dr. R. D. Gadewar)**

**1. Dr. A. V. Dorlikar (Member)**



**2. Mr. P. M. Gajbhiye (Member)**



**3. Dr. S. G. Meshram (Member)**



  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



# Sevadal Mahila Mahavidyalaya,

Sakkardara Square, Umred Road, Nagpur 440024


Date: 26 September 2019


## NOTICE

The members of the College Tutor ward Committee and the Convener, NAAC Criteria -I are hereby informed that, they should attend the meeting on 27<sup>th</sup> September 2019 at 12.05 PM in the Principal's chamber.

Agenda of the meeting:

- 1) Allotment of the Batches to the Tutor.
- 2) To discuss the activities to be organised.
- 3) To review the functioning of the committee.
- 4) Any other matter with the permission of the chair.

  
Dr. R.D. Gadewar  
Convener, Tutor ward Committee

  
(Dr. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur

Members-

- 1) Dr. S.G. Rokade (Convener, NAAC Criteria -I)
- 2) Dr. S.G. Meshram
- 3) Dr. A.V. Dorlikar
- 4) Mr. P.M. Gajbhiye

*on my behalf you chair the meeting*



  
Principal  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.

**Sevadal Mahila Mahavidyalaya,**  
Sakkardara Square, Umred Road, Nagpur 440024

Date: 26 September 2019

**Minutes of the Meeting of the Committee – Tutor Ward**

The meeting of Tutor ward committee was held on 27<sup>th</sup> September 2019 at 12.05 P.M. in the Principal's chamber. Following members were present-

**Members-**

- 1) Dr. Pravin Charde, Chairman
- 2) Dr. S.G. Rokade (Convener, NAAC Criteria -I)
- 3) Dr. R.D. Gadewar (Convener, Tutor ward Committee)
- 4) Dr. S.G. Meshram (Member)
- 5) Dr. A.V.Dorlikar (Member)
- 6) Mr. P.M.Gajbhiye (Member)

Dr. S.G. Rokade (Convener, NAAC Criteria -I) acted as Secretary. The convener of the committee welcomed the Honble principal and all the members and called the meeting in order with the permission of chairperson. The convener read out the notice/agenda of the meeting.

**Item No.1:** Allotment of the Batches to the Tutor.

**Resolution:** It was decided to continue the practice of Tutor ward system. Group of 25 to 30 students were allotted to faculty members to look after their difficulties and solve the problems.

**Item No.2:** To discuss the activities to be organised in session 2019-2020.

**Resolution:** It was decided to monitor the Academic performance of the students and solve the problems related to it.



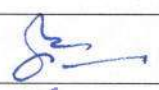
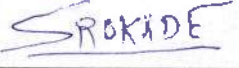
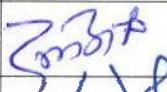
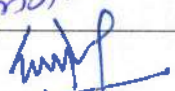
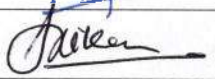

  
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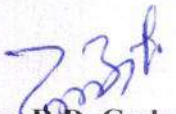
**Item No.3:** To review the functioning of the committee.

**Resolution:** Feedback form the members of tutor watd system was taken to know the functioning of the tutor ward system and efficiency of tutors to solve the problems of the students.

**Item No. 4:** Any other matter with the permission of the chair.

**Resolution:** As there was no matter to discuss, the meeting was ended with the vote of thanks.

	Name	Signature
1.	Dr. Pravin Charde, Chairman	
2.	Dr, S.G. Rokade (Convener, NAAC Criteria -I)	
3.	Dr. R.D. Gadewar (Convener, Tutor ward Committee)	
4.	Dr. S.G. Meshram (Member)	
5.	Dr. A.V.Dorlikar (Member)	
6.	Mr. P.M.Gajbhiye (Member)	

  
**Dr. R.D. Gadewar**  
Convener, Tutor ward Committee

  
**(Dr. Pravin Charde)**  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



# **Sevadal Mahila Mahavidyalaya**

Sakkardara Square, Umrer Road, Nagpur-440024

**NAAC RE-ACCREDITED WITH 'A' GRADE**

**Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur**

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## **REPORT**

### **TUTOR WARD COMMITTEE**

**Session: 2019-2020**

Tutor ward system has been started and implemented in the college since 2008-2009 which facilitates counseling and monitoring of student development. It is one of the most effective system functioning in the college that bridges the gap between students and the teacher.

As per the notice on dated **26/09/2019**, the meeting of Hon'ble Principal with convener and committee of tutor ward system was held on dated **27/09/2019** in the Hon'ble Principal's chamber at 12.05 PM. regarding the continuation of the Tutor ward system. It has been decided to continue the practice of tutor ward system for the students of part-I, part-II and part-III students of all the faculties in the college and to assign the duties of tutor to the faculty members. In this regard Tutor ward committee has assigned the batches of 30-35 students to every tutor to look after various problems of their wards.

In response to this, all the students of Science faculty were distributed in 24 groups and 14 tutors were assigned the duties as tutor (Table. 1), 08 tutors from Social science faculty and 08 tutors from Home science faculty are were also assigned duties of tutor for the under-graduate students.



**Principal**

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



<b>LIST OF TUTORS FOR THE SESSION 2019-2020 SCIENCE FACULTY</b>		
<b>Sr. No</b>	<b>Name of Tutor</b>	<b>Class and Batches Alloted</b>
<b>B.Sc.-I (Science)</b>		
1	Dr. V.S. Dongre	(CHE/BOT/ZOO) + (CHE/MB/BOT)
2	Dr. (Mrs.) B.S. Tapase	(CHE/ENV/BOT)+(CHE/ENV/ZOO)
3	Mrs. A.M. Duragkar	(CHE/MATH/PHY)+(CS/MATH/PHY)
4	Smt. S.R. Nimbarte	(CHE/MB/ZOO) + (CHE/BIOTECH/MB)
<b>B.Sc.-II (Science)</b>		
5	Dr. (Mrs) J.S. Dahegaonkar	(CHE/MB/BIOTECH)
6	Dr. (Mrs.) P.P. Chahande	(CHE/MATH/PHY)+(CS/MATH/PHY)
7	Dr. (Mrs) S.V. Bhagat	(CHE/MB/BOT) +(CHE/ENV/BOT)
8	Dr. (Mrs.) J.B. Tirpude	(CHE/BOT/ZOO) + (CHE/ENV/ZOO)
9	Dr. A.V. Dorlikar	(CHE/MB/ZOO)
<b>B.Sc.-III (Science)</b>		
10	Dr. A.V. Dorlikar	(CHE/BOT/ZOO)
11	Dr. S.L. Pal	(CHE/ENV/ZOO)+(CHE/ENV/BOT)
12	Dr. (Mrs.) M.P. Patil	(CHE/MATH/PHY)+(CS/PHY/MATHS)
13	Dr. (Mrs.) K.V. Dubey	(CHE/MB/ZOO) + (CHE/MB/BOT)
14	Dr. (Mrs.) N.S. Dhoble	(CHE/BIOTECH/MB)

Like the previous year, in the Academic session 2018-2019, tutor ward system has mainly focused on the four major problems.

a) Financial problems. b) General problems. c) Academic problems. d) Library problems.

As per the instructions in the guidelines, all the tutors have taken first meeting with their respective wards for interaction and discussion to aware them regarding the objectives and functioning of this tutor ward system in the September/October, 2019. Many of the tutors have planned to take general second meeting with their respective wards in the March 2020 but due COVID-19 some tutors has taken the second meeting with their wards in March and some were not able to do that. All the students met their tutors throughout the session as per their requirement.

Every Tutor tried to cater the academic intellectual, psychological and emotional needs of their wards. Those students has faced the problems regarding the



curriculum text books, these were communicated to the incharge, Student aid fund that has provided them books for period of one year.

Main problem faced by the students during this year was related with the completion of Syllabus due to COVID-19. All tutors provided the online content of their subject on the whats app, google classroom. etc. and boosted the moral of their ward during the critical situation of lockdown due to COVID-19 and completed their entire syllabi and helped them in completing the assignments.

Tutors have interacted with the faculty incharge, parents and other staff members as required overcoming the problems of their ward. Each Tutor has scrutinized all the problems of the students and those problems which are not solved by the tutor due to any reason were communicated to the incharge and principal office through the convener of the committee.

Slow learners with difficulties in understanding and learning the subjects were paid individual attention, guided and trained by the tutor on the better ways of learning.

Every tutor has taken the follow up of their ward on unsatisfactory progress, notice of poor attendance, notice of failure in the courses from past semesters etc. Special attention was paid to students who are facing hurdles in academic progress.

The problems of the students were noted down and records are maintained with the remarks of tutor. At the end of the session all the tutors has submitted the record of the problems of their ward with the solution provided by them.

**DATE: 30/7/ 2020**

1. Dr. A. V. Dorlikar (Member)

2. Mr. P. M. Gajbhiye (Member)

3. Dr. S. G. Meshram (Member)

*[Handwritten signatures of members]*

*[Handwritten signature]*  
**CONVENER**  
**TUTOR WARD COMMITTEE**  
(Dr. R. D. Gadewar)



*[Handwritten signature]*  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



# **TUTOR WARD SYSTEM**

## **Sevadal Mahila Mahavidyalaya**

Sakkardara Square, Umrer Road, Nagpur-9

Date: 23.08.2018

### **NOTICE**


Tutor Ward System has been working in the college since last nine years. This year also the system will work for the betterment and progression of the students and to overcome the various difficulties of students. In the meeting of Convener and Members of Tutor Ward System along with the Hon'ble Principal held on dated 21<sup>st</sup> August, 2018 it was decided to continue the practice for Under-Graduate students of all the faculties.

Tutors have been assigned for this work as per the concerned subject of student. All the concerned tutors of all the faculties hereby informed to take the meeting of their wards to acquaint them regarding functioning of the system.

You are further informed to maintain the record of above said activity. The report of Tutor Ward System of your batch submitted to undersigned on and before 30<sup>th</sup> April, 2019. Your co-operation in this activity to nurture the students is solicited. The Committee of Tutor Ward is constituted of the following members.

- Convener** - Dr. R. D. Gadewar
- Members** -
- 1) Dr. A. V. Dorlikar, In-Charge, Science Faculty
  - 2) Dr. S. G. Meshram, In-Charge, Social Science Faculty
  - 3) Mr. P. M. Gajbhiye, In-Charge, Home Science Faculty

The guidelines for implementation of Tutor Ward System and batch allotted to you for the academic session 2018-2019 is enclosed herewith.

  
(Dr. R. D. Gadewar)  
Convener  
Tutor Ward System

  
(Prof. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur



  
Principal  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

# **TUTOR WARD SYSTEM**

## **Sevadal Mahila Mahavidyalaya**

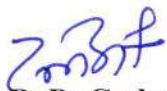
Sakkardara Square, Umrer Road, Nagpur-9

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### **Guidelines of Tutor Ward System**

- The Tutor Ward System is a part of counseling programme in our college.
- Every teacher will be assigned to evaluate the progress and performance of 20-25 students.
- The tutor will meet ward periodically as per the notification issued to the tutor.
- Students progress should be recorded which will contain a full record of performance of students in the examination.
- Student's aspiration and progress should be assigned and supported.
- The guidelines may be communicated in this regard, if necessary.
- Personal counseling is possible through the formal or informal meetings of tutor ward system.
- The progress report of the students includes performance in all the tests conducted by college.
- The academic growth of the ward may be communicated to the parents. The record will be opened for all the parents on demand.
- The progress/difficulties/lacunae/communication gap/change in medium/skills, etc. should be assigned for evaluation of the students for her overall performance.
- Necessary action taken to improve the performance should be recorded along with the remarks.


Tutor ward system will be executed by all the tutors which will be close and parallel to the objectives of SAP (Student Adoption Programme).

  
(Dr. R. D. Gadewar)  
Convener  
Tutor Ward System

  
(Dr. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur

Note: The formats related to wards problem is mentioned in the Annexure-I, II, III & IV.



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



**Sevadal Mahila Mahavidyalaya,  
Sakkardara Square, Umred Road, Nagpur 440024**

**Date: 21 August 2018**

**Minutes of the Meeting of the Committee – Tutor Ward**

**Session: 2018-2019**

The meeting of Tutor ward committee was held on 21<sup>st</sup> August 2018 at 12.05 P.M. in the Principal's chamber. Following members were present-

**Members-**

- 1) Dr. Pravin Charde, Chairman
- 2) Dr. R.D. Gadewar (Convener, Tutor ward Committee)
- 3) Dr. S.G. Meshram (Member)
- 4) Dr. A.V.Dorlikar (Member)
- 5) Mr. P.M.Gajbhiye (Member)

The convener of the committee welcomed the Hon'ble principal and all the members and called the meeting in order with the permission of chairperson. The convener read out the notice/agenda of the meeting.

**Item No.1:** Allotment of the Batches to the Tutor.

**Resolution:** It was decided to continue the practice of Tutor ward system. Group of 25 to 30 students were allotted to faculty members to look after their difficulties and solve the problems.

**Item No.2:** To discuss the activities to be organised in session 2018-2019.

**Resolution:** It was decided to monitor the Academic performance of the students and solve the problems related to it.




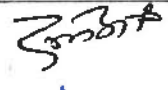
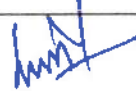


**Principal**  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.

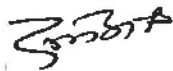
**Item No.3:** To review the functioning of the committee.

**Resolution:** Feedback form the members of tutor watd system was taken to know the functioning of the tutor ward system and efficiency of tutors to solve the problems of the students.

**Item No. 4:** Any other matter with the permission of the chair.

**Resolution:** As there was no matter to discuss, the meeting was ended with the vote of thanks.

	Name	Signature
1.	Dr. Pravin Charde, Chairman	
2.	Dr. R.D. Gadewar (Convener, Tutor ward Committee)	
3.	Dr. S.G. Meshram (Member)	
4.	Dr. A.V.Dorlikar (Member)	
5.	Mr. P.M.Gajbhiye (Member)	



**Dr. R.D. Gadewar**  
Convener, Tutor ward Committee



**(Dr. Pravin Charde)**  
Principal

Sevadal Mahila Mahavidyalaya, Nagpur

**Principal**

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



**Principal**

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

# Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440024

NAAC RE-ACCREDITED WITH 'A' GRADE

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

## REPORT

### TUTOR WARD COMMITTEE

Session: 2018-2019

Tutor ward system has been started and implemented in the college since 2008-2009 which facilitates counseling and monitoring of student development. The tutor ward system is one of the most effective systems functioning in the college that bridges the gap between the student and teaching faculty. Each faculty member is assigned a group of 30- 35 students as their wards.

As per the discussion in meeting of Hon'ble Principal with convener and committee of tutor ward system on dated 21/08/2018 in the Hon'ble Principal's chamber regarding the continuation of the Tutor ward system, it has been decided to continue the practice of tutor ward system for the students of part-I, part-II and part-III students of all the faculties in the college. In this regard notice was issued by Hon'ble Principal for all staff members to continue the Tutor Ward practice on dated 23/08/2018.

In response to the notice dated 23/08/2018 Tutor ward committee has assigned the batches of 30-35 students to every tutor to look after various problems of their wards. All the students of Science faculty were distributed in 24 groups and 13 tutors were assigned the duties as tutor (Table. 1), 08 tutors from Social science faculty and 08 tutors from Home science faculty are were also assigned duties of tutor for the under- graduate students.



  
Principal

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



<b>Table.I LIST OF TUTORS FOR THE SESSION 2018-2019 SCIENCE FACULTY</b>		
<b>Sr. No</b>	<b>Name of Tutor</b>	<b>Class and Batches Alloted</b>
<b>B.Sc.-I (Science)</b>		
1	Dr. (Mrs) J.S. Dahegaonkar	(CHE/MB/ZOO) + (CHE/BIOTECH/MB)
2	Dr. (Mrs.) P.P. Chahande	(CHE/MATH/PHY)+(CS/MATH/PHY)
3	Dr. (Mrs) S.V. Kulkarni	(CHE/ENV/BOT)+(CHE/MB/BOT)
4	Dr. (Mrs.) J.B. Tirpude	(CHE/BOT/ZOO) + (CHE/ENV/ZOO)
<b>B.Sc.-II (Science)</b>		
5	Dr. (Mrs.) M.P. Patil	(CHE/MATH/PHY)+(CS/MATH/PHY)
6	Dr. (Mrs.) N.S. Dhoble	(CHE/MB/BIOTECH)
7	Dr. S.L. Pal	(CHE/ENV/ZOO)+(CHE/ENV/BOT)
8	Dr. (Mrs.) K.V. Dubey	(CHE/MB/BOT) + (CHE/MB/ZOO)
9	Dr. A.V. Dorlikar	(CHE/BOT/ZOO)
<b>B.Sc.-III (Science)</b>		
10	Dr. V.S. Dongre	(CHE/BOT/ZOO)+(CHE/MB/BOT)
11	Dr. (Mrs.) B.S. Tapase	(CHE/ENV/ZOO)+(CHE/ENV/BOT)
12	Mrs. A.M. Duragkar	(CHE/MATH/PHY)+(CS/PHY/MATHS)
13	Smt. S.R. Nimbarte	(CHE/MB/ZOO) + (CHE/BIOTECH/MB)

Like the previous year, in the Academic session 2018-2019, tutor ward system has mainly focused on the four major problems.

a) Financial problems. b) General problems. c) Academic problems. d) Library problems.

Each tutor has conducted at least two formal meetings with their wards, first for giving general idea of functioning of the system and another meeting at the end of the session for feedback of the system. Along with this every tutor has interacted constantly with their wards and keep themselves in contact with the students and looked after the problem of students regarding educational, personal, socioeconomical and family related issues and tried to sort out and rendered their help to their wards. Special attention was given by every tutor to analyze the requirements of the students, improve the academic performance and attendance of their wards, identification of slow learners and advanced learners and catered the Personal, Psychological, Social, Financial and general problems.



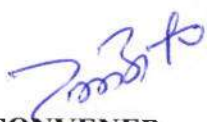
  
Principal  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

Every tutor has identified the needs of their wards; the tutor conducts the counseling of their wards regarding attendance, submission of assignment and performance in test practical and preliminary exam. Slow learners among the students are identified and given special attention and remedial classes were organized for them. Tutors build personal relationship and make efforts for the improvement of the slow learners. The teachers helps their wards by guiding them to prepare model answers for exams, also help them by providing books from departmental library and reading materials. Students also interact regularly with their ward outside the classroom either individually or in groups to address issues related to their academic problems or other general problems.

Main problem faced by the students during this year was related with the Ladies toilets and their cleanliness which has been communicated to all the faculty incharges and action was taken. Those students has faced the problems regarding the curriculum text books, these were communicated to the incharge, Student aid fund that has provided them books for period of one year. At the end of the session all the tutors has submitted the record of the problems of their ward with the solution provided by them.

The problems of the students were noted down and records are maintained with the remarks of tutor.

DATE: 30/3/ 2019

  
CONVENER  
TUTOR WARD COMMITTEE  
(Dr. R. D. Gadewar)

1. Dr. A. V. Dorlikar (Member)
2. Mr. P. M. Gajbhiye (Member)
3. Dr. S. G. Meshram (Member)




  
Principal  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



# TUTOR WARD SYSTEM

## Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-9

Date: 15.09.2017

### NOTICE


Tutor Ward System has been working in the college since last eight years. This year also the system will work for the betterment and progression of the students and to overcome the various difficulties of students. In the meeting of Convener and Members of Tutor Ward System along with the Hon'ble Principal held on dated 9<sup>th</sup> September, 2017 it was decided to continue the practice for Under-Graduate students of all the faculties.


Tutors have been assigned for this work as per the concerned subject of student. All the concerned tutors of all the faculties hereby informed to take the meeting of their wards to acquaint them regarding functioning of the system.

You are further informed to maintain the record of above said activity. The report of Tutor Ward System of your batch submitted to undersigned on and before 30<sup>th</sup> April, 2018. Your co-operation in this activity to nurture the students is solicited. The Committee of Tutor Ward is constituted of the following members.


- Convener** - Dr. R. D. Gadewar
- Members** -
- 1) Dr. A. V. Dorlikar, In-Charge, Science Faculty
  - 2) Dr. S. G. Meshram, In-Charge, Social Science Faculty
  - 3) Mr. P. M. Gajbhiye, In-Charge, Home Science Faculty

The guidelines for implementation of Tutor Ward System and batch allotted to you for the academic session 2017-2018 is enclosed herewith.

  
(Dr. R. D. Gadewar)  
Convener  
Tutor Ward System

  
(Prof. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur



  
Principal  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



# **TUTOR WARD SYSTEM**

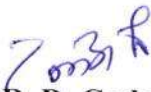
## **Sevadal Mahila Mahavidyalaya**

Sakkardara Square, Umrer Road, Nagpur-9

### **Guidelines of Tutor Ward System**

- The Tutor Ward System is a part of counseling programme in our college.
- Every teacher will be assigned to evaluate the progress and performance of 20-25 students.
- The tutor will meet ward periodically as per the notification issued to the tutor.
- Students progress should be recorded which will contain a full record of performance of students in the examination.
- Student's aspiration and progress should be assigned and supported.
- The guidelines may be communicated in this regard, if necessary.
- Personal counseling is possible through the formal or informal meetings of tutor ward system.
- The progress report of the students includes performance in all the tests conducted by college.
- The academic growth of the ward may be communicated to the parents. The record will be opened for all the parents on demand.
- The progress/difficulties/lacunae/communication gap/change in medium/skills, etc. should be assigned for evaluation of the students for her overall performance.
- Necessary action taken to improve the performance should be recorded along with the remarks.

Tutor ward system will be executed by all the tutors which will be close and parallel to the objectives of SAP (Student Adoption Programme).

  
(Dr. R. D. Gadewar)  
Convener  
Tutor Ward System

  
(Dr. Pravin Charde)  
Principal  
Sevadal Mahila Mahavidyalaya, Nagpur

**Note:** The formats related to wards problem is mentioned in the Annexure-I, II, III & IV.



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

**Sevadale Mahila Mahavidyalaya,**  
**Sakkardara Square, Umred Road, Nagpur 440024**

Date: 09 September 2017

**Minutes of the Meeting of the Committee – Tutor Ward**

**Session: 2017-2018**

The meeting of Tutor ward committee was held on 9<sup>th</sup> September 2017 at 12.05 P.M. in the Principal's chamber. Following members were present-

**Members-**

- 1) Dr. Pravin Charde, Chairman
- 2) Dr. R.D. Gadewar (Convener, Tutor ward Committee)
- 3) Dr. S.G. Meshram (Member)
- 4) Dr. A.V.Dorlikar (Member)
- 5) Mr. P.M.Gajbhiye (Member)

The convener of the committee welcomed the Hon'ble principal and all the members and called the meeting in order with the permission of chairperson. The convener read out the notice/agenda of the meeting.

**Item No.1:** Allotment of the Batches to the Tutor.

**Resolution:** It was decided to continue the practice of Tutor ward system. Group of 25 to 30 students were allotted to faculty members to look after their difficulties and solve the problems.

**Item No.2:** To discuss the activities to be organised in session 2017-2018.

**Resolution:** It was decided to monitor the Academic performance of the students and solve the problems related to it.




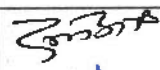


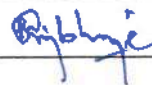
  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umred Road, Nagpur.

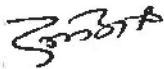
**Item No.3:** To review the functioning of the committee.

**Resolution:** Feedback form the members of tutor ward system was taken to know the functioning of the tutor ward system and efficiency of tutors to solve the problems of the students.

**Item No. 4:** Any other matter with the permission of the chair.

**Resolution:** As there was no matter to discuss, the meeting was ended with the vote of thanks.

	Name	Signature
1.	Dr. Pravin Charde, Chairman	
2.	Dr. R.D. Gadewar (Convener, Tutor ward Committee)	
3.	Dr. S.G. Meshram (Member)	
4.	Dr. A.V.Dorlikar (Member)	
5.	Mr. P.M.Gajbhiye (Member)	



**Dr. R.D. Gadewar**  
Convener, Tutor ward Committee



**(Dr. Pravin Charde)**

**Principal**

Sevadal Mahila Mahavidyalaya, Nagpur

**Principal**

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



**Principal**

Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



NAAC RE-REACCREDITED WITH 'A' GARDE

**Sevadal Mahila Mahavidyalaya,**  
Sakkardara Square, Umred Road, Nagpur

REPORT  
OF  
**TUTOR WARD SYSTEM**  
**ACADEMIC SESSION**  
**2017-2018**



**CONVENER**  
**Dr. R. D. GADEWAR**

**Dr. A.V. DORLIKAR (Member)**

**Mr. P. M. GAJBHIYE (Member)**

**Dr. S. G. MESHRAM (Member)**



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umred Road, Nagpur.

# Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440009

NAAC RE-REACCREDITED WITH 'A' GRADE

Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

## REPORT

### TUTOR WARD COMMITTEE

Session: 2017-2018

Tutor ward system has been started and implemented in the college since 2008-2009 to build up a strong teacher - student relationship through constant interactions. Tutor ward system practice has been continued for the year 2017-2018 for understanding and solving the various problems of the students and guiding the students in all academic & personal fronts throughout the academic session.

As per the discussion in meeting of Hon'ble Principal with convener of tutor ward system on dated 09/09/2017 in the Hon'ble Principal's chamber regarding the continuation of the Tutor ward system, it has been decided to continue the practice of tutor ward system for the students of part-I, part-II and part-III students of all the faculties in the college. In this regard notice was issued by Hon'ble Principal for all staff members to continue the Tutor Ward practice on dated 15/09/2017.

In response to the notice of dated 15/09/2017 Tutor ward committee has assigned the batches of 30-35 students to every tutor to look after various problems of their wards. 14 tutors from the Science faculty, 08 tutors from Social science faculty and 08 tutors from Home science faculty are assigned duties of tutor for the under- graduate students.



  
**Principal**  
Sevadal Mahila Mahavidyalaya  
Umrer Road, Nagpur.

Students are divided into small groups comprising of 30 – 35 members and are taken care by each tutor. Guideline of work of this system along with the formats regarding various problems of students, list of ward of each tutor has been distributed to every tutor to maintain the record of the activity. As per the instructions in the guidelines, all the tutors have taken first meeting with their respective wards for interaction and discussion to aware them regarding the objectives and functioning of this tutor ward system in the September 2017.

Like the previous year, in the Academic session 2017-2018, tutor ward system has mainly focused on the four major problems.

a) Financial problems. b) General problems. c) Academic problems. d) Library problems.

In the financial problem most of the students mentioned the problems like concession in fee, concession in fine, concession in laboratory fine and permission to pay fees in installments.

In general problems students have faced various difficulties like relation with non-teaching staff, fan and light problem, cycle stand keeper behaviour and public address system, information communication technology in specific rooms.

In the academic progress most of the students have faced the various difficulties in experiment regarding practical, difficulty in topic taught, change of medium, teacher student communication gap and difficulty in understanding the concepts in each and every subjects.

In the library problems most of the students have asked their tutors regarding suggestions for available specific reference books as per prospectus, permission for internet surfing, difficulty in procuring more than one book.



  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.



Tutor ward system acts as one of the most effective systems functioning in the institution that bridges the gap between student and teachers. Personal counseling is done through this Tutor ward formal or informal meetings. Tutors also watch the progress of their wards in the studies, regularity in attendance and behavior in the college and outside. Thus this system is found to be very effective in improving the academic performance of the students.

The problems of the students were noted down and records are maintained with the remarks of tutor.

**DATE: 19/04/2017**

  
**CONVENER**

**TUTOR WARD COMMITTEE**

**(Dr. R.D.Gadewar)**

1)Dr.A.V.Dorlikar (Member)



2)Mr.P.M.Gajbhiye (Member)



3)Dr.S.G.Meshram (Member)







  
**Principal**  
Sevalal Mahila Mahavidyalaya  
Umrer Road, Nagpur.