

महाराष्ट्र राष्ट्रीय विधि विद्यापीठ मुंबई

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

NLUM/EST/01/907/2018-01

10th November 2025

OFFICE ORDER

In pursuance of the approval of the competent authority in File No. NLUM/FIN/02/461/2025 dt. 02.09.2025, the Hon'ble Vice Chancellor is pleased to Restructure Scholarship Cell (Old & New Members), MNLU Mumbai, with immediate effect and until further orders.

Member's Designation and Responsibilities

Sl. No.	Name & Designation	Role	Responsibilities
1.	Dr. Rohit B. Jadhav , Assistant Professor (Economics).	<i>Nodal Officer. (Old Member)</i>	<ul style="list-style-type: none"> Overall supervision of scholarship activities. Liaison with external agencies (Government bodies, banks, universities). Approval authority for applications and verifying fund disbursement tasks. Ensures policy compliance and adherence to deadlines. Report to the Hon'ble Registrar, sir.
2.	Ms. Pooja Kulkarni , Junior Technical Assistant (JTA)	<i>Assistant Coordinator - (New Member)</i>	<ul style="list-style-type: none"> Day-to-day coordination of scholarship schemes. Day-to-day coordination of scholarship schemes. Assists in reporting and documentation. Coordinates with departments and students. Enters scholarship application details into online portals. Uploads documents and updates status. Ensures data accuracy and digital record maintenance. Any other work assigned by the Nodal Officer.

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Sl. No.	Name & Designation	Role	Responsibilities
3.	Ms. Shraddha Gaikwad, Assistant Professor (Sociology).	<i>Head - MahaDBT Scholarship, Maharashtra - (Old Member)</i>	<ul style="list-style-type: none"> Verifies and approves scholarship applications. Ensures accurate and timely submission of reports and data to the Directorate of Higher Education (DHE) and other relevant departments. Reviews and monitors pending applications, rejections, disbursement status, and reports to the Nodal officer. Any other work assigned by the Nodal Officer.
4.	Ms. Hemangi Musale, Data Entry Operator (DEO)	<i>Assistant Accountant - (Old Member)</i>	<ul style="list-style-type: none"> Prepares bills for scholarship disbursement. Coordinates with the finance department for fund release. Tracks scholarship payments and performs reconciliation. Any other work assigned by the Nodal Officer.
5.	Mr. Rupesh Bagul, Multi-Tasking Staff (MTS)	<i>Junior Assistant - (New Member)</i>	<ul style="list-style-type: none"> Maintains data entry related to student disbursement records. Collects forms related to fee exemption and other scholarship matters. Any other work assigned by the Nodal Officer.
6.	Mr. Aniket Zade, Multi-Tasking Staff (MTS)	<i>Support Assistant - (New Member)</i>	<ul style="list-style-type: none"> Visits the Joint Director's office as required. Maintains filing and physical records of the scholarship cell. Any other work assigned by the Nodal Officer.



Prof. (Dr.) Prakash Chaudhary
Registrar

Copy to:

1. Office of the Hon'ble Vice-Chancellor.
2. OSD (Hon'ble Vice-Chancellor Office).
3. OSD Administration.
4. Finance & Accounts Officer.
5. I/c Assistant Registrar Administration.
6. I/c Assistant Registrar Academics.
7. HOD (UG & PG).
8. All Concerned Above.
9. Teaching & Non-teaching Staff, MNLU Mumbai.