

Mahatma Gandhi Vidyamandir's
K.B.H. Arts, Sci. & Comm. College, Nimgaon Tal. Malegaon, Dist. Nashik.

DISTRIBUTION OF DEPARTMENTAL WORK FOR THE ACADEMIC YEAR 2019-20

SR.NO.	DEPARTMENT/COMMITTEE	NAME OF THE COMMITTEE MEMBERS	Signature	NATURE OF THE WORK OF THE DEPARTMENT COMMITTEE
1	TIME TABLE , ACADEMIC CALENDER & PLANNING	1. Dr. V. D. Suryawanshi 2. Dr. D. N. Sonawane 3. Shri. P.J. Koli		To Prepare the academic/general and class-wise, teacher wise time table as per norms prescribed by UGC/University for teaching periods and practical's/project periods to prepare & see the academic planning of all departments.
2	STUDENTS ROLL CALL AND ATTENDENCE	1. Prof. N. A. Patil 2. Dr. A. U. Patil 3. Shri. P. N. Bachhav		To distribute Roll Call to each teacher to collect the Roll Calls from the teacher, Verification of Roll Call monthly of all classes. To Point out poor attendance, to write letter to the parents regarding poor attendance, Term Wise record to be maintained. To submit the annual report along with record to office.
3	MEDICAL CHECK-UP	1. Prof. Santosh Jadhav 2. Shri. R. T. Kuwar		To conduct the compulsory Medical Check-up of the first year students of U. G.
4	N. S. S.	1. Dr. B. U. Pawar 2. Dr. P. R. Deore 3. Shri. N. P. Chavan		To conduct the activities as per guide lines of S.Phule Pune University.
5	ARTS CIRCLE AND CULTURAL PROGRAMME	1. Prof. N. A. Patil 2. Dr. B. U. Pawar 3. Dr. Smt. P. R. Deore		To arrange the various programmes of the students for participation in the Univerrrsity State, National Level and as well as in the various functions of the college.

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6	STAFF ACADEMY	1. Dr. V. D. Suryawanshi 2. Dr. A. U. Patil 3. Shri. K. V. Nikam		To arrange the Programme with the Programme with the prior permission of the Principal to submit the ANNUAL REPORT.
7	TOURS AND EXCRUSIONS	1. Dr. B. U. Pawar 2. Mr. D. Z. Savale 3. Shri. R. T. Kuwar		To arrange the study tours or general tour of the students and staff with the permission of the Principal.
8	SOCIAL SCIENCE ASSOCIATION	1. Dr. D. N. Sonawane 2. Prof. D. Z. Savale 3. Prof. N. A. Patil		To arrange the functions, to report annually to magazine committee. Prior permission must be required for the Expenditure.
9	LIBRARY ADVISORY COMMITTEE	1. Dr. S. N. Nikam (Chairman) 2 Prof. S. U. Patil. 3. Dr.V. D. Suryawanshi 4. Dr. K. S. Kokane 5. Shri. K. V. Nikam		To purchase the books and Journals within the Budget.
10	STUDENTS DEVELOPMENT	1. Dr. V. D. Suryawanshi 2. Dr. D. N. Sonawane 3. Shri. N. P. Chavan		To Conduct the scheme of Earn and Learn as per norms of S.Phule Pune University within Budge Provision.

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11	CAMPUS BEAUTIFICATION	1. Prof. Santosh Jadhav 2. Shri. R. T. Kuwar		To develop college garden and premises of the botanical garden with prior approval of the Principal.
12	EXAMINATION COMMITTEE	1. Prof. N. A. Patil 2. Dr. A. U. Patil 3. Shri. P. N. Bachhav		To conduct the Term End Exam/Test Tutorials. To maintain the up to date record of marks of Term End Exam & Test Tutorials. To Comply the problems of students regarding various S.Phule Pune University Exam. To Comply the revaluation, verification and case of unfairmeans etc., & any other work assigned by Principal.
13	COMPETATIVE EXAMINATION	1. Prof. S. U. Patil 2. Prof. D. Z. Savale 3. Shri. P. N. Bachhav		To conduct the Competitive Examination.
14	DISCIPLINE COMMITTEE	All Heads		To Control the students discipline.
15	PUBLICITY (Magazine)	1. Prof. D. Z. Savale 2. Dr. D. N. Sonawane 3. Mr. S. U. Patil 4. Prof. N. A. Patil 5. Shri. R. T. Kuwar		To send the news to the editors for various functions in the college. To send the aarticles to University, with the Principal.

SR.NO.	DEPARTMENT/COMMITTEE	NAME OF THE COMMITTEE MEMBERS	Signature	NATURE OF THE WORK OF THE DEPARTMENT COMMITTEE
16	DEBATING COMMITTEE	1. Dr. Smt. P. R. Deore 2. Prof. D. Z. Savale 3. Dr. K. S. Kokane 4. Dr. D. N. Sonawane 5. Shri. R. T. Kuwar		To attend the Debating Programme.
17	NAAC COMMITTEE AND IQAC	1. Dr. K. S. Kokane 2. Dr. V. D. Suryawanshi 3. Dr. D. N. Sonawane 4. Prof. D. Z. Savale 5. Prof. Santosh Jadhav 6. Porf. S. U. Patil 7. Shri. N. P. Chavan		To Prepare SSR reports and QIP reports.
18	SOFT SKILL DEVELOPMENT & RUSSA	1. Dr. K. S. Kokane 2. Dr. D. N. Sonawane		To submit the proposals to S. Phule Pune University.
19	ARC <i>(Savitribai Phule Pune University)</i>	1. Dr. Smt. P. R. Deore 2. Dr. V. D. Suryawanshi 3. Mr. Shubham Patil		To submit the proposal to S.Phule Pune University for Seminar, Wrokshop and so on.

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20	12th PLAN & QIP	1. Dr. K. S. Kokane 2. Dr. Smt. P. R. Deore		To submit the proposals to UGC and SSPU
21	ANTI RAGING COMMITTEE	1. Dr. A. U. Patil 2. Dr. V. D. Suryawanshi 3. Dr. Smt. P. R. Deore 4. Prof. Santosh Jadhav 5. Shri. K. V. Nikam		To manage the pure and freshly environment in college campus.
22	WOMEN REDRESSAL CELL.	1. Dr. Smt. P. R. Deore 2. Dr. V. D. Suryawanshi		-
23	RTI	1. Prin. Dr. S. N. Nikam 2. Dr. V. D. Suryawanshi 3. Shri. P. J. Koli		-
24	TRAINING & PLACEMENT	Prof N. A, Patil Prof. D. Z. Savale Dr. D. N. Sonawane Dr. Smt. P. R. Deore		-
25	GUEST LECTURER	1. Prof. N. A. Patil		To organize various functions like Seminars & Workshops.

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26	VALUE BASED PROGRAMME	1. Dr. V. D. Suryawanshi 2. Prof. Santosh Jadhav		To organize various functions in college related to value educations and organize jaywant of National freedom fighters.
27	STUDENTS GRIVENENCE CELL	1. Prof. D. Z. Savale 2. Dr. D. N. Sonwane 3. Dr. Smt. P. R. Deore		-
28	Extra Mural Activities	1. Prof. D. Z. Savale		
29	Jayanti & Punyithi	1. Prof. N. A. Patil 2. Dr. V. D. Suryawanshi		For this programme to make prepration of Gufet, Photo & Notice of programme. As well as prepaid news about the programme.

Place : Nimgaon

Dr. K.S.Kokane
Vice-Principal
K. B. H. College Nimgaon

Dr. Subhash Nikam

Date : 15-06-2019