



vidyalaya, Amravati

## Final Work Distribution (2020-21)



Notice: All the Teachers of Senior and Junior college and members of Non-teaching Staff are hereby informed that the final work distribution for the academic session 2020-21 is circulated for information. It is necessary to put signatures in front of your name on both the copies. This Work distribution will be finalized in the Joint College Council Meeting (Senior & Junior) on \_\_\_\_\_ 2020.

(Dr. Sushama S. Deshmukh)

**1) New college Council Secretary (2020-21)**

Signatures

Dr. Jayshree Vaishnav

**2) Jr. College In-charge**

Signatures

Prof. Madhuri Sonparote

**3) Admission Committee (Senior College)**

Sr. No.	Name of Faculty		Signature
	<b>B.A.Part I/ B.Com. I</b>		
1	Dr. ShaliniPande	(Chief Coordinator)	
2	Dr. Snehashish J. Das		
3	Prof. Jaywant Parate		
4	Dr. Sharmila Deshmukh		
5	Dr. JayshreeVaishnav		
6	Prof. Bhavana Wasnik (For M.A. – Home Eco.)		
7	2 C.H.B Commerce Department		
8	2 C.H.B. Music Department		
9	Shri. Ashish Joshi ( Fee Collection )		
10	Shri. Hemant Pande (Publicity )		
11	Shri. Anil Sawarkar ( Data Entry )		
	<b>B.A.II/B.com.II</b>		
1	Prof. Pradnya Meshram		
2	Dr. Pallavi Ambhore		
3	CHB commerce department		
	<b>B.A.III/B.COM.III</b>		
1	Prof. Ankush Giri		
2	Dr. Pravin Gulhane		
3	CHB commerce department		

**4) Admission Committee (Junior College)**

Sr. No.	Name of Faculty		Signature
1	Prof. Madhuri Sonparote	Chief Coordinator	
2	Prof. Manjiri Walse	In Charge Arts Faculty	
3	Prof. Mamata Pande		
4	Prof. Shilmanju Gedam	In-Charge Science Faculty	
5	Prof. Satish Sakhare	In charge Commerce Faculty	
6	Prof. Hitesh Vyas		
7	Prof. Aparna Tinkhede		
8	Prof. Aditya Sowale		
9	Prof. Kanchan Parteki		
10	Prof. Jayashree Pokale		
11	Shri. Balkrishna Turkhede (Fee Collection)		
12	Shri. Anil Sawarkar ( Data Entry)		

**5) Time Table Committee (Senior College)**

Sr. No.	Name of Faculty		Signature
1	Prof. Dr. Jayashree Vaishnav	(In-charge Humanities & Coordinator)	
2	Dr. Shalini Pande (Commerce)		
3	1 C.H.B. for Commerce Department English Medium		
4			

**6) Time Table Committee (Junior College)**

Sr. No.	Name of Faculty		Signature
1	Prof. Mamata Pande	(In-charge Arts & Coordinator)	
2	Prof. Varsha Sable	( In-charge Science )	

3	Prof. Satish Sakhare	(( In charge of Commerce )	
4	Prof. Aditya Sowale		
5	Prof. Kanchan Parteki		

**7) Prospectus Committee and Diary Printing Committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Ankush Giri	(In charge)	
2	Prof. Bhavana Wasnik		
3	Prof. Pallavi Ambhore		
4	Prof. Varsha Sable		
5	Prof. Aparna Tinkhede		
6	Mrs. Sunanda Madavi (Office Information – Rules and Scholarship)		
7	Ashish Joshi. (Office Information – Fee Structure)		
8	Anil Sawarkar ( Office Information )		

**8) Samidha Committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Dr. Nisha Shende	(In charge)	
2	Prof. Jaywant Parate		
3	Prof. Manjiri Walse		
4	Prof. Aparna Tinkhede		
5	1 (C.H.B. Prof in Sanskrit )		

**9) College Exam (Senior College)**

Sr. No.	Name of Faculty		Signature
1	Dr. Nisha Shende	( Chief Coordinator	
2	Dr. Aruna Wadekar (Secretary)		
3	Prof. Bhavana Wasnik		
4	Prof. Pradhnya Meshram		
5	Prof. Sharmila Deshmukh		

6	C.H.B. Teachers (Music 1, Eco.1, Non grant 1 (Total 3))		
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### **10) College Exam (Junior College)**

Sr. No.	Name of Faculty		Signature
1	Prof. Mamata Pande	(In-charge Coordinator)	
2	Prof. Satish Sakhare (Commerce)		
3	Prof. Kanchan Parteki (Arts)		
4	Prof. Varsha Sable (Science)		

### **11) Election Student Council**

Sr. No.	Name of Faculty		Signature
1	Dr. Pallavi Ambhore	(In-charge Coordinator)	
2	Prof. Dr. Vijay Wardikar		
3	Prof. Dr. Snehashish J. Das		
4	Prof. Sachin Deshmukh		
5	Prof. Aditya Sowale		
6	Prof. Kanchan Parteki		

### **12) Youth Festival**

Sr. No.	Name of Faculty		Signature
1	Prof. Pradnya Meshram)	(In-charge Coordinator)	
2	Dr. Sharmila Deshmukh		
3	Prof. Ankush Giri		
4	Prof. Sachin Deshmukh (Documentation and Audition)		
5	C.H.B. Teacher's Music Department		

### **13) Kahaparde Vyakhyanmala**

Sr. No.	Name of Faculty		Signature
1	Prof. Pradhnya Meshram	(In-charge )	
2	Prof. Manjusha Dhapudkar		
3	Prof. Mamta Pande		
4	Prof. Aparna Tinkhede		
5	Prof. Jayashree Pokale		
6	Dr. Vijay Wardikar		

**14) Gathering**

Sr. No.	Name of Faculty		Signature
1	Dr. Manjusha Dhapudkar (In-charge )	(In-charge )	
2	Prof. Jaywant Parate		
3	Dr. Pradhnya Meshram		
4	Dr. Pallavi Ambhore		
5	Prof. Madhuri Sonparote		
6	Prof. Mamta Pande		
7	Prof. Aditya Sowale		
8	Prof. Aparna Tinkhede		
9	Physical Education Junior College Teacher		
10	University Representative (Student)		
11	Gathering Secretary (Student)		

**15) Computer Department & Computer Literacy committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Dr. Shalini Pande	(In-charge )	
2	Prof. Sachin Deshmukh		
3	Prof. Ankush Giri		
4	Prof. Manjusha Dhapudkar		
5	Prof. Jayashree Pokale (Junior College)		
6	Prof. Kanchan Parteki		
7	CHB commerce Department		
8	Trainer		

**16) Aapulki Mentor Mentee Committee**

Sr. No.	Name of Faculty		Signature
1	Prof. Dr. Aruna Wadekar	(Coordinator & in charge for senior College))	
2	Dr. Nisha Shende (Secretary)		
3	C.H.B.'s of Marathi Department		
4	Home Economics (Two C.H.B.)		
5	One C.H.B. for commerce Department (Marathi Medium)		
6	One C.H.B. for commerce Department (English Medium)		

7	Prof. Manjiri Walse (Secretary for Junior College)		
8	Prof. Varsha Sable		
9	Prof. Kanchan Parteki		

**17) Internal Quality Assurance Cell & NAAC Coordination Committee**  
**(For 2019-20 to 2020-21)Up to End of third cycle**

Sr. No.	Name of Faculty		Signature
1	Principal	(Ex – Officio Chairman )	
2	Prof. Sachin Deshmukh	(Coordinator & Ex-Officio Secretary) criteria VII	
3	Prof. Dr. ShaliniPande& Dr. PallaviAmbhore	Criteria II	
4	Prof. Bhavna Wasnik	(Asst. Coordinator) Criteria III	
5	Dr. SharmilaDeshmukh& Dr. Snehashish J. Das	Criteria VI	
6	Prof. Jaywant Parate	Criteria I	
7	Prof. Dr. Vijay Wardikar	Criteria IV	
8	Prof. Dr. Ankush Giri	Criteria V	
9	Mr. Pradeep Patrikar (Hon. Jt. Secretary, NVSM Amravati.)		
10	Student Nominee		
11	Alumini / Parent Nominee		
12	Industrial Cluster Nominee		

**18) U.G.C. Planning Board**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Principal	(Chairman )	
2	Prof. Dr. Vijay Wardikar	(Coordinator & Secretary)	
3	Prof. Sachin Deshmukh		
4	Prof. Dr. Pravin Gulhane		
5	Shri. Ninad Soman ( Hon. Jt. Secretary, NVSM Amravati (Nominated Member)		
6	Sau. Sunanda Madhavi		

**19) Environment Exam**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Jayashree Vaishnav	(Coordinator)	
2	Prof. appointed for the subject Environment (In-Charge)		

**20) Farewell ( Teachers, Non-Teaching and Students)**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Jayashree Vaishnav	(In-Charge)	
2	Prof. Sachin Deshmukh		
3	Prof. Manjusha Dhapudkar		
4	Prof. Tinkhede		
5	Prof. Knachan Parteki		

**21) N.S.S. (Senior )/Student welfare(University) : (For three Year -2019-20 to 2021-22)**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prin. Dr. Sushama Deshmukh	( Chief Programme Officer )	
2	Prof. Pravin Gulhane	( Asst. Programme Officer 2019-20 to 21-22))	

**22) Library Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Vijay Wardikar	(In-Charge & Secretary)	
2	Prof. Dr. Shehashish J. Das		
3	Prof. Sharmila Deshmukh		
4	Prof. Mamta Pande		
5	Prof. Kanchan Parteki		

**23) Student Welfare Fund and All Scholarships-Donation Scholarships**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Shri. Pravin Gulhane	(In charge)	
2	Dr. Pradnya Meshram	(Secretary)	
3	Dr. Aruna Wadekar		
4	Prof. Manjiri Walse		
5	Prof. Jayashree Pokale		
6	Prof. Aparna Tinkhede		

**24) Grievance Redressel cell and Counseling**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Principal Dr. Sushama S. Deshmukh		
2	Dr. Shalini Pande	(In-charge)	
3	Prof. Sachin Deshmukh		
4	Prof. Madhuri Sonparote	(Secretary)	
5	Prof. Pradip Patrikar (Ho. Joint Secretary, N.V.S.M.)		
6	Mrs. Sunanda Madavi		

**25) Different Special Days programmes**

Sr. No.	Name of Faculty	Department	HOD Signature
1	<b>Yoga Day (21 June)</b>	<b>Physical Edu.</b>	
2	<b>Population Day (11 July)</b>	<b>Geography</b>	
3	<b>Tilak Punyatithi (1 Aug)</b>	<b>History</b>	
4	<b>Sanskrit Day</b>	<b>Sanskrit</b>	
5	<b>Teachers' day (5 Sept)</b>	<b>Music</b>	
6	<b>Mahatma Gandhi Jayanti (2 Oct)</b>	<b>English</b>	
7	<b>Babasaheb Ambedkar Mahaparinirvan (6Dec)</b>	<b>Library</b>	
8	<b>Saraswati Pujan (1 Jan)</b>	<b>Commerce</b>	
9	<b>Savitribai Fule Jayanti (3 Jan)</b>	<b>Home economics</b>	
10	<b>World Women's Day (8 Mar)</b>	<b>Marathi</b>	
11	<b>Dr. Ambedkar Jayanti (14 April)</b>	<b>Political Science</b>	



**26) Sanvad**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Sharmila Deshmukh	(In-charge)	
2	Dr. Pallavi Ambhore		
3	CHB Teachers Music Department.		
4	CHB Teachers Economic Department		
5	Prof. Mamta Pande		

**27) Essay, Debate, Elocution & Writing Club :**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Aruna Wadekar	(Coordinator)	
2	Dr. Nisha Shende		
3	Dr. Jayashree Vaishnav		
4	Prof. C.H.B. Teachers Marathi Department		

**28) Bharari**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Ankush Giri	(In-charge)	
2	Prof. Satish Sakhare		
3	Prof. Kanchan Parteki		

**29) Din Vishesh & Abhinandan Lekhan**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Satish Sakhare	(Coordinator)	

**30) Alumni Committee Students and Retired Teachers**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Jayashree Vaishnav	(In-charge)	

2	Prof. Bhavana Wasnik		
3	Dr. Pallavi Ambhore	(Secretary)	
4	Pro. Mamata Pande		
5	Prof Manjiri Walase		
6	Two CHB Teachers ( Home Economic Department )		

Note : Alumni committee will work with Alumni Association in Coordination keeping separate identities.

### **31) Equipment and Instruments Monitoring Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Ankush Giri	(Electrical, Sound System & Projectors)	
2	Prof. Aditya Sowale		
3	Prof. Sachin Deshmukh	(Water Cooler and Issues related to water supply)	
4	Prof. Jayashree Pokle		
5	Prof. Dr. Vijay Wardikar,	(Computer and related Gadgets)	
6	Prof. Aditya Sowale,		
7	Prof. Jayashree Pokle		
8	Dr. Vijay Wardikar	(Xerox Machine, Inverter & Internet Con. (Wi.Fi.))	
9	Shri. Hemant Pande		

### **32) Cleanliness Monitoring & awareness Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Principal Dr. Sushama S. Deshmukh		
2	Dr. Jayashree Vaishnav	(In-charge)	
3	Prof. Madhuri Sonparote		
4	Prof. Mamta Pande		
5	(Junior College Physical Teacher )		
6	Mrs. Sunanda Madavi	(Office Representative)	
7	Sau Vandana Suryawanshi	(Principal's Cabin & Waiting Room)	

**33) Publicity & Public Relation**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Sachin Deshmukh	(PRO)	
2	Dr. Sharmila Deshmukh	(Publicity Officer)	
3	Dr. Pradnya Meshram		
4	Prof. Manjiri Walse		
5	Shri. Hemant Pande		

**34) Research Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Dr. Snehashish Das	(Chairman)	
2	Dr. Aruna Wadekar	(Secretary)	
3	Dr. Nisha Shende		
4	Prof. Bhavna Wasnik		

**35) College Website Updating Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Vijay Wardikar	(In-charge)	
2	Dr. Ankush Giri	(Secretary)	
3	Prof. Aditya Sowale		
4	Prof. Jayashree Pokle		
5	Shri. Hemant Pande (Office)		

**36) Purchase Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Ankush Giri	(In-charge)	
2	Dr. Vijay Wardikar	(Secretary)	
3	Prof. Sachin Deshmukh		
4	Prof. Madhuri Sonparote		
5	Prof. Hitesh Vyas		
6	Mrs. Sunanda Madavi		

**37) Canteen & Common Room Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Jayshree Vaishnav	(In-charge)	
2	Prof. Sharmila Deshmukh		
3	C.H.B. of Home Eco.		
4	Prof. Varsha Sable		
5	Prof. Mamta Pande		

**38) Students Attendance enhancement and Analysis Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Shalini Pande	(In-charge)	
2	Prof. Jaywant Parate	(Secretary)	
3	Dr. Manjusha Dhapudkar		
4	Dr. Pravin Gulhane		
5	Prof. Madhuri Sonparote		
6	Prof. Manjiri Walse		
7	Prof. Hitesh Vyas		

**39) Semester Examination cell (Internal Assessment) (Both For UG & PG)**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Ankush Giri	(In-charge)	
2	Dr. Shalini Pande	(Secretary)	
3	Shri. Ashish Joshi		
4	Shri. Sagar Marudkar		
5	Computer Department C.H.B. Teacher One.		
6	Commerce English Medium Two C.H.B.		

**40) Stock Verification Committee**

Sr. No.	Nature of work	Name of Faculty	Signature
1	<b>A) Library,</b>	1. Prof. Jaywant Parate 2. Prof. Jayshree Vaishnav	
2	<b>B) Geography Dept</b>	1. Prof. Varsha Sable 2. Prof. Aparna Tinkhede	
3	<b>( C ) Physical Education Department</b>	1) Dr. Pravin Gulhane 2) Prof. Jaywant Parate	

4	<b>(D) Computer Department</b>	1) Prof. Sachin Deshmukh 2) Dr. Ankush Giri	
5	<b>(E) Office</b>	1) Dr. Munjusha Dhapudkar 2) Dr. Vijay Wardikar	
6	<b>(F) Music Dept,</b>	1. Dr. Manjusha Dhapudkar 2. Prof. Tinkhede 3. Prof. Kanchan Parteki	
7	<b>(G) Home – Economics Dept</b>	1) Dr. Aruna Wadekar 2) Dr. Munjusha Dhapudkar	
8	<b>Physics Deptt.</b>	1) Prof. Manjiri Walse 2) Prof. Varsha Sabale	
9	<b>Chemistry Deptt.</b>	1) Prof. Madhuri Sonparote 2) Prof. Tinkhede	
10	<b>Biology Deptt.</b>	1) Prof. Aditya Sowale	
11	<b>Music Deptt.</b>	1) Prof. Madhuri Sonparote	
12	<b>Home Science Deptt.</b>	1) Prof. Madhuri Sonparote 2) Prof. Parteki	

#### **41) Intellectual Property Rights Cell**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Vijay Wardikar	(In-charge)	
2	Prof. Bhavna Wasnik		
3	Dr. Manjusha Dhapudkar		
4	(All C.H.B. Commerce Department)		

#### **42) Career Guidance Cell & Competitive Exam Coaching Centre**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Shalini Pande	(In-charge)	
2	Dr. Nisha Shende		
3	Dr. Manjusha Dhapudkar		
4	Dr. Pallavi Ambhore		
5	Prof. Jayashree Pokle (Junior College)		
6	Prof. Aparna Tinkhede		

#### **43) Placement Cell**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Shalini Pande	(In-charge)	
2	Dr. Nisha Shende		
3	Dr. Manjusha Dhapudkar		
4	Prof. Sachin Deshmukh ( For Compose Interviews		

**44) Convocation Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Sachin Deshmukh	(In-charge)	
2	Prof. Pradhnya Meshram		
3	Prof. Jaywant Parate		
4	Dr. Sharmila Deshmukh		
5	Shri Ashish Joshi		

**45) Feedback Mechanism Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Prof. Jaywant Parate All members working in criteria – I	(In-charge)	
2	Dr. Aruna Wadekar		
3	Dr. Nisha Shende		
4	Mrs. Sunanda Madavi		
5	One CHB from Commerce Faculty		
6	One CHB from Arts Faculty		
7	One CHB from Home Economics		

**46) Construction committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Principal		
2	Prof. Sachin Deshmukh		
3	Dr. Vijay Wardikar		
4	Dr. Pravin Gulhane		
5	Prof. Hitesh Vyas		
6	Prof. Aditya Sohale		
7	Mrs. Sunanda Madavi		

**47) I –Card Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Jayshree Vaishnav	In charge	
2	Prof. Jayshree Pokle		
3	Prof. Kanchan Parteki		

**48) Waste Management / Green Practices / Rain Water harvesting Structure and Utilization in the campus**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Aruna Wadekar	In charge	
2	Dr. Pravin Gulhane		
3	Dr. Manjusha Dhapudkar		
4	Economics Department		
5	Geography Department		
6	Dr. Jayshree Vaishnav		

**49) Office Automation & Computer Literacy Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. Vijay Wardikar	(In charge)	
2	Prof. Sachin Deshmukh		
3	Dr. Ankush Giri		
4	Prof. Aditya Sowale		
5	Shri. Hemant Pande		
6	Two Computer Trainer		

**50) College Campus Discipline committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Director of Physical Education	Co-ordinator	
2	Physical Education Teacher (Junior College)		
3	All HOD's		

**51) Skill Development Program Committee**

Sr. No.	Name of Faculty	Nature of work	Signature
1	Dr. MunjushaDhapudkar		
2	Dr. PradhnyaMeshram		
3	Dr. Pravin Gulhane		
4	Dr. Sharmila Deshmukh		

**Work Distribution Circulated By :**

( Dr. Pallavi Ambhore )

( Prof. M. G. Sonparote )

(Dr. Sushama S. Deshmukh)

**College Council Secretary**

**Junior College Supervisor**

**Principal**

**Important Notes:**

1. All the staff members need to sign in front of their names to accept the work on both the copies which will be circulated after the meeting.
2. The regular monthly meeting of the committee shall be conducted by the incharge and the minutes of those meetings are to be recorded by the secretary/incharge to be submitted along with other records at the end of the year.
3. Committees having yearly work will have to present progress report in every two months in special joint college meeting.
4. All the committee will have to submit documental records of work at the end of the year in accordance with the instructions given by IQAC time to time.
5. In-charge Professors / Coordinators are appointed for coordination of the committees. It is to be noted that all the members of the committee shall be collectively responsible for the work throughout the year. It will be the responsibility of In-charge Professors / Coordinators to organize an initial meeting about the function of the committee in the presence of principal with prior consent and convenience before the end of this session. It mandatory on all in charge Teachers to plan for the committee work before.....2020.

If In-charge / Coordinator thinks necessary, additional meetings with the Principal, can be arranged after commencement of new session. But it will be the complete Responsibility of the In-charge / Coordinator to coordinate the complete working of the given committee.

Date: .....

(Dr. Sushama S. Deshmukh)  
**Principal**  
**Mahila Mahavidyalay, Amravati**