

Mehkar Education Society's
M. E. S. ARTS AND COMMERCE COLLEGE , MEHKAR
Dist: - Buldhana-443301
College Dept. /Committees
(2022-23)

Sr.No.	Faculty	In-charge
1.	Arts Faculty	Prof.Dr. O. M. Gajbhiye
2.	Commerce Faculty	Prof.Dr. U. S. Kale

Sr. No.	Name of the Department	Name of the Director/Co-ordinator/Head
1.	Student Development Cell	Dr. S. M. Dandade (Student Development officer) (S.D.O.)
2.	Physical Education & Sports Department	Dr.P. N. Humbad (Director of Physical Education & Sports)(D.P.E.S.)
3.	Library Department	Dr.Pravin Joshi (Librarian)
4.	N.C.C. Department	Shri S. N. Maind (Lieutenant)
5.	N. S. S. Department	Shri G. D. Saoji (Program Officer)
6.	Cultural Department	Dr. S. W. Padmane (Co-ordinator)

Committees/Depts./Cells for the Session 2022-23

Sr.No.	Name of the Committees/Cells/Depts.	Name of the Co-ordinator & Members																		
1.	Composition of Student Development Cell (As per University Act - 2016)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Student Development Officer</td> <td style="text-align: center;">Dr. S. M. Dandade</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">Male Teacher</td> <td style="text-align: center;">Dr.P. A. Joshi</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">Female Teacher</td> <td style="text-align: center;">Radhika Ambhore</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Counselor</td> <td style="text-align: center;">Dr. S. W. Padmane</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">Social Worker</td> <td></td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">Office bearers of college students Council (Ex-officio) members</td> <td style="text-align: center;">NIL</td> </tr> </table>	1	Student Development Officer	Dr. S. M. Dandade	2	Male Teacher	Dr.P. A. Joshi	3	Female Teacher	Radhika Ambhore	4	Counselor	Dr. S. W. Padmane	5	Social Worker		6	Office bearers of college students Council (Ex-officio) members	NIL
1	Student Development Officer	Dr. S. M. Dandade																		
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5	Social Worker																			
6	Office bearers of college students Council (Ex-officio) members	NIL																		
2.	Cultural Department Committee	<p>1 Dr. S. W. Padmane (Coordinator) 2 Shri G.D. Saoji 3. Shri S. N. Maind</p>																		
3.	Sports And Games Committees	<p>1.Dr. P. N. Humbad (Coordinator) 2.Dr. S.W. Padmane 3. Dr. P. A. Joshi 4.Shri S.N. Maind</p>																		

4.	Prospectus Cum Admission Committee	1. Dr. S. M. Dandade (Coordinator) 2. Dr. U. S. Kale 3. Shri P.D.Parihar 4. Dr. S. W. Padmane 5. Shri G. D. Saoji 6. Shri S. N. Maind 7. Shri Sunil Khillari
5.	Students Feedback & Feedback Analysis Cell	1. Principal Dr. G.N.Parihar (Chairperson I.Q.A.C.) 2. Dr.W.D.Golait (I.Q.A.C.Coordinator)
6.	Teacher's Placement (PBAS) Scrutiny Cum Expert Committee	1. Dr. S. M. Dandade (Coordinator) 2. Dr.U.S.Kale
7.	Research Development Committee	1. Dr. U. S. Kale (Coordinator) 2. Dr. P. A. Joshi
8.	Documentation Committee	1. Dr. Wasudeo Golait (I.Q.A.C.Coordinator) 3. Shri Sunil Khillari 4. Shri Pratap Bibe 5. Shri Shailendra Shukla
9.	Gender Sensitization Cell	1. Sunita Dongre (Coordinator) 2. Ambhore Madam 3. Deshmukh Madam
10.	ICT Based Teaching & Learning Development Committee	1. Dr. U. S. Kale (Coordinator) 2. Dr. P.A. Joshi 3. Shri G.D.Saoji 4. Shri P.D.Parihar
11.	Parents-Teachers Association	1. Dr. O. M. Gajbhiye (Coordinator) 2. Dr. A.M.Patil 3. Dr. S. M. Dandade 4. Dr. U. S. Kale
12.	Alumni Association Committee	1. Dr. U. S. Kale (Coordinator) 2. Dr. P. A. Joshi
13.	Career Guidance cum students placement Cell	1. Dr. Pravin Joshi (Coordinator) 2. Dr. S.W. Padmane 3. Shri G.D.Saoji 4.3. Shri S. N. Maind
14.	Library Committee	2. Dr. P.A. Joshi (Coordinator) 3. Dr. O. M. Gajbhiye 4. Dr. A. M. Patil 5. Dr. U. S. Kale 6. Prof. P. D. Parihar 7. Dr. S.W. Padmane

15.	College Annual Magazine Committee	1.Shri G.D.Saoji(Coordinator) 2.Dr.S.W.Padmane 3.Dr. A. M. Patil 4.Dr.P. A. Joshi 5.Shri P. D. Parihar
16.	College Campus Maintenance cum Development Committee	1.Dr. S. M. Dandade (Coordinator) 2.Dr. U. S. Kale 3.Dr. Wasudeo Golait

17.	College Web-Site Development Committee	1.Shri G. D. Saoji (Coordinator) 2.Dr. Wasudeo Golait
18.	Students Council Formation(Election)Committee	1.Dr. S. M. Dandade (Coordinator) 2.Dr. O. M. Gajbhiye 3.Dr. U. S. Kale 4.Shri G. D. Saoji
19.	Computers Maintenance Cum ICT Equipments Assistance Committee.	1.Shri G. D. Saoji (Coordinator) 2.Dr.P. A. Joshi 3.Dr. U. S. Kale 4.Shri P. A. Bibe
20.	Discipline, Anti Ragging & Code of Conduct Adhere Committee	1.Dr.P.N.Humbad(Coordinator) 2.Dr. O. M. Gajbhiye 3.Dr. U. S. Kale 4. Shri P. D. Parihar 5.Dr. S. W. Padmane 6.Shri S. N. Maind 7.Shri Sunil Khillari
21.	Women/Girls Students Grievance & Redressal Cum Anti –Sexual Harassment Cell	1.Prin.Dr.G.N.Parihar 2.Ambhore Madam 3.Sunita Dongre 4.Aarti Raut
22.	Boys Students Grievance and redressal Cell	1.Dr. O. M. Gajbhiye (Coordinator) 2.Dr. S. M. Dandade 3.Dr. U. S. Kale
23.	Staff Grievance and Redressal Cell	1.Prin. Dr. G. N. Parihar 2.Dr. O. M. Gajbhiye 3.Shri Pratap Bibe

24.	Youth Festival Committee	1.Dr. S.W. Padmane (Coordinator) 2. Dr. G. D. Saoji
25.	College Examination Cum Examination Related Grievance & Redressal Committee	1.Shri G. D. Saoji (Coordinator) 2.Dr. P. A. Joshi 3.Shri Raju Chaphe (officeExam Dept.) 4.Shri Ramanand Nawade (Office Clerk)
26.	Continuous Internal Evaluation Cell (CIE)	1) Dr. G. N. Parihar : Principal 2) Dr. Wasudeo Golait : (I.Q .A. C. Coordinator)
27.	Students Counseling Cell	Dr. S. W. Padmane Dr. P.N. Humbad Dr. P.D.Parihar Sunita Dongre

Important Instructions

Every Head/Convenr of the department /Committee/Cell of the college maintain the documental records as following

- (1) Departmental 'Annual Plan of action' (At Commencement of the Academic year)(Include all programs in it, which will be organized in the academic session)**
 - (2) Action Taken Reports (At End of the Academic year) (Report of plan and Actual taken)**
 - (3) Analysis reports of the university Examination results. (After declare the result)**
 - (4) Admitted Students list (Class wise)**
 - (5) Minutes Book of the Department**
 - (6) All kind of evaluation reports of the students. (just as, Internal Evaluation)**
 - (7) Annual Reports of Departmental Activities (with Minutes book, Photographs with Geo Tag , News paper cuttings, Event attended Students list etc.)**
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Every Teacher of the college maintain the documental record as following

- i. Annual Individual Teaching Plan (At Commencement of the academic year)**
- ii. Academic diary (Update as per instructions of the college code of conduct)**
- iii. Students Attendance Record (Class wise)**
- iv. Students Unit Test Record (Class wise)**
- v. List of Slow Learners and Fast Learners (Class wise)**
- vi. Students Seminar, Group Discussion etc Report (Class wise)**
- vii. Remedial/Extra Classes Record (Class wise)**
- viii. Any innovative activity report (if any)**
- ix. Syllabus Completion Report (At the end of the session)**

General Instructions

- a) Every Academic department should establish “Students Study Circle” and conduct the curricular, Extracurricular Activities/ Programs through the Students Study Circle.
- b) Whatever expenses of the programs/ events/activities will be occurred, it will be as usual paid by the Principal’s office, after submitting the bills of the programs/ activities/events to Administrative officer of the college.
- c) It is also expected from every Dept./Cell/Committee should organize meetings with concerning committee members for Why, How, Where, for whom, by whom, under (Ex- officio) chairmanship of the Principal, prior the program /activity. And ‘Minutes Book’ of each meeting must be maintained by the head of the committee/cell/Dept. etc.
- d) Any kind of program/event/activity should not be organized in the college without prior permission of the Principal.

Best of Luck.....


Principal
M.E.S. Arts & Comm. College
Mehkar



Place: Mehkar

Date: 08/09/2022

***“EDUCATION FOR LIFE & LIFE FOR MAKING
RESPONSIBLE CITIZENS FOR THE NATION”***

