

**M.E.S. Arts and Commerce College, Mehkar**

**Dist: - Buldhana-443301**

**College Dept. /Committees**

**(2019-20)**

**College Departments and H.O.D.s**

<b>Sr. No.</b>	<b>Name of the Department</b>	<b>Head of Department</b>
<b>1.</b>	<b>Arts Faculty (U.G.) M.A.(History)(P.G.)</b>	<b>Dr.O.M.Gajbhiye</b>
<b>2.</b>	<b>Commerce Faculty (U.G. &amp; P.G.)</b>	<b>Dr.U.S.Kale</b>
<b>3.</b>	<b>M.A. (Economics)(P.G.)</b>	<b>Dr.S.M.Dandade</b>

**Co-ordinators Physical, N.C.C., N.S.S. & Cultural Departments**

<b>Sr. No.</b>	<b>Name of the Department</b>	<b>Name of the Director/ Co-ordinator</b>
<b>1.</b>	<b>Physical/Sports Department</b>	<b>Dr.P.N.Humbad (Director of Physical Edu.)</b>
<b>2.</b>	<b>Library Department</b>	<b>Dr.Pravin Joshi (Librarian)</b>
<b>3.</b>	<b>N.C.C. Department</b>	<b>Shri S.N.Maind (Lieutenant)</b>
<b>4.</b>	<b>N.S.S. Department</b>	<b>Dr.S.W.Padmane (Program Officer)</b>
<b>5.</b>	<b>Cultural Department</b>	<b>Shri G.D. Saoji (Co-ordinator)</b>

The following committees have been revamped for the session 2019-20, in the I.Q.A.C. Members Meeting which was held on dated 31/07/2019.

**The Committees/Depts./Cells for the Session 2019-20**

<b>Sr. No.</b>	<b>Name of the Committees/Cells/Depts.</b>	<b>Name of the Co-ordinator &amp; Members</b>
<b>1.</b>	<b>Cultural Department Committee</b>	<b>1.Shri G.D. Saoji(Coordinator) 2.Dr.S.W.Padmane 3.Shri S.N.Maind</b>
<b>2.</b>	<b>Sports And Games Committees</b>	<b>1.Dr.P.N.Humbad(Coordinator) 2.Dr.S.W.Padmane 3.Shri S.N. Maind 4.Shri Pravin Joshi</b>

<b>3.</b>	<b>Admission Committee</b>	<b>1.Dr.S.M.Dandade</b> (Coordinator) <b>2.Dr.U.S.Kale</b> <b>3.Shri S.N.Maind</b> <b>4.Dr.S.W.Padmane</b> <b>5.Shri G.D.Saoji</b> <b>6.Shri P.D.Parihar</b> <b>7.Shri Sunil Khillari</b>
<b>4.</b>	<b>Students Feedback &amp; Analysis Committee</b>	<b>1.Shri G.D. Saoji</b> (Coordinator) <b>2.Shri Pravin Joshi</b>
<b>5.</b>	<b>Teacher's Placement (PBAS) Committee</b>	<b>1.Dr.S.M.Dandade</b> (Coordinator) <b>2.Dr.U.S.Kale</b>
<b>6.</b>	<b>Research Committee</b>	<b>1.Dr.U.S.Kale</b> (Coordinator) <b>2.Dr.Pravin Joshi</b>
<b>7.</b>	<b>Documentation Committee</b>	<b>1.Dr.Wasudeo Golait</b> (Coordinator) <b>2.Dr.S.M.Dandade</b> <b>3.Shri Sunil Khillari</b> <b>4.Shri Pratap Bibe</b> <b>5.Shri Shailendra Shukla</b>
<b>8.</b>	<b>Gender Sensitization Committee</b>	<b>1. Sunita Dongre</b> (Coordinator) <b>2.Aparna Awasthi</b> <b>3. Ambhore Madam</b>
<b>9.</b>	<b>ICT Based Teaching &amp; Learning Development Committee</b>	<b>1. Dr.U.S.Kale</b> (Coordinator) <b>2. Dr.Pravin Joshi</b> <b>3.Shri G.D.Saoji</b> <b>4.Shri P.D.Parihar</b>
<b>10.</b>	<b>Parents-Teachers Association</b>	<b>1.Dr.O.M.Gajbhiye</b> (Coordinator) <b>2.Dr.S.M.Dandade</b> <b>3.DR.U.S.Kale</b>
<b>11.</b>	<b>Alumni Association Committee</b>	<b>1.Dr.U.S.Kale</b> (Coordinator) <b>2.Dr.Pravin Joshi</b>
<b>12.</b>	<b>Competitive Exam./NET-SET Exam. &amp; Career Guidance Committee</b>	<b>1. Dr.Pravin Joshi</b> (Coordinator) <b>2.Shri G.D.Saoji</b> <b>3.Shri S.N.Maind</b>
<b>13.</b>	<b>Library Committee</b>	<b>2.Dr.P.A.Joshi</b> (Coordinator) <b>3.Dr.O.M.Gajbhiye</b> <b>4.Dr.A.M.Patil</b> <b>5.Dr.U.S.Kale</b> <b>6.Shri G.D.Saoji</b> <b>7.Shri P.D.Parihar</b>
<b>14.</b>	<b>Magazine Committee</b>	<b>1.Shri G.D.Saoji</b> (Coordinator) <b>2.Dr.S.W.Padmane</b>

		<p>3.Dr.A.M.Patil 4.Dr.Pravin Joshi 5.Shri P.D.Parihar</p>
15.	College Campus Development Committee	<p>1.Dr. S.M.Dandade (Coordinator) 2.Dr.U.S.Kale 3.Dr.W.D.Golait</p>
16.	College Web-Site Development Committee	<p>1.Shri G. D.Saoji(Coordinator) 2.Dr.Wasudeo Golait</p>
17.	Students Council Formation(Election)Committee	<p>1.Dr.O.M.Gajbhiye(Coordinator) 2.Shri G.D.Saoji</p>
18.	ICT Equipments & Computers Maintenance/Assistance Committee	<p>1.Shri G.D.Saoji(Coordinator) 2.Dr.Pravin Joshi 3.Dr.U.S.Kale 4.Shri Pratap Bibe</p>
19.	Discipline & Anty Ragging Committee	<p>1.Dr.P.N.Humbad(Coordinator) 2.Dr.O.M.Gajbhiye 3.Dr.A.M.Patil 4.Dr.U.S.Kale 5.Dr.S.W.Padmane 6.Shri S.N.Maind 7.Shri Sunil Khillari 8.Shri P.D.Parihar</p>
20.	Students Grievance and redressal Cell	<p>1.Dr.O.M.Gajbhiye(Coordinator) 2.Dr.S.M.Dandade 3.Dr.U.S.Kale</p>
21.	Staff Grievance and Redressal Cell	<p>1.Prin.Dr.G.N.Parihar 2.Dr.O.M.Gajbhiye 3.Shri Pratap Bibe</p>
22.	Youth Festival Committee	<p>1.Dr.S.W.Padmane(Coordinator) 2.Dr.G.D.Saoji</p>
23.	College Examination Committee	<p>1.Shri G.D.Saoji (Coordinator) 2.Dr.Pravin Joshi 3.Shri Raju Chaphe 4.Shri Ramanand Nawade</p>
24.	Anty –Sexual Harassment Cell	<p>1.Prin.Dr.G.N.Parihar 2.Aparna Awasthi 3..Ambhore Madam 4..Sunita Dongre</p>

Note:-

Following nature of work/directions/Guideline for the HODs'/Directors/Coordinators have been resolved as following, in I.Q.A.C. meeting which was held on dated 31/07 2019. For

knowing his/her duties, responsibilities & nature of work and smooth and convenient working to all.

1. All dear H.O.D.s/Directors/Co-ordinators herewith informed that prepare "Plan of Action" of students' centric programs/Activities for their Department/Cell/Committee, for the session 2019-20 & conduct the programs/activities/efforts according to it, by using your innovative ideas.

2. There are expected minimum two programs in first session and other two programs in second session should be performed by the concerning Dept./Cell/Committee.

3. 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 shri Pratap Bibe.

4. It is also expected from every Dept./Cell/Committee should organise a meeting with concerning committee members for Why, How, Where, for whom, by whom, under (Ex-officio) chairmanship of the Principal, before the program. And must be maintain its 'Minutes Book' of each meeting by the H.O.D.s/Director/Co-ordinators in proper manner.

5. For creating & maintaining quality among the students, as well as keeping record for also NAAC purpose, planned programs/activities/events must be organised by the Concerning Dept./Cell/Committee & must be kept all records just as :- Minutes book, Photographs, News paper cuttings, Event attended Students list etc.

6. And it is necessary to all to submit the month wise reports of the organised program/activity/event to the Principal office at the end of every month in hard copy. Also submit the 'Consolidated Annual Report' of all Programs/activities/events to the I.Q.A.C. in hard & soft copies, before or up to dt. 31<sup>st</sup> March 2020. *(if any directed or planned Program/activity/event could not be organised/conducted due to any reason/s. Then*

**concerning dept./Cell./committee must submit the cause/s in written form with name & duly signed to the Principal.)**

7. 'Academic dairy for the session 2019-20' has been provided to every teacher of the college, every teacher has to be regularly filled/written his/her daily lectures & other necessary information/etc. in it. And submit it to the Principal Office for taking signature, at last date of the every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teachers.

8. If any require more guidelines (besides above guidelines) will be time to time communicated to the concerning Head of Dept./Cell/Committee.

**With Best Regards**

**Place: Mehkar  
Date:- 03/08/2019**

**Principal  
(Dr.G.N.Parihar)**