

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

Dist: - Buldhana-443301

College Dept./Committees

(2020-21)

College Departments and H.O.D.s

Sr.No.	Name of the Department	Head of Department
1.	Arts Faculty	Dr.O.M.Gajbhiye
2.	Commerce Faculty	Dr.U.S.Kale

Officer/Director/Co-ordinators of Student Development Cell, Physical, Library, N.C.C., N.S.S. & Cultural Departments.

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/Sports Department	Dr.P.N.Humbad (Director of Physical Education &Sports)(DPES)
3.	Library Department	Dr.Pravin Joshi (Librarian)
4.	N.C.C. Department	Shri S.N.Maind (Lieutenant)
5.	N.S.S. Department	Dr.S.W.Padmane (Program Officer)
6.	Cultural Department	Shri G.D. Saoji (Co-ordinator)

(AS per resolution No.-2 of the I.Q.A.C. Meeting on dated 23.09.2020, the following committees/Cells/Depts. have been confirmed for the Academic year 2020-21)

Committees/Depts./Cells for the Session 2020-21

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)	1. Dr.S.M.Dandade:- Student Development Officer 2. Dr.P.A. Joshi :- Male Teacher 3. Aparna Awasthi :- Female Teacher 4. Dr.S.W.Padmane :- Counselor 5. ----- :- Social Worker 6. Office bearers of college students Council (Ex-officio) members:- NIL
2.	Cultural Department Committee	1.Shri G.D. Saoji (Coordinator) 2.Dr.S.W.Padmane 3.Shri S.N.Maind
3.	Sports And Games Committees	1.Dr.P.N.Humbad (Coordinator) 2.Dr.S.W.Padmane 3.Shri S.N. Maind 4.Shri Pravin Joshi

4.	Prospectus Cum Admission Committee	1.Dr.S.M.Dandade (Coordinator) 2.Dr.U.S.Kale 3.Shri S.N.Maind 4.Dr.S.W.Padmame 5.Shri G.D.Saoji 6.Shri P.D.Parihar 7.Shri Sunil Khillari
5.	Students Feedback & Feedback Analysis Committee	1. Shri G.D. Saoji (Coordinator) 2. Shri Pravin Joshi
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.Pravin Joshi
8.	Documentation Committee	1.Dr. Wasudeo Golait (Coordinator) 2.Dr.S.M.Dandade 3.Shri Sunil Khillari 4.Shri Pratap Bibe 5.Shri Shailendra Shukla
9.	Gender Sensitization Cell	1. Sunita Dongre (Coordinator) 2. Aparna Awasthi 3. Ambhore Madam
10.	ICT Based Teaching & Learning Development Committee	1. Dr.U.S.Kale (Coordinator) 2. Dr.Pravin Joshi 3.Shri G.D.Saoji 4.Shri P.D.Parihar
11.	Parents-Teachers Association	1. Dr.O.M.Gajbhiye (Coordinator) 2. Dr.S.M.Dandade 3. Dr.U.S.Kale
12.	Alumni Association Committee	1.Dr.U.S.Kale (Coordinator) 2.Dr.Pravin Joshi
13.	Career Guidance cum students placement Cell	1. Dr.Pravin Joshi (Coordinator) 2.Shri G.D.Saoji 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. Shri G.D.Saoji 7. Shri P.D.Parihar
15.	College Annual Magazine Committee	1.Shri G.D.Saoji (Coordinator) 2.Dr.S.W.Padmame

		3.Dr.A.M.Patil 4.Dr.Pravin Joshi 5.Shri P.D.Parihar
16.	College Campus Development Committee	1. Dr. S.M.Dandade (Coordinator) 2. Dr.U.S.Kale 3.Dr.W.D.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.Pravin Joshi 3.Dr.U.S.Kale 4.Shri Pratap Bibe
20.	Anti Ragging & Discipline Committee	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.Padmene 6.Shri S.N.Maind 7.Shri Sunil Khillari 8.Shri P.D.Parihar
21.	Students Grievance and redressal Cell	1.Dr.O.M.Gajbhiye (Coordinator) 2.Dr.S.M.Dandade 3.Dr.U.S.Kale
22.	Staff Grievance and Redressal Cell	1.Prin.Dr.G.N.Parihar 2.Dr.O.M.Gajbhiye 3.Shri Pratap Bibe
23.	Youth Festival Committee	1.Dr.S.W.Padmene (Coordinator) 2.Dr.G.D.Saoji
24.	College Examination Committee	1. Shri G.D.Saoji (Coordinator) 2.Dr.Pravin Joshi 3.Shri Raju Chaphe 4.Shri Ramanand Nawade
25.	Anti –Sexual Harassment Cell	1.Prin.Dr.G.N.Parihar 2.Aparna Awasthi 3.Ambhore Madam 4.Sunita Dongre 5. Mehta Madam 6. Aarti Raut

-:Note:-

Following nature of work/directions/Guideline for the HODs'/Directors/Coordinators have been resolved/confirmed as following, in I.Q.A.C. meeting which was held on dated 23.09.2020, for knowing his her duties/responsibilities and nature of work for smooth and convenient working to all.

1. Conduct all online classes as per letter of the college of dated 16.08.2020 and according to the time table of Arts and Commerce Department & fill online weekly reports of your online classes and regularly submit monthly report in computerized typed copy in given format to the principal office.
2. Follow all necessary instructions which have been given in the College letters of dated 16.08.2020 regarding to the instructions & guidelines of online classes, letter of dated 17.08.2020 regarding to the Academic Calendar of 2020-21 with instructions, letter of dated 27.08.2020 regarding to Monthly Report and online teaching instructions.
3. All dear H.O.D.s/Directors/Co-ordinators herewith informed that prepare **"Plan of Action"** for students' centric programs/Activities of their Department/Cell/Committee, for the session 2020-21 & conduct the programs/activities/efforts according to it, by using your innovative ideas & at the end of Academic year submit **"Acton Taken Report"** to the Principal office with Annual Report in hard copy and mail its soft copy to mesiqac303@gmail.com
4. There are expected minimum two programs in fist session and other two programs in second session should be performed by the concerning Dept./Cell/Committee.
5. 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.
6. 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 or any activity. And must be maintain its 'Minutes Book' of each meeting by the H.O.D.s/Director/Co-ordinators in proper manner.

7. Any program/event/activity should not be organized in the college without prior permission of the Principal.

8. Every department /Committee/Cell of the college maintain the documental record just as:- Individual yearly Teaching Plan, Plan of action of the department/Committee/Cell ,Academic dairies, students attendance list of the program, Action Taken Reports, Analysis reports of the university Examination results, Minutes book, Photographs, News paper cuttings, Event attended Students list etc. and submit all as on time, as directed by the principal office.

9. It is necessary to all to submit the month wise reports of the organized 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 at the end of the every academic session. *(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.)*

10. 'Academic dairy for the session 2020-21' has been provided to every teacher of the college, every teacher has to be regularly filled/written his/her daily online/offline lectures as his or her 'Daily Performance Report' in the academic dairy & other necessary information/etc. in it. And submit it to the Principal Office for reviewing, at last date of the

every month in working hours. After reviewing & Signature by the Principal, it will be returned to the teachers.

11. As per requirement, more guidelines (besides above guidelines) will be communicated to the concerning Head of Dept./Cell/Committee, time to time by the Principal office.

With Best Regards



[Signature]
Principal
M.E.S. Arts & Comm. College
Mehkar

Place :- Mehkar
Date:- 05.10.2020

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

M.E.S. ARTS AND COMMERCE COLLEGE, MEHKAR