



Mahila Mahavidyalaya, Amravati

Work Distribution(2023-24)



Office Order

All the Teachers of Senior and Junior college and members of the Non-teaching Staff are hereby informed that the final work distribution for the academic session 2023-24 is circulated for information. It is necessary to put signatures in front of your name on both copies. **This Work distribution is enforced with immediate effect from 08.05.23. Imp. Note: No 'change request' will be accepted in this work distribution.**

Read the instructions given in the end carefully and follow them scrupulously.

Date: 06/05/23

(Dr. Avinash B. Moharil)

Off. Principal

1) **New college Council Secretary (2023-24)**

Signature

Dr. Pravin Gulhane

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

Signature

Prof. Manjiri Walse

3) **Admission Committee(Senior College / All Programmes)**

| Sr. No. | Name | Position | Signatures |
|---------|-----------------------|-------------------|------------|
| 1. | Dr. Snehashish J. Das | Coordinator | |
| 2. | Prof. Jayvant Parate | Asst. Coordinator | |
| 3. | Dr. Pallavi Ambhore | Member | |
| 4. | Prof. Hitesh Vyas | Member | |
| 5. | Prof. Gokul Deshmukh | Member | |
| 6. | Shri. AshishJoshi | Member | |
| 7. | Shri. Hemant Pande | Member | |
| 8. | Shri. Kapil Hutke | Member | |

4) Admission Committee (Junior College)

| Sr. No. | Name of Faculty | Position | Signature |
|---------|---------------------------|-------------------------------|-----------|
| 1 | Prof.ManjiriWalse | Coordinator | |
| 2 | Prof.Mamata Pande | In Charge of Arts Faculty | |
| 3 | Prof. Aditya Sowale | In Charge of Science Faculty | |
| 4 | Prof.HiteshVyas | In charge of Commerce Faculty | |
| 5. | Prof. Madhuri Sonparote | Member | |
| 6 | Prof.AparnaTinkhede | Member | |
| 7 | Prof.KanchanParteki | Member | |
| 8 | Prof.Jayashree Pokale | Member | |
| 10 | Shri. Balkrishna Turkhede | Office Help | |
| 11 | Shri. Lalit Chaudhari | Office Help | |

5) Time Table Committee (Senior College)

| Sr. No. | Name of Faculty | | Signature |
|---------|--------------------------------------|----------------------|-----------|
| 1 | Dr .Shalini Pande | Commerce Coordinator | |
| 2 | Dr. Snehashish Das | Arts Coordinator | |
| 2 | Dr. Pravin Gulhane | Member | |
| 3 | Contract Teacher B. Com English Med. | Member () | |
| 4 | Contract Teacher M. Com English Med. | Member () | |
| 5 | Contract Teacher for B.Voc | Member () | |

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.HiteshVyas | (In charge of Commerce) | |
| 4 | Prof.Aditya Sowale | Member | |
| 5 | Prof.Kanchan Parteki | Member | |

7) Prospectus Committee : (Work to be completed till 25/05/2023)

| Sr. No. | Name of Faculty | | Signature |
|---------|-------------------------|-------------|-----------|
| 1 | Dr. Sushma Deshmukh | Coordinator | |
| 2 | Dr. Aruna Wadekar | Member | |
| 4 | Prof. Madhuri Sonparote | Member | |
| 5 | Prof. Jayashree Pokale | Member | |
| 6 | Shri. Anirudha Karade | Member | |
| 6. | Shri. Kapil Hutke | Office Help | |

8) Samidha Committee

| Sr. No. | Name of Faculty | | Signature |
|---------|-------------------------------|-------------|-----------|
| 1 | Prof. Jaywant Parate | Coordinator | |
| 2 | Dr. Sharmila Deshmukh | Member | |
| 3 | Prof. Manjiri Walse | Member | |
| 4 | Prof. Aparna Tinkhede | Member | |
| 5 | 1(C.H.B. Teacher in Sanskrit) | 1. | |
| 6. | 1(C.H.B. Teacher in Marathi) | 1. | |

9) College Exam (Senior College)

| Sr. No. | Name of Faculty | | Signature |
|---------|--|---------------------|-----------|
| 1 | Dr.Aruna Wadekar | (Chief Coordinator) | |
| 2. | Dr. Sushma Deshmukh | Member | |
| 2 | Prof. Jaywant Parate (Secretary) | Secretary | |
| 5 | C.H.B. Teachers[Music1,Eco.1, Non grant1(Total 3)] | 1. 2. 3. | |
| 7. | Contract Teacher (B.Voc.) | 1. | |

10) College Exam (Junior College)

| Sr. No. | Name of Faculty | | Signature |
|---------|----------------------------|-------------------------|-----------|
| 1 | Prof. Mamata Pande | (In-charge Coordinator) | |
| 2 | Prof.Hitesh Vyas(Commerce) | Member | |
| 3 | Prof.Kanchan Parteki(Arts) | Member | |
| 4 | Prof.Varsha Sable(Science) | Member | |
| 5. | Prof. Madhuri Sonparote | Member | |

11) Election Student Council

| Sr. No. | Name of Faculty | | Signature |
|---------|------------------------|-------------------------|-----------|
| 1. | Prof. Sachin Deshmukh | (In-charge Coordinator) | |
| 2. | Dr. Manjusha Dhapudkar | Member | |
| 3. | Dr.VijayWardikar | Member | |
| 4. | Prof. Aditya Sowale | Member | |
| 5. | Prof. Kanchan Parteki | Member | |

12) Youth Festival

| Sr. No. | Name of Faculty | | Signature |
|---------|--|-------------------------|-----------|
| 1 | Dr. Snehashish J. Das | (In-charge Coordinator) | |
| 2 | Dr.Sharmila Deshmukh | Member | |
| 3 | Prof. Sachin Deshmukh (Documentation and Audition) | Member | |
| 4 | All C.H.B. Teachers Music Department | | |
| 5 | Shri. Kapil Hutke | Office | |

13) Kahaparde Vyakhyanmala

| Sr. No. | Name of Faculty | | Signature |
|---------|------------------------|-------------|-----------|
| 1 | Dr. Shalini Pande | (In-charge) | |
| 2 | Prof. Jaywant Parate | Member | |
| 3 | Prof. Mamta Pande | Member | |
| 5 | Prof. Aparna Tinkhede | Member | |
| 6 | Prof. Jayashree Pokale | Member | |

14) Gathering

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

15) Computer Department & Computer Literacy Committee

| Sr. No. | Name of Faculty | | Signature |
|---------|---|-------------|-----------|
| 1 | Prof. Dr. Shalini Pande | (In-charge) | |
| 2 | Dr. Manjusha Dhapudkar | Member | |
| 3 | Prof. Jayashree Pokale (Junior College) | Member | |
| 4 | Prof. Aparna Tinkhede | Member | |
| 5 | Contract Teacher Computer Sr. | 1. | |
| 6 | Contract Teacher Computer Jr. | 1. | |

16) Aapulki Mentor Mentee Committee

| Sr. No. | Name of Faculty | | Signature |
|---------|---|-------------------|-----------|
| 1 | Prof. Dr. Aruna Wadekar | (Coordinator Sr.) | |
| 2 | Prof. Bhawna Wasnik | (Secretary) | |
| 3 | C.H.B. of Marathi Department | 1. | |
| 4 | Home Economics (Two C.H.B.) | 1. 2. | |
| 5 | C.H.B. Commerce Department (Marathi Medium) | 1. | |
| 6 | Contract Teacher Commerce | 1. | |
| 7 | Prof. Madhuri Sonparote | Coordinator (Jr) | |
| 8 | Prof. Varsha Sable | Member | |
| 9 | Prof. Kanchan Parteki | Member | |

17) Internal Quality Assurance Cell & NAAC Coordination

| Sr. No. | Name of Faculty | | Signature |
|---------|--------------------------------|--------------------------------------|-----------|
| 1 | Principal Dr. Avinash Moharil | (Ex-Officio Chairman) | |
| 2 | Hon. Secretary, NVSM Amravati. | Member | |
| 3 | Dr. Ankush Giri | (Coordinator & Ex-Officio Secretary) | |
| 4 | Dr. Sharmila Deshmukh | Member | |
| 5 | Prof. Jaywant Parate | Member | |
| 6 | Dr. Vijay Wardikar | Member | |
| 7 | Dr. Snehashish J. Das | Member | |
| 8 | Prof. Sachin Deshmukh | NEP Co-ordinator | |
| 9 | Student Nominee | Member | |
| 10 | Alumina/Parent Nominee | Member | |
| 11 | Industrial Cluster Nominee | Member | |

18) U.G.C. Planning Board

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|-------------------|-----------|
| 1. | Prof. Sachin Deshmukh | Coordinator | |
| 2. | Dr. Vijay Wardikar | Asst. coordinator | |
| 3 | Dr. Bhawna Wasnik | Member | |
| 4 | Aniruddha Karade | Office Assistance | |
| 5. | CHB in English | Member | |

19) University Exam Officer In charge & Environment (W-23 & S-24 for Session 2023-24)

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

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

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|------------------------------|----------------|-----------|
| 1 | Prof. Dr. Jayashree Vaishnav | (In-Charge) | |
| 2 | Dr. Sharmila Deshmukh | Member | |
| 3 | Prof. Tinkhede | Member | |
| 4 | Prof. Knachan Parteki | Member | |
| 5 | CHB Physical Education Jr. | Member | |
| 6 | Shri. Ashish Joshi | Member | |

21) N.S.S.(Senior) and Student Development (University):(For three Year-2022-23 to 24-25)

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|-------------------------|-----------|
| 1 | Dr. Shalini Pande | Chief Programme Officer | |
| 2 | Dr. Majusha Dhapudkar | Asst. Programme Officer | |

22) Library Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|-------------------------|-----------|
| 1 | Dr. Vijay Wardikar | (In-Charge & Secretary) | |
| 2 | Prof. Jayvant Parate | Member | |
| 3 | Dr. Pravin Gulhane | Member | |
| 4 | Prof. Majiri Walse | Member | |
| 5 | Prof. Kanchan Parteki | Member | |

23) Student Welfare Fund and All Scholarships-Donation Scholarships

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|------------------------|----------------|-----------|
| 1 | Dr.Jayshree Vaishnav | (Incharge) | |
| 2 | Dr.Sharmila Deshmukh | Member | |
| 3 | Prof.Manjiri Walse | Member | |
| 5 | Prof. Jayashree Pokale | (Secretary) | |
| 6 | Prof. Aparna Tinkhede | Member | |

24) Grievance Redressal Cell and Counseling

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|---|----------------|-----------|
| 1 | Principal Dr. Avinash Moharil | Chairman | |
| 2 | Prof. Ravindra Khandekar (Hon. Mandal Representative, N.V.S.M.) | Member | |
| 3 | Dr.Shalini Pande | (In-charge) | |
| 4 | Prof.Sachin Deshmukh | Member | |
| 5 | Prof.Madhuri Sonparote | (Secretary) | |
| 6 | Mr. Milind Pant | Member | |

25) Different Special Days Programmers

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

26) Sanwad

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|---------------------------------|----------------|-----------|
| 1 | Dr.SharmilaDeshmukh | (In-charge) | |
| 2 | Dr.PallaviAmbhore | Member | |
| 3 | Prof.Aditya Sovale | Member | |
| 4 | CHB Teacher Music Department. | 1. | |
| 5 | CHB Teacher Economic Department | 1. | |

27) Debate and Elocution Club

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|---|----------------|-----------|
| 1 | Dr. Aruna Wadekar | (Coordinator) | |
| 2 | Dr. Sharmila Deshmukh | Member | |
| 3 | Prof. C.H.B. Teacher English Department | Member | |
| 4 | Prof. C.H.B. Teacher Marathi Department | 1. | |

28) Bharari

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|------------------------|----------------|-----------|
| 1 | Dr. Pravin Gulhane | (In-charge) | |
| 2 | Prof. Aparana Tinkhede | Member | |
| 3 | Prof.Kanchan Parteki | Member | |

29) DinVishesh & Abhinandan Lekhan

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|----------------|-----------|
| 1 | Prof. Aparna Tinkhede | (Coordinator) | |

30) Alumni Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|--|----------------|-----------|
| 1 | Dr.Jayashree Vaishnav | (In-charge) | |
| 2 | Prof.Bhavana Wasnik | Member | |
| 3 | Dr.Pallavi Ambhore | (Secretary) | |
| 4 | Pro.Mamata Pande | Member | |
| 5 | ProfManjiri Walase | Member | |
| 6 | Two CHB Teachers(Home Economics Department) | 1. 2. | |

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 | Shri Aniruddha Karade | (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 | Shri Kapil Hutke | (Computer and related Gadgets) | |
| 6 | Prof. Aditya Sowale, | | |
| 7 | Prof. Jayashree Pokle | | |
| 8 | Shri. Anirudha Karade | (Xerox Machine, Inverter & Internet Con.(Wi-Fi.) CCTV, Thumb Machin, Generator) | |
| 9 | Shri. Hemant Pande | | |

32) Cleanliness Monitoring & Awareness Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------------------|------------------------------------|-----------|
| 1 | Dr.JayashreeVaishnav | (In-charge) | |
| 2 | Prof.Madhuri Sonparote | Member | |
| 3 | Prof.Mamta Pande | Member | |
| 4 | (Junior College Physical Teacher) | 1. | |
| 5 | Aniruddha Karade | (Office Representative) | |
| 6 | Smt. Jyoti Pawar | (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 | Prof.Manjiri Walse | Member | |
| 4 | Shri.Hemant Pande | Member | |

34. Research Centre Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|----------------------------|-----------|
| 1 | Prof.Dr.SnehashishDas | Coordinator for Humanities | |
| 2 | Dr.ArunaWadekar | Coordinator for Commerce | |
| 3 | Dr. Pallavi Ambhore | Member | |
| 4 | Aniriddha Karade | Office Assistance | |

35. College Website Updating Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|----------------|-----------|
| 1 | Dr. Vijay Wardikar | (In-charge) | |
| 2. | Prof. Sachin Deshmukh | Member | |
| 3 | Prof. Jayashree Pokle | Member | |
| 4 | Shri. Kapil Hutke | Member | |
| 5 | Shri. Lalit Chaudhari | Member | |

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 | Member | |
| 4 | Prof. Manjiri Walse | Member | |
| 5 | Prof. Madhuri Sonparote | Member | |
| 6 | Prof. Hitesh Vyas | Member | |
| 7 | Aniriddha Karade | Member | |
| 8. | CHB in Marathi | 1. | |

37. Canteen & Common Room Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-------------------------|----------------|-----------|
| 1 | Prof. Jayshree Vaishnav | (In-charge) | |
| 2 | Prof. Varsha Sable | Member | |
| 3 | Prof. Mamata Pande | Member | |
| 4 | C.H.B. of HomeEco. | 1. | |

38. NEP Implementation Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|----------------|-----------|
| 1 | Prof. Sachin Deshmukh | Nodal Officer | |
| 2 | Dr. Vijay Wardikar | Member | |
| 3 | Dr. Bhawna Wasnik | Member | |

39. Stock Verification Committee

| Sr. No. | Nature of work | Name of Faculty | Signature |
|---------|--|--|-----------|
| 1 | A)Library, | 1. Prof.Mamta Lenghe 2. Prof.Aditya Sohale | |
| 2 | B)Geography Dept | 1. Prof. Varsha Sable 2. Prof.Aparna Tinkhede | |
| 3 | (C) Physical Education Department | 1) Prof.Jayshree Pokale 2) Prof.Hitesh Vyas | |
| 4 | (D)Computer Department | 1) Prof.Sachin Deshmukh 2) Dr.Ankush Giri | |
| 5 | (E)Office | 1) Dr.Munjusha Dhapudkar 2) Dr. Vijay Wardikar | |
| 6 | (F)Music Dept, | 1. Dr.Manjusha Dhapudkar 2. Prof. Tinkhede 3. Prof.Kanchan Parteki | |
| 7 | (G) Home – Economics Dept. | 1) Dr.Aruna Wadekar 2) Dr.Munjusha Dhapudkar | |
| 8 | Physics Deptt. | 1) Prof. Manjiri Walse 2) Prof. Varsha Sabale | |
| 9 | Chemistry Deptt. | 1) Prof. Madhuri Sonparote 2) Prof. Tinkhede | |
| 10 | Biology Deptt. | 1)Prof. Aditya Sowale | |
| 11 | Junior Music Deptt. | 1)Prof. Madhuri Sonparote | |
| 12 | Junior Home Science Deptt. | 1) Prof. Madhuri Sonparote 2) Prof. Parteki | |
| 13 | B. Voc. | 1)Dr.Ankush Giri | |
| 14. | Commerce | 1. Dr. Pravin Gulhane 2. Prof. Hitesh Vyas | |

40. Career Guidance Cell & Competitive Exam Coaching Centre

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|--------------------------------------|---------------------------------|-----------|
| 1 | Prof. Bhavna Wasnik | (In-charge) | |
| 2 | Dr.Pallavi Ambhore | Member | |
| 3 | Prof. Sachin Deshmukh | Member | |
| 4 | Dr. Pravin Gulhane | Career Katta Coordinator | |
| 5 | Prof.Jayashree Pokle(Junior College) | Member | |
| 6 | Prof. Aparna Tinkhede | Member | |

41. Placement Cell

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|----------------|-----------|
| 1 | Dr.Pravin Gulhane | (In-charge) | |
| 2 | Prof. Sachin Deshmukh | Member | |
| 3 | Dr. Vijay Wardikar | Member | |

42. Feedback Mechanism Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|--------------------------------|----------------|-----------|
| 1 | Prof. Dr. Snehashish Das | (In-charge) | |
| 2 | Prof. Jayvant Parate | | |
| 3 | Dr. Sushma Deshmukh (Commerce) | | |
| 5 | One CHB from Commerce Faculty | | |
| 6 | One CHB from Arts Faculty | | |
| 7 | One CHB from Home Economics | | |

43. Construction Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|-----------------------|----------------|-----------|
| 1 | Prof. Sachin Deshmukh | Coordinator | |
| 2 | Dr.Vijay Wardikar | | |
| 3 | Dr.Pravin Gulhane | | |
| 4 | Prof. HiteshVyas | | |
| 5 | Prof.Aditya Sowale | | |
| 6 | Aniruddha Karade | | |
| 7. | CHB in Marathi | | |

44. I-Card & I Card Distribution Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|----------------------|----------------|-----------|
| 1 | Dr.Jayant Parate | In charge | |
| 2 | Prof.Jayshree Pokle | Member | |
| 3 | Prof.Kanchan Parteki | Member | |

45. Waste Management / Green Practices / Rain Water harvesting Structure and Utilization in the campus

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|--------------------------|----------------|-----------|
| 1 | Dr. Sushma Deshmukh | In charge | |
| 2 | Dr. Aruna Wadekar | Member | |
| 3 | Prof. Mamta Pande | Member | |
| 4 | CHB Economics Department | 1. | |
| 5 | CHB Geography Department | 1. | |

46. College Campus Discipline Committee

| Sr. No. | Name of Faculty | Nature of work | Signature |
|---------|---|----------------|-----------|
| 1 | Director of Physical Education | Coordinator | |
| 2 | Physical Education Teacher (Junior College) | Member | |

47. NAAC Process Monitoring Committee*

| Sr. No. | Name of Faculty | Criterion | Signatures |
|----------------|---|--------------------|-------------------|
| 1. | Dr. Ankush Giri | Coordinator | |
| 2 | Dr. Snehashish J. Das / Prof. J. N. Parate | Criteria 1 | |
| 3. | Dr. P. Ambhore / Contract Teacher | Criteria 2 | |
| 4. | Dr. Bhawna Wasnik / Dr. P.J. Gulhane | Criteria 3 | |
| 5. | Dr. V. Wardikar / Dr. M. H. Dhapudkar | Criteria 4 | |
| 6. | Prof. Sachin Deshmukh / Dr. J. Vaishnav | Criteria 5 | |
| 7. | Dr. Sharmila Deshmukh / CHB Teacher | Criteria 6 | |
| 8. | Dr. Sushma Deshmukh / Dr. A. Wadekar | Criteria 7 | |

*The coordinator will immediately prepare a plan of activities to be executed by various departments in accordance with the criteria and the whole work shall be equally distributed properly so as to get marks every year. This work plan shall be prepared within a span of 10 days from the declaration of this work distribution and then the work allotment shall be circulated among all the departments so as to start the process.

Work Distribution Circulated By:*(Dr. Pravin Gulhane)**(Prof. Manjiri Walse)**(Dr. Avinash Moharil)***College Council
Secretary****Junior College
Supervisor****Off. Principal****Important Notes:**

1. Admission Committees and Prospectus committees shall start working immediately.
2. All the staff members need to sign in front of your names to accept the work on both copies, which will be circulated on 08.05.23
3. The regular monthly meeting of the committee shall be conducted by the in charge and the minutes of those meetings are to be recorded by the secretary/in charge to be submitted along with other record the end of the year.
4. Committees having yearly work will have to present a progress report every two months in a special joint college meeting.
5. All the committees will have to submit documental records of work at the end of the year in accordance with the instructions by IQAC from time to time.
6. In-charge Professors / Coordinators are appointed for the 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 is mandatory for all in charge Teachers to plan for the committee work immediately and start the work. The responsibility of every committee lies on all the members equally.

7. The names of CHB and contract teachers will be inserted very soon. The work of the committee shall be started immediately even without the CHB/Contract teachers.
8. The CHBs of Jr. college shall be called on whenever needed additionally for any programme / activities. Prof. Manjiri Walse is authorised for the same.

Date : 06/05/23

(Dr. Avinash B. Moharil)
Off. Principal
Mahila Mahavidyalaya, Amravati