

Gokhale Education Society's
N.B.Thakur Law College, Nashik-422005.

Committees for Academic Year 2019-2020.

01. Admission Committee

Sr.No.	Name of the committee	Name of the staff	Chairperson/In-charge/Member	Signature
01.	Admission Committee	Dr.Mrs.A.A.Vaidya Mrs. Hema Burung Dr.P.H.Pendharkar Dr.M.V.Saykhedkar Mrs.K.R.Shah Dr.M.S.Sonawane Mrs.V.N.Thorat Mr.S.B.Satbhai Mr.S. M. Walimbe Mr.V.R.Shrungare	Chairperson Co-Ordinator 3 year LL.B Co-ordinator III,IV,V,BALL.B Co-ordinator BALLB I & II Co-ordinator Diploma & P.G.Course LL.B.I& B.A.LL.B.Admission Incharge Member Member O.S. Accounts Dept.	

2. Time-Table Committee

Sr. No.	Name of the committee	Name of the staff	Chairperson/In-charge/Member	Signature
02	Time-Table Committee	Dr.Mrs.A.A.Vaidya Mrs. Hema Burung Mrs. V.N Thorat Mrs.S.M.Parakh Mr.S. M. Walimbe Mr. B. S. Pote	Chairperson In-charge Member Member O.S. Member	

Duties and Responsibilities :-

- To ensure that all the faculty members be allotted prescribed work-load
- To prepare and maintain time table of both the semesters of the concern classes.
- To see that there no over lap / clash in the timing of

Schedule / Meetings

- 1) first week of April (for preparation of Time Table)
- 2) last week of April (Finalization)
- 3) First day of commencement of first Term & Second Term.
- 4) Before conclusion (First Term and for Second Semester.)

- **All the In-charge should ensure the display of correct Time-Table (If any changes)**

(3) Examination Committee and Results.

Sr.No.	Name of the committee	Name of the staff	Chairperson/In-charge/Member	Signature
03	Examination Committee (College Level) First Term & Second Term)	Dr.Mrs.A.A.Vaidya Dr.S.K.Mandokar Dr.P.H.Pendharkar Dr.M.V.Saykhedkar Prof .P.R.Sainik All Class teacher	Chairman Co coordinators Three Year Law Course Five Years Law Course BALLB I & II All Diploma Courses All Diploma Course Member PG Member	

Examination Committee and Results.

Sr.No.	Name of the committee	Name of the staff	Chairperson/In-charge/Member	Signature
	University Examination:-	Dr.Mrs.A.A.Vaidya Dr. P.H.Pendharkar Dr.S.K.Mandokar Dr.P.H.Pendharkar Dr.M.V.Saykhedkar Mr.S. M. Walimbe Mr.P.M.Kadam Mr.R. V.Jadhav Mr.D.G.Mahale	Chairman College Examination Officer Co ordinators Three Year Law Course Five Years Law Course BALLB I & II Office Superintendent Assistant In Charge Member Member	

Duties and Responsibilities :

College Level

- To prepare time-table / Schedule of Internal Examination of both the semester
- To ensure that the time -table / Exam is schedule is displayed on the notice board.
- To conduct internal examinations
- To make allotment of classes / Supervision.
- To prepare schedule of pre and post examination assignments & work.
- To allot & collect – Question paper and Answer book after correction.
- To display the results in time.

Schedule / Meetings

- Internal Term End Examinations
- First week of September
- After Term End Exams.
- Last week of Feb
- Last week of March
- University examinations- Last week of September.
- University examinations- Last week of March

4. College Development and Planning Board UGC Proposals & Schemes etc.

Sr.No.	Name of the committee	Name of the staff	Chairperson/In-charge/Members	Signature
04	College development and Planning Board UGC Proposals and Schemes	Dr.Mrs.A.A.Vaidya Mr.B.V.Ahire Miss.J.B.Dighe Mr. S.B. Satbhai Mrs.Hema Burung Mr.S. M. Walimbe Mr.V.R.Shrungare Mr.S.N.More	Chairperson In-Charge Member Member Member Office Superintendent Account Librarian	
Duties and Responsibilities <ul style="list-style-type: none"> To provide information various new proposals and schemes of UGC. To prepare proposals and schemes for submission to UGC before due date / (last date of submission) In-Charge will prepare and submit Audit to the University in time. To create awareness of schemes / proposal Schedule / Meetings <ul style="list-style-type: none"> Last week of April Second week after commencement - Last week of First Term. 				

5. Academic Planning Committee.

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
05.	Academic Planning and Academic Calendar Committee	Dr.Mrs.A.A.Vaidya Mr.S.K.Mandaokar Mrs.Hema S.Burung Mr.B.G.Kaurani Mr.S. M. Walimbe Mrs.V.N.Thorat	Chairperson In-Charge Member Member Member PG Office Superintendent Member	
Duties & Responsibilities <ul style="list-style-type: none"> To prepare Academic Planning and calendar in advance after consultation. To make changes as required / make modifications To ensure working as per planning To circulate among the staff for suggestions. Meetings / schedule <ul style="list-style-type: none"> Last week of March Last week of April 				

6. Student council committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
06	Student council committee	Dr.Mrs.A.A.Vaidya Ms.Jyosna Dighe Ms.S.M.Parakh Mr.B.T.Bhalerao Dr.M.S.Sonawane Mrs.R.S.Dhikale Mr.B.V.Ahire To be elected To be elected To be elected	President Vice-Chairperson In-Charge NSS In-Charge SWO In-Charge Sports In-Charge Cultural Member Member Member (Non-Teaching) G.S. Ladies Representative Cultural Representative	

Duties and Responsibilities

- To nominate and appoint class representative as per merit (Vide rules of University of Pune)
 - To nominate NSS representative, Ladies representative, Cultural and Sport Representative.
 - To conduct the election of General Secretary.
 - To arrange the extra curricular activities through out year.
 - To celebrate Ganesh Festival and various other days.
 - To encourage students to participate in various competition.
 - To arrange prize distribution function.
- Schedule / Meetings**
- First of week of August – for Elections
 - Celebration of Dresher's Day Second week of August.
 - Meeting with student council member last week of August.
 - Celebration of teachers' day.
 - Celebration of Ganesh Festival.
 - Monthly Meeting of students council first of Oct.
 - Meeting on 20th Nov for celebrating constitutional day on 26 Nov.
 - Monthly Meeting of student's council first of Dec...
 - Study Tour Visit in the month of December
 - Meeting in first week of December for State Level Moot Trial and Judgment Writing Competition.
 - Meeting for annual social gathering first week of Jan.
 - Meeting for Annual social gathering events- last week of January.
 - Annual Social Prize Distribution last of February / First week of March.

07. Legal Aid and counseling cell

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
07	Legal Aid Committee	Dr.Mrs.A.A.Vaidya Mr.S.K.Mandaokar Mrs.V.N.Thorat Mrs.Hema S.Burung Mr.B.G.Kaurani	Chairperson In-Charge Co. In-Charge Member Student Volunteer Student Volunteer	

Duties and Responsibilities

- To provide free legal aid and advice to the needy
- To conduct Legal Literacy Camps
- To spread legal awareness
- To assist and implement the schemes of District Legal Service Authority
- To conduct the workshops / seminars jointly with D.L.S.A.
- To Assist in Lok Adalats and Lok Nayalaya
- To create Legal Literature in simple and in vernacular language.
- To prepare at least one legal literacy legal pamphlet.
- To select the volunteers for Para Legal services.

- **Schedule / Meetings**
 - First week of July
 - Legal Literacy Camp per month
 - -Legal Aid Clinic – Friday and Saturday
 - Visit to DLSA
 - Guest Lecture and Seminars
 - First week of December
 - First week of February

08 National Service Schemes Committee (NSS)

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
08	National Service Schemes Committee (NSS)	Dr.Mrs.A.A.Vaidya Ms.Shital Parakh Mrs.Rohini Dhakale Mr.B.T.Bhalerao Mr.Poonam Sonawane Mr.S. M. Walimbe Mrs.Sunita Bhavsar Mr. <i>Uday Jagar</i> To be elected To be elected	Chairperson Programme Officer Asstt. Programme Officer Asstt.In-Charge Non-Grant Member Office Superintendent Non-Teaching Member Non-Teaching Member Student Volunteer Student Volunteer	

Duties and Responsibilities

- To prepare and submit Proposal for NSS Activities (for University SWO Board)
- To make planning for arranging and conducting the Activities whole year
- To provide and develop a sense of participation, service and achievement in the students.
- To conduct all activities and Special Winter Camp as per the as per the schedule.
- To prepare budget and keep records of accounts for audit.
- To attend the meeting if so directed.
- To get the budget audited & submit it to authority in time.
- **Schedule / Meetings**
- first Saturday of July
- first Saturday of August
- first Saturday of September
- first Saturday of December
- first Saturday of February

09 Alumni Association Committee

Sr.No	Name of the committee	Name of the staff	Committee	Signature
09	Alumni Association	Dr.Mrs.A.A.Vaidya Mr.M.S. Sonawane Mrs.Rohini Dhikale Ms.S.M.Parakh Ms.Kruti H.Suratwala Mr.K.M.Kadam Adv.Jayant Jaibhave Adv.N.M.Gorwadkar Adv.Mrs.Saptnekar	Chairperson In-Charge Asstt.In-Charge Member Non-Grant Course Non-Teaching Member Alumni Association Member Alumni Association Member Alumni Association Member	

Duties and Responsibilities

- To maintain update contacts of Alumni
- To conduct Alumni meet once in a Year
- To invite Alumni to visit the campus & to take suggestions for the improvement of the Institution
- To request the alumni to extend there contribution towards the development
- To take up help of alumni guidance towards higher education
- To ask the alumni to help the poor and bright students

Schedule / Meetings

Once in a Year - October / November

10. Moot Court Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
10	Moot Court Committee Class teacher –III LL.B. Class teacher - V	Dr.Mrs.A.A.Vaidya Dr.S.K.Mandoakar Mr.B.G.Kaurani Ms.S.M.Parakh Mr.N.S.More To be nominated To be nominated	Chairperson In-Charge Member Member Member Student Volunteer Student Volunteer	

Duties and Responsibilities

- To prepare schedule of Moot Court Presentation for final year students.
- To ensure that the schedule is displayed on the notice board within time.
- To display the copy of invitation/Broacher received from other institution for inviting participation of students.
- To select and recommend the team of students for participation.
- To guide the students who are participating in Moot court Competitions.
- To Send college team for State, National and International Moot Courts
- To arrange visits to courts and chambers of advocate.
- To Maintain and submit the record.

Schedule / Meetings**For College**

- 25th August for first Moot Court- Final year student.
- 15th December
- 15th February

Other Colleges

As per the invitation is received from other Colleges.

11. Court Visits Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
11.	Court Visits Committee	Dr.Mrs.A.A.Vaidya Mr.B.G.Kaurani All Teacher	Chairman In charge Members	

12. Sports Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
12.	Sports Committee	Dr.Mrs.A.A.Vaidya Mr.M.S. Sonawane Ms. Jyotsna Dighe Mrs.Rohini Dhikale Dr.H.A.Kadri	Chairperson In-charge Asstt.In-charge Member Member	

Duties and Responsibilities

- To motivate the students to participate in sports activities
- To provide required sports equipments to participant
- To ensure maximum participation of girl student
- To prepare a list of required equipments for sports activities organized by University
- To provide nutrients to participant
- To provide scholarship to a sports person selected at state and National level
- To represent N.B.Thakur Law College in various sport competition activities organized by University or colleges.

Schedule / Meetings

- To submit the annual report of the activities at the end of session to the college.
- First week of Sept.(After Election)
- One more during 1st session (if required)
- One meeting during 2nd session.

13. Research Cell and UGC Schemes Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
13	Research Cell	Dr.Mrs.A.A.Vaidya Mrs.K.R.Shah Dr. P.H. Pendharkar <i>Pro. P.R. Sainik</i> To be nominated To be nominated	Chairperson In-charge UG Level (Research) Asstt.In-charge Non-Grant Course Student Volunteer Student Volunteer	

Duties & Responsibilities

- To organize methodology lectures for student and faculty members.
- To undertake Minor Research Project and other Research Project.
(At least one during academic year.)
- To give guidance to student for Research Competitions like Avishkar.
- To create awareness about research among the student.
- To motivate the faculty members to write research articles

Schedule / Meetings

- In the month of Sept.
- In the month of Jan./Feb.

14. Placement Cell Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
14.	Placement Cell Committee	Dr.Mrs.A.A.Vaidya Mrs.V.N.Thorat Mr.Sandip Satbhai <i>Pro. P.R. Sainik</i>	Chairperson In-charge Member Non-Grant Member	

Duties & Responsibilities

- Developing the student's Technical knowledge and soft skills to meet the corporate recruitment process.
- To motivate student to develop their overall personality in terms of career planning and goal setting which will stand them in good stead even after getting the job.
- To place the maximum number of students through campus and off campus interviews conducted by the employers.
- To create awareness among students regarding available career options and help them in identifying suitable potential employers and helping them to achieve their goals.
- To organize activities concerning career planning.
- To Act as a bridge between Students Alumni and Employers for internships
- To Take feedback from industry and provide inputs for curriculum.
- To conduct scrutiny examination of the students of company so desires.

Schedule / Meetings

15. Library Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
15.	Library Committee	Dr.Mrs.A.A.Vaidya Shri.More N.S. Dr.S.K.Mandaokar Dr.M.V.Saykhedkar Dr.M.S.Sonawane Mr.B.V.Ahire	Chairperson Secretary In-charge Member Member Member	
Duties & Responsibilities <ul style="list-style-type: none"> To look into the problems and find out the possible solutions for Library. To hold Library Committee meetings to determine the various financial and functional parameter of the Library. The Principal meets Library staff to discuss state of functions, problems and constraints of the same. To provide for proper organization and functioning of the Library, documentation services and updating the stock of books. To provide for modernization and improvement of library and documentation services. To recommend to Management Council fees and other charges for use of Library services by students and others. To prepare the annual budget and proposals for development of library. To submit the annual report on the functioning of Library. Schedule / Meetings				

16. Trial Education Programme Lecture Series (TEP) Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
16.	Trial Education Programme Lecture Series (TEP) Committee	Dr.Mrs.A.A.Vaidya Adv. Shri. Nitin B. Thakare Adv. Sudhir Kotwal Adv. Gauri Kapse Dr.S.K.Mandaokar Ms.S.M.Parakh Mr.B.T.Bhalerao	Chairperson Vice-Chairman Co-ordinator from Nashik District Bar Association Co-ordinator from Nashik District Bar Association In-Charge Member Member	
Duties & Responsibilities <ul style="list-style-type: none"> To arrange lecture of subject experts To maintain attendance record of students To compile a list of eminent speakers To send invitation letters. Schedule / Meetings <ul style="list-style-type: none"> Second/Third Saturday of November Second Saturday of December, January, February. 				

17. Disciplinary Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
17	Disciplinary Committee	Dr.Mrs.A.A.Vaidya Dr. Mrs M.V. Saykhedkar Dr.S.K.Mandaokar Mrs.K.R.Shah Mr.S. M. Walimbe Mr. B. S. Pote Shri.R.V.Jadhav	Chairperson In-Charge Member Member O.S. Non-Teaching Member Non-Teaching Member Library	
<p>Duties & Responsibilities</p> <ul style="list-style-type: none"> To uphold the principles and values cherished in this Institution the committee To intervene wherever any deviation is observed. Disciplinary cases / matters relating to staff, students are considered and will be decided in the disciplinary committee <p>Schedule / Meetings Whenever disciplinary Case/ matter comes before the committee</p>				

18. Course Co-ordinator and Other Coordinator Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
18	Course Co-ordinator	Dr.Mrs.A.A.Vaidya Dr.S.K.Mandokar Dr.P.H.Pendharkar Dr.M.V.Saykhedkar Prof.P.R.Sainik	Chairperson Co-ordinator Three year five year Law Course Co-ordinator BSL I & II Co-ordinator LL.M Diploma Course	
		Mr.Baban Bhalerao Mrs.Rohini Dhikale	Coordinator Student Welfare Officer Co-coordinator Student Welfare Officer	
		Mrs.Rohini Dhikale Ms J.B. Dighe	Coordinator Fresher's Day	
		Mrs.Hema Burung Class Teacher III LL.B. Class Teacher BSL-V	Adv. D.T. Jaibhave National Level Moot Trial Competition Coordinator	
		Mrs.K.R.Shah Mr.B.G.Kaurani Mr.J.B.Sathbhai Mrs.J.B.Dighe Mr.N.S.More	I.S.O. Coordinator I.S.O. Coordinator (for internal audit) Member Member Librarian	
<p>Duties & Responsibilities</p>				

Course Coordinators

- To adjust the Lecture if any teacher is on leave.
- To organize Guest Lecture
- To conduct internal / term end exams.
- To arrange Seminars/workshops / Visits.
- To submit the Term-wise report

Schedule / Meetings

- Every Month to take the review of lecture.
SWO

- records of accounts To prepare and submit Proposal of the Activities (for University SWO Board)
- To make planning for arranging and conducting the Activities.
- To implement the activities as per the schedule.
- To prepare budget and keep for audit.

Schedule / Meeting

Fresher's Day

- To organize and conduct the Activity
- To send invitation letters to parents.

Schedule / Meeting

Moot Trial Competition

- To finalize the dates of trial competition in advance and for this have communication with Chief Coordinator
- To prepare Schedule and a list of required documents and other check list and coordinate with chief coordinator and with other committee members.
- To send invitation letters to other Colleges and take follow up.
- To formulate the organizing committee and have meeting with the committee members for the assignments.
- To prepare report and keep records of the competition for next year.

Schedule / Meeting

ISO

- To prepare schedule for Internal Audit.
- To organize and conduct the Internal Audit.
- To make report and submit.

19. NAAC / IQAC Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
19	NAAC	Dr. Mrs. Asmita A. Vaidya Dr.H.A.Kadri Dr.Deepti P.Deshpande Adv.Jayant Jaibhave Mrs.V.N.Thorat Mr.B.V.Ahire	Chairperson Co-ordinator Local Society Representative Legal Expert Member Member	
<p>Objectives A continuous effort is needed to ensure that high quality is maintained in all academic Matters. The committee keeps track of this matter.</p> <p>Duties & Responsibilities As per Requirement</p> <p>Schedule / Meetings 2nd Week of July 2nd Week of September 2nd Week of Jan. 2nd Week of March</p>				

20. Grievance Cell for Women Committee

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
20.	Grievance Cell for Women	Dr.Mrs.A.A.Vaidya Dr. M. V. Saykhedkar Dr. S.K.Mandaokar Dr.P.H.Pendharkar Ms.Kruti Suratwala Dr.Mrs.Nishigandha Mogal	Chairperson In-charge Member Member Non-Grant Member NGO	
<p>Duties & Responsibilities</p> <ul style="list-style-type: none"> To deal the with the Grievance / Complaint before the committee To suggest solutions if any <p>Schedule / Meetings Whenever matter comes before the committee</p>				

21. Anti Ragging Committee and Squad Committee :

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
21	Anti Ragging Committee	Dr.Mrs.A.A.Vaidya Shri Mahesh Devikar Mrs.Gaytri Deshmukh Mr.Milind Babar Dr.S.K.Mandaokar Dr.Mrs.M.V.Saykhedkar Mrs.J.B.Dighe Mr.B.T.Bhalerao Mr.S. M. Walimbe Mr.V.R.Shrungare G.S. L.R.	Chairperson Local Reporter N.G.O Vice-Principal Member Member Member Office Suprintendent Accounts Students Parents Students Parents To be elected To be elected	
<p>Objectives Supreme Court has taken a stern view on cases of ragging. As such we need to be vigilant in the matter. The committee monitors this matter. Traditionally, in our institution, cases of ragging do not occur. A strict vigil is kept to present any possible case of ragging in the college.</p>				

22. 'Vidhi Vishesh' and prospectus Editorial Board Committee :

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
22	Vidhi Vishesh' and prospectus Editorial Board	Dr.Mrs.A.A.Vaidya Mrs.V.N.Thorat Mr.BT.Bhalerao Mr.S.B.Satbhai Mr.B.G.Kaurani	Chief Editor Editor English Section Editor Marathi Section Editor Hindi Section Editor	
<p>Duties & Responsibilities</p> <ul style="list-style-type: none"> To bring out qualitative magazine every year & prospectus. To prepare and update the prospectus in advance for publication. To suggest changes if required. To edit all the literature submitted. Do encourage students to write qualitative articles Do give a platform to student to exhibit their literary talent in form of poems stories etc. 				

- To publish report of various committees of that academic year.
- To recognize emeritus students.
- To Select the photograph of events from album
- To prepare the final layout of the prospectus and magazine.

Schedule / Meetings

- Third Saturday of March
- Third & Forth Saturday of April

23. P B A S Committee :

Sr.No.	Name of the committee	Name of the staff	Committee	Signature
23	P B A S Committee	Dr. R.P. Deshpande Dr. Mrs. A. A. Vaidya Dr.Sk.Mandaokar Dr.H.A.Kadri Dr.P.H.Pendharkar	Branch Secretary, G. E. Society Principal and Chairperson Vice-Principal NAAC Co-ordinator Member	

Duties & Responsibilities

To verify the P B A S form along with necessary documents.

Schedule / Meetings

Whenever PBAS form placed before the Committee

24 web Site updating and publicity Committee:

Sr.No.	Name of the committee	Name of the staff	Committee	Sign.
24.	web Site updating and publicity Committee	Dr. Mrs. A. A. Vaidya Dr.M.V.Saykhedkar Miss.J.B.Dighe Mr.S.B.Satbhai Mr.V.R.Shrungare	Chairperson In-charge Assitt In-charge Member Non Teaching	

Duties & Responsibilities

- To suggest changes for updating the web site as per requirement for publication.
- To prepare write up and edit and submit it for publishing.
- To keep records.

Schedule / Meetings

- As per requirement.

25. Practical -Traning Committee:

Sr.No.	Name of the committee	Name of the staff	Committee	Sign.
	Practical -Traning Committee	Dr.Mrs.A.A.Vaidya Mr.B.G.Kaurani Mrs.K.R.Shah Dr.S.K.Mandaokar Dr.H.A.Kadri Dr.P.H.Pendharkar Dr.M.S.Sonawane Mr.B.V.Ahire Mrs.S.M.Parakh Mrs.V.N.Thorat Mrs.H.S.Burung Mrs.R.S.Dhikale Mr.S.B.Satbahi Mr.B.T.Bhalerao Miss.J.B.Dighe Dr.Mrs.M.V.Saykhedkar Mr.N.S.More	Chairparson In Charge	

26 Student's Grievance Cell:

Sr.No.	Name of the committee	Name of the staff	Committee	Sign.
26	Student's Grievance Cell	Dr.Mrs.A.A.Vaidya Dr.Mrs.M.V.Saykhedkar Dr.S.K.Mandaokar Mrs.K.R.Shah Mr.B.T.Bhalerao Mr. Sunil Walimbe To be elected	Chairparson In-Charge Member Member Member Office Superintendet G.S.	

27 Student's Development Committee :

Sr.No.	Name of the committee	Name of the staff	Committee	Sign.
	Student's Development Committee :	Dr.Mrs.A.A.Vaidya Mr.B.T.Bhalerao Mrs.R.S.Dhikale Dr.Nishigandha Mogal Dr.Badguzar To be Elected To be Elected	Chairperson Incharge Member Member Member G.S. L.R.	

28 College Development Committee.

1. **Chairman:-** Prin.S.B.Pandit.

President, Gokhale Education Society, Nashik 5

2. **Secretary:-** Prin.Dr.Mrs.Dipti P Deshpande

Director, (H.R.M.)

Gokhale Education Society, Nashik 5

3. **Head Of the Department :-** Dr.S.K.Mandaokar (Vice-Principal)
(Nominated by Principal)

4. **Elected Teachers** a) Dr.P.H.Pendharkar

b) Mr.B.G.Kaurani

c) Mrs.H.S.Burung

5. **Elected Non-Teaching Employee :-** Mr.S.S.Shendre (Office Superintendent)

6. **Local Member From different fields**

(Nomination to be made by management in consultation with Principal)

a. Adv.Nitin Thakre (Education)

b. Shri.Uday Kharote (Industry)

c. Dr.Chandrakant Borse (Research)

d. Adv.Milind Babar (Social Service)

7. **Co-ordinator IQAC-Dr.H.A.Kadri**

8. **College Students Council:-**

a. President (To be Elected)

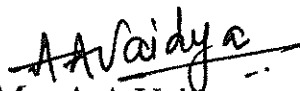
b. Secretary (To be Elected)

9. **Principal-Member Secretary: -** Dr.Mrs.A.A.Vaidya

Prin. Dr. Mrs. A.A. Vaidya will be chairperson of all committees.

Rules to be observed by the Committee

1. Meeting is to be conducted as per the schedule.
2. Committee meeting duration should be of 30 minutes from 3:00 pm to 3:30 pm
3. Notice of each meeting should be given to the Principal / Vice Principal and Office. The Minutes of each meeting has been prepared and recorded.
4. Meeting timing should be religiously followed.
5. Meeting can be conducted by in -charge/ Co-ordinator in absence of Principal OR Vice – Principal.


Dr. Mrs A.A. Vaidya.
Principal

Copy –

- 1) The Zonal Secretary
Gokhale Education Society, Nashik - 5
- 2) The Branch Secretary
Gokhale Education Society, Nashik - 5

