

Gokhale Education Society's  
N.B.Thakur Law College, Nashik-422005.  
**Committees for Academic Year 2021 – 2022**  
**Admission Committee**

Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar	Chairperson	
Mr. S.B. Satbhai	In-Charge	
Dr. Mrs. M.V. Saykhedkar	Member Pre-Law (B.A. LL.B.) - Coordinator	
Mrs. K.R. Shah	Member- B.A. LL.B III to V - Coordinator	
Mrs. Sheetal Parakh	Member – LL.B. III years - Coordinator	
Mrs. V. N.Thorat	Member – Diploma Courses – Coordinator	
Mrs. Kirti Shinde	Member - LL.M. Course - Coordinator	
Mrs. Josna Dighe	Member	
Mr. B.T. Bhalerao	Member	
Mr. Surendra Joshi	Office Superintendent	
Mr. Dilip Thakur	Account Section Members	


**Duties and Responsibilities :-**

- To ensure that admissions will be given as per guidelines of Govt. of Maharashtra, University, Bar Council of India and CET Cell, etc.
- To prepare and display schedule, notices, merit list as per University notification for Grants and Non-grant Courses.
- To monitor the admission and pre admission process from day one.
- To verify merit list & confirm admissions.
- To finalize admission and submit relevant information to Government, CET Cell, University.
- To get eligibility from University of fresh admissions.
- To keep watch on all guidelines of CET, State Govt., University, BCI, etc.
- To discuss and decide the criteria for admission in consultation with the Committee Members as per the guidelines of regulatory Authorities.
- The Co-ordinators/In charge except LL.B. 1<sup>st</sup> year, shall call meeting before admissions for respective classes & Courses with the permission of Chairperson.

**Schedule/Meetings**

Meeting for 1<sup>st</sup> year admission on notification be conducted and minutes to be recorded separately. Before every next round of admission process for 1<sup>st</sup> year with the permission of the chairperson, the Co-ordinator/Incharge can call a meeting if required.

**Note-** The Admission In charge of the 1<sup>st</sup> year LL.B. & BA.LL.B shall prepare as per the MHCET Rounds a schedule of allotment of duties in consultation and convenience of Staff Members so that admission process can be done without any difficulty.

  
**Dr. Sanjay K. Mandaokar**  
**I/C Principal**

Gokhale Education Society's  
N.B.Thakur Law College, Nashik-422005.  
**Committees for Academic Year 2021 – 2022**

**Academic Planning & Implementation Committee**

Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar	Chairperson	
Mrs. S. M. Parakh	Member LL.B. III years - Coordinator	
Mrs. K. R. Shah	Member B.A. LL.B III to V - Coordinator	
Dr. Mrs. M.V. Saykhedkar	Member Pre-Law (B.A. LL.B.) - Coordinator	
Mrs. V.N. Thorat	Member – Diploma Courses – Coordinator	
Mrs. Kirti Shinde	Member - LL.M. Course – Coordinator	
Dr H.A. Kadri	Ex-Officio Member (IQAC In charge)	
Dr. P.H.Pendharkar	Member (LL.B. & B.A.LL.B. Time Table)	
Mrs. H.S. Burung	Member ( Academic Planning )	
Mr. Sudhir Joshi	Office Superintendent	
Mr. Raju Bhadange	Clerk	

**Duties and Responsibilities :-**

- To prepare Time Table
- To prepare & implement Academic Calendar.
- To look after and ensure the allotment of Workload as per UGC/Univ. Norms.
- To ensure Smooth Conduct of Classes.
- To keep record of attendance
- To get prepared and maintain Teaching Plan file of the Teachers.
- To organize PTA Meetings.
- To regulate Court Visits & Practical Training programme through Teacher In charge.
- To prepare and maintain time table of both the semesters of the concern classes.
- To see that all curricular & extra- Curricular events have been properly placed in the Academic planning.

**Schedule / Meetings**

- 1) First week of April (for preparation of Time Table/ Academic plan for next Academic year)
- 2) Last week of April (Finalization of Time Table/ Academic plan)
- 3) First day of commencement of first Term & Second Term.
- 4) Before conclusion of terms (First Semester and for Second Semester.)

- **All the In-charge should ensure the display of correct Time-Table.**
- **All the meetings must be conducted in consultation with IQAC In charge who should keep record of the meetings.**
- **All In-charge of different activities/departments must be invited in the meetings for taking overview of the activities conducted/to be conducted as planned etc.**

  
**Dr. Sanjay K. Mandaokar**  
 1/C Principal

Gokhale Education Society's  
N.B.Thakur Law College, Nashik-422005...  
**Committees for Academic Year 2021 – 2022**

**Examination Committee**

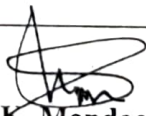
Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar	Chairperson	
Dr. M. S. Sonawane	Ex-Officio -College Examination Officer	
Mrs. Jyotsna Dighe	In-charge (Three Year Law Course)	
Mr. B.T. Bhalerao	In-charge – BSL/B.A.LL.B.-III to V	
Dr. Mrs. M.V. Saykhedkar	In-charge- BSL/B.A.LL.B – I & II	
Mrs. V.N. Thorat	In-charge (Diploma Courses)	
Mrs. Kirti Shinde	In-charge ( LL.M. Course)	
Dr. P. H. Pendharkar	Member	
Mrs. Rohini Dhikale	Member	
Mr. Sudhir Joshi	Office Superintendent	
Mr. Dilip Thakur	Accountant	
Mr. Raju Bhadange	Member	

**Duties and Responsibilities :**

- Planning of Internal Examination/Assignments/Viva-voce.
- Planning of practical Examination.
- Displaying information of First year (college level) Regular & backlog Examination.
- Displaying & updating University Examination.
- Viva voce of the subjects in consultation with CEO.
- LLM Dissertation & other Examination in consultation with CEO.
- LL.M. Internals to be displayed at Notice Board in consultation with CEO.
- Practical & internals of Diploma Courses in consultation with CEO.
- Preparation of Results & Declaration by conducting CAP for 1<sup>st</sup> year.
- Any other issues & grievances with respect to examination.
- To prepare time-table / Schedule of Internal Examination of both the semester Exam.
- To ensure advance display of time –table / Exam schedule on the notice board.
- To conduct internal examinations, etc. as per the guidelines of the University.
- To make allotment of classes / Supervision.
- To prepare schedule of pre and post examination assignments & work.
- To allot & collect – Question papers and Answer book after correction.
- To display the results in time.

**Schedule / Meetings**

- **The meetings will be conducted by the In charge/CEO in consultation with the Principal, by giving advance information to all concern to remain present.**
- **Special/Urgent Meeting may be called upon by giving short notice to the concerned members.**

  
**Dr. Sanjay K. Mandaokar**  
**I/C Principal**



Gokhale Education Society's  
N.B.Thakur Law College, Nashik-422005  
**Committees for Academic Year 2021 – 2022**

**Research & Development Committee**

Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar	Chairperson	
Dr. P.H. Pendharkar	In-Charge	
Mr. B.V. Ahire	Member	
Dr. S. B. Satbhai	Member	
Mrs. S Govind	Member	
Mrs. Kirti Shinde	Member( LL.M. P.G. Department)	
Mr. N. S More	Librarian	
Mr. Sudhir Joshi	Office Superintendent	
Mr.Dilip Thakur	Accountant	

**Duties and Responsibilities**

- To encourage & help the teaching staff to undertake Research Projects.
- To encourage & Promote Research among faculties and students by inviting Research academicians.
- To give exposure to staff Members by Organizing seminars and conferences.
- Fund raising from University, UGC ICSSR or any State, National, Public & Private institutions.
- To maintain Research Records of Faculty & Students.
- To maintain Records of Research paper presented in Seminar/Conferences & workshop attended by the Teachers & students.
- Development of Library & other resources allied with the research activities.
- To suggest Library committee for purchases on research activities.
- To provide information on various new proposals and schemes of UGC.
- To prepare proposals and schemes for submission to UGC before due date/ (last date of submission)
- To create awareness of research schemes / proposal at other platforms.
- To organize training/orientation programs for the teaching and non teaching staff.

**Schedule / Meetings:**

- **Meeting must be conducted at the commencement of the Term and thereafter quarterly review shall be taken as to efforts taken for Research proposals, events conducted and students and Teachers participation in Research activities or activities formulated, conducted and proposed by the Committee.**

  
Dr. Sanjay K. Mandaokar  
H/C Principal

**Committees for Academic Year 2021 – 2022**

**Students council committee**

Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar Mrs. Rohini Dikhale Dr. B. G. Kaurani Mr.B.T.Bhalerao Dr.Manish Sonawane Mrs.V,N,Thorat	President Vice- Chairperson NSS Programme Officer Students Welfare Officer Sports In-charge Member - (Non-Grant Courses) In charge Legal Aid. In charge T E P. programme. Member (LL.M. P.G.Department) Member(Vidhi Vishesh College Magazine) Moot Court Event ( Collegiate & University)	
Mrs. H.S. Burung Mrs. Kirti Shinde Mrs Jyotsana Dighe ( subject Teacher/s) Mrs. Sonali Govind Mr. Sudhir Joshi Mr.Dilip Thakur	Member Office Superintendent Accountant	
<b>Students representative:</b> i. To be elected ii. To be elected iii. To be elected iv. To be elected v. To be elected	General Secretary Ladies Representative Cultural Representative NSS Representative Sports Representative	

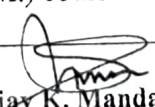
**Duties and Responsibilities**

- To organize all cultural events throughout the year and curricular & extra-curricular activities & all other competitions, Debate, Elocution etc. Arrange prize distribution function. ( Follow rigorously enlisted days by the office of the Joint Dr. mandatorily)
- To arrange inter class Moot Court activities. The Students Council In charge should circulate all invitations to the Course Co-coordinator, who shall share it to concern subject teacher who is teaching the subject of Moot Problem & who will guide participants.
- To prepare, edit & publish Vidhi Vishesh College Magazine.
- To conduct Trial Education Program.
- 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 celebrate Ganesh Festival and various National & International days.
- To encourage students to participate in various competition.

**Schedule / Meetings**

- First week of August – for Elections.
- To conduct monthly meeting for programs to be conducted in Academic year.
- Celebration of Fresher's Day ( After all admission rounds as per MHCET)
- Meeting for annual social gathering/ Youth Week first week of January.
- Annual Social Prize Distribution last of February / First week of March.

**Note-** In charge of LL.B., BA.LL.B, Diploma Course and of PG (LL.M.) course shall be invited for every meeting so as to take their inputs.

  
Dr. Sanjay K. Mandaokar  
I/C Principal

Gokhale Education Society's  
N.B.Thakur Law College, Nashik-422005..  
**Committees for Academic Year 2021 – 2022**

**NSS – National Service Schemes**

Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar	Chairperson	
Mr. B. G. Kaurani	Programme Officer	
Mr. N. S. More	Member	
Mrs. H.S.Burung	Member	
Mrs. S. M. Parakh	Member	
Mrs. Ulka Chavan	Member	
Mr. Sudhir Joshi	Office Superintendent	
Mr.Dilip Thakur	Accountant	
Ms. Sunita Bhavsar	Non-Teaching Member	
Mr. Anand Gangawane	Non-Teaching Member	
Pritam Mali ( LL.B. III)	Student Volunteer	
Prasanna Nikam( LL.B. III)	Student Volunteer	
Deepti Chavan ( V BA.LL.B)	Student Volunteer	
Chaitali Jain ( LL.B. II)	Student Volunteer	

**Duties and Responsibilities**

- To prepare and submit Proposal for.NSS Activities and send it to Director University.
- To conduct monthly meetings.
- To conduct programs notified by NSS Department SPPU.
- To utilize funds and maintain update accounts.
- To make planning and conducting the Regular Activities in the whole year.
- To develop a sense of participation in students by voluntary service.
- To conduct all activities and Special Winter Camp as per the schedule.
- To prepare budget and keep records of accounts for audit.
- To maintain inventory & other materials, Dead stock registers etc.
- To attend the meeting at the University/Local if so directed.
- To get the budget audited & submit it to University authority in time.
- **Schedule / Meetings.**
- First Saturday of every month.
- **Note-** Programme Officer shall conduct all such meetings or any urgent meeting in consultation with the principal by giving short notice to the concerned members.

  
**Dr. Sanjay K. Mandaokar**  
**I/C Principal**



Gokhale Education Society's  
N.B.Thakur Law College, Nashik-422005..  
**Committees for Academic Year 2021 – 2022**

**Legal Aid Cell**

Name of the Staff	Chairperson/In-charge/Member	Signature
Dr. S. K. Mandaokar Mrs.V,N,Thorat Dr. B. G. Kaurani Mrs. Hema Burung Mr. Sudhir Joshi Mr. Raju Bhadange Mr. Chaitali Jain (LL.B. II) Ms. Harshit Dongre LL.B. II) Mr Siddhesh Zoting (BA.LL.B. IV.) Ms. Samruddhi Deshmukh( BA.LL.B. IV.)	Chairperson Member( In charge) Member Member Office Superintendent Member Non teaching staff Student Volunteer Student Volunteer Student Volunteer Student Volunteer	

**Duties and Responsibilities**

- Chalk out Legal Awareness Program.
- Conduct consultations under Legal aid clinic.
- 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 Nayalayaat District Court.
- To create Legal Literature in simple and in vernacular language.
- To create legal awareness by organizing street plays.
- To conduct workshop on legal awareness.
- To organize Street play Competition on socio-legal awareness.
- 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

  
**Dr. Sanjay K. Mandaokar**  
 I/C Principal

Gokhale Education Society's  
N. B. Thakur Law College, Nashik-422005.  
**Committees for Academic Year 2021 – 2022**  
**Alumni Coordination Committee**

<b>Name of the Staff</b>	<b>Chairperson/In-charge/Member</b>	<b>Signature</b>
Dr. S. K. Mandaokar	Chairperson	
Mrs. Hema S. Burung	In-charge	
Mr. S. B. Satbhai	Member	
Mrs. Rohini Dhikale	Member	
Mr. Sudhir Joshi	Office Superintendent	
Mr. Raju Bhadange	Member Non teaching staff	
Adv. Jayant Jaibhave	Alumni Association Member	
Adv. N.M. Gordwadkar	Alumni Association Member	
Ms.	Student Volunteer	
Mr.	Student Volunteer	

**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 their contribution towards the development of College.
- To take up help of alumni guidance towards Course development
- To ask the alumni to help the poor and bright students
  
- **Schedule / Meetings**

  
**Dr. Sanjay K. Mandaokar**

**I/C Principal**



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

**Committees for Academic Year 2021 – 2022**  
**Moot Court Association/Moot Trial competition**

<b>Name of the Staff</b>	<b>Chairperson/In-charge/Member</b>	<b>Signature</b>
Dr. S. K. Mandaokar	Chairperson	
Mr. B. V. Ahire	In-charge	
Mr. B. T. Bhalerao	Member	
Mrs. Rohini Dhikale	Member	
Mrs. Ulka Chavan	Member	
Mr. Sudhir Joshi	Office Superintendent	
Mr. Raju Bhadange	Member Non teaching staff	
Mr.	Student Volunteer	
Ms.	Student Volunteer	

**Duties and Responsibilities**

- To develop of pool of students for participation in moot court competitions.
- To conduct and organize moot trial competition
- 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 Maintain and submit the record..
- **Schedule / Meetings**
- **For College**
- **Other Colleges**
- As per the invitation is received from other Colleges.

  
**Dr. Sanjay K. Mandaokar**


I/C Principal

Gokhale Education Society's  
N. B. Thakur Law College, Nashik-422005.  
**Committees for Academic Year 2021 -- 2022**  
**Sports Committee**

<b>Name of the Staff</b>	<b>Chairperson/In-charge/Member</b>	<b>Signature</b>
Dr. S. K. Mandaokar	Chairperson	
Dr. M. S. Sonawane	In-charge	
Mrs. Priyanka Auti	Member	
Mr. Sudhir Joshi	Office Superintendent	
Mr. Raju Bhadange	Member Non teaching staff	
Mr.	Student Volunteer	
Ms.	Student Volunteer	

**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.

  
**Dr. Sanjay K. Mandaokar**  
**I/C Principal**

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

**Committees for Academic Year 2021 – 2022  
Infrastructure and Maintenance Committee**


<b>Name of the Staff</b>	<b>Chairperson/In-charge/Member</b>	<b>Signature</b>
Dr. S. K. Mandaokar	Chairperson	
Mr. N. S. More	In-charge	
Mr. Sandip Satbhai	Member	
Mrs. Priyanka Auti	Member	
Mr. Sudhir Joshi	Office Superintendent	
Mr. Raju Bhadange	Member Non teaching staff	
Mr.	Student Volunteer	
Ms.	Student Volunteer	
<b>Duties and Responsibilities</b> <ul style="list-style-type: none"><li>• Website Maintenance</li><li>• Class Room Maintenance</li><li>• Library Maintenance</li><li>• Garden Maintenance</li><li>•</li><li>• <b>Schedule / Meetings</b></li><li>•</li></ul>		

  
**Dr. Sanjay K. Mandaokar**  
I/C Principal



Gokhale Education Society's  
N. B. Thakur Law College, Nashik-422005.  
**Committees for Academic Year 2021 – 2022**  
**IQAC**

<b>Name of the Staff</b>	<b>Chairperson/In-charge/Member</b>	<b>Signature</b>
Dr. S. K. Mandaokar Dr. R.P. Deshpande Dr. Harunrashid A. Kadri Dr. Bharat G. Kaurani Mrs. Hema Burung Mrs. Kshama R. Shah Shri G. M. Gadkari Shri Jayant Kulkarni Shri Sudhir Joshi	I/C Principal – Chairperson Nominee of the Management Coordinator Teacher - Member Teacher - Member Teacher - Member Alumnus Industrialist Office Superintendent	
<b>Duties and Responsibilities</b> <ul style="list-style-type: none"><li>• <b>Objectives</b></li><li>• A continuous effort is needed to ensure that high quality is maintained in all academic matters.</li><li>• The committee keeps track of this matter.</li><li>• <b>Duties &amp; Responsibilities</b></li><li>• <b>Schedule / Meetings:</b></li></ul>		

  
**Dr. Sanjay K. Mandaokar**  
I/C Principal