



Shikshan Prasarak Mandal's  
**GOPAL KRISHNA GOKHALE COLLEGE,  
KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012.

Phone No-(0231) 2642540 Fax No-(0231) 2642340

E-Mail :gkg1\_college@rediffmail.com

Web Site:- www.gkgcollege.com

Vice Prin. Smt. H. V. Bhosale

Prin. Dr. J. B. Pishte

M. Sc., B.Ed.

M. Sc. Ph.D.(Geol.)

Ref. No. GKG/ /2013-14

Date - / /2013

**NON-TEACHING STAFF WORK DISTRIBUTION**  
**With Effect From 01/06/2013**

***1) Shri. V. S. Joundal - Registrar***

1. Non-Teaching Staff General Supervision.
2. Sign Routine mater correspondence.
3. Declaration of Terms & Holidays.
4. Ensure and maintain proper co-ordination among staff.
5. Control daily routine matters of the college correspondence.
6. Appointment of Senior College Teaching Staff.
7. Appointment of Senior College Non-Teaching Staff.
8. Appointment of Junior College Teaching Staff.
9. Pension Cases of Senior College Teaching Staff.
10. Pension Cases of Senior College Non-Teaching Staff.
11. Pension Cases of Junior College Teaching Staff.
12. Service Books of Senior College Teaching Staff.
13. Service Books of Senior College Non-Teaching Staff.
14. Service Books of Junior College Teaching Staff.
15. Work Load of Senior College.
16. Pay-Fixation of Senior College Teaching Staff.
17. Pay Fixation of Senior College Non-Teaching Staff.
18. Pay-Fixation of Junior College Teaching Staff.
19. Special Cell Roster.
20. Staff Approval Report.
21. Supervision of the records kept by his subordinate staff.
22. Any other work assigned by his superiors.

**Principal,  
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**2) Shri. A. B. Hirve - Superintendent**

1. Senior College Accounts.
2. Senior College Bank Transactions.
3. Senior College Budget Estimates.
4. Senior College unpaid bills and payments.
5. Senior College all types of Grants (State Government, U.G.C., Salary & Non-Salary etc. and related correspondence.
6. Senior College Internal, Government and A. G. Audit and related correspondence.
7. Statistical information related to the work allotted to him.
8. Maintain Dead Stock register of Senior College.
9. To keep all records related to the work allotted to him.
10. Supervision of the records kept by his subordinate staff.
11. Any other work assigned by his superiors.

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**3) Shri. N. J. Desai - Head Clerk**

1. Co-Ordination between college and S. P. Mandal, Kolhapur
2. To solve the problems relating to the college, S. P. Mandal and corporation (i.e. Permission of Building construction, Taxes etc.
3. To help Shri A. B. Hirave.
4. To keep all records related to the work allotted to him,
5. Any other work assigned by his superiors.

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**4) Shri. S. S. Patil- Senior Clerk**

1. Work at Geology Department.
2. Typing and Printing work related to Senior College all exams  
(Question paper etc.)
3. Typing and Printing work related to Junior College all exams  
(Question paper etc.)
4. Statistical information related to the work allotted to him.
5. To keep all records related to the work allotted to him.
6. Any other work assigned by his superiors.

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**5) Shri. C. V. Chavan - Steno**

1. Inward register, Outward register.
2. Distribution of Inward letters.
3. Bonafide certificates of Junior and Senior college.
4. Sale of Prospectus & other Application forms.
5. Preparation of all types of certificates of Junior College and Senior College in absence of Smt. R. A. Bagwan & Shri. B. A. Pawar.
6. Senior College and Junior College I. Cards Distribution.
7. Typing work of Shikshan Prasarak Mandal, Kolhapur.
8. Statistical Information related to the work allotted to him.
9. To keep all records related to the work allotted to him.
10. Any other work assigned by his superiors.
11. Start Software regarding Outward and Inward register.
12. Co-ordinate with Principal.

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**6) Shri. B. A. Powar - Senior Clerk**

1. To trend, Guide and help Smt. Bagwan in her work.
2. Any other work related to Shikshan Prasarak Mandal, Kolhapur.

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**7) Shri. R. K. Sawant - Junior Clerk**

1. To Assist Shri D. A. Dhole.
2. To Assist Shri B. A. Powar.
3. To Assist Shri P.S. Kamble.
4. To Assist Shri M. M. Chinde.
5. Statistical information related to the work allotted to him.
6. To keep all records related to the work allotted to him
7. Any other work assigned by his superiors.

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**8) Smt. M. U. Desai - Junior Clerk**

1. Work at Library Section
2. Statistical information related to the work allotted to her.
3. To keep all records related to the work allotted to her.
4. Any other work assigned by his superiors.

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### **9) *Shri. D. A. Dhole - Junior Clerk***

1. Junior College Account with Pay Bills.
2. Junior College Bank Transaction
3. Junior and Senior College fee collection.
4. Junior College Budget Estimates.
5. Junior College unpaid bills and payment.
6. Junior College all types of Grants (State, Salary & Non-Salary Grants etc.) and related Correspondence.
7. Junior college internal, Govt. and A. G. Audit and related correspondence.
8. Staff Approvals of Junior College.
9. Junior College Pay, D.A., H.R.A., C.L.A. T.A., etc. Annual Statements.
10. Medical Re-imburement of Junior and Senior College staff members.
11. Maintain Dead Stock register of Junior College.
12. Statistical information related to the work allotted to him.
13. To keep all records related to the work allotted to him
14. Any other work assigned by his superiors



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### ***10) Shri. S. K. Kavathe - Junior Clerk***

1. Junior College Eligibility, Migration and related matters.
2. To issue Eligibility forms of Junior and Senior College.
3. Junior College forms.
4. Internal exams, H.S.C. exam. of Junior College.
5. To collect requirement of office stationery and printing & its distribution.
6. To issue Junior College mark lists.
7. Statistical information related to the work allotted to him.
8. To keep all records related to the work allotted to him
9. Any other work assigned by his superiors.

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### ***11) Shri. P. S. Kamble - Junior Clerk***

1. All types of Free-Ships & Scholarships (with E.B.C. and B.C. Scholarship) of Senior College & Junior College.
2. All work related to Awards and Prizes.
3. Junior & Senior College subject wise / caste wise information.
4. Government Election work.
5. H.S.C. Exam forms submission and related correspondence.
6. To keep all records related to the work allotted to him
7. Junior & Senior College Staff & Students Insurance.
8. Statistical information related to the work allotted to him.
9. Any other work assigned by his superiors.

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**12) Shri. S. D. Gaikwad - Junior Clerk**

1. Senior college Admission and Roll calls.
2. University exam forms, Eligibility forms and correspondence related to University.
3. To issue Senior college mark lists.
4. Senior college General Register.
5. University & M.K.C.L. etc. (correspondence related to admission)
6. Railway, S.T. etc. concession forms issuing.
7. To Assistant Shri. V. S. Joundal.
8. Statistical information related to the work allotted to him.
9. To keep all records related to the work allotted to him.
10. Any other work assigned by his superiors.

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***13) Shri. V. B. Bandgar - Senior Clerk work at Library Department***

1. Senior College all exams (University exam & Internal)
2. Distance education admission and exam.
3. Collect all stationary required for senior College all exam.
4. University correspondence related to University exams.
5. To attained court cases.
6. Statistical information related to the work allotted to him.
7. To keep all records related to the work allotted to him.
8. Any other work assigned by his superiors.

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***14) Shri. S. S. Mulla - Laboratory Assistant***

1. Work at Physics Department
2. Statistical information related to the work allotted to him.
3. To keep all records related to the work allotted to him.
4. Any other work assigned by his superiors.

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***15) Shri. M. B. Basugade - Laboratory Assistant***

1. Work at Chemistry Department
2. Statistical information related to the work allotted to him.
3. To keep all records related to the work allotted to him.
4. Student Breakage Junior and Senior college.
5. Any other work assigned by his superiors.

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***16) Shri. S. D. Mangaonkar - Laboratory Assistant***

1. Work at Zoology Department
2. Statistical information related to the work allotted to him.
3. To keep all records related to the work allotted to him.
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***17) Shri. A. N. Shaikh - Laboratory Assistant***

1. Work at Geology Department
2. Statistical information related to the work allotted to him.
3. To keep all records related to the work allotted to him.
4. Any other work assigned by his superiors.

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### ***18) Shri. A. V. Gavandi - Laboratory Assistant***

1. Work at Botany Department
2. Statistical information related to the work allotted to him.
3. To keep all records related to the work allotted to him.
4. Any other work assigned by his superiors.

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### ***19) Shri. C. B. Thakur - Laboratory Assistant***

1. Senior College Pay bills (Salary Bills)
2. Senior College Income Tax Returns.
3. Senior College Prof. Tax Returns.
4. Senior College Pay, D.A, D.P., H.R.A., C.L.A., T.A Etc Annual Statements
5. Senior College Affiliation Work
6. All work related to appointment & approval of Senior College Teaching Staff (CHB & Temporary)
7. Submission of Local Selection Committee Reports to the University.
8. Senior College Correspondence.



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9. Statistical information related to the work allotted to him.
10. Assist to Shri. S. D. Gaikwad for data feeding of Admission forms and Exam forms.
11. To keep all records related to the work allotted to him.
12. Any other work assigned by his superiors.

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### **20) Shri. M. M. Chinde - Junior Clerk**

1. Publication of Notices of all College Committees Meetings.
2. Updating of Proceeding Books of all College Committees and attend all College Committee Meetings
3. Maintain Musters of Junior College & Senior College Staff Members.
4. To Maintain Leave Account Register of Junior and Senior College.
5. Assist to Shri. S. D. Gaikwad for data feeding of Admission forms and Exam forms.
6. Principal cabin work.
7. Typing Work and Preparation of Documents related to
  1. U.G.C. Correspondence.
  2. Junior College and Senior College Time – Table.
  3. Junior College and Senior College Staff Appointment.



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4. Junior College Pay Bills.
5. Junior College and Senior College Staff approval.
6. Daily Correspondence – including checking e-mails and website of University, UGC and Govt. Education Department.
8. Any other work assigned by his superiors.
9. All work related to Right to information act. (RTI)
10. Work with Principal.

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**21) Shri. B. A. Pawar and Smt. R. A. Bagwan - Junior Clerk**

*(Sangram Kumbhar)*

1. Senior College all types of Certificates (i.e. – T.C., concession, Migration etc.)
2. Junior College all types of Certificates (i.e. – T.C., concession, Migration etc.)
3. Junior College General Register.
4. Cast validity of Junior and Senior college student, Teaching and Non Teaching staff.
5. Junior College exam seats and results card.
6. To keep all records related to the work allotted to him.
7. Statistical information related to the work allotted to him.



Shikshan Prasarak Mandal's  
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KOLHAPUR.**

'B' Ward, Subhash Road, Kolhapur Pin- 416 012.

Phone No-(0231) 2642540 Fax No-(0231) 2642340

E-Mail :gkg1\_college@rediffmail.com

Web Site:- www.gkgcollege.com

**Vice Prin. Smt. H. V. Bhosale**

**M. Sc., B.Ed.**

**Prin. Dr. J. B. Pishte**

**M. Sc. Ph.D.(Geol.)**

Ref. No. GKG/ /2013-14

Date - / /2013

8. Any other work assigned by his superiors.

**Principal,  
Gopal Krishna Gokhale College,  
Kolhapur.**

**NON-TEACHING STAFF WORK DISTRIBUTION  
With Effect From 01/06/2013**

**22) Shri. J. J. Pawar - Junior Clerk**

1. Junior College General fee register.
2. Senior College General fee register.
3. Distribution of all certificates i.e. I Cards to students, L.C. & T. C.
4. Maintain daily fee register.
5. To Assistant Smt. R. A. Bagwan.
6. To Assistant Shri. C. V. Chavan.

**Principal,**



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