

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

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

Phone No- (0231) 2642540 /2642340

E-Mail :gkgcollege1950@gmail.com

Web Site:- www.gkgcollege.co.in

Vice Prin. Smt. H. V. Bhosale
M.Sc., B.Ed.

Prin. Dr. J. B. Pishte
M. Sc. Ph.D.(Geol.)

Ref. No.GKG/ /2015-16

Date : 15/06/2015

**NON-TEACHING STAFF WORK DISTRIBUTION
With Effect From 15/06/2015**

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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NON-TEACHING STAFF WORK DISTRIBUTION
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Shri. A. B. Hirave - (Honorary)

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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Shri. N. J. Desai - Superintendent

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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Shri. S. S. Patil - Head Clerk

1. Correspondence related to University, Joint Director of Education, Dy. Director of Education H.S.C. Board, Government with statistical information.
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. Typing work of Shikshan Prasarak Mandal, Kolhapur.
5. Correspondence related to Junior College & Senior College Staff Appointment
6. Typing and Printing work related to Junior College & Senior College Appointment
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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Smt. R. A. Bagwan - Junior Clerk

1. Inward register, Outward register.
2. Distribution of Inward letters.
3. Bonafide Certificates & Leaving Certificates of Junior College.
4. Bonafide Certificates, Transfer Certificates & Migration Certificates of Senior College
5. Junior College & Senior College Senior College all types of Certificates (i.e. concession, Migration etc.)
6. Sale of Prospectus & other Application forms.
7. Railway, S.T. etc. concession forms issuing.
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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Shri. R. K. Sawant - Senior Clerk

1. To Assist Shri D. A. Dhole.
2. To Assist Shri P. S. Kamble.
3. To Assist Shri M. M. Chinde.
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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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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Shri C. V. Chavan - Steno

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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Shri. D. A. Dhole - Junior Clerk

1. Junior College Account with Salary Bills.
2. Junior College Bank Transaction
3. Junior and Senior College fee collection.
4. Junior College Budget Estimates.
- 5 Junior College Staff Approval and related correspondence
6. Junior College unpaid bills and payment.
7. Senior College General fee register.

8. Junior College all types of Grants (State, Salary & Non-Salary Grants etc.) and related Correspondence.
9. Junior college internal, Govt. and A. G. Audit and related correspondence.
10. Junior College Pay, D.A., H.R.A., C.L.A. T.A., etc. Annual Statements.
11. Medical Re-imburement of Junior and Senior College staff members.
12. Maintain Dead Stock register of Junior College.
13. Statistical information related to the work allotted to him.
14. To keep all records related to the work allotted to him
15. Any other work assigned by his superiors

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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. Junior College General Register
8. Junior College exam Hall Tickets & and results card.
9. Statistical information related to the work allotted to him.
10. To keep all records related to the work allotted to him
11. Any other work assigned by his superiors.

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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 students information.
4. Government Election work.

5. H.S.C. Exam forms submission and related correspondence.
6. Senior College and Junior College I. Cards Distribution.
7. Junior College General fee register.
8. To keep all records related to the work allotted to him
9. Junior & Senior College Staff & Students Insurance.
10. Cast validity of Junior and Senior college student, Teaching and Non Teaching staff.
11. Statistical information related to the work allotted to him.
12. Any other work assigned by his superiors

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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. To Assistant Shri. V. S. Joundal.
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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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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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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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.
4. Any other work assigned by his superiors.

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Shri. A. N. Shaikh - Senior Clerk

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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Shri. A. V. Gavandi - Laboratory Assistant

1. Work at Computer Science / B.C.A. 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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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.
9. Statistical information related to the work allotted to him.
10. Assist to Shri. M. M. Chindhe 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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Shri. M. M. Chindhe - Junior Clerk

1. Publication of Notices
2. Updating of Proceeding Books of all College Committees and attend all College Committee Meetings
3. Maintain Bio-Matric /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. Checking e-mails and website of University, UGC and Govt. Education Department.
8. Correspondence related to U.G.C.
9. Any other work assigned by his superiors.
10. All work related to Right to information act. (RTI)
11. Work with Principal.

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Shri. J. J. Pawar - Junior Clerk

1. Work at Geology Department
2. Senior College all exams (University exam & Internal)
3. Distance education admission and exam.
4. Collect all stationary required for senior College all exam.
5. University correspondence related to University exams.
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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