

Shikshan Prasarak Mandal's
GOPAL KRISHNA GOKHALE COLLEGE, KOLHAPUR
NON-TEACHING STAFF WORK DISTRIBUTION
With Effect From 01/07/2017

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.

2) *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 Assist Shri V. S. Joundal
4. To keep all records related to the work allotted to him,
5. Any other work assigned by his superiors.

**Principal,
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3) *Shri. S. S. Patil- Head Clerk*

1. Correspondence related to University, Joint Director of Education, Dy. Director of Education H.S.C. Board, Government & Right to Information with statistical information.
2. Typing and Printing work related to Junior College & Senior College all exams (Question paper etc.)
3. Maintain Dead Stock register of Senior College
4. All types of Free-Ships & Scholarships (with E.B.C. and B.C. Scholarship) of Senior College & Junior College.
5. All work related to Awards and Prizes.
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.

4) *Shri. R. K. Sawant - Senior Clerk*

1. To Assist Shri D. A. Dhole.
2. To Assist Shri S. D. Gaikwad
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.

5) *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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6) Smt. R. A. Bagwan - Junior Clerk

1. Maintain Inward Register, Outward Register.
2. To issue Senior College mark lists.
3. Senior College and Junior College work regarding Students' Identity Cards
4. Cast validity of Junior and Senior college student, Teaching and Non Teaching staff.
5. Railway, S.T. etc. concession forms issuing
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.

7) 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.

8) Shri. S. D. Gaikwad - Junior Clerk

1. Senior college Admission and Roll calls.
2. Senior College subject wise / caste wise student's information.
3. University exam forms, Eligibility forms and correspondence related to University.
4. Senior college General Register.
5. University, M.K.C.L. etc. correspondence related to admission.
6. Statistical information related to the work allotted to him.
7. To keep all records related to the work allotted to him.
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9) *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.

10) *Shri. P. S. Kamble - 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.

11) *Shri. D. A. Dhole - Junior Clerk*

1. Junior College & Senior College Account
2. Junior College Salary Bill
3. Junior College & Senior College Budget Estimates.
4. Junior College & Senior College all types of Grants (U.G.C., State, Salary & Non-Salary Grants etc.) and related Correspondence.
5. Junior College & Senior College internal, Govt. and A. G. Audit with related correspondence.
6. Junior College Pay, D.A., H.R.A., C.L.A. T.A., etc. Annual Statements.
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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12) Shri. S. K. Kavathe - Junior Clerk

1. Junior College Eligibility, Migration and related matters.
2. To issue & submission of Eligibility & HSC Exam forms of Junior College.
- 3.. Junior College Internal exams & H.S.C. exam.
4. To collect requirement of office stationery and printing & its distribution.
5. To issue Junior College mark lists.
6. Junior College Admission & General Register
7. Junior College subject wise / caste wise student's information.
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.

13) Shri C. V. Chavan - Steno

1. Government Election work.
2. Junior & Senior College Staff & Students Insurance.
3. Sale of Prospectus & other Application forms of Junior and Senior College
4. Typing work of Shikshan Prasarak Mandal, Kolhapur.
5. Typing and Printing work related to Junior College & Senior College
Appointment
- 6 Junior College & Senior College Senior College all types of Certificates
(i. e. Bonafide Certificates , Leaving Certificates, Transfer Certificates &
Migration Certificates etc.)
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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14) Shri. M. B. Basugade - Laboratory Assistant

1. Work at Chemistry Department
2. Student's Breakage Junior and Senior college.
3. Medical Re-imburement of Junior and Senior College staff members.
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.

15) 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.

16) 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.

17) Shri. A. V. Gavandi - Laboratory Assistant

1. Work at Computer Science / B.C.A. Department
2. To help Shri S. D. Gaikwad
3. Statistical information related to the work allotted to him.
4. To keep all records related to the work allotted to him.
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18) *Shri. C. B. Thakur - Laboratory Assistant*

1. Senior College 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. 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.

19) *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. Junior and Senior College fee collection.
4. Junior College & Senior College General fee register
5. Junior College Staff Approval and related correspondence
6. Maintain Bio-Matric /Musters of Junior College & Senior College Staff Members.
7. To Maintain Leave Account Register of Junior and Senior College.
8. Principal cabin work.
9. Checking e-mails and website of University, UGC , Govt. & Education Department.
10. Any other work assigned by his superiors.

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