



**Shri Swami Vivekanand Shikshan Sanstha , Kolhapur**

(Affiliated To Shivaji University, Kolhapur )

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya, Tasgaon**

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# 6.2.2

## DOCUMENTS UPLOAD

Sr. No.	Documents
<b>1.</b>	<b>Work distribution</b>

	<b>chart</b>
<b>2.</b>	<b>Various committees</b>

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya,  
Tasgaon**

**Work Distribution for the Year 2022- 2023**

Sr.No	Name of the faculty	Department Name	Nature of Work
<b>1</b>	Dr.Patil.B.M	1.College administration Planning and organization  2.Admission process  3.Daily administration  4. College development committee 5.Construction Department  6.Financial Transactions  7. Correspondence of Shivaji University,Joint director,NCTE.Sscholarship Govt.of Maharashtra.	1.Since the principal is in charge preparation of records of administration work throughout the year. 2.To implement the admission process as per the rules of Government of Maharashtra creating relevant records. 3.View and take actions on corresponding records 4.To held meetings twice a year  5.Records of proceeding as planned by the institute. 6.Records of proceeding as planned by the Insititute/Sanstha.  7.Cprrespondence with Shivaji University, Joint Director, Sanstha, NCTE, Scholarship and keeping their separate files.
<b>2.</b>	Dr.A.T.Patil	1.Computerised admission process  2.Examination Department  3.Evaluation committee  4.ICT dept  5.Mathematics Club	1. Admitting the student for first semester of the first year. 2.preparing time tables for tutorials, semester examination and supervision 3.Developing instruction for conducting tutorial and semester and submit marks to the university 4.Give training through computer time to time and maintain the register of computer use 5. To establish mathematics club,

		6. Discipline committee/code of conduct committee 7. Research Committee	organize at least two programmes in a year. 6. Conduct meeting of discipline committee and take action accordingly. 7. Inform teachers about seminar, workshop
3.	Dr.L.V.Bhandare	1. Parent visit and Alumni Organisation 2. Anti Ragging committee 3. Maher magazine publication 4. Guidance and Counselling 5. Admission committee 6. Marathi Bhasha Mandal 7. Placement Cell	1. At least one event in a year, Parents' meeting should be organized at least one time, to send the proposal for the registration of Alumni 2. To hold two meetings of Anti-ragging committee during the academics year. Antiragging form should be taken from students 3. To publish Maher magazine, to prepare necessary digital boards, to submit magazine in the University magazine competition. 4. To set objective and plan of action of guidance programs. 6. Work according to the admission committee 6. To conduct Activities of Marathi language as per circular of government of Maharashtra, keep proceedings, establish language club organize two activities, arrange lectures of great speakers 7. Create a list of trainee who got the placement in 2022.
4.		1. IQAC/NAAC 2. Time Table 3. Environment club/Nature club 4. Daily Attendance First Year	1. To prepare AQAR for the year 20-21, 21-22 collect reports and data from all departments. 2. To prepare time table for B.Ed first and second year 3. Organise two activities through nature club 4. Attendance report for first year



5.	Dr.A.S.Chikhalikar	<p>2.Time Table</p> <p>3.Environment club/Nature club</p> <p>4.Daily Attendance First Year</p> <p>5.Faculty development programme FDP</p> <p>6.Website data updation</p> <p>7.Admission process</p> <p>8.English club</p> <p>9.NCTE PAR</p> <p>10.Science Club</p>	<p>2.To prepare time table for B.Ed first and second year</p> <p>3.Organise two activities through nature club</p> <p>4.Attendance report for first year</p> <p>5.Meeting and proceedings of FDP</p> <p>6. To update college website</p> <p>7. Work according to admission committee.</p> <p>8.Arrange two activities through English club</p> <p>9.Send appraisal to NCTE, fill NCTE PAR report whenever asked for</p> <p>10. To work according to the admission committee establishing the science club</p> <p>Organising minimum two programmes in a year, provide laboratory materials time to time and to keep a register of its transactions, updating the dead stock register</p>
6.	Dr.M.S.Ubhale	<p>1.Cultural department</p> <p>2.Morning assembly</p> <p>3.Publicity department</p> <p>4.Staff Secretary</p> <p>5.Gandhian thought Sanskar Examination.</p> <p>6.Admission process</p>	<p>1.Organise programmes as per the annual planning send students to the competition as per circulars.</p> <p>2.Participant as per circulars Participant in youth festivals.</p> <p>3.Publish the news after organizing events and programs publish Snehkunj news letter</p> <p>4.To convey the problems of staff to the principal in charge and to help in solving the problems,write the proceeding of staff meetings and other meetings</p> <p>5.Arrange Gandhian Sanskar examination and keep correspondence</p> <p>6.Work according to the admission committee</p>

6.	Shri.A.G.Patil (Librarian)	<p>1.Department library committee</p> <p>2.Displaying educational articles from newspapers in the showcase</p> <p>3.To keep note of new arrival.</p> <p>4. Celebration of events</p>	<p>1.The library needs to be computerized in the academic year 2020-2021. To formulate the library committee. To prepare a separate file of the educational articles presented in the showcase. To make the financial planning the library for the academic year 2021-2022</p> <p>2.Display educational articles in showcase</p> <p>3.New arrival should be displayed in showcase.</p> <p>4.To celebrate library day, Vachan Prerana Din</p>
7.	Ms.Namrata Bargaonkar	Conduct workshop of Drama and Art in Education	Give training about art form and help students to prepare the objects
8.	Mr.Namdev L.Kate Patil	Conduct workshop of Drama and Art in Education	Give training about drama form and help students to prepare the skits, scripts
9.	Dr.Paramanand Bhosale	Physical training	To conduct workshop and lectures about games, physical training
10.	Shri. Ramchandra Velhal	Conduct cultural events	To prepare events for Youth Festival, arrange cultural programme

As per above table chart action should be taken in the academic year 2022-2023



*[Signature]*  
Principal,  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanashastra Mahavidyalaya  
Targaon, Dist. Sangli Pin 416 312



**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24  
Admission Committee**

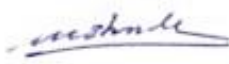
<b>President</b>	Dr.Baburao Malhari Patil
<b>Chairperson</b>	Dr.L.V. Bhandare
<b>Teaching Faculty</b>	Dr. M.S. Ubhale
	Dr.A.T. Patil
	Dr.A.S.Chikhalikar
<b>Administrative staff</b>	Shri S.R. Kumbhar
	Shri.H.T.Waghmare

**Objectives of the Admission Committee**

- To do the admission process with the university and regulations of Government of Maharashtra.
- To chalk out the admission activities to ensure the smooth and effective functioning of the admission process.
- To provide facility of free CET form filling.
- To notify the seats available, Fee structure, commencement of admission schedule.
- To guide and counsel the candidates seeking admission in selection of methods of teaching.
- To orient the candidates about the B.Ed. Common Entrance Test.

**Activities conducted by the Admission Committee:**

- CET orientation workshop.
- Updating the website on a regular basis.
- Verifying the previous prospectus and updating.
- Round wise display of students list.
- Disseminating information of admission schedule through Whatsapp group.
- Giving proper suggestions in case of change of combination/subject.

  
Dr.L.V.Bhandare



  
Dr.B.M.Patil

**Principal,**

Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon, Dist. Sangli Pin 413312

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24  
Alumni Committee**

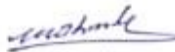
<b>President</b>	Dr. Baburao Malhari Patil
<b>Chairperson</b>	Dr. L.V. Bhandare
<b>Teaching Faculty</b>	Dr. A.T. Patil Dr. M.S. Ubhale Dr. A.S. Chikhalikar
<b>Students Members</b>	Dr. Alka Inamdar Snehal Sambhaji Patil Prajakta Jagannath Patil Prachi Ashokrao Jagtap Shradha Nilesh Kutte Dhumal Seema Suryavanshi Zakiya Shaikh
<b>Administrative staff</b>	Shri S.R. Kumbhar

**Objectives of the Alumni Committee:**

- To encourage the Alumni to take an active and abiding interest in the work progress of the Institute.
- To encourage academic excellence through the Institution of awards and felicitations for outstanding academic performance of alumni.
- To find out Alumni who are working at esteemed posts
- To collect feedback from Alumni.

**Activities conducted by the Alumni Committee:**

- Interface with practice teaching schools.
- Holding annual alumni meet.
- Registration of Alumni Association
- Enriching the college library by donation of books.
- Conducting of demo lessons by Alumni.
- Organising workshops, symposia etc.
- Workshops for training of teachers.
- Contribution to 'Maher' magazine by collection of advertisement for magazine.

  
Dr. L.V. Bhandare



  
Dr. B.M. Patil  
**Principal,**  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon Dist. Sangli Pin 416300



**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24**

**Library Committee**

<b>President</b>	Dr. Baburao Malhari Patil
<b>Teacher in charge</b>	Shri. A.G. Patil
<b>Members</b>	Dr.L.V.Bhandare
	Dr.A.T.Patil
	Dr. M.S. Ubhale
	Dr.A.S.Chikhlikar
<b>Administrative Member</b>	Shri. S.R.Kumbhar
<b>Student Representatives</b>	Ajita Gaikwad
	Megha Chavan

**Objectives of Library Committee:**

- To create an intellectual environment
- To promote ideas to utilize library resources to its optimum level.
- To provide proper organisation and functioning of the library, documentation services and updates the stock of books.
- To provide computer access students.

**Activities conducted by the Library Committee are:**

1. Encourage students to use the library resources
2. Keeping student teachers informed about the total reading hours completed in library.
3. Provided computer and internet facility to students.
4. Book bank facility.
5. Reading room facility.
6. Supervising compulsory library hours to be completed by each student.
7. Celebrated 15<sup>th</sup> October as Vachan Prerana din, 12<sup>th</sup> August as Library day
8. Exhibition of books. Orientation of library to first year students.

  
Shri. A.G. Patil  
LIBRARIAN

S.S. Mahila Shikshanshastra Mahavidyalaya



  
Dr. B.M. Patil  
Principal,  
Sansthamata Sushiladevi Salunkhe  
Mahavidyalaya, Tasgaon

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon  
Academic Year 2022-24  
Student's Council committee**

President	Dr. Baburao Malhari Patil
Incharge	Dr. M.S. Ubhale
Members	Dr.L.V. Bhandare
	Dr.A.T. Patil
	Dr.A.S.Chikhalikar
Administrative Head	Shri.S.R.Kumbhar
Students Representative	Swaliya Zamirkhan Pathan
Sports representative	Aishwarya Nivrutti Gurav
Cultural Representative	Vaishnavi Sanjay Jadhav
Paripath Head	Sayali Sudhir Pawar
Educational tour head	Gouri Sharad Patil
Practice teaching Lesson head	Amruta Pandharinath Sadamate
Environmental Club head	Jyoti Tanaji Mote
Scholarship head	Suvarna Satyavan Karade
S.A.Fund	Ashweta Jayawant kalbage
Grievance and redressal head	Komal Ramchandra Nikam
Library head	Megha Rajendra Chavan
Lesson plan	Ajita Babasaheb Gaikwad

**Objectives of the Students Council Committee:**

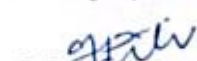
- To have student representation in the functioning of college.
- To maintain discipline in the classes.
- To provide a mechanism to address grievances.
- To conduct activities of the B.Ed. program smoothly.
- To develop team spirit and co-operative learning amongst the student teachers.

**Activities conducted by the Students Council Committee are:**

- Regular meetings.
- Giving instructions in the classes.
- Conducting academic, sports and cultural activities
- Addressed the grievances of students to teacher, Principal and higher authorities.
- Organized cultural events in co-ordination with different groups smoothly.

  
Dr.M.S.Ubhale



  
Dr. B.M. Patil  
Principal,  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon Dist Sangli Pin 416 11

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24  
Discipline Committee**

<b>President</b>	Dr. Baburao Malhari Patil
<b>Chairperson</b>	Dr.A.T. Patil
<b>Members</b>	Dr.L.V. Bhandare
	Dr. M.S. Ubhale
	Dr.A.S.Chikhalikar
<b>Students Representative</b>	Kum.Sonali Salgar Kum.Swaliya Pathan

**Objectives of Discipline Committee:**

- To set the standards of discipline expected from students and teachers of Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra Mahavidyalaya, Tasgaon
- To familiarize the students and the teachers with the set standards and discipline.
- To frame guidelines/ rules to be followed with respect
  - Classroom/Staffroom conduct
  - Attendance and Punctuality
  - Dress code
  - Leave taking
  - General conduct in and out of college premises
- To ensure smooth and effective functioning of the college activities

**Activities conducted by Discipline Committee:**

- ❖ Dress code for both the years has decided as saree.
- ❖ On Wednesday and Saturday dress code is not applicable.
- ❖ Campus kept neat and clean.
- ❖ Code of conduct for online activities has maintained.

  
Dr.A.T.Patil



  
Dr.B.M. Patil  
**Principal,**  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon Dist. Sangli Pin 415312



**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24  
Research Committee**

<b>President</b>	Dr.Baburao Malhari Patil
<b>Chairperson</b>	Dr.A.T. Patil
<b>Teaching Faculty</b>	Dr.L.V. Bhandare
	Dr. M.S. Ubhale
	Dr.A.S.Chikhalikar
<b>Administrative staff</b>	Shri S.R. Kumbhar

**Objectives of Research Cell**

- To create zeal amongst teacher-educators and student teachers towards research and innovation.
- To ensure smooth functioning and effective management of research & development at the institution.

**Activities conducted by Research Cell:**

- Action research projects carried out.
- Encouraging staff members to participate and present papers in national and international seminars/conferences.
- Dr.A.S.Chikhalikar awarded with Best Paper award.
- Dr.L.V.Bhandare has undergone training programme by N.C.E.R.T.
- Encouraging staff members to publish papers in national and international journals.

  
Dr.A.T.Patil



  
Dr. B.M. Patil  
**Principal,**  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon, Dist. Sangli, Pin 411312

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24**

**Examination and Internal Assessment Committee**

<b>President</b>	Dr. Baburao Malhari Patil
<b>Teacher in Charge</b>	Dr. Anil Tanaji Patil
<b>Members</b>	All teachers

**Objectives of the Examination and Internal Assessment Committee:**

- To deal with relating to B. Ed. examination matters.
- To conduct internal assessment and external assessment examination related to B. Ed. as per University notifications and ordinance B. Ed. as per University notifications and ordinance.
- To ensure high standard of quality of conducting examinations.
- To oversee and review the formative and summative exams.
- To ensure that the internal assessment, practice is fair, transparent and in harmony with the standards of the Shivaji University, Kolhapur.

**The activities held by the Examination and Internal Assessment Committee are:**

- Design proper exam profiles.
- Reviewing all examination papers of B. Ed and ensuring that set guidelines have been followed and uniformity has been observed as per the rules and regulations.
- Setting various exams in order to assess learning outcomes.
- Scheduling of the exam, organising exam halls, assigning exam invigilators along with other complementary tasks and duties.
- Distributing exam forms of the University of Mumbai to B. Ed students and collecting them back after having them duly filled in and forwarding the same to the Shivaji University of Kolhapur.
- Entering internal assessment marks in marks in mark sheet issued by Shivaji University.

  
Dr. A. T. Patil



  
Dr. B. M. Patil  
**Principal,**  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon, Dist. Sangli, Pin 415312

**Sansthamata Sushiladevi Salunkhe Mahila Shikshanshastra  
Mahavidyalaya, Tasgaon**

**Academic Year 2022-24  
Placement Committee**

<b>President</b>	Dr.Baburao Malhari Patil
<b>Chairperson</b>	Dr.L.V. Bhandare
<b>Teaching Faculty</b>	Dr.A.T. Patil
	Dr. M.S. Ubhale
	Dr.A.S.Chikhalikar
<b>Administrative staff</b>	Shri S.R. Kumbhar
<b>Students' representative</b>	Jyoti Mote
	Sonali Salgar

**Objectives of Placement Cell Committee**

- To provide employment services to the students.
- To help students in securing appropriate job opportunities
- To provide guidance facilities for facing interview.
- To recommend names of suitable candidates for vacant posts in educational institutions.
- To conduct campus interviews

**Activities conducted by the Placement Cell Committee are:**

- Organized guest lectures on topics such as 'Personality Development', 'Communication Skills', 'Preparing for Interviews', 'Preparing Resume', etc.
- Organised Campus interview .

  
Dr.L.V.Bhandare



  
Dr.B.M.Patil  
**Principal,**  
Sansthamata Sushiladevi Salunkhe  
Mahila Shikshanshastra Mahavidyalaya  
Tasgaon, Dist. Sangli Pin 416 711