

Bhusawal Arts, Science & P. O. Nahata Commerce College, Bhusawal.
COLLEGE COMMITTEES

The undersigned is pleased to appoint Chairman and Members of various committees. All are requested to do the needful for effective execution of work related to the respective committee.

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14	MAGAZINE	Prof Dr. P. R. Sapkale, Chairman
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		Prof. Dr. Rekha P. Gajare.
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		Prof. Dr. K. K. Ahire.
		Prof. S. K. Rathod.
		Prof. Dr. K. A. Warke.
		Prof. S. K. Rathod.
		Prof. A. P. Navghare.
		Prof. Dr. K. A. Warke.
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		Prof. P. M. Dave.
		Prof. Reena P. Chawdhari
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		Prof. A. D. Goswami.
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		Prof. Utkarsha. S. Sathe
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		Prof. N. E. Bhangale.
		Prof. Dr. P. A. Ahire.
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		Prof. Mamtaben C. Patil
		Shri. Patil Dugesh Prakash (C.R.)

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		Prof. V. P. Ladhe.
		Prof. A. P. Navghare
		Prof. Gouri M. Patil
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		Prof. Vidya. A. Patil
		Prof. A. P. Navghare.
		Prof. K. P. Patil
		Prof. Mamtaben C. Patil.

All staff members are requested to extend their co-operation in carrying out curricular and extra curricular activities effectively and successfully.

INSTRUCTIONS TO CHAIRMEN

- 1) The Principal and Vice-Principal will be Ex-Officio members of all the committees. The Principal / Vice-Principal or in their absence, the chairman will preside over the meetings of the committees.
- 2) The Chairmen are requested to hold meeting of the respective committee in consultation with the Principal / Vice-Principal. Generally, meetings are to be arranged after **10.45 a.m. or 4.00 p.m.** Proper publicity of the programs should be made after the program and also before the program, if necessary.
- 3) The Chairman shall maintain detailed records of the meeting correspondence, notices drawn, work distribution among members, proceedings of the functions / programs. He / She shall report to the Principal, Vice-Principal about success of the meeting function / program immediately the next day.
- 4) Detail report of the each program, function, and activity shall be given to the IQAC within three days.
- 5) The Chairman may draw the necessary amount in advance against the expenditure to be incurred for any function / program. However, in such a case, and even, otherwise, the accounts are to be submitted within 15 days from the date of the respective advance taken. No advance will be granted after 8th March and all accounts should be settled latest by 15th March.
- 6) Not more than four photographs be taken at a time of any function / program. Additional photographs can be taken only with prior permission of the Principal. Details regarding the committee, nature of function / program, personalities appearing in the photograph etc. should be written on the reverse photograph.
- 7) The Chairman shall ensure that proper publicity is given to each function / program at the beginning as well as after the same is over.
- 8) A detailed report of the activities, functions and programs of the committee shall be submitted to the Principal at the end of academic year along with the necessary suggestions for improvements in next year.

PRINCIPAL