

SHRI SHAHU MANDIR MAHAVIDYALAYA, PUNE-411 009
DISTRIBUTION OF WORK

Shri. S. K. Shinde
Office Superintendent

1. Planning of Administrative work
2. Control on Admissions, University & College Examinations
3. Approval of Teaching and Non-Teaching Staff
4. Audits: a) Internal, b) Joint Director of Higher Education, c) Senior Auditor, d) Accountant General, Maharashtra State
5. Appointment of Teaching & Non-Teaching Staff
6. University Exam. Form Fee
7. Various Proformas of Govt.
8. Quotations & Orders
9. Correspondence with A.B.M.S. Parishad- Parent Institution
10. Correspondence with University & Govt.
11. Preparation of fee structure- (a), Total (b) Admission, (c) Categories
12. Admissions: Junior & Senior
13. Supervision on salary
14. Supervision on Junior & Senior Accounts, Receipt & Payment, Balance-Sheet
15. Maintenance of Service-Book
16. Affiliation
17. Dead-Stock
18. Work-Load of Teaching Staff
19. Supervision of all office work
20. Remittance of various fees (university share) to university.
21. Leave Account of Teaching & Non-Teaching Staff
22. Notices to students
23. Notices to staff
24. Forms of Confidential Reports of Teaching & Non-Teaching Staff
25. Pension Cases
26. Gathering & Functions
27. Any other work entrusted by the Principal

Counter No. 8
Shri P.S. Gaikwad
Head Clerk

1. Appointments & approval of Junior College Teachers
2. S.Y.B.Com. Exam. Forms
3. H.S.C. Exam. Form Fee
4. University Exam work
5. Correspondence with Govt.- Junior College
6. Correspondence with A.B.M.S. Parishad- Parent Institute
7. Maintenance of A/c. of Jr. College:- a) Cash-Book, b) Ledger, c) Vouchers, d) Receipt-Payments, e) Reconciliation, f) Final A/c. Balance-Sheet, g) Audit- Internal, Govt., h) Budget, i) Cheque withdrawal of various Bank Accounts
8. Jr. College Salary (Grant & Non-Grant)
9. Pay Fixation
10. Pay-Sheet
11. Monthly Pay-Bill
12. Various deductions from Salary & Remittance to respective authorities (I. Tax Form No. 16, & 24)
13. I. Tax calculation
14. Dead-Stock
15. P.F. Register
16. Salary Register
17. Checking of Inward & Outward
18. Distribution of work of Class IV
19. U-Dise Work
20. Annual Increment
21. Work-Load of Jr. College
22. Junior College Pension
23. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 10
Shri A.S. Pawar
Senior Clerk

1. Maintenance of Accounts of Senior College Grant & Non-Grant:
a) Cash-Book, b) Ledger, c) Vouchers, d) Receipt-Payment, e) Final Accounts (Balance-Sheet), f) Govt. Form
2. Audits: a) Internal, b) Joint Director of Higher Education, c) Senior Auditor, d) Accountant General, Maharashtra State.
3. Annual Budget
4. Bank Reconciliations (To Bank Accounts)
5. Cheque withdrawal of various Bank Accounts
6. F.Y.B.A. Examination Forms
7. U.G.C. Grant Utilisation
8. University Exam Work
9. Pay-Bill of Grant & Non-Grant
10. Salary Budget
11. P.F. Account
12. Record of Annual Increments
13. Dead-Stock
14. Various deductions of I.Tax
15. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 9
Shri M.M. Kakade
Junior Clerk

1. Checking of Admission Forms of B.A., B.Com., M.A. & M.Com., Examination Forms, L.C., T.C.
2. Eligibility
3. Roll-Call of Senior College
4. B.Com. Practical Exam.
5. Oral Exam. of B.A., M.A.
6. Exam. of Environmental Awareness & Statement of Marks
7. University Exam Work
8. Substitute as a Cashier
9. All works of B.B.A. & B.B.A. (C.A.)
10. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 11
Shri D. R. Kale
Jr. Clerk

1. Dictation
2. All Typing Work (College & Society)
3. To attend the various meetings & preparation of proceeding
4. Co-ordination of College Software
5. T.Y.B.Com. Exam. Forms
6. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 1
Shri S.S. Mane
Junior Clerk

1. Cash Transactions
2. All Cash Receipts
3. All Cash Payments
4. Fee Register of Senior & Junior
5. Fee Index of Senior & Junior
6. Clearance of Senior & Junior
7. To issue the certificate regarding fees paid
8. Library Deposit Register of Senior & Junior
9. Concession to children of Ex-Servicemen
10. S.Y.B.A. Exam. Forms
11. University Exam Work
12. Revenue Stamp Register of Senior & Junior
13. Refund of Library Deposit of Senior & Junior
14. Bonafide Certificate
15. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 2
Shri. U. S. Kamble
Junior Clerk

1. Govt. of India Sch. to Backward Class: Senior & Junior
2. Work of M.A./M.Com. Exam. Forms & Mid-Sem. Exam.
3. Checking of B.A., B.Com. Exam. Forms
4. H.S.C. Exam. Admit. Card
5. University Exam Work
6. Admission Form Checking of Jr. & Sr.
7. Counter Inquiries
8. H.S.C. Private Students (Form No. 17)
9. XII Com. Exam. Forms
10. Substitute as a Cashier
11. Scholarship & Freeship of all categories
12. Various prizes of students
13. Issue of Admit. Cards
14. Migration of Senior College
15. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 3
Shri G.B. Marane
Junior Clerk

1. Sale of forms: Exam., Admission, Concession etc.
2. Counter Inquiry
3. Jr. College Tutorial, Terminal, Preliminary & Annual Exam. work.
4. Annual Exam. of XI Std., Result & Statement of Marks
5. Maintenance of Staff Muster
6. School Leaving Certificate of Junior College
7. Outward of Junior & Senior College
8. U-Dies Data Work
9. T.Y.B.A. Examination Forms
10. University Exam Work
11. Subject wise strength of Senior College
12. Roll Call of Junior College
13. General Register of Junior College
14. Inward of Senior & Junior College
15. Preparation of Admission Chart
16. Society Outward
17. Stationery
18. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 4
Shri. S. M. Veer
Junior Clerk

1. Scholarships & Freeship of S.T. students
2. Concession to Primary Teachers Children
3. Concession to Minority Students
4. Various prizes of students
5. Issue of Admit Cards
6. Migration Cases of Sr. College
7. Issue of T.C. of Sr. College
8. F.Y.B.Com. Exam. Form
9. University Exam Work
10. Issue of Certificate: S.T., Railway Concession & Bus Pass
11. Verification of xerox copies
12. Medical Exam. of Sr. College students
13. Statistical Information to Govt.
14. XII Arts Exam. Forms
15. Distribution of all Examinations Statement of Marks
16. Scholarship of Physically Handicapped Students, Beedi Kamgar, University Sch.
17. E.B.C. Concession of Sr. College
18. Junior College Free Education to Girls & E.B.C. Concession
19. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 6
Smt. S. S. Waskar
Junior Clerk

1. General Register of Sr. College
2. Checking of B.A., B.Com. Exam. Forms
3. Admission of Jr. & Sr.
4. U-Dies Data Work
5. Counter Inquiries
6. Issue of Admit Cards
7. Issue of Statement of Marksheet
8. University Exam Work
9. Any other work entrusted by the Principal & Office Superintendent.

Counter No. 5
Shri V.M. Gund
Junior Clerk & Store Keeper
(Department of Vocational Courses)

1. Appointment & approval of H.S.V.C. Teachers
2. H.S.C. Exam. Form Fee
3. Issue of H.S.V.C. School Leaving Certificate
4. Correspondence with Govt.: H.S.V.C.
5. Correspondence with A.B.M.S. Parishad
6. Maintenance of A/c. of H.S.V.C.: a) Cash-Book, b) Ledger, c) Vouchers, d) Receipt-Payment, e) Reconciliation, f) Final A/c.- Balance-Sheet, g) Audit: Internal, Govt., h) Budget
7. Jr. College Salary (Grant & Non-Grant)
8. Pay-Fixation
9. Pay-Sheet
10. Monthly Pay-Bill
11. Various deductions from Salary & Remittance to respective authorities (I. Tax, Form No. 16 & 24)
12. I. Tax calculation
13. P.F. Register
14. Salary Register
15. B.C. cell
16. Annual Increment
17. Eligibility & Migration
18. Inward & Outward of H.S.V.C.
19. Work-Load of H.S.V.C.
20. Any other work entrusted by the Principal & Office Superintendent.