

# Decentralization and Participative Management Practices

## Decentralization Practices

### Portfolio

An exhaustive portfolio is designed and distributed among staff, the chairmen and in-charge of various committees who run activities throughout the year at their end.

NH COLLEGE, BRAMHAPURI PORTFOLIO : 2014-15						
COMMITTEE	MEMBERS					Brief Scope, Objectives and Activities
	1	2	3	4	5	
1 Planning Board	Dr D S Kulkarni Prin	Dr A A Deputy	Dr D H Deputy	Prof V P Deputy	Prof V P Deputy	Formulate projects, identify needs, decide priorities
2 Purchase Committee	Dr D A Prin	Dr K B B Mechanic	Dept Head	Prof V P Deputy	Dr P B Deputy	Budget preparation, College requirements, purchase, procurement on purchase of all things including library and physical education by proper procedure following approved norms, all purchase should be done through purchase committee
3 Equal Opportunity Centre	Dr D A Prin	Dr V N Mechanic	Prof V V Chairman	Dr S A Deputy		Review the implementation of UGC schemes, programmes for the welfare and facilitate equal opportunities to all of the disadvantaged and marginalized groups of students and other related activities as well as implementation of reservation policy in admission and recruitment for SC, ST, BPL, OBC (and creamy layer) and others.
4 Attendance & Diary Verification	Dr D A Prin	Dr V N Mechanic	Prof V V Chairman	Dr S A Deputy		To monitor the absence students progress and teacher's involvement, check class attendance, dates and report about of attendance, submit pattern
5 Time Table-5i College	Dr D A Prin	Dr V N Mechanic	Prof V V Chairman	Dr S A Deputy		Co-ordinate admission, preparation of Time Table including theory, practical, seminar, dissertation, implementation
6 Time Table-Jr College	Dr D A Prin	Dr V N Mechanic	Prof V V Chairman	Dr S A Deputy		Co-ordinate admission, Time Table preparation, admissions and implementation
7 Academic and Administrative Audit (AAA)	Dr D H Ghose	Dr A B Mechanic	Dr B B Mechanic	Prof J K Deputy	Dr C B Deputy	To evaluate the performance of the committee and to check the areas that are to be checked so as to improve the quality of teaching and learning, general and educational facilities, research and development, monitoring the welfare, while teaching, learning and education, such as support and programs, work environment, Department in Various Programs, Research, Progress, Status, Student feedback, teacher academic activities and performance report, class, laboratory, etc.
8 Academic Excellence Awards	Prof R S Mechanic	Prof A V Mechanic	Prof K K Mechanic	Prof A V Mechanic	Dr D S Deputy	As a academic encouragement and recognition to award performance including sports, prepare merit list in accordance with approved award norms, write objectives, regular functions on Teacher's day.
9 Admissions-Jr College	Prof V N Mechanic	Prof J K Mechanic	Prof S G Mechanic	Prof S G Mechanic	Dr V N Deputy	Prepare admission schedule, Counseling the students and parents, follow admission norms, interview, selection list of admitted students
10 Admissions-Sr College	Dr A B Mechanic	Dr T K Mechanic	Prof V P Mechanic	Dr V N Deputy	Dr B A Deputy	Prepare admission schedule, office admissions, Counseling the students and parents, follow admission norms, interview, selection list of admitted students
11 Alumni & Parents Associations	Prof R L Mechanic	Prof K S Mechanic	Prof S B Mechanic	Prof S B Mechanic	Dr S L Deputy	Work for Alumni, help, write their letters and evidence for placements, library activities, Sports Events. Teacher meet, some suggestions, inform about about other schemes of the college about better opportunities to students
12 Co-curricular Activities (sports, seminar etc)	Prof B G Mechanic	Dr A J Mechanic	Prof S B Mechanic	Prof V P Mechanic	Dr S L Deputy	Monitoring students for projects, exhibitions, academic seminars, organization of extracurricular activities
13 Cell against Ragging, sexual harassment & Gender bias	Dr K. H B Mechanic	Dr E K G Mechanic	Prof S N Mechanic	Dr D N Deputy	Dr S A Deputy	Protect students from ragging, harass and sexual harassment, awareness program, panel discussion, awareness camps, counseling, promotional messages, Display of notices of such type in public places including boards, library. Address it up to the end to students to stay vigilantly
14 College Exams - Jr College	Prof S B Mechanic	Prof S B Mechanic	Prof K S Mechanic	Prof K S Mechanic	Dr D N Deputy	Prepare exam schedule, set time table (subject, teacher) and annual exam and publish in prospectus, introduce exam reforms as to improve results, conduct exam and publish results promptly, utilize students get access if possible (Use Board old Question Papers to students)

15	College Exams - Sr College	Dr R K Dange	Prof M R. Kappate	Prof B. L. Lengure	Prof R. S. Ishaan	Smt. M. R. Harwar	Prepare exam calendar of unit tests (with respective teachers) and annual tests and publish in prospectus, introduce exam reforms to improve results, conduct exams and publish results promptly, address students grievances if any, make available Uni/Board old Question Papers to students
16	College Magazine	Dr. M. R. Kappate	Prof. A. P. Pawar	Prof. A. H. Kodape	Prof. J. K. Kharwade	Prof. B. C. Mandve	Writing skill development, invite articles, poems etc. from students, edit and publish, enter in Uni Magazine competition, etc
17	Construction & Campus Maintenance	Prof P N. Wanasakar	Mr V N. Narad	Prof B L. Lengure	Dr. K. K. Gill	Smt D B. Tigbare	Campus cleanliness, beautification, construction activities, total cost layout & area measurements, etc
18	Cultural Activities & College Day Celebration	Prof. J. K. Kharwade	Prof. B. G. Damskondwar	Prof P D. Wankhade	Prof. A. H. Kodape	Smt D L. Dhore	Uni, intercollegiate, state level cultural activities participation and encouragement, drama, essay, songs, debate etc, conduction of college annual day function
19	Day Care centre	Prof. V. V. Chandanshive	Dr K K Gill	Prof. Ku. N. U. Rangari	Ku. Sushama Raut	Smt S S. Barnbole	To provide a secure place and environment during working hours for children of male/female college employees/scholar/students
20	Earn & Learn Program	Dr S M. Shekhar	Prof. S. G. Chaudhari	Dr. M. K. Deshmukh	Prof. K. K. Sonale		Identify economically weak and needy students, seek employment opportunities in local establishments, offer the jobs to students, help skill development, monitor their academic progress
21	Edn Excursion & Tours	Dr R K Dange	Prof. D. M. Pashurankar	Prof M A. Pathade	Prof. A. V. Khaigwale	Prof. N. U. Rangari	All college tours, study tours, excursion tours, indemnity bond, assigning tour in charge, approve and allow all such tours
22	Enabling Unit : HEPSN (Higher Education for Persons with Special Needs)	Dr D A. Pardhi	Prof. B. S. Gedam	Prof T K. Gedam	Prof V V. Chandanshive	Smt K J. Ninawe	Enabling Unit- functions: list students with special Needs, admissions, counseling, awareness, skill development, employment, architectural arrangements, equipments, books, social equalness, keeping record
23	Games & Sports	Dr S M. Shekhar	Dr. Mrs A B. Samarth	Dr. K. K. Gill	Prof. A. V. Khaigwale	Prof. P. N. Wanasakar	Sports encouragement and development among boys and girls, organization of sports events, sports skill development programs, regulate students selection and participation, Gym, health care and diet, update and improve sports facilities, First Aid, trekking, etc
24	Garden Maintenance & Campus Beautification	Dr M B. Wadekar	Prof S G. Chaudhary	Prof A V. Khaigwale	Prof B C. Mandave	Smt Ashok Chahande	To maintain Green house, Medicinal plants, Garden and Peripheral development, Beautification and Maintenance, Vernaculture
25	Girls Welfare Committee	Dr Ku R B. Meshram	Dr K K Gill	Prof V V. Chandanshive	Prof. Ku. N. U. Rangari	Dr. D. N. Urade	Welfare and development of the girl child, addressing the needs of self development, nutrition and health status, literacy and numerical skills, vocational skills and competitive spirit
26	Library Advisory Committee	Dr. D. A. Pardhi	Prof S V. Bannore	Dr Ku R B. Meshram	Prof. Y. P. Thawari	Prof A H. Kodape	Improve facilities and Access System, Utilization of Books, frequency of issue & return, Utilization of Journals, Book Bank - records, Books for differently abled, local books, Special emphasis/facilities for weak students, purchase of books, journals etc, display of new arrival, employment notices
27	Observation of National Days, Birth & Death Anniversaries	Dr S M. Shekhar	Dr. K. K. Gill	Prof. P. P. Wani	Prof S R. Puchalwar	Smt Kashinath Meshram	As a part of value education and tributes to great reformers, observe the birth-death anniversaries and National Days, organize talks/essay camp/discussions on their life and achievements
28	Popular Lecture Series	Dr Y N. Meshram	Prof B S. Gedam	Prof P D. Wankhade	Prof S B. Lambe	Prof D J. Solam	Encourage the staff to develop presentation skills, conduct lecture series
29	Prospectus	Dr M. B. Wadekar	Prof. V. N. Narad	Dr. M. K. Deshmukh	Prof. Y. P. Thawari	Prof. S. G. Chaudhari	Update data, verify, incorporate salient feature of college academic environment, prepare draft before 25/04/2012, print and publish before 01/06/2012
30	Publicity	Dr. M. R. Kappate	Dr. Y. N. Meshram	Prof. P. P. Wani	Prof. S. B. Lambe		Collect news items for each college event (including forthcoming), arrange publicity in news papers, invite reporters for college events

31	Remedial Coaching	Dr D H Gahane	Dr D A Parthi	Prof M A Parbhade	Shri P B Faye			Identification of weaker and physically challenged students in per norms, arrange courses and soft skill development programs according to needs, maintain their progress record, look for dropout rate
32	Research & Development (Planning, MRP, Cost and Research in the College)	Dr A A Dhannani	Dr M B Wadskar	Prof Y. P. Thawari	Shri R. K. Dange			Inform various UGC schemes to staff, encourage minor/ minor research projects, conf, seminars, workshops and research, enhance research environment, encourage use of INFLIBNET, paper publication, patents, interdisciplinary approach
33	UGC Schemes	Dr. D. A. Parthi	Prof. S. V. Banooje, Dr. A. A. Dhannani, Dr. M. B. Wadskar, Dr. A. B. Samarth, Dr. K. R. B. Meshram, Prof. R. S. Meshram, Prof. Y. P. Thawari					UGC schemes under XII Plan
34	Salary, Service books, Income Tax	Dr. D. H. Gahane	Dr T. K. Gedam	Prof S G Chauhanary	Prof R L Ade	Spd Shri V P Dhore	Shri Roshan Dange	As a staff welfare measure, care of staff salary, proper deductions, entry in service books, self assessment and TDS, quarterly review
35	Scholarships & Student's Aid Fund	Prof. R. S. Meshram	Prof. K. V. V. Chintanshive	Dr T K Gedam	Prof B S Gedam	Ko P S Meshram		(JBC, SC, ST, NT, SBC etc students scholarship disbursement (Grant in Aid + No Grant), identify economically weak and needy students and disbursement of Aid Fund
36	Staff Felicitation	Prof A V Khajiwale	Prof R. L. Ade	Prof K S Bhutarwar	Prof A M Bhojar	Shri M S Dhanange		Felicitation of staff on their Retirement, Prepare list of retiring staff and arrange for their felicitation, help out to them to acquire retiring benefits, pension etc, Felicitation of staff for their achievements (marks, PDS, other scheme recognition) including display on notice board
37	Stock Verification Furniture & Office Equipments	Prof B S Gedam	Prof M R Kargate	Prof R L Ade	Prof J K Kharwade	Shri P F Gajwani	Shri B W Dange	Verification of all the furniture, equipments, as per stock book and prepare detailed report, report discrepancies
38	Stock Verification - Laboratory	Dr. Mrs A B Samarth	Prof P P Wani	Prof D J Sahan	Prof K K Sonale	Vas Khotbargade		Verification of all the lab equipments, apparatus, instruments as per stock book and prepare detailed report, report discrepancies
39	Students & Staff Amenities (rooms cleanliness, drinking water, general health care etc)	Prof S G Chaudhary	Prof B S Gedam	Prof P D Wakhade	Prof A. M. Bhojar	Shri R. G. Aram		Students & Staff General Health Care, pure and sufficient drinking water availability, boys girls & Staff room hygiene & amenities, first aid, precautions against fire accidents
40	Student's Council Sr College	Dr D A Parthi	Maj V N Neral	Dr K R B Meshram	Dr S M Sheskar	Prof B. L. Langure	Spd Shri V P Dhore	Conduct students elections as per norms and form students council, involve the students in academic and administrative process, get their opinion and feedback, resolve their difficulties
41	Students Guardianship Scheme	Prof M A Parbhade	Prof Y P Thawari	Prof R L. Ade	Prof A V Khajiwale	Prof S. B. Karambe	Prof K. S. Bhutarwar	Enhancement of initiative for capacity building in college, facilitate overall development of students, help deprived and needy, minimize dropout rate, mentoring, counseling and motivation, identify weak, slow and advanced learners, differently able students & organize student oriented programs, etc
42	Training, Placement, Career Guidance & Counseling Cell	Prof M A Shetki	Prof B G Dantkondwar	Prof M R Kargate	Prof B S Gedam	Shri Dinesh H Aram		Arrange for Campus and recruitment with different companies, training for personality development, communication and interview techniques and lectures from experts, enough literature in library, net access, Display employment notifications, UPSC, MPSC, Railway, banking etc jobs / Skill development programs
43	Tree Plantation and care	Prof B. L. Langure	Dr S M Sheskar	Maj V N Neral	Prof P. P. Wani	Dr. K. K. Gill	Shri M. S. Deshmukh	Tree plantation, protection, care of old and new
44	UGC Network Resource Centre	Dr D H Gahane	Prof D M Parthasarthar	Prof A. P. Pawar	Prof R. K. Karambe	Shri G. P. Nagpure		Computer, Internet & Media Center incl. Electrical main. & Generator, Maintenance of computers, internet and media equipments, facilitating and free access to students and teachers, arrange for maximum knowledge exploration and utilization
45	Website Updating	Dr. M. K. Deshmukh	Prof R. S. Meshram	Dr. A. J. Mungale	Shri V. P. Dhore (Supt)	Shri Roshan Dange		update college information, admission procedure, on line admission forms, exams, students/teachers data, upcoming events, achievements, alumni etc

### College Extension Units, Cells, Centers and their Coordinators

1	IQAC Coordinator	Prof. M. A. Sheikh	9	NCC (Girls)	Dr K K Gill
2	Students Guidance Center	Dr D H Gahane	10	NSS	Prof B L Lengure, Prof P P Wauti, Dr K K Gill
3	Hobby Workshop Center	Prof S G Kelzarkar	11	Nature Club	Dr M B Wadekar, Prof Akash Meshram
4	Coaching for NET/SET	Dr M B Wadekar	12	Health Club, Health Care Unit, Eco Club & N.H Sports Nursery	Dr S M Shekokar, Dr. K. K. Gill
5	Coaching classes for Entry in Services, for SC/ST/OBC & Minorities	Prof. A. S. Meshram, Prof B G Damkondwar, Prof. P D Wankhade	13	Women's Study & Service Center	Dr Ku R B Meshram
6	Functional English & English Lab	Prof M A Sheikh	14	Population Education Club	Prof M R Kapgare, Prof P D wankhade
7	Fashion Designing	Dr. A. B. Samarth	15	YCMIOU	Dr D H Gahane & Prof M R Kapgare
8	NCC (Boys)	Maj V N Narad			

  
 Dr. N. S. Kokode  
 Principal  
 N H College, Bramhapuri

# Principal

Principal is a statutory head of the institution and enjoys his capacity with no intervention of any of the management representatives. All the major administrative and academic decisions are taken by principal solely.

Nevjabai Hitkarini Education Society's  
**NEVJABAI HITKARINI COLLEGE**  
Research Centre, PG,UG, Junior College - in Arts, Com. & Science; and HSC Voc.  
BRAMHAPURI-441 206, Distt.: CHANDRAPUR (M.S.)  
UGC 2(F) & 12(B); ISO 9001:2015

  
माझे ज्ञानासाठी, शिवाजी लेखकाली

Dr. N.S.Kokode  
M.Sc., M.Phil., Ph.D.(Phy.), D.C.O.S.  
PRINCIPAL

Email : nhcbramhapuri@rediffmail.com  
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Fax : 07177-272033  
Ph. : (07177) 272033, 273293 (Off.)  
272044 (Res.)  
Web. : www.nhcb.in

*Dr. N.S.* *Drns*

## Academic and Administrative Audit Committee

S.N.	Name	Designation
1	Dr. M. A. Sheikh	Chairman
2	Dr. S. M. Shekokar	Member
3	Dr. R. K. Dange	Member
4	Dr. T. K. Gedam	Member
5	Dr. K. S. Naktode	Member
6	Dr. R. L. Ade	Member
7	Prof. D. J. Sidam	Member




  
Principal  
Nevjabai Hitkarini College  
Bramhapuri, Chandrapur

## Recruitment

During recruitment of teaching and non-teaching staff, the cognizance of merit is taken seriously. Interview and demonstration is taken for the selection of the most suitable and deserving candidate for the said post. The final decision solely lies with subject experts and the nominee appointed by the regulatory body.

दिनांक १८/०९/२०१४ दिवस, जलहरि

दे श वि देश ९

 **N.H. Education Society's**  
**NEVJABAI HITKARINI COLLEGE BRAMHAPURI**  
DISTT. CHANDRAPUR (M.S.) PIN 441206  
(Grant in Basis)

**WANTED**

Applications are invited for the following posts of Assistant Professor on Grant Basis

Sr. No.	Subject	Posts	Nature of Post	Category	Number of Advertisement
1	Physics	01	Full Time	OBC	1st time
2	Chemistry	02	Full Time	OBC,NT(B)	1st time
3	Zoology	02	Full Time	NT(C), NT(D)	1st time
4	Electronics	01	Full Time	SBC	1st time
5	Commerce	01	Full Time	OBC	1st time

**Educational Qualification:-**


- 1) Good Academic record with at least 55% of marks or an equivalent grade of B in 7 point scale with latter grades O,A,B,C,D,E & F at the Master's Degree level, in the relevant subject from a foreign University.
- 2) NET/SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professor in Candidates who are or have been awarded Ph.D. degree in compliance of the University Grants Commission (minimum standards and procedure for award of Ph.D. Degree) Regulation 2009, shall be exempt from the requirement of the minimum eligibility condition of NET/SET for recruitment and appointment of Assistant Professor or equivalent positions in University/ College/Institutions.

**Pay Scale:-** As per UGC/ Govt. of Maharashtra Rules.

**NOTES:-**

- 1) Those who are already in service shall submit their application through their employer, along with N.O.C. from the employer.
- 2) Details regarding qualifications and relaxations are available on [www.nagpuruniversity.org](http://www.nagpuruniversity.org) and [www.gondwanauni.org](http://www.gondwanauni.org).
- 3) Application on plain paper giving complete bio-data along with copies of certificates and testimonials and D.D. of Rs. 200/- in favour of Principal, N.H. College, Payable at Bramhapuri should reach to College Office on or before 04/10/2014.


**Secretary**                      **President**                      **Principal**  
N.H.Education Society,      N.H.Education Society,      N.H. College,  
Bramhapuri                      Bramhapuri                      Bramhapuri

  
**PRINCIPAL**  
Nevjabai Hitkarini College  
Bramhapuri Dist Chandrapur-441206

## Departmental Heads

Heads check the daily diary of the teachers belonging to their respective departments weekly and then submit to teacher in-charge of science faculty, vice principal or principal for verification and signature.

**N.H. COLLEGE BRAMHAPURI**



Dist. - Chandrapur (M.S.)

NAAC Re-accerditation : "B" (CGPA 2.86)

Phone No. 07177-272033  
273293

Fax No. 07177-272033

Web Site : [www.nhcollege.org](http://www.nhcollege.org)  
e-mail Address : [nhcbramhapuri@rediffmail.com](mailto:nhcbramhapuri@rediffmail.com)

**Session 20.18, - 20 19**

Name of the Teacher. Dr. Tatyaji Kashinath Gedam

Designation. Associate Professor

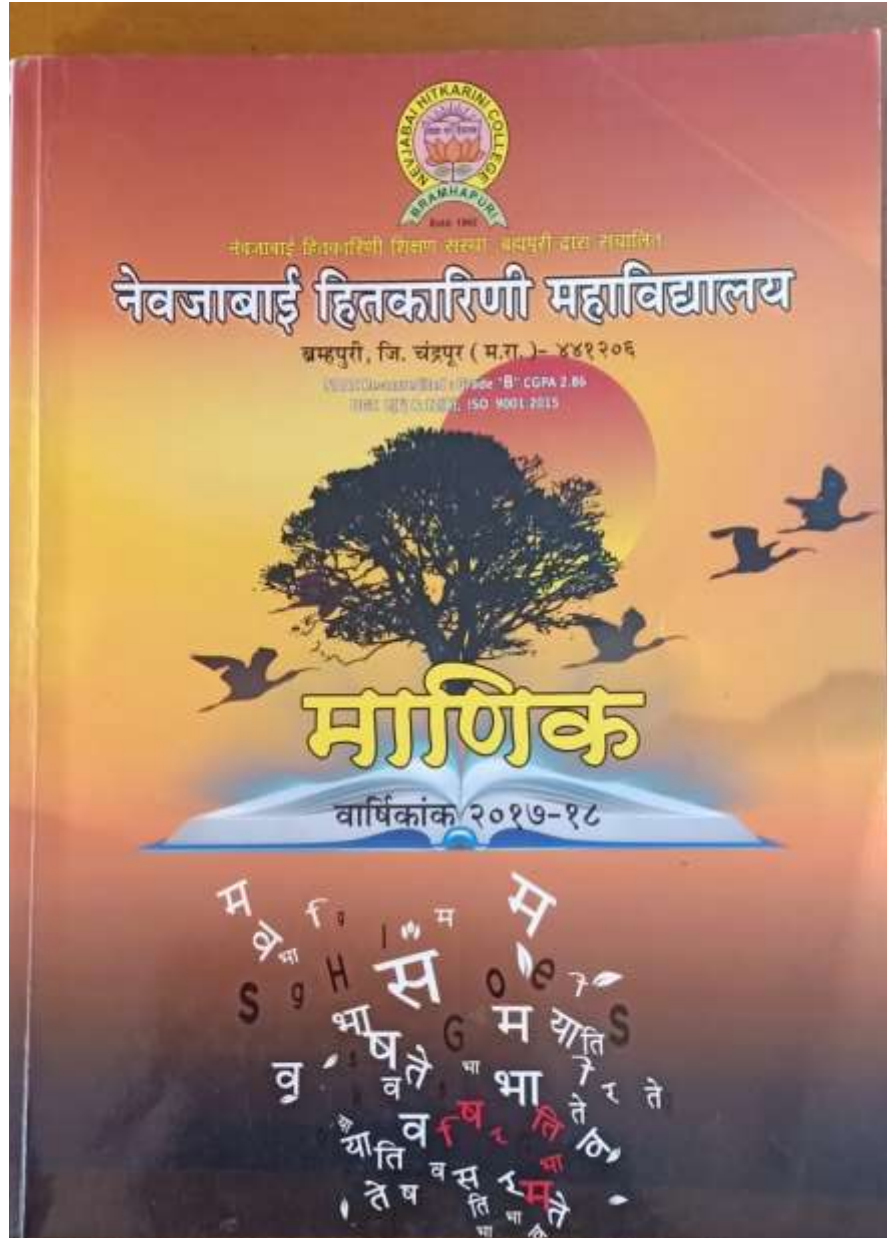
Department. Commerce & Management

Faculty. Commerce & Management

## Librarian

Library is given right to take preparatory decisions as regards of purchase policy which is accepted by the principal as per the urgency of the requirement. All the suggestions made from time to time for the enhancement of ICT facilities in the library is accepted and fulfilled by the principal.

## College Magazine "Manik"





नेवजाबाई हितकारिणी महाविद्यालय  
ब्रम्हपुरी, जि. चंद्रपुर



स्नातक व स्नातकोत्तर कला, वाणिज्य, विज्ञान महाविद्यालय  
कला, वाणिज्य, विज्ञान कनिष्ठ महाविद्यालय  
एमसीटीसी व संशोधन केंद्र

**माणिक**

वार्षिकांक २०१७-१८

**संपादक**

प्रा. डॉ. मोहन कापगते

**संपादक मंडळ**

प्रा. डॉ. प्रकाश वट्टी

प्रा. मिलिंद पठाडे

प्रा. विनोद घोडमारे

प्रा. पिरज आतला

प्रा. कृतिका बोरकर

प्रा. शिरिन खान

**विद्यार्थी प्रतिनिधी**

प्रशांत राऊत

मयुरी गावतुरे

गोपाल करंबे

**संयोजक व प्रकाशक**

डॉ. एन. एस. कौकोडे

**प्राचार्य**

नेवजाबाई हितकारिणी महाविद्यालय, ब्रम्हपुरी

email: nhcbrahmapuri@rediffmail.com Website: www.nhcollege.in

Fax: 07127-272150

Phone No.: (7177) 273293, 272033(O), 272044(R)

## Participative Management

### Alumni, Parent and Teacher Meet

Shri Ashokji Bhaiya, Secretary, N. H. Education Society, Shri Adv. Bhaskarraoji Urade, Joint Secretary, N. H. Education Society present on the dais.



### Academic Excellence Award

Shri Ashokji Bhaiya, Secretary, N. H. Education Society, Shri Adv. Bhaskarraoji Urade, Joint Secretary, N. H. Education Society, Shri Subhash Bajaj, Member, N. H. Education Society present on the dais.



## College Development Committee (CDC)

### NEVJABAI HITKARINI COLLEGE BRAMHAPURI SENIOR COLLEGE

COLLEGE DEVELOPMENT COMMITTEE (CDC)  
(Mah. Public University Act-2016, Section 97)

Sr. No	Name	Category	Designation
1.	Smt. Snehlatabai K. Bhaiya	Mgt. President	Chairman
2.	Shri. Ashok K. Bhaiya	Mgt. Secretary	Member
3.	Dr. D.H. Gahane	Teachers' Rep.	Member
4.	Dr. S.M. Shekokar	Teachers' Rep.	Member
5.	Dr. Ku. R.B. Meshram	Teachers' Rep. (Women)	Member
6.	Dr. M.B. Wadekar	Head Of Dept. Rep.	Member
7.	Shri. P. F. Gaigawali	Non-Teacher Rep.	Member
8.	Adv. Shri. Prakash H. Bhaiya	Education (Alumni) Rep.	Member
9.	Adv. Shri. Bhaskarrao Urade	Industry Rep.	Member
10.	Shri. S.R. Bajaj	Social Worker Rep.	Member
11.	Shri. G.N. Kela	Research Rep.	Member
12.	Dr. M.A. Sheikh	IQAC Coordinator	Member
13.		Student Univ. Rep.	Member
14.	Dr. N.S. Kokode	Principal & Ex-Officio Secretary	Secretary