

Administrative Staff

Sr. No.	Name	Designation	Qualification	Duties and Responsibilities
1	 Mr. B. B. Jadhav	Office Superintendent	B.A., M.Lib., M.Phil.	University, Parent Institute, Administrative Correspondence, Court Matter, U.G.C. & NAAC Correspondence, Service Books, Roster, Changes in Staff, Staff Monthly Salary (Sevarth), Medical Bills, Muster, Records of Staff Leave in Service Book, Scholarships and Monitoring on other Administrative Staff
2	 Mr. A. S. Gadhav	Head Clerk	M.A.	College Accounts, AISHE & NIRF Work, Dead Stock Record, All Registers of all Departments, and other time to time work of Administrative Department
3	 Mr. A. D. Patil	Jr. Clerk	M.A.	Senior Admission Process, University Eligibility, Exam Forms, SRPD, College and University CAP Work, Staff Leave Record, Biometric Record, Typing, and other time to time work of Administrative Department
4	 Ms. D. R. Majgaonkar	Jr. Clerk	B.Com.	All types of Letter Typing, Inward and Outward and other time to time work of Administrative Department, LT/TC/Bonafide Distribution and Collection
5	 Mr. C. J. Banage	Library Attendant	8thStd.	Library Books Exchange, Library Cleaning and Maintenance, All Postage of the College and other time to time work of Administrative Department

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6	 Mr. R. B. Kamble	Library Attendant	B.A.	Library Books Exchange, Library Cleaning and Maintenance, All Postage of the College and other time to time work of Administrative Department
7	 Mr. S. S. Shaikh	Library Attendant	SSC	Library Books Exchange, Library Cleaning and Maintenance, All Postage of the College and other time to time work of Administrative Department
8	 Mr. M. S. Jadhav	Peon	B.A.	Administrative Office Work, Cleaning the Classrooms, College Campus, All Postage of the College and other time to time work of Administrative Department
9	 Mr. M. M. Jangle	Peon	B.A.	Administrative Office Work, Cleaning the Classrooms, College Campus, All Postage of the College and other time to time work of Administrative Department
10.	 Mr. V. H. Kamble	Peon	B.A.	Administrative Office Work, All Postage of the College Cleaning the Classrooms, College Campus, and other time to time work of Administrative Department