

JIJAMATA EDUCATION SOCIETY'S
COLLEGE OF PHARMACY

(Degree)
WAGHODA ROAD, P. B. No. 04, NANDURBAR. 425 412

PRESIDENT

Smt. Shobhatai D. More

Tele Fax : ☎ 232685 (R)
STD (02564)

FOUNDER PRESIDENT

Late. Dr. Dileep More

CO-ORDINATOR

R. S. Chaudhary (M.Pharm)

☎ 232669 (O) , 232686 (R)
STD (02564)

Ref No. Jes / cop / /2019-20

*** Notice ***

Dt. 25/06/2018

All the staff member here by inform that they should note there following responsibility.

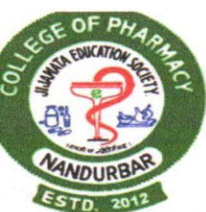
Sr. No.	Responsibilities	Name of Staff	Sign.
1.	Academic Incharge	Mr. R. S. Chaudhary (Head)	
		Mr. R. N. Chaudhari (Member)	
2.	Exam. Incharge	Mr. I. T. Ansari (Head)	
3.	Cultural Incharge	Ms. P. M. Waghela	
4.	Library Incharge	Ms. J. P. Gokhale	
5.	Ant ranging Committee Member	Mr. I. T. Ansari Ms. J. J. Naik	
6.	Training & Placement Officer, Extra Curriculum Activity (Conference, Workshop, Guest Lecture)	Mr. R. N. Chaudhari	
7.	Sexual Harassment Committee Member	Mr. V. A. Chaure Ms. S. R. Valvi	
8.	Social Welfare Committee Incharge		
9.	National Service Scheme & Discipline Committee	Mr. R.S. Tade Ms. P. A. Ahire	
10.	Sport Incharge	Mr. S. N. Ja in	



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Dt. 24/08/2019

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Sr. No.	Responsibilities	Name of Staff	
1.	Academic Incharge	Mr. R. S. Chaudhary (Head)	
		Mr. R. N. Chaudhari (Member)	
2.	Exam. Incharge	Ms. J. P. Gokhale (Head)	
		Ms. S. R. Valvi (Member)	
3.	Cultural Incharge	Mr. I. T. Ansari (Head)	
		Ms. N. P. Chavan (Member)	
4.	Library Incharge	Ms. M. K. Gavit	
5.	Antiranging Committee Member	Mr. I. T. Ansari Ms. J. J. Naik	
6.	Training & Placement Officer, Extra Curriculum Activity (Conference, Workshop, Guest Lecture)	Mr. R. N. Chaudhari	
7.	Sexual Harressment Committee Member	Mr. V. A. Chaure Ms. J. J. Naik	
8.	Social Welfare Committee Incharge		
9.	National Service Scheme & Discipline Committee	Mr. R.N. Chaudhari Ms. J. P. Gokhale	
10.	Sport Incharge	Mr. S. P. Padavi	



Smt. J. J. Naik
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Ref No. Jes / cop / /2020-2021

Dt. 01/07/2020

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Sr. No.	Responsibilities	Name of Staff	Sign.
1.	Academic Incharge	Mr. R. N. Chaudhari	
2.	Exam. Incharge	Dr. J. P. Gokhale (Head)	
		Ms. S. R. Valvi (Member)	
3.	Cultural Incharge	Mr. Kamal Athar (Head)	
		Ms. M. M. Patil (Member)	
4.	Library Incharge	Ms. M. K. Gavit	
5.	Antiranging Committee Member	Mr. I. T. Ansari Ms. J. J. Naik	
6.	Training & Placement Officer, Extra Curriculum Activity (Conference, Workshop, Guest Lecture)	Mr. R. N. Chaudhari	
7.	Social Walfare Committee Incharge	Ms. M. M. Patil	
8.	Sexual Harressment Committee Member	Mr. V. A. Chaure Ms. J. J. Naik	
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Email- jescp.ndb@gmail.com / jescp_ndb@yahoo.co.in

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Smt. Shobhatai D. More

Tele Fax : Ph.02564-232685 (R)

FOUNDER PRESIDENT


Late. Dr. Dileep More

Date: - 02/08/2021

Office Order 2021-2022

Sr. No.	Portfolio	In-Charge	Responsibilities
01	Discipline	Dr. R. R. Patil, Mr. L. G. Shah Mr. I. T. Ansari & All Class Teacher	Discipline
02	Academic Incharge	Mr. I. T. Ansari & Mr. V. M. Borase	Time Table Workload Calculation Attendance of Students
03	PCI/DTE/ AICTE/ LIC Organization & Governance	Dr. R. R. Patil Mr. L. G. Shah Mr. I. T. Ansari	SIF Preparation, Submission, All Inspection Formats and arrangement of inspection Budget & Financial Management
04	Training & Placement Activities Industrial Tour Industrial Training for Final year	Mr. R. N. Chaudhari Mr. K. S. Rath Mr. T. P. Kulkarni	Industry & Institute Interactions, Maintaining Placement record, Arrangement of campus interview, arrangement of training. Student Counselling and arrangement of industrial tour Record keeping of the final year training report
05	Library & Academic Calendar	Dr. J. P. Gokhale Mr. V. M. Borse Mr. A. B. Patil	Academic Calendar Computer Facility Library, continuous evaluation, feedback evaluation.
06	Examination	Examination Mr. V. A. Chaure Ms. R. M. Kuwar	University & Internal Examination Filling of Internal Marks Record Keeping
07	Cultural Incharge & Sport Incharge	Dr. J. P. Gokhale Mr. R. B. Gangurde Ms. B. S. More	Annual Gathering Fresher's Party Induction Program
08	Media Coverage Website Upgradation	Mr. V. A. Chuare Mr. K. S. Ahmed Mr. K. S. Rath Mr. R. B. Gangurde Mr. T. P. Kulkarni	Publication of news in different media for result and special achievement of students and staff Up gradation of website and making it more interactive




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FOUNDER PRESIDENT**Late. Dr. Dileep More**

Sr. No.	Portfolio	In-Charge	Responsibilities
09	E-bulletin of Institute college Magazine	Mr. I. T. Ansari Ms. J. J. Naik Mr. V. M. Borse Mr. R. B. Gangurde Mr. R. G. Pathade	Preparation of e-bulletin of institute and uploading the same on website Invitation of article and compilation of e-bulletin. Sending the magazine for competition / souvenir compilation for 25 years.
10	Guest Lecture	Mr. I. T. Ansari Mr. R. N. Chaudhari Mr. V. M. Borse	Arrange guest lecture for UG and Diploma Program
11	Women's Forum	Dr. J. P. Gokhale Ms. S. R. Valvi Ms. J. J. Naik Ms. M. M. Patil Ms. M. K. Gavit Ms. B. S. More	Organize various seminar/ Conferences / guest lecture for women. Celebration of women's day.
12	GPAT and Competitive Examination	Mr. I. T. Ansari Mr. V. A. Chaure Ms. M. K. Gavit	Conducting classes, preparing schedule for invited talk on GPAT and Other competitive examination
13	Avishkar & Record Keeping	Mr. K. S. Ahmed Ms. M. M. Patil	Encouraging students to participate in Avishkar Record keeping of various conferences attended by students and staff.
14	Project Final Year	Mr. I. T. Ansari Mr. V. A. Chaure	Record Keeping of the final year project and Arrangement of examination as per university schedule.
15	Store incharge / officer and maintenance and repairing	Mr. R. N. Chuadhari Mr. S.S. Pawar	Verification of stock in store Maintaining record and inventory. Maintenance of classrooms & Laboratories.
16	Museum Language lab computer in charge	Ms. J. J. Naik Ms. S. R. Valvi Ms. M. M. Patil Mr. T. P. Kulkarni	Arrangement and maintenance of museum Maintaining smooth functioning of Language Laboratory
17	Local Guardian diary	Dr. J. P. Gokhale	Local Guardian Record Keeping Allotment of local Guardian
18	Student Welfare officer	Mr. R. N. Chaudhari Mr. V. A. Chaure	KBC, NMU, Jalgaon related work Student council record keeping



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Date:-01/07/2022

Office Order 2022-2023

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05	Library & Academic Calendar	Dr. J. P. Gokhale Mr. V. M. Borse	Academic Calendar Computer Facility Library, continuous evaluation, feedback evaluation.
06	Examination	Examination Dr. Pravin Gomase Mr. V. A. Chaure Ms. M. M. Patil	University & Internal Examination Filling of Internal Marks Record Keeping
07	Cultural Incharge & Sport Incharge	Mr. K. S. Rathi Ms. M. K. Gavit Mr. R. B. Gangurde Ms. R. P. Patil	Annual Gathering Fresher's Party Induction Program
08	Media Coverage Website Upgradation	Mr. R. M. Kuwar Mr. V. V. Kalal Mr. T. P. Kulkarni	Publication of news in different media for result and special achievement of students and staff Up gradation of website and making it more interactive



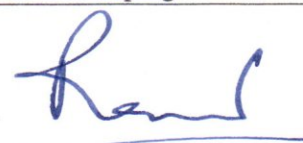
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15	Store incharge / officer and maintenance and repairing	Mr. K. S. Rathi Mr. S.S. Pawar	Verification of stock in store Maintaining record and inventory. Maintenance of classrooms & Laboratories.
16	Museum Language lab computer in charge	Ms. J. J. Naik Ms. M. M. Patil Ms. R. P. Patil Mr. T. P. Kulkarni	Arrangement and maintenance of museum Maintaining smooth functioning of Language Laboratory
17	Local Guardian diary	Dr. Pravin Gomase	Local Guardian Record Keeping Allotment of local Guardian
18	Student Welfare officer	Mr. V. A. Chaure	KBC, NMU, Jalgaon related work Student council record keeping


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