

Shrimati Binzani Mahila Mahavidyalaya

Mahal, Nagpur

Admission In-charge – Dr Rajshree Gajghate

Sr. No.	Name of the admission Sub Committee	Name of the Teachers	Work Assigned	Nature of the work	
1	XI	1. Dr. Somalkar	Guidance Center In-Charge and Admission In-charge.	To handle all the guidance Center Online Work And Admission Process.	
		1. Nikita Tigne	To assist the Guidance Centre In-charge		
		1) Ms. Rupa Vyas (In-charge) 2) Ms Smita Panurkar 3) Ms. Hedao 4) Ms. Varsha Sayam	Admission Work	To handle the admission work at the college level (Form Filling, Form Verification and Document checking)	
		Ms. Arti Nagpure	XI th Online Admission		
		I Card (XI th & XII th) printing and Distribution			
		1. Mr. Ashutosh Chorghade 2. Mr. Vairgade	Fees collection (XI th & XII th) and Preparation list.		
		1. Ms. Hedao (In charge) 2. All Teachers Members	School Visit for Admission 2025-26	To Prepare school visits and teacher's Schedules	

Staff file

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2	BA I	1) Dr. Shambharkar - *	Briefing of the students about New NEP Scheme	To counsel and guide students during the admission process.
		2) Dr. Nichkawade	Form Filling	To guide the students for filling the form and counsel students for choosing subjects.
		3) Dr. Amruta Bhuskute		
		4) Dr. Charuta Joshi	Form Checking Document Verification, Subject Finalization & Submission	To verify the filled form and attached documents and submit it for fees collection.
		5) 3 Contributory teachers on Rotation basis for additional work		
		Ms. Sakshi Nagose Ms. Alfiya Sheikh	Form Selling & I Card Preparation & Issue All Registrations	1. To sell the forms 2. To prepare the I card of each admitted student immediately so that she can proceed for issuing the library card. 3. To register for: - 1. ARN 2. Digi locker 3. Uniconnect app 4. ABC ID 5. College Online Entry 6. Checking Aadhar Updation
Shri. Ashutosh Shri. Vairagade	Collection of Fees	To collect all the fees and give detail of admitted students list to Mr. Vairagade to prepare student list.		
Ms. Kalpana Kanfade	Library card	To issue Library cards to each admitted student.		

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3	BA II	Dr. Deepa Balkhande Dr. Sunita Zinzarde	Admission work	<ol style="list-style-type: none">1. To contact students in the official Sem II Group.2. To check carefully whether the students fulfil the admission criteria for Sem III3. To pursue that each and every student comes for admission.4. To form a new WhatsApp group for Sem III5. To take Examination and Career Katta fees.6. I card Issue.7. To report to the principal about daily admissions.8. To co-ordinate with Shri Vairagade and Shri. Chorghade
		Shri. Vairagade	Collection of fees, Preparation of lists	
4	BA III	Dr. Shubhangi Kukekar Smt. Deepashri Patil	Admission work	<ol style="list-style-type: none">1. To contact students in the official Sem IV Group.2. To check carefully whether the students fulfil the admission criteria for Sem V3. To pursue that each and every student comes for admission.4. To form a new WhatsApp group for Sem V5. To take Examination and Career Katta fees.6. I card Issue.7. To report to the principal about daily admissions.8. To co-ordinate with Shri Vairagade and Shri. Chorghade.
		Shri. Vairagade	Collection of fees, Preparation of lists	


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Nagpur Shikshan Mandal's
Smt. Binzani Mahila Mahavidyalya
Mahal, Nagpur.

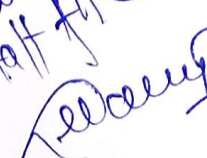
**Appointment of Professor In-charge of various
Departmental Work of Junior College
Session: 2025-26**

Sr. no.	Departmental work	Name of in-charge and member
1	Guidance Center & Admission In-charge Work	1) Dr. Somalkar
2	Admission Work	1) Ms. Vyas 2) Ms Panurkar 3) Ms. Hedao 4) Ms. Sayam
3	School Visit for Admission 2023-24 (Prepare school visit and teacher's Schedule)	Ms Hedao (In-charge) (All Teachers Members)
4	XI th XII th College Exam	Ms. Hedao
5	Board Exams	Ms. Vyas
6	Time Table	Ms. Barge Ms. Upadhye
7	PT Meet	Ms. Panurkar
8	Uniform Distribution & Implementation	Ms. Hedao
9	HSS Board Results analysis Practical/oral/ internal marks Submission process	Ms. Barge

Date :- 28/9/25


Principal

Smt. Binzani Mahila Mahavidyalaya,
Mahal, Nagpur.

admission
staff file

28/9/25