

# Shrimati Binzani Mahila Mahavidyalaya

Mahal, Nagpur

Admission In-charge – Dr Dyaneshwar Shambharkar

Sr. No.	Name of the admission Sub Committee	Name of the Teachers	Work Assigned	Nature of the work
1	BA I	1) Dr. Charuta Joshi 2) Dr. Amruta Bhuskute 3) Dr. Rajshree Gajghate	<b>Briefing the students about New NEP Scheme</b>	To counsel and guide students during the admission process.
2		4) Dr. Archana Gupta +	<b>Form Filling</b>	To guide the students for filling the form and counsel students for choosing subjects.
3		5) 3 Contributory teachers on a Rotation basis for additional work	<b>Form Checking Document Verification, Subject Finalization &amp; Submission</b>	To verify the filled form and attached documents and submit it for fees collection.
4		Ms. Sakshi Nagose	<b>Form Selling &amp; I Card Preparation &amp; Issue</b>	1. To sell the forms 2. To prepare the I card of each admitted student immediately so that she can proceed for the library card.
5		Ms. Shubhangi Somkuwar	<b>All Registrations</b>	To register for: - 1. ARN 2. Digi locker 3. Uniconnect app 4. ABC ID 5. College Online Entry 6. Checking Aadhar Updation
6		Shri Vairagade	<b>Collection of Fees</b>	To collect all the fees and give daily report to Shri. Ashutosh Chorghade.
7		Ms. Kalpana Kanfade	<b>Library card</b>	To issue Library card to each admitted student.

Sr. No.	Name of the admission Sub Committee	Name of the Teacher	Work Assigned	Nature of the work
8	BA II	Dr. Deepa Balkhande Dr. Sunita Zinzarde	<b>Admission work</b>	<ol style="list-style-type: none"> <li>1. To contact students in the official Sem II Group.</li> <li>2. To check carefully whether the students fulfil the admission criteria for Sem III</li> <li>3. To pursue that each and every student comes for admission.</li> <li>4. To form a new WhatsApp group for Sem III</li> <li>5. To take Examination and Career Katta fees.</li> <li>6. I card Issue.</li> <li>7. To report to the principal about daily admissions.</li> <li>8. To co-ordinate with Shri Vairagade and Shri. Chorghade</li> </ol>
9		Shri Vairagade	<b>Collection of fees, Preparation of lists</b>	
10	B.A. III	Dr. Shubhangi Kukekar Dr. Vasanti Nichkawade	<b>Admission work</b>	<ol style="list-style-type: none"> <li>1. To contact students in the official Sem IV Group.</li> <li>2. To check carefully whether the students fulfill the admission criteria for Sem V</li> <li>3. To pursue that each and every student comes for admission.</li> <li>4. To form a new WhatsApp group form Sem V</li> <li>5. To take Examination and Career Katta fees.</li> <li>6. I card Issue.</li> <li>7. To report to the principal about daily admissions.</li> <li>8. To co-ordinate with Shri Vairagade and Shri. Chorghade.</li> </ol>
11		Shri Vairagade	<b>Collection of fees, Preparation of lists</b>	