Navmaharashtra Shikshan Mandal's
ABASAHEB KAKADE COLLEGE OF B.PHARMACY
Bodhegaon
NAAC accredited with B Grade

Tal – Shevgaon Dist. Ahmednagar414503, Email -kakadebpharmacy@gmail.com

Date: 19 /08/2025

Working Committee & Work

Sr. No	Name of Post	Name of Employee	Work
1	Custodian	Dr.Hemant H.Gangurde	QPD Password Management
2	CEO	Mr.Supek ar A.V	Observation & Conduction of smooth examination
3	Sr. Supervisor	Mr.Davkhar S.S	Printing of Question Paper & Observation to exam
4	Asst. to CEO	Mr.Kadam K.A	Prepare Seating arrangement & Distribution of Barcode
5	Asst. to Senior Supervisor	Mr.Jadhav B.V	Keep watch Examination & Carry out Students Checking process
6	Dispatch Clerk	Mr.Tikone V.K	Dispatch of all exam related documents & Answer sheet to cap center
7	Office Peon	Mr.Kajale V.A	All notice circulation & Counting of Answer sheets
8	Block Peon	1) Mr.Lodne S.R 2) Mr.Kajale S.S 3) Mr.Vaidya S.A	Sticking of seat numbers, circulating hall crafts & Checking of students on door
9	Bell Man	Mr.Kajale V.A	Bell on time
10	Water Man	Mr.Bichkul A.S	Supply of water to all examination hall
11	Sealing / Store/Stationary	Mr.Kedar T.D Mr.Kadam D.L Mr.Vaidya S.A	Sealing of answer sheet bundles within time & supply of Stationary
12	Xerox Operator	1) Mr.Barde R.B 2) Mr.Vaidya S.A Mr.Shaikh J.S	Printing of Question paper & Xerox of Attendance Format
13	Account Clerk		Prepare Examination account file within time
14	Distribution of Mark sheet	Mr.Tikone V.K Mr.Kadam D.L	Distribution of Mark sheet to students
15	Watchman	1) Mr.Sangule Navnath 2) Mr.Dongare Vitthal 3) Mr.Gore Prakash	Watch to campus
16	Electrician or generator Operator	Mr.Barde R.B	Provide backup power (Generator arrangement)

Abasaheb Kakade College of B.Pharmacy Bodhegaon

19.8.25

PRINCIPAL
Abasaheb Kakade College of B. Pharmacy
Bodhegaon, Tal. Shevgaon, Dist. A.Nagar