



**Vishnu Waman Thakur Charitable Trust's**  
**Bhaskar Waman Thakur College of Science,**  
**Yashvant Keshav Patil College of Commerce,**  
**Vidhya Dayanand Patil College of Arts,**  
**VIVA College**

(Affiliated to University of Mumbai) NAAC ACCREDITED WITH "B" GRADE (CGPA 2.69)

**Shri Hitendra V. Thakur**  
President

**Ms. Aparna P. Thakur**  
Secretary

**Dr. V.S. Adigal**  
Principal

Ref. No. :

Date : 17/02/2024

I the undersigned would like to certify and endorse the page number from 01 to 06 of Criterion VI Pointer no. 6.1 (Duty Delegation Letters) during the last 05 academic years (2018-2023) is true to my knowledge.

Principal

Dr. V.S. Adigal





# Late Shri. Vishnu Waman Thakur Charitable Trust

(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)

Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Palghar, Pin - 401 303.  
Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: 636

Date: 27/05/19

To,  
Mrs. Prajakta Paranjpe

Dear Madam,

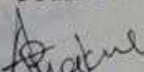
On behalf of the Trust/Management it gives me great pleasure to inform you that you are hereby designated as Vice Principal of **Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts** (Degree College) with effect from June 2019 to May 2021. This is a post created by the Management and is not a promotional post. Your appointment can be renewed by the management depending on the merits of your service.

Your academic and administrative duties are as follows:

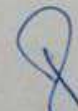
1. Assist the principal in the smooth and efficient running of the college.
  - Act according to the directive of the Principal and ensure the duties and work of the teachers.
  - Submit the report of the teachers of their work to the Principal from time to time as and when required.
2. Assist the Principal for the official correspondence of the degree college with University & other relevant authority.
3. Assist the principal for the smooth conduct of the degree college examination and declaration of the results on time.
4. To make the maximum efforts to maintain the standard, the behavior and discipline of the students of Degree College.
5. Ensure academic improvement for both Undergraduate and Post graduate Commerce, Arts and Self Finance courses with respect to admission, commencement of lectures and practicals.
6. Prepare the time table of college while taking into consideration of working days and holidays.
7. Regularize the admission of the college under the guidance and permission of the principal, no direct admission can be granted to any student without consultation of the principal.
8. Assist in the process of the Interview and Selection of the staff.

Thanking You.

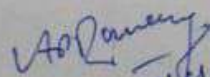
Yours Faithfully,

  
Secretary



  
27/5/2019

End: Dr. A P Pandey

  
27/6/2019



# Late Shri. Vishnu Waman Thakur Charitable Trust

(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)

Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Palghar, Pin - 401 303.

Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: 637

Date: 03/06/19

To,  
Dr. Deepa Verma

Dear Madam,

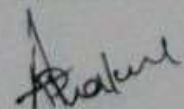
On behalf of the Trust/Management it gives me great pleasure to inform you that you are hereby designated as Vice Principal of Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts (Degree College) with effect from June 2019 to May 2021. This is a post created by the Management and is not a promotional post. Your appointment can be renewed by the management depending on the merits of your service.

Your academic and administrative duties are as follows:

1. Assist the principal in the smooth and efficient running of the college.
  - Act according to the directive of the Principal and ensure the duties and work of the teachers.
  - Submit the report of the teachers of their work to the Principal from time to time as and when required.
2. To make the maximum efforts to maintain the standard, the behavior and discipline of the students of Degree College.
3. Ensure the smooth process of Post Graduate M.Sc courses with respect to admission commencement of lectures and practicals.
4. Ensure the smooth functioning of the college laboratory and Soil & water testing/ instrumentation laboratory in consultation with the concerned Head of Department.
5. Ensure promotion and conduct of research and other co-curricular activities of the institution.
6. Regularize the admission of the college under the guidance and permission of the principal, no direct admission can be granted to any student without consultation of the principal.
7. Assist in the process of the Interview and Selection of the staff.
8. Responsible for NACC, as an IQAC Committee.

Thanking You.

Yours Faithfully,

  
Secretary



Rev  
Jyoti  
3.6.19.

Encl: Dr. A.P. Pandey.



# Late Shri. Vishnu Waman Thakur Charitable Trust

(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)

Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Palghar, Pin - 401 303.

Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: 775 B

Date: 13/05/2020

To,  
Dr. Rohan Gavankar

Dear Sir,

On behalf of the Trust/Management it gives me great pleasure to inform you that you are hereby assigned as Assistant to the Principal of Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts (Degree College) with effect from June 2020 to May 2021. This is a post created by the Management and is not a promotional post. Your appointment can be renewed by the management depending on the merits of your service.

**Your academic and administrative duties are as follows:**

1. Assist the Principal in the smooth and efficient running of the college:
  - Act according to the directive of the Principal and ensure the duties and work of the teachers.
  - Submit the report of the teachers of their work to the Principal from time to time as and when required.
2. To make the maximum efforts to maintain the standard, the behavior and discipline of the students of the College.
3. Examination related work:
  - Ensure smooth process for conducting Examinations.
  - Preparation of Time-table (Internal/Practical/Theory)
  - Coordination for Paper setting.
  - Managing Paper printing.
  - Arranging and distribution of papers.
  - Teaching and Non-Teaching staff duty allocation and seating arrangement for students.
  - Maintenance of daily report during examinations.
4. CAP (Central Assessment Programme)
  - To coordinate, control, monitor and supervise the work of assessment/ moderation of answer books of all examinations.
  - To ensure that the work of assessment and moderation is completed in the stipulated time as per the schedule prescribed so that the declaration of result is on time.
5. Ensure proper process of Revaluation
6. Any other work related to examination which may be entrusted by the concerned authority.
7. Responsible for smooth functioning of NAAC and IQAC Committee.

Thanking You.

Yours Faithfully,

*V. P. Rande*  
Principal



*A. Thakur*  
Secretary

*Received*  
*Rohan*



# Late Shri. Vishnu Waman Thakur Charitable Trust

(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)

Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Palghar, Pin - 401 303  
Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: 775A

Date : 13/05/2020

To,  
Mr. Ajit Ingle

Dear Sir,

On behalf of the Trust/Management it gives me great pleasure to inform you that you are hereby assigned as Assistant to the Principal of **Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts** (Degree College) with effect from June 2020 to May 2021. This is a post created by the Management and is not a promotional post. Your appointment can be renewed by the management depending on the merits of your service.

## Your academic and administrative duties are as follows:

1. Assist the Principal in the smooth and efficient running of the college:
  - Act according to the directive of the Principal and ensure the duties and work of the teachers.
  - Submit the report of the teachers of their work to the Principal from time to time as and when required.
2. To make the maximum efforts to maintain the standard, the behavior and discipline of the students of the College.
3. Framing of Time-Table and Classroom Allotment of the College.
4. Monitoring the process of Purchase and related payment of vendors/parties.

Thanking You.

Yours Faithfully,

*V. P. Ramesh*  
Principal



*A. B. K.*  
Secretary

*Received*  
*[Signature]*



# Late Shri. Vishnu Waman Thakur Charitable Trust

(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)

Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Palghar, Pin - 401 303.

Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: 775 C

Date : 13/05/2020

To,  
Ms. Neelima Bhagwat

Dear Madam,

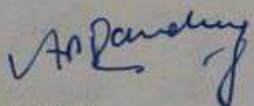
On behalf of the Trust/Management it gives me great pleasure to inform you that you are hereby assigned as Assistant to the Principal of **Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts** (Degree College) with effect from June 2020 to May 2021. This is a post created by the Management and is not a promotional post. Your appointment can be renewed by the management depending on the merits of your service.

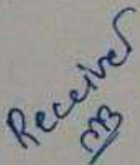
## Your academic and administrative duties are as follows:

1. Assist the Principal in the smooth and efficient running of the college:
  - Act according to the directive of the Principal and ensure the duties and work of the teachers.
  - Submit the report of the teachers of their work to the Principal from time to time as and when required.
2. To make the maximum efforts to maintain the standard, the behavior and discipline of the students of the College.
3. To plan and conduct the Academic Audit and Administrative Audit of each department of the college.
4. Ensure the smooth process of Post Graduate M.A, M.Com courses with respect to admission commencement of lectures and practicals.

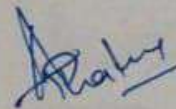
Thanking You.

Yours Faithfully,

  
Principal





  
Secretary



# Late Shri. Vishnu Waman Thakur Charitable Trust

(Trust Regd. No. E-930 - Thane / Dated 31-5-1988)

Thakur Niwas, Raja Chhatrapati Shivaji Marg, Virar (West), Dist. Palghar, Pin - 401 303.  
Tel. : (0250) - 2502315, 2515275, 2502601

Ref. No.: 775 D

Date : 13/05/2020

To,  
Dr. Hemangi Raut

Dear Madam,

On behalf of the Trust/Management it gives me great pleasure to inform you that you are hereby assigned as Assistant to the Principal of **Bhaskar Waman Thakur College of Science, Yashvant Keshav Patil College of Commerce, Vidhya Dayanand Patil College of Arts (Degree College)** with effect from June 2020 to May 2021. This is a post created by the Management and is not a promotional post. Your appointment can be renewed by the management depending on the merits of your service.

## Your academic and administrative duties are as follows:

1. Assist the Principal in the smooth and efficient running of the college:
  - Act according to the directive of the Principal and ensure the duties and work of the teachers.
  - Submit the report of the teachers of their work to the Principal from time to time as and when required.
2. To make the maximum efforts to maintain the standard, the behavior and discipline of the students of the College.
3. Ensure promotion and conduction of Research and related activity.
4. Responsible for conducting conference, workshop, seminars, training and related activities for the students.

Thanking You.

Yours Faithfully,

*A. R. Raut*  
Principal



*A. R. Raut*  
Secretary

*received  
h.r.*