

ADMINISTRATIVE STAFF

PERSONAL PROFILE



Mr. Bharat Chandrakant Devrukhkar

Head Clerk

- ❖ Residential Address : At & Post – Tanali (Margtamhane)
Tal. – Chiplun, Dist.-Ratnagiri, Pin. – 415702
- ❖ Phone No : Office 02355-270169 Resi 02355-204120 Mob. 9420050942
- ❖ Date of Birth : 23rd December 1965
- ❖ Blood Group : 'O' Rh (+ve)
- ❖ Date Appointment: 1st February 1993
- ❖ Working Experience: 22 Years

❖ EDUCATIONAL QUALIFICATIONS

Sr. No.	Examination	Month & Year	University	Class
1	S.S.C	March 1982	Kolhapur Board	Second Class
2	H.S.C	March 1984	Kolhapur Board	Second Class
3	B.Com.	April 1987	University of Mumbai	Second Class
4	M.A.	October 1996	Shivaji University	Second Class
5	MS-CIT	December 2003	M.S.B.T.E	First Class

❖ WORK EXPERIENCE

Name of College	Period	Post Held
Dr. TatyasahebNatu College of Arts and Senior College of Commerce Margtamhane. Tal ChiplunDist-Ratnagiri Pin. 415702	01/02/1993 To 31/03/1996	Junior Clerk
	01/02/1996 To 31/03/1999	Senior College
	01/02/1993 To 31/03/1996	Head Clerk

❖ DISTRUBUTION OF WORK

Sr. No	PERTICULARS
1	Profession Tax
2	Income Tax
3	College Account
4	Staff Approval
5	College Affiliation
6	Salary & Non Salary Assessment
7	N.S.S. Account
8	Local Managing Committee
9	Maintain Roster Register
10	Staff Service Book
11	College Budject
13	Staff Work Load
14	U.G.C. Work
15	Quotation for Purchase

16	Maintain Dead Stock Register
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❖ WORKING ON VARIOUS COMMITTEES IN THE INSTITUTION

- College Website:Member
- N.S.S. Committee:Member
- College Advisory Committee:Member
- Women Development Cell:Member
- UGC Planning Board:Member
- Vidyarthi Kalyan Mandal: Member
- College Local Managing Committee: Member
- Internal Quality Assurance Cell: Member

❖ Seminars Conference, Workshops Attended

Sr. No.	Topics of Seminar/Workshop	Nature of Seminar/Workshop	Place	Year
1	Reforms In Examination	Regional Level	Adarsh College of Arts & Commerce Kulgaon	14 th July 2012
2	e-Technology for Office Efficiency	Regional Level	Adarsh College of Arts & Commerce KulgaonBadlapur	22 nd February 2013
3	Guidelines for Implementation of Reservation Policy through roster	Regional Level	University of Mumbai & MUPTA	02 nd March 2013
4	Academic Proformance Indicator	Regional Level	Dr. Tatyasaheb Natu College of Arts & Senior College of Commerce, Margtamhane	23rd March 2013

			Tal. Chiplun, Ratnagiri	
5	For Non Teaching Staff	Regional Level	Vaze Arts, Commerce and Science College Mulund, Mumbai	27 th August 2013
6	XI th Plan of U.G.C. Grant	Regional Level	J.S.M.College Alibag, Raigad & UGC Western Regional Office, Pune	28 th June 2014
7	College Administration and Personality Enhancement of Administrative Staff	State Level	Changu Kana Thakur Arts, Commerce and Science College , New Panvel	24-25 th April 2015