

MAHAVEER COLLEGE OF COMMERCE

SESSION - 2016-17

ADDITIONAL ROLES & RESPONSIBILITIES

S.No.	RESPONSIBILITY	CO-ORDINATOR
1.	Uniform Distribution	Dr. Poonam Somani {B.Com (Pass &Hons.)} Dr. D.N.Sharma {B.Com (Pass &Hons.)} Dr. Minal Sharma (BBA) Mr. Vlmlesh Sharma (BCA)
2.	Time - Table	Dr. Ashish Gupta Mr. Navneet
3.	Attendance	Mr. Vlmlesh Sharma All Class Co-ordinators
4.	Discipline	Dr. Simmi Choyal Mr. R.P.Khatri
5.	Gate Pass	All Class Co-ordinators
6.	Notice Board	Dr. Vaishali Purohit Dr. Jitender Singh Bidawat Dr. Minal Sharma
7.	Library	Ms. Riddhi Jain Ms. Neha Paliwal
8.	Identity Card	Ms. Neha Paliwal All Class Co-ordinators
9.	Website Updates	Ms. Neha Paliwal
10.	Canteen	Mr. Tarun Jain Mr. Navneet

Principal
Dr. Ravi Sharma