Estd. -1968



I/C Principal,
Prof. Dr.(Smt.) U. V. Patil
M.A. SET, Ph.D.

"Education Through self-help is our Motto" - Karmveer

Rayat Shikshan Sanstha's Dr. Patangrao Kadam Mahavidyalaya, Ramanandnagar (Burli)

Kirloskarwadi Pin - 416 308

Tal-Palus, Dist-Sangli

Founder: Dr. Karmveer Bhaurao Patil D.Litt.

NAAC Accreditation: 'A'

E-mail: ascc rnagar@ymail.com

Office

Resi.

Fax

Date.

15/04/2024

STD: 02346)

: 222035

: 222009

: 222035

Ref. No.

/2023-24

Statutory Declaration on RTI Act

Section 4(1) (b) of RTI Act 2005 covers the statutory declaration Dr. Patangrao Kadam Mahavidyalaya Ramanandnagar (Burli) Tal. Palus, Dist. Sangli on Website. It covers all the rules and regulations which are implemented by Government of Maharashtra.

Our Institute is a "College of co- education", which is registered under society act by Govt. of Maharashtra and affiliated to Shivaji University, Kolhapur, Maharashtra. The College has a Governing Body which is approved by the authority appointed by Government of Maharashtra. It runs as per rules and regulations made by the Govt. from time to time.

The Institute comes under "Grant in Aid" category therefore financial transactions are not audited by the government. The Institute has different Bodies to maintain all types of disciplines in the campus.

All the cells or committees of the institution are under Statutory Bodies and comes under section 4(1) (b) of RTI Act 2005. The applications under the RTI Act along with a postal order/demand draft for Rs. 10.00 obtained in favour of Principal, Dr. Patangrao Kadam Mahavidyalaya Ramanandnagar (Burli) Tal. Palus, Dist. Sangli may be sent to the Public Information Officer (PIO) or handed over in his office.

All information about the college under Section 4(1) (b) of RTI Act 2005 is open for the public and it can be obtained by a citizen of India.



মু Principal,
Dr. Patangrao Kadam Mahavidhyalaya,
Ramanandnagar (Burli)
Tal. Palus, Dist. Sangli.

Information Handbook of

Arts, Science & Commerce College, Ramanandnagar (Burli)

((As per Right to Information Act, 2005)

INTRODUCTION

The Right to Information Act, 2005 sets out the practical regime of Right to Infromation for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the work of such authority.

Section 2 (h) of the Act defines "public authority" as any authority or body or institution of self-governce established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In occordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provision contained in various rules and regulations govering Rayat Shikshan Sanstha's Arts, Scienec & Commerce College, Ramanandnagar (Burli) and related information.

This Infromation Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).

Section 4 (1) (b) (i) / Manual – 1 : Particulars of the organization, functions and duties

Arts, Scienec & Commerce College, Ramanandnagar (Burli), by Rayat Shikshan Sanstha, in 1968. It is recognized by Government of Maharashtra, Affiliated to Shivaji University, Kolhapur and ecognized by UGC under 12 (B) & 1(f).

Arts, Science & Commerce College is doing a pioneering work in the field of education Ramanandnagar and surrounding area since 1968.

The College conducts Three Year Degree Courses of B.A, B.Com., B.Sc. and B.C.A and Post Graduate level of M.Sc. Analytical Chemistry, M.A. English and M.A.History also conducts Short Tem, Value Added Courses. The College has also started B.Voc.Courses (i.e. Dairy Technology and Food Proccessing) from academic year 2020-21.

-VISION-

Education to all the classes of society, especially to the downtrodden, economically and socially backward sections of society.

There is a need to reconsider the present education at all its levels.

The globalization and liberalization have changed all the concerns and references.

It is necessary to deviate from the traditional methods and use the new methods and technology for imparting education.

In view of this the Rayat Shikshan Sanstha has actively started the process of adjusting with new trends.

-MISSION-

To impart liberal and vocational education, from pre-primary to university level, to the rising generations.

To provide education to the people from remote places, tribal, rural, semi-urban and urban areas by establishing educational institutions.

To provide education to all the classes of society, especially to the downtrodden, economically and socially backward sections of society.

To provide education to women by establishing girls' schools, highschools and colleges.

To provide training and quality improvement of teachers and non-teaching employees of the Sanstha. To enrich the dignity of labour and to make arrangements for providing education against manual labour.

To promote the acquisition of knowledge and to offer opportunities for upgrading the knowledge, training and skills in all fields of human endeavour by developing educational network with use of modern communication media and technologies.

To promote among the students a sense of equality, national integration, social justice and to act as a catalyst in socio-economic transformation for national development.

To make arrangements for promoting healthy atmosphere, corporate life and welfare of students and employees.

-GOALS-

Core Values of ASCC

To promote the following core values among the HEIs of the contry:

- Contribution to National Development.
- · Fostering Global Competencies among students
- Inculating a Value System among students.
- Promoting the use of Technology.
- Quest forExcellence.

Contact Details :-

Postal Address :-

Arts, Scienec & Commerce College, Ramanandnagar (Burli)

Post- Kirloskarwadi Tal- Palus, Dist-Sangli, Maharashtra- 416 308, India.

Website

asccramanandnagar.in

Tel./ Fax No :

02346/222035

Email

ascc rnagar@yamail.com

Map of Location

The College location Map is available at

https://www.google.com/maps/place/Arts, Scienec & Commerce College, Ramanandnagar (Burli)

Woring Hours

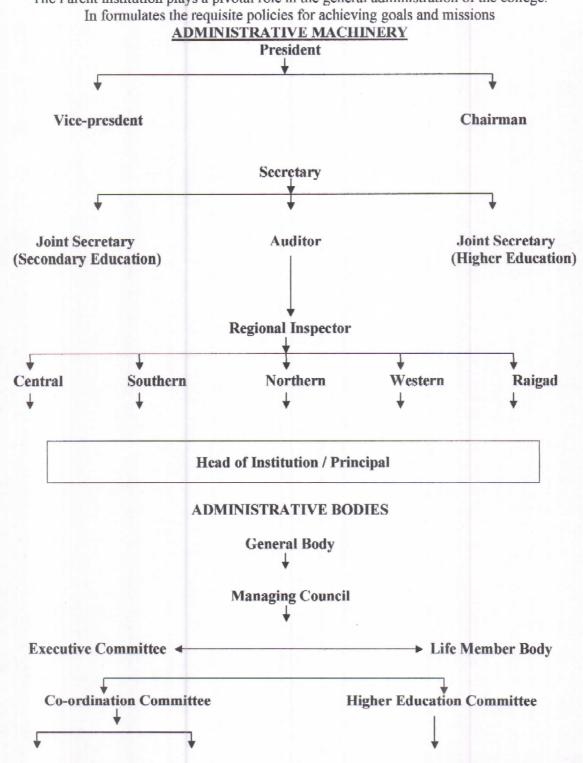
College Timing on all Working Days: From 7.30 a.m. to 5.30 p.m.

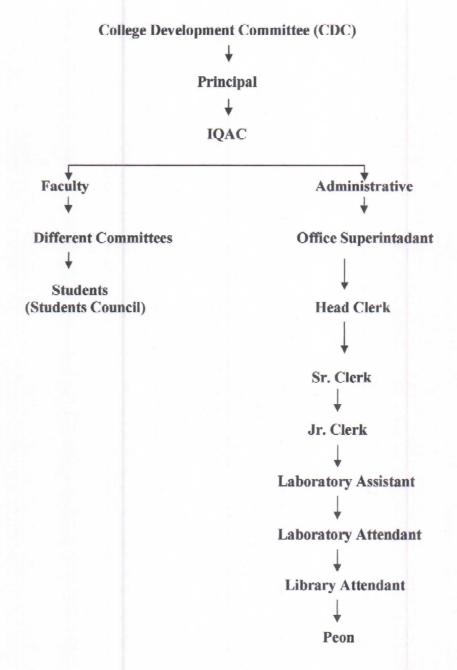
Office Timing: 10.30 a.m. to 5.30 p.m. on all working days.

Financial Transactions: 10.30 a.m. to 2.30, on all working days.

Organization and Administrative Machinery Organaization of the institution

The Parent institution plays a pivotal role in the general administration of the college.





Administrative Setup of Arts, Scienec & Commerce College.

Various committees involving Principal, Teaching and Office Staff and Students are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

1. College Development Committee

Sr.No.	Name	Designation	
1	Hon,MLA DR. Vishvajeet Kadamsaheb	Chairperson of the	i) To Supervise the overall
		Management or his	working in the college.
		nominee	ii) To approve the budget
2	Hon.Secretary, Rayat Shikshan Sanstha, Satara		estimate and give sanctions to required
3	Prof. Ramkrishna Vaijnath Waghmare	Teachers	works and projects.
		Representative	iii) To take necessary measures to deal with the
4	Prof. Dr. Vidhyadhar Balasaheb Patil	Teachers	complaint if any
		Representative	iv) To monitor the administration and
5	Prof. Dr. Tanaji Shivaji Bhosale	Teachers	development of the staff,
		Representative	students and the college. v) To hold at least two
6	Prof. Sou. Pratibha Dattatray Pudale	Teachers	meetings in a year
		Representative	vi) To maintain a register of minutes of the
7	Shri, Sampatrao Jotiram Rasal	Non- Teaching	meetings.
		Representative	
8	Hon. Mahendra (Appa) Lad	Local Member	
		(Education Section)	
9	Hon, J.K. (Bapu) Jadhav	Local Member	
		(Industrial Section)	
10	Hon.MLA .DR. Vishwajeet Kadamsaheb	Local Member	
		(Research Section)	
11	Hon. Dr. D.D. Mane	Local Member	
		(Social Service)	
12	Prof. Dr. Smt. Ujwala VijayPatil	IQAC coordinator	
13		President, Student	The state of the s
		Council	
14		Secretary, Student's Council	
15	Principal, Arts, Science College, Ramanandnagar (Burli)	Secretary	

2. Internal Quality Assurance Cell

Sr. No.	Name	Capacity	Designation	Particulars of work to be done
1.	Prin.Dr. L.D. Kadam	Head of Institute	Chairperson	i) To update the
2.	Hon. Mr. J.K. (Bapu) Jadhav (Industrialist)	Member from Management/ Alumni Nominee	Member	website every year ii) To guide and supervise the teaching activity in
3.	Hon. Mr. Mahendra (Appa) Lad (Educationalist)	Nominees from Employers /Industrialists/ Stakeholders	Member	preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its

4.	Hon. Mr. Arun (Appa) Sawant (Industrialist)	Nominees from Employers /Industrialists/ Stakeholders	Member	record. ii)To prepare SSR and upload it on website & submitted to NAAC.
5.	Prof. Dr.Smt. P.B.Piste	Teacher Representatives	Member	ii) To encourage use of audio visual aids and diff ICT
6.	Dr.V.B.Patil	Teacher Representatives	Member	techniques, teaching methods, such as simulation exercises
7.	Dr. T.S.Bhosale	Teacher Representatives	Member	Role play etc. iii) To undertake
8.	Dr. Smt. N.P.Patil	Teacher Representatives	Member	faculty development programme and
9.	Dr. Smt. V.S.Raut	Teacher Representatives	Member	various Co-curricular &extra curricular
10.	Dr. A.S. Khade	Teacher Representatives	Member	activities for all round enhancement. iv) To plan and
11.	Mr. U.S. Shelke	Teacher Representatives	Member	ensure overall quality
12.	Mr. D.A. Sasane	Teacher Representatives	Member	college. v) To submit AQAR
13	Mr. V.D.Salunkhe	Nomnees from Local Society	Member	reports every year to NAAC before the due
	Kumari Komal Sudhir Patil	Nomnees from Local Students Repersentative	Member	date. vi) To maintain record of faculty profile and self
	Mr.V.B. Shelke	Nomnees from Alumnus	Member	appraisals in prescribed for mat.
	Mr.S.S. Saundade	Administrative Officers	Member	vi) To organize IQAC activities as
	Mr.S.J. Rasal	Administrative Officers	Member	per the UGC guidelines.
	Mr.S.V. Patil	Administrative Officers	Member	vii) To co-ordinate the RQMS activity in
	Dr.Smt. U.V. Patil	CoCoordinator	Member	the college. viii) To hold Four meetings in a year ix) To maintain a register of minutes of the meetings. x) To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.

Rayat Shikshan Sansth's

ARTS, SCIENCE & COMMERCE COLLEGE, RAMANANDNAGAR (BURLI)

Academic & Administrative Committees (Year 2020-2021)

Sr. No.	Name of Committee & Members	Position held	Functions
- 100	01. Steering / Standing C	Committee	To ontrol the overall activities in the
	Prin. Dr. Kadam L. D.	Chairman	college. 2. To decide the important decissions about
	Dr. Patil V.B.	Member	welfare of college.
1	Dr. Bhoase T.S.	Member	
	Dr. Bhosale K.B.	Member	
	Shri.Saundade S.S.Off. Superint	Member	
	02. IQAC Commit	tee	i) To update the website every year
	Dr.Patil U.V.	Coordinator	ii) To guide and supervise the teacing activity in preparing annual unit plant
	Prof. Sasane D.A.	Asstt.Coordinator	according to the syllabi and also for
	Prof. Kumbhar N.H.	Chairman Criteria -1	prepartion of teaching notes and maintaing its record.
	Prof. Sasane D.A.	Chairman Criteria -2	iii) To prepare SSR and upload it on website & sub,itted to NAAC.
	Dr.Raut V.S.	Chairman Criteria -3	iv) To encourage use of audio visual aids and
	Dr.Patil N.P.	Chairman Criteria -4	diff ICT techniques, teaching methods, such as simulation exercises Role play etc.
	Prof. Shelke U.S.	Chairman Criteria -5	v) To undertake faculty development
	Dr. Smt.Aher M.B.	Chairman Criteria -6	programmie and various Co-curricular & extra curricular activities for all rounds enhancemen
2			in the college. vii) To submit AQAR reports every year to NAAC before the due date. viii) To maintain record of faculty profile and self appraisals in prescribed for mat. ix) To organize IQAC activities as per the UG guidelines. x) To co-ordinate the RQMS activity in the college. xi) To hold four meetings in a year xii) To maintain a register of minutes of the meetings. To implement NAAC Reaccreditation processs as per the norms & guidelines from Rayat Shikshan Sanstha.
03	3. Grievance Redressal Cell / Int	ternal Complaints	i) To tackle the grievances of students, teaching and administrative staff referred to the
	Prin. Dr. Kadam L. D.	Chairman	committee.
	Dr. Bhosale T.S.	Member	ii)Try to promote friendly & amicable relationship among students, faculty and other
	Prof. Sonawale R.R.	Member	members of the institution.
3			iii) To arrange for counseling of Students. iv)To hold at least two meetings in a year. v)To maintain a register of minutes of the meetings.
04. F	Prevention of Sexual Harashmen	t/Women Complaint	To display the rules an list of committee members.

	Prof.Smt. Patil N.S.	Chairman	2. To organize the lectures or awarenwss of
	Dr. Bhoase T.S.	Member	girls as wel as boys and staff. 3. To To solve the problems related to sexual
	Dr. Smt. Piste P.B.	Member	harassment prevention.
	Smt. Patil Jyoti T.		To hold at least three meetings in a year. To maintain a register of minutes of the
4	(Ashshakiya Mahila Sadasya)	Member	meetings.
	Dr.Smt. Patil N.P.	Member	
	Dr.Smt.Raut V.S.	Member	
	Dr. Smt.Aher M. B.	Member	
	05. Anti-Ragging	Cell	
	Prin. Dr. Kadam L. D.	Chairman	i) To display the information about the
	Prof. Waghmare R.V.	Member	committee in the college and college website ii) To take necessary measures including surpr
	Prof. Sasane D.A.	Member	visits in campus to prevent ragging in the colle
	Prof.Smt. Patil N.S.	Member	and deal with the complaint if any. iii) To undertake programmes for personality
5	Prof. Daunde S.S.	Member	development of the students. iv) To supervise the working of CCTV in the college premises. v) To hold at least three meetings in a year. vi) To maintain a register of minutes of the meetings.
	06. Building and Purchase	Committee	i) To recommend purchase of items.
	Prin. Dr. Kadam L. D.	Chairman	ii) To invite quotations for the same. iii) To purchase the things as per the prescribed
	Dr. Sonawale R.R.	Member	rules, considering the requirement of Secretary students, staff & employees and the existing
	Prof. Waghmare R.V.	Member	budget of the college.
6	Prof. Kone D.M.	Member	 iv) To update the Stock register and Dead Stock register every year to include all purchases.
	Dr. Smt.Patil U. V.	Member	v) To hold at least two meetings in a year. vii)To maintain a register of minutes of the
	Shri. Rasal S.J.	Member	meetings.
	07. Quality Improvement		To provide quality education to
	Prin. Dr. Kadam L. D.	Chairman	thestudents. 2. To maintain mentor-mentee tie-up strongly.
	Dr. Khade A.S.	Acting Chairman	3. To promote faculty and the student for
	Prof. Shelke U. S.	Member	research. 4. To guide students for overall personality
	Dr. Smt.Patil U. V.	Member	development in general.
7	Dr.Smt.Aher M. B.	Member	5. To provide Career guidance to the students and placement cell.
			The Meetings of the Committee held twice in the year one at the mid time of beginning of the First semester and at end of the year under the guidance of the Principal.
8. U	GC Proposal and Utilization C	ommittee / RUSA/Star	 i) To Study all U.G.C. / University /Education Department. Circulars & Scheme and apply for
	Dr. Smt. Piste P.B.	Chairman	them in time to prepare proposals for various
	Prof. Kumbhar N.H.	Member	projects & schemes. ii) To implement the schemes and send
8	Prof. Mane A. B.	Member	utilization to the UGC.
	Dr. Smt.Patil U. V.	Member	iii) To maintain record of activities taken on per

	D. G. ID. IVIG		¬
	Dr. Smt.Raut V.S.	Member	iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the
	Shri. Rasal S.J.	Member	meetings.
	09. Career Oriented Co	ourses Committee	The COC course "Food Processing " is selected as certifaicate course. The career
	Dr. Bhosale T.S.	Chairman	Orientd Course is run forB.Sc.I 'B' group students. All the students of B.Sc.I (B group)
9	Prof. Kumbhar N.H.	Member	admitted for this course. The faculties of Botan
9	Prof. Waghmare R.V.	Member	& Zoology are actively participated in conducting the COC Course. The syllabus of
	Prof. Bhosale V.R.	Member	COC framed by Shivaji University, Kolhapur and distributed into theory and practicals. The
	10. Remedial Coach	ing Committee	1. To improve academic skills and acquisition
	Dr. Smt.Raut V.S.	Chairman	capacity of the weaker students in particular subjects.
	Dr.Sonawale R. R.	Member	To raise the level of comprehension of basic subjects and to provide stronger
10	Dr. Smt.Patil G.R.	Member	foundation for further academic work of the
	Prof. Sable Y.R.	Member	3. To enrich the knowledge, skills and
	Prof. Dighe M.K.		approaches in such subjects where quantitative and qualitative techniques
		Member	and laboratory activities are involved and i) To organize lecture by Faculty member on
-	11. Staff Ac		various subjects at least once in every month.
	Dr. Sonawale R.R.	Chairman	ii) To keep the record of all lectures arranged b the staff academy & to prepare report every year
11	Prof. Smt.Pudale P.D.	Member	iii) To hold at least two meetings in a year iv) To maintain a register of minutes of the
	Prof. Daunde S.S.	Member	meetings.
	Dr.Smt.Aher M.B.	Member	
	12. B.C. Cell (S	standing)	
	Prof. Waghmare R.V.	Chairman	To send report of the admission details to the University
12	Prof. Kone D.M.	Member	ii) To display information about various concession to students.
12	Prof. Smt.Kamble N.J.	Member	iii) To hold at least two meetings in a year. iv) To maintain a register of minutes of the meeting.
	13. Jagar Janivancha/ Vive	k Vahini Committee	i) To make awareness programmes for
	Prin. Dr. Kadam L. D.	Chairman	individual and social development. ii) Eradication of caste system.
	Prof. Waghamare R.V.	Member	iii) To create scientific attitude among society iv) To create awareness of environment.
13	Prof. Kone D.M.	Member	To develop gender equality among
	Prof. Smt.Borade N.S.	Member	v) To hold at least two meetings in a year.
	Prof. Sable Y.R.	Member	vi) To maintain a register of minutes of the meeting.
14.	NIRF, MIS & AISHE In	formation Committee	1. The committee will prepare and apply for
	Prof. Mane A.B.	Chairman	the ranking of institutions across the country.
	Dr. Khade A.S.	Member	The committee will prepare parameters broadly covering "teaching, Lerning and
	Prof. Dighe M.K.	Member	Resourses." Research and Professional
	Prof. Waghamare R.V.	Member	Practices." " Graduation Outcomes." "Outcreach and Inclusivity," and
Prof.Smt.Borade N.S. Member	Member	"Preception".	

B Dr. K Dr. B All H Shri. Pros Prof. Dr. Si Prof. Adm B.A. I B.A. I B.Sc. B.Sc. B.Sc.	of.Kone D.M.		the country, the committee will prepare the HIE's (institute) for the endeavoured to conduct an annual web-based All Indian Survey on Higher Education (AISHE). 2. The Dat is being collected by the committee on several parameters such as teachers, student enrolment, programmes, examination results, education finanace, infrastructure 3. The committee has to prepare for the indicators of educational development such as Iinstitution Density, Gross Enrolment Ratio, Pupil -teacher ratio, Gender Parity Index per students Expenditure will also be calculated from the data collected through AISHE. 4. These are useful in making infromed policy decisions and research for development of education sector.
Dr. B All H Shri. Pros Prof. Dr. Si Prof. Prof. Prof. Prof. Prof. C B.Sc. B.Sc. B.Sc.	5. Admission & Prospectus C	Committee	
A Dr. P. All H Shri. Pros. Prof. Dr. Sr Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	Khade A.S.	Chairman	i) To conduct online admission to UG,PG
B Prof. Prof. Prof. Prof. Prof. Prof. Prof. Prof. C B.Sc. B.Sc. B.Sc.	Bhosale K.B.	Member	ii) To determine the seats available for each
B Prof. Prof. Prof. Prof. Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	Patil V.B.Heads of all	Member	class and decide the vacant seats to filled
B Pros. Prof. Prof. Prof. Prof. Adm. B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	Heads of the Department	Member	for open & reserved category through Merit & reservation list, as per online
B Prof. Prof. Dr. Sr Prof. Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	i. Saundade S.S.	Member	admissio procedure. iii) To scrutinize all applications as per the
## Prof. Dr. Si Prof. Prof. Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc. B.Sc.	ospectus Committee		Merit List, Reservation List and approve
B Dr. Si Prof. Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	f. Shelke U.S.		them. iv) To check the admission forms & other
Dr. Sr Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	f. Mane A.B.		ducuments, preopre & displya necessary
Prof. Adm B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	Smt. Raut V.S.		information on Notice Board. v) To interview the students.
C Adm B.A. 1 B.A. 1 B.A. 2 B.Sc. B.Sc. B.Sc.	f. Smt.Pudale P.D.		vi) To carry out the admission procedure as
B.A. 1 B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	f. Waghmare R.V.		per the prescribed rules of UGC, Government & University.
B.A. 1 B.A. 1 B.Sc. B.Sc. B.Sc.	mission Committee		vii) To finilize and pudate the roll call list & list of repeaters.
C B.Sc. B.Sc. B.Sc.	. I - Dr.Smt, Aher M.B.		viii) To updates the prospectus and website
C B.Sc. B.Sc. B.Sc.	II - Prof.Kumbhar N.H.		every year. ix) To hold at least two mettings in a year.
B.Sc.	. III - Dr.Khade A.S.		To maintain a register of minutes of the
B.Sc. B.Sc.J	c. I - Dr.Smt.Raut V.S.		meetings. x) To maintain a register of minutes of the
			meetings.
B.Cor			
	om, I - Prof.Sou.Pudale P.D.		
	om. II - Prof.Dighe M.K.		
	om. III - Prof.Smt.Pudale P.D.		
	16. Academic Calendar Con	mittee	To prepare academic calender To hold at least two mettings in a year.
Dr. Bi	Bhosale T.S.	Chairman	3. To maintain a register of minutes of the
	Smt.Wagh S.W.	Member	neetings. 1. The work of committee begins before the

	Dr. Bhosale T.S. (Science)	Chairman	2. Date regarding workload of each course &
	Dr. Sonavale R.R. (Arts)	Member	preparing are collected, consolidated & a common time tableis prepared.
17	Prof. Smt. Pudale P. D. (Commerce)	Member	 Meeting of time table committee are conducted twice in each semister of every
			academic year. 4. Record of time table is maintianed properly
18.	Roll Call & Attendance Impro	ovement Committee	To prepare the roll-call lists and make
	Dr. Bhosale K.B.	Chairman	available within time to respected class teachers.
18	Dr. Smt. Piste P.B.	Member	To provide attendance books as per requirement.
	Prof. Patil B.D.	Member	requirement.
	Shri, Rasal S.J.	Member	
19. l	University Election & Students'	Council Committee	
	Dr. Patil V.B.	Chairman	Functions
	Dr. Khade A.S.	Member	 i) To Co-ordinate students in organizing sports and various events in the college.
	Dr. Smt.Patil G.R.	Member	ii) To organize various student welfare activiti
	Dr. Bhosale K.B.	Member	iii) To form Students' Bar Association. iv) To form Students' Council and conduct the
	Prof. Smt. Pudale P. D.	Member	clection of secretary to students' Council as puniversity rules.
19	Prof. Daunde S.S.	Member	v) To make arrangements & organize sport
	Prof. Shelke U.S.	Member	activities for the college. vi) To send college teams for participation in
	Prof. Gawari D.P.	Member	sports conducted by universities & submit
	Prof. Sable Y.R.	Member	written report of all sports events. vii) To prepare Gymkhana Report at the end of the academic year, viii) To maintain discipline in the college.
2	0. Discipline & General Superv	ision Committee	To prepare supervision chart of staff for
	Prof. Daunde S. S.	Chairman	dicipline in campus. 2. To inspect / check the identity cards and
	Dr. Patil V.B.	Member	dress code of students. 3. To display instructions of dicipline in
	Prof. Kone D.M.	Member	prime places of campus.
20	Prof. Waghmare R.V.	Member	To maintaion discipline in college. To hold the annual meeting of the
20	Dr. Khade A. S.	Member	committee.
	Dr. Smt. Aher M.B.	Member	6. To make annual planning of the committee.
	Prof. Bhosale V.R.	Member	
	Prof. Mane A.B.	Member	
	21. Examination / CIE Co		To control the internal and University
	Dr. Patil V.B.	Chairman	examinatiokns. 2. To maintain the strictness during
			2. To manitain the strictness thing
	Prof. Shelke U.S.	Member	examination time.
		Member Member	3. To solve the problems of students related
	Prof. Shelke U.S.	Member	To solve the problems of students related with internal and University earninatiokns. To display programme / shedule of
21	Prof. Shelke U.S. Dr. Khade A.S.(Arts)		To solve the problems of students related with internal and University earninatiokns.
21	Prof. Shelke U.S. Dr. Khade A.S.(Arts) Prof. Smt. Pudale P.D.	Member Member	To solve the problems of students related with internal and University earninatiokns. To display programme / shedule of

	Prof. Bhosale V.R.	Member	
	Dr. Smt. Patil G.R.	Member	
22	2. Research Promotion Comm	ittee / Patent Cell	To promote research attitude among
	Dr. Smt. Raut V.S.	Chairman	teaching faculties and students. 2. To train students regarding systematic
	Dr. Khade A. S.	Member	conduct and documentation of research. 3. To increase quality of research.
	Dr. Bhosale T.S.	Member	4. To maintain documentation regarding
22	Prof. Shelke U.S.	Member	research, quality enhancement, professional development of faculties,
	Dr. Smt.Aher M.B.	Member	various workshop, seminar, conferences organized by college.
	Prof. Mane A.B.	Member	5. To conduct meetings two per semester
	Prof. Dighe M.K.	Member	and maintain concern register 6. To arrange lecture on IPR, Innovation and research methodology.
	23. API Promotion Co	ommittee	1. How to calculate the annual API of each
	Dr.Patil V.B.	Chairman	faculty. 2. Notify for writing the API yearly.
	Dr. Smt.Patil U.V.	Member	Information has to be given on each point given in the Self Appraisal Report.
23	Dr.Smt.Patil N.P.	Member	4. Reform the API committee to check the
	Dr. Khade A. S.	Member	API of each faculty yearly with documentary events. 5. To conduct the wokshop on how to calculate API
24. F	Karmaveer Vidya Prabhodhin	i Committee/ Rayat	To aware the students about Rayat Shikshan Sanstha Satara.
	Prof. Bhosale V.R.	Chairman	2. To motivate the student to take admission.
	Prof. Smt. Wagh S.W	Member	 To enhance the compitation spirit among the student.
24	Prof. Patil B.D.	Member	
24	Prof. Smt. Kamble N.J.	Member	
	Dr. Smt. Patil G.R.	Member	
	Prof. Sable Y.R.	Member	
	25, N.S.S. Commit	ttee	The role of NSS can be derived form the
	Dr. Bhosale K.B. (P.O.)	Chairman	objectives mention above these roles could be stated as follows:
	Dr. Khade A. S. (Arts P.O.)	Member	To identify the needs and problems in the community.
	Prof. Smt.Kamble N.J. (P.O.)	Member	2. To evolve viable solution to the identify
	Prof. Gawari D.P.	Member	problems. 3. To develop the sense of social and civic
	Prof. Sable Y.R.	Member	responsibility among the students. 4. To mobilize community participation in
25	Prof. Patil B.D.	Member	various developmental schemes.
	Prof. Daunde S.S.	Member	To meet emergencies and natural disasters To promote national integration.
	Prof. Chavan T.T.	Member	To develop leadership qualities and democratic stititude among the students.
	Prof. Dighe M.K.	Member	8. To arouse social consciousness of
	Shri. Rasal S. J.	Member	students. 9. To develop attitude of selfless service among students. 10. To improve the quality of life of the community.
26	6. Competitive Examination G	Suidance Center	1 To create awareness among the college

	Prin. Dr. Kadam L. D.	Chairman	2 To provide syllabus of all types of
	Prof. Dighe M.K	Member	competitive exams. 3 To provide ICT equipped lecture hall and
26	Prof. Smt. Jirage P.D.	Member	reading room.
20	Prof. Smt. Wagh S.W.	Member	4 To conduct the regular classes for the students of competitive examinations.
	Prof. Smt. Pudale P.D.	Member	statement of competitive examinations.
	Dr.Smt. Piste P.B.	Member	
	27. N.C.C. Co	mmittee	To act on instructions from the Battalion. Enrolment of students to the NCC.
	Prof. Daunde S.S.	Chairman	3. Enrolment of students for B Certificate
27	Prof. Gawari D.P.	Member	and C Certificate examinations. Implementing socail activities.
	Prof. Kumbhar N.H.	Member	impositing ocean activities.
	28. Science Ass	ociation	Oraganozatio of regular meetings.
	Prof. Shelake U.S.	Chairman	 Organization of experts lecture on different topics.
	Prof. Smt.wagh S.W.	Member	3. Celebration of National Science Day.
28	Dr.Smt. Raut V.S.	Member	Organization of Poster Competitives.
	Prof. Smt.Jirage P.D.	Member	
	29. Commerce A	ssociation	Oraganozatio of regular meetings.
	Prof. Smt. Pudale P.D.	Chairman	Organization of experts lecture on different topics.
29	Dr. Kamble A.S.	Member	3. Celebration of National Commerce Day
	Prof. Patil B.D.	Member	Organization of Poster Competitives.
	30. Library Co	mmittee	i) To decide the books to be purchased for each
	Dr.Patil V.B.	Chairman	class that are prescribed & recommended by University.
	Dr Smt. Patil N.P.	Member	ii) To subscribe for law journals & other
	Prof. Waghmare R.V.	Member	Magazines. iii) To display New Arrivals on the notice boar
30	Dr. Smt.Patil U.V.	Member Secretary	iv) To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank. v) To make rules & regulations for proper functioning of the library & the Computer Lab. vi) To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record vii) Take disciplinary action regarding loss of books, late return of the books, damage to boo etc viii) To make yearly report of books damaged, lost etc. ix) To hold at least Two meetings in a year. x) To maintain a register of minutes of the meetings.
	31. Gymkhana C Prof. Daudne S.S.	ommittee Chairman	To Co-ordinate students in organizig
	Prof. Kumbhar N.H.	Member	sports and variuos event in the college
	Dr. Sonawale R.R.	Member	To orgnize various students welfare activities. To make arrangement & organize sport activities.
		-/10/11/00/	for the college. To send college team for participation in sports

31	Prof. Smt. Pudale P.D.	Member	conducted by universities & organize sport conducted by universities & submit written
	Dr. Smt. Patil G.R.		report of all sports events. To prepare Gymkhana Report at the end of the acaedemic year. To maintain discipline in the college
	31. Commerce Ass	sociation	Organization of the guest lectures.
	Prof. Smt. Pudale P.D.	Chairman	Pulication of wall paper. Organaization of different activities useful
31	Dr. Kamble A.S.	Member	for commerce students.
	Prof. Patil B.D.	Member	
	32. Alumni Committee/ Fee	d back committee	i) Prepare a list of Senior Lawyers from Satara
	Prof. Daudne S.S.	Chairman	District Bar / Taluka Bar ii) To allocate the student for lawyers chamber
	Prof. Kumbhar N.H.	Member	work and court observance as per the internship
	Dr. Smt. Aher M.B.	Member	rules. iii) To organize legal aid camps & legal literac
32	Shri. Rasal S. J.	Member	programmes, iv) To conduct the activities for legal aid clinic. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
	33. Employment & Pla	cement Cell	i) To provide guidance and expertise for training
	Dr. Smt.Piste P.B.	Chairman	& coaching of students for various competitive exams. ii) To provide information about career options and provide counseling about career
	Prof. Shelke U.S.	Member	development. iii) To hold at least two meetings in a year iv) To maintain a register of minutes of the
33	Prof. Smt. Pudale P. D.	Member	meetings v) To allocate students for internship as per rule of BCI. vi) To facilitate final placement of students.
	Prof. Daunde S.S.	Member	vii) To organize programmes for career guidant and prepare MOU with the law firms. viii) To provide for the coaching for various
	Prof. Mane A.B.	Member	competitive exams. ix) To hold at least two meetings in a year x) To maintain a register of minutes of the meetings.
	34. Teacher-Guardian	Committee	To ditribute the students for mentoring
	Prof. Kumbhar N.H.	Chairman	among the faculty members.
	Prof. Waghmare R.V.	Member	 To plan meeting to understand and sort academic problems of students.
34	Prof. Gawari D.P.	Member	To collect the filled up forms of students infromation under mentoring scheme.
	Prof. Patil B.D.	Member	To conduct two meetings under the guidance of Hon, Principal
	35. SWAYAI	М	1. The committee will be provoking the
	Prof. Mane A. B.		faculty and students of under graduate

		Member	the online course and obtainthe due
35			credits. 2. This will be achieved by using the platform that facilities hosting of all the courses, taught classrooms from under-graduation & post-graduation tobe accessed by anyone, anywhere any time. All the courses are incractive, prepar by the best teachers in the country and are available, free of cost to nay learner. 3. The corses hosted on SWAYAM are in 4 quadrants-1) video lecture, 2) specially prepared reading material that can be downloaded/printed 3) self-asseement tests through tests and quizzes and 4) an online discussion forum for clearing the doubts. Steps have been taken to enrich the learnign experience by using audiovideo and multimedia and stae of the art pedagogy / technology
	33. Staff Welfare C	ommittee	i) To keep the record of all activities & to
	Prof. Kone D.M.	Chairman	prepare report arranged by the committee. academy & to prepare report every year
	Prof. Kumbhar N.H.	Member	ii) To hold at least two meetings in a year
22	Prof. Shelke U.S.	Member	iii) To maintain a register of minutes of the meetings. iv) To invite suggestions for Staff Welfare fron
33			Teaching & Non-Teaching Staff and implement them. v) To supervise the facilitation of sanitation, drinking water, recreation of staff & suggest means to improve them.
36.	Skill Development and Ente Committee/ Skill onlentery		development courses in addition to regular curricula. 2. To introduce and imbibe parent institution skill based courses
36.		y/ Skill Courses	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping
36,	Dr. Smt.Raut V.S.	y/ Skill Courses Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses
36.	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R.	Chairman Member Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management,
36.	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D.	Chairman Member Member Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality
	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D.	Chairman Member Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus,
	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W.	Chairman Member Member Member Member Member Member Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page
	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H.	Chairman Member Member Member Member Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and
	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K.	Chairman Member Member Member Member Member Member Member Member Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page
36	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K. Dr.Kamble A.S. Prof. Patil. B.D.	Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list etc.
36	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K. Dr.Kamble A.S.	Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list etc. 1. Timely ensuring that the studyrooms are clean during the academic year 2020,21.
36	Committee/ Skill onlenter: Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K. Dr.Kamble A.S. Prof. Patil. B.D. 37. Study Room & Reading I	Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list etc. 1. Timely ensuring that the studyrooms are clean during the academic year 2020,21. 2. If there are any problems rgarding the study room, to know them and bring them
36	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K. Dr.Kamble A.S. Prof. Patil. B.D. 37. Study Room & Reading I	Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list etc. 1. Timely ensuring that the studyrooms are clean during the academic year 2020,21. 2. If there are any problems rgarding the study room, to know them and bring them to the notice of the Hon'ble Principal and
36	Committee/ Skill onlenter: Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K. Dr.Kamble A.S. Prof. Patil. B.D. 37. Study Room & Reading I Prof. Kone D.M. Prof. Smt. Kamble N.J. Dr.Smt. Patil N.P.	Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list etc. 1. Timely ensuring that the studyrooms are clean during the academic year 2020,21. 2. If there are any problems rgarding the study room, to know them and bring them
36	Dr. Smt.Raut V.S. ¬ Prof. Bhosale V.R. Prof. Smt. Jirage P.D. Prof. Smt. Pudale P. D. Prof. Smt. Wagh S.W. Prof. Kumbhar N.H. Prof. Dighe M.K. Dr.Kamble A.S. Prof. Patil. B.D. 37. Study Room & Reading I Prof. Kone D.M. Prof. Smt. Kamble N.J.	Chairman Member	regular curricula. 2. To introduce and imbibe parent institution skill based courses 3. To empower students with the life coping and employment worthiness skills like communication Skill, personality development, emotional management, catering etc. 4. To maintain documentation related to skill oriented courses viz, syllabus, Program outcome, Time table, Attendance, Question papers, One-Page report with photos, Exam notice and Result sheet, Student list etc. 1. Timely ensuring that the studyrooms are clean during the academic year 2020,21. 2. If there are any problems rgarding the study room, to know them and bring them to the notice of the Hon'ble Principal and solve those problems.

38	Prof. Bhosale V.R.	Member	arranger and barren
-	Prof. Smt.Pudale P.D.	Member	_
	Dr. Smt. Aher M.B.	Member	
-	39. Earn & Learn Sche		To financial help to needful students.
	Prof. Waghmare R.V.	Chairman	2. To create culture of "Earn and Learn"
39	Prof. Dighe M.K.	Member	among students as per Sanstha's mottoo.
	Shri. Rasal S. J.	Member	_
	40. Health Centre (1.Providing first-aid kits to the students.
	Prof. Daunde S.S.	Chairman	To guide students about health.
40	Prof. Sable Y.R.	Member	To Check the health of the students. 4. To spread awareness about health
	Prof.Gawari P.D.	Member	
	41. Campus Beautificati		To maintain clean and neat campus.
	Prof. Smt. Wagh S.W.	Chairman	To maintain greenery in the campus.
	Prof. Smt.Jirage P.D.	Member	To organize plantation programme. 4. To spread Environmental awareness.
41	Prof. Sable Y.R.	Member	To maintain the scenic beuty of Botanical Garden.
		Member	Garden.
	42. B.C.A. Com	mittee	Organize the regular meeting of the
	Prof. Shelke U.S.	Chairman	committee. 2. To prepare annual planning.
	Prof. Smt. Borade N.S.	Member	To conduct various student centric
42	Shri. Rasal S.J.	Member	activities. 4. Organize Seminar & Conferences.
			Organization of hands on training programme.
	43. College Annual Upass	ana Committee	1. The first meeting will be planned for the
	Prof. Kone D.M. Chairman		annual magazine Upasana issue in the academic year 2020.21.
	Prof. Kumbhar N.H.	Member	2. In the second meeting, quotations will be
	Prof. Dighe M.K.	Member	called after reviewing the amount of material received from the students and
43	Prof. Shelke U.S.	Member	approval of the quotation, an order will be
	Dr. Smt.Aher M.B.	Member	given for printing. 3. Quality marks will be drawn to give scope
	Shri. Rasal S.J.		to the artiste talents of the students.
	44. Staff Welfare C	ommittee	To make annual planning by holding a meeting in the academic year 2020.21.
	Prof. Kone D.M.	Chairman	Participating in the joys and sorrows of college servants.
44	Prof. Kumbhar N.H.	Member	Farewell ceremony for retired employees.
	Prof. Shelke U.S.	Member	
	45. Publicity Com	ımittee	1. With communication with event
	Dr. Khade A.S.	Chairman	management committee To prepare news scripts and publish it in news papers as
45	Prof. Daunde S.S.	Member	well as on college website.
43	Prof. Kumbhar N.H.	Member	 To keep and maintain record of all college publications.
-11-	Prof. Chavan T.T.	Member	
	46. College News Bulleti	n Committee	1. To publish the information of activities
	To: Conege Mens Duneti	ii Committee	conducted by the departments during the

46	Dr. Patil V.B.	Member	2. To conduct two meetings under the
40	Dr. Smt.Patil G.R.	Member	guidance of Hon. Principal.
	Dr. Smt.Patil U.V.	Member	
	47. College Web. C	ommittee	
	Prof. Mane A.B.	Chairman	1. To supervise all aspects of the college
	Dr.Smt. Patil N.P.	Member	website committee including updating content, training users, and
	Prof. Dighe M.K.	Member	troubleshooting technical issues for the
	Prof. Smt. Borade N.S.	Member	organization website, online database site and other organization online resources.
47	Prof. Patil B.D.	Member	 The goal of the Website Committee is to continue to work on website design that is user friendly and positive reflection of college activities such as photos and video galleries. The website is a tool that members can use to become informed about the various college activities such as academic calender, program line-ups, leaders etc. It is important that information be uploaded in a timely manner. To provide stewardship of the thechnology Plan and ensure that it aligns with the College's Strategic Plan. To create and recommend college-wide Information Technology policies and procedures to college Committee. To develop, support, and celebrate technological innovation and best practices on campus. To report on the progress of college-wide technology projects.
	53. Cultural Activities	Committee	Celebrates the birth and death
	Prof. Smt. Pudale P.D.	Chairman	anniversaries of the great personalities 2. Motivates students to participate in Youth
	Dr.Bhosale K.B.	Member	Festival.
	Prof. Chavan T.T.	Member	3. Celebrates Karmaveer Bhaurao Patil's birti
	Dr.Patil U.V.	Member	aniversary by organization different culturn activities and competitions.
53	Dr.Smt. Patil N.P.	Member	
	Prof. Khade A.S.	Member	
	Prof. Kone D.M.	Member	
	Prof. Smt. Wagh S.W.	Member	
	Prof. Smt. Jirage P.D.	Member	
	Prof. Bhosale V.R.	Member	
	48. Lead College Co		i) To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc
	Prof. Waghmare R.V.	Chairman	ii) To Conduct the Programme
	Prof. Smt. Jirage P.D.	Member	iii) To give publicity to write report & proceeding.
48	Prof. Daunde S.S.	Member	iv) To submit the budget and utilization with
	Prof. Gawari D.P.	Member	report of the lead college activities to the Lead College in the cluster.
	49. Feedback Commi	ttee / SSS	To prapare and distribute the student,
	Prof. Smt. Jirage P.D.	Chairman	alumini, stkaeholders, visitor's feedback forms.

	Heads of all Departments	Member	2. To analyze the feedback received from
49	Prof. Smt. Wagh S.W.	Member	different categories.
	Prof. Bhosale V.R.	Member	
	Prof. Sable Y.R.	Member	
	50. Value Added Course	s Committee	To impart skill based training along with regular curriculum to the U.G. students.
	Prof. Kumbhar N.H.	Chairman	2. To develop enterpreneurial skills among
	Prof. Wagmare R.V.	Member	the students through development of business minded approach.
50	Prof. Mane A.B.	Member	To conduct two meetings under the guidance of Hon. Principal.
50	Prof. Smt.Pudale P.D.	Member	
	Prof. Bhosale V.R.	Member	
	Prof. Dighe M.K.	Member	

Grievance Redressal :-

For Grievance Redressal of students and faculty, there are various committees formed in the college.

- > ANTI-RAGGING COMMITTEE
- > INTERNAL COMPLAINT COMMITTEE
- > GRIEVANCE REDRESSAL COMMITTEE.

Grievance Redressal Procedure:-

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievances and tries to rectify them for smooth functioning of the college. Being a single faculty college, several committees are framed headed by a Chairman/Member Secretary.

Section 4 (1) (b) (ii) / Manual - 2:

Powers and Duties of Officers and Employees

• The Principal is the principal-academic and chief executive officer of the college. He / She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in University Rules and regulations.

Sr. No.	Designation	Functions
1)	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administer daily teaching activity and administer academic as well as administrative rooting.
2)	Lecturer	To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting moderation, supervision, cap assessment, revaluation & redressal etc To work in various administrative committees and submit report to the principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling.
3)	Librarian	To look after all work administration in library. Issue and return of book journals, periodicals to staff and students. To maintain online software and online repository. To maintain and update accession register and other registers in library and study room. To supervise working of library attendants To maintain book bank and administer scholar card scheme for students. To supervise overall administration in the library.
4)	Office Superintendant	General Administration, Establishment Administrative Work, General Supervision, Planning of Campus Cleanliness, Responsibilities as Head of Office, To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal. CDC All Type of Communication with Sanstha, A.O. Office, Leave Record, Pension Cases Muster, Sanstha Correspondence Staff Leave Record, Service Books, Shakha Mahiti, No-Dues & Service Certificate etc.
4)	Head Clerk	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To maintain and update Cash book, ledger, pay book, muster book, Audited statement, Assessment Report, Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. To prepare and submit various utilizations to UGC, University, Government etc. To prepare and submit budget estimates and monitor accounts accordingly.

5)	Senior Clerk	To prepare and maintain daily dairy / cash book, Fee Register, Fee
		Receipt, Stock Register, all statistics, Inward-outward register, recompliance register, Stationary Register, sale of all forms, diaries etc., To maintain and update bio-metric record and write remarks accordingly.
		To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,
		To prepare and submit various Fee concession proposals to government authorities
6)	Junior Clerk	To help other authorities as per the directions Principal & Head clerk. To verify and accept Admission forms, Exam Forms, Concession
0)	Junor Cicix	forms etc.,
		To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc.,
		To maintain General Register, University Result, Ledger etc. and undertake all exam related work.
		To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff
		proposals, teaching & non-teaching approval etc.,
		To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation,
		extension of approvals, CHB Staff proposal.
7)	Lab. Assistant	To help other authorities as per the directions Principal & Head clerk. Depending on the number of students, one or more laboratories are
		available to the staff, ordering of rate card, purchase at the discretion of the head as per the budget daily work as per the instruction of the
		department head. University and internal examination planning work, sale of Journals, All correspondence related to laboratory.
8)	Lab. Attendant	To maintain cleanliness in the laboratory and work as per the directions of the Head of the Department
9)	Library	To issue & return books in the library as per directions of librarian.
	Attendant	To issue I-card, barrow card to students. To update news paper and magazine register.
		To maintain cleanliness in the library and work as per the directions of the librarian.
10)	Peon	To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc.
		To visit Bank, MSEB, Post office and other places for bill payment
		& office work. To attend telephone in office, library etc. and to give information
		to principal, of parents & students visiting college for principal meeting.
		To help the other authorities in filing, documentation, sale of
		admission forms, exam forms, concession forms etc. To render help in organization of various Co-curricular and
		extracurricular activities and programme held in the college. To work as per the directions of Principal and Head Clerk.
		To work as per the directions of Fillicipal and riead Clerk.

 Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and regulations of the University as stated in the Maharashtra Universities Act.'

Section 4 (1) (b) (iii) / Manual — 3:

Procedure followed to take a decision on various matters

- Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extracurricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
- The College functions under the supervision and control of the Parent Institution Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.

Section 4 (1) (b) (iv) / Manual — 4:

Norms set by the College for the discharge of its functions

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
- The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- Norms and standards for various academic activities are set by the Shivaji University, Kolhapur, UGC, IQAC and College Development Committee of the College.

Section 4 (1) (b) (v) / Manual — 5;

Rules, regulations and instructions used

- Statutes and Ordinance of Shivaji University , Kolhapur.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with

 Shivaji University, Kolhapur, b) Government of Maharashtra State c) UGC d) Rules and
 regulations of Rayat Shikshan Sanstha, Satara e) Standard code rules g) Maharashtra Civil
 services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Shivaji University and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India and UGC, except where the University
 has its own provisions with regard to teaching and non-teaching staff.

More information is available at following websites.

- www.acccramanandnagar.in
- www.rayatshikshan.edu
- www.erayat.org
- www.unishivaji.ac.in
- www.online.shivajiuniversity.ac.in
- www.mahaeschol.maharashtra.gov.in
- www.suk.digitaluniversity.ac
- www.ugc.ac.in
- www.jdhekop.org
- www.naac.gov.in
- www.dhepune.gov.in

Section 4 (1) (b) (vi) / Manual - 6:

Official documents and their availability

Following documents are available in the College with various officers under Principal.

Sr. No.	Person with whom information is available Lecturer	Documents		
1		Student attendance, tutorial, academic diary, internal examination record,		
	Office Suoerintedant	Documents related to Government Approval, Employee service book and personal file		

2	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook, muster book, Audited statement, Assessment Report, Cheque register, dead stock register, voucher files
3	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals, Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence
4	Junior Clerk	Scholarships & Freeships, To maintain Inward/ Outward record.
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register

Following documents are available in the college office

- > The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- Examination results
- The College prospectus
- Staff information and College directory (Muster, Service Books and Personal files)
- Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
- Composition and proceedings of various Committees

Section 4 (1) (b) (vii) / Manual - 7:

Mode of public participation

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- Internship Programme, lectures, workshops for students are organized in association with Alumni.

Citizens / Stakeholders / Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs.
- ➤ Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni.

- > Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- > The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organises various programs / lectures for creating socio legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

Section 4 (1) (b) (viii) / Manual - 8:

Councils, Committees, Faculties, Departments, etc. under the College

The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are:

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging & Ban Smoking Committee
- Internal Complaints Committee

Note: The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.

Section 4 (1) (b) (ix) / Manual - 9:

Directory of officers and employees

 Directory of officers and employees is available in the college office as well as on the college website.

Rayat Shikshan Sanstha's Arts, Science & Commerce College, Ramanandnagar (Burli) Teaching Staff - 2020-2021

Sr. No	Name of Teacher	Designat ion	Qualificati on	Experie nce	Pay Scale	Approval Letter No	Appointment Date
1.	Dr.Kadam Laxman Dnyandeo	Principal	M.Sc., Ph.D.	31 Year 6 Months Teach 1 Year 6 Months Prin.	131400-217100	CCO/2916/ Dated 04.12.2019 Affi.T-1 pracharya/shi nde/7277 Date 15.07.2019	27.11.1987 Principal joining Date (22.03.2019)
2.	Dr.Smt.Piste Pravina Baburao	Professor	M.Sc., M.Phil, Ph.D.	25 Years	144200-218200	F.31/SSC/2 996 Date 29.06.1996	03.01.1996
3.	Dr.Bhosale Tanaji Shivaji	Asso. Professor	M.Sc.,Ph.D.	30 Years	131400-217100	CONCOL/ 2090/ Dated 13,04,1994	20,06,1991
4	Dr.Patil Vidhyadhar Balasaheb	=''=	M.Sc., M.Phil, Ph.D.	30 Years	131400-217100	I-File-136- T-3/10074 Date 12.12.1992	22,07,1991
5	Dr.Khade Ashok Shrirang.	=''=	M.A., Ph.D	28 Years	131400-217100	I-File-189 T-3/ 10199 22.09,1993	01.07.1992
6	Dr.Sonawale Rajendra Raghunath	Asstt. Professor	M.A., Ph.D	27 Years	57700-182400	I-File-185- T-3/10211 Dated 22.11,1993	21.01.1993
7	Prof.Waghmare Ramkrishna Vaijinath	Asstt. Professor	M.A.	27 Years	57700-182400	I-File-186- T-3/2091/ Dated 27.05.1993	25.01.1993

8	Dr.Bhosale Kakasaheb Bapusaheb	Asso. Professor	M.A., M.Phil., Ph.D.	27 Years	131400-217100	I-File-185- T-3/2094/ Dated 27.05.1993	22,06,1993
9	Prof.Kone Dilip Mahadu	Asso. Professor	M,A.NET	27 Years	131400-217100	CCO/2831 Date 06.10.1993	16.10.1993
10	Dr.Sou.Patil Parvati Baburao	Asso. Professor	M.A., Ph.D	25 Years	131400-217100	Affi/T- 3/UVP/F- 48/10012 Dated 05.01.2012	04.01.1996
11	Dr.Smt.Aher Mrunalini Bhanudas	Asstt. Professor	M.A., M.Phil., Ph.D.	26 Years	57700-182400	I-File-145 T-3/ Dated	01.09.1994
12	Prof. Mane Abhijit Bhagwan	Asstt. Professor	M.Sc.	20 Years	57700-182400	CONCOL/ 1577/ Dated 15,03,2001	05.01.2000
13	Prof.Sou.Patil Neeta Sunil	Asstt. Professor	M.Sc., NET	17 Years	57700-182400	-	01.09.2004
14	Dr.Smt.Patil Ujwala Vijay	Asstt. Professor	M.A., SET, Ph.D.	16 Years	79800-211500	I-File-145 T-3/2405 Dated 10.06.2005	01.02,2005
15	Prof.Kumbhar Nitin Hindurao	Asstt. Professor	M.A., SET,	16 Years	68900-205500	SU/Affi/T- 3/F- 49/1751 Dated 25.05.2005	01.02,2005
16	Dr.Smt.Raut Vanita Shivaji	Asstt. Professor	M.Sc., SET., Ph.D.	13 Years	79800-211500	CONCOL/ SA/3373/ Dated 23.07.2009	20.10.2008
17	Prof.Sou.Pudale Pratibha Dattatray	Asstt. Professor	M.Com., SET	11 Years	57700-182400	Affi/T- 3/UVP/F- 49/7143 Dated 08.09.2010	10.02,2010
18	Prof.Shelke Umesh Suresh	Asstt. Professor	M.Sc., NET, GATE	11 Years	68900-205500	Affi/T- 3/UVP/F- 31/8245 Dated 11.10.2010	29.03,2010
19	Prof.Daunde Sandesh Shivaji	Dire. Of Phy.Edu.	M.Ped.	11 Years	57700-182400	Affi/T- 5/Mohodi kar-/3100 Dated 04.03,2010	10.04.2010
20	Dr.Smt.Patil Namita Purushottam	Librarian	M.A., M.Lib.Sc., M.Phil, NET, Ph.D.	11 Years	57700-182400	Affi/T- 3/STS/145/ 11656/ Dated 06.02,2012	30.08.2010
21	Prof.Dighe Mahesh Konda	Asstt. Professor	M.A.,B+, NET	New Appoint ment	57700-182400	Affi/T- 3/SDM/19/ 1848/1941 Dated 27.07.2020	17.02.2010
22	Prof.Sasane Dinesh Ashrukant	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T- 3/SDM/19/ 1848/1941 Dated 27.07.2020	22.02.2020
23	Prof.Bhosale Vikas Ramchandra	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T- 3/SDM/19/ 1941 Dated 27.07.2020	22.02.2020

24	Prof. Gawari Dhanesh Prakash	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T- 3/SDM/19/ 1848/1941 Dated 27.07.2020	22.02.2020
25	Prof.Smt.Wagh Sneha Waman	Asstt. Professor	M.Sc., NET, SET	New Appoint ment	57700-182400	3/SDM/19/ 1848/1941 Dated 27.07.2020	22.02.2020
26	Dr.Smt.Patil Gauri Rahulkumar	Asstt. Professor	M.Sc., Ph.D.	New Appoint ment	57700-182400	Affi/T- 3/SDM/51/ 2249/0052 Dated 03.11.2020	27.02.2020
27	Prof.Smt.Jirage Priyanka Dinesh	Asstt. Professor	M.Sc., SET	New Appoint ment	57700-182400	Affi/T- 3/SDM/21/ 1848/1941 Dated 27.07.2020	27,02,2020
28	Prof.Smt.Kamble Namrata Jayawant	Asstt. Professor	M.Sc., NET, SET	New Appoint ment	57700-182400	Affi/T- 3/SDM/51/ 2249/0052 Dated 03.11.2020	27.03.2020
29	Prof. Sable Yuvraj Ravji	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T- 3/SDM/51/ 2249/0052 Dated 03,11,2020	01.04.2020

Non Teaching 2020-21

Sr. No	Name of Teacher	Designation	Qualifi cation	Experien ce	Pay Scale	Appoint. Date
1	Shri. Saundade Suhas Shankar	Office Suprintedant	H.S.C.	27 Years	38600-122800	16.03.1993
1	Shri. Rasal Sampatrao Jotiram	Senior Clerk	S.S.C.	28 Years	9300-34800	1.03.1992
2.	Shri. Jadhav Ramesh Tukarm	Senior Clerk	B.Com	15 Years	19900-63200	16.07.2005
3.	Smt. Kamble Suchitra Babu	Junior Clerk	B.A2	15 Years	19900-63200	16.07.2005
4.	Shri,Kumbhar Machindranath Ramchandra	Junior Clerk	B.Com. GDC & A	14 Years	19900-63200	22.11.2006
5.	Shri Mane Rahul Chandrakant	Lab.Asstt.	H.S.C.	16 Years	5200-20200	01.07.1994
7	Shri.Kumbhar Sanjay Kisan	Lib. Atten.	S.S.C.	02 Years	5200-20200	02.03.1992
8	Shri Maske Jagannath Tanaji	Lib. Atten.	S.S.C.	02 Years	5200-20200	6.03.1993
9	Shri.Mote Tatoba Sopan	Lab. Atten.	S.S.C.	15Years	19900-63200	16.07.2005
10	Shri. Hajare Sunil Ananda	Lab. Atten.	B.A.	15 Years	19900-63200	16.07.2005
11	Shri. Sutar Prakash Anandrao	Lab. Atten.	S.S.C.	15 Years	19900-63200	16.07.2005
12	Shri.Awati Sanjiv Shivappa	Lab. Atten.	H.S.C.	15 Years	19900-63200	16.07.2005
13	Shri.Durgule Sanjay Vasantrao	Peon	VI	26 Years	19900-63200	01.01.1994

14	Shri. Mujawar Javed Kemalpasha	Peon	S.S.C.	06 Years	15000-47600	10.01.2014
15	Shri. Mane Satish Jaywant	Peon	S.S.C.	06 Years	15000-47600	10.01.2014

Section 4 (1) (b) (x) / Manual - 10:

Monthly remuneration received by each of its employee

• The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Shivaji University, Kolhapur, and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

• Teaching Staff - 2020-2021

Sr. No	Name of Teacher	Designatio n	Qualification	Experie nce	Pay Scale	Approval Letter No
1.	Dr.Kadam Laxman Dnyandeo	Principal	M.Sc., Ph.D.	31 Year 6 Months Teach 1 Year 6 Months Prin.	131400-217100	CCO/2916/ Dated 04.12.2019 Affi.T-1 pracharya/shinde/727 Date 15.07.2019
2.	Dr.Smt.Piste Pravina Baburao	Professor	M.Sc., M.Phil, Ph.D.	25 Years	131400-217100	F.31/SSC/2996 Date 29.06,1996
3.	Dr.Bhosale Tanaji Shivaji	Asso. Professor	M.Sc.,Ph.D.	30 Years	131400-217100	CONCOL/2090/ Dated 13,04,1994
4	Dr.Patil Vidhyadhar Balasaheb	=''=	M.Sc., M.Phil, Ph.D.	30 Years	131400-217100	I-File-136-T-3/10074 Date 12.12.1992
5	Dr.Khade Ashok Shrirang.	=''=	M.A., Ph.D	28 Years	131400-217100	I-File-189T-3/ 10199 22.09.1993
6	Dr.Sonawale Rajendra Raghunath	Asstt. Professor	M.A., Ph.D	27 Years	57700-182400	I-File-185-T-3/10211 Dated 22.11.1993
7	Prof. Waghmare Ramkrishna Vaijinath	Asstt. Professor	M.A.	27 Years	57700-182400	I-File-186-T-3/2091/ Dated 27.05.1993
8	Dr.Bhosale Kakasaheb Bapusaheb	Asso. Professor	M.A., M.Phil., Ph.D.	30 Years	131400-217100	I-File-185-T-3/2094/ Dated 27.05.1993
9	Prof.Kone Dilip Mahadu	Asso. Professor	M,A.NET	28 Years	131400-217100	CCO/2831 Date 06.10.1993
10	Dr.Sou.Patil Parvati Baburao	Asso. Professor	M.A., Ph.D	31 Years	131400-217100	Affi/T-3/UVP/F-48/10012 Dated 05.01.2012
11	Dr.Smt.Aher Mrunalini Bhanudas	Asstt. Professor	M.A., M.Phil., Ph.D.	27 Years	57700-182400	I-File-145T-3/ Dated
12	Prof. Mane Abhijit Bhagwan	Asstt. Professor	M.Sc.	21 Years	57700-182400	CONCOL/1577/ Dated 15.03,2001
13	Prof.Sou.Patil Neeta Sunil	Asstt. Professor	M.Sc., NET	30 Years	57700-182400	
14	Dr.Smt.Patil Ujwala Vijay	Asstt. Professor	M.A., SET, Ph.D.	16 Years	57700-182400	I-File-145—T-3/2405 Dated 10.06.2005
15	Prof.Kumbhar Nitin Hindurao	Asstt. Professor	M.A., SET,	16 Years	57700-182400	SU/Affi/T-3/F-49/1751 Dated 25.05.2005
16	Dr.Smt.Raut Vanita Shivaji	Asstt. Professor	M.Sc., SET., Ph.D.	13 Years	57700-182400	CONCOL/SA/3373/ Dated 23.07.2009

17	Prof. Sou. Pudale Pratibha Dattatray	Asstt. Professor	M.Com., SET	11 Years	57700-182400	Affi/T-3/UVP/F-49/7143 Dated 08.09.2010
18	Prof.Shelke Umesh Suresh	Asstt. Professor	M.Sc., NET, GATE	11 Years	57700-182400	Affi/T-3/UVP/F-31/8245 Dated 11.10.2010
19	Prof.Daunde Sandesh Shivaji	Dire. Of Phy.Edu.	M.Ped.	11 Years	57700-182400	Affi/T-5/Mohodikar-/3100 Dated 04.03.2010
20	Dr.Smt.Patil Namita Purushottam	Librarian	M.A., M.Lib.Sc., M.Phil, NET, Ph.D.	11 Years	57700-182400	Affi/T-3/STS/145/11656/ Dated 06,02,2012
21	Prof.Dighe Mahesh Konda	Asstt. Professor	M.A.,B+, NET	New Appoint ment	57700-182400	Affi/T-3/SDM/19/1848/1941 Dated 27.07.2020
22	Prof.Sasane Dinesh Ashrukant	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T-3/SDM/19/1848/1941 Dated 27.07,2020
23	Prof.Bhosale Vikas Ramchandra	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T-3/SDM/19/1941 Dated 27,07,2020
24	Prof.Gawari Dhanesh Prakash	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T-3/SDM/19/1848/1941 Dated 27.07.2020
25	Prof.Smt.Wagh Sncha Waman	Asstt. Professor	M.Sc., NET, SET	New Appoint ment	57700-182400	3/SDM/19/1848/1941 Dated 27.07.2020
26	Dr.Smt.Patil Gauri Rahulkumar	Asstt. Professor	M.Sc., Ph.D.	New Appoint ment	57700-182400	Affi/T-3/SDM/51/2249/0052 Dated 03.11.2020
27	Prof.Smt.Jirage Priyanka Dinesh	Asstt. Professor	M.Sc., SET	New Appoint ment	57700-182400	Affi/T-3/SDM/21/1848/1941 Dated 27.07.2020
28	Prof Smt Kamble Namraia Jayawant	Asstt. Professor	M.Sc., NET, SET	New Appoint ment	57700-182400	Affi/T-3/SDM/51/2249/0052 Dated 03,11,2020
29	Prof. Sable Yuvraj Ravji	Asstt. Professor	M.Sc., NET	New Appoint ment	57700-182400	Affi/T-3/SDM/51/2249/0052 Dated 03.11.2020

Non Teaching 2020-21 Qualifi Sr. Experien **Pay Scale** Name of Teacher Designation No cation ce Shri. Saundade Office 1 27 Years H.S.C. 38600-122800 Suhas Shankar Suprintedant Shri. Rasal 9300-34800 1 Senior Clerk S.S.C. 28 Years Sampatrao Jotiram Shri. Jadhav 19900-63200 2. Senior Clerk B.Com 15 Years Ramesh Tukarm Smt. Kamble 19900-63200 3. Junior Clerk B.A.-2 15 Years Suchitra Babu

4.	Shri.Kumbhar Machindranath Ramchandra	Junior Clerk	B.Com. GDC & A	14 Years	19900-63200
5.	Shri Mane Rahul Chandrakant	Lab.Asstt.	H.S.C.	16 Years	5200-20200
7	Shri.Kumbhar Sanjay Kisan	Lib.Atten.	S.S.C.	02 Years	5200-20200
8	Shri.Maske Jagannath Tanaji	Lib.Atten.	S.S.C.	02 Years	5200-20200
9	Shri.Mote Tatoba Sopan	Lab. Atten.	S.S.C.	15Years	19900-63200
10	Shri, Hajare Sunil Ananda	Lab. Atten.	B.A.	15 Years	19900-63200
11	Shri. Sutar Prakash Anandrao	Lab. Atten.	S.S.C.	15 Years	19900-63200
12	Shri.Awati Sanjiv Shivappa	Lab. Atten.	H.S.C.	15 Years	19900-63200
13	Shri.Durgule Sanjay Vasantrao	Peon	VI	26 Years	19900-63200
14	Shri. Mujawar Javed Kemalpasha	Peon	S.S.C.	06 Years	15000-47600
15	Shri. Mane Satish Jaywant	Peon	S.S.C.	06 Years	15000-47600

^{*} Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC and College.

The norms of Shivaji University are followed for the Staff Insurance Scheme.

Section 4 (1) (b) (xi) / Manual - 11:

Budget allocated to each agency

 The budget and the financial estimates are as approved by the College Development Committee, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education, Kolhapur.

Section 4 (1) (b) (xii) / Manual - 12:

Manner of execution of subsidy programmes

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
- Leave Encashment(As per norms and procedure prescribed by Government of Maharashtra)
- Scholarships(As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)

Section 4 (1) (b) (xiii) / Manual - 13:

Concessions granted by the College

Reservation policies of Government of India in principle as approved by the Shivaji
University are followed. Scholarships are given to eligible students as per norms and
procedure prescribed by Government of Maharashtra and Central Government.

Section 4 (1) (b) (xiv) / Manual - 14:

Information available in Electronic form

- All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
- Information made publicly available can be accessed at college website. All the information about the college is available on our website and in the college office.

Section 4 (1) (b) (xv) / Manual - 15:

Means, methods and facilities available to citizens for obtaining information

- · Unrestricted Access to Website.
- Citizens may seek the information in the Officer of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
 - Library Timing: From 09.00 a.m. to 05.30 p.m. on all working days.
 - Weekly Holiday will be on Sunday.

Section 4 (1) (b) (xvi) / Manual - 16

Public Information Officer

Shri. Saundade S.S.

Office Superintendant, Arts, Science & Commerce College, Ramanandnagar (Burli) Mobile: 9421131762, Email: suhassaundade1968@gmail.com

Appellate Authority

Dr. Kadam L.D.

Principal, Arts, Science & Commerce College, Ramanandnagar (Burli) Mobile: 8208043834, Email: kdlaxman 222@yahoo.co.in

Section 4 (1) (b) (xvii) / Manual - 17:

Other Useful Information

- Arts, Science & Commerce College is doing a pioneering work in the field of UG & PG level education in Sangli District and surrounding area since 1968. It is celebrating Golden Jubilee Year in this year (1968-2018)
- It is Affiliated to Shivaji University (Permanent Affiliation from 2000)
- * Recognised by Government of Maharashtra
- * Recognised by UGC (From 2010)
- * Reaccredited by NAAC during 2012 to 2017 with "A" Grade
- Submitted online Proforma for NIRF on 14/12/2020 with NIRF Institutional ID- IR-C-C-11162
- Selected within 42 colleges Registered with NIRF.

Necessary Information about the college will be available from the College Website and the College Office. This information is updated from time to time on the College website.