

The People's Education Society's

JAMKHED MAHA VIDYALAYA, JAMKHED

Tal. Jamkhed Dist. Ahmednagar Pin.413201 (MS)

Arts/Science/Commerce

Affiliated to Savitribai Phule Pune University [PU/AN/ASC/028(1984)]

College Code: 167 Exam Center No. 092

Website:www.pesjmj.org.in

Phone & Fax-02421-221193 email:pesjkdcollege@gmail.com

NAAC REACCREDITED "C" GRADE

Principal - Prof. Dr. M.L.Dongare M.sc.DHE Ph.D.

(As per Right To Information (RTI) Act, 2005)

DECLARATION ON INSTITUTION WEBSITE

UNDER SEC-4(1) (B) OF RTI ACT 2005

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

Section 4(1) (b) of RTI Act 2005 covers the statutory declaration of **People's Education Society's Jamkhed Mahavidyalaya, Jamkhed, Dist: Ahmednagar, 413201**. It covers all the rules and regulations which are implemented by government of Maharashtra. Citizens can seek information regarding the activities of the college by submitting a written request with details like Name, address, contact telephone number and particulars of the information to be sought. The reason for seeking information need not be given. The duly signed request may be addressed to the **Public Information Officer, The People's Education Society's Jamkhed Mahavidyalaya, Jamkhed, Dist: Ahmednagar, 413201**, along with the required fee of Rs.10/- . Copies of documents will be charged according to the rate fixed by the State Information Commission, Maharashtra. If the reply is not received in time or if the information is not given, you can tender appeal to the First Appellate Authority.

In accordance with the provisions contained in section 2(j) of the Act, this Information Handbook will enable the stakeholders to obtain information as to the provisions contained in various rules and regulations governing **People's Education Society's Jamkhed Mahavidyalaya, Jamkhed, Dist: Ahmednagar, 413201** and related information.

This Information 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

Jamkhed Mahavidyalaya, Jamkhed, Dist: Ahmednagar, 413201, run by The People's Education Society, Jamkhed was established in 1984. It is recognized by Government of Maharashtra, affiliated to Savitribai Phule Pune University, Pune (SPPU) and recognized by UGC under 12B and 2F on 1 July 2003 and is accredited in 1st cycle by NAAC, Bangalore with "B⁺" Grade, on 16th September 2004 and reaccredited in 2nd cycle by NAAC, Bangalore with "C" Grade, on 7th January 2020 with CGPA: 1.99.

Jamkhed Mahavidyalaya, Jamkhed is run by the Peoples Education Society, Jamkhed which was established with the aim of imparting education to the downtrodden masses. It was founded in the year 1951, with a vision '**Transforming rural communities through higher education**'. The vision and mission Society is trying at best to educate the children from rural background and inculcate the importance of education among the students along with the social, spiritual, cultural and human values. Institution has brought many promising children to shape their lives to be dignified in the society.

The motto of institution is '*Shraddhavan Labhate Dnyanam*', means '**If you have faith on knowledge and education, you will achieve it for the betterment of human kind by all means**'. The college is trying at best level to cater the service in the field of higher education to masses mostly in the rural and draught prone area. In this way it uplifts economically and socially retarded students by providing them education.

Jamkhed Mahavidyalaya, Jamkhed is situated in rural area and the facilitators are from rural background also. They are from all strata of society. The college has UG and PG courses; it serves multi-dimensionally in the field of higher education. The dimensions it serves as follows:

- Socio-Economic aspects.
- Cultural and Historical Aspects.
- Science and Scientific views.
- Commerce.
- Language and Literature Studies.
- Global dimensions: acquiring skills and competencies.

- Personality Development.
- College offers academic education in various Arts, Commerce and Science, as well as Computer and allied courses like B.B.A (C.A). College also offers post graduate courses like M.A. in Marathi and History, M.Com. and M.Sc. in Organic Chemistry.

To make the students employable by imbibing various skills, the college runs various short term courses. The college facilitates advanced technology by using ICT. The college also encourages developing a research culture, consultancy and extension activities among students. The infrastructure of college facilitates the student support and progression. The good governance is reflected in the hierarchical structure of administrative and academic bodies. There are best and innovative practices in every field that can be summarized below:

- Water Harvesting
- Green Campus
- Green energy
- Apprenticeship for skilled students.

Highlighting Features of the college:

- Established on 1st July 1984.
- Grant-in-Aid Co-Education College.
- Affiliated to Savitribai Phule Pune University Pune - 07.
- 2F/12B Status from 1st July 2003 enabling UGC assistance and Schemes.
- Situated in rural area.
- Campus of 4.5 acres.
- Plantation on various occasions is done
- Classrooms, Science Laboratories, Computer Laboratories, Language Laboratory
- Central Library facility
- Sports facilities
- Publication of Prospectus and Academic Calendar.
- Transparent Admission Procedure
- Teaching Plan of syllabus.
- Lecture and discussion method reinforced by use of audio-visual aids (LCS, Virtual classrooms, smart classrooms, online teaching, Computer, LCD, Internet, etc.)
- Introduction of syllabi, Transparent and robust Evaluation process etc.
- Use of library by students and teachers.
- Teachers Quality Enhancement:
- Open access to students and book bank facility for the needy students.

- Organization of International, National, State and University level seminars by college.
- Transparent evaluative system in case of internal examinations.
- Feedback from students evaluating teachers.
- Yearly filling of self-appraisal form by teachers.

The college has been continuously striving to develop infrastructure as per the need and demand, sticking to the Master Plan of the college. The college as an educational centre involves in prime duties as Teaching, Learning and Evaluation. The college adopts learner centric method with regard to TLE.

To achieve the all-round development of our students, college offers various extracurricular activities like Sports, NCC, NSS, Cultural activities, Earn & Learn Scheme, Career Katta, Competitive examination Guidance Centre, Placement cell, Health services etc. College has always taken lead in national & social cause by conducting blood donation camps, collecting relief fund for natural calamities like flood & earthquake, organizing peace & people awareness rallies, etc. we, the faculty, students, alumni together are walking on the road paved by the great visionary of Maharashtra.

VISION

To generate academic, scientific temper, physical, spiritual, social and cultural values among the students and to make them self-reliant through self-help and to be responsible citizens of the world.

MISSION

To impart higher education with multifaceted aspects, excelling the human resources in broader perspectives of national and global context.

OBJECTIVES

The objectives of 'The Peoples Education Societ's, Jamkhed Mahavidyalaya, Jamkhed' are as follows:

- Provide higher educational opportunities, primarily to the lower classes through the policy: education at their doors.
- Generate academically, physically, spiritually and sound motivated graduates with awareness of importance of national integration and social responsibilities.
- Develop the overall personality of the student.

- Impart education through self-help and dignity of labor.
- Promote women’s education.
- Promote a healthy atmosphere, corporate life and welfare of the students, teaching and non-teaching staff.
- Organize summer residential camp for the preparation of competitive examinations.
- Use of advanced technology in the field of ICT in teaching, learning and evaluation.

CORE VALUES

- To work for the upliftment of weaker sections of society.
- Self-reliance through Earn and Learn scheme.
- Fostering Scientific Temperament and Imbibing global competencies.
- Striving for eco sensitive society.
- Building skilled society for entrepreneurial venture.
- Moulding the human administrators of tomorrow through competitive examinations guidance centre.
- Exploring Short term courses.

Postal Address Jamkhed Mahavidyalaya, Jamkhed
Tal. Jamkhed Dist. Ahamadnagar, Maharashtra,
India, Pin.413201

Website <https://pesjmj.org.in/>

Tel. / Fax No **02421-221193**

Email pesjkdcollege@gmail.com

Working Hours:

College Timing on all Working Days: From (Teaching Time table): 8:00 am. To 01.00 pm.

Office Timing: From 10.00 a.m. to 5.30 p.m. on all working days.

Financial Transactions: From 10.00 a.m. to 5.30 p.m. on all working days.

Library Timing: From 9.00 a.m. to 4.30 p.m. on all working days.

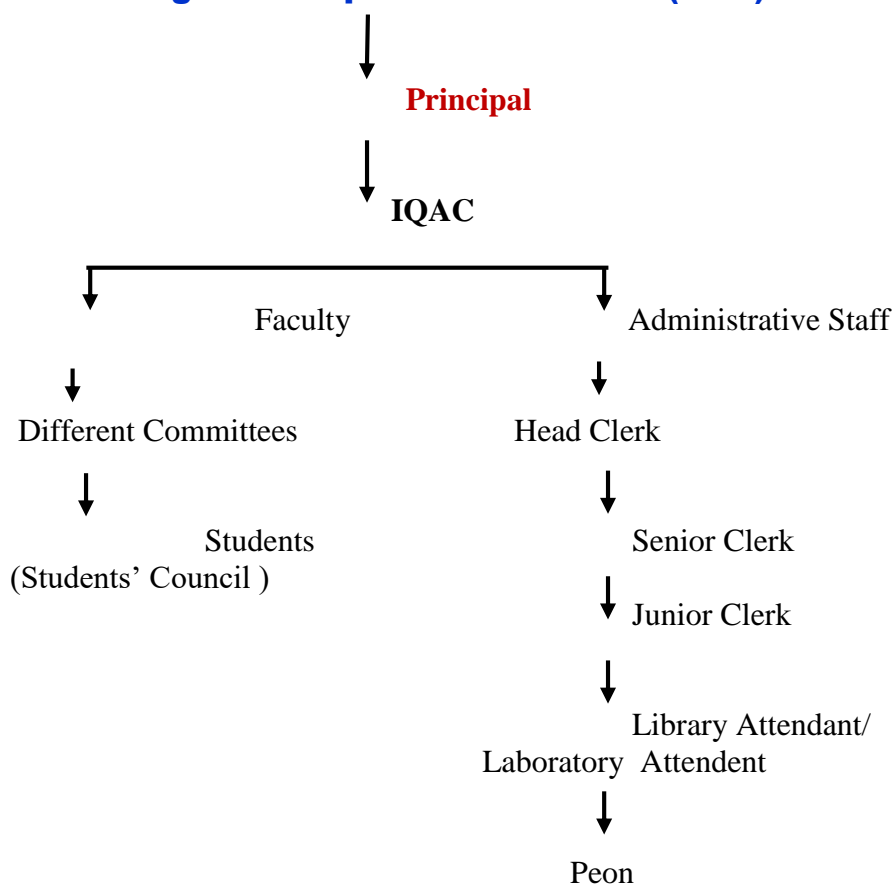
Weekly Holiday will be on **Sunday**.

College internal Committees

| Sr. No | Chairperson | Committees' Name |
|---------------|--------------------|---|
| 1 | 1. | Steering Committee IQAC Committee Budget, Finance and Purchase Committee Admission Committee |
| 2 | 1. | IQAC Committee Vice-Principal |
| 3 | 1. | Health Centre and Covid-19 Pandemic Mgt. Committee |
| 4 | 1. | Excursion and Study Tours |
| 5 | 1. | Placement Cell Maintenance and Cleanliness Committee (Audio Video, Electricity, Water Supply Etc.) |
| 6 | 1. | Roll Call & Attendance Committee |
| 7 | 1. | Alumni Association & Parent Association P. G and NET/ SET Committee Faculty In-Charge |
| 8 | 1. | Examination Committee (CEO) UGC Cell |
| 9 | 1. | Women Empowerment Cell Parent Teacher scheme Mentor-Mentee |
| 10 | 1. | University, Government Correspondence Committee (University Affiliations) Faculty In-Charge (Science) |
| 11 | 1. | Academic Planning, Time Table and Feedback Committee Cultural Activities & Essay, Elocution and Other Competition, Youth Festival |
| 12 | 1. | Faculty In-Charge (Arts) |
| 13 | 1. | Publicity Committee Faculty Empowerment (Staff Welfare, Staff Academy) |
| 14 | 1. | Grievance Redressal Cell (Teaching, Non-teaching & students) Competitive Examination Guidance Committee |
| 15 | 1. | Internal Examination Committee NSS Committee |
| 16 | 1. | Student Welfare Committee (Students Council, Students Aid and Support, Earn and Learn Scheme) Magazine, Wall paper and Publicity Committee |
| 17 | 1. | NSS Committee |
| 18 | 1. | Science Association |
| 19 | 1. | Discipline Committee Gymkhana Committee |
| 20 | 1. | N. C. C. Committee Building and maintenance committee |
| 21 | 1. | Coordinator, Admission Committee, Faculty of Commerce Faculty In charge & Head, Department of Commerce PG Coordinator, Faculty of Commerce Coordinator, Roll Call, Attendance, Time Table, Academic Planning & Feedback Coordinator, Entrepreneurship Development Centre Chairman, Library Advisory Committee |

| | | |
|----|----|---|
| 22 | 1. | Environment Consciousness Committee (Campus development, Green Audit, Energy Audit Beautification & Botanical Garden) |
| 23 | 1. | Quality Improvement Programme Committee (Slow and Advanced Learner, Guest Lectures, Extra Lectures, Hands on Training) Short Term Course Committee Commerce Association |
| 24 | 1. | Library Committee |
| 25 | 1. | E-resources, E-governance, Online Teaching-Learning, Website Committee |

College Development Committee (CDC)





!! श्रद्धावान् लभते ज्ञानम् !!

The People's Education Society's
JAMKHED MAHAVIDYALAYA, JAMKHED,
Dist. Ahmednagar (MS)

Internal Quality Assurance Cell IQAC

Year (2022-2023)

| Sr. No. | Name of the faculty | Representative | Designation | Signature |
|----------------|-----------------------------|---|---------------------------|------------------|
| 1 | Hon'ble Shri Deshmukh U.M | President of Institution Management Representative | Member | |
| 2 | Hon'ble Shri Chintamani A.M | Vice President of Institution Management Representative | Member | |
| 3 | Hon'ble Shri Deshmukh S.A | Secretary of Institution Management Representative | Member | |
| 4 | Hon'ble Shri Gugale D.H | Industry Representative Management Representative | Member | |
| 5 | Prof Dr. Dongare .M.L | Principal , Head of the Institution | Chairperson | |
| 6 | Hon'ble Dr Shinde P.M | Alumni Representative | Member | |
| 7 | Prof Dr. Narke S.Y | Teacher Representative | Member | |
| 8 | Prof. Phalke A.B | Teacher Representative | Member | |
| 9 | Prof. Golekar S.M | Teacher Representative | Member | |
| 10 | Prof. Dr. Purane S.G | Teacher Representative | Member | |
| 11 | Prof.Dr. Sarawade V.D | Teacher Representative | Member | |
| 12 | Prof. Dr. Kelkar G.D | Teacher Representative | Member | |
| 13 | Prof. Kashid R.M | Teacher Representative | Member | |
| 14 | Prof Deshmukh H.S | Teacher Representative | Member | |
| 15 | Mr. Bangar D.U | Teacher Representative | Member | |
| 16 | Prof. Dr. GadekarS.N | Coordinator | Member Secretar | |

Details of Services Rendered

The college renders various services to its stake holders. Some of them are briefly enumerated below:

- a. Teaching of Three year (UG) and Two Year (PG) courses at Arts, Commerce and Science faculties.
- b. Conducting Short term Courses and add on, COC, Certificate Courses in various subjects.
- c. Conducting internal and university examinations and distributing mark list to students.
- d. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- e. Providing various student welfare schemes including Free ship / Scholarship / Other concessions.
- f. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- g. Provision of various facilities for all round growth of students including Bridge courses, Induction Program, Remedial English, etc.
- h. Facilities to conduct guest lectures regarding various curricular activities
- i. Providing library facilities including book bank, e-resources, text books, reference books, research journals & periodicals to students and faculty.

Ant ragging and Discipline Committee and Grievance Redressal Committee

| | |
|---|----------------------------|
| Ant ragging and Discipline Committee | Prof. Dr.Mohite A.D |
| | Prof. Dr. Narke S.Y. |
| | Prof. Phalke A.B. |
| | Mrs. Deshpande R.K. |
| | Dr. Kelkar G.D |
| | Prof. Mohalkar S.D. |
| | Mrs.Dr. Gaikwad A.A. |

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

| | |
|---|---------------------------------|
| Grievance Redressal Cell (Teaching, Non-teaching & students) | Prin. Dr. Dongare M. L.* |
| | Prof. Dr.Kelkar G.D |
| | Prof. Dr. Narke S.Y. |
| | Prof. Mr. Phalke A.B. |
| | Prof. Dr. Purane S.G. |
| | Prof. Mrs. Sabale Y.D. |

Grievance

| | |
|--|--------------------------|
| | Prof. Dr. Kelkar G.D |
| | Shri. Bangar D.U. (O.S.) |
| | Shrimati Dongare D.S. |

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 multi-faculty college, several committees are framed headed by Chairman/Members.

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 routing. |
| 2) | Assistant/ Associate Professor | 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) | Head Clerk | <p>To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc.,</p> <p>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.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.</p> <p>To prepare and submit various proposals and its utilizations to UGC, University, Government etc.</p> <p>To prepare and submit budget estimates and monitor accounts accordingly.</p> <p>To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.</p> |
| 5) | Senior Clerk | <p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p> <p>To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc.,</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>changes in staff proposals (Teachers Approval) , teaching & non-teaching approval etc.,</p> <p>To maintain roll call and internal and university exam record.</p> <p>To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To help other authorities as per the directions Principal & Head clerk.</p> |
| 6) | Junior Clerk | <p>To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc.,</p> <p>To maintain and update bio-metric record and write remarks accordingly.</p> <p>To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To prepare and submit various Fee concession proposals to government authorities. To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc,</p> <p>To help other authorities as per the directions Principal & Head clerk.</p> |

| | | |
|----|-------------------|--|
| 7) | Library Attendant | To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian. |
| 8) | 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. |

- 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 extra-curricular 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 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 Savitribai Phule Pune University Pune (SPPU) 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 Savitribai Phule Pune University Pune (SPPU) Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Savitribai Phule Pune University Pune (SPPU), b) Government of Maharashtra State d) UGC e) Rules and regulations of Peoples Education Society Jamkhed Dist Ahmednagar f) Standard code rules g) Maharashtra Civil services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- 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.unipune.ac.in
- www.mahaeschool.maharashtra.gov.in
- www.ugc.ac.in
- www.naac.gov.in
- www.dhepune.gov.in
- www.mahacet.org

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

Official documents and their availability

| Sr. No. | Person with whom information is available | Documents |
|----------------|--|--|
| 1 | Assistant/ Associate Professor | Student attendance, tutorial, academic diary, internal examination record etc. |
| 2 | Head Clerk | Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook, muster book, Audited statement, Assessment Report, Employee service book and personal file, Cheque register, dead stock register, voucher files |
| 3 | Senior Clerk | Admission forms, T.C, General Register, University Exam Form, Result, Ledger, University & Government Correspondence, |
| 4 | Junior Clerk | Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals Scholarships & Freshships, |
| 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 & Newspaper 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.
- The College organizes NSS Programs and special camp once in a year in the nearby Villages to Jamkhed, District-Ahmednagar.

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs,
- The interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni on curriculum and campus experience.
- 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 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
- 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.
- Payment to teachers on consolidated / CHB basis / honorary teachers is made as per the norms of UGC and Govt of Maharashtra.
- The norms of Savitribai Phule Pune University Pune (SPPU) 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,
- **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)
- Free ship 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 Savitribai Phule Pune University Pune (SPPU) 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 from the office 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 08.30 a.m. to 04.30 p.m. on all working days.
 - **Weekly Holiday** will be on **Sunday**.

Section 4 (1) (b) (xvi) / Manual – 16

Officers as Per Right To Information (RTI) Act 2005

| Officer | Designation | Mobile | Email ID |
|---------------------|---|------------|--|
| Prof Phalke A.B | RTI Officer | 9423461154 | avinshphalke07@gmail.com |
| Prin Dr Dongare M.L | Appellate Authority | 9823244245 | dongareml@gmail.com |
| Shri Bangar D.U | Office Superintendent (OS)Asst. Appellate Authority | 9421435801 | |

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

Other Useful Information

Institutional Strengths

- Supportive, encouraging and efficient Sanstha Management and Administrative set-up
- A large number of girl students and special measures are taken for girls safety
- Imparting skills through career-oriented courses
- Continuous augmentation and up-gradation of existing infrastructure and creation of new infrastructure with the support of parent institute
- Developed Central library as a learning resource with digital depository system and computerization.
- Eco-friendly practices.
- Well-developed sports facilities on the campus for students' physical fitness.
- A Continuous interactions and visits of Academicians, social workers, feminists, educationists, diplomats, professionals, entrepreneurs, industrialist, actors, etc. guided the students.
- ICT enabled teaching learning process (Sound Infrastructure, ICT enabled classrooms)
- Remedial coaching for slow learners.
- Financial support to needy students
- Opportunities to enhance soft skills and to develop competencies through add on and short term courses
- Adequate representation of faculty in the Management

- Community-oriented activities are undertaken to build relationships and participation of students in Sports, NCC, NSS activities as well as cultural events.
- Involvement of students in various committees.
- Institution signed the MOUs and established collaborations with reputed organizations and institutions. The class room facilities with ICT tools have improved

Additional Information:

- Educate students from all strata of society
- Effective implementation of Earn and Learn' scheme
- Promotion of human values among students
- Support ICT tools in teaching, learning and research
- Develop global competencies among students
- Develop environmental consciousness and eco-friendly campus
- Enhance sports and cultural activities through various programs
- Carry out extension and outreach activities
- Promote skill development programs
- Encourage students to transform challenges into opportunities, for quest for excellence.
- It is Affiliated to Savitribai Phule Pune University Pune (SPPU)
- Recognised by Government of Maharashtra
- Recognised by UGC (12b and 2f 2003)
- Reaccredited by NAAC with 'C' Grade (1.99 CGPS) for the period 2020-2025.
- Registered with NIRF.

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

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