



**RADHABAI KALE MAHILA MAHAVIDYALAYA, AHMEDNAGAR.**

**Information Handbook**

**(As per Right to Information Act, 2005)**



# Information Handbook of RADHABAI KALE MAHILA MAHAVIDYALAYA, AHMEDNAGAR.

**(As per Right to Information Act, 2005)**

## INTRODUCTION

The Right to 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 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance 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 accordance 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 provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's Radhabai Kale Mahila Mahavidyalaya, Ahmednagar, 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**

**Radhabai Kale Mahila Mahavidyalaya, Ahmednagar** is established at Ahmednagar, by Rayat Shikshan Sanstha, in 1989. It is recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune, recognized by UGC under 12B and 2F.

**Radhabai Kale Mahila Mahavidyalaya, Ahmednagar is doing a pioneering work in the field of education in Ahmednagar District and surrounding area since 1989.**

**The college conducts Three Year U.G. Course, Two Year P.G. Course and Ph.D. (Organic Chemistry), Cyber law and soft skill courses. The college also conducts short term certificate courses in various departments, Human Rights, Computer Skills and Personality Development. The College also conducts Junior (Arts, Commerce and Science) and Rayat pattern for Junior college.**

#### **Vision**

Women empowerment through Self-sufficing, self-reliant and self-respecting education and visualize the institute as the best center for development and application of knowledge contributing to the modern nation.

#### **Mission**

- To impart quality higher education for women to inculcate values, make them academically and emotionally competent and socio economically self-reliant.
- To inculcate values to promote women's education.

#### **Objectives**

- To develop the personality of the students.
- To impart education through self-help and dignity of labour.
- To provide higher educational opportunities, primarily to the lower classes pertaining education to their doors by use of modern technology.
- To generate physically, spiritually and academically sound motivated graduates with awareness of importance of national integration and social responsibilities.
- To provide overall education to casteless and classless society.
- To impart value education based on cardinal principles of true nationalist orientation, self-reliant and dignity of labor.

### Core Values of the Institute

- Inculcate global competencies among students
- Promote ICT in teaching- learning
- Develop scientific temper through Rayat INSPIRE Program, *Rayat Vidnyan Parishad* and *Avishkar* through incubation Centre.
- Imbibe environmental awareness and eco- friendly approach through actions
- Enhance employability skills through skill development programs.
- Contribute to national development by producing cultured graduates.

During our glorious journey of last years under the aegis of Rayat Shikhan Santha, the academic achievements have been noteworthy. Almost every year, our students have ranked in the merit list of Savitribai Phule Pune University. The college pursues excellence through laboratory training and ICT enabled teaching learning process involving Moodle Learning Management System. While providing student centric, inclusive and value based education, the college lays emphasis on enhancing thinking abilities and practical skills of students equipping them with global competencies to enter in the noble profession with competence and confidence.

Radhabai Kale Mahila Mahavidyalaya is doing a pioneering work in the field of education in Ahmednagar District and surrounding area since 1989.

### **Contact Details:-**

#### **Postal Address:-**

Radhabai Kale Mahila Mahavidyalaya,  
Behind Tarakpur Bus stand, Ahmednagar.  
Maharashtra-414001, India.

**Website :** [www.rkmmmanr.org](http://www.rkmmmanr.org)  
**Tel. / Fax No :** **0241-2430318**  
**Email :** [prinrkmm\\_anr@rediffmail.com](mailto:prinrkmm_anr@rediffmail.com)

#### **Map of Location**

The College location Map is available at  
<https://goo.gl/maps/xmnSLq94AhCLaSsy9>

#### **Working Hours**

**College Timing on all Working Days: From 08.00 am to 05.30 p.m.**

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

**Financial Transactions: 10.30 a.m. to 01.30 p.m. on all working days.**

**Library Timing: From 09.00 a.m. to 05.30 p.m. on all working days.**

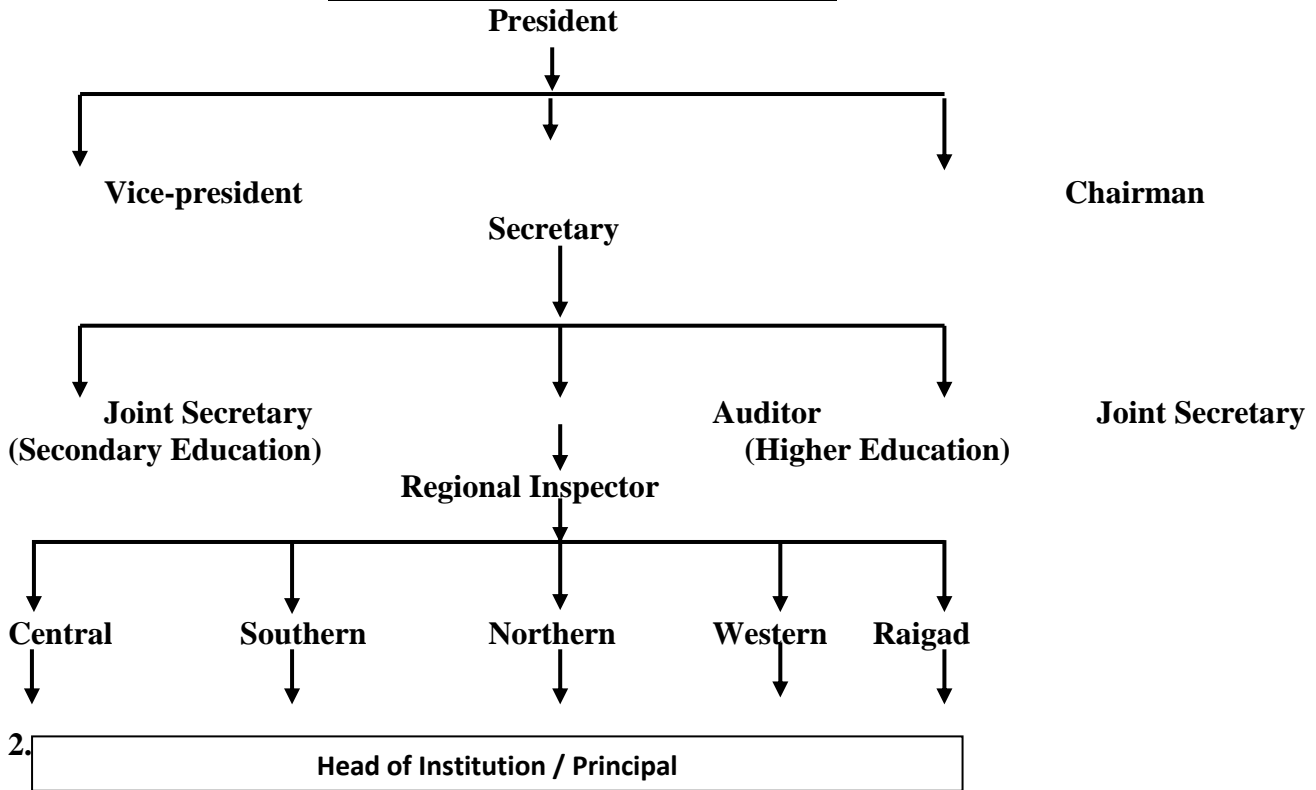
**Weekly Holiday will be on Sunday.**

### **Organization and Administrative Machinery**

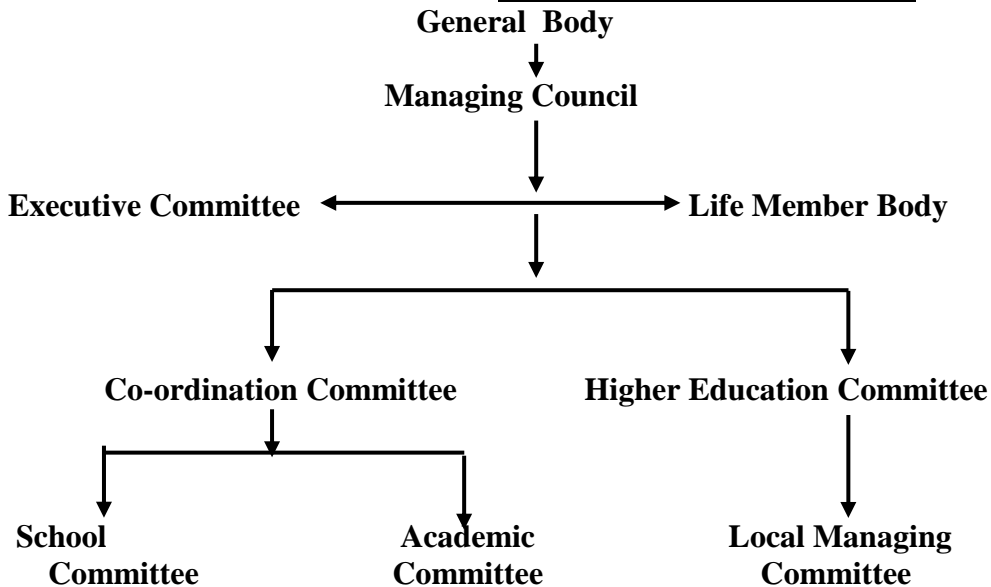
#### **Organogram of the institution**

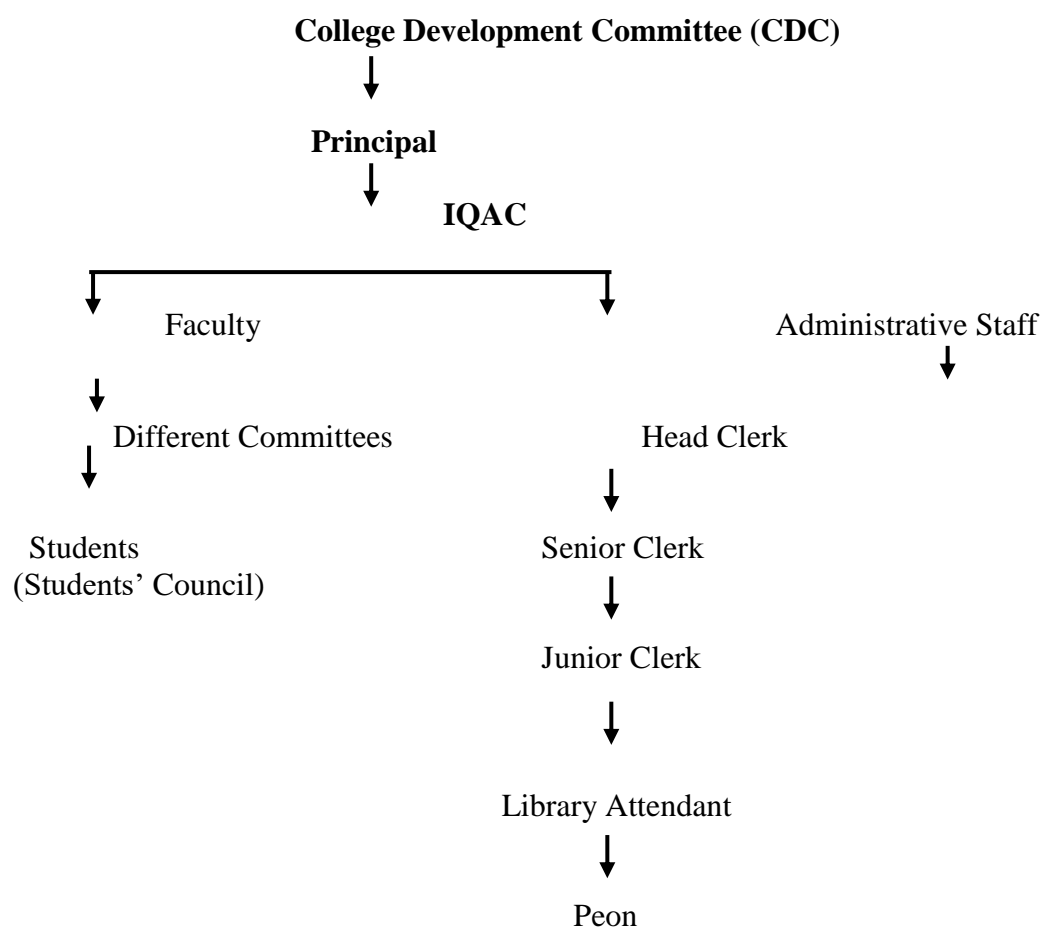
The parent institution plays a pivotal role in the general administration of the college. It formulates the requisite policies for achieving goals and missions

### ADMINISTRATIVE MACHINERY



### ADMINISTRATIVE BODIES





### Administrative Setup of Radhabai Kale Mahila Mahavidyalaya.

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.

Rayat Shikshan Sanstha's

## Radhabai Kale Mahila Mahavidyalaya, Ahmednagar.

Administration, Planning and Organization

**2020-2021**

<b>Steering Committee</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>1</b>	<b>Prin. Dr. M. T. Sarode</b>	<b>Chairman</b>	To look into the total administrative work of the college, its discipline, planning execution and organization of the committee activities and solve their difficulties
	Mr. N. I. Sayyed	Member	
	Mr. A. K. Kapare	Member	
	Mr. R.V.Barve	Member	
	Mr. S.S.Katore	Member	
	Mr. M. R. Khan	Member	
	Dr. Smt. S. A. Kulkarni	Member	
	Dr. Smt. Y. M. Randhawane	Member	

<b>CDC Committee</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>2</b>	<b>Mr. Ashutosh. A. Kale (MLA, Kopergaon Vidhan Sabha)</b>	<b>Chairman</b>	<p>➤ Recommend the management about introducing new academic courses</p> <p>➤ Discuss and Approve AQAR and SSR</p> <p>To approve the budget estimate and give sanctions to required works and projects.</p> <p>To take necessary measures to deal with the complaint if any</p> <p>To monitor the administration and development of the staff, students and the college.</p> <p>To hold at least two meetings in a year</p> <p>➤ To maintain a register of minutes of the meetings.</p> <p>➤</p>
	Mr. A. B. Salunkhe (Nominee from Hon Secretary, Rayat Shikshan Sanstha)	Secretary	
	Mr. Ashok. S. Kale	Local Member	
	Mrs. Snehal A. Shinde	Local Member	
		Local Member	
		Local Member	
	Mr, R.V.Barve	Principal Nominated Presenter	
	Mr. N. I. Sayyed	Teacher Presenter	
	Mr. S. S. Katore	Teacher Presenter	
	Dr. Mrs. S. A. Kulkarni	Teacher Presenter	
	Mr. M. R. Khan	Co-ordinator IQAC	
	Smt. U. R. Gadekar	Non- Teaching Present	
	President of Student Council	Member	
	Secretary of Student Council	Member	
	<b>Prin. Dr. M. T. Sarode</b>	<b>Member-Secretary</b>	

<b>I.Q.A.C.</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>3</b>	<b>Prin. Dr. M. T. Sarode</b>	Chairman	<ul style="list-style-type: none"> <li>➤ Planning for next five years.</li> <li>➤ To plan and supervise the different curricular &amp; Extra-curricular activities.</li> <li>➤ Collection of Action plans and Annual Reports of the Organization of Workshops, Seminars, Conferences etc.</li> <li>➤ To update the website every year</li> <li>➤ To prepare SSR and upload it on website &amp; submitted to NAAC.</li> <li>➤ To maintain record of faculty profile and self appraisals in prescribed format.</li> <li>➤ To co-ordinate the AAA activity in the college.</li> <li>➤ To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc.</li> </ul>
	Mr. Ashutosh A .Kale	Member from the Management	
	Mrs.K.G. Firodiya	Nominees from local society	
	Dr. Mrs.S. D. Mhaske	Nominees from aluminae	
	Mr. N. I .Sayyed	Teacher Representatives	
	Mr. A. K. Kapre	Teacher Representatives	
	Dr. E. A. Shaikh	Teacher Representatives	
	Dr. R.S. Endait	Teacher Representatives	
	Mr. C, T, Khainar	Teacher Representatives	
	Mr. V. U. Elke	Teacher Representatives	
	Dr. S.A. Kulkarni	Teacher Representatives	
	Dr. R,D. Thombare	Teacher Representatives	
	Precedent of student council	Student Representatives	
	Dr. Mrs. S. D. Mhaske	Nominees from Alumni	
	Mrs. K.G. Firodiya	Nominees from local society	
	Mr. C. R. Kokate	Administrative officers	
	<b>Mr. M. R. Khan</b>	Member Coordinator	

<b>Examination Committee</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>4</b>	<b>Dr. S. A. Kulkarni</b>	<b>CEO</b>	<ul style="list-style-type: none"> <li>➤ To plan, supervise and conduct internal tests, Exams, Unit tests, orals/ Practical's etc.</li> <li>➤ To prepare supervision charts, collect the manuscripts of question papers from the teachers and get them printed.</li> <li>➤ To maintain the record of every meeting &amp; preserve all important documents.</li> <li>➤ To prepare mark lists of internal tests to be dispatched to the University.</li> <li>➤ To plan and organize First Year Examinations.(Written/ Practical / Oral)</li> <li>➤ To Prepare and maintain internal Exam. Record.</li> </ul>
	Mr. N. I. Sayyed	Member	
	Mr. A. K. Kapare	Member	
	Mr. S. N. Avhad	Member	
	Mr. C. D. Dhindale	Member	
	Dr. E. A. Shaikh (AISHE)	Member	
	Dr. R. D. Thombre	Member	
	Dr. Raut G. A. (MIS)	Member	
	Ms. S. S. Thube	Member	

Sr. No	Name of the Member	Designation	Particulars of work to be done
5	<b>Dr. M.T. Sarode</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To notify, arrange and conduct sports activities, inter-class competition and prepare college teams to represent at Intercollegiate, University, State and National and International Levels.</li> <li>➤ To guide and help students to participate in matches and tournaments.</li> <li>➤ To Comply with the University rules related to Health Medical Checkup for First Year Student and Make provisions for emergency &amp; First-aid facilities to</li> <li>➤ To avail of the medical facilities to students.</li> <li>➤ Student counseling for health awareness regarding swine flue, chicken gunya, Corona etc.</li> <li>➤ Lectures of Medical Practitioners to create health awareness.</li> </ul>
	<b>Mr. V. U. Elke</b>	Member	
	Mr. S. S. Katore	Member	
	Dr. M. H. Shaikh	Member	
	Mrs. N. R. Darekar	Member	
	Mrs. K.G.Baraskar	Member	

<b>Extension and Outreach Committee</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
6	<b><u>Mr. B.A.Bulakhe</u></b>	<b><u>Chairman</u></b>	<ul style="list-style-type: none"> <li>➤ <u>To Publish Department-wise Extension activities.</u></li> <li>➤ <u>To collect reports with beneficiaries.</u></li> <li>➤ <u>To prepare documentary on extension activities by collection videos from departments.</u></li> </ul>
	<u>Dr. E. S. Mundhe</u>	<u>Member</u>	
	<b><u>Dr. G. A. Raut</u></b>	<u>Member</u>	
	<u>Dr. S. S. Kekade</u>	<u>Member</u>	
	<u>Dr. Y.M. Randhavane</u>	<u>Member</u>	
	<u>Mr. M. M. Jadhav</u>	<u>Member</u>	



## College Annual (Magazine) and The Wall-Paper Committee

8

Sr.	Name of the Member	Designation	Particulars of work to be done
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### Publicity Committee and Literary Association

Sr. No	Name of the Member	Designation	Particulars of work to be done
7	Mr. C. D. Dhindale	Chairman	<ul style="list-style-type: none"> <li>➤ To arrange a photographer for photographs to be taken for different college programmes.</li> <li>➤ To edit and send news items of activities conducted in the college to the press for publicity and maintain the record.</li> <li>➤ To maintain a register of programme / activities and photographs in album</li> </ul>
	Mr. R.V. Barve	Member	
	Dr. R. R. Varde	Member	
	Mr. J. R. Narawade	Member	
	Mrs. K. G. Baraskar	Member	
		Member	
		Member	
		Member	

No			
8	<b>Mr. C. D. Dhindale</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To call for and invite literary articles and art work from the students for the college Annual, <i>Mai</i> (Magazine)</li> <li>➤ To create awareness among students about writing.</li> <li>➤ To organize workshops on Literary Writing.</li> <li>➤ 4) To invite experts and organize their lectures.</li> </ul>
	Mr. R. V. Barve	Member	
	Dr. R. R. Varde	Member	
	Dr. Y. M. Randhavane	Member	
	Dr. S. S. Kekade	Member	
	Mr. J. R. Narawade	Member	
	Mrs. K. G. Baraskar	Member	
		Member	
		Member	
		Member	

### Cultural Activities Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
9	<b>Dr. Y. M. Randhavane</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To arrange and conduct various competitions such as Elocution, Debating Essay writing Music &amp; Acting etc.</li> <li>➤ To help students to participate in Inter Collegiate, University and State Level competitions.</li> <li>➤ To invite experts, poets, actors, journalists, writers for programmes</li> </ul>
	Dr. R. R. Varde	Member	
	Dr. Mrs. S. A. Kulkarni	Member	
	Ms. D. D. Patil	Member	
	Ms. F. A. Ambekar	Member	
	Ms. F. R. Shaikh	Member	
	Mr. S. S. Chavan	Member	
	Mr. P. D. Gengaje	Member	
	Student representative	Member	
		Member	

### Campus Discipline and Varanda Supervision Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
10	Prin. Dr. M. T. Sarode	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To supervise and maintain peace and observance of discipline in the college premises.</li> <li>➤ To prepare shift wise time table for teachers allotting them necessary disciplinary work.</li> <li>➤ To prepare Varanda Supervision Chart</li> </ul>
	<b>Mr. V. U. Elke (Chairman)</b>	Member	
	Mr. N. I. Sayyed	Member	
	Mr. R. V. Barve	Member	
	Mr. S. V. Shirke	Member	
	Dr. G. S. Vidhate	Member	
	Mrs. N. R. Darekar	Member	
	Dr. Mrs. R.R. Varde	Member	
		Member	
		Member	

**Time- Table Committee**

Sr. No	Name of the Member	Designation	Particulars of work to be done
11	<b>Mr. R. V. Barve</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To prepare a comprehensive Time- table for all U.G. &amp; P.G. classes and look into day-to-day problems related to it.</li> <li>➤ To resolve problems of class-clashes and day- to-day problems related to it.</li> </ul>
	Mr. N. I. Sayyed	Member	
	Dr. R. R. Varde	Member	
	Mr. M. M. Jadhav	Member	
	Mrs. P. N. Joshi	Member	
		Member	
		Member	

**Staff Academy & Staff Welfare Committee**

Sr. No	Name of the Member	Designation	Particulars of work to be done
12	<b>Mrs. S. S. Thube</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To encourage the college staff to prepare &amp; present a mini-research paper on the topic of their choice underlining universal significance on interdisciplinary subject and thereby help the teachers in updating their knowledge.</li> <li>➤ To invite eminent personalities to deliver lectures and update the faculty.</li> </ul> <p>To arrange welfare activities for the staff, run Tea-club and arrange Trips, Tours &amp; Picnics so as to create healthy relations and friendly atmosphere among the member of the teaching and non-teaching staff</p>
	Dr. Y. M. Randhavane	Member	
	Dr. Mrs. R. S. Endiat	Member	
	Mrs. N. R. Darekar	Member	
	Mr. C. R. Kokate	Member	
		Member	
		Member	
		Member	
		Member	

**Knowledge Resource Development Committee**

Sr. No	Name of the Member	Designation	Particulars of work to be done
13	<b>Prin. Dr. M. T. Sarode</b>	<b>Chairperson</b>	<ul style="list-style-type: none"> <li>➤ To plan and execute purchase of useful and selected books for the college library.</li> <li>➤ Prepare Book Bank Scheme, Study Room etc.</li> <li>➤ Provide easy access to books and periodicals to the students and staff .</li> <li>➤ Organization of book Exhibition.</li> <li>➤ Completion of Library automation.</li> <li>➤ 6) To mange yearly report of book damaged, lost etc. to do stock checking</li> </ul>
	<b>Mr. C. D. Khairnar (Chairman)</b>	Member	
	Mr. A. K. Kapre	Member	
	Dr. E.S.Mundhe	Member	
	Mr. C. D. Dhindhale	Member	
	Dr. G.A. Raut	Member	
	Mrs. P.N.Joshi	Member	
	Mr. V. K. Bharmal	Member	

Sr. No	Name of the Member	Designation	Particulars of work to be done
14	<b>Dr. G. A. Raut</b>	<b>Chairman</b>	➤ Enroll and prepare the students for MPSC, IBPS, police services and defense services by providing necessary counseling and training.
	Dr. C. D. Dhindale (MPSC & UPSC)	Member	
	Dr. R. D. Thombare (IBPS)	Member	
	Mr. V. U. Elke (Police Bharati)	Member	
	Mr. B.A.Bulakhe	Member	
	Dr. M.G Bhagwat (Premilitary Training)		

<b>Students Council</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
15	<b>Mr. S. N. Avhad</b>	<b>Chairman</b>	➤ To prepare for election of students Council of the college. ➤ Arrange its periodic meetings and elect one representative on the University Student Council Forum.
	Mr. N. I. Sayyed	Member	
	Mr. R. V. Barve	Member	
	Mr. S. S. Katore	Member	
	Mr. V. U. Elke	Member	
	Dr. Mrs. S.A. Kulkarni	Member	
	Dr. Mrs. Y. M. Randhawane	Member	
	Ms. (Representative, Sports)	Member	
	_____(Representative, ve, NSS)	Member	
	_____(Representative, ve, Culture)	Member	
	_____(Open, Representative, Nominated by Principal)	Member	
	_____(Reservation, Representative, Nominated by Principal)	Member	

<b>Students' Development Board /Welfare and Earn while Learn</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>16</b>	Prin. Dr. M. T. Sarode	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To prepare for election of students Council of the college.</li> <li>➤ Arrange its periodic meetings and elect one representative on the University Student Council Forum.</li> <li>➤ To Promote and co- ordinate the different student's activities for better cooperate lite.</li> <li>➤ To nature students, physical, culture growth.</li> <li>➤ To workout Earn while learn schemes.</li> </ul>
	<b>Dr. G. S.Vidhate(Chairman)</b>	Member	
	Mr. S. N. Avhad	Member	
	Dr. R. R. Varde	Member	
	Ms. N. R. Darekar	Member	

<b>Mententor-Mentee and Counseling cell</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>17</b>	<b>Dr. E.A. Shaikh</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To prepare batches of students under the care of each teacher - mentor and observe overall development and progress made by them and also to see that all their difficulties are resolved through personal attention of the concerned teacher.</li> <li>➤ To maintain personal record of adopted students.</li> <li>➤ To maintain the academic record of the adopted students.</li> <li>➤ To Communicate with parents</li> </ul>
	Mr. C. D. Dhindale	Member	
	Dr. Mrs. R. S. Endait	Member	
	Dr. M. G. Bhagwat	Member	
	Mr. M. M. Jadhav	Member	
		Member	
		Member	
		Member	
		Member	

<b>Placement and Career Counseling Cell</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>18</b>	<b>Mrs. N.R.Darekar</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To arrange lectures of experts and to help students to achieve overall - development</li> <li>➤ To put up notices regarding job opportunities for students on the notice board.</li> <li>➤ To maintain department wise, year wise Placement record.</li> <li>➤ To organize campus-Interviews for placements</li> </ul>
	Dr. E.S.Mundhe	Member	
	Dr. R. D. Thombre	Member	
	Mrs. S. S. Thube	Member	
	Mr. J. R. Narawade	Member	
	Mrs. K. G. Baraskar	Member	
	Mrs. P.B.Dhamane	Member	
		Member	
		Member	

		Member	
<b>N.S.S. Committee</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
19	Mr. S. A. Avhad (Program Officer)	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To select students for N.S.S. conduct their batch wise activities throughout the academic year and make all necessary arrangements for the Annual Camp.</li> <li>➤ To organize other activities in the light of the aims and objectives of the N.S.S. and Population Education.</li> <li>➤ To Organize celebration of Days like N.S.S. Day, Literacy Day, Kranti din etc. Literacy day etc.</li> <li>➤ To carry out extension activities of social relevance.</li> </ul>
	Dr. Y. M. Randhavane (Program Officer)	Member	
	Mr. S. S. Katore	Member	
	Dr. Mrs. R. R. Varde	Member	
	Dr. E.S. Mundhe	Member	
	Dr. M. G. Bhagwat	Member	
	Ms. S. S. Thube	Member	
	Mr. V. U. Elke	Member	
		Member	

<b>University Merit Promotion Scheme &amp; Scholarship</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
20	<b>Dr. E.S. Mundhe</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To select promising and meritorious students from each class and make provisions for the special coaching throughout the academic year.</li> <li>➤ Organize lectures of experts to raise the quality of students and achieve academic output and performance in the University Exam.</li> <li>➤ To conduct separate classes for advanced and slow learners and guide them.</li> </ul>
	Mr. C. T. Khairnar	Member	
	Dr. M. H. Shaikh	Member	
	Dr. Y. M. Randhavane	Member	
	Ms. K. G. Barsakar	Member	
	Mr. A. L. Sasane	Member	
		Member	
		Member	

<b>U.G.C. Correspondence and Skill Development Courses Committee</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
21	<b>Dr. M.H. Shaikh</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To study U.G.C./University Education Department. Circulars &amp; Schemes and comply with them to prepare proposals for various Projects and Schemes.</li> <li>➤ To see Utilization of sanctioned funds and submission of utilization to University and UGC.</li> <li>➤ To submit proposals for MOOCS etc. skill development</li> </ul>
	<b>Mr. N. I. Sayyed</b>	Member	
	Dr. S.A. Kulkarni (DBT STAR)	Member	
	Mr. C. T. Khairnar (MOOC)	Member	
	Dr. M. G. Bhagwat (B.VOC)	Member	
	Dr. G. A. Raut (Swayam)	Member	
	Ms. Shaikh F. R.	Member	
	Mr. C. R. Kokate	Member	
	Mr. M. M. Jadhav	Member	

courses.

### Extra-Mural, Debate, Gandhi Foundation and Bhahishal Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
22	Prin. Dr. M. T. Sarode	Chairman	<ul style="list-style-type: none"> <li>➤ Organize the lectures of experts for the all round development of the students</li> <li>➤ Imbibe humanistic approach among the students</li> <li>➤ Organize programmes, lectures, films on Gandhian philosophy</li> <li>➤ Organize Gandhi Vichar Sanskar Examination</li> <li>➤ Collaborate with other organizations for the implementation of the activities.</li> <li>➤ Organize debate competitions on various issues</li> <li>➤ Promote the students to participate in various competitions held at outside colleges</li> <li>➤ Display the invitations for debate competitions on notice board</li> <li>➤ To comply with requirements of Extra-Mural Education in accordance with University rules and regulations.</li> </ul>
	Mr. C. D. Dhindale	Co-ordinator	
	Mr. R. V. Barve	Member	
	Mr. S. A. Avhad	Member	
	Dr. R.D. Thombare	Member	
	Dr. M. G. Bhagwat	Member	
	Mr. B. A. Bulakhe		

### Student Feedback Committee/S.S.S.

Sr. No	Name of the Member	Designation	Particulars of work to be done
23	Dr. M. H. Shaikh	Chairman	<ul style="list-style-type: none"> <li>➤ To collect student feedback fortnightly from the Suggestion Box, analyze it and place it on record for approval of the Principal.</li> <li>➤ To collect suggestions / feedbacks from the teaching and non-teaching staff</li> <li>➤ To collect feedback from the potential employers through periodic meetings and maintain a register.</li> <li>➤ Call meetings with Agenda, and maintain proceedings and Minutes of each meeting.</li> <li>➤ Take student's feedback on curriculum, infrastructure facilities, placement, Alumni, Parents meets.</li> </ul>
	Dr. E.S.Mundhe	Member	
	Mr. B.A.Bulakhe	Member	
	Mr. V. U. Elke	Member	
	Mr. M. R. Aware	Member	
	Mrs. K. G. Baraskar	Member	
	Mr. J.R. Narawade	Member	
	Mrs. P.B.Dhamane	Member	
		Member	

### Eco-friendly College Campus

Sr. No	Name of the Member	Designation	Particulars of work to be done
24	<b>Mr. S. S. Katore</b>	<b>Chairman</b>	➤ Under guidance of Hon. Principal discuss different schemes for beautification of the campus & execute them with the help of the students/ volunteers & with due co- operation from corporation & other private agencies
	Mr. S. N. Avhad	Member	
	Ms. Dr. M G. Bhagvat	Member	
	Dr. G. A. Raut	Member	
	Mr. V. U. Elke	Member	
	Mr. M. M. Jadhav	Member	
		Member	
		Member	

### Admission Committee and Prospects Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
25	<b>Prin. Dr. M. T. Sarode</b>	<b>President</b>	➤ To consider local situation & decide proper policy, as per state Govt. and University norms for admission procedure in the interest of the majority of the local students. ➤ To guide the students & their parents about different criteria & aspects of the admission procedure. ➤ To display notices for guidance of students. ➤ To conduct online admission to all Degree Course and other courses run by the college. ➤ To scrutinize all applications as per the Merit List, Reservation List and approve them. ➤ To check the admission forms & other documents. Prepare & display necessary information on Notice Board. ➤ To update the prospectus and website every year. ➤ To hold at least two meetings in a year. ➤ To maintain a register of minutes of the meetings.
	<b>Dr. S. S. Kekade</b>	<b>Chairman</b>	
	Mr. S. N. Avhad (FYBA)	Member	
	Dr. G. S. Vidhate		
	Mr. S. S. Katore (SYBA)	Member	
	<b>Mr. R. V. Barve</b>	<b>Chairman-Prospectus</b>	
	The Heads of all department (TYBA)	Member	
	Ms. N. R. Darekar (FYBSc)	Member	
	Dr. R. S. Endait		
	Dr. M. G. Bhagwat		
	Mr. A. K. Kapare (SYBSc)	Member	
	Mr. M. R. Khan		
	Dr. M. H. Shaikh		
	The Heads of all department (TYBSc)	Member	
	Smt. S. S. Thube (Com)	Member	
	Mr. M. M. Jadhav		
	Ms. P. N. Joshi (BBA, CA)	Member	
	Ms. Dhamane P.B.		

Dr. Mrs. R. R. Varde (MA Hindi) Member

Mr. R. V. Barve (MA English) Member

Mr. C. D. Dhindale (MA Marathi) Member

Dr. M. H. Shaikh (M Sc. Chemistry) Member



<b>Research Committee and NIRF</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
26	<b>Dr. M.T. Sarode</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To collect the relevant data and prepare a compendium of Research proposals.</li> <li>➤ To guide researchers to undertake Research Projects to encourage teachers for research and produce research ambience among the teaching staff.</li> <li>➤ To promote &amp; encourage the teachers for inter linkages, to provide consultancy services and help submission of MRPs to UGC, University, DST etc.</li> <li>➤ 4) To promote &amp; encourage the department for Collaboration linkages and MoU's</li> </ul>
	Dr. Ms. S. A. Kulkarni	Member	
	Dr. S. S. Kekade	Member	
	Dr. M.H. Shaikh	Member	
	Dr. G. A. Raut	Member	
	M. R. Khan	Member	
	Dr.E.S.Mundhe	Member	
	Mrs. S.S.Thube	Member	
		Member	
		Member	

<b>Purchase Committee</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
27	<b>Mr. R. V. Barve</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To purchase equipments such as audio visual aids, Laboratory equipments, computers and other items following proper procedure of Sanstha.</li> <li>➤ To make Annual maintenance contract for the periodic check-up. 3)To Prepare a report on the condition / repairing of the equipments and take decision about broken/ unrepairable instruments/ equipment with due permission of the office and the Management i.e. Rayat Shikshan Sanstha maintenance contract for the periodic check up.</li> <li>➤ To Prepare a report on the condition / repairing of the equipments and take decision about broken/ unrepairable instruments/ equipment with due permission of the office</li> </ul>
	Mr. N. I. Sayyad	Member	
	Mr. A. K. Kapare	Member	
	Mr. S. A. Avhad	Member	
	Mr. C. R. Kokate	Member	
		Member	

and the Management i.e. Rayat  
Shikshan Sanstha.

### Grievances Redressal Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
28	Prin. Dr. M. T. Sarode	Chairman	To invite suggestions and complaints from students about infrastructural facilities, teacher's performance, administration, library, maintain their record and take necessary actions to improve the conditions.
	<b>Mrs. N. R. Darekar (Secretary)</b>	Member	
	Mr. N. I. Sayyed	Member	
	Mr. R. V. Barve	Member	
	Mr. S. S. Katore	Member	
	Dr. Mrs. S. A. Kulkarni	Member	
	Mr. V. U. Elke	Member	
		Member	
		Member	

### Alumni Association

Sr. No	Name of the Member	Designation	Particulars of work to be done
29	<b>Dr. R. S. Endait</b>	Chairman	<ul style="list-style-type: none"> <li>➤ To prepare a list of students</li> <li>➤ To invite them for functions and guidance</li> <li>➤ To call periodic meetings of alumni, discuss various problems with them and appeal to share responsibilities with the college in carrying out various projects.</li> </ul>
	Prin. Dr. M. T. Sarode (Chairperson)	Member	
	Smt. V. A. Tanwar (President)	Member	
	Smt. V. R. Shete (Vice-President)	Member	
	Ms. P. N. Chikhale	Member	
	Mrs. A. N. Vidhate	Member	
	Ms. V. S. Kandekar	Member	
	Ms. F. A. Shaikh	Member	
	Ms. M. D. Suryawanshi		
	Ms. V. M. Khakal		
	Ms. S. B. Magar		
	Ms. (Student Representative)		
	Mr. S. N. Avhad (Treasurer)	Member	

### Y. C. M. O. U. Open University

Sr. No	Name of the Member	Designation	Particulars of work to be done
	Prin. Dr. M. T. Sarode	Chairman	

30	Dr. R. D. Thombare	Member	To administer activities of YCMOU and see that all the activities of YCMOU are properly executed in accordance with the rules, regulations of YCMOU.
	Mr. M.R.Aware	Member	
		Member	
		Member	

### Science Association and Educational Tours

Sr. No	Name of the Member	Designation	Particulars of work to be done
31	<b>Dr. M. G. Bhagwat</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To prepare students for various activities like science exhibition, Science Essay writing competition, seminars, Science Quiz etc.</li> <li>➤ To conduct educational tours of various departments, industrial visits within the frame work and procedure laid down by the University and Rayat Shikshan Sanstha</li> </ul>
	Dr. S. S. Kekade	Member	
	Dr. R. D. Thombare	Member	
	Dr. G. A. Raut	Member	
	Mrs. N.R.Darekar	Member	
	Ms. P. N. Joshi	Member	
		Member	
		Member	

### Short term Courses Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
32	<b>Dr. R. S. Endait</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To explore possibilities to start related new short-term courses in the college for all the three faculties Arts, Commerce, Science, BBA(CA)</li> <li>➤ To make necessary provisions to start the course with immediate effect.</li> <li>➤ To establish the Short Term courses Cell for the benefit of students and the citizens.</li> <li>➤ Encourage students for personality development and career guidance etc.</li> <li>➤ To conduct and supervise the faculty wise work of short-term courses.</li> <li>➤ Organization of Guest Lectures and Exhibition.</li> </ul>
	Dr. E.S.Mundhe	Member	
	Dr. S. A. Kulkarni	Faculty Coordinator (Sci.)	
	Ms. S. S. Thube	Faculty Coordinator (Commerce)	
	Ms. P. N. Joshi	Faculty Coordinator (BBA(CA))	
	Dr. Y. M. Randhavane	Faculty Coordinator (Arts)	
	Dr. F. A. Ambekar	Member	
	Mr. M. R. Aware	Member	

### Commerce Forum

Sr. No	Name of the Member	Designation	Particulars of work to be done
33	<b>Mrs. S. S. Thube</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To make arrangement for lectures of experts.</li> <li>➤ To arrange faculty and students development programme like educational visits, seminars etc.</li> <li>➤ To set up and maintain the commerce lab.</li> <li>➤ To inculcate research culture among Teachers and students.</li> </ul>
	Dr. E.S.Mundhe	Member	
	Mr. M. M. Jadhav	Member	
	Mrs. K. G. Baraskar	Member	

			<ul style="list-style-type: none"> <li>➤ To prepare different syllabi for additional courses related to commerce to meet the local needs related to commerce.</li> <li>➤ To organize various activities related to trade, commerce, banking etc. To provide proper exposure to students.</li> </ul>

### **Industry-Academia Co-Ordination Committee**

Sr. No	Name of the Member	Designation	Particulars of work to be done
34	<b>Dr. M. H. Shaikh</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To establish rapport with the neighboring industries.</li> <li>➤ To organize students visits to industries.</li> <li>➤ To consider the possibilities of inter-institutional exchange of knowledge and research to train students and teachers accordingly.</li> <li>➤ To take efforts for placement of students in different industries located in the neighboring region.</li> </ul>
	Dr. G. S. Vidhate	Member	
	Mrs. N. R. Darekar	Member	
	Dr. S. S. Kekade	Member	
	Ms. S. S. Thube	Member	
	Mrs P.B.Dhamane		

### **Anti- Ragging Committee**

Sr. No	Name of the Member	Designation	Particulars of work to be done
35			<ul style="list-style-type: none"> <li>➤ Anti-ragging rules to be formed as per UGC and Govt. norms.</li> <li>➤ Display notices on Notice Boards to prevent ragging on the campus.</li> <li>➤ To maintain record of actions taken to control and prevent ragging.</li> <li>➤ To undertaken programmes of personality development of the students</li> <li>➤ To take necessary measures like surprise visits in campus o like surprise visits in campus to maintain discipline</li> <li>➤ To maintain the record and send the report to the university.</li> </ul>
	Prin. Dr. M. T. Sarode	<b>Chairman</b>	
	<b>Dr. M. G. Bhagwat (Secretary)</b>	Member	
	Dr. Y. M. Randhavane	Member	
	Mr. V. U. Elke	Member	
	(Student Representative)	Member	
	Ms. Thube S. S.	Member	
	Ms. P.N. Joshi	Member	
	Ms. F. R. Shaikh	Member	
	PSI of Ahmednagar	Member	

### **Karmaveer Vidyaprabodhini**

Sr. No	Name of the Member	Designation	Particulars of work to be done
	<b>Dr. Mrs. R. R.Varde</b>	<b>Chairman</b>	
	Dr. G. S. Vidhate	Member	

36	Dr. R. D. Thombare	Member	<ul style="list-style-type: none"> <li>➤ To motivate students to appear for G.K. Exams. conducted by prabodhini.</li> <li>➤ Organize lectures of the experts for guidance.</li> </ul>
	Mr. S. B. Kale	Member	
		Member	
		Member	
		Member	

### Women's Forum and Internal Complaints Cell

Sr. No	Name of the Member	Designation	Particulars of work to be done
37	<b>Prin. Dr. M. T. Sarode</b>	<b>President</b>	<ul style="list-style-type: none"> <li>➤ To attend and solve the personal problems of the students.</li> <li>➤ Invite Corporators Social Worker, Senior Teachers, and Representative of Administrative Staff for guidance.</li> <li>➤ 3) To disping the notices and information about committee.</li> </ul>
	<b>Dr. S. A. Kulkarni</b>	<b>Chairman</b>	
	Adv. N. M. Chaudhari (Legal Expert)	Member	
	Dr. Mrs. Y. M. Randhavane	Member	
	Dr. R. S. Endait	Member	
	Ms. S. S. Thube	Member	
	President of Student Council (Student representative)	Member	
	Mr N.I.Sayyed	Member	
	Mr. R.V.Barve	Member	
		Member	

### Infrastructure and Maintenance Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
38	<b>Prin. Dr. M. T. Sarode</b>	<b>President</b>	<ul style="list-style-type: none"> <li>➤ To look after Electricity, plumbing &amp; other infrastructural maintenance. work on the college campus.</li> <li>➤ To get various units, gadgets repaired from appropriate agencies.</li> <li>➤ To maintain a separate register for works done.</li> </ul>
	<b>Mr. S. S. Katore</b>	<b>Chairman</b>	
	Mr. N. I. Sayyed	Member	
	Mr. R. V. Barve	Member	
	Mr. S. N. Avhad	Member	
	Dr. G. S. Vidhate	Member	
	Dr. R. D. Thombare	Member	
		Member	
		Member	

### Entrepreneurship Development Committee and Incubation Center

Sr. No	Name of the Member	Designation	Particulars of work to be done
39	<b>Dr. G.A.Raut</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To motivate students to become future entrepreneurs.</li> <li>➤ To organize workshops, and exhibitions to encourage</li> </ul>
	Dr. E. A. Shaikh	Member	
	Dr. S. S. Kekade	Member	
	Dr. M. H. Shaikh	Member	
	Mr. B.A. Bulakhe	Member	
		Member	

	Member	stakeholders for entrepreneurship activities.
	Member	

### Website, Computer and internet Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
40	<b>Dr. S. S. Kekade</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To prepare and design and maintain the college Website.</li> <li>➤ To prepare the plan to facilitate internet access to different departments as per their requirements.</li> <li>➤ To maintain the Website and update the same progressively and regularly</li> </ul>
	Mr. M. R. Khan	Member	
	Mr. C. T. Khairnar	Member	
	Ms. P. N. Joshi	Member	
	Mr. C. R. Kokate	Member	
	Mr. B.A.Bulakhe	Member	
	Mr. A.A. Shinde	Member	
		Member	
		Member	
		Member	

### University Annual Report and Sanstha/Gov/Correspondence Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
41	<b>Mr. C. T. Khairnar</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To compile College data of various events organized by different Committees in the college.</li> <li>➤ To prepare report and submit it to University Development Section) in time.</li> </ul>
	Mrs. Dr. R.R.Varde	Member	
	Mr. M.R.Khan	Member	
	Mrs. U. R. Gadekar	Member	
		Member	
		Member	
		Member	

### Military Training Center Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
42	<b>Dr. M. G. Bhagwat</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To create awareness about training among students.</li> <li>➤ To Organize training Programme</li> <li>➤ To maintain the record of the training activities</li> </ul>
	Mr. V. U. Elke	Member	
	Dr. S. S. Thube	Member	

### Dress Code Committee

Sr. No	Name of the Member	Designation	Particulars of work to be done
43	<b>Mrs. Dr. R. R. Varde</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To decide dress code for students.</li> <li>➤ To observe that students follow the dress code regularly.</li> <li>➤ To decide dress code for the</li> </ul>
	Mr. C. D. Dhindale	Member	
	Mr. V. U. Elke	Member	
	Mrs. M. R. Darekar	Member	
	Mrs. P.N.Joshi	Member	

	Member	faculty and the non-teaching staff.
	Member	
	Member	

Environment Awareness Course Committee			
Sr. No	Name of the Member	Designation	Particulars of work to be done
44	Dr. R. D. Thombare	Chairman	<ul style="list-style-type: none"><li>➤ To prepare time-table.</li><li>➤ To notify and collect project</li><li>➤ To Conduct Examination.</li><li>➤ To fill grade on line.</li><li>➤ To conduct green audit and Energy audit.</li></ul>
	Dr. F. S. Ambekar	Faculty Coordinator (Arts)	
	Mrs. K. G. Baraskar	Faculty Coordinator (Commerce)	
	Ms. P. N. Joshi	Faculty Coordinator (BBA(CA))	
	Dr. M. H. Shaikh	Faculty Coordinator (Science)	
		Member	
B.C. Cell			
Sr. No	Name of the Member	Designation	Particulars of work to be done
45	Pri. Dr. M. T. Sarode	Chairman	<ul style="list-style-type: none"><li>➤ To bring the students of minority at par with main stream</li><li>➤ To look after the various scholarships</li><li>➤ To organized guidance sessions for the students</li><li>➤ To inform about various educational schemes</li></ul>
	Dr. Mrs. S. A. Kulkani	(Secretary)	
	Dr. R. D. Thombare	Member	
	Mr. S. S. Katore	Member	
	Dr. Mrs. Y. M. Randhavane	Member	
	Mr. C. T. Khairnar	Member	
		Member	
E-Content Development Committee			

Sr. No	Name of the Member	Designation	Particulars of work to be done
46	Dr. S. S. Kekade	Chairman	<ul style="list-style-type: none"><li>➤ Promote generation of e-Content in all subjects.</li><li>➤ Develop teachers' and experts' resources in e-Content creation</li><li>➤ Make available the e- Content to teachers and students through various delivery modes for formal and non-formal education, for supplementing and complementing.</li></ul>
	Mr. M. R. Khan	Member	
	Mr. C. T. Khairnar	Member	
	Mr. B.A.Bulakhe	Member	
	Ms. P. N. Joshi	Member	
	Mr. C. R. Kokate		
Hostel, Refractory and Canteen Committee			
Sr. No	Name of the Member	Designation	Particulars of work to be done
47	Mr. S. S. Katore	Chairman	<ul style="list-style-type: none"><li>➤ Plan for the hostel admissions</li><li>➤ Look after the administration of the Hostel</li><li>➤ Check and supervise the food quality of the mess daily</li><li>➤ Look after the safety and security of the students</li></ul>
	Dr.Mrs. V. D. Patil	Member	
	Dr. G. S. Vidhate	Rector	
	Dr. Mrs. M. G. Bhagwat	Member	
	Ms. D. D. Patil	Member	
	Ms. S. S. Jagtap	Member	
	Mr. A. V. Jadhav	Member	
	Mrs. N.R.Darekar	Member	

<b>Consumer store</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
48	<b>Ms. D. D. Patil</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ Provide daily goods to the students</li> <li>➤ Maintain the stock register</li> <li>➤ Get the audit done regularly</li> </ul>
	Dr.Mrs.R.S. Endait	Member	
	Mr. B. N. Vyavhare	Member	

<b>Savitri - Maitreyi Forum</b>			
Sr. No	Name of the Member	Designation	Particulars of work to be done
49	<b>Dr. Mrs. Y. M. Randhavane</b>	<b>Chairman</b>	<ul style="list-style-type: none"> <li>➤ To organize programmes for gender equality</li> <li>➤ To organize programme on self defence</li> <li>➤ To organize lectures on health and hygiene. Etc.</li> </ul>
	Dr. Mrs. S. A. Kulkarni	Member	
	Ms. S. S. Thube	Member	
	Dr. W. F. Ambekar	Member	
	Mrs. P.N. Joshi	Member	



**Stock and Maintenance of Assets**

Sr. No	Name of the Member	Designation	Particulars of work to be done
50	Mr. A. K. Kapare	Chairman	➤ To check department wise stock
	Dr. M. H. Shaikh	Member	
	Dr. M. G. Bhagwat	Member	
	Dr. G. A. Raut	Member	
	Mrs. P. N . Joshi		

**Equal Opportunity Cell**

Sr. No	Name of the Member	Designation	Particulars of work to be done
51	Dr. E. S. Mundhe	Chairman	➤ Prepare the SOP for its functioning and get it approved by the IQAC ➤ Maintaining the record of differently abled students. ➤ Ensure the universal accessible infrastructure. ➤ Develop support services to strengthen their academic performance. ➤ Supporting differently abled students to seek grants and scholarships. ➤ Organizing activities to increase their employability related skills ➤ Organizing special placement camps. ➤ Submitting the annual report to IQAC through the principal along with supporting documents.
	Dr. Mrs. R. R. Varde	Member	
	Smt. S. S. Thube	Member	
	Mr. S. N. Avhad	Member	
	Mr. M. R. Aware	Member	

<b>Fund Raising Committee</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>52</b>	<b>Mr. A. K. Kapare</b>	<b>Chairman</b>	➤ Collect the funds from philanthropers ➤ Utilize the funds properly and get it audited regularly
	Mr. N. I. Sayyed	Member	
	Mr. R. V. Barve	Member	
	Mr. S. S. Katore	Member	
	Ms. _____ (Secretary, Student Council)	Member	

<b>Linguistic Competency Building Committee</b>			
<b>Sr. No</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Particulars of work to be done</b>
<b>53</b>	<b>Dr. Mrs. R. R. Varde</b>	<b>Chairman</b>	➤ Preparation of standard operating procedure (SOP) for its functioning and get it approved by the IQAC. ➤ Conducting the activities for developing linguistic competencies for regional languages, English and any other international language- both written and oral. ➤ Developing modules for improving linguistic competencies- get it published with ISBN. ➤ Submitting the annual report to IQAC through the Hon. Principal along with supporting documents.
	Mr. R. V. Barve	Member	
	Mr. C. D. Dhindale	Member	
	Ms. F.R. Shaikh	Member	

<b>Class Teacher and Attendance Improvement Committee</b>
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Sr. No		Name of the Member	Designation
54	F.Y.B.A.	Dr. R.D. Thombare	Member
	S.Y.B.A.	Mr. S.N. Avhad	Member
	T.Y.B.A.	Mr. S.S. Katore	Member
	F.Y.B.Com	Ms. S. S. Thube	Member
	S.Y.B.Com	Mr. M. M. Jadhav	Member
	T.Y.B.Com	Ms. K.G. Baraskar	Member
	F.Y. B.Sc. A&B	Ms. N.R. Darekar Dr. G. A. Raut	Member
	S.Y. B. Sc.	Dr. M.G. Bhagwat Dr. E. S. Endait	Member
	T.Y. B. Sc. Chemistry	Dr. M.H. Shaikh	Member
	The Chairman of each committee should maintain a proceeding book of his/ her committee and keep all the documents ready for inspection.		
54	T.Y. B. Sc. Maths	Mr. N.I. Sayyed	Member
	F.Y.B.B.A. (C.A.)	Ms. P.N. Joshi	Member
	S.Y.B.B.A. (C.A.)	Ms. P.N. Joshi	Member
	T.Y.B.B.A. (C.A.)	Ms. P. B. Dhamane	Member
	M.A. (Hindi)	Dr. Ms. R.R.Varde	Member
	M.A. (English)	Mr. R.V. Barve	Member
54	M.A. (Marathi)	Mr. C.D. Dhindale	Member
	M.Sc. (Chemistry)	Mr. B. A. Bulakhe	Member
	M.Com	Ms. S. S. Thube	Member

**Principal**  
Radhabai Kale Mahila Mahavidyalaya  
Ahmednagar

**Note: Each committee must:**

1. **Organize at least four meetings in a year.**
2. **Maintain a register of minutes of the meetings.**

**Duties to be performed**

To provide quality education to students.

To create awareness about social responsibility.

- To develop holistic personality of the students
- To impart education through self-help and imbibe dignity of labor.

- To provide higher educational opportunities, primarily to the lower classes pertaining education to their doors by use of modern technology
- To generate physically, spiritually and academically sound motivated graduates with awareness of importance of national integration and social responsibilities.
- To provide overall education to casteless and classless society
- To impart value education based on cardinal principles of true nationalist orientation, self-reliance and dignity of labor

### **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.
- b. Conducting Diploma Courses and 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 training and coaching for Judicial examinations conducted by MPSC & other competitive examinations and All India Competitive Examinations
- f. Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- g. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- h. Providing career counseling to Students.
- i. Providing Coaching for CET entrance examination.
- j. Provision of various facilities for all round growth of students including bridge courses, Remedial English, Digital learning lab & Legal language lab.
- k. Facilities to conduct lectures regarding various subjects of socio-legal importance.
- l. Providing library facilities including book bank, e-resources, text books, reference books, online legal research software, journals & periodicals to students and faculty.

### **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.

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

### **Powers and Duties of Officers and Employee**

The Principal is academic and chief executive officer of the college. He is responsible for administration, organization, instruction, instruction and management of affairs of the college, as situated in University Rules and regulations.

Sr.No.	Designation	Function
1)	Principal	<p>To allocate work as per cared to teaching &amp; non-teaching staff and supervise the work.</p> <p>To resolve the difficulties and problems of staff, students etc.</p> <p>To Sanction leave to appoint various committees and supervise their work and monitor the reports from them.</p> <p>To administer daily teaching activity and administer academic and well as administrative rooting.</p>
2)	Lecturer	<p>To undertake teaching activity as per the UGC and government norms.</p> <p>To do all examination related work, like paper setting, moderation, supervisor, cap assessment, revolution &amp; redressed etc.</p> <p>To work in various administrative committees and submit report to the principal.</p> <p>To organize seminar, workshops, debates and other co-curricular activities for students.</p> <p>To undertake students counseling.</p>
3)	Librarian	<p>To look after all work administration in library.</p> <p>Issue and returns of book journals, periodicals to staff and students.</p> <p>To maintain online software and online repository. To maintain and update accession register and other registers in library and study room.</p> <p>To supervise working of library attendants.</p> <p>To maintain book bank and administer scholar card scheme for students.</p> <p>To supervise overall administration in the library.</p>
4)	Head Clerk	<p>To keep permanent record of documents related to Government Approval, Grant-in-aid. Affiliation etc.</p> <p>To mine and update Cash book, ledger, pay book, muster book, audited statement, Assessment report, Employee service book and personal file, pension case, 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 utilization to UGC University Government etc.</p>

		<p>To prepare and submit budget estimates and monitor accounts accordingly.</p> <p>To monitor and supervise the administrative office work as per norms and administer the office correspondence as per direction of the principal.</p>
5)	Senor 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.</p> <p>To help other authorities as per the direction principal &amp; Head clerk</p>
6)	Junior Clerk	<p>To verify and accept Admission forms, Exam Forms, Concession forms etc.</p> <p>To issues T.C / Migration &amp; Bonafide certificates, mark list, exam form etc.</p> <p>To maintain General Register, University Results, Ledger etc. and undertake all exam related work.</p> <p>To prepare and submit concession proposals, scholarship/free ship/ebc/ex-serviceman/sst/ptc, changes in staff, proposals, teaching &amp; 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.</p> <p>To help other authorities as per the directions Principal &amp; Head clerk.</p>
7)	Library Attendant	<p>To issue &amp; return books in the library as per directions of librarian.</p> <p>To issue I – card, borrow card to students.</p> <p>To update newspaper and magazine register.</p> <p>To maintain cleanliness in the library and work as per the directions of the librarian.</p>
8)	Peon	<p>To maintain cleanliness Principal cabin, Staff room, Office, Class room, Parking, computer lab, study room etc</p> <p>To Visit Bank, MSEB, Post office and other places for bill payment &amp; Office Work .</p> <p>To attend telephone in office, library etc. and to give information to principal of parents &amp; students visiting college</p>

		for principal meeting. To help the other authorities in filing, documentation, sale of administration 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 direction of Principal and Head clerk.
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Power and duties of other authorities including acuity, 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 admission, seminar, sports, co-curricular and extra – curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library book etc. are framed by the Principal along with the Chairperson 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 Parents Institute Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.

#### **Section 4 (1) (iv) / Manual – 4 :-**

##### **Norms set by the College for the discharge of tis 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 Member.
- 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 University Pune, UGC, BCI, IQAC and College Development Committee of the College.

#### **Section 4 (1) (v) / Manual – 5 :-**

##### **Rules, Regulation and instructions used**

- Statutes and Ordinance of Savitribai Phule pune University, Pune.
- Regulation, instructions, notification, resolutions regarding all the courses in accordance with a Savitribai Phule pune University b) Government of Maharashtra State c) UGC d) Rules and regulations of Rayat Shikshan Sanstha, Satara e) Standard code rules f) Maharashtra Civil Services Rules.

- Rules for Not-teaching Employee, Maharashtra Civil Service Regulation
- Various rules / instruction of the Savitribai Phule Pune 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 provision with regard to teaching and non-teaching staff.

More information is available at following websites.

- [www.rkmm.org.ac.in](http://www.rkmm.org.ac.in)
- [www.rayatshikshan.edu](http://www.rayatshikshan.edu)
- [www.rayat.org](http://www.rayat.org)
- [www.online.unipune.ac.in](http://www.online.unipune.ac.in)
- [www.mahaeschol.maharashtra.gov.in](http://www.mahaeschol.maharashtra.gov.in)
- [www.suk.digitaluniversity.ac.in](http://www.suk.digitaluniversity.ac.in)
- [www.ugc.ac.in](http://www.ugc.ac.in)
- [www.naac.gov.in](http://www.naac.gov.in)
- [www.mahacet.org](http://www.mahacet.org)

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

#### **Official documents and their availability:-**

Sr.No.	Person with whom information is available	Documents
	Lecturer	Students attendance, tutorial, academic diary, internal examination record
	Head Clerk	Documents related to Government Approval, Grant – in-aid, affiliations , Cash Book, Ledger, Paybook, muster book, audited statement, assessment report, Employee, service book and personal file, Cheuqe register, dead stock register, voucher files
	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee Concession proposal
	Junior Clerk	Admission Forms, T.C., General Register, University Result, Ledger, University
	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 Schedule
- Scholarship notice
- Admission Forms
- Administrative Notice
- Students Records (General Register)
- Students, Internal Assessment Record
- Examination Result
- 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 Statement, Assessment Reports)
- Composition an 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 representative of the public.
- The college takes into account the suggestion provided by alumni and parents at the time alumni meeting and parents meetings.
- The College organize NSS Camp in the Villages in Satara District every year to spread knowledge of law amongst the masses.
- Lectures, workshop for students or organized in association with Alumni, Citizens / Stakeholders / Public Interaction
- Interaction with various stakeholders is ensured by organizing Parents meet, Alumni Meet, various felicitation program, and activities.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teacher, and alumni about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal / other college authorities one any working day.
- The support, suggestion and cooperation of all the stakeholders are always welcome.
- The college organizes various programs / lectures for Creating, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

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

##### **Council, Committees, Faculties, Departments, Etc Under The College:-**

The College has IQAC as well College Development committee. Apart from these committees, college has constituted different committees, some of them are

- Students Welfare Committee
- Grievance Redressed 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 Radhabai Kale Mahila Mahavidyalaya Ahmednagar Teaching Staff 2020-2021**








Sr No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Approval Letter No	Appointment Date	Photo
1	Dr. M. T. Sarode.	In-charge Principal	M.Sc., Ph.D.	29 Years	131400-217100	CCO /4187 --- (In-charge Principal)	01/07/19992 Assistant. Prof. 01/01/2021 (In-charge Principal)	
2	Prof. Sayyed N. I.	Associate Professor & H.O.D	M.Sc. M.Phil.	34Years	131400-217100	CCO/3836	13/10/1986	
3	Prof. Kapare A. K.	Associate Professor & H.O.D	M.Sc. M. Phil.	33years	131400-217100	CCO/2731	25/11/1987	
4	Dr. Karande M. B Retire On 31 Dec.2020.	Associate Professor & H.O.D	M.A.,B.Ed, Ph.D.	33 years	Retire	CCO/1581	18/12/1987	

5	Prof. Barve R.V	Associate Professor	M.A.,B.Ed.,	31 years	131400-217100	CCO/1364	01/12/1989	
6	Prof. Katore S. S.	Associate Professor & H.O.D	M.A., B.P.Ed.	30 years	131400-217100	CCO/3836	28/08/1990	
7	Prof. Avhad S. N.	Associate Professor & H.O.D	M.A.	28 years	131400-217100	CCO/1131	16/01/1991	
8	Dr.Sau Varde R.V	Associate Professor & H.O.D	M.A.,B.Ed M.Phil. Ph.D.	15 years	131400-217100	CCO/2999	18/03/2005	
9	Dr. Mundhe S.E.	Associate Professor & H.O.D	M.A. Ph.D. SET	15 years	131400-193473	CCO/709	18/03/2005	
10	Dr.Sau Patil V.D Transfer 28/01/2021	Assistant Professor	M.A., M.Phil. Ph.D.	18 years	Transfer	CCO/3337	04/12/200	
11	Prof.Dhindale C.D	Assistant Professor & H.O.D	M.A NET	12 years	68900--205500	CCO/1488	20/10/2008	
12	Dr.Vidhate.G.S	Assistant Professor	M.A.SET Ph.D.,	12 years	68900--205500	CCO/3337	20/10/2008	
13	Mr. Khan M. R.	Assistant Professor	M.Sc. (Gold Medalist) NET	12 years	79800-215500	CCO/489	12/01/2009	
14	Dr. Sau Kulkarni S.A.	Assistant Professor	M.Sc., Ph.D.	22 years	668900-120700	CCO/3304	03/03/2010	
15	Dr. Akolkar H. N. Transfer28/01/2021	Assistant Professor	M.Sc., NET, SET, P.hd	10 years	Transfer	CCO/840	01/09/2010	

16	Dr.Randhavne Y.M	Assistant Professor	M.A,NET Ph.D.	11 years	55700-68900	CCO/2999	14/09/2010	
17	Dr. Shiakh E.A	Assistant Professor	M.A.NET Ph.D.,	7 Years	57700-182400	CCO/3093	01/03/2013	
18	Mr. Bulakhe B. A.	Assistant Professor	M.Sc. NET	7 YEARS	57700-182400	CCO/427	01/02/2013	
19	Mr.Khairnar C. T.	Librarian	M.L.I.Sc.,N ET,SET	7 Years	57700-68900	CCO/1525	05/04/2013	
20	Dr.Thombre R. D.	Assistant Professor	M.A., B.Ed., Ph.D. SET	1 year	57700-182400	CCO/1292	06/01/2020	
21	Mrs. Endiat R.S.	Assistant Professor	M.Sc. Ph.D. SET	1 year	57700-182400	CCO/1292	06/01/2020	
22	Dr.Ms.Bhagwat M. G.	Assistant Professor	M.Sc., M.Phil., Ph.D., SET	1 year	57700-182400	CCO/1292	06/01/2020	
23	Dr. Shaikh M. H.	Assistant Professor	M.Sc. NET, SET, Ph. D.	1 year	57700-182400	CCO/1292	06/01/2020	
24	Mrs.Darekar N. R.	Assistant Professor	M.Sc. SET	1 year	57700-182400	CCO/1292	06/01/2020	
25	Dr Raut G. A.	Assistant Professor	M.Sc. Ph.D.	1 year	57700-182400	CCO/1292	06/01/2020	
26	Dr. Kekade S. S.	Assistant Professor	M.Sc. Ph.D	1 year	57700-182400	CCO/1292	06/01/2020	
27	Ms. Abdule A. B. TRANSFER 31/12/2020	Assistant Professor	M.Sc. SET	1 year	Transfer	CCO/1292	06/01/2020	

28	Mr. Elke V. U.	Assistant Professor	M.P.Ed.,B.P .Ed.,SET	1 year	57700-182400	CCO/1292	06/01/2020	
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Full time Lecture of Consolidated Basis 2020-2021

Sr.No	Name of Teacher	Designation	Qualification	Experience	Pay	Photo
1	Mr. Jadhav M. M.	Assistant Professor	M.Com.	09 years	9000/-	
2	Mrs. Thube S. S.	Assistant Professor	M.Com. M.Phil.	10 years	9000/-	
3	Smt. Baraskar K.G.	Assistant Professor	M.Com.	1 year	8000/-	
4	Ms. Joshi P. N.	Assistant Professor	M.C.A.	02 years	8500/-	
5	Ms.Dhamane P. B.	Assistant Professor	M.C.S.		8000/-	
6	Mr. Aware M. R.	Assistant Professor	M.Sc. B.Ed., SET	05 years	10000/-	
7	Mr. Narawade J. R.	Assistant Professor	M.Sc.	05 years	9000/-	

8	Smt Ambekar F. A.	Assistant Professor	M.A.Ph.D.	05 years	8000/-	
9	Ms. Shaikh F. R.	Assistant Professor	M.A	02 years	8000/-	
10	Mr. Kurkute P. V.	Assistant Professor	M. Sc	04 years	9000/-	
11	Smt Sabale K. V.	Assistant Professor	M Sc.	01 year	9000/-	
12	Ms. Pathan S. A.	Assistant Professor	M.Com.	03 years	8000/-	
13	Smt.Chaure K.S.	Assistant Professor	M.C.S.	01 year	8000/-	
14	Smt. Barve T. S.	Assistant Professor	M.Sc.NET	01 year	9000/-	
15	Mr. Bhagat B. A.	Assistant Professor	M.Sc. B. Ed.	03 year	8000/-	

### Non-Teaching 2020-2021

Sr. No	Name of Employs	Designation	Qualification	Experience	Pay	Appoint-ment Date	Photo
1	Shri.Kokate C. R.	Senior CerK	B.Sc.,M.A., B.Ed.	28 years	25500-81100	05/03/1992	
2	Smt.Gadekar U.R	junior Clerk	M.Com	28 years	25500-81100	05/03/1992	
3	Shri. Sasane A. L	Laboratory Assistant	B.Sc.,SI Diploma	17 years	21700--69100	04/08/2003	
4	Shri. Vyavahare B. N.	Library Attendant	M.A., B.Lib.	28 years	19900-63200	05/03/1992	
5	Shri Salve A.N	Library Attendant	SSC (Fail)	28years	19900-63200	09/03/1992	
6	Shri Vadane S.T	Laboratory Attendant	SSC	28years	19900-63200	05/03/1992	
7	Shri. Chavhan S. S.	Laboratory Attendant	B.A.	11 years	19900-63200	10/06/2009	
8	Shri. Bhoir S. A.	Laboratory Attendant	M.Sc. B.Ed.	07 years	19900-63200	07/10/2003	
9	Shri.Bharmal V.	Library Attendant	B.A.,D.Ed.	06 years	15000--47600	11/01/2014	
10	Shri Gengaje P.D	Peon	SSC	06 years	15000--47600	10/01/2014	
11	Shri Rathod N.B	Peon	SSC	1 years	15000--47600	05/03/2019	



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

**Monthly remuneration received by each of its employee**

The Pay Scale of various teaching and non – teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Savitribai Phule Pune University Pune, and Adopted by the Parents Institution Rayat Shikshan Sanstha and the College.

Sr.No.	Name of Teacher	Designation	Qualification	Experience	Pay Scale
1	Dr. M. T. Sarode.	In-charge Principal	M.Sc., Ph.D.	29 Years	131400-217100
2	Prof. Sayyed N. I.	Associate Professor & H.O.D	M.Sc. M.Phil.	34Years	131400-217100
3	Prof. Kapare A. K.	Associate Professor & H.O.D	M.Sc. M. Phil.	33years	131400-217100
4	Dr. Karande M. B Retire On 31 Dec.2020.	Associate Professor & H.O.D	M.A.,B.Ed, Ph.D.	Retire	Retire
5	Prof. Barve R.V	Associate Professor	M.A.,B.Ed.,	31 years	131400-217100
6	Prof. Katore S. S.	Associate Professor & H.O.D	M.A., B.P.Ed.	30 years	131400-217100
7	Prof. Avhad S. N.	Associate Professor & H.O.D	M.A.	28 years	131400-217100
8	Dr.Sau Varde R.V	Associate Professor & H.O.D	M.A.,B.Ed M.Phil. Ph.D.	15 years	131400-217100
9	Dr. Mundhe S.E.	Associate Professor & H.O.D	M.A. Ph.D. SET	15 years	131400-193473
10	Dr.Sau Patil V.D Transfer 28/01/2021	Assistant Professor	M.A., M.Phil. Ph.D.	18 years	Transfer
11	Prof.Dhindale C.D	Assistant Professor & H.O.D	M.A NET	12 years	68900--205500
12	Dr.Vidhate.G.S	Assistant Professor	M.A.SET Ph.D.,	12 years	68900--205500
13	Mr. Khan M. R.	Assistant Professor	M.Sc. (GoldMed.) NET	12 years	79800-215500
14	Dr. Sau Kulkarni S.A.	Assistant Professor	M.Sc., Ph.D.	22 years	668900-120700



15	Dr. Akolkar H. N. TRANSFER28/01/20	Assistant Professor	M.Sc.,NET, SET, P.hd	10 years	Transfer
16	Dr.Randhavne Y.M	Assistant Professor	M.A,NET Ph.D	11years	55700-68900
17	Dr. Shiakh E.A	Assistant Professor	M.A.NET Ph.D.,	7 Years	57700-182400
18	Mr. Bulakhe B. A.	Assistant Professor	M.Sc. NET	7 YEARS	57700-182400
19	Mr.Khairnar C. T.	Librarian	M.L.I.Sc.,NET,S ET	7 Years	57700-68900
20	Dr.Thombre R. D.	Assistant Professor	M.A., B.Ed., Ph.D. SET	1 year	57700-182400
21	Mrs. Endiat R.S.	Assistant Professor	M.Sc. Ph.D. SET	1 year	57700-182400
22	Dr.Ms.Bhagwat M.G.	Assistant Professor	M.Sc., M.Phil., Ph.D., SET	1 year	57700-182400
23	Dr. Shaikh M. H.	Assistant Professor	M.Sc. NET, SET, Ph. D.	1 year	57700-182400
24	Mrs.Darekar N. R.	Assistant Professor	M.Sc. SET	1 year	57700-182400
25	Dr Raut G. A.	Assistant Professor	M.Sc. Ph.D.	1 year	57700-182400
26	Dr. Kekade S. S.	Assistant Professor	M.Sc. Ph.D	1 year	57700-182400
27	Ms. Abdule A. B.	Assistant Professor	M.Sc. SET	1year	Transfer31/12/20
28	Mr. Elke V. U.	Assistant Professor	M.P.Ed.,B.P.Ed., SET	1 year	57700-182400

#### Non-Teaching Staff

Sr. No.	Name of Teacher	Designation	Qualification	Experience	Pay Scale
1	Shri. Kokate C. R.	Senior Clerk	B.Sc.,M.A., B.Ed.	28 years	25500-81100
2	Smt.Gadekar U.R	junior Clerk	M.Com	28 years	25500-81100
3	Shri. Sasane A. L	Laboratory Assistant	B.Sc.,SI Diploma	17 years	21700--69100
4	Shri. Vyavahare B. N.	Library Attendant	M.A., B.Lib.	28 years	19900-63200
5	Shri Salve A.N	Library Attendant	SSC (Fail)	28years	19900-63200
6	Shri Vadane S.T	Laboratory Attendant	SSC	28years	19900-63200
7	Shri. Chavhan S. S.	Laboratory Attendant	B.A.	11 years	19900-63200
8	Shri. Bhoir S. A.	Laboratory Attendant	M.Sc. B.Ed.	07 years	19900-63200
9	Shri.Bharmal V.	Library Attendant	B.A.,D.Ed.	06 years	15000--47600
10	Shri Gengaje P.D	Peon	SSC	06 years	15000--47600
11	Shri Rathod N.B	Peon	SSC	1 years	15000--47600

#### Staff on Consolidated / CHB Basis:-

Sr.No.	Name of Teacher	Designation	Qualification	Teaching Experience	Pay Scale
1	Mr. Jadhav M. M.	Assistant Professor	M.Com.	09 years	9000/-
2	Mrs. Thube S. S.	Assistant Professor	M.Com. M.Phil.	10 years	9000/-
3	Smt. Baraskar K.G.	Assistant Professor	M.Com.	1 year	8000/-
4	Ms. Joshi P. N.	Assistant Professor	M.C.A.	02 years	8500/-
5	Ms.Dhamane P. B.	Assistant Professor	M.C.S.		8000/-
6	Mr. Aware M. R.	Assistant Professor	M.Sc. B.Ed. SET	05 years	10000/-
7	Mr. Narawade J. R.	Assistant Professor	M.Sc. B.Ed.	05 years	9000/-
8	Smt Ambekar F. A.	Assistant Professor	M.A.Ph.D.	05 years	8000/-
9	Ms. Shaikh F. R.	Assistant Professor	M.A.	02 years	8000/-

10	Mr. Kurkute P. V.	Assistant Professor	M. Sc	04 years	9000/-
11	Smt Sabale K. V.	Assistant Professor	M Sc.		9000/-
12	Ms. Pathan S. A.	Assistant Professor	M.Com.	03 years	8000/-
13	Smt. Chaure K.S.	Assistant Professor	M.C.S.		8000/-
14	Smt. Barve T. S.	Assistant Professor	M.Sc.NET	01year	9000/-
15	Mr. Bhagat B. A.	Assistant Professor	M.Sc. B. Ed.	03 year	8000/-

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

- The norms of Savitribai Phule Pune 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, Pune.

#### **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)
- Scholarship (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) (xiii) / Manual – 13:-**

##### **Concession Granted by the College:**

- Reservation Policies of Government of India in principle as approved by the Savitribai Phule Pune 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) (xiv) / Manual – 14:-**

##### **Concession 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) (xv) / Manual – 15:-**

##### **Means, Methods and facilities available to citizens for obtaining information**

- Unrestricted Access to Website.
- Citizen 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 publication (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, advertisement etc.
- Library Time: From 9.00 am to 5.00 PM on all working days.
- Weekly Holiday will be on Sunday.

#### **Section 4 (1) (b) (xvi) / Manual – 16 :-**

##### **Publication Information Officer**

**Shri Kokate C. R.**

Head Clerk, Radhabai Kale Mahila Mahavidyalaya Ahmednagar

Mobile: 9970103510, Email: [prinrkmm\\_anr@rediffmail.com](mailto:prinrkmm_anr@rediffmail.com)

##### **Appellant Authority**

**I/C Prin. (Dr.) M. T. Sarode.**

Incharge Principal, Radhabai Kale Mahila Mahavidyalaya Ahmednagar

0241-2430318, Email [prinrkmm\\_anr@rediffmail.com](mailto:prinrkmm_anr@rediffmail.com)

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

##### **Other Useful Information**

- ❖ **Radhabai Kale Mahila Mahavidyalaya is doing a pioneering work in the field of education in Ahmednagar City and surrounding area since 1989, it is affiliated to Savitribai Phule University Pune.**
- ❖ **Recognized by Government of Maharashtra**
- ❖ **Recognised by UGC with 2 (f) 12 B status (From 9th September, 2002 )**
- ❖ **Accredited by NAAC during 1 April 2019 to 31 March 2014 with A.**
- ❖ **Participation in NIRF since 2016-17**

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.