

Information Handbook of
Dr. Babasaheb Ambedkar College, Aundh, Pune-67
(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 Dr. Babasaheb Ambedkar College, Aundh, Pune-67 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

Dr. Babasaheb Ambedkar College, Aundh, Pune-67 is established in Pune, by Rayat Shikshan Sanstha, in 1983. It is recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University and recognized by UGC under 12B and 2F. College is re-accredited with B++ Grade with CGPA of 2.76 by NAAC in 2017.

The college offers courses like B.A., B.Com, B.B.A.(Computer Application) , B. Voc.(Retail Marketing and Management) M.A. Economics, M.A. Marathi and M. Com. Along with academic

programs college also offers two COC and twenty seven skill and job oriented courses. The college has received several grants for Major and Minor Research projects from UGC and Savitribai Phule Pune University.

The College also pays equal attention to faculty improvement and research. College has well qualified and research oriented faculty out of 13 permanent faculty, eight are with Ph.D. and two with M.Phil. and three are doing Ph.D. Almost all faculty members have completed major or minor research projects. College has organized 27 seminars and conference and 47 workshops.

Several support services are provided to the students like ladies hostel, NSS, sports, YCMOU, cultural unit etc.

For Environmental consciousness we have created a lot of awareness by projects, workshops, tree plantation, INNORA Project, cleanliness , No vehicle day , ban on plastic, solar plants and gifting saplings instead of bouquet to the guests.

The college also publishes its annual magazine 'Aksharkimaya', wall paper 'Aksharrang', hand written 'Vanijyavishwa' and 'Arthwishwa', book reviews and Newsletters.

Majority of the students are from rural and slum area. They belong to economically and socially backward classes. To cop up with the new atmosphere, we organize orientation remedial, special guidance scheme, bridge courses, counselling and computer courses for students.

College was awarded with Karmveer Paritoshik by Rayat Shikshan Sanstha, Jaggnath Rathi award for extension activities by Savitribai Phule Pune University, Savitribai Phule Best Sanstha by Rashtriya Bandhuta Parishad.

➤ **Silent features of the College**

- A Branch of Rayat Shikshan Sanstha which was founded by a great visionary Padmabhushan Dr. Karmveer Bhaurao Patil.
- Affiliated to Savitribai Phule Pune University,Pune
- Accredited by NAAC with 'B++' Grade with CGPA of 2.76 by NAAC in 2017.
- Best college Award by Rayat Shikshan Sanstha
- NSS Best College Unit Award by SPPU
- Jaggnath Rathi Award for social awareness by Savitribai Phule Pune University, Pune
- Adequate infrastructure with spacious classroom
- Language Laboratory

- Commerce Laboratory
- Computer Laboratory
- Adequate IT infrastructure
- Well qualified and dedicated teaching faculty
- Twenty-seven skill and job-oriented courses
- Excellent organization seminars and workshops.
- Competitive Examination Guidance Center.
- Banking Examination guidance Center.
- Police Pre-recruitment Training Center.
- Ladies hostel facility
- Automated Library with library website and Institutional Repository for e-collection.
- National players
- Good Research culture

Vision..

“To impart quality education to socially, economically and educationally downtrodden through self-help and bring them in the main stream of the nation.”

Mission..

“We are committed to educate educationally, socially and economically backward people and bring about a positive change among them and thereby serve the nation”

Objectives.

- To generate physically, spiritually and academically sound, young, properly motivated graduates who know the importance of social and civil responsibilities.
- To develop the overall personality of students.
- Education through self-help and dignity of labour.
- To educate socially and economically backward students.
- To promote women education.
- To promote the research activities.
- To have interaction with the society through co-curricular activities to acquaint the basic needs and problems.

For more information visit www.bdbacollegeaundh.in

Contact Details :-

Postal Address :-

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, 85, Shin
de Sarkar Wada, Aundh,
Pune. 411067 (MS) India.

Tel. / Fax No : 020 25883773
Email : bdbacollege@gmail.com

Map of Location

The College location Map is available at <https://goo.gl/maps/dYWJZovN6b4jiBSc8>

Working Hours

College Timing on all Working Days : From 7.30 am to 05.00 p.m. on all working days.
Office Timing : From 10.30 a.m. to 05.30 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 05.00 p.m. on all working days.

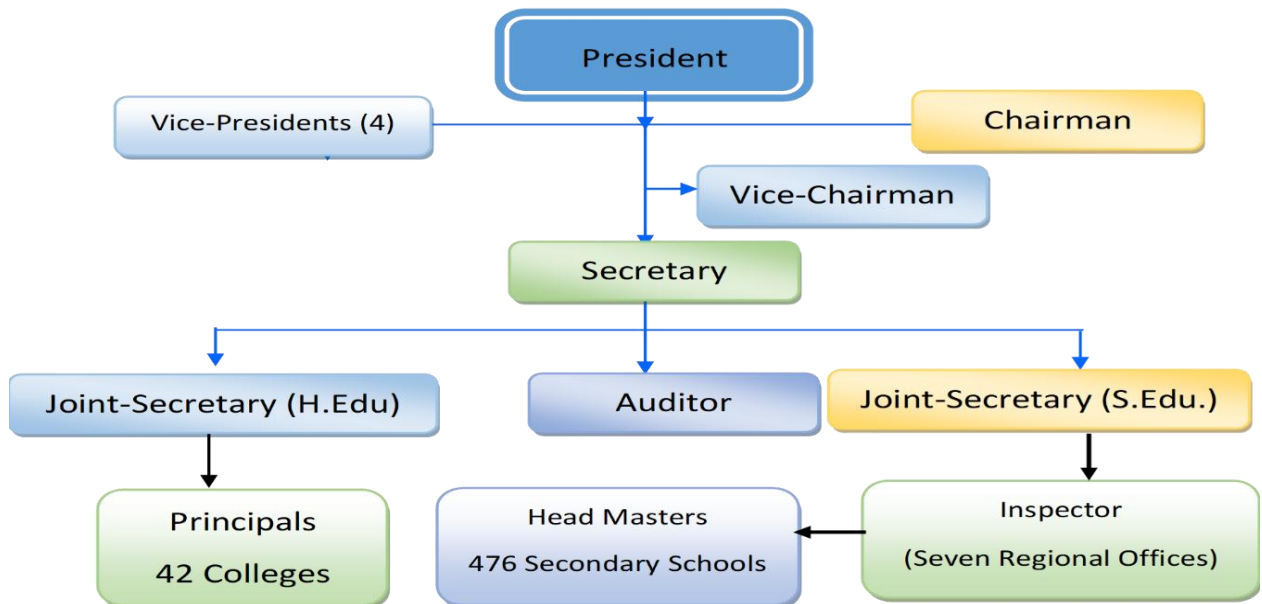
Weekly Holiday will be on Sunday.

Organization and Administrative Machinery

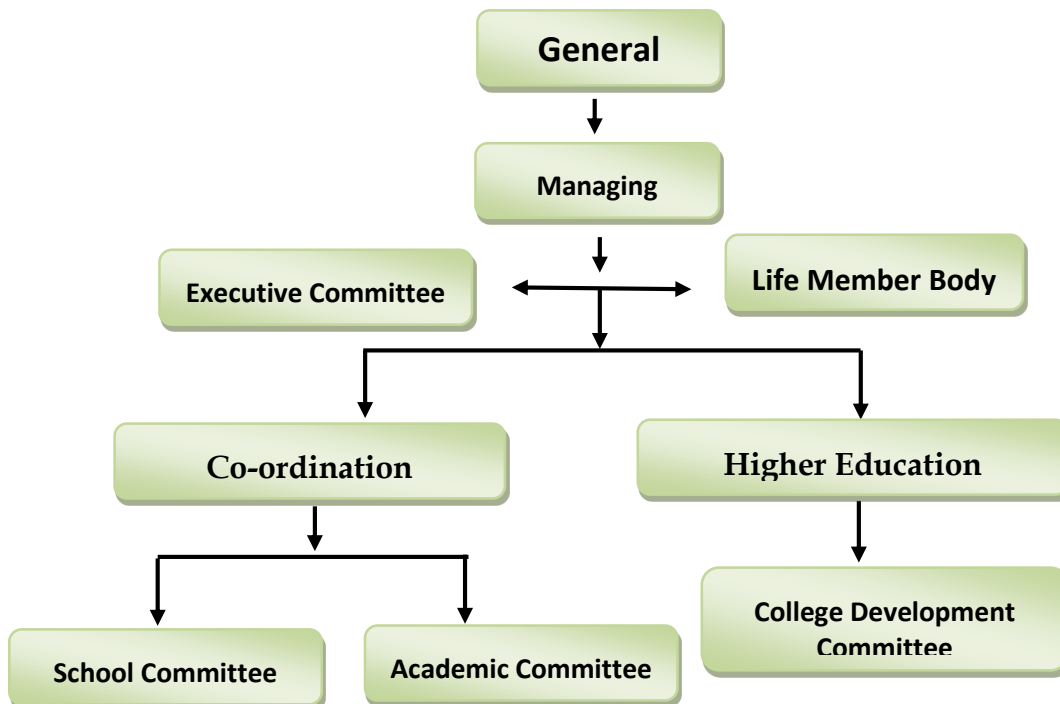
Organogram of the institution

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

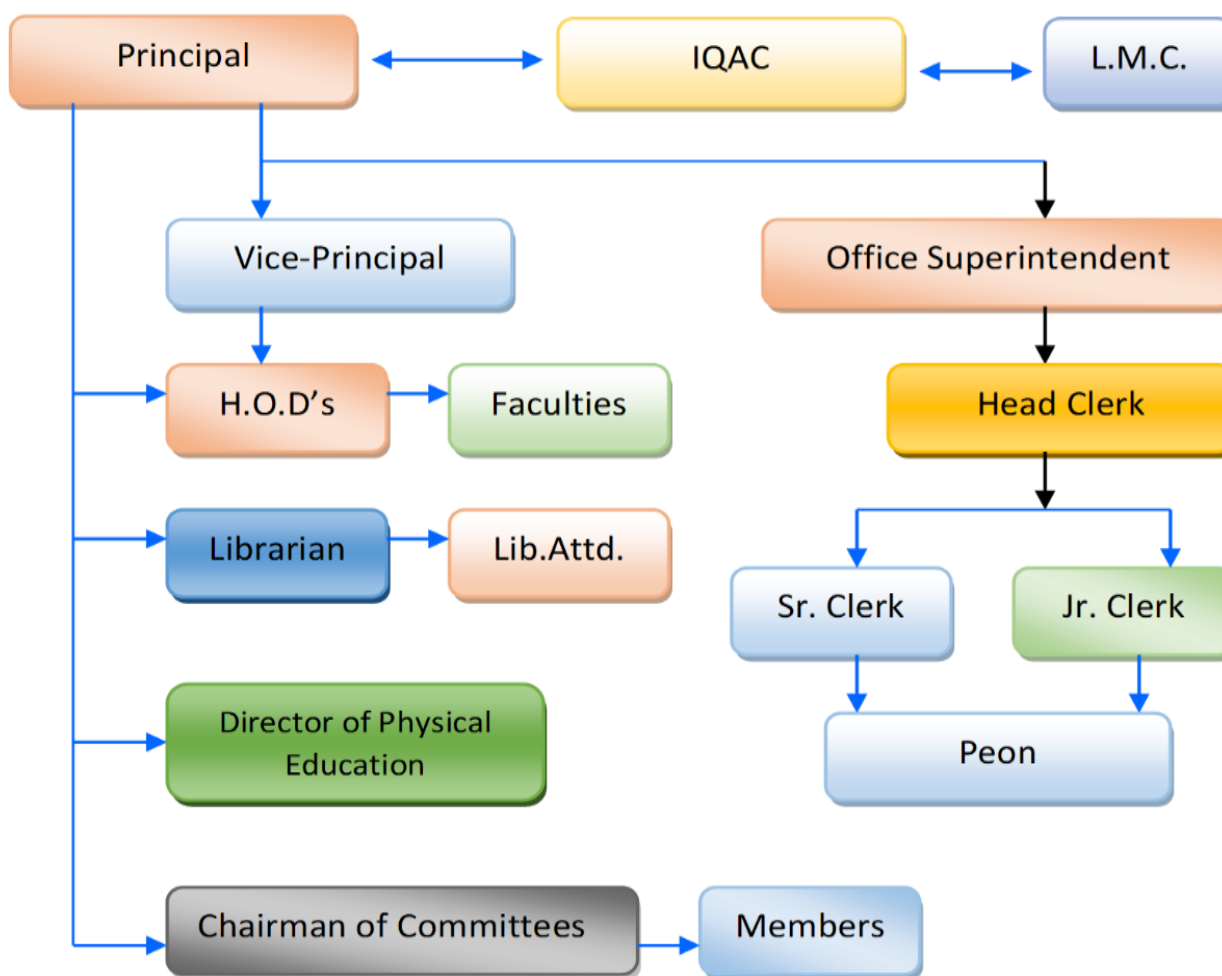
1. ADMINISTRATIVE MACHINERY



2. ADMINISTRATIVE BODIES



3. COLLEGE INTERNAL ADMINISTRATIVE SETUP



Administrative Setup of Dr. Babasaheb Ambedkar College, Aundh, Pune-67.

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.

College Development Committee

Sr. No.	Name	Designation	Mobile Number	Duties
1.	Hon . Dr. Anil Appasaheb Patil	Chairman, Rayat Shikshan Sanstha	9423828051	<ul style="list-style-type: none"> • To supervise the overall working in the college. • To approve the budget estimate and give
2.	Hon. Prof. Dr. N. D. Patil	Member, Education Department	9822055410	
3.	Hon. Prin. Dr. V. S. Shivankar	Secretary, Rayat Shikshan Sanstha	9004933323	
4.	Hon. Adv. Ram Kandage	Member, Industry section	9822379225	

5.	Hon. Dattatray Gaikwad	Member, Social Services section	9822392977	<p>sanctions to required works and projects.</p> <ul style="list-style-type: none"> To take necessary measures to deal with the complaint if any To monitor the administration and development of the staff, students and the college. To hold at least two meetings in a year To maintain a register of minutes of the meetings.
6.	Hon. Tushar Jadhav	Member, Research Section	7972300223	
7.	Prof. Dr. Sanjay Nagarkar	Member, Principal Nominated	9096875737	
8.	Prof. Nalini Pacharne	Member, Teachers Representative	9422082082	
9.	Prof. Bhimrao Patil	Member, Teachers Representative	9922091389	
10.	Prof. Dr. Suhas Nimbalkar	Member, Teachers Representative	9822807487	
11.	Prof. Dr. Savita Patil	Member, IQAC Section	9011756262	
12.	Prof. Eknath Zaware	Member, Teaching Staff (Invitee)	9822943524	
13.	Smt. Seema Wani	Member, Administrative Staff	9689369827	
14.	Prin. Dr. Arun Andhale	Secretary, College Development Committee	9881235224	

IQAC Committee

Sr. No.	Name	Capacity	Designation	Particulars of work to be done
1	Prin. Dr. A. D. Andhale	Head of Institute	Chairperson	<ul style="list-style-type: none"> To update the website every year To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record. To prepare SSR and upload it on website & submitted to NAAC. To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. To undertake faculty development programme and various Co-curricular & extracurricular activities for all round enhancement. To plan and ensure overall quality instainance in the college. To submit AQAR reports every year to NAAC before the due date. To maintain record of faculty profile
2		Member from Management	Member	
3	Mr. Dinesh Anantwar	Society Nominee	Member	
4	Smt. Sunita Pataskar	Industry Nominee	Member	
5	Prof. Dr. Sanjay Nagarkar	Teacher	Member	
6	Dr. Suhas Nimbalkar	Teacher	Member	
7	Smt. Nalini Pacharne	Teacher	Member	
8	Mr. Eknath Zaware	Teacher	Member	
9	Mr. Sushilkumar Gujar	Teacher	Member	
10	Dr. Atul Choure	Teacher	Member	
11	Mr. Tushar Jadhav	Alumni Nominee	Member	
12	Mr. Sakharam Shingade	Administrative staff	Member	
13		Student Nominee	Member	
14	Dr. Savita V. Patil	Senior Teacher as Coordinator	IQAC Coordinator	

				<p>and self-appraisals in prescribed format.</p> <ul style="list-style-type: none"> • To organize IQAC activities as per the UGC guidelines. • To co-ordinate the RQMS activity in the college. • To hold Four meetings in a year • To maintain a register of minutes of the meetings. • To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
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Committee list

1. ADMISSION COMMITTEE

Sr. No.	Name	Designation	Functions
1	Dr. Tanaji Hatekar	Chairperson	<ul style="list-style-type: none"> • To conduct online admission to all courses. • To determine the seats available for each class and decide the vacant seats to be filled for open & reserved category through Merit & reservation list, as per online admission procedure. • 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 interview the students. • To carry out the admission procedure as per the prescribed rules of BCI, UGC, Government & University. • To Finalize and update the roll call list & list of repeaters. • 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.
2	Dr. Ramesh Ranadive	Member	
3	Dr. Suhas Nimbalkar	Member	
4	Smt. Nalini Pacharne	Member	
5	Mr. Eknath Zaware	Member	

2. B. C. CELL / STANDING COMMITTEE.

Sr. No.	Name	Designation	Functions
1.	Dr Rajendra Raskar	Chairperson	i) To send report of the admission details to the University ii) To display information about various concession to students. iii) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meeting.
2.	Prof Dr Sanjay Nagarkar	Member	
3.	Mrs. Taru P T	Member Secretary	

Details of Services Rendered

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

- a. Teaching of undergraduate programmes in Arts, Commerce, BCA and Post Graduate programme in commerce.
- 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 examinations conducted by MPSC & other 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.
- i. Providing Coaching for NET/SET examination.
- j. Arranging for Internship of students from BCA for practical training.
- k. Provision of various facilities for all round growth of students including bridge courses, Remedial English, Digital learning lab & language lab 02 computer labs.

- l. Facilities to conduct lectures regarding various subjects of socio-legal importance.
- m. Providing library facilities including book bank, e-resources, text books, reference books, INFLIB NET -NLIST 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

Anti- Ragging Committee	Prin. Dr.A.D. Andhale	<ul style="list-style-type: none"> • Prof B S Patil • Dr Ramesh Randive • Dr Tanaji Hatekar • Shri Kushal Pakhale • Shri Mayur Mali 	Find out and solve the cases if any about Ragging, Notices, Meetings, Agenda, Resolution and Report.
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➤ INTERNAL COMPLAINT COMMITTEE

Internal Complaints Committee	Smt. Meenaltai Sasne Chairperson	Members <ul style="list-style-type: none"> • Prin Arun Andhale • Mrs Nalini Pacharne • Dr Savita Patil • Adv Rajashree Kare • Dr Suhas Nimbalkar • Shri Shingade SK • Mrs Wani S S 	<ul style="list-style-type: none"> • Common reading of Act regarding sexual Harassment. • To Organize lectures on Women laws by expert advocate Women, • Health checking camp Workshop etc. • Notices / Photos / Report / Beneficiaries Record etc.
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GRIEVANCE REDRESSAL COMMITTEE.

Students Grievances and Redressal Cell	Prin. Dr.A.D. Andhale	<ul style="list-style-type: none"> • Prof B S Patil • Dr Sanjay Nagarkar • Dr Suhas Nimbalkar • Dr Savita Patil 	<ul style="list-style-type: none"> • Common reading of Act regarding sexual Harassment. • To Organize lectures on Women laws by expert advocate Women, • Health checking camp Workshop etc. • Notices / Photos / Report / Beneficiaries Record etc.
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Grievance Redressal Procedure:

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

Sr. no.	Name of Committee	Head and Members	Designation
1	Co-ordination Committee	Prin Dr Arun Andhale	Chairman
		Dr Sanjay Nagarkar	Member
		Dr Rajendra Raskar	Member
		Dr Suhas Nimbalkar	Member
		Prof B S Patil	Member
		Dr Tanaji Hatekar	Member
		Shri Shingade S.K.	Member
2	Admission Committee	Dr Tanaji Hatekar	Chairman
		Dr Ramesh Randive	Member
		Dr Suhas Nimbalkar	Member
		Smt Nalini pacharne	Member
		Shri Eknath zaware	Member
3	NSS Committee	Shri Sushil Kumar Gujar	Chairman
		Smt Nalini pacharne	Member
		Dr Suhas Nimbalkar	Member
		Prof B S Patil	Member
		Dr Rajendra Raskar	Member
			Student Representative
4	Building Construction & Maintenance Committee	Prof B S Patil	Chairman
		Dr Tanaji Hatekar	Member
		Shri Sushil Kumar Gujar	Member
		Shri Eknath zaware	Member
5	UGC, NIRF & Other	Shri Eknath zaware	Member
		Dr Ramesh Randive	Member
		Dr Savita Patil	Member
		Dr Sanjay Nagarkar	Member
6	Yashwanrao Chavan Open University	Dr Atul Choure	Chairman
		Shri Mayur Mali	Member
		Shri Rohan kamble	Member
7	IQAC	Prin Dr Arun Andhale	Chairman
		Dr Savita Patil	Coordinator
		Shri Eknath Zaware	Member
		Dr Sanjay Nagarkar	Member
		Dr Suhas nimbalkar	Member
		Shri Sushil Kumar Gujar	Member
		Dr Atul Choure	Member
		Smt Nalini Pacharne	Member
		Smt Sunita Pataskar	Member

		Shri Dinesh Anatwar	Member
		Dr R.S. Mali	Member
8	Short Term Course Committee	Dr Savita Patil	Chairman
		Dr Sanjay Nagarkar	Member
		Dr Suhas Nimbalkar	Member
		Shri Mayur Mali	Member
		Ms Snehal Rede	Member
9	University Exam & CIE	Dr Tanaji Hatekar(CEO)	Chairman
		Shri Eknath Zaware	Member
		Shri Sushil Kumar Gujar	Member
		Ms Jangam Y.V.	Member
10	Publicity Committee	Dr Atul Choure	Chairman
		Shri Jadhav A.P.	Member
11	Student Welfare Council(Student Development Committee) Medical Investigation Committee	Dr Atul Choure	Chairman
		Shri Sushil Kumar Gujar	Member
		Mrs Asawari Shewale	Member
		Shri Kushal Pakhale	Member
12	Karmveer Vidya Prabhodini	Dr Atul Choure	Chairman
		Shri Kushal Pakhale	Member
		Ms Pawar G S	Member
13	Discipline Committee & Varandah Supervision	Prof B S Patil	Member
		Dr Sanjay Nagarkar	Member
		Dr Suhas Nimbalkar	Member
		Dr Savita Patil	Member
14	Competitive Exam/IBPS	Shri Sushil Kumar Gujar	Chairman
		Dr Suhas Nimbalkar	Member
		Dr Atul Choure	Member
		Dr Ramesh Randive	Member
		Shri Mayur Mali	Member
		Shri Kushal Pakhale	Member
15	Gymkhana Committee	Prin Arun Andhale	Chairman
		Prof B S Patil	Member
		Prof Dr Sanjay Nagarkar	Member
		Dr Suhas Nimbalkar	Member
		Shri Patil R P	Member
16	Cultural Committee	Mrs Salunkhe S S	Member
		Dr Suhas Nimbalkar	Chairman
		Prof Dr Sanjay nagarkar	Member
		Dr Savita Patil	Member
		Mrs Nalini Pacharne	Member
17	Placement	Ms Sayali Gosavi	Member
		Ms Snehal Rede	Chairman
		Dr Atul Choure	Member
		Shri Kushal Pakhale	Member
18	Time Table & Work Allotment Committee	Shri Mayur Mali	Member
		Dr Ramesh Randive	Chairman
		Dr Suhas Nimbalkar	Member
		Ms Snehal Rede	Member

19	Teaching Learning Evaluation & Attendance Committee	Mrs. Nalini Pacharne	Chairman
		Shri Mayur Mali	Member
		Shri Anil Mate	Member
20	Affiliation Committee	Dr Tanaji Hatekar	Chairman
		Dr Rajendra Raskar	Member
		Dr Suhas Nimbalkar	Member
		Ms. Jangam Y V	Member
21	Mentor-Mentee Committee	Dr Rajendra Raskar	Chairman
		Mrs. Nalini Pacharne	Member
		Mrs. Asawari Shewale	Member
22	Alumni Association Committee	Dr Suhas Nimbalkar	Chairman
		All HoDs	Member
23	College Magazine & Aksharrang Wall Paper Committee	Prof Dr Sanjay Nagarkar	Chairman
		Dr Savita Patil	Member
		Shri Eknath Zaware	Member
		Dr Atul Choure	Member
		Shri Kushal Pakhale	Member
		Shri Chandrakanth Borude	Member
		Mrs Salunkhe Supriya	Member
		Ms Sayali Gosavi	Member
		Shingade S K	Member
		All HoDs	Member
24	Vivek Vahini	Shri Kushal Pakhale	Chairman
		Prof Dr Sanjay Nagarkar	Member
		Ms Sayali Gosavi	Member
		Ms Snehal Rede	Member
		Shri Chandrakanth Borude	Member
25	Extension & Lifelong Learning Department	Mrs Nalini Pacharne	Chairman
26	Staff Academy	Prof Dr Sanjay Nagarkar	Chairman
		Mrs Nalini Pacharne	Member
		Ms Sayali Gosavi	Member
27	Extra mural Board	Dr Ramesh Randive	Chairman
		Dr Rajendra Raskar	Member
		Dr Atul choure	Member
28	Purchase Committee(Material)	Dr Tanaji Hatekar	Chairman
		Dr Suhas Nimbalkar	Member
		Prof B S. Patil	Member
		Shri Eknath Zaware	Member
		Shri Shingade S K.	Member
29	Women Development Cell	Mrs Nalini Pacharne	Chairman
		Mrs Asawari Shewale	Member
		Ms Pawar GS	Member
		Dr Atul Choure	Member
		Ms Snehal Rede	Member
30	Research Project& Quality Improvement Cell	Ms Sayali Gosavi	Member
		Prof Dr Sanjay Nagarkar	Member
		Dr Suhas Nimbalkar	Member
		Shri Eknath Zaware	Member
		Dr Atul Choure	Member

		Shri Kushal Pakhale	Member
31	Enviornment Curriculum Committee	Shri Sushil Kumar Gujar	Chairman
		Mrs Asawari Shewale	Member
32	Internal Complaince Committee	Hon Meenaltai Sasne	Chairman
		Prin Arun Andhale	
		Mrs Nalini Pacharne	Member
		Dr Savita Patil	Member
		Adv Rajashree Kare	Member
		Dr Suhas Nimbalkar	Member
		Shri Shingade SK	Member
		Mrs Wani S S	Member
33	Standing Committee	Dr Rajendra Raskar	Chairman
		Prof Dr Sanjay Nagarkar	Member
		Mrs. Taru P T	Member
34	Student Council Committee	Prof B S Patil	Chairman
		Prof Dr Sanjay Nagarkar	Member
		Dr Ramesh Randive	Member
		Dr Rajendra Raskar	Member
		Dr Suhas Nimbalkar	Member
		Dr Savita Patil	Member
35	Anti- Ragging Committee	Dr Tanaji Hatekar	Member
		Prof B S Patil	Chairman
		Dr Ramesh Randive	Member
		Dr Tanaji Hatekar	Member
		Shri Kushal Pakhale	Member
36	Staff Welfare	Shri Mayur Mali	Member
		Prof B S Patil	Chairman
		Dr Atul Choure	Member
		Shri Sushil Kumar Gujar	Member
37	Disaster Management	Shri Chandrakanth Borude	Member
		Shri Sushil Kumar Gujar	Chairman
		Dr Savita Patil	Member
38	Library Committee	Dr Tanaji Hatekar	Member
		Prin Dr Arun Andhale	Chairman
		Shri Eknath Zaware	Member
39	Pre -Recruitment Military & Police Training Centre	All HoDs	Member
		Prof B S Patil	Chairman
		Prof Dr Sanjay Nagarkar	Member
40	Women's Hostel Committee	Mrs Nalini Pacharne	Chairman
		Prof Dr Sanjay Nagarkar	Member
		Dr Atul Choure	Member
		Prof B S Patil	Member
		Shri Shingade SK	Member
41	Website Committee	Shri Eknath Zaware	Chairman
		Dr Savita Patil	Member
		Shri Mayur Mali	Member
		Shri Kushal Pakhale	Member
		Ms Snehal Rede	Member
		Smt. Taru P.T.	Member

42	Right for Information Act	Prin.Arun Andhale	Appellate Authority
		Shri Shigade S K.	Public information Officer
43	Literature association	Prof Dr Sanjay Nagarkar	Chairman
		Dr Savita Patil	Member
		Dr Atul Choure	Member
		Shri Chandrakanth Borude	Member
		Ms Sayali Gosavi	Member
44	Campus Beautification Committee	Dr Rajendra Raskar	Chairman
		Prof B S Patil	Member
		Mrs Nalini Pacharne	Member
		Shri Sushil Kumar Gujar	Member
45	Career Counseling	Ms Snehal Rede	Chairman
		Mrs Asawari Shewale	Member
46	feedback Committee	Mrs Nalini Pacharne	Chairman
		Dr Atul Choure	Member
		Shri Kushal Pakhale	Member
		Shri Mayur Mali	Member
47	Essay, Elocution & Debate Competition	Dr Atul Choure	Chairman
		Ms Sayali GosaviGosavi	Member
		Shri Chandrakant Borude	Member
		Mrs Meenakshi Kapare	Member
		Shri Jadhav AP	Member
48	IT Infrastructure	Shri Eknath Zaware	Chairman
		Shri Mayur Mali	Member
		Shri Kushal Pakhale	Member
		Ms Gauri Pawar	Member
49	BOSCH Committee	Dr Ramesh Randive	Chairman
		Ms Sayali Gosavi	Member
		Ms Gauri Pawar	Member
		Ms Snehal Rede	Member
		Mr Mayur Mali	Member
		Mr Kushal Pakhale	Member

**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	<ul style="list-style-type: none"> 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 Professor / Associate Professor / Professor	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> ▪ To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., ▪ To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. ▪ To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. ▪ To prepare and submit various utilizations to UGC,University, Government etc. ▪ To prepare and submit budget estimates and monitor accounts accordingly. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence. ▪ To monitor and supervise the administrative office work as per norms and administer the office correspondence as per ▪ Follow the directions of the principal.
5)	Senior Clerk	<ul style="list-style-type: none"> • To verify and accept Admission forms, Exam Forms, Concession forms etc. • To issues T.C / Migration & Bonafide certificates, mark list, exam forms etc., • To maintain General Register, University Result and Ledger etc. and undertake all exam related work. • changes in staff proposals , teaching & non-teaching approval etc., • To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence. • To help other authorities as per the directions of Principal and Head clerk.
6)	Junior Clerk	<ul style="list-style-type: none"> • 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., • To maintain and update bio-metric record and write remarks accordingly. • To maintain Sanstha Correspondence, Students Correspondence and other

		<p>office correspondence,</p> <ul style="list-style-type: none"> • To prepare and submit various Fee concession proposals to government authorities. To prepare and submit concession proposals, scholarship/Free ship/EBC/ex-serviceman/SST • /PTC, • To help other authorities as per the directions of Principal & Head clerk.
7)	Library Attendant	<ul style="list-style-type: none"> • To issue & return books in the library as per directions of librarian. • To issue I-card, barrow card to students. • To update news paper and magazine register. • To maintain cleanliness in the library and work as per the • Directions of the librarian.
8)	Peon	<ul style="list-style-type: none"> • To maintain cleanliness of 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 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 Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.

Section 4 (1) (b) (iv) / Manual — 4:

Norms set by the College for the discharge of its functions

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

Section 4 (1) (b) (v) / Manual — 5:

Rules, regulations and instructions used

- ☐ Statutes and Ordinance of Savitribai Phule Pune University, Pune.
- ☐ Regulations , instructions, notification , Resolutions regarding all the courses in accordance with a) Savitribai Phule Pune University, Pune, 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 Non-teaching Employees, Maharashtra Civil Services Regulations
- ☐ Various rules / instructions of the Savitribai Phule Pune University, Pune and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- ☐ Rules and Supplementary rules of Government of India, BCI 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.bdbacollegeaundh.in
- www.rayatshikshan.edu
- www.erayat.org

- www.unipune.ac.in
- www.maharashtra.gov.in
- www.mahaeschol.maharashtra.gov.in
- www.ugc.ac.in
- www.jdhepune.org
- www.naac.gov.in
- www.dhepune.gov.in
- www.drbama.rayatdc.com
- 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	Lecturer	Student attendance, tutorial, academic diary, internal Examination record.
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 & Free-ships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register

❓ **Following documents are available in the college office**

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

**Section 4 (1) (b) (vii) / Manual - 7:
Mode of public participation**

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes NSS Camps and Literacy Programmes in the Villages in Pune District every year to spread knowledge of various social problems amongst the masses.
- Internship Programme, lectures, workshops and Training Programmes for students are organized in association with Alumni, Citizens / Stakeholders /Public Interaction/NGOs
- Interaction with various Stakeholders is ensured by organizing Parent meet, Alumni Meet, various felicitation programs.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and lawyers about 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 organizes various programs / lectures for creating socio legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

**Section 4 (1) (b) (viii) / Manual - 8:
Councils, Committees, Faculties, Departments, etc. under the College**

- The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are:
 - Student Welfare Committee
 - Grievance Redressal Committee
 - Anti-Ragging & Ban Smoking Committee
 - Internal Complaints Committee

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

**Section 4 (1) (b) (ix) / Manual - 9:
Directory of officers and employees**

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

Rayat Shikshan Sanstha's
Dr. Babasaheb Ambedkar College, Aundh, Pune-67,

Teaching Staff -2020 -21

Sr no	Name of Teacher	Designation	Subject	Qualification	Experience	Pay Scale	Appointment date	Approval No n Date
1.	Dr. Arun D. Andhale	Principal	Geography	M.Sc. Ph.D.	32 years 19 year(As a Principal)	37400-67000 Level 14	16/09/1988 01/ 09 /2001	AFFI/T-1/ Principal/ No.53894 Dt1/12/2004
2	Dr. Sanjay P. Nagarkar	Professor	Marathi	MA, M.Phil., Ph.D., SET	24 years 4 months	37400-67000 Level 14	08/07/1996	CCO926 dt 16/04/1997
3	Dr. Ramesh Z. Randive	Associate Professor	Political Science	MA, M.Phil., Ph.D.	32 years	37400-67000 Level 13 A	16/01/1989	CONCOL./12 96 of 1992.

								Bombay-400032 26/02/1992
4	Smt. Nalini V.Pacharne	Associate Professor	Economics	MA, Phil	30 years	37400-67000 Level 13 A	01/08/1990	CCO/506 dt 22/04/1988
5	Shri. Bhimrao S. Patil	Physical Director	Physical Education	MP Ed	30 years	37400-67000 Level 13 A	21/08/1990	SU/Affi/T-3/F.124/747 7 dt 03/07/2000
6	Dr Suhas A. Nimbalkar	Associate Professor	Commerce	M.Com, Ph.D	29 years	37400-67000 Level 13 A	10/08/1991	CCO/1635 dt 17/03/1992
7	Dr. Rajendra Raskar	Assistant Professor	History	MA, B.Ed, PhD	25 years	15600 – 37100 Level 11	10/01/1996	I/T file no 136/SSc/301 6 dt 29/06/1996
8	Dr Tanaji H. Hatekar	Assistant Professor	Psychology	MA, M.Phil, PhD	28 years	15600 – 37100 Level 10	21/01/1993	185-T-3-2094 dt. 27/05/1993
9	Shri Eknath S. Zaware	Assistant Professor	Librarian	MSC, M.Lib	23 years	15600 – 37100 Level 10	23/04/1999	CCO/3831 dt. 16/12/1999
10	Shri. Sushilkumar P. Gujar	Assistant Professor	Geography	MA, M. Phil	20 years	15600 – 37100 Level 10	10/02/2000	CCO/5216dt 06/11/2000
11	Dr Savita V. Patil	Assistant Professor	English	MA, M. Phil, PhD	20 years	15600 – 37100 Level 10	01/12/2000	CCO/1542 dt 12/07/2018
12	Dr Atul N. Choure	Assistant Professor	Marathi	MA, Mphil, PhD	7 years & 8 months	15600 – 37100 Level 11	01/02/2013	CONCOL/ICD/SC/23305 of 2013 dt 14/10/2013
13	Shri. Mayur D. Mali	Assistant Professor	Computer Science	MCA	5 years	Consolidated Salary	19/06/2018	CCO 2925 dt 18/12/2018
14	Gouri S.Pawar	Assistant Professor	Computer Science	MCA	5 years	Consolidated Salary	19/06/2018	CCO3004 dt 24/12/2018
15	Shri. Vishal V. Shishupal	Assistant Professor	Computer Science	MCA	2 years & 6 Months	Consolidated Salary	03/07/2018	--
16	Shri. Kushal R. Pakhale	Assistant Professor	Commerce	M.Com SET	3 years	Consolidated Salary	06/09/2017	--
17	Asawari S. Shewale	Assistant Professor	Commerce	M.Com		Consolidated Salary		
18	Sayali S. Gosavi	Assistant Professor	English	MA	2 years 4 months	Consolidated Salary	17/11/2017	--
19	Shri. Chandrakant Borude	Assistant Professor	English	MA	1 year	Consolidated Salary	January 2020	--
20	Shri. Maruti Kamble	Assistant Professor	Ecnomics	MA SET	1 year & 3 months	Consolidated Salary	21/08/2019	--
21	Smt. Snehal Rede	Assistant Professor	B.Voc	MBA	2 years	Consolidated Salary	15/11/2018	--
22	Smt. Pratiksha Shinde	Assistant Professor	B.Voc	MBA	2 months	Consolidated Salary	15/09/2020	--


Non-Teaching Staff -2020- 2021

Sr. No.	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Appointment Date
1	Shri. Shingade S.K.	Office Superintendent	B.A.	25 yrs.	38600-122800 Level S-14	22.07.1995
2	Smt. Wani S.S.	Sr. Clerk	B.A.	25 yrs.	25500-81100 Level S-8	01.07.1995
3	Smt. Taru P. T.	Jr. Clerk	B.Com.	06 yrs	19900-63200 Level S-6	13.01.2014
4	Smt. Jangam Y. V.	Jr. Clerk	B.A.	14 yrs.	19900-63200 Level S-6	24.11.2006
5	Shri. Paliwal D.V.	Lib. Attd.	B.A.	28 yrs.	5200-20200 Grade pay 2100	09.03.1992
6	Shri. Mate A.M.	Lib. Attd.	S.S.C.	27 yrs.	5200-20200 Grade pay 1900	16.03.1993
7	Shri. Kamble R.D.	Lib. Attd.	B.A.	15 yrs.	19900-63200 Level S-6	16.07.2005
8	Shri. Karade P.K.	Peon	B.A.	15 yrs.	19900-63200 Level S-1	21.07.2005
9	Shri. Shitole B.M.	Peon	06 th	14 yrs.	15000-47600 Level S-1	22.11.2006
10	Shri. Palve B.K.	Peon	M.A. MSCIT	06 yrs.	15000-47600 Level S-1	10.01.2014

Section 4 (1) (b) (x) / Manual - 10: Monthly remuneration received by each of its employee

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




Teaching Staff :-

Sr no	Name of Teacher	Designation	Qualification	Pay Scale	Photo
1.	Dr. Arun D. Andhale	Principal	M.Sc. M.Phil. Ph.D.	144200-218200 Level 14	



2	Dr. Sanjay P. Nagarkar	Professor	MA, M.Phil., Ph.D., SET	144200-218200 Level 14	
3	Dr. Ramesh Z. Randive	Associate Professor	MA, M.Phil., Ph.D.	131400 - 217100 Level 13 A	
4	Smt. Nalini V.Pacharne	Associate Professor	MA, Phil	131400 - 217100 Level 13 A	
5	Shri. Bhimrao S. Patil	Physical Director	MP Ed	131400 - 217100 Level 13 A	
6	Dr Suhas A. Nimbalkar	Associate Professor	M.Com, Ph.D	131400 - 217100 Level 13 A	
7	Dr. Rajendra Raskar	Assistant Professor	MA, B.Ed, PhD	57700-101100 Level 10	







8	Dr Tanaji H. Hatekar	Assistant Professor	MA, M.Phil., PhD	57700-101100 Level 10	
9	Shri Eknath S. Zaware	Assistant Professor	MSc,B.Ed. M.Lib. M.Phil.	57700-101100 Level 10	
10	Shri. Sushilkumar P. Gujar	Assistant Professor	MA, M. Phil.	57700-101100 Level 10	
11	Dr Savita V. Patil	Assistant Professor	MA, M. Phil., PhD	57700-101100 Level 10	
12	Dr Atul N. Choure	Assistant Professor	MA, M. Phil., PhD	57700-101100 Level 11	
13	Shri. Mayur D. Mali	Assistant Professor	MCA	Consolidated Salary	



14	Gouri S.Pawar	Assistant Professor	MCA	Consolidated Salary	
15	Shri. Vishal V. Shishupal	Assistant Professor	MCA	Consolidated Salary	
16	Shri. Kushal R. Pakhale	Assistant Professor	M.Com SET	Consolidated Salary	
17	Asawari S. Shewale	Assistant Professor	M.Com	Consolidated Salary	
18	Sayali S. Gosavi	Assistant Professor	MA	Consolidated Salary	
19	Shri. Chandrakant Borude	Assistant Professor	MA	Consolidated Salary	

20	Shri. Maruti Kamble	Assistant Professor	MA SET	Consolidated Salary	
21	Smt. Snehal Rede	Assistant Professor	MBA	Consolidated Salary	
22	Smt. Pratiksha Shinde	Assistant Professor	MBA	Consolidated Salary	

Non-Teaching Staff :-

Sr. No.	Name of Teacher	Designation	Qualification	Pay Scale	Photo
1	Shri. Shingade S.K.	Office Superintendent	B.A.	38600- 122800 Level S-14	
2	Smt. Wani S.S.	Sr. Clerk	B.A.	25500- 81100 Level S-8	

3	Smt. Taru P. T.	Jr. Clerk	B.Com.	19900-63200 Level S-6	
4	Smt. Jangam Y. V.	Jr. Clerk	B.A.	19900-63200 Level S-6	
5	Shri. Paliwal D.V.	Lib. Attd.	B.A.	5200-20200 Grade pay 2100	
6	Shri. Mate A.M.	Lib. Attd.	S.S.C.	5200-20200 Grade pay 1900	
7	Shri. Kamble R.D.	Lib. Attd.	B.A.	19900-63200 Level S-6	
8	Shri. Karade P.K.	Peon	B.A.	19900-63200 Level S-1	

9	Shri. Shitole B.M.	Peon	06 th	15000- 47600 Level S-1	
10	Shri. Palve B.K.	Peon	M.A. MSCIT	15000- 47600 Level S-1	

- Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC, Rayat Shikshan Sanstha and College.
- The norms of Savitribai Phule Pune University, Pune 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 region, 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)
- 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 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 officer of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Essential information for the general public is disseminated occasionally through press releases, advertisements etc.
- **Library Timing** : From 09.00 a.m. to 05.00 p.m. on all working days.
- **Weekly Holiday** will be on **Sunday**.

Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer

Shri. Sakharam Kisan Shingade

Office Superintendent Dr. Babasaheb Ambedkar College, Aundh, Pune-411067

Mobile: 7774813181, Email: bdbacollege@gmail.com

Appellate Authority

Prin. Dr.Arun Andhale

Principal, Dr. Babasaheb Ambedkar College, Aundh, Pune-411067

Mobile: 9881235224, Email: dr.arunadndhale@gmail.com

Section 4 (1) (b) (xvii) / Manual - 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.

