

Information Handbook

AS PER RIGHT TO INFORMATION ACT, 2005

Rayat Shikshan Sanstha's

Dada Patil Mahavidyalaya, Karjat, Dist. Ahmednagar

Professor Dr. Sanjay P. Nagarkar
I/C PRINCIPAL

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, Dada Patil Mahavidyalaya, Karjat 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

Rayat Shikshan Sanstha's Dada Patil Mahavidyalaya, Karjat, established in 1964. It is recognized by Government of Maharashtra, affiliated to Savitribai Phule Pune University, Pune and recognized by UGC under 12B and 2F.

Dada Patil Mahavidyalaya, Karjat has been doing a pioneering work in the field of education in Ahmednagar District and surrounding area since 1964.

Bachelor courses: 16

B.A.	B. Com	B.Sc.
Marathi	Commerce	Botany
Hindi	B.B.A. (C.A.)	Chemistry
English	--	Physics
Economics	--	Mathematics
Geography	--	Zoology
History	--	Computer Science
Political Science	--	UGC -B. Voc. Medicinal Plants Grower

Master Courses: 11

M.A.	M.Com	M.Sc.
Marathi	Business Administration	Botany
Hindi	--	Organic Chemistry
English	--	Physics
Economics	--	Zoology
Geography	--	--
History	--	--

Research: 03

Arts	Commerce	Science
01 (Hindi)	00	02 (Physics and Botany)

Skill Based Courses: 20

Short Term Certificate courses	
48	

Junior college: 04

Arts	Commerce	Science	MCVC
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VISION:

“To build academically responsible, self-reliant, creative and global citizen having spiritual, social and cultural values in the drought prone rural area”

MISSION:

1. To contribute to the rural development by updating students' knowledge and facilitate them with innovation, research, modern teaching-learning processes, social values, scientific attitude, gender equality and freedom from superstitions.
2. To imbibe the value of labour and to achieve all round development of students through value-based education.
3. To make students aware about sustainable development and their role in enriching resources.

OBJECTIVES:

1. To provide higher educational opportunities to rural students at their doors
2. To generate academically, physically and spiritually sound and motivated students
3. To develop the overall personality of the students
4. To promote women education to strengthen them
5. To encourage a healthy educational atmosphere
6. To propagate environmental awareness

CORE VALUES:

- ❖ Providing higher educational opportunities to rural students at their doors.
- ❖ Generating academically, physically and spiritually sound and motivated students.
- ❖ Developing the overall personality of the students.
- ❖ Promoting Women Education.
- ❖ Providing a healthy educational atmosphere.
- ❖ Creating environmental awareness.

Dada Patil Mahavidyalaya, Karjat has been doing a pioneering work in the field of education in Ahmednagar District and surrounding area since 1964.

Contact Details:

Postal Address:

Rayat Shikshan Sanstha's, Dada Patil Mahavidyalaya, Karjat,

Tal- Karjat, Dist- Ahmednagar, State- Maharashtra, PIN- 414 402

Website: www.dpcollege.in

Tel. / Fax No: 02489 222 534

Email: dpcollege@yahoo.co.in

Map of Location

The College location Map is available at <https://goo.gl/maps/FVisTcn73uJ2>

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 06.00 p.m. on all working days.

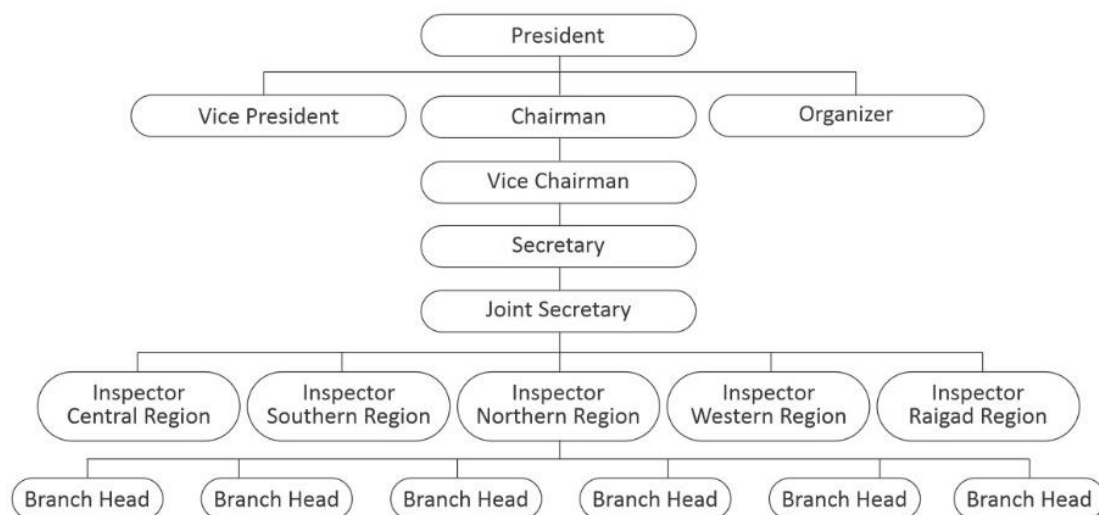
Holiday : on Sunday and Government Holidays

Organization and Administrative Machinery

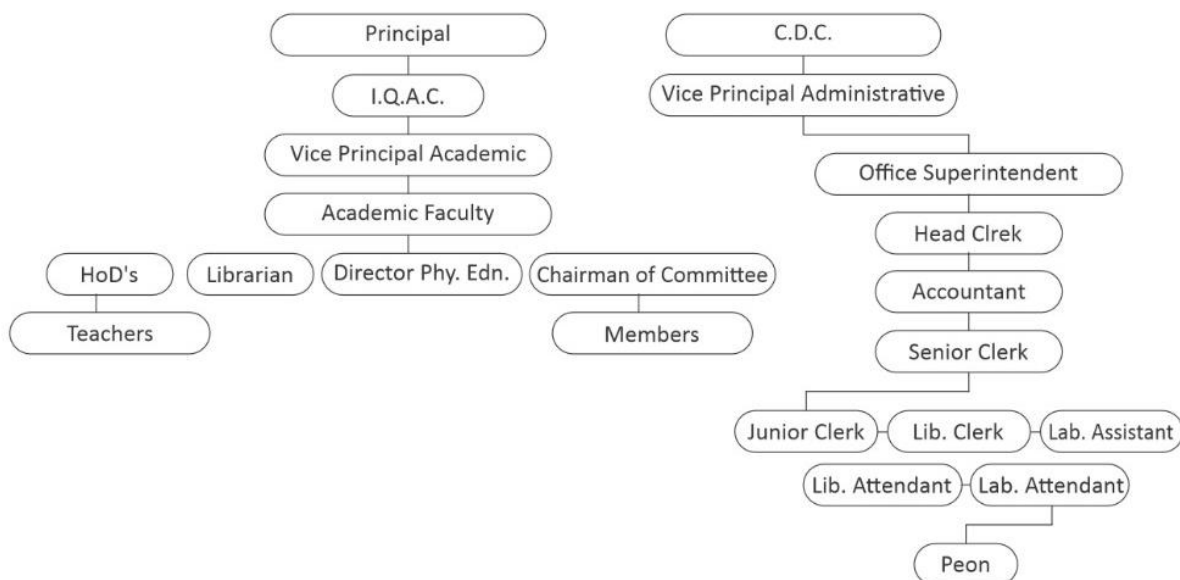
Organogram of the institution

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

RAYAT SHIKSHAN SANSTHA, SATARA ADMINISTRATIVE SETUP



COLLEGE ADMINISTRATIVE SETUP



Administrative Setup:

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.

Sr. No.	Name	Position
1	Hon. Jaysingrao Anandrao Phalke	Chairperson
2	Hon. Secretary Rayat Shikshan Sanstha, Satara	Member
3	Hon. Rohit Rajendra Pawar	Member
4	Hon. Ambadas Shankarao Pisal	Member
5	Hon. Rajendra Abasaheb Nimbalkar	Member
6	Hon. Bappaji Rambhau Dhande	Member
7	Dr. Sandeep Ramchandra Pai	Member
8	Dr. Pramod Babansingh Pardeshi	Member
9	Dr. Santosh Jabaji Lagad	Member
10	Dr. Madhuri R. Gulave	Member
11	Shri. Vilas Ankush Modhale	Member
12	Principal Dr. Sanjay Nagarkar	Member Secretary

Role:

- p) To Supervise the overall working in the college.
- ii) To approve the budget estimate and to sanction the required works and projects.
- iii) To take necessary measures to deal with the complaint if any
- iv) To monitor the administration and development of the staff, students and the college.
- v) To hold at least two meetings in a year
- vi) To maintain a register of minutes of the meetings.

Other Committees:**Academic Committees 2022-23**

Code	Name of Committee	Chairman	Members
A	Curricular, Co-curricular		
A 1	Attendance Committee	Prof.Pise A.S.	All Class Teachers Sr. & Jr. College
A 2	Teaching Plan <i>To look after the status of syllabi as per plan</i>	Dr. Thube S.G.	All HoD's
			Prof. V.P. Pund
			Prof. P.B. Pardeshi
			Prof. B.G. Yadav
A 3	English Speaking Course	Prof. Ghangale S.D.	Dr. A.U. Hipparkar
		Prof. R.D. Kale	Prof. A. S. Khandagle

	<i>To conduct Spoken English Courses for students and staff</i>	Co-ordinator	Prof. S.V.Chavhan Prof. K.O.Vasave
A 4	Continues Evaluation Committee (CEC)	Dr. A.B. Kadam	Prof. B.G. Yadav Dr. V.M. Nikale Dr. D.D. Shende
		Prof. M.M. Bhujbal	Prof. V.M. Arde Prof.V.J.Garud. Prof. G.V. Burate Prof. R.B. Salunke
A 5	P.G. Teaching Coordination <i>To Coordinate for smooth conduct of P.G. courses</i>	Mr. Kshirsagar S.R.	HoD's of respective P.G. Depts.
A 6	Remedial Coaching Committee <i>To Co-ordinate UGC's Remedial Teaching Scheme</i>	Dr.S.A. Kulkarni	Dr.A.U. Hipparkar Prof.B.G. Yadav Prof. A. H. Bhondave Dr. B.N. Devkate Prof. G.D. Rajguru
A 7	Advance Learner & Slow learner Scheme <i>To identify the learning levels of the students and enhance their learning efficiency</i>	Prof.Padavi M.A.	Dr.Kadam A.B. Prof.Shinde S.I. Prof.Toradmal A.B. Dr.Sonawane D.V. Prof. Aswale V.S.
A 8	Academic Research Committee <i>To promote the research activities and submit research projects</i>	Dr.M.S. Bhadane	Prof.S.D. Mhaske Dr. P.R. Gugale Prof.Mahanawar B.S. Dr. Nagane P.N. Prof. V.S. Asawale Dr. Mhaske A. S. Dr. Kapse V. S.
A 9	Staff Academy <i>To coordinate welfare activities and maintain healthy relationship</i>	Dr.P.N. Nagane	Dr. S.J. Lagad Prof.D.S. Kumbhar Dr. V.S. Kapase Prof.Kshirsagar S.R. Dr. Kadam A.B. Prof.Bhadane M.S.
A 10	Academic Calendar & Prospectus <i>To prepare prospects and academic calendar.</i>	Dr.P.A. Pawar	Prof.M.A. Padavi Prof.S.D. Mhaske Dr.A.P. Ingale Prof. B.G. Yadav Dr. D.D. Shende
A 11	Time-Table Committee <i>To plan the schedule of the classes</i>	Dr.K.D. Rodage	Dr.P.B.Pardeshi Prof.B.G. Yadav Dr.A.P. Ingale Prof.S.Y. Todmal Prof.R.B. Salunkhe
	<i>To coordinate the schedule of Jr. Sr. and P.G. Classes</i>		Shri. Khandagale M.R. Prof. M.M. Bhujbal Prof.A.B. Sayyad Prof.B.H. Gaware Prof.J.N. Khetmalis Prof.K.S. Bhosale
A 12	Administrative Calander	Dr.A.S. Mhaske	Shri. R.R. Jadhav Shri. B.V. Ghumare Shri. S.N. Shedale Prof.B.N. Kumbhar

B Extra Curricular Activities - I			
B 1	Cultural & Debating <i>To conduct various cocurricular and extra curricular activites</i>	Dr.P.B. Pardeshi	Dr. S. L Pawar
			Dr.B.S. Khilare
			Dr.Vasave K.O.
			Prof. S.V. Gaikwad
			Dr. B. M. Kale
			Prof. P. D. Khade
			Prof.S.S. Mhaske
			Prof.Mrs.R.R. Salve
			Prof. S. Y. Todmal
			Smt. M.J. Khetmalis
	Prof.V.J.Garud.		
B 2	Art Circle <i>To organise cultural programmes</i>	Dr.K.O. Vasave	Dr. M.R. Gulave
			Smt. M.J. Khetmalis
			Dr. A.H. Bhondave
			Prof. R.R. Salve
			Dr. B.M. Kale
			Student Representative
	Prof. R.D. Kale		
B 3	Educational Tours <i>To organise educational study tour for students</i>	Prof.S.V. Gaikwad	All HoD's
			Prof.V.S. Aswale
			Prof.V.P. Pund
			Dr.Devkate B.N.
			Prof.A.A. Shinde
			Dr.Pawar P.A.
	Prof.N.Dhawale (B.Voc)		
B 4	Gymkhana <i>To cunduct various sports activites.</i>	Dr.S.S. Bhujbal	All HoD's
		Prof.S.M. Dhande	Prof.V.J.Garud.
			Prof.P. P. Dhande
			Student Representative
B 5	Health & Hygiene <i>To aware the students for good helth and to provide medical facilities to the students.</i>	Dr.S.S. Bhujbal	Dr.B.S. Khilare
			Prof.S.M. Dhande
			Prof.M.J.Khetmalis
			Dr.A.B. Kadam
			Dr.P.N. Nagane
			Dr.P.A. Pawar
	Student Representative		
B 6	Library Committee	Prin. Dr.Sanjay Nagarkar	All Vice Principal & HoD
	<i>To plan for book purchase and maintain smooth conduct of library</i>	Prof.B.N. Kumbhar Co-ordinator	Prof.Yadav B.G.
			Dr.P.B. Pardeshi
			Dr.A.P. Ingale
			Dr.S.G. Thube
			Dr.S.R. Pai
			Dr.S.G. Thube
			Dr. M. R. Gulave
			Dr.A. S. Mhaske
			Prof.V.P.Pund
			Dr.D.D. Shende
			Dr.V.S. Kapase
			Dr.A.B. Kadam
			Dr.P.N. Nagane
Prof.R.B. Salunkhe			
Prof.G.V. Burte			

			Shri. R.R. Jadhav Student Council Secretary Member Student Representative
B 7	Science Association <i>To create scientific awareness in students</i>	Prof.S.R. Kshirsagar	Dr.A.S.Mhaske Dr. M.S. Bhadane Prof.V.R. Bhosale Prof.S.V. Gaikwad Prof.S.K. Suryawanshi Prof. N. K. Patil Student Representative
B 8	Commerce and Planning Association	Prof. B.G. Yadav	Dr.K.D. Rodage Prof.S.K.Suryanwanshi Prof.S.D. Mhaske Prof.V.P.Pund Prof.A.S. Mandalik Dr.A.H. Bhondave
B 9	Social Science Association	Dr.D.D. Shende	Dr.B.N. Devkate Dr.B.S. Khilare Prof. K.O.Vasave Prof.A.B.Toradmal
B 10	Language Association	Dr.A.U. Hipparkar	All Language Sr. College Staff Prof.S.D. Ghangale Prof.R.D. Kale Dr.B.S. Khilare Student Representantive
B 11	Skill Inhance Committee Short Term Courses <i>To conduct STC for student of various dept's.</i>	Dr.S.L. Pawar Coordinators: Science Dr. Kapse V. S. ; Arts Dr. M. R. Gulave ; Commerece Prof.S.K. Surywanshi Jr. Wing Avchar S.B.	Dr.P.N. Nagane Dr.P.A. Pawar MAJ.Dr. S.D.Chaudhari Prof.Anarase L.P. Prof.M.R. Khandagale Prof.A.B. Sayyed Prof.M.J. Khetmalis
B12	Vivek-Vahini	Dr.V.S. Kapase	Prof.V.M. Arade Prof.K.S. Bhosale Prof.S.R.Ithape Dr.A.H.Bhondave
B 13	Wallpaper <i>To edit and publish wallpaper biannually</i>	Prof.S.D. Ghangale Dr.B.M. Kale Co-ordinator	Prof.V.J.Garud Prof. R.R. Salave Prof.V.K. Pandit Prof.V.R. Bhosale Prof.P.S. Ingole Student Representantive
B 14	Magazine Committee	Prof.S.D. Ghangale	Dr.B.M. Kale Dr.A.U. Hipparkar Prof.B.G. Yadav Dr.P.B.Pardeshi Prof.S.A. Kulkarni Dr.B.S. Khilare Prof.G.V. Burte Prof.S.K.Surywanshi Prof.R.D.Kale Student Representantive

C	Stautory Committee		
C 1	Equal Opportunity Centre <i>To look after the welfare of Backward Class students</i>	Prof. Gondake S.P.	Hon.Tehashildar Karjat
			Dr. M.R. Gulave
			Dr.A.U. Hipparkar
			Prof. R.D.Dalvi
			Dr.Nikale V.M.
			Shri.R.R. Jadhav
			Shri.S.N. Shedale
C 2	Discipline <i>To maintain proper discipline in the campus</i>	Dr.S.S. Bhujbal Sr. College Prof.S.M. Dhande Jr. College	Student Representantive
			Heads of all departments
			Dr.P.B. Pardeshi
			Prof.P.P. Dhande
			Prof.V.M. Arade
			MAJ.Dr. S.D.Chaudhari
			Prof.M. J. Khetmalis
C 3	Grievances & Redressal Cell <i>To sort out grievences of students and staff.</i>	Dr.Smt.M.R. Gulave	Dr.S.L. Pawar
			Dr.B.S. Khilare
			Dr.K. O. Vasave
			Prof. S.I. Shinde
C 4	Internal Compliance Cell (Prevention of Sexual Harassment Committee) <i>To aware pupils to prohibit sexual harassment (if any)</i>	Dr.Smt.S.L. Pawar	Dr. M.R. Gulave
			Dr.B.S. Khilare
			Dr.P.A. Pawar
			Prof. M. J. Khetmalis
			Dr.B.M.Kale
			Prof.B.G. Yadav
C 5	Anti Ragging Committee	Dr.A.P. Ingale	All Vice-Principals
			Dr.M.R. Gulave
			Dr.S.S. Bhujbal
			Prof.S.S. Deshmukh
			Prof.S.M. Dhande
			Prof.P.P. Dhande
			Prof.V.M. Arade
			Prof.B.S. Maharnwar
			Prof.S.R. Kshirsagar
			Prof.P.B. Kale
			MAJ.Dr.S.D.Chaudhari
C 6	Examination Unfairmeans <i>To prohibit malpractices in exam.</i>	Dr.B.N. Devkate Prof.S.M. Dhande Jr. College	Dr.Bhujabal S.S.
			Dr.V.M.Nikale
			Dr.A.P. Ingale
			Prof.B.S. Maharnwar
			Dr. S. A. Kulkarni
			Prof.B.G. Yadav
			Dr.K.D. Rodage
			Shri.N.A. Pawar
			Prof.G.B.Godage
			Prof.S.S. Deshmukh
			Prof.V.M.Arade
			Prof.P.B. Kale
	Shri.P.P. Dhande		
	Prof.Khandagale M.R.		
D	Welfare & Extension activities Committee -		
D 1	Alumni Association	Dr.S.G. Thube	Dr.P.B. Pardeshi

			Prof.A.S. Pise Dr. S.S.Bhujabal Prof.A.B.Toradmal Dr. A. P. Ingale Prof. S.M. Dhande Prof.S.S.Deshmukh Prof.P.S.Ghalame Prof.A.R.Pardeshi Prof.P.P.Dhande Prof.G.V. Burute Prof.L.P. Anarase Prof.R.D.Kale Dr.Wadavakar D.S. Prof.A.A. Tandale Prof.Nalawade A.A. Prof.Bhosale V.S. Dr.P.R. Gulave Student Representantive
D 2	Staff Welfare Committee	Prof.A.S. Pise	Dr.S.S. Bhujbal Dr.B.S. Khilare Mr J.N.Khetmalis Prof.S.P. Gondake Prof.M.M. Bhujbal Shri.R.R. Jadhav
D 3	Parent-Teacher Association	Dr.Devkate B.S.	Dr.B.N. Devkate Prof.S.I. Shinde Prof.V.S. Asawale Prof. L.P.Anarase Student Representantive
	<i>To arrange meetings of parents to aware the students activities</i>		
	Teachers Gurdian Scheme Jr. College	Prof.P.S.Ghalme	Prof. M. R. Korade Prof.V.M. Arde Prof.B.N. Gaware Prof.K.S.Bhosale
A	Career Guidance		
DA 1	Career Guidance & Placement Cell	Prof.Kshirsagar S.R.	Prof.B.G.Yadav Dr.D.D. Shende Prof.Maharnwar B.S. Prof.D.S.Kunbhar Prof.R.B. Salunke Prof.L.P. Anarase Dr. A.H.Bhondave Student Representantive
	<i>To Guide the students for various competative examination and placement.</i>		
DA 2	Competative Exam Guidance Center	Dr.Rodage K.D. Chairman	Prof.R.D. Dalvi Dr.S.R. Pai Prof.Rajguru G.D. Prof.N.G. Thorat Prof.D.S. Kumbhar Prof.B.N. Kumbhar Prof.R.D. Kale
		Co-ordinator IBPS Prof.Gondake P.S. Co-ordinator MPSC	Prof.A.B. Toradmal Dr.A.H. Bhondave Prof.Mhaske S.D. Prof.Tandale A.A.
DA 3	Karmaveer Vidyaprabhodhini	Prof.V.G. Garud	Prof.K.O. Vasave Prof.S.P. Gondake Prof.K.S. Bhosale

	<i>To conduct various activities of probhodhini</i>		Prof.V.M.Arade Prof.P.S. Ghalme
DA 4	N.C.C. and Rayat Military Academy <i>To conduct pre-cadet training to students</i>	MAJ.Dr. S.D. Chaudhari	All Vice principals (Sr. & Jr. College)
DA 5	Soft skill Development	Prof.S.D. Ghangale	Dr.A.U. Hipparkar Dr.S.V. Kapase Dr.A.S. Mhaske Dr.S.L. Pawar Prof.R.D. Kale
DA 6	N.S.S. <i>To organize activities of NSS (SPPU)</i>	Dr.V.S. Kapase Dr.K.D. Rodage Prof.V.S. Bhosale <i>Programme Officers</i>	Dr.S.L. Pawar Dr.B.S. Khilare Dr.Kadam A.B. Dr.Kale B.M. Dr.P.A. Pawar Prof.M.A. Padavi Dr.S.J. Lagad
DA 7	Publicity <i>To publish various events in the newspapers</i>	Dr.B.M. Kale	Dr.S.R. Pai Prof.S.D. Ghangale Dr.P.B. Pardeshi Prof.B.N. Kumbhar Dr.A.S. Mhaske Prof.S.D. Mhaske Prof.K.S. Bhosale Prof.H.A. Khatmode Student Representantive
DA 8	Website Design & ICT <i>To update the college website from time to time</i>	Prof.D.S. Kumbhar Prof.R.B. Salunke Co-ordinator	Prof. B. N. Kumbhar Dr.S.R. Pai Prof. G. V. Burte Prof.L.P. Anarase Prof.V.S. Bhosale Dr.M.S. Bhadane Prof.M.S. Kapase
E	Quality Enhancement and Infrastructure		
E 1	General Administration	Prin.Dr. Sanjay Nagarkar	Dr.S.G. Thube Prof.B.G. Yadav Dr.P.B. Pardeshi Prof.M.R. Khandagale Prof.S.M. Dhande Prof.M.M. Bhujbal Shri. R.R. Jadhav
E 2	IQAC Committee <i>To choke out plan for QI and monitor (Quality Improvement)</i>	Dr.S.R. Pai	Prof.S.D. Ghangale Dr.A.S.Mhaske Dr.Hipparkar A.U. Dr.Bhadane M.S. Dr.P.N. Nagane Prof. B.N.Kumbhar Dr.S.G. Thube Dr.A.P. Ingale Dr.Gulave M.R. Prof.A.S. Pise Prof.V.S. Bhosale Student Representantive
E 3	Quality Improvement Programme	Dr.V.M. Nikale	Prof.B.G. Yadav

	<i>To coordinate the QIP of SPPU</i>		Prof. M.A. Padavi Dr.S.J. Lagad Dr.P.R. Gugale Dr.S.S. Bhujbal
E 4	Student Feedback	Dr.A.S. Mhaske	Prof.V.P. Pund
	<i>To take academic and overall feedback from students</i>		Prof.B.G. Yadav Dr.S.L. Pawar Prof.S.Y. Todmal Prof.G.V. Burute Prof.L.P. Anarase
E 5	Building & Infrastructure Committee	Dr.S.J. Lagad	Prof.B.G. Yadav
	<i>To look into progress of Building construction (if any)</i>		Dr.S.G. Thube Dr.Pardeshi P.B. Prof.V.M.Arade Prof.S.S. Dhande Shri.V.A. Modhale
E 6	College Development (Donation)	Prof.P.P. Dhande	Prof.B.G. Yadav
	<i>To collect donations from the society</i>		Prof.A.P. Ingale Dr.P.B. Pardeshi Prof.P.S. Ghalame Prof. S.M. Dhande Prof.V.M. Arde Prof.R.D. Dalvi Prof.S.S. Deshmukh Prof.K.S. Bhosale
E 7	Purchase Committee	Prof.B.G. Yadav	Prof.P.B. Pardeshi
			Dr.S.G. Thube Dr.S.J. Lagad Prof.R.D. Dalvi Shri. R.R. Jadhav
E 8	UGC	Prof.D.S. Kumbhar	Dr. S.R. Pai
	<i>To submit proposals to avail UGC grants (RUSA/DST FIST)/ DBT Star College / B.Voc / MoEF/ CSIR / AYUSH / ICMR, etc.)</i>		Dr.P.R. Gugale Dr.A.B. Kadam Dr.M.S. Bhadane Prof.S.I. Shinde Prof.B.N. Kumbhar Dr.S.S. Bhujbal Dr.S.J. Lagad Dr.D.S.Wadavkar Shri. V. A. Modhale
E 9	Audio-Visual	Dr.V.M. Nikale	Prof.R.B. Salunke
		Prof.G.V. Burute	Prof.A.S. Suryavanshi Prof.V.K. Pandit
		Co-ordinator	Prof. M.A. Padavi Shri. S. G. Shete Shri.A.S. Suryawanshi
E 10	Campus Beautification Development	Prof.R.D. Dalavi	HoD Botany
	<i>To maintain campus clean and beautiful</i>		Dr.V.S. Kapase Prof.D.S. Kumbhar Dr.S.S. Bhujbal MAJ.Dr. S.D.Chaudhari Prof.M.R. Korde Prof.A.B. Suryawanshi Shri.S.G. Shete Shri.V.R. Kaldate
E 11	Ladies Hostel		Dr.P.B. Pardeshi

	<i>To maintain discipline in hostels and welfare of students</i>	Dr.Khilare B.S. (Rector)	Prof.B.G. Yadav Dr.S.G. Thube Dr.P.N. Nagane Dr.P.A. Pawar Prof.M.J. Khetmalis Dr.A.B. Kadam
E12	Gents Hostel	Prof.Dalavi R.D.	Prof.S.M.Dhande Prof.J.N. Khetmalis Prof.P.P. Dhande Shri. V. A. Modhale Prof. B.P. Dhande Mej.Dr.S.D. Chuadhari Shri. S. G. Shete
E 13	Admission Committee	Dr.P.B. Pardeshi Chairman Prof.B.G. Yadav Co-ordinator Secretary	All Sr.College HoD Dr.S.G. Thube Dr.S.J. Lagad Prof.A.S. Pise Prof.S.M.Dhande Prof.P.B. Kale Prof.V.M. Arade Prof.A.B. Sayyed Prof.M.R. Khandagale Prof.M.M. Bhujbal Shri.G.B. Godge Shri.S.N. Shedale
F	Student Welfare Section		
F 1	Students Welfare Committee <i>To look after student's welfare</i>	Prof.S.I. Shinde	Dr. M.R. Gulave Dr.D.D. Shende Prof.V.M. Arade Dr.Sonawane D.V. Prof.P.S. Ingole Prof.R.D. Dalvi Student Representative
F 2	Earn & Learn Scheme	Prof. Maharnwar B.S.	Dr.S.S. Bhujbal Dr.V.S. Kapase Dr.D.S. Kumbhar Prof.S.I. Shinde Prof.R.D. Dalvi Prof.B.N. Kumbhar Mej.Dr.S.D. Chuadhari Shri.V.A. Modhale Student Representative
F 3	Environmental Awareness	Prof.Asawale V.S.	Prof.Gondake P.S. Dr.Wadawakar D.S. Prof.A.B. Toradmal Prof.S.K. Surywanshi Prof.Narute S.B. Prof.G.V. Burute Prof.Tandale A.A.
F 4	Extra Mural Activities <i>To arrange lectures of iminent fellows</i>	Dr.Kadam A.B.	Dr.D.S.Wadavkar Prof.R.R. Salave Prof. V. R. Bhosale Prof.S.D. Mhaske Prof. V.S. Aswale

F 5	R.T.I. Committee	Dr.P.B. Pardeshi	Prof.B.G. Yadav
			Dr.S.G. Thube
			Shri.R.R. Jadhav
			Shri.S.N. Shedale
F 6	Women Empowerment Committee <i>To organise programmes related to women empowerment</i>	Dr.M.R. Gulave	Dr.B.S. Khilare
			Dr.S.L. Pawar
			Prof.Khetmalis M.J.
			Prof.Khade P.D.
			Prof.Salave R.R.
F 7	Repair, Cleaning & Maintenance	Prof. V.M. Arade Chairman	Prof.B.G. Yadav
			Dr.S.S. Bhujbal
			Dr.S.G. Lagad
		Shri.R.R. Jadhav Secretary	Prof.B.N. Kumbar
			Prof.Dalavi R.D.
			Shri.V.R. Kaldate
			Shri.G.B. Godage
F 8	Entrepreneurship Development Cell	Prof.B.G. Yadav	Prof. S.R. Kshirsagar
			Prof.S.D.Salave
			Prof.G.V. Burute
			Prof.R.B. Salunke
			Prof.S.K. Suryawanshi
			Prof.S.S. Mhaske
G	NCC Committees		
	G1	MAJ.Dr. S. D. Choudhari	Dr. Sanjay Nagarkar
Dr. Pai S. R.			
Dr. D.D. Shende			
Dr. Ingale A. P			
G2	Scout Guideship	MAJ.Dr. S. D. Choudhari	MAJ.Dr. S. D. Choudhari
			Dr. S.G. Thube
			Dr. P.B. Pardeshi
			Prof. Yadav B. S.
			Dr. Pai S. R.
G3	NCC	MAJ.Dr. S. D. Choudhari	Dr. Lagad S. J
			Dr. S.R. Pai
G4	Para-military	MAJ.Dr. S. D. Choudhari	Dr. Sanjay Nagarkar
			All Vice principals of Jr. and Sr. College
			Dr. S. R. Pai
G5	Anti-Encroachment Committee	Prof.P.P. Dhande Chairman	Dr. Lagad S. J
			Prof.S.M. Dhande
			Prof.R.D. Dalvi
			Prof.B.P. Dhande
			Dr.S.S. Bhujbal
			Dr. P.B. Pardeshi
			Shri.V.R. Kaldate
Shri.G.B. Godage			

NOTE: The committee formed are for the year 2022-23

Grievance Redressal:

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

- **ANTI - RAGGING COMMITTEE**
- **GRIEVANCE REDRESSAL COMMITTEE.**

Grievance Redressal Procedure:

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

Section 4 (1) (b) (ii) / Manual - 2:**Powers and Duties of Officers and Employees**

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

Sr. No.	Designation	Functions
1.	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administrate daily teaching activity, academic as well as administrative routine.
2.	Lecturer	To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. . To work in various administrative committees and to submit report to the Principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling.
3.	Librarian	To look after all work administration in library. Issue and return of book journals, periodicals to staff and students. To maintain online software and online repository. To maintain and update accession register and other registers in library and study room. To supervise working of library attendants To maintain book bank and administer scholar card scheme for students. To supervise overall administration in the library.
4.	Office Superintendent and Head Clerk	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To maintain and update Cash book, ledger, paybook, muster book, Audited

		<p>statement, Assessment Report, Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.</p> <p>To prepare and submit various utilizations 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 directions of the principal.</p>
5.	Senior 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 directions Principal & 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 & Bonafide certificates, marklist, exam forms etc.,</p> <p>Page 14 of 32</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>To prepare and submit concession proposals, scholarship/freeship/EBC/exservice man/ sst/ptc, changes in staff proposals, teaching & non-teaching approval etc.,</p> <p>To maintain roll call and internal and university exam record.</p> <p>To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal.</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>
7.	Library Attendant	<p>To issue & return books in the library as per directions of librarian.</p> <p>To issue I-card, barrow 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 & office work.</p> <p>To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting.</p> <p>To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.</p> <p>To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.</p> <p>To work as per the directions of Principal and Head Clerk.</p>

- 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 Savitribai Phule Pune University, Pune, 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, 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.dpcollege.in
- www.rayatshikshan.edu
- www.erayat.org
- www.unipune.ac.in
- www.mahaeschol.maharashtra.gov.in
- www.ugc.ac.in
- www.jdhekop.org
- www.naac.gov.in
- www.dhepune.gov.in

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

Official documents and their availability

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

Sr. No.	Person with whom information is available	Documents
1.	Teacher	Student attendance, tutorial, academic diary, internal examination record
2.	O.S. and 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	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals
4.	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships
5.	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

Following documents are available in the college office

- ✓ The college Timetable
- ✓ Examination Schedules
- ✓ Scholarship Notices
- ✓ Admission Forms
- ✓ Administrative Notices
- ✓ Students Records (General Register)
- ✓ Students, Internal Assessment Records
- ✓ Examination results
- ✓ The College prospectus
- ✓ Staff information and College directory (Muster, Service Books and Personal files)

- ✓ Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
- ✓ Composition and proceedings of various Committees

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

Mode of public participation

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meeting, Alumni meeting, 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 organises 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:

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

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.

Table showing Faculty details

Senior college Teachers (Alphabetically arranged)

Sr. No.	Name of the Full-time teacher	Date of appointment	Nature of appointment	Name of the Department
1.	Dr. Bhadane Mahesh Sakharam	06-01-2020	Permanent	Physics
2.	Dr. Bhujabal Santosh Savaleram	09-09-2010	Permanent	Physical Science
3.	Dr. Hipparkar Anand Uddav	12-01-2000	Permanent	English
4.	Dr. Ingale Ajit Popat	22-07-2009	Permanent	Chemistry
5.	Dr. Jadhav Madhuri Sambhaji	11-02-2000	Permanent	Geography
6.	Dr. Kadam Asha Bhausaheb	06-01-2020	Permanent	Botany
7.	Dr. Kapase Valmik Shamrao	27-09-2008	Permanent	Chemistry
8.	Dr. Khilare Baby Shrimant	06-01-2020	Permanent	Hindi
9.	Dr. Kulkarni Sangita Abhijit	19-11-1991	Permanent	Botany
10.	Dr. Lagad Santosh Jabaji	01-03-2010	Permanent	Geography
11.	Dr. Mhaske Ashok Sahebrao	01-02-2013	Permanent	Mathematics
12.	Dr. Nagane Pratishtha Nitin	06-01-2020	Permanent	Botany
13.	Dr. Nagrkar Sanjay Pandurang	05-01-2000	Permanent	Marathi
14.	Dr. Nikale Vasant Muralidhar	17-01-1991	Permanent	Physics
15.	Dr. Pai Sandeep Ramchandra	06-01-2020	Permanent	Botany
16.	Dr. Pardeshi Pramod Babansing	14-09-2010	Permanent	Hindi
17.	Dr. Patil Mahendra Asaram	29-08-1988	Permanent	Physics
18.	Dr. Patil Swapna Sachin	06-01-2020	Permanent	Zoology
19.	Dr. Pawar Pratima Ashok	06-01-2020	Permanent	Zoology
20.	Dr. Pawar Suman Laxman	01-09-1991	Permanent	Zoology
21.	Dr. Rodage Kailas Dadasaheb	06-01-2020	Permanent	Economics
22.	Dr. Shende Dattatray Dadasaheb	09-09-2010	Permanent	Politics
23.	Dr. Thube Sajay Gajaba	20-06-1989	Permanent	Physics
24.	Mr. Asawale Vitthal Saraji	06-01-2020	Permanent	Geography
25.	Mr. Gondake Sandip Pandurang	06-01-2020	Permanent	Chemistry
26.	Mr. Kshirsagar Santosh Ramchandra	06-01-2020	Permanent	Chemistry
27.	Mr. Kumbhar Baban Namdev	01-02-2013	Permanent	Library Science
28.	Mr. Kumbhar Digvijay Shripati	01-02-2013	Permanent	Zoology
29.	Mr. Maharnawar Balbhim Sahebrao	06-01-2020	Permanent	Physics
30.	Mr. More Bhaskar Nivruti	01-06-1993	Permanent	Marathi
31.	Mr. Pise Ashok Sampat	01-02-2000	Permanent	Chemistry
32.	Mr. Pund Vandas Pandurang	01-10-1992	Permanent	Economics
33.	Mr. Shinde Sagar Indrajit	06-01-2020	Permanent	Chemistry
34.	Mr. Vasave Kirta Omadya	06-01-2020	Permanent	English
35.	Ms. Gaikwad Suvarna Venkat	06-01-2020	Permanent	Botany
36.	Dr. Deokate Balasaheb Nanasaheb	02-07-2000	Permanent	History
37.	Mr. Yadav Bhagwat Ganpat	01-04-2001	Permanent	Commerce
38.	Dr. Bhondawe Angad Haribhau	04-07-2015	Temporary	Economics
39.	Dr. Ms Kale Bharati Machhindra	09-09-2014	Temporary	Marathi
40.	Dr. Sonavane Digvijay Vitthal	01-07-2020	Temporary	Chemistry
41.	Dr. Wadavkar Dadasaheb Shivaji	15-06-2009	Temporary	Botany
42.	Mr. Anarse Lalasaheb Popat	01-08-2012	Temporary	Computer Science
43.	Mr. Bhailume Haresh Panditrao	22-09-2021	Temporary	History
44.	Mr. Burate Ganesh Vishnu	16-08-2011	Temporary	Computer Science
45.	Mr. Gangarde M. Vitthalrao	22-07-2015	Temporary	English

46.	Mr. Ingavale Pravin Shrirang	01-07-2020	Temporary	Chemistry
47.	Mr. Jagtap Chetan Laxman	22-09-2021	Temporary	Botany
48.	Mr. Jawane Akshay P	01-07-2020	Temporary	BCA
49.	Mr. Kale Nitin Amrut	22-09-2021	Temporary	Physics
50.	Mr. Kale Ramkrushna Dyandev	25-01-2014	Temporary	English
51.	Mr. Mandalik Akshyay Shantilal	01-07-2020	Temporary	BCA
52.	Mr. Mhaske Sujit Sabhaji	22-09-2021	Temporary	Physics
53.	Mr. Mhaske Swapnil Dilip	08-01-2017	Temporary	Commerce
54.	Mr. Nalavade Amit Ankush	01-07-2019	Temporary	Mathematics
55.	Mr. Narute Sunil Bhagwat	15-01-2022	Temporary	Geography
56.	Mr. Pandit Vishal Kashinath	01-07-2019	Temporary	Physics
57.	Mr. Pansare Tushar Digamber	22-09-2021	Temporary	Botany
58.	Mr. Pardeshi Amol Rajendrasing	01-07-2020	Temporary	Physics
59.	Mr. Patil Naresh Krushnaji	01-07-2019	Temporary	Botany
60.	Mr. Patil Shripad Mukundrao	22-09-2021	Temporary	Chemistry
61.	Mr. Rajguru Goutam Dhanaji	01-07-2020	Temporary	History
62.	Mr. Salunkhe Ravindra Balasaheb	18-06-2012	Temporary	BCA
63.	Mr. Shinde Akshay Abasaheb	01-07-2020	Temporary	Mathematics (BCS)
64.	Mr. Shinde Sadashiv Raghu	22-09-2021	Temporary	Marathi
65.	Mr. Suryawanshi Sharad Kantilal	22-07-2013	Temporary	Commerce
66.	Mr. Suryawansshi Ganesh Dhanaji	01-07-2020	Temporary	Chemistry
67.	Mr. Tandale Amol Ashok	15-01-2022	Temporary	Geography
68.	Mr. Toradmal Agastirishi Bharat	28-11-2013	Temporary	Geography
69.	Mr. Waghmare Sagar Gorakh	01-07-2020	Temporary	Mathematics
70.	Ms. Shaikh Maviyaz Imran	22-09-2021	Temporary	Zoology
71.	Ms. Bedre Ashvini Vasant	19-06-2018	Temporary	Zoology
72.	Ms. Bhosale Durga Balbhim	01-07-2020	Temporary	Economics
73.	Ms. Chavan Sarika Vilas	15-01-2022	Temporary	English
74.	Ms. Gawade Supriya Rajendra	15-01-2022	Temporary	Botany
75.	Ms. Ghodake Poonam C	22-09-2021	Temporary	Politics
76.	Ms. Ghumare Ashwini Bhaskar	15-01-2022	Temporary	Chemistry
77.	Ms. Jagtap Rutuja Ramesh	15-01-2022	Temporary	Chemistry
78.	Ms. Kaldate Nisha Vijay	15-01-2022	Temporary	Chemistry
79.	Ms. Khade Pragati Dyaneshwar	01-07-2020	Temporary	BCA
80.	Ms. Kulkarni Trupti Chandrashekhar	01-07-2019	Temporary	Zoology
81.	Ms. Nimbore Trupti Pralhad	22-09-2021	Temporary	Computer Science
82.	Ms. Pansare Madhuri Subhash	15-01-2022	Temporary	Chemistry
83.	Ms. Salave Rohini Ramchandra	22-07-2015	Temporary	Hindi
84.	Ms. Salve Sai Dilip	01-10-2018	Temporary	B.Voc
85.	Ms. Shelake Chaya Ashok	07-01-2016	Temporary	BCA
86.	Ms. Shete Dipali Vishwanath	22-09-2021	Temporary	Zoology
87.	Ms. Shinde Amruta Govardhan	15-01-2022	Temporary	Physics
88.	Ms. Todamal Shilpa Yashwant	14-06-2014	Temporary	Computer Science
89.	Ms. Waykar Supriya Arun	22-09-2021	Temporary	Zoology

Junior Teaching Staff

Arts:

Sr.No.	Name	Date of Joining	Nature of Appointment	Subject
1.	Ms. Khetmali M.J.	16-08-2010	Permanent	Marathi
2.	Mr. Garud V.J.	16-08-2010	Permanent	Marathi
3.	Mr. Bhosale K.S.	07-10-2008	Permanent	Hindi
4.	Mr. Mande B.T.	01-02-2020	Permanent	Hindi
5.	Mr. Korade S.R.	29-10-2012	Permanent	English
6.	Mr. Khandagale A.S.	29-10-2012	Permanent	English
7.	Mr. Dhande B.P.	21-10-2011	Permanent	History
8.	Mr. Kale P.B.	10-08-2002	Permanent	Geography
9.	Mr. Gaware B.N.	14-07-2009	Permanent	Geography
10.	Mr. Aarde V.M.	07-10-2008	Permanent	Economics
11.	Mr. Shinde M.D.		Temporary	Economics/Cooperation

12.	Major Dr. Choudhari S.D.	01-07-1998	Permanent	Protection
13.	Mr. Ghalme P.B.	04-11-2022	Temporary	Political Science
14.	Ms. Ugale P.S.	05-01-2022	Temporary	Education
15.	Mr. Dhande S.M.	21-10-2005	Permanent	Physical Education
16.	Mr. Shinde R.S.	21-12-2021	Temporary	Environment

Commerce:

Sr.No.	Name	Date of Joining	Nature of Appointment	Subject
1	Mr. Garud V.J.	16-08-2010	Permanent	Marathi
2	Bhosale K. S.	07-10-2008	Permanent	Hindi
3	Mr. Korade S.R.	29-10-2012	Permanent	English
4	Mr. Khandagale A.S.	29-10-2012	Permanent	English
5	Mr. Sayyad A.B.	10-12-2010	Permanent	Accountancy / SP
6	Mr. Aavchar S.B.	15-09-2016	Temporary	O.C./Cooperation
7	Mr. Aarde V.M.	07-10-2008	Permanent	Economics
8	Mr. Kale P.B.	10-08-2002	Permanent	Geography
9	Mr. Dhande S.M.	21-10-2005	Permanent	Physical Education
10	Mr. Shinde R.S.	21-12-2021	Temporary	Environment

Science:

Sr.No.	Name	Date of Joining	Nature of Appointment	Subject
1	Mr. Khandagale M.R.	16-09-1995	Permanent	Physics
2	Mr. Khetmali J.N.	01-10-2003	Permanent	Physics
3	Mr. Kale N.D.	02-07-2015	Permanent	Physics
4	Ms. Patil U.M.	01-06-2016	Temporary	Physics
5	Ms. Patil S.V.	26-07-2016	Temporary	Physics
6	Mr. Ithape S.R.	26-06-2017	Temporary	Physics
7	Mr. Varkad A.K.	17-07-2017	Temporary	Physics
8	Mr. Bhandvalkar K.A.	01-02-2020	Temporary	Physics
9	Mr. Deshmukh S.S.	08-11-1995	Permanent	Chemistry
10	Ms. Yadav A.P.	29-10-2012	Permanent	Chemistry
11	Mr. Shinde A.P.	01-07-2009	Temporary	Chemistry
12	Ms. Tamboli A.R.	01-07-2012	Temporary	Chemistry
13	Ms. Gaikwad J.B.	01-06-2016	Temporary	Chemistry
14	Ms. Baykar K.A.	30-11-2017	Temporary	Chemistry
15	Ms. Kakade P.P.	01-02-2021	Temporary	Chemistry
16	Mr. Rakshe S.B.	10-12-1997	Permanent	Biology
17	Ms. Nikat S.M.	17-07-2007	Permanent	Biology
18	Ms. Pawar S.P.	01-04-2007	Temporary	Biology
19	Mr. Shinde P.S.	01-07-2016	Temporary	Biology
20	Mr. Sudrik T.C.	01-07-2016	Temporary	Biology
21	Mr. Shaikh T.N.	01-07-2018	Temporary	Biology
22	Mr. Toradmal S.P.	01-02-2020	Temporary	Biology
23	Mr. Ghalme P.S.	01-09-2010	Permanent	Mathematics
24	Mr. Ladhane D.D.	21-11-2011	Temporary	Mathematics
25	Ms. Mengade U.K.	01-07-2016	Temporary	Mathematics
26	Mr. Dupade N.B.	22-10-2011	Permanent	Animal Science
27	Mr. Shelar S.S.	01-07-2015	Temporary	Animal Science
28	Ms. Khetmali M.J.	16-08-2010	Permanent	Marathi
29	Mr. Khatmode H.A.	19-09-2011	Temporary	Marathi
30	Ms. Deshmukh S.S.	11-07-2006	Temporary	Hindi
31	Mr. Patil S.D.	02-12-2009	Temporary	English
32	Ms. Shelke N.S.	01-07-2016	Temporary	English
33	Mr. Khamkar S.R.	02-07-2019	Temporary	Electronics
34	Mr. Shinde R. S.	21-12-2021	Temporary	Environment

Non-Teaching Staff

Sr.No.	Name of Employee	Joining Date	Designation
1	Mr. Jadhav Ramesh Ramchandra	06-03-1992	Office Superintendent
2	Mr. Modhale Vilas Ankush	04-08-1987	Senior Clerk
3	Mr. Ghumare Bhaskar Vithoba	01-09-1988	Junior Clerk
4	Mr. Pawar Nagnath Ashok	09-03-1992	Junior Clerk
5	Mr. Gangarde Anil Ajinath	05-03-1992	Library Clerk
6	Mr. Kalokhe Rajendra Bapusaheb	05-03-1992	Laboratory Assistant
7	Mr. Kaldate Vijaykumar Raosaheb	05-03-1992	Laboratory Assistant
8	Mr. Khedkar Dhanjay Devarao	05-08-1986	Laboratory Attendant
9	Mr. Godage Gorkshanath Babasaheb	05-03-1992	Laboratory Attendant
10	Mr. Shete Sunil Gabaji	05-03-1992	Laboratory Attendant
11	Mr. Surywanshi Ambadas S	05-03-1992	Laboratory Attendant
12	Mr. Jadhav Baban Sahebrao	05-03-1992	Laboratory Attendant
13	Mr. Hulgunde Macchindra Vishwanath	18-03-1993	Laboratory Attendant
14	Mr. Bhalke Rajaram Jagannath	01-04-1990	Library Attendant
15	Mr. Avhad Sahebaro Bapurao	16-03-1993	Laboratory Attendant
16	Mr. Bolage Shivaji Rajaram	16-07-2005	Library Attendant
17	Mr. Vyavahare Sujay Sadashiv	10-01-2014	Laboratory Attendant
18	Mr. Binwade Rahul Abasaheb	16-01-2014	Library Attendant
19	Mr. Karanjkar Anil Balkrishna	05-03-1992	Peon
20	Mr. Kadam Govind Balbhim	10-01-2014	Peon
21	Mr. Shinde Yogesh Sakharam	20-10-2021	Peon



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, S.P.P.U., Pune and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

Form with handwritten details of an employee, including name, address, and salary information. Includes a stamp and signature.

Table titled 'DADA PATIL MAHAVIDYALAYA, KARJAT DIST AHMEDNAGAR' showing employee details and salary components. Columns include Name of the Employee, Designation, Pay Scale, and various salary components like Basic Pay, DA, HRA, etc.

Table showing employee details and salary components for a group of staff. Columns include Name of the Employee, Designation, Pay Scale, and various salary components.

Table showing employee details and salary components for a group of staff. Columns include Name of the Employee, Designation, Pay Scale, and various salary components.

Table showing employee details and salary components for a group of staff. Columns include Name of the Employee, Designation, Pay Scale, and various salary components.

Table showing employee details and salary components for a group of staff. Columns include Name of the Employee, Designation, Pay Scale, and various salary components.

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)
- Scholarships (As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)

Section 4 (1) (b) (xiii) / Manual - 13:**Concessions granted by the College**

- Reservation policies of Government of India in principle as approved by the Savitribai Phule Pune University, Pune is followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.

Section 4 (1) (b) (xiv) / Manual - 14:**Information available in electronic form**

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

Section 4 (1) (b) (xv) / Manual - 15:**Means, methods and facilities available to citizens for obtaining information**

- Unrestricted Access to Website.
- Citizens may seek the information in the Officer of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
- Library Timing : From 09.00 a.m. to 05.00 p.m. on all working days.
- Weekly Holiday will be on Sunday.

Section 4 (1) (b) (xvi) / Manual - 16**Public Information Officer****Shri Jadhav R. R,**

Office Superintendent, Dada Patil Mahavidyalaya, Karjat

Mobile: 8600199975, Email: dpcollege@yahoo.co.in

Appellate Authority

Dr. S. P. Nagarkar

Principal (I/c), Dada Patil Mahavidyalaya, Karjat

Mobile: 9422727744, Email: dpcollege@yahoo.co.in

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

Other Useful Information-

- NAAC ACCREDITED WITH 'A' GRADE (3.07 CGPA) (2017-22)
- Best College Award by Savitribai Phule Pune University (2004-05)
- Rayat Mauli Puraskar 2005-06
- DST-FIST Sponsored College
- Majhi Vasundhara award for water management and cleanliness
- ISO 9001:2015 Certified (2021-22)
- Green Audited
- Environment Audited
- Energy Audited

For more updates and notifications kindly visit College Website www.dpcollege.in

