

Rayat Shikshan Sanstha's
ChandraroopDakle Jain College of Commerce, Shrirampur.
Dist-Ahmednagr.

Code of Conduct Committee

Sr.No	Name of Committee Member	
1	Principal Dr.Bhor L.D	Chairman
2	Dr.Kalamkar R.P	HoD,Commerce Dept.
3	Mr.Chandratre Y.V	HoD, BBA (CA) Dept.
3	Mr.More V.M	IQAC Co-coordinator
4	Dr.SayyadS.D	HoD , Economics Dept
5	Mr.NagpreV.B	Member
6	Mr.KulkarniS.V	Member
7	Mr.Bhingardive R.D	Office Superintendent



Principal
C.D. Jain College of Commerce,
Shrirampur.



Rayat Shikshan sanstha's

Chandraroop Dakle Jain College of Commerce, Shrirampur.

Year: - 2020-21

Date 18/06/2020

Time: 11:00 AM

Internal Quality Assurance Cell

Minutes of the Meeting

Mr. More V. M (IQAC Co - ordinator) welcomed all the members of the Committee and explained the importance of IQAC's decisions in the enhancing the quality education. The meeting highlighted the contribution of IQAC towards quality enhancement and the outcome achieved by the end of the academic year.

All the members of the meeting were actively involved in the decision and plan of action. Members and head of the commerce department discussed on how to improve the quality in terms of academic, research and outcome base activities.

The following suggestion are proposed

- To conduct online lecture.
- Use of PPT and Power point presentation in online lecture.
- Faculty members are informed to put emphasis on publication and presentation of quality research work / articles in reputed journals such as Scopus indexed / UGC care listed indexed journals.
- Use of Google meet application for online lecture
- Create lecture video and upload on college you tube channel
- Organized online seminar and webinar .



Principal

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Rayat Shikshan sanstha's
Chandraroop Dakle Jain College of Commerce, Shirrampur.

Year: - 2020-21

Date 09/01/2021

Time: 10:30 AM

Internal Quality Assurance Cell

Minutes of the Meeting

Mr. More V.M (IQAC Co - ordinator) welcomed all the members of the Committee and explained the importance of IQAC's decisions in the enhancing the quality education. The meeting highlighted the contribution of IQAC towards quality enhancement and the outcome achieved by the end of the academic year.

The roll of the IQAC in enhancing the quality academic programme by various teaching, learning and evaluation methods

All the members of the meeting were actively involved in the decision and plan of action. Members and head of the commerce department discussed on how to improve the quality in terms of academic, research and outcome base activities.

The following suggestion are proposed

- To conduct internal exam on online mode.
- ICT facilities were created and being utilized effectively.
- Faculty members are informed to put emphasis on publication and presentation of quality research work / articles in reputed journals such as Scopus indexed / UGC care listed indexed journals.
- Create lecture video and upload on college you tube channel
- Organized online seminar and webinar.
- Faculty members were advised to undertake major and minor research project.
- Faculty members are advised to sign MOU's for academic and research colabration.



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‘Education through Self-help is our Motto’



Rayat Shikshan Sanstha's
Chandraroop Dakle Jain College of Commerce,
Shrirampur, Dist. Ahmednagar

Code of Conduct

Under section 87 of the Poona University Act 1994 following rules regarding discipline and good conduct are framed:

1. Every student, during term of the course, shall be under disciplinary jurisdiction of the Competent Authority which shall take appropriate action, in case of indiscipline misconduct on part of the student.
The ordinance came in to force w.e.f. 20th may, 1988.
2. Definitions: in this Ordinance unless the context otherwise requires.
 - I. ‘Student’ means and includes a person who is enrolled as such by the University, Affiliated College or Recognized Institutions for receiving instructions and or qualifying for any degree or Diploma or Certificates of the University.
Note: This includes External Students also.
 - II. ‘Institution’ means and includes University / affiliated College / Recognized Institutions, as the case may inclusive of campus, Hostels, Playgrounds, Laboratory, Libraries, Gymnasium thereof.
 - III. ‘Competent Authority’ for the purpose of the ordinance means and includes head of the teaching department of the University, Principal of the Affiliated College; Head of the recognized Institutions of the concerned students as such other persons, vested with the authority by Vice-Chancellor for external students. Provided in respect of mis-conduct regarding University examination, Executive council shall only be Competent authority.
3. Obligations of the students: Every student shall all times,
 - I. Conduct himself properly,
 - II. Maintain proper behaviour,
 - III. Observe strict discipline both within the campus of the Institution, Hostel and also outside in buses, trains or at public places, picnic, Educational trips, or at playgrounds.
 - IV. Ensure that no act of this consciously or unconsciously brings the institutions or any establishment or authority connected with into disrepute.
 - V. Shall not lodge any complaint or make any presentation regarding any matter connected with institution to the press or other outside institution/ agency etc. without forwarding the same through the head of the concerned institution.

4. Any act of student which is contrary to the provisions of clause shall constitute misconduct and/or indiscipline, which term shall mean, and include, among others any one or more of the acts jointly or severally, mentioned herein after, namely:
 - I. Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the institution.
 - II. Habitual un-punctuality in attending lecture's, practical's, tutorial's, and other courses as may be prescribed.
 - III. Repeated absence from lectures, tutorials, practical's and other courses as prescribed.
 - IV. Canvassing for or accepting contribution or otherwise as sociating himself with raising of any fund or any collections in cash or in kind in pursuance of any object what so ever without the previous sanction of the Competent Authority.
 - V. Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hire by the institution, without prior permission from the Competent Authority.
 - VI. Permitting or conniving with any person not authority any hostel room, residential quarter or any accommodation or any part thereof the institution.
 - VII. Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts of information.
 - VIII. Obstruction to any student or group of students in his or their legitimate activities as such, whether in the classroom, laboratories, fields, playgrounds, gymnasium or places o social and cultural activity within the campus of the institution.
 - IX. Suppressing material information or supply of false information to the institution for seeking any privilege.
 - X. Possessing or using any fire arms lethal weapons, explosive-dangerous or corrosive substance on the premises of the institution.
 - XI. Possessing or consuming any student in institution or outside thereof.
 - XII. Ragging, bullying or harassing any student in institution or outside thereof.
 - XIII. Including in any acts as would cause annoyance, embarrassment to any other student, or member of the authority of the institution, to staff member or any member of the family of the staff.
 - XIV. Including in any act of violence, assault, intimidation or threatening in the institution or Hostels or outside that of
 - XV. Destroying or attempting to destroy or tamper with any official record or document of the institution.
 - XVI. Conduct, unbecoming of the student, at any meeting or special functions or sports and cultural activities arranged by the institution or any other public place.
 - XVII. Stealing or damaging any farm produce or any property belonging to the institution, staff member of the institution or any other student.
 - XVIII. Instigating violence or participating in any violent demonstration or violent agitation or violent strike in the institution.
 - XIX. Instigating violence or participating in any gherao of any official or staff member Of the institution.

- XX. Violation of any of the Rules and Regulations of the Institution or orders of the Competent Authority.
 - XXI. Gambling in any form in the Institution.
 - XXII. Disorderly behavior in any form or any act specifically forbidden by the Competent Authority.
 - XXIII. Refusal to appear to give evidence before enquiry officer appointed by the competent authority with respect to a charge against him.
 - XXIV. Any act violating any provision of the Poona University Act. 1974 statutes, ordinances, rules made thereunder.
 - XXV. Conviction in the court of law for criminal offence, involving moral turpitude.
 - XXVI. Any other act not specifically mentioned here to before which whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and / or discipline.
5. The competent authority may impose any one or more of the following punishments on the students found guilty of misconduct, indiscipline, in proportion thereof:
- I. Warning/ Censure/ Reprimand.
 - II. Fine not exceeding Rs. 300/-
 - III. Cancellation of the scholarship/ award/ prize/ medal, awarded to the student by the concerned institution, with prospective effects.
 - IV. Expulsion from the concerned institution.
 - V. Debarring from admission to a course or course of study in the concerned institution. Debarring from appearing for examination or examinations, conducted by the institution concerned, for a specific period, not exceeding five years.
 - VI. Cancellation of the result of the student concerned in the examination of the concerned institution, in which he has appeared.
 - VII. Rustication from the institution.
6. If the competent authority is satisfied that there is Prima facie case for inflicting penalties, mentioned clause No. 5, it may itself or through other person/ persons, authorized by it, for this purpose, shall make enquiry, in following manner.
- I. Due notice in writing shall be given to the student concerned about his alleged act of misconduct/ indiscipline.
 - II. Student charge shall be required within 15 days of the notice to submit his written representation about such charge.
 - III. If the student fails to submit his written representation within specified time limit. The enquiry may be held ex parte.
 - IV. If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
 - V. If the student, desires to see the relevant documents, such of the documents, are being taken into consideration or are to be relied upon for purpose of proving the charge or

charges, may at the discretion of the Enquiry Authority, be shown to him after the notice as provided in sub-clause (I) above is furnished to him.

- VI. The student charged shall be required to produce documents if any in support of his defense. The enquiry authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.
- VII. Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority.
- VIII. Enquiry Authority shall record findings on each implication of misconduct or indiscipline and the reason for such findings and submit the project along with proceeding to the Competent Authority.
- IX. The competent authority on the basis of findings, shall pass such orders as it deems fit.

Provided procedures prescribe above need not be followed and all or any of its provisions may be in the following circumstances:

- I. When the student charged admits the charges in writing
- I. When the student charged admits the charges in writing.
- II. When the order of punishment is to be based on facts which have led to the conviction of the student charged, for the offence involving moral turpitude.
- III. When the student charged has ascended or for any other reason is impractical to communicate with him.
- IV. If in the opinion of the competent authority a punishment or fine not exceeding Rs. 50/- Reprimand Censure. Warning is sufficient.

If the punishment of rustication is imposed on a student by principal of the College/ Head of the institution/ Head of the Teaching Department of such other person in whom the authority is vested by the Vice-Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice-Chancellor or if the punishment is imposed by the Vice-chancellor, student shall be entitled to prefer an appeal to the Executive Council of the University within thirty days of the receipt of the notice of the student.

In respect of such student, Head of the Institution shall maintain record of the punishment.

The institution shall, on each occasion of any punishment being imposed on any students intimate to Chancellor to be sent under a Certificate of Posting, the fact of such imposition to the parent or guardian to the student on the address available in the college records.

A copy of these rules shall be supplied to each student at the time of his admission to the institution and a receipt for the same shall be obtained from the student. This receipt shall from a part of record of admission to the student.

If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to the concerned foreign embassy and department of external affairs.

Other disciplinary Rules-

- 1) Students should note that the Annual Social Gathering is not held in the College.
- 2) Following rules should be strictly adhered to regarding the use of cell phones-
 - a) Cells should be switched off in the classrooms; reading hall and library.
 - b) Cells should be switched to silent mode in the college premises and cell photography, F.M., and playing music is prohibited.
 - c) Cell Phones are strictly prohibited in the examination hall.
 - d) The students should always carry their ID cards with them.
 - e) The students will have to pay for vehicle parking decided by the college authority.

Attendance of following functions is compulsory for all students

- Independence Day.
- Republic day.
- Birth and Death Anniversary of great Indian personalities
- Gandhi Sanskar Pariksha (Gandh Research Foundation Jalgaon)
- Karmaveer Vidnya Prabodhani Examination
- Short- Term Course



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Anti-Ragging Notice

- The college has an anti-ragging cell to prohibit ragging into the institution.
- **Maharashtra Prohibition of Ragging Act 1999**
- Ragging within or outside of any educational institution is prohibited. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to two years and / or penalty which may extend to ten thousand rupees.
- Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from date of order of such dismissal.
- students fill-up anti ranging forms on Government anti-ranging portal
http://www.antiragging.in/Site/Affidavits_Registration.aspx

Rules for Parking

- Students should park their vehicles in parking lot according to rules
- All vehicles should be parked in the parking area only
- Vehicle should be properly locked and parked.
- The institute will not be responsible for unlocked vehicle and vehicle parked out of parking area.
- Follow the traffic guideline driven by RTO



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Women Hostel Rules

- The Girls students will have to follow all the rules laid down by the hostel committee.
- The Girls has to be present for evening attendance.
- Each Girl has to sign on attendance.
- Each Girl will have permission to visit town/home twice in a month (Except in case of emergency).
- Each Girl will fill up a form and seek permission from the Rector while leaving the premises.
- Male will not be allowed inside the hostel.
- Visitors meeting time is up to 6:00 pm.
- Female relative would be permitted to stay in hostel with permission by warden and shall be liable to pay the charge.
- In case of Medical issues, girls should communicate to the Rector.
- Girls will be liable to penalty for any damage of hostel property singly or collectively.
- Complaints regarding electrical/carpentry/plumbing jobs should write in the form of application.
- Use of unauthorized electrical appliances such as rod, kettle, induction stove and heater etc. are strictly prohibited.
- Room Furniture, electrical fittings are required to be maintained by students in good condition.
- Electric equipment must be switched off while leaving rooms.
- The room of any girls in hostel can be inspected at any time by Rector.

Modification or addition to Hostel Rules may be made from time to time which shall be communicated as and when necessary



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Examination Rules

- The student must have minimum 75% attendance in theory and practical of the respective subject. Student must appear for all internal as well as university examinations.
- In case the student is unable to appear for examination due to medical or other reason beyond his/her control, he/she should make the case known to the examination section and the principal for consideration of matter with satisfactory documents to support his/her case.
- Student must read the scheduled timetable of examination carefully and check regularly the changes made in time table if any.
- Student must be present in the examination hall ten minutes before the start of examination.
- The student should obey the instructions given by the supervisor in the examination hall.
- Student should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited
- Student must not enter an examination hall more than half-an-hour after the start of an examination.
- Also student must not leave an examination hall less than half-an-hour before the end of an exam.
- Student must not carry notes, blank papers, books, calculator, mobile phone or any other electronic data storage device with them during the exam. All rough work must be done in the exam booklets provided during the exam.
- A warning bell will be given ten minutes before the close of the examination; at the second bell student must stop writing and be ready to hand over the answer-books to the supervisor. Student must not leave the seat until all answer-books are collected by the supervisor.



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Code of Conduct for Governing Body

- To ensure quality education in Commerce.
- To use reasonable care and skill in their work as members of the governing body and must seek professional advice where appropriate
- To regularly attend meetings of the governing body and the committees on which they serve, and acquire appropriate knowledge to contribute effectively to decision making
- Make such provisions, as may enable institute to undertake specialized studies with proper provision for laboratories, libraries, museums and equipment.
- Establish departments, colleges, schools, institutes of higher learning, research and specialized studies, hostels.
- Present the budget estimates as received from the finance and accounts committee with modifications, if any, to the principal for its final approval.
- Provide infrastructure, premises, furniture, apparatus and other means needed for the smooth conduct of the work of the institute.
- Consider the perspective plan for the academic development of the institute.
- Take overall responsibility for student welfare.



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Code of Conduct for Principal

- Principal being the Head of institute is responsible for all academic, financial and administrative activities of the College
- Principal takes the review of academic programs and extracurricular activities organized in the college
- The principal coordinate with the College Development Committee and IQAC committee
- Admission authority for the institute to implement admission process as prescribed by state government and Savitribai Phule Pune University
- Chair man of IQAC Committee Principal takes action regarding Development and implementation of strategic plan for short term and long term development
- Plan and facilitate guidance, counseling and other student's services at institute level.
- Maintaining support services, academic facilities etc.
- Discuss and approve financial estimates, annual reports, accounts and audit reports time to time. Maintain necessary records of the institute in stipulated formats.
- Demonstrate care and commitment to academic excellence and plan to organize faculty and supporting staff development programs.
- Promote interactions with all stake-holders, facilitate student's placements and students development programs.
- To act as a chief officer in-charge for examinations.
- Take teaching load prescribed as per the norms issued time to time by state government.
- Communicate regularly with all members of the institute.
- Evaluate the performance of faculty and supporting staff.
- Upliftment of Institution's image in the society.
- To lead the accreditation activities of institute for various quality standards.



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Code of Conduct for Support Staff

- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment for while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of their assigned duties.
- Meet targets regarding work to be performed to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Show initiative.
- Notify their in-charge if they are unable to come to work. Submit leave application to the in-charge if want to avail vacation.



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9. Rules of Conduct :

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Note : This includes External Students also.

ii) 'Institution' means and includes University / Affiliated College / Recognised Institutions, as the case may inclusive of Campus, Hostels, Playgrounds, Laboratory, Libraries, Gymnasium thereof.

iii) 'Competent Authority' for the purpose of the ordinance means and includes Head of the Teaching Department of the University, Principal of the Affiliated College; Head of the Recognised Institution of the concerned students as such other persons, vested with the authority by Vice - Chancellor for external students . Provided in respect of misconduct regarding University examination, Executive Council shall only be Competent Authority.

3. Obligations of the Students : Every student shall all times,

- i) Conduct himself properly,
- ii) Maintain proper behaviour.
- iii) Observe strict discipline both within the campus of the Institution, Hostel and also outside in buses , trains or at public places, picnic, Educational trips, or at playgrounds.
- iv) Ensure that no act of this consciously or unconsciously bring the Institution or any establishment or authority connected with into disrepute.
- v) Shall not lodge any complaint or make any representation regarding any matter connected with Institution to the press or other outside institution / agency etc. Without forwarding the same through the Head of the concerned Institution.

4) Any act of a student which is contrary to the provisions of clause shall constitute misconduct and / or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally, mentioned hereinafter , namely :

- i) Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- ii) Habitual un - punctuality in attending lectures, practicals, tutorials and other courses as may be prescribed.

- iii) Repeated absence from lectures, tutorials, practicals and other courses as prescribed.
- iv) Canvassing for or accepting contribution or otherwise as sociating himself with raising of any fund or any collections in cash or in kind in pursuance of any object what so ever without the previous sanction of the Competent Authority.
- v) Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hired by the Institution, without prior permission from the Competent Authority.
- vi) Permitting or conniving with any person not authority any hostel room, residential quarter or any accommodation or any part thereof the Institution.
- vii) Securing admission in the Institution, to any undergraduate or post graduate programme or any other course by fabrication or suppression of facts or information.
- viii) Obstruction to any student or group of students in his or their legitimate activities as such , whether in the classroom, laboratories, fields, playgrounds gymnasium or places of social and cultural activity within the campus of the Institution.
- ix) Suppressing material information or supply of false information to the institution for seeking any privilege.
- x) Possessing or using any fire arms lathal weapons, explosive- dangerous or corrosive - substance on the premises of the Institution.
- xi) Possessing or consuming any poisonous or stupifying drugs or intexicant in any form in the institution.
- xii) Ragging, bullying or harassing any student in Institution or outside thereof.
- xiii) Indulging in any act as would cause annoyance, embarassment to any other student , or member of the authority of the Institution, to staff member or any member of the family of the staff.
- xiv) Indulging in any act of violence, assault, intimidation or threatening in the institution or Hostels or outside thatof.
- xv) Destroying or attemption to destroy or tamper with any official record or document of the Instituion.
- xvi) Conduct , unbecoming of the student, at any meeting or special functions or sports and cultural activites arranged by the institutions or at any other public place.
- xvii) Stealing or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
- xviii) Instigating violence or participating in any violent demon strations or violent agitation or violent strike in the Institution.
- xix) Instigating or participating in any gherao of any official or staff member of the Instituion.
- xx) Violation of any of the Rules and Regulations of the Institutions or orders of the Competent Authority.
- xxi) Gambling in any form in the Institution.
- xxii) Disorderly behaviour in any form or any act specifically forbidden by the Competent

Authority.

- xxiii) Refusal to appear to give evidence before enquiry officer appointed by the competent authority with respect to a charge against him.
- xxiv) Any act violating any provision of the Poona University Act, 1974 statutes, ordinances, rules made thereunder.
- xxv) Conviction, in the Court of Law for criminal offence, involving moral turpitude.
- xxvi) Any other act not specifically mentioned here to before which whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and / or indiscipline.
5. The Competent Authority may impose any one or more of the following punishments on the students found guilty of misconduct, Indiscipline, in proportion thereof :
- Warning / Censure / Reprimand.
 - Fine not exceeding Rs. 300 / -
 - Cancellation of the scholarship / award / prize / medal , awarded to the student by the concerned Institution , with prospective effect.
 - Expulsion from the concerned Institution.
 - Debarring from admission to a course or courses of study in the concerned Institution . Debarring from appearing for examination or examinations, conducted by the Institution concerned, for a specific period, not exceeding five years.
 - Cancellation of the result of the student concerned in the examination of the concerned Institution, in which he has appeared.
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6. If the Competent Authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in Clause No. 5, it may itself or through other person / person, authorised by it, for this purpose, shall make enquiry, in following manner.
- Due notice in writing shall be given to the student concerned about his alleged act of misconduct / indiscipline.
 - Student charged shall be required within 15 days of the notice to submit his written representation about such charges.
 - If the student fails to submit his written representation within specified time limit. the enquiry may be held ex parte.
 - If oral evidence of the witness against student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.
 - If the student charged, desires to see the relevant documents, such of the documents, are being taken into consideration or are to be relied upon for purposes of proving the charge or charges, may at the discretion of the Enquiry Authority , be shown to him after the notice as provided in sub - clause (i) above is furnished to him.
 - The student charged shall be required to produce documents if any in support of his

defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.

- Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceeding before the Enquiry Authority.
- Enquiry Authority shall record findings on each implication of mis conduct or indiscipline and the reasons for such findings and submit the report along with proceedings to the Competent Authority.
- The Competent Authority on the basis of findings, shall pass such orders as it deems fit.

Provided procedure prescribe above need not be followed and all or any of its provisions may be in the following circumstances :

- When the student charged admits the charges in writing.
- When the order of punishment is to be based on facts which have led to the conviction of the student charged, for the offence involving moral turpitude.
- When the student charged has absconded or for any other reasons is impracticable to communicate with him.
- If in the opinion of the Competent authority a punishment or fine not exceeding Rs. 50 / - Reprimand Censure. Warning is sufficient.

If the punishment of rustication is imposed on a student by Principal of the College / Head of the Institution / Head of the Teaching Department of such other person in whom the authority is vested by the Vice - Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice - Chancellor or if the punishment is imposed by the Vice - Chancellor, student shall be entitled to prefer an appeal to the Executive Council of the University within thirty days of the receipt of the notice of the student.

In respect of such student , Head of the Institution shall maintain record of the punishment.

The Institution shall, on each occasion of any punishment being imposed on any students intimate to Chancellor to be sent under a Certificate of Posting , the fact of such imposition to the parent or guardian to the student on the address available in the college records.

A copy of these rules shall be supplied to each student at the time of his admission to the Institution and a receipt for the same shall be obtained from the student. This receipt shall form a part of record of admission to the student.

If any foreign student is admitted for any course, concerned Institution shall send copy of the rules to the concerned foreign embassy and department of external affairs.

Other Disciplinary Rules -

- Students should note that the Annual Social Gathering is not held in the College.
- Following rules should be strictly adhered to regarding the use of cell phones -
 - Cells should be switched off in the classrooms; reading hall and library.
 - Cells should be switched to silent mode in the college premises and cell photography, F.M., and playing music is prohibited.

- c) Cell Phones are strictly prohibited in the examination hall.
- d) The students should always carry their ID cards with them.
- e) The students will have to pay for vehicle parking decided by the college authority.

10. Attendance And Grant of Terms :

1. According to the rules prescribed by the University of Pune, the minimum attendance required to be kept by the student is 75 % of the total number of working days, on which the lectures are held.
2. The grant of term will be decided on the basis of following factors :
 - a) Attendance of lecture (Min. 75%)
 - b) Attendance of tutorials
 - c) Attendance for practicals
 - d) Performance at terminal examination.
 - e) General behaviour of the student inside and outside the college campus
 - f) Full payment of all the fees :
3. Students who request leave of absence from lectures / practicals / tutorials / exams should apply in writing to the Principal well in advance.
4. Irregular students will be Penalised.

11. General Information

a) Library :

Ours being a single faculty Commerce College due care has been taken to stock our Library with large number of books regarding commerce, management, economics, law and other branches. Apart from the books prescribed and recommended by the University of Pune, we have large number of books, especially regarding business education. The library subscribes to a number of journals and periodicals both in English & Marathi. New arrivals are displayed regularly. The students are advised to see the Librarian and enquire about the reading material, we also have good VCDs regarding commercial and management training.

b) Reading Hall :

The library has spacious Reading Hall where news papers and magazines are available.

c) Book Bank :

The College has been operating the book bank scheme right from the year 1964. Through this scheme each student is given a set of text-books for the academic year. The student has to pay only 1/4 price for the use of the books. This scheme has helped a number of economically disadvantaged students. Rules regarding this scheme are displayed on the library notice board.

Home Issue :

- 1) Every student admitted to the college, can get any text, reference, recommended or general book from the library by depositing his I - card.
- 2) The books are given for a period of eight days.

- 3) In case of late return of books, students will have to pay the prescribed fine.
- 4) In case the book is lost or damaged the student will have to pay the full price of the book.
- d) E - mail / Internet :

Our college has subscribed to a log in account with VSNL, which has given us an access to E - MAIL facility and INTERNET. Students are advised to contact Computer department for further details.

e) Computer Department

The fast changing scenario of the world and the need of the modern time indicates the importance of computer knowledge for the students and especially the students of commerce must have the knowledge of computer and I.T.

We have made it available for our students through a well furnished Lab of having near about 20 computers with internet facility. The student of F.Y.B.Com can avail this facility by offering the subject like "Computer Concept and Programming". The facility of learning "C Language and fundamentals of computers is also available in the same subject.

This course is being taught in Marathi and in English. The students from F.Y. to T.Y. can enroll for "Vocational Computer Application." In this course students can learn various programming language like C, C++, V.B., Pascal, Front page etc.

These University courses are available for students in a very concessional / reasonable fees/rates.

f) Alumni Association :

The college has taken a lead in forming Alumni Association. The college invites its alumni to register their details with the committee or the college office.

g) Gymkhana :

The college has a spacious playground with a running track. We have a cricket ground, basket ball court, kho-kho ground and rope-climbing facility. For in-door games facilities we have a multi-gym, weight lifting equipments and all the infrastructure for wrestling. The students can avail the sport equipment on all the working days from the physical Director.

A Committee, consisting of Physical Director and teachers along with students representatives manage the sports activities.

h) National Service Scheme (NSS)

The college has a NSS Unit right from the year 1977. Students interested in manual and social work are advised to join the NSS Unit. The Unit conducts special camps in the near by villages every year, apart from a number of programmes. Service is the soul and spirit of the NSS scheme. This is reflected in its motto "Not me but you". The NSS scheme was incepted on 2nd October 1969 on the eve of birth anniversary of Mahatma Gandhi, at the college level, with the aim to induce social awareness amongst the collegians. The scheme strictly adheres to Gandhi's dictum 'Go to Village' his concept of 'value based education' and the tenet of 'dignity of labour'. So our young and enthusiastic students are welcome to

join the college NSS Unit which enrolls about 200 students every year.

i) National Cadet Corps (NCC)

A unit of NCC functions in the college and is attached to 57 Maharashtra in NCC Ahmednagar. Physically fit 54 students are admitted in the Unit after proper medical check up.

J) Earn And Learn Scheme

Rayat Shikshan Sanstha advocates dignity of labour and self - reliance. ' Education through self - help ' is the motto of the Sanstha and it was enunciated by its founder father, Karmveer Anna. Students in the college are encouraged to participate in the ' Earn And Learn Scheme ' so that they develop love for physical work and earn their own living.

K) Darshan

The college publishes an annual college Magazine under the mast head of ' Darshan'. Besides reviewing college activities, it publishes articles, short stories, poems etc. written by students and staff members.

L) Student's Council

The Student's Council is formed in accordance with the Maharashtra University Act, 1994 & the directives received from the University of Pune. The Principal is the Chairman of this Council. From each class a student who tops the merit list is nominated as the Class Representative. Students representing cultural & sports activities and ladies are nominated by the principal. All these Representatives elect one student as the General Secretary of the Student's Council.

The Student Council meets frequently. The aim of this Council is to encourage students to shoulder responsibilities and learn to arrive at balanced decisions after a thorough discussion of any problem / matter at hand. The genuine problems of the students are also solved through these meetings.

12. COLLEGE ACTIVITY GROUPS :

A number of academic societies and activity groups function in the college. They are engaged in intellectual, cultural and social activities. Such groups help the students to look beyond the formal syllabus and learn more through active participation. These groups are :

- | | |
|---------------------------------------|--|
| 1. Staff Academy. | 2. Commerce Association & Planning Forum |
| 3. Literary Association | 4. Darshan (College Magazine) |
| 5. Competitive Examination | 6. Career Guidance And Placement |
| 7. Students Counselling cell. | 8. Debating Elocution & Quiz circle. |
| 9. Extra- Mural Board | 10. Teacher Parenthood Scheme. |
| 11. Soft skill Development programme. | 12. Language Laboratory |

13. C. D. JAIN CONSULTANCY :

Maharashtra Centre for Entrepreneur Development (MCED), the local banks and

financial institutions and educational institutions frequently invite most of our faculty to deliver guest lectures on various commercial, monetary and financial aspects. This service, till now, was rendered free of charge. From 2009 year we have decided to charge nominal fee for such services. Following types of services are to be rendered :

1) Income And Sales Tax -

The rules and procedures regarding filing of Income And Sales taxes are frequently altered by the Government and businessmen and common citizens need proper information and guidance on this aspect. We would welcome any sort of help regarding taxation matters.

2) Portfolio Management :

Due to globalisation the financial structure, interest rate structure, and the financial markets are in a flux. Here again we offer guidance regarding tax planning and investment opportunities.

3) Business Solutions through Surveys :

Due to globalisation, liberalization and privatization the business world is changing rapidly. In the changed situation the business community has to grapple with lot of problems regarding inventory management, financial management, labour problems, advertisements and marketing.

We will welcome any proposals regarding such problems & try to search solutions through surveys. Enthusiastic students would also render help to the faculty for conducting surveys.

4) NAAC Accreditation :

All the educational institutions affiliated to the various Universities and the Universities themselves have to mandatorily get Accredited from the National Assessment And Accreditation Council (NAAC), Bangalore before 31st December, 2003. We have already rendered consultancy services to a number of colleges in this regard. We will welcome proposal regarding this matter.

14. RESEARCH CENTRE - Research Centre in Commerce approved by the University of Pune and started by the college from June 2007.

15. M. PHIL AND PH. D. PROGRAMME COURSE - M.Phil & Ph.D. Programmes in commerce are introduced by the college from 2007-08 Academic year.

16. FACULTY PROFILE :

- | | |
|--|--|
| Dr. S. M. Kamble | Principal,
M. Com., M. Phil, Ph.D. NET |
| 1) Commerce Department - Principal - Dr. S. M. Kamble | |
| 1) Prof. Dr. G. H. Barhate | Associate Professor
M.Com., M.Phil., Ph.D.
Member, B.O.S. Marketing, University of Pune |
| 2) Prof. Dr. S.N. Gawali | Associate Professor
M.Com., M.Phil., Ph.D.
Member, Faculty of Commerce, University of Pune |



**CHANDRAROOP DAKLE JAIN COLLEGE OF
COMMERCE, SHRIRAMPUR**

DIST. – AHMEDNAGAR

NAAC Re-Accredited 'A' Grade CGPA – 3.16

ISO 9001 : 2015 Certified

Website : www.cdjcollege.com

E-Mail : cdjcollege@yahoo.com

**RIGHT TO INFORMATION ACT
(RTI)**

**Information Handbook of
Chandraroop Dakle Jain College of Commerce, Shrirampur
Dist. Ahmednagar (MS)**

(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 Chandraroop Dakale Jain College of Commerce, Shrirampur 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

Chandraroop Dakale Jain College of Commerce, Shrirampur is established in June 1962. It is recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune and recognized by UGC under 12B and 2F.

The College is popularly known as "C. D. Jain College of Commerce" is one of the flourishing branches of the Rayat Shikshan Sanstha. It is located at Shrirampur, which is a new township, developed and progressed as a business town. The local traders and intelligentsia naturally felt the need of a college imparting commerce education. Rayat Shikshan Sanstha took an appropriate initiative in June 1962 and established a single

faculty commerce college at Shrirampur. A local social worker and business man Late Chandrabhan Roopchand Dakale very generously donated a sum of ₹ 2 Lakh. With the financial help of the local people and the grants from University Grants Commission, the college is now fully developed. The college has beautiful premises, a well-developed campus with essential facilities with modern technology. The college complex is located on a 16-acre plot, with a fully built up space of 6442.40 Sq.m. It offers all modern amenities required for all around development of the students, such as a hostel for girls, library, reading hall, ladies room, seminar hall, audio visual library, computer and internet facility, gymnasium, playgrounds, vehicle parking, canteen, staff quarters etc. The solar energy and water harvesting plants fulfil the need of the premises.

VISION –

“To provide quality business education, accessible and affordable to the rural masses and to promote research and entrepreneurship for the development of rural areas.”

MISSION –

The Mission statement of the college reflects our endeavour to translate the vision in to reality.

“To enrich the commerce education in rural area by offering knowledge, skills and to provide affordable career oriented courses to motivate students for self-employment by inculcating among students the research oriented attitude and ethical social and responsible behaviour.”

Our mission is:

- To motivate the students from rural area to go in for commerce education.
- To provide complete commerce education right from XI Std. to Ph.D.
- To enrich commerce education through seminars, tutorials, field visits, industrial tours, quiz contest, essay competitions etc.
- To motivate and train students for self-employment.
- To encourage and coach students for M.B.A., CET, C.A., C.W.A. and C.S. examinations.
- To provide affordable career oriented courses to the rural students.
- To undertake research regarding various business problems, especially in the surrounding area.
- To foster research culture amongst faculty and students.
- To inculcate proper ethical, social and responsible behaviour amongst the students.
- To bring about all round development of the students, so that they become worthy members of a nation aspiring to be a world power.

GOALS -

1. Inclusive policies to provide higher education to the students from economically deprived classes.
2. Making the higher education meaningful, and skill building, so that the students are employable.
3. Improving the quality of higher education, so that it is in tune with best global practices.
4. Inculcating proper value system among the students. For this the aim of higher education should be the physical, mental, ethical and philosophical development of the students.
5. Promoting the use of latest technology in education.

Core Values

- Contribution to national development
- Fostering global competency.
- Inculcating Value system among student
- Promoting the use of technology
- Quest for excellence

Apart from B.Com (UG), M.Com (PG), BBA(CA), M.Phil. and Ph.D. Programmes, the college offers Career Oriented, Skill Oriented, computer and capability enhancement and development courses. There is a special provision for coaching to the students appearing for C.A. / C.S. Examinations. It is a matter of pride that numbers of our students have successfully completed their Chartered Accountship. Many of our students are serving in different sectors of society such as trade and commerce, banking, industrial, Insurance, Higher Education, politics, civil services and the large number of alumni are occupying notable position in different fields. The college has been accredited at 'A' level by NAAC with CGPA 3.16.in the 2nd cycle. Our results are higher than the University results. The college has free Wi-Fi facility and a website, which may be visited at www.cdjcollege.com.

Contact Details :-

Postal Address :-

Chandraroop Dakale Jain College of Commerce,
Ward No.1, Rayat Sankul, Shrirampur, Ahmednagar (Maharashtra -413709)

Website : www.cdjcollege.com
Tel. / Fax No : **02422-222245**
Email : cdjcollege@yahoo.com

Map of Location

The College location Map is available at

<https://goo.gl/maps/2cfHKZAQmuG2>

Working Hours

- **College Timing on all Working Days:** From 7.45 am to 05.00 p.m.
- **Office Timing:** From 10.00 a.m. to 6.00 p.m. on all working days.

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

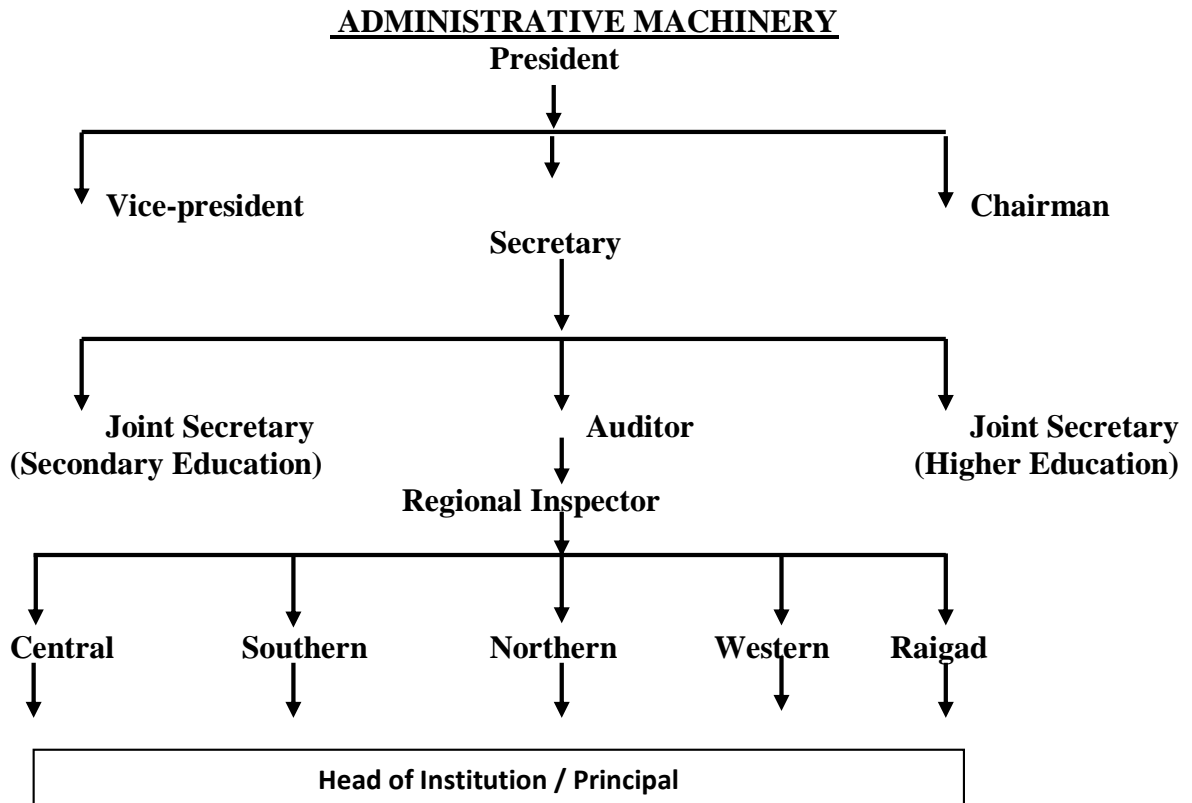
Library Timing: From 10.00 a.m. to 6.00 p.m. on all working days.

Weekly Holiday will be on **Sunday**.

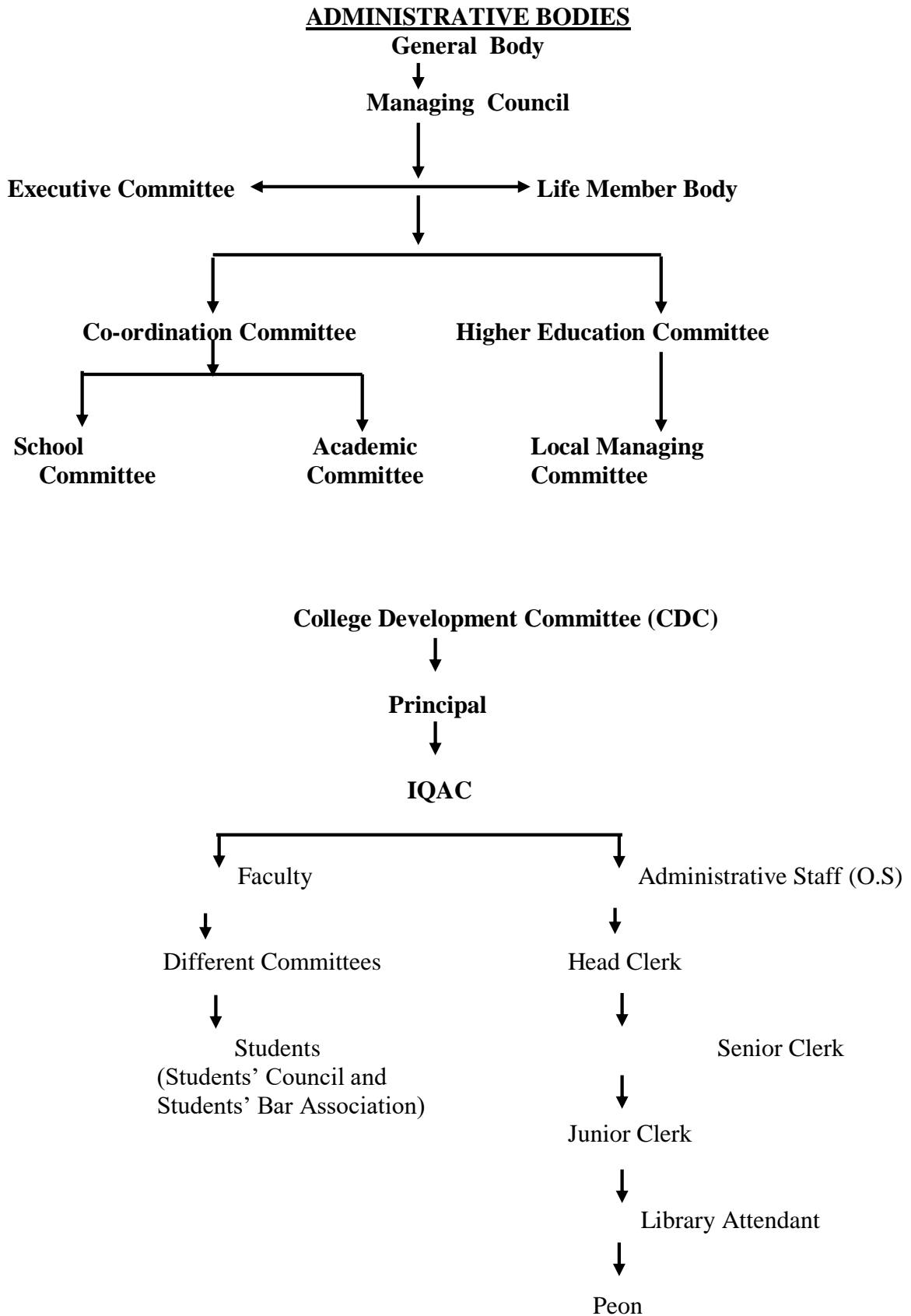
- **Organization and Administrative Machinery**

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



2.



• **Administrative Setup of Chandraroop Dakale Jain College of Commerce.**

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

1. College Development Committee

S.N.	Name	Designation	
1	Hon. Sou. Meenatai Jagdhane (Member of Managing Council, Rayat Shikshan Sanstha, Satara)	Chairperson of the Management or his nominee	i) To Supervise the overall working in the college. ii) To approve the budget estimate and give sanctions to 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.
2	Principal Dr. Bhausahab Kisan Karale Secretary, Rayat Shikshan Sanstha, Satara	Secretary of the Management or his nominee	
3	Advt. Vijrao Bankar Patil	Representative of Education	
4	Hon. Prakash Ramrao Nikam Patil	Representative of Industry	
5	Hon. Dr. Rajiv Raosaheb Shinde	Representative of Research Education	
6	Mr. Raosaheb Nathaji Mhaske	Representative of Society	
7	Dr. Shirish Nana Gawali	HOD Teachers	
8	Mr. Vivek Milind More	IQAC coordinator	
9	Dr. Dnyaneshwar Bajirao Ghotekar	Teachers Representative	
10	Dr. Rajendra Parvati Kalamkar	Teachers Representative	
11	Mr. Subhash Yashwant Deshmukh	Teachers Representative	
12	Mr. Santosh Yashwant Hase	Non- Teaching Representative	
13	Mr. Akash Morge	President, Student Council	
14	Ku. Manasi Pawar	Secretary, Student's Council	
15	Principal Dr. L. D. Bhor	Secretary, C. D. Jain College of Shirampur	

2. IQAC Committee

S.N.	Name	Capacity	Designation	Particulars of work to be done
1.	Prin.Dr. L.D.Bhor	Head of Institute	Chairperson	i) To update the website every year ii) 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. ii) To prepare SSR and upload it on website & submitted to NAAC. ii) To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. iii) To undertake faculty development programme and
2.	Hon. Sou. Meenatai Jagdhane (Member of Managing Council, Rayat Shikshan Sanstha, Satara)	Member from Management	Member	
3.	Hon. Dr. Ravindra Jagdhane	Society Nominee	Member	
4.	Hon. Adv. Vijayrao Bankar Patil	Alumni Nominee	Member	
5.	Mr. Kishor Niramal	Industry Nominee	Member	
6.	Dr. S. N. Gawali	Teachers	Member	
7.	Dr. B. B. Bawake	Teachers	Member	
8.	Mr. S.Y. Deshmukh	Teachers	Member	
9.	Mr. R. D. Bhingardive	Sr. Administrative officers	Member	

10.	Mr. Sunil Gunjal	Sr. Administrative officers	Member	various Co-curricular & extracurricular activities for all round enhancement. iv) To plan and ensure overall quality sustenance in the college. v) To submit AQAR reports every year to NAAC before the due date. vi) To maintain record of faculty profile and self-appraisals in prescribed for mat. vi) To organize IQAC activities as per the UGC guidelines. vii) To co-ordinate the RQMS activity in the college. viii) To hold two meetings in a year ix) To maintain a register of minutes of the meetings. x) To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
11.	Mr.V.M.More	Sr. Teacher as Coordinator	IQAC Coordinator	

3. Admission Committee

S. N.	Name	Designation	Functions
1	Principal Dr. L. D. Bhor	Chairperson	<ul style="list-style-type: none"> To conduct online admission to Commerce UG, PG, M.Phil, Ph.D.,B.B.A.(C.A) courses affiliated to University of Pune. To allocate Career Oriented and Short Term Courses Counselling students and Parents regarding commerce education 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 carry out the admission procedure as per the prescribed rules of UGC, Government & University. Online error and form updating the correction made by committee 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. B. G. Tupe (F.Y.B.Com)	Secretary	
3	Dr. D. B. Ghotekar (S.Y.B.Com)	Secretary	
4	Mr. V. B. Nagpure (T.Y.B.Com)	Secretary	
5	Dr. S. N. Gawli	Secretary	
6	Mr. Y. V. Chandratre B.B.A. (C.A.)	Secretary	
7	Mr. V. M. More	Online Admin Member	
8	Mr. B. S. Waghmare	Member	
9	Mr. M. A. Kekane	Member	
10	Dr. P. S. Gujar	Member	
11	Mr. M. B. Jagatp	Member	
12	Mr. G. B. Zagre	Member	
13	Mr. B. G. Ghodake	Member	
14	Mr. A. D. Nabge	Member	
15	Mr. K. R. Datir	Member	
16	Mr. R. D. Lande	Member	
17	Mr. P. D. Joshi	Member	
18	Mr. S. D. Sasane	Member	

4. B. C. CELL STANDING COMMITTEE

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	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.	Dr. S. N. Gawali	Member	
3.	Mr. B. S. Waghmare	Member	
4.	Mr. V. M. More	Member	
5.	Mr. M. A. Gaikwad	Member	
6.	Mr. S. Y. Deshmukh	Member, Secretary	

5. Students' Council & Gymkhana Committee

S.N.	Name	Designation	Functions
1.	Mr. S. Y. Deshmukh	Chairperson	i) To Co-ordinate students in organizing sports and various events in the college. ii) To organize various student welfare activities. iii) To make arrangements & organize sport activities for the college. iv) To send college teams for participation in sports conducted by universities & submit written report of all sports events. v) To prepare Gymkhana Report at the end of the academic year. vi) To maintain discipline in the college. vii) To make and implement the rules regarding I-Card and dress code. viii) To take necessary actions to improve attendance of students ix) To hold at least two meetings in a year. x) To maintain a register of minutes of the meetings
2.	Dr. S. N. Gawali	Member Secretary	
3.	Dr. S.B. Sayyed	Member	
4.	Mr. V. B. Nagpure	Member	
5.	Dr. B. G. Tupe	Member	
6.	Mr. Y. V. Chandratre	Member	
7.	Dr. Gujar P. S.	Member	
8.	Shri. R. D. Bhigardive	Member	

6. COMMERCE ASSOCIATION For STUDENTS 2018-19

S. N.	Name	Class	Designation
1	Mr. Morge Akash Rajendra	M.Com	President
2	Mr. Gohil Pratik Paresh	M.Com	Vice President
	Ms. Patel Ishita Dinesh	M.Com	Secretary
3	Ms. Ghadage Sujata Dilip	M.Com	Secretary
4	Mr. Dhanray Vishal Narayan	M.Com	Treasurer
5	Ms. Paradhi Mangal Namdeo	M.Com	Member
6	Mr. Dive Lancy Lukas	T.Y.B.Com	Member
7	Mr. Giri Pravin Gorakh	S.Y.Bcom	Member
8	Ms. Pawase Vrushali Shashikant	T.Y.Bcom	Member
9	Ms. Tambe Bhagyashri Rajendra	T.Y.Bcom	Member
10	Ms. Autade Rutuja Jagannath	T.Y.Bcom	Member
11	Ms. Mhase Bhairavi Satish	S.Y.Bcom	Member
12	Ms. Pawar Poonam Manohar	T.Y.Bcom	Member

7. ANTI - RAGGING COMMITTEE

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To display the information about the committee on the college premises and college website ii) To take necessary measures including surprise visits on campus to prevent ragging in the college and deal with the complaint if any. iii) To undertake programme for personality development of the students. iv) To supervise the working of CCTV in the college premises. v) To hold at least three meetings in a year. vi) To maintain a register of minutes of the meetings.
2.	Mr. S. Y. Deshmukh	Secretary	
3.	Mr. Ashok Tupe	Local Media	
4.	Miss T. J. Shaikh	Non-Governmental Organization's Member / Ex-Student	
5.	Mr. Rajendra Pawar	Representatives of Parents	
6.	Mr. Harshad Bendre	Representative of Students belonging to fresher Category as well as Senior Students	
7.	Mr. S. Y. Hase	Non-Teaching Staff	
8.	Mr. Teke Namdeo	Fresh Student	
9.	Mr. Abhijeet Lokhande	Ex-Student	

8. Internal Complaint Committee 2018-2019

S.N.	Name	Designation	Member	Functions
1	Dr. P. S. Gujar	Principal Nominated Senior most Female Lecturer	President	i) To display the information about the committees in the college. ii) To take necessary measures to prevent sexual harassment in the college and deal with the complaint if any. iii) To undertake programmes for personality development of the girls. iv) To hold at least three meetings in a year. v) To maintain a register of minutes of the meetings.
2		Principal Nominated Member of N.G.O	Member	
3	Adv. Vijayrao Bankar Patil	Principal Nominated Legal Expert	Member	
4	Miss. Pawar Poonam	Principal Nominated Female Representative of Student Council	Member	
5	Dr. R. B. Jagdhane	Principal Nominated Medical Practitioner	Member	
6	Dr. S. N. Gawali	Principal Nominated Lecturer	Member	
7	Dr. B. G. Tupe	Principal Nominated Lecturer	Member	
8	Mr. R. D. Bhigardive	Principal Nominated Member of Administrative Staff	Member	
9	Miss. S. A. Duggal	Principal Nominated Female Lecturer	Member	

9. PURCHASE COMMITTEE

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To recommend purchase of items. ii) To invite quotations for the same. iii) To purchase the things as per the prescribed rules, considering the requirement of Secretary Students,
2.	Mr. S. Y. Deshmukh	Secretary	
3.	Dr. S. N. Gawali	Member	
4.	Mr. V. M. More	Member	
5.	Mr. R. D. Bhigardive	Member	

6.	Mr. S. Y. Hase	Member	<p>staff & employees and the existing budget of the college.</p> <p>iv) To update the Stock register and Dead Stock register every year to include all purchases.</p> <p>v) To hold at least two meetings in a year.</p> <p>vi) To maintain a register of minutes of the meetings.</p>
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10. Lead College Activity Committee: -

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	<p>i) To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc</p> <p>ii) To Conduct the Programme</p> <p>iii) To give publicity to write report & proceeding.</p> <p>iv) To submit the budget and utilization with report of the lead college activities to the Lead College in the cluster.</p>
2	Dr. S. N. Gawali	Member	
3	Mr. Vivek M More	Member	
4	Dr. D. B. Ghotekar	Member	
5	Mr. Deshmukh S. Y.	Member	
6	Mr. Chandratre Y. V.	Member	
7	Dr. Gujar P. S.	Member	
8	Ms. Salave S. K.	Member	
9	Dr. B. G. Ghodake	Member	

11. LIBRARY ADVISORY COMMITTEE

S.N.	Name	Designation	Functions
1	Principal Dr. L. D. Bhor	Chairperson	<p>i) To decide the books to be purchased for each class that are prescribed & recommended by University.</p> <p>ii) To Organize book exhibition and Library orientation programme</p> <p>iii) To subscribe for journals & other Magazines.</p> <p>iv) To display New Arrivals on the notice board.</p> <p>v) To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank.</p> <p>vi) To make rules & regulations for proper functioning of the library & the Computer Lab.</p> <p>vii) To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record</p> <p>viii) Take disciplinary action regarding loss of books, late return of the books, damage to books etc</p> <p>ix) To make yearly report of books damaged, lost etc.</p> <p>x) To hold at least two meetings in a year.</p> <p>xi) To maintain a register of minutes of the meetings.</p>
2	Mr. Vivek M. More	Secretary	
3	Dr. Gwali S. N.	Member	
4	Dr. Ghotekar D. B.	Member	
5	Dr. Bawake B. B.	Member	
6	Dr. Gujar P. S.	Member	
7	Dr. Sayyed S. B.	Member	
8	Mr. Bhigardive R. D.	Member	
9	Ms. Pawar Poonam	Stu. Repre.	
10	Mr. Pratik Gohil	Member	

12. BUILDING MAINTENANCE & DEVELOPMENT COMMITTEE

S.N.	Name	Designation	Functions
1.	Mr. Deshmukh S. Y.	Chairperson	<p>i) To supervise the regular maintenance of the building & surrounding area. Regular cleaning of water tanks. Etc.</p> <p>ii) To Maintain the existing furniture in good condition & to suggest & conduct repairs, replacement whenever necessary</p> <p>iii) To suggest purchase of new furniture for the college, whenever necessary. To explore opportunities of infrastructure development.</p> <p>iv) To provide for the safety measures in the premises, to maintain First Aid, Firefighting equipment's etc.</p> <p>v) To hold at least two meetings in a year.</p> <p>vi) To maintain a register of minutes of the meetings.</p>
2.	Dr. S. N. Gawali	Member	
3.	Mr. Vivek M. More	Member	
4.	Mr. Bhigardive R. D.	Member	
5.	Mr. Hase S. Y.	Member	

13. Alumni

S.N.	Name	Designation	Functions
1.	Adv. Vijayrao Sahebrao Bankar Patil	Chairperson	i) Prepare a list of Alumni ii) To raise the funds for college Development iii) To organize programme on various occasion. iv) To conduct the activities for legal aid clinic. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2.	Dr. Shirish Nana Gawali	Secretary	
3.	Mr. Abhijit Manikrao Jagdhane	Vice-president	
4.	Ms. Tasminaara Janmohammad Shaikh	Cashier	
5.	Mr. Kishor Sarangdhar Nirmal	Member	
6.	Dr. Shrirang Krushnaji Zaware	Member	
7.	Mr. Vijay Sitaram Thorat	Member	
8.	Mr. Suresh Bhalchandra Bhange	Member	
9.	Mr. Ashok Dagdu Tupe	Member	

14. UGC Committee

S.N.	Name	Designation	Functions
1.	Mr. Vivek M More	Secretary	i) To Study all U.G.C. / University /Education Department. Circulars & Scheme and apply for them in time to prepare proposals for various projects & schemes. ii) To implement the schemes and send utilization to the UGC. iii) To maintain record of activities taken on per rules. iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the meetings.
2.	Mr. Y. V. Chandratre	Member	
3.	Dr. R. P. Kalamkar	Member	

15. STUDENT WELFARE COMMITTEE-

S.N.	Name	Designation	Functions
1.	Dr. L. D. Bhor	Chairperson	i) To display the information about the committee in the college. ii) To take necessary measures to organize parent teacher meetings in the college and to take feedback from the parents. iii) To undertake programmes for personality development of the students and to monitor their presence in the class. iv) To inform the parents in case of continuous / substantial absence from college. v) To invite suggestions regarding student welfare from students & Staff. vi) To provide Educational Counseling & career guidance to students. vii) To display information regarding Co-curricular & Extracurricular activities on the notice board. viii) To prepare a panel of students & to encourage them for participation in various competitions, Seminars, workshops etc. ix) To improve the infrastructural & reading room facilities & support available to students. x) To ensure proper sanitation, cleanliness, hygiene, drinking water etc for students. xi) To organise various activities for all round personality Development of students. xii) To encourage students to participate in Youth festival & other cultural activities. xiii) To update the prospectus and website every year.
2.	Hon. Prakash Patil Nikam	Member	
3.	Dr. P. S. Gujar	Member	
4.	Mr. S. Y. Deshmukh	Member	
5.	Dr. Ghotekar D. B.	Member	
6.	Dr. R. P. Kalamkar	Member	
7.	Mr. D. S. Wadankar	Member	
8.	Mr. Akash Morge	Student Nominee	
9.	Dr. Tupe B. G.	Secretary	
		Member	

			<ul style="list-style-type: none"> xiv) Maintain the monthly record of attendance of students & send letters to absent students whose attendance falls below the prescribed 75% ii) Take disciplinary action in respect of students, whose attendance falls below 75% as per university rules. iii) Prepare a report of action taken per term. iv) Prescribe the Dress Code for boys and girls. v) Make and implement the rules regarding dress code. vi) To hold at least the Two Meetings in a Year. vii) To maintain a register of minutes of the meetings.
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16. Staff Welfare Committee -

S.N.	Name	Designation	Functions
1.	Mr. Waghmare B. S.	Chairperson	<ul style="list-style-type: none"> i) To keep the record of all activities & to prepare report arranged by the committee. academy & to prepare report every year ii) To hold at least two meetings in a year iii) To maintain a register of minutes of the meetings. iv) To invite suggestions for Staff Welfare from Teaching & Non-Teaching Staff and implement them. v) To supervise the facilitation of sanitation, drinking water, recreation of staff & suggest means to improve them.
2	Dr. Kalamkar R. P.	Member	
3	Dr. Ghotekar D. B.	Member	
4	Mr. Kekane M. A.	Member	
5	Mr. Datir K. A.	Member	
6	Ms. Bhavsar B. S.	Member	
7	Ms. Duggal S. A.	Member	
8	Mr. Hase S. Y.		

17. Career Guidance, Placement & Counseling Cell -

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	<ul style="list-style-type: none"> i) To provide guidance and expertise for training & coaching of students for various competitive exams. ii) To provide information about career options and provide counseling about career development. iii) To hold at least two meetings in a year iv) To maintain a register of minutes of the meetings v) To facilitate final placement of students. vi) To organize programmes for career guidance and prepare MOU with the NC., MNC'S vii) To provide coaching for various competitive exams. ix) To hold at least two meetings in a year x) To maintain a register of minutes of the meetings.
2	Mr. Vivek M. More	Member Secretary	
3	Dr. B. B. Bawake	Member	
4	Dr. R. P. Kalamkar	Member	
6	Mr. Y. V. Chandratre	Member	
7	Dr. Tupe B. G.	Member	
8	Mr. Kekane M. A.	Member	
9	Mr. Mahale S. A.	Member	
10	Mr. Pawar S. D.	Member	
11	Mr. Lande R. D.	Member	
12	Mr. Sasane S. D.	Member	
13	Ms. Salve S. K.	Member	

18. College Activity Organisation Committee –

S.N.	Name	Designation	Functions
1.	Dr. Sayyed S. B.	Chairperson	i) To display notices and seek participation of students in various activities & competitions. ii) To send college team after proper selection for various competitions. iii) To maintain record of all activities held in the college & all representations on behalf of the college. iv) To Co-ordinate student participation & active involvement in organization of the college activities and submit report term wise. v) To form editorial board for the wall paper & a magazine to publish the annual magazine. vi) To give proper publicity in press of all events organized by the college. vii) To hold at least two meetings in a year viii) To maintain a register of minutes of the meetings.
2.	Dr. Tupe B. G.	Secretary	
3.	Mr. Ghodake B. G.	Member	
4.	Dr. Gujar P. S.	Member	
5.	Ms. Duggal S. A.	Member	
6.	Mr. Nabge A. D.	Member	
7.	Mr. Zagre G. B.	Member	
8.	Mr. Mahale S. A.	Member	
9.	Mr. Akash Gonde	Student Nominee	
10.	Mr. Omkar Kale	Student Nominee	

19. GRIEVANCE REDRESSAL COMMITTEE

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	i) To tackle the grievances of students, teaching and administrative staff referred to the committee. ii) Try to promote friendly & amicable relationship among students, faculty and other members of the institution. iii) To arrange for counseling of Students. iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the meetings.
2.	Prof. Dr. Gawali S. N.	Member	
3.	Mr. Deshmukh S. Y.	Member	
4.	Mr. Vivek M. More	Member	
5.	Dr. Gujar P. S.	Member	
6.	Dr. Tupe B. G.	Member	
7.	Ms. Mansi Pawar	Student Member	

20. Teaching, Learning Evaluation & Merit Promotion Committee

S.N.	Name	Designation	Functions
1.	Dr. S. N. Gawali	Secretary	i) To Co-ordinate staff participation in organizing bridge courses, Remedial Lectures and students progression activities. ii) To suggest & implement innovative teaching methods & evaluation technique. iii) To facilitate analysis and evaluation of the student performance in examinations. iv) To provide academic counseling to weaker students. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2.	Mr. Y. V. Chandratre	Member	
3.	Dr. Bawake B. B.	Member	
4.	Mr. Vivek M. More	Member	
5.	Dr. Kalamakr R. P.	Member	
6.	Dr. Sayyed S. B.	Member	
7.	Dr. Ghodake B. G.	Member	
8.	Ms. Salve S. K.	Member	

21. Staff Academy & Research Promotion Committee -

S.N.	Name	Designation	Functions
1.	Dr. Gawali S. N.	Chairperson	i) To organize lecture by Faculty member on various subjects at least once in every month. ii) To keep the record of all lectures arranged by the staff academy & to prepare report every year. iii) To hold at least two meetings in a year iv) To maintain a register of minutes of the meetings.
2	Dr. Kalamkar R. P.	Member	
3	Dr. Ghotekar D. B.	Member	
4	Mr. Waghmare B. S.	Member	
5	Mr. Vivek M. More	Member	
6	Ms. Jagatap M. B.	Member	
7	Ms. Salave S. K.	Member	
		Member	

22. Extra-Curricular Activities Committee -

(Youth Festival, Debate, Elocution, Essay Competition etc.)

S.N.	Name	Designation	Particulars of work to be done
1.	Dr. Ghodake B. G.	Chairperson	i) To Select and nominate students for representing the college in Extra Curricular Activities including, Elocution, Essay, Debate & Other Competition. ii) To send registration forms after taking undertaking & declaration from. iii) To prepare a report of all participations by students per semester and keep a record of all certificates & prizes. iv) To take at least 4 meetings in a year v) To maintain a register of minutes of the meetings.
2.	Dr. Ghotekar D. B.	Member	
3.	Dr. Sayyed S. B.	Member	
4.	Mr. Kekane M. A.	Member	
5.	Ms. Salve S. K.	Member	
6.	Mr. Pawar S. D.	Member	
7.	Mr. Nagpure V. B.	Member	
8.	Mr. Zagare G. B.	Member	
9.	Mr. Joshi P. D.	Stu.Nominee	
10	Ms.Duggal S.A.	Student Nominee	
11	Mr.Shaikh A.A.	Member	
12	Mr.Lande R.D.	Member	

• Duties to be performed

To provide quality education in commerce along with career oriented courses and skill oriented courses. To encourage students to do research on various locational issues and problems. To encourage and enable students to face competitive exams in Banking, Insurance and other competitive examinations.

- To create opportunities for all round development of the students.
- To create entrepreneurs and by providing them necessary information and techniques.
- Organizing various seminars / conferences / workshops to address significant social and current issues.
- To cultivate among students the ethical moral and professional values among students.

• Details of Services Rendered

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

- a. Teaching of UG,PG, M.Phil, Ph.D. and B.B.A. (C.A.) course
- b. Conducting Diploma Courses and Certificate Courses in various subjects.
- c. Conduct Extension activities for students and Society.
- d. Conducting internal and University Examination
- e. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- f. Providing training and coaching for Competitive examinations conducted by IBPS & other competitive examinations.
- g. Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- h. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- i. Providing career counseling
- j. Providing Placement guidance
- k. Arranging field visit and Industrial tours
- l. The College Organizes Padambhushan Dr.Karmaveer Bhaurao Patil State Level elocution Competition every year
- m. The College Organizes TeXpert technological event every year.
- n. The facility of language laboratory and Commerce Laboratory to the students
- o. Provision of various facilities for all round growth of students including bridge courses, Spoken English, and Skill oriented Short Term Courses
- p. Facilities like secured Free Wi-Fi for students
- q. Facility of residential Girls Hostel
- r. Facility of well-equipped and well-furnished Knowledge resource center with 23 computers laboratory is at the service of students.
- s. Providing library facilities including book bank, e-resources, text books, reference books, online resources, online databases, Rayat Knowledge Bank, and journals & periodicals to students and faculty.

- **Grievance Redressal :-**

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

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

- **Grievance Redressal Procedure:-**

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievances and tries to

rectify them for smooth functioning of the college. Being a single faculty college, several committees are framed headed by a Chairman/Member Secretary.

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

Powers and Duties of Officers and Employees

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

S.N.	Designation	Functions
1)	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. Principal is immediate mediator IQAC and CDC who implements the programs laid down by the both and Parent Institute. 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)	Lecturer	To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. To work in various administrative committees and submit report to the principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling.
3)	Librarian	To undertake activity as per the UGC, government norms To look after all work administration in library. To Control and Supervise the Issue and return of books, journals, periodicals to staff and students. To maintain online software and online repository. To conduct Information Literacy Programme 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)	Physical Director	To undertake activity as per the UGC, government norms for sports development To organize sports activities in the college To maintain the discipline in the college To maintain the record of sports equipment's

5)	Office superintendent	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To supervise the official work and administration of office To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.
	Head Clerk	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.
6)	Senior Clerk	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 office correspondence, To prepare and submit various Fee concession proposals to government authorities To help other authorities as per the directions Principal & Head clerk.
7)	Junior Clerk	To verify and accept Admission forms, Exam Forms, Concession forms etc., To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc., To maintain General Register, University Result, Ledger etc. and undertake all exam related work. To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc., To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To help other authorities as per the directions Principal & Head clerk.
8)	Library Attendant	To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
9)	Peon	To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc. To visit Bank, MSEB, Post office and other places for bill payment & office work.

		<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>
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- 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) Joint Director of Education, Pune. d) UGC e) Rules and regulations

of Rayat Shikshan Sanstha, Satara f) Standard code rules g) 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, 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.**

- <https://htedu.maharashtra.gov.in/en/>
- www.cdjcollege.com
- www.rayatshikshan.edu
- www.erayat.org
- www.ugc.ac.in
- www.naac.gov.in
- www.unipune.ac.in
- <http://bcud.unipune.ac.in/>
- <http://exam.unipune.ac.in/>
- www.mahaeschol.maharashtra.gov.in
- www.dhepune.gov.in
- <https://mahadbtmahait.gov.in/>
- <https://scholarships.gov.in/>
- http://www.unipune.ac.in/university_files/scholarships.htm

• **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	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	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.
- The College organizes NSS and NCC camps.
- The college organizes programmes circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, No Vehicle Day”
- The college celebrates Birth and Death Anniversaries of eminent personalities.

- **Citizens / Stakeholders /Public Interaction**

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs and Industrial stake holders.
- The college organises the lecture series of Extra- Mural Education, Dr.B.R.Ambedkar Lecture series, Jaykar Lecture series etc. This program to is open to all public as well.

- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
 - Feedback is taken from parents, students, teachers, alumni and industry 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 social 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 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
Chandraroop Dakale Jain College of Commerce, Shirampur
Teaching Staff - 2018-2019**






Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Approval Letter No	Appointment Date	Photo
1.	Dr. L. D. Bhor	Principal	B.Com ,M.Com, M.Phil, Ph.D.	32 Years	37400- 67000	CC0/2329 Dated : 05/08/2013	01/10/1986	
2.	Dr.S. N. Gawali	Asso. Professor	M.Com., Ph.D.	34 Years	37400- 67000	CC0/1950 Dated 15/05/1990	12/07/1983	
3.	Dr.D. B. Ghotekar	Asso. Professor	M.Com., Ph.D	30 Years	37400- 67000	CC0/37/556 1 Dated : 15/12/1986	12/08/1987	
4	Dr. B. S. Waghmare	Asso. Professor	M.Com., M.Phil	30 Years	37400- 67000	CCO/1290 Dated 12/09/2007	12/12/1987	

5	Mr. S. Y. Deshmukh	Asso. Professor (Director of Physical Education)	M.P.Ed. SET	25 Years	37400-67000	CCO/240 Dated 06/08/2003	26/01/1993	
6	Dr. Bawke B. B.	Asso. Professor	M.A., B.Ed, SET, Ph.D.	25 Years	37400-67000	CCO/4291 Dated 06/08/2003	01/07/1993	
7	Dr. S.B. Sayyed	Asso. Professor	M.A., M.Phil,Ph.D.	24 Years	37400-67000	CCO/522 Dated: 01/03/2018	01/02/1994	
8	Dr. R. P. Kalamkar	Asst. Professor	M.Com, M.Phil, Ph.D.	15 Years	15600-39100	CCO/1290 Dated: 12/09/2007	26/03/2003	
9	Mr. Vivek M More	Asst. Professor (Librarian)	B.A., M.LIS, NET,SET PGDBM (Marketing)	8 Years	15600-39100	CCO/1724 Dated 07/02/2011	1/09/2010	
10	Mr. V. B. Nagpure	Asst. Professor	M.com, SET	5 years	15600-39100	CCO/522 Dated: 01/03/2018	06/02/2013	
11	Mr. Kekane M. A.	Asst. Professor	M.com, NET	5 years	15600-39100	CCO/2045 Dated 09/07/2013	04/02/2013	


Honorary Lecturer 2018-2019

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay	Photo
1.	Mr. Y. V. Chandratre	Full Time Lecturer Computer	B.C.S., M.C.M., M.C.A.,	25 Years	Consolidated Basis	
2.	Dr. B. G. Tupe	Full Time Lecturer Economics	M.A., Ph.D.	12 Years	Consolidated Basis	
3.	Dr. P. S. Gujar	Full Time Lecturer in Commerce	M.Com, Ph.D	09 Years	Consolidated Basis	
4.	Miss. S. K. Salave	Full Time Lecturer in Commerce	MBA	2 Years	Consolidated Basis	
5.	Miss. M. B. Jagtap	Full Time Lecturer in Economics	M.A. (Eco) NET	06 Years	Consolidated Basis	
6.	Mr. S. V. Kulakarni	Full Time Lecturer in Commerce	M.Com, Net	4 Years	Consolidated Basis	






7.	Miss. S. A. Duggal	Full Time Lecturer in B.B.A	MCA	4 Years	Consolidated Basis	
8.	Miss. B. S. Bhawasari	Full Time Lecturer in B.B.A	MCA	5 Years	Consolidated Basis	
9.	Mr. P. D. Joshi	Full Time Lecturer in B.B.A	MCA	5 Years	Consolidated Basis	
10.	Mr. S. D. Sasane	Full Time Lecturer in B.B.A	MCA	3 Years	Consolidated Basis	
11.	Mr. R. D. Lande	Full Time Lecturer in B.B.A	BCS	3 Years	Consolidated Basis	
12.	Mr. K. R. Datir	Full Time Lecturer in Commerce	M.Com, SET	2 Years	Consolidated Basis	






13.	Mr. S. A. Mahale	Full Time Lecturer in Commerce	M.Com, SET	1 Years	Consolidated Basis	
14.	Mr. S. D. Pawar	Full Time Lecturer in Commerce	M.Com, SET	1 Years	Consolidated Basis	
15.	Mr. G. B. Zagare	Full Time Lecturer in Commerce	M.Com, SET	1 Years	Consolidated Basis	
16.	Mr. Shaikh A. A.	Full Time Lecturer in Commerce	M.Com, SET	6 Month	Consolidated Basis	
17.	Mr. A. D. Nabge	Full Time Lecturer in BBA	MCS	6 Month	Consolidated Basis	

CHB Lecturers 2018-19

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay	Photo
1.	Dr. B. G. Ghodake	Assistant Professor (Marathi)	M.A.Ph.D	11 Years	As Per Govt. Rules	

Non-Teaching 2018-19

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Appoint. Date	Photo
1.	Shri. R. D. Bhingardive	O.S	H.S.C	35 Years	9300-34800	11.10.1984	
2.	Shri. B. B. Raut	Head Clerk	S.S.C	25 Years	9300-34800	21.11.1995	
3.	Shri. S. Y. Hase	Senior Clerk	M.A.B.ED	26 Years	5200-20200	05.03.1992	
4.	Shri. S. P. Patel	Junior Clerk	S.S.C	35 Years	5200-20200	17.12.1984	
5.	Shri. S. V. Gunjal	Junior Clerk	M.A	4 Years	5200-20200	11.01.2014	

6.	Shri. P. P. Satralkar	Lib.Atten.	S.S.C	26 Years	5200-20200	05.03.1992	
7.	Shri. M. B. Phatangare	Lib.Atten.	H.S.C	26 Years	5200-20200	05.03.1992	
8	Shri. S. E. Shinde	Peon	H.S.C	04 Years	4440-7440	10.01.2014	
9	Shri. B. R. Gangurde	Peon	H.S.C	04 Years	4440-7440	10.01.2014	
10	Shri. R. V. Mate	Peon	H.S.C	04 Years	4440-7440	16.01.2014	

• **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, Savitribai Phule Pune University, Pune and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

▪ **Teaching Staff :-**

S. N.	Name of Teacher	Designation	Qualification	Experience	Pay Scale
1.	Dr. L. D. Bhor	Principal	B.Com ,M.Com, M.Phil, Ph.D.	32 Years	37400-67000
2.	Dr. S. N. Gawali	Asso. Professor	M.Com., Ph.D.	34 Years	37400-67000
3.	Dr. D. B. Ghotekar	Asso. Professor	M.Com., Ph.D	30 Years	37400-67000
4	Dr. B. S. Waghmare	Asso. Professor	M.Com., M.Phil	30 Years	37400-67000
5	Mr. S. Y. Deshmukh	Asso. Professor (Director of Physical Education)	M.P.Ed. SET	25 Years	37400-67000
6	Dr. Bawake B. B.	Asso. Professor	M.A., B.Ed, SET, Ph.D.	25 Years	37400-67000
7	Dr. S.B. Sayyed	Asso. Professor	M.A., M.Phil, Ph.D.	24 Years	37400-67000
8	Dr. R. P. Kalamkar	Assistant Professor	M.Com, M.Phil, Ph.D.	15 Years	15600-39100
9	Mr. Vivek M More	Asst. Professor (Librarian)	B.A., M.LIS, NET, SET, PGDBM (Marketing)	8 Years	15600-39100
10	Mr. V. B. Nagpure	Assistant Professor	M.com, SET	6 Years	15600-39100
11	Mr. Kekane M. A.	Assistant Professor	M.com, SET	6 Years	15600-39100

▪ **Non-Teaching Staff :-**

S.N.	Name of Teacher	Designation	Qualification	Exp.	Pay Scale
1.	Shri. R. D. Bhingardive	O.S	H.S.C	35 Years	9300-34800
2.	Shri. B. B. Raut	Head Clerk	S.S.C	25 Years	9300-34800
3.	Shri. S. Y. Hase	Sr. Clerk	M.A.B.ED	26 Years	5200-20200
4.	Shri. S. P. Patel	Jr. Clerk	S.S.C	35 Years	5200-20200
5.	Shri. S. V. Gunjal	Jr. Clerk	M.A	4 Years	5200-20200
6.	Shri. P. P. Satralkar	Lib. Atten.	S.S.C	26 Years	5200-20200

7	Shri. M. B. Phatangare	Lib. Atten.	H.S.C	26 Years	5200-20200
8	Shri. S. E. Shinde	Peon	H.S.C	04 Years	4440-7440
9	Shri. B. R. Gangurde	Peon	H.S.C	04 Years	4440-7440
10	Shri. R. V. Mate	Peon	H.S.C	04 Years	4440-7440

■ **Staff on consolidated / CHB Basis -**

S.N.	Name of Teacher	Designation	Qualification	Teaching Experience
1.	Mr. Y. V. Chandratre	Full Time Lecturer Computer	B.C.S., M.C.M., M.C.A.,	25 Years
2.	Dr. B. G. Tupe	Full Time Lecturer Economics	M.A.,Ph.D.	12 Years
3.	Dr. P. S. Gujar	Full Time Lecturer in Commerce	M.Com, Ph.D	09 Years
4.	Miss. S. K. Salave	Full Time Lecturer in Commerce	MBA	2 Years
5	Miss. M. B. Jagtap	Full Time Lecturer in Economics	M.A. (Eco) NET	06 Years
6	Mr. S. V. Kulakarni	Full Time Lecturer in Commerce	M.Com, Net	4 Years
7	Miss. S. A. Duggal	Full Time Lecturer in B.B.A	MCA	4 Years
8	Miss. B. S. Bhawasar	Full Time Lecturer in B.B.A	MCA	5 Years
9	Mr. P. D. Joshi	Full Time Lecturer in B.B.A	MCA	5 Years
10	Mr. S. D. Sasane	Full Time Lecturer in B.B.A	MCA	3 Years
11	Mr. R. D. Lande	Full Time Lecturer in B.B.A	BCS	3 Years
12	Mr. K. R. Datir	Full Time Lecturer in Commerce	M.Com, Set	2 Years
13	Mr. S. A. Mahale	Full Time Lecturer in Commerce	M.Com, Set	1 Years
14	Mr. S. D. Pawar	Full Time Lecturer in Commerce	M.Com, Set	1 Years
15	Mr. G. B. Zagare	Full Time Lecturer in Commerce	M.Com, Set	1 Years
16	Mr. Shaikh A. A.	Full Time Lecturer in Commerce	M.Com, Set	6 Month
17	Mr. A. D. Nabge	Full Time Lecturer in B.B.A	MCS	6 Month

* *Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC, Joint Director Pune and Rayat Shishan Sanstha Satara.*

- 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.
- **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 are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.
- **Section 4 (1) (b) (xiv) / Manual - 14:**
- **Information available in Electronic form**
 - All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
 - Information made publicly available can be accessed at college website. All the information about the college is available on our website and in the college office.
- **Section 4 (1) (b) (xv) / Manual - 15:**
- **Means, methods and facilities available to citizens for obtaining information**
 - Unrestricted Access to Website.
 - Citizens may seek the information in the Officer of the college on working days during office hours.

- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
- **Library Timing** : From 10.00 a.m. to 6.00 p.m. on all working days.
- **Weekly Holiday** will be on **Sunday**.

● **Section 4 (1) (b) (xvi) / Manual – 16**

Public Information Officer

Shri. R. D. Bhingardive (O.S.)

Chandraroop Dakale Jain College of Commerce, Shrirampur.

Mobile 9623912921, Email: raosahebbhingardive63@gmail.com

Appellate Authority

Dr. L. D. Bhor

Principal, Chandraroop Dakale Jain College of Commerce, Shrirampur.

Mobile: 9421479220, Email: bhorlaxman808@gmail.com

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

● **Other Useful Information**

- **Chandraroop Dakale Jain College of Commerce** popularly known as "C. D. Jain College" is one of the well reputed branches of the Rayat Shikshan Sanstha. It is located at Shrirampur which is a new township, developed and progressed basically as a business town
- **It is Affiliated to Savitribai Phule Pune University, Pune (Permanent Affiliation from UG-1989, PG-2006)**
- **Recognised by Government of Maharashtra**
- **Recognised by UGC (From 1971)**
- **Accredited by NAAC during 2004 – 2012**
- **Re-Accredited by NAAC during 2012-2017**
- **Applied for NAAC Re-Accreditation 3rd Cycle**
- **Submitted online Proforma for NIRF on 22/11/2017 with NIRF Institutional ID-IR-1-C-C-C-41785**
- **Every year we conduct National and State Level Seminar**

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.