



**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 Shirampur. 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.

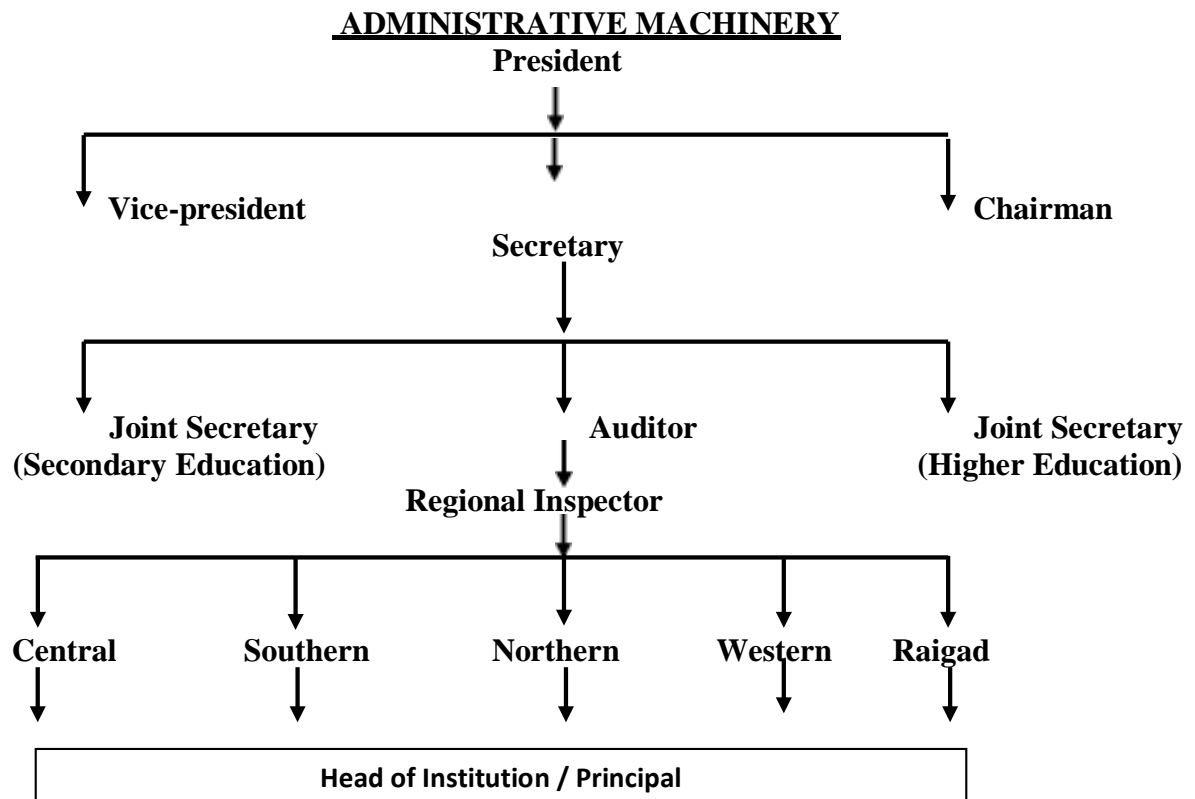
Library Timing: From 10.00 a.m. to 6.00 p.m. on all working days.

Weekly Holiday will be on **Sunday**.

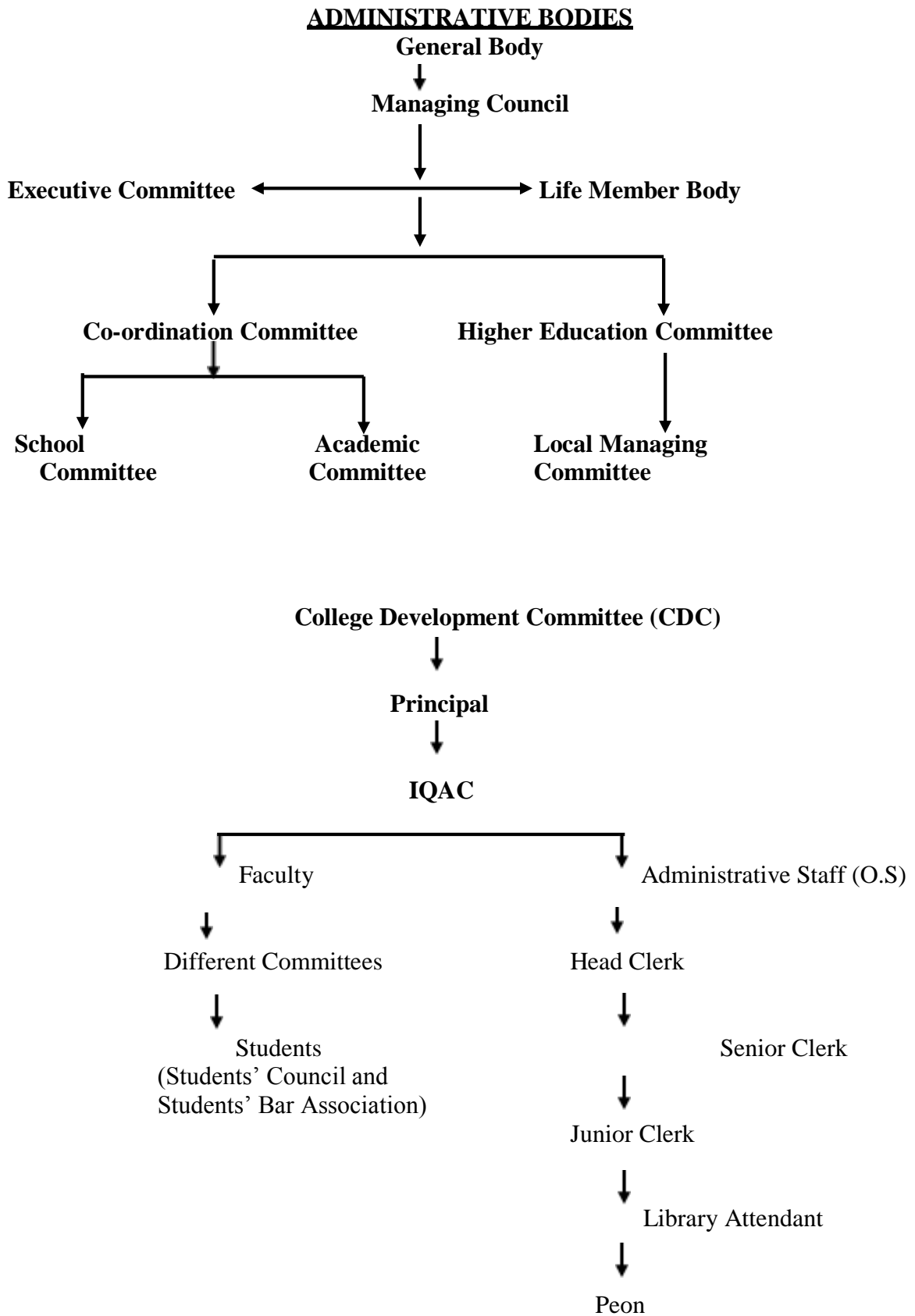
- **Organization and Administrative Machinery**

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. Bhausaheb Kisan Karale Secretary, Rayat Shikshan Sanstha, Satara	Secretary of the Management or his nominee	
3	Adv. 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 Niraml	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	staff & employees and the existing budget of the college. iv) To update the Stock register and Dead Stock register every year to include all purchases. v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
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10. Lead College Activity Committee: -

S.N.	Name	Designation	Functions
1.	Principal Dr. L. D. Bhor	Chairperson	i) To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc ii) To Conduct the Programme iii) To give publicity to write report & proceeding. iv) To submit the budget and utilization with report of the lead college activities to the Lead College in the cluster.
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	i) To decide the books to be purchased for each class that are prescribed & recommended by University. ii) To Organize book exhibition and Library orientation programme iii) To subscribe for journals & other Magazines. iv) To display New Arrivals on the notice board. v) To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank. vi) To make rules & regulations for proper functioning of the library & the Computer Lab. vii) To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record viii) Take disciplinary action regarding loss of books, late return of the books, damage to books etc ix) To make yearly report of books damaged, lost etc. x) To hold at least two meetings in a year. xi) To maintain a register of minutes of the meetings.
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	i) To supervise the regular maintenance of the building & surrounding area. Regular cleaning of water tanks. Etc. ii) To Maintain the existing furniture in good condition & to suggest & conduct repairs, replacement whenever necessary iii) To suggest purchase of new furniture for the college, whenever necessary. To explore opportunities of infrastructure development. iv) To provide for the safety measures in the premises, to maintain First Aid, Firefighting equipment's etc. v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
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 oragnises 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	


Honrary 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
1.	Dr. L. D. Bhor	Principal	B.Com ,M.Com, M.Phil, Ph.D.	32 Years	193726
2.	Dr. S. N. Gawali	Asso. Professor	M.Com., Ph.D.	34 Years	192720
3.	Dr. D. B. Ghotekar	Asso. Professor	M.Com., Ph.D	30 Years	192720
4	Dr. B. S. Waghmare	Asso. Professor	M.Com., M.Phil	30 Years	17272
5	Mr. S. Y. Deshmukh	Asso. Professor (Director of Physical Education)	M.P.Ed. SET	25 Years	158498
6	Dr. Bawake B. B.	Asso. Professor	M.A., B.Ed, SET, Ph.D.	25 Years	177827
7	Dr. S.B. Sayyed	Asso. Professor	M.A., M.Phil, Ph.D.	24 Years	163236
8	Dr. R. P. Kalamkar	Assistant Professor	M.Com, M.Phil, Ph.D.	15 Years	93205
9	Mr. Vivek M More	Asst. Professor (Librarian)	B.A., M.LIS, NET, SET, PGDBM (Marketing)	8 Years	72894
10	Mr. V. B. Nagpure	Assistant Professor	M.com, SET	6 Years	64326
11	Mr. Kekane M. A.	Assistant Professor	M.com, SET	6 Years	64326

▪ **Non-Teaching Staff :-**

S.N.	Name of Teacher	Designation	Qualification	Exp.	Pay
1.	Shri. R. D. Bhingardive	O.S	H.S.C	35 Years	49968
2.	Shri. B. B. Raut	Head Clerk	S.S.C	25 Years	42484
3.	Shri. S. Y. Hase	Sr. Clerk	M.A.B.ED	26 Years	37065
4.	Shri. S. P. Patel	Jr. Clerk	S.S.C	35 Years	40266
5.	Shri. S. V. Gunjal	Jr. Clerk	M.A	4 Years	22374
6.	Shri. P. P. Satralkar	Lib. Atten.	S.S.C	26 Years	35075

7	Shri. M. B. Phatangare	Lib. Atten.	H.S.C	26 Years	35378
8	Shri. S. E. Shinde	Peon	H.S.C	04 Years	16730
9	Shri. B. R. Gangurde	Peon	H.S.C	04 Years	16730
10	Shri. R. V. Mate	Peon	H.S.C	04 Years	16730

■ **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.

UGC Grant X Plan Period (2002-2006)

Sr.No	Name of The Grant	Amount	Date	Utilized	Refund	Final Amount	NOC
1	Books & Journal	173400	06/11/2006	173400	00	173400	Yes
2	Equipment	173400	06/11/2006	173400	00	173400	Yes
3	PTAC	34680	06/11/2006	34680	00	34680	Yes
4	Building-Computer Lab	381480	06/11/2006	381480	00	381480	Yes
5	Voc.of Edu-Computer Application	1283373	24/05/2006	1283373	00	1283373	Yes
6	Scheme of Coaching Class under Minoeity	700000	20/12/2006	700000	00	700000	Yes
7	Seminar Entrepreneurship & Marketing	50000	09/10/2006	50000	00	50000	Yes
8	Net Work Research Center	70000	03/03/2007	70000	00	70000	Yes
9	Women hostel Building	3293732	12/04/2007	3293732	00	3293732	Yes
10	Carrier oriented Programme Marketing	500000	26/02/2007	500000	00	500000	Yes
Total		6660065		6660065	00	6660065	

UGC Grant XI Plan Period (2007-2012)

Sr.No	Name of The Grant	Amount	Date	Utilized	Refund	Final Amount	NOC
1	Additional Assistance	50,00,000	31/10/2012	51,27,199	00	10,000,00	Yes
2	Merge Scheme	7,45,000	31/03/2010	10,83,328	1,55,000	3,53,200	Yes
3	MRP Shri.Bhor laxman Daji Final	55,000	10/01/2007	55,368	00	7,500	Yes
4	Sports Infrastructure & Equipment	5,00,000	30/03/2012	5,59,065	5,392	94,608	Yes
5	College Development Scheme	6,10,368	31/03/2010	5,95,796	50,611	2,00,000	Yes
Total		69,10,368		74,20,756	2,11,003	16,55,308	

UGC Grant XII Plan Period (2012-2017)

Sr.No	Name of The Grant	Amount	Date	Utilized	Refund	Final Amount	NOC
1	Development Assistance	440000	06/03/2014	440000	00	00	No
2	Development Assistance	268750	04/01/2013	268750	00	00	No
3	IQAC Grant	3,00,000	10/03/2014	3,03,804	00	00	No
4	National Seminar	1,00,000	12/03/2013	1,04,040	00	25,000	Yes
5	National Seminar	1,50,000	30/03/2016	1,51,696	00	30,000	Yes
6	MRP Shri.Gawali Shirish Nana	55,000	12/06/2013	55,000	00	22,500	Yes
7	Travel Grant Shri.Barhate Gorakh	71,473	08/09/2014	71,473	00	00	Yes
8	Travel Grant Shri.Adik Baban R.	66,773	14/07/2017	66,773	00	00	Yes
9	Junior Research Fellowship 2015-16	2,67,100	29/03/2016	2,67,100	00	00	-
10	MRP Principal.Shri.Sanjay Kamble	1,10,000	05/02/2013	00	00	00	00
11	MRP Shri. Ghotekar Dnyeshwar B.	70,000	05/02/2013	00	00	00	00
Total		18,99,096		18,21,494	00	77,500	

- **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.

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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.