

VPM'S K.G.JOSHI COLLEGE OF ARTS & N.G.BEDEKAR COLLEGE OF COMERCE, THANE-WEST, THANE – 400601.

INFORMATION UNFRT MANUAL – 4 OF RIGHT TO INFORMATION ACT – 2005.

(Information given is in accordance with the existing record & changeable time to time as per rules & regulations)

MANUAL NO. 4(1) (b)(I)

Details of Organization & Functions

VIDYA PRASARAK MANDAL
Chairman, Dr. Vijay V. Bedekar
022-25426270

VIDYA PRASARAK MANDAL
Secretary, Shri. Uttam B. Joshi
022-25426270

VPM'S JOSHI-BEDEKAR COLLEGE
Principal – Dr.Mrs. S.A.Singh
022-25332412 / 25392072

VPM'S JOSHI-BEDEKAR COLLEGE
Vice- Principal – Shri. S,G. Shinde
022-25332412 / 25392072

VPM'S JOSHI-BEDEKAR COLLEGE
Vice- Principal – Dr. Mrs. S.V. Bhide
022-25332412 / 25392072

VPM'S JOSHI-BEDEKAR COLLEGE
Registrar – Ms. M. M. Ambokar
022-25332412 / 25392072

VPM'S JOSHI-BEDEKAR COLLEGE
Office Superintendent – Shri. A.L. Vichare Upto 30/07/2016
022-25332412 / 25392072

Procedure for assignment of work

ADMINISTRATIVE OFFICE	VARIOUS DEPARTMENTS	LIBRARY
PRINCIPAL VICE-PRINCIPALS REGISTRAR OFFICE SUPERINDENDANT JUNIOR STENOGRAPHER HEAD CLERK SENIOR CLERK JUNIOR CLERK PEON	PRINCIPAL VICE-PRINCIPALS HEAD OF THE DEPARTMENT N.C.C. N.S.S. D.L.L.E GYMKHANA	PRINCIPAL VICE-PRINCIPALS LIBRARIAN ASSISTANT LIBRARIAN LIBRARY CLERK LIBRARY ATTENDANT

VARIOUS DEPARTMENTS OF THE COLLEGE

ADMINISTRATIVE OFFICE	FACULTIES & DEPARTMENTS		OTHER
	<u>ARTS</u>	<u>COMMERCE</u>	
PRINCIPAL VICE-PRINCIPALS REGISTRAR ACCOUNT SECTION HER OFFICE SUPERINDENDANT HEAD CLERK SENIOR CLERK JUNIOR CLERK PEON	ENGLISH HINDI MARATHI ECONOMICS HISTORY GEOGRAPHY POLITICS PSYCHOLOGY PHILOSOPHY SANSKRIT BMM	ACCOUNTANCY BUSINESS ECONOMICS COMMERCE & BUSINESS MANAGEMENT BUSINESS LAW MATHEMATICS & STATISTICS ACCOUNTANCY & FIN. BANKING & INSURANCE FINANCIAL ACCOUNTS	LIBRARY REFERENCE ROOM GYMKHANA STAFF ROOM – TEACHING NSS ROOM NCC ROOM KATTYAYAN SABAHA GRUHA SPACE FOR MEDITATION VARIOUS CLASS ROOMS COLLEGEL CANTEEN LADIES ROOM EXAMINATION ROOM GYMNASIUM LUNCH ROOM FOR CLASS IV EMPLOYEES CO-OPERATIVE SOCIETY FOR EMPLOYEES RECORD ROOM

MANUAL NO. 4(1) (b)(ii)
Power and duties of its officer and employees,
Joshi-Bedekar College, Office Staff workload (2016-17)

Sr.No.	Name of the Person	Designation	Nature of Duties
1.	Ms. Ambokar Manali M.	Registrar	<u><i>Degree/ Junior College & Unaided Courses</i></u> Mark and distribute letters in the name of dealing Assistant, Checking Cash books, C. C. Meeting, Court Case, Supervision, Internal College Exam. Results, Confidential Reports - All Supporting Staff.
2.	Shri. Vichare Arun L.	Office Superintendent	<u><i>Degree/ Junior College</i></u> Interview, Appointment orders, Approval, Memos, Assessment Committee Reports, Notices, Musters, Court Cases, Confidential Reports - Degree and Junior College, Supporting Staff, Pension. Internal College Exam Results (Degree and Junior College).
3.	Ms. Chitale Hema P.	Junior Stenographer	<u><i>Degree/ Junior College</i></u> Dictation, Marathi and English Typing, GPF Ledger of Degree College, PF Work , GPF Loan, Internal College Exam Results (Degree and Junior College), Online Admission, MKCL Work.
4.	Shri. Patil Sanjay B.	Head Clerk	<u><i>All Degree College Related Work</i></u> <i>Fee Registers, Book Bank Registers, All A/cs Registers, daily sheets, Collection of Fees (Degree and Junior College), Seminar Fee Collection Register, UGC related work</i>

Sr.No.	Name of the Person	Designation	<u>Nature of Duties</u>
5.	Ms. Sonawane Asha M.	Senior Clerk	<u>All Degree College Related Work</u> Sale of Prospectus, College Exams, University Exams, Admissions, Enrolment, Eligibility, Exam forms, Correspondence with University Result, Migration, T.C., Transcript, Roll-Call, Duplicate Mark-sheets.
6.		Senior Clerk	
7.		Senior Clerk	
8.	Shri. Autade Dilip Y.	Junior Clerk	<u>All Degree College Related Work</u> Sale of Prospectus, College Exams, University Exams, Admissions, Enrolment, Eligibility, Exam forms, Correspondence with University Result, Migration, T.C., Transcript, Roll-Call, Duplicate Mark-sheets.
9.	Ms. Dolkar Bhavana R.	Junior Clerk	<u>Degree/ Junior College</u> Attendance (Degree and Junior), English/Marathi Typing, MKCL Work, General Register (Degree – Arts), Daily Sheet (All courses), Seminar Form Register, Online Admission.
10.	Ms. Amberkar Darshana P.	Junior Clerk	<u>Degree/ Junior College</u> Pay Bills (Degree & Junior), Salary Slips, Arrears, Fixations, Increments, Income Tax, LTC, Salary Correspondence letters, Increment Registers, All kinds of leave, Service Books, Abstract Registers. .

Sr.No.	Name of the Person	Designation	<u>Nature of Duties</u>
11.	Ms. Raut Shilpa V.	Junior Clerk	<u>All Junior College Related Work</u> Correspondence Boards Office, Roll-Call, L.C., Migration, General Registers Arts and Commerce, Admission, Duplicate Mark-sheets
12.	Shri. Zagade Rupesh S.	Junior Clerk	<u>Degree/ Junior College</u> Cashier's Duty, Receipts & Payments, Rough Cash Book, All A/c's Registers, Daily sheets, Seminar A/c, NAAC A/c, CAP A/c.
13.	Ms. Mate Kavita V.	Junior Clerk	<u>Degree/ Junior College</u> All Scholarships / Freeships, GPF (Junior College), P.L.A., Cash Book, Stationery, Stationery Register, Railway Concession, Bus Concession, Transfer Certificates
14.	Ms. Sakshi Pawar	Junior Clerk	<u>Degree/ Junior College</u> Telephone, Inward, Outward Registers, Postal Stamps A/c, Stationery, Stationery Register, English / Marathi Typing, Online Admission.
15.	Mr. Jayant Pahtare	Junior Clerk	<u>Degree/ Junior College</u> Cashier's Duty, Receipts & Payments, Rough Cash Book, All A/c's Registers, Daily sheets.

MANUAL NO. 4(10(b)(iii))

Name of Manual : (III) the procedure followed in the decision making process, including channels of supervision and accountability.

Important Policies & Financial matters are discussed in the college College Committee, Local Managing Committee and Management for appropriate decision.								
Decision pertaining to administrative, academic, financial, local agencies, government, social aspects, general public matters are taken after discussion College Committee, Local Managing Committee with Heads of respective departments & wherever necessary, certain cases are reported to the management for their guidance.								
All court matters are discussed in the meeting of the management & decisions are taken after advice of the legal advisor.								
RTI	EXAMINATION	ACCOUNTS	DEPARTMENTAL	SPECIAL CELL	ADMINISTRATIVE OFFICE	LIBRARY	STUDENTS WELFARE & EXTRA CURRICULAR ACTIVITIES	ALL OTHER ACTIVITIES
Information Officer ↓ Appellate Authority	Principal ↓ Vice-Principal ↓ Exam. Chairman ↓ Exam. Committee Members	Principal ↓ Registrar ↓ Office Superintendent	Principal ↓ Head of Department ↓ Other Teachers in the Department	Principal ↓ Committee Members	Principal ↓ Vice-Principal ↓ Registrar ↓ Office Superintendent ↓ Junior Stenographer ↓ Head Clerk ↓ Senior Clerks ↓ Junior Clerks ↓ Peon	Principal ↓ Vice-Principal ↓ Librarian ↓ Asst. Librarian ↓ Library Clerks ↓ Attendants	Principal ↓ Vice-Principal ↓ Committee In charge ↓ Committee Members	Principal ↓ Vice-Principal ↓ In charge ↓ Committee Members

MANUAL NO. 4(1(b)(IV)

Name of Manual : The norms set by it for the discharge of its functions.

STUDENTS RELATED		STAFF RELATED		GOVERNMENT RELATED / RTI
BONAFIDE / 1 ST ATTEMPT	Immediately in Urgency or Next day	SALARY APPOINTMENTS	As per Government Norms	All circular are followed and replied in stipulated time
RAILWAY CONCESSION	Monday, Wednesday, Thursday	CERTIFICATES	1 to 2 days	RTI – Information is provided within 15 days
ATTESTATION	Within 5 Days or Immediately in Urgency	SERVICE RECORD	Service Books are updated periodically copy issued to staff members	
DUPLICATE MARKSHEET / LEAVING CERTIFICATE	Within 5 to 8 Days subject to following due procedure			
T.C. / TRANSCRIPT	5 days			
ENROLLMENT EXAM FORMS	As per schedule of University / Board			
CANCELLATION OF ADMISSION	Immediately, Original documents are Returned Immediately			
REFUND OF FEES ON CANCELLATION OF ADMISSION	Within 8 to 10 days on cancellation of admission			
REFUND OF DEPOSITS / FEES	Deposits are refunded after completion of degree on every Saturday and other fees are refunded immediately			
Any other matters SUCH AS LETTERS OF RECOMMENDATION ETC.	1 to 2 days			

MANUAL NO. 4(1(b)(V))

The rules, regulations, instructions, Manuals and Records held by it or under its control for used by its employees for discharging its duties.

1. Maharashtra Civil Service Rules - 1981, as applicable to affiliating aided colleges.
2. University of Mumbai - Rules applicable to affiliated colleges.
3. Technical & Higher Education Department, Government of Maharashtra
4. Government Regional Offices - Director of Education, Pune
Divisional Joint Director, Higher Education, Kokan Region, Panvel, Raigad.
5. UGC Regulations
6. Maharashtra Universities Act. - 1994.

MANUAL NO. 4(1(b)(IV)

Statement of categories of documents in departments.

STUDENTS RELATED RECORD		STAFF RELATED RECORDS		ACCOUNTS RELATED RECORDS	
General Register	Permanent	Individual Records	Permanent	Receipt Books	5 years
Leaving Certificates	Permanent	Salary Register	Permanent	Fee Register	Permanent
Examination Records Final Results Unit Test / Prelim	Permanent 2 Years	Staff Approval/ appointments	Permanent	Ledger	Permanent
Admission Forms	2 Years	Abstract Registers	Permanent	Cash Book	Permanent
Circulars	Permanent	Leave Registers	10 Years	Voucher Files	5 years

MANUAL NO. 4(1(b)(Vii)

Details of arrangement for public participation in policy

NIL

MANUAL NO. 4(1(b)(Viii)
Details of Board / committee / Council.

1. College Committee

<u>Name of College Committee Members</u>	<u>Designation</u>
Dr.V.V.Bedekar	Chairman
Shri. Madhav Gokhale	Member
Shri. Uttam B. Joshi	Member
Dr. Mahesh V. Bedekar	Member
Dr. (Mrs.) S. A. Singh	Secretary
Shri. S. G. Shinde	Member
Dr.(Mrs) S. V. Bhide	Member

2. Local Managing Committee

<u>Name of LMC Committee Members</u>	<u>Designation</u>
Dr.V.V.Bedekar	Chairman
Dr. (Mrs.) S. A. Singh	Secretary
Shri. M.Y.Gokhale	Member
Shri. Uttam B. Joshi	Member
Shri. R. R. Rasal	Member
Shri. J. N. Kayal	Member
Mrs. G. U. Luktuke	Member
Ms. T. N. Nadgauda	Member
Shri. Y. S. Prasade	Member
Shri. S. B. Patil	Member

3. Others given below

Committees for conducting Co-Curricular and Extra-Curricular Activities for the academic year 2016-2017

1) Time Table		
1.	Ms. Madhavi Arekar	Chairperson
2.	Ms. Neeta Pathak	Member
3.	Ms. Kalpana Ramdas	-“-
4.	Ms. Sheetal Chabukswar	-“-

2) Research Academy		
1.	Dr. D.P.Sable	Chairperson
2.	Ms. Jharna Tolani	Member
3.	Ms. Mugdha Keskar	-“-
4.	Ms. Kranti Doibale	-“-

3) Scholars' Academy & Students' Forum		
1.	Dr. (Ms.) Shakuntala A. Singh	Chairperson
2.	Ms. Pradnya Rajebahadur	Member
3.	Mr. Santosh Rane	-“-
4.	Ms. Sindu Natuvelty	-“-
5.	Ms. Mohini Kulkarni	-“-
6.	Ms. Vedavati Paranjpe	-“-
7.	Mr. Subhash Shinde	Advisor

4) Gymkhana / Sports Academy		
1.	Mr. Mahesh Patil	Chairperson
2.	Mr. P. P. Morey	Physical Instructor
3.	Ms. Archana Doifode	Member
4.	Mr. Avinash Waghmare	-“-
5.	Ms. Vinita Nair	-“-
6.	Mr. Vinod Chandawani	-“-
7.	Ms. Rasika Desai	-“-
8.	Ms. Geetanjali Chiplunkar	-“-
9.	Mr. V.V. Sanaye	-“-
10.	Ms. M.L. Manuja	-“-

5) Talent Academy (Cultural Activities Association)		
1.	Ms. Archana Prabhudesai	Co-ordinator
2.	Mr. Nitin Pagi	Member
3.	Ms. Rasika Desai	-“-
4.	Mr. Shivaji Naik	-“-
5.	Mr. Avinash Waghmare	-“-
6.	Ms. Mohini Kulkarni	-“-
7.	Ms. Madhavi Pardeshi	-“-
8.	Ms. Pooja Mule	-“-
9.	Ms. Mohini Nadkarni	-“-
10.	Ms. Mugdha Bapat	-“-
11.	Ms. Mrunmayee Thatte	Advisor

6) Staff Academy		
1.	Dr.(Ms.) Priyamvada Joshi	Chairperson
2.	Ms. Swati Bhalerao	Member
3.	Mr. Vinod Chandwani	-“-
4.	Ms. Kiran Bahiram	-“-

7) Vyasa Sabha (Degree)		
1.	Mr. Anil Bhabad	Chairperson
2.	Ms. Mugdha Keskar	Member
3.	Ms. Shefali Kondewar	-“-
4.	Ms. Vimukta Rajee	-“-

8) College Magazine (Yuva Shilp)		
1.	Mr. Santosh Rane	Co-ordinator
2.	Dr.(Mrs.) Suja Roy Abraham	Member
3.	Dr. (Ms.) Jayashree Singh	-“-
4.	Ms. Babu Manchumol Thomas	-“-
5.	Ms. Swati Bhalerao	-“-
6.	Ms. Archana Nair	-“-
7.	Mr. J.U. Khedkar	-“-
8.	Ms. Trupti Sonawane	-“-
9.	Mr. Tushar Hedav	-“-

9) Students' Attendance		
	<u>ARTS</u>	
1.	Ms. T.N. Nadgauda	Arts (Incharge)
2.	Ms. Kalpana Chandhoke-Nayar	Member
3.	Mr. Atul Raut	-“-
4.	Ms. Sheetal Chabukswar	-“-
	<u>COMMERCE</u>	
1.	Mr. Nitin Wadhvande	Commerce (Incharge)
2.	Ms. Priyamvada Tokekar	Member
3.	Mr.Pramod Kharate	-“-
4.	Mr. Prakash Jangle	-“-

10) N. S. S.		
1.	Mr. Praful Bhosale	Programme Officer
2.	Ms. Kalpana Ramdas	Programme Officer
3.	Mr. Prakash Jangale	Member
4.	Dr. Sagar Thakkar	-“-
5.	Ms. Urmila Shetve	-“-
6.	Ms. Geetanjali Chiplunkar	-“-

11) Library Development Committee		
1.	Dr.(Mrs.) Shakuntala A. Singh	Chairperson
2.	Mr. Subhash Shinde	Vice Principal
3.	Mr. Narayan Barse	Member
4.	Mr. Mahesh Patil	Convener
5.	Dr. Anil Dhawale	Member
6.	Ms. Vimukta Raje	-“-
7.	Ms. Manisha Patil	Asstt. Librarian

12) Film Society		
1.	Dr.(Mrs.) Shakuntala A. Singh	Chairperson
2.	Mr. Subhash Shinde	Vice Principal
3.	Mr. Narayan Barse	Member
4.	Mr. Mahesh Patil	Convener
5.	Dr. Anil Dhawale	Member
6.	Ms. Vimukta Raje	-“-

13) Placement Cell		
1.	Mr. Nitin Pagi	In-Charge
2.	Ms. Monika Deshpande	Member
3.	Ms. Archana Doifode	-“-
4.	Mr. Avinash Waghmare	-“-
5.	Ms. Purva Gaikwad	-“-
6.	Ms. Urmila Shetve	-“-
7.	Ms. Dipti Chindarkar	-“-
8.	Ms. Ruchita Gavhale	-“-
9.	Mr. Subhash Shinde	Advisor

14) N. C. C. Navy		
1.	Dr. Deepak Sable	In-Charge

15) N.C.C. Army Girls		
1.	Lt. (Mrs.) Madhavi Joshi	In-Charge

16) Counseling		
1.	Dr.(Ms.) Suchitra Naik	In-Charge
2.	Ms. Vedavati Paranjape	Member
3.	Mrs. Anjali Purandare	-“-
4.	Ms. Aditi Patgaonkar	-“-

17) Generation Dialogue (Degree)		
1.	Ms. Geeta Luktuke	In-Charge
2.	Mr. Anil Bhabad	Member
3.	Ms. Mugdha Keskar	-“-
4.	Ms. Sheetal Chabukswar	-“-

18) Nature Club		
1.	Mr. Shivaji Naik	In-Charge
2.	Mr. Avinash Waghmare	Member
3.	Ms. Vinita Nair	-“-
4.	Ms. Neelam Shaikh	-“-

19) Vivekanand Study Circle		
1.	Dr. (Mrs.) Indrani Roy	In-Charge
2.	Mr. Dattaprasad Ghadi	Member
3.	Ms. Neha Malkhare	-“-

20) Women Development and Grievance Cell		
1.	Dr. (Mrs.) Shakuntala A. Singh	Chairperson
2.	Mr. Subhash Shinde	Member
3.	Dr. (Mrs.) Smita Bhide	Member
4.	Ms. Monika Deshpande	-“-
5.	Dr. Anil Dhawale	-“-
6.	Dr.(Mrs.) Suja Roy Abraham	-“-
7.	Ms. Neelam Shaikh	-“-
8.	Ms. Mohini Kulkarni	-“-
9.	Ms. Manali Ambokar	Off. Representative
10.	Ms. Alpana Bapat	Member(NGO)
11.	Ms. Priyamvada Tokekar	Member Secretary

21) Students' Council Selection		
1.	Dr. (Mrs.) Shakuntala A. Singh	Chairperson
2.	Mr. Subhash Shinde	Convener
3.	Dr. (Mrs.) Smita Bhide	Vice Principal
4.	Ms. Monika Deshpande	Special Invitee
5.	Mr. Narayan Barse	Member
6.	Mr. Deepak Murdeshwar	-“-

22) Examination Committee		
1.	Ms. Monika Deshpande	Chairperson
2.	Mr. Deepak Murdeshwar	Member
3.	Mr. Nitin Wadhvinde	-“-
4.	Ms. Madhavi Arekar	-“-
5.	Ms. Purva Gaikwad	-“-
6.	Ms. Babu Manchumol Thomas	-“-

23) Result Finalization Committee		
1.	Ms. Rashmi Agnihotri	Chairperson
2.	Dr.(Mrs.) Indrani Roy	Member
3.	Dr.(Ms.) Jayashree Singh	-“-
4.	Ms. Sangeeta Mohanty	-“-
5.	Ms. Neelam Shaikh	-“-
6.	Ms. Shefali Kondewar	-“-
7.	Ms. Trupti Kautikwar	-“-
8.	Ms. Jharana Tolani	
9.	Dr. Sagar Thakkar	

24) Unfair Means Inquiry Committee		
1.	Mr. Subhash G. Shinde	Chairperson
2.	Dr. (Mrs.) Smita Bhide	Member
3.	Dr. Anil Dhawale	-“-
4.	Ms.Pradnya Rajebahadur	
5.	Ms. Sindu P. Natuvelty	-“-

25) Grievance Redressal Cell		
1.	Dr. (Mrs.) Shakuntala A. Singh	Chairperson
2.	Dr. (Mrs.) Smita Bhide	Member
3.	Mr. Subhash Shinde	-“-
4.	Ms. Gauri Tirmare	-“-
5.	Mr. Narayan Barse	-“-
6.	Ms. Rashmi Agnihotri	-“-
7.	Ms. Neeta Pathak	-“-
8.	Mr. Deepak Murdeshwar	-“-
9.	Ms. Manali Ambokar	-“-
10.	Mr. Parag Shinde	-“-

26) Anti-ragging Committee		
1.	Dr. (Mrs.) Shakuntala A. Singh	(Principal), Chairperson
2.	Shri. Subhash G. Shinde	(Vice-Principal) Member
3.	Dr.(Mrs.) S.A. Naik	(Vice-Principal) Member
4.	Shri. Narayan S. Barse	Member
5.	Mrs. Madhavi Naik	Member
6.	Ms.Manali M. Ambokar	Member
7.	Mrs. Hema P. Chitale	Member
8.	Shri. Sanjay B. Patil	Member
9.	Shri. Parag R. Shinde	Member
10.	Shri. Vijay D. Patil	Member
11.	Ms. Pratiksha Pingale	Cr. FYBA
12.	Ms. Tanuja Vadhavkar	Cr. FYBCOM.
13.	Ms. Poorva Jadhav	Cr. FYBMS
14.	Mr. Prasad Shinde	Cr. TYBA
15.	Mr. Sanket Kurnekar	Cr. TYBCOM.
16.	Ms. Chaitrali Harvande	Cr. TYBMS
17.	Mr. M.V. Dharmadhikari	Sr. P.I. Thane Police
18.	Mr. D. H. Mane	PC Thane Police
19.	Ms. Gayatri Sonawane	WPN Thane Police

27) Research Committee		
1.	Dr.(Mrs.) Suja Roy Abraham	Chairperson
2.	Mr. Subhash Shinde	Member
3.	Dr. (Mrs.) S.A. Naik	-“-
4.	Mr. Narayan Barse	-“-
5.	Ms. Jharna Tolani	-“-
6.	Mr. Deepak Murdeshwar	-“-
7.	Ms. Sangita Mohanty	-“-
8.	Dr. S. K. Savanur	Advisor

28) Result Improvement Committee - Commerce		
1.	Mr. R.K.Iyer	Chairperson
2.	Ms. Archana Prabhudesai	Member

29) Result Improvement Committee - Arts		
1.	Ms. Neeta Pathak	Chairperson
2.	Mr. Shivaji Naik	Member

30) DLLE		
1.	Ms. Sangita Mohanty	Chairperson
2.	Ms. Kalpana Chandoke	Member
3.	Mr. Atul Raut	-“-
4.	Ms. Rasika Desai	-“-
5.	Ms. Dipti Chindarkar	-“-
6.	Ms. Neha Malkhare	-“-

31) Infrastructure Committee		
1.	Mr. Narayan Barse	Chairperson
2.	Mr. Yogesh Prasade	Member
3.	Dr. Anil Dhawale	-“-
4.	Mr. Subhash Shinde	Advisor

32) Discipline Committee		
1.	Ms. Geeta Luktuke	Chairperson
2.	Ms. T. N. Nadgauda	Member
3.	Mr. Praful Bhosale	-“-
4.	Mr. Deepak Murdeshwar	-“-

33) Speakers Academy		
1.	Ms. Vimukta Raje	Chairperson
2.	Mr. Santosh Rane	Member
3.	Ms. Archana Nair	
4.	Ms. Kranti Doibale	

34) Internal Examination Committee		
1.	Ms. Geeta Luktuke	Incharge
2.	Mr. R. K. Iyer	Member
3.	Mr. Anil Bhabad	Member
4.	Mr. Yogesh Prasade	
5.	Ms. Sindu Natuvetty	Member
6.	Ms. Archana Nair	Member

4. MEMBERS OF THE INTERNAL QUALITY ASSURANCE CELL : (IQAC)

	<u>Name of Members</u>	<u>Designation</u>
1.	Dr.(Mrs.) Shakuntala A.Singh	Principal
2.	Mr. Subhash G. Shinde (Co-ordinator)	Co-ordinator and Vice-Principal
3.	Dr. (Mrs.) Smita Bhide	Vice-Principal
4.	Mr. Narayan Barse	Librarian
5.	Mrs. Gauri Tirmare	Vice-Principal Jr. College
6	Mr. Ram Kumar Iyer	Member
7.	Mrs. Suchitra Naik	-“-
8.	Mrs. Monika Deshpande	-“-
9.	Mrs. Rashmi Agnihotri	-“-
10.	Mrs. Neeta Pathak	-“-
11.	Mr. Deepak Murdeshwar	-“-
12.	Smt. Manali Ambokar	Registrar
13.	Mr. Arun Vichare	Office
14.	Mr. Parag Shinde	Office
15.	Dr. Vishnu Kanhere	Nominee from the Society
16.	Dr. Kayal	Management Representative

MANUAL NO. 4(1(b)(IX))

List of the Teaching Staff of the Degree College for the			
Year 2016-2017			
Sr. No.	Name	Designation	Subject
1	Dr. (Mrs.) Shakuntala A. Singh	Principal & Professor	Philosophy
2	Dr. (Mrs.) S.A.Naik	Associate Prof.	
3	Shri.Avinash S. Waghmare	Assi. Prof.	
4	Ms. Supriya More (Contract Basis)	Assi. Prof.	
5	Dr. P.T.Kharate	HOD & Assi. Prof.	English
6	Shri.Manoj Patharkar	Assi. Prof.	
7	Ms.Madhavi Arekar	Assi. Prof.	
9	Dr.(Mrs.) Suja Roy	Assi. Prof.	
10	Shri. P.P.Bhosle	Assi. Prof.	
11	Shri. A.R.Bhabad	HOD & Assi. Prof.	Marathi
12	Shri. S.L.Rane	Assi. Prof.	
13	Shri. V. V. Shelke (C.H.B.)	Assi. Prof.	
14	Dr. A.D.Dhawale	HOD & Assi. Prof.	Hindi
15	Dr. (Ms.) J. B. Singh	Assi. Prof.	
16	Mrs. A.R.Doifode	HOD & Assi. Prof.	Geography
17	Shri. S.V.Naik	Assi. Prof.	
18	Ms. Vineetha Nair (Contract Basis)	Assi. Prof.	
19	Mrs. R.M.Agnihotri	HOD & Assi. Prof.	Commerce
20	Ms. A.K.Prabhudesai	Assi. Prof.	
21	Ms. Ruchita Gavhale (Contract Basis)	Assi. Prof.	

Sr. No.	Name		Subject
22	Dr. D.P.Sable	HOD & Assi. Prof.	Economics
23	Mrs. K.P. Nayar	HOD in Busi. Eco. Assi. Prof.	
24	Mrs. N. N. Pathak	Associate Prof.	
25	Shri. P.S. Jangale	Assi. Prof.	
26	Dr. S. H. Thakkar	Assi. Prof.	
27	Mrs. G.U.Luktuke	HOD & Asso. Prof.	Politics
28	Mrs. P.P.Tokekar	Assi. Prof.	
29	Ms. Shweta Ahire	Assi. Prof.	
30	Shri. S.G.Shinde	HOD & Assi. Prof.	History
31	Dr.(Mrs.) Indrani Roy	Assi. Prof.	
32	Shri. Vishwesh W. Shinde (C.H.B)		
33	Dr. (Mrs.) S.V.Bhide (Retired on 30.06.2016)	HOD & Asso. Prof.	Mathematics/ Statistics
34	Mrs. M.M.Deshpande (HOD From 01.07.2016)	Associate Prof.	
35	Ms. T.N.Nadgauda	Assi. Prof.	
36	Mrs. Kalpana P. Ramdas	Assi. Prof.	
37	Ms. Sheetal Chabukswar (Contract Basis)	Assi. Prof.	
38	Shri. R.K.Iyer	HOD & Assi. Prof.	Accountancy
39	Shri. Y.S.Prasade	Assi. Prof.	
40	Shri. N.R. Wadhwinde	Assi. Prof.	
41	Shri. Dattaprasad Ghadi (Contract Basis)	Assi. Prof.	
42	Mrs. Pradnya Rajebahadur	Assi. Prof.	Business Law

43	Shri. N.S. Barse	Librarian	Librarian
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MANUAL NO. 4(1(b)(X)
Monthly Salary of each employee

Sr. No.	Name of Employee	Designation	Basic Pay	G.P / D.P.	D.A.	H.R.A.	C.L.A.	T.A.	Special All.	Total Emoluments
Teaching										
1	DR.(MRS.) SINGH SHAKUNTALA .AJAI	Principal Asso. Prof. & HOD	63820	10000	92275	23546	300	2400	3000	195341
2	MRS.LUKTUKE GEETA UMESH	HOD & Asso. Prof.	56850	9000	82313	19755	300	2400		170618
3	DR.(MRS.) BHIDE SMITA VIJAY Retired on 30.06.2016	HOD & Asso. Prof.	60680	9000	82919	20904	300	2400		176203
4	SHRI. IYER RAMKUMAR KALYANKRISHNAN	HOD & Assi. Prof.	36850	7000	54813	13155	300	2400		114518
5	DR.(MRS.) NAIK SUCHITRA ASHISH	Associate Professor	55300	9000	80375	19290	300	2400		166665
6	MRS. DESHPANDE MONIKA MILIND	Associate Professor	55300	9000	80375	19290	300	2400		166665
7	MS. NADGAUDA TEJASWINI NARSINHRAO	Assistant Professor	30730	6000	45913	11019	300	2400		96362
8	SHRI. BHABAD ANIL RAMKRISHNA	HOD & Assi. Prof.	30160	8000	47700	11448	300	2400		100008
9	MRS. TOKEKAR PRIYANVADA PRASAD	Assistant Professor	29340	6000	44175	10602	300	2400		92817
10	SHRI. BARSE NARAYAN SAMPAT	Librarian	30160	7000	46450	11148	300	2400		97458
11	SHRI. PRASADE YOGESH SUDHAKAR	Assistant Professor	27930	6000	42413	10179	300	2400		89222
12	DR. DHAWALE ANIL .DIGAMBER	HOD & Assi. Prof.	30190	8000	47738	11457	300	2400		100085
13	SHRI. SHINDE SUBHASH GANGARAM	HOD & Assi. Prof.	29320	7000	45400	10896	300	2400		95316
14	SHRI. RANE SANTOSH LAXMAN	Assistant Professor	16250	6000	27813	6675	300	2400		59438
15	DR. SABLE DEEPAK POPAT	HOD & Assi. Prof.	30140	8000	47675	11442	300	2400		99957
16	DR. KHARATE PRAMOD TULSHIRAM	HOD & Assi. Prof.	25550	7000	40688	9765	300	2400		85703

17	SHRI. WADHVINDE NITIN RAMCHANDRA	Assistant Professor	24370	6000	37963	9111	300	2400		80144
18	Dr. (MRS.) ROY INDRANI AMITAWA	Assistant Professor	26600	7000	42000	10080	300	2400		88380
19	MRS. AGNIHOTRI RASHMI M.	HOD & Assi. Prof.	22310	7000	36638	8793	300	0		75041
20	SHRI. PATHARKAR MANOJ R.	Assistant Professor	22310	7000	36638	8793	300	2400		77441
21	MS. AREKAR MADHAVI MANOHAR	Assistant Professor	22310	7000	36638	8793	300	2400		77441
22	MRS. NAYAR KALPANA PRABODH	Assistant Professor	22310	7000	36638	8793	300	2400		77441
23	MRS. DOIFODE ARCHANA R.	HOD & Assi. Prof.	24040	7000	38800	9312	300	2400		81852
24	DR. (MS.) SINGH JAYASHREE B.	Assistant Professor	24840	7000	39800	9552	300	2400		83892
25	MRS. PATHAK NEETA N.	Associate Professor	51600	9000	75750	18180	300	2400		157230
26	Dr.(MRS.) SUJA ABRAHAM ROY	Assistant Professor	24670	7000	39588	9501	300	2400		83459
27	SHRI. BHOSALE PRAFULLA P.	Assistant Professor	20590	6000	33238	7877	300	2400		70505
28	SHRI. JANGALE PRAKASH S.	Assistant Professor	19810	6000	32263	7743	300	2400		68516
29	MRS. RAJEBAHADUR PRADNYA V	Assistant Professor	20560	6000	33200	7968	300	2400		70428
30	MS. PRABHUDESAI ARCHANA K .	Assistant Professor	20560	6000	33200	7968	300	2400		70428
31	DR. THAKKAR SAGAR H.	Assistant Professor	21310	6000	34138	8193	300	2400		72341
32	SHRI. SHIVAJI V. NAIK	Assistant Professor	17610	6000	29513	7083	300	2400		62906
33	SHRI. AVINASH S. WAGHMARE	Assistant Professor	17610	6000	29513	7083	300	2400		62906
34	MRS. KALPANA P. RAMDAS	Assistant Professor	17610	6000	29513	7083	300	2400		62906
A			968910	232000	1501147	3616373	9900	76800	3000	3153430

Sr. No.	Name of Employee	Designation	Basic Pay	G.P/ D.P.	D.A.	H.R.A.	C.L.A.	T.A.	Special All.	Total Emolu-ments
Non-Teaching (Class III)										
1	SMT. AMBOKAR MANALI MANGESH	Registrar.	15250	4400	24563	5895	300	1200		51608
2	MRS. PATIL MANISHA ARVIND	Assistant Librarian	16920	4200	26400	6336	300	400		54556
3	MRS.CHITALE HEMA PRADEEP	Junior Stenographer	21160	4400	31950	7668	300	1200		66678
4	SHRI VICHARE ARUN LAXMAN (Retired on Dt. 31.07.2016)	Office Supdt.	16030	4200	25288	6069	300	400		52287
5	MS. SONAVANE ASHA MOTILAL	Senior Clerk	11510	2400	17388	4173	300	400		36171
6	SHRI PATIL SANJAY BHAGATSINGH	Head Clerk	11010	4200	19013	4563	300	400		39486
7	SHRI. RAUT BALU BABAN	Junior Clerk Typist	16030	4200	25288	6069	300	400		52287
8	SHRI. AUTADE DILIP YOHAN	Junior Clerk Typist	13880	2400	20350	4884	300	400		42214
9	MRS. DOLKAR BHAVANA RAKESH	Junior Clerk Typist	9360	2400	14700	3528	300	400		30688
10	MRS.AMBERKAR DARSHANA PRASHANT	Junior Clerk Typist	9180	2400	14475	3474	300	400		30229
11	MRS. RAUT SHILPA VINOD	Junior Clerk Typist	7640	1900	11925	2862	300	400		25027
12	SHRI. ZAGADE RUPESH SHRIDHAR	Junior Clerk Typist	8620	1900	13150	3156	300	400		27526
13	SHRI. SHINDE DEEPAK	Junior Clerk Typist	7640	1900	11925	2862	300	400		25027
14	MRS. MATE KAVITA KISAN.	Junior Clerk Typist	6820	1900	10900	2616	300	400		22936
15	SHRI. BHARMAL TANAJI KASHINATH	Library Clerk	8920	1900	13525	3246	300	400		28291
B			163940	40500	255552	61332	4200	7200	0	532724

Sr. No.	Name of Employee	Designation	Basic Pay	G.P/ D.P.	D.A.	H.R.A.	C.L.A.	T.A.	Special All.	Total Emolu-ments
Non-Teaching (Class IV)										
1	MRS. PAWAR VINITA VINAYAK	Library Attendent	9230	1900	13913	3339	300	400		29082
2	SHRI. DANT EKNATH RAGHUNATH	Library Attendent	9210	1900	13888	3333	300	400		29031
3	SHRI. KOLI GANESH VASANT	Library Attendent	7760	1900	12075	2898	300	400		25333
4	SHRI. JADHAV GANESH WALMIK	Library Attendent	7760	1900	12075	2898	300	400		25333
5	SHRI. GHOLAP SANDESH SAHEBRAO	Library Attendent	7360	1900	11575	5778	300	400		24313
6	SHRI. DAGALE KIRAN V.	Library Attendent	6820	1900	10900	2616	300	400		22936
7	SHRI. RATHOD SUNIL SHIVAJI	Hamal/Peon/Sweeper	8590	1600	12738	3057	300	400		26685
8	SHRI. PATHARE HARISHANKAR H.	Hamal/Peon/Sweeper	8590	1600	12738	3057	300	400		26685
9	SHRI. PATIL VIJAY DATTATRAY	Hamal/Peon/Sweeper	8590	1600	12738	3057	300	400		26685
10	SHRI. DHAKOLIA MANVIR JAIKISAN	Hamal/Peon/Sweeper	8590	1600	12738	3057	300	400		26685
11	SMT. RAGJI CHITRA CHANDU	Hamal/Peon/Sweeper	8290	1600	12363	2967	300	400		25920
12	SHRI. KOLI MUKUL SHALIGRAM	Hamal/Peon/Sweeper	7440	1600	11300	2712	300	400		23752
13	SHRI. KHOPKAR VIJAY BHARAT	Hamal/Peon/Sweeper	7440	1600	11300	2712	300	400		23752
14	SHRI. JADHAV DINESH BHIKU	Hamal/Peon/Sweeper	6010	1300	9138	2193	300	2000		20941
15	MRS. TITKARE REVATI NARESH	Hamal/Peon/Sweeper	6010	1300	9138	2193	300	2000		20941
16	SHRI. TAMBE YOGESH D.	Hamal/Peon/Sweeper	5580	1300	8600	2064	300	400		18244
17	SHRI. PATIL MANOHAR K.	Hamal/Peon/Sweeper	5180	1300	8100	1944	300	400		17224
18	SHRI. RAUT SUDHIR J.	Hamal/Peon/Sweeper	5180	1300	7485	1887	300	400		16362
19	SHRI. SATLE MAHESH R.	Hamal/Peon/Sweeper	5180	1300	7485	1887	300	400		16362
20	SHRI.TAJANE MILIND SHANTARAM	Peon	4990	1300	7863	1887	300	400		16740
			143800	31700	219380	52650	6000	11200	0	464730
C	Total Salary		1276650	304200	1976079	47655	20100	95200	3000	4150884

MANUAL NO. 4(1(b)(XI)
Budgetary Provisions 2016-17

EXPENDITURE			INCOME				
	Jr. College	Dr. College	Total		Jr. College	Dr. College	Total
				Adm. Charges	1700.00		1700.00
Depreciation	35210.16	886992.00	918202.16	Admission processing fee	55390.00	625000.00	680390.00
				Coll. Magazine Fee		275000.00	275000.00
Advertisement	.00	108420.00	117420.00	Computer Fee		554400.00	554400.00
Affiliation fee		8000.00	8000.00	Development Fund		1200000	1200000.00
Audit Fee		46600.00	46600.00	E-Charge Fee		150000.00	150000.00
Bank Commission & Charges	505.00	2999.80	6965.80	Docu. Verification fee	100.00	10500.00	10600.00
Basic Pay (CIV)		2060337.00	1814410.00	Group Insurance		52800.00	52800.00
Basic Pay (NTS)		2114670.00	2194570.00	Gym. Fee		520300.00	520300.00
Basic Pay (TS)	5379022.00	12055440.00	14527909.00	I. Card Fees	35000.00	138000.00	173000.00
Binding		25500.00	2696.00	Lib. Fee		800880.00	800880.00
Building Maintenance	904047.00	469298.00	2384197.00	Misc. Fee	167100.00	775250.50	942350.50
Building Rent To Management	101032.00	175340.00	266372.00	Stu. Welfare Fee		138600.00	138600.00
Cash Allowance		2750.00	2400.00	Tuition Fee	374000	200800.00	574800.00
C.L.A.(CIV)		84600.00	63375.00	Uni. Sports and cultural activity		76890.00	76890.00
C.L.A.(NTS)		69300.00	63025.00	Utility Fee		605000.00	605000.00

EXPENDITURE				INCOME			
	Jr. College	Dr. College	Total		Jr. College	Dr. College	Total
C.L.A.(TS)	74428.00	1272200.00	1346628.00	Vice chancellors fund		54520.00	54520.00
Clock Hour Basis	274003.00	351760.00	625763.00	College Exam. Fee	113400.00		113400.00
College Exam	70032.00		70032.00	Interest on bank account	32379.00	326851.21	359230.21
Computer Maintenance	48011.00	97215.00	145226.00	Dup. Mark sheet fee	400.00		400.00
Computer Stationery		156824.21	156824.21	Salary Grant	10909243.00	38497735.00	49406978
Contract Basis		1469816.00	1469816.00	Leaving certificate fee	10690.00		10690.00
D.A.(CIV)		2856030.00	2856030.00	Administrative Charges		52951.00	52951.00
D.A. (NTS)		3151255.00	3151255.00	Dup. Fee Receipt	200.00	475.00	675.00
D.A.(TS)	7668552.00	17425252.00	25093804.00	Fine from student for fees & library	1780.00	21812.00	23592
D.P.(CIV)		540188.00	540188.00	Relief fund deduction		0.00	0.00
D.P.(NTS)		661450.00	661450.00	Sale of Bonafide Cert	4380.00	11420.00	15800
D.P.(TS)	1317607.00	2951026.00	4268633.00	Sale of old news papers		17688.00	17688.00
E.C.A.		294040.00	294040.00	Sale Of Prospectus	79144.00	295450.00	374594.00
ECA College Magazine		100800.00	100800.00	Seminar Fees		233490.00	233490.00
ECA Cont. For Web Site		135720.00	135720.00	Student Aid Fund Receipts		1260.00	1260.00
ECA Cultural Activities		425800.00	425800.00	T.C. Fee/Transcript Fee		32250.00	32250.00

EXPENDITURE				INCOME			
	Jr. College	Dr. College	Total		Jr. College	Dr. College	Total
ECA Entry Fee		29825.00	29825.00	Not Claim FF/Jawan Freeship writ off		223	223.00
			0.00	UGC Reg. Fees writ off		10000	10000.00
E.C.A. Gathering		100800.00	100800.00	Univ. Fess Not claimable item writ off		99390	99390.00
ECA Gym. Misc.		52500.00	52500.00	Project fee	28476.00		28476.00
ECA Hon to Coaches		35000.00	35000.00	Term Fee	52508.00		52508.00
ECA I card		342600.00	342600.00	HSC exam	87.00		87.00
ECA Inter Collegiate Sports	42376.00	148525.00	190901.00				
Registration fee	5500.00		5500.00				
ECA News Paper Bill		36000.00	36000.00				
Gymkhana exp.		85000.00	85000.00	Deficit	1801570.36	1656856.76	3458427.12
ECA Sport Material		95957.50	95957.50				
ECA Sports contribution		98310.00	98310.00				
ECA Youth Festival		3750.00	3750.00				
Electricity Charges	454909.00	1500820.00	1955729.00				
ECA Relief fund		23770.00	23770.00				
H.R.A. (CIV)		780158.00	780158.00				

EXPENDITURE				INCOME			
	Jr. College	Dr. College	Total		Jr. College	Dr. College	Total
H.R.A.(NTS)		832836.00	832836.00				
H.R.A.(TS)	1939572.00	4494083.00	6433655.00				
Insurance Premium		1967.00	1967.00				
Lease Line	21358.00	45000.00	66358.00				
Maintenance	10092.00	188209.00	198301.00				
HSC Exam	2290.00		2290.00				
Municipal Tax		139130.00	139130.00				
Ordinary Repairs		25352.00	25352.00				
Other (NS)	92782.00	162173.85	254955.85				
Peon Dress		32370.00	32370.00				
Periodicals		89794.00	89794.00				
Postage		29700.00	29700.00				
Printing (NS)	166706.50	71578.00	238284.50				
Screening commit. Eps.		0.00	0.00				
Railway. Con. Books		3950.00	3950.00				
Security Charges	450926.00	660274.00	1111200.00				

EXPENDITURE				INCOME			
	Jr. College	Dr. College	Total		Jr. College	Dr. College	Total
seminar Expenses		592823.50	592823.50				
Software Development & Maintenance	23145.00	51796.00	74941.00				
Spl. Allowance to I/c. Prin.	00	36000.00	36000.00				
Stationery	40778.00	239928.11	280706.11				
Sixth pay arrears		0.00	0.00				
T.A.(CIV)		145200.00	145200.00				
T.A.(NTS)		91200.00	91200.00				
T.A.(TS)	456720.00	845523.00	1302243.00				
Telephone charges		48647.00	48647.00				
Travelling	9160.00	89703.50	98863.50				
Suspended Salary		0.00	0.00				
V.P & I.C Pirn .Allow.from mgmt	10000.00	15000.00	25000.00				
Washing Allowance		8400.00	8400.00				
Water Charges	82864.00	126361.00	209225.00				
Group Insurance		0.00	0.00				
Old saled xerox machine Amt. writ off		0.00	0.0				
Total	19658482.70	62309843.00	79967344.00	Total	13667547	47435792	61103340

MANUAL NO. 4(1(b)(XII)

Subsidy programs, amounts, details of beneficiaries

NIL

MANUAL NO. 4(1(b)(XIII)

Particulars of recipients of concessions, permits

All concession & permits facilities wherever applicable for non-profitable educational institution

MANUAL NO. 4(1(b)(XIV)

Details of information held & reduced to electronic format

All information are available on college Website : www.vpmthane.org

MANUAL NO. 4(1(b)(XV))

Particulars of facilities to citizens for obtaining information

Citizens are given information on their personal visit during the office hours.
Information is provided if applied under RTI Act.
Most of the information is available on the college website.
Information is displayed on notice board time to time.
Since inception information is available in the College Library.

MANUAL NO. 4(1(b)(XVI))

Name & Designation of Public Information Officers

Information Officer	Designation
Dr. Mrs. S.A. Singh	Principal
Appellate Authority	
Dr. Rama Bhosale	Jt. Director, Panvel

MANUAL NO. 4(1(b)(XVII))

Any other information