

VSPM Academy of Higher Education
Arvinbhabu Deshmukh Mahavidyalaya Bharsingi
Tah. Narkhed, Dist-Nagpur
State-Maharashtra, 441305

College Website: -www.adm.edu.in

College Email: - adm_bharsingi@rediffmail.com



INTRODUCTION

According to the preamble of the Indian Right to Information (RTI) Act, 2005, “Democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to contain corruption and to hold governments and their instrumentalities accountable to the governed”. Information as a term has been derived from a Latin words which means giving shape to something, and forming a pattern respectively. Information is needed by human beings to realize their full social, political and economic potential. It is the key which helps make decisions. It is also a public resource collected and stored by government in trust for people. Right to Information is just like oxygen for democracy. It stands for transparency. Information would lead to openness, accountability and integrity. Besides, apart from ensuring greater transparency it also acts as a deterrent against the arbitrary exercise of public powers. A culture of individual action, political consciousness and public spirit is the basis for the success of democracy. Objective of the Act is to establish the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

This Information handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing VSPM Academy of Higher Education, Arvindbabu Deshmukh Mahavidyalaya Bharsingi 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

College History

Vidya Shikshan Prasarak Mandal Academy of Higher Education (VSPMAHE) has always been committed to the cause of providing high quality education at various levels. After beginning its journey in the early 1984's. VSPMAHE has blossomed into an educational colossus that has attained national recognition in multiple streams of higher education. Hon'ble Shri. Ranjeetbabu Deshmukh is president of VSPM academy and Dr. Bhausaheb Bhoge is founder of VSPM academy are the roots of these renowned academy.

VSPM's Arvindbabu Deshmukh College of Arts, Science and Commerce also well known as AD College, was established in 1986. In its journey during the past 36 years it has grown in

strength from 75 students from its inception to a total strength of 2000 students today. Also there are 1300 students studying in YCMOU through this college. Under the affiliation of Rashtrasant Tukadoji Maharaj University of Nagpur. College offers undergraduate and post graduates programs like B.A., B.Com. from 1986 and later in 2008 B.Sc. and M.A. has been started also college started M.Com. on from academic session 2022. The college is also identified as community college under scheme of UGC and running a skill oriented diploma course in Welding and Fabrication. Beside that the college also runs as-on courses like Fashion designing and Communicative English. Listed in first top ten for the graduation course in mass media. College having units such as N.S.S. of 250 students, college awarded with best college for N.S.S. by R.T.M.N.U., Nagpur. College having very active sport department. Every year students are performed at National, State, University level and received Gold, Silver and bronze medal. Our college organized International, National, State and University level Conferences, Seminars and Workshops in various subjects. College is popular for its cultural, sports and drama activities and infrastructural facilities

OUR VISION

To become a center of quality education by promoting high academic and social pursuit and competencies of students of rural region for all round development

OUR MISSION

- To impart higher education for all round development of students of rural area and provide them an opportunity to make them competent for development in society
- The priority of the institution is to bring academic excellence along with personality development to compete with the rest of the world.
- The institution is located in the remote area so maximum students belong to backward communities and socio – economically weaker section so provides them opportunity to make themselves competent.
- To provide opportunity in future by providing them quality education, skilled base program, competitive examination guidance, sports facility etc.

Objectives

“Education to all” is the basic motto of the college and with this motive, the college has set following Objectives –

- To provide educational facility at lower expenditure to rural students who aspire for higher education.
- To plan and execute various schemes for the development of hidden merits of students.
- To generate cultural, educational and social awareness among students
- To inculcate the feelings of nationalism and secularism among students.
- To empower students for employment and self-employment and to run skill-based certificate courses for the development of various job-oriented skills among students.
- To develop interest of students in Computer education and Information Technology.
- To focus on all round development of students to promote nationalistic ideals and values among students and teachers.
- To develop scientific temperament among students and teachers to remove superstitions in society

Contact Details-

Arvindbabu Deshmukh Mahavidyalaya Bharsingi

At. Bharsingi, Tah. Narkhed, Dist.-Nagpur

Maharashtra-441305

Web address :- www.adm.edu.in

Email:- adm_bharsingi@rediffmail.com

College Working Schedule

College timing in working days: - 7.40 am to 4.30 pm

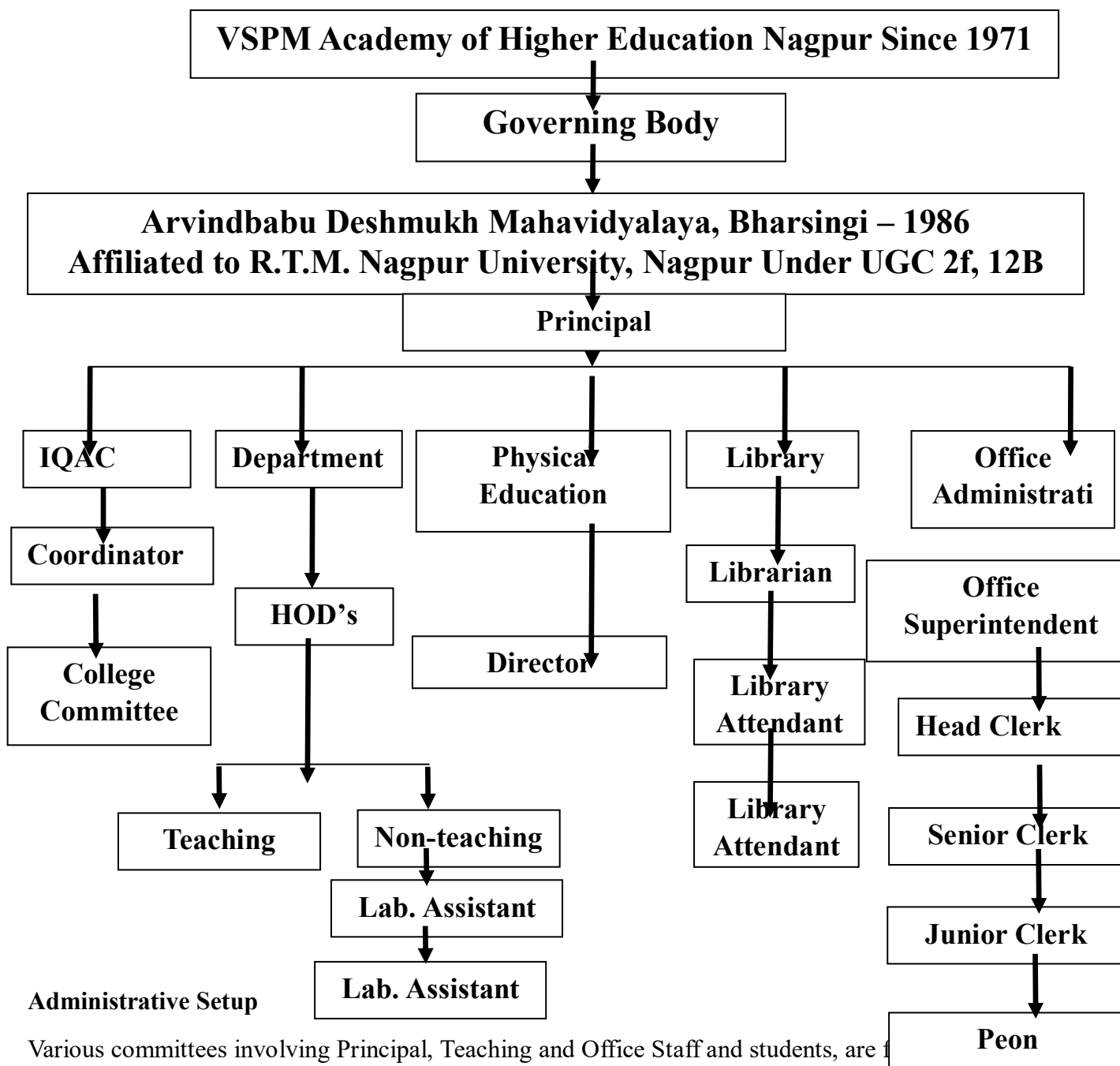
Office timing: -9.30 am to 4.30 pm

Library Timing: - 9.30 am to 4.30 p

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

Arvindbabu Deshmukh Mahavidyalaya, Bharsingi



Administrative Setup

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

Management council

| S.N. | Name | Designation |
|------|---------------------|------------------------------|
| 1. | Shri. R.A. Deshmukh | President |
| 2. | Shri. Y.D. Chalkhor | Secretary |
| 3. | Shri. D. Y. Raut | Member (Social service) |
| 4. | Shri. J. K. Masih | Member (Education) |
| 5. | Dr. V. R. Kubade | Member (Research) |
| 6. | Shri. R.K. Sharma | Member (Industry) |
| 7. | Dr. P.D. Pawar | Member Principal |
| 8. | Dr. S. B. Thakare | IQAC Co-ordinator |
| 9. | Dr. S. A. Jichakar | Teacher representative |
| 10. | Dr. D. K. Upase | Teacher representative |
| 11. | Dr. M.M. Varma | Teacher representative |
| 12. | Mr. A.A. Choudhary | Non-teaching representative |
| 13. | | President of student council |
| 14. | | Secretary of student council |

Note and Functions:

In the organizational structure parent management body is in top position. The internal organizational structure is a College Development Committee which develops, designs, implements and monitors the action plans for the improvement of the institution. The recommendations of CDC are implemented by the Principal through different governance practices such as shift in-charge, office administration and finance, committees and IQAC coordinator. The shift in-charge monitors the working of his shift in coordination with faculty incharge and HODs. The office superintendent being the head of administrative wings accepts the suggestions from the Principal regarding administrative and financial matters with the help of non-teaching staff. Heads of 36 committees work under the guidance of Principal that decentralizes the activities for the effective working of the institution. The IQAC coordinator in coordination with Principal accepts the recommendations of CDC and incorporates them in perspective plan.

Decision Making Process:

1. The quality enhancement plans, financial policies and implementation of policies are decided by the CDC.

2. The decisions regarding the academic activities are taken in the college council which is subject to approval of the CDC.
3. The IQAC plans and suggests the process for implementing the various academic activities.
4. The extracurricular activities are planned in consultation with the Students' Council.
5. Departmental academic and research activities are planned by the respective head of the department.

Staff Council

| S.N. | Name | Designation | Staff council Designation |
|------|----------------------|------------------------------|---------------------------|
| 1. | Dr. P.D. Pawar | Principal | President |
| 2. | Dr. S.A. Jichakar | Head dept. Marathi | Secretary |
| 3. | Dr. D.K. Upase | Head dept. English | Member |
| 4. | Dr. S. P. Gudadhe | Head dept. Botany | Member |
| 5. | Dr. S. B. Thakare | Head dept. Chemistry | Member |
| 6. | Dr. N. M. Raut | Head dept. Zoology | Member |
| 7. | Dr. P. V. Gayakwad | Head dept. Mathematics | Member |
| 8. | Mr. V. P. Rahangdale | Head dept. Economics | Member |
| 9. | Mr. R. S. Ghorpade | Head dept. Political Science | Member |
| 10. | Dr. A. R. Gharpure | Head dept. Physics | Member |

The administration of the college is vested with the principal subject to the general direction and control of the VSPM Academy of Higher Education governing body. College Council is a statutory body to advice and to assist the principal in all academic and administrative matters. The College council consists of Heads of the Department and four elected representatives, from among the teaching staff, and the Administrative Assistant. Principal is the Chairman of the council. A secretary is elected from among the members. The Council secretary issues notices of council meetings in consultation with the principal.

College Development committee

| S.N. | Name | Designation |
|------|---------------------|-------------------------|
| 1. | Shri. R.A. Deshmukh | President |
| 2. | Shri. Y.D. Chalkhor | Secretary |
| 3. | Shri. D. Y. Raut | Member (Social service) |
| 4. | Shri. J. K. Masih | Member (Education) |
| 5. | Dr. V. R. Kubade | Member (Research) |
| 6. | Shri. R.K. Sharma | Member (Industry) |
| 7. | Dr. P.D. Pawar | Member Principal |
| 8. | Dr. S. B. Thakare | IQAC Co-ordinator |
| 9. | Dr. S. A. Jichakar | Teacher representative |

| | | |
|-----|--------------------|------------------------------|
| 10. | Dr. D. K. Upase | Teacher representative |
| 11. | Dr. M.M. Varma | Teacher representative |
| 12. | Mr. A.A. Choudhary | Non-teaching representative |
| 13. | | President of student council |
| 14. | | Secretary of student council |

The college development committee is formed with an objective of having an empowered system of administration and to ensure that the faculty feels involved into the administration of the college Functions:

1. To analyse the areas where the institution needs to be strengthened / improved.
2. To Identify new UG / PG courses, Labs, Administration policies rules and take review of the self-financing courses in the college, if any, and make recommendations for their improvement
3. To monitor the general Development and maintenance of the Campus.
4. To submit the report on the developments made semester wise to the academic council.
5. To suggest specific recommendations to the management to strengthen teaching and learning process and research culture.
6. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;
7. To analyse feedback from various stake holders and suggest recommendations accordingly.

Internal Quality Assurance Cell (IQAC)

| S.N. | Name | Designation |
|-------------|----------------------|------------------------------|
| 1. | Dr. P.D. Pawar | President |
| 2. | Dr. S. B. Thakare | IQAC Co-ordinator |
| 3. | Dr. N. M. Raut | Member Co-ordinator |
| 4. | Dr. S. P. Gudadhe | Member |
| 5. | Dr. M.R. Raghuvanshi | Member |
| 6. | Dr. P. V. Gayakwad | Member |
| 7. | Mr. V. P. Rahangdale | Member |
| 8. | Shri. D. Y. Raut | Member (Social service) |
| 9. | Dr. G. W. Kuware | Member (Alumni) |
| 10. | Dr. Vasant Kubade | Member External |
| 11. | Mr. A.A. Choudhary | Office Representative |
| 12. | Mr. C. B. Barapatre | Technical staff |
| 13. | | President of student council |

College Working Committee

Time Table Committee

| | | |
|--------------------|---|----------------------|
| Dr. P. D. Pawar | - | Principal & Chairman |
| Dr. S.A. Jichakar | - | Convener |
| Mr. S. B. Thakare | - | Member |
| Dr. A. S. Kate | - | Member |
| Mr. A. B. Nandgave | - | Member |

Innovative Teaching Learning Methods

| | | |
|---------------------|---|----------|
| Dr. N. M. Raut | - | Convener |
| Dr. A. S. Gharpure | - | Member |
| Mr. V. P. Rahagdale | - | Member |
| Dr. A. N. Ingole | - | Member |
| Dr. R. P. Dongre | - | Member |
| Mr. B. B. Madavi | - | Member |

Examination and Evaluation Committee

| | | |
|----------------------|---|----------|
| Dr. R. P. Dongre | - | Convener |
| Mr. R. S. Ghorpade | - | Member |
| Dr. P. V. Gayakwad | - | Member |
| Dr. A. S. Kate | - | Member |
| Mr. V. P. Rahangdale | - | Member |
| Dr. A. R. Gharpure | - | Member |

Prospectus Committee

| | | |
|-------------------|---|----------|
| Dr. S. R. Bansod | - | Convener |
| Dr. N. M. Raut | - | Member |
| Dr. A. L. Gadre | - | Member |
| Dr. P. U. Wasu | - | Member |
| Mr. S. R. Singada | - | Member |

Remedial Courses Committee

| | | |
|--------------------|---|----------|
| Dr. A. S. Kate | - | Convener |
| Mr. D. K. Upase | - | Member |
| Dr. P. V. Gayakwad | - | Member |
| Mr. S. R. Sinkar | - | Member |

NSS Committee

| | | |
|-------------------|---|--------------------------|
| Mr. A. S. Kate | - | Programme Coordinator |
| Dr. A. L. Gadre | - | Programme Co-coordinator |
| Mr. S. R. Sinkar | - | Programme Co-coordinator |
| Mr. R.S. Ghorpade | - | Member |
| Dr. M. M. Varma | - | Member |
| Miss. M. A. Joshi | - | Member |
| Dr. B. C. Maniyar | - | Member |
| Student Member | - | |

Library Advisory Committee

| | | |
|-----------------------|---|----------------|
| Dr. P.D. Pawar | - | Chairman |
| Dr. P. U. Wasu | - | Secretary |
| Dr. S. A. Jichkar | - | Member |
| Dr. D. K. Upase | - | Member |
| Mr. S. B. Thakare | - | Member |
| Dr. M. R. Raghuvanshi | - | Member |
| Dr. A. S. Kate | - | Member |
| Mr. V. B. Nikam | - | Member |
| Mr. N. N. Jawale | - | Member |
| | - | Student Member |

Women Hostel Committee

| | | |
|-----------------------|---|----------|
| Dr. P. D. Pawar | - | Chairman |
| Miss. R. D. Walake | - | Convener |
| Dr. M. R. Raghuvanshi | - | Member |
| Mr. N. V. Lohe | - | Member |
| Mrs. S. D. Dhote | - | Warden |

Student Member (Girl) -

Competitive Examination Committee

Mr. B. B. Madavi - Convener
Dr. N. M. Raut - Member
Mr. V. P. Rahangdale - Member
Mr. P. U. Wasu - Member
Dr. R. K. Wanare - Member
Mr. S. R. Singada - Member
Student Member -

Career Counseling Committee & Placement Cell

Dr. A. N. Ingole - Convener
Dr. S. P. Gudadhe - Member
Mr. R. S. Ghorpade - Member
Dr. R. P. Dongre - Member

Women Cell

Miss. M. A. Joshi - Convener
Dr. S. A. Jichkar - Member
Miss. R. D. Walke - Member
Dr. S. P. Gudadhe - Member
Dr. M. R. Raghuvanshi - Member
Dr. A. R. Gharpure - Member

Alumni Committee

Mr. R. S. Ghorpade - Convener
Mr. P. U. Vasu - Co-convener
Dr. M. M. Varma - Member
Dr. A. L. Gadre - Member
Dr. G. W. Kuware - Member
Mr. R. D. Gharpure - Member
Mr. A. A. Choudhari - Member

Koshish Sports Council

| | | |
|-----------------------|---|----------|
| Dr. P. D. Pawar | - | Chairman |
| Dr. M. M. Varma | - | Convener |
| Dr. N. M. Raut | - | Member |
| Dr. M. R. Raghuvanshi | - | Member |
| Dr. P. V. Gayakwad | - | Member |
| Mr. V. P. Rahangdale | - | Member |
| Dr. A. L. Gadre | - | Member |
| Student Member (Girl) | - | |
| Student Member (Boy) | - | |

Birth Death Anniversary & Felicitation Committee

| | | |
|--------------------|---|----------|
| Mr. D. K. Upase | - | Convener |
| Mr. R. S. Ghorpade | - | Member |
| Mr. S. R. Sinkar | - | Member |
| Miss. M. A. Joshi | - | Member |

College Annual Magazine Committee

| | | |
|--------------------|---|----------|
| Dr. N. M. Raut | - | Convener |
| Dr. S. A. Jichkar | - | Member |
| Mr. R. S. Ghorpade | - | Member |
| Dr. R. P. Dongre | - | Member |
| Student Member | - | |

Public Relation and Publicity Committee

| | | |
|--------------------|---|----------|
| Mr. R. S. Ghorpade | - | Convener |
| Dr. M. M. Varma | - | Member |
| Mr. D. K. Upase | - | Member |
| Dr. S. R. Bansod | - | Member |
| Dr. P. U. Vasu | - | Member |
| Mr. R. P. Dongre | - | Member |
| Dr. R. K. Wanare | - | Member |
| Mr. S. R. Singada | - | Member |

Mr. K. S. Dahake - Member

Infrastructure maintenance utilization committee

Dr. P. D. Pawar - Chairman

Mr. S. R. Singada - Convener

Dr. M. M. Varma - Member

Dr. M.R. Raghuvanshi - Member

Dr. S. B. Thakare - Member

Mr. C. B. Barapatre - Member

Physical Support facility maintenance committee

Dr. P. D. Pawar - Chairman

Dr. M.R. Raghuvanshi - Convener

Dr. M. M. Varma - Member

Mr. C. B. Barapatre - Member

Anti-Sexual Harassment & Grievance Redressal Cell

Dr. P.D. Pawar - Chairman

Dr. S. A. Jichakar - Convener

Dr. M.M. Varma - Co-convener

Miss. R. D. Walke - Member

Dr. S. P. Gudadhe - Member

Dr. M. R. Raghuvanshi - Member

Miss. M. A. Joshi - Member

Student Member -

Anti Ragging and Grievances Redressal Committee

Mr. A. S. Kate - Convener

Dr. S.B. Thakare - Member

Mr. V. P. Rahangdale - Member

Dr. R. P. Dongre - Member

Mr. B. B. Madavi - Member

Dr. S. P. Gudadhe - Member

Student Member

The grievance procedure is a machinery to sort out the issues between student/staff and college. It is a means by which a student/staff who believes that, he / she has been treated unfairly with respect to his / her academic / administrative affairs or is convinced to be discriminated is redressed. It is a device to settle a problem. It enables to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the college. It involves a process of investigation in which Grievance Redressal Cell for students / Grievance Redressal cell for staff enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Matters are disclosed to only those, who have a legitimate role in resolving the matter. Emphasis on procedural fairness has been given with a view to “the right to be heard and right to be treated without bias.

Objective: To provide a mechanism to students/staff of the college to air out their grievances and to provide redressal for the same so that they have smooth tenure at the college .

Grievance Redressal Procedure

The students/ staff have to place their grievances in the suggestion's box/complaint book placed various points like college office, library, hostels, and grievance redressal cell. The coordinator in turn intimates the matter to the committee for necessary action. Final report based on grievance is received and resolved and submitted to the principal and further course of action is decided and the same is intimated to the student

-

Contact details for Grievance Redressal Cell

Dr. S. A. Jichakar :- 7721098498, Email- sadhana.jichkar2106@gmail.com

Mr. A. S. Kate:- 9325734356, Email-kateashish4@gmail.com

Feedback Committee

| | | |
|--------------------|---|----------|
| Dr. P. V. Gayakwad | - | Convener |
| Dr. S. B. Thakare | - | Member |
| Dr. A. S. Kate | - | Member |
| Mr. B. B. Madavi | - | Member |
| Mr. S. R. Singada | - | Member |
| Mr. A. B. Nandgave | - | Member |

Website Development & Maintenance Committee

| | | |
|--------------------|---|-------------|
| Dr. P. V. Gayakwad | - | Convener |
| Mr. S. R. Sinkar | - | Co-convener |
| Mr. S. B. Thakare | - | Member |
| Mr. M. A. Dhoke | - | Member |

Study Centre Committee

| | | |
|---------------------|---|----------|
| Dr. P. U. Upase | - | Convener |
| Mr. V. P. Rahandale | - | Member |
| Dr. A. R. Gharpure | - | Member |
| Mr. B. B. Madavi | - | Member |
| Student Member | - | |

Research Advisory Committee

| | | |
|--------------------|---|----------|
| Dr. P. D. Pawar | - | Chairman |
| Dr. S. A. Jichakar | - | Convener |
| Dr. S. P. Gudadhe | - | Member |
| Mr. S. B. Thakare | - | Member |
| Dr. A. L. Gadre | - | Member |

Students Development Committee

| | | |
|--------------------|---|----------|
| Dr. A. R. Gharpure | - | Convener |
| Dr. N. M. Raut | - | Member |
| Mr. S. R. Singada | - | Member |
| Mr. A. S. Kate | - | Member |
| Miss. M. A. Joshi | - | Member |

Cultural Committee

| | | |
|-----------------------|---|----------|
| Dr. S. R. Bansod | - | Convener |
| Dr. A. R. Gharpure | - | Convener |
| Miss. R. D. Walke | - | Member |
| Dr. S. P. Gudadhe | - | Member |
| Mr. K. P. Shiraskar | - | Member |
| Student Member (Girl) | - | |
| Student Member (Boy) | - | |

Eco-club

| | | |
|--------------------|---|----------|
| Dr. S. P. Gudadhe | - | Convener |
| Dr. S. R. Bansod | - | Member |
| Mr. S. R. Sinkar | - | Member |
| Dr. A. R. Gharpure | - | Member |
| Dr. R. D. Walake | - | Member |

Students Council

| | | |
|---------------------|---|--------------------|
| Dr. P. D. Pawar | - | Chairman |
| Dr. A. N. Ingole | - | Convener |
| Dr. D. K. Upase | - | Member |
| Dr. S. R. Bansod | - | Member |
| Mr. P. V. Vasu | - | Member |
| Miss. M. A. Joshi | - | Member |
| Mr. B. T. Khode | - | Member |
| Mr. A. B. Nandagave | - | Member |
| | - | Students President |
| | - | Students Secretary |

Details of Services Rendered :- The college renders various services to its stake holders.

Some of them are briefly enumerated below:

- Teaching of UG and PG,
- Conducting Certificate Courses in various subjects.
- Conduct Extension activities for students and Society.
- Conducting internal and University Examination
- Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- Providing training and coaching for Competitive examinations
- Providing various student welfare schemes including Free
ship / Scholarship / pupil guardian scheme / Other concessions.
- Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- Providing career counselling
- Providing Placement guidance
- Arranging field visit and Industrial tours
- The facility of language laboratory to the students
- Provision of various facilities for all round growth of students including bridge courses, Spoken English, and Skill oriented Short Term Courses
- Facility of residential Girls Hostel
- Providing library facilities including book bank, e-resources, text books, reference books, online resources, online databases, RGBGI Knowledge Bank, and journals & periodicals to students and faculty

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

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

| S. N. | Designation | Function |
|-------|-----------------------|--|
| 1. | Principal | <ul style="list-style-type: none"> • To allocate work as per cadre to teaching & nonteaching 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. | Teaching Staff | <ul style="list-style-type: none"> • To undertake teaching activity as per the UGC and government norms. • To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. • To work in various administrative committees and submit report to the principal. • To organize seminar, workshops, debates and other cocurricular activities for students. • To undertake student counselling |
| 3. | Librarian | <ul style="list-style-type: none"> • 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. |

| | | |
|----|------------------------------|---|
| | | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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' • To encourage the students to participate at national state and university level • To take the practice of students for participation at various level |
| 5. | Office superintendent | <ul style="list-style-type: none"> • 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 |
| 6. | Head Clerk | <ul style="list-style-type: none"> • 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. |

| | | |
|----|---------------------|---|
| | | <ul style="list-style-type: none"> • To prepare and submit various utilizations to UGC, University, Government etc. • To prepare and submit budget estimates and monitor accounts accordingly. |
| 7. | Senior Clerk | <ul style="list-style-type: none"> • To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward - outward register, compliance register, Stationary Register, sale of all forms, diaries etc., • To maintain and update bio -metric record and write remarks accordingly. • To maintain Sanstha Correspondence, Students Correspondence and other office correspondence, • To prepare and submit various Fee concession proposals to government authorities • To help other authorities as per the directions Principal & Head clerk. |
| 8. | Junior Clerk | <ul style="list-style-type: none"> • To verify and accept Admission forms, Exam Forms, Concession forms etc., • To issues T.C / Migration & Bonafide certificates, mark list, exam forms etc., • To maintain General Register, University Result, 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. |

| | | |
|-----|-----------------------------|---|
| | | <ul style="list-style-type: none"> To help other authorities as per the directions Principal & Head clerk |
| 9. | Library Attendant | <ul style="list-style-type: none"> To issue & return books in the library as per directions of librarian. To issue I -card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian |
| 10. | Laboratory Assistant | <ul style="list-style-type: none"> To monitor stock register of various science departments To prepare purchase list for various laboratories To ensure the smooth functioning of laboratory To work in any laboratory in absence of any lab attendance To ensure the cleanliness |
| 11. | Laboratory Attendant | <ul style="list-style-type: none"> Maintain the cleanliness of the laboratory To maintain the stock of laboratory To help teachers and students in practical schedule To prepare purchase list with the help of HOD To maintain all the equipment and furniture of the laboratory To help teachers in conducting various exams. |
| 12. | Peon | <ul style="list-style-type: none"> 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. To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting. |

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc. • To render help in organization of various Co-curricular and extracurricular activities and programme held in the college. To work as per the directions of Principal and Head Clerk. |
|--|--|--|

- Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and regulations of the University as stated in the Maharashtra Universities Act.’

Section 4 (1) (b) (iii) / Manual — 3

Procedure followed to take a decision on various matters

- The College functions under the supervision and control of the Parent Institution ‘VSPM Academy of Higher Education, College Development Committee, IQAC and the Principal. The existing President Shri. R. A. Deshmukh and all the members of the parent management rigorously work for accomplishment of policy statement and action plans.
- The IQAC Coordinator with prior discussion with head of the institution, CDC members and other stakeholders develop and design the action plan for 5 years. The gradual implementation of the plan is ensured through college academic calendar, monthly meeting of staff council by head of the institution and CDC meetings.
- CDC, Principal and IQAC coordinator develop action plan based on teaching learning, infrastructural development, student centric schemes and ICT enabled activities. Planning is reviewed and corrective measures are implemented continuously throughout the year.

Section 4 (1) (b) (iv) / Manual — 4:

Norms set by the College for the discharge of its function

- 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 Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, UGC, IQAC and College Development Committee of the College

Section 4 (1) (b) (v) / Manual —5:

Rules, regulations and instructions

- Statutes and Ordinance of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with
 - a) Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
 - b) Government of Maharashtra State
 - c) Joint Director of Education, Nagpur.
 - d) UGC
 - e) Rules and regulations of Krishak Education Society, Arvi, Dist.- Wardha
 - f) Standard code rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations Various rules / instructions of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and VSPM academy of Higher Education Nagpur
- 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.

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

Official documents and their availability

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

| S.N. | Designation | Documents |
|------|---------------------|---|
| 1 | Assistant Professor | Student attendance, tutorial, academic diary, internal examination record |
| 2 | Superintendent | Documents related to Government Approval, Grant-in-aid, Affiliation, muster book, Employee service book and personal file, stock register, dead stock register, institution Correspondence, confidential Reports, non-teaching attendance |
| 3 | Head Clerk | Cash book, ledger, paybook, audited statement, assessment report, cheque register, voucher file, stock register, dead stock register, UGC files |
| 4 | Senior Clerk | Salary statements, Fee Register, Fee Receipt, Stationary, Students Correspondence, Fee concession proposals |
| 5 | Junior Clerk | Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeship, |
| 6 | 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 |

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

Mode of public participation

- The College Governing Body and College Development Committee which supervise the affairs of the college have eminent experts in different fields and are representatives of the public.
- The college invites academic and non-academic interaction at various levels for students and staff

- 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 camps.
- The college organizes program circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, Constitutional Day”
- The college celebrates Birth and Death Anniversaries of eminent personalities.

Citizens / Stakeholders /Public Interaction

- The College website and Prospectus display all the major and minor quality assurance policies, mechanism and outcomes to the internal and external stakeholders.
- Meetings with CDC, Staff Council, HODs and students council provide a wide platform for communication with the internal stakeholders.
- Apart from these, the newspaper/ print media is used to communicate our policies, mechanism and outcomes to the stakeholders.
- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs and Industrial stake holders.
- The college organizes the lecture series of Computer Literacy, Workshops, Seminars etc. This program to is open to all students 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

Administrative Governance of college is vested in Governing Body, College Development Committee and IQAC. Apart from these committees, college has constituted different committees. Some of them are:

- Staff council
- Grievance Redressal Committee for students and staff
- Anti-Ragging Committee
- Academic Calendar Committee
- Games, sports and Gymkhana Committee
- Students Information and Guidance Centre
- Eco-Club

Section 4 (1) (b) (x) / Manual - 10:

- Monthly remuneration received by each of its employee

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.

Section 4 (1) (b) (xii) / Manual - 12:

Manner of execution of subsidy programme

- Salary Grant
- Medical Reimbursement Grant
- Leave Encashment
- Scholarships
- Freeship and other Concessions

Section 4 (1) (b) (xiii) / Manual - 13:

Concessions granted by the College

Various concessions that are available to various categories of students in admission to various courses are given as per reservation policies of Government of India, State Government and Rashtrasant Tukadoji Maharaj Nagpur University. Reservation policy is executed in regards with admission and Scholarships of SC/ST/OBC and minority students.

Section 4 (1) (b) (xiv) / Manual - 14:

Information available in Electronic form

- Information made publicly available can be accessed at college website.
- All information and records about college is stored in office computers
- IQAC has its own computer to store the records of all activities conducted in college.

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 office 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.
- Cost free information for the general public is disseminated occasionally through press releases, advertisements etc.
- Library Timing : From 09.30 a.m. to 4.30 p.m. on all working days.
- Weekly Holiday will be on Sunday.

Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer

Mr. R. S. Ghorpade

Head Dept. of Political Science

Mobile :7057383975,

Email: @gmail.com

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

Other Useful Information

- Arvinbapu Deshmukh Mahavidyalaya Bharsingi is an institution in Bharsingi having arts, commerce and science streams and catering to the educational need of rural students.
- It is Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
- Recognized by Government of Maharashtra
- Recognized by UGC , 12B and 2f
- Undergone 2 cycles of accreditations by NAAC
- Re-Accredited with B++ Grade by NAAC during 2nd Cycle

