

**Information Handbook of
Swami Sahajanand Bharati College, of Education Shrirampur,
Dist.- Ahmednagar
(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 Swami Sahajanand Bharati College, of Education, 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**

Swami Sahajanand Bharati College, of Education, Shrirampur is established by Rayat Shikshan Sanstha, Satara, in 1970. It is recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University, Pune and recognized by UGC under 12B and 2F.

Swami Sahajanand Bharati College, of Education Shrirampur is doing a pioneering work in the field of Teacher education in Ahmednagar District and surrounding area since 1970. The college conducts Two Year Teacher Education program i.e. B.Ed

- VISION -

"To emerge as a center of excellence in teacher education"

- MISSION -

- To provide experience based learning for multi-faceted development.
- To provide proper orientation and training considering National values and core elements.
- To foster innovative and responsible integration of technology in education.
- To install the spirit of inquiry through research.

- GOALS -

- To foster reflective and constructivist teaching-learning approaches.
- To sensitize the learners towards the social realities.
- To promote the effective use of ICT in education.
- To encourage teaching practices in educational research.
- To develop global competencies and life skills among students.
- To inculcate values through curricular and co- curricular activities.
- To organize quality practices for overall development of Student

- CORE VALUES -

- Contributing to National Development through Teacher Education.
- Fostering Global Competencies among students through ICT based Teacher Education.
- Inculcating a value system among students
- Promoting the use of Technology
- Quest for Excellence

During our glorious journey of last 49 years under the aegis of Rayat Shikhan Santha, Satara, the academic achievements have been noteworthy. Almost every year, our students have ranked in the merit list of Savitribai Phule Pune University Pune. The college pursues excellence through teacher training and ICT enabled teaching learning process involving Technology based teaching Learning. While providing student centric, inclusive and value based education, the college lays emphasis on enhancing teaching abilities and teaching skills of students equipping them with global competencies to enter in teaching profession with competence and confidence.

Swami Sahajanand Bharati College, of Education Shirampur is doing a pioneering work in the field of teacher education in Ahmednagar District and surrounding area since 1970. The college conducts Two Year Teacher Education Programme i.e B.Ed.

Contact Details :-

Postal Address :-

Swami Sahajanand Bharati College, of Education Shirampur , Dist.- Ahmednagar, Maharashtra-415001, India.

Website : www.ssbcollege.com

Tel. / Fax No : **02422-222487**

Email : ssbcollege@yahoo.com

Map of Location

The College location Map is available at

<https://www.google.com/maps/place/Rayat+Shikshan+Sanstha's+Swami+Sahajanand+Bharati+College+of+Education>

Working Hours

College Timing on all Working Days : From 10.30 am to 05.30 p.m.

Office Timing : From 9.00 a.m. to 6.00 p.m. on all working days.

Financial Transactions : 10.30 a.m. to 02.30 p.m. on all working days.

Library Timing : From 09.00 a.m. to 06.00 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

ADMINISTRATIVE MACHINERY

President

**Vice-president
Secretary**

Chairman

**Joint Secretary
(Secondary Education)
Regional Inspector**

Auditor

**Joint Secretary
(Higher Education)**

Central

Southern

Northern

Western

Raigad

ADMINISTRATIVE BODIES

General Body

Managing Council

Executive Committee

Life Member Body

Co-ordination Committee

Higher Education Committee

**School
Committee**

**Academic
Committee**

**Local Managing
Committee**

College Development Committee (CDC)

Principal

IQAC

Faculty

Administrative Staff

Different Committees

Head Clerk

Students
(Students' Council)

Senior Clerk

Junior Clerk

Library Attendant

Peon

**Administrative Setup of Swami Sahajanand Bharati College of Education, Shrirampur,
Dist.- Ahmednagar.**

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

Sr. No.	Name	Designation	Particulars of work to be done
1	Hon. Meenatai Manikrao Jagdhane	Chairman	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	Hon. Secretary, Rayat Shikshan Sanstha, Satara	Secretary, Rayat Shikshan Sanstha, Satara	
3	Hon. S.A. Anarase	Education Representative	
4	Hon. P.R. Nikam Patil	Industry Representative	
5	Hon. M.M. Somani	Alumni Representative	
6	Hon. B.B. Patare	Social worker Representative	
7	Prof. Dr. R. K. Nannar	Head of the Department	
8	Prof. Dr. S. B. Ingawale	Coordinator, I.Q.A.C.	
9	Prof. A. K. Karwar	Teachers Representative	
10	Prof. C. M. Bhoye	Teachers Representative	
11	Prof. N. H. Mengal	Teachers Representative	
12	Shri. D. G. Dhamdere	Non- Teaching Representative	
13	President, College Student Council	Member	
14	Secretary, College Student Council	Member	
14	Principal, S.S.B. College of Education, Shrirampur	Member Secretary	

2. IQAC Committee

Sr. No.	Name	Capacity	Designation	Particulars of work to be done
1	Prin. Dr. M. S. Pondhe	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. iii) To prepare SSR and upload it on website & submitted to NAAC. iv) To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. v) To undertake faculty development programme and various Co-curricular & extra curricular activities for all round enhancement. vi) To plan and ensure overall quality instainance in the college. vii) To submit AQAR reports every year to NAAC before the due date. viii) To maintain record of faculty profile and self appraisals in prescribed format. ix) To organize IQAC activities as per the UGC guidelines. x) To co-ordinate the RQMS activity in the college. xi) To hold Four meetings in a year xii) To maintain a register of minutes of the meetings. xiii) To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
2	Hon. M. M. Jagadhane	Member from Management	Member	
3	Prin. Dr. K. H. Shinde	Society Nominee	Member	
	Prin. Dr. L. D. Bhor	Society Nominee	Member	
5	Prof. Nandkumar Kurhe	Alumni Nominee	Member	
6	Prof. S. G. Pund	Alumni Nominee	Member	
7	Adv. Vijayrao Bankar Patil	Industry Nominee	Member	
8	Adv. B. F. Chudiwal	Industry Nominee	Member	
9	Prof. Dr. R. K. Nannar	Teachers	Member	
10	Prof. A. K. Karwar	Teachers	Member	
11	Prof. Dr. B. A. Shinde	Teachers	Member	
12	Prof. C. M. Bhoys	Teachers	Member	
13	Prof. N. H. Mengal	Teachers	Member	
14	Shri. M. B. Wani	Senior Administrative officers	Member	
15	Shri. N. B. Chavan	Senior Administrative officers	Member	
16	Shri. B. T. Kale	Senior Administrative officers	Member	
17	Shri. J. M. Shaikh	Student Nominee	Member	
18	Miss. K. K. Pathan	Student Nominee	Member	
19	Mr. Kishor Raut	Parents Nominee	Member	
20	Prof. Dr. S. B. Ingawale	Senior Teacher as Coordinator	IQAC Coordinator	

3. ADMISSION COMMITTEE

Sr. No.	Name	Designation	Functions
1	Prin. Dr. M. S. Pondhe	Chairperson	i) To conduct online admission to B. Ed. Degree Course . ii) To carry out the admission procedure as per the prescribed rules of Government Of Maharashtra and as per the rules and regulations of Savitribai Phule Pune University, Pune. iii) To Finalize and update the roll call list & list of teaching Methods iv) To update the prospectus every year v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
2	Prof. Dr. R. K. Nannar	Member Secretary	
3	Prof. Karwar A.K.	Member	
4	Prof.Dr. B.A. Shinde.	Member	
5	Prof. C.M. Bhoje	Member	
	Prof. Dr. S.B. Ingawale	Member	
7	Prof. N. H. Mengal	Member	
8	Mr. N. B. Chavan	Member	

4. B. C. CELL STANDING COMMITTEE.

Sr. No.	Name	Designation	Functions
1.	Prin. Dr. M. S. Pondhe	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. iv) To maintain a register of minutes of the meeting.
2.	Prof . R. K. Nannar	Member Secretary	
3.	Prof. A. K. Karwar	Member	
4.	Prof.Dr. B.A. Shinde.	Member	
5.	Prof. C.M. Bhoje	Member	
6.	Prof. Dr. S.B. Ingawale	Member	
7.	Prof. N. H. Mengal	Member	
9.	Mr. N. B. Chavan	Member	

5. Students' Council & Gymkhana Committee

Sr. No.	Name	Designation	Functions
1	Prin. Dr. M.S. Pondhe	Chairperson	i) To Co-ordinate students in organizing sports and various events in the college.
2	Prof. A. K. Karwar	Member Secretary	ii) To organize various student welfare activities.
3	Dr. B. A. Shinde	Member	iii) To form Students' Council.
4	Prof. C.M. Bhoje	Member	iv) To form Students' Council and conduct the election of secretary to students' Council as per university rules.
5	Dr.S.B. Ingawale	Member	v) To make arrangements & organize sport activities for the college.
6	Prof. N. H. Mengal	Member	vi) To send college teams for participation in sports conducted by universities & submit written report of all sports events.
7	Mr. M. B. Wani	Member	vii) To prepare Gymkhana Report at the end of the academic year.
8	Mr. N. B. Chavan	Member	viii) To maintain discipline in the college. ix) To make and implement the rules regarding I-Card and dress code. x) To take necessary actions to improve attendance among teacher students to lectures & Programmes xi) To hold at least two meetings in a year. xii) To maintain a register of minutes of the meetings

6. STUDENT'S COUNCIL 2017-18

Sr. No.	Name	Details	Designation
1	Dr. M.S.Pondhe	Principal	President
2	Prof. Dr. R. K.Nannar	Vice President	Principal Nominee
3	Prof. Dr. B. A. Shinde	Member	N.S.S. Prog.Offi.
4	Shri. J. M. Shaikh	B. Ed. II	U. R.
5	Shri. P. R. Gavit	B. Ed. II	Sport Representative
6	Smt. D. M. Salunke	B. Ed. II	N.S.S. & Adult Edu. Representative
7	Smt. K. K. Pathan	B. Ed. II	Cultural Activity Representative
8	Shri. B. B. Pawar	B. Ed. II	Social Service Representative
9	Smt. U. N. Gadekar	B. Ed. II	Principal Nominee
10	Smt. T. R. Shelke	B. Ed. II	Principal Nominee
11	Prof. A. K. Karwar	S. D. O.	Secretary

7. ANTI - RAGGING COMMITTEE

Sr. No.	Name	Designation	Functions
1.	Prin. Dr. M. S. Pondhe	Chairperson	i) To display the information about the committee in the college and college website ii) To take necessary measures including surprise visits in campus to prevent ragging in the college and deal with the complaint if any. iii) To undertake programmes for personality development of the students. iv) To supervise the working of CCTV in the college premises v) .To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
2.	Prof. Dr. R. K. Nannar	Representatives of Faculty Member	
	Police Sub Inspector, Shrirampur	Representatives of Civil & Police Administration	
3.	Shri. Milind salve	Local Media	
4.	Adv. Chudiwal Bhagchand Fakirchand	Non-Governmental Organization's Member / Ex-Student	
5.	Shri. Raut Kishor Machhindra	Representatives of Parents	
6.	Gavit Rajendra Pundlik	Representative of Students belonging to fresher Category as well as Senior Students	
7.	Mr. M. B. Wani	Non-Teaching Staff	
8.	Randive Amol Anil	Fresh Student	
9.	Mr.Aghav Eknath Gujaba	Ex-Student	
10	Prof. Karwar Anil Kisan	Representatives of Faculty Member	
11	Prof. C.M. Bhoys	Representatives of Faculty Member	

8. Internal Complaint Committee 2017-2018

Sr.No	Name	Status	Designation	Functions
1	Dr.Ujjwala Laxman Bhor	Presiding Officer	Asso. Professor (R.B.N.B.College, Shrirampur)	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 two meetings in a year. v) To maintain a register of minutes of the meetings.
2	Hon. Meenatai. Manikrao Jagadhane	External Member	Outside Expert	
3	Dr. Ramdas Kisan Nannar	Member	Asso. Professor	
4	Prof. Anil Kisan Karwar	Member	Asst. Professor	
5	Shri Babasaheb Tatyaba Kale	Member	Lab. Attendant	
6	Smt. Tejasvini Rajendra Shelake	Member	Student Representative	
7	Smt. Karishma Khalilkhan Pathan	Member	Student Representative	
8	Smt. Seema Shivaji Waditake	Member	Student Representative	
9	Mr. Namdeo Bhimrao Chavan	Member	Jr. Clark	

9. PURCHASE COMMITTEE

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	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, 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.
2.	Prof. Dr. R. K.Nannar	Secretary	
3.	Prof. Dr. S.B.Ingawale	Member	
4.	Prof. A. K. Karwar .	Member	
5.	Prof. N. H. Mengal	Member	
6.	Shri. N. B. Chavan	Member	
7.	Shri. P.B. Jagdhane	Member	

10. Lead College Activity Committee: -

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	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	Prof. Dr. R. K.Nannar	Member	
3	Prof. Dr. S.B.Ingawale	Member	
4	Prof. A. K. Karwar .	Member	
5	Prof. Dr. B. A. Shinde	Member	
6	Prof. N. H. Mengal	Member	
7	Shri. N. B. Chavan	Member	
8	Shri. B. K. Palave	Member	

11. LIBRARY ADVISORY COMMITTEE

Sr. No.	Name	Designation	Functions
1	Dr. M.S. Pondhe	Chairperson	i) To decide the books to be purchased for each class that are prescribed & recommended by University. ii) To subscribe for education journals & other Magazines. iii) To display New Arrivals on the notice board. iv) To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank. v) To make rules & regulations for proper functioning of the library. vi) To supervise the use of study Room, Reading Room and maintain entry Register for record vii) Take disciplinary action regarding loss of books, late return of the books, damage to books etc viii) To make yearly report of books damaged, lost etc.. ix) To maintain a register of minutes of the meetings.
2	Prof. N. H. Mengal	Secretary	
3	Prof. DR. Nannar	Member	
4	Prof. C.M. Bhoje	Member	
5	Dr. S.B. .Ingawale	Member	
6	Prof. A. K. Karwar .	Member	
7	Prof. Dr. B. A. Shinde	Member	

12. BUILDING MAINTENANCE & DEVELOPMENT COMMITTEE

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	Chairperson	i) To supervise the regular maintenance of the building & surrounding area., regular cleaning of water tanks. Etc. ii) To Maintain the existing furniture is 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 premise, to maintain First Aid, Fire fighting equipments etc. v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
2	Prof. Dr. R. K.Nannar	Secretary	
3	Prof. Dr. S.B.Ingawale	Member	
4	Prof. A. K. Karwar .	Member	
5	Prof. N. H. Mengal	Member	
6	Prof. Dr. B. A. Shinde	Member	
7	Prof. C. M. Bhoje	Member	
8	Shri. P.B. Jagdhane	Member	
9	Shri. N. B. Chavan	Member	

13. Alumni Committee

Sr. No.	Name	Designation	Functions
1.	Shri.Kudale Jeevan	President	i) Prepare a list of Alumni Student from our College. ii) To allocate the student for work. iii) To organize camps & literacy programmes. iv) To conduct the activities for Student teachers. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2.	Shri.Aghav Eknath	Secretary	
3.	Shri.Kanase Yashwant	Member	
4.	Shri.Sherkar Sanjay	Member	
5.	Shri.Shaikh Juned	Member	
6.	Shri. Londhe Sanjay	Member	
7.	Smt.Pagare Nayana	Member	
8	Smt.Deshmukh Arati	Member	
9	Smt.Gaikwad Suvarna	Member	

14. UGC Committee

Sr. No.	Name	Designation	Functions
1.	Prin. M.S.Pondhe	President	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.	Prof. Dr. S.B.Ingawale	Secretary	
3.	Prof. Dr. R. K.Nannar	Member	
4	Prof. A. K. Karwar .	Member	
5	Prof. N. H. Mengal	Member	
6	Prof. Dr. B. A. Shinde	Member	
7	Prof. C. M. Bhoje	Member	

15. STUDENT WELFARE COMMITTEE-

Sr. No.	Name	Designation	Functions
1.	Prin. M.S. Pondhe	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 present 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 Counselling & carrier 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. xiv) Maintain the monthly record of attendance of students & send letters to absent students whose attendance falls below the prescribed 75% xv) Take disciplinary action in respect of students, whose attendance falls below 75% as per university rules. xvi) Prepare a report of action taken per term. xvii) Prescribe the Dress Code for boys and girls. xviii) Make and implement the rules regarding dress code. xix) To hold at least the Two Meetings in a Year. xx) To maintain a register of minutes of the meetings.
2	Prof. A. K. Karwar .	Member	
3	Prof. Dr. S.B.Ingawale	Member	
4	Prof. Dr. R. K.Nannar	Member	
5	Prof. Dr. B. A. Shinde	Member	
6	Prof. C. M. Bhoje	Member	
7	Prof. N. H. Mengal	Member	
8	Shri. J. M. Shaikh	Student Nominee	
9	Shri. N. B. Chavan	Member	

16. Staff Welfare Committee -

Sr. No.	Name	Designation	Functions
1.	Prin. Dr.M.S. Pondhe	Chairperson	i) To keep the record of all activities & to prepare report arranged by the committee & 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	Prof. Dr. S.B.Ingawale	Member	
3	Prof. Dr. R. K.Nannar	Member	
4	Prof. A. K. Karwar .	Member	
5	Prof. Dr. B. A. Shinde	Member	
6	Prof. C. M. Bhoje	Member	
7	Prof. N. H. Mengal	Member	
8	Shri. N. B. Chavan	Member	
9	Shri. B. T. Kale	Member	

17. Career Guidance, Placement & Counselling Cell -

Sr. No.	Name	Designation	Functions
1.	Prin. Dr.M.S. Pondhe	Chairperson	i) To provide guidance and expertise for training & coaching of students for various competitive exams. ii) To provide information about career options and provide counselling 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 allocate students for internship as per rules of University. vi) To facilitate final placement of students. vii) To organize programmes for career guidance and prepare MOU with the teacher education firms. viii) To provide for the 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	Prof. Dr. B. A. Shinde	Member Secretary	
3	Prof. Dr. R.K.Nannar	Member	
4	Prof. Dr. S.B.Ingawale	Member	
6	Prof. A. K. Karwar .	Member	
7	Prof. C. M. Bhoje	Member	
8	Prof. N. H. Mengal	Member	
9	Shri. N. B. Chavan	Member	

18. College Activity Organisation Committee –

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	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. 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. R. K.Nannar	Secretary	
3.	Dr.S.B.Ingawale	Member	
4.	Prof. A.K. Karwar	Member	
5.	Dr. B. A. Shinde	Member	
6.	Prof. N. H. Mengal	Member	
7.	Shri. N. B. Chavan	Member	
8	Smt. K. K. Pathan	Student Nominee	
9	Shri. J. M. Shaikh	Student Nominee	

19. GRIEVANCE REDRESSAL COMMITTEE.

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	Chairperson	i) To tackle the grievances of students, teaching and administrative staff referred to the committee. ii) To promote friendly relationship among students, faculty and other members of the institution. iii) To arrange for counselling 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. R. K.Nannar	Member	
3.	Prof. Dr. S.B.Ingawale	Member	
4.	Prof. A. K. Karwar .	Member	
5.	Prof. Dr. B. A. Shinde	Member	
6.	Prof. C. M. Bhoje	Member	
7.	Prof. N. H. Mengal	Member	
8.	Shri. N. B. Chavan	Member	
9	Shri. P.B. Jagdhane	Member	

20. Teaching, Learning Evaluation & Merit Promotion Committee

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	Chairperson	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 counselling to slow learner students & to advance students. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2	Prof. C. M. Bhoje	Secretary	
3	Prof. Dr. R. K.Nannar	Member	
4	Prof. Dr. S.B.Ingawale	Member	
5	Prof. A. K. Karwar .	Member	
6	Prof. Dr. B. A. Shinde	Member	
7	Prof. N. H. Mengal	Member	
8	Shri. N. B. Chavan	Member	
9	Shri. J. M. Shaikh	Student Nominee	

21. Staff Academy & Research Promotion Committee -

Sr. No.	Name	Designation	Functions
1.	Dr. M.S.Pondhe	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 & 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	Prof. Dr. S.B.Ingawale	Secretary	
3	Prof. Dr. R. K.Nannar	Member	
4	Prof. A. K. Karwar .	Member	
5	Prof. Dr. B. A. Shinde	Member	
6	Prof. C. M. Bhoje	Member	
7	Prof. N. H. Mengal	Member	
8	Shri. N. B. Chavan	Member	
9	Shri. P.B. Jagdhane	Member	

22. Extra Curricular Activities Committee -
(Youth Festival, Debate, Elocution, Essay Competition etc.)

Sr. No.	Name	Designation	Particulars of work to be done
1.	Dr. M.S.Pondhe	Chairperson	i) To Select and nominate students for representing the college in Extra Curricular Activities, 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 2 meetings in a year v) To maintain a register of minutes of the meetings.
2.	Prof. Dr. B. A. Shinde	Secretary	
3.	Prof. Dr. R. K.Nannar	Member	
4.	Prof. A. K. Karwar .	Member	
5.	Prof. Dr. S.B.Ingawale	Member	
6.	Prof. C. M. Bhoje	Member	
7.	Prof. N. H. Mengal	Member	
8.	Smt. K. K. Pathan	Student Nominee	
9	Shri. B. B. Pawar	Student Nominee	
10	Shri. N. B. Chavan	Member	
11	Shri. P.B. Jagdhane	Member	

Duties to be performed –

- To foster reflective and constructivist teaching-learning approaches.
- To sensitize the learners towards the social realities.
- To promote the effective use of ICT in education.
- To encourage teaching practices grounded in educational research.
- To develop global competencies and life skills among students.
- To inculcate values through curricular and co- curricular activities.
- To organize quality practices for overall development.

Details of Services Rendered

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

- a. Teaching of two year B. Ed. Programme.
- b. Conducting Diploma in school Management.
- c. Conducting internal and university examinations and distributing mark list to students.
- d. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- e. Providing training for Teacher & other competitive examinations.
- f. Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- g. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- h. Providing career counselling to Student Teacher.
- i. Providing Coaching for B. Ed. entrance examination.
- j. Arranging of Internship programme for student Teacher at various school.
- k. Provision of various facilities for all round Development of students including bridge courses, Remedial English, Digital learning lab.
- l. Providing library facilities including book bank, e-resources, text books, reference books, 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 formed 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 chief academic and 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.

Sr. No.	Designation	Functions
------------	-------------	-----------

1)	Principal	<p>To allocate work as per cadre to teaching & non-teaching staff and supervise the work.</p> <p>To resolve the difficulties and problems of staff, students etc.</p> <p>To sanction leave, to appoint various committees and supervise their work and monitor the reports from them.</p> <p>To administer daily teaching activity and administer academic as well as administrative rooting.</p>
2)	Lecturer	<p>To undertake teaching activity as per the UGC and government norms.</p> <p>To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc..</p> <p>To work in various administrative committees and submit report to the principal.</p> <p>To organize seminar, workshops, debates and other co-curricular activities for students.</p> <p>To undertake student counselling activity.</p>
3)	Librarian	<p>To look after all work administration in library Issue and return of book journals, periodicals to staff and students.</p> <p>To maintain online software and online repository.</p> <p>To maintain and update accession register and other registers in library and study room.</p> <p>To supervise working of library attendants</p> <p>To maintain book bank and administer scholar card scheme for students.</p> <p>To supervise overall administration in the library.</p>
4)	Head Clerk	<p>To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc.,</p> <p>To maintain and update Cash book, ledger, cash 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.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.</p> <p>To prepare and submit various utilizations to UGC, University, Government etc.</p> <p>To prepare and submit budget estimates and monitor accounts accordingly.</p> <p>To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.</p>
5)	Senior Clerk	<p>To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc.,</p> <p>To maintain and update bio-metric record and write remarks accordingly.</p> <p>To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To prepare and submit various Fee concession proposals to government authorities</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>
6)	Junior Clerk	<p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p>

		<p>To issues T.C / Migration& Bonafide certificates, mark list, exam forms etc.,</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>To prepare and submit concession proposals, scholarship/free ship/EBC/ex-serviceman/SST/PTC, changes in staff proposals , teaching & non-teaching approval etc.,</p> <p>To maintain roll call and internal and university exam record.</p> <p>To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal.</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>
7)	Library Attendant	<p>To issue & return books in the library as per directions of librarian.</p> <p>To issue I-card, barrow card to students.</p> <p>To update news paper and magazine register.</p> <p>To maintain cleanliness in the library and work as per the directions of the librarian.</p>
8)	Peon	<p>To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc.</p> <p>To visit Bank, MSEB, Post office and other places for bill payment & office work.</p> <p>To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting.</p> <p>To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.</p> <p>To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.</p> <p>To work as per the directions of Principal and Head Clerk.</p>

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

Section 4 (1) (b) (iii) / Manual — 3:

Procedure followed to take a decision on various matters

- Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
- The College functions under the supervision and control of the Parent Institution Rayat Shikshan Sanstha, Satara, 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, 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.
- Regulations , instructions, notification , Resolutions regarding all the courses in accordance with a) Pune University, b) Government of Maharashtra State c) N.C.T.E. d) UGC e) Rules and regulations of Rayat Shikshan Sanstha, Satara.
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Savitribai Phule Pune University and Rayat Shikshan Sanstha , Satara concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India, NCTE 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.

- www.ssbcollege@yahoo.com
- www.rayatshikshan.edu
- www.erayat.org
- www.unipune.ac.in
- www.mahaeschool.maharashtra.gov.in
- www.ugc.ac.in
- www.jdhepune.org
- www.naac.gov.in
- www.dhepune.gov.in
- www.ncte.gov.in
- www.dhe.mhpravesh.in
- www.mahacet.org

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 & Free ships,
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 & News paper 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 National Service Scheme in the Villages in Ahmednagar District every year to aware the village people regarding environmental, health, and educational issues.
- Internship Programme, lectures, workshops, Seminars, for students are organized in association with Alumni and Schools.

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs, internships, N.S.S and teacher training activities.
- The college conducts extra mural activities like Dr. Jaykar lecture series, Yashvantrao Chavan, Sant Gadage Baba lecture series, Dnyan Vidnyan Vachan Chalval, Student development activities and Avishkar activities.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and teacher 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 educational 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 & Ban Smoking 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
Swami Sahajanand Bharati College of Education, Shrirampur, Dist. - Ahmednagar
Teaching Staff - 2017-2018**

STAFF PROFILE 2017-18

**Name of the College : SWAMI SAHAJANAND BHARATI COLLEGE OF
EDUCATION, SHRIRAMPUR DIST- AHMEDNAGAR N.C.T.E. Code 1 1 3 0 9 8**

Course: B.Ed. General Full Time Course

**Address of the Institution: Swami Sahajanand Bharati College of Education,
Shrirampur Dist- Ahmednagar (Maharashtra State) Pin 413709**

Sr. No	Name and Designation	Qualification with Specialization and % of Marks obtained	Teaching experience in a Secondary Teacher Education institution From to	Date of Appointment in the present position	Pay scale with Basic and total Emoluments	University Approval	Photo
1.	2.	3.	4.	5.	6.	7.	8.
1.	Dr. Pondhe Mukund Sahebrao Principal (Method-Maths)	B.Sc.(Phys) - 73.83 M.Sc. (Phys) -55.20 BEd(Math/Sci) -74.82 M.Ed. (Comp.Edu.) - 67.50	10 Years	First Order - 04-12-2000 (Accademic College) Transfer on- 17-06-2008 (BEd.College) Appointed as a Principal on 16-09-2016	Band Pay 40240 Grade Pay 9000 Total Emolument 113960	CCO/1998 Dt. 21-09-2008 CCO/1789 Dt.13-10-2016	
2.	Dr. Nannar Ramdas kisan Asst.Prof. (Method-Science)	B.Sc.(Botany) -75.25 M.Sc.(Botany) - 61.15 BEd(Math/Sci) - 72.73 M.Ed.(Edu.) -62.75 M.Phil - A (Shivaji Uni.)	17 Years	First Order - 06-12-2000 Transfer on- 01-05-2003	Band Pay 37400 Grade Pay 9000 Total Emolument 107456	CCO/6241 Dt. 5/9-12-2003	
3.	Shri. Karwar Anil Kisan Asst.Prof. (Method-	D.Ed -66.66 B.A.(Hindi)-70.08 M.A.(Hindi) -68.00	8 Years	First Order – 01-01-2009	Band Pay 22310 Grade Pay 7000	CCO/Appr/160 Dt. 6-10-2009	

	Hindi)	BEd(Hindi/His) - 81.54 M.Ed.(YCMOU) - 71.75 M.Phil.(Edu.) (YCMOU) - 75.29			Total Emolument 68320		
4.	Prof.Dr. Ingawale Sharad Balasaheb Asst.Prof. (Method- English)	B.A(Eng) - 65.22 M.A (Eng) – 55.25 BEd(Eng/Hist) -63.14 M.Ed. .(Edu.) - 70.70	8 Years	First Order- 10-02-2010	Band Pay 20590 Grade Pay 6000 Total Emolument 66209	Affi/T.3/S TS/F.13 No.7143 date. 08- 09-2010	
5.	Shri. Shinde Bhagwat Asaram Asst.Prof. (Method- Marathi)	B.A.(Marathi)- 55.40 B.A.(Hist) (YCMOU) – 67.00 M.A.(Mar)- 56.70 M.A.(Hist)- 65.25 B.Ed.(Mar/His.) - 60.00 M.Ed. - 70.20	7 Years	First Order 09-09-2010 Transfer on- 16/06/2016	Band Pay 19810 Grade Pay 6000 Total Emolument 60305	CCO/1315 Dt. 9-08- 2016	
6.	Shri. Bhoje Chandrakan t Murlidhar Asst.Prof. (Method- Geography)	B.A.B.Ed.(Mara thi/Geog) (Integrated) - 67.76 M.A.(Geog)- 58.08 M.Ed.(Edu.)- 67.41	4 Years	First Order- 01-03-2013 Transfer on -1-7-2014	Band Pay 17610 Grade Pay 6000 Total Emolument 55267	CCO/2661 Dt. 04/09/2014	
7.	Shri. Mengal Narayan Hemaji Librarian	B.A.(Geog) - 61.16 M.A.(Geog) – 55.70 M.Lib.Sci- 56.44	4 Years	First Order -9-2-2013	Band Pay 17610 Grade Pay 6000 Total Emolument 55267	CCO/1957 Dt. 29-6- 2013	

**Rayat Shikshan Sanstha's
SWAMI SAHAJANAND BHARATI COLLEGE OF EDUCATION, SHRIRAMPUR
DIST- AHMEDNAGAR
NON-TEACHING STAFF - 2017-18**

Sr.No	Name of the Employee	Designation	Qualification	Band Pay, Grade Pay /Total Emoluments	Photo
1.	Shri. Dhamdhare Dattatraya Gopala	Head Clerk	B.Com. GDCA	Band Pay 15270 Grade Pay 4200 Total Emolument 48371	
2.	Shri. Kale Babasaheb Tatyaba	Library Attend	B.Com. L.T.C.	Band Pau 7840 Grade Pay 1900 Total Emolument 25960	
3.	Shri. Pathan Dadabhai Bashir	Peon	5 th	Band Pay 9440 Grade Pay 1500 Total Emolument 27312	
4.	Shri. Jagdhane Prabhakar Bhausahab	Peon	VI Pass	Band Pay 9100 Grade Pay 1600 Total Emolument 26722	
5.	Shri. Madane Vayudoot Vasantao	Peon	12 th	Band Pay 4990 Grade Pay 1300 Total Emolument 15873	
6.	Shri.Palve Balu Khandu	Peon	B.A.	Band Pay 4990 Grade Pay 1300 Total Emolument 15873	
7.	Shri.Waje ravindra Kondiba	Peon	M.A.B.Ed.	Band Pay 4990 Grade Pay 1300 Total Emolument 15873	

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, Pune University, and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

Teaching Staff:-

Sr. No.	Name and Designation	Qualification with Specialization and % of Marks obtained	Teaching experience in a Secondary Teacher Education institution From to	Date of Appointment in the present position	Pay scale with Basic and total Emoluments
1.	2.	3.	4.	5.	6.
1.	Dr. Pondhe Mukund Sahebrao Principal (Method-Maths)	B.Sc.(Physics) - 73.83 M.Sc.(Physics) - 55.20 B.Ed.(Math/Sci.) - 74.82 M.Ed.(Comp.Edu.) - 67.50	10 Years	First Order - 04-12-2000 (Academic College) Transfer on- 17-06-2008 (B.Ed. College) Appointed as a Principal on 16-09-2016	Band Pay 40240 Grade Pay 9000 Total Emolument 113960
2.	Dr. Nannar Ramdas kisan Asst.Prof. (Method-Science)	B.Sc.(Botany) - 75.25 M.Sc.(Botany) - 61.15 B.Ed.(Math./Sci. - 72.73 M.Ed. (Edu.)- 62.75 M. Phil - A (Shivaji Uni.)	17 Years	First Order - 06-12-2000 Transfer on- 01-05-2003	Band Pay 37400 Grade Pay 9000 Total Emolument 107456
3.	Shri. Karwar Anil Kisan Asst.Prof. (Method-Hindi)	D.Ed. - 66.66 B.A.(Hindi)- 70.08 M.A.(Hindi) 68.00 B.Ed.(Hindi/His)- 81.54 M.Ed. (YCMOU)- 71.75 M.Phil. (Edu.) (YCMOU) - 75.29	8 Years	First Order – 01-01-2009	Band Pay 22310 Grade Pay 7000 Total Emolument 68320
4.	Shri. Patole Vijay Santu Asst.Prof. (Method-English)	B.A(Eng) - 57.66 M.A (Eng) – 50.38 B.Ed.(Eng/Hindi) - 80.00 M.Ed. (Edu.) - 69.90	7 Years	First Order- 01-09-2010	Band Pay 19810 Grade Pay 6000 Total Emolument 60305

5.	Shri. Shinde Bhagwat Asaram Asst.Prof. (Method- Marathi)	B.A.(Mar.)- 55.40 B.A.(Hist.) (YCMOU) – 67.00 M.A.(Mar)- 56.70 M.A.(Hist.)- 65.25 B.Ed. (Mar./His.) - 60.00 M.Ed. - 70.20	7 Years	First Order 09-09-2010 Transfer on- 16/06/2016	Band Pay 19810 Grade Pay 6000 Total Emolument 60305
6.	Shri. Bhoje Chandrakant Murlidhar Asst.Prof. (Method- Geography)	B.A.B.Ed.(Marathi/ Geog) (Integrated) - 67.76 M.A.(Geog)- 58.08 M.Ed.(Edu.)- 67.41	4 Years	First Order- 01- 03-2013 Transfer on -1-7-2014	Band Pay 17610 Grade Pay 6000 Total Emolument 55267
7.	Shri. Mengal Narayan Hemaji Librarian	B.A.(Geog) - 61.16 M.A.(Geog) - 55.70 M.Lib.Sci- 56.44	4 Years	First Order -9-2-2013	Band Pay 17610 Grade Pay 6000 Total Emolument 55267

Non-Teaching Staff :-

Sr.No	Name of the Employee	Designation	Qualification	Experience	Band Pay, Grade Pay /Total Emoluments
1.	Shri. Dhamdhare Dattatraya Gopala	Head Clerk	B.Com. GDCA	33 Years	Band Pay 15270 Grade Pay 4200 Total Emolument 48371
2.	Shri. Kale Babasaheb Tatyaba	Library Attend	B.Com. L.T.C.	13 Years	Band Pau 7840 Grade Pay 1900 Total Emolument 25960
3.	Shri. Pathan Dadabhai Bashir	Peon	5 th	27 Years	Band Pay 9440 Grade Pay 1500 Total Emolument 27312
4.	Shri. Jagdhane Prabhakar Bhausahab	Peon	VI Pass	26 Years	Band Pay 9100 Grade Pay 1600 Total Emolument 26722
5.	Shri. Madane Vayudoot Vasantrao	Peon	12 th	05 Years	Band Pay 4990 Grade Pay 1300 Total Emolument 15873
6.	Shri.Palve Balu Khandu	Peon	B.A.	05 Years	Band Pay 4990 Grade Pay 1300 Total Emolument 15873
7.	Shri.Waje Ravindra Kondiba	Peon	M.A.B.Ed.	05 Years	Band Pay 4990 Grade Pay 1300 Total Emolument 15873

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, Satara and Regional Joint Director, Higher Education, Pune

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

Manner of execution of subsidy programmes

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
- Leave Encashment(As per norms and procedure prescribed by Government of Maharashtra)
- Scholarships(As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- Free ship 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 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 09.00 a.m. to 06.00 p.m. on all working days
- **Weekly Holiday** will be on **Sunday**.

Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer

Shri Wani M.B.

Head Clerk, Swami Sahajanand Bharati College of Education, Shrirampur, Dist-Ahmednagar
Mobile: 9420336722 Email: madhavwani22@gmail.com

Appellate Authority

Dr. Pondhe M.S.

Principal Swami Sahajanand Bharati College of Education, Shrirampur, Dist- Ahmednagar
Mobile: 9850526235 Email: mspondhe11@gmail.com

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

Other Useful Information

- ❖ Swami Sahajanand Bharati College of Education, Shrirampur **is doing a pioneering work in the field of teacher education in Ahmednagar District and surrounding area since 1970.**
- ❖ **It is Affiliated to Savitribai Phule Pune University (Permanent Affiliation from 1970)**
- ❖ **Recognised by Government of Maharashtra**
- ❖ **Recognised by UGC (From 2010)**
- ❖ **Recognised by NCTE New Delhi**
- ❖ **Accredited by NAAC during 2013 to 2018 with ‘A’ Grade.**
- ❖ **So far conducted 1 National Level Seminars and 2 State Level Seminars**

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.