

Website:www.rbnbcollge.com

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RIGHT TO INFORMATION ACT (RTI)

**Information Handbook of
R.B.Narayanrao Borawake College, Shrirampur
Dist. Ahmednagar (MS)**

(As per Right to Information Act, 2005)

➤ **INTRODUCTION**

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's R.B.Narayanrao Borawake College, 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

Rayat Shikshan Sanstha, Satara is a premier educational institution which has invited the attention of international educational fraternity towards its recognition as the biggest educational institution in Asia both in quality and quantity parameters. The Founder of Sanstha, Padmabhushan Dr. Karmaveer Bhaurao Patil had an incisive understanding of the social ills that beset his times and fully realized the dire need of the spread of education. From the very beginning, Sanstha has laid its emphasis on the education for the downtrodden and the poor that really form the major bulk of the society.

Today, Sanstha runs 42 senior colleges, a newly added 1 research institute, 438 secondary schools, 8 training colleges, 42 primary schools, 31 pre-primary schools, 80 cosmopolitan hostels, 7 administrative offices, 8 Ashramshalas, and 57 ancillary branches. It is spread over in 15 districts of Maharashtra and 1 district of Karnataka with 14627 employees belonging to different 170 castes and communities and 4,54,165 students.

R. B. Narayanrao Borawake College, Shirampur is one of the leading educational institutes was established on 15th June 1960 as a branch of Rayat Shikshan Sanstha, Satara. The college is situated in Shirampur a rural Tahsil of Ahmednagar in Maharashtra. The college campus is spread over an area of 42.37 acres of lush green land. It provides quality higher education in Arts and Science streams at graduate, postgraduate and research level. The college runs 14 UG, 15 PG, 04 research programs and has 34 different Short Term /Value Added /UGC Career Oriented and Skill-Based Courses.

The college is permanently affiliated to Savitribai Phule Pune University, Pune (Formerly known as University of Pune, Pune) and is approved under section 2(f) and 12(b) of the University Grants Commission (UGC) act. The college was awarded **The Best College Award** by the S.P. Pune University, Pune in the year 2008, **Rayat Mauli Award** of Rayat Shikshan Sanstha in 2007-08, **Karmaveer Award** of Rayat Shikshan Sanstha, in 2012-13, **The Best Principal Award** of the S. P. Pune University in 2008, **DST-FIST Recognized College, ISO: 9001-2015 Certified College**. College reaccredited 'A+' grade by NAAC with CGPA 3.44 in 2019.

➤ **Vision**

1. Self-reliant, self-sufficing and self-respecting education for a society facing reformation.
2. Education for the youth advancing towards the world leader nation-India.
3. Education for all to eradicate social ills.

➤ **MISSION**

1. To provide the dignity of labour and make arrangements for providing education against the labour.
2. To aim at all round personality development of the students through co-curricular and extra-curricular activities in association with various social and cultural organizations.
3. To provide the platform to the students by giving them an opportunity to face the challenges of the competitive world, with the utmost utilization of their potential in academic programmes, sports, and other events
4. To inculcate values like social equality, justice, fraternity and self-help

amongst the students.

5. To provide education to build a classless and casteless society.

➤ **Core Values**

- Human Dignity
- Quest for Excellence
- Gender Equality
- Research and Innovation
- Committed to the Well-Being Society
- Environmental Consciousness
- Belief in Holistic Development.

The college has free Wi-Fi facility and a website, which may be visited at www.rbnbcollege.com.

Contact Details :-

Postal Address :-

R.B.Narayanrao Borawake College , Shirampur
Ward No.1, Rayat Sankul, Shirampur, Ahmednagar (Maharashtra -413709)

Website : www.rbnbcollege.com

Tel. / Fax No : **02422-222347**

Email : **rbnbcollege@gmail.com**

Map of Location

The College location Map is available at

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

Working Hours

- **College Timing on all Working Days:** From 7.40 am to 06.00p.m.
- **Office Timing:** From 10.00 a.m. to 6.00 p.m. on all working days.

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

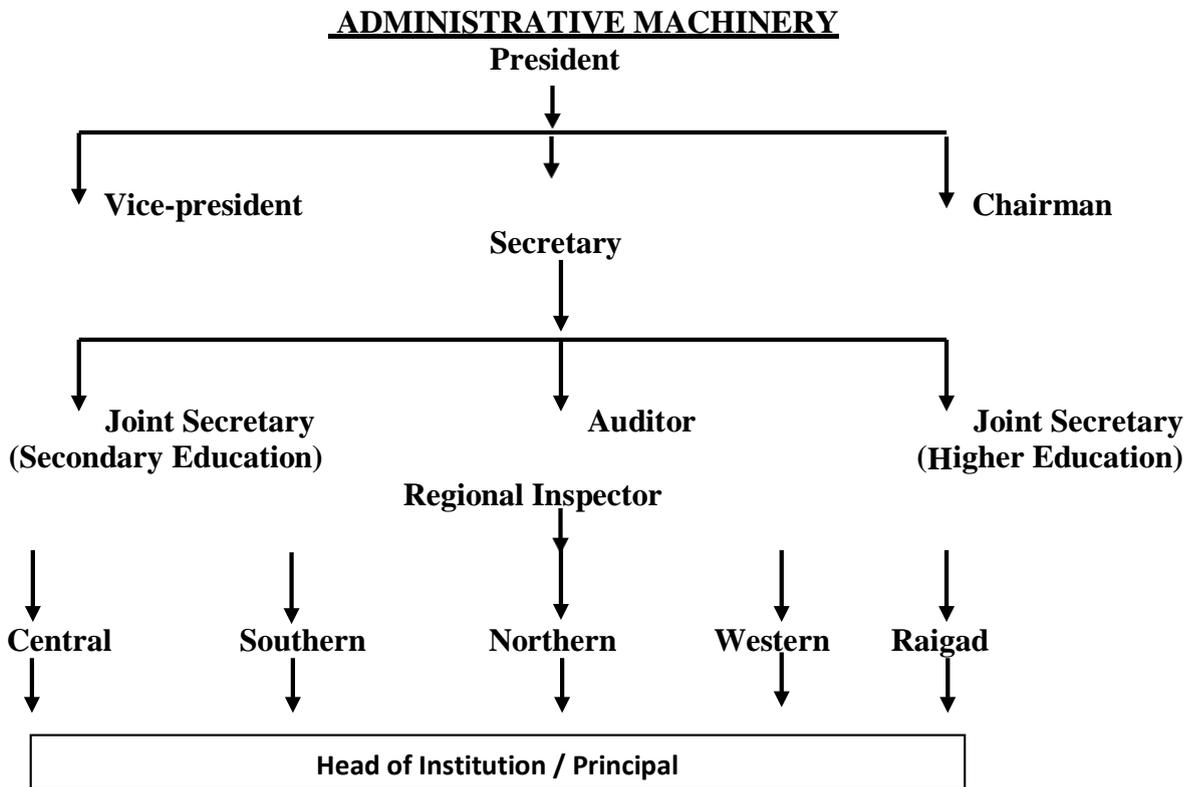
Library Timing: From 10.00 a.m. to 6.00 p.m. on all working days.

Weekly Holiday will be on **Sunday**.

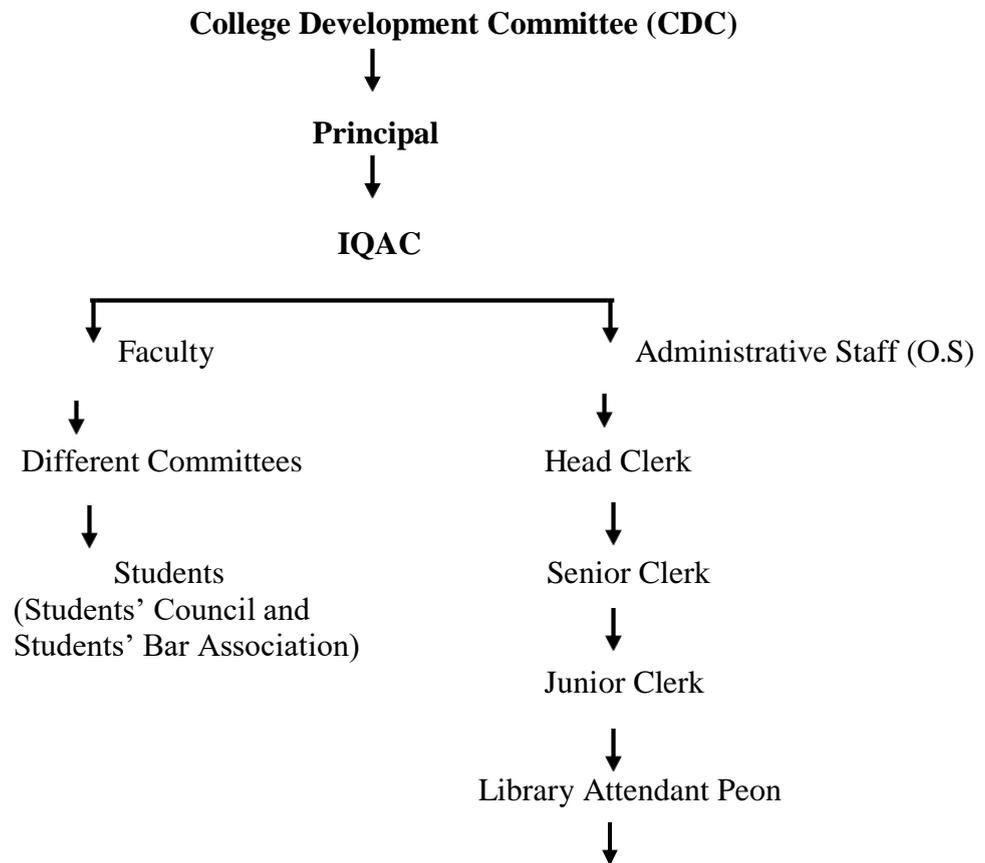
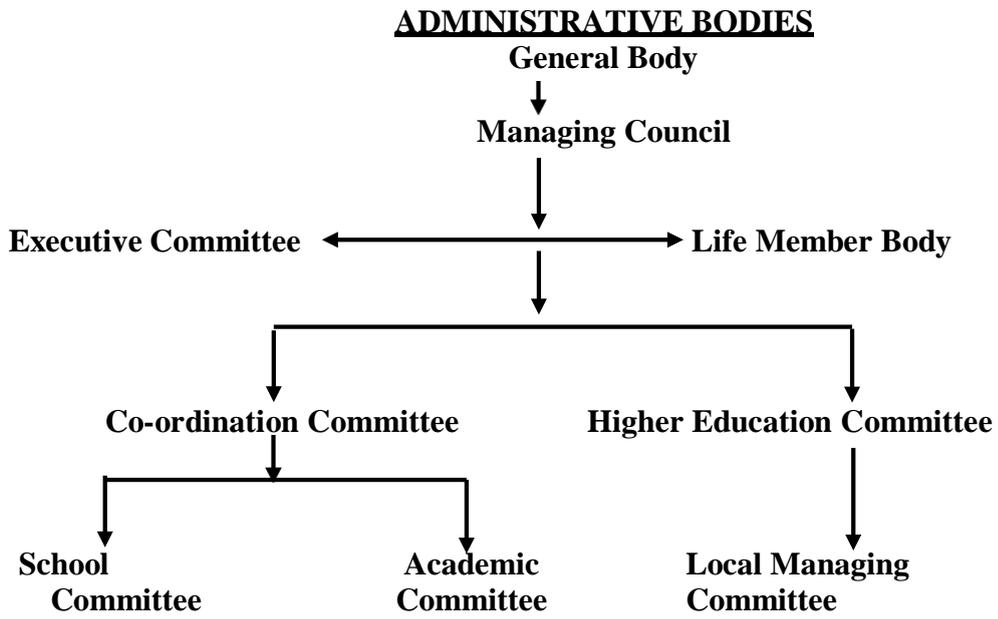
□ **Organization and Administrative Machinery**

Organogram of the institution

The parent institution plays a pivotal role in the general administration of the college. It formulates the requisite policies for achieving goals and missions



2.



□ **Administrative Setup of R.B. Narayanrao Borawake College, Shirampur**

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.

Sr. No	Name of the Committee	Chairman & Members	Functions	
1.	(CDC) College Development Committee	<ol style="list-style-type: none"> 1. Hon. Mrs. Minatai Jagdhane 2. Hon. Secretary, Rayat Shikshan Sanstha, Satara 3. Hon. Dada Bhau Kalamkar 4. Hon. Mr. Prakash Nikam Patil 5. Hon. Mr. Sumanbhai Shah 6. Hon. Dr. Ravindra B. Jagdhane 7. Dr. S.P Cholke 8. Dr. N.C.Pawar 9. Dr. A.S. Dalvi 10. Smt. U.K. Adhav 11. Dr. P.V. Badadhe 12. Mr. R.E. Gore 13. Prin. Dr. K. H. Shinde 	<p>Chairman ”</p> <p>Member</p> <p>Representative, Support Staff.</p> <p>Secretary</p>	<ol style="list-style-type: none"> 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
2.	Steering committee	<ol style="list-style-type: none"> 1. Prin. Dr. K. H. Shinde 2. Dr. P. G. Andhare 3. Dr. A.N. Jagdale 4. Dr. S. P. Cholke 5. Dr. . N. C. Pawar 6. Dr. M.D.Sangle 7. Dr. R.P. Gunjal 8. Dr. A.K. Mohite 	<p>Chairman</p> <p>Co-Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p>	<ol style="list-style-type: none"> 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.

		9. Mr. K. M. Jadhav	Member Member	
3	Admission committee	<ol style="list-style-type: none"> 1. Dr. P. G. Andhare 2. Dr. B.V. Niphade 3. Mrs. U. K. Adhav 4. Dr. G. N. Kakade 5. Dr. N.C.Pawar 6. Dr. B.V. Niphade 	Chairman Member Member Member Member	<ul style="list-style-type: none"> ● To conduct online admission to Arts and Science UG, PG, M.Phil, Ph.D.,BCS(C.S) courses affiliated to University of Pune. ● To allocate Career Oriented and Short Term Courses ● Counselling students and Parents regarding commerce education ● To determine the seats available for each class and decide the vacant seats to be filled for open & reserved category through Merit & reservation list, as per online admission procedure. ● To scrutinize all applications as per the Merit List, Reservation List and approve them. ● To check the admission forms & other documents. Prepare & display necessary information on Notice Board. ● To carry out the admission procedure as per the prescribed rules of UGC, Government & University. ● Online error and form updating the correction made by committee ● To Finalize and update the roll call list & list of repeaters. ● To update the prospectus and website every year ● To hold at least two meetings in a year.
4	Institutional calendar committee and Prospectus	<ol style="list-style-type: none"> 1. Dr. C.B. Choudhari 2. Dr. G.V.Lokhande 3. Prof. A.S. 	Chairman Member Member	

		Mahure 4. Dr.B.P.Gardi		
5	Time- table committee	1. Dr.. S.B.Randhir 2. Dr. B.S. Shelake 3. Dr. A.N. Jagdale 4. Dr.B.D.Varpe 5. Dr.R.P. Gunjal 6. Dr.S.P.Khilari 7. Dr. G. V. Lokhande 8. Prof. B.S. Tonde 9. Dr.S.K. Khilar 10. Dr.B.S. Shinde	Chairman Member Member Member Member Member Member Member Member Member	
6	Examination committee	1. Dr. P.G. Andhare 2. Dr. R.P. Gunjal 3. Dr. B. P. Gardi 4. Dr. C. B. Choudhari 5. Dr. S. R Chavan 6. Mr..C.D. Ingale 7. Mr. R.D. Bakare	Chairman Member Member Member Member Member	
7	Research consultancy and extension committee	1. Dr. P. G. Andhare 2. Dr. A.N. Jagdale 3. Mr.A.K. Mohite 4. Dr.R.P. Gunjal 5. Dr.S.G. Vaidya 6. Dr.N.C.Pawar 7. Dr.G.V. Lokhande 8. Dr.S.R. Chavan	Chairman Member Member Member Member Member	

8	Master plan, campus development & Building Committee	<ol style="list-style-type: none"> 1. Prin. Dr. K. H. Shinde 2. Dr. S. P. Cholke 3. Dr. N. C. Pawar 4. Dr. P. G. Andhare 5. Mr.D.D.Pagar 6. Mr. K.M.Jadhav 	Principal Chairman Member (Record) Member Member Member Member	<ol style="list-style-type: none"> i) To supervise the regular maintenance of the building & surrounding area. Regular cleaning of water tanks. Etc. ii) To Maintain the existing furniture in good condition & to suggest & conduct repairs, replacement whenever necessary iii) To suggest purchase of new furniture for the college, whenever necessary. To explore opportunities of infrastructure development. iv) To provide for the safety measures in the premises, to maintain First Aid, Firefighting equipment's etc.
11	Library committee	<ol style="list-style-type: none"> 1. Prin.Dr. K.H. Shinde 2. Dr.P.G. Andhare 3. Dr. R. P. Gunjal 4. Dr.N.C.Pawar 5. Dr. R.V.Barve 6. Mr. M.B. Wani 7. Mr. P. R. Sonawane 8. Mr. A. B. Anandkar 	Chairman Member Member Member Member Member Secretary	<ol style="list-style-type: none"> i) To decide the books to be purchased for each class that are prescribed & recommended by University. ii) To Organize book exhibition and Library orientation programme iii) To subscribe for journals & other Magazines. iv) To display New Arrivals on the notice board. v) To invite suggestions from staff & students regarding purchase of books & subscription to Journals & Book Bank. vi) To make rules & regulations for proper functioning of the library & the Computer Lab. vii) To supervise the use of study Room, Computer Lab, Reading Room and maintain entry Register for record viii) Take disciplinary action regarding loss of books, late return of the books, damage to books etc ix) To make yearly report of books damaged, lost etc. x) To hold at least two meetings in a year.
12	Purchase & financial norms committee	<ol style="list-style-type: none"> 1. Prin. Dr. K. H. Shinde 2. Prof. S.R.Pokharkar 3. Dr.S.P.Cholke 4. Dr.N.C.Pawar 5. Dr.P.G. Andhare 6. Dr. A.S.Dalvi 	Chairman Member Member Member Member Member	<ol style="list-style-type: none"> i) To recommend purchase of items. ii) To invite quotations for the same. 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

		<p>7. Smt. U.K.Adhav</p> <p>8. Mr. K. M. Jadhav</p>		year.
14	Anti ragging Committee	<p>1. Dr.K.H. Shinde</p> <p>2. Dr A.N. Jagdale</p> <p>3. Dr. A.K. Mohite</p> <p>4. Dr. C.B. Choudhari</p> <p>5. Mrs. A.S. Mate</p> <p>6. Mrs. S.R. Phokharkar</p> <p>7. Mr. R.G. Bhor .</p>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Membe</p>	<p>i) To display the information about the committee on the college premises and college website</p> <p>ii) To take necessary measures including surprise visits on campus to prevent ragging in the college and deal with the complaint if any.</p> <p>iii) To undertake programme for personality development of the students.</p> <p>iv) To supervise the working of CCTV in the college premises.</p>
15	Grievance redress cell Committee	<p>1. Dr.K.H. Shinde</p> <p>2. Dr. A.S. Dalvi</p> <p>3. Dr.S.B. Randhir</p> <p>4. Dr. S.N. Pawar</p> <p>5. Mr. V.S. Pawar</p> <p>6. Dr. A.C.Gorane</p> <p>7. Mr. D.N. Naik</p> <p>8. Mr. N.D.Khedkar</p> <p>.</p>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Membe</p> <p>Membe</p>	<p>i) To display the information about the committees in the college.</p> <p>ii) To take necessary measures to prevent sexual harassment in the college and deal with the complaint if any.</p> <p>iii) To undertake programmes for personality development of the girls.</p> <p>iv) To hold at least three meetings in a year.</p>
18	Science Association	<p>1. Dr. A.N.Jagdale</p> <p>2. Dr. K. W. Pawar</p> <p>3. Mr. R.R. Jagtap</p>	<p>Chairman</p> <p>Member</p> <p>Member</p>	
20	Students welfare committee and Earn and Learn Scheme	<p>1. Prin. Dr. K. H. Shinde</p> <p>2. Hon. Shri. Prakash Nikam Patil (Nominee of C.D.C.)</p> <p>3. Dr. S.P. Cholke</p> <p>4. Mrs. U. K. Adhav</p> <p>5. Dr.N.C.Pawar</p> <p>6. Dr. D. D. Shende</p> <p>7. Dr. A. S. Dalvi</p>	<p>Chairman</p> <p>Member</p> <p>Student Welfare Officer Ladies representative</p> <p>Member</p> <p>Member</p>	<p>i) To display the information about the committees in the college.</p> <p>ii) To take necessary measures to prevent sexual harassment in the college and deal with the complaint if any.</p> <p>iii) To undertake programmes for personality development of the girls.</p>

		<p>8. Shri.K. M. Jadhav</p> <p>9. Shri. D.N. Tambe</p>	<p>Representative of Support staff</p> <p>Social Worker</p>	
21	UGC - Proposal Committee	<p>1. Dr. A. K. Mohite</p> <p>2. Dr. S. B. Randhir</p> <p>3. Dr.R.P. Gunjal</p> <p>4. Dr.B.P.Gardi</p> <p>5. Dr. P. V. Badadhe</p> <p>6. Mr. R. R. Jagtap</p> <p>7. Dr.G.V.Lokhande</p> <p>8. Mr. K.M. Jadhav</p> <p>9. Mr. M..B. Wani</p>	<p>Chairman</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p> <p>Member</p>	
22	N. S. S.	<p>1. Prin. Dr. K. H. Shinde</p> <p>2. Dr. S. P. Khilari</p> <p>3. Dr. D. D. Shende</p> <p>4. Dr. S. R. Chavan</p> <p>5. Dr. B. V. Niphade</p> <p>6. Dr.S.N. Pawar</p> <p>7. Mr.B.S.Tonde</p>	<p>Chairman</p> <p>Programme Officer</p> <p>Programme Officer</p> <p>Programme Officer</p> <p>Member</p> <p>Member</p> <p>Member</p>	<p>The overall function of Programme officer is to help the students to plan, implement, and evaluate the activities of NSS under his charge and give proper guidance and directions to the student volunteers.</p>
25	N. C. C.	<p>1. Dr. C. B. Chaudhari</p> <p>2. Mrs. S.R. Bansode</p>	<p>C.T.O.</p> <p>CTO</p>	<p>The main aim of National Cadet Corps is to groom the youth of the country into disciplined, responsible and patriotic citizens. The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and Universities all over India and gives those volunteers' military training</p>

29	Gymkhana committee	<ol style="list-style-type: none"> 1. Mr. V. S. Pawar 2. Dr. S. P. Khilari 3. Dr. S.R.Chavan 4. Mr.S.B. Dhere 	Chairman Member Member Member	<ol style="list-style-type: none"> i) To Co-ordinate students in organizing sports and various events in the college. ii) To organize various student welfare activities. iii) To make arrangements & organize sport activities for the college. iv) To send college teams for participation in sports conducted by universities & submit written report of all sports events. v) To prepare Gymkhana Report at the end of the academic year.
32	Cultural activities	<ol style="list-style-type: none"> 1. Dr.U.L.Bhor 2. Dr. B. V. Niphade 3. Mrs. S.R. Pokharkar 4. Dr. S. R. Chavan 5. Mrs. K.B.Choudhari 	Chairman Member Member Member Member	<ol style="list-style-type: none"> i) To Select and nominate students for representing the college in Extra Curricular Activities including, Elocution, Essay, Debate & Other Competition. ii) To send registration forms after taking undertaking & declaration from. iii) To prepare a report of all participations by students per semester and keep a record of all certificates & prizes. iv) To take at least 4 meetings in a year
33	Staff welfare	<ol style="list-style-type: none"> 1. Mr. N. C. Pawar 2. Mr. S.E.Jasud 3. Mr. D. N. Naik 4. Smt. K.B.Choudhari 5. Mr. B. B. Burkule 6. Mr. R.E.Gore 	Chairman Vice-Chairman Member Member Member Member	<ol style="list-style-type: none"> i) To keep the record of all activities & to prepare report arranged by the committee. academy & to prepare report every year ii) To hold at least two meetings in a year iii) To maintain a register of minutes of the meetings. iv) To invite suggestions for Staff Welfare from Teaching & Non-Teaching Staff and implement them.
37	Standing committee (SC/ST Welfare) D. O. No. F.2-1/ 88	<ol style="list-style-type: none"> 1. Prin. Dr. K. H. Shinde 2. Dr. K.S. Mahale 3. Dr. P. V. Badadhe 	Chairman Member Member Member Secretary	The primary purpose of standing committees shall be to consider and recommend actions and propose policies in the functional areas under their jurisdictions, subject to final approval by the Council

	(SCT) March 21,1988	4. Dr. S. R. Chavan 5. Smt. G. M. Pawar		
40	Protection & prevention of persons from sexual harassment	1. Hon. Mrs. Meenatai Jagdhane 2. Prin. Dr. K. H. Shinde 3. Smt. S.R. Pokharkar 4. Dr. P. G. Andhare 4. Smt. U. K. Adhav 5. Mr.S.R. Chavan 6. Mrs. K.B. Choudhari	Chairman Ex-Off. Member Member Member Member Member Member	<p>i) Make it clear that this is a workplace where harassment will not be tolerated.</p> <p>ii) Develop an anti-harassment policy together with employees, managers, and union representatives.</p> <p>iii) Promptly investigate and deal with all complaints of harassment.</p> <p>iv) Appropriately discipline employees who harass other employees.</p>
44	Placement & Counseling Cell	1. Dr.A.N.Jagdale 2. Mr. P. V. Badadhe 3. Mr. R.V.Barve 4. Dr. G. V. Lokhande 5. Dr. B. S. Shinde	Chairman Member Member Member Member	<p>i) To provide guidance and expertise for training & coaching of students for various competitive exams.</p> <p>ii) To provide information about career options and provide counseling about career development.</p> <p>iii) To hold at least two meetings in a year</p> <p>iv) To maintain a register of minutes of the meetings</p> <p>v) To facilitate final placement of students.</p> <p>vi) To organize programmes for career guidance and prepare MOU with the NC., MNC'S</p> <p>vii) To provide coaching for various competitive exams.</p> <p>ix) To hold at least two meetings in a year</p>

45	Right to Information Act.	<ol style="list-style-type: none"> 1. Prin. Dr. K. H. Shinde 2. Mr. K.M. Jadhav 3. Dr. A.S.Dalavi 4. Dr. S. B. Randhir 5. Mr. M.B. Wani 	Appealiate officer PIO Member Member Member	An Act to provide for setting out 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, the constitution of a Central Information Commission
48	Student Council	<ol style="list-style-type: none"> 1. Dr. N.C.Pawar 2. Prof. B.S. Tonde 3. Dr. P. G. Andhare 4. Dr. S. P. Cholke 5. Dr. A.S.Dalvi 6. Prof. D.D.Pagar 7. Dr.A.N. Jagdale 8. Dr. S. R. Chavan 9. Dr.A.K. Mohite 	Chairman Co-ordinator Member Member Member Member Member Member	vi) To maintain discipline in the college. vii) To make and implement the rules regarding I-Card and dress code. viii) To take necessary actions to improve attendance of students ix) To hold at least two meetings in a year.
49	Disaster Management	<ol style="list-style-type: none"> 1. Dr. C.B. Choudhari 2. Dr. D. D. Shende 3. Dr. B. V. Niphade 4. Dr. S. P. Khilari 5. Prof. V. S. Pawar 6. Mr. S. D. Shinde 	Chairman Member Member Member Member	1) Establish and maintain institutional disaster management capacity and to implement effective risk reduction activities. 2) To prepare for and respond to disasters and coordinate disaster recovery.
54	NAAC Committee (Third cycle)	<ol style="list-style-type: none"> 1. Prin.K.H. Shinde 2. Dr.A.K. Mohite 3. Dr. S.P.Cholke 4. Dr. P.V. Badadhe 5. Dr. A.N. Jagdale 	Chairman Co-ordinator Co-ordinator IQAC	i) To update the website every year ii) To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record. ii) To prepare SSR and upload it on website & submitted to NAAC. ii) To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises

		6. Dr.P.G. Andhare	Member	Role play etc.
		7. Dr.S.K Khilare	Member	iii) To undertake faculty development programme
		8. Dr.A.K. Mohite	Member	iv) To plan and ensure overall quality sustenance in the college.
		9. Dr. G.V. Lokhande	Member	v) To submit AQAR reports every year to NAAC before the due date.
		10. Dr. S.B. Randhir	Member	vi) To plan and ensure overall quality sustenance in the college.
		11. Dr.C.B. Chaudhari	Member	vii) To submit AQAR reports every year to NAAC before the due date.
		12. Dr. U.L. Bhor	Member	viii) To maintain record of faculty profile and self-appraisals in prescribed for mat.
		13. Dr.S.G. Vaidya	Member	vi) To organize IQAC activities as per the UGC guidelines.
		14. Dr.B.P. Gardi	Member	vii) To co-ordinate the RQMS activity in the college.
		15. Dr.M. D. Sangale	Member	viii) To hold two meetings in a year
		16. Dr.R.P. Gunjal	Member	ix) To maintain a register of minutes of the meetings.
		17. Mr.A.S. Mahure	Member	ix) To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
			Member	
			Member	

□ **Duties to be performed**

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

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

□ **Details of Services Rendered**

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

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

□ **Grievance Redressal :-**

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

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

□ **Grievance Redressal Procedure:-**

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

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

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

Powers and Duties of Officers and Employees

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

S.N.	Designation	Functions
1)	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. Principal is immediate mediator IQAC and CDC who implements the programs laid down by the both and Parent Institute. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administer daily teaching activity and administer academic as well as administrative routing.
2)	Lecturer	To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. To work in various administrative committees and submit report to the principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling.
3)	Librarian	To undertake activity as per the UGC, government norms To look after all work administration in library. To Control and Supervise the Issue and return of books, journals, periodicals to staff and students. To maintain online software and online repository. To conduct Information Literacy Programme To maintain and update accession register and other registers in library and study room. To supervise working of library attendants To maintain book bank and administer scholar card scheme for students. To supervise overall administration in the library.
4)	Physical Director	To undertake activity as per the UGC, government norms for sports development To organize sports activities in the college To maintain the discipline in the college To maintain the record of sports equipment's

5)	Office superintendent	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To supervise the official work and administration of office To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.
	Head Clerk	To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. To prepare and submit various utilizations to UGC, University, Government etc. To prepare and submit budget estimates and monitor accounts accordingly.
6)	Senior Clerk	To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc., To maintain and update bio-metric record and write remarks accordingly. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence, To prepare and submit various Fee concession proposals to government authorities To help other authorities as per the directions Principal & Head clerk.
7)	Junior Clerk	To verify and accept Admission forms, Exam Forms, Concession forms etc., To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc., To maintain General Register, University Result, Ledger etc. and undertake all exam related work. To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc., To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To help other authorities as per the directions Principal & Head clerk.
8)	Library Attendant	To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
9)	Peon	To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc. To visit Bank, MSEB, Post office and other places for bill payment & office work.

		<p>To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting.</p> <p>To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.</p> <p>To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.</p> <p>To work as per the directions of Principal and Head Clerk.</p>
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- Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and regulations of the University as stated in the Maharashtra Universities Act.’

□ **Section 4 (1) (b) (iii) / Manual — 3:**

□ **Procedure followed to take a decision on various matters**

- Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
- The College functions under the supervision and control of the Parent Institution Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.

□ **Section 4 (1) (b) (iv) / Manual — 4:**

□ **Norms set by the College for the discharge of its functions**

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
- The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- Norms and standards for various academic activities are set by the Savitribai Phule Pune University, Pune, UGC, IQAC and College Development Committee of the College.

□ **Section 4 (1) (b) (v) / Manual — 5:**

□ **Rules, regulations and instructions used**

- Statutes and Ordinance of Savitribai Phule Pune University, Pune.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Savitribai Phule Pune University, Pune b) Government of Maharashtra State c) Joint Director of Education, Pune. d) UGC e) Rules and regulations

of Rayat Shikshan Sanstha, Satara f) Standard code rules g) Maharashtra Civil services rules

- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Savitribai Phule Pune University, Pune and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India, and UGC, except where the University has its own provisions with regard to teaching and non-teaching staff.

□ **More information is available at following websites.**

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

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

□ **Official documents and their availability**

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

Sr. No.	Person with whom information is available	Documents
1	Lecturer	Student attendance, tutorial, academic diary, internal examination record,
2	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook, muster book, Audited statement, Assessment Report, Employee service book and personal file, Cheque register, dead stock register, voucher files
3	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals

4	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

- **Following documents are available in the college office**
 - The college Timetable
 - Examination Schedules
 - Scholarship Notices
 - Admission Forms
 - Administrative Notices
 - Students Records (General Register)
 - Students, Internal Assessment Records
 - Examination results
 - The College prospectus
 - Staff information and College directory (Muster, Service Books and Personal files)
 - Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
 - Composition and proceedings of various Committees
- **Section 4 (1) (b) (vii) / Manual - 7:**
- **Mode of public participation**
 - The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
 - The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
 - The College organizes NSS and NCC camps.
 - The college organizes programmes circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, No Vehicle Day”
 - The college celebrates Birth and Death Anniversaries of eminent personalities.
- **Citizens / Stakeholders /Public Interaction**
 - Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs and Industrial stake holders.
 - The college oragnises the lecture series of Extra- Mural Education, Dr.B.R.Ambedkar Lecture series, Jaykar Lecture series etc. This program to is open to all public as well.

- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and industry about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organises various programs / lectures for creating social legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

□ **Section 4 (1) (b) (viii) / Manual - 8:**

□ **Councils, Committees, Faculties, Departments, etc. under the College**

The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are:

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee

Note: The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.

Rayat Shikshan Sanstha's
R.B. Narayanrao Borawake College, Shrirampur
Teaching Senior College 2018-19

S. N.	Name of Teacher	Designation	Qualification	Experience	Photo
1	Shri.Kundlik Housrao Shinde	Principal	M.A.,M.Phil.,Ph. D.	35years	
2	Sau. Shila Dattatraya Gadhe	Associate Professor	M.A.,Ph.D.	32 years	
3	Shri.Subhash Baburao Randhir	Associate Professor	M.A.,Ph.D.	31years	
4	Shri.Pandurang Ganpati Andhare	Associate Professor	M.Sc.,M.Phil., Ph.D	31 years	
5	Shri.Bhagvan Nana Kalunkhe	Associate Professor	M.Sc.	31 years	
6	Shri.Angad Kerba Mohite	Associate Professor	M.,Sc.,M.Phil., Ph.D.	31 years	
7	Shri.Ashok Bhausaheb Rahane	Associate Professor	M.A.	29 years	
8	Shri.Amarnath Nivrutti Jagdale	Associate Professor	M.Sc. ,Ph.D	29 years	
9	Shri. Babasaheb Dadabhau Varpe	Associate Professor	M.Sc., Ph.D	29 years	
10	Shri.Raosaheb Punja Gunjal	Associate Professor	M.Sc., Ph.D.	28 years	
11	Shri.Sunil Pandurang Cholake	Associate Professor	M.Sc., Ph.D	28 years	
12	Shri.Ramdas Vitthal Barve	Associate Professor	M.A.	28 years	
13	Smt.Usha Kishor Adhav	Associate Professor	M.Sc.	28 years	
14	Shri.Sunil Prabhakarrrao Khilari	Associate Professor	M.A., M.Phil., Ph.D.	27 years	
15	Shri.Mohan Dattu Sangale	Associate Professor	M.Sc., Ph.D	26 years	
16	Shri.Bhaskar Vinayakrao Niphade	Associate Professor	M.A.,Net., Ph.D	22 years	
17	Shri.Anup Sahdeo Dalavi	Associate Professor	M.A., Set., Ph.D	20 years	
18	Shri.Balu Pandurang Gardi	Associate Professor	M.A., Net., Ph.D.	19 years	
19	Shri.Pravin Vishnu Badadhe	Associate Professor	M.Sc., Set., Ph.D	19 years	
20	Shri.Genudas Nivrutti Kakade	Assistant Professor	M.Sc., Ph.D.	19 years	
21	Shri.Chandrabhan Bhanudas Chaudhari	Associate Professor	M.A. , Net , Ph.D.	18 years	

22	Shri. Dadasaheb Dattu Shende	Assistant Professor	M.A., Ph.D.	24 years	
23	Shri. Nana Chandrabhan Pawar	Assistant Professor	M.A., M.Phil.; Ph.D.	18 years	
24	Shri.Sanjay Govind Vaidya	Assistant Professor	M.A., M.Phil., Set Ph.D.	18 years	
25	Shri.Kailas Sonu Mahale	Assistant Professor	M.A., Set, Ph.D	14 years	
26	Shri. Ganesh Chintaman Wagh	Assistant Professor	M.A., Set	14 years	
27	Shri.Balasaheb Shankar Shelake	Assistant Professor	M.A., Set., Ph.D.	12 years	
28	Shri.Ganesh Vishnu Lokhande	Assistant Professor	M.A., Set., Ph.D.	12 years	
29	Shri.Babasaheb Sakharam Tonde	Assistant Professor	M.A., Set.,	12 years	
30	Shri.Sachin Navnath Pawar	Assistant Professor	M.A., Set., Ph.D.	12 years	
31	Shri.Ashok Satwa Mahure	Assistant Professor	M.A., Set.	12 years	
32	Smt.Ujjalva Laxman Bhor	Associate Professor	M.A., Set.,M.Phil., Ph.D.	23 years	
33	Shri. Rajendra Ramesh Jagtap	Assistant Professor	M.Sc.,Net., Set.	11 years	
34	Shri.Vishal Subhash Pawar	Assistant Professor	M.Com, M.PEd., Set.	11 years	
35	Shri.Arjun Baburao Anandkar	Librarian	M.Lib., Set., M.Phil.,	20 years	
36	Smt.Seema Ravindra Chavan	Assistant Professor	M.A.,M.Phil., Ph.D.	5 years	
37	Shri.Sashikant Kuber Khilare	Assistant Professor	M.Sc., Ph.D	5 years	
38	Shri.Chetan Devidasji Ingale	Assistant Professor	M.Sc., Net.	5 years	
39	Shri Kulbhushan Wamanrao Pawar	Assistant Professor	M.Sc., Ph.D.	5 years	
40	Shri.Digambar Bhausahab Bankar	Assistant Professor	M.Sc., Set.	5 years	
41	Shri.Bapusaheb Babasaheb Thorat	Assistant Professor	M.A., Set.	8 years	

Non-Teaching 208-19

S. N.	Name of Employee	Designation	Qualification	Experience	Photo
1	Shri.Krushna Madhu Jadhav	Office Superintendent	HSC, B.Com	24 years	
2	Smt.Gokulabai Mansaram Pawar	Junior Stenographer	B.A. (Short hand)	15 years	
3	Shri. Madhav Bhaginath Wani	Head.Clerk	B.Com.,M.Com.	31 years	
4	Shri.Pandurang Rohidas Sonawane	Assistant Librarian	B.Com.,B.Lib. M.Lib.	26 years	
5	Shri.Balasaheb Baburao Burkule	Senior Clerk	B.A.,B.Ed.	25 years	
6	Smt.Shobha Maruti Nimbalkar	Laboratory Assistant	B.A.	26 years	
7	Shri.Dnyaneshwar Shankar Desale	Laboratory Assistant	S.S.C.	28 years	
8	Shri.Kiran Babasaheb Pawar	Laboratory Assistant	H.S.C.	14 years	
9	Shri.Bhanudas Pandarinath Sonawane	Laboratory Assistant	S.S.C..LTC	27 years	
10	Smt.Vanita Kisan Muthe	Laboratory Assistant	B.A., B.Ed	4 years	
11	Shri.Shivaji Bajirao Arote	Laboratory Assistant	B.A.	4 years	
12	Shri Sagar Gangadhar Kambale	Laboratory Assistant	H.S.C.	4 years	
13	Shri.Sandeep Rajaram Walkoli	Junior Clerk	M.Com.	4 years	
14	Shri.Dipak Bhausheeb Handore	Junior Clerk	H.S.C.	4 years	
15	Shri.Pravin Namdeo Mokal	Junior Clerk	B.A., B.Ed.,	4 years	
16	Shri Kiran Motilal Dhotre	Junior Clerk	M.A., B.Ed.,	4 years	
17	Shri.Anil Dattatraya Jage	Library Clerk	B.A.	13 years	
18	Shri.Kiran Laxman Sabale	Library Clerk	B.A., M.Lib.	4 years	
20	Shri.Vijay Shriram Nagare	Laboratory Attendant	S.S.C.	38 years	
21	Shri.Digambar Murlidhar Maid	Laboratory Attendant	IX	34 years	

22	Shri.Shuresh Chhabu Shejul	Laboratory Attendant	IX	32 years	
23	Shri.Bhagvan Gopinath Satdive	Laboratory Attendant	H.S.C.	32 years	
24	Shri.Sanjay Bhikaji Vargude	Laboratory Attendant	S.S.C.	32 years	
25	Shri.Bhausahab Yashwant Hivarale	Laboratory Attendant	S.S.C.	25 years	
26	Shri.Balkrushna Mavanji Avhad	Laboratory Attendant	M.A., B.Ed.	25 years	
27	Shri.Ramesh Vitthal Jadhav	Laboratory Attendant	S.S.C.	25 years	
28	Shri.Prabhakar Maroti Sukale	Laboratory Attendant	S.S.C.	25 years	
29	Shri.Sanjay Murlidhar Shinde	Laboratory Attendant	S.S.C.	25 years	
30	Shri.Ashok Eknath Alhat	Laboratory Attendant	S.S.C.	25 years	
31	Shri.Nitin Damodhar Ambre	Laboratory Attendant	S.S.C.	24 years	
32	Shri.Kanhudas Jagganath Shelake	Laboratory Attendant	IX.	24 years	
33	Shri.Dattatraya Prabhu Sonawane	Laboratory Attendant	S.S.C.	24 years	
34	Shri.Kailash Ramchandra Pawar	Laboratory Attendant	S.S.C.	24 years	
35	Smt. Sangita Satish Zine	Laboratory Attendant	B.A.	14 years	
36	Shri.Balasaheb Gangadhar Bhange	Laboratory Attendant	S.S.C.	26 years	
37	Shri.Annasaheb Dagadu Bhingardive	Laboratory Attendant	S.S.C.	13 years	
38	Shri.Dattatraya Pandurang Yewale	Laboratory Attendant	B.A..	13 years	
39	Shri.Vishnu Dada Jagtap	Laboratory Attendant	H.S.C.	13 years	
40	Shri. Keshav Prabhakar Parande	Laboratory Attendant	B.A.,M.A.,M.Phil.	13 years	
41	Shri. Kailash Jayvant Thombare	Laboratory Attendant	S.S.C.	13 years	
42	Shri.Madan Vishnu Shinde	Laboratory Attendant	S.S.C.	13 years	

43	Shri.Satish Ambadas Gawali	Library Attendant	IX.	38 years	
44	Shri.Rajesh Balkrushna Shinde	Library Attendant	B.Com.	26 years	
45	Shri.Eknath Dattatraya Pawar	Library Attendant	S.S.C.	26 years	
46	Shri.Balasaheb Bhikaji Varade	Library Attendant	B.A.	26 years	
47	Shri.Raju Dashrath Mehetre	Library Attendant	B.A.,ITI	26 years	
48	Shri.Balu Sampat Jadhav	Library Attendant	H.S.C.	26 years	
49	Shri.Vijaya Krushnji Divate	Library Attendant	S.S.C.	26 years	
50	Shri.Rajendra Eknath Gore	Library Attendant	M.A. , LTC	13 years	
51	Shri.Rajendra Narayan Bombale	Library Attendant	H.S.C	13 years	
52	Shri.Kayyum Rasid Sayyad	Peon	VIII	13 years	
53	Smt.Ranjana Gorakshnath Zarekar	Peon	IX	13 years	
54	Smt.Jayashri Tanaji Ravgade	Peon	S.S.C.	13 years	
55	Shri.Dattatraya Namdeo Tambe	Peon	M.A., B.Ed.,	4 years	
56	Shri.Navnath Kundlik Dalavi	Peon	H.S.C.	4 years	
57	Shri.Prakash Bhausahab Golwad	Peon	B.A., D.Ed.	4 years	
58	Shri.Popat Murlidhar Khade	Peon	M.A. , B.Ed.	4 years	
59	Shri Dipak Prabhakar Palghadmal	Peon	H.S.C.	4 years	
60	Shri Shailesh Lahu Shinde	Peon	H.S.C.	4 years	
61	Shri Somnath Narayan Pimpale	Peon	S.S.C.	4 years	
62	Shri Shrikant Rohidas Barde	Peon	H.S.C., D.Ed	4 years	
63	Smt.Lata Pravin Adhalrao	Peon	VIII	2 years	

Senior Non-Grant/ PG

Sr.No.	Name	Subject	PHOTO
1	Shri.S.B.Sasane	Geo.	
2	Shri.N.V.Kudale	Geo.	
3	Shri.A.A.Sadaphal	Geo.	
4	Smt.P.S.Autade	Maths.	
5	Shri.S.R.Kshrirasagar	Chem.	
6	Smt.R.D.Murade	Chem.	
7	Smt.A.S.Shinde	Chem.	
8	Smt.K.B.Gavhane	Chem.	
9	Smt.R.R.Pawar	Chem.	
10	Smt.K.K.Amolik	Chem.	
11	Shri.A.S.Mali	Phy.	
12	Smt.S.B.Zurale	Phy.	
13	Smt.A.P.Londhe	Eng.	
14	Mr.Divekar Sagar	Eng	
15	Smt.S.R.Lagad	His.	

16	Shri.B.V.Katare	Eco	
17	Smt.S.H.Shaikh	Zool.	
18	Smt.P.D.Malik	Zool.	
19	Smt.N.N.Berad	Phy	
20	Shri.P.L.Bendre	Phy	
21	Shri.U.B.Gavali	Maths.	
22	Shri.R.P.Pardhi	His.	
23	Shri.S.S.Vairal	Eng.	
24	Smt.P.D.Jadhav	Bot.	
25	Smt.P.B.Satdive	Bot.	
26	Shri.S.V.Kapase	Zool.	
27	Smt.P.S.Kadam	Zool.	
28	Smt.A.A.Lokhande	Bot.	
29	Shri.S.R.Adik	Bot.	
30	Shri.P.P.Bankar	Bot	
31	Smt.P.S.Magre		
32	Smt.R.N.Baviskar	Defence	
33	Shri.G.L.Narote	Psy	

34	Shri.Y.K.Kulkarni	Psy	
35	Kum.P.G.Bhalerao	Chem.	
36	Shri.C.P.Ghadge	Bot.	
37	Kum.K.S.Labde	Chem.	
38	Kum.S.P.Mahamuni	Math	
39	Shri.A.R.Gadilkar	Phy	
40	Smt.P.R.Zurale	Phy.	

B.C.S.

Department of Computer Science

Sr. No.	Name of faculty	Qualification	Designation	Specialization	Experience	Photo
1	Dr. Shinde B.S	M.C.S., M.Phil., Ph. D.	Head & Assist. Professor	Computer Science	19	
2	Mr. Raut R.B	M.Sc.(Computer Science)	Assist. Professor	Computer Science	10	
3	Mr. Bakare R.D.	M.Sc.(Computer Science)	Assist. Professor	Computer Science	09	
4	Mr. Chavan S.M.	M.Sc.(Computer Science)	Assist. Professor	Computer Science	09	
5	Mrs. Wamne S.V.	M.Sc.(Computer Science)	Assist. Professor	Computer Science	07	
6	Mr. Unde M.A.	M.Sc.(Computer Science)	Assist. Professor	Computer Science	07	
7	Mr. Bhawar D.S.	M.Sc.(Computer Science), MBA	Assist. Professor	Computer Science	07	
8	Mrs. Pawar M.S.	M.Sc.(Computer Science), B.Ed.	Assist. Professor	Computer Science	03	
9	Mrs. Patare S.G.	M.Sc.(Mathematics), B.Ed.	Assist. Professor	Mathematics	11	
10	Miss. Sayyed A.K.	M.Sc.(Mathematics)	Assist. Professor	Mathematics	02	
11	Mrs. Mhaske A.A.	M.Sc.(Physics), B.Ed.	Assist. Professor	Electronics	08	
12	Mr. Lande D.B.	M.Sc.(Physics)	Assist. Professor	Electronics	04	

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

□ **Monthly remuneration received by each of its employee**

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Savitribai Phule Pune University, Pune and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

Teaching Staff :-

S. N.	Name of Teacher	Designation	Qualification	Experience	Salary
1	Shri.Kundlik Housrao Shinde	Principal	M.A.,M.Phil.,Ph.D.	35years	199640
2	Sau. Shila Dattatraya Gadhe	Associate Professor	M.A.,Ph.D.	32 years	192160
3	Shri.Subhash Baburao Randhir	Associate Professor	M.A.,Ph.D.	31years	192160
4	Shri.Pandurang Ganpati Andhare	Associate Professor	M.Sc.,M.Phil., Ph.D	31 years	192160
5	Shri.Bhagvan Nana Kalunkhe	Associate Professor	M.Sc.	31 years	176712
6	Shri.Angad Kerba Mohite	Associate Professor	M.,Sc..M.Phil., Ph.D.	31 years	192160
7	Shri.Ashok Bhausahab Rahane	Associate Professor	M.A.	29 years	172554
8	Shri.Amarnath Nivrutti Jagdale	Associate Professor	M.Sc. ,Ph.D	29 years	188002
9	Shri. Babasaheb Dadabhau Varpe	Associate Professor	M.Sc., Ph.D	29 years	188078
10	Shri.Raosaheb Punja Gunjal	Associate Professor	M.Sc., Ph.D.	28 years	188052
11	Shri.Sunil Pandurang Cholake	Associate Professor	M.Sc., Ph.D	28 years	182584
12	Shri.Ramdas Vitthal Barve	Associate Professor	M.A.	28 years	172554
13	Smt.Usha Kishor Adhav	Associate Professor	M.Sc.	28 years	172554
14	Shri.Sunil Prabhakarrao Khilari	Associate Professor	M.A., M.Phil., Ph.D.	27 years	188052
15	Shri.Mohan Dattu Sangale	Associate Professor	M.Sc., Ph.D	26 years	182584
16	Shri.Bhaskar Vinayakrao Niphade	Associate Professor	M.A.,Net., Ph.D	22 years	139114
17	Shri.Anup Sahdeo Dalavi	Associate Professor	M.A., Set., Ph.D	20 years	136266
18	Shri.Balu Pandurang Gardi	Associate Professor	M.A., Net., Ph.D.	19 years	144129
19	Shri.Pravin Vishnu Badadhe	Associate Professor	M.Sc., Set., Ph.D	19 years	144154
20	Shri.Genudas Nivrutti Kakade	Assistant Professor	M.Sc., Ph.D.	19 years	98189

21	Shri.Chandrabhan Bhanudas Chaudhari	Associate Professor	M.A. , Net , Ph.D.	18 years	139946
22	Shri. Dadasaheb Dattu Shende	Assistant Professor	M.A., Ph.D.	24 years	96980
23	Shri. Nana Chandrabhan Pawar	Assistant Professor	M.A., M.Phi.; Ph.D.	18 years	87555
24	Shri.Sanjay Govind Vaidya	Assistant Professor	M.A., M.Phi., Set Ph.D.	18 years	93291
25	Shri.Kailas Sonu Mahale	Assistant Professor	M.A., Set, Ph.D	14 years	90604
26	Shri. Ganesh Chintaman Wagh	Assistant Professor	M.A., Set	14 years	81456
27	Shri.Balasaheb Shankar Shelake	Assistant Professor	M.A., Set., Ph.D.	12 years	93310
28	Shri.Ganesh Vishnu Lokhande	Assistant Professor	M.A., Set., Ph.D.	12 years	84482
29	Shri.Babasaheb Sakharam Tonde	Assistant Professor	M.A., Set.,	12 years	81381
30	Shri.Sachin Navnath Pawar	Assistant Professor	M.A., Set., Ph.D.	12 years	83573
31	Shri.Ashok Satwa Mahure	Assistant Professor	M.A., Set.	12 years	76719
32	Smt.Ujjalva Laxman Bhor	Associate Professor	M.A., Set.,M.Phil., Ph.D.	23 years	157913
33	Shri. Rajendra Ramesh Jagtap	Assistant Professor	M.Sc.,Net., Set.	11 years	72334
34	Shri.Vishal Subhash Pawar	Assistant Professor	M.Com, M.PEd., Set.	11 years	72334
35	Shri.Arjun Baburao Anandkar	Librarian	M.Lib., Set., M.Phil.,	20 years	92651
36	Smt.Seema Ravindra Chavan	Assistant Professor	M.A.,M.Phil., Ph.D.	5 years	72313
37	Shri.Sashikant Kuber Khilare	Assistant Professor	M.Sc., Ph.D	5 years	73241
38	Shri.Chetan Devidasji Ingale	Assistant Professor	M.Sc., Net.	5 years	63766
39	Shri Kulbhushan Wamanrao Pawar	Assistant Professor	M.Sc., Ph.D.	5 years	82868
40	Shri.Digambar Bhausahab Bankar	Assistant Professor	M.Sc., Set.	5 years	63666
41	Shri.Bapusaheb Babasaheb Thorat	Assistant Professor	M.A., Set.	8 years	69663

NON-TEACHING STAFF

S. N.	Name of Employee	Designation	Qualification	Experience	Salary
1	Shri.Krushna Madhu Jadhav	Office Superintendent	HSC, B.Com	24 years	46692
2	Smt.Gokulabai Mansaram Pawar	Junior Stenographer	B.A. (Short hand)	15 years	56798
3	Shri. Madhav Bhaginath Wani	Head.Clerk	B.Com.,M.Com.	31 years	48834
4	Shri.Pandurang Rohidas Sonawane	Assistant Librarian	B.Com.,B.Lib. M.Lib.	26 years	48989
5	Shri.Balasaheb Baburao Burkule	Senior Clerk	B.A.,B.Ed.	25 years	36915
6	Smt.Shobha Maruti Nimbalkar	Laboratory Assistant	B.A.	26 years	39096
7	Shri.Dnyaneshwar Shankar Desale	Laboratory Assistant	S.S.C.	28 years	40257
8	Shri.Kiran Babasaheb Pawar	Laboratory Assistant	H.S.C.	14 years	29900
9	Shri.Bhanudas Pandarinath Sonawane	Laboratory Assistant	S.S.C..LTC	27 years	40156
10	Smt.Vanita Kisan Muthe	Laboratory Assistant	B.A., B.Ed	4 years	24255
11	Shri.Shivaji Bajirao Arote	Laboratory Assistant	B.A.	4 years	24255
12	Shri Sagar Gangadhar Kambale	Laboratory Assistant	H.S.C.	4 years	24255
13	Shri.Sandeep Rajaram Walkoli	Junior Clerk	M.Com.	4 years	22374
14	Shri.Dipak Bhausahab Handore	Junior Clerk	H.S.C.	4 years	22374
15	Shri.Pravin Namdeo Mokal	Junior Clerk	B.A., B.Ed.,	4 years	22374
16	Shri Kiran Motilal Dhotre	Junior Clerk	M.A., B.Ed.,	4 years	22374
17	Shri.Anil Dattatraya Jage	Library Clerk	B.A.	13 years	23070
18	Shri.Kiran Laxman Sabale	Library Clerk	B.A., M.Lib.	4 years	22374
20	Shri.Vijay Shriram Nagare	Laboratory Attendant	S.S.C.	38 years	44616
21	Shri.Digambar Murlidhar Maid	Laboratory Attendant	IX	34 years	42348
22	Shri.Shuresh Chhabu Shejul	Laboratory Attendant	IX	32 years	40862
23	Shri.Bhagvan Gopinath Satdive	Laboratory Attendant	H.S.C.	32 years	40257
24	Shri.Sanjay Bhikaji Vargude	Laboratory Attendant	S.S.C.	32 years	40257
25	Shri.Bhausahab Yashwant Hivarale	Laboratory Attendant	S.S.C.	25 years	35192
26	Shri.Balkrushna Mavanji Avhad	Laboratory Attendant	M.A., B.Ed.	25 years	34788
27	Shri.Ramesh Vitthal Jadhav	Laboratory Attendant	S.S.C.	25 years	35192
28	Shri.Prabhakar Maroti Sukale	Laboratory Attendant	S.S.C.	25 years	35192

29	Shri.Sanjay Murlidhar Shinde	Laboratory Attendant	S.S.C.	25 years	35192
30	Shri.Ashok Eknath Alhat	Laboratory Attendant	S.S.C.	25 years	35192
31	Shri.Nitin Damodhar Ambre	Laboratory Attendant	S.S.C.	24 years	32596
32	Shri.Kanhudas Jagganath Shelake	Laboratory Attendant	IX.	24 years	31386
33	Shri.Dattatraya Prabhu Sonawane	Laboratory Attendant	S.S.C.	24 years	30908
34	Shri.Kailash Ramchandra Pawar	Laboratory Attendant	S.S.C.	24 years	29975
35	Smt. Sangita Satish Zine	Laboratory Attendant	B.A.	14 years	25893
36	Shri.Balasaheb Gangadhar Bhange	Laboratory Attendant	S.S.C.	26 years	30882
37	Shri.Annasaheb Dagadu Bhingardive	Laboratory Attendant	S.S.C.	13 years	25515
38	Shri.Dattatraya Pandurang Yewale	Laboratory Attendant	B.A..	13 years	25515
39	Shri.Vishnu Dada Jagtap	Laboratory Attendant	H.S.C.	13 years	25515
40	Shri. Keshav Prabhakar Parande	Laboratory Attendant	B.A.,M.A.,M.Phil.	13 years	25439
41	Shri. Kailash Jayvant Thombare	Laboratory Attendant	S.S.C.	13 years	25414
42	Shri.Madan Vishnu Shinde	Laboratory Attendant	S.S.C.	13 years	24352
43	Shri.Satish Ambadas Gawali	Library Attendant	IX.	38 years	46365
44	Shri.Rajesh Balkrushna Shinde	Library Attendant	B.Com.	26 years	35378
45	Shri.Eknath Dattatraya Pawar	Library Attendant	S.S.C.	26 years	35378
46	Shri.Balasaheb Bhikaji Varade	Library Attendant	B.A.	26 years	35378
47	Shri.Raju Dashrath Mehetre	Library Attendant	B.A.,ITI	26 years	35378
48	Shri.Balu Sampat Jadhav	Library Attendant	H.S.C.	26 years	32782
49	Shri.Vijaya Krushnji Divate	Library Attendant	S.S.C.	26 years	31572
50	Shri.Rajendra Eknath Gore	Library Attendant	M.A. , LTC	13 years	25701
51	Shri.Rajendra Narayan Bombale	Library Attendant	H.S.C	13 years	25701
52	Shri.Kayyum Rasid Sayyad	Peon	VIII	13 years	22425
53	Smt.Ranjana Gorakshnath Zarekar	Peon	IX	13 years	21165
54	Smt.Jayashri Tanaji Ravgade	Peon	S.S.C.	13 years	20560
55	Shri.Dattatraya Namdeo Tambe	Peon	M.A., B.Ed.,	4 years	16730

56	Shri.Navnath Kundlik Dalavi	Peon	H.S.C.	4 years	16730
57	Shri.Prakash Bhausahab Golwad	Peon	B.A., D.Ed.	4 years	16730
58	Shri.Popat Murlidhar Khade	Peon	M.A. , B.Ed.	4 years	16730
59	Shri Dipak Prabhakar Palghadmal	Peon	H.S.C.	4 years	16730
60	Shri Shailesh Lahu Shinde	Peon	H.S.C.	4 years	16730
61	Shri Somnath Narayan Pimpale	Peon	S.S.C.	4 years	16730
62	Shri Shrikant Rohidas Barde	Peon	H.S.C., D.Ed	4 years	16730
63	Smt.Lata Pravin Adhalrao	Peon	VIII	2 years	15772

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

- The norms of Savitribai Phule Pune University, Pune are followed for the Staff Insurance Scheme.

□ Section 4 (1) (b) (xi) / Manual - 11:

□ Budget allocated to each agency

- The budget and the financial estimates are as approved by the College Development Committee, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education,



Information of UGC Grants
(10th, 11th) Chart is prepare for each plan

Sr No	Name of The Scheme	Period	Allocated Grant Sanctioned	Received Grant		Actual Expenditure	Date of Utilization Send to UGC	Utilization In Proper Time If no give The reason	Unspend Balance Of Grants & interest				No of UGC Letter No Shedule	REMARK
				Rs	Period For expenditure				Unspend Balance	Interest	total	Date of Submission to UGC		
X th Plan	College Development Scheme	2001-2006	1040400	76986	-	2521294	1-06-2007	Yes	-	-	-	1-06-2007	F.9-76/03 (WRO)	NOC received
XI Plan	i) College Development Scheme	2007-2012	5000000	4000000	-	3515525	28-08-2015	Yes	-	-	553642	28-08-2015	F.73-946/12 (WRO)	NOC received
	ii) Sports Infrastructre	2017-18	7000000	7000000	-	14373877	03-08-2016	Yes	-	-	-	03-08-2016	F.72-235/11 (Gen-34/WRO)	NOC received

Signature of Principal
R.B.N. Borswale College
Shrihari, P. K. Nagar

Pune.



Information of UGC Grants

(12th) Chart is prepare for each plan

Sr No	Name of The Scheme	Period	Allocated Grant Sanctioned	Received Grant		Actual Expenditure	Date of Utilization Send to UGC	Utilization In Proper Time If no give The reason	Unspend Balance Of Grants & interest				No of UGC Letter No Shedule	REMARK
				Rs	Period For expenditure				Unspend Balance	Interest	total	Date of Submission to UGC		
XII Plan	i) General Development & Equipments	2013-17	4033700	1290784	-	--	2014-17	Yes	-	-	-	28-09-2017	F.9-76/13 (WRO)	-
	ii) IQAC	2013-17	300000	300000	-	--	2013-17	Yes	-	-	-	31-03-2017 & 10-02-2018	F.76-0782/14 (WRO)	-

Signature of Principal
R.B.N. Borswale College
Shrihari, P. K. Nagar

- **Section 4 (1) (b) (xii) / Manual - 12:**
- **Manner of execution of subsidy programmes**
 - Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
 - Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
 - Leave Encashment(As per norms and procedure prescribed by Government of Maharashtra)
 - Scholarships(As per norms and procedure prescribed by Government of Maharashtra and Central Government)
 - Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- **Section 4 (1) (b) (xiii) / Manual - 13:**
- **Concessions granted by the College**
 - Reservation policies of Government of India in principle as approved by the Savitribai Phule Pune University, Pune are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.
- **Section 4 (1) (b) (xiv) / Manual - 14:**
- **Information available in Electronic form**
 - All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
 - Information made publicly available can be accessed at college website. All the information about the college is available on our website and in the college office.
- **Section 4 (1) (b) (xv) / Manual - 15:**
- **Means, methods and facilities available to citizens for obtaining information**
 - Unrestricted Access to Website.
 - Citizens may seek the information in the Officer of the college on working days during office hours.

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

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

Public Information Officer

Shri. K.M. Jadhav K.M. (O.S.)

R.B.Narayanrao Borawake College Shirampur .

Mobile 9970511369, Email: jadhavkrishna51@gmail.com

Appellate Authority .

Dr.K.H. Shinde

Principal, R.B.Narayanrao Borawake College Shirampur. Mobile:

7755959501, Email: khshinde09@yahoo.com

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

□ **Other Useful Information**

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

Necessary Information about the college will be available from the College Website and the College Office. This information is updated from time to time on the College website.