

**Information Handbook of**  
**Dhananjayrao Gadgil College of Commerce Satara**  
**(As per Right to Information Act, 2005)**

**INTRODUCTION**

In accordance with the provisions contained in section 2(j) of the Act, this Information Handbook will enable the stakeholders to obtain information as to the provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's Dhananjayrao Gadgil College of Commerce Satara 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's Dhananjayrao Gadgil College of Commerce Satara is established in June, 1971, This College is the only separate independent Commerce College in Satara district. The college is named after the late Dhananjayrao Gadgil, the distinguished Economist, former Deputy Chairman of the Planning Commission and above all a close associate and an ardent admirer of Karmaveer Bhaurao Patil and his mission.

**Vision:** To be known as an institution providing quality education and to be recognized as a college of Excellence.

**Mission:** Providing need based and cost effective education. Focus on job opportunities and global competitiveness through innovative courses. Providing holistic education with emphasis on national development,  
Holistic development.

**AIMS:**

“To achieve excellence in imparting commerce and management education ,with a view to promoting the larger interest of the society”

**OBJECTIVES:**

1. To impart qualitative and valuable services in the field of commerce and management education to the residents of Satara and nearby areas, catering to the needs of business, commercial and industrial world.
2. To provide job oriented courses to the students and prepare them for self- employment avenues through conventional and non-conventional courses.
3. To develop all round personality of students, to be the good and responsible citizens, to inculcate a sense of discipline and integrity among the students.
4. To contribute towards social and community development through infrastructure facilities of the college.

5. To provide a flat form to the students by giving them an opportunity to face all the challenges of the competitive world utmost utilization of their potential in sports, athletics and other events.
6. Our college reflects the **vision** of the Sanstha, to which it belongs and its founder and has molded itself in the best tradition and culture of the Sanstha.

Dhananjayrao Gadgil College of Commerce Satara is affiliated to Shivaji University, Kolhapur and recognized by the University Grants Commission, the college offers conventional, non-conventional and professional courses like B.Com. Banking and IT, M.Com., M.Phil., B.C.A., P.G.D.C.A., Junior Commerce College Courses, Vocational Courses, C.A. Foundation, I.C.W.A. Foundation, Library Management courses etc. It also conducts one of the study centers of the Indira Gandhi National Open University (IGNOU). The college has its own beautiful premises and well-developed campus with all the needed infrastructure and modern amenities and facilities, keeping best in tune with Information Technology (I.T.). The present strength of the college is having around 2000. Academic excellence has always been its prominent feature. The college has on its staff highly qualified and experienced faculty and offers excellent facilities for each faculty. The faculty always believes in listening and sharing the views of the ever-changing academic world and keeps itself abreast with current knowledge and trends in the field. The college has the best tradition of churning out both the scholar's outstanding players and artists year after year. It aspires to be a center of excellence, a base for scholarship, high quality professional and conventional education, research, training and consultancy. This college has been reaccredited with A grade by the NAAC, Bangalore recently. It also received ISO 9001-2008 Certificate.

Rayat Shikshan Sanstha's Dhananjayrao Gadgil College of Commerce, Satara is an Autonomous College with Potential of Excellence Reaccredited by NAAC with "A+" Grade

### **Working Hours:**

Office : 10.00 a.m. to 5.30 p.m.-Monday to Saturday (except on Public Holidays).

College : 7.45 a.m. to 5.40 p.m. - Monday to Saturday (in accordance to time table).

### **Organization and Administrative Machinery:**

**A three level system** is followed viz. **Departmental, Council and Governing Body.**

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.

### **Duties to be performed:**

Matters pertaining to allocation of workload among the teachers and staff, pattern of assignments, in house exam question papers etc. are resolved in departmental meetings. The decisions of the meetings are maintained by the concerned departmental head. Grievances if any are addressed at these meetings.

Matters pertaining to college as whole viz. introduction/deletion of courses, short term courses, organization of cultural/ extracurricular activities etc. The staff comprises of Principal and Teaching Faculty.

Matters pertaining to academic, administrative and financial decisions are taken by the Governing Body in consultation with the Principal, Academic decisions related to introduction/ deletion of Courses; recommendations received from Staff Council etc. are placed before the Governing Body for approval. Administrative decisions may relate to creation of new post, approval of selection committees, grant of study/ extraordinary leave, promotions etc. Financial decisions may relate to approval of budgets, revision of fees, management of Provident Fund, audit of accounts etc. Grievances may be referred to the GB for redressal as the final arbiter.

- \* The Principal is the principle-academic and chief executive officer of the college. He is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in University calendar / ordinance.
- \* Power and duties of the other authorities including faculty / administration, library and laboratory staff are also in accordance to the laid down rules and regulations of the university as stated in the Shivaji University academic calendar.
- \* Decisions in organizing admissions, seminar, and sports extra-curricular activities, allocation of its work to teachers, preparation of time table, and guidelines for purchase of library books and lab, equipment's are framed by Staff Council as prescribed in its ordinance, statutes, etc.
- \* The college functions under the supervision and control of the college Governing Body.
- \* Norms and standards for various activities of the college are set by the competent authority such as Governing Body and Council.
- \* The Staff Council is the academic body of the college. It exercises control and general regulation over academic affairs. It is responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- \* Norms and standards for various activities are set by the Academic Council and Executive Councils of Shivaji University, Kolhapur, Staff Council and Governing Body of the College.
- \* Statutes of the college as contemplated under Ordinance in University academic calendar.
- \* Regulations/ instructions for admission regarding all the courses (Undergraduate/ postgraduate) in accordance with Shivaji University notification / Staff Council Resolutions.
- \* University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971.
- \* Various rules / instructions of the Shivaji University, Kolhapur concerning personnel management for the teaching and non-teaching staff and adopted by the Governing Body.
- \* Fundamental Rules and Supplementary rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

### **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.

- 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 properly.

**Rayat Shikshan Sanstha's  
Dhananjayrao Gadgil College of Commerce, Satara.**

**Division of Work**

**Academic Year 2020-21**

<b>Sr. No.</b>	<b>Name of the Committee</b>		<b>Name of Teachers</b>	
<b>1</b>	<b>Co - ordination &amp; College Development Committee</b>	1	Dr. Ghatage L.N.	Co-ordinator
		2	Dr. Sawant V. K.	Member
		3	Shri. Bawalekar A.K.	Member
		4	Shri. Bhosale M.V. (M.C.V.C.)	Member
<b>2</b>	<b>Discipline</b>	1	Dr. Ghatage L. N.	Chairman
		2	Prof. Sankpal K.V.	Co-ordinator
		3	Shri. Powar T. K.	Member
		4	Shri. Bawalekar A.K.	Member
		5	Shri. Bhosale M.V. (M.C.V.C.)	Member
		6	All Heads of the Department	Member
<b>3</b>	<b>Time - Table Committee</b>	1	Dr. Sawant V.K.	Chairman
		2	Dr. Ghatage L. N.	Member
		3	Dr. Kumbhar V.M.	Member
		3	Miss. Kale S.S.	Member
		4	Shri. Bhosale M.V. (M.C.V.C.)	Member
<b>4</b>	<b>Roll - Coll &amp; Attendance and Student Feedback</b>	1	Prof. Yadav S.V.	Chairman
		2	All Heads of the Department	Member
		3	Shri. Bawalekar A. K.	Member
		4	Shri. Bhosale M.V.	Member
<b>5</b>	<b>Academic Development College Internal Examination</b>	1	Dr. Chavare D.T.	Chairman
		2	Prof. Patil V.D.	Member
		3	Prof. Miss. Kurkute S.A.	Member
			<b>Junior College</b>	Member
		1	Miss. Kale Shubhangi S.	Member
		2	Miss. Kale Suvarna S.	Member
			<b>M. C. V. C.</b>	
		1	Shri. Bhosale M.V.	Member
<b>6</b>	<b>UGC, CPE &amp; University</b>	1	Dr. S.A.Kurkute	Chairman

	<b>Proposals,Schemes &amp; RUSA Committee</b>	2	Prof. Patil V.D.	Co-ordinator
		3	Dr. Jadhav G.V.	Member
		4	Prof. Mane H.Y.	Member
		5	All Heads of the Department	Member
		6	Shri. Patil S. P.	Member
<b>7</b>		<b>Standing Committee Grievance Redressal Cell</b>	1	Dr. Nillolu R.K.
	2		Dr. Kurkute S.A.	Member
			<b>Junior College</b>	
	1		Miss. Kale Shubhangi S.	Member
	2		Miss. Kale Suvarna S.	Member
			<b>M. C. V. C.</b>	
	1		Shri. Bhosale M.V. (M.C.V.C.)	Member
<b>8</b>	<b>N. C. C.</b>	1	Prof. Nillolu R. K.	Chairman
<b>9</b>	<b>Lead- College Programmes</b>	1	Prof. Suryawanshi S.R.	Chairman
<b>10</b>	<b>N. S. S.</b>	1	Dr. Chavare D.T.	Chairman
		2	Prof. Patil V.D.	PO
		3	Prof. Yadav S.V.	Member
		3	Prof. Sankpal K.V.	Member
			<b>Junior College</b>	
		1	Sou.Mane S.V.	PO
		2	Sou. Shinde A.V.	Member
		3	Smt. Bhore J.D.	Member
		4	Smt. Shewale S.G.	Member
<b>11</b>	<b>I. Q. A. C. Committee ( Internal Quality Assurance Cell) and NAAC</b>	1	Dr. Jadhav G.V.	Chairman
		2	Dr. Ghatage L.N.	Member
		3	All Heads of the Department	Member
		4	Shri. Bawalekar A. K.	Member
<b>12</b>	<b>ISO Committee</b>	1	Prof. Nillolu R. K.	Chairman
		2	Dr. Sawant V.K.	Member
		3	Shri. Bawalekar A. K.	Member
<b>13</b>	<b>Placement Cell ,</b>	1	Dr. Kumbhar V.M.	Chairman
		2	Dr. Chavare D.T.	Member
<b>14</b>	<b>Staff Academy</b>	1	Prof. Patil V.D.	Chairman

15	Purchase Committee	2	Shri. Kumbhar M.A.	Member
		3	Smt. Bhore J.D.	Member
		1	Prin. Dr. Sou. Gaikwad P.S.	Chairman
		2	Dr. Ghatage L.N.	Co-Ordi.
		3	Dr. Hasabe S.B.	Member
		5	Shri. Patil S. P. ( O. S.)	Member
		6	Shri. Salunkhe V.B.	Member
16	SAF & Staff Welfare	1	Dr. Sawant V. K.	Chairman
		2	Shri. Bawalekar A. K.	Member
		2	Shri. Kumbhar M.A.( M. C. V.C.)	Member
		3	Shri. Patil S.P. ( O. S.)	Member
17	Publicity	1	Shri. Bawalekar A. K.	Chairman
		2	Dr. Kumbhar V.M.	Member
		3	Prof. Mane H. Y.	Member
18	Earn & Learn Scheme ( Gen. Xerox, Telephone- Booth, Stores, Milk, Canteen)	1	Prof. Sankpal K.V.	Chairman
		2	Prof. Powar T. K.	Member
		3	Miss. Kale Suvarna	Member
		4	Shri. Patil S.P.	Member
		5	Shri. Bhosale M.V.	Secretary
19	Gymkhana		<b>Senior College</b>	
		1	Prof. Sankpal K.V.	Chairman
		2	Prof. Yadav S.V.	Member
		3	Prof. Suryawanshi S.R.	Member
			<b>(Jr. College &amp; M. C. V. C.)</b>	Member
		1	Shri. Powar T. K.	Member
		2	Shri. Bhosale M.V.	Member
20	Library Committee	1	Principal	Chairman
		2	Prof. Mane H.Y.	Member
		3	<b>All Heads of the Department</b>	Member
21	College Magazine Committee	1	Dr. Jadhav G.V.	Chairman
		2	Dr. Ghatage L.N.	Member
		3	Shri. Bawalekar A.K.	Member

		4	Prof. Nillolu R. K.	Member
		5	Shri. Mane H.Y.	Member
		6	Sou. Shinde A. V.	Member
		7	Shri. Bhosale M.V.	Member
<b>22</b>	<b>Campus Beautification</b>	1	Shri. Bhosale M.V.	Chairman
<b>23</b>	<b>Ladies Hostel,</b>	1	Smt.Dr. Kurkute S.A.	Chairman
		2	Sou. Shinde A. V.	Member
		3	Shri. Patil S. P. ( O. S.)	Member
<b>24</b>	<b>Student - Parent Scheme, Talent Batches</b>	1	Prof. Suryawanshi S.R.	Chairman
		2	Prof. Yadav S.V.	Member
		5	Miss. Kale Suvarna	Member
<b>25</b>	<b>Student Welfare &amp; Student Council</b>	1	Prin. Dr. Sou. Gaikwad P.S.	Chairman
		2	Dr. Chavare D.T.	Member
		3	Dr. Ghatage L.N.	Member
		5	Prof.Shikalgar M.B	Member
			Prof. Sankpal K.V.	Member
		6	All Heads of the Department	Member
<b>26</b>	<b>Building Committee</b>	1	Prin. Dr. Sou. Gaikwad P.S.	Chairman
		2	Dr. Sawant V. K.	Member
		3	Shri.Bhosale M.V.	Member
		4	Prof. Mane H. Y.	Member
		5	Shri. Ghadage S.S. ( O. S.)	Member
		6	Shri. Salunkhe V.B.	Member
<b>27</b>	<b>Cultural Activities, Field work and Study Tours</b>		<b>Sr. College</b>	
		1	Prof. Suryawanshi S.R.	Chairman
		2	Smt. Dr. Kurkute S.A.	Member
		3	Smt. Shubhangi Kale	Member
		4	Sou. Shinde A.V.	Member
		5	Smt. Bhore J.D.	Member
		6	Shri. Bhosale M.V.	Member
<b>28</b>	<b>Karmaveer Vidhya Prabhodhini, Vivek Vahini</b>	1	Prof. Yadav S.V.	Chairman
		2	Dr. Hasabe S.B.	Member



	<b>and Short Term Courses</b>	3	Shri. Bawalekar A. K.	Member
		3	Shri. Bhosale M.V.	Member
		4	Smt. Shubhangi Kale	Member
<b>29</b>	<b>Academic Calender</b>	1	Dr. Sawant V. K.	Chairman
		2	Dr. Ghatage L.N.	Member
		3	Dr. Kumbhar V.M.	Member
		4	Prof. Suryawanshi S.R.	Member
<b>30</b>	<b>Womens Redressel Cell and Women Development Cell</b>	1	Prof. Miss.Kurkute S.A.	Member
		2	Adv. Poonam Inamdar	Member
		3	Dr. Vaishali Chavan	Member
<b>31</b>	<b>Elocution and other Competitions, Planning Forum, Seminar and Conferences</b>	1	Prof. Patil V.D.	Chairman
		2	Prof. Miss.Kurkute S.A.	Member
		3	Dr. Hasabe S.B.	Member
		4	Shri. Bawalekar A. K.	Member
		5	Smt.Bhore J.D.	Member
<b>32</b>	<b>Alumini Association</b>	1	Dr. Ghatage L.N.	Chairman
		2	Dr. Chavare D.T.	Member
		3	Smt.Dr. Kurkute S.A.	Member
		4	Shri. Bhosale M.V.	Member
		5	Shri. Kumbhar M.A.	Member
<b>33</b>	<b>Research Committee</b>	1	Dr. Kumbhar V.M.	Chairman
		2	Prof. Nillolu R.K.	Member
		2	Dr. Chavare D.T.	Member
<b>34</b>	<b>UGC Schemes Co-ordinators</b>		<b>Schemes</b>	
		1	Remedial Coaching to SC, ST and OBC	Co-ordinator
		1	Coaching Classes for entry in services to SC,ST, and OBC	Co-ordinator
<b>35</b>	<b>Anti. Ragging Committee Boys Hostel and Girls Hostel</b>	1	Dr. Hasabe S. B.	Chairman
		2	Shri. Sankpal K.V.	Member
		3	Smt. Dr. Kurkute S.A.	Member

		4	Miss. Kale Suvarna	Member
36	<b>Professional Courses Committee &amp; C.O.C. Courses</b>	1	Prof. Suryawanshi S.R.- CA-CPT	Chairman
		2	Dr. Kumbhar V.M.-IBPS.	Chairman
		3	Dr. Jadhav G.V.	Chairman
			Dip.in Commu. Skill	Chairman
		4	Prof. Smt. Kurkute S.A.- B.C.A.	Chairman
		5	Dr. Chavare D.T. - I.T. Course	Chairman
		6	Dr.Sawant v. k. M.Phil.&M.Com	Chairman
37	<b>Building Maintanance Committee</b>	1	Shri. Yadav S. V.	Chairman
		2	Shri.Kumbhar M.A.	Member
38	<b>Autonomous College Committee</b>	1	Dr.Kumbhar V.M	Chairman
		2	All Heads	Member
		3	Shri. Patil S. P.	Member
39	<b>Canteen Committee</b>	1	Prof. Sankpal K.V.	Chairman
40	<b>Commerce Lab / I.T.Lab</b>	1	Dr. Chavare D.T.	Chairman
	<b>Language Lab</b>	4	Dr. Jadhav G.V.	Chairman
41	<b>Boys Hostel</b>	1	Shri. Kishor Sankpal	Chairman
42	<b>Tree Plantation &amp; Conservation Committee</b>	1	Prin. Dr. Sou. Gaikwad P.S.	Chairman
		2	Prof. Yadav S.V.	Member
		3	Prof. Patil V.D.	Member
		4	Prof. Sankpal K.V.	Member
		5	Shri. Bawalekar A.K.	Member
		6	Shri. Bhosale M.V.	Member
		8	Shri. Salunkhe V.B.	Member
		9	Shri. Pisal N.D.	Member
		1		
		0	Shri. Kamble B.A.	Peon
43	<b>D.G. News Bulletin Committee</b>	1	Dr. Jadhav G.V.	Chairman
		2	Dr. Kumbhar V.M.	Member
		3	Prof. Sou. A.V. Shinde	Member
44	<b>Examination Committee</b>	1	Dr. Ghatage L.N.	C O E
		2	Prof. Smt. Kurkute S.A.	Member
		3	All Heads	Member
		4	Shri. Patil S. P.	Member

45	<b>Distance Edu. Committee</b>	1	Prof. Yadav S.V.	Chairman
46	<b>Junior S.T. Pass Committee</b>	1	Sou. Bhore J.D.	Chairman
		2	Sou. Jagdale S.V.	Member
		3	Sou. Shinde A.V.	Member
		4	Miss. Kale Subhangi S.	Member
47	<b>Mahit Adhikar ( RTI) Committee</b>	1	Dr. Sawant V.K.	Chairman
		2	Dr. Ghatage L.N.	Member
		3	Dr. Nillolu R.K.	Member
		4	Dr. Jawale R.J	Member
		5	Shri. Patil S.P.	Member
48	<b>RUSA Committee</b>	1	Dr. Kurkute S.A.	Chairman
		2	All Heads	Member

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

Rules, regulations and instructions used

- Statutes and Ordinance of Shivaji University , Kolhapur., our own rules, Sanshta rules.
- Regulations , instructions, notification , Resolutions regarding all the courses in accordance with  
a) Shivaji University, Kolhapur, b) Government of Maharashtra State c) UGC d) Rules and regulations of Rayat Shikshan Sanstha, Satara e) Standard code rules f) Maharashtra Civil services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Shivaji University and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- More information is available on our college websites.

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

Official documents and their availability.

Person with whom information is available

- 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, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Cheque register, dead stock register, voucher files

3 Senior Clerk: Admission forms, T.C, General Register, University Exam Form, Result, Ledger, University & Government Correspondence,

4 Junior Clerk: Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals 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 & Newspaper register

**Following documents are available in the college office:**

- \* The College Timetable
- \* Examination Schedule
- \* Scholarship Notices
- \* Administrative Notices
- \* Students, Attendance Records
- \* Students, Internal Assessment Records
- \* Examination results These are displayed on the College Notice Board.
- \* The college prospectus regarding admission information is published every year and available on payment from Administrative Office.
- \* Staff information, College directory available on website as well as from Administrative Office on payment in printed form.
- \* Matters pertaining to examination (confidential), paper setting, evaluation of scripts and consequent procedures; composition and proceedings of the Selection Committee minutes of the Governing Body and Staff Council unit are printed and maintained as confidential.

**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 Literacy Programmes in the Villages in Satara District every year to spread knowledge amongst the masses.
- Programme, lectures, workshops and Training Programmes for students are organized .

**Citizens / Stakeholders /Public Interaction**

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs, camps, literacy programs and training activities.
- The college conducts workshops and conferences every year wherein renowned personalities, Academicians, Social Activists etc. are invited to guide faculty and students. This program 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 lawyers 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 socio awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stakeholders.

#### **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.

- \* The College Governing Body which supervises the affairs of the College has some members who are eminent personalities of the Society and representatives of the public.
- \* Besides college holds public interaction / open session at the time of admission.
- \* The College Grievance Committee has representatives from the students and public.  
A statement of boards, council committees and other bodies constituted:
- \* The college Governing Body as per University Calendar / Ordinance.

- \* Staff Council as per University Calendar / Ordinance.
- \* Staff Council Committees.
- \* College Complaint Committee(Sexual Harassment)

**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.

**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, Shivaji University, Kolhapur, and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

**Teaching Staff**

1.	Dr. P.S. Gaikwad	Principal	M.A.,Ph.D.,SET	Level 14:144200--218200
2.	Dr. Ghatage L. N.	Associate Professor	M.A., M.Phil, Ph.D.	Level 13A:131400--217100
3.	Shri. Mane H.Y.	Librarian	M.Sc., M.Lib.	Level 10 : 57700--182400
4.	Dr. Jadhav G.V.	Associate Professor	M.A.,Ph.D.,SET	Level 12: 79800--211500
5.	Dr. Chavare D.T.	Associate Professor	M.Com.,M.Phil., Ph.D.,G.D.C & A	Level 12: 79800--211500
6.	Dr. Kumbhar V.M	Assistant Professor	M.A.,M.Phil, NET.,SET,Ph.D., B.Ed.,A.D.C.S.A.A., G.D.C. &A	Level 11:68900--205500
7.	Prof. Yadav S.V.	Assistant Professor	M.Com.,NET	Level 10:57700--182400
8.	Dr. Kurkute S.A.	Assistant Professor	M.Com., SET, Ph.D.	Level 11:68900--205500
9.	Prof. Patil V.D.	Assistant Professor	M.A.,SET.	Level 11:68900--205500
10.	Dr. Nillolu R.K.	Assistant Professor	M.A., M.Phil, SET, Ph.D.	Level 11:68900--205500
11.	Prof. Suryawanshi S.R.	Assistant Professor	M.Com.,SET	Level 10: 57700--182400
12.	Prof. Sankpal K.V.	Director of Physical Education	M.P.Ed., SET	Level 10:57700--182400

### Non-Teaching Staff

1.	Shri. Mechkar	Office Superintendent	M.A., MS-CIT	S-14:38600--122800
2.	Shri. Patil S. P.	Senior Clerk	B.A., MS-CIT	9300--34800
3.	Miss. Jadhav S.A.	Junior Stenographer	B.A., MS-CIT Mar.120w.p.m.	9300--34800
4.	Shri. Salunkhe V.B.	Junior Clerk	B.Com., MS-CIT	5200--20200
5.	Sou. Muley S.A.	Library Clerk	B.Com. B.Lib.,M.Lib.	S-7:21700--69100
6.	Shri. Date N.M.	Junior Clerk	B.Com., MS-CIT, G.D.C. & A, CDAC,GIST	S-6:19900--63200
7.	Shri. Godave A.D.	Junior Clerk	M.Com., MS-CIT, G.D.C. & A.	S-6:19900--63200
8.	Shri. Lipare R.B.	Library Attend	9th Pass	5200--20200
9.	Shri. Kamble B.A.	Library Attend	10th Pass, I.T.I.	5200--20200
10.	Shri. Pisal N.D.	Library Attend	10th Pass	5200--20200
11.	Smt. Barge B.V.	Peon	2nd Pass	5200--20200
12.	Smt. Jadhav V.S.	Peon	10th Fail	S-1:15000--47600

\* The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission / Shivaji University Kolhapur and adopted by the college.

### Teaching Staff

1.	Dr. P.S. Gaikwad	Principal	M.A.,Ph.D.,SET	Level 14:144200--218200
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3.	Dr. Mahanwar T.D.	Associate Professor	M.Com. B.Ed., Ph.D.	Level 13A:131400--217100
4.	Shri. Mane H.Y.	Librarian	M.Sc., M.Lib.	Level 10 : 57700--182400
5.	Dr. Jadhav G.V.	Associate Professor	M.A.,Ph.D.,SET	Level 12: 79800--211500

6.	Dr. Chavare D.T.	Associate Professor	M.Com.,M.Phil., Ph.D.,G.D.C & A	Level 12: 79800--211500
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8.	Prof. Yadav S.V.	Assistant Professor	M.Com.,NET	Level 10:57700--182400
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11.	Dr. Nillolu R.K.	Assistant Professor	M.A., M.Phil, SET, Ph.D.	Level 11:68900--205500
12.	Prof. Suryawanshi S.R.	Assistant Professor	M.Com.,SET	Level 10: 57700--182400
13.	Prof. Sankpal K.V.	Director of Physical Education	M.P.Ed., SET	Level 10:57700--182400

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5.	Sou. Muley S.A.	Library Clerk	B.Com. B.Lib.,M.Lib.	S-7:21700--69100
6.	Shri. Date N.M.	Junior Clerk	B.Com., MS-CIT, G.D.C. & A, CDAC,GIST	S-6:19900--63200
7.	Shri. Godave A.D.	Junior Clerk	M.Com., MS-CIT, G.D.C. & A.	S-6:19900--63200
8.	Shri. Lipare R.B.	Library Attend	9th Pass	5200--20200
9.	Shri. Kamble B.A.	Library Attend	10th Pass, I.T.I.	5200--20200
10.	Shri. Pisal N.D.	Library Attend	10th Pass	5200--20200
11.	Shri. Avghade T.R.	Peon	4th Pass	5200--20200
12.	Smt. Barge B.V.	Peon	2nd Pass	5200--20200
13.	Shri. Birajdar R.D.	Peon	12th Pass	--
14.	Smt. Jadhav V.S.	Peon	10th Fail	S-1:15000--47600



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

**Budget allocated to each agency**

- \* The budget and the financial estimates are as approved by the Governing Body and presented before the University / UGC for approval / sanction.

The budget and the financial estimates are as approved by the Governing Body, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education, Kolhapur.

**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 Shivaji University are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government. Scholarships are given to needy students.

**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 Office of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) 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. and / or these are available on the college website.

- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
- Library Timing : From 10.00 a.m. to 5.30 p.m on all working days.
- Weekly Holiday will be on Sunday.

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

**Public Information Officer:** Shri Mechkar R. M,

O.S, Dhananjayrao Gadgil College of Commerce Satara

#### **Appellate Authority:**

Dr. Mrs. Gaikwad P. S

Principal , Dhananjayrao Gadgil College of Commerce Satara

#### **Section 4 (1) (b) (xvii) / Manual - 17: Other Useful Information**

- The college is functioning with the sole aim of serving the country through holistically empowering
- women. Educational empowerment
- The college strives hard to empower women by offering quality education .
- Variety of programmes and courses are offered .
- Dedicated and professionally well qualified teachers .

- Skill empowerment
- Significant number of skill oriented courses introduced in the curriculum .
- Leadership and management skills are fine-tuned by relevant courses, opportunities to organize events, special workshops.
- Employability skills are imparted by placement trainings and mock interviews.
- Creativity skills are fostered by association activities in addition to in-campus and off-campus
- Competitions like as Creative event competition.
- Activities of Centre for Ethics and Human Values leading to value inculcation and personality development.
- Guest lectures on ethics and human values and professional ethics.
- Professional empowerment
- Short term placement training programmes.
- Special trainings organised or offered by College.
- Entrepreneurial empowerment
- Student oriented and society oriented activities of Entrepreneurial development cell.
- Special training programmes by College Under RUSA like Entrepreneurship Development Programme
- Internships, field trips, field research.

**Best Practice: -**

1) “EARN WHILE YOU LEARN SCHEME”

This college cherishes the principles propounded by the late Dr. Karmaveer Bhaurao Patil right from its establishment. One of the most important principles viz. “Earn while you Learn” or “Education through self help” which is the motto of the Rayat Shikshan Sanstha is followed in this college.

The person seeking information may apply on a plain paper giving particulars of information being sought and his correct address for communication, Separate application for seeking information on different subjects is required. The application has to be accompanied with the prescribed fee. (At present a fee of Rs. 10/-) The fee is payable with each application which is towards the cost of processing the request.

schedule of fees can be had from the Public Information Officer of the Shivaji University Kolhapur. For the time being the rates are as under.

- \* Rs.2/- per page of A-4 or A-5 size.
- \* Actual cost for size bigger than A-4 or A-5 size.
- \* In case of printed material, the printed copies could be had from the University Sales counter/ authorized sales agents on payment.
- \* In case of photo copies, the rate would be Rs.2/- per page.
- \* If the information is needed on a disk or floppy subject to availability of information in soft form, the fee will be Rs.50/- per disk/floppy.
- \* Admissible records may be allowed to be inspected on payment of requisite fee thereof. Major portion of information will be available from the University Calendars Volume I &II and other rules as applicable to the University from time to time and printed syllabi for various courses. Some of these are available on the website of the University.