



**Information Handbook of
Arts Commerce and Science College, Arvi,
Dist. Wardha (MS)
(As per Right to Information Act, 2005)**

INTRODUCTION

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

This Information handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Krishak Education Society’s Arts Commerce and Science College, Arvi 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

The Krishak Education Society, Arvi was established in 1965 by Late Narayanrao Kale, a stalwart of co-operative sector of Maharashtra. This society runs four pre-primary schools, four high schools, one Junior college and one senior college. Presently Adv. D. N. Kale is the Chairman of this society. He is also a chairman of “Bharat Education Society” which is also one of the esteemed educational institutes. The Krishak Education Society is indeed a

major stakeholder in the field of higher education in Arvi region. Arts, Commerce and Science College provide educational facilities from junior to Post Graduation and research under a single roof. The College was established in 1963 and primarily only Arts and Commerce faculties were started. In 1965 the college received government grants. In 1975, the college started its Junior college in Arts and Commerce faculties. In 1986, first post-graduation program i.e. M. Com. was started. In 1989, Arts and Commerce faculties got permanent affiliation of Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur (Formerly Nagpur University). In 1990, the college was recognized by UGC as 2(f) and 12 (B) standards. In the session 1992-93, Science faculty was started for U.G. level. In the year 1997-98 subject English Literature was added to Arts faculty.

Vision - Widening the horizons of knowledge'

Mission – ‘To nurture the culture of quality education and strengthen the youth to be the part of nation building movement’

The College is committed to provide facilities of higher education in rural areas especially to economically weaker and rural students, as education only could bring economic prosperity to the poor and neglected class of the society.

Objectives

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

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

- To develop scientific temperament among students and teachers to remove superstitions in society
- To develop interest of students in Computer education and Information Technology.
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Contact Details :-

Postal Address :-

Arts, Commerce and Science College, Arvi.

Talegaon road Arvi, Dist.- Wardha (Maharashtra -442201)

Website : www.acscarvi.com

Tel. / Fax No : **07157- 222070/222307**

Email : principal_acscr@rediffmail.com

Map of Location

The College location Map is available at

www.acscarvi.com

Working Hours

- **College Timing on all Working Days:** From 8.00 am to 05.00p.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.

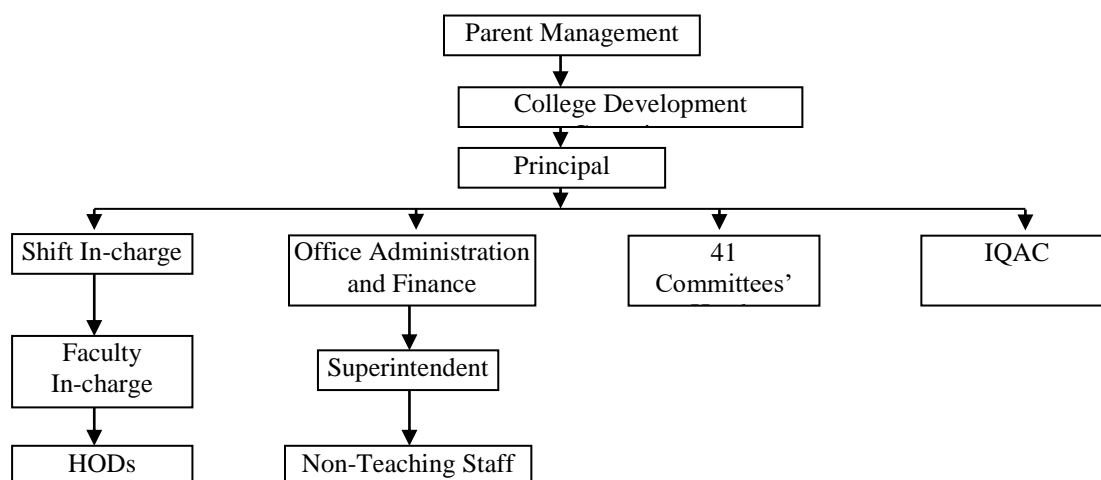
Library Timing: From 10.00 a.m. to 6.00 p.m. on all working days.

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

ADMINISTRATIVE MACHINERY



Administrative Setup of Arts Commerce and Science College, Arvi

- ✓ 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.

List of Committees

Governing Body

Sr. No.	Name of Committee Member	Designation	Governing Body Designation
1	Adv. D.N. Kale	President	Ex officio Chairman
2	Mr. V.N. Gulhane	Vice- President	Ex officio Member
3	Mr. P.N. Kale	Secretary	Ex officio Member
4	Mr. D.B. Deshmukh	Joint Secretary	Member
5	Adv. Mrs. S.D. Kale	Treasurer	Member
6	Mr. V.R. Gudhade	-	Member
7	Mr. P.P. Pande	-	Member
8	Mr. M.P. Kale	-	Member
9	Mr.S.D. Kale	-	Member
10	Mr. B.K. Rathod	-	Member
11	Mr. S.B. Deshmukh	-	Member

Note and Functions:

In the organizational structure parent management body is in top position. The internal organizational structure is a College Development Committee which develops, designs, implements and monitors the action plans for the improvement of the institution. The recommendations of CDC are implemented by the Principal through different governance practices such as shift in-charge, office administration and finance, 39 committees and IQAC coordinator. The shift in-charge monitors the working of his shift in coordination with faculty in-charge and HODs. The office superintendent being the head of administrative wings accepts the suggestions from the Principal regarding administrative and financial matters with the help of non-teaching staff. Heads of 41 committees work under the guidance of Principal that decentralizes the activities for the effective working of the institution. The IQAC coordinator in coordination with Principal accepts the recommendations of CDC and incorporates them in perspective plan.

- **Decision Making Process:**

- The quality enhancement plans, financial policies and implementation of policies are decided by the CDC.
- The decisions regarding the academic activities are taken in the college council which is subject to approval of the CDC.
- The IQAC plans and suggests the process for implementing the various academic activities.
- The extracurricular activities are planned in consultation with the Students' Council.
- Departmental academic and research activities are planned by the respective head of the department.

College Council

Sr. No.	Name of Committee Member	Designation	College Council Designation
1	Dr. H.R. Verulkar	Principal	Ex officio President
2	Dr. A.V. Gumble	Faculty, English Dept.	Secretary
3	Dr. K.P.Kadam	In charge, Science Stream	Member
4	Dr. D.M. Chavhan	In charge, Arts Stream	Member
5	Dr. .M.R. Patil	In charge, Commerce Stream	Member
6	Dr. V.V.Hiwase	HOD, Chemistry Dept.	Member
7	Dr. P.D. Malode	HOD, Marathi Dept.	Member
8	Dr. V.Y. Muley	HOD, Zoology Dept.	Member
9	Dr. Mohini Meshram	HOD, H,Eco. Dept.	Member

The administration of the college is vested with the Principal subject to the general direction and control of the Krishak Education Society's governing body. College Council is a statutory body to advice and to assist the Principal in all academic and administrative matters.

The College council consists of Heads of the Department and four elected representatives, from among the teaching staff, and the Administrative Assistant. Principal is the Chairman of the council. A secretary is elected from among the members. The Council secretary issues notices of council meetings in consultation with the Principal. The secretary prepares and keeps the proceedings of the meetings. Two days' prior notice is given for usual meetings and urgent meetings are convened at short notice.

College Development Committee

Sr. No.	Name of Committee Member	Designation	CDC Designation
1	Adv. D.N. Kale	President	Ex officio Chairman
2	Mr. P.N. Kale	Secretary	Ex officio Member
3	Dr. H. R. Verulkar	Member Secretary	Principal
4	Adv. Mrs. S.D. Kale	Nominee from Education field	Member
5	Dr. A.B. Pawade	Nominee from social field	Member
6	Mr. M.M. Deshmukh	Nominee from Research field	Member
7	Mr. A.G. Agrawal	Nominee from industry field	Member
8	Dr. V.M.Khadse	IQAC Co-ordinator	Member
9	Dr. M.R. Patil	HOD, Commerce	Member
10	Dr. K.. P. Kadam	HOD, Physics Dept.	Teaching Representative
11	Dr. A.S.Dahat	HOD, Botany Dept.	Teaching Representative
12	Dr. M.S. Bhoyar	Faculty, Zoology Dept	Teaching Representative
13	Mr. S.D. Meshram	Head Clerk	Non-Teaching Representative

NOTE:

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

Functions:

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

Internal Quality Assurance Cell

In pursuance of the NAAC/ UGC guidelines, presently, the Internal Quality Assurance Cell (IQAC) is constituted w.e.f. 1 July 2019 as follows (Last update-1 July 2019)

Sr. no.	IQAC Designation	Name of Member
1	Chair-person/Principal	Dr. H.R. Verulkar
2	Co-ordinator	Dr. V. M. Khadse
3	Secretary (Teacher Repre.)	Dr. H.D. Choudhari
4	Member (Teacher Repre.)	Dr. V.V. Hiwase
5	Member (Teacher Repre.)	Dr. P.B. Thakarey
6	Member (Teacher Repre.)	Dr. A.V. Gumbley
7	Member from Management	Adv. Shobhatai Kale
8	Member from admin.section	Miss. A. M. Gaurkhede
9	Member from admin.section	Mr. Sharik Khan
10	Nominee from local society	Dr. S.L. Bhutada
11	Nominee from alumni	Dr. Ravindra sontakke
12	Nominee from employers	Mr. Sandip D. Kale
13	Nominee from industrialist	Mr. A.C. Agrawal
14	Nominee from stakeholders	Mr. R.S. Bihari
15	Nominee from students	Mr. H.R. Hiwarale

Entrepreneurship and Skill Development Cell

Sr. No.	Name of Committee Member	Phone No	Designation
1	Dr. N. P. Kendhe	9765630673	Co-ordinator
2	Dr. K.P. Kadam	9423421418	Secretary
3	Dr, H.D. Choudhari	9403195090	Member
4	Dr. A.V. Gumble	9423424093	Member
5	Mr. G.R. Yerawar	9823143914	Member

Career Counseling and Placement Cell

Sr. No.	Name of Committee Member	Phone No	Designation
1	Dr. A.V. Gumble	9423424093	Co-ordinator
2	Dr. P.B. Thakare	9766773347	Member
3	Dr, V. Y. Muley	9423644839	Member
4	Dr. S.H. Dhanvijay	9422844811	Member
5	Mr. S.D. Meshram	9766911910	Member

National Service Scheme (NSS) Cell

Sr. No.	Name of Committee Member	Phone No	Designation
1	Dr. S.A.Pande	9423644868	Co-ordinator
2	Dr, V. Y. Muley	9423644839	Co-ordinator
3	Mr. N.M. Khobragade	9420518802	Co-ordinator
4	Dr. D.M. Chavhan	9422843350	Member
5	Dr. S.V. Bhuyar	9970917226	Member

Research & Development Cell

Sr.No	Name	Designation	Contact No
1	Mr. G. R. Yerawar	Coordinator	9823143914
2	Dr. S. H. Dhanvijay	Secretary	9422844811
3	All Research Guides	Members	

Library Advisory Committee

Sr. No.	Name of Committee Member	Designation	Contact No.
1	Dr. P.D. Malode	Coordinator	9763325388
2	Dr. Manisha Khakare	Secretary	9975197218
3	Dr. S.V. Bhuyar	Member	9970917226
4	Dr. S.A. Pande	Member	9423644868

Examination Committee / Examination Grievance Cell

Sr. No.	Name of Member	Phone No	Designation
1	Dr.N.P. Kendhe	9765630673	Coordinator
2	Dr.H.D. Choudhari	9096921142	Secretary
3	Dr. S.H. Dhanvijay	9422844811	Member
4	Mr. M. T. Kolhe	9765857935	Member
5	Mr. H.M. Irpache	8698167630	Member
6	Mr. D.J. Kalbande	9503219919	Member

Grievance Redressal Cell for students

Sr. No.	Name of Committee Member	Contact No	Designation
1	Dr. K.P. Kadam	9423421418	Coordinator
2	Dr. H.D. Choudhari	9096921142	Secretary
3	Dr.V.V. Hiwase	9960352200	Member

Grievance Redressal Cell for Staff

Sr. No.	Name of Committee Member	Contact No	Designation
1	Dr. H.R. Verulkar	9423420625	Coordinator
2	Dr. M.R. Patil	9923503060	Secretary
3	Dr.D.M. Chavhan	9422843350	Member
4	Dr. K.P. Kadam	9423421418	Member
5	Ku. Anjali M. Gourkhede	9421700194	Member

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

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

Grievance Redressal Procedure

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

**Prevention and Sexual Harassment and Violence at Workplace Cell
(Women Grievance Cell)**

Sr. No.	Name of Committee Member	Designation
1	Dr. Mohini Meshram	Presiding Officer
2	Dr. M.R. Patil	Faculty Member
3	Dr. K.P. Kadam	Faculty Member
4	Ku. Anjali M. Gourkhede	Non- teaching Member
5	Dr. M.R. Khakare	Member
6	Adv. Aruna Deshpande	NGO Member
7	Ku. Sweta Bihari	Student Member
8	Ku. Laxmi Khonde	Student Member

Women Development Cell

Sr. No.	Name of Committee Member	Designation	Contact No
1	Dr. M.S. Bhoyar	Coordinator	9423662938
2	Dr. V.Y. Muley	Secretary	9423644839
3	Dr. Mohini Meshram	Member	9028227416
4	Ku. Anjali M. Gourkhede	Member	9421700194
5	Dr. M.R. Khakare	Member	8208781524

Anti- Ragging Committee/Discipline Committee

Sr. No.	Name of Member	Designation
1.	Dr.H.R. Verulkar	Coordinator
2.	Tahsildar	Secretary
3.	Police sub-inspector	Member
4.	Dr. S.V. Bhuyar (Journalist)	Member
5.	Mr. Prafull Thakre (Red Cross)	Member
6.	Ku. Gunjan Dakot(Fresher students Representative)	Member
7.	Mr. Mahalle (Parents Representative)	Member

IT CELL/ICT Committee

Sr. No.	Name of Member	Mobile Number	Designation
1.	Dr. A.M.Sote	9890994971	Coordinator
2.	Mr. S. Khandare	9607171747	Member
3.	Dr. V.V. Hiwase	9960352200	Member
4.	Mr. G.R. Yerawar	9823143914	Member

Campus Maintenance Cell

Sr. No.	Name of Member	Mobile Number	Designation
1.	Dr. S.A. Pande	9423644868	Coordinator
2.	Dr. V.M. Khadse	9096081340	Secretary
3.	Dr. D.M. Chavhan	9422843350	Member
4.	Dr. M.R. Patil	9923503060	Member
5.	Dr. K.P. Kadam	9423421418	Member
6.	Mr. N.M. Shirpurkar	9860211339	Member
7.	Mr. Irpache	8698167630	Member

Coaching and Guidance for Competitive Exam Committee

Sr. No.	Name of Member	Designation
1	Prof. Shailesh Khandare	Coordinator
2	Prof. M.T. Kolhe	Secretary
3	Dr. V.Y. Muley	Member
4	Dr. S.H. Dhanvijay	Member
5	Dr. V.V. Hiwase	Member

Extracurricular Activities Committee

Sr. No.	Name of Committee Member	Designation
1	Dr. D.M. Chavhan	Coordinator
2	Dr. V.Y. Muley	Member
3	Dr. P.B. Kale	Member
4	Prof. J. Pande	Member
5	Dr. M.S. Bhoyar	Member

Alumni Association

Sr. No.	Name of Committee Member	Designation
1	Dr. S.V. Bhuyar	Coordinator
2	Dr. D.M. Chavhan	Member
3	Dr. A.S Dahat	Member
4	Dr. P.B. Kale	Member
5	Prof. M.T. Kolhe	Member
6	Mr. Sanjay Tamgadge	Member

Equal Opportunity Cell

Sr. No.	Name of Member	Designation
1	Dr. P.B. Kale	Coordinator
2	Dr. S.H. Dhanvijay	Secretary
3	Dr. V.M.Khadse	Member

NOTE:

India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly entrenched system of social stratification. It is these social inequalities that created the barriers of denial of access to materials, cultural and educational resources to the disadvantaged groups of society. These disadvantaged groups are SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons. It is clear from the demographic factors that a large section of population of our country is still disadvantaged and marginalized.

The objectives of the Cell are:

To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.

ii. To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.

iii. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.

iv. To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.

v. To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.

vi. To look into the grievances of the weaker section of society and suggest amicable solution to their problems.

vii. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.

viii. To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.

ix. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.

x. To organize periodic meetings to monitor the progress of different schemes.

xi. To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.

xii. To sensitize the college on the problems of SC/ST and other disadvantaged groups.

✓ **Details of Services Rendered**

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

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

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

Powers and Duties of Officers and Employees

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

S.N.	Designation	Functions
1)	Principal	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • To undertake teaching activity as per the UGC and government norms. • To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. • To work in various administrative committees and submit report to the principal. • To organize seminar, workshops, debates and other co-curricular activities for students. • To undertake student counseling.
3)	Librarian	<ul style="list-style-type: none"> • To undertake activity as per the UGC, government norms To look after all work administration in library. • To Control and Supervise the Issue and return of books, journals, periodicals to staff and students. • To maintain online software and online repository. To conduct Information Literacy Programme • To maintain and update accession register and other registers in library and study room. • To supervise working of library attendants • To maintain book bank and administer scholar card scheme for students. • To supervise overall administration in the library.
4)	Physical Director	<ul style="list-style-type: none"> • To undertake activity as per the UGC, government norms for sports development • To organize sports activities in the college To maintain the discipline in the college • To maintain the record of sports equipment's
5)	Office superintendent	<ul style="list-style-type: none"> • To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., • To supervise the official work and administration of office To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.

6)	Head Clerk	<ul style="list-style-type: none"> • To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. • To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. • To prepare and submit various utilizations to UGC, University, Government etc. • To prepare and submit budget estimates and monitor accounts accordingly.
7)	Senior Clerk	<ul style="list-style-type: none"> • To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc., • To maintain and update bio-metric record and write remarks accordingly. • To maintain Sanstha Correspondence, Students Correspondence and other office correspondence, • To prepare and submit various Fee concession proposals to government authorities • To help other authorities as per the directions Principal & Head clerk.
8)	Junior Clerk	<ul style="list-style-type: none"> • To verify and accept Admission forms, Exam Forms, Concession forms etc., • To issues T.C / Migration & Bonafide certificates, 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.
9)	Library Attendant	<ul style="list-style-type: none"> • To issue & return books in the library as per directions of librarian. • To issue I-card, barrow card to students. • To update newspaper and magazine register. • To maintain cleanliness in the library and work as per the directions of the librarian.

10)	Laboratory Assistant	<ul style="list-style-type: none"> • To monitor stock register of various science departments • To prepare purchase list for various laboratories • To ensure the smooth functioning of laboratory • To work in any laboratory in absence of any lab attendance • To ensure the cleanliness
11)	Laboratory Assistant	<ul style="list-style-type: none"> • Maintain the cleanliness of the laboratory • To maintain the stock of laboratory • To help teachers and students in practical schedule • To prepare purchase list with the help of HOD • To maintain all the equipment and furniture of the laboratory • To help teachers in conducting various exams.
12)	Peon	<ul style="list-style-type: none"> • To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc. • To visit Bank, MSEB, Post office and other places for bill payment & office work. • To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting. • To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc. • To render help in organization of various Co-curricular and extracurricular activities and programme held in the college. To work as per the directions of Principal and Head Clerk.

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

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

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

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

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

✓ **Norms set by the College for the discharge of its 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 Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, UGC, IQAC and College Development Committee of the College.

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

✓ **Rules, regulations and instructions used**

- Statutes and Ordinance of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with
 - a) Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
 - b) Government of Maharashtra State
 - c) Joint Director of Education, Nagpur.
 - d) UGC
 - e) Rules and regulations of Krishak Education Society, Arvi, Dist.- Wardha
 - f) Standard code rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
Various rules / instructions of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur and Krishak Education Society, Arvi, Dist.- Wardha
- concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India, and UGC, except where the University has its own provisions with regard to teaching and non-teaching staff.

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

✓ **Official documents and their availability**

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

Sr.No.	Person with whom information is available	Documents
1	Lecturer	Student attendance, tutorial, academic diary, internal examination record,
2	Superintendent	Documents related to Government Approval, Grant-in-aid, Affiliation, muster book, Employee service book and personal file, stock register, dead stock register, institution Correspondence, confidential Reports, non-teaching attendance
3	Head Clerk	Cash book, ledger, paybook, audited statement, assessment report, cheque register, voucher file, stock register, dead stock register, UGC files
4	Senior Clerk	Salary statements, Fee Register, Fee Receipt, Stationary, Students Correspondence, Fee concession proposals
5	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships,
6	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E- resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

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

✓ **Mode of public participation**

- The College Governing Body and College Development Committee which supervise the affairs of the college have eminent experts in different fields and are representatives of the public.
- The college invites academic and non-academic interaction at various levels for students and staff
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes NSS and NCC camps.
- The college organizes programmes circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, Constitutional Day”
- The college celebrates Birth and Death Anniversaries of eminent personalities.

✓ **Citizens / Stakeholders /Public Interaction**

- The College website and Prospectus display all the major and minor quality assurance policies, mechanism and outcomes to the internal and external stakeholders.
 - Meetings with CDC, Staff Council, HODs and students council provide a wide platform for communication with the internal stakeholders.
 - Apart from these, the newspaper/ print media is used to communicate our policies, mechanism and outcomes to the stakeholders.
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- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs and Industrial stakeholders.
 - The college organises the lecture series of Computer Literacy , Workshops, Seminars etc. This program is open to all students as well.
 - Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
 - Feedback is taken from parents, students, teachers, alumni and industry about curriculum and campus experience.
 - Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
 - The support, suggestions and cooperation of all the stakeholders are always welcome.
 - The college organises various programs / lectures for creating social legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stakeholders.
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- **Section 4 (1) (b) (viii) / Manual - 8:**
 - **Councils, Committees, Faculties, Departments, etc. under the College**

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

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

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

- **Section 4 (1) (b) (x) / Manual - 10:**
- **Monthly remuneration received by each of its employee**

- **Section 4 (1) (b) (xi) / Manual - 11:**
- **Budget allocated to each agency**

The budget and the financial estimates are as approved by the College Development Committee.

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

✓ **Manner of execution of subsidy programmes**

Following subsidy programmes are executed as per norms and procedure laid down by the Central and state governments, UGC and other agencies.

- Salary Grant
- Medical Reimbursement Grant
- Leave Encashment
- Scholarships
- Freeship and other Concessions
- Pupil Guardian Scheme- This subsidy program is executed as per the norms and the procedure set by the college council.

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

✓ **Concessions granted by the College**

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

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

✓ **Information available in Electronic form**

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

✓ **Section 4 (1) (b) (xv) / Manual - 15:**

✓ **Means, methods and facilities available to citizens for obtaining information**

- ✓ Unrestricted Access to Website.
- ✓ Citizens may seek the information in the office of the college on working days during office hours.
- ✓ Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- ✓ Some of the publications i.e. College Prospectus etc.
- ✓ Cost free information for the general public is disseminated occasionally through press releases, advertisements etc.
- ✓ **Library Timing** : From 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

Dr. S.V. Bhuyar

Arts Commerce and Science College, Arvi

Mobile :9970917226, Email: svbhuyar2011@gmail.com

Appellate Authority .

Miss. Anjali M. Gaurkhede

Arts Commerce and Science College, Arvi

Mobile: 9421700194, Email: anjalithakare12@gmail.com

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

✓ **Other Useful Information**

- Arts Commerce and Science College, Arvi is a single institution in Arvi division having arts, commerce and science streams and catering to the educational need of rural students.
- **It is Affiliated to Rashtrasant Tukadoji Maharaj Nagpur Universty, Nagpur**
- **Recognised by Government of Maharashtra**
- **Recognised by UGC , 12B and 2f**
- **Undergone 3 cycles of accreditations by NAAC**
- **Re-Accredited with B+ Grade by NAAC during 3rd cycle**