

OFFICE PROFILE

Shri Shahu Mandir Mahavidyalaya, Pune is a branch of Akhil Bharatiya Maratha Shikshan Parishad, an educational trust established in 1907 with an objectives to cater the academic needs of poor and needy particularly rural and economically backward students. Shri Shahu Mandir Mahavidyalaya is established in 1960.

Administrative Office is a backbone of any college that supports the overall college activities directly and indirectly. Office is the first place where college stakeholder arrive and has a dialogue therefore it is also call as a mirror of college from admission to collecting Leaving Certificate every student deal with office staff.

Ours is a multi faculty Arts & Commerce college having students' strength of 2067 up to 3.8.2017 and above.

STAFFING PATTERN

As per

**G. R. No. NGC/150163/XXXE/[CELL] dated 22.02.1980 &
NGC/2299/94795/vishi-4 dated 26.08.1999**

Sr. No.	Name of the post	Sanctioned posts	Filled in posts	Vacant posts
1.	Registrar	1	1	-
2.	Office Superintendent	1	0	1
3.	Head Clerk	1	1	-
4.	Senior Clerk	1	1	-
5.	Junior Clerk	5	4	1
6.	Stenographer	1	1	-
7.	Assistant Librarian	1	1	-
8.	Library Clerk	2	2	-
9.	Library Attendant	5	5	-
10.	Peons	9	9	-
	TOTAL	27	25	2

ADMINISTRATIVE OFFICE STRUCTURE

NON-TEACHING STAFF

2017-18

S.No.	Name	Designation	Qualification
CLASS II			
1.	Shri S.S. Kamble	Registrar	M.Com., LL.B., MS CIT
CLASS III			
2.	Shri.S.H. Pote	Stenographer	XII Marathi Shorthand 100 & 120 w.p.m. Marathi Typing 25 w.p.m. English Typing 40 w.p.m., MS CIT
3.	Shri S.K. Shinde	Head Clerk	B.A., B.Lib. M.S.C.I.T.
4.	Shri P.S. Gaikwad	Senior Clerk	B.Com., M.S.C.I.T.
5.	Shri C.P. Sargar	Library Clerk	M.Com., M.Lib.,
6.	Shri A.S. Pawar	Junior Clerk	M.Com., B.Ed., G.D.C. & A., M.S.C.I.T. Marathi Typing 30 w.p.m., English Typing 40 w.p.m.
7.	Shri M.M. Kakade	Junior Clerk	B.A., M.S.C.I.T. Marathi Typing -30 wpm, English Typing -40 wpm
8.	Mrs. S.S. Waskar	Library Clerk	M.A., M.Lib., Marathi Typing -30 wpm, English Typing -40 wpm
9.	Shri G.B. Marne	Library Clerk	B.Com., G.D.C. & A., Marathi Typing -30 wpm, English Typing -40 wpm
10.	Shri S.S. Mane	Junior Clerk	B.A., M.B.A., Marathi Typing -30 wpm, English Typing -40 wpm
11.	Shri S.T. Chavan	Junior Clerk	M.Com., B.Ed., Marathi Typing -30 wpm, English Typing -50 wpm

NON-TEACHING STAFF

NON-GRANT BASIS

S.No.	Name	Designation	Qualification
1.	Shri N.M. Kadu	Jr. Clerk	B.Com., B.Lib.
2.	Shri D.R. Kale	Jr. Clerk	B.Com., MS CIT, Tally,

CLASS IV

S.No.	Name	Designation	Qualification
1.	Shri S.S. Kamble	Library Attendant	III
2.	Shri D.B. Minekar	Library Attendant	IX
3.	Shri S.M. Veer	Library Attendant	B.Com., L.T.C., B.Lib., M.Lib., G.D.C. & A.
4.	Shri S.S. Zagade	Library Attendant	XII
5.	Shri A.M. Gaikwad	Library Attendant	XII, M.S.C.I.T.
6.	Shri S.F. Dudhe	Class Iv	XII, M.S.C.I.T., C.O.P.A.
7.	Shri B.L. Kamble	Class IV	X
8.	Shri N.N. Adsul	Class IV	B.A.
9.	Shri K.B. Ghadge	Class IV	IX
10.	Shri S.R. Sonavane	Class IV	XII
11.	Mrs. J.P. Suryawanshi	Class IV	V
12.	Shri S.A. Ware	Class IV	XI
13.	Shri S.P. Aardad	Class IV	XII
14.	Smt. S.D. Raut	Class IV	VII

H.S.V.C.**NON-TEACHING STAFF**

S.No.	Name	Designation	Qualification
CLASS III			
1.	Shri V.M. Gund	Jr. Clerk Cum Store Clerk	B.A., I.T.I., N.C.T.V.T.
CLASS IV			
1.	Shri V.H. Mamde	Peon	M.A.

Allotment of Work

SHRI S.S. KAMBLE REGISTRAR

1. Supervision of all office work
2. Planning of Administrative work
3. Submission of U.G.C. Grant Proposal
4. Correspondence with A.B.M.S. Parishad- Parent Institute
5. Correspondence with University & Government
6. Control on Admissions, University & College Examinations
7. University Affiliation
8. Supervision on all bank transactions and accounts
9. Approval of Teaching Staff
10. Any other work entrusted by the Principal
11. Audits: a) Internal, b) Joint Director of Higher Education, c) Senior Auditor, d) Accountant General, Maharashtra State
12. Appointment of Teaching & Non-Teaching Staff

OFFICE SUPERINTENDENT (VACANT)

1. University Exam. Form Fee
2. Uni. Exam. Forms
3. Various Proformas of Govt.
4. Quotations & Orders
5. Correspondence with A.B.M.S. Parishad- Parent Institution
6. Correspondence with University & Govt.
7. Preparation of fee structure- (a), Total (b) Admission, (c) Categories
8. Remittance of various fees (Uni. share) to Uni.
9. Admissions: Junior & Senior
10. Supervision on salary
11. Supervision on Junior & Senior Accounts, Receipt & Payment, Balance-Sheet
12. Maintenance of Service-Book
13. Affiliation
14. Dead-Stock
15. Work-Load of Teaching Staff
16. Any other work entrusted by the Principal & Registrar.

SHRI S.K. SHINDE
HEAD CLERK

1. Planning of Administrative Work
2. Supervision of all office work
3. University Exam. Form Fee
4. University Exam. Forms
5. Various proformas of Govt.
6. Quotation & Orders
7. Correspondence with A.B.M.S. Parishad.
8. Correspondence with University and Govt.
9. Preparation of fee structure (A) Total (B) Admission (C) Category.
10. Remittance of various fees (university share) to university.
11. Admission Junior & Senior College.
12. Supervision on Junior & Senior Accounts, Receipt & Payment, Balance-Sheet.
13. Affiliations
14. Work-Load of Teaching Staff.
15. Leave Account of Teaching & Non-Teaching Staff
16. Maintenance of Service-Books
17. Notices to students
18. Notices to staff
19. Affiliation
20. Admissions
21. Checking of Inward & Outward
22. Distribution of work of Class IV
23. Forms of Confidential Reports of Teaching & Non-Teaching Staff
24. F.Y.B.Com. Exam. Form
25. University Examination Regular Work
26. Pension Cases of Senior College
27. Gathering & Functions
28. Any other work entrusted by the Principal & Registrar

SHRI P.S. GAIKWAD
SENIOR CLERK

1. Appointments & approval of Junior College Teachers
2. S.Y.B.Com. Exam. Forms
3. H.S.C. Exam. Form Fee
4. Correspondence with Govt.- Junior College
5. Correspondence with A.B.M.S. Parishad- Parent Institute
6. Maintenance of A/c. of Jr. College:- a) Cash-Book, b) Ledger, c) Vouchers, d) Receipt-Payments, e) Reconciliation, f) Final A/c. Balance-Sheet, g) Audit- Internal, Govt., h) Budget
7. Jr. College Salary (Grant & Non-Grant)
8. Pay Fixation
9. Pay-Sheet
10. Monthly Pay-Bill
11. Various deductions from Salary & Remittance to respective authorities (I. Tax Form No. 16, & 24)
12. I. Tax calculation
13. P.F. Register
14. Salary Register
15. B.C. Cell
16. Annual Increment
17. Uni. Regular Exam. Work
18. Work-Load of Jr. College
19. U.G.C. Grant control & submission of Utilisation Certificate
20. Pension Cases of Junior College
21. Any other work entrusted by the Principal & Registrar

SHRI A.S. PAWAR
JUNIOR CLERK

1. Maintenance of Accounts of Senior College Grant & Non-Grant: a) Cash-Book, b) Ledger, c) Vouchers, d) Receipt-Payment, e) Final Accounts (Balance-Sheet), f) Govt. Form
2. Audits: a) Internal, b) Joint Director of Higher Education, c) Senior Auditor, d) Accountant General, Maharashtra State.
3. Annual Budget
4. Bank Reconciliations (To Bank Accounts)
5. Cheque withdrawal of various Bank Accounts
6. F.Y.B.A. Examination Forms
7. U.G.C. Grant Utilisation
8. Any other work entrusted by the Principal & Registrar
9. Pay-Bill of Grant & Non-Grant
10. Salary Budget
11. P.F. Account
12. Record of Annual Increments
13. Maintenance of Increment Register
14. Dead-Stock
15. Various deductions of I.Tax
16. Any other work entrusted by the Principal/Registrar.

SHRI M.M. KAKADE
JUNIOR CLERK

1. Checking of Admission Forms of B.A., B.Com., M.A. & M.Com., Examination Forms, L.C., T.C.
2. Various Certificates
3. Eligibility
4. Roll-Call of Senior College
5. Verification & Revaluation Forms
6. M.A., M.Com. Mid-Sem., B.B.A., B.B.A. (C.A.) Examination Forms
7. B.Com. Practical Exam.
8. Oral Exam. of B.A., M.A.
9. Exam. of Environmental Awareness & Statement of Marks
10. Clearance
11. General Register of Sr. College
12. Substitute as a Cashier
13. All works of B.B.A. & B.B.A. (C.A.)
14. Any other work entrusted by the Principal & Registrar

SHRI S.H. POTE
STENOGRAPHER

1. Dictation
2. All Typing Work (College & Samstha)
3. To attend the various meetings & preparation of proceeding
4. Stationery
5. Coordination of Admn. Software
6. Any other work entrusted by the Principal & Registrar

**SHRI S.S. MANE
JUNIOR CLERK**

1. Concession to children of Ex-Servicemen
2. S.Y.B.A. Exam. Forms
3. To issue the certificate regarding fees paid
4. Cash Transactions (Senior & Junior)
5. All Cash Receipts
6. All Cash Payments
7. Fee Register of Senior & Junior
8. Fee Index of Senior & Junior
9. Clearance of Senior & Junior
10. Library Deposit Register of Senior & Junior
11. Revenue Stamp Register of Senior & Junior
12. Refund of Library Deposit of Senior & Junior
13. Bonafide Certificate
14. Any other work entrusted by the Principal & Registrar

**SHRI S.T. CHAVAN
JUNIOR CLERK**

1. Govt. of India Sch. to Backward Class: Senior & Junior
2. S.Y.B.A. Exam. Forms
3. Checking of B.A., B.Com. Exam. Forms
4. H.S.C. Exam. Admit. Card
5. Admission of Jr. & Sr.
6. Counter Inquiries
7. H.S.C. Private Students (Form No. 17)
8. XII Com. Exam. Forms
9. Substitute as a Cashier
10. Scholarship & Freeship of all categories
11. Various prizes of students
12. Issue of Admit. Cards
13. Migration of Senior College
14. Any other work entrusted by the Principal & Registrar

**SHRI G.B. MARNE
JUNIOR CLERK**

1. Sale of forms: Exam., Admission, Concession etc.
2. Counter Inquiry
3. Jr. College Tutorial, Terminal, Preliminary & Annual Exams.
4. Annual Exam. of XI Std., Result & Statement of Marks
5. Maintenance of Staff Muster
6. School Leaving Certificate of Junior College
7. Outward of Junior & Senior College
8. T.Y.B.A. Examination Forms
9. Subjectwise strength of Senior College
10. Roll Call of Junior College
11. General Register of Junior College
12. Inward of Senior & Junior College
13. Preparation of Admission Chart
14. Samstha Outward
15. Any other work entrusted by the Principal & Registrar.

**SHRI D.R. KALE
JUNIOR CLERK**

1. Scholarships & Freeship of S.T. students
2. Concession to Primary Teachers Children
3. Concession to Minority Students
4. Various prizes of students
5. Issue of Admit Cards
6. Migration Cases of Sr. College
7. Issue of T.C. of Sr. College
8. Issue of Certificate: S.T., Railway Concession & Bus Pass
9. Verification of xerox copies
10. Medical Exam. of Sr. College students
11. T.Y.B.Com. Exam. Forms
12. Statistical Information to Govt.
13. XII Arts Exam. Forms
14. Distribution of all Examinations Statement of Marks
15. Scholarship of Physically Handicapped Students, Beedi Kamgar, University Sch.
16. E.B.C. Concession of Sr. College
17. Junior College Free Education to Girls & E.B.C. Concession
18. Any other work entrusted by the Principal & Registrar

SHRI V.M. GUND
JUNIOR CLERK & STORE KEEPER

1. Apointment & approval of H.S.V.C. Teachers
2. H.S.C. Exam. Form Fee
3. Issue of H.S.V.C. School Leaving Certificate
4. Correspondence with Govt.: H.S.V.C.
5. Correspondence with A.B.M.S. Parishad
6. Maintenance of A/c. of H.S.V.C.: a) Cash-Book, b) Ledger, c) Vouchers, d) Receipt-Payment, e) Reconciliation, f) Final A/c.- Balance-Sheet, g) Audit: Internal, Govt., h) Budget
7. Jr. College Salary (Grant & Non-Grant)
8. Pay-Fixation
9. Pay-Sheet
10. Monthly Pay-Bill
11. Various deductions from Salary & Remittance to respective authorities (I. Tax, Form No. 16 & 24)
12. I. Tax calculation
13. P.F. Register
14. Salary Register
15. B.C. cell
16. Annual Increment
17. Eligibility & Migration
18. Inward & Outward of H.S.V.C.
19. Work-Load of H.S.V.C.
19. Any other work entrusted by the Principal & Registrar.

Administrative Calendar

Month wise annual plan of administrative work for the academic year 2017-18

June 2017
<ul style="list-style-type: none"> • Result of University Examinations • Online admissions • Submission of the accounts of University Exam. • Displaying the notice of Students' Insurance Scheme of University. • Notification of the procedure of issuing Bonafide Certificates • Preparation of Salary Budget & submission • Appointment of Staff. • Shahu Jayanti
July 2017
<ul style="list-style-type: none"> • Preparation of Roll Calls • Issuing of T.C./L.C • Subject wise list of students to be notified • Online Admissions • Result of University Exams. • Medical exam. of F.Y. students & submission of report to the University. • Notifying students about the rules of discipline and attendance. • Issuing & collecting applications for change in subject, if any. • Notification about the scheme of practical and oral exam. to students. • Issuing concession forms to the students for P.C.M.C., S.T., Railway etc. • Collection of B.C., E.B.C. Scholarship and all online concession forms. • Exam. forms of Oct. Exam. and Term End Exam. of P.G. students • Annual Increments of Teaching & Non-Teaching Staff.
August 2017
<ul style="list-style-type: none"> • Online admissions • Eligibility Forms for F.Y, M.A..-I & M.Com-I • Collection of Eligibility Forms of First Year students and M.A., M.Com. students and students migrating from other universities. • Remitting pro-rata of various fees to university e.g. Students' Insurance, Computer Fee, Sports Pro-rata etc. • Collection of relevant documents of the students migrating from other universities. • Local Managing Committee meeting.

September 2017
<ul style="list-style-type: none"> • Issuing Admit Cards of Oct. Exam. • To conduct Repeaters' Term End Exam. • To prepare General Register. • Medical Checking of First Year students • Notice for students about various university scholarships. • Teachers' Day
October 2017
<ul style="list-style-type: none"> • Conducting practical and oral examination of repeater students • Conducting University Examination of repeater students • Getting approval of appointments of the teaching staff from University. • Issuing S.T. & Railway Concession forms to students. • Online submission of the application for continuation of affiliation. • Remitting annual affiliation fee to University • Preparation for terminal examination. • Credit Course for P.G.-I, Sem.-III
November 2017
<ul style="list-style-type: none"> • Checking the T.Cs. & Migrations of the students from other University & States. • Preparation & submission of salary budget for 8 months
December 2017
<ul style="list-style-type: none"> • Distribution of October Exam. Result. • Filling of March Exam. Forms. • Result of Term End Exam • Conducting University Examination of P.G. students. • L.M.C.
January 2018
<ul style="list-style-type: none"> • Completion of Internal Audit and compliance thereof if any. • Declaration of the result of University Mid-Sem. Examination of P.G. students. • Submission of the accounts of grant for conducting University Oct. Exam. • Refund of Library Deposit of Third Year students • To organize State Level Work-Shop for Non-Teaching Staff
February 2018
<ul style="list-style-type: none"> • Preparation of Tentative Budget for submission to Charity Commissioner • Preparation for visit of L.I.C. for affiliation • Preparation & submission of Salary Budget for 11 months

March 2018

- Collection of Clearance Forms and issuing Admit Cards for University Exam.
- Preparation of Supervision Chart for University Exam.
- Preparation for Practical & Oral Exam.
- Conducting University Exams.
- Online submission of Grace Marks Statement of N.S.S., N.C.C. & Sports students to the University.
- Credit Course for P.G.-II, Sem.-IV

April 2018

- Issuing Admit Cards.
- Preparation for Practical, Oral & University Annual Exam.
- Dispatching the Utilisation Certificate of U.G.C. Grant.
- Preparation of Annual Income & Expenditure, Receipt & Payment Account & Balance Sheet.
- Collection of the Balance Confirmation Certificates as on 31 Mar, from Banks.
- Online submission of the marks of Term End & Mid-Sem. Examination of U.G. & P.G. students.
- Issuing S.T. & Railway Concession forms to students.
- Printing of various forms and registers.
- L.M.C.

May 2018

- To complete the Internal Audit as on 31st March.
- Displaying the various rules and procedure of admission.
- Displaying the chart of Annual as well as Admission Fees.
- Completion of the individual accounts of P.F.
- F.Y. Result and Admission.
- Submission of the Annual Audited Statement to Govt.
- Preparing budget.
- Verification of entries of Service Books of all employees & getting the remark in concerned column.

PRESENT STATUS OF OFFICE WORK

1. Online admission work of XI, XII Arts, Commerce, H.S.V.C. & F.Y., S.Y., T.Y. B.A./B.Com., B.B.A., B.B.A. (C.A.), M.A., M.Com. are done smoothly and as per government and university rules.
2. College issues Bonafide, Bus Pass, Railway Concession, Verification Certificate etc. immediately without any delay and without any cost.
3. We disburse the various scholarships and freeships very promptly. So students get reimbursement of fees and maintenance allowance in time.
4. All examinations like Mid-Term, Term-End, Semester and Annual are conducted smoothly.
5. Our office tries its level best to prepare online salary bill on HTE Sevarth Website as per instructions of Joint Director, Higher Education, Pune Region, Pune every month and make it possible with other formalities to disburse salary within five days of next month.
6. Service-Books and Personal Files of all teaching and non-teaching staff are updated.
7. Pay Fixations of Ph.D., M.Phil., CAS of teaching staff and promotions of non-teaching staff has been prepared on time and duly signed by Administrative Officer and Joint Director, Higher Education, Pune Region, Pune.
8. 11 Super Annuation Pension cases of teaching and non-teaching staff are submitted to Joint Director, Higher Education, Pune Region, Pune for further action who have been retired after March 2011.
9. 10 Super Annuation Pension cases of teaching & non-teaching staff have been prepared in proper time and duly sanctioned by Accountant General, Mumbai.
10. All posts of teaching and non-teaching are filled-up and 3 posts of teaching and 2 posts of non-teaching staff are vacant.
11. G.P.F. slips of teaching and non-teaching staff are prepared upto 31/3/2013. These slips are issued by Joint Director, Higher Education, Pune Region, Pune.
12. Leave Encashment, G.P.F. final withdrawal proposals are not pending with us.
13. Leave record of teaching and non-teaching staff is kept up-to-date and is recorded in Service-Book after six month. Duty leave is recorded in daily muster.

14. Office Record Room is changed from traditional storage system to advance one. We keep our Office and Record Room very clean. It creates good environment to work satisfactory.
15. We have filing system by creating exhaustive files list and use to file the papers to proper file. It increases office function speedly and shows efficiency.
16. College office has played a vital role in preparing of XIIth Plan of U.G.C. Development Grant Proposal and Savitribai Phule Pune University under Quality Improvement Programme Grant Scheme.
17. Following the unique practice of maintaining daily diary system for office staff.
18. We have conducted Administrative Audit for the year 2015-16 and 2016-17.
19. We have conducted Green Audit for the year 2015-16 and 2016-17.
20. We have also conducted Energy Audit & Structural Audit.
21. Non-teaching staff Cricket team has participated in Inter Collegiate Tournaments organized by B.M.C. College and S.P. College, Pune and Inter Branch Cricket Competition organized by our parent institute.
22. We always try to give best services to students, parents, visitors, staff and our superiors.
23. We have conducted following Examinations:-

Date	Particulars
30/8/2015	SET Examination of Savitribai Phule Pune University
29/5/2016	SET Examination of Savitribai Phule Pune University
2/5/2017 to 16/5/2017	Institute of Chartered Accountants of India IPC & Final Group
18/6/2017	Common Proficiency Test of Institute of Chartered Accountants of India

DIGITIZATION OF ADMINISTRATIVE & ACCOUNTING WORK

ADMINISTRATIVE WORK SYSTEM:-

In the paperless century our Administrative Unit is fully automated with the following infrastructural facilities:-

12 Computers (latest version of Windows Microsoft Office, Quick Heal), 9 Printers including Laser, Colour printer, A-3 size copy printer and Xerox machine all the machines are connected with LAN for easy and quick accessibility through office server having 25 mbps internet speed.

Shri Shahu Mandir Mahavidyalaya is multi Faculty College having Commerce, Arts, B.B.A., B.B.A. (C.A.), M. Com. & M.A. (Marathi/English/Economics) faculties and is a reputed one. Every year 2500 students are admitted in the said courses and are always occupied.

We are using Vriddhi Software for online admission. Admission process is important, sensitive and taught activity. Various types of reports like Fee Receipt, Fee Register, General Register, Roll-Call, L.C./T.C., Bonafide, Class wise, Gender wise, Category wise Admission Status are generated in Vriddhi Software.

We have our own Web Page (www.shahucollegepune.org) using to display various notices, time-tables, activities, important events etc.

We have Digital Notice-Board to display various notices, activities, photo and video.

DAILY ACCOUNTING SYSTEM:-

College has a Tally ERP-9 version. This package of accounting is used by us since 2008-2009. Day to day entries such as Receipts, Payments, Contra and Journal recordings are made.

This day to day entry helps us to generate following types of reports:-

1. Daily cash book
2. Ledger
3. Trial Balance
4. Receipts and Payments A/c
5. Income and Expenditure A/c
6. Balance Sheet
7. Bank Reconciliation

MONTHLY SALARY SYSTEM:-

Salary grant is received from the Govt. of Maharashtra of the approved staff of the college. Monthly salary grant is received from Joint Director, Higher Education, Pune Region, Pune. As per Govt. of Maharashtra an instruction to Joint Director, Higher Education, Pune Region, Pune has follows the online salary system on HTE Sevarth website (<https://htesevarth.maharashtra.gov.in>) since Nov. 2015.

The Joint Director, Higher Education, Pune Region, Pune transfer online monthly salary grant to college account through HTE Sevarth System by deducting government deductions i.e. G.P.F., D.C.P.S. and P. Tax. College prepares bank advice and submits to Bank of Maharashtra to credit the salary to individual employees saving bank account.

SPECIAL FEATURES

1. PAY FIXATION /ARREARS CLAIM:-

Pay Fixations of Ph.D., M.Phil. , CAS of teaching staff and promotions of non-teaching staff has been prepared on time and duly signed by Administrative Officer and Joint Director, Higher Education, Pune Region, Pune.

2. MEDICAL REIMBURSEMENT:-

All members of Teaching & Non-teaching staff are aware about Medical Reimbursement schemes by the State Government.

The information and procedure is explained to needy staff for getting advance for treatment of some of the diseases covered by the Government existing GR Medical Reimbursement claim is prepared in a prescribed form and is sent along with necessary documents to the concerned authority for approval, in a shortest possible period.

3. GENERAL PROVIDENT FUND:-

All the members of Teaching & Non-teaching staff are aware about different types of provisions made under GPF scheme.

1. Minimum and Maximum limit of monthly subscription.
2. Information about purposes and advances against GPF and its kinds.
3. Information about facility of nomination.
4. Proposal of final withdrawals of retiring staff is sent to concerned authority one month prior to the date of retirement.

Provident Fund was deducted from the salary of the employees. Total of all employees deductions were deducted from the salary grant at the time of release of monthly salary grant to college from Joint Director, Higher Education, Pune Region, Pune-411 001.

Provident Fund is with the Government and is maintained by them. Provident Fund deductions are minimum 8.33% of the pay in Pay Band plus Grade Pay and maximum of pay in Pay Band.

4. DEFINED CONTRIBUTORY PENSION SCHEME (D.C.P.S.):-

Defined Contributory Pension Scheme is applicable to employees who are appointed after November 2005 vide G.R. No. D.C.P.S. was deducted from the salary of the employees. Total of all employees deductions were deducted from the salary grant at the time of release of monthly salary grant to college from Joint Director, Higher Education, Pune Region, Pune-411 001. D.C.P.S. is with the Government and is maintained by them. D.C.P.S. deductions are 10% of total of pay in Pay Band plus Grade Pay plus existing D.A.

5. **PENSION BENEFITS:-**

- Break in service, if any of all the members of staff are condoned.
- Pension cases of all the retired members as on today are approved by concerned authority.
- Pension proposals of the staff retired voluntarily are sent to the concerned authority within eight months from the date of retirement.
- Total 11 Super Annuation Pension Cases of teaching & non-teaching staff are submitted to Joint Director, Higher Education, Pune Region, Pune in time for further action who have been retired after March 2011 and out of them 10 pension cases are sanctioned by Accountant General, Mumbai.

6. **MONTHLY SALARY:-**

100% salary grant is received from the Government of Maharashtra of approved staff of the college. Monthly salary grant is received from the Joint Director, Higher Education, Pune Region, Pune. As per instructions of Govt. of Maharashtra The Joint Director, Higher Education, Pune Region, Pune has follows online salary system on HTE Sevarth Website since Nov. 2015.

The Joint Director, Higher Education, Pune Region, Pune transfer online monthly salary grant to college account through HTE Sevarth System by deducting government deductions i.e. G.P.F., D.C.P.S. and P. Tax. College prepares bank advice and submits to Bank of Maharashtra to credit the salary to individual employees saving bank account.

7. **SERVICE BOOKS / PERSONAL FILES:-**

Service books and Personal Files are updated from time to time. This helps the employees to get their pension and other benefits without delay.

8. Approval to the Pay Fixations of all teachers i.e. 01-01-1973, 01-01-1986, 01-01-1996 and 01-01-2006 and those teachers who are possessing Ph.D., M.Phil. and CAS time to time.
9. Approval to the Pay Fixations of all non-teaching staff i.e. 01-04-1976, 01-01-1986, 01-10-1994, 01-01-1996, 01-01-2006 & pay on promotion.
10. Computerized Admission System since 2007-08 through Vriddhi Software and various reports are generated.
11. College has Tally ERP-9 version for Accounting since 2008-2009.
12. 12 computers, 9 Printers in the office are connected by LAN.
13. 25 mbps speed Internet facility is available.
14. Various GRs., Statutes, Ordinance, Books related to college office are maintained in the office.

SALIENT FEATURES OF THE SERVICES PROVIDED TO THE STUDENTS BY THE COLLEGE OFFICE

S. No.	Name of the Section	Salient Features
1	General Section	<p>Bonafide Certificates are issued within Ten Minutes.</p> <p>Transfer / Leaving Certificates are issued within one to three days through Vriddhi Software.</p> <p>Railway / Bus / S.T. Concessions are issued within fifteen to thirty minutes.</p> <p>Certified True Copies of Documents are made available immediately free of cost.</p>
2	Scholarship Section	<p>Tuition, Admission, Library, Tutorial, Gymkhana, Magazine, University Registration, Eligibility, Software, Medical, P.G. Registration Fees concessions are given to the students at the time of admission who belong to S.C./S.T./D.T.N.T./S. B.C. Categories.</p> <p>Concession in Tuition, Admission, Gymkhana, Library fees are given at the time of admission to the wards of economically Backward Class, Ex-Servicemen, Service Personnel, Primary and Secondary School Teachers.</p> <p>Endowment Scholarships in cash are awarded to the Meritorious students on Annual Day function.</p>
3	Admission Section	<p>Computerized Admission Procedure is adopted since 2007-2008, which helps college office to complete admission procedure of 100 students within two hours and to generate various types of reports such as</p> <ol style="list-style-type: none"> 1. Fee Receipts 2. Fee register 3. Item wise Daily Collection 4. General Register 5. Class wise Roll Calls 6. Residential Addresses of students and guardians. 7. Class wise, Gender wise, Category wise, Admission Status. .
4	Examination Section	<p style="color: red;">Procedure of verification, accepting examination fees and preparation of statement of 120 students who have filled in their examination forms is completed within Two Hours.</p> <p>Checking and Acceptance of fees from students for verification of marks and revaluation of answer books is done within thirty minutes.</p> <p>Distribution of mark sheets to students is done within one hour at the time of declaration of results.</p>

5	Relation with the students	The administrative staff is well behaved and has maintained healthy relations with the students' community.
6	Students involved in the office work	Those students who are needy and deserve encouragement are allowed to work in the college office under 'Earn and Learn Scheme. Earn & Learn Scheme of Pune University is implemented by the College. Every year nearly 30-35 students work under the scheme. Member of the teaching staff is in-charge of the scheme

PROCEDURE FOR INWARD REGISTER

1. Letters received in the name of Principal of the college are opened by the Registrar of the college with necessary remarks sent to the concerned section.
2. All the letters duly earmarked are sent for information of Principal.
3. Ensuring the signatures of Principal, Inward No is given to each letter / Circular / Govt. Resolution etc.
4. Letters are sent to the concerned sections as earmarked by the Registrar through the Local Delivery Book maintained by the college.

PROCEDURE OF OUTWARD REGISTER

Letters received from various sections for dispatch, it are recorded in the OUTWARD REGISTER and is sent to the addressee after sticking necessary postage.

Letters, which are important and intended to be sent by Hand, are sent through college class IV staff.

PROCEDURE FOR ISSUING TRANSFER CERTIFICATE

1. Student requiring a Transfer Certificate fills a prescribed form for obtaining T.C. available in the college office free of cost.
2. Students are advised to obtain signatures from Library and Cash Counter on the form for NO DUES REMARK. Submit along with Xerox copy of mark sheet of the last exam he /she appeared. Receipt of T.C. fees and Receipt of admission fee paid.
3. We prepare Transfer Certificate within four days through Vriddhi Software.
4. T.C. is issued to the student within four days from the date of application and signature of the student or in his absence authorized person's signature is obtained on carbon copy of T.C.
5. Transference Certificate Fee:-

	Fee Rs.
T.C. fee up to six months	100
T.C. fee more than six months and less than three years	150
T.C. fee more than three years	200
Duplicate T.C.	250

PROCEDURE FOR ISSUE OF LONG ROUTE RAILWAY CONCESSION

1. To issue the application form to the student after verifying the permanent address of the student.
2. To submit duly filled in concession form to the office.
3. To issue the Long Route Railway Concession to the student.

PROCEDURE FOR ISSUE OF S.T. BUS CONCESSION

1. To issue the S.T. Bus Concession Form to student.
2. Office verifies address and I. Card and issue the concession.

PROCEDURE FOR ISSUE OF PMPL BUS CONCESSION

1. To submit the PMPL Bus Concession Form to office.
2. Office verifies address and I. Card and issue the concession.

SCHOLARSHIP SECTION

PROCEDURE FOR DISBURSEMENT OF SCHOLARSHIPS/ FREESHIPS GIVEN TO STUDENTS EVERY YEAR

1. Procedure for disbursing Scholarships /Freeships takes place right from the beginning of the admission schedule.
2. Fee Concession is given to the students as per rules of Govt. of India and Govt. of Maharashtra.
3. Students should fill online Scholarship /Freeship forms on **www.mahadbt.gov.in** between August to January every year. In this regard the detailed notice is displayed on various Notice Boards viz. Library, Ladies Room, Scholarship Notice Board etc..
4. In the month of February/March every year Statement 'B' is sanctioned by authorities of Social Welfare, Zilla Parishad and amount of scholarship is credited on saving bank account of students through ECS.
5. Those students who have not applied for Scholarship in scheduled time are informed separately.
6. Undisbursed amount of Scholarship & Freeship is returned to Social Welfare Office.

INCOME LIMIT FOR SCHOLARSHIP/FREESHIP

Category	Scholarship	Freeship
S.C.	2,00,000	No limit.
S.T.	1,45,000	No limit.
V.J.N.T. (A,B,C,D)	1,00,000	6,00,000
O.B.C.	1,00,000	6,00,000
S.B.C.	1,00,000	6,00,000
E.B.C.	2,50,000	

NECESSARY DOCUMENTS FOR SCHOLARSHIP/FREESHIP

xerox copies of

- Caste Certificate
- Income Certificate
- Leaving Certificate
- Mark Statement of previous year
- Bank Account Pass-Book
- Aadhaar Card
- Gap Certificate (if there is a break in education)

TYPES OF LEAVE

Various leaves are sanctioned to teaching and non-teaching staff as per rules laid down in Pune University statutes and standard code of non-teaching staff respectively. Casual leave form and other leave forms are printed separately. Each employee takes the leave with prior permission of the concerned Head and finally sanctioned by Principal.

Leave record of each staff member is recorded in Muster. These entries are duly recorded in employee's Service-Book by every six months.

Sr. No.	Types of Leave	Days
1.	Casual Leave	8 Days – For Non-Teaching during the Calendar Year. 8 Days – For Teaching during Academic Year.
2.	Earned Leave	30 Days – For Non-Teaching during the Calendar Year.
3.	Medical Leave	10 Days – For Non-Teaching during the Calendar Year
4.	Half Pay Medical Leave	20 Days – For Teaching during Academic Year.
5.	Maternity Leave	180 Days
6.	Special Casual Leave	Not exceeding 10 Days during academic year for teaching staff.
7.	Study Leave	Minimum two years study leave is sanctioned for research or acquiring Ph.D.
8.	Duty Leave	Maximum of 30 days in an academic year.

IMPORTANT POINTS TO BE NOTED FOR MAINTAINING ROASTER OF TEACHING AND NON-TEACHING STAFF

1. Appointment of Teaching Staff is made through Selection Committee on regular Pay-Scale it is included in the Roster.
Reference:-General Administration Department G.R. No. BCC-1070-(ECR)-J dated 8th May 1970.
2. Roster of the Teaching Staff is maintained subject wise
Reference: G.R. No. BCC-1070/Case No.63/97/16-B dated 18.10.97 of General Administration Department, Mantralaya, Mumbai- 32.
3. Roster is not applicable to isolated posts.
Reference: G.R. No. BCC-1070/Case No.20/97/16-B dated 21.09.98 of General Administration Department, Mantralaya, Mumbai- 32.
4. Roster of Appointment of Non-teaching Class II, III, and Class IV Staff made by selection or promotion is maintained separately.
5. The authority for verification of Roster for Teaching and Non-Teaching Staff is "Dy. Registrar, Reservation Cell, Savitribai Phule Pune University Pune - 411 007 and Divisional Commissioner (MS), Reservation Cell, Pune.

**RECRUITMENT PROCEDURE OF NON TEACHING STAFF
(CLASS II / III / IV EMPLOYEES)
(AS PER STANDARD CODE RULES 1984)
GR NO USG 1180 / 3948 / UNI III DT 6-3-1985**

PROCEDURE:-

All appointments which are required to be made by nominations or by selection shall advertise in at least two daily News Papers one which is in Marathi News-paper indicating the minimum academic or other technical qualifications. If any experience required, pay scale and total emoluments admissible for the posts and the seasonable period (shall not be less than two weeks, from the date of publication of the advertisement in the news-papers) within which the candidates are required to submit their applications. Simultaneously these vacancies shall also be notified to the concerned employment exchange.

SELECTION COMMITTEE FOR CLASS- II EMPLOYEES :-

Chairman	General Secretary of the A.B.M.S. Parishad
Member	One member of the LMC to be nominated by the General Secretary of the A.B.M.S. Parishad
Member Secretary	Principal

In respect of post of technical nature, an expert may be co-opted by the Chairman of the Management.

SELECTION COMMITTEE FOR CLASS III AND IV EMPLOYEES:-

Chairman	Principal
Member	Two members of the LMC to be nominated by the General Secretary of the A.B.M.S. Parishad.
Member Secretary	Registrar/Office Superintendent/Head Clerk of the college.

1. The date of meeting of every selection committee is fixed at least 15 days notice to each member and to the candidates and the particulars of the candidates shall reach to each of the members of the Selection Committee at least 7 days before the date of meeting. The appointment is conditional pending, produce of physical fitness certificate or the caste certificate where applicable.
2. The Selection Committee interview and adjudge the merits of each candidate in accordance with the qualifications and experience advertised and recommended to the appointing authority the names arranged in order of merits of the persons for appointment to the post advertised.

3. The appointing authority makes appointment from amongst the candidates recommended by the selection committee in order of preference. Provided further that where the appointing authority in respect of class II or class III / IV posts proposed to make appointment other than in accordance with the order of preference, it shall record its reasons in writing and submit the recommendations of the selection committee and the reasons to chairman of the management whose decision shall be final.
4. When any temporary vacancy occurs by reasons of leave or illness and its durations is not more than six months, it is filled in by the Registrar or Principal of the College, with approval of the Chairman of the Management.

RECRUITMENT OF TEACHING STAFF

The UGC has evolved the following guidelines on Constitution of Selection Committee for selection of Principal, Assistant Professor, Librarian, Director of Physical Education and Sports as under:-

1) College Principal:-

- Chairperson of the Governing Body as Chairperson
- Two members of the Governing Body of the College to be nominated by Chairperson of whom one shall be an expert in academic administration.
- One Nominee of the Vice Chancellor who shall be a Higher Education Expert and one nominee of Backward Class.
- Three Experts consisting of the Principal of the college, a Professor and an accomplished Educationist not below the rank of Professor to be nominated by the Governing Body of the college out of panel of six experts approved by Vice Chancellor.
- At least five members including two experts should constitute the quorum.
- All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.
- The term of appointment of the college principal shall be Five years with eligibility for appointment for one more term only after a similar selection committee process.

2) Assistant Professor/Librarian/Director of Physical Education & Sports:-

- Chairperson of the Governing Body of the college or his/her nominee from the member of the governing body
 - The Principal of the college
 - Head of the Dept. of the concerned subject in the college
 - Two nominees of the Vice Chancellor of the affiliating university of whom one should be Subject Expert and one should be B.C. nominee.
 - Two subject experts not connected with the college to be nominated by the Chairperson of the Governing Body out of panel of five names recommended by the Vice Chancellor.
 - To constitute the quorum of the meeting, five of which at least two must be out of the three subject experts shall be present.
- a) All appointments which are required to be made by selection shall advertised in at least two daily news-papers, one which in English News-Paper.
 - b) All posts of the teacher are widely advertised with particulars of minimum and other qualifications, and emoluments. Reasonable time is allowed to applicants to submit their applications. (within 15 days)
 - c) The interview calls should be sent to candidates by Registered A.D./U.P.C.

- d) The date of meeting of the Selection Committee is fixed and call letter is sent to as to allow the notice of fifteen days to each member and the candidates. The particulars of each candidate called for interview, in consultation with the Head of department / Principal of the college, are supplied to each member, so as to reach him seven days before the date of meeting.
- e) The selection committee interviews and adjudges the merits of each candidate in accordance with the qualifications advertised, and reports to the competent authority the names arranged in order of merits giving reasons for the order of preference. If no candidate is selected a nil report to that effect is made. The committee may recommend only one name if others are not found suitable.
- f) The competent authority, with approval of the Vice-Chancellor, appoints from amongst the persons so recommend the number of persons required to fill in the posts. Provided that where the appointing authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the selection committee, it records its reasons in writing and refer back to the matter to the selection committee for reconsideration within FIFTEEN DAYS from the date of report. There after the decision of the competent authority, if approved by the Vice-Chancellor, is final.

QUALIFICATIONS OF PRINCIPAL & TEACHING STAFF

UGC notification dated 30/6/2010 for minimum qualifications For Direct Recruitment of following posts: -

Principal:-

- i. A Master's Degree with at least 55% marks (on an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
- ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
- iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
- iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in the Regulation in Appendix III for direct recruitment of Professors in Colleges.

Assistant Professor:-

- i. Good academic record as defined by the concerned university with at least 55% marks for an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.
- ii. Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- iii. Notwithstanding anything contained in sub-clauses (i) and (ii) to this Clause 4.4.1 candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

Librarian:-

- i. A Master's Degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports.

Director of Physical Education and Sports:-

- i. A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.
- ii. Record of having represented the university/college at the inter-university/inter-collegiate competitions or the State and/or national championships.
- iii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iv. However, candidates, who are, or have been awarded Ph.D. degree in accordance with the 'University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sports.

**RECRUITMENT OF TEMPORARY VACANCY
OF ASSISTANT PROFESSOR
STATUTE 415.3**

The Head of the Institution shall fill in temporary vacancy where vacancy of a Assistant Professor is to be filled in temporarily but not exceeding one term (i.e. Six Months), as per recommendations of the Principal.

If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the appointing authority on the recommendations of the Local Selection Committee constituted as follows and information of the same will be given to the competent authority:

1. The chairman of the Governing Body or his nominee.
2. The Principal of the college.
3. The Head of the Department of the college in subject concerned.
4. One expert in the subject concerned nominated by the Chairman of the Governing Body out of panel suggested by the University.
5. The Principal of the College shall be the Secretary of the committee.

**PROCEDURE FOR SENDING APPROVAL PROPOSAL
TO THE UNIVERSITY
(SENIOR COLLEGE STAFF)**

1. A Teacher who is appointed by following Selection Committee Procedures and joins duty has to fill in a prescribed proforma for obtaining approval from the Pune University.
2. As per SPPU directions since 1/11/2015 Selection Committee Report should be sent to the university within 72 hours and selection details regarding selected candidates and proposal will be sent online within one month from the joining date of candidate.
3. Teacher is requested to submit the proforma in duplicate and photo copies in two sets of the documents mentioned below:-
 - S.S.C. or equivalent Examination Certificate or Birth Date Certificate
 - Degree Marksheet / Certificate
 - Post-Graduate Degree Marksheet / Certificate
 - NET-SET Examination Passing Certificate
 - M. Phil /Ph.D. Certificate
 - Certificate of change in Name
 - Caste Certificate
 - Non-Creamy-layer Certificate
 - Previous approval letter from University if any.
 - experience Certificate (Teaching Only)
4. College submits Approval form of concerned Teacher with the submitted documents alongwith copy of advertisement published in the newspaper, attendance sheet & selection committee report duly signed by the members.

**TEACHERS' INFORMATION REGARDING SUBJECT WISE
SANCTIONED POST / POST FILLED / VACANT POST
As per No. of Students and Work Load as on 1.8.2017**

Sr. No.	Subject	Sanctioned Post	Filled post	Vacant Post
1.	English	03	03	-
2.	Marathi	02	02	-
3.	Hindi	01	01	-
4.	Politics	01	01	-
5.	Geography	02	02	-
6.	Psychology	02	02	-
7.	History	01	01	-
8.	Economics	04	03	01
9.	Mathematics	01	01	-
10.	Commerce	10	08	02
11.	Principal	01	01	-
12.	Librarian	01	01	-
13.	Physical Education	01	01	-
	Total	30	27	03

NON-GRANT

Sr. No.	Class	Full-Time Post	Temporary Post	Total
1.	M.A. (Marathi/English/Economics)	3	3	6
2.	B.B.A., B.B.A. (C.A.)	7	-	7
3.	B.A./B.Com.	2	1	3
	Total	12	4	16