

Facilities Available in the College Campus

- **Library:** The Central Library of the college is enriched with collection of Books, Journals, Periodicals and Encyclopedias. It has a Reading Hall, Book Bank Facility, Competitive Exam Cell, Books Exhibition, Book Review Club, Reprographic, and Internet Facility. The students can avail the facilities of the Library as per the rules and regulations. No student will be allowed in the library without identity card issued by the college. The students are expected to return or renew the books as per the time schedule. The students are required to return all the library books before the clearance. The Principal reserves the right to reschedule the rules and regulations.
- **Research:** Department of Microbiology, Department of Statistics and Department of Hindi are approved for the research as a research place to carry out the research activities as per rules and regulations.
- **Botanical Garden:** The College has botanical garden having several rare plant species of medicinal importance.
- **Network Resource Centre :** The College has well equipped Network Resource Centre in the library which provides the facilities of Internet, Photocopies, and printings etc. It is enriched with Printing Machines, Photocopying and Scanning Machines.
- **Computer Laboratory:** The College has a well equipped Computer Laboratory for the students.
- **Sport Facility:** The College has various sports equipments and play ground.
- **Remedial Coaching:** Remedial Coaching is imported to the slow learners to bring them in the main stream of teaching and learning process. The faculty members put efforts to provide guidance for the slow learners. Remedial classes for SC/ST students are conducted every year. This has greatly helped to improve the performance of SC/ST students in various examinations.

- **Guidance for competitive Examinations:** Teachers help students to prepare for the competitive examinations such as MPSC, UPSC, NET/SET examinations etc. The students who aspire for the same can take the benefit the scheme. The Library has many books related to such examinations.
- **Career Counseling Cell :** The College has formed a Career Counseling cell to guide students in respect of future plan. The campus placement facility can be provided to the students.
- **Canteen:** The College has its own well furnished Canteen (for refreshment to).
- **Laboratories :** The college is well equipped with laboratories and equipments to give the students hands on training. The college has Physics, Chemistry, Botany, Zoology, Microbiology Laboratories to meet needs the syllabi & offered courses.

RULES OF CONDUCT AND DISCIPLINE

- **Discipline :** Strict discipline is followed on the college campus. The students are advised to follow the instructions of the Principal and Teaching faculties. Students are expected to behave themselves at all times in a manner that befits the image and standing of the college. Any act of indiscipline or violation of rules will not be entertained. In case of such violation a strict action shall be taken against such students.
- **Attendance :** As per the University Rules, every student is required at least 75% attendance in the lectures. In case of any genuine reason the students or his / her guardian must inform the concerned authorities in writing, the reason of absence in advance.
- **Use of Mobile :** The mobile Phone are strictly prohibited in the College.

- **Dress Code** : To regulate discipline a dress code is to be observed by students which requires that they be formally dressed while on campus (for the five days of the week Mon., Tues, Thur., and Fri.) The Wednesday go with the choice based wearing still they should follow the moral and social conduct. The student should compulsorily wear apron before entering the laboratories.
- **Identity Card** : At the beginning of the session, the college provides the Identity Card to the students. It is compulsory for everyone to wear the card in the college campus in a prominently visible way. No students will be allowed to attend classes or other activities without the same.
- **Anti-Ragging Cell** : Ragging is strictly prohibited in the college campus as per the Maharashtra Prohibition on Ragging Act.1999. Any violation of the law deserves the strict disciplinary action.

Best Practices

- ❖ Use of ICT Tools and Resources in Teaching, Learning and Evaluation Process
- ❖ Tree plantation
- ❖ Botanical, Zoological excursion and Industrial Visits
- ❖ Organization of Seminars and Workshops
- ❖ Appreciation of Students and Staff
- ❖ Guidance to Students regarding Competitive Examinations
- ❖ Publication of Annual College Magazine
- ❖ Teacher sponsored Scholarships are given
- ❖ Academic Audit & Green Audit
- ❖ Counseling for Girls
- ❖ Dress Code for students
- ❖ Celebration of National and International Important Days
- ❖ Celebration of Birth and Death Anniversaries of the great personalities

2. Duties of the College :

To conduct various academic programmes approved by Punyashlok Ahilyadevi Holkar Solapur University, Solapur and undertake various activities that are contributory to this object.

3. Functions / Services provided by the college :

The colleges offers Under Graduate courses in Arts, Science and BBA, BCA as per the guidelines of Punyashlok Ahilyadevi Holkar Solapur University, Solapur. Colleges has a recognized YCMOU centre which offers different courses.

Manual- 2

Section 4(1) (b)(ii)

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 Calendar / Ordinance.
- * Power and duties of the other authorities including faculty / administration, library and laboratory staff are also in accordance with the laid down rules and regulations of the university as stated in the University Calendar.

Manual- 3:

Section 4(1)(b)(iii)

Procedure followed to take a decision on various matters

- * Decisions in organizing admissions, seminars, sports, extra-curricular activities, allocation of its work to teachers, preparation of time table, and guidelines for purchase of library books and lab, equipments 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.

Manual- 4
Section 4(1)(b)(iv)

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 Governing Body and Staff 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 Punyashlok Ahilyadevi Holkar Solapur University, Solapur, Staff Council and Governing Body of the College.

Manual- 5
Section 4(1)(b)(v)

Rules, regulations and instructions used

- * Statutes of the college as contemplated under Ordinance in University Calendar.
- * Regulations/ instructions for admission regarding all the courses (Undergraduate/ postgraduate) in accordance with Punyashlok Ahilyadevi Holkar Solapur University, Solapur notification / Staff Council Resolutions.
- * University Non-teaching Employees (Terms & Conditions of Service) Rules, 1971.
- * Various rules / instructions of the Punyashlok Ahilyadevi Holkar Solapur University, Solapur, 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.

Manual- 6
Section 4(1)(b)(vi)
Official Documents and their availability

- * **The College Timetable**
- * **Examination Schedule**
- * **Scholarship Notices**
- * **Administrative Notices**
- * **Student's Attendance Records**
- * **Student's Internal Assessment Records**
- * **Examination results 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 minutes are printed and maintained as confidential.**

Manual- 7
Section 4(1)(b)(vii)
Mode of Public Participation

- * **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.**

Manual - 8
Section 4(1)(b)(viii)

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

To manage the academic & administrative affairs of the college, following 34 committees are formed.

1. Teaching Learning And Evaluation
2. Alumni Committee (Unregistered)
3. College Examination
4. Career Counseling Employment/ UPSC/ MPSC/YCMOU/ Exam Centre
5. College Prospectus And Annual Report
6. College Development Committee (CDC)
7. College Annual Report
8. Uni. Youth Festival Committee is a part of cultural committee Science Club, Science Exhibition, and Cultural Committee , Debate, Elocution, Essay competitor
9. Website & Computer Centre Committee
10. College Magazine
11. Cycle Stand , Canteen, Discipline Committee
12. College Council
13. Staff Council
14. Educational Tours
15. Earn While Learn
16. Purchase, Finance and Budget Planning Committee.
17. Feedback Committee
18. Teacher-Guardian scheme, Mentor / Mentee Scheme
19. Gymkhana And Sports Committee
20. Library Committee

- 21. Internal Quality Assurance Cell**
- 22. Students Admission-- Sr. College Arts & Science**
- 23. Student's Admission-- Jr. College, Art/Commerce, Bifocal/ M.C.V.C**
- 24. Grievances Redressal Cell**
- 25. Students Council**
- 26. Students Attendance**
- 27. Time Table Committee**
- 28. College Research Committee (U.G.C. Proposals, Research Projects,
College Research Activities And Extension, Students Seminar**
- 29. Woman Cell And Sexual Harassment Prevention committee. Internal
Complaint Committee-ICC**
- 30. N.C.C.**
- 31. Anti-Ragging Committee**
- 32. RTI Act 2005 Assistant Information Officer, Information Officer First
Appellate Officer**
- 33. N.S.S**
- 34. College Website**

Manual - 9
Section 4(1)(b)(ix)

Directory of Officers and Employees

* **Directory of officers and employees is available on website.**

Teaching Staff

SR. NO.	NAME OF TEACHER	DESIGNATION	QUALIFICATION	Department / Subject
1.	Dr. H.S. Patil	Principal	M.Sc., M.Phil., Ph.D.	Statistics
2.	Dr. J.P. Zadbuke	Director of Phy.Edn.	M.P.Ed., NET, Ph.D.	Phy.Edu. & Sports
3.	Shri. M.D. Kamble	Associate Professor	M.Sc. , M.Phil.	Chemistry
4.	Shri. S.M. Kemdarne	Associate Professor	M.A.	Geography
5.	Shri. V.S. Sable	Associate Professor	M.A.	Geography
6.	Shri. V.A. Patil	Associate Professor	M.A. , M.Phil.	Political Scince
7.	Dr. R.V. Ajari	Professor	M.P.Ed., Ph.D.	Phy. Education
8.	Dr. N.R. Danane	Professor	M.A.SET, NET, M.Phil. Ph.D.	Marathi
9.	Dr. M.B. Gadekar	Associate Professor	M.A., M.Phil., SET, Ph.D.	English
10.	Dr. V.H. Waghmare	Assistant Professor	M.A., NET., Ph.D.	English
11.	Dr. G.R. Kashid	Associate Professor	M.A., Ph.D.	Hindi
12.	Dr. Smt. S.R. Muely	Assistant Professor	M.Sc., M.Phil, Ph.D.	Zoology
13.	Sou. A.P. Nandimath	Assistant Professor	M.Sc., M.Phil	Microbiology
14.	Shri. S.P. Zadbuke	Assistant Professor	M.P.Ed.	Physical Education
15.	Dr. V.P. Lingayat	Assistant Professor	M.A., NET, Ph.D.	Marathi
16.	Dr. S.K. Nainwad	Assistant Professor	M.A., SET, NET, Ph.D.	Hindi
17.	Shri. K.T. Vhanhuv	Assistant Professor	M.A. , SET	Political Science
18.	Dr. P.S. Gandhi	Assistant Professor	M.Ed., SET, Ph.D.	Education
19.	Shri. S.S. Mule	Assistant Professor	M.Sc., SET	Mathematics
20.	Shri. A.A. Jewalikar	Librarian	M.Lib., SET	Library
21.	Mrs. Dr.N.R. Doifode	Assistant Professor	M.Sc., Ph.D.	Microbiology
22.	Dr. J.K. Kashid	Assistant Professor	M.Sc., Ph.D.	Botany
23.	Mrs.Dr.K.N. Gaisamudre	Assistant Professor	M.Sc., Ph.D.	Botany
24.	Shri. Y.B. Mule	Assistant Professor	M.Sc., NET	Chemistry
25.	Dr. R.M. Mohite	Assistant Professor	M.Sc., Ph.D.	Physics

Non-Teaching Staff

SR. NO.	NAME OF Non-Teaching staff	DESIGNATION	QUALIFICATION	Department
1.	Shri. A.S. Waghmare	Sr. Clerk	B.A., MS-CIT Typing Eng.,Mar., Hindi	Office
2.	Shri. H.S. Kshirsagar	Laboratory Attendant	H.S.C.	Mathematics
3.	Shri. R.J. Shiral	Laboratory Attendant	B.A.	Botany
4.	Shri. V.S. Surwase	Library Attendant	M.A. LTC, B.Lib.	Library
5.	Shri. J.J. Gade	Laboratory Attendant	11 TH Pass	Statistics
6.	Shri. U.D. Madane	Laboratory Attendant	H.S.C.	Chemistry
7.	Shri. V.N. Khatal	Library Attendant	B.A. LTC, B.Lib.	Library
8.	Shri. S.S. Sevkar	Laboratory Attendant	B.A., MS-CIT Typing Eng. & Mar.	Physics
9.	Shri. A.D. Pawar	Laboratory Attendant	B.A.	Chemistry
10.	Shri. P.C. Pawar	Laboratory Attendant	B.Com. MS-CIT Typing Eng.,Mar., Hindi	Microbiology
11.	Shri. D.A. Waghe	Laboratory Attendant	B.A., MS-CIT Typing Eng. & Mar.	Botany
12.	Shri. S.P. Darade	Library Attendant	B.A. LTC, B.Lib.	Library
13.	Shri. P.M. Mastud	Laboratory Attendant	B.Sc., MS-CIT Typing Eng. & Mar.	Microbiology

Manual - 10
Section 4(1)(b)(x)

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 / Punyashlok Ahilyadevi Holkar Solapur University, Solapur / Govt. of Maharashtra and adopted by the college.

Manual - 11
Section 4(1)(b)(xi)

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.

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

Manner of execution of subsidy programmers

- * Not Applicable.

Manual - 13
Section 4(1)(b)(xiii)

Concessions granted by the College

- * Reservation policies of Government of India in principle as approved by the Punyashlok Ahilyadevi Holkar Solapur University, Solapur are followed. Scholarships are given to needy students.

Manual - 14
Section 4(1)(b)(xiv)

Information available in Electronic form

- * All the 17 manuals under RTI and other information about the College are available on College website.

- * Information made publicity available can be accessed at college website. All the information about college is available on our website.

Manual - 15
Section 4(1)(b)(xv) /

Means, methods and facilities available to citizens for obtaining information

- * **Unrestricted Access to Website.**
- * **Citizens may submit a written application for information to the Public Information Officer.**
- * **Through the notice boards, relevant brochures and various other rules which are available in print 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.**

Manual - 16
Section 4(1)(b)(xvi)

- * **Public Information Officer-**
- * **Shri A.S. Waghmare**
Sr. Clerk
Shriman Bhausahab Zadbuke Mahavidyalaya, Barshi
- * **Appellate Authority**
- * **Dr. H.S Patil,**
Principal,
Shriman Bhausahab Zadbuke Mahavidyalaya, Barshi .

Manual - 17
Section 4(1)(b)(xvii)
Other Useful Information

The person seeking information may apply on a plain paper giving particulars of information being sought and her 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 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 Punyashlok Ahilyadevi Holkar Solapur University, Solapur. 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 subject to availability of information in soft form, the fee will be Rs.50/- per disk.
- * 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.

<http://sbzmb.org/Downloads/RecentNews/SBZ%20Manual-17.pdf>