



Anekant Education Society's

Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati

Autonomous

**RIGHT TO INFORMATION ACT, 2005 MANUAL u/s 4(1)
(B) OF ACT**

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UNDER THE RIGHT TO INFORMATION ACT

A) COLLEGE FUNCTIONS AND DUTIES:

Name of the Institute : **Tuljaram Chaturchand College of Arts, Science and Commerce, Baramati**

Address : P.O.Box 51, Tal.Baramati, Dist. Pune 413102

Head of the Institute: **Dr. Chandrashekhar Murumkar (Principal)**

Head of the Administrative office : **Mr. Abhinandan Shah (Registrar)**

Government Dept.: **The Higher and Technical Education Department, Government of Maharashtra**

Administrative Dept: **The Joint Director of Higher Education, Government of Maharashtra**

Area : Baramati (Rural)

Organization, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of Tuljaram Chaturchand College and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are:

1. Principal
2. Professor
3. Associate Professors
4. Assistant Professors
5. Librarian
6. Assistant Professors (Non-Grant)
7. Registrar
8. Office Superintendent
9. Stenographer
10. Assistant Librarian
11. Head Clerk
12. Senior Clerks
13. Junior Clerks
14. Library Clerks
15. Laboratory Assistants
16. Laboratory Attendants
17. Library Attendants
18. Peons

B) THE POWERS & DUTIES OF OFFICERS & EMPLOYEES

1. Powers of Principal

Subject to the supervision and general control of the Savitribai Phule Pune University and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time, especially as under the Statutes for Autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

TEACHERS AND THEIR RESPONSIBILITIES :

Teachers are expected to :

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- b) Manage their private affairs in a manner consistent with the dignity of the profession.
- c) Make professional growth continuous through study and research.

- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e) Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University & college examinations, including supervision, invigilation and evaluation; and
- h) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS :

Teachers are expected to:

- a) Respect the right and dignity of the student in expressing his / her opinion
- b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- e) Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- g) Pay attention to only the attainments of the student in the assessment of merit
- h) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i) Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students,

colleagues or administration.

TEACHERS AND COLLEAGUES – Teachers are expected to:

- a) Treat other members of the profession in the same manner as they themselves wish to be treated.
- b) Speak respectfully of other teachers and render assistance for professional betterment.
- c) Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d) Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

TEACHERS AND AUTHORITIES - Teachers are expected to:

- a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- b) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c) Co-operate in the formulation of policies of the institution and accept offices.
- d) Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e) Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f) Give and expect due notice before a change of position is made
- g) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic

schedule.

TEACHERS AND NON-TEACHING STAFF:

Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

TEACHERS AND GUARDIANS:

Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

TEACHERS AND SOCIETY

- a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b) Work to improve education in the community and strengthen the community's moral and intellectual life.
- c) Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- d) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

C) DUTIES AND RESPONSIBILITIES ASSIGNED TO NON-TEACHING EMPLOYEES MENTIONED IN THE STANDARD CODE 1984 OF MAHARASHTRA GOVERNMENT AND MAHARASHTRA CIVIL SERVICE RULES.

Registrar (Head of the Non-teaching Staff):

- a) The Registrar shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
- b) The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.

- c) The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- d) The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e) The Registrar shall coordinate the work in the College amongst the teaching and non- teaching staff.
- f) The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- g) The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
- h) The Registrar shall sign letters issued from the College office of a routine nature.
- i) The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- j) The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
- k) The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College.

Superintendent :

- a) The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b) He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- c) He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may

deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.

- d) It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.
- e) He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f) He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g) The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
- h) The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i) He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j) The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k) The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
- l) Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

Accountant:

- a) The Accountant shall inform periodically on the financial position of the College to the the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
- b) He shall attend to all the Government scrutiny, inspections and audit.
- c) He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.
- d) He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e) If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- f) The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

Head Clerk or Deputy Accountant:

- a) Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
- b) He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c) He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
- d) He shall be responsible for the smooth, efficient and effective working of the

office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.

- e) He shall train the members of his department and provide guidance to all.
- f) He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- g) He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h) He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- i) He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j) He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
- k) He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l) He shall attend to audit queries and reply to audit report, and also submit necessary statement of accounts.
- m) He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n) He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o) If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
- p) He shall attend to any other work assigned to him from time to time by the Higher Authorities.

All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

Librarian:

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

1. Planning new services for the Library.
2. Making rules for the Library
3. Acquisitions and Gift books selection
4. Classification
5. Catalogue entries – checking & keywords
6. Software for Library
7. Library Committee
8. Correspondence
9. Signatory for all bills, correspondence notices.
10. HRD special issues
11. Maintaining Discipline in Library
12. Replacement of Library books lost
13. Assigning work to the Library Staff
14. Weeding out
15. Reference to teachers, students, visitors
16. Reports to be submitted to Auditors, UGC/IQAC, Principal
17. Library Annual Report
18. Library Orientation Lectures & Tours
19. Honours in Library Science
20. Training Staff

Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

1. Gift Book Processing
2. Catalogue – Data entry
3. Library Notices – Drafting, putting up notices on the Library Notice board
4. Displays

5. Binding of Books & Journals
6. Journals – General supervision
7. Discipline in the Library
8. Solar System & Panel
9. Library Clearance
10. Correspondence – Print & Dispatch
11. Library Maintenance – Liaison with Administrator
12. Hardware & Network – Liaison with Knowledge Centre
13. HRD day to day
14. Library Statistics
15. Library Membership
16. Summer cleaning administration
17. Weeding out
18. Reference
19. Printing of Spine / Book/ Barcode Labels
20. Library Orientation Tours
21. Any other work assigned by the Librarian from time to time.

Library Clerks:

1. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
2. Display of recent arrivals of books, binding of old books
3. Plastic binding of new books, printing of Journal Labels
4. Library Shelf / Stack guides
5. Library Membership
6. Printing of Spine / Book / Barcode Labels
7. Stationery – Purchase & Distribution
8. Printing of Stationery & circulation
9. Liaison with Administrator
10. Liaison with Knowledge Centre
11. Circulation – overdue books – Phone reminders
12. Multimedia Management
13. Assisting Librarian in acquisition work
14. Typing & Other Assistance to Librarian
15. Any other work assigned by the Librarian from time to time

Library Attendants:

1. Issue / Return of books
2. Writing statistics of issue / return
3. Label pasting (Spine, Book & Barcode)
4. Shelving of Books & dusting
5. Shelving of Journals
6. Summer cleaning
7. Physical Verification of Books
8. Any other work assigned by the Librarian from time to time

D) THE PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process as outlined in the University Statutes on Autonomy are followed.

E) THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

The norms set by the Autonomous College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and general public.

F) THE RULES, REGULATIONS, INSTRUCTIONS MANUALS AND RECORDS HELD OR USED BY EMPLOYERS FOR DISCHARGING THEIR FUNCTIONS:

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra,

Savitribai Phule Pune University, Pune.

The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules.

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks
7.	Student Term Books
8.	Cash Book
9.	Book Accession Register
10.	Return Book Register
11.	Daily Reference Book Register
12.	Prof. Issue-Return Book Register
13.	Periodical / Journal Register
14.	Donated Books Accession Register

G) A STATEMENT OF CATEGORIES AND DOCUMENTS THAT ARE HELD OR UNDER CONTROL:

Sr. No.	Particulars	Period of preservation
1.	Salary Register	30 years
2.	Dead Stock Register	30 years
3.	General Register	30 years
4.	Consolidated Annual Results	30 years
5.	Admission Forms	3 years
6.	College Handbooks	30 years
7.	Student Term Books	30 years
8.	Cash Book	30 years
9.	Book Accession Register	30 Years

H) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF:

- a) A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website www.tccollege.org there is also an email I.D. of the College principal.tcc@tccollege.org where clarifications on various College educational programmes are responded to.
- b) The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

I) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the Savitribai Phule Pune University, Pune.

1. Governing Council
2. Academic Council
3. Boards of Studies
4. Finance Board
5. The Examination Committee
6. The Internal Quality Assurance Cell (IQAC)
7. Women's Development Cell
8. Students Placement Committee

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College under Autonomy and in other sections and are displayed on the website and in the College handbook.

**J) TEACHING AND NON-TEACHING STAFF OF T.C. COLLEGE-
AUTONOMOUS.**

S. No.	Name of the Employee	Designation	Subject / Section
1	Dr.Chandrashekhar V. Murumkar	Principal	Botany
2	Dr. Bhagwan S.Mali	Professor	Botany
3	Dr. Mahadeo B. Kanade	Professor	Botany
4	Dr. Sanjay R. Kale	Associate Professor	Chemistry
5	Mr. Shrikrushna T. Salunke	Associate Professor	Chemistry
6	Dr. Samadhan K. Patil	Professor	Economics
7	Dr.Jagdish D. Deshpande	Associate Professor	Electronic Science
8	Mr. Shivaji H.Gawade	Associate Professor	Electronic Science
9	Dr. Ajay A. Dhawale	Associate Professor	English
10	Dr. Shashank B.Mane	Professor	English
11	Dr.Sachin N.Gadekar	Associate Professor	English
12	Dr.Sandeep S.Tardalkar	Associate Professor	History
13	Dr.Seema A. Naik	Professor	Marathi
14	Dr. Sunil T. Pawar	Professor	Microbiology
15	Dr. Milind H.Gajbhiye	Professor	Microbiology
16	Dr. Smt.Yogini R.Mulay	Professor	Microbiology
17	Dr. Pandurang C.Pingale	Professor	Physics
18	Dr. Ashok E.Kalange	Professor	Physics
19	Dr. Ramchandra T. Sapkal	Associate Professor	Physics
20	Dr. Avinash S. Jagtap	Professor	Statistics
21	Dr. Vikas C. Kakade	Professor	Statistics
22	Dr. Vitthal B. Nale	Associate Professor	Zoology
23	Dr. Ajit B. Telave	Associate Professor	Botany
24	Dr.Smt.Rupali D. Chitale	Assistant Professor	Botany
25	Mr. Bhimrao R.Torane	Assistant Professor	Chemistry
26	Mr. Maharudra A. Dudhe	Assistant Professor	Chemistry
27	Mr. Ravikiranamrut R.Gandhi	Assistant Professor	Chemistry
28	Mr. Vaibhav P. Landge	Assistant Professor	Chemistry

29	Dr. Yogesh N. Indulkar	Assistant Professor	Chemistry
30	Dr. Janardhan K. Pawar	Assistant Professor	Commerce
31	Dr. Niranjan R. Shah	Assistant Professor	Commerce
32	Mr. Vivek A. Bale	Assistant Professor	Commerce
33	Mr. Sandip B. Sable	Assistant Professor	Economics
34	Dr. Chandrakant P. Kamble	Assistant Professor	Economics
35	Dr. Rahul N. Dhumal	Assistant Professor	Economics
36	Mr. Krushna V. Kulkarni	Assistant Professor	Economics
37	Mr. Manoj B. Kavathekar	Assistant Professor	English
38	Dr. Sushil A. Deshmukh	Associate Professor	English
39	Dr. Asaram S. Jadhav	Assistant Professor	Geography
40	Dr. Arun S. Magar	Assistant Professor	Geography
41	Dr. Pradip R. Sarawade	Assistant Professor	Hindi
42	Dr. Pratibha A. Jawale	Assistant Professor	Hindi
43	Dr. Sunil S. Lokhande	Assistant Professor	History
44	Dr. Mukta R. Ambhere	Associate Professor	Marathi
45	Dr. Sandip R. Tapkir	Assistant Professor	Marathi
46	Dr. Sunil K. Khamgal	Assistant Professor	Marathi
47	Mr. Sadashiv R. Puranik	Assistant Professor	Mathematics
48	Mrs. Varsha H. Shinde	Assistant Professor	Mathematics
49	Mr. Prakash B. Fulari	Assistant Professor	Mathematics
50	Dr. Rajendra D. Kale	Assistant Professor	Physics
51	Dr. Sachin B. Kulkarni	Assistant Professor	Physics
52	Dr. Hanumant V. Phatak	Assistant Professor	Political Science
53	Dr. Vijaykumar B. Shinde	Assistant Professor	Psychology
54	Mr. Vinayak S. Lashkar	Assistant Professor	Sociology
55	Dr. Neeta K. Dhane	Assistant Professor	Statistics
56	Dr. Mrs. Vaishali V. Patil	Assistant Professor	Statistics
57	Mr. Sandip P. Chordiya	Assistant Professor	Zoology
58	Dr. Gautam S. Jadhav	Assistant Professor	Physical Education
59	Mr. Amar K. Kulkarni	Assistant Professor	Librarian

Non-Teaching Staff			
S. No.	Name of the Employee	Designation	Subject / Section
1	Shri. Shah Abhinanda Bharatlal	Registrar	Administration Office
2	Shri. Bhosale Vikas Sawalaram	Office Superintendent	Administration Office
3	Smt. Birbale Smita Sidhling	Head Clerk	Account Section
4	Shri. Linge Dnyaneshwar Pandurang	Assistant Librarian	Library
5	Smt. Sangai Sushma Manoj	Junior Steno	Principal Office
6	Shri. Kumbhar Dattatray Ramchandra	Junior Clerk	Junior Faculty Section
7	Shri. Solankar Amol Madhukar	Junior Clerk	Scholarship & Freeship Section
8	Shri. Deokar Santosh Dadaram	Junior Clerk	Exam Section
9	Shri. Patil Amol Shivaji	Junior Clerk	Account Section (NG)
10	Shri. Deore Rakesh Shridhar	Junior Clerk	Store Section
11	Shri. Tate Gurunath Namdeo	Junior Clerk	Account Section (G)
12	Shri. Bhosale Nitin Popat	Library Clerk	Library
13	Shri. Shrungare Kalidas Ramrao	Laboratory Assistant	Zoology Department
14	Shri. Bhosale Shivaji Zumber	Laboratory Assistant	Microbiology Department
15	Shri. Meths Rajesh Dhanyakumar	Laboratory Assistant	Account Section
16	Shri. Arde Balbhim Maruti	Laboratory Assistant	Chemistry Department
17	Shri. Kore Babu Bhau	Laboratory Assistant	Electronics Department
18	Shri. More Shankar Tulshiram	Laboratory Assistant	Botany Department
19	Shri. Mohare Vishwanath Kisan	Laboratory Assistant	Physics Department
20	Shri. Jagtap Tukaram Mahipati	Laboratory Attendant	Chemistry Department
21	Shri. Jadhav Alankar Nathu	Laboratory Attendant	Chemistry Department
22	Shri. Mehata Vijaykumar Ramanlal	Laboratory Attendant	Microbiology Department
23	Shri. Shende Nanaso Jagannath	Laboratory Attendant	Botany Department
24	Shri. Bankar Bharat Sopan	Laboratory Attendant	Botany Department
25	Shri. Walake Yashwant Bansi	Laboratory Attendant	Physics Department
26	Shri. Nikumbe Amrut Bhatu	Laboratory Attendant	B.Voc. Department
27	Shri. Kothmire Satish Baban	Laboratory Attendant	Chemistry Department
28	Shri. Shah Manoj Jaykumar	Laboratory Attendant	Computer Sci. Department
29	Shri. Mane Sanjay Kashinath	Laboratory Attendant	Gymkhana Department

30	Shri. Shaikh Mohsin Abdulgani	Laboratory Attendant	Exam Section
31	Shri. Zagade Dipak Subhash	Laboratory Attendant	Microbiology Department
32	Shri. Burse Sushil Ashok	Laboratory Attendant	Establishment Section
33	Shri. Shinde Bapu Pandurang	Laboratory Attendant	Store Section (Wireman)
34	Shri. Kare Rajendra Govind	Laboratory Attendant	Physics Department
35	Shri. Bhalchim Hemaji Dundha	Laboratory Attendant	Office
36	Shri. Salave Anand Shantaram	Laboratory Attendant	Office
37	Shri. Zhurunge Ganesh Maruti	Laboratory Attendant	Inward / Outward section
38	Shri. Hedau Arvind Shriramji	Laboratory Attendant	Computer Sci. Department
39	Shri. Mahadeo Chandrakant Bhise	Laboratory Attendant	Senior faculty / Exam Section
40	Shri. Puri Babasaheb Keshav	Library Attendant	Library
41	Shri. Mandage Nandkumar Dattoba	Library Attendant	Library
42	Shri. Jadhav Anil Pandurang	Library Attendant	Microbiology Department
43	Shri. Shelar Shashikant Kerba	Library Attendant	Library
44	Shri. Jadhav Satish Ganpat	Library Attendant	Electronics Department
45	Shri. Bagade Vikas Shrawan	Library Attendant	Statistics Department
46	Shri. Shah Shreyansh Bharat	Library Attendant	Junior Faculty Section
47	Shri. Papinkumbar Bhaskar Bhandwalkar	Library Attendant	Exam Section
48	Shri. Pandharkar Popat Haribhau	Peon	Electronics Department
49	Shri. Bhosale Subhash Dashrath	Peon	Chemistry Department
50	Shri. Joshi Rajesh Pranshankar	Peon	Physics Department
51	Shri. Jamdade Dilip Dhondiba	Peon	Library
52	Shri. More Kishor Dadaso	Peon	Zoology Department
53	Shri. Shingade Kashinath Mandeo	Peon	Office
54	Shri. Sandip Shinde	Peon	Office
55	Shri. Amol Shilwant	Peon	Garden

K) THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS.

Sr. No.	Designation	Pay Metrix Level	Pay Band
1.	Principal	S-14	144200-218200
2.	Professor	S-14	131400-217100
3.	Associate Professors	S-13A	131400-217100
5.	Assistant Professors	S-10	57700-182400
6.	Librarian / Physical Director	S-11	68900-205500
7.	Registrar	S-16	44900-142400
8.	Superintendent	S-14	38600-122800
9.	Jr. Stenographer	S-14	38600-122800
9.	Head Clerk	S-13	35400-112400
11.	Assistant Librarian	S-10	29200-92300
12.	Sr. Clerks	S-8	25500-81100
13.	Jr. Clerks	S-7	21700-69100
14.	Laboratory Assistants	S-7	21700-69100
15.	Library Assistants	S-7	21700-69100
16.	Library Attendants	S-7	21700-69100
17.	Library Clerks	S-6	19900-63200
18.	Laboratory Attendants	S-6	19900-63200
19.	Peons	S-3	16600-52400

Non-Grant Basis Faculty

S. No.	Name of the Employee	Designation	Subject / Section
1	Vilas Vasantrao Kardile	Assistant Professor	Comp.Sci.
2	Upendra Durgadasrao Choudhari	Assistant Professor	Comp.Sci.
3	Abhijeet Dnyaneshwar Mankar	Assistant Professor	Comp.Sci.
4	Vishal Vilaskumar Shaha	Assistant Professor	Comp.Sci.
5	Rahul Adesh Shah	Assistant Professor	Comp.Sci.
6	Prajakta Pankaj Kulkarni	Assistant Professor	Comp.Sci.
7	Sudha Pradeep Patil	Assistant Professor	BCA
8	Chavan Deepali Shahaji	Assistant Professor	BBA
9	Jadhav Shaila Shivaji	Assistant Professor	Mathematics
10	Wazid Ali Khan	Assistant Professor	Food Processing & Post Harvesting

11	Rahul Prabhakar Chaudhari	Assistant Professor	Journalism & mass Communication
12	Mahesh Subhash Phule	Assistant Professor	Retail Management
13	Ranjeet Vijay Pandit	Assistant Professor	Journalism & mass Communication
14	Swapnil Pandurang Chemte	Assistant Professor	Comp.Sci.
15	Reshma Dattatray Babar	Assistant Professor	BBA (CA)
16	Shivarkar Vaishnavi Kishor	Assistant Professor	BBA (CA)
17	Ashwini Vikrant Bhosale	Assistant Professor	BBA (CA)
18	Dattatray Sadashiv Arade	Assistant Professor	BBA (CA)
19	Madhuri Ratnakant Saste	Assistant Professor	BBA (CA)
20	Smita Ashok Kachare	Assistant Professor	BBA (CA)
21	Joystna Pratik Gharge	Assistant Professor	BBA (CA)
22	Nyajmin Hanif Shaikh	Assistant Professor	BBA (CA)
23	Amruta Bharat Parlekar	Assistant Professor	BBA
24	Anita Mukund Jarande	Assistant Professor	BBA
25	Pooja Pramod Kasar	Assistant Professor	BBA
26	Sejal Mohan Ahiwale	Assistant Professor	BBA
27	Deepak Vasantao Munguskar	Assistant Professor	Lib.Sci.
28	Amol Subhash Atole	Assistant Professor	Lib.Sci.
29	Kajal Hanumant Kolekar	Assistant Professor	Lib. & Inf. Sci.
30	Shubhangi Eknath Bhosale	Assistant Professor	Physics
31	Sujit Sambhaji Mhaske	Assistant Professor	Physics
32	Supriya Shivaji Deokate	Assistant Professor	Chemistry
33	Jyoti Tukaram Waghmode	Assistant Professor	Chemistry
34	Gadadare Reshma Tukaram	Assistant Professor	Chemistry
35	Gayatri Deepak Pirale	Assistant Professor	Chemistry
36	Sonali Popat Nale	Assistant Professor	Chemistry
37	Anjali Narayan Bhong	Assistant Professor	Chemistry
38	Geetanjali Sanjay Bhunje	Assistant Professor	Chemistry
39	Swati Abaso Deokate	Assistant Professor	Chemistry
40	Kalpna Hanumant Surnavar	Assistant Professor	Chemistry
41	Farhin Hamid Shaikh	Assistant Professor	Chemistry
42	Harshad Jyotiram Salunkhe	Assistant Professor	Chemistry
43	Prasad Jalindar Bankar	Assistant Professor	Botany
44	Sourabh Ramchandra Chandankar	Assistant Professor	Botany
45	Rupali Pratik Jagtap	Assistant Professor	Botany

46	Sangram Bharat Thorat	Assistant Professor	Botany
47	Supriya Kondiba Thombare	Assistant Professor	Botany
48	Tejas Sudhir Nevase	Assistant Professor	Botany
49	Raksha Balkrishna Sutar	Assistant Professor	Zoology
50	Shital Kalidas Jamble	Assistant Professor	Zoology
51	Shivani Shashikant Dombale	Assistant Professor	Zoology
52	Sharvari Vishal Shah	Assistant Professor	Zoology
53	Sudharshan Rambhau Markad	Assistant Professor	Zoology
54	Shital Amarsinh Gawade	Assistant Professor	Electronics
55	Priya Dadasaheb Rupanawar	Assistant Professor	Electronics
56	Suhas Namdev Patil	Assistant Professor	Electronics
57	Patil Shweta Sanjay	Assistant Professor	Electronics
58	Shinde Priyanka Kishor	Assistant Professor	Electronics
59	Kajal Ramesh Adsul	Assistant Professor	Electronics
60	Sonali Vasant Kate	Assistant Professor	Mathematics
61	Nikita Rajendra Shinde	Assistant Professor	Mathematics
62	Amruta Dipkraj Patil	Assistant Professor	Mathematics
63	Sachin Yashwant Jadhav	Assistant Professor	Mathematics
64	Rupali Tukaram Kadam	Assistant Professor	Mathematics
65	Kalyani Chandrakant Kale	Assistant Professor	Statistics
66	Pooja Sujit Gaikwad	Assistant Professor	Statistics
67	Priya Nanasaheb Rakate	Assistant Professor	Statistics
68	Anikta Gajanan Deshmukh	Assistant Professor	Statistics
69	Shital Balu Choudhar	Assistant Professor	Statistics
70	Komal Ramchandra Jagtap	Assistant Professor	Microbiology
71	Priti Chaurangnath Bhosale	Assistant Professor	Microbiology
72	Prajakta Dattatray Markale	Assistant Professor	Microbiology
73	Kajal Mahadev Gaikwad	Assistant Professor	Microbiology
74	Sneha Gopinath Mane	Assistant Professor	Microbiology
75	Nikita Tatyasaheb Deokate	Assistant Professor	Microbiology
76	Surshri Surendrakumar Sonawane	Assistant Professor	Environment Science
77	Abhijit Dhanaji More	Assistant Professor	Environment Science
78	Sarita Jibhau Wagh	Assistant Professor	Environment Science
79	Shashikant Chandrakant Nakate	Assistant Professor	Comp.Sci.
80	Purushottam Suresh Dixit	Assistant Professor	Comp.Sci.
81	Asmita Amol Bhagat	Assistant Professor	Comp.Sci.

82	Poornima Chandrashekhar Swami	Assistant Professor	Comp.Sci.
83	Kalyani Waman Londhe	Assistant Professor	Comp.Sci.
84	Komal Manoj Theurkar	Assistant Professor	Comp.Sci.
85	Bharti Rajkumar Deokate	Assistant Professor	Comp.Sci.
86	Naziya Shahabuddin Attar	Assistant Professor	Comp.Sci.
87	Lata Sandip Jadhav	Assistant Professor	Comp.Sci.
88	Vrushali Mohan Khaire	Assistant Professor	Comp.Sci.
89	Puja Arun Shinde	Assistant Professor	Comp.Sci.
90	Puja Amit Vhora	Assistant Professor	Commerce
91	Manisha Balbhim Bhosale	Assistant Professor	Commerce
92	Bharat Dattatraya Ugade	Assistant Professor	Commerce
93	Siddharth Prabhakar Sorate	Assistant Professor	E-Commerce & Digital Marketing
94	Sunil Janardan Pawar	Assistant Professor	E-Commerce & Digital Marketing
95	A Gayathri Nandhakumar	Assistant Professor	Journalism & mass Communication
96	Rutuja Suresh Agam	Assistant Professor	Journalism & mass Communication
97	Vaibhavi Anil Bhosale	Assistant Professor	Food Processing & Post Harvesting
98	Shreeja Rajendra Deokar	Assistant Professor	Food Processing & Post Harvesting
99	Asavari Dnyaneshwar Katekar	Assistant Professor	Food Processing & Post Harvesting
100	Tilotama Ramchandra Pawar	Assistant Professor	Food Processing & Post Harvesting
101	Kajal Sunil Pisal	Assistant Professor	Food Processing & Post Harvesting
102	Shubhada Sunil Patwardhan	Assistant Professor	Dairy Technology
103	Nikita Baban More	Assistant Professor	Dairy Technology
104	Sejal Chhagan Atole	Assistant Professor	Dairy Technology
105	Sudhir Kisan Taware	Assistant Professor	Retail Management
106	Amruta Ameay Wagh	Assistant Professor	Retail Management
107	Archana Nitin Kadam	Assistant Professor	Retail Management
108	Ashwarya Rajan Waghmare	Assistant Professor	Hindi
109	Pratik Suresh Adagale	Assistant Professor	Economics
110	Venkat Janardhan Wadgave	Assistant Professor	Economics
111	Digambar Tulsidas Mohite	Assistant Professor	History
112	Shobha Bhimappa Kanade	Assistant Professor	History
113	Jyotiram Namdeo Awate	Assistant Professor	Psychology
114	Jagtap Ramchandra Dadaso	Assistant Professor	Yoga

115	Raje Akshata Sagar	Assistant Professor	Geography
116	Nagare Krushnat Jaywant	Assistant Professor	Philosophy Logic
117	Anirudha Ajit Killedar	Assistant Professor	Sanskrit
118	Rajkumar Dadarao Tarade	Assistant Professor	Marathi
	Suhas B. Dere	Assistant Professor	Phy.Edu.
	Shivaji H. Pawar	Assistant Professor	Physics
	Shashikant J. Chavan	Assistant Professor	Botany
	Kale Krushna Ashok	Assistant Professor	ED/Placement
	Devidas Vijay Bhosale	Assistant Professor	Defence Studies
	Megha Rajesh Badve	Assistant Professor	Commerce
	Aparna Madhukar Pawar	Assistant Professor	Electronics
	Dhawal Vidyachandra Doshi	Assistant Professor	Microbiology
	Rahul Subhash Bhondwe	Assistant Professor	Chemistry
	Chandrashekhhar Panchayya Swami	Assistant Professor	Statistics
	Madhuri Pravinkumar Patil	Assistant Professor	Botany
	Sandip Bhimrao Kakade	Assistant Professor	Physics
	Deepali Maruti Sangale	Assistant Professor	Zoology
	Vijay Sampat Mohite	Assistant Professor	Physics
	Swapnil Jinendra Rajoba	Assistant Professor	Physics
	Ganesh Sayaji Lonkar	Assistant Professor	Physics
	Suhas Maruti Raut	Assistant Professor	English
	Gore Smita Hemant	Assistant Professor	English
	Sandesh Vilas Rathod	Assistant Professor	English
	Rahul Suresh Pawar	Assistant Professor	English
	Jotiram Sakharam Ghadage	Assistant Professor	Economics
	Varsha Haibati Bhosale	Assistant Professor	Economics
	Ramkishan Sakharam Awad	Assistant Professor	Defence Studies
	Amol Popat Lokhande	Assistant Professor	Defence Studies
	Vinayak Dadasaheb Chavan	Assistant Professor	Geography
	Sachin Chandrakant Memane	Assistant Professor	Geography
	Ganesh Murlidhar Dhame	Assistant Professor	Psychology
	Datta Vishwanath Londhe	Assistant Professor	Psychology
	Chavan Nitin Rajaram	Assistant Professor	Sociology
	Raju Deoram Pande	Assistant Professor	Politics
119	Mante Kailash Badrinath	Assistant Professor	Politics
120	Dinesh Sambhaji Gore	Assistant Professor	Commerce

121	Shweta Madhukar Borawake	Assistant Professor	Commerce
122	Reshma Mohiddin Pathan	Assistant Professor	Commerce
	Ravindra Shankar More	Assistant Professor	Commerce
	Nilam Chandrakant Dige	Assistant Professor	Chemistry
	Sarita Dipak Wadkar	Assistant Professor	Statistics
	Priti Manohar Mohite	Assistant Professor	Statistics
	Nilambari Arvind Jagtap	Assistant Professor	Statistics
	Jayashree Pandurang Gadade	Assistant Professor	Botany
	Aniket Pradip Waghmode	Assistant Professor	Botany
	More Kishor Uttam	Assistant Professor	Zoology
	Mayur Sharad Shitole	Assistant Professor	Zoology
	Varsha Hanumant Bhong	Assistant Professor	Zoology
	Keshav Hari Kawar	Assistant Professor	Zoology
	Aniket Siddhaling Kothawale	Assistant Professor	Electronics
	Poornima Navnath Kamble	Assistant Professor	Microbiology

L) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

There are no subsidies received by the College. Government Scholarships to Backward Group students are processed through the college and disbursed directly to the students.

M) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATION:

As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis. Concessions for travel to their hometowns by rail are processed by the College.

N) Details in respect of the information available to or held or reduced in an electronic form.

Tuljram Chaturchand College of Arts, Science and Commerce, Baramati has an official website on internet. For further information log on to www.tccollege.org

Information about the College, various courses, admissions, fee structure, hostel

accommodation etc. is available on the College website.

O) The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:

- a. Visiting time for the Principal: 11.30 a.m. to 3.30 p.m.
- b. Website : www.tccollege.org
3. Telephone Nos. : 02112-222405
4. Library Time : 08.00 a.m. to 06.00 p.m.

Generally the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.

P) The names, designation and other particulars of the Public Information Officers.

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Shri. Abhinandan Bhartlal Shah (Registrar)	Tuljram Chaturchand College, P.O.Box 51, Tal. Baramati, Dist. Pune 413102
2.	Assistant Public Information Officer	Shri. Vikas Savalaram Bhosale (Office Superiendiant)	
3.	1 st Appellate Authority	Dr. Chandrashekar Vasanttrao Murumkar (Principal)	