



Anekant Education Society's

# **TuljaramChaturchand 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. Avinash Jagtap (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**

### **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 room 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 malafide 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 of 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-officiomember-secretary.

- e) The Registrar shall coordinate the work in the College amongst the teaching and non- teachingstaff.
- 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 routinenature.
- 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 thisconnection.
- 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.

**Office 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 noimprovement.
- 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 maybe.
- 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:

- a) Planning new services for the Library.
- b) Making rules for the Library
- c) Acquisitions and Gift books selection
- d) Classification
- e) Catalogue entries – checking & keywords
- f) Software for Library
- g) Library Committee
- h) Correspondence
- i) Signatory for all bills, correspondence notices.
- j) HRD special issues
- k) Maintaining Discipline in Library
- l) Replacement of Library books lost
- m) Assigning work to the Library Staff
- n) Weeding out
- o) Reference to teachers, students, visitors
- p) Reports to be submitted to Auditors, UGC/IQAC, Principal
- q) Library Annual Report
- r) Library Orientation Lectures & Tours
- s) Honours in Library Science
- t) Training Staff

**Assistant Librarian:**

The Job responsibilities of an Assistant Librarian are as follows:

- a) Catalogue – Data entry
- b) Library Notices – Drafting, putting up notices on the Library Noticeboard
- c) Displays
- d) Binding of Books & Journals
- e) Journals – General supervision
- f) Discipline in the Library
- g) Solar System & Panel
- h) Library Clearance
- i) Correspondence – Print & Dispatch
- j) Library Maintenance – Liaison with Administrator

- k) Hardware & Network – Liaison with Knowledge Centre
- l) HRD day today
- m) Library Statistics
- n) Library Membership
- o) Summer cleaning administration
- p) Weeding out
- q) Reference
- r) Printing of Spine / Book/ Barcode Labels
- s) Library Orientation Tours
- t) Any other work assigned by the Librarian from time to time.

**Clerk in Establishment Section:**

- a) Maintain personal files of teaching and non-teaching staff.
- b) Maintain attendance registers of teaching and non-teaching staff.
- c) Maintain service books.
- d) Maintain leave record of staff.
- e) Issue of advertisement for recruitment of teaching and non-teaching staff.
- f) Getting approval from University in concern with Principal.
- g) Preparing proposals for approval of staff by University of Pune
- h) Maintaining of all the files duly numbered updated in all respects
- i) Any other duties assigned by the Principal from time to time

**Clerk in Admission Section:**

- a) Custody of original documents of students and their final disposal.
- b) Collect the T.C. Eligibility forms
- c) To issue Transfer Certificate to students whenever they approach promptly ensuring that 'No Dues Certificate' is receivable from the students.
- d) To prepare merit list of all the students admitted to first year category wise as required by Directorate of Technical Education, Maharashtra and submit the same to Directorate of Technical Education, Maharashtra for their approval in a time bound manner.
- e) Typing all the letters pertaining to the section and at the time of emergency typing other work assigned by Office super indent and Officers
- f) While interacting with students, past students, faculty and staff, he shall always behave courteously and extend all the assistance willingly

- g) Any other duties assigned by the Principal from time to time.

**Library Clerks:**

- a) Journal subscription, renewal, receipt of current issues, reminders, Journal binding, Journal accessioning & data entry
- b) Display of recent arrivals of books, binding of old books
- c) Plastic binding of new books, printing of Journal Labels
- d) Library Shelf / Stack guides
- e) Library Membership
- f) Printing of Spine / Book / Barcode Labels
- g) Stationery – Purchase & Distribution
- h) Printing of Stationery & circulation
- i) Liaison with Administrator
- j) Liaison with Knowledge Centre
- k) Circulation – overdue books – Phone reminders
- l) Multimedia Management
- m) Assisting Librarian in acquisition work
- n) Typing & Other Assistance to Librarian
- o) Any other work assigned by the Librarian from time to time

**Library Attendants:**

- a) Issue / Return of books
- b) Writing statistics of issue / return
- c) Label pasting (Spine, Book & Barcode)
- d) Shelving of Books & dusting
- e) Shelving of Journals
- f) Summer cleaning
- g) Physical Verification of Books
- h) Any other work assigned by the Librarian from time to time

**Laboratory Assistant & Laboratory Attendant :**

Lab Assistant or Laboratory Attendant for assist to the teacher and conduct the experimentations during the practical sessions and help to lab In-charges for keeping the laboratories records and maintenance of lab equipment.

**Duties -**

- a) Maintain dead-stock register;
- b) Display information related to Lab time-table, Total laboratory cost, List of major Equipment, Lab area
- c) Monitor condition of equipment, conduct preventive and predictive maintenance, calibration, and annual maintenance contract of laboratory equipment;
- d) Suggest new equipment to meet the needs of teaching, erection/installation and commissioning of new equipment, procurement of consumables etc. before the implementation of revised syllabus (if any);
- e) Determine size of the batch, number of sets, demonstration kits etc. to be arranged;
- f) Preparation of Continuous Assessment Sheet for allotted batch
- g) Preservation of sample journal copy;
- h) Maintain laboratory utilization register and equipment utilization for specific work;
- i) Maintain testing and consultancy (if any) records conducted in laboratory;
- j) Prepare laboratory budget
- k) Keep laboratory safety and cleanliness.

**Peon :**

Duties -

- a) To maintain cleanliness in college campus and office administration.
- b) To offer water, tea/coffee to the visitors.
- c) Get the signatures of principal on Notices and letters issued to the students and faculty.
- d) Any other task as assigned Principal and Registrar.

**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

processasoutlinedintheUniversityStatutesonAutonomyarefollowed.

**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 generalpublic.

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

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, SavitribaiPhule 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:**

- 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](http://www.tccollege.org) there is also an email I.D. of the College [principal.tcc@tccollege.org](mailto: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	Prof. Dr. Avinash S. Jagtap	Principal	Statistics
2	Prof. Dr. Bhagwan S. Mali	Professor	Botany
3	Prof. Dr. Mahadeo B. Kanade	Professor	Botany
4	Prof. Dr. Sanjay R. Kale	Professor	Chemistry
5	Prof. Dr. Samadhan K. Patil	Professor	Economics
6	Prof. Dr. Jagdish D. Deshpande	Professor	Electronic Science
7	Prof. Dr. Shashank B. Mane	Professor	English
8	Prof. Dr. Sachin N. Gadekar	Professor	English
9	Prof. Dr. Seema A. Naik	Professor	Marathi
10	Prof. Dr. Sunil T. Pawar	Professor	Microbiology
11	Prof. Dr. Milind H. Gajbhiye	Professor	Microbiology
12	Prof. Dr. Smt. Yogini R. Mulay	Professor	Microbiology
13	Prof. Dr. Ashok E. Kalange	Professor	Physics
14	Prof. Dr. Vikas C. Kakade	Professor	Statistics
15	Prof. Dr. Ajit B. Telave	Professor	Botany
16	Dr. Shrikrushna T. Salunke	Associate Professor	Chemistry

17	Prof. Dr. Ajay A. Dhawale	Associate Professor	English
18	Dr.SandeepS.Tardalkar	Associate Professor	History
19	Dr. Ramchandra T. Sapkal	Associate Professor	Physics
20	Dr. Vitthal B. Nale	Associate Professor	Zoology
21	Dr. Vaibhav P. Landge	Associate Professor	Chemistry
22	Dr. Chandrakant P. Kamble	Associate Professor	Economics
23	Dr. Rahul N. Dhumal	Associate Professor	Economics
24	Dr. Sushil A. Deshmukh	Associate Professor	English
25	Dr. AsaramS. Jadhav	Associate Professor	Geography
26	Dr. Arun S. Magar	Associate Professor	Geography
27	Dr.Mukta R. Ambhere	Associate Professor	Marathi
28	Dr. Rajendra D. Kale	Associate Professor	Physics
29	Dr.Neeta K. Dhane	Associate Professor	Statistics
30	Dr.Mrs.Vaishali V.Patil	Associate Professor	Statistics
31	Dr. Hanumant V. Phatak	Associate Professor	Political Science
32	Mr. SandipB.Sable	Assistant Professor	Economics
33	Dr.Smt.Rupali D. Chitale	Assistant Professor	Botany
34	Mr. BhimraoR.Torane	Assistant Professor	Chemistry
35	Mr. Maharudra A. Dudhe	Assistant Professor	Chemistry
36	Mr. Ravikiranmrut R.Gandhi	Assistant Professor	Chemistry
37	Dr. Yogesh N. Indulkar	Assistant Professor	Chemistry
38	Dr.Janardhan K.Pawar	Assistant Professor	Commerce
39	Dr.Niranjan R.Shah	Assistant Professor	Commerce
40	Dr.Vivek A.Bale	Assistant Professor	Commerce
41	Mr. Krushna V. Kulkarni	Assistant Professor	Economics
42	Dr.Pradip R. Sarawade	Assistant Professor	Hindi
43	Dr.Pratibha A. Jawale	Assistant Professor	Hindi
44	Dr.Sunil S. Lokhande	Assistant Professor	History
45	Dr. Santosh B. Daphalpurkar	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.Sachin B.Kulkarni	Assistant Professor	Physics
51	Dr. VijaykumarB.Shinde	Assistant Professor	Psychology
52	Mr. Vinayak S. Lashkar	Assistant Professor	Sociology
53	Mr.SandipP.Chordiya	Assistant Professor	Zoology
54	Dr. Gautam S. Jadhav	Assistant Professor	Physical Education
55	Ms. Dhanwanti S. Bamne	Librarian	Library
Non-Teaching Staff			
<b>S. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Subject / Section</b>
1	Shri. Shah Abhinanda Bharatlal	Registrar	Administration Office
2	Shri. Bhosale Vikas Sawalaram	Office Superintendent	Administration Office
3	Shri. Linge Dnyaneshwar Pandurang	Assistant Librarian	Library
4	Smt. Sangai Sushma Manoj	Junior Steno	Principal Office
5	Shri. Kumbhar Dattatray Ramchandra	Senior Clerk	Junior Faculty Section
6	Shri. Baburao Y. Nalwade	Senior Clerk	Senior Faculty Section
7	Shri. Tate GurunathNamdeo	Senior Clerk	Account Section
8	Shri. SolankarAmol Madhukar	Junior Clerk	Scholarship &Freeship Section
9	Shri. Deokar Santosh Dadaram	Junior Clerk	Exam Section
10	Shri. Patil Amol Shivaji	Junior Clerk	Account Section
11	Shri. Deore Rakesh Shridhar	Junior Clerk	Store Section
12	Shri. Shaikh MohsinAbdulgani	Junior Clerk	Exam Section
13	Shri. Shah Shreyansh Bharat	Junior Clerk	Salary Section
14	Shri. Bhosale Nitin Popat	Library Clerk	Library
15	Shri. Papinkumbar Bhaskar Bhandwalkar	Library Clerk	Exam Section
16	Shri. Shrungare Kalidas Ramrao	Laboratory Assistant	Zoology Department
17	Shri. Bhosale Shivaji Zumbar	Laboratory Assistant	Microbiology Department
18	Shri. Meths Rajesh Dhanyakumar	Laboratory Assistant	Account Section
19	Shri. Arde Balbhim Maruti	Laboratory Assistant	Chemistry Department
20	Shri. Mahadeo D. Kumbhar	Laboratory Assistant	Physics Department
21	Shri. Burse Sushil Ashok	Laboratory Assistant	Establishment Section

22	Shri. WalakeYashwant Bansi	Laboratory Assistant	Physics Department
23	Shri. JagtapTukaram Mahipati	Laboratory Attendant	Chemistry Department
24	Shri. Jadhav Alankar Nathu	Laboratory Attendant	Chemistry Department
25	Shri. Amit Ashok Magdum	Laboratory Attendant	Establishment Section
26	Shri. Shende Nanaso Jagannath	Laboratory Attendant	Botany Department
27	Shri. Bankar Bharat Sopan	Laboratory Attendant	Botany Department
28	Shri. Nikumbe AmrutBhatu	Laboratory Attendant	B.Voc. Department
29	Shri. Kothmire Satish Baban	Laboratory Attendant	Chemistry Department
30	Shri. Shah ManojJaykumar	Laboratory Attendant	Computer Sci. Department
31	Shri. Mane Sanjay Kashinath	Laboratory Attendant	Gymkhana Department
32	Shri. Zagade Dipak Subhash	Laboratory Attendant	Microbiology Department
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. Gatkal Ganesh K.	Laboratory Attendant	Botany Department
41	Shri. PuriBabasahebKeshav	Library Attendant	Library
42	Shri. Jadhav Anil Pandurang	Library Attendant	Microbiology Department
43	Shri. ShelarShashikantKerba	Library Attendant	Library
44	Shri. Jadhav Satish Ganpat	Library Attendant	Electronics Department
45	Shri. Bagade Vikas Shrawan	Library Attendant	Statistics Department
46	Shri. PandharkarPopatHaribhau	Peon	Electronics Department
47	Shri. Joshi Rajesh Pranshankar	Peon	Physics Department
48	Shri. JamdadeDilipDhondiba	Peon	Library
49	Shri. More KishorDadaso	Peon	Zoology Department
50	Shri. ShingadeKashinathMandao	Peon	Office
51	Shri. SandipShinde	Peon	Office
52	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

**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](http://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:**

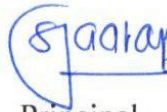
- a. Visiting time for the Principal: 11.30 a.m. to 3.30 p.m.
- b. Website : [www.tccollege.org](http://www.tccollege.org)
3. Telephone Nos. : 02112-222405
4. Library Time : 08.00 a.m. to 06.00 p.m.

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 Bharatlal Shah (Registrar)	Tuljram Chaturchand College, P.O.Box 51, Tal. Baramati, Dist. Pune 413102
2.	Assistant Public Information Officer	Shri. Vikas Savalaram Bhosale (Office Superintendent)	
3.	1 <sup>st</sup> Appellate Authority	Dr. Avinash Shrirangrao Jagtap (Principal)	



  
Principal