



**Pratibha Niketan Education Society's**

**PRATIBHA NIKETAN MAHAVIDYALAYA**

**Arts, Science & Commerce Nanded (MS)**

**Reaccredited by NAAC with B Grade**

**Senior College**

**2020-21**

**PROSPECTUS**

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***"Education is the ability to listen to almost anything without losing your temper or your self-confidence."***

**...Robert Frost**

Dear students,

I extend a very warm welcome to **Pratibha Niketan Mahavidyalaya**, a College centrally located in *Nanded* city, on the banks of the sacred *Godavari river*.

It is the aim of our College to instruct the young minds during the formative years of their age and help them lead in all walks of life by offering a comprehensive tutoring from Class XI to Post Graduation and research.

We are a compassionate community where students' needs are of precedence and where there is a blend of oriental and occidental values.

The core curriculum emphasizes the attainment of knowledge, use of skills, understanding, critical thinking, and troubleshooting abilities for all students attending our College. The Management and staff believe that every student is exclusive and exceptional and that he has the ability to learn. We believe our conscientious effort as educators to nurture and develop their maximum potential. Students are persistently encouraged to appreciate diverse communities and to care for others by becoming global citizens and develop a concern and respect for the environment.

At **Pratibha Niketan Mahavidyalaya**, all out effort is taken to make students become lifelong learners, as well as helping them to be independent, realistic, and responsible decision makers when solving problems that they will encounter in our multicultural and transitional world. Eventually, each student will gain from his/her life at the College according to the effort they apply.

This College helps discover students' true calling which helps them unleash dreams and hopes for the future. An assortment of events and activities spans the whole year wherein Collegiate and Inter Collegiate Cultural Competitions, assemblies, Sports Meets, Hockey, Cricket Tournament, Guest Speakers, Seminars, Workshops, Excursions are held. I take immense pride in acknowledging the team-work and efforts of all students and teachers.

At *Pratibha Niketan Mahavidyalaya*, our aim is to augment children's feelings of self-worth and appreciation of their own and other people's ethnicity, culture and language in a multi-cultural society.

We strongly believe that the regimen of success lies by strictly adhering the following principles.

- Attending the College daily and arrive on time, ready for the day's learning experience
- Complete all homework assignments given by teachers
- Read daily to develop a penchant for reading and to improve literary skills
- Share school experiences with all.
- To achieve success in all the fields.

We need to explore our talents and tap the potential by consistent efforts. My message to all the students is to paint your imagination with a creative brush to produce your own portrait of excellence!

All the Best!

**(Dr. K.R.Gangakhedkar)**  
**Principal**

## THE INSTITUTION

The *Pratibha Niketan Mahavidyalaya Arts, Science & Commerce* was founded in the year 1972 by Pratibha Niketan Education Society, Nanded and is affiliated to the Maharashtra State Board of Secondary and Higher Secondary Education (MSBSHSE) at the Junior College Level and to the Swami Ramanand Teerth Marathwada University, Nanded at the Senior College Level. In a short period of 44 years, the college has grown into a full fledged degree college with Post-Graduate centers in English, Marathi, History & Urdu. It also offers one-year Diploma Programme in Banking and Finance recognized by Indian Banking Association.

The college is also having CMA support centre of ICWAI, Kolkata. The college also runs a Certificate Course in Indian Philosophy recognized by Maharashtra Philosophy Conference. The college also imparts teaching for vocational course of Electronics, Computer Science and Information Technology at the Junior College level.

The institute is fully equipped with modern infrastructural facilities and has top class Faculty members. Due to the dedication of highly qualified staff, the strength of the college has reached over 2000 students. The University and Board Examination results speak well of the high degree of academic excellence attained by the students who are equally proficient in co-curricular activities in which they take keen interest. Stress is laid on character building and all round development of the students' personality. Students are also encouraged to take active part in sports and games and they have made good progress in this field too. Special attention is paid to the students coming from economically backward and other backward classes as well as scheduled castes and tribes. Every effort is made to provide them with the maximum facilities.

The college is situated in a central locality of Vazirabad near Banda Ghat and is housed in an imposing four storeyed building. It has well equipped and spacious laboratories for Physics, Chemistry, Botany, Zoology. Fully equipped Computer Science, Electronics, Electronics Technology and Electrical Maintenance laboratories are provided separately. The College is a subscriber to INFLIBNET N-List which makes available **75000 ebooks** and **3000 e-journals**. The college library is well equipped and has a rich collection

of over 55,000 books, spacious Reading Halls separate for girls and boys, and also has a rare collection of books in Marathi, Hindi, English and Urdu languages.

### **THE MOTTO & THE MISSION AND VISION STATEMENTS.**

The motto of Pratibha Niketan Mahavidyalaya is "*Dnyata Dnyeya Tase Dnyan Tiheri Karma Beej He*" this motto is taken from "*Dnyaneshwari*" the celebrated work of Saint Dnyaneshwar which is in fact a commentary on the '*Bhagwat Geeta*'. It highlights the very foundation of the perennial tradition of India it states three concepts namely viz.

- **Dnyata** : -This is the knower who is generally the conscious of being that is ' I '. This is also the subjective element in the process of attaining knowledge.
- **Dnyeya** : - This means the 'thing to be known' it may include the whole of the universe outside the first element Dnyata this is the objective element in the process of knowledge.
- **Dnyan** : - This is the knowledge itself which connects the first two elements

Thus, the above verse selected as the motto states that knowledge connects the subjective knower and the objective outside the world, this triad is also known as '*Triputi*' which is the seed of all human action. In other words every human action is based upon knowledge that connects the subjective and objective elements.

The ultimate objective of all teaching and learning is to change human action in the right direction, that is from evil to good, from injustice to justice, from greed to sacrifice and from individuality to universality, from bondage to freedom and from darkness of ignorance to the light of knowledge, which further aims at eradication of all suffering of humanity and attainment of salvation.

Thus the motto represents the eternal values of the Indian tradition for the betterment of humanity.

### **Mission**

The Mission of the institute is to build global citizens with national pride embedded with universal ethical value foundations and state of the art technology having holistic vision.

## **Vision**

The institute's vision lies in its efforts to build up holistic approaches that lead to formation of harmonic balances from apparently contradictory affairs for creating a creative and humanitarian approach leading to a better planet.

## **Goals**

- To provide value based and all sided education to the students of Marathwada region so as to make them ideal citizens for tomorrow.
- To enable the student to meet the challenges and hazards of the competitive age of globalization and information technology. Creating a sense of scientific awareness is one of them.
- To imbibe the ideals of tolerance, peace and secularism in the minds of the students.
- To promote the character building and personality development of the students through curricular and extra-curricular programmes.
- To inculcate in the minds of our youth a sense of discipline, sincerity, punctuality, integrity as well as a commitment to nation and society at large.
- To make the institution a premier center of learning where equal motivation is provided both to the teachers and the taught so that teaching and learning becomes an effective mission.

The Vision statement, Mission statement and Objectives are communicated to all constituencies through appropriate channels like College website and displays at prominent places in the College.

## COURSES OFFERED

The College conducts the following full-time courses at the Under Graduate and post graduate level.

### UNDERGRADUATE:

Sr. No.	Name of the Course	Duration	Specialisation
1	Bachelor of Arts (B.A)	3 Years	English, Marathi, Urdu, Hindi, Economics, Political Science, Public Administration, Sociology, History
2	Bachelor of Science (B.Sc)	3 Years	Physics, Chemistry, Botany, Zoology, Electronics, Mathematics, Computer Science
3	Bachelor of Commerce (B.Com)	3 Years	Business Administration, Banking & Finance Cost & Work, Accounting, Marketing Management

### POST GRADUATE:

Sr.No.	Name of the Course	Duration	Specialization
1	Master of Arts (M. A.)	2 Years	English, Marathi, Urdu, History
2	Masters in Commerce	2 years	Commerce

## Details of Courses

### CHOICE OF SUBJECTS

#### BACHELOR OF ARTS (B. A)

##### B.A. F.Y.

The student shall offer following subjects at the F. Y. B. A. Level from various groups.

- |                        |   |  |
|------------------------|---|--|
| A) Compulsory Language | - | English  |
| Second Language        | - | Marathi, Hindi, English, Urdu,<br>Sanskrit (any one subject) |
| B) Optional subjects   | - |  |



Group – A	-	Marathi/ English / Hindi
Group – B	-	Public Administration/ Economics
Group – C	-	Political Science / Urdu
Group – D	-	History / Sociology

**Note:**

1. As per SRTM University Circular No. 01/Opt & SL selection/2008-09-708 dated 5.8.2008, one can exercise choice of same subject for compulsory as well as Second Language. Amongst Optional group three subjects need to be selected from the respective group. Each optional subject would carry 150 marks.
2. According to the new pattern, I, II, III, IV, V, and VI Semester examination will carry 50+25 marks out of which 25 marks would be allotted for Internal marks having two written examinations. The examinations of B.A/B.Com/B.Sc. I and II year will be held as per Theory Pattern.
3. The subjects selected in First year require to be continued for Second and Third Year classes.
4. Students can seek readmission for the first year provided vacancies for the respective classes are available.

## **BACHELOR OF COMMERCE (B.COM)**

### **B.Com. I year**

#### **I Semester**

- B.C.1.1) Financial Accounting-I
- B.C.1.2) Fundamental of Statistics
- B.C.1.3) Business Communication-I
- B.C.1.4) Business Economics-I
- B.C.1.5) Computer for Business

#### **II Semester**

- B.C.2.1) Financial Accounting–II
- B.C.2.2) Business Mathematics & Statistics
- B.C.2.3) Business Communication-II
- B.C.2.4) Business Economics-II
- B.C.2.5) Tally

### **B.Com. II year**

#### **III Semester**

- B.C.3.1) Advance Corporate Accounting-I
- B.C.3.2) Advance Cost Accounting-I

B.C.3.3) Principal of Business Management-I  
B.C.3.4) Mercantile Law-I  
B.C.3.5.1) Fundamental of Income Tax-I  
SEC. 1.4) E- Commerce-I

#### **IV Semester**

B.C.4.1) Advance Corporate Accounting-II  
B.C.4.2) Advance Cost Accounting-II  
B.C.4.3) Business Management-II  
B.C.4.4) Corporate Law-II  
B.C.4.5.1) Income tax Law and Practice  
SEC 2.3.) E- Commerce -II

#### **B.Com. III year**

##### **V SEMESTER:**

BC.5.1) Advanced Accounting-I  
BC.5.2 )Management Accounting-I  
BC.5.3) Auditing-I  
G.E.I.1) Indian Economy -I  
SEC III.1) Self - employment -I  
Environmental Studies

##### **Group A- GROUP ;- Taxation**

BC.5.4A) Income Tax Law & Practice  
BC.5.5 B ) TRAINING & FIRD WORK  
( OR )

##### **Group B- GROUP ;- Management**

BC.5.4B)Human Resource Management.  
BC.5.5 B ) TRAINING & FIRD WORK

##### **VI SEMESTER:**

BC.6.1) Advanced Accounting-II  
BC.6.2) Management Accounting-II  
BC.6.3) Auditing-II  
G.E.I.1) Indian Economy -II  
SEC III.1) Self - employment -II

##### **Group A- GROUP ;- Taxation**

BC.6.4 A) Goods and Services Tax  
BC.6.5 A) TRAINING & FIRD WORK  
( OR )

##### **Group B- GROUP ;- Management**

BC.6.4B ) Marketing  
BC.6.5B ) TRAINING & FIRD WORK

## **E-COMMERCE :**

- First Year** : Certificate Course
- Second Year** : Diploma course
- Third Year** : Advanced Diploma Course or Degree
- Eligibility** : Should have passed 12<sup>th</sup> Arts, Commerce and Science.  
The course could be completed simultaneously along with BA, B.Com and B.Sc.
- Purpose** : It is a course specially designed by the University Grants Commission (UGC) with 40% practical utility in jobs and for doing business. Examination is conducted by the Swami Ramanand Teerth Marathwada University, Nanded with practical applicability in business and commerce.

## **CERTIFICATE COURSES**

- \* **( DB& F ) Diploma in Banking & Finance (DB & F)** recognized & accredited by Indian Institute of Banking & Finance **(IIBF)** Mumbai .
- \* **( DBI& F ) CERTIFICATE PROGRAM** in BANKING , FINANCE AND INSURANCE by **( BAJAJ FINSERV LIMITED, Mumbai )**
- \* **( CCRDI )** Certificate Course In Rural Development In India.

## **BACHELOR OF SCIENCE (B.Sc.)**

### **B.Sc. I year**

- a. Compulsory Language: English
- b. Second Language: Marathi, Hindi, Urdu, Sanskrit (select any one)
- c. Three subjects to be opted from following groups:

**Physical Sciences Stream:**

- a) Basic Subjects : Physics, Mathematics, Chemistry, Electronics
- b) Applied Subjects : Electronics, Computer Science

**Life Sciences Stream:**

- a) Basic Subjects : Chemistry, Botany, Zoology
- b) Applied subjects : Microbiology.

**Note:**

1. A student has to opt three optional subjects.
2. A student has to select either a Physical Science or Life Science Stream.
3. A student has to opt minimum two basic subjects from the stream selected.
4. Maximum admissions to a particular optional should not exceed 50% of the total permitted strength of the class.
5. Science courses actually taught in the College will be brought to the notice of the students at the time of admission. Please seek help of the Admission Committee.

**B.Sc. II year (Semester III and IV)**

The subjects selected at B.Sc. I year must be continued.

**B.Sc. III year (Semester III and IV)**

The subjects selected at B.Sc. I year must be continued.

**POST - GRADUATE COURSES****Master of Arts (M.A.)/M.Com.**

The course of 2 years duration and is divided into 2 parts viz. M.A. Part I & Part II. The college offers specialization in English, Marathi, History and Urdu four papers are to be studied during each part.

**Eligibility:**

The students who have passed any degree of this University or any other recognized University shall be admitted to M.A /M.Com . course.

**Project work**

- a. For regular students Project Work is compulsory.
- b. Project Viva-Voce will be conducted at the end of IV Semester but before the Theory Examination. There will be an Internal and External Examiner appointed by the University and it will be conducted as per the University Programme.

c. Project Work will be of 100 marks which shall be divided as :-

Project Report Writing 75 Marks

Project Viva-Voce 25 Marks

Total 100 Marks

At the end of IV Semester the student will be examined in the Project Work as per the following :-

Project Work should be done individually by the candidate in consultation with Project Guide. Student should take guidance from Internal Guide and prepare Project Report in Two copies to be submitted to the concerned teacher. The Project Report shall consist about 50 to 60 pages.

### **IMPORTANT NOTE:**

In case of grievances /complaints regarding admission, the students concerned are advised to contact the principal for redressal and his decision will be final.

### **CERTIFICATE COURSES**

- \* Diploma in Banking & Finance (DB & F) recognized & accredited by Indian Institute of Banking & Finance (IIBF) Mumbai .
- \* CMA support centre of Institute of cost accountants & Indian (ICWAI) Kolkata.
- \* Certificate course in Indian Philosophy in Co-Ordination with Vedic vision Nanded, conducted on Friday & Saturday (Weekly Two Days)

### **Other certificate course**

<b>Sr. No.</b>	<b>Subjects</b>	<b>Name of Course</b>	<b>Name of Teacher</b>
1.	PUBLIC ADMINISTRATION	LEADERSHIP DEVELOPMENT	DR. D.S.WAGHMARE
2.		DEMOCRACY	-do-
3.	Economics	Certificate course in Introduction to Share market	Dr. P Neelkant Rao H
4.		"Certificate course for research beginners in	-do-

		social sciences”	
5.	History		
6.	Hindi	□□□□□ □□□□□□ □□□ □□□□	Dr. K. P. Baheti
7.		□□□□□ □□□□□ □□□□□□□□□□	Dr. M.B. Lute
8.		□□□□□□□	Dr. K. P. Baheti
9.		□□□□-□□□□□	Dr. M.B. Lute
10.	English		
11.	Marathi		
12.	Botany	CRTIFICATE COURSE IN “BIODIVERSITY MANAGEMENT”	Dr. Shrimant D. Raut
13.		CRTIFICATE COURSE IN “VERMICOMPOSTING TECHNIQUE”	-do-
14.	Zoology	Introduction to Cell Biology	Dr. J. U. Deshamukh
15.		Integrated Pest Management	Dr. M. K. Malviya
16.	Physics	HANDS-ON C PROGRAMMING COURSE	Dr. K. R Gangakhedkar
17.		Foundation Course in ENVIRONMENTAL ETHICS	
18.	Chemistry		

### **Add-On Courses :**

1. CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT.
2. WORKSHOP FOR CAREER PLANNING
3. WORKSHOP FOR LEADERSHIP DEVELOPMENT.
4. CERTIFICATE COURSES IN INDIAN PHILOSOPHY.
5. CERTIFICATE COURSES IN BASIC ENGLISH GRAMMAR.
6. CERTIFICATE COURSE IN ELECTRICAL SAFETY.
7. CERTIFICATE COURSE IN O.S. INSTALLATION & TROUBLESHOOTING.

8. CERTIFICATE COURSE IN APPLICATION SOFTWARE INSTALLATION & TROUBLESHOOTING.
9. CERTIFICATE COURSE IN CO-OPERATIVE ACCOUNTING.
10. CERTIFICATE COURSE IN YOGA.

**DISTANCE EDUCATION:**

The College offers various courses under distance education through the Study Centre of Indira Gandhi National Open University (IGNOU), New Delhi . For more details contact Dr. (Mrs) Tasneem Anjum, Coordinator, IGNOU. Phone No. (02462)231230.

**INTAKE CAPACITY OF STUDENTS**

Sr. No.	Class	Capacity	
		Granted	Non- Granted
1.	B.A.	120	---
2.	B.Sc.	120	---
3.	B.Com	120	120
4.	M.A. Marathi	--	80
5.	M.A. English	--	80
6.	M.A. Urdu	--	80
7.	M.A. History	--	80
8.	M.Com.	--	80

## **ADMISSION PROCEDURE**

1. Application for admission to the college should be made on a prescribed admission form by all the students including those who were in this college during the previous year. This is done immediately after the declaration of the results of the pertinent examination of the previous year.
2. The prescribed form and prospectus available on college website: [ww.pnmanded.org](http://ww.pnmanded.org)
3. The admission form, duly completed in all respects and accompanied by requisite documents should be submitted/sent to the college on or before the last date notified By the college. The list of requisite documents to be attached to the admission form is described in the next section. The admission forms which are incomplete or incorrectly filled or submitted late will be summarily rejected.
4. The admission form will be scrutinized by the College Office and signed by the appropriate authorities and the merit list will be drawn from amongst all the Applicants. The grant of admission to the course rests solely with the College/ University Authorities.
5. The admission granted by the college is provisional, until it is confirmed by the University. For admission to senior college classes, preference will be given to students who have passed the qualifying examination from our college. However, such students cannot claim admission to senior college by right.

## **UNDER GRADUATE COURSES**

### **ELIGIBILITY FOR ADMISSION**

#### ***First Year (FY) Degree Course:***

F. Y. B. A. /F.Y. B. Sc. / F.Y. B. Co m./ F. Y. B. Sc. Classes:

1. A student passing H. S. C. (Std XII) Examination (Arts/Science/Commerce) of the Maharashtra
2. State Board of Secondary and Higher Secondary Education or an equivalent examination of any
3. Other statutory Board or University with the subjects mentioned below are eligible for admission to the first year of the respective Degree Courses.



4. Qualification required for eligibility for admission to class as mentioned below as per University rules.

### **BACHELOR OF ARTS:**

1. First Year B. A.

- a) Higher Secondary School Certificate (10+2) or its equivalent Examination with English.
- b) Three Years Diploma Course (after S.S.C. i.e. 10 standard) of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- c) Vocational Course (Government of Maharashtra).

### **BACHELOR OF SCIENCE**

#### ***First Year B. Sc.***

- a) Higher Secondary School Certificate (10+2) or its equivalent Examination with English with any three science subjects such as Physics, Chemistry, Biology, Mathematics,
- e) Higher Secondary School Certificate (10+2) Examination with English and any of the vocational subjects of + 2 levels.

### **BACHELOR OF COMMERCE:**

#### ***First Year B.Com***

- a) Higher Secondary School Certificate (10+2) or its equivalent Examination with English as passing subject.
- b) Three Years Diploma Course (after S.S.C. i.e. 10 standard), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- c) VC (Vocational Course), Government of Maharashtra.

## REQUIRED DOCUMENTS FOR ADMISSION

For admission to the senior classes, the following documents should be submitted along with admission form by the students who have passed H SC examination from the Maharashtra Board.

- 1) Statement of marks (HSC) original +1 certified xerox copy
- 2) School Leaving Certificate original + 1certified xerox copy
- 3) Eligibility form
- 4) Fees Concession Form (if any)
- 5) Affidavit (Gap Certificate) if applicable

For the students who have passed H SC examination from other States / Boards

- 1) Statement of marks (HSC) original + 1 certified Xerox copy
- 2) LC/TC/Migration Certificate original + 1 xerox copy
- 3) Eligibility form
- 4) Passing Certificate original + 1 xerox copy
- 5) Fees Concession Form (if any)

## RULES OF RESERVATIONS:

### Reservation of seats is as below

Sr. No	Type of Reservation	Percentage of Reservation
1.	Scheduled Castes & Scheduled Castes Converts to Buddhism (SC)	13%
2.	Scheduled Tribes including those living outside specified areas (ST)	7.0%
3.	Vimukta Jati& Denotified Tribes (VJ/DT) i.e. NT(A)	3.0%
4.	Nomadic Tribes-1 (NT-B)	2.5%
5.	Nomadic Tribes-2 (NT-C)	3.5%
6.	Nomadic Tribes-3 (NT-D)	2.0%
7.	. Other Backward Classes (OBC)	19%
8.	Economically Weaker Section (EWS)	10%

## FEE STRUCTURE:

### SENIOR COLLEGE FEE STRUCTURE

Sr. No.	Particulars	U.G. Courses	P.G. Courses
01.	Registration Fees	20	30
02	Admission Fees	50	50
03	Library Deposit	100	100
04	Laboratory Fees	1500	1500
05	Laboratory Fees (For B.A.)	00	00
06	Magazine Fees	50	50
07	S.A.F. Fees	10	10
08	Games Fees (Gymkhana)	75	75
09	Gathering Fees	70	70
10	Library Fees	150	150
<b>11</b>	<b>Student Welfare Fees</b>	<b>60</b>	<b>60</b>
12	College Development Fees	75	75
13	Identity Card Fees	15	15
14	Student Forum Fees (council)	20	20
15	Home Exam. Fees	35	35
16	Medical Examination Fees	05	05
<b>17</b>	<b>University Sports Fees</b>	<b>75</b>	<b>75</b>
18	Miscellaneous Fees (other fees)	25	25
19	T.C. Fees	50	50
20	Book Bank	10	10
21	Youth Festival	50	50
22	Ashwamedh	30	30
23	Emergency Fees	15	15
23	Chancellor's office activity fee	32	32

23	Zonal Sports Council fees	50	50
24	<b>Students Insurance Fees</b>	<b>8</b>	<b>8</b>
25	<b>Internet fees</b>	<b>600</b>	<b>600</b>
	<b>Total</b>	<b>3180</b>	<b>3190</b>

A) Tuition, Fees for Granted Arts, Commerce & Science faculty Colleges:

**1) UG=1100/- 2) PG=5000/-**

B) Project fees for UG & PG **Rs. 60/-** ( Wherever applicable)

**In addition:**

1. Laboratory fees for the Science Students will be Rs. 1500/-.
2. Tuition fees for PG course Rs. 4000/- and other fees as per above statement.

## **SCHOLARSHIPS AND AIDS:**

Students can avail of various scholarships and educational aids the details of which are given below :

### **BONAFIDE/IDENTITY CARD :**

Following documents are required to obtain Bonafide/Identity Card :

1. Admission receipt of the College.

**Note :** Bonfire/Identity Card can be had from Mr. Nitin Mahabale between 1.00 p.m. to 2.00 p.m. in the College.

### **SB ACCOUNTS FOR THE BACKWARD CATEGORY STUDENTS APPLYING FOR GOI SCHOLARSHIP :**

Following documents are required :

1. Form of Bank Account (duly filled in)
2. Photocopy of Aadhar Card
3. Photocopy of College Identity Card.
4. Photocopy of Bona fide.

#### **Note :**

1. Attested copies of all the above documents be submitted to Mr. Nitin Mahabale.
2. Please ensure that you have to put your signature in the Bank Account form wherever necessary.

### **GOI SCHOLARSHIP FORM :**

Following documents are required :

1. Online form (duly filled in)
2. Original Income Certificate.
3. Submission of previous year's GOI Sanction Number. If not, a certificate from the Principal regarding non-availment of the scholarship.
4. All marks memo from X class onwards.
5. Photocopy of Caste Certificate.
6. Photocopy of Aadhar Card.
7. Photocopy of Bank Pass Book.
8. Photocopy of Identity card or Admission Receipt.
9. Passport sized photographs -1

**Note :**

1. Attested copies of all the above documents be submitted to Mr. Nitin Mahabale.
2. Please ensure that you have to put your signature in the scholarship form wherever necessary.

**E. B. C. FORM :** fill up the form on this website <http://mahadbtmahait.gov.in>

Following documents are required :

- a. Original Income Certificate.
- b. Photocopy of Transfer Certificate.
- c. All marks memo from X class onwards.
- d. Photocopy of Aadhar Card.
- e. Photocopy of Bank Pass Book.
- f. Photocopy of Identity card or Admission Receipt.
- g. Passport sized photographs –

**Note :** Attested copies of all the above documents should be submitted to Mr. Nitin Mahabale

**MINORITY SCHOLARSHIP**

**APPLICABLE TO STUDENTS OF MUSLIMS, CHRISTIANS, SIKHS, BOUDHA, PARSIS AND JAIN**

**Online Form**

**([www.scholarships.gov.in](http://www.scholarships.gov.in))**

**FRESH STUDENTS**

	<b>Eligibility</b>		<b>Documents required</b>
1	From the students pursuing education in class XI to Ph.D.	1	1 Passport Photograph
2	Minimum marks : 50%	2	Marks memo from 10 <sup>th</sup> onwards
3	Only two members from the family is eligible.	3	Self Declaration Income Certificate with Receipt Ticket
4	E-mail ID is compulsory	4	Aadhar Card
5	Annual income should be below Rs.2 lacs	5	I-Card Xerox

6	Applicant should be a resident of Maharashtra	6	Admission Receipt Xerox
		7	Bank Passbook Xerox
<b>Renewal</b>			
	<b>Eligibility</b>		<b>Documents required</b>
1	All conditions stated above	1	All documents stated above
		2	Passing Certificate of last year, Admission Receipt, Bank Passbook. All the three documents should be scanned and uploaded to <a href="http://www.momascholarship.gov.in">www.momascholarship.gov.in</a> by following the instructions given.

## CENTRAL SECTOR SCHOLARSHIP

For the students pursuing College and University Education

Online Form

(www.scholarships.gov.in)

**DOCUMENTS REQUIRED Fresh Student**

Eligibility			Documents required		
1	XI class to PG ( For Arts, Commerce & Science students)		1	Income Certificate	
2	The condition of percentage is given below		2	Passport Photo	
	<b>Stream</b>	<b>Cut of score of percentage</b>		3	Marks memo from 12 <sup>th</sup> onwards
		<b>Boys</b>	<b>Girls</b>	4	Bank Passbook Xerox
	<b>Science</b>	65.54 and above	67.69 and above	5	Photocopy of Aadhar Card
	<b>Arts</b>	64.00 and above	68.46 and above	6	Admission Receipt Xerox
	<b>Commerce</b>	67.23 and above	72.77 and above	7	I-Card Xerox
	<b>Voc.Course</b>	64.92 and above	70.62 and above	8	Residence Certificate
3	Applicant should be a resident of Maharashtra		9	Proforma 1 and 2 to be countersigned by Board Member.	
4	Applicant should not be a beneficiary any other Scholarship scheme				
5	Annual Income should be less than Rs.6 lacs.				
6	Applicant should belong to Non-Creamy layer category.				
<b>Renewal</b>					
Eligibility			Documents required		
1	All conditions stated above		1	All documents compulsory as stated above.	
2	60% marks compulsory from the previous examination.				



**GOVERNMENT OF MAHARASHTRA AND RAJARSHI SHAHU MAHARAJ  
SCHOLARSHIP FOR**

**SC/DNT/OBC/SBC**

**Online Form**

(<http://mahadbtmahait.gov.in>)

**DOCUMENTS REQUIRED**

**Fresh Student**

	<b>Eligibility</b>		<b>Documents required</b>
1	Candidates should have passed 10 <sup>th</sup> class	1	Original Income Certificate
2	Income should be less than Rs. 2 lacs	2	Photocopies of marks memo from 10 <sup>th</sup> onwards
3	E-mail ID is compulsory	3	Caste Certificate Xerox
4	Passport Photo	4	Aadhar card Xerox
		5	I-Card Xerox
		6	Admission Receipt Xerox
		7	Bank Passbook Xerox
		8	Submission of last year's GOI Sanction Number. If not, a certificate from Principal regarding non-availment of scholarship.
<b>Renewal</b>			
	<b>Eligibility</b>		<b>Documents required</b>
1	All conditions stated above	1	All documents necessary as stated above.

## **LIBRARY**

### ***A) Rules of Library:***

- 1) The college Library and Reading Room will remain open from 10.00 am to 5.45 pm Monday to Friday.
- 2) The student should obtain the identity card from the Library as soon as he/she takes admission. The identity card is an important document and should be safely preserved and brought to the college every day.

3) No student will be allowed to enter the Library without his/her identity card and the same should be shown at the entrance of the Library.

4) In case, the identity card is lost, the student should inform the Librarian immediately in writing and apply for a duplicate identity card which will be issued by the permission of the Principal only. If the original Identity card is found later on, the student should return the duplicate one. A student should not keep two identity cards in his/her possession. Use of two identity cards is not permissible and any student violating this rule is liable for severe punishment

5) The student will be responsible if his/her identity card is misused in any way by any other person,

### **B) Rules for Borrowing Books:**

1) Student desirous of borrowing books for study at home will have to show their identity cards to the Librarian for the preparation of the Library cards. On this card only one book will be issued for home reading for a period of six days. For borrowing a book for home study, the student should submit the demand slip a day earlier and collect the book next day. Students are expected to return the books borrowed by them on or before the due date stamped on the issue slip.

2) Reference books such as dictionaries, encyclopedias, atlases, current periodicals. University Question Paper Sets, rare books etc. will not be issued out of the library. These books can however be made available in the Library during regular working hours.

3) A student is expected to check the pages of the books before leaving the Issue Counter and if any pages are missing, the same should be immediately brought to the notice of the Librarian. Any student failing to do so, will be held responsible for any damage etc if found while returning the book.

4) Students are not allowed to borrow the books on subject of study other than those prescribed by the syllabus for them.

5) Students are not allowed to lend any book belonging to the Library to any other person.

6) No book will be issued to any student either for reading in the Reading Hall or for home Study, unless the student produces his / her identity card.

### **C) Reading Hall of Library:**

- 1) The students should maintain silence in the Reading Hall and should not cause any disturbance to any other student in any manner, indiscipline in the Reading Hall will be viewed very seriously and the student will be liable for strict disciplinary action.
- 2) Students should not mark or mutilate the Library books in any way.
- 3) Text books, question paper sets, syllabi, magazines and reference books are issued for reading in the Reading Hall. Under any circumstances, books borrowed by the students for reading in the Reading Room should be returned at the counter before leaving the Library and should not be taken home.
- 4) Any student disobeying the rules of the Library and the Reading Hall will be liable for severe disciplinary action which can amount to the cancellation of his/her membership of the Library or even rustication from the college.
- 5) The Library attendant on duty at the entrance of the Library is authorised to examine everything that passes into or out of the Library.
- 6) The college Leaving or Transference Certificate will not be issued to any student who has not returned the Library books.

#### **D) Book Bank Scheme:**

The college has a book bank scheme from which books are lent for the entire academic year to the poor and deserving students. Students may apply for the books in the prescribed application form which can be had from the Library. The form, duly filled in, should be submitted to the Librarian, along with the Income Certificate of the parents / guardian. The decision of the Book Bank Committee for the lending of books will be final.

After the academic year the student should return the books immediately or latest within one week after the examination is over, the student will have to pay a nominal charge of Re. 1/-per book as the binding charges.

### **RULES AND REGULATIONS**

1. Every student during terms of the course, shall be under disciplinary jurisdiction of the competent authority which shall take appropriate action, in case of indiscipline, misconduct on the part of the student.
2. Provided in respect of misconduct regarding University examination, the Management Council shall only be the Competent Authority. It is obligatory that every student shall at all times:

3. Keep his/her I-Card with him/her and produce whenever asked for.
4. Conduct himself/herself properly.
5. Maintain proper behavior.
6. Observe strict discipline both within the campus of the Institution, hostel and also outside in buses, railway trains or at public places, or at picnics or educational trips arranged by the Institute or on playgrounds.
7. Ensure that no act of his/her consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrepute.
8. Shall not lodge any complaint or make any representation regarding any matter connected with the Institution to press or other outside institution / agency etc, Without forwarding the same through the head of the concerned Institution.
9. Any act of a student which is contrary to the provisions of clause (2) shall constitute misconduct and /or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally, mentioned hereinafter, namely, Any act that directly or indirectly causes or attempts to cause disturbance in the regular functioning of the Institution.
10. Habitual un-punctuality in attending lectures, practical tutorials and other courses as may be prescribed.
11. Repeated absence from lectures, practical, tutorial and other courses as prescribed,
12. Canvassing for or accepting contributions or otherwise associating himself with raising of any fund or any collections in cash or in kind in pursuance of any object whatsoever without the previous sanction of the Competent Authority.
13. Securing admission in the Institution, to any undergraduate or post-graduate program or any other course by fabrication or suppression of facts or information.
14. Obstruction to any student or group of students in his/her or their legitimate activities as such, whether in the Classroom, Laboratories, fields, playgrounds, gymnasium or places of social and cultural activity within the campus of the Institution.
15. Suppressing material information or supply of false information to the Institution for seeking any privileges.

16. Possessing or using any fire arms, lethal weapons, explosives, or dangerous or corrosive substance on the premises of Institution.
17. Possessing or consuming any poisonous or stupefying drugs or intoxicants in any form in the Institution.
18. Ragging, bullying or harassing any student in the Institution outside thereof.
19. Indulging in any act as would cause annoyance, embarrassment to other student or member of the authority of the Institution, to member or any member of the family of the staff.
20. Indulging in any act of violence, assault, intimidation or threatening the institution or hostels or outside thereof.
21. Destroying or attempting to destroy or tamper with any official document of the Institution.
22. Conduct, unbecoming of the student, at any meeting or functions or sports and cultural activities arranged by the Institution at any other public place,
23. Instigating violence or damaging any farm produce or any property belonging to the Institution, staff member of the Institution or any other student.
24. Instigating violence or participating in any demonstrations violent agitations or violent strikes in the Institution. Instigating or participating in any gherao of any official or member of the Institution.
25. Instigating or participating in any gherao of any official or member of the Institution.
26. Violating of any of the Rules and Regulations of the Institution at orders of the Competent Authority.
27. Disorderly behavior in any form or any act specially forbidden the Competent Authority.
28. Refusal to appear, to give evidence before Enquiry Office by the Authority in respect of a charge against him.
29. Any act violating any provision of the University Act Statutes, Ordinance rules made there under.
30. Conviction in the Court of law for criminal offence, involving moral turpitude.

31. Any other act not specifically mentioned hereto before which whether by commission or omission, as would in the circumstances of the case be considered by the Competent Authority as an act of misconduct and / or indiscipline .

The Competent Authority may impose any one or more of the following punishments on the students found guilty of misconduct, indiscipline, in proportion thereof:

i) Warning /Censure /Reprimand. Fine not exceeding Rs.300/- Cancellation of the scholarship/award/prize/medal awarded to student by the concerned Institution, with prospective effect.

ii ) Expulsion from the concerned Institution,

iii) Debarring from admission to a course or courses of study in concerned Institution.

Debarring for appearing for examinations, conducted by the Institution concerned for a period, not exceeding five years.

iv) Cancellation of the result of the student concerned in the examination of concerned Institution, in which he / she has appeared.

v) Rustication from the Institution for the period not exceeding five years.

5. If the competent Authority is satisfied that there is a prima facie for inflicting penalties, mentioned in Clause No. 5 it may itself or through other person/ person authorised by it, for the purpose, shall enquire in the following manner

i) Due notice in writing shall be given to the student concerning his/her alleged act of misconduct / indiscipline.

ii) If oral evidence of the witness against the student is recorded by the Enquiry Authority, the student charged shall be given an opportunity to cross examine the witness concerned.

iii) If the student charged, desires to see the relevant documents such of the documents, are being taken into consideration or to be relied upon for propose of providing the charge or charges, may at the discretion of Enquiry Authority be shown to him after the notice as provided in sub-clause i) above is furnished to him.

iv) The student charged shall be required to produce documents if any, in support of his defence. The Enquiry Authority may admit relevant evidence, documentary or otherwise at any stage before the final orders are passed.

v) Legal practitioner shall not be allowed to appear on behalf of the student charged, in the proceedings before the Enquiry Authority.

vi) Enquiry Authority shall record finding on each implication of misconduct or indiscipline and the reasons for such finding, submit the report along with proceedings to the Competent Authority.

vii) The Competent Authority on the basis of findings, shall pass such orders as it deems fit.

6. The procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances: i) when the student charged admits the charges in writing.

i) when the order or punishment is to be based of facts which have led to conviction of the student charged for the offence involving moral turpitude, iii) when the student charged has absconded or for any other reasons it is impracticable to communicate with him/her.

ii) If in the opinion of the Competent Authority, a punishment or fine not exceeding Rs. 50/- or Reprimand/ censure / warning is sufficient. If the punishment or rustication is imposed on a student by Principal of the College / Head of the Institution/Head of the department or such other person in whom the authority is vested, the Vice Chancellor for external students, such a student shall be entitled to prefer an appeal to the Vice Chancellor. If the punishment is imposed by the Vice-chancellor. The student shall be entitled to prefer an appeal to the management Council of the University within thirty days of the receipt of the notice of the punishment. In respect of such students, the Head of the Institution maintain a record of the punishment.

## **EXTENSION & SUPPORT SERVICES**

### **National Service Scheme (N.S.S.)**

In order to inculcate the spirit of service among the students, particularly for the economically weaker sections and down-trodden communities, various activities of the N.S.S. are undertaken every year, the N.S.S. activities are guided by the Swami Ramanand Teerth Marathwada University and the students have to follow the norms laid down by the University in this regard.

### **Gymkhana**

The college encourages participation of student in various Inter-School/Inter college & inter university tournaments. The sports activities are managed through the Sports Teacher consisting of members of the staff .Strict discipline is expected to be maintained on

the college ground. Details of the tournaments etc are displayed on the Notice Board from time to time.

### **Canteen Facility :**

A decent canteen is situated in the premises that caters to the need of the students with fresh and hygienic snacks. Separate and spacious canteen facility is made available for the girls as well.

### **Competitive examination guidance and Placement Cell:**

The Cell provides career guidance and counseling for preparation of UGC, CSIR/NET/SET Examinations as other competitive Examinations. Subsequently campus interviews are arranged and students are provided placements.

### **LANGUAGE LAB:**

The college has a well equipped Language Laboratory. It is a powerful aid, which helps in learning the language skills. The Language lab is meant for practicing aural oral skills and solves the teaching learning problems.

### **ICWA study center:**

This cell provides guidance and coaching for the aspirant students, who wish to enhance their professional qualification by studying courses of different associations like ICWA, CA. Free coaching is available for the foundation courses.

### **ATTENDANCE**

All the students, their parent & Guardians should note that as per the notification of the Govt. of Maharashtra and the rules and regulations framed by the University regarding attendance, senior college student must attend classes in all subjects to the extent of 80% during the academic year. If his/her attendance is less than 80% he/she will be disqualified for appearing for university Examinations and practicals. A student will have an undertaking to this effect

### **CAUTION**

If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him/her from the college.

### **HIGHLIGHTS ON THE VARIOUS SUPPORTS SERVICES**



### **Organizing coaching classes for competitive exams:**

The College has an active centre for preparing and guiding students for various competitive examinations. The Committee for the career orientation and employment guidance takes care of need to promote awareness among the students on the various aspects of state and central government administrative employment opportunities, the eligibility criteria and how to prepare for these examinations.

- The students are also oriented about various competitive examinations being held for services in banking, railway, insurance and other public enterprises.
- Efforts are taken to develop self confidence among the students by orienting them for the written examinations, analytical reasoning and quantitative aptitude tests.
- Essays, debates, extempore speeches, group discussions, mock interviews, etc., are conducted in the classroom with topics and methods tailored specifically to suit their future employment needs, depending on whether they will be employed in financial institutions/hotels/banks, etc.
- Students are also prepared for oral interviews through soft skills development program inculcating a positive attitude and improving communication skills and body language.

### **Skill development (spoken English, computer literacy, etc.) :**

**1. Soft Skills Development:** The Department of English conducts Soft Skills Development Program. Three batches, each comprising of around 25 students are trained in Soft Skills Development which focuses on communication skills, inculcating positive attitude and polishing body language.

**2. Computer Literacy:** The College has chalked out plans to achieve total computer literacy among the students; efforts are underway to educate students in the use of ICT resources. Science students are trained in use of computers while they are in the laboratory. Application of computers in practical is also part of the University program. Commerce students have also practical training in use of computers in Tally software, banking and e-commerce. Students of the Arts and Social Sciences are being trained in batches using LCD projectors for mass training.

**3. Field Visits and In Plant Training:** Skill development is also achieved by organizing field visits of the students. Educational tours, on plant training, visits to institutions and industries

form part of the enrichment activities. One month training compulsory for B.Com III year students.

### **Support for “slow learners”:**

The institution understands that the College has to serve the basic education needs of one and all. It is our duty to ensure weak students come up the curve and are at par with the rest of the class. The College faculty realizes the need of individual students and their learning capacity.

Individual subject teachers extend special help to both slow and fast learners. Moreover, the teacher identifies slow learners in the course of teaching in the classroom at the first year level. Students performing below average are marked as slow learners. Slow learners from second and third year degree courses are identified by analysis of University results of the previous year. After identification any of the following actions are taken for improvement in the academic performance of the students. Such students are helped by the concerned faculties. They are allowed to contact the faculty in and out the classroom. Individual teachers keep healthy interactions with the slow learners to know their problems. The problems are of varied nature. The students are counseled for making his mind clear and make him/her able to concentrate on his academic needs. Slow learners knowledge level is elevated by asking him/her to solve question papers or write tutorials on certain topics. They are specially coached to bring them to the level of average students so that they should not drop out of the education system. Individual departments organize visits of their subject students to various institutions and industries to provide first hand exposure of the students to contemporary trends in the chosen field.

### **National Service Scheme**

The institution has been engaged in social activities for a long time. Through the activities of the NSS unit, the institute contributes in various social services. It organizes camps and participates in social work. The college NSS units played an active role in Guru-ta-Gaddi Programme as well as it plays an active role in relief and rehabilitation activities during and after natural calamities a part of its regular activities, it organizes cleanliness drive, village camps, traffic awareness camps, old-age house visits, superstition removal campaigns, eye check-up camps, domestic animal health awareness camps to promote institution neighborhood community network and student engagement in such activities. The unit also shoulders the

responsibilities of “Police Mitra” at the times of Ganesh Utsav and Navratra Utsav etc. All these activities engage students in social work and develop a desired social concern among them. The institute firmly believes that with the students’ academic activities along with the activities of social concern will certainly make them responsible citizens.

### **Career Counselling:**

The college has formed a career counselling committee for students. They inform students about better career opportunities. Related advertisements are displayed on the notice board. Moreover, they also arrange expert teachers and seminars for counselling students.

## **CELL AGAINST SEXUAL HARASSMENT**

The College has a Committee for Prevention of Sexual Harassment to Girl Students and Female Staff to take all necessary measures to ensure the safety and dignity of the female students and staff. The committee comprises senior lady faculty members, non-teaching staff and girl student representatives. Till date no such case of sexual harassment has been reported in the institution. Continuous vigilance by College authorities and the fear of strict punishment have prevented sexual harassment of girl students.

The **Composition** of this Committee is:

**Chairman: Prof. Dr. K.P.Baheti.**

**Secretary: Dr. J.U. Deshmukh**

**Members: Dr. M,K. Malviya**

**Members:** Two girl students

**Broad Area of Work:** Prevention of Harassment of Women Staff and Girl Students and promotion of gender equity.

As per the regulation act 2009 on curbing the menace of ragging in higher Educational Institution, the college has also formed an anti-ragging committee under the chairmanship of the principal. The discipline is not only monitored by the Principal but the Committee uses all the teaching and non teaching staff members to enforce total discipline in the class rooms, campus and canteen. However no case of ragging has been occurred in our college so far. The following is the composition, powers and duties and reporting system enforced by College and the IQA Cell.

## **STRICT PROHIBITION OF RAGGING**

Ragging is strictly and totally prohibited in this Institution and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be proceeded against under the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009” effective from July 4th, 2009, the date of its publication in the official Gazette of India or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student. As per the above cited UGC regulations, Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness of fresher or any other students;
- b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse ,homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student;

- i. any act that affects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student. Fresher or any other student(s), whether being victims, or witnesses, in any incident of ragging, are advised to report such occurrence(s) to any Anti-Ragging Committee/Squad member/Authorities and in such a case the identity of such students shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

### **LIST OF FACULTY MEMBERS IN SENIOR COLLEGE**

<b>Sr.No.</b>	<b>Name of the faculty</b>	<b>Designation</b>	<b>Subject</b>	<b>Stream</b>
1.	Dr. K.R. Gangakhedkar	Principal	Physics	Science
2.	Dr. Baheti K.P.	Professor	Hindi	Arts
3.	Dr. Hapgunde S.K.	Asst. Professor	Marathi	Arts
4.	Dr. Tande S.V.	Associate. Professor	English	Arts
5.	Dr. Varvantikar R.D.	Asst. Professor	History	Arts
6.	Dr. Swamy D.K.	Professor	Chemistry	Science
7.	Dr. Deshmukh J.U.	Associate. Professor	Zoology	Science
8.	Dr. Malviya M.K.	Associate. Professor	Zoology	Science
9.	Dr. P.Neelkantrao	Associate. Professor	Economics	Arts
10.	Dr. Raut S.D.	Asst. Professor	Botany	Science
11.	Mr..Lathkar R.A	Librarian		
12.	Dr. Lute M.B.	Asst. Professor	Hindi	Arts
13.	Dr..Shinde S.V	Asst. Professor	Chemistry	Science
14.	Dr.Waghmare D.S	Asst. Professor	Pub. Admn	Arts
15.	<u>Dr.</u> Waghmare G.T.	Asst. Professor	Commerce	Commerce

**Administrative staff**

<b>Sr.No.</b>	<b>Name</b>	<b>Designation</b>
1.	Mr. R.S.Iyengar	Off.Supdt.
2.	Ms. Neema Newasekar	Head Clerk
3.	Mr.K.P.Rathod	Sr. Clerk
4.	Mr. S.I.Yeotikar	Jr. Clerk
5.	Mr. S.B.Wadikar	Jr.Clerk
6.	Mr. S.B. Joshi	Jr.Clerk (HSC VC)
7.	Mr. N.R. Mahabale	Jr. Clerk
8.	Mr. A.V. Pawar	Lib. Attendant
9.	Mrs. V.D. Rase	Lab. Attendant
10.	Mr. S.R. Randwe	Lab. Attendant
11.	Mr. A.S. Kale	Lab. Attendant
12.	Mr. Abdul Quadeer	Peon
13.	Mr. S.B. Mupde	Peon