

Shri Sadguru Gangageer Maharaj Science, Gautam Arts & Sanjivani Commerce College, Kopargaon

Tal. Kopargaon, Dist. Ahmednagar (Maharashtra)

(As per Right to Information Act, 2005)

Introduction

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing **Rayat Shikshan Sanstha's S.S.G.M. College, Kopargaon** and related information.

This Information Handbook is divided into 17 manuals/ sections. Each section deals with units of information as delineated under section 4 (1) (b).

Section 4 (1) (b) (i) / Manual - 1

Particulars of the organization, functions and duties

Rayat Shikshan Sanstha, Satara is a premier educational institution which has invited the attention of international educational fraternity towards its recognition as the biggest educational institution in Asia both in quality and quantity parameters. The Founder of Sanstha, Padmabhushan Dr. Karmaveer Bhaurao Patil had an incisive understanding of the social ills that beset his times and fully realized the dire need of the spread of education.

From the very beginning, Sanstha has laid its emphasis on the education for the downtrodden and the poor that really form the major bulk of the society.

Today, Sanstha runs 42 senior colleges, a newly added 1 research institute, 438 secondary schools, 8 training colleges, 42 primary schools, 31 pre-primary schools, 80 cosmopolitan hostels, 7 administrative offices, 8 Ashramshalas, and 57 ancillary branches. It is spread over in 15 districts of Maharashtra and 1 district of Karnataka.

S.S.G.M. College, Kopargaon is one of the leading educational institutes was established on **15th June 1965** as a branch of Rayat Shikshan Sanstha, Satara. The college is situated in Kopargaon, a rural Tahsil of Ahmednagar in Maharashtra. The college campus is spread over an area of 22.5 acres of lush green land. It provides quality higher education in Arts, Commerce, Science, BBA and Computer Science streams at graduate, postgraduate and research level. The college runs 16 UG, 11 PG, 02 research programs and has 20 different Short Term /Value Added /UGC Career Oriented and Skill-Based Courses.

The college is permanently affiliated to Savitribai Phule Pune University, Pune (Formerly known as University of Pune, Pune) and is approved under section 2(f) of the University Grants Commission (UGC) act. The college was awarded **The Best College Award** by the Savitribai Phule Pune University, Pune in the year 2006-2007, **Rayat Mauli Award** of Rayat Shikshan Sanstha in 2006-2007, **Karmaveer Paritoshik** of Rayat Shikshan Sanstha in 2009-2010, **DST-FIST sponsored College, ISO: 9001-2015 Certified College**. College reaccredited '**B++**' grade by NAAC with CGPA **2.82** in 2017.

Vision:

To generate academic, scientific temper, physical, spiritual, social and cultural values among the students and make them self-reliant through self-help to be responsible citizens of the world.

Mission:

To impart higher education with multifaceted aspects, excelling the human resources in the broader perspectives of national and global context.

Objectives:

- i. To provide higher educational opportunities, primarily to the weaker classes through the policy: education at their doors.
- ii. To generate academically, physically, spiritually and sound motivated graduates with awareness of importance of national integration and social responsibilities.
- iii. To develop the overall personality of the student.
- iv. To impart education through self-help and dignity of labour.
- v. To promote women's education.
- vi. To promote a healthy atmosphere, corporate life and welfare of the students, teaching and nonteaching staff.

Contact Details :

Postal Address :

Shri Sadguru Gangageer Maharaj Science, Gautam Arts & Sanjivani Commerce College,
Kopargaon, Nagar-Manmad Road, Yeola Naka, Taluka Kopargaon, Dist. Ahmednagar (Maharashtra -
423 601).

- **Website** : www.ssgmcollege.org
- **Tel. /Fax No** : **02423 - 223155**
- **Email** : **ssgmcoll.kop@gmail.com**
- **Location Map** : <https://goo.gl/maps/4USTW4mkK8tSW2Tn9>

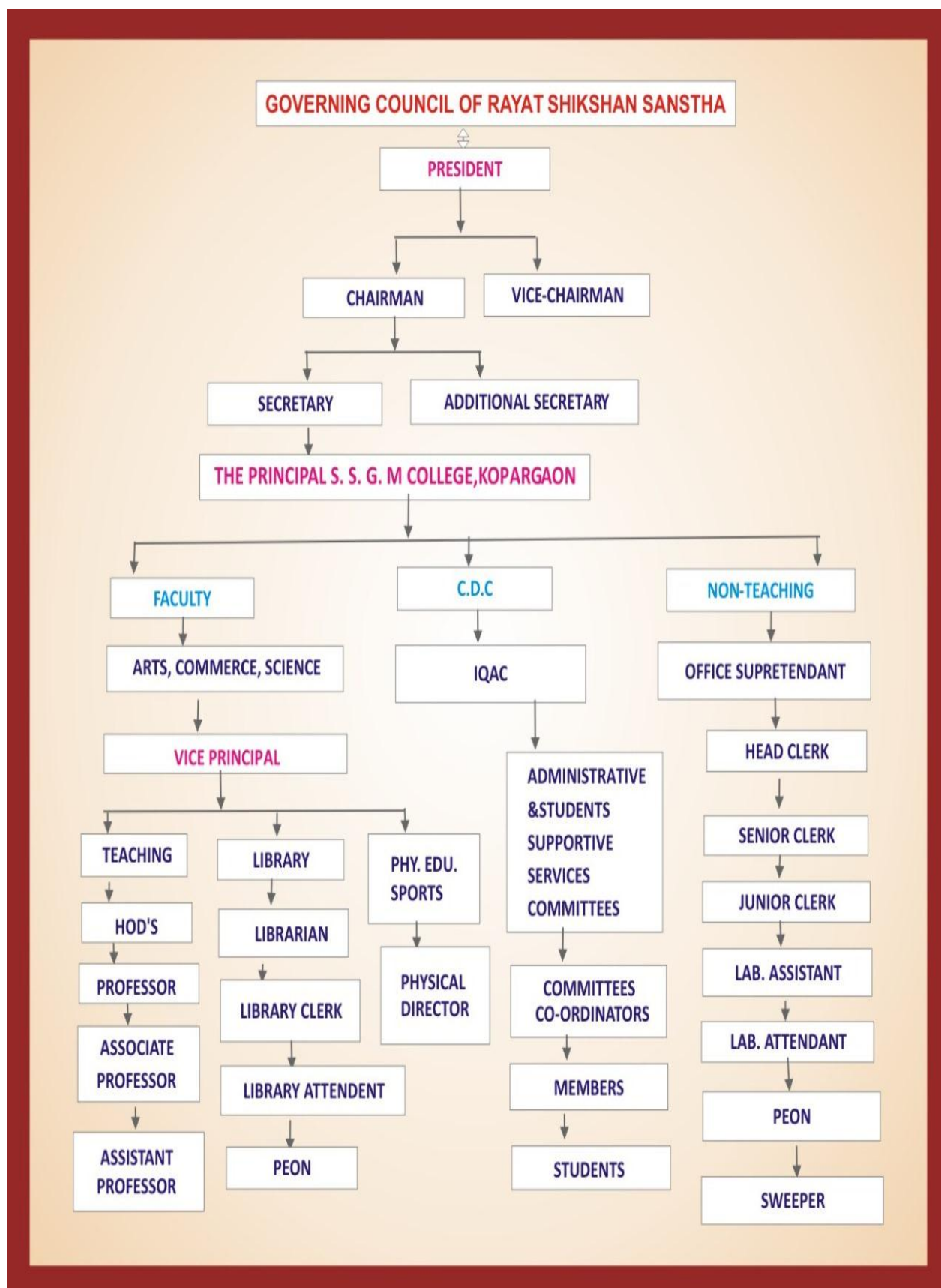
Working Hours:

- **College Timing on all Working Days** : From 7.40 am to 06.00 p.m.
- **Office Timing** : From 10.00 a.m. to 6.00 p.m. on all working days.
- **Financial Transactions** : 10.30 a.m. to 01.30 p.m. on all working days.
- **Library Timing** : From 10.00 a.m. to 6.00 p.m. on all working days.
- **Sunday is the Weekly Holiday.**

Organization and Administrative Machinery Organogram of the institution

The parent institution plays a pivotal role in the general administration of the college.

It formulates the requisite policies for achieving goals and missions



Administrative Setup of S.S.G.M. College, Kopargaon

Various committees involving Principal, Teaching and Office Staff and students, are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

| Sr. No. | Name of the Committee | Chairperson | Members |
|----------------|------------------------------|----------------------|------------------------------------|
| 1 | Steering Committee | Prin. Dr. R.R. Sanap | Mr. A.K. Deshmukh |
| | | | Dr. S.B. Randhir |
| | | | Dr. A.B. Bhagwat |
| | | | Dr. B.R. Shendage |
| | | | Dr. N.V. Malpure |
| | | | Mr. H.T. Mate |
| | | | Mr. R.M. Game |
| | | | Mr. S.P. Thombare |
| | | | Mr. S.S. Gosavi |
| 2 | IQAC/NAAC Committee | Prin. Dr. R.R. Sanap | Dr. N.V. Malpure (Co-ordinator) |
| | | | Dr. M.D. Sangale |
| | | | Dr. V.R. Jivtode |
| | | | Dr. D.S. Randhir |
| | | | Dr. D.M. Suryawanshi |
| | | | Mr. S.S. Gaikwad |
| | | | Dr. M.R. Yeshwant |
| | | | Mr. G.B. Bhagat |
| | | | Dr. Mrs.P.V.Randhavane |
| 3 | Admission Committee | Dr. S. B. Randhir | Mr. A.K. Deshmukh |
| | | | Dr. B. D. Varpe |
| | | | Dr. G. N. Kakde |
| | | | Dr. M.R. Yeshwant |
| | | | Dr. C. B. Chaudhari |
| | | | Dr. A.B. Bhagwat |
| | | | Mr. D. V. Bhoje |
| | UGC/DST/RUSA/STAR | Mr. G.B. Bhagat | Smt. S.G. Kolhe |

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| 4 | College / NIRF etc. Schemes Committee | | Dr. S.S. Gaikwad |
| | | | Dr. D. M. Suryavanshi |
| | | | Mr. D. V. Bhoje |
| | | | Mr. S.K. Pawar |

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|----|---|---------------------------|-----------------------|
| 5 | Academic Planning Committee (Academic Calendar & Prospectus) | Smt. S.G. Kolhe | Dr. C.B. Chaudhari |
| | | | Mr. D.V. Bhoje |
| | | | Mr. D. V. Vairal |
| | | | Mr. N. B. Salve |
| 6 | Time-table Committee | Dr. M.D. Sangale | Mr. K.S. Pawar |
| | | | Dr. A.B. Bhagwat |
| | | | Dr. B.R. Shendage |
| | | | Dr. D.S. Randhir |
| | | | Dr. V.R. Jivtode |
| | | | Mr. U.B. Gawali |
| 7 | Academic Observation Committee | Dr. S.B. Randhir | Dr. B. R. Shendage |
| | | | Dr. M. D. Sangale |
| | | | Dr. B.D. Varpe |
| 8 | Examination Committee For Internal & University Exams. | Dr. D.S. Randhir (C.O.E.) | Smt. Dr. V.P. Supekar |
| | | | Mr. N. B. Salve |
| | | | Dr. B.A. Tarhal |
| | | | Mr. D.V. Bhoje |
| | | | Mr. S.S. Gaikwad |
| | | | Dr. P.V. Randhavane |
| | | | Mr. U.B. Gawali |
| 9 | Research, Rayat Avishkar, Inspire Committee | Dr. D.M. Suryawanshi | Dr. A.B. Bhagwat |
| | | | Mr. G.B. Bhagat |
| | | | Mr. K.S. Pawar |
| | | | Dr. N.M. Chavan |
| 10 | Library Advisory Committee | Prin. Dr. R.R. Sanap | Mr. R.S. Lawande |
| | | | Dr. A.B. Bhagwat |
| | | | Dr. S.B. Randhir |
| | | | Dr. Smt. S.R. Chavhan |
| | | | Mr. H.T. Mate |
| | | | Mr. S.P. Thombare |
| 11 | Attendance Committee | Dr. G.N. Kakade | Dr. S. B. Randhir |
| | | | Mr. A. K. Deshmukh |
| | | | Dr. A.B. Bhagwat |
| | | | Mr. D. B. Vairal |
| | | | Mr. P. V. Pagare |
| 12 | Cultural Activities Committee | Dr. B.R. Shendage | Dr. M.R. Yeshwant |
| | | | Mr. Y.V. Dane |
| | | | Dr. A.B. Bhagwat |

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| | | | Mr. C.B. Shinde |
| | | | Mr. V.B. Rohom |

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| 13 | Discipline Committee | Mr. V.S. Pawar | Mr. A.K. Deshmukh |
| | | | Mr. B. D. Varpe |
| | | | Mr. U. B. Gawali |
| | | | Dr. A.B. Bhagwat |
| | | | Mr. S.M. Jangam |
| | | | Mr. A. H. Lakare |
| | | | Dr. Mrs. U.L. Bhor |
| | | | Vice Principals & All Faculty Incharge of Jr. College, NCC, NSS Officers, Rectors |
| 14 | Gymkhana, Students Council Committee | Dr. A.B. Bhagwat (S.W.O.) | Mr. V.S. Pawar |
| | | | Dr. Mrs. U.L. Bhor |
| | | | Dr. B.R. Shendge |
| | | | Dr. C.B. Chaudhari |
| | | | Dr. Mrs.P.V.Randhavane |
| | | | Dr. Y.M. Bhilore |
| 15 | Competitive Exam. Centre | Mr. S.S. Gaikwad (Co-ordinator) | |
| | 1) MPSC/UPSC Coaching | Mr. S.S. Gaikwad (Chairman) | Mr. J.A. Shaikh |
| | | | Mr. M.K. Dighe |
| | 2) IBPS Coaching | Mr. D.V. Bhoye (Chairman) | Dr. B.M. Waghmode |
| | | | Mr. S.C. Kakade |
| | 3) Pre Police Recruitment Training | Mr. V.S. Pawar (Chairman) | Dr. C.B. Chaudhari Mr. K.S.Pawar |
| 16 | Career, Placement & Counselling Cell | Mr. D.V. Bhoye | Dr. S.B. Randhir |
| | | | Dr. G.N. Kakade |
| | | | Dr. M.D. Sangale |
| | | | Mr. N.B. Salave |
| 17 | Students Feed Back Committee | Dr. B.D. Varpe | Dr. A.B. Bhagwat |
| | | | Mr. S.S. Gaikwad |
| | | | Mr. M.K. Dighe |
| | | | Mr. S.C. Kakade |
| 18 | Students' Development Cell and Earn and Learn Scheme Committee (Old: Students Welfare Committee) (As Per The Directives Of DSW) | Prin. Dr. R.R. Sanap | Dr. B.A. Tarhal (Co-ordinator) |
| | | | Mr. Sandip Varpe |
| | | | Dr. P.V. Randhavane |
| | | | Dr. M.R. Yeshwant |
| | | | Dr. B. R. Shendage |
| | | | Mr. U.B. Gawali Chairman, Earn and Learn Scheme |
| | | | Mr. S.C. Kakde |
| | | | Dr. B.M. Waghmode |

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| | | | Mr. M.K. Dighe |
| | | | Students Representatives |
| | | | Ladies Representative (Member) |
| | | | Mr. S.P. Thombare |
| 19 | Magazine (Kalpataru) Committee | Dr. B.R. Shendage | Dr. S.B. Randhir |
| | | | Dr. G.N. Kakde |
| | | | Dr. A.B. Bhagwat |
| | | | Mr. S.C. Kakade |
| | | | Mr. C.B. Shinde |
| 20 | Ladies Welfare & Women Development Cell Committee | Dr. Mrs. U.L. Bhor | Dr. Mrs. V.P. Supekar |
| | | | Dr. Mrs. S.R. Chavhan |
| | | | Dr. M. S. Bhilore |
| | | | Mrs. S.B. Dawange |
| | | | Mrs. C. B. Shinde |
| | | | Mrs. J. B. Shendage |
| 21 | Science Association Committee | Mr. S.S. Gaikwad | Dr. V.R. Jivtode |
| | | | Dr. D.M. Suryavanshi |
| | | | Mr.Y. P. Khilari |
| 22 | Commerce Association Committee | Dr. A.B. Bhagwat | Mr. D.V. Bhoys |
| | | | Mr. B.M. Wagh |
| 23 | Literary Association Committee | Mr. Y.V. Dane | Dr. M.R. Yeshwant |
| | | | Dr. Mrs. U.L. Bhor |
| | | | Mr. K.S. Pawar |
| 24 | Staff Academy Committee | Mr. U.B. Gawali | Dr. N.M. Chavan |
| | | | Dr. S.A. Mahale |
| | | | Mr. R.M. Dahe |
| 25 | Planning Forum Committee | Dr. B.M. Waghmode | Dr. Mrs. Y.M. Bhilore |
| | | | Mrs. S.T. Ghadage |
| 26 | Tutor- Ward Scheme & Teacher Parent Scheme (Mentor Mentee Scheme) | Dr. N.M. Chavan | Mr. D.V. Bhoys |
| | | | Mrs. Nikale P.V. |
| | | | Dr. B.M. Waghmode |
| 27 | Parent-Teacher Association Committee | Prin. Dr. R.R. Sanap | Dr.A.B. Bhagwat (Co-ordinator) |
| | | | Dr. V.R. Jivtode |
| | | | Dr. Mrs. U.L. Bhor |
| | | | All Class Teachers of Sr. College |
| 28 | Alumni Association | Dr. M.D. Sangale | Dr. S.B. Randhir |

| | | | |
|----|--|----------------------------------|----------------------------|
| | Committee | | Mr. S.S. Gaikwad |
| | | | Mr. H.T. Mate |
| | | | Mr. S.C. Kakade |
| | | | Mr. H.S. Jadhav |
| | | | Mrs. M.R. Raktate |
| | | | Mrs. C.B. Shinde |
| | | | Mr. H.S. Kale |
| 29 | N.S.S. Committee | Dr. B.A. Tarhal (Sr. College) | Mr. M.K. Dighe |
| | | | Dr. B.M. Waghmode |
| | | | Dr. Mrs. P.V. Randhavane |
| | | | Dr. S.P. Kale |
| | | | Mr. B.D. Pawar |
| 30 | N.C.C. Committee | Dr. C.B. Chaudhari (Boys) | Mrs. S.S. Dighe (Girls) |
| 31 | Health Committee (Students Insurance & Health Awareness Medical Check-up) | Dr. G.N. Kakde | All Class Teachers of F.Y. |
| 32 | Extramural & Continuing Education Committee | Dr. M.R. Yeshwant | Dr. G.N. Kakde |
| | | | Dr. Mrs. Y.M. Bhilore |
| | | | Mr. J.A. Shaikh |
| | | | Mr. Aher |
| 33 | Short Term Courses Committee | Dr. Mrs. V.P. Supekar | Dr. P.V. Randhavane |
| | | | Dr. A.B. Bhagwat |
| | | | Mr. M.K. Dighe |
| 34 | Karmaveer Vidya Prabodhini Committee | Mr. S.P. Hadule | Mr. D.S. More |
| | | | Dr. Mrs. V.P. Supekar |
| | | | Mr. S.P. Ghotekar |
| | | | Mr. A.S. Chandanshive |
| | | | Mr. A.N. Siddiki |
| | | | Mr. M.B. Wagh |
| | | | Mr. K.R. Autade |
| | | | Mr. K.J. Shelke |
| 35 | Computer Education Committee | Mr. D. B. Vairal | Miss. D. R. Avhad |
| | | | Mr. P. J. Hadule |
| | | | Mr. R. B. Sonawane |
| | | | Mr. D. V. Hande |
| | | | Mrs. N.H. Gharmalkar |

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| 36 | Virtual Learning Centre Committee | Dr. V.R. Jivtode | Dr. G.N. Kakade |
| | | | Mr. D.V. Hande |
| | | | Dr. N.V. Malpure |
| 37 | YCMOU Committee | Prin. Dr. R.R. Sanap | Dr. B.A. Tarhal |
| | | | Dr. Y.V. Dane |
| 38 | ICT Support Committee | Mr. D.B.Vairal | Mr. D.V. Hande |
| | | | Mr. G.B. Bhagat |
| | | | Dr. D.S.Randhir |
| | | | Mr. D.V.Bhoye |
| | | | Mr. S.S.Gosavi |
| | | | Mr. Ganesh Jagatap |

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| 39 | Hostel Committee | Dr. S.B. Randhir | Mr. K.S. Pawar (Rector) |
| | | | Mr.B.B.Devkate (Rector) |
| | | | Mr.S.S.Jagdhani (Rector) |
| | | | Dr. P. V. Randhawane |
| | | | Sou. C. B. Shinde |
| | | | Medical Officer |
| 40 | CCTV Cameras Maintenance | Mr. R.Y. Salunkhe | Mr. D.V. Hande |
| | | | Mr. S.S. Gosavi |
| | | | Mr.Ganesh Jagtap |
| | | | Mr. P.D. Chandole |
| 41 | Water Supply & Maintenance | Mr. S. S. Jagdhani | Mr. S. S. Gosavi |
| | | | Mr.S.R.Barde |
| | | | Mr.D.N.Tambe |
| | | | Mr. P.D. Chandole |
| 42 | Poor Students Aid Fund | Prin. Dr. R.R. Sanap | Dr. S.B. Randhir |
| | | | Mr. A.K. Deshmukh |
| | | | Dr. A.B. Bhagwat |
| 43 | Grievance Redressal Cell | Dr. Mrs. S.R. Chavhan | Mr. U.B. Gawali |
| | | | Dr. B.R. Shendage |
| | | | Dr. Mrs. R.R. Varde |
| 44 | Women Harassment & Atrocity | Prin. Dr. R.R. Sanap | Dr.Mrs. U.L Bhor (Secretary) |
| | | | Mrs. M.R. Raktate |
| | | | Dr. Mrs. Y.M.Bhilore |
| | | | Mrs. S.S. Bansode |
| 45 | Staff Welfare | Dr. B.R. Shendage (Sr.) Mr. S.P. Kale (Jr.) | Dr. A.B. Bhagwat |
| | | | Mr. S.S. Gaikwad |
| | | | Dr. S.P. Kale |
| | | | Mr. B.M. Wagh |
| 46 | Educational Tours & Excursion | Dr. C.B. Chaudhari | Dr. A.B. Bhagwat |
| | | | Mr. H.T. Mate |
| | | | Miss. Y.M. Bhilore |
| 47 | Electrical Maintenance | Mr. V.K. Katore | Mr. S.R. Manke |
| | | | Shri. P.D.Chandole |
| 48 | Purchase & Financial Norms | Prin. Dr. R. R.Sanap | Dr. S.B. Randhir |
| | | | Dr. N.V. Malpure |
| | | | Mr. A.K. Deshmukh |
| | | | Mr. H.T. Mate |
| | | | Mr. R.M. Game |
| | | | Mr. D.D. Pagar |
| | | | Mr. D.V. Hande |

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|----|--|---|---------------------------------|
| | | | Mr. D.B. Vairal |
| | | | Mr. R.Y. Salunke |
| | | | Mr.S.P.Thombare |
| | | | Mr. S.S. Gosavi |
| 49 | Building Maintenance & Campus Development | Dr. S.B. Randhir | Dr. B.A. Tarhal |
| | | | Mr. H.T. Mate |
| | | | Mr. R.M. Game |
| | | | Mr.D.D. Pagar |
| | | | Mr. S.S. Jagdhani |
| | | | Mr. S.S. Gosavi (O.S.) |
| | | | Mr.S.P.Thombare |
| 50 | Botanical Garden & Campus Beautification | Dr. B. D. Varpe | Dr. Mrs. S.B. Dawange |
| | | | Mr. K. S. Patil |
| | | | All Teachers of Dept. of Botany |
| 51 | Environmental Awareness | Dr. V.R. Jivtode | Mr. P.D. Zol |
| | | | Mr. Y.P. Khilari |
| | | | Mr. S.S. Shinde |
| | | | Mr. J.A. Shaikh |
| 52 | Entrepreneurship Development Cell | Dr. A.B. Bhagwat | Mr. D.V. Bhoje |
| | | | Mr. N.B. Salve |
| | | | Mrs. P.V. Pagare |
| 53 | Wallpapers | Dr. B.R. Shendage (Ankur, Kaleidoscope, Alkermly, Lene vasundhareche, Pace Maker, Botanica, Sankalpa, Sports Bulletin) | Dr. D.M. Suryavanshi |
| | | | Dr. C.B. Chaudhari |
| | | | Dr. V.R. Jivtode |
| | | | Dr. B.D. Varpe |
| | | | Dr. A.B. Bhagwat |
| | | | Mr. S.Y.Deshmukh |
| 54 | Vehicle Stand | Mr. V.S. Pawar | Mr. H.T. Mate |
| 55 | Publicity | Dr. B.R. Shendage | |
| 56 | Anti-Ragging Committee | Prin. Dr. R.R. Sanap | |
| 57 | College Canteen | Dr. M.D. Sangale | Mr. D. D. Pagar |
| | | | Dr. M.R. Yeshwant |
| 58 | Talent Progressive Students | Dr. G.N. Kakde | Dr. A.B. Bhagwat |
| | | | Dr.Mrs. S.R. Chavhan |
| | | | All Class Teachers |
| 59 | College Website Maintenance | Mr. D. B. Vairal | Mr. G.B. Bhagat |
| | | | Mr. S.S. Gaikwad |

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| | | | Mr. Ganesh Jagtap |
| 60 | Right To Information (माहितीचा अधिकार) | Prin. Dr. R.R. Sanap (Appellate Officer) | Mr. S. P.Thombare (PIO) |
| | | | Mr. A. K. Deshmukh |
| | | | Dr. S.B. Randhir |
| | | | Mr. S.S. Gosavi |
| 61 | Standing Committee (SC/ST welfare) D.O. No. F.2-1/88 March 21,1988 | Dr. D.M. Suryawanshi | Dr. D.S. Randhir |
| | | | Mrs. S.S. Bansode |
| | | | Dr.Mrs. S.R. Chavhan |
| 62 | Stage & Mike | Mr. R.Y. Salunkhe | Mr. D.V. Hande |
| | | | Dr. G.N. Kakade |
| | | | Mr. P.D. Chandole |
| 63 | Rayat Shikshan Sanstha's Academic & Administrative Audit | Dr. N.V. Malpure | All IQAC Committee. Criterion Chairmans |
| 64 | Academic Bank of Credits (ABC) Nodal officer | Mr. U. B. Gawali | All Vice Principals and HOD |
| 65 | Nodal Officer of College For MoU with Infosys & SPPU for Skill Based Courses | Mr. D.V. Bhoye | Mr. A. K. Deshmukh Mr. M.K. Dighe |
| 66 | Innovation & Incubation cell | Dr. N.M. Chavan | Dr. D.M. Suryawanshi |
| | | | Dr. M.D. Sangale |
| | | | Mr.S.S.Shinde |
| | | | Dr. V. R. Jivtode |
| 67 | Differently Abled Committee | Dr. Mrs. R.R. Varde | Dr.Mrs. V.P. Supekar |

Details of Services Rendered:

The college renders various services to its stake holders. Some of them are briefly enumerated below:

- Teaching of UG, PG, M.Phil, Ph.D. programs.
- Conducting Certificate and skill based courses in various subjects.
- Conduct Extension activities for students and Society.
- Conducting internal and University Examination
- Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- Having separate Competitive examinations Guidance Centre for training and coaching
- Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- Providing career counseling and Placement guidance
- Arranging field visit and Industrial tours
- The College Organizes Sou. Sushilamai Shankarrao Kale State Level elocution Competition every year
- Providing hostel facility for Boys and Girls
- Providing library facilities

Grievance Redressal:-

For Grievance Redressal of students and faculty, there are various committees formed in the college.

- ✓ Anti - Ragging Committee
- ✓ Internal Complaint Committee
- ✓ Grievance Redressal Committee

Grievance Redressal Procedure:-

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievances and tries to rectify them for smooth functioning of the college.

Section 4 (1) (b) (ii) / Manual - 2

Powers and Duties of Officers and Employees

| S.N. | Designation | Functions |
|------|---|---|
| 1. | Principal | <ul style="list-style-type: none"> ▪ To allocate work as per cadre to teaching & non-teaching staff and supervise the work. ▪ Principal implements the programs laid down by the IQAC, CDC and Parent Institute. ▪ To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. ▪ To administer daily teaching activity and administer academic as well as administrative routing. |
| 2. | Professor/ Associate Professor/ Assistant Professor | <ul style="list-style-type: none"> ▪ To undertake teaching activity as per the UGC and government norms. ▪ To do all examinations related work ▪ To work in various administrative committees and submit report to the principal ▪ To organize seminar, workshops, debates and other co- curricular activities for students ▪ To undertake student counseling |
| 3. | Librarian | <ul style="list-style-type: none"> ▪ To undertake activity as per the UGC, government norms and to look after all work administration in library. ▪ To Control and Supervise the Issue and return of books, journals, periodicals to staff and students. ▪ To maintain online software and online repository. ▪ To maintain and update accession register and other registers in library and study room. ▪ To supervise overall administration in the library. |
| 4. | Physical Director | <ul style="list-style-type: none"> ▪ To undertake activity as per the UGC, government norms for sports development ▪ To organize sports activities in the college ▪ To maintain the discipline in the college ▪ To maintain the record of sports equipment's |
| 5. | Registrar/ Office superintendent | <ul style="list-style-type: none"> ▪ To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., ▪ To supervise the official work and administration of office |
| 6. | Head Clerk | <ul style="list-style-type: none"> ▪ To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report, Employee service |

| | | |
|----|-------------------|---|
| | | <p>book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing.</p> <ul style="list-style-type: none"> ▪ To get the financial audit done internally as well as externally ▪ To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. ▪ To prepare and submit various utilizations to UGC, University, Government etc. ▪ To prepare and submit budget estimates and monitor accounts accordingly. |
| 7. | Senior Clerk | <ul style="list-style-type: none"> ▪ To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc., ▪ To maintain and update bio-metric record and write remarks accordingly. ▪ To maintain Sanstha Correspondence, Students Correspondence and other office correspondence, ▪ To prepare and submit various Fee concession proposals to government authorities ▪ To help other authorities as per the directions Principal & Head clerk. |
| 8. | Junior Clerk | <ul style="list-style-type: none"> ▪ To verify and accept Admission forms, Exam Forms, Concession forms etc., ▪ To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc., ▪ To maintain General Register, University Result, Ledger etc. and undertake all exam related work. ▪ To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff proposals, teaching & non-teaching approval etc. ▪ To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. ▪ To help other authorities as per the directions of Principal and Head clerk. |
| 9. | Library Attendant | <ul style="list-style-type: none"> ▪ To issue & return books in the library as per directions of librarian. ▪ To issue I-card, barrow card to students. ▪ To update newspaper and magazine register. |

| | | |
|-----|------|---|
| | | <ul style="list-style-type: none"> ▪ To maintain cleanliness in the library and work as per the directions of the librarian. |
| 10. | Peon | <ul style="list-style-type: none"> ▪ To maintain cleanliness ▪ To visit Bank, MSEB, Post office and other places for bill payment & office work. ▪ To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc. ▪ To render help in organization of various Co-curricular and extracurricular activities and programme held in the college. ▪ To work as per the directions of Principal and Head Clerk. |

- Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and regulations of the University as stated in the Maharashtra Universities Act.

Section 4 (1) (b) (iii) / Manual - 3

Procedure followed to take a decision on various matters

- Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
- The College functions under the supervision and control of the Parent Institution Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.

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

Norms set by the College for the discharge of its functions

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
- The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- Norms and standards for various academic activities are set by the Savitribai Phule Pune University, Pune, UGC, IQAC and College Development Committee of the College.

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

Rules, regulations and instructions used

- Statutes and Ordinance of Savitribai Phule Pune University, Pune.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Savitribai Phule Pune University, Pune b) Government of

Maharashtra State c) Joint Director of Education, Pune. d) UGC e) Rules and regulations of Rayat Shikshan Sanstha, Satara f) Standard code rules g) Maharashtra Civil services rules

- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Savitribai Phule Pune University, Pune and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India, and UGC, except where the University has its own provisions with regard to teaching and non-teaching staff.
- **More information is available at following websites.**
- <https://htedu.maharashtra.gov.in/en/>
- www.ssgmcollege.com
- www.rayatshikshan.edu
- www.erayat.org
- www.ugc.ac.in
- www.naac.gov.in
- www.unipune.ac.in
- <http://bcud.unipune.ac.in/>
- <http://exam.unipune.ac.in/>
- www.mahaeschol.maharashtra.gov.in
- www.dhepune.gov.in
- <https://mahadbtmahait.gov.in/>
- <https://scholarships.gov.in/>
- http://www.unipune.ac.in/university_files/scholarships.htm

Section 4 (1) (b) (vi) / Manual - 6

Official documents and their availability

Following documents are available in the College with various officers under Principal.

| Sr. No. | Person with whom information is available | Documents |
|------------|--|-----------|
|------------|--|-----------|

| | | |
|---|--------------|--|
| 1 | Lecturer | <ul style="list-style-type: none"> ▪ Student attendance, tutorial, academic diary, internal examination record |
| 2 | Head Clerk | <ul style="list-style-type: none"> ▪ Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook , muster book, Audited statement, Assessment Report , Employee service book and personal file, Cheque register, dead stock register, voucher files |
| 3 | Senior Clerk | <ul style="list-style-type: none"> ▪ Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals |
| 4 | Junior Clerk | <ul style="list-style-type: none"> ▪ Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships |
| 5 | Librarian | <ul style="list-style-type: none"> ▪ Books, Journals, Periodicals, Accession Register, Audio Visual and E- resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register |

Following documents are available in the college office

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- Examination results
- The College prospectus
- Staff information and College directory (Muster, Service Books and Personal files)
- Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
- Composition and proceedings of various Committees

Section 4 (1) (b) (vii) / Manual - 7

Mode of public participation

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes NSS and NCC camps.
- The college organizes programmes circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, No Vehicle Day”
- The college celebrates Birth and Death Anniversaries of eminent personalities.

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs and Industrial stake holders.
- Feedback is taken from parents, students, teachers, alumni and industry about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organises various programs / lectures for creating social legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

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

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

The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are :

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee

Note: The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.

Teaching Senior College 2020-21

| Sr.No. | Name of Teacher | Designation | Qualification | Experience |
|---------------|--------------------------------------|-----------------------------------|-----------------------------|-------------------|
| 1 | I/c. Prin. Dr. Sanap Ramesh Rambhau | In-charge Principal | M.Sc.Ph.D. | 33 Yrs. |
| 2 | Prof. Dr. Bhor Ujjwala Laxman | Prof. in Marathi | M.A.M.,SET, M.Phil, Ph.D | 12 Yrs. |
| 3 | Prof. Dr. Randhir Subhash Baburao | Prof. in English | M.A.Ph.D. | 36 Yrs. |
| 4 | Prof. Dr.Shendage Babasaheb Raosaheb | Prof. in Marathi | M.A.Ph.D. | 28 Yrs. |
| 5 | Prof. Dr. Chavhan Namdeo Mangu | Prof. in Chemistry | M.Sc.Ph.D. | 22 Yrs. |
| 6 | Prof. Dr. Varpe Babasaheb Dadabhau | Prof. in Botany | M.Sc.Ph.D. | 32 Yrs. |
| 7 | Prof. Dr.Sangale Mohan Dattu | Prof. in Chemistry | M.Sc.,M.Phil., Ph.D. | 31 Yrs. |
| 8 | Prof..Chaudhari Chandrabhan Bhandas | Prof. in Geography | M.A.Ph.D. | 21 Yrs. |
| 9 | Mr. Deshmukh Arun Khandu | Asso.Prof. in Chemistry | M.Sc | 33 Yrs. |
| 10 | Dr.Mr..Kakade Genudas Nivrutti | Asso.Prof. in Physics | M.Sc.Ph.D. | 20 Yrs. |
| 11 | Dr.Mr.Suryawanshi Dayanand Marutirao | Asso.Prof. in Chemistry | M.Sc.Ph.D. | 17 Yrs. |
| 12 | Dr.Mrs.Varde Ranjana Ramchandra | Asso.Prof. in Hindi | M.A., M.Phil , Ph.D. | 17 Yrs. |
| 13 | Mr.Chaudhari Chandrakant Sopan | Assis. Prof. in Chemistry | M.Sc. | 26 Yrs. |
| 14 | Mr. Mate Hansraj Tulshiram | Assis. Prof. in Botany | M.Sc. | 26 Yrs. |
| 15 | Mr.Tarhal Banderao Anandrao | Assis. Prof. in Economics | M.A.,M.Phil, Ph.D. | 22 Yrs. |
| 16 | Dr.Mrs. Supekar Vaishali Prashant | Assis. Prof. in Political Sci. | M.A.,SET, Ph.D. | 18 Yrs. |
| 17 | Dr.Mr. Yeshwant Madhav Radhakisan | Assis. Prof. in English | M.A.Ph.D. | 16 Yrs. |
| 18 | Dr.Mr. Randhir Devidas Sakharam | Assis. Prof. in Geography | M.A.NET, Ph.D. | 13 Yrs. |
| 19 | Mr. Bhagat Ghanashyam Bhimrao | Assis. Prof. in Electronics | M.SC.SET | 12 Yrs. |
| 20 | Mr.Pawar Vishal Subhash | Director of Physical Education | M.Com,M.P.Ed. SET | 12 Yrs. |
| 21 | Dr.Bhagwat Arjun Bhanudas | Assis. Prof. in Commerce | M.Com.SET, Ph.D.GDC&A | 12 Yrs. |
| 22 | Mr.Gaikwad Sanjay Sadashiv | Assis. Prof. in Chemistry | M.Sc.,SET | 12 Yrs. |
| 23 | Mrs.Dr.Randhavane Pratibha Vitthal | Assis. Prof. in Chemistry | M.Sc.Ph.D. | 9 Yrs. |
| 24 | Dr.Mr.Chavan Seema Ravindara | Assis. Prof. in Economics | M.A.,M.Phil, Ph.D. | 9 Yrs. |
| 25 | Mr.Jiwatode Vilas Ramkrushna | Assis. Prof. in Zoology | M.Sc.NET | 9 Yrs. |
| 26 | Dr.Mr.Malpure Nilesh Vijay | Assis. Prof. in Botany | M.Sc. Ph.D. | 9 Yrs. |
| 27 | Mr. Khairnar Chandrashekhar Trimbak | Librarian | B.A.,M.Lib., NET | 9 Yrs. |
| 28 | Mr. Gawali Uttam Balu | Assis. Prof. in Maths. | M.Sc.NET | 2 Yrs. |
| 29 | Mr.Bhoye Dilip Vishwanath | Assis. Prof. in Commerce | M.Com. NET | 2 Yrs. |
| 30 | Mr. Dighe Mahesh Kondaji | Assis. Prof. in English | M.A.NET. | 2 Yrs. |
| 31 | Mrs Kolhe Sonal Ganpatrao | Assis. Prof. in Physics | M.Sc.,SET | 2 Yrs. |

Non-Teaching Senior College 2020-21

| Sr.No. | Name of Teacher | Designation | Qualification | Experience |
|--------|---------------------------------|-------------------|---|------------|
| 1 | Shri. Thombare Sunil Parashuram | Registrar | B.Com. | 30 Yrs |
| 2 | Shri. Gosavi Sunil Shidgir | Office Supe. | B.A., MS-CIT | 27 Yrs |
| 3 | Shri. Salve Balasaheb Shivram | Sr. Steno. | B.A., MS-CIT, STENO | 29 Yrs |
| 4 | Shri. Sasane Yuvraj Narayan | Assist. Librarian | B.A., B.LIB., SET, M.LIB. & ISC | 16 Yrs |
| 5 | Shri. Pawar Suresh Kashinath | Head Clerk | H.S.C. | 27 Yrs |
| 6 | Shri Kamble Sagar Gangadhar | Sr Clerk | SSC, HSC, BA | 8 Yrs |
| 7 | Shri Jadhav Haridas Vishnu | Sr Clerk | B.A., E.40, M.30, MS-CIT | 8 Yrs |
| 8 | Smt. Janrao Rekha Anil | Jr. Clerk | B.A, M.A. | 16 Yrs |
| 9 | Shri. Bangar Moresh Kamalakar | Jr. Clerk | B.A., M.A., MS-CIT, MAR./ENG. 30 & 40 WPM TYPING | 8 Yrs |
| 10 | Shri. Handore Dipak Bhausaheb | Jr. Clerk | HSC, MAR-40, ENG-40, HIN-30 WPM | 8 Yrs |
| 11 | Shri. Mokal Pravin Namdeo | Jr. Clerk | B.A., M.A., B.ED., MS-CIT, MAR.. 30, ENG. 40 WPM TYPING | 8 Yrs |
| 12 | Shri. Waman Jaywant Chandrabhan | Lab. Assit. | B.Sc., B.Ed. | 30 Yrs |
| 13 | Shri. Sabale Tukaram Antu | Lab. Assit. | S.S.C. | 19 Yrs |
| 14 | Shri. Gosavi Ballesh Balkisan | Lab.Asst. | XI | 16 Yrs |
| 15 | Shri. Madhe Balshiram Ansu | Lab. Assit. | S.S.C. | 29 Yrs |
| 16 | Shri Vyavhare Balasaheb Narayan | Lab Assist | M.A., B.LIB. | 30 Yrs |
| 17 | Shri Salve Ashok Namdeo | Lab Assist | SSC, BA | 30 Yrs |
| 18 | Shri Arote Shivaji Bajirao | Lab Assist | SSC, HSC, BA, MS-CIT | 8 Yrs |
| 19 | Shri Sonawane Dhiraj Prakash | Lab Assist | B.E. MECH., MS-CIT | 0 Yrs |
| 20 | Shri. Adhav Kiran Uddhavrao | Lab. Attd. | F.Y.B.A. | 38 Yrs |
| 21 | Shri. Bhasme Sanjay Jagannath | Lab. Attd. | IV | 37 Yrs |
| 22 | Shri. Dushing Dilip Antu | Lab. Attd. | F.Y.B.A. | 30 Yrs |
| 23 | Shri. Kudale Sanjay Baban | Lab. Attd. | S.S.C., H.S.C. | 30 Yrs |
| 24 | Shri. Bogir Vishnu Pandurang | Lab. Attd. | S.S.C. | 29 Yrs |
| 25 | Shri. More Vijay Parbat | Lab. Attd. | SSC, HSC FAIL | 18 Yrs |
| 26 | Shri. More Ravindra Balasaheb | Lab. Attd. | SSC, ITI | 17 Yrs |
| 27 | Shri. Jarande Vasant Damodar | Lab. Attd. | HSC | 17 Yrs |
| 28 | Shri. Matkar Namdeo Ranganath | Lab. Attd. | HSC | 17 Yrs |
| 29 | Shri Tarde Somnath Laxman | Lab Attend | SSC, MS-CIT | 8 Yrs |
| 30 | Shri Dalvi Navnath Kundlik | Lab Attend | SSC, HSC, NCC | 8 Yrs |
| 31 | Smt Dighe Sandhya Vitthal | Lab Attend | SSC, HSC, BA | 8 Yrs |
| 32 | Shri Kirave Amol Shantaram | Lab Attend | SSC, HSC, MS-CIT | 8 Yrs |
| 33 | Shri Shinde Shailesh Lahu | Lab Attend | SSC, HSC | 8 Yrs |
| 34 | Shri Pawara Chama Rohidas | Lab Attend | SSC, HSC | 8 Yrs |

| | | | | |
|----|--------------------------------------|-------------|-----------------------------|--------|
| 35 | Shri Pimpale Somnath Narayan | Lab Attend | SSC, HSC, AGRIL.DIP. | 8 Yrs |
| 36 | Shri Aghav Bhausaheb Laxman | Lab Attend | SSC, HSC, M.30 | 8 Yrs |
| 37 | Shri Paik Ramesh Chokhaji | Lab. Attd. | SSC | 30 Yrs |
| 38 | Smt Kadam Vaishali Rohidas | Lab. Attd. | VII | 16 Yrs |
| 39 | Shri Vargude Balasaheb Bhikaji | Lab Attend | SSC | 8 Yrs |
| 40 | Shri Tambe Dattatray Dagadu | Lab. Attd. | FYBA | 29 Yrs |
| 41 | Shri Avhad Balkrushna Mavanji | Lab. Attd. | MA, B.ED. | 30 Yrs |
| 42 | Shri Shinde Sanjay Muralidhar | Lab. Attend | SSC FAIL | 30 Yrs |
| 43 | Shri Dhirude Ganesh Karbhari | Lab Attend | M.A., B.ED, MS-CIT | 8 Yrs |
| 44 | Smt Shinde Lata Sukdev | Lab Attend | SSC, BA | 18 Yrs |
| 45 | Shri Ughade Baban Rakhama | Lab Attend | MA, DOEACC | 8 Yrs |
| 46 | Shri Mali Amol Balasaheb | Lab Attend | SSC, HSC, MS-CIT, D.ED. | 8 Yrs |
| 47 | Shri. Sabale Mohan Namdeo | Lib. Attd. | SSC FAIL | 38 Yrs |
| 48 | Smt. Besake Bebi Praful | Lib. Attd. | SSC | 30 Yrs |
| 49 | Shri. Dhotre Mhasaji Kondiba | Lib. Attd. | SSC | 29 Yrs |
| 50 | Shri. Gore Bharat Madhukar | Lib. Attd. | IX | 30 Yrs |
| 51 | Shri. Jadhav Satish Pandharinath | Lib. Attd. | HSC, B.A. | 17 Yrs |
| 52 | Shri Bharmal Vishal Kashinath | Lib Attend | HSC, D.ED, MS-CIT | 8 Yrs |
| 53 | Shri Kashid Raosaheb Vishnu | Lib Attend | SSC, HSC, BA, MA, MS-CIT | 8 Yrs |
| 54 | Shri Khade Popat Murlidhar | Lib Attend | SSC, HSC, MA, MS- CIT | 8 Yrs |
| 55 | Shri Barde Shrikant Rohidas | Lib Attend | SSC, HSC, D.ED. | 8 Yrs |
| 56 | Shri Gangurde Balasaheb Rajendra | Lib Attend | HSC, DOEACC, TALLY | 8 Yrs |
| 57 | Shri. Chandole Parashram Dnayneshwar | Peon | VII | 30 Yrs |
| 58 | Shri. Kale Natha Albatya | Peon | II | 19 Yrs |
| 59 | Smt. Avhad Tarabai Ravindra | Peon | VII | 13 Yrs |
| 60 | Smt. Thanage Mangal Bhausaheb | Peon | VII | 10 Yrs |
| 61 | Shri. Bairagi Kishor Tulshiram | Peon | - | 4 Yrs |

Section 4 (1) (b) (x) / Manual - 10:**Monthly remuneration received by each of its employee**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Savitribai Phule Pune University, Pune and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

Teaching Staff :

| SR. | NAME | Designation | Pay Scale | Basic Pay | DA 34% | HRA 9% | VA | TOTAL |
|-----|------------------------------------|-------------|---------------|-----------|--------|--------|------|--------|
| 1 | Dr. Ramesh Rambhau Sanap | Assi.Prof. | 57700-182400 | 218200 | 74188 | 19638 | 2700 | 314726 |
| 2 | Shri. Chandrakant Sopan Chaudhari | Assi.Prof. | 57700-182400 | 110400 | 37536 | 9936 | 5400 | 163272 |
| 3 | Dr. Chandrabhan Bhanudas Chaudhari | Asso.Prof. | 131400-217100 | 167200 | 56848 | 15048 | 2700 | 241796 |
| 4 | Shri. Namdeo Mangu Chavan | Professor | 144200-218200 | 162300 | 55182 | 14607 | 2700 | 234789 |
| 5 | Prof. Gaikwad Sanjay Sadashiv | Asst.Prof. | 57700-182400 | 87200 | 29648 | 7848 | 2700 | 127396 |
| 6 | Shri. Dilip Vishwanath Bhoje | Asst.Prof. | 57700-182400 | 61200 | 20808 | 5508 | 2700 | 90216 |
| 7 | Shri. Gawali Uttam Balu | Asst.Prof. | 57700-182400 | 61200 | 20808 | 5508 | 2700 | 90216 |
| 8 | Shri. Arun Khandu Deshmukh | Asso.Prof. | 131400-217100 | 198700 | 67558 | 17883 | 2700 | 286841 |
| 9 | Shri. Dighe Mahesh Kondaji | Asst.Prof. | 57700-182400 | 61200 | 20808 | 5508 | 2700 | 90216 |
| 10 | Prof. Bhagwat Arjun Bhanudas | Asst.Prof. | 68900-205500 | 79900 | 27166 | 7191 | 2700 | 116957 |
| 11 | Shri. Vilas Ramkrushna Jiwatode | Asst.Prof. | 68900-205500 | 79900 | 27166 | 7191 | 2700 | 116957 |
| 12 | Dr. Genudas Nivrutti Kakade | Asso.Prof. | 131400-217100 | 156900 | 53346 | 14121 | 2700 | 227067 |
| 13 | Prof Sau Supekar Vaishali Prashant | Asst.Prof. | 68900-205500 | 95400 | 32436 | 8586 | 2700 | 139122 |
| 14 | Shri. Nilesh Vijay Malpure | Asst.Prof. | 68900-205500 | 89800 | 30532 | 8082 | 2700 | 131114 |
| 15 | Dr. Sau Ujjwala Laxman Bhor | Professor | 144200-218200 | 182700 | 62118 | 16443 | 2700 | 263961 |
| 16 | Prof. Bhagat Ghanshyam Bhimrao | Asst.Prof. | 57700-182400 | 82300 | 27982 | 7407 | 2700 | 120389 |

| | | | | | | | | |
|---------------------|---|------------------|-------------------|---------|---------|--------|-------|---------|
| 17 | Prof. Chavan Seema Ravindra | Asst.Prof. | 68900- 205500 | 89800 | 30532 | 8082 | 2700 | 131114 |
| 18 | Smt.Pratibha Vitthal Randhavane | Asst.Prof. | 68900- 205500 | 87300 | 29682 | 7857 | 2700 | 127539 |
| 19 | Dr. Subhash Baburao Randhir | Professor | 144200- 218200 | 205600 | 69904 | 18504 | 2700 | 296708 |
| 20 | Shri. Devidas Sakharam Randhir | Asst.Prof. | 79800- 211500 | 89800 | 30532 | 8082 | 2700 | 131114 |
| 21 | Dr. Mohan Dattu Sangale | Asso.Prof. | 131400- 217100 | 218200 | 74188 | 19638 | 2700 | 314726 |
| 22 | Prof Smt Varde Ranjana Ramchandra | Asso.Prof. | 131400- 217100 | 152300 | 51782 | 13707 | 2700 | 220489 |
| 23 | Shri.Babasaheb Raosaheb Shendge | Professor | 144200- 218200 | 167200 | 56848 | 15048 | 2700 | 241796 |
| 24 | Shri.Dayanand Marutirao Suryawanshi | Asso.Prof. | 131400- 217100 | 143600 | 48824 | 12924 | 2700 | 208048 |
| 25 | Dr. Babasaheb Dadabhau Varpe | Professor | 144200- 218200 | 218200 | 74188 | 19638 | 2700 | 314726 |
| 26 | Prof Mate Hansraj Tulshiram | Asst.Prof. | 79800- 211500 | 110400 | 37536 | 9936 | 2700 | 160572 |
| 27 | Prof. Tarhal Bandarao Anandrao | Asst.Prof. | 79800- 211500 | 101100 | 34374 | 9099 | 2700 | 147273 |
| 28 | Dr. Madhav Radhakisan Yeshwant | Asst.Prof. | 79800- 211500 | 89900 | 30566 | 8091 | 2700 | 131257 |
| 29 | Prof. Smt Kolhe Sonal Ganpatrao | Asst.Prof. | | 61200 | 20808 | 5508 | 2700 | 90216 |
| 30 | Prof. Khairnar Chandrashekhar Trambak | Librarian | 57700- 182400 | 75300 | 25602 | 6777 | 2700 | 110379 |
| 31 | Prof Pawar Vishal Subhash | Phy. Director | 57700- 182400 | 87200 | 29648 | 7848 | 2700 | 127396 |
| TOTAL (TEACHING) | | 0 | 0 | 3791600 | 1289144 | 341244 | 86400 | 5508388 |

Non-Teaching Staff :

| SR. | NAME | Designation | Pay Scale | Basic Pay | DA 34% | HRA 9% | VA | TOTAL |
|-----|---|--------------|--------------|-----------|--------|--------|------|--------|
| 1 | Shri. Sunil Parashuram Thombare | Registrar | 41800-132300 | 65100 | 22134 | 5859 | 1350 | 94443 |
| 2 | Shri. Sunil Shidgir Gosavi | Office Supe. | 41800-132300 | 58500 | 19890 | 5265 | 1350 | 85005 |
| 3 | Shri. Suresh Kashinath Pawar | Head Clerk | 35400-112400 | 52000 | 17680 | 4680 | 1350 | 75710 |
| 4 | Shri. Balasaheb Shivram Salve | Sr. Steno. | | 80100 | 27234 | 7209 | 1350 | 115893 |
| 5 | Shri. Ballesh Balkisan Gosavi | Lab.Asst. | 5200-20200 | 36100 | 12274 | 3249 | 2700 | 54323 |
| 6 | Shri Tambe Dattatray Dagadu | Lab. Attd. | 19900-63200 | 34000 | 11560 | 3060 | 1350 | 49970 |
| 7 | Shri. Balshiram Ansu Madhe | Lab. Assit. | 5200-20200 | 37200 | 12648 | 3348 | 1350 | 54546 |
| 8 | Shri. Tukaram Antu Sabale | Lab. Assit. | 21700-69100 | 36100 | 12274 | 3249 | 1350 | 52973 |
| 9 | Shri. Jaywant Chandrabhan Waman. | Lab. Assit. | 25500-81100 | 44800 | 15232 | 4032 | 1350 | 65414 |
| 10 | Shri.Yuvraj Narayan Sasane | Lib. Clerk | 21700-69100 | 35900 | 12206 | 3231 | 2700 | 54037 |
| 11 | Shri. Dipak Bhausaheb Handore | Jr. Clerk | 19900-63200 | 25200 | 8568 | 2268 | 1350 | 37386 |
| 12 | Smt. Rekha Anil Janrao | Jr. Clerk | 19900-63200 | 33000 | 11220 | 2970 | 1350 | 48690 |
| 13 | Shri. Pravin Namdeo Mokal | Jr. Clerk | 19900-63200 | 31100 | 10574 | 2799 | 1350 | 45823 |
| 14 | Shri. Moresh Kamalakar Bangar | Jr. Clerk | 19900-63200 | 25200 | 8568 | 2268 | 1350 | 37386 |
| 15 | Smt.Tarabai Ravindra Avhad | Peon | 15000-47600 | 22100 | 7514 | 1989 | 675 | 32278 |
| 16 | Shri. Kishor Tulshiram Bairagi | Peon | 15000-47600 | 17000 | 5780 | 1800 | 675 | 25255 |
| 17 | Shri. Parashram Dnayneshwar Chandole | Peon | 16600-52400 | 32700 | 11118 | 2943 | 1350 | 48111 |
| 18 | Smt. Mangal Bhausaheb Thanage | Peon | 15000-47600 | 20300 | 6902 | 1827 | 675 | 29704 |
| 19 | Shri. Natha Albatya Kale Lwp (Oct.1)+(Nov.12)=13days | Peon | 4440-7440 | 7440 | 17742 | 874 | 400 | 27756 |
| 20 | Shri. Kiran Uddhavrao Adhav | Lab. Attd. | 19900-63200 | 45700 | 15538 | 4113 | 1350 | 66701 |
| 21 | Shri.Sanjay Jagannath Bhasme | Lab. Attd. | 21700-69100 | 44400 | 15096 | 3996 | 1350 | 64842 |
| 22 | Shri. Vishnu Pandurang Bogir | Lab. Attd. | 19900-63200 | 34000 | 11560 | 3060 | 1350 | 49970 |
| 23 | Shri. Dilip Antu Dushing | Lab. Attd. | 19900-63200 | 39400 | 13396 | 3546 | 1350 | 57692 |
| 24 | Shri. Vasant Damodar Jarande | Lab. Attd. | 19900-63200 | 29300 | 9962 | 2637 | 1350 | 43249 |
| 25 | Shri Avhad Balkrushna Mavanji | Lab. Attd. | 19900-63200 | 38300 | 13022 | 3447 | 1350 | 56119 |
| 26 | Shri. Sanjay Baban Kudale | Lab. Attd. | 19900-63200 | 36100 | 12274 | 3249 | 1350 | 52973 |
| 27 | Shri. Namdeo Ranganath Matkar. | Lab. Attd. | 19900-63200 | 29300 | 9962 | 2637 | 1350 | 43249 |

| | | | | | | | | |
|----|----------------------------------|-------------|-------------|-------|-------|------|------|-------|
| 28 | Shri. Ravindra Balasaheb More | Lab. Attd. | 19900-63200 | 29300 | 9962 | 2637 | 1350 | 43249 |
| 29 | Shri. Vijay Parbat More | Lab. Attd. | 19900-63200 | 30200 | 10268 | 2718 | 1350 | 44536 |
| 30 | Smt Kadam Vaishali Rohidas | Lab. Attd. | 19900-63200 | 24500 | 8330 | 2205 | 1350 | 36385 |
| 31 | Smt. Bebi Praful Besake | Lib. Attd. | 19900-63200 | 39400 | 13396 | 3546 | 1350 | 57692 |
| 32 | Shri. Mhasaji Kondiba Dhotre | Lib. Attd. | 19900-63200 | 36100 | 12274 | 3249 | 1350 | 52973 |
| 33 | Shri. Satish Pandharinath Jadhav | Lib. Attd. | 19900-63200 | 29300 | 9962 | 2637 | 1350 | 43249 |
| 34 | Shri. Bharat Madhukar Gore | Lib. Attd. | 19900-63200 | 35000 | 11900 | 3150 | 1350 | 51400 |
| 35 | Shri.Mohan Namdeo Sabale | Lib. Attd. | 21700-69100 | 45700 | 15538 | 4113 | 1350 | 66701 |
| 36 | Shri Shinde Sanjay Muralidhar | Lab. Attend | 19900-63200 | 39400 | 13396 | 3546 | 1350 | 57692 |
| 37 | Shri Paik Ramesh Chokhaji | Lab. Attd. | 19900-63200 | 36100 | 12274 | 3249 | 1350 | 52973 |
| 38 | Shri Kamble Sagar Gangadhar | SR CLERK | | 27900 | 9486 | 2511 | 1350 | 41247 |
| 39 | Shri Vyavhare Balasaheb Narayan | LAB ASSIST | | 39400 | 13396 | 3546 | 1350 | 57692 |
| 40 | Shri Salve Ashok Namdeo | LAB ASSIST | | 38300 | 13022 | 3447 | 1350 | 56119 |
| 41 | Shri Arote Shivaji Bajirao | LAB ASSIST | | 27600 | 9384 | 2484 | 1350 | 40818 |
| 42 | Shri Ughade Baban Rakhama | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 43 | Shri Tarde Somnath Laxman | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 44 | Smt Dighe Sandhya Vitthal | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 45 | Shri Kirave Amol Shantaram | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 46 | Shri Dhirude Ganesh Karbhari | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 47 | Shri Aghav Bhausaheb Laxman | LAB ATTEND | | 19900 | 6766 | 1800 | 2250 | 30716 |
| 48 | Shri Shinde Shailesh Lahu | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 49 | Shri Mali Amol Balasaheb | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 50 | Shri Vargude Balasaheb Bhikaji | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 51 | Smt Shinde Lata Sukdev | LAB ATTEND | | 26800 | 9112 | 2412 | 1350 | 39674 |
| 52 | Shri Pimpale Somnath Narayan | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 53 | Shri Gangurde Balasaheb Rajendra | LIB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 54 | Shri Bharmal Vishal Kashinath | LIB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 55 | Shri Kashid Raosaheb Vishnu | LIB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 56 | Shri Barde Shrikant Rohidas | LIB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 57 | Shri Khade Popat Murlidhar | LIB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |

| | | | | | | | | |
|----|----------------------------|------------|--|-------|------|------|------|-------|
| 58 | Shri Dalvi Navnath Kundlik | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |
| 59 | Shri Jadhav Haridas Vishnu | SR CLERK | | 25500 | 8670 | 2295 | 1350 | 37815 |
| 60 | Shri Pawara Chama Rohidas | LAB ATTEND | | 19900 | 6766 | 1800 | 675 | 29141 |

- ☐ Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC, Joint Director Pune and Rayat Shishan Sanstha Satara.
- ☐ The norms of Savitribai Phule Pune University, Pune are followed for the Staff Insurance Scheme.

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

Budget allocated to each agency

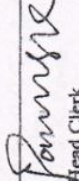

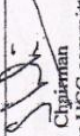

The budget and the financial estimates are as approved by the College Development Committee, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education

S. S. G. M. College, Kopergaon.

**Information of UGC Grants
10th Plan**

| Sr. No | Name of the Scheme | Proposed Amount as per proposal submitted | Sanction Letter No. with date | UGC Sanctioned amount | Actual Amount received | Interest earned on sanctioned amount | Actual Expenditure as per the utilization certificate | Outward no. and date of utilization sent to UGC | Amount to be received | Unutilized amount | Acknowledgement/NOC from UGC office | Remark |
|--------|--|---|-------------------------------|-----------------------|------------------------|--------------------------------------|---|---|-----------------------|-------------------|-------------------------------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | College Development UG & PG | 15,00,000 | F. 9-43/03 | 11,09,760 | 7,27,132 | --- | 7,27,132 | --- | Nil | Nil | NOC received 18-06-2008 | Completed |
| 2 | College Development PG: Physics | 3,00,000 | F. 9-43/03 | 1,73,400 | 73,228 | --- | 73,228 | --- | Nil | Nil | NOC received 18-06-2008 | Completed |
| 3 | College Development PG: Chemistry | 3,00,000 | P. 9-43/03 | 2,77,440 | 1,16,585 | --- | 1,16,585 | --- | Nil | Nil | NOC received 18-06-2008 | Completed |
| 4 | UGC-NRC | 2,00,000 | F. 10-542/89 | 1,60,000 | 10,000 | --- | 10,000 | --- | Nil | Nil | NOC received 17-10-2012 | Completed |
| 5 | Women's Hostel | 99,58,424 | F. 26-273/07 12-04-2007 | 99,58,424 | 98,15,251 | --- | 1,25,62,119 | 398/2012 25-07-2012 | Nil | Nil | NOC received 21-08-2012 | Completed |
| 6 | COP- E-Commerce | 5,00,000 | F. 4-241/2007 12-03-2009 | 5,00,000 | 5,00,000 | --- | 5,31,326 | 258/2010 26-06-2010 | Nil | Nil | NOC *** | Completed |
| 7 | COP- Working and Operation of instruments used in Analytical Chemistry | 7,00,000 | F. 4-241/2007 12-03-2009 | 7,00,000 | 7,00,000 | --- | 7,09,529 | 390/2012 24-07-2012 | Nil | Nil | NOC *** | Completed |

We hereby certify that the information above is true and correct to the best of my knowledge

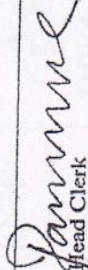



| | | | |
|--|---|--|---|
|  Head Clerk Name:- Shri. S. K. Pawar |  Office Superintendent Name:- Shri. S. K. Joshi |  Chairman (College UGC committee) Name:- Prof. S. T. Shete |  Principal Name:- Dr. K. P. Kakde |
|--|---|--|---|



S. S. G. M. College, Kopargãon.
Information of UGC Grants
11th Plan

| Sr. No | Name of the Scheme | Proposed Amount as per proposal submitted | Sanction Letter No. with date | UGC Sanctioned amount | Actual Amount received | Interest earned on sanctioned amount | Actual Expenditure as per the utilization certificate | Outward no. and date of utilization sent to UGC | Amount to be received | Unutilized amount | Acknowledgement/NOC from UGC office | Remark |
|--------|---|---|-------------------------------|-----------------------|------------------------|--------------------------------------|---|---|-----------------------|-------------------|-------------------------------------|---------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | College Development UG | 20,00,000 | F 9-43/07 09-03-2010 | 17,00,000 | 10,85,899 | --- | 10,85,899 | 702/2012 29-09-2012 | Nil | Nil | NOC received. 03-12-2014 | Completed |
| 2 | College Development PG | 15,00,000 | F 9-43/07 09-03-2010 | 14,00,000 | 9,02,286 | --- | 9,02,286 | 702/2012 29-09-2012 | Nil | Nil | NOC received. 03-12-2014 | Completed |
| 3 | Merged Schemes | 65,00,000 | F 9-43/07 09-03-2010 | 52,80,000 | 31,05,547 | --- | 27,75,910 | 703/2012 29-09-2012 | Nil | 4,06,497 | NOC received. 23-01-2015 | Completed |
| 4 | Additional Assistance Phase - I | 20,00,000 | F. 73-465/10 14-06-2011 | 19,95,000 | 18,90,187 | --- | 19,48,877 | 704/2012 29-09-2012 | Nil | Nil | NOC received. 12-06-2013 | Completed |
| 5 | Additional Assistance Phase - II | 30,00,000 | F. 73-465/10 14-06-2012 | 30,00,000 | 15,00,000 | --- | 15,04,699 | 990/2014 25-01-2014 | Nil | Nil | NOC received. 12-06-2013 | Completed |
| 6 | Sports Equipment | 5,00,000 | F. 72-219/11 03-08-2011 | 5,00,000 | 5,00,000 | --- | 5,40,550 | 397/2012 25-07-2012 | Nil | Nil | NOC received. 30-08-2012 | Completed |
| 7 | Merged Schemes (II nd Inst.) | 35,00,000 | F 9-43/12 13-01-2013 | 33,50,000 | 8,37,500 | --- | 8,37,500 | 462/2014 16-08-2014 | Nil | Nil | NOC received. 23-01-2015 | Completed |
| 8 | COP Functional English | 7,00,000 | F.4-324/2013 17-07-2013 | 7,00,000 | 6,30,000 | --- | 4,30,000 | To be utili. in 5 years | Nil | Nil | NOC to be received | Yet to be Completed |
| 9 | Innovative Program Green Chemistry | 50,00,000 | F.14-17/2013 30-03-2013 | 48,50,000 | 39,10,000 | --- | 38,64,596 Tentative | Utilization to be sent | Nil | 45,704 Tentative | NOC to be received | Yet to be Completed |

We hereby certify that the information above is true and correct to the best of my knowledge

| | | | |
|---|---|---|--|
|  Name:- Shri. S. K. Pawar Head Clerk |  Office Superintendent Name:- Shri. S. S. Gosavi |  Chairman (College UGC committee) Name:- Prof. S. T. Shet |  Principal Name:- Dr. K. P. Kakde |
|---|---|---|--|


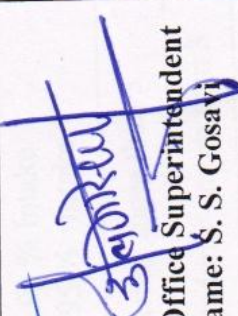




Information of UGC Grants

Prepare separate chart for each plan (12th)

| Sr. No | Name of the Scheme/MRP | Proposed Amount as per proposal submitted | Sanction letter No. with date | UGC sanctioned amount | Actual amount received | Interest earned on sanctioned amount | Actual Expenditure as per the utilization certificate | Outward no. and date of utilization sent to UGC | Amount to be received | Unutilized amount | Acknowledgment / NoC from UGC office | REMARK |
|--------|------------------------|---|-------------------------------|-----------------------|------------------------|--------------------------------------|---|---|-----------------------|-------------------|--------------------------------------|--------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1 | Coll. Dev. Assistance | 1300000 | F. 9043/13 dt. 14/03/2014 | 680000 | 680000 | -- | 1110713 | 1026/17-18 Dt. 22/01/2018 | 430713 | 1110713 | NA | -- |
| 2 | IQAC | 300000 | 76-0751/14 Dt. 10/03/2014 | 300000 | 300000 | -- | 319386 | 1027/17-18 Dt. 22/01/2018 | -- | 319386 | NA | -- |

We hereby certify that the information mentioned above is true and correct to the best of my knowledge.

| | | | | |
|---|---|----------------------------|---|--|
|  Head Clerk Name: S. K. Pawar |  Office Superintendent Name: S. S. Gosavi | Registrar Name:- |  Chairman (College UGC Committee) Name : Dr. N. V. Malpure |  Principal Name: Dr. S. R. Thopate |
|---|---|----------------------------|---|--|

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

Manner of execution of subsidy programmes

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Medical Reimbursement Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Leave Encashment (As per norms and procedure prescribed by Government of Maharashtra)
- Scholarships (As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- Freeships and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)

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

Concessions granted by the College

- Reservation policies of Government of India in principle as approved by the Savitribai Phule Pune University, Pune are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.

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

Information available in Electronic form

- All the 17 manuals under RTI and other information about the College are available in the college office and on the College website. Information made publicly available can be accessed at college website.

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

Means, methods and facilities available to citizens for obtaining information

- Unrestricted Access to Website.
- Access is provided to use college ground.
- Citizens may seek the information in the College Office on working days during office hours. Information is also displayed on notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
- Library Timing: From 10.00 a.m. to 6.00 p.m. on all working days.
- Weekly Holiday is on Sunday.

Section 4 (1) (b) (xvi) / Manual – 16 Public Information Officer

Shri. S. S. Gosavi (O.S.)

Shri Sadguru Gangageer Mahraj Science, Gautam Arts & Sanjivani Commerce College,

Kopargaon, Ahmednagar

Mobile - 9325213855, Email: sgosavi.kpg@gmail.com

Appellate Authority

Dr. Ramesh Rambhau Sanap

I/c. Principal, S.S.G.M. College, Kopargaon

Mobile: 9423755252, Email: rrsanap64@gmail.com

Section 4 (1) (b) (xvii) / Manual - 17:

Other Useful Information

- Shri Sadguru Gangageer Mahraj Science, Gautam Arts & Sanjivani Commerce College, Kopargaon is popularly known as "**S.S.G.M. College, Kopargaon**" and is one of the reputed branches of the Rayat Shikshan Sanstha, Satara. It is located at Kopargaon.
- It is Affiliated to **Savitribai Phule Pune University, Pune** (Permanent Affiliation from UG-1989, PG-2006).
- Recognized by **Government of Maharashtra**
- Recognized by **UGC (From 1989)**
- Accredited by **NAAC during 2003 – 2009**
- Re-Accredited by **NAAC during 2009-2017**
- Participates in **NIRF rankings**
- Necessary Information about the college is available on the College website and the College Office. This information is updated from time to time on the College website.