

CHIKITSAK SAMUHA'S
S.S. & L.S. PATKAR COLLEGE OF ARTS & SCIENCE AND V.P.
VARDE COLLEGE OF COMMERCE & ECONOMICS
MUMBAI – 400 062

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

**CHIKITSAK SAMUHA'S
S.S. & L.S. PATKAR COLLEGE OF ARTS & SCIENCE AND V.P.
VARDE COLLEGE OF COMMERCE & ECONOMICS
S. V. Road, Goregaon (W.), Mumbai – 400 062**

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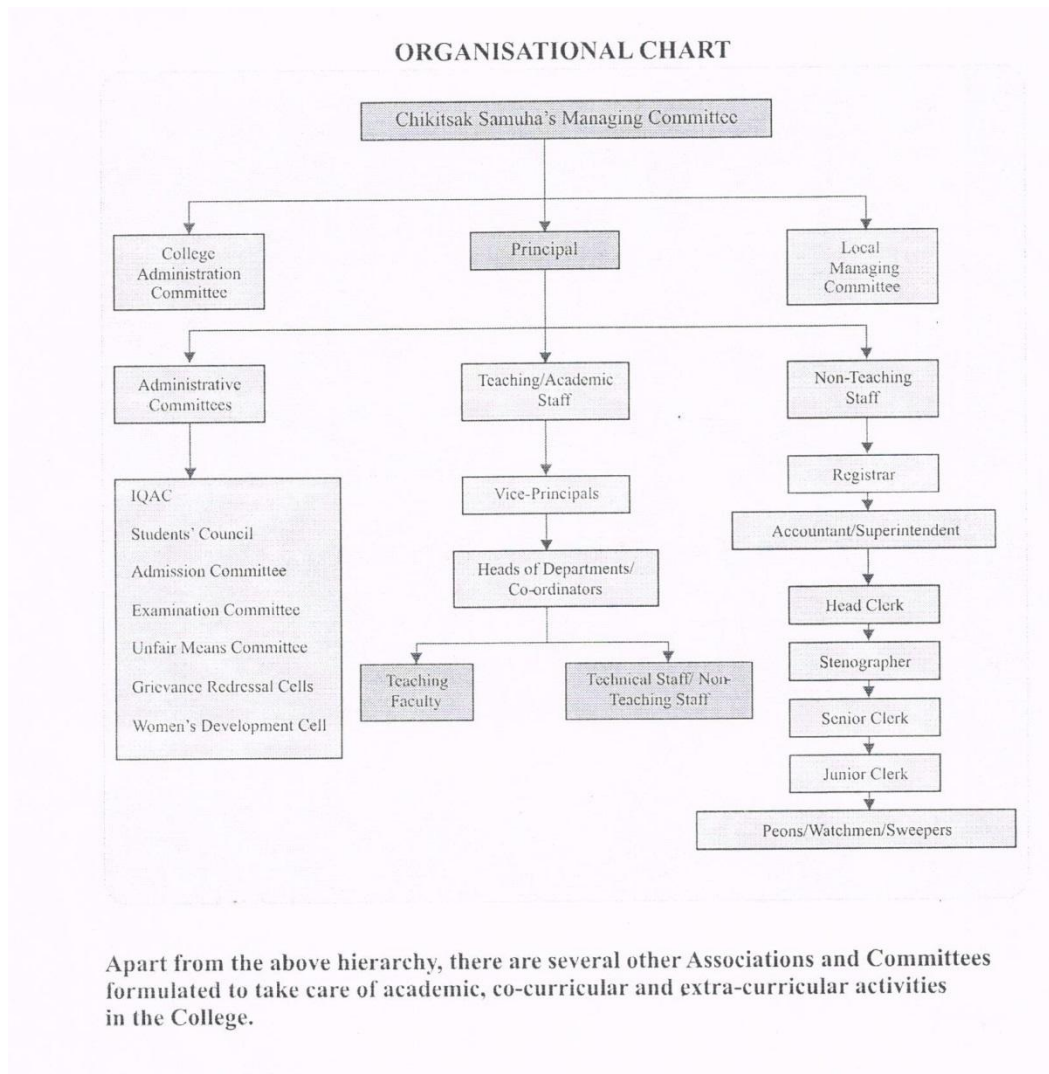
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CHIKITSAK SAMUHA'S
S.S. & L.S. PATKAR COLLEGE OF ARTS & SCIENCE AND
V.P. VARDE COLLEGE OF COMMERCE & ECONOMICS
UNDER THE RIGHT TO INFORMATION
ACT

I. PARTICULARS OF THE COLLEGE, FUNCTIONS AND DUTIES:

- 1 Name of the Office : S.S. & L.S. PATKAR COLLEGE OF ARTS & SCIENCE AND V.P. VARDE COLLEGE OF COMMERCE & ECONOMICS
- 2 Address : S. V. Road, Goregaon (W.), Mumbai – 400 062
- 3 Head of the Office : The Principal, Patkar-Varde College, is empowered to work as head of the Office and of the Institution
- 4 Government Dept. : The Higher and Technical Education Department, Government of Maharashtra
- 5 Administrative Dept: The Joint Director of Higher Education, Government of Maharashtra
- 6 Area : Suburban Mumbai
- 7 Functions : As laid down below

1. Organisation, Functions and Duties:



The Principal is the Administrative and Academic Head of the College and exercises control and supervises all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff.

II. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

1. POWERS OF PRINCIPAL, DR. S. L. MATKAR

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

- a) Academic growth of the College.
- b) Teaching, research and extension programmes of the College.
- c) Assistance in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) Admission of the students and maintenance of discipline in the College.
- e) Management of the College Library, Computer Laboratories etc.
- f) Observance of the provision of the Accounts Code.
- g) Correspondence relating to the administration of the College.
- h) Administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) Observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time.
- j) Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) Assessment of reports of teachers and maintenance of service books and other records of the College.
- l) Any other work relating to the College as may be assigned to him/her by the competent authority from time to time.
- m) Observance of security in campus.
- n) Implementation of decisions of LMC.
- o) Regular meetings with Vice-Principals, and taking stock of responsibilities assigned.

2. VICE PRINCIPALS AND THEIR RESPONSIBILITIES –

1) Dr. (Mrs.) A. S. Sawant -

- * Attendance Committee
- * Prevention of sexual harrassment
- * Cultural Committee
- * Ladies Common Room
- * Feedback Committee
- * Lecture Series

- * Enrolment/Exam forms - Science
- * Railway Concession - Science
- * Bonafide Certificate
- * Academic Committee
- * Unfair Means Committee
- * Admission - Science
- * Research proposals - Science
- * New proposals
- * Teachers' Diaries - Science
- * I-card - Science
- * Documents for signature (Science faculty)
- * University correspondence
- * General correspondence
- * Account related
- * TC / Bonafide
- * Concession forms
- * Enrollment / Exam forms
- * Revaluation / verification
- * Attendance of Teaching and Non-Teaching Staff (Aided)
- * Regular Theory - Science
- * Supervision duties - University examinations
- * In absence of Principal - Urgent notices
- * RTI related work
- * Examination related work
- * Research related work

2) **Dr. M. S. Nadkarni** -

- * Website Committee
- * Research Cell
- * Examination Committee
- * Library Advisory
- * Commerce Enrolment/ Exam Forms
- * Railway Concession - Commerce
- * University / Director's letters
- * Admission - Commerce
- * School-College Complex
- * Grievance Cell
- * Technical / Technology
- * Research proposals - Commerce

- * Account / Audit
- * New proposals
- * Teachers' Diaries - Commerce
- * I-cards - Commerce
- * UGC / DST Grants / BCUD Grants / other grants
- * UGC/ DST FIST
- * DST training - proposals
- * UGC Merged Schemes
- * Regular practical
- * Account & Technology related decisions.
- * Fire, Insurance
- * RTI related work
- * Examination related work
- * Research related work

3) **Mr. N. D. Kumbhar -**

- * Book Bank
- * NCC (Boys & Girls)
- * NSS
- * Anti-Ragging Committee
- * Counseling Cell
- * Canteen Committee
- * Staff Common Room
- * Special Cell
- * Enrolment / Exam Forms - Arts
- * Railway concession - Arts
- * Bonafied Certificate
- * Sports Committee
- * Time-Table Committee
- * UGC Merged Scheme
- * Admission - Arts
- * Research proposals - Arts
- * Maintenance Committee
- * New proposals
- * Documentation
- * I-cards - Arts
- * Documents for signature (Arts & Commerce faculty)
- * University correspondence
- * General correspondence

- * TC / Bonafide
- * Concession forms
- * Enrollment / Exam forms
- * Revaluation / verification
- * Lectures observation - Arts & Commerce
- * Teachers' Diaries - Arts
- * Students' progression and attendance related work of all faculties

3. TEACHERS AND THEIR RESPONSIBILITIES –

Teachers are expected to:

- a. Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinions by participation in professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations to improve education, and their profession.
- f. Perform their duties in the form of conducting lectures, tutorials, practicals, seminars, and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College and the University, such as, assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of University and College examinations, including supervision, invigilation and evaluation.
- h. Participate in extension, co-curricular and extra-curricular activities, including community service.
 - i) Conduct seminars of UGC.
 - j) Carry out the responsibilities assigned by the Principal/Vice Principals.

4. TEACHERS AND THE STUDENTS –

Teachers are expected to:

- a. Respect the right and dignity of the students to express their opinion.
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- d. Encourage students to improve their attainments, develop their personalities and contribute to community welfare.
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace.
- f. Be affectionate to the students and not behave in a vindictive manner

towards any of them for any reason.

- g. Pay attention to only the attainments of the student in the assessment of merit.
- h. Make themselves available for guiding students, even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid students to develop an understanding of our national heritage and national goals, and refrain from inciting students against other students, colleagues or administration.

5. TEACHERS AND COLLEAGUES –

Teachers are expected to:

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

6. TEACHERS AND AUTHORITIES –

Teachers are expected to:

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

7. TEACHERS AND NON-TEACHING STAFF:

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

8. TEACHERS AND GUARDIANS:

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

9. TEACHERS AND SOCIETY

Teachers are expected to:

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

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

1. Registrar (Head of the Non-teaching Staff):

- a. The Registrar shall regulate the work and conduct of the staff in accordance with the existing Standard Code and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and take such measures as he deems fit to regularize and improve the working of the College.
- b. The Registrar shall have the power to issue warnings and memos and reprimand the non-teaching employees, subject to the approval of the Principal.
- c. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his/her charge.
- d. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e. The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
- f. The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- g. The Registrar shall maintain an enquiry service for students, staff and also for visitors to

the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.

- h. The Registrar shall sign letters of a routine nature, issued from the College office.
- i. The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- j. The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
- k. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal and the Management of the College.

2. Accountant: (Ad-Hoc Appointment)

- a. The Accountant shall inform periodically on the financial position of the College to the the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. He shall prepare the budget and and expenditure statements, maintain all accounts and get them audited.
- b. He shall attend to all the Government scrutiny, inspections and audit.
- c. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College, such as its receipts, payments, Government grants and balance from time to time.
- d. He shall scrutinize all bills of expenditure before recommending payment, and maintain The cash-book, ledger, and bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
- e. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

3. Head Clerk: (Mr. Prakash G. Jadhav)

- a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal or the Registrar.
- b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c. He shall ensure and maintain proper co-ordination and follow up with the other departments or sections of the College.
- d. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns, etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.
- f. He shall dispose off important cases where relevant regulations are clearly applicable and forward, otherwise, the same to the Registrar with clear and specific comments.

- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- i. He shall attend meetings, issue notice of meetings, prepare agenda, draft minutes of the meetings and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed.
- k. He shall submit notes or drafts for approval of the authorities, through the Superintendent.
- l. He shall attend to audit queries, reply to audit report, and also submit necessary statement of accounts.
- m. He shall recover grants due from the Government or other agencies, and shall prepare the requirement of furniture, other equipment, stationery etc., with the consultation of the higher authority.
- n. He shall be responsible for the examination work of the Junior College unit, with overall supervision of the Registrar.
- o. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

4. All other non-teaching staff:

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

6. Librarian: (Mrs. Seema R. Rangari)

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

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

20. Training Staff

6. Assistant Librarian:

The Job responsibilities of an Assistant Librarian are as follows:

- a. Gift Book Processing
- b. Catalogue – Data entry
- c. Library Notices – Drafting, putting up notices on the Library Notice board
- d. Displays
- e. Binding of Books and Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Solar System & Panel
- i. Library Clearance
- j. Correspondence – Print & Dispatch
- k. Library Maintenance – Liaison with Administrator
- l. Hardware & Network – Liaison with Knowledge Centre
- m. HRD day to day
- n. Library Statistics
- o. Library Membership
- p. Summer cleaning administration
- q. Weeding out
- r. Reference
- s. Printing of Spine / Book/ Barcode Labels
- t. Arranging Library Orientation Tours
- u. Any other work assigned by the Librarian from time to time.

7. Library Clerks:

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

9. Library Attendants:

- a. Issuing/ Returning books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & dusting

- e. Shelving of Journals
- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time

III. THE PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

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

IV. THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

The norms set by the University & UGC for the discharge of functions of the staff of the College are followed.

V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD OR USED BY EMPLOYEES FOR DISCHARGING THEIR FUNCTIONS:

The Principal and staff of the College are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the University of Mumbai.

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

Sr. No.	Particulars	Period of Preservation n
1	Salary Register	From June 1964
2	Dead Stock Register	w.e.f. 2009-10
3	General Register	From 1964
4	Consolidated Annual Results	From 1964
5	Admission Forms	5 years

6	Cash Book	From 1964
7	Book Accession Register	From 1964
8	Staff Issued/Returned Book Register (Library)	3 years
9	Daily Reference Book Register (students)	(Computerised) w.e.f. 2009-10

VI. A STATEMENT OF CATEGORIES AND DOCUMENTS THAT ARE HELD OR UNDER ITS CONTROL:

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks
8.	Cash Book
9.	Book Accession Register (Library)
10..	Answer books/Supplements

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

1. The College Website (www.patkarvardecollege.edu.in) provides details on the various courses and programmes run by the College. Queries about the College may be emailed to either of the following email IDs:
principal@patkarvardecollege.edu.in
info@patkarvardecollege.edu.in

2. Members of the public may meet the Principal to discuss their grievances, and the Principal may resolve their problems either himself/herself, or may instruct his/her subordinates to do so.

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

For administrative and academic work of College Committees are formed as per the Statutes of the University of Mumbai.

The minutes of meetings of the Statutory Committees are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College and in other sections, and are displayed on College Notice boards.

IX A DIRECTORY OF THE OFFICIALS AND EMPLOYEES OF PATKAR-VARDE COLLEGE

1	QAC	:	Prin. Dr. (Mrs.) S. L. Matkar (Chairperson) Dr. M. S. Nadkarni-Physics (Co-ordinator) Dr. A. S. Sawant – Chemistry (Co Coordinator) Dr. M. P. Kharkar-I.T.
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2	IQAC	Prin. Dr. (Mrs.) S. L. Matkar (Chairperson) Dr. M. K. Kapoor-Botany (Co-ordinator) Mr. N. D. Kumbhar-Pol. Sci., Administrative Officer Mrs. S. R. Rangari-Librarian, Adm.Officer Mr. P. G. Jadhav-Head Clerk, Administrative Officer Mrs. U. M. Nabar –Sociology, Teacher Member Dr. T. J. Palathingal -Botany, Teacher Member Dr. Z. R. Sethna – Psychology, Teacher Member Dr. U. R. Vijailakshmi-History, Teacher Member Mrs. D. A. Mujumdar-English, Teacher Member Mr. S. G. Gangurde – Sociology, Teacher Member Dr. G. S. Ambiyee – English, Teacher Member Mr. P. S. Kamble-Chemistry, Teacher Member Ms. S. S. Adhav – Accountancy, Teacher Member Ms. Swati Takkar – BMS, Teacher member Mrs. M. A. Penta – Steno-Typist, Non-Teach.Member Mr. Shriram Dandekar (Industrialist) Mr. Harshal Kasare (SYBA, Student Representative) Dr. S. M. Karbelkar (Stakeholder Representative)
3	MIS (Sub-committee of IQAC)	: Mr. Amit Gawde – Mathematics (Convener) Dr. G. Sonkamble — Hindi (Co-Convener) Ms. S. Nirmal – Physics Mr. G. Jadhav – Mathematics Ms. Vishakha Bagwe – Mathematics Mr. P. G. Jadhav - Non-teaching staff Mr. P. D. Bhole - Non-teaching staff Mrs. M. A. Penta – Non-teaching staff Mrs. Savita Dhavade - Non-teaching staff (SF)
4	Website	: Dr. G. S. Ambiyee- English (Convener) Dr. Z. R. Sethna – Psychology Mr. P. S. Kamble - Chemistry Mr. S. T. Adhao- Chemistry Mr. S. A. Keskar- Economics Mr. G. S. Jadhav- Mathematics Mrs. S. A. Nirmal- Physics Ms. S. S. Adhav- Accountancy

5	Examination		<p>Mr. A. G. Gawade – Mathematics (In-charge) Dr. A. S. Sawant- Chemistry Mr. G. S. Shetty- Physics Mrs. V. R. Prabhu-Economics Mrs. U. M. Nabar- Sociology Mr. S. S. Bhagat- Botany Mr. S. G. Gangurde- Sociology Mr. M. B. Jadhav- Commerce Mrs. M. A. Tayade- Zoology Dr. G. S. Ambiye- English Mr. S. A. Keskar- Economics Mrs. A. C. Koli – Commerce Ms. Anupama Tomar –Microbiology Dr. M. P. Kharkar – IT (Special Invitee)</p>
6	Admission	:	<p>Dr. A. S. Sawant - Chemistry (Co-ordinator) Mr. N. D. Kumbhar-Pol. Sci. Dr. S. S. Parvate – Sanskrit Mrs. V. R. Prabhu – Economics Dr. R. S. Yamgar – Chemistry Mr. P. D. Bhole – Sr. Clerk, Non-Teaching</p>
7	Unfair means Enquiry	:	<p>Dr. S. S. Parvate- Sanskrit (Convener) Dr. M. P. Kharkar - I.T. (Co-convener) Mr. N. D. Kumbhar – Pol. Science Mrs. D. A. Mujumdar -English Dr. S. Negi-Botany Dr. B. B. Suryawanshi- Economics</p>
8	Time-table	:	<p>Dr. S. S. Parvate- Sanskrit (Convener) Mr. N. D. Kumbhar – Pol. Science Dr. T. J. Palathingal- Botany Mr. M. B. Jadhav- Commerce Mr. S. T. Adhao – Chemistry</p>
9	Attendance	:	<p>Mrs. U. M. Nabar- Sociology (Convener) Mrs. N. G. Nadkarni – Chemistry Dr. S. S. Sankhe- Chemistry Mr. S. A. Keskar- Economics Dr. A. L. Bhalerao- Botany Mrs. A. C. Koli – Commerce Mrs. S. A. Nirmal- Physics Ms Sujata Mahajan- BBI</p>
10	Library Advisory	:	<p>Dr. Z. R. Sethna- Psychology (Convener) Mrs. S. R. Rangari – Librarian Mr. A. G. Gawde- Mathematics Mrs. M. S. Gangurde- Mathematics Mr. P. S. Kamble- Chemistry Ms Anupama Tomar – Microbiology Ms. T. P. Thube – Librarian</p>

11	Library Advancement	:	Prin. Dr. (Mrs.) S. L. Matkar (Chairperson) Dr. M.S. Nadkarni –Physics- Vice-Principal Dr. M. P. Kharkar – IT- Vice-Principal
12	Book Bank	:	Mrs. S. R. Rangari-Librarian (Convener) Mrs. A. S. Renapurkar-Mathematics Dr. S. S. Sankhe- Chemistry Dr. S. S. Pimpale- Physics Mrs. M. A. Tayade- Zoology Mr. S. V. Sonawane- Economics
13	Research Cell	:	Dr. R. S. Yamgar – Chemistry (Convener) Dr. T. J. Palathingal- Botany Dr. N. G. Durge - Physics Dr. U. R. Vijailakshmi- History (Co-convener) Dr. G. B. Sonkamble- Hindi Dr. S. A. Tawade – Zoology Dr. B. S. Mulgaonkar – Chemistry
14	UGC Planning Board	:	Dr. M. S. Nadkarni-Physics (Convener) Mr. N. D. Kumbhar- Pol. Sci. Dr. M. K. Kapoor- Botany Dr. G. B. Sonkamble- Hindi Dr. B. S. Mulgaonkar – Chemistry
15	Students' Council	:	Dr. A. S. Sawant- Chemistry (Student Council Incharge) Dr. R. R. Wagh – Chemistry (NCC) Mrs. M. S. Gangurde- Maths. (Cultural Representative) Dr. Anil Bhalerao – Botany (NSS Representative) Mrs. Nayna Chandak – Microbiology Mr. D. Kapse (Sports Specialist)
16	N.C.C. (Boys) N.C.C. (Girls)	:	Capt. Dr. R. R. Wagh- Chemistry Capt. Mrs. N. S. Prabhu- Zoology
17	N.S.S.	:	Dr. A. L. Bhalerao- Botany (Convener) Mr. S. G. Gangurde – Sociology Dr. S. A. Tawde- Zoology Ms. A. C. Koli- Commerce Ms. Neha Colaco – Biotechnology
18	Magazine	:	Prin. Dr. (Mrs.) S. L. Matkar (Chief Editor) Dr. Z. R. Sethna-Psychology(Convener) Degree College Mrs. L. C. Phuloria- Hindi (Co-Convener) Jr. College Dr. T. J. Palathingal-Botany Mr. R. B. Deogadkar-Marathi Dr. G. B. Sonkamble- Hindi Mrs. N. S. Prabhu - Zoology Mr. B. K. Dubey – English Mr. H. Jadhav – English Mr B M Rai – BBI

19	Gymkhana	:	Mr. N. D. Kumbhar- Pol. Sci. (Convener) Ms. A. C. Koli- Commerce Mr. V. H. Goswami- Physics Mr. S. V. Sonawane- Economics Mr. D. Kapse – Sports Specialist Mr. S. S. Shekhare – Library
20	Placement Cell & Career Guidance Cell	:	Mr. N. D. Kumbhar- Pol. Sci. (Convener) Mr. G. S. Shetty – Physics Dr.. Z. R. Sethna- Psychology Mr. S. A. Keskar- Economics Mr. S. T. Adhao- Chemistry Ms. S. S. Adhav- Accountancy Mr. B. M. Rai –BBI
21	Women Development Cell	:	Mrs. D. A. Mujumdar- English (Convener) Dr. S. S. Parvate- Sanskrit Mrs. M. A. Tayade- Zoology Ms. Ruta Wagle – Psychology Ms Ekta Koyande - Biotechnology Ms. M. M. Jalgaonkar- Non-teaching staff Mr. D. Kapse – Sports Specialist Ms. Alafia Fidvi – Students’ Representative
22	Grievance Cell (Women) (Internal Complaint Committee)	:	Dr. S. S. Parvate - Sanskrit (Convener) Dr. A. S. Sawant – Chemistry Mr. N. D. Kumbhar – Pol. Sci- Dr. M. P. Kharkar – IT Mrs. V. R. Prabhu – Economics Ms. S. S. Adhav – Accountancy Mrs. J. P. Bharadkar – Marathi (Jr. College) Mrs. M. A. Penta – Steno-Typist (Non-Teaching)
23	Grievance Cell (Teachers’)	:	Dr. M. S. Nadkarni- Physics (Convener) Dr. M. K. Kapoor- Botany Mrs. V. R. Prabhu- Economics Mrs. U. M. Nabar – Sociology
24	Grievance Cell (Students’)	:	Mr. R. B. Deogadkar- Marathi (Convener) Dr. N. G. Nadkarni- Chemistry Mr. G. S. Shetty- Physics Mr. S. T. Adhao- Chemistry Ms. Ruchita Rane – Biotechnology Mr. V. D. Sonawane-Non-Teaching Staff
25	Grievance Cell (Non-Teaching)	:	Mr. N. D. Kumbhar- Pol.Sci.(Convener) Mr. P. D. Bhole- Non-Teaching Staff Mr. V. V. Waghmare- Non-Teaching Staff Mr. D. K. Koli - Non-Teaching Staff

26	Anti-Ragging Committee	:	Dr. M. K. Kapoor- Botany (Convener) Dr. Mala Kharkar- I.T. Dr. N. G. Durge- Physics Dr. B. B. Suryawanshi- Economics Mr. S. G. Gangurde- Sociology Dr. G. S. Ambiyе- English Ms. M. M. Jalgaonkar- Non-Teaching Staff Aided & Unaided students' representative
27	Anti-Ragging Squad	:	Dr. R. R. Wagh- Chemistry (Convener) Mr. U. L. Gamare- English Dr. S. S. Sankhe- Chemistry Mr. A. G. Gawde- Mathematics Capt. Mrs. N. S. Prabhu- Zoology Mr. V. H. Goswami- Physics Ms Namrata Kawale - Comp. Sci Mr. Arun Dalvi- I.T. Mr. V. D. Sonawane- Non-Teaching Staff
28	Counseling Cell	:	Dr. Z. R. Sethna- Psychology (Convener) Mrs. M. S. Gangurde- Mathematics
29	Feedback	:	Mrs. D. A. Mujumdar- English (Convener) Dr. Z. R. Sethna- Psychology Dr. Sushmita Negi- Botany Mr. P. S. Kamble- Chemistry Mr. S. A. Keskar- Economics Dr. S. S. Pimpale- Physics Dr. S. A. Tawade-Zoology Ms. S. S. Adhav - Accountancy Ms Pallavi Ghogale –Biotechnology
30	Mentoring Cell	:	Dr. M. K. Kapoor- Botany (Convener) Mr. S. G. Gangurde – Sociology Mr. P. S. Kamble- Chemistry Mrs. M. A. Tayade- Zoology
31	Ladies Common Room	:	Mrs. U. M. Nabar- Sociology (Convener) Mrs. A. S. Renapurkar- Mathematics Ms. S. S. Adhav- Accountancy
32	Canteen	:	Mr. N. D. Kumbhar- Pol. Sci. (Convener) Mr. S. T. Adhao- Chemistry Ms Tejashree Dongre
33	Staff Common Room	:	Mr. S. G. Gangurde- Sociology (Convener) Mr. R. B. Deogadkar- Marathi Mrs. A. C. Koli- Commerce

34	4L Inter-collegiate Elocution Competition	:	Dr. S. S. Parvate- Sanskrit (Convener) Mr. R. B. Deogadkar- Marathi Dr. Z. R. Sethna – Psychology Dr. G. B. Sonkamble- Hindi Dr. S. G. Gangurde - Sociology Mr. U. L. Gamare- English Ms. S. S. Adhav- Accountancy
35	Special Cell	:	Dr. G. B. Sonkamble - Hindi (Convener) Dr. N. G. Durge- Physics Dr. B. B. Suryawanshi- Economics Mrs. S. R. Rangari- Librarian Mr. U. L. Gamare- English Mr. A. G. Gawde- Mathematics Dr. S. S. Sankhe- Chemistry Mr. M. B. Jadhav- Commerce Mr. P. G. Jadhav- Non-Teaching Staff
36	Local Managing Committee Members	:	Dr. R. R. Wagh - Chemistry Dr. U. R. Vijailakshmi – History Mr. U. L. Gamare- English Mr. D. K. Koli – Non-Teaching Staff
37	Lecture Series	:	Dr. A. S. Sawant – Chemistry (Co-ordinator)
	Dr. R. R. Ambardekar Lecture Series	:	Dr. S. S. Parvate- Sanskrit (Convener) Mrs. M. S. Gangurde- Mathematics
	Late Mrs. Prabha Joshi Lecture Series	:	Mrs. V. R. Prabhu- Economics (Convener) Mrs. U. M. Nabar- Sociology
	Prof. A. N. Kothare Day Lecture Series	:	Dr. T. J. Palathingal – Botany (Convener) Dr. B. S. Mulgaonkar- Chemistry
38	School-College Complex	:	Mrs. M. A. Tayade (Convener) Dr. N. G. Nadkarni- Chemistry Mrs. A. S. Renapurkar- Mathematics Dr. S. S. Pimpale- Physics Dr. A. L. Bhalerao-Botany Dr. B. S. Mulgaonkar- Chemistry
39	Cultural	:	Dr. A. S. Sawant- Chemistry (Convener) Dr. R. R. Wagh – Chemistry Mrs. M. S. Gangurde- Mathematics Mrs. N. S. Prabhu – Zoology Dr. S. S. Pimpale- Physics Mrs. A. C. Koli – Commerce Dr. B. S. Mulgaonkar- Chemistry Ms. S. S. Adhav- Accountancy Ms Shirley Bhoir – Microbiology

40	DLLE	:	Mr. S. Sonawane - Economics (Convener – Arts & Commerce) Mr. P. S. Kamble – Physics (Convener – Science)
41	HRD	:	Prin. Dr. (Mrs.) S. L. Matkar (Principal), Secretary Mr. Utpal Samant, Advisor Dr. M. S. Nadkarni- Physics Mr. N. D. Kumbhar- Pol. Sci. Dr. Mala Kharkar- I.T. Dr. V. R. Prabhu – Economics Dr. Z. R. Sethna- Psychology Dr. S. Negi- Botany Mrs. P. S. Prabhu- Non-Teaching Staff
42	Institutional Social Responsibility Cell	:	Dr. Sushmita Negi-Botany (Convener) Dr. Mala Kharkar- I.T. Mrs. D. A. Mujumdar- English Mr. S. T. Adhao – Chemistry Dr. S. A. Tawade – Zoology
43	Remedial Coaching	:	Mrs. D. A. Mujumdar – English (Convener) Dr. S. S. Pimpale – Physics
	Entry to Civil Services	:	Mr. N. D. Kumbhar – Pol. Sci. (Convener) Mr. S. A. Keskar – Economics Mr. D. Kapse – Sports Specialist
	NET/SET	:	Dr. S. S. Sankhe - Chemistry (Convener) Mr. P. S. Kamble – Chemistry
44	CAS	:	<u>Scrutiny Committee:</u> Prin. Dr. S. L. Matkar (Chairperson) Dr. U. R. Vijailakshmi -History (Convener) Dr. T. J. Palathingal- Botany <u>Files Processing Committee:</u> Dr. S. S. Parvate - Sanskrit Mr. G. S. Jadhav - Mathematics Ms. S. A. Nirmal – Physics
45	NAAC Preparation Committee & Seminars, Conferences etc.	:	Prin. Dr. S. L. Matkar Dr. M. S. Nadkarni – Physics (Co-ordinator) Dr. T. J. Palathingal – Botany (Co-coordinator) Mrs. D. A. Mujumdar – English (Co-coordinator) Dr. M. K. Kapoor – Botany (IQAC Coordinator) <u>Steering Committee</u> Dr. A. S. Sawant - Chemistry Mrs. M. V. Joshi - Chemistry Mr. N. D. Kumbhar – Pol. Sci. Dr. M. P. Kharkar – IT

Criterion I (Curricular Aspects)

Mrs. U. M. Nabar - Sociology (Convener)
Dr. Z. R. Sethna – Psychology (Co-convener)
Mr. H. U. Rao - Physics
Mr. M. B. Jadhav - Commerce
Dr. S. S. Pimpale – Physics

Criterion II (Teaching, Learning & Evaluation)

Mr. S. S. Bhagat - Botany(Convener)
Dr. S. S. Parvate – Sanskrit (Co-convener)
Mr. R. B. Deogadkar - Marathi
Mr. A. G. Gawade - Mathematics
Mrs. M. S. Gangurde - Mathematics
Mrs. N. S. Prabhu – Zoology

Criterion III (Research, Consultancy
& Extension)

Dr. R. S. Yamgar - Chemistry (Convener)
Dr. R. R. Wagh - Chemistry (Co-convener)
Dr. G. V. Pandit (Adjunct Professor, Special Invitee)
Dr. G. B. Sonkamble - Hindi
Mr. S. G. Gangurde - Sociology
Dr. S. A. Tawade - Zoolog
Mrs. S. A. Nirmal - Physics
Dr. B. S. Mulgaonkar – Chemistry

Criterion IV (Infrastructure & Learning Resources)

Dr. A. S. Sawant - Chemistry (Convener)
Dr. N. G. Durge – Physics (Co-convener)
Mrs. S. R. Rangari – Librarian
Dr. B. B. Suryavanshi - Economics
Mr. S. A. Keskar - Economics
Dr. B. S. Mulgaonkar – Chemistry

Criterion V (Students' Support & Progression)

Mrs. V. R. Prabhu – Economics (Convener)
Mr. U. L. Gamare - English (Co-convener)
Mr. G. S. Jadhav - Mathematics
Dr. A. L. Bhalerao – Botany

Criterion VI (Governance & Leadership)

Dr. U. R. Vijailakshmi - History(Convener)
Mr. G. S. Shetty – Physics (Co-convener)
Dr. N. G. Nadkarni - Chemistry
Mrs. A. S. Renapurkar - Mathematics
Dr. S. S. Sankhe - Chemistry
Mrs. A. C. Koli – Commerce

Criterion VII (Innovations & Best Practices)

		Dr. S. Negi – Botany (Coordinator) Dr. G. S. Ambiye - English (Co-convener) Ms. S. S. Adhav – Accountancy <u>Documentation</u> Mr. N. D. Kumbhar – Pol. Sci. (Convener) Mrs. M. A. Tayade - Zoology (Co-convener) Mr. P. S. Kamble - Chemistry Mr. S. T. Adhao - Chemistry Mr. V. H. Goswami - Physics Mr. S. V. Sonawane - Economics
46	Academic Audit Committee	: Mrs. D. Mujumdar – English (Co-ordinator) Dr. G. S. Ambiye – English (Co-coordinator) Dr. S. S. Pimpale – Physics Ms. A. Koli – Commerce

ASSOCIATION INCHARGES

1. English Literary Assn.	Mrs. D. A. Mujumdar- English
2. Hindi Sahitya Mandal	Dr. G. B. Sonkamble- Hindi
3. Marathi Vangmaya Mandal	Mr. R. B. Deogaodkar- Marathi
4. Sanskrit Sahitya Mandal	Dr. S. S. Parvate- Sanskrit
5. Nature Club	Dr. T. J. Palathingal – Botany
6. Charvak Mandal	Mr. S. G. Gangurde- Sociology
7. History Association	Dr. U. R. Vijailakshmi- History
8. Science Association (Science Olympiad, quiz etc)	Capt. Mrs. N. S. Prabhu- Zoology
9. Sociology Association	Mrs. U. M. Nabar- Sociolog
10. Commerce Association	Mr. M. B. Jadhav- Commerce
11. Economics Association	Dr. B. B. Suryavanshi- Economics
12. Political Science Student's Association	Mr. N. D. Kumbhar- Pol. Sci.
13. Mathematics Association	Mrs. A. S. Renapurkar- Mathematics
14. Psychology Association	Dr. Z. R. Sethna- Psychology
15. Chemspark Association	Mrs. M. V. Joshi – Chemistry
16. Botanicum Association	Dr. M. K. Kapoor- Botany
17. Physics Association	Mrs. S. A. Nirmal- Physics

X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE

**OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF
COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

Monthly Remuneration

**XI. THE BUDGET ALLOCATED FOR EACH OF ITS AGENCIES,
INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED
EXPENDITURES, AND REPORTS ON DISBURSEMENTS MADE**

CHIKITSAK SAMUHA'S

S.S. & L.S. PATKAR COLLEGE OF ARTS & SCIENCE AND V.P. VARDE COLLEGE
OF COMMERCE & ECONOMICS, GOREGAON (W), MUMBAI - 400062

**BUDGET FOR THE YEAR 2016-17
DEGREE COLLEGE**

RECEIPTS	BUDGET 2016 - 2017
Salary Grant	9,16,04,885
Salary Grant - Received	1,02,29,600
Fees Receivables from Govt	10,72,370
Approval Awaited Salary Receivable from Govt.	10,43,000
Tution Fees for Salary Grant (15- 16)	16,03,200
Admission Processing for Salary Grant (15-16)	4,00,800
Advance from Chikitsak Samuha (towards deficit)	9,96,030
TOTAL INCOME Rs.	10,69,49,885

EXPENDITURE	BUDGET 2016 - 2017
Salary Expenditure	9,16,04,885
Expenses other than Salary	1,53,45,000
TOTAL EXPENSES Rs.	10,69,49,885

XII. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

NA

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS, OR AUTHORIZATIONS GRANTED

Sr.No.	Name of the Scholarship/Prize
1	Shri. Mahendra Dattatreya Wagh Scholarship
2	Prin. Atmaram Narayan Kothare Prize
	Shri. Shripad Vyanakatesh Bharne Prize
3	Shri. Janardan Ganesh Patki Prize
	Shri. Bhikoba Dwarkanath Dewoolkar & Smt. Radhabai Bhikoba Dewoolkar Prize
4	Shri Ramnath Dwarkanath Khote Prize
	Shri. Dinanath Bhairavnath Dalvie & Smt. Annapurnabai Dinanath Dalvie Prize
	Shri. Yeshwant Vishnu Rege Prize
5	Smt. Sushilabai Gulabrao Dalvie Prize
6	Shri. Shripad Vyankatesh Bharne Prize
7	Shri. Shripad Vyankatesh Bharne Scholarship
8	Soloman Gunvatta Prize
	Shri. Sadanand Dinanath Palekar Memorial Prize
	Shri. D.D. Neroy Memorial Prize
9	Smt. Krishnabai Rajaram Masurekar Memorial Prize
10	Late Smt. Rajrani C. Bhatia Prize
11	Late Shri. Gajanan Atmaram Sukhtankar Memorial Prize
12	Miss. Sangeeta Utpat Memorial Prize
13	Mrs. Kamala Rajaram Ambardekar & Mr. Rajaram Krishnaji Ambardekar Prize
	Late Shri. Gajanan Atmaram Sukhtankar Memorial Prize
14	Prin. Atmaram Narayan Kothare Prize
	Laxmi Balkrishna Golden wedding Prize
	Late Shri. Waman Mangesh Telang Prize
	Late Smt. Motiben Babubhai Dalvie & Shri. B.B. Dalvie Scholarship
	Late Shri. Laxmikant Baburao Chandragiri Memorial Prize
15	Late Shridhar Prasharam Taskar Prize
	Late Prof. Vithal Shankar Vartikar Prize
16	Late Shankar Ramkrishna Chaubal Prize
	Late (Mrs) Prabha Joshi Memorial Scholarship
	Late Shri. Gajanan Atmaram Sukhtankar Memorial Prize

17	Madgavkar Memorial Prize
18	Late (Mrs) Prabha Joshi Memorial Scholarship
	Late Shri. Gajanan Atmaram Sukhtankar Memorial Prize
19	Shri. Jagannath Govind Vaidya Hawaldar Memorial Prize
20	Shri. Y.H. Sukhatankar Prize
21	Late Smt. Rajrani C. Bhatia Prize
	Late Shri. Waman Mangesh Telang Prize
	Late Shri. Laxmikant Baburao Chandragiri Memorial Prize
	Late Shri. Vishwanath Bajaba Palekar Memorial Prize
	Madgavkar Memorial Prize
22	Smt. Parvatibai Mangeshrao Telang Scholarship
23	Shri. Vinayak Pundalik Varde Prize
	Dr. N.V.V.J. Swami Prize
24	Dr.Y.A. Lawande Prize
25	Smt. Parvatibai Mangeshrao Telang Scholarship
	Late Shri. V. Bhaskarrao Memorial Prize
	Late Shri. Laxmikant Baburao Chandragiri Memorial Prize
26	Sarvashri. V.V. Nadkarni & Prin. A.N. Kothare Prize
27	Shri. Ramnath Dwarkanath Khote Prize
28	Shri. Ramnath Dwarkanath Khote Prize
29	Smt. Parvatibai Mangeshrao Telang Scholarship
	Late Shri. Rajesh Waman Satamkar Memorial Technical Scholarship
	Late Shri. V. Bhaskarrao Memorial Prize
	Late Shri Laxmikant Baburao Chandragiri Memorial Prize
30	Dr. Narayan Atmaram Sukhtankar Prize
31	Smt. Sushilabai Gulabrao Dalvie Prize
32	Late Shri. Arun Ursekar Memorial Prize
	Late Shri. Laxmikant Baburao Chandragiri Memorial Prize
33	Late Shri. Ravindra Govind Attarde Memorial Prize
34	Late Shri. Arun Ursekar Memorial Prize
	Late Shri. Laxmikant Baburao Chandragiri Memorial Prize
35	Late Sm Rajrani C. Bhatia Prize
36	Prin. Atmaram Narayan Kothare Prize
	Shri. Mangeshrao Govind Telang Prize
	Late Smt. Motiben Babubhai Dalvie & Shri. B.B. Dalvie Scholarship
	Late Shri. Waman Mangesh Telang Prize
	Late Shri. Laxmikant Baburao Chandragiri Memorial Prize
37	Late Shri. Prakash Dahanukar Prize
38	Swami Samarth Prize
39	Shri. P.M. Barve Prize

40	Late Shri. Prakash Dahanukar Prize
41	Late Smt. Sushila R. Vaidya Memorial Scholarship
42	Late Shri. Vamanrao Varde Birth Centenary Scholarship
43	Late Shri. Vamanrao Varde Birth Centenary Scholarship
44	Madgavkar Prize
45	Late Smt. Kamalabai Shridhar Taskar Prize
46	Madgavkar Prize
47	Late Smt. Parvatibai Shankar Chaubal Prize
48	Patkar College Student Council 1973-74 Prize
49	Patkar College Student Council 1973-74 Prize
50	Patkar College Student Council 1973-74 Prize
51	Late Dr. (Mrs) Prabha Joshi Memorial Scholarship
52	Kashinath Vishnu Kamat Memorial Prize
	Prabhakar Waman Gokhale Memorial Prize
53	Smt. Yamunabai Vaidya Prize
54	Smt. Yamunabai Vaidya Prize
55	Shri. Vishnu Balkrishna Ranade Memorial Prize
56	Shri. Atmaram Yeshwant Kamat Memorial Prize
	Shri. Nilkanth Wamanrao Kerkar Memorial Prize
57	Dinkar Narayan Velankar Memorial Prize
	Smt. Yamunabai Vaidya Prize
58	Shri. S.R. Bordavekar Memorial Prize
	Ms. S.S. Narvekar Prize
	Ms. Shashikala Narvekar English Prize
	Smt. Yamunabai Vaidya Prize
59	Shri. Achyutrao Vishram Desai Memorial Prize
60	Smt. Yamunabai Vaidya Prize
61	Dr. Babasaheb Ambedkar Scholarship
62	Dr. R.R. Ambardekar Scholarship
63	Dr. Sudha M. Bhatt Endowment Scholarship for S.Y.B.Sc.(Zoology)
64	Dr. Sudha M. Bhatt Endowment Scholarship for S.Y.B.Sc.(Zoology)

XIV. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The information will be made available on the College Website shortly.

XV. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:

1. Visiting time for the Principal : 12.00 p.m. to 1.30 p.m.
By prior appointment only
2. Website : www.patkarvardecollege.edu.in
3. Telephone Nos. : 022-28723731, or 022-28721875
4. Library Time : 10.00 a.m. to 6.00 p.m.

Generally the Library facility is available only to students of the College, but outsiders may access the Library facility with the prior written permission of the Principal.

XVI. THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Public Information Officer	Shri. P. G. Jadhav, Head clerk	Chikitsak Samuha's S.S. & L.S. Patkar College of Arts & Science and V.P. Varde College of Commerce & Economics – Mumbai – 400 062.
2.	Assistant Public Information	Shri. P. D. Bhole, Sr. Clerk	
3.	st 1 Appellate Authority	Dr. S. L. Matkar, Principal	

XVII. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Information prescribed by the Government is furnished, as and when applicable, in the following formats:

- MIS
- Student Roll
- AISHE
- DCF
- Moderation, Paper Setter