



Deshbhakta Babasaheb Bhausaheb Khanjire Shikshan Sanstha's,
NIGHT COLLEGE OF ARTS & COMMERCE
ICHALKARANJI



Estd. 1983

Re-accredited by NAAC "B" Grade

Affiliated to Shivaji University, Kolhapur

18/324, The Ichalkaranji Industrial Estate, Ichalkaranji - 416 115. Tal. Hatkanangle Dist. Kolhapur (M.S.) INDIA.

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Dr. Purandhar D. Nare - Principal



D. B. B. Khanjire Shikshan Sanstha's

NIGHT COLLEGE OF ARTS AND COMMERCE,
ICHALKARANJI

(NAAC 'B++' Grade & College with Potential for Excellence)

18/324, Industrial Estate, Ichalkaranji 416 115



www.nightich.ac.in



nightich@gmail.com

☎0230-2437666

Statutory Declaration under Section 4 (1) (b) of
the RTI Act 2005

Particulars of the College, Functions and Duties

Sl.No.	Title	Details
1.	Name of the College	Night College of Arts and Commerce, Ichalkaranji
2.	Address for Communication	18/324, Industrial Estate, Ichalkaranji
3.	Phone No.	0230-2437666::
4.	Email	nightich@gmail.com
5.	Website	www.nightich.ac.in
6.	The Principal	Dr. Purandhar Dhanpal Nare

12. Introduction:

The institute has come into existence as an essential need of the neighborhood society, especially working class community. Accordingly, Higher Education Formal, Open (ODL) and Extension mode is offered with utility specializations and entire flexible mobility in 1983. As per vision, since last 32 years, the institute has been pursuing to empower the deprived weaker, workers and minority men & women sections of the society and it has achieved great success by adopting distinct motto 'Work is Worship'. The institute is affiliated to Shivaji University, Kolhapur and is eligible to receive assistance from U.G.C. under section 2 F & 12 B of the U.G.C. Act of 1956. The institution achieved 2.80 CGPA in Third Cycle Re-assessment & accreditation by NAAC in Feb. 2016

13. The Vision Statement:

To make this institution, a center of learning with global standards for the upliftment of the weaker sections of the society with the motto 'Work is Worship'

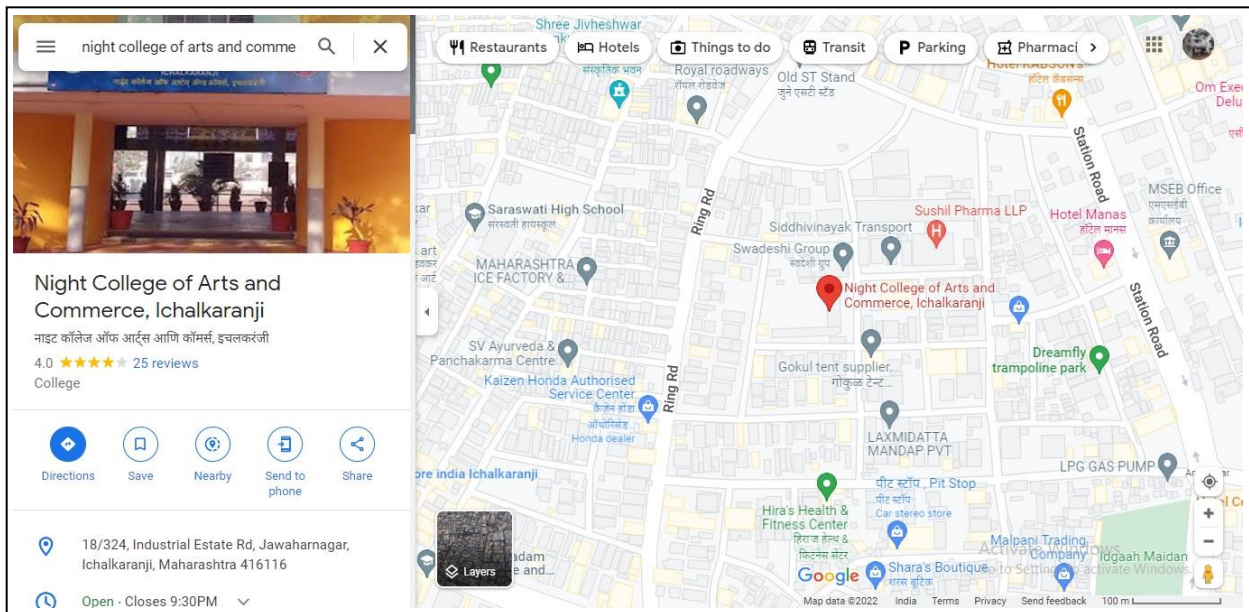
14. The Mission of the College:

To empower deprived and economically weaker sections by providing the higher education for their overall development, in the context of globalization.

15. Objectives of the College:

- Three Dimensional Higher Education- Formal, Open (ODL) & Extension education with social & national conscience.
- To provide Higher Education facility for the working youths, the labour, business men, serving personnel & women.
- To create opportunity of higher education for the dropouts. To facilitate higher education in Urdu Language for Minority Society students, to care for the development of Urdu Language and to protect fabric of secular culture of our nation.
- To create well-cultured and ideal civilians from manual hard workers. To provide Higher Education to those who are denied it in the formal system, through the open university courses.
- To impart the Higher Education to the society through extension activities.
- To promote effective clubbing of open and conventional system to address increasing demand in Higher Education.
- To promote excellence in teaching and research with greater academic, administrative and financial flexibility.

16. Location of the College



17. Governance:

The Vision, Mission and Objectives of the College reflect the nature of governance, perspective plans and participation of the teachers and alumni in these decision making bodies of the College. The governance of the institution is carried out with the support of following bodies constituted.

- ◆ The Management
- ◆ Governing body
- ◆ Planning Committee
- ◆ Finance Committee

The Management:

The management, Deshbhakt Babasaheb Bhausaheb Khanjire Shikshan Sanstha, Ichalkaranji, is the life force of the administration and ensures imparting quality education to suit the emerging trends in all dimensions of growth. The participative decision making strategy of the Management helps to achieve the Vision, Mission and Objectives of the College.

College Development Committee (CDC) :

The College Development Committee is a liaison between Management and the College, which oversees and ensures all necessary infrastructural and other developmental activities. Academicians, Entrepreneurs and Alumni along with senior faculty representatives. The Governing Body strives to steer for the implementation of the strategic plans adopted by the college. All decisions are finalized in the Governing Body of Deshbhakt Babasaheb Bhausaheb Khanjire Shiksha Santha.

Governing Body:

The policies and practices of the college, academic and administrative; planning and implementation; reflect the effort of the institution towards a consistent growth for the development of society through providing Higher Education. All such decisions of College Development Committee will be finalized in Governing Body of D.B.B. Khanjire Shiksha Santha.

Finance Committee:

The College with the Finance Committee constituted as per the guidelines of the UGC for prepares the annual budget and takes approval by the Governing body. The committee also oversees and monitors the funds from UGC and other funds from governmental and non-governmental organizations.

18. Working hours:

- ◆ Office – 11.00 am to 02.00 pm – 05.00 pm to 09.00 pm – Monday to Saturday
- ◆ Visiting hours for Public–05:00pm to 09:00 pm on all working days
- ◆ Library–Week days: 2 pm to 9 pm – Monday to Saturday

19. Powers and Duties of Officers and Employees:

Sl.No.	Title of the Authority	Responsibilities
i.	Principal	<ul style="list-style-type: none">◆ Keep a track with policies of regulatory authorities, finance management◆ Design action plan◆ Define Vision and strategies to achieve the vision◆ Communicate Direction◆ Preparing Budget and speeding the development◆ Effective maintenance of campus infrastructure◆ Monitor optimum utilization of campus resources◆ Support and coordination between College & Management◆ Monitoring policies and procedures and results◆ Building and improving of the quality of education and research◆ Research fund generation from various funding agencies◆ Promoting team work and spirit◆ Staffing of teaching, technical and supporting staff◆ Budgetary optimization of income and expenditure◆ Admissions as per Rules & Regulations of Autonomous Guidelines, Parent University and GoK◆ Over all administration◆ To hold meetings of the Statutory Bodies

<p>ii.</p>	<p>Head of the Department(s)</p>	<ul style="list-style-type: none"> ◆ Actively assisting the Principal ◆ Monitoring academic profile of the Department ◆ Co-coordinating the teaching and learning of the subjects ◆ Ensuring timely and adequate provision of text books, materials, and equipment required ◆ To look after repair/maintenance of equipment and instruments ◆ Conduct regular Departmental meetings to monitor developmental activities ◆ Motivate faculty to publish research articles and participate in conferences/workshops /symposium ◆ Applying for research projects grants
<p>iii.</p>	<p>Head of Examinations</p>	<ul style="list-style-type: none"> ◆ Acquire and maintain an up-to-date knowledge of the examinations circulars issued by the Shivaji University ◆ Plan and display to staff, parents and students, the examinations schedule ◆ Smooth conduct of internal and external exams ◆ Assign duties related to invigilation ◆ To maintain documents related to functioning of exam ◆ To strictly follow rules/regulations of the examination ◆ Prompt correspondence and rapport with the stake holders
<p>iv.</p>	<p>Training and Placement Co-ordinator</p>	<ul style="list-style-type: none"> ◆ Awareness camps and programs for personality development for students ◆ Counsel students for education/job opportunities ◆ Arrange campus interviews. ◆ Promote Industry-Institute Interaction for internships sponsored projects, placement etc.

v.	Faculty	<ul style="list-style-type: none"> ◆ Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such as student counseling, setting and grading test papers, arranging and conducting tests, implementation of project for students, setting and evaluation. ◆ Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry ◆ Perform the duties and responsibilities assigned by Principal and Department Head ◆ Student's activities such as Mentor to literary, sports and student progression system ◆ Administration which may be Departmental And or College as member/convener of committees
vi.	Director of Physical Education	<ul style="list-style-type: none"> ◆ Organize intra and inter college sports events for the students from time to time ◆ Procure and make available the sports material and equipments ◆ To promote good health, giving students a new way to make them fit and learn their lessons at the same time. ◆ Also inculcate the values and importance of team spirit ◆ Insist them to work as a part of team to make The student competitive
vii.	Alumni Association Committee	<ul style="list-style-type: none"> ◆ Constitution of committee and maintaining minutes of meeting ◆ Maintaining and updating alumni database ◆ Organizing Alumni Meet ◆ Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc

viii.	Anti-Ragging Committee	<ul style="list-style-type: none"> ◆ Ensure compliance with the provisions of AICTE Regulations and Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016. ◆ Enforcement of act and its amendments as published from time to time ◆ To prevent the events related to ragging in campus/off campus/hostel/any other place in the premises. ◆ Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant Information as may be required.
ix.	Grievances-Redressal committee	<ul style="list-style-type: none"> ◆ To fix the complaint box for receiving complaints from employees at some conspicuous part of the College building and open the box periodically ◆ To entertain complaints made by staff members And resolve them amicably
x.	Committees for reserved category and minority	<ul style="list-style-type: none"> ◆ To investigate and monitorial matters relating to the safeguards provided for the said categories under this constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards. ◆ To inquire into specific complaints with respect to the deprivation of rights and safeguards of the said category ◆ To participate and advise on the planning process of socio-economic development of the said category and to evaluate the progress of their development ◆ To declare the schemes provided by Government

xi	Librarian and Library staff	<ul style="list-style-type: none"> ◆ To prepare and maintain accession register ◆ Classification, digital indexing and rejuvenation of books and journal ◆ Maintain question papers and syllabus record ◆ To make new books ready for students/staff circulation ◆ Maintain record of student projects. ◆ Maintain newspaper clipping/ Maintain Computer related record in Register in E library section. ◆ Maintaining Library Documentation ◆ Providing access to external library database through e-resources.
xii	Administrative Office Staff	<ul style="list-style-type: none"> ◆ All program admissions and its administration ◆ All students' original documents and general register record maintenance ◆ Bonafide, leaving/transfer certificate, fee structure and concession forms ◆ Online Student Data/Statistical information ◆ Eligibility, Pro-rata fees collection and submission ◆ Proceedings of College Development Committee, Governing Body and other statutory committees and maintenance of records ◆ Maintenance of leave record, service books and staff personal files ◆ Guidance for form filling/submission of reserved students for scholarship/fee reimbursement ◆ Keeping records and maintenance of property
xiii	Accounts Clerk	<ul style="list-style-type: none"> ◆ To draw salary through Pay-roll software & maintain the file of salary ◆ Preparation of P.F. ◆ Calculation of Form No.16. TDS & Professional Tax ◆ To file e-TDS/GST return quarterly ◆ To issue salary certificate to employees as per their requirement. ◆ To assess Principal for optimization budgetary allocation ◆ Maintenance of bank and cash books ◆ Preparation of computational balance sheet and get it audited

xiv	Office Clerks	<ul style="list-style-type: none"> ◆ To maintain breakage record of glass ware ◆ Validation of instrument & equipment ◆ Student section work, Examination work assistance ◆ To check cleaning work in laboratories ◆ To perform assigned duties as and when directed ◆ Maintain fee register, Inward and Outward register etc.
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20. Directory of Officers

Sl.No.	Title	Details
1.	Dr. Purandhar Dhanpal Nare Principal	+91-8087598793 pdnare@rediffmail.com
2.	Shri. S. N. Patel Office Superintendent	+91-9766914984 shikandarpatel@gmail.com
3.	Dr. M. R. Mundkar Head of Examination	+91-8888198884 madhav.mundkar@gmail.com
4.	Dr. V. R. Khanaj IQAC-Co-ordinator	+91-9604462158, +91-9834145383 virupaksh.khanaj@gmail.com
5.	Dr. G. B. Khandekar Librarian	+91-9370027593 klp.ganesh@gmail.com
6.	Dr. R. V. Sapkal Placement Coordinator	+91-9657146714 ramsapkal87@gmail.com
7.	Dr. D. B. Birnale Director of Physical Education & Convener-Grievance Redressel Committee	+91-9511711076, +91-9922810337 devendra.birnale@gmail.com
8.	Dr. S. L. Randive Anti-Ragging Committee & Special Cell – SC/ST	+91-9860407099 shivajirandive26@gmail.com

