

Information Handbook of
Arts, Science and Commerce College, Mokhada
Tal.Mokhada Dist.Palghar
(As per Right to Information Act, 2005)

Section 4 (1) (b) (i) / Manual - 1: Particulars of the organization, functions and duties

Arts, Science and Commerce College, Mokhada Tal.Mokhada Dist.Palghar was established at Mokhada, by Rayat Shikshan Sanstha, in 1984. It is recognized by Government of Maharashtra, Affiliated to University of Mumbai, Mumbai and recognized by UGC under 12(b) and 2(f)

Arts, Science and Commerce College, Mokhada Tal.Mokhada Dist.Palghar is doing a pioneering work in the field of education in tribal and remote area since 1984.

The college conducts Under Graduate Three Year B.A., B.Com. & B.Sc. Courses and, Two Year Post Graduate Course in M.A. History. The college also conducts 04 short term certificate courses.

- VISION –

“To generate academic, scientific temper and physical, spiritual, social and cultural values among the students to make them responsible citizens of the world.”

- MISSION –

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

-Objectives-

- To provide higher educational opportunities to the tribal and other backward classes through the policy: education at their doors.
- To generate academically, physically, spiritually and sound motivated graduates with awareness of importance of national integration and social responsibilities.
- To develop the overall personality of the students.
- To impart education through self-help and dignity of labor.
- To promote a healthy atmosphere, corporate life and welfare of the students, teaching and non-teaching staff.

Contact Details :-

Postal Address :-

Arts, Science & Commerce College, Mokhada
Tal.Mokhada dist.Palghar Pin:-401604

Website : **www.asccmokhada.in**
Tel. / Fax No : **(02529) 256628**
Email : **asccmokhada@gmail.com**

Map of Location

The College location Map is available at
<https://www.google.co.in/maps/place/K.B.P.+senior+college+mokhada>

Working Hours

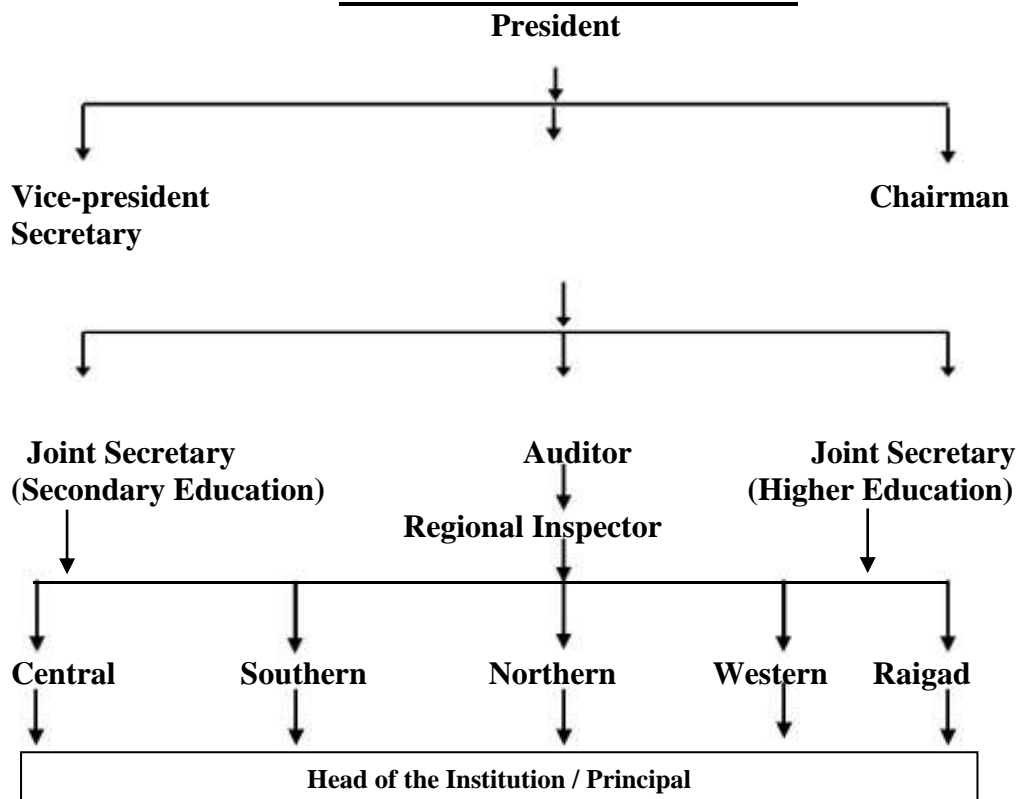
- **College Timing on all Working Days:** From 07.30 am to 12.30 p.m. & 11.30 a.m. to 05.30 pm.
- **Office Timing:** From 10.30 a.m. to 5.30 p.m. on all working days.
- **Financial Transactions:** on all working days.
- **Library Timing:** From 07.30 a.m. to 06.00 p.m. on all working days.
- **Weekly Holiday** is on **Sunday**.

Organization and Administrative Officers

Organogram of the institution

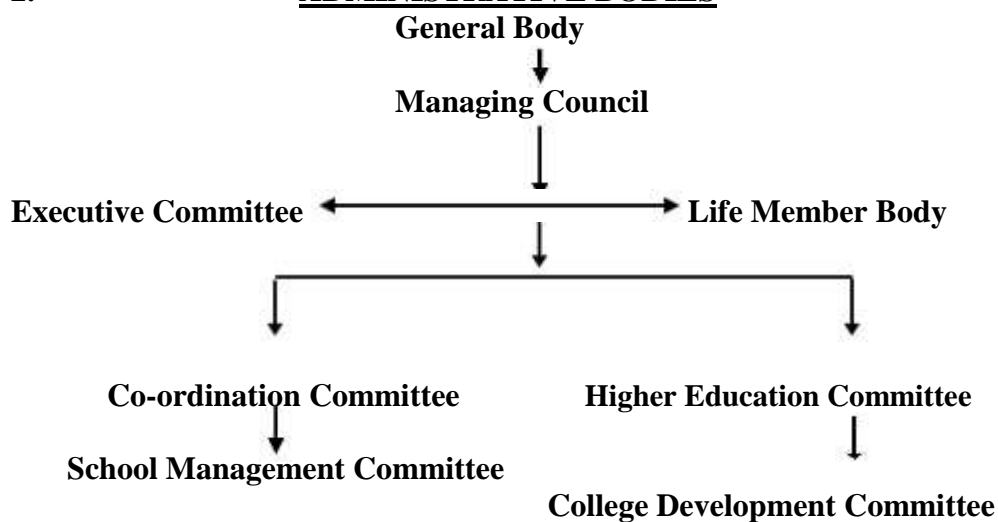
The parent institution plays a pivotal role in the general administration of the college.
It formulates the requisite policies for achieving goals and missions

ADMINISTRATIVE OFFICERS

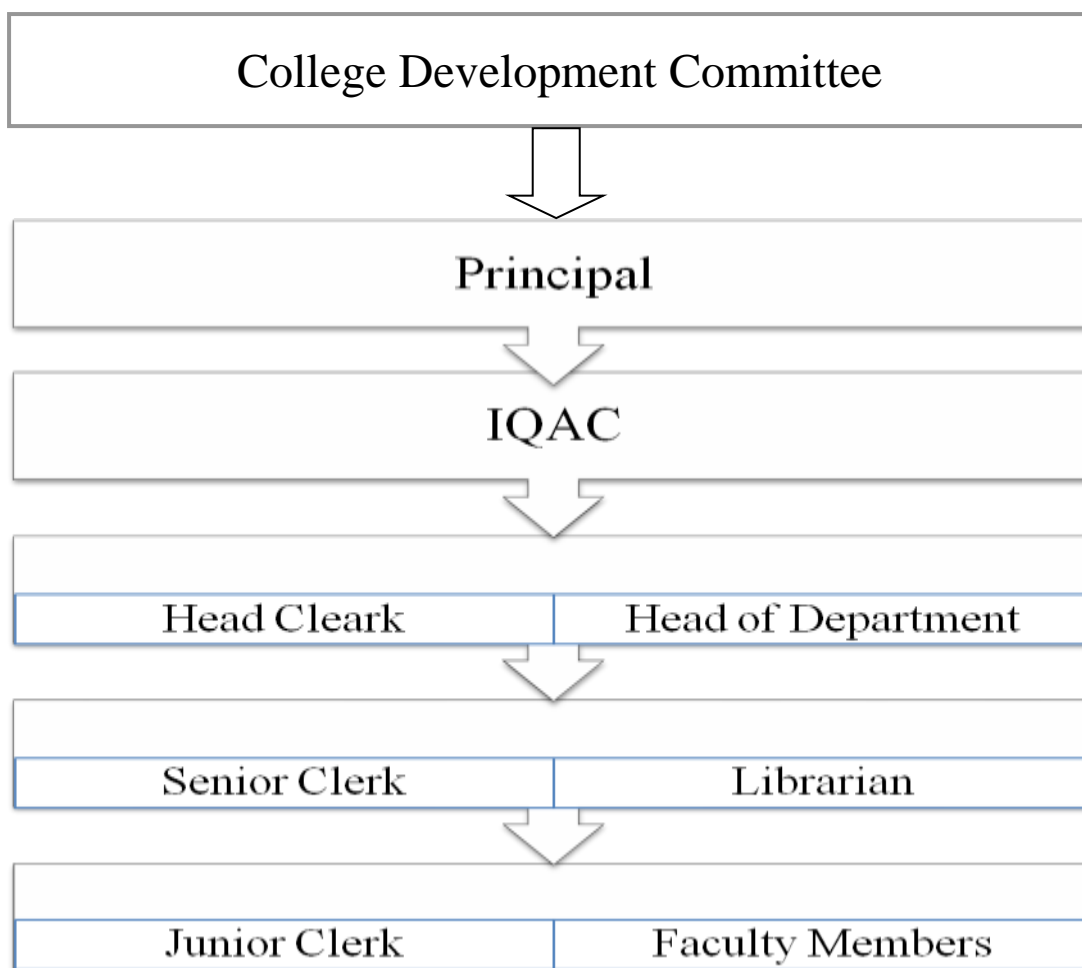


2.

ADMINISTRATIVE BODIES



ORGANIZATIONAL STRUCTURE



Administrative Set up of Arts, Science & Commerce College, Mokhada

Tal.Mokhada dist.Palghar Pin:-401604

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

Sr. No	Committee	Chairperson / Convener
1	Co-Ordination Committee (Steering Committee)	Prin. Dr. Jadhav J. G.
		Mr. Shinde P. J. (Convener)
		Dr. Saidansiv S. E. (Member)
		Mr. Warghade J.B. (Member)
2	General Supervision	Mr. Shinde P. J. (Arts)
		Dr. Shindansiv S. E.(Science)
		Mr. Warghade J.B (Commerce)
3	Admission Committee	Dr. Nagargoje D. R. (Science)
		Mr.Warghade J. B (Commerce)
		Dr. Magdum B. M(Arts)
4	NAAC Committee IQAC	Dr. Mamllayya A. B. (Coordinator)
		Dr. Saidhanshiv S. E.(Member)
		Dr. Nagargoje D. R.(Member)

		Mr. Vitnor S. K. (Member)
		Mr. Dhavane P.M. (Member)
		Mr. Warghade J.B. (Member)
		Mr. Gosavi R. N. (Member)
		Mr. Gojare S. M (Member)
5	Academic Calender	Mr. Gosavi R.N. (Chairman)
		Mr. Bhoje D. R. (Member)
6	Time Table	Mr. Shinde P. J. (Chairman)(Arts)
		Dr. Saidansiv S. E. (Science)
		Mr. Warghade J.B. (Commerce)
7	Roll Call /Attendance Report	Mr. Gosavi R.N. (Chairman)
		Mr. Gadve V. V. (Member)
8	UGC Interface Committee	Dr. Mamlayya A. B. (Convener)
		Mr. Dhere D. D. (Member)
9	F.Y./S.Y./T.Y.B.A/B.Com/B.Sc University Examination	Dr. Nagargoje D. R. (Chairman)
		Mr. Gosavi R. N. (Member)
		Mr. Gojare S. M. (Member)
		Dr. Magdum B. M. (Member)
10	DEPDS Committee for F.Y./S.Y./T.Y.B.A./B.Com/B.Sc University Examination	Prin. Dr. Jadhav J. G. (Chairperson)
		Mr. Warghade J. B (I.T. Coordinotor - 1)
		Mr. Dhavane P. M. (I.T. Coordinotor - 1)
		Mr. Patil A. H (Under Study)
11	Discipline And Varandha Supervision	Mr. Warghade J. B. (Chairman)
		Mr. Gosavi R. N. (Member)
		Mr. Gandule A. S. (Member)
		Mr. Malode B. N. (Member)
		Mr. Kumbhar J. A. (Member)
12	Student Council	Mr. Vitnor S. K. (Chairman)
		Mr. Gosavi R. N. (Member)
13	Gymkhana	Mr. Gosavi. R. N.(Chairman)
		Dr. Dongardive V. M. (Member)
		Mr. Chothe V. G. (Member)
		Mr. Gandule A. S. (Member)
		Mr. Khose P. S. (Member)
14	N. S. S.	Mr. Warghade J. B. (Program Officer -1)
		Mr. Gandule A. S. (Program Officer - 2)
15	Cultural Activities& Youth Festival	Mr. Gandule A. S. (Chairman)
		Mr. Waghade J. B. (Member)
		Dr. Magdum B. M. (Member)
16	Sanskriti Annual Magazine	Dr. Magdum B. M (Chairman)
		Mr. Shinde P. J. (Arts) (Member)
		Mr. Saidanshiv S. E. (Science) (Member)
		Mr. Warghade J. B (Commerce) (Member)
		Mr. Dhavane P. M. (Member)
17	Building& Maintenance Committee	Mr. Dhavane P. M (Chairman)
		Mr. Shinde P. J. (Member)
		Mr. Salunke S. R. (Member)
		Mr. Patil A. H. (Member)
18	Purchase Committee	Mr. Dhavane P. M. (Member)
		Mr. Shinde P. J. (Member)
		Mr. Patil A. H. (Member)
		Mr. Malode B. N. (Member)

19	Student & Staff Grievance Redresser Cell	Mr. Nagargoje D. R. (Student)
		Mr. Shinde P. J (Staff)
20	Library Committee	Prin. Dr. Jadhav J. G. (Chairperson)
		Mr. Dhavane P. M. (Secretary)
		Mr. Shinde P. J. (Member)
		Mr. Gosavi R. N. (Member)
		Dr. Nagargoje D. R.(Member)
		Mr. Malode B. N. (Member)
21	Research Committee	Dr. Nagargoje D. R. (Chairman)
		Dr. Shaindansir S. E.(Member)
		Dr. Dongardive V. M. (Member)
		Mr. Bhoje D. R (Member)
22	Internal Complaint Committee	Dr. NaikSubhada (Chairman)
		Prof. Gosavi R.N. . (Member)
		Prof. Vitnor S.K. . (Member)
		Mrs. Nimbara M.S. . (Member)
		Smt. Patil L.M. . (Member)
		Mrs.Mutadak Bharati. . (Member)
23	Standing Committee	Prin. Dr.J. G. Jadhav (Chairman)
		Mr. S. E. Saidanshiv (Member - Convener)
		Mr. S. k. Vitnor (Member)
		Dr. A. B. Mamlayya (Member)
		Mr. Patil A. H (Member)
		Smt. L. M. Patil
		Smt. Nimbara M. S. (Member)
		Mr. S. R. Salunkhe (Member - Secretary)
24	Soft Skill Development	Mr. Warghade J. B (Convener)
		Mr. Gandule A. S. (Member)
		Mr. Kumbhar J. A. (Member)
		Dr. Magdum B. M. (Member)
25	Unfair Means Enquiry	Mr.Warghade J.B. (Convener)
		Dr. Magdum B. M. (Member)
26	Staff Welfare	Mr.Malode B.N. (Chairman)
		Mr. Gadve V. V. (Member)
		Mr. Kumbhar J. A. (Member)
		Mr. Mahale H. M. (Member)
27	Staff Academy	Dr.Magdum B.M. (Chairman)
		Mr.Dhere D. D. (Member)
28	NRC, Internet Connectivity and Computer Maintenance	Mr.Dhavane P.M. (Chairman)
		Dr.Magdum B. M. (Member)
		Mr.Patil A. H. (Member)
29	Publicity	Dr.Magdum B.M. (Chairman)
		Mr.Gadhane V.V. (Member)
		Mr.Patil A. H. (Member)
30	Students Placement Cell	Mr.Warghade J.B. (Chairman)
		Mr.Gojare S. M. (Member)
		Mr. Bhoje D. R. (Member)
31	Wall Paper /Exhibition	Mr.Shete R. K. (Chairman)
		Mr.Sonawane P. T. (Member)
		Mr.Nadekar P. L. (Member)

32	Excursions and Field Visit	Dr.Magdum B. M. (Chairman)
		Dr.Mamalayya A. B. (Member)
		Mr.Warghade J. B. (Member)
33	Teacher Guardian and Parent Meet	Mr.Gosavi R. N. (Chairman)
		Mr.Gandule A. S. (Member)
34	Karmaveer Prabhodhini Examination & Guidance for Competitive Examination	Mr.Vitnor S. K. (Chairman)
		Dr.Dongardive V. M. (Member)
		Mr.Malode B. N. (Member)
		Mr. Dhere D. D. (Member)
35	Anti-Ragging Committee	Prin.Dr.J. G. Jadhav (Chairperson)
		Mr.Kuware K.N. . (Member)
		Mrs.Madake H.M. . (Member)
		Mrs.Mutadak Bharati. . (Member)
		Prof. Saindandshiv S.E. . (Member)
		Prof. Gadhave V.V. . (Member)
		Mrs.Ubale Vimal Prabhakar . (Member)
		Mr.Raut Balkrushna Pandurang (Member)
		Mukane Suraj Dnyaneshwar . (Member)
		Gawari Laxmi Sakharan. (Member)
		Warghade Manoj Bhagirath. (Member)
		Mr.Patil A.H. . (Member)
36	Science Association	Mr.Shete R.K. (Chairman)
		Mr.Sonawane P. T. (Member)
		Mr. Dehekar M. G. (Member)
37	Commerce Association	Mr.Warghade J.B. (Chairman)
		Mr. Chote V. G. (Member)
38	Economic Association & Planning Forum	Mr.Gosavi R.N. (Chairman)
		Mr. Gadve V. V. (Member)
39	Literary Association 1. Marathi 2. English	Dr.Magdum B.M. (Chairman)
		Mr.Dhere D. D. (Member)
40	Self-Appraisal Report	Dr.Mamalayya A.B. (Chairman)
		Mr. Patil A. H. (Member)
41	Electrical maintenance of College	Mr.Kumbhar J.A. (Chairman)
		Mr.Khose P. S. (Member)
		Mr.Jadhav G. R. (Member)
42	Prospectus Committee	Mr.Gojare S.M. (Chairman)
		Mr. Mahale H. M. (Member)
43	Campus Development Committee	Prin.Dr.Jadhav J.G. (Chairman)
		Mr.Dhavane P.M. (Member)
		Mr.Gojare S.M. (Member)
		Mr.Malode B.M. (Member)
		Mr.Mahale H.M. (Member)

		Mr.Patil A.H. (Member)
44	P.G. Section M.A. (History)	Mr.Shinde P.J. (Chairman)
		Dr. Dongardive V. M. (Member)
45	Feedback Committee (Students Parents & Alumini)	Mr.Dhavane P.M. (Chairman)
		Mr.Gandule A.S. (Member)
		Mr.Gadhawe V.V. (Member)
		Mr. Dhere D. D. (Member)
46	Alumini Association	Mr.Wargade J.B. (Chairman)
		Mr. Dhavane P. M (Member)
		Mr. Bhoye D. R. (Member)
		Mr. Chote V. G. (Member)
		Mr. Patil A. H (Member)
47	College Canteen	Mr.Khose P.S. (Chairman)
		Mr. Gadve V. V. (Member)
		Mr. Dhere D. D. (Member)
48	Awareness of Health and Hygiene	Mr.Gosavi R. N. (Chairman)
		Mr.Gandule (Member)
		Mr.Sonawane P.T. (Member)
49	Principal Quarters & Staff Quarter	Mr.Salunkhe S.R. (Chairman)
		Mr.Patil A.H. (Member)
50	Research Avishkar Committee	Mr.Vitnor S. K. (Chairman)
		Mr.Dherekar M.G. (Member)
		Mr.Bharsat V. M (Member)
51	Campus Beautification Committee	Mr.Vitnor S. K. (Chairman)
		Mr.Gojare S.M. (Member)
		Mr.Bharsat V. M Vijay (Member)
52	College Website Up gradation Committee	Dr.Magdum B.M. (Chairman)
		Mr. Dhere D. D. (Member)
		Mr. Gandule A. S. (Member)
53	MCVC Examination Committee	Mr.Kumbhar J.A. (Chairman)
		Mr. Mahale H. M. (Member)
		Mr. Khose P. S. (Member)
		Mr. Gaikwad S. S. (Member)
54	Class Teacher	Dr. Magdum B. M. (F.Y.B.A)
		Mr. Bhoye D. R. (S.Y.B.A.)
		Mr. Shinde P. J. (T.Y.B.A - His)
		Mr. Gosavi R. N. (T.Y.B.A - Eco)
		Dr. Magdum B. M. (T.Y.B.A - Mar)
		Mr. Dhere D. D. (F.Y.B.Com)
		Mr. Gadhave V. V (S.Y.B.Com)
		Mr. Warghade J. B. (T.Y.B.Com)
		Mr. Gojare S.M. (F.Y.B.Sc)
		Mr. Gandule A. S (S.Y.B.Sc)
		Mr. Shete R. K. (T.Y.B.Sc - Math)
		Dr. Saindavis S. E. (T.Y.B.Sc - Bot)
		Dr. Mamlayya A. B. (T.Y.B.Sc - Zoo)
		Mr. Vitnor S. K. (T.Y.B.Sc - Phy)
		Dr. Nagargoje D. R. (T.Y.B.Sc - Che)
		Mr. Mahale H. M. (11 - Log)

		Mr. Malode B. N (12 - Log)
		Mr. Khose P. S. (11 – Ele)
		Mr. Kumbhar J. A (12 – Ele)

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

- ANTI - RAGGING COMMITTEE
- DISCIPLINE 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

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 :

- 1) Norms and standards for various academic activities are set by the Mumbai University, Mumbai and Govt. of Maharashtra & U.G.C.
- 2) 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.
- 3) 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.

Section 4 (1) (b) (v) / Manual — 5: Rules, regulations and instructions used

- Rules, Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) University of Mumbai, Mumbai b) Government of Maharashtra 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 University of Mumbai, Mumbai 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.

- www.rayatshikshan.edu
- www.mu.ac.in
- www.ugc.ac.in
- www.jdhe.pnvl-mah@gov.in
- www.naac.gov.in
- www.dhepune.gov.in

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	Head of Department	Student attendance, tutorial, academic diary, internal examination record & related information. Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day
2	Librarian	Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register
3	Head Clerk	Administrative work, general supervision, CDC work, Control Of Account Work, Court Matter Work & Responsibilities as Head of office, Communication Regarding construction. Planning of campus cleanliness, secret reports of employees, service books, required instruments purchasing and record, furniture dead stock, employee workload and planning, monthly pay bills, Teachers workload related communication, Employee 's Muster, Service books keeping, All type of communication with Sanstha, A.O. office, Leave record, Placement, Pension cases etc. All work related to accounts, Purchase order, budgets, audit, U.G.C. , writing in the form of manually & tally. Utilization & Bank Transactions.
4	Senior Clerk	Admissions, University and UGC related work, Employees Approvals, Transfers related work, Statistical data, Parent institution communication, CDC related work, Employee musters, Building and Construction, JD office related work, Planning of various functions.
5	Junior Clerk	1) All kinds of Scholar ships, Fee Concession Proposals, Maintain the Cash book & Ledger book, Inward/outward record, Sale of all forms, stationary and maintenance of stock register, student records. 2) Financial transactions, Fee record, Cash diary, maintain the fee register etc.

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 of alumni meetings and parents meetings.
- Feedback from stakeholders is collected for development of institution.
- Stakeholders are invited for various functions organized in the institution.

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 Council
- Grievance Redressal Committee
- Anti-Ragging Committee
- Discipline Committee
- Examination Committee
- Standing Committee
- Coordination Committee
- Women Development Cell

Section 4 (1) (b) (ix) / Manual - 9:
Directory of officers and employees

- Directory of officers and employees is available in the college office as well as on the college website.

Rayat Shikshan Sanstha's Arts, Science & Commerce College, Mokhada Dist.Palghar

Teaching Staff - 2018-2019

Sr. No	Name of Teacher	Designation	Department	Mobile No
1.	Prin.Dr.J.G.Jadhav M.A.,M.Phil.,Ph.D	Principal	Economics	9970817485
2.	Mr.P.J.Shinde M.A.B.Ed	Associate Professor	History	9421581688
3.	Mr.S.E.Saundanshiv M.Sc	Associate Professor	Botany	8308208646
4	Mr.S.K.Vitnor M.Sc	Associate Professor	Physics	9922834539
5	Mr.R.N.Gosavi M.A.,M.Phil.	Assistant Professor	Economics	9987720432
6	Mr.J.B.Warghade M.Com.,B.Ed.,SET.	Assistant Professor	Commerce	9209899798
7	Dr.D.R.Nagargoje M.Sc.,SET.,NET(JRF).,Ph.D	Assistant Professor	Chemistry	9822996103
8	Dr.A.B.Mamlayya M.Sc.,Ph.D	Assistant Professor	Zoology	8975678532

Teaching Staff on CHB basis

Sr. No	Name of Teacher	Designation	Department	Mobile No
1.	Dr. Magdum B.M. M.A.,SET,NET,Ph.D	Assistant Professor	Marathi	9822446292
2.	Mr. Gojare S.M. M.Sc.,SET,NET,GATE	Assistant Professor	Botany	9890593483
3.	Mr. Gandule A.S. M.Sc.,NET	Assistant Professor	Chemistry	9730586265
4	Dr. Dongardive V.M. M.A.,NET,Ph.D	Assistant Professor	History	9766255442
5	Mr.Gadhawe V.V. M.A.SET., MBA. NET.	Assistant Professor	Economics	9423883799
6	Mr.Shete R.K. M.Sc.,NET.	Assistant Professor	Mathematics	9518745827
7	Mr.Dhere D.D. M.A.,SET,NET	Assistant Professor	English	9673758417
8	Mr.Sonawane P.T. M.Sc.	Assistant Professor	Physics	7522925131
9	Mr.Nadekar P.L. M.A.,SET	Assistant Professor	Psychology	7083553328

10	Mr.Bhoye D.R. M.A.,SET	Assistant Professor	History	9112438212
11	Mr.Chouthi V.G. M.Com	Assistant Professor	Commerce	7066300691
12	Mr.Bharsat V.S. M.Sc.	Assistant Professor	Zoology	8879151679
13	Mr.Dehekar M.G. M.Sc.	Assistant Professor	Mathematics	9970734690

Non-Teaching Staff -2018-2019

Sr. No	Name of Teacher	Designation	Mobile No
1.	Shri.S.R.Salunkhe	Head Clerk	9594977856
2.	Shri.Patil.A.H.	Senior Clerk	9421574911
3.	Smt.Nimbara M.S.	Junior Clerk	7770003310
4.	Shri.Jadhav D.M.	Lab.Asst	9518509893
5.	Shri.Salunkhe R.S.	Lab.Attendent	8108519188
6.	Shri.Dolas R.K.	Lib Attendent	9209440756
7.	Shri.Salkar P.S.	Peon	9273258112
8.	Shri.Digha G.B.	Peon	9421633636
9.	Smt.Kadu J.H.	Peon	9850164362
10.	Smt.Patil L.M.	Peon	9270507430

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, University of Mumbai, Mumbai, and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

Teaching Staff:-

Sr.No	Designation	Pay	Grade Pay
1.	Principal	37400-67000	10000
2.	Associate Professor	37400-67000	9000
3.	Assistant Professor	15600-39100	6000
4.	Librarian	15600-39100	7000

Non-Teaching Staff:-

Sr.No	Designation	Pay	Grade Pay
1.	Head Clerk	9300-34800	4200
2.	Senior Clerk	5200-20200	2400
3.	Junior Clerk	5200-20200	1900
4.	Lab Assistant	5200-20200	1900
5.	Lab Attendant	5200-20200	1600
6.	Peon	4440-7440	1300

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, Konkan Region, Panvel.

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)
- Freeship 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 Mumbai University are followed. Scholarships and concessions are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.

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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. All the information about the college is available on our website and in the college office.

Section 4 (1) (b) (xv) / Manual - 15: Means, methods and facilities available to citizens for obtaining information

- Unrestricted Access to College Website.
- Citizens may seek the information in the Officer of the college on working days during office hours.
- Through the notice boards, relevant brochures and record.
- **Library Timing:** From 09:30 a.m. to 6.00 p.m. on all working days.
Weekly Holiday is Sunday.

Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer : Shri. Salunkhe S.R.

Head Clerk Arts, Science & Commerce College Mokhada Mobile:
9594977856, Email: asccmokhada@gmail.com

Appellate Authority: Dr. Jadhav J.G.

Principal, Arts, Science & Commerce College Mokhada Mobile:
9970817485, Email: asccmokhada@gmail.com

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

- A.S.C. College, Mokhada is doing a pioneering work in the field of Higher education in tribal and remote area since 1984 It is Affiliated to University of Mumbai, Mumbai.
- Recognized by Government of Maharashtra
- Accredited at B Grade in First cycle NAAC Assessment (2013)

Public Information Officer
Shri. Salunkhe S.R.
Head Clerk

Appellate Authority
Dr.J.G.Jadhav
Principal

Arts,Science & Commerce College, Mokhada
Tal.Mokhada Dist.Palghar