

**Dnyanopasak Shikshan Mandal's
College of Arts, Commerce & Science,
Parbhani**

"College with Potential for Excellence" - UGC status
"Best College Award" by the University



OFFICE PROFILE

2023-24

INTRODUCTION

The College has an in built mechanism to check the work efficiency of the non-teaching staff. The various administrative and academic duties are carried out as per the defined directions, power and responsibilities administered by the Management of Dnyanopasak Shikshan Mandal. The various authorities in the institution carry out their obligations as per the Act, Governments Rules and University Statues and Ordinances.

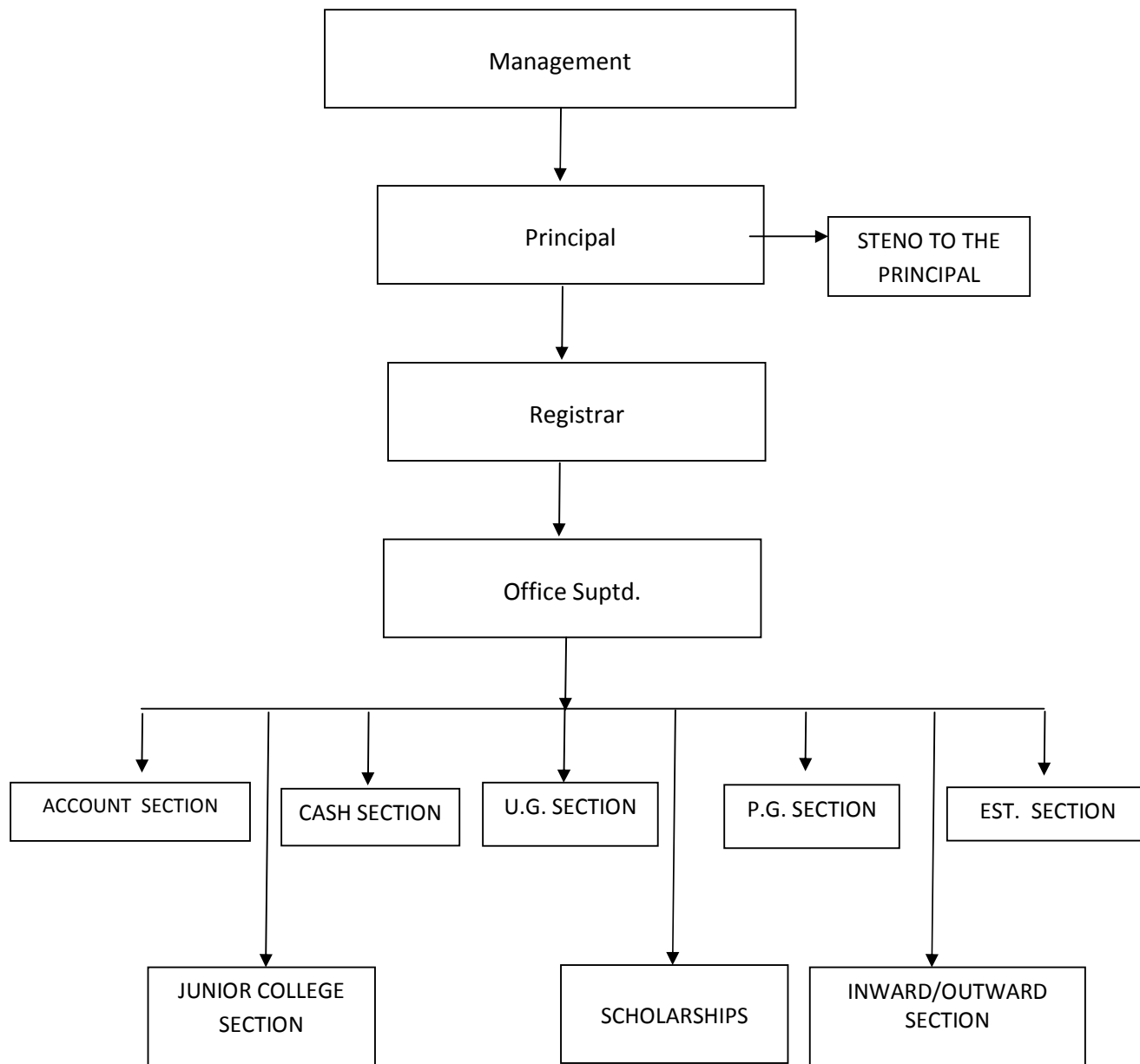
The Registrar and Office Superintendent monitor the functioning of the office staff. The overall monitoring is carried out by the Principal.

The Office staff serves the needs of students, teachers, administrators and researchers in the field of education and research. The Office of Dnyanopasak Shikshan Mandal's College of Arts, Commerce and Science, Parbhani is plays a very effective role by providing various services and facilities to the students and the academic staff of the college to enrich the academic atmosphere on the college campus.

Besides, College authorities are also taking keen interest in the development of the office by providing adequate funds, infrastructure and other facilities.

The chart indicates the system of office administration

In built mechanism of office



Highlights of Office

1. Computerization of Accounts and Salary of the staff.
2. Using Office Management Software for student's record.
3. Uses Tally and Ex softwares of accounting of the College.
4. Issue documents to the students in same day.

Aims & Objectives of Office

1. To provide services to the students.
2. To provide services to the teaching staff.
3. To maintain up-to-date service books of all the staff.
4. To serve in maintaining cleanliness of the College campus
5. To keep the college record up-to-date.

Present Status of the Office

Staff position :

| | | | |
|-------|-------------------|---|--------|
| 1. | Registrar | : | Vacant |
| 2. | Office Suptd. | : | 01 |
| 3. | Stenographer (LG) | : | Vacant |
| 4. | Head Clerk | : | Vacant |
| 5. | Asstt. Librarian | : | 01 |
| 6. | Senior Clerks | : | 02 |
| 7. | Library Clerks | : | 02 |
| 8. | Junior Clerks | : | 02 |
| 9. | Lab. Assistant | : | 07 |
| 10. | Lab./Lib. Attnd. | : | 29 |
| 11. | Peons | : | 08 |
| Total | | : | 52 |

Sections of the Office :

- 1) **Accounts Section**
- 2) **Establishment Section**
- 3) **Cash Exchange Section**
- 4) **U.G. Section**
- 5) **P.G. Section**
- 6) **Scholarship Section**
- 7) **Junior College Section**
- 8) **Inward/Outward Section**

Working of Sections

1) Accounts Section :

The Account section maintains all type of accounts up-to-date. It prepare salary bills of all staff, the section issues salary certificates, claims medical reimbursement bills, G.P.F. proposal to the concern authority for sanction. Prepare budget of the college.

2) Establishment Section :

This section keeps service books up-to-date of all the staff. Maintain correspondence with the affiliating University, Joint Director's office, Director Higher Education, Pune, UGC and others.

3) Cash Exchange Section :

The cash section maintains daily cash collection record of the College. Issues computerized receipts to the students.

4) U.G. Section :

The U.G. section provides services to the students of B.A., B.Com., B.Sc., B.C.S., B.C.A. regarding their Examinations work, Eligibility, admissions. Issues bonafide certificates, T.C., their grievances and revaluation etc.

5) P.G. Section :

The P.G. section provides services to the students of M.A., M.Com., M.Sc., regarding their Examinations work, Eligibility, admissions. Issues bonafide certificates, T.C., Migration certificates and their grievances, revaluation etc.

6) Scholarship Section :

The Scholarship Section provide services to the Junior, Undergraduate, Post-graduate and Ph.D. students regarding their various scholarships such as Government India scholarships, Minority Scholarships, Rajarshri Shahu Scholarships, Eklavya Scholarship, Merit Scholarship etc.

7) Junior College Section :

This section attempts all the work of XI and XII class students. Such as admissions, examination, issue bonafide certificates, T.C., and all correspondence of junior college.

8) Inward/Outward Section :

This section keep record of all the documents incoming and out going in the outward and inward registers and distribute it as per endorsement to the concerned sections for onward process. This section also maintain the record of all type of leaves of the staff members.

Office Hours

- Monday to Saturday: 10:30 A.M. To 05:30 P.M.
- The Office remains closed on Second Saturday, Fourth Saturday and on Public Holidays.

Computerization of Office

The computerization of Office is completed partially. The Office is using Software namely "College Management System" , Tally, Ex, etc.

Office Staff

| Sr. No. | Name | Gender | Designation | Date of Birth | Date of Appointment | Category |
|-------------------------------|-------------------|--------|-----------------|---------------|---------------------|----------|
| ADMINISTRATIVE STAFF : | | | | | | |
| 1. | Shri D.P.Charan | M | Office Suptd. | 13.5.66 | 18.6.92 | SC |
| 2. | Shri G.T.Sawant | M | Sr. Clerk | 12.2.72 | 1.7.95 | Open |
| 3. | Shri S.D.Parve | M | Sr. Clerk | 30.5.77 | 1.7.97 | Open |
| 4. | Shri G.R.Pawar | M | Asst. Librarian | 19.1.67 | 18.6.92 | Open |
| 5. | Shri M.R.More | M | Lib. Clerk | 20.6.66 | 1.4.88 | Open |
| 6. | Shri G.R.Shinde | M | Lib. Clerk | 6.6.69 | 1.4.88 | NT |
| 7. | Shri P.R.Kelkar | M | Jr. Clerk | 5.4.68 | 1.8.86 | SC |
| 8. | Shri G.S.Shinde | M | Jr. Clerk | 1.1.71 | 15.6.91 | Open |
| 9. | Shri G.P.Barge | M | Lab.Asstt. | 14.6.66 | 1.7.93 | ST |
| 10. | Shri. V.I. Jadhav | M | Lab.Asstt. | 6.6.77 | 10.8.09 | Open |
| 11. | Shri. M.B. Chavan | M | Lab.Asstt. | 20.6.86 | 10.8.09 | OBC |
| 12. | Shri D.S.Sukane | M | Lab.Asstt. | 1.2.72 | 15.6.95 | Open |
| 13. | Shri S.R.Gavane | M | Lab.Asstt. | 17.5.72 | 30.6.95 | Open |
| 14. | Shri M.G.Raut | M | Lab.Asstt. | 10.6.73 | 1.7.97 | Open |
| 15. | Shri D.N.Borade | M | Lab.Asstt. | 15.7.73 | 15.6.92 | SC |

Future Plans

1. To develop fully office atomization of the Office.
2. To provide services to the students to their utmost satisfaction.
3. To take efforts to maintain filing system up-to-date.
4. To take efforts to enrich the professional development of the staff by giving training to them.

List of Administrative, Technical and Support Staff

| Sr. No. | Name | Gender | Designation | Date of Birth | Date of Appointment | Category |
|-------------------------------|-----------------------|--------|-----------------|---------------|---------------------|----------|
| ADMINISTRATIVE STAFF : | | | | | | |
| 1. | Shri D.P.Charan | M | Office Suptd. | 13.5.66 | 18.6.92 | SC |
| 2. | Shri G.T.Sawant | M | Sr. Clerk | 12.2.72 | 1.7.95 | Open |
| 3. | Shri S.D.Parve | M | Sr. Clerk | 30.5.77 | 1.7.97 | Open |
| 4. | Shri C.R.Pawar | M | Asst. Librarian | 19.1.67 | 18.6.92 | Open |
| 5. | Shri M.R.More | M | Lib. Clerk | 20.6.66 | 1.4.88 | Open |
| 6. | Shri C.R.Shinde | M | Lib. Clerk | 6.6.69 | 1.4.88 | NT |
| 7. | Shri P.R.Kelkar | M | Jr. Clerk | 5.4.68 | 1.8.86 | SC |
| 8. | Shri G.S.Shinde | M | Jr. Clerk | 1.1.71 | 15.6.91 | Open |
| 9. | Shri G.P.Barge | M | Lab.Asstt. | 14.6.66 | 1.7.93 | ST |
| 10. | Shri. V.I. Jadhav | M | Lab.Asstt. | 6.6.77 | 10.8.09 | Open |
| 11. | Shri. M.B. Chavan | M | Lab.Asstt. | 20.6.86 | 10.8.09 | OBC |
| 12. | Shri D.S.Sukane | M | Lab.Asstt. | 1.2.72 | 15.6.95 | Open |
| 13. | Shri S.R.Gavane | M | Lab.Asstt. | 17.5.72 | 30.6.95 | Open |
| 14. | Shri M.G.Raut | M | Lab.Asstt. | 10.6.73 | 1.7.97 | Open |
| 15. | Shri D.N.Borade | M | Lab.Asstt. | 15.7.73 | 15.6.92 | SC |
| TECHNICAL STAFF : | | | | | | |
| 16. | Shri N.G.Thosare | M | Lib.Attnd | 7.8.64 | 1.4.88 | OBC |
| 17. | Shri R.D.Shinde | M | Lib.Attnd | 1.7.70 | 15.6.95 | Open |
| 18. | Shri A.D. Samale | M | Lib.Attnd | 2.7.65 | 1.8.96 | Open |
| 19. | Shri S.B.Yannawar | M | Lib.Attnd | 5.1.69 | 1.8.96 | SC |
| 20. | Shri P.N.Bhosale | M | Lab.Attnd | 1.7.65 | 1.4.88 | Open |
| 21. | Shri A.V.Sonwane | M | Lab.Attnd | 5.7.63 | 1.4.88 | OBC |
| 22. | Shri A.M.Khandare | M | Lab.Attnd | 16.1.67 | 1.7.89 | SC |
| 23. | Shri R.R.Kadam | M | Lab.Attnd | 1.1.70 | 15.6.91 | Open |
| 24. | Shri K.K.Borade | M | Lab.Attnd | 17.7.72 | 15.6.94 | SC |
| 25. | Shri G.P.Mutkule | M | Lab.Attnd | 1.8.75 | 15.6.95 | Open |
| 26. | Shri G.D.Jadhav | M | Lab.Attnd | 20.6.72 | 15.6.92 | Open |
| 27. | Shri S.B.Bhantwad | M | Lab.Attnd | 6.6.71 | 15.6.92 | SC |
| 28. | Shri S.S.Ridla | M | Lab.Attnd | 8.9.64 | 1.7.94 | SC |
| 29. | Shri R.L.Surye | M | Lab.Attnd | 1.6.67 | 1.8.96 | SC |
| 30. | Sk.Moosa Sk.Karim | M | Lab.Attnd | 12.6.71 | 1.8.96 | ST |
| 31. | Shri S.G.Shegukar | M | Lab.Attnd | 1.5.69 | 15.6.92 | OBC |
| 32. | Shri H.S.Bhendekar | M | Lab.Attnd | 04.03.68 | 2.6.01 | NT |
| 33. | Shri B.S.Panchange | M | Lab.Attnd | 12.6.64 | 15.6.92 | SC |
| 34. | Shri M.S.Panchange | M | Lab.Attnd | 4.6.77 | 19.4.10 | SC |
| 35. | Shri V.K.Kadam | M | Lab.Attnd | 16.5.81 | 19.4.10 | Open |
| 36. | Miss.S.D.Deshmukh | F | Lab.Attnd | 6.6.78 | 19.4.10 | Open |
| 37. | Miss.D.S. Jadhav | F | Lab.Attnd | 31.7.74 | 7.6.06 | Open |
| 38. | Shri S.D. Garudi | M | Lab.Attnd | 5.3.83 | 19.4.10 | NT |
| 39. | Shri A.S. Solanke | M | Lab.Attnd | 10.9.77 | 19.4.10 | Open |
| 40. | Shri R.S. Nanekar | M | Lab.Attnd | 24.3.72 | 7.6.06 | Open |
| 41. | Shri D.A.Uphade | M | Lab.Attnd | 20.4.77 | 19.4.10 | SC |
| 42. | Shri. S.R. Wagh | M | Lab.Attnd | 06.12.91 | 08.07.2015 | Open |
| 43. | Shri. G.M. Unhale | M | Lab.Attnd | 11.03.71 | 7.7.2016 | NT |
| 44. | Shri. D.B. Bhaval | M | Lab. Attnd. | 21.01.2000 | 01.12.2022 | SC |
| SUPPORT STAFF | | | | | | |
| 45. | Shri P.B.Yesahkar | M | Peon | 6.5.69 | 1.7.87 | Open |
| 46. | Shri G.B. Dudhgaonkar | M | Peon | 15.6.65 | 1.4.90 | NT |
| 47. | Shri H.S.Garudi | M | Peon | 1.6.65 | 1.7.87 | NT |
| 48. | Smt. M.S. Sontakke | F | Peon | 5.3.72 | 10.8.09 | Open |
| 49. | Smt. V.M. Jangam | F | Peon | 12.6.73 | 10.03.04 | NT |
| 50. | Shri D.S.Raut | M | Peon | 24.5.65 | 15.6.91 | ST |
| 51. | Shri P.T.Garud | M | Peon | 9.7.70 | 15.6.92 | NT |
| 52. | Shri. R.S. Kadam | M | Peon | 28.11.71 | 28.08.88 | Open |