

Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya Newasa
Tal – Newasa, Dist – Ahmednagar. Pin - 414 603

Citizen’s Charter Year 2021-22

As per Right To Information Act (RTI 2005) Clause No 4 (1) (b)

About US:

The College is established in 1968 by *Shri Dnyaneshwar Vidya Prasarak Mandal* and later handed over to MES in 1979, our founder President, Hon“ble. Shri Yashwantraoji Gadakh Patil undertaking endeavor to spread education to the rural masses. The parent institution currently runs 45 branches imparting education from primary to higher secondary schools, Conventional and Professional colleges approximately 22000 students from rural area avail the facilities. Newasa, Dist- Ahmednagar has ancient historical legacy. This cultural inheritance is significant as the origin of the Marathi literary tradition. The first critique of *Bhagwatgita Bhavarta Dipika (Shri Dnyaneshwari)* and another seminal Marathi text “*Lilacharitra*” were inspired and scripted at Newasa, these text also have social reform resonance . Late Mr. Yashwantrao Chavan’s inspiration shaped the course of the college as leading institution with active social participation. Previously the College has actively played a vital role in organization of *Dnyaneshwary Saptshatabdi* programme, 70th All India Literary Meet 1997, and World Marathi Literary Meet Ahmednagar 2005. Today the college is moving on the path of progress under the competent and enthusiastic leadership of Mr. Prashant Gadakh, President, MES, Sonai. The college offers 04 UG prgrammmes (B.A. / B.Com. / B.Sc. / B.B.A. (C.A) and 05 PG Programmes in Arts, Commerce and Science streams. (M.A. Hindi / M.A. Marathi / M. A. History / M.Com. / M.Sc.) Along with these, the college also offers B.Voc. courses. Research is encouraged among the staff and students through various activities, such as State Level Intercollegiate Elocution Competition, participation and organization of workshops, seminars and conferences on various current issues and subjects. To keep up with the change, the college has completed digitization in office and the same is in progress in library. Computerization of administration has resulted in online admission process, digital admission form verification, digital cash collection. The college records are saved in digital locker. The Students and alumni of the college have achieved remarkable success on state and national level through Sports, NSS, NCC and academic activities, The College is constantly engaged in enhancement of the quality. Keeping in view the social responsibility of the college, the college has actively participated in various social welfare drives such as adoption of girl child, women empowerment, eye and organ donation, tree plantation and rain water harvesting. Now College Achieved NAAC A Grade and ISO 9001:2015 certification.

VISION:

- a) Our efforts are to incorporate the vision of our founders, providing affordable quality education and expand our academic horizons in the field of higher education.
- b) Dissemination of education for Knowledge, Science and Culture
- c) “*Jo Je Vanchhil To Te Laho*” (One must accomplish what one desires)

MISSION:

- a) We, at Mula Education Society's Shri Dnyaneshwar Mahavidyalaya, Newasa are committed to impart education to students in rural area in Arts, Commerce and Science faculties and to the undergraduate students in Computer Applications as per the needs and expectations of corporate, industry, students and their parents.
- b) We shall continually improve the quality of teaching, self-evaluation and accountability of our institutes towards society.
- c) We shall strive for overall development of student through value based education, so that our students will be appreciated as model citizens, who will make nation to lead the world.

Particulars of Citizen’s Charter

SN	Name of the Department	Services provided by the department	How long the service will be provided after fulfilling the required documents	Name of the Service Provider OR Name of the Administrative Servants	The officer to whom the complaint can be made, if the service is not provided within the prescribed period
1	2	3	4	5	6
1.	Establishment Department				
	a) General	Appointment of Servants	07 Days After the Selection from Selection Committee	Mr. Ghanwat A. J. Vice Principal 98504 48605	Shri. Shirsat R. Y. I/c Office Superintendent 89754 39936
		Rules and Regulations	03 Days	Shri. Shirsat R. M. Junior Clerk 97306 69093	
		Servant Salary, Allowances, etc.	01 To 03 Days		

	b) Accounts	All Budgets, Receipts and Payments, Audits, Tax, Salary, Remuneration, Grants, etc, all Accounts and its documentations.	01 To 03 Days	Shri. Karale B. R. Chief Accountant 99228 53387	Shri. Shirsat R. Y. I/c Office Superintendent 89754 39936
	c) Students	Admission Process All Scholarships Examination: 1. University Exam 2. College Exam	As per Circular of Savitribai Phule Pune University, Pune. As per Government Resolution As per University Circular 01 To 03 Days 1. As per University Circular 2. As per College Circular	Shri. Shaikh S. S. Junior Clerk 90111 39553 Shri. Chemte S. B. Junior Clerk 99238 08722 Smt. Mote J. S. Junior Clerk 95796 96140	Mr. Ghanwat A. J. Admission Coordinator 98504 48605 Shri. Shirsat R. Y. I/c Office Superintendent 89754 39936 Dr. Shaikh N. D. Chief Exam Officer (CEO) 97671 41353
2.	Academic 1. Branch: Art 2. Branch: Commerce	Information About Under Graduate (UG), Post Graduate (PG) Programmes, Ph. D. Research Center :- In the Subject of Marathi, Hindi, English, History, Economics, Politics, Geography Information About Under Graduate (UG), Post Graduate (PG) Programmes, Ph. D. Research Center, Professional Course: BBA(CA)	01 Day 01 Day	Dr. Sapkal V. D. 98502 91469 Dr. Sonawane D. J. 98502 21449 Dr. Patil A. B. 98502 19192 Dr. Kambale U. D. 89755 34637 Dr. Kangune L. R. 80070 79101 Dr. Jagtap B. S. 89998 28494 Mr. Shinde S. A. 95187 65564 Mr. Jadhav A. Y. 77984 76163	Dr. Shaikh A. M. Faculty In charge of Art 98220 69706 Dr. Shinde S. B. Faculty In charge of Commerce 98906 07445

	3. Branch: Science	Information About Under Graduate (UG), Post Graduate (PG) Programmes	01 Day	Dr. Kale S. R. 98508 59165 Dr. Kadam C. A. 99227 07563 Mr. Walunj P. K. 94237 84061 Dr. Aher Y. D. 94 237 49247	Dr. Ghanwat S. P. Faculty In charge of Science 95522 15546
3.	Library and Information Service	Membership Availability of Text Book, Reference Book, Journals, News papers, etc. Availability of reference document in photocopy. Book Bank Facility Servant or Donor Book Library Budget and Purchasing E-Content Project	03 Days 01 To 03 Days 01 To 02 Days 03 Days 02 Days 07 To 15 Days Daily	Mr. Kokne P. P. Librarian 95527 69627	Mr. Ghanwat A. J. Vice Principle and Coordinator Library Committee 98504 48605
4.	Examination Department	Determining eligibility for all examinations Preparation of examination schedule, arrangement of examination seats Taking exams and appointing examiners Evaluate. To complete all the work related to evacuation.	01 to 05 days According to the college or university circular According to the college circular According to the college or university circular	Preparation of examination schedule, arrangement of examination seats	Dr. Shaikh N. D. Chief Exam Officer (CEO) 97671 41353

		<p>Reporting malpractice in the exam</p> <p>To accept the application form from the students, verify it and announce the result</p> <p>After the results are declared, accept the re-examination form of the students as well as the photocopy application and so on</p>	<p>According to the university circular</p> <p>According to the university circular or 3/5 days if urgent</p> <p>According to the university circular</p>		
5.	Co-curricular Activities	To provide information on supplementary, extra-curricular, research and extension	03 Days	Mr. Darkunde R. Y. Academic Chairman 87887 41434	Dr. Ghanwat S. P. Coordinator Research Committee 95522 15546
6.	National Service Scheme (NSS)	<p>Giving membership, organizing meeting of advisory committee, information of various activities implemented under regular and special camp program in national service plan as well as activities given according to the policy of the university or government, carrying out through regular program of NSS and special camp, preparing annual report,</p> <p>To provide information about university departments as well as national and international scholarships</p>	As per Circular of Savitribai Phule Pune University, Pune.	<p>Dr. Gatkal K. J. NSS Assit. Officer 96047 77635</p> <p>Smt. Sargayye R. D. NSS Assit. Officer 90754 24702</p> <p>Mr. Garule G. L. Coordinator University Scholarship 96045 48024</p>	<p>Mr. Agale N. K. NSS Chief Officer 98507 79315</p> <p>Dr. Dhanwate K. G. Student Development Officer (SDO) 98508 63509</p>
7.	Sport Department	To provide information about various sports in the sports department as per the university circular, to organize various competitions in the college, from inter-college to Forming college team in various international level competitions, training, mentoring, sending to play, preparing annual report, providing	According to the university circular	<p>Shri. Chakryanaryan B. R. Member Sport Committee 97669 80873</p> <p>Shri Sawant N. S. Member Sport Committee 91394 94979</p>	Dr. Arak V. D. Director of Physical Education Chief Sport Officer 98602 36879

		<p>information about national-international scholarships in this department.</p> <p>Providing information about exams, job plans. To provide guidance of expert trainers to the students.</p>			
8.	Culture Department	<p>To organize official competitions and to encourage students to participate in these competitions, guidance of students by expert instructors To make available</p> <p>Sending students to various level competitions like college, university, national</p> <p>To organize annual affection meeting, prepare annual report, provide information about national and international scholarships in this department.</p>	According to the College and University circular	<p>Dr. Sonawane D. J. Coordinator Culture Department 98502 21449</p> <p>Mr. Jadhav A. Y. Co-Coordinator Culture Department 77984 76163</p> <p>Mr. Darkunde R. Y. Academic Chairman 87887 41434</p>	Dr. Shaikh A. M. Chief Cultural Department 98220 69706
9.	Student Council	Establishment of Student Council as per University Rules	According to the university circular	Mr. Darkunde R. Y. Academic Chairman 87887 41434	Dr. Dhanwate K. G. Student Development Officer (SDO) 98508 63509
10.	Student Development Department	Provide primary health care, financial or educational assistance to needy students, as well as provide employment guidance and counseling	Urgent as needed	Mr. Garule G. L. Coordinator University Scholarship 96045 48024	Dr. Dhanwate K. G. Student Development Officer (SDO) 98508 63509
11.	Govt., University, Act, Circular, Court Cases, etc.	Giving information regarding governance, university rules, laws, circulars to students, teachers, non-teaching staff, parents	Urgent as needed	Shri. Shaikh A. V. Junior Clerk 97667 30099	Mr. Walunj P. K. Act Assistance 94237 84061
12.	NAAC Assessment and AQAR	College NAAC Committee work, re-evaluation work, annual report etc.	According to the college schedule	Dr. Kamble U. D. NAAC Co-Coordinator 89755 34637	Dr. Aware D. V. NAAC Coordinator 98344 52833

13.	ISO 9001:2015 Certification	Internal Audit Survilian Audit Certification College ISO 9001: 2015 certification work, annual report etc. About work	03 Month 01 Year 03 Year According to the college and ISO Audit Team schedule	Shri. Shaikh A. V. Junior Clerk 97667 30099	Dr. Jagtap B. S. ISO 9001:2015 Quality Management Representative (QMR) 89998 28494
14.	Govt. Information and Statistics Department	MIS, AISHE, University Website, College Website, etc. Fill in the information online annually and on demand, and more	Government, University, College as per schedule	Shri. Salve B. B. Assistant Accountant 97306 81232	Mr. Bhoge N. D. Head Statistics Department 86003 02495
15.	Grants from University, UGC, Other Institute, etc.	Submission of proposals for various grants from the University, Government, UGC and other institutions, correction of related proposal errors, completion of utilization after receipt of grants, obtaining no-objection certificate, etc.	Government, University, College as per schedule	Shri. Karale B. R. Chief Accountant 99228 53387	Mr. Darkunde R. Y. Chief Coordinator 87887 41434
16.	Ex-Student and Parent Coomunication	To organize alumni and parents meet and contact parents, provide necessary information to parents, etc.	College as needed.	Dr. Sapkal V. D. Coordinator 98502 91469 Mr. Agale N. K. Coordinator 98507 79315	Dr. Patil A. B. Chief Coordinator 98502 19192
17.	National Cadet Core (NCC)	To provide activities and training to the students as per the national policy. Job, service recruitment etc. Thematic guidance	Government, University, College as per schedule	Mr. Walunj P. K. Coordinator 94237 84061 Dr. Arak V. D. Coordinator 98602 36879	Captain Agale S. S. Chief NCC (Boys) 99212 20233 Capt. Thaware M. G. Chief NCC (Girls) 99707 37486

18.	Department of Research and Development	Submitting proposals for various research and scholarship projects from the University, Government, UGC, DBT, DST, RUSA, I-Tbi and other institutions, guiding associate professors, students, giving information, etc.	Scheduled as per College, Government, University, etc.	Dr. Kadam C. A. Coordinator Research and Development 99227 07563 Mr. Darkunde R. Y.	Dr. Ghanwat S. P. Chief Research and Development 95522 15546
19.	Publication of College Annual Magazine and Annual Information	To publish the annual magazine and annual information of the college. To collect information from the students, from the servants, to publish, to publish the murals to give scope to the student art marks.	Scheduled as per College	Dr. Kambale U. D. Coordinator 89755 34637 Dr. Nangre K. V. Coordinator 77198 04448	Dr. Sapkal V. D. Chief Coordinator 98502 91469
20.	Department of Publicity	To publish college activities, to collect publicity, to make it available, etc.	Scheduled as per College	Shri. Pathade G. S. Coordinator 99757 83429	Mr. Kokane P. P. Chief Publicity 95527 69627
21.	Department of Economic Backwardness and Educationally Backward Students	To provide various scheme benefits for financially backward and educationally backward student development, to provide information, to organize training programs.	Scheduled as per College, Government, University, etc.	Shri. Chemte S. B. Junior Clerk 99238 08722	Shri. Shirsat R. Y. I/c Office Superintendent 89754 39936
22.	Science Association and Personality Development Section	To organize official competitions in science and to encourage students to participate in these competitions, to provide guidance to the students by expert trainers. Sending students to various level competitions like college, university, national.	Scheduled as per College, Government, University, etc.	Dr. Salve A. P. Co-coordinator 98225 32308	Dr. Aher Y. D. Chief Coordinator 94237 49247
23.	Grievance Redressal 1. Women's Grievance Redressal Cell	To guide the complainant personally regarding sexual or mental abuse, as well as to provide counseling, guidance and psychological, financial or other support.	Urgent or as needed	All Committee Member	Principal, Dr. Kalhapue G. B. Chairman 98603 01951

	<p>2. Women's Empowerment Cell</p>	<p>To organize or encourage various empowerment activities for female staff or students.</p>	<p>Urgent or as needed</p>	<p>Dr. Adik S. N. Coordinator</p>	
	<p>3. Students Grievance Redressal Cell</p>	<p>For student's classmates, teachers or non-teaching staff, as well as for college sports, cultural or any of the above. To provide guidance and redressal of grievances against the department</p>	<p>Urgent or as needed</p>	<p>Vice Principal, Mr. Ghanwat A. J. Coordinator 98504 48605</p>	
	<p>4. Sevents Grievance Redressal Cell</p>	<p>To provide guidance, counseling and redressal of grievances regarding co-workers, college administration or various activities or work in the college.</p>	<p>Urgent or as needed</p>	<p>All Committee Member</p>	<p>Principal, Dr. Kalhapue G. B. Chairman 98603 01951</p>

Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya Newasa
Right To Information Committee (RTI)

S.N.	Name	Post	Designation	Contact Number
1	Dr. Kalhapure G. B.	Principal	Appellant Officer	9860301951
2	Prof. Ghanwat A. J.	Vice-Principal	Information Officer	9850448605
3	Shri . Shirsat R. Y.	I/c Office Superintendent	Public Relation Officer	8975439936

Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya Newasa
Grievance Redressal Cell

S.N.	Name	Post	Designation	Contact Number
1	Dr. Kalhapure G. B.	Principal	Chairperson	9860301951
2	Mr. Ghanwat A. J.	Vice-Principal	Member	9850448605
3	Dr. Shaikh A. M.	Asso. Prof.	Member	9822069706
4	Dr. Ghanwat S. P.	Asso. Prof.	Member	9552215546
5	Dr. Shinde S. B.	Assist. Prof.	Member	9890607445
6	Smt. Ghorpade P. K.	Assist. Prof.	Member	9404388504
7	Shri. Shirsat R. Y.	I/c Office Sup.	Member	8975439936

Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya Newasa
Discipline & Parent Communication Committee

S.N.	Name	Post	Designation	Contact Number
1	Dr. Kalhapure G. B.	Principal	Chairperson	9860301951
2	Mr. Ghanwat A. J.	Vice-Principal	Member	9850448605
3	Dr. Kadam C. A.	Assist. Prof.	Member	9922707563
4	Prof. Darkunde R. Y.	Assist. Prof.	Member	8788741434
5	Dr. Sonwane D. J.	Assist. Prof.	Member	9850221449
6	Dr. Patil A. B.	Assist. Prof.	Member	9850219192
7	Mr. Walunj P. K.	Assist. Prof.	Member	9423784061
8	Dr. Sonawane B. N.	Assist. Prof.	Member	8624070855
9	Mr. Agale N. K.	Assist. Prof.	Member	9850779315
10	Dr. Adik S. N.	Assist. Prof.	Member	9422333101
11	Captan, Agale S. S.	Assist. Prof.	Member	9921220233
12	Smt. Ghorpade P. K.	Assist. Prof.	Member	9404388504
13	Dr. Kangune L. R.	Assist. Prof.	Member	8007079101
14	Dr. Arak V. D.	Assist. Prof.	Secretary	9860236879
	Emergency Assistance			
15	Police Station Newasa	Representative	Member	02427 241233
16	Mr. Tagad P. S.	Security Officer	Member	9975091770

Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya Newasa
Committee Against Sexual Harassment and Anti - Ragging

S.N.	Name	Post	Designation	Contact Number
1	Dr. Kalhapure G. B.	Principal	Chairperson	9860301951
2	Mr. Ghanwat A. J.	Vice-Principal	Member	9850448605
3	Dr. Shaikh A. M.	Art. Incha.	Member	9822069706
4	Dr. Ghanwat S. P.	Sci. Incha.	Member	9552215546
5	Dr. Shinde S. B.	Comm. Incha.	Member	9890607445
6	Mr. Kokne P. P.	Liabrarian	Member	9552769627
7	Dr. Adik S. N.	Ladies Repres.	Member	9422333101
8	Dr. Arak V. D.	Dir. Phy. Edu.	Member	9860236879
9	Shri. Shaikh A. V.	Junior Clerk	Member	9766730099
10	Shri. Gadakh D. H.	Lab. Assist.	Member	9822516522
11	Shri. Bhujbal S. E.	Peon	Member	9970748428

Mula Education Society's
Shri Dnyaneshwar Mahavidyalaya Newasa
College Development Committee

<i>S.N.</i>	<i>Name</i>	<i>Member</i>	<i>Contact Number</i>
1	Hon. Prashant Yashwantrao Gadakh Patil	President	02427 231363
2	Hon. Londhe U. M.	Management	9860623353
3	Hon. Vikhona S. A.	Management	9595062299
4	Hon. Firodiya A. K.	Management	9325900513
5	Hon. Adv. Wackhoure V. G.	Management	9850464711
6	Hon. Shinde R. C.	Management	9552229020
7	Hon. Ghanwat A. J.	Teaching Repres.	9850448605
8	Hon. Dr. Shaikh A. M.	Teaching Repres.	9822069706
9	Hon. Dr. Ghanwat S. P.	Teaching Repres.	9552215546
10	Hon. Dr. Kangune L. R.	Teaching Repres.	8007079101
11	Hon. Dr. Aware D. V.	Teaching Repres.	9834452833
12	Hon. Shirsat R. Y.	Non – Teaching Repres.	8975439936
13		Student Gents Repres.	
14		Student Ladies Repres.	
15	Principal, Dr. Kalhapure G. B.	Secretary	9860301951

Principal,
Dr. Kalhapure G. B.
Shri Dnyaneshwar Mahavidyalaya Newasa
Tal- Newasa, Dist- Ahmednagar.
(Maharashtra) Pin. 414 603.

Contact : 98603 01951

