

“FOR THE UPLIFTMENT OF THE MASSES”
SHRI SHIVAJI MARATHA SOCIETY’S
SAMAJ BHUSHAN BABURAO ALIAS APPASAHEB JEDHE COLLEGE ARTS
& COMMERCE COLLEGE, PUNE-2

PROACTIVE DISCLOSURE UNDER SECTION 4(1) (B) OF THE RTI
ACT,2005

Manual-1:

1. **Objective/Purpose of the Institute.** Major Objectives of the College is as follows:

(1) **Wisdom and knowledge** .Education is both a training of mind sand training of Souls, and therefore the college aim to inculcate both wisdom and knowledge, Primarily in the fields of commerce and management.

(2) **Aims of the social order.** The College also aims to achieve the aims of social order In its teaching and learning process by preserving the values of democracy, justice, Liberty, equality and fraternity.

(3) **Love for higher values of life.** The College aims to impart a holistic education, emphasizing also the higher value of life thought for the poor and sufferings, regards and respect for women, faith in brotherhood regardless of race, colour, religion etc.

(4) **Training for Leadership.** We also aim to incorporate training for leadership in the Profession and public life, as it is an important function of Higher Education College to Train men and women for wise leadership.

2. **Mission/Vision Statement of the Institute.**

(a) **Vision.** “Our vision is to create a world class centre of excellence in research-Oriented and industry-driven management education with distinct DCian characteristics of all round development and self-reliance.”

(b) **Mission.**

(i) To provide better educational facilities to those who are

educationally, socially & economically backward & make them economically & socially independent to enable them to contribute towards national integration.

3. Brief History of the institute and the context of its formation.

(a) About Shivaji Maratha Society:

Shri Shivaji Maratha Society has been working for providing educational opportunities and facilities to the common masses since 1918. It was officially registered in 1921 under the Societies Registration Act, and also under Bombay Public Trust Act, 1950 under the able guidance of his Highness Chhatrapati Shrimant Late Shahu Maharaj of Kolhapur. The society is established in the memory of Great Maratha Warrior King Chhatrapati Shivaji Maharaj who spend his childhood in and around Pune.

Shri Shivaji Maratha Society has made rapid strides in education to keep pace with changing policies of Globalization and Privatization. The educational institute under the umbrella of Shri Shivaji Maratha society's continuously strive to provide infrastructural facilities to the student while imparting high educational standards to have an edge in the competitive world market. Today the Society runs around Twenty-Five schools, colleges and hostels under its umbrella, where more than twenty thousand students are pursuing their education right from Pre-Primary to Post Graduate level.

(b) About the college:

S.B.B. Alias Appasaheb Jedhe Arts, Commerce and Science College was founded in June 1984. 'Bahujan Hitaay Bahujan Sukhaay' (for the upliftment of masses) being the mission statement of the society, all the institute follow the same. College vis permanently to Savitribai Phule Pune University. It is recognized by U.G.C under section 2 (f) 12 (b) and accredited by NAAC 'B' Grade.

The College offers Under Graduate, B.Com, B.A., BBA (CA), B.Sc.(Microbiology) B.Sc.(Comp. Sci), M.Sc(Microbiology), M.Com courses in Arts, Commerce Science faculties. The aim of the college is to impart a sound moral, physical and Intellectual training to boys and girls and help them to develop their individual personality so that they may become useful and responsible citizens of the country. The college aims at creating efficiency and self confident in students and offers them ample scope for self activity, growth and development.

4. **Duties of the institute** .To engage in teaching and research according to the norms and

Regulations which are laid down by the higher authorities of the Savitribai Phule Pune University based on recommendations of UGC.

5. **Main Activities/Functions of the institute:** Teaching and other extension activities.

6. **List of services being provided by the institute with a brief write up on them.**

(a) The major services being provided are as follows:-

(i) Teaching and Learning

(ii) Library Services

(iii) Life skills training

(b) **Teaching & Learning.** This is the primary function of the Institute.

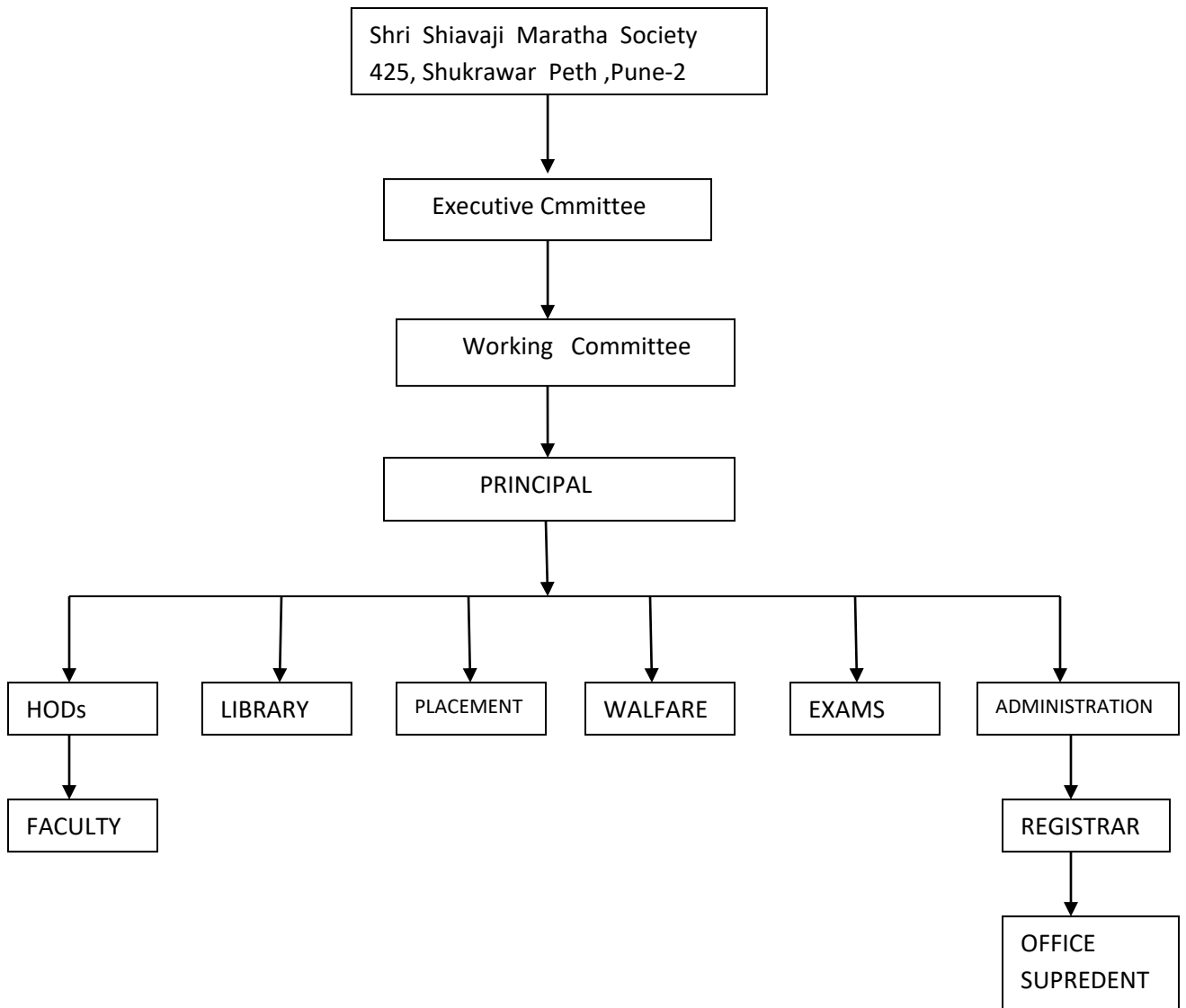
The learning process in Jedhe College is student-centric. The thrust on the teachers is to move away from just classroom lectures and power point presentations towards interactive sessions, then on to collaborative learning and **where possible even independent learning. Besides academic learning, Jedhe College lays a lot of stress on imparting life skills, Knowledge management skills and lifelong learning, which are also excellent means to incorporate** interactive learning, collaborative learning and independent learning. Some aspects of these learning methodologies are highlighted below:-

(e) **Life Skill Training.** Communication, analytical, logical and decision- making skills, And personality development are the graduate attributes as per demands from job Market which are identified well in advance and process is designed in such a way to Select students those students who are really promising. After admission, the College Ensures attainment of these by the students through following in house programmes:

Provision of electricity, water supply and other allied services. There is a full-Fledged Facility Department headed by a Manger Facilities and consisting of technicians,

systems personnel, drivers, guest house assistants, housekeeping and security

7. Organization of the institute:



8. Expectation of the institute from the public for enhancing its effectiveness and

Efficiencies. Suggestions are welcomed from parents, alumni and students.

The expectation

Of the Institute is that the parents and alumni should actively participate in the growth and

Improvement of the Institute for the maximum benefit of the students.

9. Mechanism available for monitoring the service delay and public grievance resolution:

As per University Guidelines and Rules

11. **Address:** Appasaheb Jedhe Arts, Commerce and Science, 425 Shukrawar peth, Pune-411002

12. **Working hours:**

Monday to Saturday : During 9:00 am to 4:45 pm

Manual- 2:

The Power and Duties of Officers and Employees :-

Sr.No.	Name	Designation	Duties
1	Mr. Shashikant Sutar	Hon. Secretary	Governing the society
2	Dr. Shashank Pole	Principal	Academic Duties & admin Duties
3	Dr.Y.R.Thorat	Vice Principal	Admin Duties
4	Mr. M.K.satav	Registrar	Office Admin
5	H.O.D	H.O.D	Academic Work

Manual 3:-

(1) The Procedure followed for decision making process , including channels of supervision and accountability.

13. The important decision are taken according to rules and regulations of the university Act statues which are public documents. The day to day matters of running the institute are decided by the Principal and Vice Principal and Registrar having consultation with the colleagues. The Students Hand Book, Staff Manual, Bylaws of the College.

(2) What are the arrangements to communicate the decision to the public?

14. Following are the arrangements:-

15. Direct classroom communication

(a) Institute Notice Boards

(b) Institute Website: www.jedhecollege.com

(c) Bulk SMS

(3) Who are the officers at various levels whose opinions for the process of decision making?

(a) Principal

(b) Vice Principal

(c) Registrar

(d) H.O.D

(4) Who is the final authority that vets the decision?

(a) Principal – For the matters related to day to day functioning of the institute.

(b) Registrar

(5) Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Manual-4:-

The Norms set by it for the discharge of its functions:-

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per following format. This format has to be filled for each type of document.

Name /title of Document	Student Hand Book
Types of Document	Various rules and regulations for P.G. programs
From where one can get a copy of rules, regulations, instructions, manual and records (if any)	IN Office

Manual-5:-

The rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its functions:

16. Following are the manuals and records:-

- (a) Enrolled students record
- (b) University provided information
- (c) Students Hand Book (Prospectus)
- (d) Furniture and fixtures record
- (e) Stock register

Manual – 6:

A Statement of the Categories of Documents that are held by it or under its control:

Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing “Others”).

Manual – 7:

The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

17. The institution involves all its stakeholders in planning, implementation and evaluation of the academic programmes. A few aspects in this regard are as mentioned below: -

- (a) The Governing Body meets to plans, analyses, implements and evaluates the entire academic programmes of the institution.
- (b) Annual plans and teaching plans are discussed in the class and suggestions are incorporated.
- (c) Regular staff meetings to evaluate the services and to ensure feedbacks.
- (d) **PTA meetings.** PTA meeting are conducted batch wise. In these meetings, they are made aware of the institutional activities and invites suggestions for continuous improvement.
- (e) Feedback from stake holders including parents, alumni, employers and students.
- (f) Exit survey from outgoing students and the alumni for feedback.

Manual - 10:

20. The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in its Regulations:

21. Information available at the college office

Manual - 11:

The Budget Allocated to each of its Agency, Indicating the Particulars of all Plans, Proposed Expenditures and Reports on Disbursement made:

22. Information available with the college office

Manual - 12:

The Manner of Execution of Subsidy Programmes, including the amounts allocated & the details of Beneficiaries of such Programmes:

23. Scholarships are awarded to them under various schemes. The College offers 100 percent tuition fee waiver for children of ex-servicemen of Armed Forces and Para Military Forces and Tibetan refugees.

Manual - 13:

Particulars of recipients of concessions, Permits or Authorizations granted by it.

24. Available in Office.

Manual - 14:

Details in Respect of the Information, Available to or held by it, Reduced in an Electronic Form:

www.jedhecollege.com

Manual - 16:

The Names, Designations and Other Particulars of the Public Information Officers:

25. Dr Shashank Pole
Principal Jedhe College.