

DECLARATION UNDER SECTION 4 (1) (B) OF RTI ACT

i) Particulars of Organization, Function and Duties:

Name of the Institution	Hon. Shri. Annasaheb Dange Arts, Commerce and Science College, Hatkanangale - 416109
Name of the Society	St. Dnyaneshwar Shikshan Sanstha, Islampur Dist- Sangli , Maharashtra State
Address of the Institution	Near Water Tank, Hatkanangale-Ichalkaranji Road, Hatkanangale, Dist- Kolhapur (MS)
Profile of the Institution	Grant-in-aid college, included under UGC 2(f) and 12(B) policy, affiliated to Shivaji University, Kolhapur (MS), belongs to rural area.
Function of the Institution	The college functions in accordance with: Regulations of Maharashtra University Act, UGC Acts, rules and regulations and the Rules and regulations of Shivaji University, Kolhapur to which it is affiliated.
Duties of the Institution	a) To impart basic and fundamental knowledge of Arts, Commerce, Science and Computer Science Streams. b) To provide skill based programs and quality education to all. c) To inculcate human values, universal values and ethical values in students. d) To create environment conscious and socially contributed generation
Programs Offered	UG Programs: B.A., B.Com., BCA., B.Sc. and BBA PG Programs: M.A. (History), M.A. (English), M.Com. (Accountancy)
Working Hours	College Office: 9.30 am to 5.30 pm Class Time: B.A. & B.Com. (8.00 am to 1.00 pm.), B.Sc. (10.00 am to 5.00 pm), B.C.A. (11.00 am to 3.00 pm) and PG Programs (12.00 am to 4.00 pm) Library Time: 9.30 am to 5.30 pm
Holidays	The college remains closed on Sundays and all Public Holidays declared by Shivaji University, Kolhapur and the Government of Maharashtra.
Information Officer	Dr. Yojana V. Jugale Principal, HSADACS College, Hatkanangale
Appellate Officer	Hon. Shri. Annasaheb Dange (Appa) President, Sant Dnyaneshwar Shikshan Sanstha, Islampur

ii) The Powers and Duties of the Officers and Employees:

Officers and Employees	Powers and Duties
Principal	1. To manage academic & administrative works 2. To prepare the perspective plan 3. To implement the perspective plan 4. To conduct the Meetings of CDC & implement its resolutions
Coordinator of IQAC	1. To review Academic & Administrative Initiatives 2. To take quality assurance initiatives regularly 3. To monitor Faculty Development Programs
Teaching Faculty	1. Teaching-learning and Evaluation of Students 2. To promote research culture and human values among the students 3. To counsel and provide career guidance
Office Staff	1. To maintain the profiles of enrolled students 2. To update all types of Faculty and Staff record 3. To keep financial records of the institution 4. To maintain utilization record, audit record and dead stock records.
Library Staff	1. To manage learning resources- books, journals, & e-resources. 2. To handle library transactions effectively 3. To strive to provide remote access to library resources 4. To inculcate reading culture in the students
Laboratory Staff	1. To support and handle the practical sessions 2. To manage and maintain lab equipments

iii) The procedure followed in the decision-making process, including channels of supervision and accountability:

The Principal of the college is the main decision making authority who implements all types of decisions and plans considering the norms of UGC, affiliated university, government of Maharashtra and our trust (Society). The institution follows decentralized and participatory management principle through involving the staff and faculty members in various committees such as IQAC, College Development Committee, Discipline Committee and Standing Committee, etc. Besides, the highest authority gives internal autonomy to all HoDs to conduct academic programs. The institution publishes a booklet displaying the roles and responsibilities of all college portfolio committees for conducting the events and activities smoothly. IQAC and the Principal review all the activities and accountability at regular interval.

iv) Directory of its Officers and Employees:

A. List of Teaching Faculty (Grantable/Aided Courses)

Name of the Faculty	Designation	Department	Phone & Email
Dr. Yojana V. Jugale	Principal	Economics	Mob. 9422040114 yojanjugale@gmail.com
Mr. Eknath S. Patil	Professor	Marathi	Mob. 9881371959 espatil72@gmail.com
Dr. Niranjana Kulkarni	Professor	History	Mob. 9850372515 niranjana.ukb@gmail.com
Dr. Amar L. Kamble	Professor	Marathi	Mob. 9923646751 amarlk111@gmail.com
Dr. S. V. Sarvade	Asso. Professor	History	Mob. 7709566552 sanghmitra99@gmail.com
Mr. Sameer Gaikwad	Asst. Professor	Economics	Mob. 9822032544 sameerg589@gmail.com
Mr. Ashok Pk. Jadhav	Asst. Professor	Commerce	Mob. 9922145795 apj2014@rediffmail.com
Mrs. Sunita S. Telsinge	Asst. Professor	Economics	Mob. 9595954313 sunita.shrirang@gmail.com
Dr. Mohan M. Sawant	Asso. Professor	Hindi	Mob. 9881493931 drmohan3105@gmail.com
Mr. Appasaheb Shelke	Asst. Professor	Poli. Sci.	Mob. 9881356837 asshelke11@gmail.com
Dr. Namdev Khavare	Asst. Professor	English	Mob. 9921692861 nkhavare@gmail.com
Mrs. Vandana Tandale	Asst. Professor	Accountancy	Mob. 9021140014 vandanak76@gmail.com
Mr. N. V. Chakradhari	Asst. Professor	English	Mob. 9890979633 nilkanthchakradhari@gmail.com
Mr. Balaji A. Kamble	Librarian	Library	Mob. 9011954762 bkamble33@gmail.com
Mr. Digambar Kulkarni	Asst. Professor	English	Mob. 9823093043 dskulkarni528@gmail.com
Mr. Vikas K. Vidhate	Asst. Professor	Hindi	Mob. 9970750696 vikasvidhate190@gmail.com
Mr. Ramesh M. Patil	Asst. Professor	Phy. Director	Mob. 9823416577 harshrun@gmail.com
Dr. Malhari N. Survase	Asst. Professor	Geography	Mob. 9420492264 mnsurvase@rediffmail.com
Mr. Amol S. Mahajan	Asst. Professor	Geography	Mob. 9922804343 asm4343@rediffmail.com

B. Teaching Faculty (Non-grantable/Unaided Courses)

Name of the Faculty	Designation	Department	Phone & Email
Mr. Pravin S. Gurav	Asstt. Prof	Comp. Sci.	9850122568 gpravin@gmail.com
Mrs. Sarita P. Koli	Asstt. Prof	Comp. Sci.	9850886664 saritakoli@gmail.com
Ms. Neha R. Abdan	Asstt. Prof	Comp. Sci.	9834368565 nehaabdan158@gmail.com
Mrs. Bismillah B. Mulla	Asstt. Prof	Chemistry	9158338971 bismillamulla2@gmail.com
Ms Uma N. Patil	Asstt. Prof	Chemistry	8600768017 umapatil13596@gmail.com
Mr. Shubham S. Nimbalkar	Asstt. Prof	Chemistry	7517085604 nimbalkarshubham@gmail.com
Ms. Shruti Sanjay Tare	Asstt. Prof	Maths	Mob. 9075231022 tareshruti91@gmail.com
Mrs. Kajal A More	Asstt. Prof	Maths	Mob. 8625963675 rupalipatil@gmail.com
Ms. Shital V. Patil	Asstt. Prof	Physics	Mob. 9766551479 shitalvpatil2498@gmail.com
Mr. Siddheshwar A Shinde	Asstt. Prof	Physics	Mob. 9075560337 siddeshwarshinde7802@gmail.com
Ms. Trupti B. Khot	Asstt. Prof	Botany	Mob. 9373142046 truptikhot1911@gmail.com
Ms. Sudha S. Nalawade	Asstt. Prof	Botany	Mob. 9604210792 nalawadesudha65@gmail.com
Mr. Sachin R. Kamble	Asstt. Prof	Zoology	Mob. 7498485717 mr.sachinkamble1995@gmail.com
Mr. Mandar R. Rukadikar	Asstt. Prof	Zoology	Mob. 8329439306 rmandar65656@gmail.com
Ms. Kavita B. Chougule	Asstt. Prof	Stats	Mob. 8390994720 kavitachaugule226@gmail.com
Mr. Ankush A Kurane	Asstt. Prof	English	7774996069 ankushkurane99@gmail.com
Mr. Nitin A Patil	Asstt. Prof	BCA	Mob. 7798959223 nit8354@gmail.com
Mr. Nilesh D. Kamble	Asstt. Prof	BCA	Mob. 8484000320 vibha2305@gmail.com
Mr. Shubham D. Potdar	Asstt. Prof	BCA	patilvidya1292@mail.com
Mrs. Sujata S. Rawal	Asstt. Prof	BCA	sujataraval1234@gmail.com
Mr. Abdul D Sarakwas	Asstt. Prof	Commerce	Mob. 7028094439 abdulsarkar9715@gmail.com
Mr. Dattatraya D. Koli	Asstt. Prof	English	Mob. 9011616037 dattatrayakkoli10@gmail.com

C. List of Non-teaching Staff

Name of the Staff	Designation	Work Area	Phone & Email
Mr. Raigonda Mudhole	Office Sup.	Affiliation	Mob. 9881704125 raygondam@gmail.com
Mr. Sarjerao Yadav	Head Clerk	Account	Mob. 9011940321 vishyadav2008@gmail.com
Mr. Sudhir Gaikwad	Sr. Clerk	Admission	Mob. 7745011580 sudheergaikwad1976@gmail.com
Mr. Vishal Kamble	Jr. Clerk	Exam.	Mob. 9767670075 vishalkamble1580@gmail.com
Mr. Vijay Patil	Jr. Clerk	Scholarship	Mob.8623907646 vrajpatil07@gmail.com
Mr. Sunil More	Library Attnd.	Transaction	Mob. 9766123096 moresuvi81@gmail.com
Mr. Sandip Ithape	Library Attnd.	Lib. Stock	Mob. 9604067079 ssithape1979@gmail.com
Mrs. Komal R. Musai	Library Clerk	Library	
Mr. Rushikesh V. Chavan	Jr. Clerk	Admission	Mob. 7276715639
Mrs. Rupali V Kharat	Library Attnd	Text Section	
Mr. Sukumar Pujari	Library Attnd.	Transaction	Mob. 9096436418
Mr. Tanaji Dhangar	Lab. Attnd.	Sci. Lab	Mob. 8999217081
Mr. Santosh Kamble	Lab. Attnd.	Sci. Lab	Mob. 8805760807
Mr. Amar Gurav	Lab. Attnd.	Comp. Lab	Mob. 9561295058
Mr. Amol Patil	Peon	Peon	Mob. 9689742950
Mr. Sanjay Kute	Peon	Peon	Mob. 9158213403
Mr. Sachin Kamble	Peon	Peon	Mob. 9922975361
Mr. Prashant S. Bandgar	Peon	Peon	

iv) Procedure: The institution accepts applications of RTI from students and other stakeholders whenever necessity arises. They are asked to visit the institutional website for downloading RTI form and after filling the form, they are instructed to submit the same along with the envelope having postal order. For this process, they are charged for 10/-Rs only. Demanded information is provided to them with the stipulated time.