

INFORMATION ABOUT ADMISSION

1. Students who wanted to take admission in the college, who have passed H.S.S.C. (12th) examination, and who also appear private and pass Part I and Part II Exam of R.T.M. Nagpur University, he has to fill 'University Enrolment Form' with the application form.
2. Passed out students from other colleges of R.T.M. Nagpur University or passed under A.T.K.T. rules should mention their university enrolment number in application form to get admission to in upper class.
3. Students passed out from other universities who seek admission to the college must submit university enrolment form with the admission form as well as should attach Migration certificate and Eligibility certificate of the concerned university. Otherwise admission will not be processed.
4. College does not provide admission under A.T.K.T. rules to the students who come from colleges other than R.T.M. Nagpur University.
5. It is compulsory to submit required original documents/ certificates with application form. College will not return the original documents once submitted to the college. So students should already get Xerox copies of their original documents.

NOTE: -

- 1) Students who pay education fee do not submit fee concession form.
- 2) With application form students should submit required information regarding Identity card and should attach a passport size recent photograph. Students need to mention their blood group in the Identity Card.
- 3) Incomplete or faulty documents if found, admission will be rejected without informing.
- 4) It is compulsory to pay all fee decided by the college while seeking admission.
- 5) After the result declared students should get admission to above class by submitting application form before due date.
- 6) Students who have passed exam will remain eligible for admission before the given date of admission. Application form will not be considered after the given date. Students should not claim for that.
- 7) Admission to the next year class will be based on previous years performance and conduct of the students. Principal reserves the right to take final decision in this regard.
- 8) If the student is found to have submitted false/fake documents, he/she will be responsible for legal action.
- 9) If the student does not seek admission before the given date, application form will be rejected without giving information to him.

- 10) Admission will not be given on duplicate T.C. However, in some cases, only after, once, college gets assured by verifying and checking the required affidavit issued for admission on duplicate T.C. and if there is discontinuation in the education, gap certificate and other concerned documents is necessary and in this regard; Principal's decision will be considered final.
- 11) College will keep the original mark sheets of Part I and Part II till the completion of graduation. B.A. & B.Com. Final examination, mark sheets will be returned to the student after that.
- 12) Failure students without A.T.K.T. are not eligible for admission to any class.
- 13) Student must remain regularly present in the class. 75% attendance is compulsory. He will be sole responsible for his irregularity.
- 14) Students joined to the departments of the college: Physical Education, National Service Scheme, Woman Study and Service Center, Library dept. will remain bound by the rules decided by these departments.
- 15) Students will remain bound by the rules decided by the college.
- 16) Students are required to keep identity card with them in the college premises. If identity card lost, student has to pay Rs.50 fee for new identity card. The teaching and non-teaching staff of the college has the right to check the identity card of the students. If the students do not keep his identity card with him, his admission will be considered as illegal and he/she will be eligible for disciplinary action.
- 17) From the session 2008-2009 college has made student uniform mandatory.
Boys – Full Pant, Full Shirt - 300/- each dress
Girls – Salwar Kamiz - 300/- each dress

DISCIPLINE, RULE & REGULATION OF THE COLLEGE

1. Without permission posters or pamphlets sticking in the college premises is strictly prohibited. Rs.100 fine will imposed if anyone found of doing so.
2. Use of mobile phone in the class is prohibited. Strict action will be taken against those students who use mobile in the class.
3. If student is found to have intentionally given any wrong information while submitting education concession forms or any kind of documents, his/her admission will be discontinued and students will be responsible for action against them.
4. Any kind of misbehavior or violation of college rules and disciplines by the student will not be tolerated in the college premises. Principal has the right to discontinue the admission of such student.
5. To disobey the rules and regulation of the college individual/collectively, to inspire such act, to destroy any college property, any sort of hindrances in the college work, will not be entertained. The students who will found guilty in such an activity, his/her admission will be canceled from the college.
6. It is compulsory to come to college in college uniform with identity card.

NOTICE BOARD

Important updates and informations regarding students will be given on the notice board time to time.

DISTRIBUTION OF SCHOLERSHIP FOR BACKWARD CLASSES AND OTHER SCHOLERSHIPS OF GOVERNMENT OF INDIA:

1. After sanctioning by the government, scholarship will be distributed to the students.
2. If scholarship or application form for Other Backward Class students are rejected by the Government, such students have to pay Rs.800 fee compulsorily.

EDUCATIONAL SCHOLERSHIP AND CONCESSIONS BY CENTRAL AND STATE GOVERNMENT:

The college is always endeavoring to make students available different kinds of scholarships and Economical Fee Concessions Schemes of Central and State Government.

- The College is endeavoring for the Scholarships and Fee Concession Schemes of Government are as follows:

SCHOLERSHIPS:

1. National Meritorious Students Scholarship.
2. Ward of Primary and Secondary Teachers Scholarship.
3. Clever and Industrious students Scholarship.
4. Ward of Freedom fighter Scholarship.
5. Meritorious students Scholarship of Government.
6. Scholarship under Academic Development.
7. Scholarship for SC/ST/OBC/VJNT/SBC students by the Central Government.
8. Handicapped students Scholarships.

Note: Students can obtain detailed information regarding this from the college office (Mr. D.B. Sable. Scholarships Dept.)

ECONOMIC CONCESSION

- 1) Economically Backward Students Concession (EBC).
- 2) Ward of Primary Secondary Teachers Concession (PTC).
- 3) Free Ship Concession.

Note: Students can be eligible to get anyone of there concession/scholarships. The student who does not fill up the examination form will not get the concession.

It is obligatory for the students that he/she has to involve in any one of the Extension Activities.

THE EXTENSION ACTIVITYS

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|--|---|-----------------------------|
| 1) National Service Scheme (NSS) | - | Dr. Rakesh D. Kabhe |
| 2) Woman Study and Service Center | - | Dr. D.T. Shende |
| 3) Physical Education and Game | - | Dr. Sudhir R. Kahate |
| 4) Cultural Programme | - | Mr. PramodM.Gorde |
| 5) Employment Guidance Center | - | Dr. L.B Jadhav |

1. National Service Scheme (NSS)

The students who are interested in social services may participate in this scheme. He has to work creatively and work for the society. He has to work 120 Hrs. throughout the year he has to participate at list once in the NSS residential Campin two years. In this regards coordinator will guide him.

2. Woman Study and Service Center:

The students who are interested in social services may participate in this scheme. The students are to make aware of the currents social, environmental problems, superstitionsand malpractices prevalent in the society. Projects and Assignment are given to the students and are also submitted to the university.

3. Physical Training :

The classes of Physical Education Training and Yoga will be held at07:00 am. and at 05:00 pm. according to the Physical Education Director's suggestion.

4. Cultural Programme:

To give vent to the hidden talent of the students such as elocution, debate, singing, dancing, mimicry, drama, the college organizes various culturaland educational program in the college. The students are guided by the teachers to participate in the intercollegiate competition.

5. Employment Guidance :

After admitting students in the college and while in teaching/learning process, the teachers select sharp and clever students and list them for extra classes according to their trends. Likewise the students who are week in some subjects they are also selected by the teachers for extra classes.

FACILITIES AVAILABLE IN THE COLLEGE

1. **Medical Checkup:**According to the rules and regulation of R.T.M. Nagpur University, Nagpur, the students who are interested to take admission to the college, has to checkup himself/herself from the appointed Medical Officer by the college. The students who will be absent for the medical checkup, he has to pay the fine laid down by the R.T.M. Nagpur University
2. **Bicycle and motor stand:**The College has bicycle and motor cycle stand. The students and parents have to park their vehicles there. Loud noise is prohibited otherwise under interruption to the academic purpose he/she has to pay fine of the college.
3. **Library:**The College has wide library in which various books of various subjects are included in it. At present 9579books are in the library.The essential books are delivered to students, according to the rule of library he/she has to return the books within 7 days. If the students doesn't return it within 1 week he/has to pay 1/- Rs./ day fine. If the book is not in a proper condition, the student has to consult the librarian and inform him about it, otherwise students after returning the book has to pay the fine. Book bank facility is available for the needy students. The students can use the books of curriculum, the reference books. If any teacher, alumni or other persons wants to take book for reading from the library, he has to deposit the amount of the book to the library.Internet facility, Inflib-N-List facility is available in the library.
4. **College Examination:**In the academic session, minimum two college internal exams are conducted in the college, those students who remain absent without reason or if he/she get below 15 marks in the exam he has to pay Rs. 20/- per subject. Only accidental/seek students will be exempted from the fine,but he has to present medical certificate within 8 days to the office.
5. **College Magazine:**The Students who are interested in the literature, the college has started wall magazine by the name 'ABHIRUCHEE' a weekly.The student's creativity is displayed on the college board. The college also publishes 'ONJAL' a yearly college magazine.
6. **Grievance redressed Cell:**College has Grievance Redressed Cell. The Principal is the president of the Cell. Parseoni Police Station has also put Grievance Box for girls students. The college has also 'Atrocities against Woman at Working Place Cell' and a lady professor is in-charge of the cell. The college has Atrocities Against SC/ST/OBC/M Cell and Anti-Raging Cell.(Contact Dr. S.R. Kahate)
7. **Employment and Self Employment Guidance Cell:**For the Higher Progression of the students the college has Employment and Self Employment Guidance Cell.The students get information about Employment, MPSC/UPSC/ Staff

Selection Commission Examination, Banking Examination, Police Recruitment Examination, this information is written on the board to display in the college library books are available for these examinations.(Contact Dr.L.B.Jadhav)

8. **Encouragement to Various Artistic Talents:**To give vent to the hidden artistic talent of the students such as elocution, debate, poetry, acting, painting, singing, dancing, mimicry, drama, the college organizes various cultural and educational programs and competitions in the college.
9. **Work Shops and Lectures:**Each department organizes various workshops and lectures of eminent persons every year in the college.
- 10.**Personality Development Classes:**For the all round development of the students the college organizes personality development classes every year.
- 11.**Remedial Coaching Classes:**From academic session (2010-2011)the English, Marathi (Language) Dept. Organizes Remedial coaching classes for weak students of the college.
- 12.**Classes of Human Rights:**From academic session (2010-2011) the Political Science Dept. organizes work shop and lectures on the subject 'Human Right', for creating. The good civilian the Dept. also organizes inter/ collegiate elocution, GK competitions on Constitution of India.
- 13.**Woman's Hostel:**The facility of woman's hostel is available for the girl's students of the college.

TEACHING STAFF OF THE COLLEGE

1. Principal Dr. Vinayak S. Irpate(M.A.,M.Phil.,Ph.D.) Sociology Mob. No. 9404529930
2. Dr. Lokchand B. Jadhav (M.A.,M.Phil.,Ph.D.) Economics Mob. No. 9860724283
3. Dr. Sudhakar N. Jawale (M.A.,M.Phil.,Ph.D.) Political Sci.Mob. No. 9766281828
4. Dr. Dhnyaneshwar T. Shenede (M.A.,M.Phil.,Ph.D.)Sociology Mob. No. 9423412392
5. Dr. Kashinath S. Manmode (M.A.,M.Phil.,Ph.D.) History Mob. No. 9764856395
6. Mr. PramodM.Gorde (M.A.Eng His., M.Phil.)English Mob. No. 9423677334
7. Dr. Sudhir R. Kahate (M.P.Ed., Ph.D.) Phy. Edu. Di. Mob. No. 9764110815
8. Mr. Pradip N. Dhote (M.A. M.Lib.) Librarian Mob. No. 7030787783
9. Dr. Rakesh D. Kabhe (M.A. M.Phil. Ph.D. NET) Marathi Mob. No. 9823707426
10. Miss. Vijaya V. Wankhede (M.A. NET.) Marathi CHB.Mob. No. 9511865445
11. Mr. HumendraKhandekar (M.A. NET.) English CHB.Mob. No. 9689278125
12. Miss. Swati Thakre (M.Com.) Commerce CHB.Mob. No.
13. Miss. TruptiAmbade (M.Com.) Commerce CHB.Mob. No.

Note. (CHB – Clock Hours Basis)

NON-TEACHING STAFF OF THE COLLEGE

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| 1. Mr. Ramdas A. Raut. (B.Com.) | Head Clerk | Mob. No. 9673886361 |
| 2. Mr. Vijay V. Godbole (M.Com.) | Senior Clerk | Mob. No. 9822647602 |
| 3. Mr. Dhnyaneshwar B. Sable (B.A.) | Junior Clerk | Mob. No. 9975348620 |
| 4. Mr. Prakash N. Bhaisare (M.A.) | Lib. Atten. | Mob. No. 9890621723 |
| 5. Mr. Vilas N. Parlewar (M.A. M.Phil) | Peon (Additional Work Office) | |
| 6. Mr. Bhagwat D. Diwate (B.A.) | Peon | |
| 7. Mr. Pancham C. Tillekar (7 th) | Peon | |
| 8. Mr. Suryabhan R. Gonnade (HSSC) | Peon | |
| 9. Mr. RavikantNaktode (B.A.) | Peon CHB | |
| 10. Mr. Nitin Y. Tagde (M.S.W.) | Clerk Cum Data Entry Operator CHB | |

MAHATMA GANDHI ARTS & COMMERCE COLLEGE, PARSEONI

ACADEMIC CALENDAR (2017-2018)

Admission Procedure:From 16 June, to 30 August, 2017

Classes Starts:From 01 July, 2017

Sports Classes and Training:From 07:00 am to 09:00 am and 04:00 pm to 06:00 pm of Working Days

Sr. No.	Months	Teaching Days	Holidays	Test/Tutorials Exam	Programme & Day Celebration
1	July 2017	26 Days	5	---	Madhuritai Deshmukh Birth Anniversary 1 July World Population Day 11 July Yoga Day and Plantation 21 July
2	August 2017	25 Days	5	26, 27, 28, 29 Test (M)	Independence Day 15 August Rangnathan Day Books Exhibition 20 August NSS Nomination form Submission 23 August Woman Study and Service Nomination Form 30 August
3	September 2017	24 Days	6	---	Students Council YIN Well-Come I Year Teachers Day Celebration 5 September NSS Day 24 September Laxminarayan Day 30 September
4	October 2017	12 Days	19	11,12,13,14 Test (M) Assignments	Mahatam Gandhi Jayanti, Books Exhibition 2 October
5	November 2017	13 Days	17	---	Constitution Day 26 November Mahatma Jyotiba Fule Birth Anniversary 28 November
6	December 2017	24 Days	7	22, 23, 24 Test (M)	World Aids Day 4 December Dr. Ambedkar Mahapari Nirvan Din 6 December World Human Right Day 10 December Completion Woman Study and Service Project 31 December
7	January 2018	26 Days	5	---	Savitribai Fule Birth Anniversary 3 January Swami Vivekananda Birth Anniversary 12 January NSS Camp. Spots Competitions Culture Programm and Gathering Republic Day 26 January Mahatma Gandhi Death Anniversary 30 January Alumni Meet 31 January

8	February 2018	22 Days	6	---	Marathi Bhasha Din 24 February Sexual Harassment Against Women at Working Places 26 February Educational Tour Submission of Internal Marks of NSS/WSC/Sports/Cultural Activity
9	March 2018	24 Days	7	Internal College Test Exam & Viva-voce 1 to 10 March Clearance 11 to 28 March University Exam Fee	World Woman Day 8 March Physical Fitness Test Send Off to Final Year Submission of Internal Marks of the Subject to University
10	April 2018	23 Days	7	University Exam	Dr. Ambedkar Birth Anniversary 14 April Madhuritai Deshmukh Death Anniversary 14 April
11	May 2018	26 Days	30	University Exam and Valuation	Maharashtra Day 1 May Arvindbabu Deshmukh Birth Anniversary 12 May
12	June 2018	13 Days	17	Admission Procedure	---

