


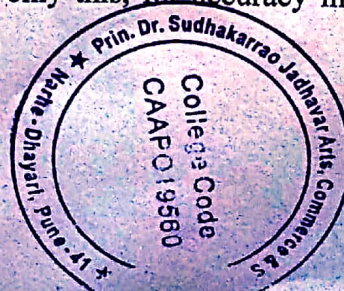
7.1.19 The Institution maintains complete transparency in its financial, academic, administrative and Auxiliary functions

In the changing scenario of higher education transparency play a significant role for its all stake holders. Transparency in the era of I.T build confidence among it all sections. i.e administrative, academic, admission, financial, auxiliary and others;

- **Admission-** in admission process transparency maintained by giving admission in various courses without any bias and partiality. Not only this, the merit list was prepared for each courses and reservation policy regarding admission was implemented regularly and list of admitted students were put off on notice board from time to time.
- **Academic-** for academic transparency at the starting of 1st semester induction program has been organized for 1st year students in which rules and regulation regarding academic, examination, behavior, discipline and relation with students, staff and administrative staff are clearly explained. Not only this, but for staff orientation program are also undertaken with the help of staff academy in which awareness are make regarding syllabus of each subject, university rules and regulation for internal, external examination, new technology of teaching and learning, use of Information of Computer Technology, maintenance of examination record, procedure for copy case and unfair means etc.
- **Administrative-** for smooth running of administrative work of college. Academic calendar was prepared and also various circular of university were taken into consideration time to time. The college monitored by various academic committees which were established by Prin. Dr. Bhamare sir for the overall activity of college. Orientation lecture was organized for new appointed/recruited staff in this short term courses policy, working environment rules and service rules & information regarding work culture was given. Along this policies related to welfare facility, C.L, D.L, medical, Maternity, group insurance, co. operative credit society were discussed.
- **Financial-** financial transparency includes maintenance of proper documentation and receipt of all payments and bills, for this purpose all receipts of college were directly deposited in the bank account. At the same time various expenditure and salary payment of staff is made through bank. Not only this, for accuracy in each and every financial


Principal

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41



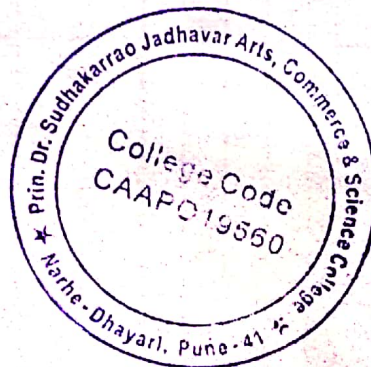
matter, internal as well as external audit is undertaken regularly. Beside this, financial planning or budget were undertaken regularly for each academic year. The financial budget is prepared by college development council (CDC) and approved by UTJF's. this budget is implemented in each academic year separately. The financial transactions are carried out by obtaining proper procedure fixed by UTJF's.

- **Auxiliary Transparency-** Auxiliary function like NSS, student welfare, sports, carrier guidance are also carried out. As per academic calendar, university circular & need of the time. The aim of this various activity is to inculcate patriotism, social awareness, reduced superstition and create awareness for clean environment protection, biodiversification and ethical values among the students. All proposals regarding MOU, carrier guidance, research activity, discipline anti-ragging, gov. scholarships, arrangement of science fair, state level debate competition were channelized through proper hierarchy of Head of the Department, Principal, and chairman of the trust.

S. S. Jadhav

Principal

**Prin. Dr. Sudhakarrao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41**



Dr. Sudhakar Jadhavar Arts, Commerce & Science College.

Manaji Nagar , Narhe - Dhayri, Pune 41

ACADAMIC YEAR CALENDER 2018-2019

Sr. no.	WEEK	DATE	PROGRAMME
			Jun-18
1	2/3rd Week	8 June to 24 June 2018	F.Y. B.A. & B.Com Result Declaration Rechecking Form Filling Process
	4th Week	26 June to 30 June 2018	Admission Process, Promotion Activity S.Y. B.A. & B.Com Result distribution
			Jul-18
2	1st Week	2-Jul-18	Final list of 1st year admission Commencement of academic session 2018-19
	2nd Week	10 July to 15 July 2018	Continuation of admission process for SY /TY BA /B.Com/Bsc.
	3rd Week	17 July to 22 July 2018	Induction Programme for first year student Registration of students for Library facilities
	4th Week	24 July to 29 July 2018	Declaration of MA/Mcom results
			Aug-18
3	1st Week	1st August to 5th August 2018	Admission process of MA/Mcom 2nd year N.S.S. Student meeting and Interview
	2nd Week	7 August to 12 August 2018	Filling Process of Oct Exam Form
	3rd Week	14 August to 19 August 2018	opening ceremony of commerce Association
	4th Week	21 August to 24 August 2018	Celebration on Independence Day and campus cleaning movement
	5th week	25 August to 31 August 2018	Inauguration of Women cell Department Ganesh chhaturthi celebration
			Sep-18
4	1st and 2nd Week	1 Sep to 9 Sep 2018	Opening of English literature Club
	3rd Week	11 Sep to 16 Sep 2018	Teacher's Day Celebration

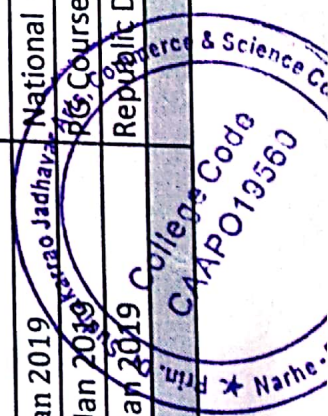
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Principal

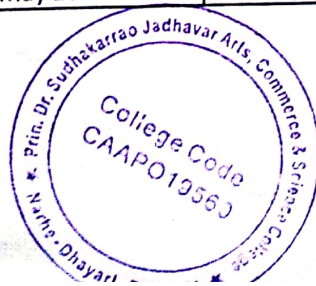
Dr. Sudhakar Jadhavar Arts, Commerce & Science College, Narhe - Dhayari, Pune - 41



			Starting of Marathi Sahitya Mandal
4th Week	18 Sep to 23 Sep 2018		Celebration of Sports Event
5th Week	25 Sep to 30 Sep 2018		lecture on Teacher's Welfare
			N.S.S. Day Celebration
			Essay Competition and Bhondala
			Oct-18
5	02 Oct to 7 Oct 2018		Gandhi Jayanti
	09 Oct to 14 Oct 2018		Term End Examination
			Term End Examination CAP
3rd & 4th Week	16 Oct to 31 Oct 2018		PG course exam form submission
			Nov-18
6	1 Nov to 25 Nov 2018		Diwali vacation
	27 Nov to 30 Nov 2018		Starting of II Session 2017-18
			N.S.S. Shramdan
			PG course Term end exam and Presentation
			Dec-18
7	1 Dec to 9 Dec 2018		Guest lecture & Oct-Nov Exam results
	11 Dec to 16 Dec 2018		N.S.S. winter Camp & Annual Gathering
	18 Dec to 23 Dec 2018		Declaration of PG Course Results
	26 Dec to 30 Dec 2018		Declaration of Term end exam Results Oct/Nov, End Exam Result Declare
			Annual Gathering
			Jan-19
8	1 Jan to 06 Jan 2019		Cultural Week And Yuva week
			Final Univ. exam form filling process
	08 Jan to 13 Jan 2019		National Conference / Yuva Sansad
	15 Jan to 20 Jan 2019		PG Course university form filling
	22 Jan to 27 Jan 2019		Republic Day



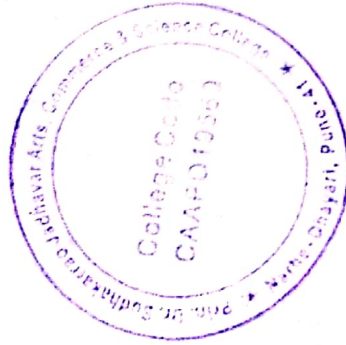
Feb- 19			
9	1st and 2ndWeek	1 Feb to 10 Feb 2019	S.Y. & T.Y. B.A. & B.Com online form filling process
	3rdWeek	12 Feb to 17 Feb 2019	Guest lecture on Marathi Wangmay
	4thWeek	19 Feb to 24 Feb 2019	Shiv Jaynti
	5thWeek	26 Feb to 28 Feb 2019	Arrangement for practical exam
Mar- 19			
10	1st and 2ndWeek	1 Mar to 10 Mar 2019	university practical exam
			Distribution of hall ticket for FYBA/BCOM
			Prize Distribution function
	3rdWeek	12 Mar to 17 Mar 2019	F.Y.B.A.,B.Com & B.Sc university exam
	4thWeek	19 Mar to 24 Mar 2019	Filling of internal marks PG
	5thWeek	26 Mar to 31 Mar 2019	S.Y. &T.Y.B.A.,B.Com & B.Sc university exam
Apr- 19			
11	1st Week	2 Apr to 7 Apr 2019	University exam
			CAP for FYBA/BCOM/BSC
	2ndWeek	9 Apr to 14 Apr 2019	MCOM & MA Presentation &PG term end exam
	3rdWeek	16 Apr to 21 Apr 2019	Online submission of internal marks for PG courses
	4thWeek	23 Apr to 28 Apr 2019	PG exam Paper checking
			Prospectus preparation for next year
May-19			
12	1st and 2ndWeek	1 May to 12 May 2019	PG exam & Online submission of internal marks for PG
	3rdWeek	14May to 19 May 2019	Preparation of final result for FYBA/BCOM/BSC
	4thWeek	21 May to 31 May 2019	Planning for next year Admission



LUTJF's
 Dr.Sudhakar Jadhavar Arts ,Com and science College
 Manaji Nagar,Nahre-Dhayari Road, Narhe,Pune - 411041
COMMITTEES FOR THE YEAR -2018-2019

SR NO	NAME OF THE COMMITTEE	COMMITTEE MEMBERS	SIGN
1	ADMISSION COMMITTEE	Chairman- Magare N. S /Gogawale A.V	
		Members- Kale A.D	
		Kendre R.T	
		Shete S.	
		Aher P.L	
		Sameer Sir	
		Tambe A.	
		Gaikwad D. P.	


 Principal
 Dr. Dipak Bhamare



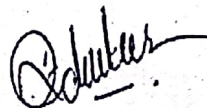
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 डा
 Principal

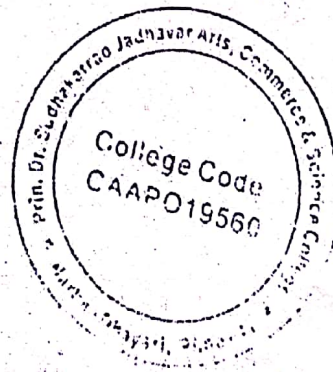
Prin. Dr. Sudhakar Jadhavar Arts, Commerce & Science College, Narhe - Dhayari, Pune - 41

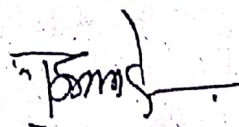
सुचना


दि. २५/०७/२०१८

महाविद्यालयातील सर्व विद्यार्थ्यांना सुविस्त
करण्यात येते की, आपल्या महाविद्यालयात प्रथम वर्ष कला, वाणिज्य
व विज्ञान या वर्गातील विद्यार्थ्यांसाठी 'Induction programme'
३१ जुलै २०१८ रोजी सकाळी ठीक ९:३० वा सांस्कृतिक समारंभाने
आयोजित करण्यात आला आहे. त्या सर्व विद्यार्थ्यांनी
उपस्थित रहावे.


सांस्कृतिक विभाग
प्रमुख




Principal
Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune


Principal
Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41



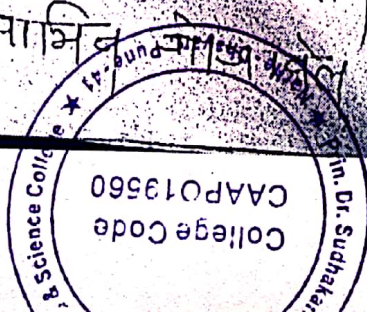
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विषय - स्वागत समारंभ कार्यक्रम महावा

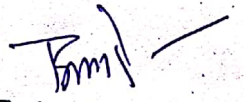
डॉ. सुधाकर जाधवर कला वाणिज्य व विज्ञान महाविद्यालय सांस्कृतिक विभागातर्फे प्रथम वर्ष कला, वाणिज्य व विज्ञान शाखेत शिकणाऱ्या विद्यार्थ्यांसाठी दि. ३१ जुलै २०१८ रोजी स्वागत समारंभाचे आयोजन करण्यात आले होते.

या कार्यक्रमाच्या आखणीत डॉ. सुधाकर जाधवर यांच्या

अध्यक्षता अख्यत डॉ. सुधाकर जाधवर सर कार्यक्रमाचे अध्यक्ष म्हणून उपस्थित होते. त्याचबरोबर मंचावर महाविद्यालयाचे प्राचार्य डॉ. दिपक भागरे सर उपप्राचार्य आशुतोष गोगावले सर सा. भागरे सर डॉ. अंकुश काळे सर आणि इतर मान्यवर उपस्थित होते. सा. नागराज भागरे सर यांनी कार्यक्रमाचे सुरुवात चालवून दिले. डॉ. दिपक भागरे सर यांच्या हस्ते अध्यक्षता सन्मान करण्यात आला त्याचबरोबर सर्व विभाग प्रमुख व शिक्षकांच्या सहकार्याने समारंभ पार पडला प्राचार्य डॉ. दिपक भागरे सर यांनी आपल्या भाषणातून विद्यार्थ्यांना मार्गदर्शन केले. सर्व विभाग प्रमुखांनी आपल्या विभागाची माहिती व वार्षिक नियोजन आढावासाठी माहिती दिली. महाविद्यालय आत्मनाच्या विविध सुविधांची माहिती सा. आशुतोष गोगावले सर यांनी दिली.

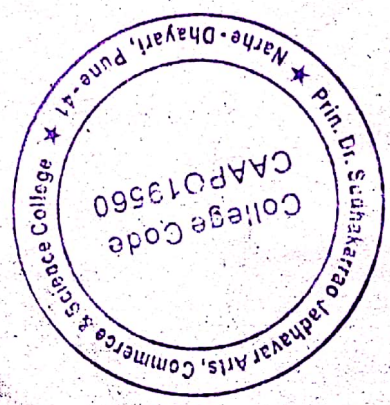


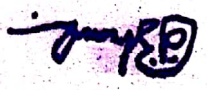
कार्यक्रमाच्या शेवटी अध्यक्षाने भाषण सांगितले त्यांनी आपल्या
भाषणातून विद्यार्थ्यांना अतिशय मोलाचे मार्गदर्शन त्यांनी केले
त्यावेळी ते म्हणाले कि विद्यार्थ्यांनी शिक्षणाबरोबरच इतर
व्यवहारिक व उद्योग धंद्याबद्दलचे ज्ञान घेणे आवश्यक आहे.
त्याचबरोबर विद्यार्थ्यांच्या सर्वांगीण विकासासाठी महाविद्यालया
आजून जास्वील जास्त सोयी सुविधांची योजना राबवील
जाईल. शेवटी प्रा. जाधवराव जाधव यांनी आपली आभार
प्रदर्शनाचे कार्य केले आनी राष्ट्रपतिने कार्यक्रमाची
सांगता सांगली.



Principal

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41






Principal

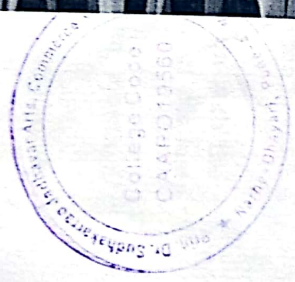
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INDUCTION FUNCTION 2018



JADHAVAR GROUP OF INSTITUTE'S, PUNE
Foundation Name: Late Uddhavrav Tulshiram Jadhavar Foundation
Unit Name: Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science College

SERVICE CONDITIONS

A) APPOINTMENT AND TERMINATIONS :

1. The appointment of employees of all categories of staff shall be made by the **President of the Trust** in accordance with and upon such conditions as the **Governing Body** may decide from time to time considering govt. Rules.
2. That all employees, appointed for a specific period which will be on probation period of one academic year from start of school /College to end of school /College in our permanently NON-GRANT School / College / Institute / Foundation. & no one will be permanent for job any time never ever...
3. The salary of the first month of the academic year will remain with the institute as deposit and will be issued only with the payment of the last month salary of the academic year.
4. The teacher employed should give complete notice of one month / complete 31 days before leaving the job.
5. If any teacher employee discontinue the job without any prior intimation then the salary will be forfeited.
6. Any employee who wishes to leave should give 1 months notice well in advance. he/she should complete the whole academic session, then one months notice by either side or pay damage of one month salary
7. If the management wishes to terminate anyone's service they have full authority to do so by Considering his / her performance.
8. If any employee make breach of rules & Regulation and ethics authorities are free to warn & dis-continued the service of the employee.
9. To Do Increment is the only discreation of the President it's not a compulsory to do & it will be done as per performance of employee & economic health of foundation. No employee have right to Claim.
10. A teacher / staff may be dismissed without notice for any of the following offences :
 - a) Insubordination or disobedience to the order of the Head of the Institution or Management
 - b) Serious misconduct or ~~commission~~ of an act which constitutes a criminal offence.
 - c) Engaged in any other service / occupation vocational pursuit or office of gain on in receipt of any scholarship.
 - d) Concealing of any fact.

e) Deliberate neglect of duty. (Absenteeism, failure in imparting correct education not completing Govt./Administrative /Academic work)

f) Teacher should follow the rules & regulations of the Govt. of Maharashtra.

11. If a teacher / staff violate the provision of the above clause, he / she shall forfeit all pay then due to his / her and the management may terminate his / her services, or dismiss his/ her as the case may be.

12. Every teacher / staff should submit their original document & first month salary will be deposited to the foundation, it will be refundable after completing one academic year .

13. Teacher is responsible for the taking care of all furniture , technical equipment (eq- Computer, E-learning, Projector) & if any damages is done then only teacher of class & concern person is liable to pay.

B) LEAVE :

Casual leave may be granted up to a total of 12 days in a complete academic year. Not more than 3 days are taken at a time. Such leave shall not be affixed or prefixed to vacation or any other leave. The amount of casual leave permissible will be proportionate to the date of your joining the school. Casual leave is not a right of employee it is depend upon the permission of head of school as per work necessary.

C) SICK OR MEDICAL LEAVE :

1. Every teacher / staff is expected to be present on the first and last day of every term. If he / she remain absent, on both days he / she is not entitled to the holiday salary. If he / she is absent on the reopening day and continues to be absent, even though with leave, he / she will receive salary only from the day he / she joins duty.
2. Teacher on temporary basis are not eligible to the benefit of leave rules. Further no temporary teacher shall be entitled to any leave unless he / she have served the institution for a minimum of 6 months.
3. Casual leave neither accumulated not carried forward .
4. No medical leaves will be provided after completion of the 12 day CL & they will be without pay.
5. As foundation is non-granted & service is of temporary basis. No medical claim or other any type of claims will be allowed & accepted.

D) GENERAL:

1. Teacher / staff should be present in the school on all working days at least ten minutes before the first bell and sign the muster roll in the office as well as thumb machine which will be considered to pay the salary.

2. A full time / staff shall be present on the school premises during the working hours of the school. No teacher / staff shall ordinarily be absent herself / himself from his / her duty without first having obtained the permission from the head of the Institution / Management.
3. No teacher / staff is permitted to give any type of punishment to the students and if it is given them legal action will be taken as per particular law. Nor he / she is permitted to collect the fine from students without the approval of management .He / She should not try to obtain presents or gifts from the students or their parents.
4. All teacher / staff are expected to be exemplary in their public and private life. Their behaviors and discipline should be a source of inspiration to the students entrusted to their care.

E) UNDERTAKING

I Mr. / Mrs. / Miss _____ son / wife / daughter of --
 _____ hereby undertake to work for the whole
 academic year, with _____ as _____ and in
 any event of my inability to complete the whole academic year, then one month
 notice by either side or I will pay damage of one month salary.

As I'm aware of Foundation / School / College is permanently Non-grand and
 fees are very low. I will not demand any type of hick in salary .The salary which
 will be offer to me. I'm total aware and accepted the salary & I will not claim any
 other type of money claim from foundation .

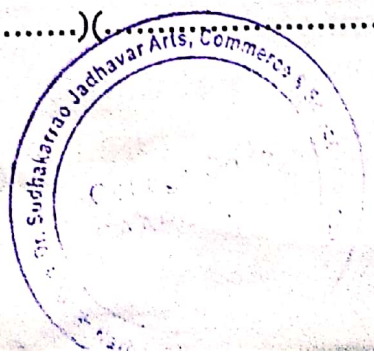
The above mentioned matter is true &my consent to the best of my knowledge
 & belief. I accept these with the free consent & I hereby signed these below on --
 _____ at Pune.

Signature of Employee

Principal

Vice President

(NAME)(.....) (.....)





पीएनए/ पीएनए(४)/आरएसआर/
(सीआर) / १३२२६/२०१५-१६

सत्यमेव जयते

दिनांक २९/१०/२०१५

नोंदणी प्रमाणपत्र

या प्रमाणपत्राद्वारे प्रमाणित करण्यात येत आहे की,

प्रा. डॉ. सुधाकरराव उध्दवराव जाधवर सेवकांची सहकारी पतसंस्था मर्या.,

मानाजीनगर, नऱ्हे, पुणे.

ही संस्था महाराष्ट्र सहकारी संस्थांचे अधिनियम १९६० मधील (सन १९६१ चा महाराष्ट्र अधिनियम क्रमांक २४) कलम ९ (१) अन्वये नोंदण्यात आलेली आहे.

उपरिनिर्दिष्ट अधिनियमाच्या कलम १२ (१) अन्वये व महाराष्ट्र सहकारी संस्थांचे नियम, १९६१ मधील नियम क्रमांक १० (१) अन्वये संस्थेचे

वर्गीकरण

साधन संपत्ती संस्था

असून

उपवर्गीकरण कर्ज देणाऱ्या साधन संपत्ती संस्था

आहे.

पुणे

दिनांक २९/१०/२०१५



(Signature)

(अलका बी. पवार)
उपनिबंधक, सहकारी संस्था
पुणे शहर (४) पुणे

(Signature)
Principal

College Code
CAAPO19560

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41

(सहकारी प्रशासक, पुणे - २.)

AUDITOR'S REPORT

We have audited the attached Balance Sheet of Dr Sudhakar Jadhavar Arts & Commerce College as on 31st March 2019 and also the annexed Income & Expenditure Account for the year ended on that date and report that:-

1. We have obtained all the information and explanation, which to the best of our knowledge and belief were necessary for the purpose of our audit.
2. The Balance Sheet & Income & Expenditure Account dealt with in the report are in agreement with the books of accounts.
3. In our opinion and to the best of our information and according to the explanation given to us, the accounts together with the notes attached there give a true and fair view:-
 - a. In the case of Balance Sheet of the state of affairs as at 31st March 2019 and
 - b. In the case of the Income & Expenditure Account, of the Deficit for the year ended on that date.

For A. N. PATHAK & ASSO.
Chartered Accountants

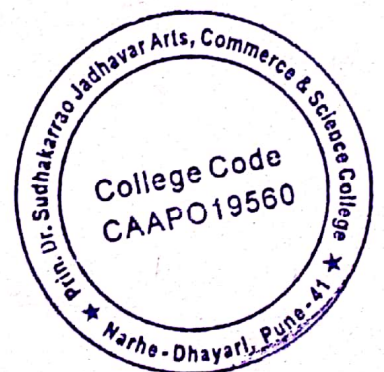
(ADITYA N. PATHAK)
Proprietor
M. No. 160690



(Signature)

Principal

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41

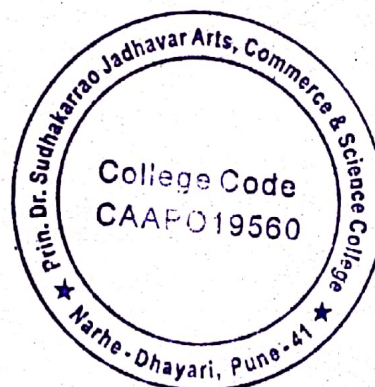


Dr Sudhakar Jadhavar Arts & Commerce College
Balance Sheet As On 31st March 2019

Liabilities	Amt Rs.	Assets	Rs.
<u>Provisions</u>		<u>Fixed Assets</u>	
Society Saving	39,100.00	Computer	7,680.00
Society Loan	55,950.00	Equipments	62,136.00
Salary Payable	1,02,38,987.00	Furniture & Fixture	42,264.00
		Vehicle	38,386.00
<u>Current Liabilities</u>		Library Books	98,264.00
Examination Fees	8,00,651.00	Loans & Advances	30,976.00
Sundry Creditors	1,08,365.00		
Other Current Liabilities	2,53,700.00	Fees Receivable	11,77,920.00
Surplus of Income Over Expenditure	23,54,473.68	<u>Cash & Bank Balances</u>	
		ICICI Bank	745.48
		Rajarshi Shahu Bank	1,15,718.50
		Bank of Maharashtra	4,22,782.18
		Cash	2,666.00
		UTJ Foundation	1,18,51,688.52
Total Rs.	1,38,51,226.68	Total	1,38,51,226.68

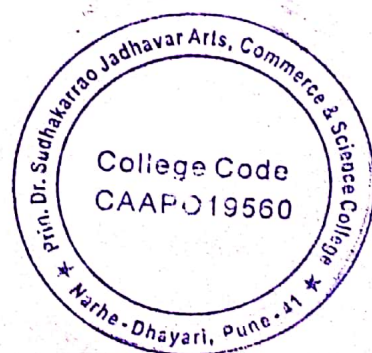
For: A. N. PATHAK & ASSO.
Chartered Accountants

(ADITYA N. PATHAK)
Proprietor
M. No. 160690



Dr Sudhakar Jadhavar Arts & Commerce College

Dr. Income & Expenditure Account for the period ended 31st March 2019			
Particulars	Amt Rs.	Particulars	Rs.
To Repairs & Maintenance	2,75,343.00	By Bank Interest	45,892.00
To Power & Fuel	4,70,670.00	To Earn & Learn Income	2,47,800.00
To Telephone Charges	25,210.00	To NSS Income	1,03,000.00
To Salary Expenses	1,00,61,895.00	To Other Income	20,775.00
To Exam Remuneration	4,26,430.00	To Tuition Fees	1,61,76,500.00
To Eligibility Expenses	6,28,831.00		
To Office Expenses	7,09,809.00		
To Student Welfare	29,400.00		
To Programme Expenses	76,987.00		
To NSS Camp Expenses	2,31,596.00		
To Travelling & Conveyance	9,640.00		
To Medical Expenses	5,000.00		
To Advertisement Expenses	2,62,730.00		
To Bank Charges	3,147.32		
To Earn & Learn Expenses	2,17,660.00		
To Depreciation	70,100.00		
To Books Expenses	16,540.00		
To Printing & Stationary	6,07,874.00		
To Sports Expenses	36,953.00		
To Xerox Expenses	27,786.00		
To Surplus	23,54,473.68		
Total Rs.	1,65,48,075.00	Total	1,65,48,075.00



Dr Sudhakar Jadhavar Arts & Commerce College

Income & Expenditure Account for the period ended 31st March 2019

Cr.

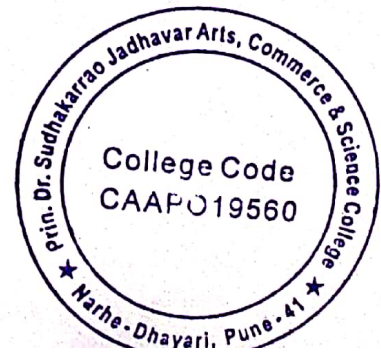
Particulars	Amt Rs.	Particulars	Rs.
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Sports Expenses	36,953.00		
Xerox Expenses	27,786.00		
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(Signature)

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Principal

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce & Science College, Narhe - Dhayari, Pune - 41



Rules and Regulation's

A. Rules for Admission —

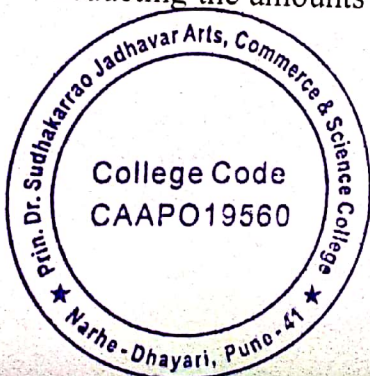
1. Students seeking admission to the college in the first year of any program will have to apply to the college in prescribed form which is available in the college office as well as on website of the college - www.jadhavarfoundation.in
2. Students interested in the courses run by the college should apply as per the schedule noticed by the college. Applications received after the prescribed date will not be considered.
3. Admission will be confirmed only after submission of required documents and fulfilling the eligibility forms. Students have to pay full amount of fees at the time of admission.
4. Bonafide & eligible students of this college have to apply for admission to the next class in the prescribed form available in the college office within 3 days from the declaration of the result of University examination.
5. For other University student's admission: Students from the other university in the India seeking admission to the college will have to apply in the prescribed form. They have to apply eligibility certificate to the Registrar, Savitribai Phule Pune University, in the prescribed form. They will have to submit the following original documents along with the application for Eligibility Certificate, Migration Certificate, Passing Certificate, Gap Certificate, Transfer / Leaving Certificate, Statement of Marks of previous examination, Cast, Medical and HIV Test (for foreign students) Domicile Certificate.
6. Students from any Savitribai Phule Pune University affiliated college applying for the admission to Second Year any course run by this college can be directly admitted if they have good academic record and depending upon available seats for the course.
7. Foreign students seeking admission to the college will have to apply in the prescribed form along with the provisional Eligibility Certificate issued by the Registrar, Savitribai Phule Pune University and NO OBJECTION CERTIFICATE from the Central Government along with the student's Visa & passport. Admission will be granted to them only after they fulfill the Rules Regulations of the University of Pune.
8. Admitted students have to Compulsorily fill up the Online Anti ragging under taking form.

B. For cancellation of admission Rules —

Declared by Savitribai Phule Pune University will be followed time to time for cancellation of admission.

Cancellation of admission and refund of fee:

Tuition Fee and Laboratory Fee : The candidate cancelling his / her confirmed admission will be entitled to receive the refund of fees after deducting the amounts as indicated below except otherwise as stated by



Principal

Prin. Dr. Sudhakar Rao Jadhavar Arts, Commerce
& Science College, Narhe - Dhayari, Pune - 41

the state Govt. / University / Competent Authority.

Sr.No. Time of Cancellation

	Amount to be deducted
1. From 1st day to 10 days from the date of securing admission	10 % of the total fees
2. From 11th day to 30 days from the date of securing admission	40 % of the total fees
3. After 30 days	100 % of the total fees

C. Rules for Attendance —

1. Every Student is expected to be regular and punctual in attending classes, practicals, tutorials and must put an attendance of minimum 75% for all subjects.
2. Academic terms shall not be granted and the students shall not be allowed to appear for examination if the academic record and attendance are not satisfactory.
3. In exceptional and unavoidable circumstances, if a student is required to be remaining absent; written application should be submitted to claim permission of the Principal for the period of absence.

D. Code of Conduct —

1. Students must carry valid Identity card during the stay in the college campus.
2. Students have to keep their cell phone (Mobile) switched off during the lectures / practical. Misuse of camera cell phones is strictly prohibited.
3. Smoking, drinking, alcohol and use of drugs is strictly prohibited in the premises of the college and hostel.
4. Students if found indulging in anti-national activities contrary to the provision of the acts and a laws enforced by Government will be expelled from the college without any notice by the principal of the college.
5. A students shall not go to the press or any other publicity media without prior permission of the Principal.
6. Attendance for the social and national events such as Independence Day, Republic Day and all other declared national celebration is mandatory.
7. Students should not damage the college property (furniture, equipments, library books, building etc.) if found guilty will be liable for disciplinary action.
8. Students have to maintain silence in the class / corridor, avoid disturbance to other classes and do not leave the class between the lectures.



E. Anti-ragging Rules —

Ragging is strictly prohibited and guilty students will face strict action including expulsion as per the directions of the Honorable Supreme Court in SLP No.24295 of 2006 16th may 2007 and in Civil Appeal No 887of 2009, dated 8th may 2009 and Govt. of Maharashtra Ordinance dated 15th may 1999. Prevention and prohibition of ragging is an offense punishable by law resulting in imprisonment and / or penalty.

Ragging means display of disorderly conduct of any act which cause or is likely to cause physical, psychological harm or raise Apprehension of fear of shame or embarrassment to a students in any educational institution and includes-Teasing, abusing, threatening or playing practical jokes and /or causing hurt to such students; or asking a students to do any act or perform something which such students will not in the ordinary course willingly, do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche or such fresher or any other students; Ragging within or outside of any educational institute is strictly prohibited.

► A cell against Harassment and atrocities against women is functioning in the college in keeping with the Supreme Court guidelines.

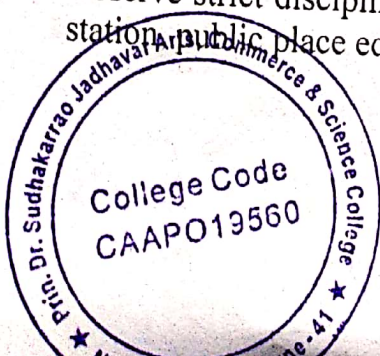
F. Disciplinary Rules —

- a. As per the UGC draft Regulations on curbing the menace of ragging in higher educational institutions, 2009 every students and parent will have to fill and sign an undertaking (printed on perforated page) to refrain from ragging, and submit along with the admission form.
- b. As per the Savitribai Phule Pune University Rules, a minimum of 75% attendance is essential, failing to which action will be taken as per the rules.
- c. The students should be aware that four wheeler commuting to the college and four wheeler parking for students is strictly prohibited.
- d. The students shall park the vehicle in the parking space provided by the college for students and pay the charges. If the vehicle is parked in adjacent space, college will not take responsibility of it.
- e. The students shall not consume tobacco, drugs, pan parag, gutkha, liquor and other things which are injurious to health.
- f. The students shall switch off his / her mobile while in college premises.

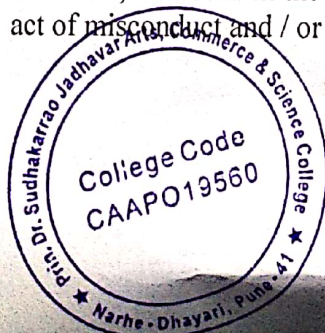
Maintenance of Discipline and

Good conduct by student - ordinance 157

1. Every students of Jadhavar College shall at all time
 - i) Conduct himself properly and maintain proper behavior
 - ii) Observe strict discipline on the campus of the college and also outside i.e. in bus railway station, public place education trip and at play grounds.



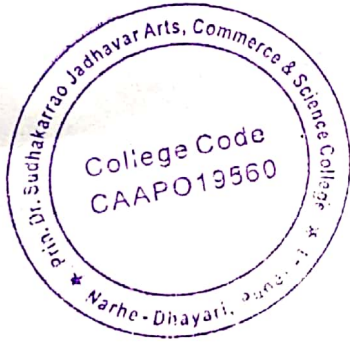
- iii) Ensure that no act of his /her consciously or unconsciously brings the college in to disrepute.
- iv) Shall not lodge any complaint and make any representation regarding any matter connected with the college to the press or other social media.
- 2. **Any students who behaves contrary to the provisions of following clause**
 - i) Shall constitute misconduct or indiscipline which terms shall mean and include, among others, any one or more of the acts jointly or severally, mentioned hereinafter namely,
 - ii) Any act directly or indirectly causes or attempt to cause disturbance in the lawful functioning of the college,
 - iii) Habitual unpunctuality in attending lectures, practical's, tutorials and other courses as may be prescribed.
 - iv) Repeated absence from lectures, practical's, tutorials and other courses
 - v) Canvassing for or accepting contributions or otherwise associating himself or herself with raising of any fund or any object whatever without the previous sanction of principal.
 - vi) Securing admission in the college to any undergraduate or post graduate programme or any other course by fabrication or super sessions.
 - vii) Obstructions to any students or group of students in his or their legitimate activities whether in the class room play ground, gymnasium place of social and cultural activities within the campus of college.
 - viii) Possessing or using fire arms, lethal weapons, explosive or dangerous or poisonous drugs or intoxicant in any form in the college
 - ix) Ragging, bullying or harassing any students in the college or outside there off.
 - x) Harassing to staff member or any member of the college.
 - xi) Destroying or attempting to destroy or tamper with any official record or document of the college.
 - xii) Stealing or damaging any property belonging to the college, staff member of the college or any other students.
 - xiii) Instigation or participating in any gherao of any official of the staff member of the college.
 - xiv) Gambling in any form in the college
 - xv) Refusal to appear to give evidence before enquiry officer appointed by the authority with respect to charge against him.
 - xvi) Disorderly behavior in any act specifically forbidden by the authority.
 - xvii) Conviction on the court of law for criminal offences, involving moral turpitude.
 - xviii) Any other act not specifically mentioned hereto before which whether, by commission or omission, as would in the circumstances of the case, be considered by the Authority as an act of misconduct and / or indiscipline.



G. General Instruction —

1. All students are expected to read the notices put up on the notice board of the college and website of the college. The college will not be responsible for loss of any advantage to the students due to his / her failure to note the notices in time.
2. Students must provide a correct personal mobile number, E-Mail Id and a proof of permanent correct address (Voter ID card, Aadhar card, Driving License, Ration card, Passport etc.) for correspondence in the college office. Any change in the address must be communicated in writing to the college office immediately.
3. Students will not be allowed to appear for the University examination unless he /she has completed his / her practical, journal, tutorial, project work as per the Savitribai Phule Pune University norms.

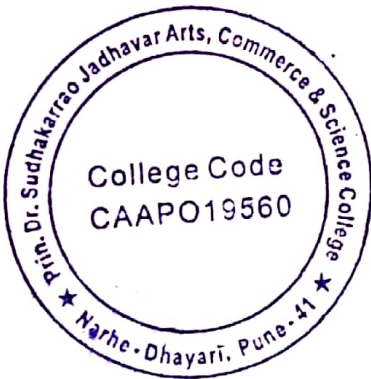
(Signature)



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7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutor,

<http://www.jadhavarcollegeedu.com/college/rulesandregulation>



Signature

Principal

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& Science College, Narhe - Dhayari, Pune - 41