

**(Navagan Shikshan stha Rajuri's)**  
**VASANTDADA PATIL ARTS, COMMERCE & SCIENCE COLLEGE,**  
**PATODA. TQ. PATODA. DIST. BEED. MAHARASHTRA**  
**Reaccredited 'B' grade by NAAC**  
**ISO 9001:2015 certified**

**PRINCIPAL**  
**PROF. BALIRAM R. RAKH**

**SECRETARY**  
**DR. YOGESH B. KSHIRSAGAR**

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VPCP/2025-2026 /

Date: 20/ 04 / 2026

**Statement-A**  
**Citizens Charter**  
**(Section 4(1) (B) of the information act 2005)**

Sr. No.	Name of the College	Service Details	Name & Designation of service Officers & Service Provider	Deadline to Provide Service	If the service is not provided in time, then the Name & designation of the senior officer to report the complaint
1	Navagan Shikshan Sanstha Rajuri (N) Vasantdada Patil Arts , Commerce & Sceince College, Patoda. Dist.Beed. Pin-414204	To perform day to day Educational, Administrative, financial, All Decision and all kinds of Control	<b>Prof. Dr,B.V. Rakh.</b> <b>(Prncipal)</b>	To deadline is fixed according to the dates communicated by the respect to department office	Secretary Navagan Shikshan Sanstha Rajuri Nagar Tal. and District Beed.
2		Apart from the regular teaching to perform educational and administrative works which is the principle has instructed.	Dr. Abhay R. Kshirsagar (Vice Principal)	To complete the instructed work according to annual plan within the deadline	Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204.
3		To monitoring activities of the departments according to annual plan, teaching annual planning various	The head of the concert department.		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and



		activities organising the exam evaluation time table, plans of educational tours etc.			commerce science college Patoda Qq Patoda Dist. Beed. Pin -414204
4		<ol style="list-style-type: none"> <li>1. purchase of new books in the library as per the syllabus.</li> <li>2. Accession of new books</li> <li>3. Library computerisation work.</li> <li>4. Classification of books.</li> <li>5. To do all the administrative work related to library.</li> </ol>	<p>Mr. Patait J.V.</p> <p>Librarian</p>		<p>Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda Tq. Patoda Dist. Beed. Pin -414204.</p>
5		<ol style="list-style-type: none"> <li>1. Completing and updating the service books of teaching and non-teaching staff</li> <li>2. Do academy work related to society, University, Government.</li> <li>3. To maintain Teachers attendance.</li> <li>4. To keeping the record of leave and medical Leaves, c Duty Leaves of the employees of the college and Note them in the service book.</li> <li>5. Allotment of work to all the non-teaching staff of college and order them by signature of the principal.</li> <li>6. To monitor the working of non-teaching staff.</li> <li>7.. Prepare the pension cases of retire employers</li> <li>8. To perform the work as inform and order by the senior officer</li> </ol>	<p>Shr. Pawar Ashok.L.</p> <p>(office Superintend</p>	<p>Completion of work in time given by various of pieces and to send information within prescribed time</p>	<p>Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204.</p>
6		<ol style="list-style-type: none"> <li>1. To do all works regarding the salary of the all employees in college.</li> <li>2. All work related to GPF and pension.</li> <li>3. All work related to financial transaction of the college (payment Bank)</li> <li>4. Cash transaction and</li> </ol>	<p>Shr. Shevante Krishna and. Shri. Solunke Nitin Ram</p>	<p>As per Annual Plan completion of the work that was fixed at that time in that month.</p>	<p>Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204.</p>

		<p>bank cheque transaction.</p> <p>5. Working of the account statement of the junior and senior college.</p> <p>6. Account related work of institute government, UGC and University.</p> <p>7. Reports of budget estimates and Audit.</p> <p>8. .. To maintain the stationery orders of the college Stock register.</p> <p>9.. Working as informed by senior office</p>			
7		<p>1. Taking the decision of the principal and officers and typing it.</p> <p>2. Computerising and DTP work of the office and UGC correspondence work of the college.</p> <p>3.. Registering the incoming outgoing correspondence and give the number and allotting it with the help of peon.</p> <p>5.. to work as per orders of the authorities</p>	<p>Smt. Renuka Jadhav</p>	<p>To comply the work according to plan</p>	<p>Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204.</p>
8		<p>1. To do all the work related to the admission of the senior college Arts commerce and science faculty</p> <p>2. To perform the work of MKCL</p> <p>3. To communicate information and instruction from the government university and other departments to the students for necessary action</p> <p>4. To accept eligibility certificate and examination forms from students and</p>	<p>Mr. Raut Jay ram Mr. Kale Ravi</p> <p>And Smt. Renuka Jadhav</p>		<p>Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204.</p>

		take necessary action. 5. Work regarding software used in the college 6. Correspondence to the university for various matter.			
9		1.To Accept all fees of Junior, Senior and PG students like admission fees exam fees other charges and hand over it to the head clear. 2.. Maintain the personal register to accept the fees from Student. 3. Prepare and Issues Identity Card of U.G. Students  4.. To check phone call fax email daily note and them and take necessary action.	Mr. Gaikwad Rohit Lahu.		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
10		1.All work related to retirement fund and contribution funding 2. To give the information to the students about scholarship of Indian government to collect application from Student and register them and take necessary action. 3. Feeling of the forms of the disable students and forward into the concerned office for further benefit. 4. Proper action regarding scholarship to the students of minority community.	Shri. Gite Popat		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
11		1. Perform all the works regarding Junior College, Admission, issue register, Corresponding regarding examination, Caste Validity of the Students and Others.	Mr. Korde Ashok		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
12.		1. Issues a books to the	Mr. Khade L.D.		Prof. Dr. B. V.

		<p>students of the college</p> <ol style="list-style-type: none"> <li>To do all the works related to no dues.</li> <li>Create the bar code for books</li> <li>to Issues Books to the BSc student</li> <li>to Issues Books books with computers to the students of M.A., M. Com and M.Sc. Students.</li> </ol>			Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
13.		<ol style="list-style-type: none"> <li>To Exchange the books to the students with computers</li> <li>Maintains of Books</li> </ol>	Mr. Khade L.D.		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
14		<p>1.All the work related to post graduate student like admission examination and to do provide all the information regarding RTI 2005 to inform officers Prof. Dr G. LPachkore P.G Director Within stipulated time.</p>	Mr. Bhausahab Yadav		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
15		<ol style="list-style-type: none"> <li>To maintain record since the establishment of the college in store room</li> <li>To ensure that the admission forms for each academic year remain safe and registered by their arrangement.</li> <li>To make a label that documents for ex-students as per demand</li> <li>To take care regarding maintenance of old documents in store room.</li> <li>Distribution of XI Marks Sheets.</li> <li>To distribution of UG. PG Students Marks Sheets and Degrees.</li> </ol>	<p>Mr. Babbsahab Naiknavare</p> <p>Mr. Satpute</p>		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204
16		<ol style="list-style-type: none"> <li>Maintain all responsibilities of the laboratories</li> <li>Record new material keep and maintain stock</li> </ol>	Laboratory Assistants		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science

		<p>register</p> <p>3. Record broken material in the name of student</p> <p>4. Preparing list of equipment as per requirement</p> <p>5. To set up experiments as per time table.</p> <p>6. Keep an eye on the students during the practical and help the teachers</p> <p>7. Preparation of certified solution for chemistry</p> <p>8. To collect plants insect animals with the help of lab attendant for biology subject.</p> <p>9. Keeping a record of the experiments conducted in the laboratory</p> <p>10. Prepare a list of material dropped from the register at the end of the year</p> <p>11. To maintain is device of the laboratory</p> <p>12. Preparing plant seedlings and planting them in a college spaces</p>			<p>college Patoda tq Patoda Dist. Beed. Pin -414204</p>
17.		<p>1. Cleaning of the laboratory</p> <p>2. To fill necessary water</p> <p>3. To help to lab assistant to furnish the material of the experiment</p> <p>4. Wash and clean the equipment after performing the experiment.</p> <p>5. To keep the record of broken material</p> <p>6. To help the assistant and the Teachers during the experiment.</p> <p>7. To work according to the order of principal teacher and officers.</p>			
18		<p>1. To maintain cleanliness in the college campus.</p> <p>2. Daily cleaning of classrooms and college office</p> <p>3. To maintain daily postal correspondence</p> <p>4. To ring the bell</p>	Peons.		<p>Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204</p>

		according to the time table 5. To make arrangement of water in the office 6. To follow the order of the authorities.			
19.		1. To clean the library 2. Cleaning the study room 3. Work according to the order of librarian.	Library Attendant		Prof. Dr. B. V. Rakh, Principal, Vasntdada Patil Arts and commerce science college Patoda tq Patoda Dist. Beed. Pin -414204



PRINCIPAL

Vasntdada Patil College,  
Patoda, Dist. Beed.