

B.P.H.E. Society's
Centre for Studies in Rural Development
Institute of Social Work and Research
 Ahmednagar

Statutory Declaration under Section 4 (1) (b) of the RTI Act, 2005

1. The particulars of the Organization, Functions and Duties

Sr. No.	Title	Details
1.	Name of the Organization	B.P.H.E. Society's Centre for Studies in Rural Development Institute of Social Work and Research
2.	Postal address of the organization	CSRSD Campus, Station Road, Ahmednagar-414001 (M.S.)
3.	Website	http://www.csrdd.edu.in
4.	E-Mail	csrdd.iswr@gmail.com
5.	Phone Number	0241-2346328
6.	Fax Number	0241-2323157

Brief History and background for its establishment

BPHE Society's Centre for Studies in Rural Development (CSRSD) - Institute of Social Work & Research, Ahmednagar is one of the earliest institutions in community extension and social work education in India. It was established in 1961 as a department of Ahmednagar College, Ahmednagar. Ahmednagar College being the first college in the District (1947) having a vision of 'innovativeness' had a social obligation to the people of this region.

CSRSD, then known as the 'Rural Life Development and Research Project' was an attempt to revitalize education by relating it to the needs of its rural surroundings. It was also an effort to meet the ever growing demand for responsible citizenship, effective leadership, efficient and well informed personnel to undertake responsibilities in the fields of Community Development and participate in the process of nation building.

Right from the beginning, the need was felt not only to reach out to people but also to conduct research and train people for Development. Hence a Course in Community Development (Certificate Course) was started in 1961 itself, with an object of meeting the pressing demand for properly motivated and adequately equipped personnel for Community Development. Diploma Course in Social Work (University of Pune) was started in 1967 and as the higher education became imperative, this Diploma Course in Social Work was upgraded as the Master of Social Work Course (University of Pune) in 1974.

CSRSD-ISWR is managed and run by Bhaskar Pandurang Hiwale Education (BPHE) Society, Ahmednagar. The Institute is affiliated to University of Pune and recognized by UGC under Section 2 (f) and 12 (b) of the UGC Act, 1956. The Institute is aided by the Ministry of Social Justice and Empowerment, Govt. of Maharashtra.

7	Approved and Affiliated	Approved by Ministry of Social Justice, Dept. of Social Welfare, Govt. of Maharashtra.
		Recognised by UGC under section 2 (f) and 12(b) of the UGC Act, 1956.
		Savitribai Phule Pune University, Pune (SPPU)
8	The Chairman	Dr. Nathan M. Aston
9	The Secretary	Dr. Mohan R. Tholar
10	The Treasurer	Mr. R. M. Khisty
11	The Director	Dr. Suresh Ramdas Pathare

12. Objectives of the organization

- Organize teaching in the areas of social work, rural development, human resource management and allied fields.
- Undertake research to promote the development of knowledge and to contribute to policies and programmes.
- Disseminate knowledge through print, audio-visual and electronic media and various indigenous forms.
- Conduct training programmes for lifelong and continuing education.
- Undertake innovative field action projects in relevant areas, to develop new approaches and strategies.
- Engage in relief, rehabilitation and development initiatives to address human suffering caused by natural and human-made disasters.
- Network with Government, non-government agencies and other academic institutions and
- Undertake corporate advocacy and consultancy on relevant issues.

Road Map of institute location

<https://goo.gl/maps/rg3rSTeAHuA2>

Working hours of office

For office 09.30 am to 5:30 p.m. - Monday to Saturday

Lunch Time - 01.30 pm to 2.30 pm

Sundays are holidays.

Visiting hours for Public: 09:30 am to 5:00 pm on working day.

2. The powers and Duties of its officers and employees

Sr. No	Name of the Authority	Responsibility
1	Chairman, BPHE Society	The Chairperson shall preside over all meetings of the Society, its Executive Committee and the Boards of its Institutions/Units. In the absence of the Chairperson, the Society shall elect one of its members to preside over the meetings.
2	Secretary, BPHE Society	<ul style="list-style-type: none"> • He/She shall be the custodian of the permanent funds, corpus, endowment and immovable and movable properties, records, title deeds and documents of the Society. • He/She Shall attend all meetings of the Society and of the Boards and Standing Committees Institutions/Units/Programmes, etc. • He/She shall issue all notices convening the meetings of the Society and record and keep the Minutes of the Society and shall circulate them within four weeks to all the members of the Society. • He/she shall carry on correspondence on behalf of the Society. • He/she shall be signatory for the Society in contracts made with the Society and in legal proceedings instituted by or against the Society. • He/she shall coordinate the working of the different Institutions/Unit/Programmes, under the Society, initiate innovative programmes, in and outside the Institutions/Units/Programmes under the Society in keeping with the objectives of the Society. • He/she shall be the official correspondent with Donor Agencies on behalf of the Society and its institutions/Units/Programmes. • He/she shall submit all necessary reports including financial statements as required by the Government and the Society. • He/she shall perform such other duties as the Society may require him/her to do from time to time. • He/she shall be the Executive Head of the Society. • He/she shall have access to the records of the Institutions/Units/Programmes are functioning in accordance with the policies, aims and objectives of the Society.
3	Treasurer, BPHE Society	<ul style="list-style-type: none"> • He/she shall prepare the annual budget of the Society for submission at its annual meeting. • He/she submit for sanction the annual budgets for each of the Society's Institutions/Units/Programmes which will be prepared by Heads of Institutions/Units/Programmes in consultation with the Treasurer. • He/she shall see that the accounts of the Society and its

		<p>Institutions/Units/Programmes are properly maintained.</p> <ul style="list-style-type: none"> • He/she shall receive monthly or quarterly statements of accounts from the Society and its Institutions/Units/Programmes. • He/She shall present to the Society the annual statement of accounts of the Society with financial reports thereon. • He/she shall advise the society regarding investment of funds. • He/she shall carry out such other financial duties as the Society may assign to him/her. • He/she shall be directly responsible to the Society. • He/she shall submit budgets of the Society to the Office of the Charity Commissioner or any other financial statement to the government agencies in the prescribed proforma as required by the law of the land.
3	Other Officers	The BPHE Society may appoint such other officers as it may require from time to time.
4	Director, BPHEs-CSRD-ISWR	<ul style="list-style-type: none"> • He/she shall be the Executive Head of the College/Institute/ Unit, and the official correspondent of the College/ Institute/Unit and the Board of Control. • He/She shall be responsible for the day to day administration of the College/Institute/Unit. • He/She shall appoint members of the teaching and non-teaching staff keeping in view the rights of minorities under the Constitutions of India, subject to the approval of board, and shall recommend to the Board of Control, the names of members of the faculty of the continuance, confirmation, Promotion and termination of service. • He/She shall be responsible for the admission of students and the discipline of the College/Institute/Unit. • He/She shall be the Financial Officer of the College/ Institute/Unit and primarily responsible for financial policy and soundness of its academic programme. He/She shall exercise such supervision over all the interests of the College/Institute/Unit. He/She shall report on the same to the Board of Control annually. • He/She shall be responsible for academic and other programmes directly pertaining to the University, UGC, Government of Maharashtra.
3	Programme Co-ordinators	<ul style="list-style-type: none"> • Co-ordinate and monitor teaching programme and related activities. • Plan, prepare and implement academic calendar, time-table and schedule of curricular and co-curricular activities. • Encourage faculty to publish research articles and participate in conferences /workshops/symposium • Actively assisting the Principal • Monitoring academic profile of the department. • Co-coordinating the teaching and learning of the subjects • Ensuring timely and adequate provision of textbooks, materials, and equipment required.

3	College Examination Officer	<ul style="list-style-type: none"> • Acquire and maintain an up-to-date knowledge of the examinations circulars issued by University. • Plan and display to staff, parents and students, the examinations schedule. • Smooth conduct of internal and University exams. • Assign duties related to invigilation. • To maintain documents related to functioning of examination and results. • To strictly follow rules/regulations of the examination. • Prompt correspondence and rapport with University exam section.
6	Placement and Career Guidance Office	<ul style="list-style-type: none"> • Awareness camps and programs for personality development for students • Counsel students for education/job opportunities • Arrange campus interviews. • Promote Industry Institute Interaction for internships sponsored projects, placement etc.
7	Faculty	<ul style="list-style-type: none"> • Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation. • Curriculum development due to the ever expanding demand of knowledge and changing needs of the industry • Perform the duties and responsibilities assigned by Principal and department head • Student's activities such as an adviser to literary, sports, student progression through guardian teacher scheme • Administration which may be departmental and or institutional as member/convener of committees.
8	College Development Committee	College Development committee reviews and guides in making the key decisions concerning the administration, admissions, maintenance, examination and review of academic activities towards smooth functioning and improvement in overall functioning of the Institute.
9	NSS Advisory Committee	As per the NSS manual and the university of Pune directives, the NSS advisory committee is formed which guides and reviews the functioning of the NSS unit such as finalising the annual calendar of NSS activities, NSS special camp and annual budget.

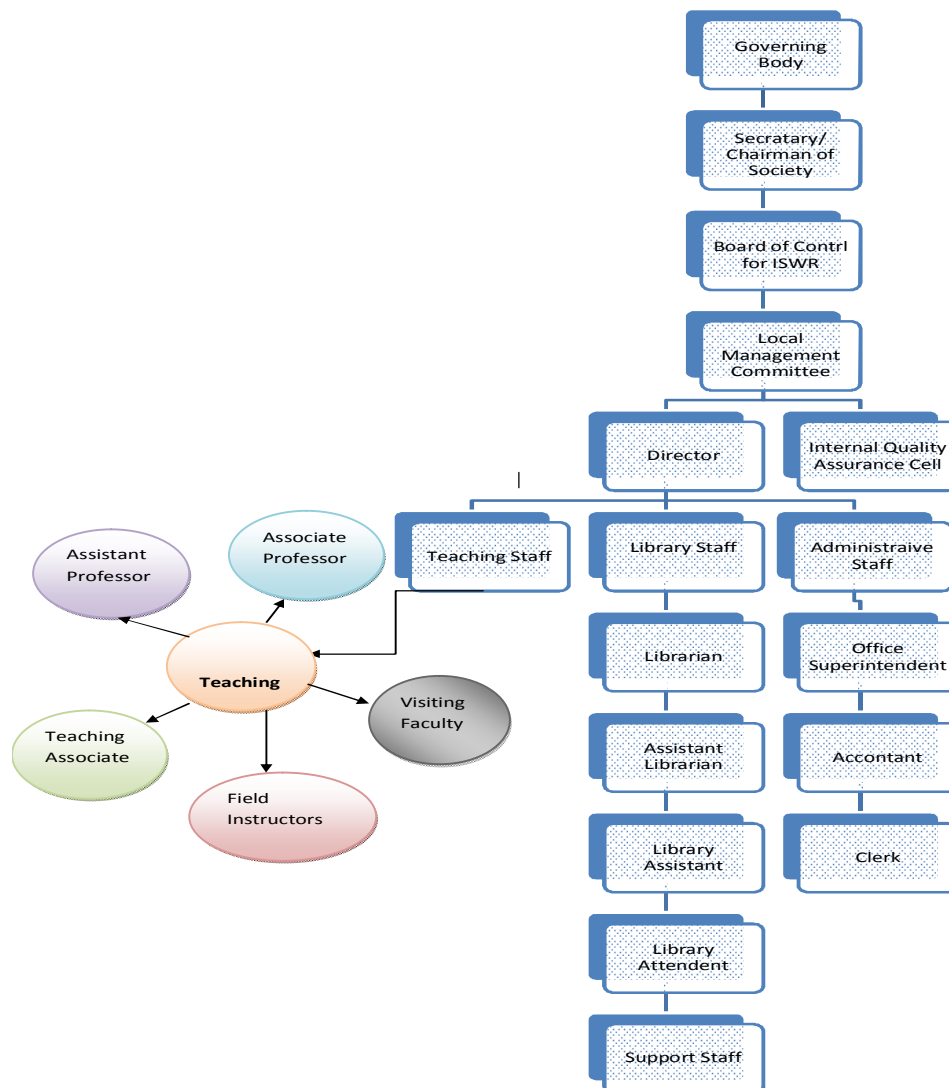
10	Student's Development Office	Students Development Office plans and executes various student welfare activities such as earn and learn, special guidance lectures, personality development programme for empowering girls (Nirbhay Kanya Abhiyan), organizing local events at the Institute level, disaster management and other small projects and formation of students welfare council
11	Anti Ragging Committee	<p>Anti ragging committee has been formed as per the University of Pune directives and its functions are to orient the students about Anti-ragging Act and taking measures to prevent ragging in the campus.</p> <ul style="list-style-type: none"> • Ensure compliance with the provisions of UGC Regulations and Maharashtra prohibition of Ragging Act 1999 and Prohibition and Eradication of Ragging Act, 2016. • Enforcement of act and its amendments as published from time to time • To prevent the events related to ragging in campus/off campus / hostel / any other place in the premises. • Ensure conducts of Anti-ragging squad observing of fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student/s accused of ragging and considering such other relevant information as may be required.
12	Internal Complaint Committee	Internal Complaint Committee works towards creating awareness about sexual harassment and monitors the students' behaviour in campus, during the study tour and field work.
13	Special Cell for SC/ST	Special cell for SC/ST has been set up as per the University of Pune statute with the functions of protecting the rights of the SC/ST students, conducting pre-admission orientation, admissions (reservation quota), organizing special programmes for protecting and promoting the interests of the SC/ST students.
14	Examination and Moderation Committee	The examination and moderation committee, instituted under the University of Pune guidelines, manages examination related responsibilities, like, assigning responsibilities for paper setting, invigilation, supervision and conduct of examinations, maintaining records and stationeries, paper evaluation and revaluation and preparation of results which are submitted to the University.
15	Grievances Redressal Committee	<p>Grievance Redressal Committee has been formed under the University of Pune directives. The functions of the committee are:</p> <ul style="list-style-type: none"> • To maintain suggestion boxes in the Institute and in the hostels, conducts open house sessions where students directly interact with the director for feedback and grievance redressal. • To fix the complaint box for receiving complaints from employees at some conspicuous part of the Institute building and open the boxes periodically. • To entertain complaints made by staff members and resolve

		them amicably.
16	Librarian and Library staff	<ul style="list-style-type: none"> • To prepare and maintain accession register. • Provide support and assistance to the students and research scholars for using the Library resources. • Classification, digital indexing and rejuvenation of books and journal. • Maintain question papers and university syllabus record. • To make new books ready for students / staff circulation. • Maintain record of MSW and MAMR Projects. • Maintain newspaper clipping/ Maintain Computer related record in Register in E library section. • Maintaining Library Documentation • Providing access to external library database through e-resources and Plagiarism software's.
17	Administrative Office Staff	<ul style="list-style-type: none"> • All program admissions, examination, results and its administration. • All students' original documents and general register record maintenance. • Bonafide, leaving/ transfer certificate, fee structure and concession forms. • Online Student Data / Statistical information filling on AISHE website. • Eligibility, Pro-rata fees collection and submission to SPPU. • Proceedings of College Development Committee, Governing Body and other statutory committees and maintenance of records • Maintenance of leave record, service books and staff personal files • Guidance for form filling/submission of reserved and minority students for scholarship • Keeping estate records and maintenance of property.

18	Accounts Clerk	<ul style="list-style-type: none"> • To draw salary throw Pay-roll software & maintain the file of salary. • Preparation of P.F., GIS & DCPS registers. • Calculation of Form No.16. TDS & Professional Tax • To file e-TDS/GST return quarterly. • To issue salary certificate to employees as per their requirement. • To assess Principal for optimization budgetary allocation. • Maintenance of bank and cash books. • Preparation of computational balance sheet and get it audited.
19	Peon, Watchman and Support Staff	<ul style="list-style-type: none"> • To perform cleaning work in Classrooms. • Cleaning of the glassware, equipments and working platforms. • To help programme co-ordinator and other faculty members. • To perform assigned duties as and when directed.
20	The committees which are required and prescribed by statutory regulating authorities, Government of Maharashtra and university are constituted to perform the functions stated in guidelines from time to time.	

The procedure followed in the decision making process, including channels of supervision and accountability

Organizational Structure: Organizational structure is a system that consists of explicit and implicit institutional rules and policies designed to outline how various work roles and responsibilities are delegated, controlled and coordinated.



In our institution, there are 03 major courses viz. ***Master of Social Work, Master of Arts (Mass Relation) and Diploma in Disaster Management***. Programme Co-ordinators of each course is the senior most faculty. Further for the smooth conduct of different curricular and co-curricular activities in the organization ***internal committees*** are formed:

The norms set by the Institute for the discharge of its functions

The institute strictly functions as per directives/norms/circulars/ statute issued by affiliated University Savitribai Phule Pune University; Pune, Maharashtra Public University Act 2016, Dept. of Social Welfare, Govt. of Maharashtra. For teaching as well as non teaching staff society norms are well defined in the appointment order. Policy decisions from management are communicated by different circulars and internal notices from time to time.

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

- MSW and MA(MR) Course Regulations prescribed by Savitribai Phule Pune University, Pune.
- Syllabus and Course structures prescribed by Savitribai Phule Pune University, Pune from time to time.
- Maharashtra Public Universities Act 2016.
- Minutes of CDC and BOC Meetings of the institute.
- Bhaskar Pandurang Hivale Education Society's Memorandum of Association.

A statement of the categories of documents that are held by it or under its control

Documents mainly of the following type are maintained.

- Files related to administrative work, annual reports, budget, procurement, Rules and Regulations, circulars, notices, minutes of the meetings, seminar/workshop attended/organized, research grants , library book register.
- Registers related to salary, muster, stock registers of consumables, semi-consumables, furniture & fixtures, equipments & instruments, examinations stationary issue/return, outward/inward, student register.
- Student attendance records, evaluated answer books, field work records, staff and student achievements record.

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

Being grant-in-aid educational institute, we are governed by different rules, regulations and policies set by Government of Maharashtra's Department of Social Welfare, Savitribai Phule Pune University and Bhaskar Pandurang Hivale Education Society, Ahmednagar.

A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Institute constitutes internal committees and sub committees consisting of chair person and members for the purpose of execution of duties or on advice, as per the guidelines of statutory regulating authorities.

A Directory of officers and employees

SN	Names of the Staff	Designation	Contact No	Retirement
01	Dr. Suresh R.Pathare	Director	9850652670	31/12/2029
02	Mr. Suresh K. Mugutmal	Asst. Professor	9588426411	31/05/2032
03	Dr. Jaimon Varghese	Asst. Professor	8055082463	
04	Mr. Pradeep A. Jare	Asst. Professor	8956981380	31/05/2047
05	Mr. Vijay B. Sansare	Asst. Professor	9702753460	31/07/2045
06	Mr. Girish V. Shirsath	Asst. Librarian	9890908075	31/07/2027
07	Mr. Sharad S. Gundras	Junior Clerk	9145661606	31/08/2039
08	Mr. Vikas G. Kamble	Junior Clerk	9145661607	31/05/2033

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs

The students of reserved categories and minorities avail scholarship facilities as per the rules of State and Central Government. The Government of Maharashtra does provide minority scholarship to minority students through Directorate of Technical Education (DTE).

Particulars of recipients of concessions, permits or authorizations granted by the Institute

Being aided institute the MSW programme is being offered as per norms of Dept. of Social Welfare, Govt. of Maharashtra. The fee structure for self financed programmes are as per directives of Savitribai Phule Pune University.

Details in respect of the information, available to or held by it, reduced in an electronic form

All the relevant details about programs/courses offered, admission procedure, infrastructure, other facilities, faculty details, achievements, announcements, reports, status of accreditation

applicable from time to time are made available on the website www.csrd.edu.in. The information available on the website www.csrd.edu.in and is periodically updated.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The citizens can obtain information either from the website www.csrd.edu.in or from office of CSRD-Institute of Social Work and Research within working hours on any working day.

Library resources could be made available for public use on prior written permission from head of the institute within working hours.

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

Budget required for all departmental expenditure is generated annually and periodically based on the total annual income. It is presented in the College Development Committee (CDC) and Governing Body meeting (GB) for approval and is audited regularly.

Names, Designations and other Particulars of the Public Information Officers

SN	Name and Designation	Designation as per RTI	Contact Numbers	Email id
01	Mr. Suresh K. Mugutmal Asst. Professor	Public Information Officer	9588426411	sureshkm2009@rediffmail.com
02	Mr. Anil P. Sontale Office Supdt. (Rtd.)	Information Assistant	9145661605	csrd.iswr@gmail.com
01	Dr. Suresh R.Pathare Director, CSRD-ISWR	First Appellate Authority	9850652670	sureshpathare@yahoo.com

Such other information as may be prescribed

In pursuance of Section 4(1)(b)(xvii) of the Right to Information Act, 2005

NIL