

Shri Sarda Education Society

Anjangaon Surji, Dist.- Amravati, (PTR No. E-112, Amravati)
(A Linguistic Minority Educational Institute)

Smt Radhabai Sarda Arts, Commerce & Science College

Anjangaon Surji 444 705
(Affiliated to SGB Amravati University)

APPLICATION FORM

Affix
Passport
Size
Photograph



(Tick (✓) wherever Applicable)

1.	Name of the Student (CAPITAL)				Sex					
					M F					
	First Name	Father's Name	Surname							
2.	Aadhaar Card No. :				Voter Card No. :					
3.	Father's/Guardian's Name									
4.	Mother's Name									
5.	Local Address									
		PIN		Mob.:						
6.	Permanent Address									
		Mob.:		PIN						
	E-mail :									
7.	Religion	Caste	Physical Handicap							
	Category	SC	ST	VJ	NT1	NT2	NT3	OBC	SBC	OPEN
8.	Date of Birth									
		DD	MM	YY						
9.	Details of Last Examination		S/W							
		Last Exam.	Year of Passing	Marks Obtained	Total Marks	Percentage				
	Roll No.				Enrolment No.					
	Result	Pass	ATKT	Fail						
	School / College / Board / University last attended									
		School / College	Board / University			State				
10.	Class to be admitted to									
	Faculty	ARTS	COMMERCE	SCIENCE						
	Subjects to be Offered									
	Compulsory	1.	2.	3.	4.					
	Optional	1.	2.	3.	4.					
		5.	6.	7.	8.					

Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji

Acknowledgment

Application No.

Received application form

for admission to

Registration No.

Date :

Signature
(Admission Committee Member)

PTO

11. Parents' Annual Income

12. Occupation

13. Concession availed last year

EBC	PTC	GLB	GC	FS	EX	SR	GOI	OBC	<input type="text"/>
-----	-----	-----	----	----	----	----	-----	-----	----------------------

DECLARATION

1. The information given above is true to the best of my knowledge. I have carefully read all the rules and regulations of the college mentioned in the Prospectus. I further undertake to fully abide by them.

Date : Signature of Applicant

2. The information given above is correct. The application has been made with my knowledge and consent. I have carefully read all the rules and regulations of the college mentioned in the Prospectus. I further undertake that I will be fully responsible for his / her behaviour, regularity in attendance and payment of fees.

Date : Signature of Father / Guardian

- * Note :**
1. 80% Attendance is compulsory
 2. Dress code must be strictly followed.
 3. College will not be responsible in case a vehicle is lost / stolen from the college premises.

FOR OFFICE USE ONLY

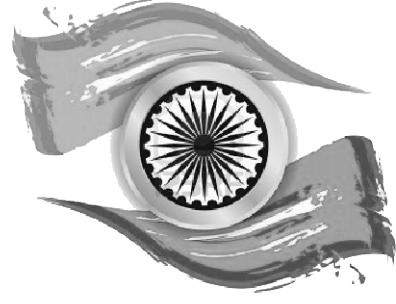
1. Admitted to class
2. Date of Admission
3. Student ID
4. Category
5. Fees Paid
6. Receipt No.

INSTRUCTIONS TO APPLICANT

1. Provide correct information. Incomplete application form will be rejected.
2. No interview call will be sent. The Notice Board should be checked from time to time.
3. Submit **Original Marksheet, TC** with the Enrolment Form at the time of admission.
4. Bring one **Coloured Photograph** for **Identity Card**.

National Anthem

Jana-gana-mana adhinayaka jaya he
Bharata bhagya vidhata
Panjaba Sindhu Gujarata Maratha
Dravida Utkala Banga
Vindhya Himachala Yamuna Ganga
Uchhala jaladhi taranga
Tava subha name jage,
Tava subha ashisa mage,
Gahe tava jaya gatha.
Jana gana mangala dayaka jaya he
Bharata bhagya vidhata.
Jaya he, jaya he, jaya he,
Jaya jaya jaya jaya he.



National Song

Vande Mataram !
Sujalam, suphalam, malayajashitalam,
Shasyashyamalamm, mataram !
Subharajyothsna, pulakitayaminim
Phullakusumita drumadala shobinim
Suhasinim sumadhura bhasinim
Sukhadam, varadam, mataram !
Vande Mataram !

Motto

सा विद्या या विमुक्तये

Vision

To provide need based quality education to the people living in the vicinity of Anjangaon Surji so as to make them responsible citizens, well equipped to face the challenges of this highly competitive and globalized world.

Mission

- ◆ To provide educational opportunities to all irrespective of the caste, colour, creed and sex.
- ◆ Besides making them employable in the fast changing world scenario, the college also strives to instill the spirit of national integration and patriotism in the young minds of the students through the medium of value-based education.

Objectives

- ◆ To make teaching more effective and learner-oriented with the help of different methods and techniques.
- ◆ To exercise continuous evaluation of students to ensure quality amongst them.
- ◆ To try to develop educational values of discipline, punctuality, respect for teachers and elders.
- ◆ To foster mutual co-operation and social understanding amongst students.
- ◆ To impart special guidance to meritorious students and to provide remedial coaching classes to educationally disadvantaged students.
- ◆ To inculcate the values of national integrity, equality, humanity, scientific temper, democracy, socialism amongst students.
- ◆ To provide a platform to the students keeping in mind the requirements of the job market.
- ◆ To promote excellence in the students to active participation in seminars, workshops, conferences and debates etc. at State, National and International levels.
- ◆ To provide an enriching range of co-curricular activities which nurture diverse talents and give pupils experience and confidence for the future.

Shri Sarda Education Society

Anjangaon Surji, Dist. Amravati
(PTR No. E-112, Amravati)

(A Linguistic Minority Educational Institute)

Members of the Trust

- | | | |
|----|---------------------------------|-------------------|
| 1. | Shri Abhay Nandkishor Sarda | President |
| 2. | Shri Jagdish Narsingdas Sarda | Working President |
| 3. | Dr Amar Rameshchandra Sarda | Secretary |
| 4. | Dr Madhusudan Jugalkishor Sarda | Member |
| 5. | Shri Sanjay Vallabhdas Sarda | Member |
| 6. | Sau Lilawati Gopaldas Sarda | Member |

College Development Committee

Sr No	Name	Designation	Category
1.	Shri Abhay N Sarda	President	Chairperson of the management
2.	Dr Amar R Sarda	Member	Secretary of the management
3.	Shri Jagdish N Sarda	Member	Representative of Alumni
4.	Dr Madhusudan J Sarda	Member	Expert from Educational Sector
5.	Shri Sanjay V Sarda	Member	Representative from Social Sector
6.	Shri Ashok B Heda	Member	Representative from Industrial Sector
7.	Ms KP Hirulkar	Member	Teachers' Representative
8.	Shri SU Deshmukh	Member	Teachers' Representative
9.	Dr AG Pitale	Member	Teachers' Representative
10.	DR PT Wakode	Member	Principal Nominated Head of the Dept.
11.	Shri MJ Dagwal	Member	Coordinator of IQAC
12.	Shri HM Kukalkar	Member	Representative of Non-teaching Staff
13.	Dr Bashisth Choubey	Secretary of CDC	Principal

INDEX

Sr. No.	Contents	Page No.
1.	About College	1
2.	Annual / Semester Pattern Vacation and Public Holidays	2
3.	Courses (UG, PG & PhD Programme)	3-4
4.	Junior College Courses	5
5.	Fees Prescribed for UG, PG, Junoir College Courses & PhD Programme	6-8
6.	How to Apply	9
7.	Discipline & Code of Conduct	10-11
8.	Library Rules	11
9.	Concessions	12
10.	Scholarships	13
11.	Incentive Marks	14
12.	Co-curricular and Extra-curricular Activities	15
13.	Teaching Staff	16-18
14.	Non-teaching Staff	18-19
15.	Prizes for the Meritorious Students	20-21
16.	Special Features	22
17.	Shri Sarda Education Society (Trust)	23

About the College...

The great philanthropist lady, Late Smt Krishnabai Sarada paved the way for higher education in this area by donating over 200 acres of her land in the year 1916.

Smt Radhabai Sarada Arts, Commerce & Science College was established in the year 1966 by Shri Sarada Education Society under the guidance of great visionary educationist Late Dadasaheb Kalmegh, former Vice Chancellor of Nagpur University. Later, the college began its journey under the able leadership of Shri Nandkishorji Sarada, the Ex-President and Dr Rameshchandraji Sarada, the Ex-Secretary. The sole aim of Shri Sarada Education Society is to impart need based quality education to the residents of Anjangaon Surji and its adjoining area.

The seed of Smt Radhabai Sarada Arts, Commerce & Science College which was sown in 1966 has now developed into a large tree. At present, the college is running undergraduate courses in three faculties i.e. B A, B Com & B Sc while postgraduate courses in three subjects i.e. English, Marathi and Home-Economics. The subjects like Marathi and English Literature in BA and MA deepen and develop artistic, aesthetic, creative, social and moral sensibility among the students. The subject like Home-Economics at UG and PG develops cottage industry skill and entrepreneurial skill in girl-students. The subjects like CFS (Computer Fundamental & Operating System) , ITB (Information Technology & Business Data Processing), Corporate Accounting, Insurance & Banking in B Com curriculum ensure global employment prospects among students.

At present, out of 29 full time teachers, 15 have been awarded PhD while 12 have registered for PhD. Including the Principal, there are seven PhD supervisors in the college.

The college performs its extension activities through the NSS and NCC units and is promoting college-community neighbourhood network. There is a huge placement of NCC students every year either in army or police.

The college has a rich library with all the modern ICT facilities. At present, there are over 37000 books; around 3000 reference books, 38 subscriptions of Peer Reviewed journals and 42 Magazines. Apart from this, the college has accessed more than 6000 e-journals and 36 lakhs e-books through INFLIBNET & N-list services. The book-reading facility is made available for senior citizens, common people and teachers of various schools and colleges in and around Anjangaon Surji. The college library provides free internet service to the students and teachers. There is also the Online Public Access Catalogue Service (OPAC) for the students. Video lectures are also given to the students through the LCD facilities in the reading room.

The college has a well developed ground and sports facilities. There is a state-of-art Basketball Ground, Badminton Court, Volleyball Court, Kho-Kho and Kabbadi court, Cricket, Long Jump, Softball and Baseball Ground along with a 200-meters track are made available for the students.

The college has YCMOU (Yashwantrao Chavan Maharashtra Open University) distance education centre for BA , BCom & MCom courses which gives an opportunity to around 2000 students every year to take their education.

The college proposes to strive endlessly for educational upliftment of the people in this mofussil area. We are committed to the social, moral and educational development of the people in and around Anjangaon Surji. We have joined hands in a planned effort to uplift the cadre of the students who happen to be the centre point of our lives at large.

Annual & Semester Pattern Vacations

Academic Year 2019- 2020

1. First Session - Monday, 10th June, 2019 to Wednesday, 23rd October, 2019
2. First Term Vacation - Thursday, 24th October, 2019 to Wednesday, 20th November, 2019
3. Second Session - Thursday, 21st November, 2019 to Saturday, 25th April, 2020
4. Second Term Vacation - Monday, 27th April, 2020 to Saturday, 6th June, 2020

Public Holidays

Sr. No.	Celebration Day	Day & Date
1.	Bakri Id	Monday, 12 th August 2019
2.	Independence Day	Thursday, 15 th August 2019
3.	Parsi New Year (Pateti)	Saturday, 17 th August 2019
4.	Ganesh Chaturthi	Monday, 2 nd September 2019
5.	Gouri Poojan	Friday, 6 th September 2019
6.	Moharum	Tuesday, 10 th September 2019
7.	Sarvapitru Amawasya	Saturday, 28 th September 2019
8.	Mahatma Gandhi Jayanti	Wednesday, 2 nd October 2019
9.	Dasara	Tuesday, 8 th October 2019
10.	Christmas	Wednesday, 25 th December 2019
11.	Chhatrapati Shivaji Maharaj Jayanti	Wednesday, 19 th February 2020
12.	Mahashivratri	Friday, 21 st February 2020
13.	Holi (Second Day)	Tuesday, 10 th March 2020
14.	Gudhi Padwa	Wednesday, 25 th March 2020
15.	Ram Navmi	Thursday, 2 nd April 2020
16.	Mahavir Jayanti	Monday, 6 th April 2020
17.	Good Friday	Friday, 10 th April 2020
18.	Dr Babasaheb Ambedkar Jayanti	Tuesday, 14 th April 2020

Courses

Senior College

Arts Faculty (UG)

Sr. No.	Class	Compulsory Subjects	Optional Subjects	Eligibility
1.	BA I Sem. I & II	English, Marathi / Urdu	Economics, Political Science Marathi Literature, History English Literature, Home-Economics, Music (Any Three of the above)	XII th Pass
2.	BA II Sem. III & IV		All subjects opted in BA I & EVS compulsory	BA I Pass OR ATKT
3.	BA III Sem. V & VI		All subjects in BA II	BA I Pass & BA II Pass OR ATKT

Note Urdu & Music is on Non-Grant Basis.

Arts Faculty (PG)

Sr. No.	Class	Subject	Eligibility
1.	MA I & II Sem I,II,III &IV	Marathi	According to University rule Marathi Literature is compulsory in BA
2.	MA I & II Sem I,II,III &IV	English	According to University rule English Literature is compulsory in BA
3.	MA I & II Sem I,II,III &IV	Home- Economics	According to University rule Home-Economics is compulsory in BA

Note PG in Arts is on Non-Grant Basis

PhD Programme

Sr. No.	Subject	Eligibility
1.	English	According to University rule NET / SET / MPhil or PAT Exam pass in English
2.	Home-Economics	According to University rule NET / SET / MPhil or PAT Exam pass in Home-Economics

Commerce Faculty

Sr. No.	Class	Compulsory Subjects	Optional Subjects	Eligibility
1.	BCom I Sem I	English, Marathi	Principles of Economics, Advanced Accountancy Principles of Business Organization Computer Fundamentals and Operating System-I	XII th
	BCom I Sem II	English Marathi	Business Economics, Financial Accounting Principals of Business Management Computer Fundamentals and Operating System-II	
2.	BCom II Sem III	English Marathi	Company Accounts, Business Mathematics Auditing, Monetary System Pass OR Information Technology & ATKT Business data Processing (ITB) - I	BCom I
	BCom II Sem IV	English Marathi	Corporate Accounting, Business Statistics Income Tax, Indian Financial System Information Technology & Business data Processing (ITB) - II	
3.	BCom III Sem V	English Marathi	Cost Accounting, Business Environment (BEM) Business Regulatory Frame Work, Any One Combination from the following : A) i) Process Business - I (ii) Co-operative Business - I B) i) Indian Insurance System - I (ii) Indian Banking System - I C) i) Internet & www - I (ii) e-commerce - I	BCom I Pass & BCom II Pass Or ATKT
	BCom III Sem VI	English Marathi	Management Accounting, Economics of Development, Company Law Any One Combination from the following : A) i) Process Business - II (ii) Co-operative Business - II B) i) Indian Insurance System - II (ii) Indian Banking System - II C) i) Internet & www - II (ii) e-commerce - II	

Science Faculty

Sr. No.	Class	Compulsory Subjects	Optional Subjects	Eligibility
1.	BSc I Sem. I & II	English, Marathi / Urdu	1) Chemistry, Botany, Zoology (CBZ) 2) Physics, Chemistry, Mathematics (PCM) (Choose any one group from above) 3) Computer Science, Physics, Mathematics (CPM)	XII th Pass with PCM/PCB According to University Rule
2.	BSc II Sem. III & IV		All opted subjects in BSc I (Environmental Science is compulsory)	BSc I Pass or ATKT
3.	BSc III Sem. V & VI		All opted Subjects in BSc II	BSc I Pass & BSc II pass or ATKT

Junior College

Arts Faculty

Sr. No.	Class	Compulsory Subjects	Optional Subjects	Eligibility
1.	11 th	English, Marathi	Economics, Political Science, History, Cooperation, Home Management, Food Science (Choose any four from the above subjects)	SSC Pass
2.	12 th	English, Marathi	Economics, Political Science, History, Cooperation or Child Development	11 th Pass

HSC Vocational (MCVC)

Sr. No.	Class	Compulsory Subjects	Optional Subjects (Commerce group)	Eligibility
1.	11 th	English, Marathi General Foundation Course	1. Accounting & Office Management 2. Marketing and Retail Management 3. Logistics and Supply Chain Management	SSC Pass
2.	12 th	English, Marathi General Foundation Course	1. Accounting and Office Management 2. Marketing and Retail Management 3. Logistics and Supply Chain Management	11 th Pass

Science Faculty

Sr. No.	Class	Compulsory Subjects	Optional Subjects	Eligibility
1.	11 th	English, Marathi	Physics, Chemistry, Biology, Mathematics, Environmental Science	SSC Pass
2.	12 th	English, Marathi	All subjects opted in 11 th std.	11 th Pass

Fees Prescribed for UG Courses 2019-20

SN	College Fees	BAI	BAII	BAIII	BComI	BComII	BcomIII	BScI	BScII	BScIII
1.	Tuition fee	800	800	800	800	800	800	800	800	800
2.	Prospectus & Admission Form	26	26	26	26	26	26	26	26	26
3.	Laboratory Fee	--	--	--	--	--	--	1045	1045	1045
4.	Laboratory Fee & Other	--	--	--	530	530	--	--	--	--
5.	Library	175	175	175	175	175	175	175	175	175
6.	College Games & Sports	125	125	125	125	125	125	125	125	125
7.	Extra Curricular Activities	91	91	91	91	91	91	91	91	91
8.	College Magazine	91	91	91	91	91	91	91	91	91
9.	Students' Aid Fund	33	33	33	33	33	33	33	33	33
10.	Physical Efficiency Test	33	33	33	33	33	33	33	33	33
11.	Environmental Studies (College)	--	105	--	--	105	--	--	105	--
12.	Facilities	91	91	91	91	91	91	91	91	91
13.	Identity Card	39	39	39	39	39	39	39	39	39
14.	College Exam.	130	130	130	130	130	130	130	130	130
15.	Vehicle Stand	65	65	65	65	65	65	65	65	65
16.	Security	65	65	65	65	65	65	65	65	65
17.	Annual Fee	70	70	70	70	70	70	70	70	70
18.	Corpus Fund	05	05	05	05	05	05	05	05	05
19.	SWF	10	10	10	10	10	10	10	10	10
20.	SCF	05	05	05	05	05	05	05	05	05
21.	Insurance	10	10	10	10	10	10	10	10	10
22.	Emergency Fund	10	10	10	10	10	10	10	10	10
23.	ASL IUSM Fee	30	30	30	30	30	30	30	30	30
24.	Enrolment Fee	100	--	--	100	--	--	100	--	--
25.	गाडगेबाबा अध्यासन निधी	01	01	01	01	01	01	01	01	01
26.	University Games & Sports	50	50	50	50	50	50	50	50	50
27.	University Environmental Studies		70			70			70	
	TOTAL	2055	2130	1955	2585	2590	1955	3100	3105	3000
	Late Enrol. Fee	100	--	--	100	--	--	100	--	--

NB : Tuition Fee for UG courses on Non-grant or self financing basis is as per Govt.GR ₹ 2000/-

Fees Prescribed for PG Courses 2019-2020 (Non-grtant Basis)

Sr.No	Item / Head	Prescribed Fee for MA	
		Marathi / English	Home-Economics
1.	Tuition Fee	3000.00	3000.00
2.	Prospectus and Admission Form	26.00	26.00
3.	Laboratory	–	3465.00
4.	Library	1730.00	1730.00
5.	Facilities	1046.00	1046.00
6.	Identity Card	39.00	39.00
7.	College Examination	130.00	130.00
8.	Vehicle Stand	65.00	65.00
9.	Security	65.00	65.00
10.	College Games & Sports	125.00	125.00
11.	ECA	91.00	91.00
12.	College Magazine	91.00	91.00
13.	Student Aid Fund	33.00	33.00
14.	Annual Fee	70.00	70.00
15.	Corpus Fund	10.00	10.00
16.	SWF	10.00	10.00
17.	SCF	05.00	05.00
18.	Insurance	10.00	10.00
19.	Emergency Fund	10.00	10.00
20.	ASL IUSM Fee	30.00	30.00
21.	Enrolment Fee	100.00	100.00
22.	University Games	50.00	50.00
	Total	6,736.00	10,201.00

Fees Prescribed for Junior College 2019-2020

Arts Faculty :

Sr. No	Item / Head	Class XI	Class XII
1.	Admission Fee	16.00	16.00
2.	Term Fee	32.00	20.00
3.	Practical Fee	00.00	00.00
4.	Tuition Fee	192.00	216.00
	College Fee		
5.	Sports / Cultural activities	50.00	50.00
6.	Identity Card	20.00	20.00

Fee for HSC Vocational (Earlier known as MCVC)

Sr. No	Item / Head	Class XI	Class XII
1.	Tuition Fee	240.00	300.00
2.	Other Fee	140.00	150.00
	College Fee		
3.	Sports / Cultural activities	50.00	50.00
4.	Identity Card	20.00	20.00

Fee for Science Faculty (Self Financing Basis) :

Sr. No	Item / Head	Class XI	Class XII
1.	Admission Fee	16.00	16.00
2.	Term Fee	32.00	20.00
3.	Practical Fee	70.00	70.00
4.	Tuition Fee	192.00	216.00
	College Fee		
5.	Sports / Cultural activities	50.00	50.00
6.	Identity Card	20.00	20.00
7.	Laboratory Fee	100.00	100.00

Fees Prescribed for PhD Programme

Sr. No	Description	Amount in Rs. Payable to the Research Centre	Amount in Rs. Payable to the University
1.	Admission Fee	1000.00	--
2.	Course Work Fee	10,000.00	--
3.	Course Work Enrolment Fee	--	1000.00
4.	Examination Fee	--	1000.00
5.	Faculty-wise Annual Fee : Arts	10,000.00	--
6.	Registration Application Fee	--	3000.00
7.	Annual Retention Fee	--	3000.00
8.	Pre-submission Defence Fee	5000.00	--
9.	Thesis Submission Fee	--	15,000.00

How to Apply

1. The applicant may apply for admission only through the prescribed application form, accompanying this prospectus.
2. Every application form must be accompanied by relevant documents.
3. The applicants must read the notice boards for information regarding admission from time to time
4. The applicants will be admitted to the college according to the rules and regulations set by Maharashtra State Board of Middle & High School and the affiliated University.
5. The application form must be filled by the student in his / her own handwriting and should submit only after the signature of his parents / guardians.

The following documents duly attested (photocopies) must accompany the prescribed application form :

1. Mark sheet
2. Leaving / Transfer Certificate (TC). Original Certificate of the institute last attended. Duplicate TC will not be entertained.
3. Migration Certificate (if required)
4. Caste Certificate (for claiming benefits meant for Backward Classes)
5. Passport size photograph.
6. Photocopies of Aadhar Card, Bank passbook and blood group certificate.
7. Gap-Certificate (if required)
8. All information may be taken from the admission committee but the right to admission lies with the Principal.

DISCIPLINE & CODE OF CONDUCT

1. It is obligatory on the part of the students to possess prescribed text books and other relevant study materials.
2. Systematic, satisfactory & timely completion of home assignments is mandatory. Any failure on this front will be deemed as an act of indiscipline and may invite fine. The college will seriously consider this fact while determining eligibility of students for University / Board exams.
3. Students must not cause damage to or destroy college property. Any misuse or damage caused intentionally or unintentionally will invite stringent punishment. All the students from the class involved in the bad act will be held responsible collectively for any damage in the particular class, unless the individual offender is identified.
4. Students shall maintain decorum in the college premises. Any indiscipline or misbehaviour, both inside and outside the college premises will attract severe punishment. The names of students found guilty of misconduct will be removed from the college rolls.
5. Students must enter their respective classes before the period bell goes. They should utilize their free time in the college library. Students should not cause any disturbance to teaching as well as general functioning of the college.
6. No student will be allowed to participate in or attend any activity in the college without identity card.
7. The students are directed to record permanent address / contact numbers of their parents / guardians. Any change in this respect must be brought to the notice of college office immediately.
8. It is the responsibility of the students / parents / guardians to find out to which scholarships (enlisted on page no. 13/14) the student is eligible for and to apply accordingly for the same along with the required documents.
9. Any difficulty faced by the student should be brought to the notice of the Principal or the Superintendent.
10. Smoking , chewing of Gutka, Pan, Tobacco or taking any banned drugs and narcotics etc. on the college campus are strictly prohibited.
11. No student will send anything concerning the college for publication without prior permission of the Principal.
12. Any political movement, demonstration or agitation involving the name of the college is strictly prohibited.
13. Students shall see the college notice board daily. The college will not be held responsible for any loss arising out of any negligence in this regard.
14. Ragging is strictly prohibited. Any student found guilty will be proceeded against under Maharashtra Government Ordinance No.33 dated 15 May, 1999 and will be expelled from the college forthwith.

15. No outside artists will be allowed to take part in the college cultural activities.
16. Students must keep with them photocopies of all the documents submitted to the college office. The documents once submitted will not be returned for any temporary cause. Photocopies of the documents may be made available to the student under extraordinary conditions on payment of Rs. 10 per copy.
17. Students must collect their original documents, if any, within three years of leaving the college. Thereafter Rs. 10 will be charged as fine per document per year.
18. The details of the uniform wearing as finalized by the college are given below :
For Boys : Sky Blue Shirt & Navy Blue Pants.
For Girls : Sky Blue Kurta, Navy Blue Salwar & Dupatta.
19. Women's Grievance Committee has been formed in the college by the Notification No. SGBAU 772012 dt. 21/06/2012. (ICC)
20. Students' Development Cell as has been formed in the college by the notification No. SGBAU - 13/47/2019
21. Be honest, upright and straightforward in all your dealings.
22. If you are intelligent, let your classmates be benefitted by your intelligence.
23. Utilise every minute of your leisure well. Always use polite language.

Every Monday : Khadi Day for College Staff.

Library Rules

1. Only two books will be issued for a week.
2. Each book will be renewed once only.
3. The following reading materials will not be allowed to take out of the library.
 - a. Reference books
 - b. Reading materials regarding competitive exam.
 - c. Periodicals (Journals & Magazines)
 - d. Newspapers
 - e. Questions papers' sets
 - f. Syllabus
 - g. Bound volumes of periodicals
 - h. Newspapers' clippings
 If the above reading materials are taken out of the library, the student will be charged ₹ 10/- per day.
4. Books will be issued to the BT (Borrower's Ticket) owner only.
5. Double price will be charged on the lost or torn books.
6. For the second BT ₹ 50/- will be charged. (If the BT is lost)
7. ₹ 25/- will be charged on the damage of Bar Code.
8. If books are not returned within given period, the student will be charged ₹ 1/- per day for each book.

Newly Added Services to the Students

1. Online Public Access Catalogue
2. Motivational & other useful video-lectures in the reading room.

Concessions

Sr. No.	Name of Scholarship	Class	Eligibility
1.	Economically Backward Classes	XI & XII BA, BCom & BSc	Annual Income is not more than ₹.1,00,0000/- Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3) Gap Certificate(if required) (4) Photocopy of Aadhar Card (5) Photocopy of Ration Card
2.	Girls' Concession	XI & XII	Only Girl-students those who are not eligible for any other scholarship or concession. Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3) Photocopy of Ration Card
3.	Primary Teachers' Concession	XI & XII BA, BCom & BSc	Ward of Primary Teachers Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3) Photocopy of Ration Card (4) Duly signed certificate by Headmaster / Principal with seal (5) Duly signed certificate by BEO / EO with seal
4.	Secondary Teachers' Concession (State)	XI & XII BA, BCom & BSc	Ward of Secondary Teachers Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3) Photocopy of Ration Card (4) Duly signed certificate by Headmaster / Principal with seal (5) Duly signed certificate by BEO / EO with seal
5.	Ex. Military Servicemen's Concession	XI & XII BA, BCom & BSc	Ward of Ex. Military Servicemen Documents :- 1) Photocopy of TC (2) Photocopy of marksheet (3) Photocopy of Ration Card (4) Duly signed Certificate by the relevant office with seal

Scholarships

Sr. No.	Name of Scholarship	Class	Eligibility
1.	Govt. of India Scholarship (GOI)	XI & XII BA, BCom BSc, MA	<p>1) SC, ST category students whose parents' Annual income is below ₹ 2,00,000/-</p> <p>2) OBC, SBC, VJNT Category Students whose parents' Annual Income is below ₹ 1,00,0000/-</p> <p>Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3) Gap Certificate(if required)(4) Income Certificate (5) Affidavit for income on Bond Paper of ₹ 20 (7) Photocopy of Caste Certificate (8) Non-creamy layer certificate (9) Photocopy of Aadhar Card (10) Photocopy of first page of Bank Passbook</p> <p>NB : No need of Affidavit for SC /ST Students.</p>
2.	Govt. of India Free Ship	XI & XII BA, BCom, BSc, MA	<p>SC,ST,OBC,SBC,VJNT category students whose parents' Annual Income is more than Rs. One Lac but less than ₹6,00,000/-</p> <p>Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3) Gap Certificate(if required)(4) Income Certificate (5) Affidavit for income on Bond Paper of ₹ 20 (7) Photocopy of Caste Certificate (8) Non-creamy layer certificate (9) Photocopy of Aadhar Card (10) Photocopy of the first page of Bank Passbook</p> <p>NB : No need of Affidavit for SC /ST Students.</p>
3.	Minority Scholarship	XI & XII BA, BCom, BSc, MA	<p>Muslim, Christian, Sikh, Parshi, Buddha & Jain category Students whose parents' Annual Income is not more than ₹.2,00,000/- (Two Lac) and more than 50% marks in passing above examination can apply.</p> <p>Documents : 1) Duly filled On-line form (2) Photocopy of TC (3) Photocopy of marksheet (4) Photocopy of Ration Card (5) Self Declaration of Minority Class (6) Self declared Annual Income Certificate of father with Revenue Stamp (7) Photocopy of Aadhar Card (8) Photocopy of the first page of Bank Passbook</p>
4.	Open Merit Scholarship (State)	BA I,BCom I BSc I	<p>All category students with more than 60% marks in XIIth class examination can apply</p> <p>Documents : 1) Photocopy of TC (2) Photocopy of marksheet (3)Photocopy of Aadhar Card (4) Photocopy of the first page of Bank Passbook</p>
5.	National Merit Scholarship	BA, BCom, BSc	<p>All category students whose parents' Annual Income is not more than ₹25,000/- can apply</p>

INCENTIVE MARKS

SGB Amravati University vide its Ordinance No.1/85 has made a provision to award incentive marks to encourage students to participate in NSS, NCC, Inter-Collegiate, Inter Cultural Activities, Games and Sports and many other extra-curricular activities. Maximum ten marks will be awarded for participation in the following activities :

SR. NO.	ACTIVITIES	INCENTIVE MARKS
i	National Cadet Corps (NCC) a) Participation for entire year b) 'B' Certificate c) 'C' Certificate d) Participation in Republic Day Parade	 5 2 2 3
ii	National Service Scheme (NSS) a) Whole year participation (120 hours) b) Whole year participation (Including a camp) c) Whole year participation (Including two camps)	 5 5+1 5+2
iii	Games and Sports a) Participation in Inter-collegiate tournaments and events (For each game) b) Participation in Inter-University tournaments and events (For each game)	 3 5
iv	Cultural Activities a) Participation in University recognized Inter-Collegiate Debate / Drama / Singing etc.(Each discipline) b) Participation in Inter University competitions	 3 4
v	Blood Donation (Each time) (Maximum of 5 marks can be awarded)	 2
vi	Participation in Government sponsored essential statistics collection drives	 3
vii	Home - Guards a) Full year Participation b) Full year Participation (Including one camp)	 3 5

Co-curricular and Extra-Curricular Activities

1. **College Examination** : Besides the University Examination, unit tests and Terminal Examinations will be held as mentioned in the Annual Plan 2018-19. A student remaining absent for these examinations or securing less than 25% marks in them is liable to be fined. All the rules framed by the college examination committee will be binding on all students.
2. **Seminar / Group Discussion** : One seminar / group discussion will be held for every class in every subject, as specified in Annual Plan.
3. **Physical Education** : The students not participating in NCC, NSS or Inter-Collegiate Sports Competitions are required to attend classes of Physical Training. However, those having physical disability may be exempted.
4. **NSS** : The NSS unit of the college accommodates 200 (selected) college students (Unit 1: 100 Boys, Unit 2 : 100 Girls). The students admitted to the NSS unit will have to obey the rules of NSS. It is compulsory for the students to be a part of the unit for two years and to attend one special camp to be eligible for Incentive Marks.
5. **NCC** : The college has an NCC unit. Students with special talent and distinctions can get the benefit of the State Govt. and Chief Minister's Scholarship Schemes. The cadet who has completed graduation and passed 'C' Certificate examination with 'A' Grade may be exempted from written examination for the officer's post in the Army, conducted by the Service Selection Board. **Admission to NCC unit should be confirmed in the month of July.**
6. **College Magazine "Gawilgad"** : The college brings out an issue of the magazine "Gawilgad" which contains the best contributions of the students. The magazine is sent to University for the Inter-Collegiate Competition of College Magazines at the end of the session.
7. **Educational Tours** : Educational Tours to reputed Industries / Scientific Institutions / Historical Locations are conducted. **Most desirable span** : After completion of 1st / 3rd / 5th / 6th semester examinations as applicable. **For yearly pattern** : In the beginning of the winter vacations.

Teaching Staff

Arts Faculty

Sr. No.	Name	Qualification	e-mail	Contact No.
1.	Dr Bashisth Choubey (Principal)	MA, PhD	bbchoubey@gmail.com	9423853815
English				
1.	Dr BV Rathi	MA, MPhil, PhD	beena_rathi@rediffmail.com	9421931840
2.	Dr SB Gadpayale	MA, SET, PhD	satyendragadpayale777@gmail.com	9960884646
3.	Mr IG Jadhav	MA, MPhil	indaljadhav2011@gmail.com	9881486922
4.	Dr CB Kedar	MA, SET, PGCTE, PhD	drchaturanandkedar@gmail.com	8956270621
Marathi				
1.	Ms AB Pendokhare	MA, MPhil	anshumati.pendokhare@gmail.com	9404109280
2.	Dr SV Athawale	MA, PhD, NET	sujataathawale63@gmail.com	9923800468
3.	Ms PK Awandkar	MA, NET	pratibhaawandkar65@gmail.com	8805799043
4.	Mr MK Giri	MA, NET	mkgigi7867@gmail.com	9421736662
History				
1.	Dr VR Tirpude	MA, PhD	vijaytripude111@gmail.com	8888703135
2.	Dr NU Saraf	MA, NET, (JRF) PhD	nusaraf88@gmail.com	9422881115
Political Science				
1.	Dr PT Wakode	MA, PhD	pradipwakode61@gmail.com	9420074297
2.	Mr SH Kinshikar	MA	Skinshikar2@gmail.com	9421786488
Economics				
1.	Ms KP Hirulkar	MA, MPhil	kavitahirulkar@gmail.com	9421678466
Home Economics				
1.	Dr SA Jawanjal	MA, MPhil, PhD	sangitajawanjal12@gmail.com	9766333927
2.	Dr MP Barapatre	MA, PhD	malabarapatre795@gmail.com	9503157047
Commerce				
1.	Ms TB Uke	MCom, MPhil	uketaib@gmail.com	9325515532
2.	Mr SU Deshmukh	MCom, MPhil, MA(Eco)	sanjaydeshmukh139@gmail.com	9404377828
3.	Dr AG Pitale	MCom, MPhil, MA, LLB, PhD	agpitale2016@gmail.com	7875376226
Physical Education				
1.	Mr SP Bijawe	MPed, NET, SET	sameerbijwe2011@rediffmail.com	9921199606
Librarian				
1.	Dr JE Maldhure	MLISc, MPhil, PhD	jugalmaidhure@gmail.com	9922283553

Science Faculty

Sr. No.	Name	Qualification	e-mail	Contact No.
Chemistry				
1.	Dr PV Raut	MSc, MPhil, PhD	pavanraut5@rediffmail.com	9850595023
2.	Dr PP Bhatkar	MSc, PhD	preranabhatkar1@gmail.com	8055259809
Botany				
1.	Mr KU Makode	MSc, MPhil	makodeku@gmail.com	9860637738
2.	Mr MJ Dagwal	MSc, MPhil, NET	mdagawal@gmail.com	9326827719
Zoology				
1.	Dr SK Zilpe	MSc, PhD	skzilpe13@gmail.com	9403308538
2.	Ms MR Yeotkar	MSc, MPhil	mamtayaeotkar@rediffmail.com	9422648827
Mathematics				
1.	Mr CD Wadale	MSc, MPhil	wadalecd@gmail.com	9975544754
Physics				
1.	Mr RB Mankar	MSc, SET	rbmankar@gmail.com	9960168722

Junior College Staff

Arts :

S.N.	Name	Subject	Qualification	Contact No.
1.	Ms RD Shionkar	Food Science XI Home Management XI Child Development XII	MSc, MA(HECO), BEd	9850644440
2.	Ms AN Banait	English & Marathi	MA (Eng, MAR) BEd	8208429528
3.	Mr AP Tade	Political Science & History	MA (POL,ECO) BEd,SET	9881434852
4.	Vacant	Economics & Co-operation	--	--

HSC Vocational (MCVC)

S.N.	Name	Designation	Qualification	Contact No.
Accounting & Office Management				
1.	----	Vacant		
2.	Mr IB Dabhade	Teacher(Pract.)	MCom, BEd	8390047401
Marketing & Retail Management				
1.	Mr CL Ambulkar	Teacher	MCom	9420191372
2.	Mr SV Sarda	Teacher(Pract.)	MCom	9421823871
Logistics & Supply Chain Management				
1.	Mr GM Bagadi	Teacher	MCom	9421736476
2.	Mr NB Wankhade (NCC Officer)	Teacher(Pract.)	MCom	9421823870
3.	English		Vacant	–
4.	Marathi		Vacant	–
5.	GFC		Vacant	–

Non-Teaching Staff

Office :

Sr. No.	Name	Qualification	Designation	Contact No.
1.	Mr BL Mhasal	BA	Superintendent	9850320265
2.	Mr GR Otokar	MCom	Head Clerk	9822200214
3.	Mr NR Gomashe	BA	Senior Clerk	9850324084
4.	Mr DH Lande	BSc, CLib	Library Clerk	9960886000
5.	Mr HM Kukalkar	BA	Junior Clerk	9822248537
6.	Mr DA Sawarkar	BCom	Junior Clerk	9423716040
7.	Mr PW Daberao	BA	Junior Clerk	8605290413
8.	Ms KP Hagone	2 nd Std. Passed	Peon	9767870934
9.	Mr TU Gaigole	7 th Std. Passed	Peon	9527483118
10.	Mr SA Kurhekar	HSC	Peon	9545898420

Library :

Sr. No.	Name	Qualification	Designation	Contact No.
1.	Mr GN Abhyankar	6 th Std. Passed	Library Attendant	9921212137
2.	Mr PM Nandurkar	BA, PGDCS, CLib	Library Attendant	9860322132
3.	Mr DK Solanke	BA	Library Attendant	9922475409
4.	Mr PS Giri	BA	Library Attendant	9326969685
5.	Mr SB Sarda	BCom	Library Attendant	9403034241
6.	Mr MO Sarda	BCom	Library Attendant	8605290311

Science :

Sr. No.	Name	Qualification	Designation	Contact No.
1.	Mr VG Sarda	BSc	Laboratory Assistant	9405586552
2.	Mr PO Sarda	BCom	Laboratory Attendant	9923316150
3.	Mr PU Loyate	BCom	Laboratory Attendant	9657575651
4.	Mr VR Tayade	BA	Laboratory Attendant	9766948970
5.	Mr SS Sarode	MA (HIS)	Laboratory Attendant	8600199610
6.	Ms AM Chavan	HSC	Laboratory Attendant	9764253525

HSC Vocational (MCVC) :

Sr. No.	Name	Qualification	Designation	Contact No.
1.	Vacant	–	Clerk	
2.	Mr GJ Mandave	BCom, BPEd	Peon	9850534025

**Prizes Sponsored by the College Staff &
the Management for the Meritorious Students of the College**

1. Late Shri Narsingdasji Sarda Memorial gold medals sponsored by Shri JN Sarda, working Chairman of Shri Sarda Education Society for the student who scores the highest marks at degree level from the college in the faculty of Arts and Commerce.
2. Late Smt Ratnabai Sarda Memorial gold medal sponsored by Shri JN Sarda, working Chairman of Shri Sarda Education Society for the student who scores the highest marks at degree level from the college in the faculty of Science.
3. A cash prize of ₹ 1001/- sponsored by the Department of Marathi for the student who scores above 60% marks at BA Final in Marathi Literature.
4. A cash prize of ₹ 1001/- sponsored by the Department of English for the student who scores above 60% marks at BA Final in English Literature.
5. Late Shri Gangadhar Ramkrishna Pitale memorial cash prize of ₹ 501/- to the student of BCom Final who scores above 60% marks in the faculty of Commerce.
6. Late Smt Devkabai Uke memorial cash prize of ₹ 1001/- for the student of BCom Final who scores above 60% in CMA in the faculty of Commerce.
7. A cash prize of ₹ 1001/- sponsored by Ms Kavita Hirulkar to the BA Final student who scores above 60% marks in Economics.
8. A cash prize of ₹1001/- sponsored by Dr MP Barapatre for the student who scores more than 60% marks in Home-Economics at Post-Graduate level.
9. A cash prize of ₹ 1001/- sponsored by the Physical Education Department for the student who wins accolades in sports at Uni. level, National level or International level.
10. Late Smt Shevantabai Dabhade memorial cash prize of ₹ 501/- sponsored by Shri PB Dabhade to the student who scores above 60% in XIIth Arts in Co-operation subject.
11. A cash prize of ₹ 3400/- sponsored by Ms Pratibhatai Deshmukh to the student of the college who stands first from all the three faculties of the college at degree level.
12. Late Shri Marotirao Ramchandra Kahane memorial cash prize of ₹ 1001/- to the student scoring the highest marks in Marathi Literature in BA II
13. Late Shri Keshawraoji Zilpe memorial cash prize of ₹ 1001/- to the student scoring the highest marks at college level in BSc II in Zoology.
14. Late Smt Gitabai Vishwasrao Athawale memorial cash prize of ₹1001/- sponsored by Dr Sujata Athawale for the student scoring at least above 60% marks in BA Final in Compulsory Marathi .

15. Late Smt Rukhmabai Bhaskarrao Pendokhare memorial cash prize of ₹1001/- to the student scoring highest marks at the college level in Marathi Literature in BA I.
16. Late Shri Jivan Krishnarao Awandkar memorial cash prize of ₹ 501/- to the student of the college scoring highest marks in Marathi Literature in BA II
17. Late Adv Abaraoji Champatraoji Jawanjal memorial cash prize of ₹ 1001/- sponsored by Dr Sangita A Jawanjal to the student who scores highest marks in BA III Exam in Home-Economics.
18. Late Shri Rajaramji Berad memorial cash prize of ₹1100/- sponsored by Dr Ramesh R Berad, Nashik on an interest from fixed deposit of ₹ 11,000/- to the student of BCom III who scores the highest marks.
19. A cash prize of ₹1001/- sponsored by Shri CD Wadale for the student who scores the highest marks in BSc III in Mathematics.
20. Late Shri Bhagwantrao Tukaramji Raut memorial cash prize of ₹ 1000/- sponsored by Shri Pawan V Raut to the student who scores the highest marks in Chemistry in BSc II.
21. Late Shri Uttamraoji Tukaramji Makode memorial cash prize of ₹1000/- sponsored by Shri Keshav U Makode to the student who scores the highest marks in Botany in BSc I.
22. A cash prize of ₹ 1000/- sponsored by Shri Mangesh Dagwal for the student who scores the highest marks in Botany in BSc III.
23. A cash prize of ₹ 1001/- sponsored by Ms Mamta Rambhau Yevatkar for the student who scores the highest marks in Zoology in BSc I.
24. Late Smt Kamlabai Rathi memorial cash prize of ₹ 1001/- sponsored by Dr Beena Vinod Rathi to the student scoring the highest marks in English at BA.
25. A cash prize of ₹ 1001/- sponsored by Mr Rajandra Babanrao Mankar for the student who scores the highest marks in Physics in BSc I.
26. A cash prize of ₹ 4000/- sponsored by the Department of Marathi for the student who qualifies NET / SET Exam in Marathi .
27. Late Shri Panditrao Begaji Dabhade memorial cash prize of ₹2001/- sponsored by Shri Ishwar Dabhade for the student who scores the highest marks in HSC Vocational (MCVC) in Accounting & Office Management.
28. Late Shevantabai Begaji Dabhade memorial cash prize of ₹1001/- sponsored by Shri Ishwar Dabhade for the student who scores the highest marks in HSC Vocational (MCVC) in Accounting & Office Management.
29. The college management proposes to award 'In House Research Fellowship' of ₹ 5000/- to 25,000/- to any student of the college who intends to do research in his/her subject.

FACILITIES

- ◆ Rich infrastructure on the premises of 13 acres.
- ◆ Courses offered in Arts, Commerce & Science faculty in senior college.
- ◆ Recognized Research Center for the Department of English and Home Economics.
- ◆ A full fledged library with more than 36000 books and e materials.
- ◆ YCMOU distance education center for BA, BCom & MCom courses.
- ◆ A spacious playground with 200 mtrs Running Track.
- ◆ International level Basketball Court.
- ◆ Well equipped Laboratory.
- ◆ Digital classrooms
- ◆ Internet facility
- ◆ Health center
- ◆ Entire campus is under CCTV surveillance
- ◆ Botanical garden of 10000 sqft enriched with medical plants.
- ◆ Cafeteria
- ◆ Rain water harvesting system has been setup on premises
- ◆ Social unit activity like NSS & NCC
- ◆ Students' Development Cell

SPECIAL FEATURES

- ◆ Highly qualified and experienced faculty.
- ◆ A competitive Exam Guidance Center
- ◆ Prizes and felicitation of meritorious students with their parent.
- ◆ Active participation of college inter university sports meets.
- ◆ Special concession for promising poor students.
- ◆ Student - Teacher Guardian Scheme
- ◆ Observe no vehicle day once in week
- ◆ Fellowship for poor, needy and meritorious students.
- ◆ 9 University Colour Holder Students in the session 2018-2019
- ◆ Competent Administrative Staff
- ◆ Embankment constructed near the college for water conservation.
- ◆ Registered Alumni Association.
- ◆ The college has started a scheme of earning while learning for students who work in anyway for the upliftment of the college premises.

Shri Sarda Education Society (Trust), Anjangaon Surji's
(A Linguistic Minority Educational Institute)
(PTR No. E-112, Amravati)

- 1) Smt Radhabai Sarda Arts, Commerce & Science College
- 2) Junior College of Arts & Science
- 3) HSC Vocational (Earlier known as MCVC)
- 4) Post Graduate programmes in English, Marathi & Home-Economics
- 5) A Study Center of Yashwantrao Chavan Maharashtra Open University, Nashik, Center No. 1234 A
- 6) Shri Ganeshdas Sarda Primary School
- 7) Smt Krishnabai Sarda English Medium School
- 8) Sarda Career & Science Academy
- 9) Research Centre for PhD in English & Home-Economics.

Shri Abhay N Sarda
President

Dr Amar R Sarda
Secretary

Dr Bashisth Choubey
Principal

Smt Radhabai Sarda Arts, Commerce & Science College

Anjangaon Surji 444 705

Identity Card Form - Session 2018 -19

Name

Class

Section

Date of Birth

Blood Group

Affix
Passport
Size
Photograph

Aadhar Card No.

Mobile No.

Address

Smt Radhabai Sarda Arts, Commerce & Science College

Anjangaon Surji 444 705

Identity Card Form - Session 2018 -19

Name

Class

Section

Date of Birth

Blood Group

Affix
Passport
Size
Photograph

Aadhar Card No.

Mobile No.

Address

Smt Radhabai Sarda Arts, Commerce & Science College

Anjangaon Surji 444 705

Identity Card Form - Session 2018 -19

Name

Class

Section

Date of Birth

Blood Group

Affix
Passport
Size
Photograph

Aadhar Card No.

Mobile No.

Address