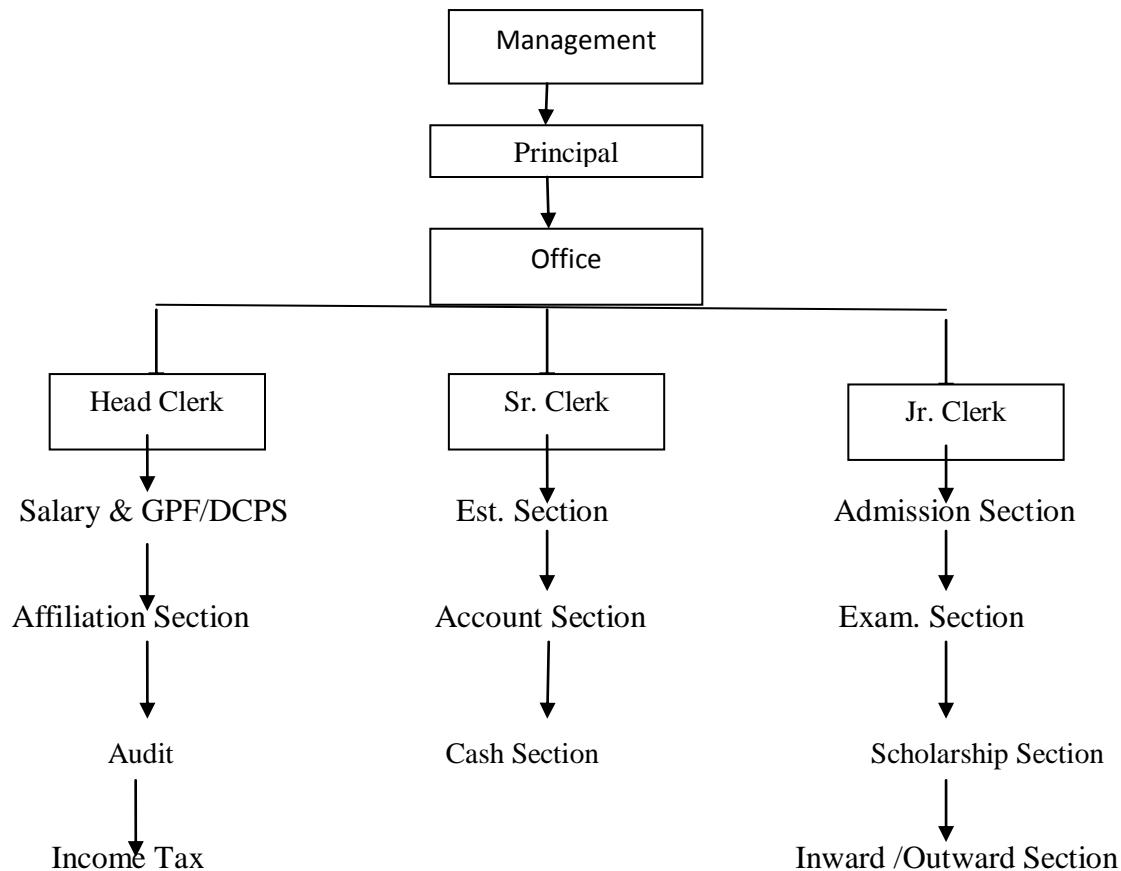


Office profile

The college has an in built mechanism to check the work efficiency of the non-teaching staff. The various administrative and academic duties are carried out as per the defined directions, power and responsibilities administered by the management, Anusaya Shikshan Prasark Mandal .The various authorities in the institution carry out their obligations as per the Act, Governments Statues and Ordinances.

The office staff serves the needs of students, teachers, and administrators in the field of education .The office S.S.S.Pawar College of Purna is plays a very effective role by providing various services and facilities to the students and the academic staff of the college to enrich the academic atmosphere on the college campus.

The overall monitoring is carried out by the Principal .The chart indicates the system of office administration.



Highlights of Office

1. Computerization of Accounts and salary of the staff
2. Using office Management Software for students record.
3. Uses Computerized accounting of the College.
4. Issue documents to the students in minimum time

Aims & Objective of Office

1. To provide services to the students.
2. To provide services to the teaching staff.
3. To maintain up-to-date service books of all the staff.
4. To serve in maintaining cleanliness of the College campus.
5. To keep the college record safe &update

Present Status of the Office

Staff Position:

1. Head Clerk : 01
2. Senior Clerk : 01
3. Junior Clerk : 01

Section of the Office :

1. Accounts Section
2. Establishment Section
3. U. G. Section
4. P.G. Section
5. Scholarship Section
6. Inward /Outward Section

1. Accounts Section :

The Account section maintains all type of accounts up-to-date. It prepare salary bills of all staff ,the section issues salary certificates, claim medical reimbursement bills. G.P.F. proposals salary arrears bills to the concern authority for section.

2. Establishment Section :

This section keeps service books up-to-date of all the staff. Maintain correspondence with the Affiliation University, Joint Director's office, Director Higher Education, Pune, UGC and others

3. U.G. Section :

The cash section provides services to the students of B.A. and B.Lib. regarding their Examinations work, Eligibility, admission. Issues bonafied certificate ,T.C., their grievances and revaluation etc.

4. P.G. Section:

The P.G.Section provides services to the students of M.Lib. regarding their Examinations work, Eligibility, admissions. Issues bonafied certificates ,T.C., Migration certificate and their grievances, revaluation etc.

5. Scholarship Section:

The Scholarship Section provide services to the, Undergraduate, Post –graduate students regarding their various scholarships such as Government India scholarships, Minority Scholarships, Rajarshri Shau Scholarship, Eklavya Scholarship, Merit Scholarship etc.

6. Inward /Outward Section:

This section keep record of all the documents incoming and out going in the outward and inward registers and distribute it as per endorsement to the concerned section for onward process.This section also maintain the record of all type of leaves of the staff members.




Office Hours

- Monday to Saturday : 09:00 am to 5:00 pm
- The office remains closed on Public Holidays.

Computerization of office

Our office is fully computerized .The office is using Software namely “College Management Software, Tally.fox pro.etc.

Office Staff

Sr. No.	Name	Designation	Qualification	Photo
01	Shri.Kadam M.G.	Head Clerk	B.A.	
02	Shri.Bhosle S.B.	Sr. Clerk	B.A.	
03	Shri.Kadam D.B.	Jr. Clerk	B.A.	

Future Plans

1. To develop fully office atomization of the office.
2. To provide services to the students to their utmost satisfaction.
3. To take efforts to maintain filling system up-to-date.
4. To take efforts to enrich the professional development of the staff by giving training to them