

WELCOME

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

ADMINISTRATIVE OFFICE

Modern College of Arts, Science & Commerce,
Ganeshkhind, Pune – 411 053

E-mail : info@moderncollegegk.org

Website: www.moderncollegegk.org

Tel :020-25634021

Fax: 020-25650931

Highlights

- Spacious, air-conditioned & well furnished administrative office.
- Well structured and organized work tables with computers with LAN, Internet, Latest Software's and other facilities
- Young, Efficient, Qualified & computer literate clerical staff.
- All latest office reprography and EPBX facilities.



Structure of the office

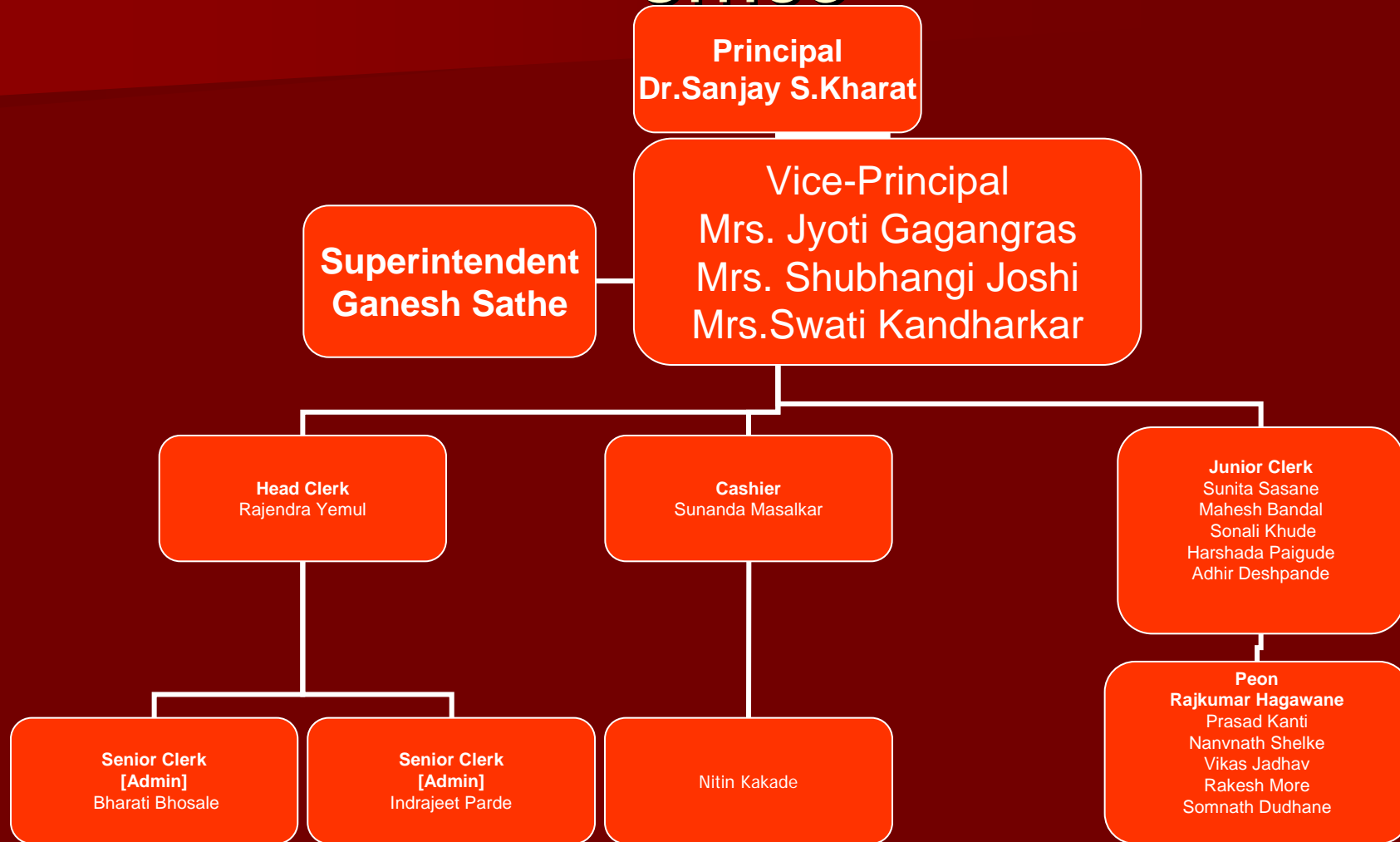


■ Principal	1
■ Vice-Principal	3
■ Superintendent	1
■ Head Clerk	1
■ Senior Clerk	2
■ Junior Clerk	7
■ Peon	6

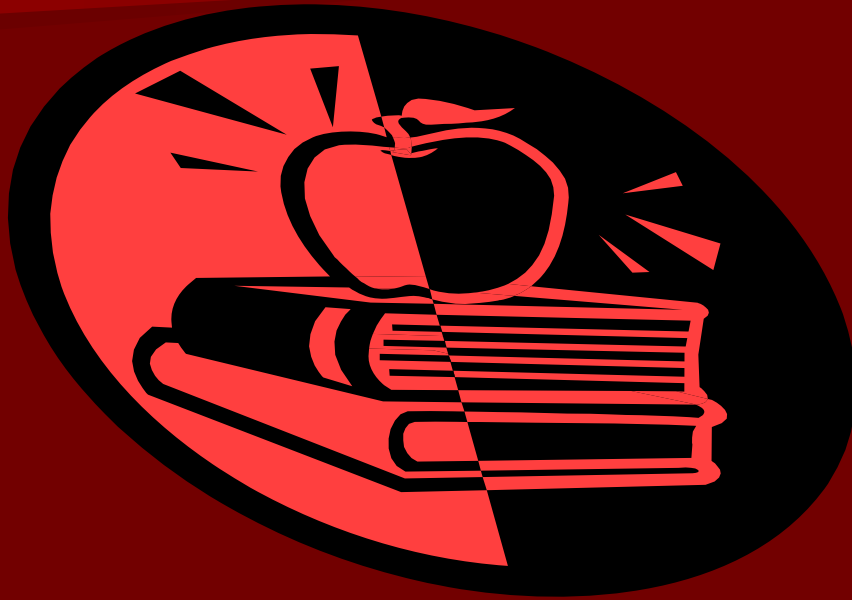
Overall Staff working in the college

■ Total Teaching Staff	113
■ Total office Staff	17
■ Total laboratory staff	39
■ Total library staff	12
■ Grand Total	181

Administrative Structure of the office



Library Staff



■ Librarian	1
■ Library Clerk	1
■ Library Attendent	5
■ Peon	6

Laboratory Staff

■ Lab. Assistants	5
■ Hardware Engr.	1
■ Lab.Attendent	23
■ Peon	10



Genderwise Non-Teaching Staff

■ Female	09
■ Male	59
■ Total	68

Following are the important functions of the office

- Admission management
- Budget Development and implementation
- Purchasing
- Human Resources
- Accounting
- Exam Management
- Printing
- Record Management
- Forms Management
- Payroll
- Facilities Management
- Space Management
- Risk Management
- Grants Administration
- Assisting Students
- Information Technology and telecommunication
- Monitoring the management of health and safety in the college premises
- Assisting heads of the departments in identifying health and safety needs in their departments

Student-Friendly Services

- First point of contact for students.
- Separate counter for admissions, exam, cash, accounts & enquiry.
- Facultywise allocation of duties to clerks
- Timely intimation to students about university circulars, notices etc.
- Co-operative and polite treatment to students & teaching staff.

Office Equipments

■ Computers	12 Nos
■ Laptops	03 Nos
■ Scanner	01 Nos
■ Dot Matrix Printer	02 Nos
■ Inject Printer	01 Nos
■ Laser Printer	01 Nos
■ EPBX System	02 Nos
■ Xerox cum Central Printer Machine	01 Nos
■ Fax Machine	01 Nos
■ Split A.C.	05 Nos
■ Water Purifier	02 Nos
■ Generator	01. nos

List of Software in the Office

- Latest multy user version of TallyERP9.0
- Vrudhi – Office Administration Software
- Akruti & Shree Lipi – Marathi & Hindi Typing
- E-Tax – For calculation of TDS & Filing Income Tax Returns
- Payroll System.
- Internet Access.
- Shishyavruti Sankalan for Scholarship & Freeship

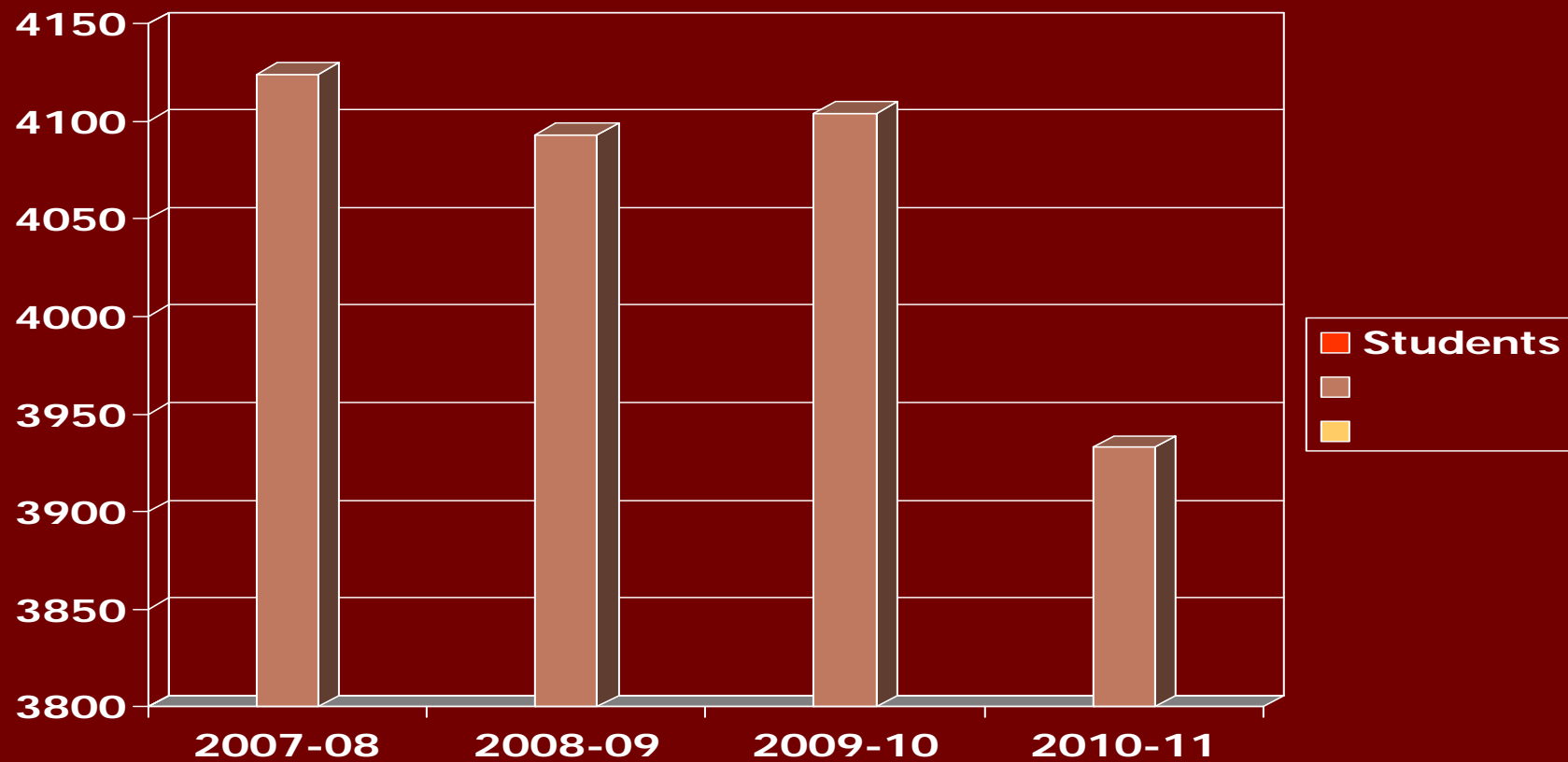
Workshops, Training & Extra Curricular Activities

- District Level workshop on "Capacity Building".
- Yog Shibir for Admin Staff.
- Tree Plantation Programme.
- Soft Skill Development Programme.
- Spoken English Course.
- One day Picnics.
- Many of the staff regularly attending the various workshops, seminars and conferences organized by the other colleges and university.
- Office has also conducted the "Central Assessment Programme" on various exams assigned by the university of Pune.

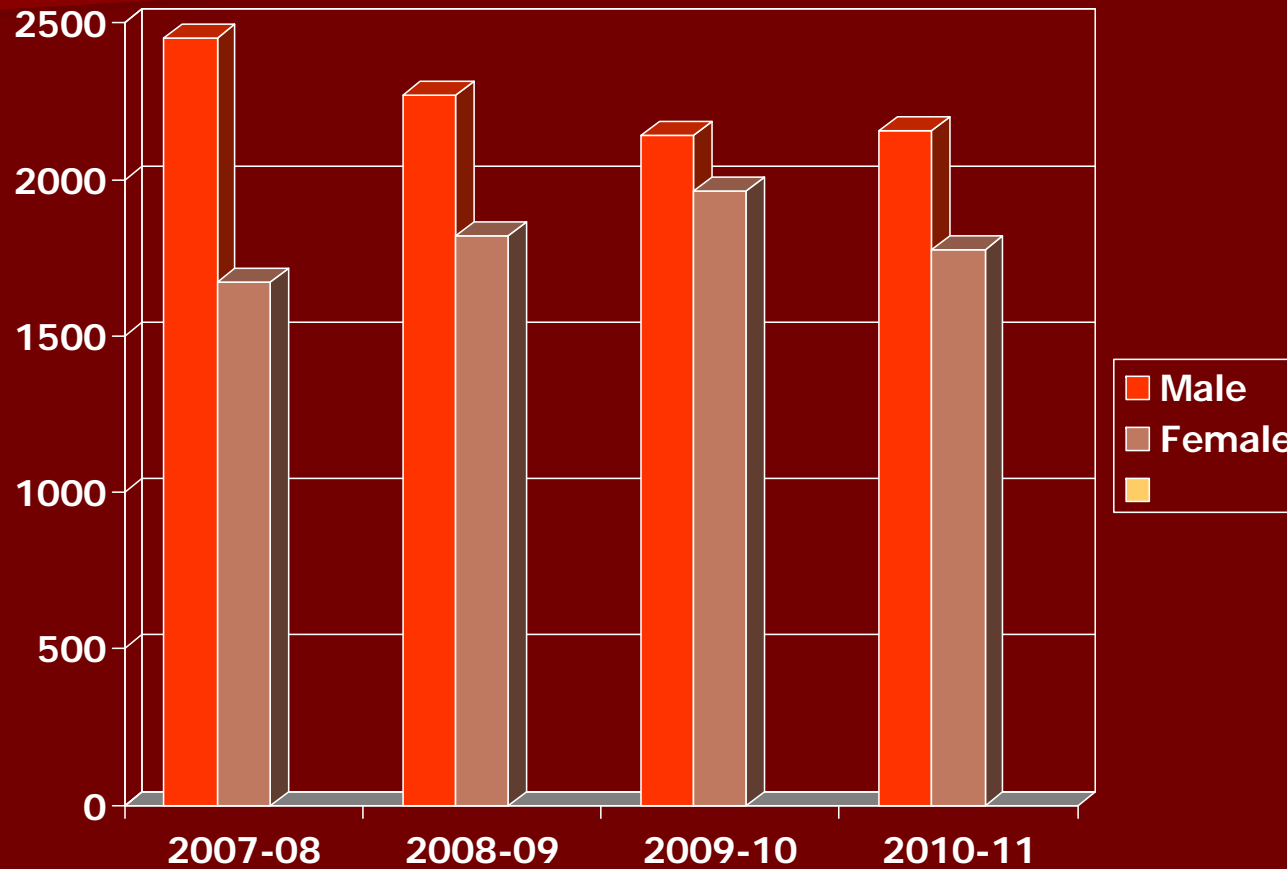
Workshops & Extra curricular activities



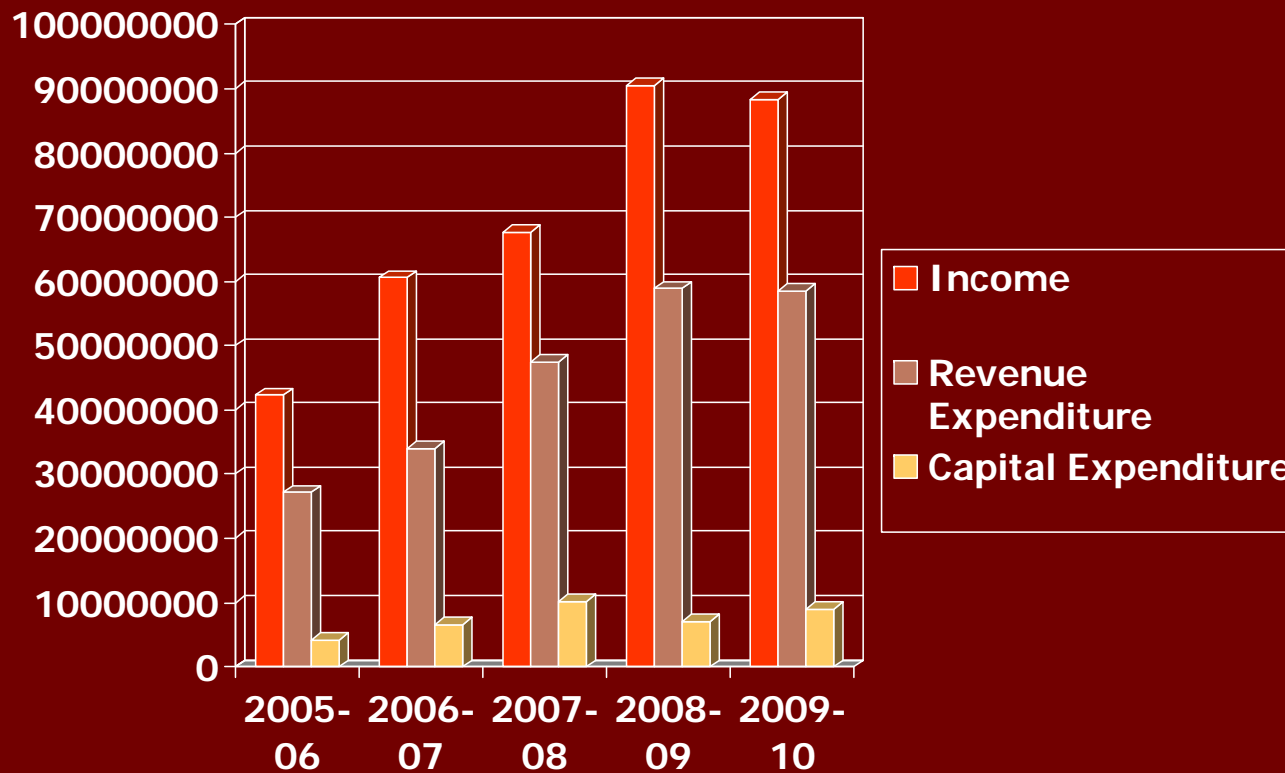
Yearwise Student Strength for last three year.



Genderwise Students Data for last four years



Overall Financial Progress of the College.



Admin. Staff Group Photo with Principal & Vice-Principal



Future Aims & Goals

- Minimum paper office
- Online Admission
- Online information technology to students and other staff.

Thanks

