

Radheya Charitable Trust's
D. B. Institute of Management & Research

Mahalangra, Tal-Chakur, Dist-Latur. Pin- 413 581



Citizen's Charter Year 2025-26

As per Right To Information Act (RTI 2005), Clause. No. 4(1) (b)

About US:

The Institute is established in 2011 by *Radheya Charitable Trust, Latur* by undertaking endeavor to spread management education to the rural masses. The parent institution currently runs two institutes and one school imparting education from primary to higher secondary schools, technical institutes approximately 850 students from rural area avail the facilities. The institute offers 01 PG Programme in Management streams. Research is encouraged among the staff and students through various activities, such as State Level Intercollegiate Elocution Competition, participation and organization of workshops, seminars and conferences on various current issues and subjects. To keep up with the change, the institute has completed digitization in office and the same is in progress in library. Computerization of administration has resulted in online admission process, digital admission form verification, digital cash collection. The institute is constantly engaged in enhancement of the quality. Keeping in view the social responsibility of the institute, the institute has actively participated in various social welfare drives such as adoption of girl child, women empowerment, blood donation, tree plantation and rain water harvesting.

A handwritten signature in blue ink, appearing to read 'B. B. Kaul'.

Director

D B Institute of Management & Research
Mahalangra, Tq. Chakur, Dist. Latur

VISION:

1. To be recognized nationally and internationally for excellence in Management Education to benefit the society.
2. D B Institute of Management & Research strives for achieving academic excellence through value based education, research and industry to create individuals who make a difference as global leaders and entrepreneurs.

MISSION:

Our mission is to create favorable environment

1. To impart quality management education.
2. To deliver value based education for the development of an individual.
3. To provide a platform where students, alumni, academicians and entrepreneurs interact to bridge the gap between academia and industry.
4. To contribute to the society through institutional social responsibility.
5. To promote and foster the culture of research for creation of knowledge pool.



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Particularsof Citizen's Charter

SN	Name of the Department	Services provided by the department	How long the service will be provided after fulfilling the required documents	Name of the Service Provider OR Name of the Administrative Servants	The officer to whom the complaint can be made, if the service is Not provided within the prescribed period
1	2	3	4	5	6
1.	Establishment Department				
	a) General	Appointment of Servants Rules and Regulations Servant Salary, Allowances, etc.	07 Days After the Selection from Selection Committee 03Days 01To 03 Days	Mr.Fahim S Pathan HOD - 7038639780 Mr.Pandurang Bembade. Junior Clerk 9803434333	Mr.Ampl G Kotme I/c Office Superintendent 9970031155
	b) Accounts	All Budgets, Receipts and Payments, Audits, Tax, Salary, Remuneration, Grants, etc, all Accounts and its documentations.	01To 03 Days	Mr.Virendra Somwanshi Chief Accountant 9552368926	Mr. Ampl G Kotme I/c Office Superintendent 9970031155

(Signature)

Director

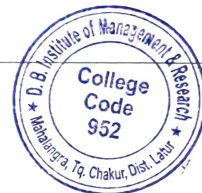
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c) Students	Admission Process	As per Circular of State CET Cell, Mumbai and DTE, Mumbai.	Mr.Pandurang Bembade. Junior Clerk 9803434333	Mr.Fahim S Pathan Admission Coordinator 7038639780
	All Scholarships	As per Government Resolution As per University Circular	Mr.Pandurang Bembade. Junior Clerk 9803434333	Mr.Ampl G Kotme I/c Office Superintendent 9970031155
	Examination: 1. University Exam 2. College Exam	01 To 03 Days 1. As per University Circular 2. As per College Circular	Miss.Sarika Mahapurkar Junior Clerk 9579674782	Miss.Shubhangi Bansode Chief Exam Officer (CEO) 7738024543
2. Academic 1. Management Programme	Information About Post Graduate (PG) Programmes	01 Day	Dr.Ramesh Bhamre. 9860867194 Mr.N.B.Bembde99 75444902 Mr.Fahim Pathan. 7038639780 Mr. Shivaji Yedake 8007794159 Miss.S.R.Bansode7 738024543 Miss.Akangsha Giri 8669867693 Miss.Manjusha Sonkamble 7798380676 Mr.Vivek Bembde771999773 0	Dr. Ramesh Bhamre Faculty In charge of Commerce


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3.	Library and Information Service	<p>Membership</p> <p>Availability of Text Book, Reference Book, Journals, News papers, etc.</p> <p>Availability of reference document in photocopy.</p> <p>Book Bank Facility</p> <p>Servant or Donor Book</p> <p>Library Budget and Purchasing</p> <p>E-Content Project</p>	<p>03Days</p> <p>01To 03 Days</p> <p>01To 02 Days</p> <p>03Days</p> <p>02Days</p> <p>07To15Days</p> <p>Daily</p>	<p>Mr.Balwant Kamble 9049906138</p>	<p>Mr. Pathan F. S HOD and Coordinator Library Committee 7038639780</p>
4.	Examination Department	<p>Determining eligibility for all examinations</p> <p>Preparation of examination schedule, arrangement of examination seats</p> <p>Taking exams and appointing examiners</p> <p>Evaluate To complete all the work related to evaluation.</p>	<p>01to 05 days</p> <p>According to the college or university circular</p> <p>According to the college circular</p> <p>According to the college or university circular</p>	<p>Preparation of examination schedule, arrangement of examination seats</p>	<p>Miss. Shubhangi Bansode Chief Exam Officer (CEO) 7738024543</p>


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		Reporting malpractice in the exam To accept the application form from the students, verify it and announce the result After the results are declared, accept the re-examination form of the students as well as the photocopy application and so on	According to the university circular According to the university circular or 3/5 days if urgent According to the university circular		
5.	Co-curricular Activities	To provide information on supplementary, extra-curricular, research and extension	03 Days	Mr.Nagesh Bembde Academic Chairman 9975444902	Dr. Ramesh Bhamre Coordinator Research Committee 9860867194
6.	Sport Department	To provide information about various sports in the sports department as per the university circular, to organize various competitions in the college, from inter-college to Forming college team in various international level competitions, training, mentoring, sending To play, preparing annual report, providing information about national-international scholarships in this department. Providing information about exams, job plans. To provide guidance of expert trainers to the students.	According to the university circular	Mr.J D Pawar Member Sport Committee 9881326838 Mr.Shivaji Yedke Member Sport Committee 8007794159	Mr.Firoz Patel Director of Physical Education Chief Sport Officer 9011843419

Dr. J. K. Kulkarni
Director

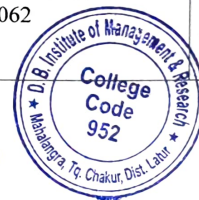
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7.	Culture Department	<p>To organize official competitions and to encourage students to participate in these competitions, guidance of students by expert instructors To make available</p> <p>Sending students to various level competitions like college, university, national</p> <p>To organize annual affection meeting, prepare annual report, provide information about national and international scholarships in this department.</p>	<p>According to the College and University circular</p>	<p>Mr.Anand Adsul Coordinator Culture Department 8793888143</p> <p>Mr.Mehboob Qureshi Co-Coordinator Culture Department 8766974399</p> <p>Mr.Nagesh Bembde Academic Chairman 8999050686</p>	<p>Mr. Shivaji Yedke Chief Cultural Department 8007794159</p>
8.	Student Council	Establishment of Student Council as per University Rules	According to the university circular	Mr.Nagesh Bembde Academic Chairman 8999050686	Mr.Fahim Pathan Student Development Officer (SDO) 7038639780
9.	Student Development Department	Provide primary healthcare, financial or educational assistance to needy students, as well as provide employment guidance and counseling	Urgent as needed	Mr. J D Pawar Coordinator University Scholarship 9881326838	Mr.Fahim Pathan Student Development Officer (SDO) 7038639780
10.	Govt., University, Act,Circular,Court Cases, etc.	Giving information regarding governance, university rules, laws, circulars to students, teachers, non-teaching staff, parents	Urgent as needed	Mr.Pandurang Bembde. Junior Clerk 9803434333	Miss.Manjusha Sonkamble Act Assistance 7798380676
11.	NAAC Assessment and AQAR	College NAAC Committee work, re-evaluation work, annual report etc.	According to the college schedule	Dr. Ramesh Bhamre NAAC Co-Coordinator 9860867194	Mr.Nagesh Bembde NAAC Coordinator 8999050686
14.	Govt.Information and Statistics Department	MIS, AISHE, University Website, College Website, etc. Fill in the information online annually and on demand, and more	Government,University, College as per schedule	Mr.Vitthal Kale Assistant Accountant 9970981062	Mr.Virendra Sonwanshi Head Statistics Department 9552368926

Dr. Ramesh Bhamre
Director

D B Institute of Management & Research
Mahalangra, Tq. Chakur, Dist. Latur

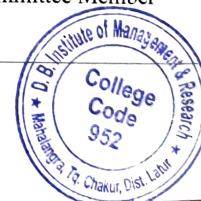


15.	Ex-Student and Parent Communication	To organize alumni and parents meet and contact parents, provide necessary information to parents, etc.	College as needed.	Mr.Nagesh Bembde Coordinator 8999050686 Miss.Shubhangi Bansode Coordinator 7738024543	Mr.Fahim Pathan Chief Coordinator 7038639780
16.	Department of Research and Development	Submitting proposals for various research and scholarship projects from the University, Government, UGC, DBT, DST, RUSA, I-Tbi and other institutions, guiding associate professors, students, giving information, etc.	Scheduled as per College, Government, University, etc.	Mr.Nagesh Bembde Coordinator Research and Development 8999050686 Mr.J D Pawar Coordinator Research and Development 9881326838	Dr. Ramesh Bhamre Chief Research and Development 9860867194
17.	Publication of College Annual Magazine and Annual Information	To publish the annual magazine and annual information of the college. To collect information from the students, from the servants, to publish, to publish them to give scope to the student art marks.	Scheduled as per College	Mr.Balwant Kamble Coordinator 9049906138 Mr.Nagesh Bembde Coordinator 8999050686	Dr. Ramesh Bhamre Chief Coordinator 9860867194
18.	Department of Economic Backwardness and Educationally Backward Students	To provide various scheme benefits for financially backward and educationally backward student development, to provide information, to organize training programs.	Scheduled as per College, Government, University, etc.	Mr. Pandurang Bembade Junior Clerk 9803434333	Mr.Kotme Amol I/c Office Superintendent 9970031155
19.	Grievance Redressal 1. Women's Grievance Redressal Cell	To guide the complainant personally regarding sexual or mental abuse, as well as to provide counseling, guidance and psychological, Financial or other support.	Urgent or as needed	All Committee Member	Director, Dr.Shrikant N Dhage Chairman 9168268271

Blue Seal

Director

D B Institute of Management & Research
Mahalangra, Tq. Chakur, Dist. Latur



2. Women's Empowerment Cell	To organize or encourage various empowerment activities for female staff or students.	Urgent or as needed	All Committee Member	Director, Dr.Shrikant N Dhage Chairman 9168268271
3. Students Grievance Redressal Cell	For student's classmates, teachers or non-teaching staff, as well as for college sports, cultural or any of the above. To provide guidance and redressal of grievances against the department	Urgent or as needed	All Committee Member	
4. Grievance Redressal Cell	To provide guidance, counseling and redressal of grievances regarding co-workers, college administration or various activities or work in the college.	Urgent or as needed	All Committee Member	
5.Anti Ragging Cell	To organize or encourage various anti-ragging activities for staff or students	Urgent or as needed	All Committee Member	
5.Internal Committee Cell	To organize or encourage various activities for staff or students	Urgent or as needed	All Committee Member	



Dr. Shrikant N. Dhage
Director

D B Institute of Management & Research
Mahalangra, Tq. Chakur, Dist. Latur

Radheya Charitable Trust's

D B INSTITUTE OF MANAGEMENT & RESEARCH

Right To Information Committee (RTI)

S.N.	Name	Post	Designation	Contact Number
1	Mr.Dinesh Janardhan Bembade	President	First Appellant Officer	9923311001
2	Dr.Shrikant N Dhage	Director	Public Information Officer	9168268271
3	Mr.Nagnath B Bembde	Asst Professor/ H.O.D.	Assistant Public Information Officer	8999050686

Radheya Charitable Trust's

D B INSTITUTE OF MANAGEMENT & RESEARCH

Grievance Redressal Cell

S.N.	Name	Post	Designation	Contact Number
1	DR. KUNAL S BADADE	Ombudsman	OMBUDSMAN	9730631804
2	MR. DINESH J. BEMBADE	President	GRIEVANCE REDRESSAL	9823377111
3	DR. DHAGE SHRIKANT N.	Director	MEMBER	9168268271
4	MR. PATHAN FAHIM S.	Asst. Professor	MEMBER	9168268272
5	MR. PAWAR JYOTIRAM D.	Asst. Professor	MEMBER	9881326838
6	DR. BHAMRE RAMESH A.	Asst. Professor	CO-ORDINATOR	9860867194
7	MR. BALWANT KAMBLE	Librarian	LIBRARIAN	9049906138
8	MS. YELGATTE ASAWARI	Student Representative	MEMBER	9607869603
9	MR. HARDE VIVEKANAND	Student Representative	MEMBER	8459559748



Dr. Kunal S. Badade

Director

D B Institute of Management & Research
Mahalingra Tq. Chakur Dist. Latur

Radheya Charitable Trust's
D B INSTITUTE OF MANAGEMENT & RESEARCH
VISHAKA COMMITTEE (WOMEN'S GRIEVANCE REDRESSAL CELL)

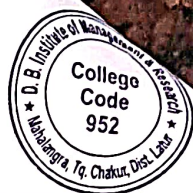


SR. NO.	NAME	DESIGNATION	WOMENS GRIEVANCE CELL DESIGNATION	CONTACT
1	MR. DINESH J. BEMBADE	PRESIDENT	CHAIRMAN	9823377111
2	MRS. PRANITA D. BEMBADE	SECRETARY	MEMBER	7719997730
3	DR. DHAGE SHRIKANT N.	DIRECTOR	MEMBER	9168268271
4	MR. PATHAN FAHIM S.	ASST. PROFESSOR	MEMBER	9168268272
5	MR. KAMBLE BALWANT N.	LIBRARIAN	MEMBER	9881326838
6	MS. BANSODE SHUBHANGI R.	ASST. PROFESOR	MEMBER	9168268273

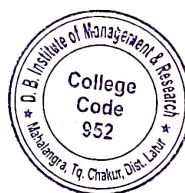


Shree Kaul
Director
D B Institute of Management & Research
Mahalanga, Tq. Chakur, Dist. Latour

Radheya Charitable Trust's
D B INSTITUTE OF MANAGEMENT & RESEARCH
Committee Against Sexual Harassment and Anti-Ragging



S.N.	Name	Post	Designation	Contact Number
1	DR. DINESH BANKAR	CHAIRMAN	CHAIRMAN	9168268273
2	DR. BADADE KUNAL S	OMBUDSMAN	MEMBER	9730631804
3	DR. RAMESH A. BHAMRE	PROFESSOR	MEMBER	9860867194
4	MR. YEDAKE SHIVAJI M.	ASST. PROFESSOR	MEMBER	8007794159
5	MS. BANSODE SHUBHANGI R.	ASST. PROFESSOR	MEMBER	7738024543
6	MR. KOTME AMOL GOROA.	ADMIN OFFICER	MEMBER	9970031155
7	MR. SOMVANSHI VIRENDRAKUMAR	ACCOUNTANT	MEMBER	9552368926
8	MR. KAMBLE BALWANT NAMDEV	LIBRARIAN	MEMBER	9049906138
9	MR. BEMBADE VIVEK DINESH	COORDINATOR	MEMBER	7719997730
10	MR. JAGANNATH PATIL	PRESIDENT, MAJDOOR FEDRATION LATUR	MEMBER	9860964111
11	MRS. VASHA THAKUR GHUGE	DISTRICT COLLECTOR	MEMBER	02382-224001
12	MR. BALAJI BHANDE	P.I. CHAKUR POLICE STATION	MEMBER	8805001054
13	MR. SANGAM KOTALWAR	JOURNALIST	MEMBER	9890762624
14	MS. YELGATTE ASAWARI SURESH	STUDENT	MEMBER	8888648722
15	MR. HARDE VIVEKANAND S.	STUDENT	MEMBER	9325279082



Dr. S. S. Chaudhary
Director
D B Institute of Management & Research
Mahalangra, Tq. Chakur, Dist. Latur

Radheya Charitable Trust's

D B INSTITUTE OF MANAGEMENT & RESEARCH

College Development Committee

S.N.	Name	Member	Contact Number
1	MR. DINESH J. BEMBADE	PRESIDENT	9823377111
2	MRS. PRANITA D. BEMBADE	SECRETARY	9322775065
3	DR. DHAGE SHRIKANT N	DIRECTOR	9168268271
4	MR. NAGESH B. BEMBDE	ASST. PROFESSOR	8999050686
5	MR. YEDAKE SHIVAJI M.	ASST. PROFESSOR	8007794159
6	MS. BANSODE SHUBHANGI R.	ASST. PROFESSOR	7738024543
7	MR. PAWAR JYOTIRAM D.	ASST. PROFESSOR	9881326838
8	MR. PATHAN FAHIM S.	CO-ORDINATOR IQAC	7038639780
9	DR. RAMESH A. BHAMRE	ASST. PROFESSOR	9860867194
10	MR. VIVEK D. BEMBADE	ASST. PROFESSOR	7719997730
11	DR. BADADE KUNAL S.	Ex-PRINCIPAL, RASIKA MAHAVIDHYALAYA DEONI	9730631804
12	MR. KAILAS CHETWANI	KRISHNA BAKERY (INDUSTRIALIST)	9168268272
13	MR. PATIL JAGANNATH	NGO	9975444902
14	MR. YEWANGE OMKAR S.	STUDENT REPRESENTATIVE	7249508729
15	MS. YELGATTE ASAWARI S.	STUDENT REPRESENTATIVE	9607869603

Dr. Shrikant N. Dhage
Director

Director,
Dr. Shrikant N. Dhage.
D B Institute of Management & Research
Mahalangra, Tq. Chakur, Dist. Latur
D. B. Institute of Management & Research
Mahalangra Village, Tal- Chakur, Dist –
Latur. Maharashtra. 413581
Contact:9168268271

