

PROSPECTUS

2022-2023



Surbhi Jankalyan Sanstha, Nagpur

ADMINISTRATIVE SERVICE DEGREE COLLEGE

NAGPUR

AFFILIATED TO

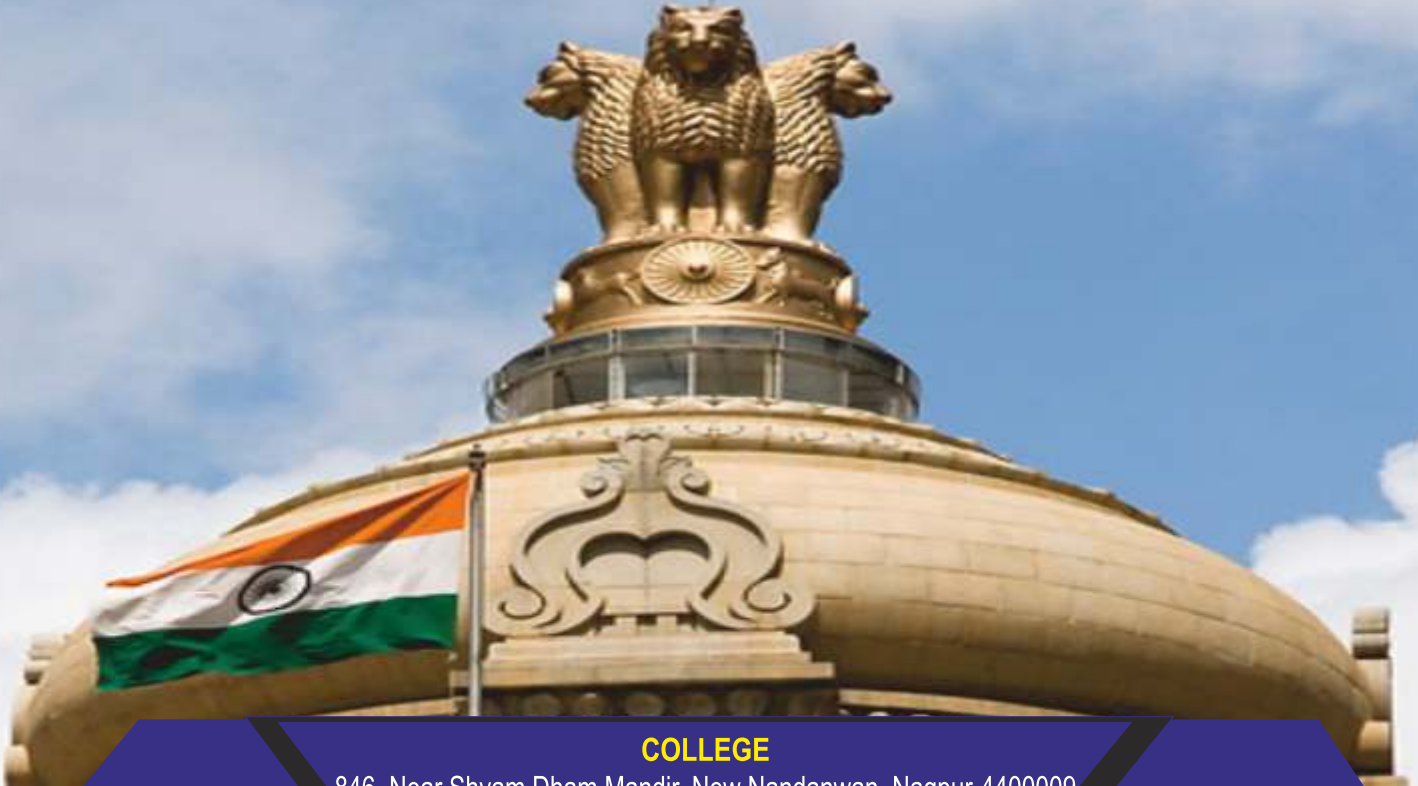
Kavikulguru Kalidas Sanskrit University, Ramtek, Dist. Nagpur (M.S.)

RECOG. BY

Govt. of Maharashtra (Ministry of Higher Education)

AIMS

To prepare for competitive Exam. UPSC, MPSC, PSC
for IAS, IPS, IFS, IRS etc.



COLLEGE

846, Near Shyam Dham Mandir, New Nandanwan. Nagpur-440009

Mob: 8788496188, 9637000688, 9657385171

Email : asdc.2005@gmail.com

Reg.

Office, 570-A, Naik Road, Mahal, Nagpur 440 032

Website : www.asdcollege.org

ADMINISTRATIVE SERVICE DEGREE COLLEGE



Hon'ble Dr. Madusudan Penna Vice Chancellor Kavi Kulguru Kalidas Sanskrit University, Ramtek along with the staff of A. S. D. College.

DIRECTOR'S DESK

Education is all about creating good Citizens, the most important wealth of a nation. I.A.S. officers in today's world cast the strength of nation. Bachelor Degree in Civil Services offers the most exciting careers and offers a vast number of opportunities in term of civil JOBS.

Entrepreneurship is great social cause which help in Nation Building. Our College aims at giving a quality education for Bachelor Degree in Civil Services and preparing for the U.P.S.C. Examination.

ADMINISTRATIVE SERVICE DEGREE COLLEGE



PRINCIPAL DESK

In the world of competition, today the education has become an inevitable factor for the advancement of an individual. Obviously it is absolutely essential. Today we see large number of men and women have become successful Doctors, Engineers and in other fields too they are shining. It is nothing but natural that the students choose the right path to achieve their goals. On the other side we see a tremendous rush for education, not with standing the fact that huge amount of money as to be spent, besides a lot efforts are to be done to acquire specific degree. Having acquired a degree with all the difficulties a graduate finds that they said 'Degree' has a little value practically for seeking an employment.

In Maharashtra our boys and girls are choosing Medical, Engineering and also Technical fields for their careers. However in India the highest posts in I.A.S, I.P.S., I.R.S. etc. are attracting candidates in large number from Bihar, U.P., Delhi, Punjab, Haryana and also from Southern part of India. But Maharashtrian youths either are apathetic or may be they are scared competing with others due to lack of facilities or proper infrastructure to stimulate them to stand in the competitive examinations. It is evident that our boys and girls are lagging behind other states for what of proper guidance material required for such competitive examination and above all lack of proper and conducive atmosphere for preparing themselves for the examinations.

In view of and to change this situation we have opened 'Administrative Service Degree College' in District of Maharashtra which is recognized by Govt. of Maharashtra's Ministry of Higher Education and affiliated to Kavi Kulguru Kalidas Sanskrit University. This College renders all sorts of assistance necessary for preparing oneself for the competitive examinations held at all Indian level to fill in the highest posts in the Administration of the Central & State Governments.

The students enrolled to the college get best possible guidance, essential material and necessary atmosphere which would be conducive for proper and concrete studies. 'Administrative Service Degree College' will make available advice and guidance of specialists and experts in the relevant subjects and also well experienced I.A.S. & I.P.S. Officers who will not only deliver lectures on the respective subjects but also will interact with students by the way of Questions & Answers sessions. Administrative Service Degree College will take full efforts to ensure that the students become confident and capable enough to deal with the examination very successfully and fulfill their dream of becoming an IAS, IPS, IRS & IFS Officer.

Mr. Dharmendra P. Turkar
Principal & Asst. Professor
Dept of Public Administration
M.A. (Gold Medalist) B.Ed. NET

B.A. in Civil Services

Our aim is to make Maharashtra synonymous to IAS/IPS/ & other central service in India

The civil service of india refer to the civil services and the permanent bureacracy of the government of india. the civil services system is the backbone of the administrative machinery of the country. In the parliamentary democracy like india, the ultimate responsibility for running the administration rest with the elected representatives of the people some of them are ministers. The ministers are accountable to the legislature elected by the people on the basis of universal adult franchise. The ministers are thus indirectly responsible to the people. the civil servants are to carry out the policy laid down by some handful ministers.

Civil services are the most enviable services in india, about five lakh eligible candidates aspire for this service each year and only about one thousand get selected . Every year the competition is increasing and so is the level of examination.

Indian administrative services holds a unique appeal to the young 12th passed students from the state board as well as central boards when it comes to choosing career, with its varied channels of service to the nation, it offers immense scope to the young Indian to shoulder responsibility in the task of nation - building.

BACS is the first of its kind in the state, that offers at the university level for the undergraduate in colleges, a full time degree programme will address both issues. The programme will be continuous and also cost-effective.

- 1) How to become an IAS, IPS, IFS & IRS officer ?**
- 2) How to become an IAS, IPS, IFS, IRS officer studying after 12th ?**
- 3) Which degree will suit best for IAS, IPS, & IRS ?**
- 4) How to prepare for IAS,IPS,IFS,IRS Exam & State Services**
- 5) How to crack UPSC ?**

Since graduation is the necessary qualification for IAS, you can apply for the same after graduation. Selection is done through written test and interview organized by UPSC. Preparation of the text can be planned after collecting detailed syllabus from UPSC exam notification. General studies, Mental aptitude, Indian Polity Indian constitution, worlds Indian history etc are asked for the exam. Self preparation or coaching center training can be chosen for the exam preparation. The intake of the Maharashtra in the All India Service has never been satisfactory. In this context the Ministry of Higher Education Government of Maharashtra through Kavikulguru Kalidas Sankrit University to introduce'3 year Degree B.A. civil services, Administrative Service Degree College, Nagpur.

ADMINISTRATIVE SERVICE DEGREE COLLEGE



**Best College
Award 2019-20
(Category B.A. Civil Service)**



**Hon'ble Ex.Vice Chancellor
Dr. Shrinivasa Varkhedi
felicitating to
Asst. Prof. Dharmendra Turkar
Nominated as a Member of
Academic Council
K.K.S.U. Ramtek.**



**Greeting the Registrar
of KKSU
Mr. Ramchandra Joshi**



ADMINISTRATIVE SERVICE DEGREE COLLEGE

Award

उच्च व तंत्र शिक्षण मंत्री
मा. उदय सामंत यांच्या हस्ते
२०१९-२० चा राष्ट्रीय सेवा योजना
कार्यक्रम अधिकारी प्रशंसा प्रमाणपत्र
पुरस्कार स्विकारतांना प्रा. अनुप सायरे



Award

mPp o ræ f'k{k.k eæ-h ek- mn; I kear
; kR; k gLrs2019&20 pk jk"Vh; I ok ; kst uk
mRd"V Lo; d sd i j Ldkj fLodkj rkuk
dq jskdk ehj xs



Ph.D. Award
2019 to Prf. Seemantini Kandge



Administrative Service Degree College, Nagpur

ADMINISTRATIVE SERVICE DEGREE COLLEGE, NAGPUR B.A. (CIVIL SERVICES]

- 1) Aim : To prepare the students for competitive Examinations.
2) Eligibility : The candidates must have passed H S.S.C. Examination.
3) Medium : English, Marathi.
4) Age Limit : 17 to 25 Years
5) Period : 3 Years to (6 Semester)
6) Total Marks : 3600 (per Semester 6 subjects each subject carrying 100 marks out of which 60 marks are for Theory and 40 marks are for Internal Assessment Total 4 credits for each 100 marks out of which 3 credits will be given for Theory and 01 credit will be given for Internal Assessment. For Compulsory Subject & For elective subjects 02 credits for each 100 marks out of which 01 credit will be given for theory and 01 credit will be given for (Internal Assessment)

7) Assessment Tabel

Year	Internal		Theory		Other		Total		Credits	Remarks
	Max	Passing	Max	Passing	Max	Passing	Max	Passing		
First Year (Sem I & II)	480	168	720	252	--	--	1200	420	48	
Second Year (Sem III & IV)	480	168	720	252	--	--	1200	420	48	
Third Year (Sem V & VI)	480	168	720	252	--	--	1200	420	48	
Total	1440	504	2160	756	--	--	3600	1260	144	

- 8) Compulsory Subjects : 1) Sanskrit 2) English 3) General Studies-I 4) General Studies-II.
9) Elective Subjects : The candidate should select any two subjects from the list of Elective Subject given below.
10) Elective Subjects for English Medium :
1) Sociology 2) Public Administration 3) Maths
11) Elective Subjects for Marathi Medium :
**1) History 2) Political Science 3) Economics 4) Geography
5) Sanskrit Literature 6) Marathi Literature**

Note : Candidates will not be allowed to offer the following combination of subjects Political Science + Public Administration.

Rules & Regulations

1. Uniform : It is compulsory for all the students to attend college in uniform approved by the college from the session.
2. Students should keep silent their mobile phones in college premises.
3. Students are expected to attend minimum 75% classes. Student should not be absent without seeking prior permission from the principal Rs. 100/- per paper will be fined on remaining absent for college examination. Students having less than 75% attendance will be detained and will not be allowed to appear for University Examination.
4. Students remain absent for long period on account of illness/ mishaps in the family are expected to submit Medical Certificate/ Letters from parents/ Guardian immediately on joining.
5. Students shall be expected to obey all the orders and behave respectfully towards their Principal, lecturers, other teaching and non-teaching staff of the college. Students are expected to be punctual and fully responsive in the class.
6. Students shall not be allowed to join any other degree course of study simultaneously outside the college.
7. No student shall be allowed to bring in the College premises any friend who is not a student of this college.
8. Off periods may be spent in Library reading room / students common room. Students should not unnecessarily loiter in the college premises or sit! stand in the corridors or sit on the parapet walls.
9. RAGGING IN HIGHER EDUCATION INSTITUTIONS, 2009 (Under section 26 (1) (g) of the -University Grants Commission ACT, 1956) bearing No. F. 116/2007 (CPP-II) dt. 17.6.2009 is totally prohibited in the institution. AND ANYONE FOUND GUILTY OF RAGGING AND / OR ABETTING RAGGING, WHETHER ACTIVELY OR PASSIVELY, OR BEING A PART OF CONSPIRACY TO PROMOTE RAGGING, IS LIABLE TO BE PUNISHED IN ACCORDANCE WITH THESE REGULATIONS AS WELL AS UNDER THE PROVISION OF ANY PENAL LAW FOR THE TIME BEING IN FORCE.

The student is to contact the Principal and the Convener SQAC in the college for help.

Anti - Ragging toll free helpline have been made operational w.e.f. 20.6.2009 by University Grant Commission, New Delhi-IOU 002. With a Toll free Anti-Ragging Helpline number 1800-180-5522, E-mail-helpline- antiragging. net and the other number 15522.

Administrative Service Degree College, Nagpur

10. Writing painting or pasting bills of any kind on walls, doors, windows, spitting seeds or littering there college premises with any substances or committing any unhyganic act will entiled fine of Rs. 100/-
- :11. Students shall use the college furnitures, fans, books or any other college property. The cost of damage done shall be recovered from the students individualy or collectively as the case may be.
12. No students shall directly sent anything concerning the college for publication either to the pass or elsewhere without the prior approval or necessary permission from the college Principal. Any breach of this rule may liable outright expulsion of the student from the college.
13. Students are not authorized to from unions or societies in the college without the prior consent of the Principal. They shall also not invite guest or arrange lectures / programmes without prior permission of the Principal.
14. Students are not be allowed to hold meeting of any kind or collecting group of students shall lecturing in the college premises without prior permission of the Principal.
15. Any direct on the part of the student, like Morcha college bandh, boycotting the classes, approaching higher authorities, strike, etc. without prior intimation of atleast 15 days to the Principal without any just or legitimate cause or grievance will result in rustication of the concerned student.
16. Any change in the subject or medium will not be allowed unless permitted by the Principal.
17. Any changes either in the local or permanent address or Ph. No. of student should be notified to the admission section promptly in writing
18. There shall be annual social Gathering / National youth Day celebration in there college cultural, academic and sports activities which all the students shall be excepted to attend, as well as participation.
19. Students shall be expected to keep their vehicles at the space provided proprely locked. No complaints regarding loss of vehicles kept unlocked or kept at the space 'not provided shall be entertained.
20. Only special notice shall be read out in classrooms, students are therefoe, expected to see the notices put on Notice Board from time to time.
21. Any difficulty faced by the students shall be brought to the notice of the Principal through the Incharge Teacher.
22. Playing Holi in the college premises is strictly prohibited.
23. If the degree is not completed with in five years, student will be Debarred.

23. Parents / Guardians shall be fully and directly responsible for the behavior of their wards in the college.
24. Students found indulging in activities which are not in the interest of the college or detrimental to the smooth functioning of the college shall be given their T.C. (Transfer Certificate) without holding any kind of enquiry whatsoever, right of giving T.C. or expelling the students from the college is reserved with the Principal.
25. The student will have to pay full fees of the year if he/she leaves the college at the mid of the semester.
26. For Transfer certificate students have to pay Rs 500/- as Development Fees.
27. Any dispute if arises will be subject to Nagpur city jurisdiction only.
28. Scholarship available according to GOI.
29. Students granted admission fulfill a process list of documents.

ORIGINAL :

1. * **Leaving Certificate**
 - * **12th passed mark sheet**
 - * **Income Certificate**
2. **List of Xerox documents with 2 sets.**
 - * **10th passed mark sheet**
 - * **12th passed mark sheet and leaving certificate**
 - * **Caste certificate**
 - * **Domicile certificate & caste validity certificate if applicable**
 - * **Non-Creamy layer certificate**
 - * **Passport size 2 photographs**
 - * **AadharCard**
 - * **Bank Aadhar link**
 - * **Bank A/C passbook Xerox**

Office Timing

10.00 am to 5.00 pm

RULES OF LIBRARY

- i) All bonafide students are eligible to use the library.
- ii) Every student gets borrowers card if the card is lost, the student is required to inform the matter in writing to the Librarian immediately. Upon loss/damage of library card, may be issued on payment of Rs. 20/-.
- iii) Immediately on issue of the book, every student should check the book thoroughly. Any mutilation or missing pages should be shown to the issuing clerk, and not regarding this should be taken. While returning the book, if it is found torn or mutilated, the student will be held responsible for that and she/he will have to replace the book or pay the amount of the book.
- iv) If the book is not returned within the due date, a fine at the rate of Rs.2/- per day is charged.
- v) If the book is lost, the student, has to replace the book or has to pay the cost of book.
- vi) Students are not allowed to carry any belongings inside the reading room and has to show identity card to the Library Staff. Absolute silences is required to be maintained in the reading room.
- vii) The Library Staff is empowered to check anything which students intend to take outside the Library.
- viii) Latest passport size photograph is to be affixed on the Library Card. The photograph should be same as that affixed on the identity card.
- ix) Students Can Issue One Book At A Time



SPORTS AND RECREATION

Students seeking admission under sports quota must take part in sports activities. The college participates in games organized by the college, university and State level. The college has been represented regularly in National and State level.

IMPORTANT NOTICE

According to circular No. S.T.C. 1006 dt. 30th Aug.2006 received from the government, it is necessary for college schedule tribe students to obtain caste certificate from project officer. Integrated tribal Development project Nagpur. otherwise they will not get the facilities of reserved category.

ATTENDANCE

In order to qualify as a candidate for University Examination every student as per recent G.R. No. TEM/3396/(7498) Tech. Edn. 1dt. 17.7.96, must be attend not less than 75% of the lectures (and participates) in each of their subjects of study offered. Students are required to fill in the undertaking at the time of admission in the prescribed form. Students enrolled in N.S.S. are expected attend all camps of N.S.S..

REFUND OF DEPOSITS AND OTHER DUES

Students should take back their deposits / dues, If any on submission of original receipt of the same within a year after leaving the college. Students will have to apply for refund between 1st October and 15th December of each year, after which claim for deposit dues will be forfeited.

Finale year Student must pay their CDF (College Development Fund) at the time of admission.

Semester pattern

Every year there are two Semester

B.A.Ist Year (Semester I & Semester II)

B.A.IIrd Year (Semester III & Semester IV)

B.A. III rd Year (Semester V & Semester VI)

Classification of Marks

Each Paper Carry 100 Marks

60 Marks Theory

40 Marks Internal Assessment

- 1) Assignment
- 2) Seminar Presentation
- 3) Group Discussion
- 4) Viva (Interview)

Administrative Service Degree College, Nagpur

CIVIL SERVICES EXAMINATION

Union Public Service Commission holds examinations every year to select Civil Servants to the Government

The Examination is held by UPSC in three stages.

- 1) Preliminary Examination.
- 2) Main's Examination.
- 3) Interview.

1) PRELIMINARY EXAMINATION

Examination is held in two objectives Papers

Paper -1	General Studies
Paper -2	Civil Service Aptitude Test (CSAT)

2) MAIN EXAMINATION

* Qualifying Papers

Paper -A	One of the Indian Language to be selected by the candidate from the Languages included in the Eight Schedule to the constitution	- 300 Marks
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Paper-B	English	- 300 Marks
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* Papers to be counted for merit

Paper-I	Essay	- 250 Marks
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Paper-II	(Indian Heritage and Culture, History and Geography of the world and Society)	
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Paper-III	(Governance, Constitution, Polity, Social Justice and International Realties)	- 250 Marks
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Paper-IV	Technology, Economics Development, Bio-diversity Environment, Security and Disaster Management)	-250 Marks
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Paper-V	(Ethics, Intergity and aptitude)	- 250 Marks
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Paper-VI	(Optional Subject)	Paper-I	-250 Marks
		Paper-II	-250 Marks

Sub Total (Written Test)		<u>- 1750 Mrks</u>
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3) Interview (Personality Test)		<u>- 275 Marks</u>
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2025 Marks

GRAND TOTAL

Candidates who clear all above exams are appointed in various services like Indian Administrative Services(IAS). Indian Foreign Services (IFS) Indian Police Service (IPS), Indian Revenue Service (IRS), Indian P & T Account Services, Indian Audit Account Services, Indian Postal Services etc.

STAFF MEMBERS



Mr. Dharmendra P. Turkar
PRINCIPAL, (Incharge)
Asst. Professor , Dept. of Pub. Adm.
M.A.(Gold Medalist) B.Ed. NET



Asst. Prof. Anup Sayare
Dept. of Sanskrit
M.A. B.Ed., SET



Dr. Rajkanya Suryawanshi
Asst. Professor, Dept. of History
M.A.(History) NET, SET, Ph.D..



Dr. Seemantini Kandge
Dept. of Sanskrit
M.A., M.Phil, Ph.D.



Asst. Prof. Sachin Wakulkar
Dept. of G.S.
M.A. Pol. Sci.



Asst. Prof. Mahendra Somkuwar
Dept. of English
M.A.(English) B.Ed.



Mrs. Aparna Anat Jagtap
Asst. Professor
Dept. of Political Science
M.A., B.Ed. SET



Mrs. Rajni Ashish Ghadekar
Asst. Professor
Dept. of Sociology
M.A.(Sociology) M.Ed.



Mr. Prashant J. Dhanvijay
Librarian
M. Lib.



Miss. Manisha Y. Nimsade
Head Clerk



Mrs. Sunita M. Bagde
Peon

NATIONAL SERVICE SCHEME

The National Service Scheme was established with the objective of creating social awareness in the minds of college students and developing their holistic personality. The concept of National Service Scheme for College Students has been implemented under the Ministry of Youth Welfare and Sports Government of India since 24th September 1969, the centenary year of the birth of Mahatma Gandhi. On September 24, 1969, the Minister of Education, Dr. V. K. R. V. Rao, announced the launch of the National Service Scheme. The scheme was started with the objective of doing social work while studying in college, mixing with the people around you and doing constructive work by taking them into confidence, developing one's own personality through social service. 'NOT ME BUT YOU' this is the motto of the NSS Scheme. This sentence makes us aware of democracy, social commitment, selfless service etc. The symbol of the National Service Scheme is based on the chariot wheel of the Sun Temple at Konark in the state of Orissa. The wheel is a symbol of motion. Speed can lead to social change and for this, today's service has been made available to the college students through National Service Scheme (Rashtriya Seva Yojana). September 24 is celebrated every year as National Service Scheme Day. On this day various activities like blood donation, health camp, tree planting etc. are celebrated at university level as well as college level. Under the National Service Scheme many activities are undertaken at the College, University, State and National level.



Guest Lecture



PSI Vaishali Katole
motivating the students



SWO & NSS Cordinator of KKSU
Dr. Jaywant Choudari
addressing the students



ACP Mr. Ganesh Biradar
addressing the students



Mr. Prasanna Choudhari
guiding the students
about
Defence & Force related Exams



IRS Mr. Rushi Bisen
motivating the students



Mrs. Aruna Purohit Guiding
the students about Social Work

Administrative Service Degree College, Nagpur



Exam Controller of KKSU
Dr. Umesh Shivhare
directing the students



ADMINISTRATIVE SERVICE DEGREE COLLEGE



Class	Semester	Roll No.	Total Marks	Obtained Marks	Year of passing	Percentage
B.A. I (C.S.)	I st Semester					
	II nd Semester					
B.A. II (C.S.)	III rd Semester					
	IV th Semester					
B.A. III (C.S.)	V th Semester					
	VI th Semester					

ACADEMIC INFORMATION i) ii).....**Medium)**.....

Elective Subject

Are interested in NSS ? - Yes/No

DECLARATION

I / we here with agree that I / my ward will abide all the Rules & Regularations of the institute. The admission once confirmed can'tcancel & no refund /Adjustment of the admisible. I agreedto pay monthly installment as per guide line of the college. All dispute will be subject to NagpurJurisdiction only.

Date

Place

Signature of Students

Signature of Parents/Guardians

Documents Required & Attached

Original:

1) Leaving Certificate

2) 12th Passed Mark sheet

3) Income Certificate

List of xerox documents with one sets & Attached

1) 10th passed mark sheet

2) 12th Passed Mark sheet

1) Leaving Certificate

4) Cast Certificate

5) Cast validity Certificate

6) Domicile Certificate

7) Aadhar Card

8) Non - Creamy layer Certificate

9) Passport size 2 Photo

10) Student Bank passbook

11) Bank A/C Aadhar link

12) Gap Certificate

13) Rasha Card

14) Students Bank details IFSC, bank name, A/c no.MICR

FOR OFFICE USE ONLY

Cash /D.D/Cheque No.....Amount.....

Issuing Bank & Branch.....

Office Receipt No.....Date:-.....

Admission Granted in B.A. Civil Services 1st Year IIndYear IIIrdYear

Signature & Seal of
office clerk

Admission Incharge

**Principal
A.S.D. college**

Administrative Service Degree College, Nagpur

Recognized by :- Ministry of Higher Education, Govt.of Maharashtra.

Affiliated to: - Kavikulguru Kalidas Sanskrit University Ramtek, Dist Nagpur.

Regd Office:-570 -A Naik Road Mahal Nagpur. 440032 Ph. No. 0712-2738100

College: 846, Near Shyam Dham Mandir, New Nandanwan, Nagpur. 440009 Mob.No. 8766971189

Email- asdc.2005@gmail.com Website: www.asdcollege.org

B.A. in Civil Services (Part- I,II,III- Session : 2020-21)

NAME : _____

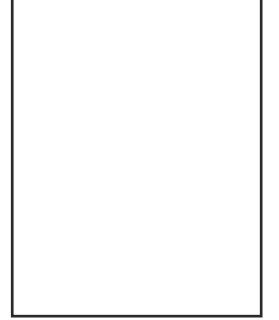
Permanent Address : _____

Date of Birth : _____

Aadhar Card No. : _____

Mobile No. : _____

Email Id : _____



Principal
A.S.D. College, Nagpur

ADMINISTRATIVE SERVICE DEGREE COLLEGE



Placements

Student's Name	Department		
Shruti Wagh	UDS, Postal Department (Nagpur)	Nitin Patle	Ex. Custom Assistant
Pramod Irpachi	CRPF	Rahul Raut	JRF
Chhaya Pingle	Mahanagar Palika Nagpur	Kshitij Barve	JRF
Achal Ghodeswar	Rural Development Officer (Nagpur)	Pramod Deshpande	NET
Mangesh Band	Bank of Baroda Nagpur	Raman Shivankar	NET
Parag Parate	Asst. Manager (Canara Bank, Nagpur)	Chetan Patre	NET
Chetan Patre	Postal Department (Mumbai)	Priyanka Pendam	NET
Veera Boudhe	Air Hostess	Kuldeep Sonkusre	NET
Pranav Sawalkar	Cricket Association Head Peach Quarter (Mumbai)	Sachin Chapke	NET
Amol Khokle	Ex. Police Constable	Neha Raut	Law
Shubhangi Rahate	S.T. Mahamandal	Sajeda Sheikh	Law
		Gaurav Sidam	Law
		Supriya Pande	Law
		Pranjali Pimpalkar	Law
		Mahammad Shoab	NET

Administrative Service Degree College, Nagpur

