



Rayat Shikshan Sanstha's  
**SHRIPATRAO KADAM MAHAVIDYALAYA,  
SHIRWAL**

**Tal- Khandala, Dist- Satara  
Pin- 412 801 (MAHARASHTRA)**

**Information Under  
Right to Information Act, 2005**

**Rayat Shikshan Sanstha's,  
Shripatrao Kadam Mahavidyalaya, Shirwal**

**Section 4 (1) (b) (i)/ Manual- I:**

Particulars of the Organization, Functions and Duties

Rayat Shikshan Sanstha was founded by Padmabhushan Dr. Karmaveer Bhaurao Patil (1887- 1959) in 1919 for imparting education to the downtrodden masses in the rural areas of Maharashtra and Karnataka State. It is well known for its contribution to education system in Maharashtra by providing education to deprived classes of the society. Radhabai Kale Mahila Mahavidyalaya, Ahmednagar also works in tune with the similar principles. The college believes in advancement of society by embracing updates and innovations in the field of education but simultaneously works towards its social commitment of serving deprived class of society particularly women class. To work for the disadvantaged and downtrodden classes of the society is the basic principle of our parent institute. Our vision and mission indicates our line of action. All programmes are planned to serve for local, national needs and global needs of higher education.

**VISION**

To provide quality higher education, imbibing human values, and trigger potentials for enhancing employability skills among the rural students for building the nation.

**MISSION**

- To avail of the opportunity of higher education to the educationally deprived students irrespective of gender, caste, class and economic status.
- To inculcate the dignity of labor and education through self-help.
- To contribute to the development of socio- economically disadvantaged students through quality education.
- To provide life skills, soft skills, entrepreneurial skills, value education and ICT based learning to the students to enable them to meet the global challenges.
- To strive for the environmental awareness and sustainability by establishing linkages and collaboration with various GOs and NGOs.

**CORE VALUES OF THE INSTITUTE**

- Inculcate global competencies among students
- Promote ICT in teaching- learning
- Develop research attitude through *Avishkar*
- Imbibe environmental awareness and eco- friendly approach through actions
- Enhance employability skills through skill development programmes
- Contribute to national development by producing cultured graduates

**Rayat Shikshan Sanstha's  
Shripatrao Kadam Mahavidyalaya, Shirwal  
Powers and Duties of Officers and Employees**

[As per RTI, 2005 - Section 4(1) (b) (II)]

S.N.	Section	Name of the Employee	Function/Activity	Details
1	Administration	Prin. Dr. Manjushri Vilasrao Bobade	Planning and execution of governance	<p>Govern the administration with applicable governmental laws, rules and regulations</p> <p>Understand the institutional Vision, Mission and Objectives and form the policies accordingly</p> <p>Take review and monitor the administration of the academic programmes and general administration of the institute to bring smooth conduct in practices</p> <p>Strictly observe the decisions of the authorities, bodies and committees which are obligatory as per Act, Statutes, Ordinances and Regulations</p> <p>Place the report of the work before the Management/ authorities periodically</p> <p>Plan and execute the faculty development programmes</p> <p>Maintain secrecy in professional related matters</p> <p>Keep impartiality and accountability in finance related matters</p> <p>Inculcate the sense of responsibility and ethics among the fellows in the institute</p> <p>Suspend, punish or expel teacher from his duties or take disciplinary action, if found guilty; and shall report the matter to the higher authorities</p> <p>Suspend, punish or expel student from the institute or take disciplinary action, if found guilty</p> <p>Nominate representative in his absentia</p> <p>Allot the funds as per the need and demand considering the priorities</p>

S. No.	Section	Name of the Employee	Function / activity	Details
2	Administration	Mr. Shekhar Ashoksing Pardeshi	Entries in Service Books	Necessary entries in the Service Book are made on the same day.
			Preparation of Personal Files & Service Books of Newly Joined Employees	Personal files and Service Books are maintained up to date.
			Recruitment process (Central Office, Rayat Shikshan Sanstha, Satara and concerned university)	Advertisement, Receipt of applications, Scrutiny of applications, sending call letters to the eligible candidates for interview, constitution of Selection Committee, calling for the meeting of Selection Committee, Conduct of interviews by the Selection Committee, submission of the report by the Selection Committee by the appointing authority, acceptance of the Report of the Selection Committee, issuing Appointment Letters to selected candidates (as per the provisions of the Maharashtra Universities Act, 1994, Standard Code, 1984 and Teachers Statute).

S. No.	Section	Function / activity	Details
		Disciplinary actions	Minor Penalty - Issuance of show cause notice, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. Principal as the case may be, infliction of punishment, if explanation is not satisfactory. Major Penalty- Issuance of charge sheet, calling for explanation, consideration of the explanation by the disciplinary authorities i.e. Principal as the case may be, appointment of enquiry officer / committee, if the explanation is not satisfactory, conduct of enquiry, submission of the report by enquiry officer/committee to the disciplinary authority, issuance of Show Cause Notice as regarding proposed punishment, consideration of explanation to the show cause notice, infliction of punishment by the disciplinary authorities, if the explanation is not satisfactory (as per the provisions of the Standard Code, 1984 and Teachers' Statutes).
		Sanction of Long Leave	After receipt of an application for long leave, the same is forwarded to the Principal as the case may be, after verifying by the staff concerned.
		Issue of various certificates	Certificates are issued within 7 days on demand, after verifying the facts.
		Preparation & submission of pension case	Formalities are completed 6 months before the date of superannuation.
		Verification of roster registers (Central Office, Rayat Shikshan Sanstha, Satara, Joint Director, Higher Education of respective region and concerned university)	The roster registers are verified within 7 days from the date of proposal.

	Scrutiny of Advt. (Central Office, Rayat Shikshan Sanstha, Satara, Joint Director, Higher Education of respective region and concerned university)	The advertisements are scrutinized from the point of view of reservation, within 3 days from the date of proposal.
	Replies to Star questions	Star question is replied as early as possible.
	Acknowledgement of correspondence	Correspondence is acknowledged by the Head Clerk immediately.
	Preparation of information required by Higher Authority	The information required by the higher authority is provided on the same day, as far as possible.
	Implementation of orders	Within 2 days from the date of remarks by the higher authority.
	Submission of items before various authorities for decision	Immediately after the directions to that effect and before the due date.
	Preparation of Agenda for Various Meetings	As per provisions laid down in Statue, Ordinances, Directions, Acts.
	Preparation and confirmation of Minutes for the meetings	Within 3 days from the date of meeting.
	Circulation of Minutes/ Resolution	Within 7 days from the confirmation.
	Compliances on resolutions of various authorities.	Within 5 days from the receipt of resolution or after completion of necessary formalities, as the case may be.
	Sending proposals to the UGC and various funding agencies.	Within the time limit provided by the UGC/other funding agencies or as required by the projects.

Estate	Calling Tenders, opening tenders, negotiations, giving work order, contract etc.	As per provisions laid down in Ordinances and PWD rules, Building Committee of the college and directions of the competent authorities.
Eligibility	Monitoring and supervising the process of granting eligibility.	Overall supervision on the process of granting eligibility and redressal of grievances of the students.
Examination related documents	Issue of duplicate mark statement, name correction, passing certificate.	7 days on receipt of application to that effect.
	Issue of transcript by following due process.	Within 1 month after demand.
Examination	Issue of Hall ticket	15 days before the date of commencement of the Examination.
	Verification of Result- (Examination Committee)	30 days from the receipt of answer book to the section.
	Result Revaluation- (Examination Committee)	Generally before the commencement of the examination of the next higher class.
	Allotment of Junior and Senior Supervisors	Equal supervisions will be allotted to all faculty and Senior Supervisors will be appointed by seniority.
Finance	Appointment of examiners for practical oral examinations and issuance of appointment letters to examiners.	15 days before the date of commencement of the Practical / Oral Examination.
	Preparation of Cheques	5 Minutes per Cheque
	Passing or Cash Vouchers	Two Hours per Voucher

		Issue of No Dues Certificates	3 Hours per Certificate
		Payment of Cash per Voucher	15 Minutes per Voucher
		Acceptance of Cash and Issue of Receipt	15 Minutes
Record Section	Maintenance of records.	All records to be maintained up to date	

S. No.	Section	Name of the Employee	Function / activity	Details
3	Administration	Mr. Maruti Vithoba Dhaygude Junior Clerk	Filling of Log Book	Log books are filled by the Senior Clerk concerned on the same day, immediately after the signing of the authority.
			Confirmation of staff/ Approval (Central Office, Rayat Shikshan Sanstha, Satara, Joint Director, Higher Education of respective region and concerned university)	Issuance of Confirmation letters to the employees after Successful completion of probation period/extended probation period after following procedure as laid down in Standard Code or Teachers Statute, as the case may be.



		Annual Report	Annual report of the college shall be prepared and submitted online by the Junior Clerk after approval by IQAC and CDC. The report is submitted to the university online.
		Inward of letters	Entries are made in the Inward Register immediately By Junior Clerk immediately.
		Submission of correspondence to the Head / Committee Chairman	Correspondence is submitted to the Head/ Committee Chairman on the same day, by the Junior Clerk immediately.
		Dispatch of Urgent letters	Urgent letters are dispatched on the same day by the Junior Clerk immediately
		Preparation of notes	Notes are prepared on the same day of cause of action by Junior Clerk.

<b>S.N.</b>	<b>Section</b>	<b>Name of the Employee</b>	<b>Function/Activity</b>	<b>Details</b>
4	Teaching- Learning and Evaluation	All Teachers	Teaching and dissemination of knowledge	<p>Shape the future of the students moulding them towards the path of career building and motivate them for effective learning</p> <p>Create the effective, conducive and healthy teaching- learning environment in the classroom</p> <p>Imbibe nationalism, patriotism and charity among the students.</p> <p>Provide counseling and motivation to the students for studies and career growth</p> <p>Engage discussions in the classroom and motivate students for understanding the subjects</p> <p>Adopt innovative teaching methodologies for generating students' interest in learning</p> <p>Impart communication skills among the students</p> <p>Remain in contact with the guardians, send the reports of the performance of their ward.</p> <p>Accept the responsibilities other than academics such as extension, social welfare, community oriented programmes etc</p> <p>Work actively to bring social harmony, peace and affection in society</p> <p>Cooperate the authorities for the welfare and upliftment of the institution</p>
			Evaluation	Engage lectures in well prepared manner for theory and giving practical examples of the subject

S.N.	Section	Name of the Employee	Function/Activity	Details
5	Knowledge Resource Center	Dr. B. D. Rajage	Circulation, management and utilization of knowledge resources	<p>Look after the administration of the Knowledge Resource Center</p> <p>Issue and return of book, journals, periodicals to staff and students</p> <p>Maintain online software and repository</p> <p>Maintain and update accession register and other registers</p> <p>Supervise the working of library attendants</p> <p>Execute book bank scheme for students</p>
6	Support and services to overall conduct of the institute	All Administrative and Support staff	Supporting the institute at various levels	<p>Attend duties as directed by the concerned authorities</p> <p>Protecting and preserving the institute property</p> <p>Assistance in all internal and university assessments/exams/tests in a fair and proper manner with respect to confidentiality and security</p> <p>Attending in-service training programmes</p> <p>Use their skills and show efficiency for the advantage of the institute</p> <p>Acting in a fair, humble, courteous and mature manner to students, colleagues and other stakeholders</p>

### **Section 4 (1) (b) (iii) / Manual — 3:**

#### **Procedure followed to take a decision on various matters**

- Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the Principal along with the Chairpersons and secretaries and members of the concerned committee ensuring decentralization and transparency in the administration.
- The College functions under the supervision and control of the Parent Institution Rayat Shikshan Sanstha, College Development Committee, IQAC and the Principal.

### **Section 4 (1) (b) (iv) / Manual — 4:**

#### **Norms set by the College for the discharge of its functions**

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
- The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- Norms and standards for various academic activities are set by the Shivaji University, Kolhapur UGC, IQAC and College Development Committee of the College.

### **Section 4 (1) (b) (v) / Manual — 5:**

#### **Rules, regulations and instructions used**

- Statutes and Ordinance of Shivaji University, Kolhapur
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Shivaji University, Kolhapur, b) Government of Maharashtra State c) UGC d) Rules and regulations of Rayat Shikshan Sanstha, Satara f) Standard code rules g) Maharashtra Civil services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Shivaji University, Kolhapur and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India and UGC except where the University has its own provisions with regard to teaching and non-teaching staff.

#### **More information is available at following websites.**

- [www.mhrd.gov.in](http://www.mhrd.gov.in)
- [www.ugc.ac.in](http://www.ugc.ac.in)
- [www.rayatshikshan.edu](http://www.rayatshikshan.edu)
- [www.erayat.org](http://www.erayat.org)
- [www.unishivaji.ac.in](http://www.unishivaji.ac.in)
- [www.mahaeschol.maharashtra.gov.in](http://www.mahaeschol.maharashtra.gov.in)
- [www.jdhekop.blogspot.com](http://www.jdhekop.blogspot.com)
- [www.naac.gov.in](http://www.naac.gov.in)
- [www.dhepune.gov.in](http://www.dhepune.gov.in)

**Section 4 (1) (b) (vi) / Manual - 6:  
Official documents and their availability**

Following documents are available in the College with various officers under Principal.

<b>Sr. No.</b>	<b>Person with whom information is available</b>	<b>Documents</b>
1	Teachers	Student attendance, tutorial, academic diary, internal examination record,
2	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook , muster book, Audited statement, Assessment Report , Employee service book and personal file, Cheque register, dead stock register, voucher files
3	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals
4	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freeships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register

• **Following documents are available in the college office**

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- Examination results
- The College prospectus
- Staff information and College directory ( Muster, Service Books and Personal files) Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
- Composition and proceedings of various Committees

#### **Section 4 (1) (b) (vii) / Manual - 7:**

##### **Mode of public participation**

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes Special Winter Camp in the nearby villages in Shirwal city every year.
- Orientation Programme, lectures, workshops are organised for the students

##### **Citizens / Stakeholders /Public Interaction**

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs, special winter camps, and literacy programs.
- The college conducts lectures through Extra- Mural Education Committee every year wherein renowned personalities, Judges, Academicians, Senior Lawyers, Social Activists etc. are invited to guide faculty and students. This program to is open to all public as well.
- Interaction is also encouraged and formally conducted during the Alumni Meet.
- Feedback is taken from parents, students, teachers, alumni and lawyers about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organises various programs / lectures for creating social awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

#### **Section 4 (1) (b) (viii) / Manual - 8:**

##### **Councils, Committees, Faculties, Departments, etc. under the College**

The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are:

- Student Welfare Committee
- B.C. Cell
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaint Committee/ Prevention of Sexual Harassment of Women

**Note:** The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.

#### **Section 4 (1) (b) (ix) / Manual - 9:**

##### **Directory of officers and employees**

**The details of the employees are available on the following website**

Teaching Staff: <http://www.skms Shirwal.in/en/about-us/staff-profile/>

Non- Teaching Staff: <http://www.skms Shirwal.in/en/about-us/non-teaching-staff-profile/>

#### **Section 4 (1) (b) (x) / Manual - 10:**

**Monthly remuneration received by officers & Employee including system of compensation**

- Payment to permanent teachers is made as per the norms of UGC. The pay bill is generated as per HTE- SEVARTH System designed and developed by Government of Maharashtra. The details of pay bills are available in the Account Section of the office.
- Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC and College.
- The norms Shivaji University, Kolhapur are followed for the Staff Insurance Scheme.

**Section 4 (1) (b) (xi) / Manual - 11:**

**Budget allocated to each agency**

- The budget and the financial estimates are as approved by the College Development Committee, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education, Kolhapur.

**Section 4 (1) (b) (xii) / Manual - 12:**

**Manner of execution of subsidy programmes**

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
- Leave Encashment(As per norms and procedure prescribed by Government of Maharashtra)
- Scholarships(As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)

**Section 4 (1) (b) (xiii) / Manual - 13:**

**Concessions granted by the College**

- Reservation policies of Government of India in principle as approved by the Shivaji University, Kolhapur are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.

**Section 4 (1) (b) (xiv) / Manual - 14:**

**Information available in Electronic form**

- All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
- Information made publicly available can be accessed at college website.
- All the information about the college is available on our website and in the college office.

**Section 4 (1) (b) (xv) / Manual - 15:**

**Means, methods and facilities available to citizens for obtaining information**

- Unrestricted access to website.
- Citizens may seek the information in the Officer of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.

- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.
  - **Library Timing** : From 09.00 a.m. to 05.30 p.m. on all working days.
  - **Weekly Holiday** will be on **Sunday**.

#### **Section 4 (1) (b) (xvi) / Manual – 16**

##### **Public Information Officer**

**Shri. Shekhar Ashoksing Pardeshi**

Head Clerk, Shripatrao Kadam Mahavidyalaya, Shirwal

Mobile: 9028723744, Email: skmshirwal@yahoo.co.in

##### **Appellate Authority**

**Prin. Dr. Manjushri Bobade**

Principal, Shripatrao Kadam Mahavidyalaya, Shirwal

Mobile: 9049387950, Email: [bobademv1961@rediffmail.com](mailto:bobademv1961@rediffmail.com)

#### **Section 4 (1) (b) (xvii) / Manual - 17:**

##### **Other Useful Information**

- Imparting education to rural students since 1983
- Recognised by Government of Maharashtra
- It is Affiliated to Shivaji University, Kolhapur
- Recognised by UGC with 2 (f) 12 B status
- Accredited by NAAC with C.G.P.A. 2.73 with 'B' Grade in 2011
- Academic and Administrative Audit by Parent institute
- Energy Audit
- Green Audit
- Gender Audit
- Participation in NIRF since 2016-17
- Active N.C.C. Unit
- Imparting skill based education through Certificate(Short Term) Courses
- *Krantijyoti Savitribai Phule Vidyarthini Manch*: Alliance for Women Empowerment

Necessary information about the college is available at website and office. This information is updated from time to time on the college website.

