

Information Handbook of
Sharadchandra Pawar Mahavidyalaya, Lonand,
Tal- Khandala, Dist- Satara Pin 415521
(As per Right to Information Act, 2005)

INTRODUCTION

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's Sharadchandra Pawar Mahavidyalaya, Lonand and related information. This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).

Section 4 (1) (b) (i) / Manual — 1:

Particulars of the organization, functions and duties

Rayat Shikshan Sanstha, Satara is a premier educational institution which has invited the attention of international educational fraternity towards its recognition as the biggest educational institution in Asia both in quality and quantity parameters. The Founder of Sanstha, Padmabhushan Dr. Karmaveer Bhaurao Patil had an incisive understanding of the social ills that beset his times and fully realized the dire need of the spread of education. From the very beginning, Sanstha has laid its emphasis on the education for the downtrodden and the poor that really form the major bulk of the society.

Today, Sanstha runs 42 senior colleges, a newly added 1 research institute, 438 secondary schools, 8 training colleges, 42 primary schools, 31 pre-primary schools, 80 cosmopolitan hostels, 7 administrative offices, 8 Ashramshalas, and 57 ancillary branches. It is spread over in 15 districts of Maharashtra and 1 district of Karnataka with 14627 employees belonging to different 170 castes and communities and 4,54,165 students.

Sharadchandra Pawar Mahavidyalaya, Lonand is one of the leading educational institutes was established on 1986 as a branch of Rayat Shikshan Sanstha, Satara. The college is situated in Lonand a hilly and rural village under Tahsil of khndala, Satara in Maharashtra. The college campus is spread over an area of 18 acres of lush green land. It provides quality higher education in Arts, Science and Commerce streams at graduate level. The college runs 09 UG programs and has different Short Term /Value Added /UGC Career Oriented and Skill-Based Courses.

The college is permanently affiliated to Shivaji University, Kolhapur and is approved under section 2(f) and 12(b) of the University Grants Commission (UGC) act. The college reaccredited 'B+' grade by NAAC with CGPA 2.53 in 2019.

VISION –

The college intends to be one of the leading institutions in hilly, rural and drought-prone area to provide quality education to students of all socio-economic strata and prepare them to stand above all odds in present competitive world.

MISSION –

- 1) To provide the higher education to the down trodden, the poor and deprived ones in hilly area like Khandala Tehsil.
- 2) To create awareness about current global issues related to environment protection.
- 3) To sharpen students' sensibilities with enlightened secular, democratic and human values for encouraging their participation in corporate life.
- 4) To develop a sense of equality, national integrity, social justice among the students.
- 5) To inculcate the technological and other competencies among the students to face the professional challenges.
- 6) To enable the students to develop their personality to be responsible citizens in every walk of life.
- 7) To impart need-based, time relevant and innovative program promoting the use of latest technology.

GOALS –

- 1) To promote qualitative education.
- 2) To develop the overall personality of the students.
- 3) To impart education through self-help and dignity of labour.
- 4) To provide higher educational opportunities, primarily to the lower classes by use of modern technology.
- 5) To generate physically, spiritually and academically sound motivated graduates with awareness of importance of national integration and social responsibilities.
- 6) To provide overall education to casteless and classless society.
- 7) Spreading mass education to the students in particular from economically handicapped and educationally backward strata of society.
- 8) To impart value education based on cardinal principles of true nationalist orientation, self-reliance and dignity of labour.
- 9) The vision, mission and objectives of the college are in tune with the objective of the Higher Education policies

Core Values-

- 1) Contributing to National Development
- 2) Fostering Global Competencies among Students
- 3) Inculcating a Value System among Students
- 4) Promoting the Use of Technology
- 5) Quest for Excellence

Contact Details :-

Postal Address :-

Sharadchandra Pawar Mahavidyalaya , Indira Nagar, Near MSEB Station, Lonand, Tal-Khandala, Dist Satara pin-415521

Website : <http://spmlonand.ac.in>
Tel. / Fax No : (02169) 225175
Email : spcollegelon@yahoo.com

Map of Location

The College location Map is available at
<https://goo.gl/maps/CpSUNtSjcrBZX8WJA>

Working Hours

College Timing on all Working Days : From 07.45am to 06.00 p.m.

Office Timing : From 10.00 a.m. to 6.00 p.m. on all working days.

Financial Transactions : 10.30 a.m. to 01.30 p.m. on all working days.

Library Timing : From 9.30 a.m. to 05.30 p.m. on all working days.

Weekly Holiday will be on **Sunday**.

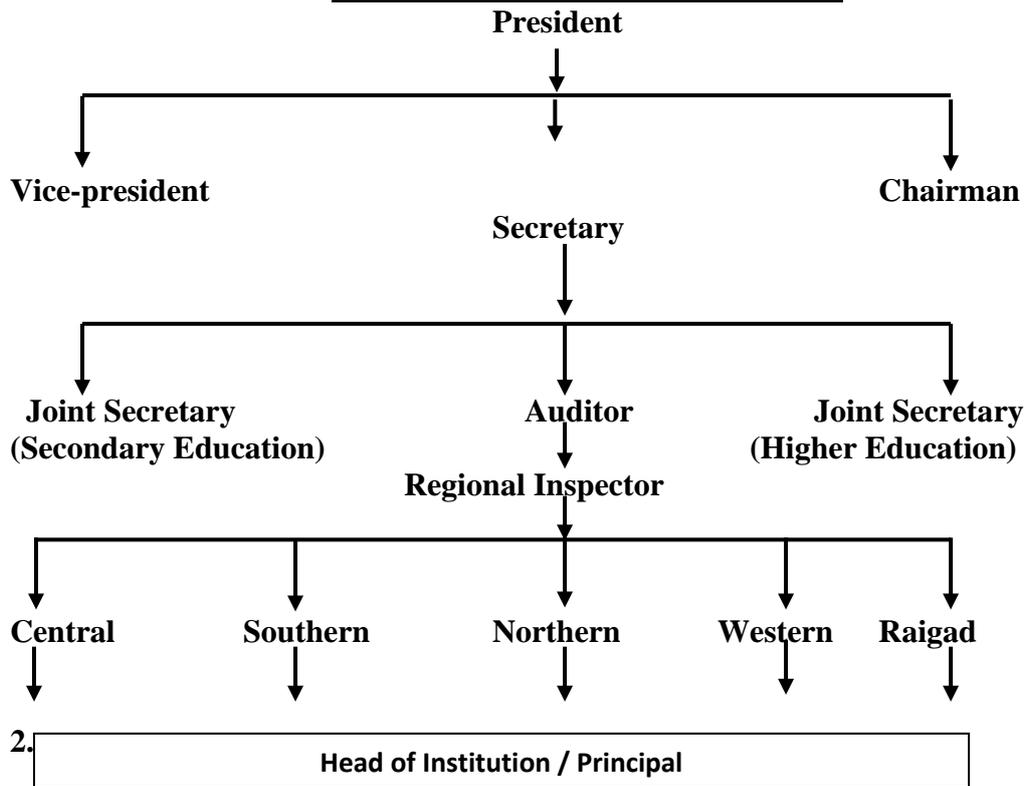
Organization and Administrative Machinery

Organogram of the institution

The parent institution plays a pivotal role in the general administration of the college.

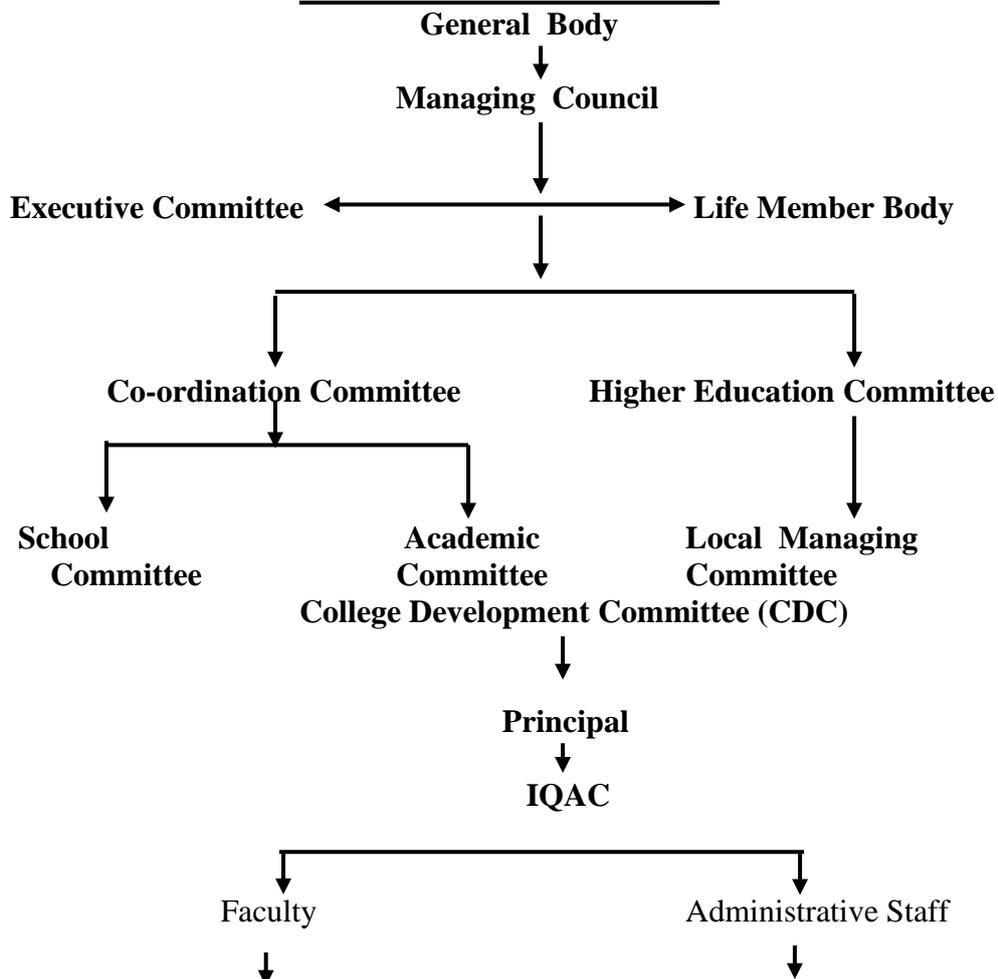
It formulates the requisite policies for achieving goals and missions

ADMINISTRATIVE MACHINERY



2.

ADMINISTRATIVE BODIES



Different Committees



Students
(Students' Council and
Students' Bar Association)

Head Clerk



Senior Clerk



Junior Clerk



Library and Laboratory Attendant



Peon

Administrative Setup of Sharadchandra Pawar Mahavidyalaya Lonand.

Various committees involving Principal, Teaching and Office Staff and students, are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

1. College Development Committee

Sr.No.	Name	Designation	Functions
1	Adv.Ramraje Pratapsinh Naik Nimbalkar	Chairperson of the Management or his nominee	i) To Supervise the overall working in the college. ii) To approve the budget estimate and give sanctions to required works and projects. iii) To take necessary measures to deal with the complaint if any iv) To monitor the administration and development of the staff, students and the college. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2	Dr. Ajit Abhay Wardhmane	Secretary of the Management or his nominee	
3	Dr. B. D. Jadhav	Principal Nominee	
4	Mr. M. D. Nayaku	Teachers Representative	
5	Mrs. K.K. Gaikwad	Teachers Representative	
6	Dr. M. A. Patare	Teachers Representative	
7	Mr. U. A. Jagatap	Non- Teaching Representative	
8	Mr. H V Shelake	Local Representative	
9	Dr. N. U. Savant	Local Representative	
10	Mr. A. S. Shelake Patil	Local Representative	
11	Mr. B. Y. Saymote	IQAC Coordinator	
12		President, Student Council	
13		Secretary, Student's Council	
14	Principal, Dr. T. N. Gholap Sharadchandra Pawar Mahavidyalaya Lonand	Member	

2. Admission Committee:		Functions	
1) Prof. Dr. Jadhav B.D.	Chairman	i) To conduct admission to Degree Course and other courses run by the college. ii) To determine the seats available for each class and decide the vacant seats to be filled for open & reserved category through Merit & reservation list, as per admission procedure. iii) To scrutinize all applications as per the Merit List, Reservation List and approve them. iv) To check the admission forms & other documents. Prepare & display necessary information on Notice Board. v) To carry out the admission procedure as per the prescribed rules of UGC, Government & University. vi) To Finalize and update the roll call list vii) To update the prospectus and website every year viii) To hold at least two meetings in a year. ix) To maintain a register of minutes of the meetings.	
1) Prof. Kolhe S. V.	Chairman (Arts Faculty)		
2) Prof. Kharat D. N.	Member		
3) Prof. Sathe D. T.	Member		
1) Prof. Nale R. J.	Chairman (Science Faculty)		
2) Prof. Dr. Dixit D.R.	Member		
3) Prof. Dr. Patare M.A.	Member		
4) Prof. Dr. Kurhade S.H.	Member		
1) Prof. Saymote B.Y.	Chairman (Com. Faculty)		
2) Prof. Gaikwad K.K.	Member		
3. Library Committee:			Functions
1) Prin. Dr. Gholap T.N.	Chairman		i) To decide the books to be purchased for each class that are prescribed & recommended by University and college. ii) To subscribe journals & Magazines. iii) To display New Arrivals on the notice board. iv) To invite suggestions from staff & students regarding purchase of books & subscription to Journals.
2) Prof. Salunke N.L.	Secretary		
3) Prof. Nayaku M.D.	Member		
4) Prof. Nale R. J	Member		

5) Prof. Saymote B.Y	Member	v) To make rules & regulations for proper functioning of the library. vi) To supervise the use of study Room, Library Computer Lab, Reading Room and maintain entry Register for record. vii) Take disciplinary action regarding loss of books, late return of the books, damage to books etc. viii) To make yearly report of books damaged, lost etc. ix) To hold at least two meetings in a year. To maintain a register of minutes of the meetings. x) To take suggestion form library committee
6) Mr.Jagtap U .A (Office)	Member	
7) (Student Representative)	Member	
4. UGC Committee:		Functions
1) Prof.Dr.Patare M.A.	Chairman	i) To Study all U.G.C. / University /Education Department. Circulars & Scheme and apply for them in time to prepare proposals for various projects & schemes. ii) To implement the schemes and send utilization to the UGC. iii) To maintain record of activities taken on per rules. iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the meetings.
2) Prof.Dr.Jadhav B.D.	Member	
3) Prof.Bhangre G.N.	Member	
5. Building & Purchase Committee:		Functions
1) Prin.Dr.Gholap T.N.	Chairman	i) To recommend purchase of items. ii) To invite quotations for the same. iii) To purchase the things as per the prescribed rules, considering the requirement of Secretary Students, staff & employees and the existing budget of the college. iv) To update the Stock register and Dead Stock register every year to include all purchases. v) To hold at least two meetings in a year. vi) To maintain a register of minutes of the meetings.
2) Prof.Gaikwad K. K.	Member	
3) Prof.Dr.Patare M.A.	Member	
4) Prof.Kolhe S.V.	Member	
6. Standing Committee for Reservation Cell:		Functions
1) Prof. Gaikwad S.V.	Chairman	i) To send report of the admission details to the University ii) To display information about various concession to students. iii) To hold at least two meetings in a year. iv) To maintain a register of minutes of the meeting.
2) Prof. Kakade B.H.	Member	
7. Students Council & Gymkhana Committee:		Functions
1) Prin.Dr.Gholap T.N.	Chairman	i) To Co-ordinate students in organizing sports and various events in the college. ii) To organize various student welfare activities.
2) Prof. Nale R.J.	Member	

3) Prof.Dr. Mhaske V.L.	Member	iii) To form Students' Council and conduct the election of secretary to students' Council as per university rules. iv) To make arrangements & organize sport activities for the college. v) To send college teams for participation in sports conducted by universities zone and interzone & submit written report of all sports events. vi) To prepare Gymkhana Report at the end of the academic year. vii) To help maintain discipline in the college. viii) To make and implement the rules regarding I-Card. ix) To take necessary actions to improve attendance among students to lectures & Programmes x) To hold at least two meetings in a year. xi) To maintain a register of minutes of the meetings
4) Prof.Gaikwad K .K.	Member	
5) Prof.Dr.Kawade S.A.	Member	
6) Prof.Dange S. R.	Member	
8. Alumni & Parents Association:		Functions
1) Prof.Gaikwad S.V.	Chairman	i) To display the information about the committees in the college. ii) To organize alumni meet in college for college development iii) To hold at least two meetings in a year iv) To maintain a register of minutes of the meetings.
2) Prof.Kakade B.H.	Member	
3) All Heads	Member	
9. Discipline/ Grievance & Redresal Cell:		Functions
1) Prin.Dr.Gholap T.N.	Chairman	i) To display the information about the committees in the college. ii) To take necessary measures to prevent sexual harassment in the college and deal with the complaint if any. iii) To undertake programmes for personality development of the girls. iv) To hold at least three meetings in a year. v) To maintain a register of minutes of the meetings.
2) Prof.Nale R.J.	Member	
3) Prof.Dange S.R.	Member	
4) Prof.Sathe D.T.	Member	
5) Prof.Gaikwad K.K.	Member	
6) Prof.Dr.Mhaske V.L.	Member	
10 Student's Grievance & Redressal Cell:		Functions
1) Prin. Dr. Gholap T.N.	Chairman	i) To display the information about the committee in the college. ii) To take necessary measures to organize parent teacher meetings in the college and to take feedback from the parents. iii) To undertake programmes for personality development of the students and to monitor their present in the class. iv) To inform the parents in case of continuous / substantial absence from college. v) To invite suggestions regarding student welfare from students & Staff. vi) To provide Educational Counseling & carrier
2) Prof. Nale R. J.	Member	
3) Prof. Dange S. R.	Member	
4) Prof. Sathe D. T.	Member	
5) Prof. Gaikwad K. K.	Member	

		<p>guidance to students.</p> <p>vii) To display information regarding Co-curricular & Extra curricular activities on the notice board.</p> <p>viii) To improve the infrastructural & reading room facilities & support available to students.</p> <p>ix) To ensure proper sanitation, cleanliness, hygiene, drinking water etc for students.</p> <p>x) To organize various activities for all round personality Development of students.</p> <p>xi) To hold at least the Two Meetings in a Year.</p> <p>xii) To maintain a register of minutes of the meetings.</p>
11. Anti-Ragging Committee:		Functions
1) Prin. Dr. Gholap T.N.	Chairman	<p>i) To display the information about the committee in the college and college website</p> <p>ii) To take necessary measures including surprise visits in campus to prevent ragging in the college and deal with the complaint if any.</p> <p>iii) To undertake programmes for personality development of the students.</p> <p>iv) To supervise the working of CCTV in the college premises.</p> <p>v) To hold at least three meetings in a year.</p> <p>vi) To maintain a register of minutes of the meetings.</p>
2) Prof. Sathe D.T.	Member	
3) Shri. Dhaigude Ramesh (News Reporter)	Member	
4) API Lonand Police Station	Member	
5) Prof. Gaikwad K .K.	Member	
6) Shri. Jagtap U. A.	Member	
12. Youth Festival & Cultural Committee:		Functions
1) Prof. Nayku M.D.	Chairman	<p>i) To display notices and seek participation of students in various activities & competitions.</p> <p>ii) To send college team after proper selection for various competitions.</p> <p>iii) To maintain record of all activities held in the college & all representations on behalf of the college.</p> <p>iv) To Co-ordinate student participation & active involvement in organization of the college activities and submit report term wise.</p> <p>v) To form editorial board for the wall paper & a magazine to publish the annual magazine.</p> <p>vi) To give proper publicity in press of all events organized by the college.</p> <p>vii) To hold at least two meetings in a year</p> <p>viii) To maintain a register of minutes of the meetings.</p>
2) Prof. Shende S.A.	Member	
3) Prof. Gaikwad K .K.	Member	
4) Prof. Ghorpade P.S.	Member	
5) Prof. Bhangre G.N.	Member	
13. Career Counseling And Placement Cell:		Functions
1) Prof. Dr. Dixit D.R.	Chairman	<p>i) To provide guidance and expertise for training & coaching of students for various competitive exams.</p> <p>ii) To provide information about career options and provide counseling about career development.</p> <p>iii) To hold at least two meetings in a year</p>
2) Prof. Dr. Kathawate L.G.	Member	
3) Prof. Dr. Aithawade M.A.	Member	

4) Prof.Bhangre G.N.	Member	iv) To maintain a register of minutes of the meetings v) To facilitate final placement of students. vi) To organize programmes for career guidance and prepare MOU with the various firms. vii) To provide for the coaching for various competitive exams. viii) To hold at least two meetings in a year ix) To maintain a register of minutes of the meetings.
14. Lead College Committee:		Functions
1) Prof.Bodkhe S.S.	Chairman	i) To Call Meeting for deciding the Guest of Honour, Chairperson, Resource person etc ii) To Conduct the Lead College Programme iii) To give publicity to write report & proceeding. iv) To submit the budget and utilization with report of the lead college activities to the Lead College in the cluster.
3) Prof.Gaikwad S.V.	Member	
4)Prof.Dr.Aithawade M.A.	Member	
5)Manager, Rayat Sevak Co-Op.Bank Br.Lonand	Member	
15. Staff Academy & Research Promotion Committee		
1)Prof.Dr.Kamble C.S.	Chairman	i) To organize lecture by Faculty member on various subjects at least once in every month. ii) To keep the record of all lectures arranged by the staff academy & to prepare report every year. iii) To aware research Ethics iv) To hold at least two meetings in a year v) To maintain a register of minutes of the meetings.
2) Prof.Dr.Bankar S.R.	Member	
16. Student Welfare Committee:		Functions
1) Prof.Sathe D. T.	Chairman	i) To keep the record of all activities & to prepare report arranged by the committee. academy & to prepare report every year ii) To hold at least two meetings in a year iii) To maintain a register of minutes of the meetings. iv) To invite suggestions for Staff Welfare from Teaching & Non-Teaching Staff and implement them. v) To supervise the facilitation of sanitation , drinking water, recreation of staff & suggest means to improve them.
2) Prof.Dr.Kamble C.S.	Member	
3) Prof.Dr.Rathod S.B.	Member	
17. Teaching, Learning Evaluation & Merit Promotion Committee		Functions
1) Prin. Dr. Gholap T.N.	Chairman	i) To Co-ordinate staff participation in organizing bridge courses, Remedial Lectures and students progression activities. ii) To suggest & implement innovative teaching methods & evaluation technique. iii) To facilitate analysis and evaluation of the student performance in examinations. iv) To provide academic counseling to weaker students & to progressive students.
2) Dr. Jadhav B.D.	Member	
3) Dr. Bodkhe S.S.	Member	
4) Prof Saymote B. Y	Member	
5) Prof. Gaikwad S.V	Member	

6) Shri.Mane N. H	Member	v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
18. IQAC Committee		Functions
1) Prin.Dr.Gholap T.N.	Chairperson	i) To update the website every year ii) To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record. ii)To prepare SSR and upload it on website & submitted to NAAC. ii) To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. iii) To undertake faculty development programme and various Co-curricular & extra curricular activities for all round enhancement. iv) To plan and ensure overall quality instainance in the college. v) To submit AQAR reports every year to NAAC before the due date. vi) To maintain record of faculty profile and self appraisals in prescribed for mat. vi) To organize IQAC activities as per the UGC guidelines. vii) To co-ordinate the RQMS activity in the college. viii) To hold Four meetings in a year ix) To maintain a register of minutes of the meetings. x) To implement NAAC Reaccreditation process as per the norms & guidelines from Rayat Shikshan Sanstha.
2) Prof.Dr Patare M.A.	Member from Senior Teachers	
3) Prof.Dr.Kamble C.S.	Member from Senior Teachers	
4) Prof.Nale R.J.	Member from Senior Teachers	
5) Shri.Jagtap U. A.	Senior Administrative Official	
6)Shri.Nandkumar Sable (Manager,The Rayat Sevak Co-op Bank Ltd)	Member From Quality Management	
7) Shri.Dr.Nitin Sawant	Member From Local Community	
8)Prof.Saymote B.Y. (Co-ordinator)	Member Secretary	

Duties to be performed

To provide quality education in Arts, Science and commerce along with career oriented courses and skill oriented courses. To encourage students to do research on various vocational issues and problems. To encourage and enable students to face competitive exams in Banking, Insurance and other competitive examinations.

- 1) To create opportunities for all round development of the students.
- 2) To create entrepreneurs and by providing them necessary information and techniques.
- 3) Organizing various seminars / conferences / workshops to address significant social and current issues.
- 4) To cultivate ethical, moral and professional values among the students.

Details of Services Rendered

The college renders various services to its stake holders. Some of them are briefly enumerated below:

- a. Teaching of UG course
- b. Conducting Diploma Courses and Certificate Courses in various subjects.
- c. Conduct Extension activities for students and Society.
- d. Conducting internal and University Examination
- e. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- f. Providing training and coaching for Competitive examinations conducted by IBPS & other competitive examinations.
- g. Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- h. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- i. Providing career counseling
- j. Providing Placement guidance
- k. Arranging field visit and Industrial tours
- l. The College Organizes Padambhushan Dr.Karmaveer Bhaurao Patil State Level elocution Competition every year
- m. The facility of language laboratory to the students
- n. Provision of various facilities for all round growth of students including bridge courses, Spoken English, and Skill oriented Short Term Courses
- o. Facilities like secured Free Wi-Fi for students
- p. Providing library facilities including book bank, e-resources, text books, reference books, online resources, online databases, Rayat Knowledge Bank, and journals & periodicals to students and faculty.

Grievance Redressal :-

For Grievance Redressal of students and faculty, there are various committees formed in the college.

- **ANTI - RAGGING COMMITTEE**
- **INTERNAL COMPLAINT COMMITTEE**
- **GRIEVANCE REDRESSAL COMMITTEE.**

Grievance Redressal Procedure :-

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievances and tries to rectify them for smooth functioning of the college. Being multi faculty college, several committees are framed headed by a Chairman/Member Secretary.

Section 4 (1) (b) (ii) / Manual - 2:
Powers and Duties of Officers and Employees

- The Principal is the principal-academic and chief executive officer of the college. He / She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in University Rules and regulations.

Sr. No.	Designation	Functions
1)	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administer daily teaching activity and administer academic as well as administrative routing.
2)	Lecturer	To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. . To work in various administrative committees and submit report to the principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling.
3)	Librarian	To look after all work administration in library. Monitoring Issue and return of book journals, periodicals to staff and students. To maintain online software and online repository. To maintain and update accession register and other registers in library and study room. To supervise work of library attendants To maintain book bank scheme for students. To help and support academic environment of college To supervise overall administration in the library.
4)	Head Clerk	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. To prepare and submit various utilizations to UGC, University, Government etc. To prepare and submit budget estimates and monitor accounts accordingly. To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.
5)	Senior Clerk	To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc., To maintain and update bio-metric record and write remarks accordingly. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence, To prepare and submit various Fee concession proposals to government authorities To help other authorities as per the directions Principal & Head clerk.

6)	Junior Clerk	To verify and accept Admission forms, Exam Forms, Concession forms etc., To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc., To maintain General Register, University Result, Ledger etc. and undertake all exam related work. To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc., To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To help other authorities as per the directions Principal & Head clerk.
7)	Library Attendant	To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To help librarian to update news paper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
8)	Peon	To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc. To visit Bank, MSEB, Post office and other places for bill payment & office work. To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting. To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc. To render help in organization of various Co-curricular and extracurricular activities and programme held in the college. To work as per the directions of Principal and Head Clerk.

- Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and regulations of the University as stated in the Maharashtra Universities Act.’

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, BCI, 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 e) Standard code rules f) Maharashtra Civil services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Shivaji University 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.

- <http://spmlonand.ac.in>
- www.rayatshikshan.edu
- www.erayat.org
- www.unishivaji.ac.in
- www.online.shivajiuniversity.ac.in
- www.mahaeschol.maharashtra.gov.in
- www.suk.digitaluniversity.ac
- www.ugc.ac.in
- www.jdhekop.org
- www.naac.gov.in
- www.dhepune.gov.in
- www.mahacet.org

Section 4 (1) (b) (vi) / Manual - 6:

Official documents and their availability

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

Sr. No.	Person with whom information is available	Documents
1	Lecturer	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.

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- 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 socio legal 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
- Grievance Redressal Committee
- Anti-Ragging & Ban Smoking Committee
- Internal Complaints Committee

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

- Directory of officers and employees is available in the college office as well as on the college website.

**Rayat Shikshan Sanstha's
Sharadchandra Pawar Mahavidyalaya, Lonand
Teaching Staff - 2020-2021**

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Appointment Date	Photo
1	Prin.Dr.Gholap T.N.	Principal	M.A.,Ph.D.	33 Years	144200-218200	20.10.1987	
2	Smt.Gaikwad K.K.	Assost. Professor	M.A.	33 Years	131400-217100	26.10.1987	
3	Shri.Jadhav S.N.	Assost. Professor	M.Sc.	32 Years	131400-217100	26.08.1988	
4	Shri.Gaikwad S. V.	Assost. Professor	M.Sc.,Phill.	29 Years	131400-217100	5.08.1991	
5	Shri.Dange S.R.	Assost. Professor	M.Sc.	26 Years	131400-217100	1.02.1994	
6	Dr.Patare M.A.	Assost. Professor	M.Sc.,Ph.d	33 Years	131400-217100	28.11.1987	
7	Shri.Dixit D.R.	Assost. Professor	M.Sc.,M.Phill	33 Years	131400-217100	26.10.1987	

8	Dr.Kamble C.S.	Assost. Professor	M.A.,Ph.D., M.Phill	33 Years	131400-217100	30.10.1987	
9	Shri.Bodkhe S.S.	Assis. Professor	M.A.,Ph.D., NET	20 Years	79800-211500	4.12.2000	
10	Dr.Jadhav B.D.	Assis. Professor	M.Sc.,Ph.D., SET	19 Years	79800-211500	5.04.2001	
11	Shri.Nayaku M.D.	Assis. Professor	M.A.,B.Ed., SET	17 Years	68900-205500	28.03.2003	
12	Dr.Rathod S.B.	Assis. Professor	M.A.,Ph.D.	20 Years	68900-205500	4.12.2000	
13	Shri.Nale R.J.	Assis. Professor	M.Sc.,B.Ed	25 Years	57700-182400	22.06.1993	
14	Shri.Sathe D. T.	Assis. Professor	M.A.,NET	10 Years	57700-182400	1.02.2010	
15	Shri.Kharat D.N.	Assis. Professor	M.A.,B.Ed., NET	10 Years	57700-182400	9.09.2010	
16	Shri.Kakade B.H.	Assis. Professor	M.A.	28 Years	57700-182400	5.01.1996	
17	Shri.Kolhe S.V.	Assis. Professor	M.A.,NET., SET	7 Years	57700-182400	4.02.2013	
18	Shri.Saymote B.Y.	Assis. Professor	M.Com.,NET	7 Years	57700-182400	5.04.2013	
19	Shri.Salunke N.L.	Assis. Professor	M.A.,M.Lib., NET	7Years	57700-182400	1.03.2013	
20	Dr.Kawade S.A.	Assis. Professor	M.Sc.,M.Phill ,Ph.D.	10 Months	57700-182400	27.02.2020	

21	Shri.Shende S.A.	Assis. Professor	M.Sc.,M.Ed., NET,SET	10 Months	57700-182400	20.02.2020	
22	Smt.Ghodake A.D.	Assis. Professor	M.A.,NET, SET	10 Months	57700-182400	20.02.2020	
23	Dr.Kathwate L.G.	Assis. Professor	M.Sc.,M.Phill ,Ph.D.	10 Months	57700-182400	22.02.2020	
24	Dr.Bankar S.R.	Assis. Professor	M.Sc.,SET, Ph.D.	10 Months	57700-182400	22.02.2020	
25	Dr.Itawade M.M.	Assis. Professor	M.Sc.,M.Phill ,Ph.D.	10 Months	57700-182400	22.02.2020	
26	Shri.Bhangre G.N.	Assis. Professor	M.Sc.,NET	10 Months	57700-182400	22.02.2020	
27	Shri.Kurhade S.H.	Assis. Professor	M.Sc.,SET	10 Months	57700-182400	27.02.2020	
28	Dr.Mhaske D.L.	Assis. Professor	M.A.,M.P.Ed. ,Ph.D.	9 Months	57700-182400	26.03.2020	
29	Smt.Ghorpade P.S.	Assis. Professor	M.Sc.,NET, SET	9 Months	57700-182400	26.03.2020	
30	Shri.Shinde S.B.	Assis. Professor	M.A.,NET, SET	2 Months	57700-182400	17.10.2020	

Non Teaching 2020-21

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale	Appoint. Date	Photo
1	Shri.Jagtap U.A.	Head Clerk	M.Com	34 Years	9300-34800	1.2.1989	
2.	Shri.Shelke A.U.	Lab. Assist.	HSC, ITI	34 Years	5200-20200	1.2.1989	
3.	Shri.Nimbalkar R. H.	Junior Clerk	M.Com	27 Years	5200-20200	16.3.1993	

4.	Shri.Mane N.H.	Junior Clerk	M.A.	8 Years	19900-63200	10.1.2014	
5.	Shri.Waghmare D.P.	Lib.Atten.	SSC	30 Years	5200-20200	1.8.1990	
7	Shri.Thombare A.T.	Lab.Atten.	IX	28 Years	5200-20200	1.3.1992	
8	Shri.Gaikwad S.S.	Lab.Atten.	XI	27 Years	19200-63200	16.3.1993	
9	Shri.Kolekar B.B.	Peon	VII	27 Years	15000-47600	16.3.1993	
10	Shri.Palave S.S.	Peon	B.A.	8 Years	15000-47600	10.1.2014	

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

Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Shivaji University, Kolhapur, and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.

Teaching Staff :-

Sr. No	Name of Teacher	Designation	Qualification	Experience	Pay Scale
1	Prin.Dr.Gholap T.N.	Principal	M.A.,Ph.D.	33 Years	144200-218200
2	Smt.Gaikwad K.K.	Assost. Professor	M.A.	33 Years	131400-217100
3	Shri.Jadhav S.N.	Assost. Professor	M.Sc.	32 Years	131400-217100
4	Shri.Gaikwad S. V.	Assost. Professor	M.Sc.,Phill.	29 Years	131400-217100
5	Shri.Dange S.R.	Assost. Professor	M.Sc.	26 Years	131400-217100
6	Dr.Patare M.A.	Assost. Professor	M.Sc.,Ph.d	33 Years	131400-217100
7	Shri.Dixit D.R.	Assost. Professor	M.Sc.,M.Phill.	33 Years	131400-217100
8	Dr.Kamble C.S.	Assost. Professor	M.A.,Ph.D.,M.Phill	33 Years	131400-217100
9	Shri.Bodkhe S.S.	Assis. Professor	M.A.,Ph.D., NET	20 Years	79800-211500
10	Dr.Jadhav B.D.	Assis. Professor	M.Sc.,Ph.D., SET	19 Years	79800-211500
11	Shri.Nayaku M.D.	Assis. Professor	M.A.,B.Ed., SET	17 Years	68900-205500
12	Dr.Rathod S.B.	Assis. Professor	M.A.,Ph.D.	20 Years	68900-205500
13	Shri.Nale R.J.	Assis. Professor	M.Sc.,B.Ed	25 Years	57700-182400
14	Shri.Sathe D. T.	Assis. Professor	M.A.,NET	10 Years	57700-182400
15	Shri.Kharat D.N.	Assis. Professor	M.A.,B.Ed., NET	10 Years	57700-182400
16	Shri.Kakade B.H.	Assis. Professor	M.A.	28 Years	57700-182400
17	Shri.Kolhe S.V.	Assis. Professor	M.A.,NET., SET	7 Years	57700-182400
18	Shri.Saymote B.Y.	Assis. Professor	M.Com.,NET	7 Years	57700-182400
19	Shri.Salunke N.L.	Assis. Professor	M.A.,M.Lib.,NET	7Years	57700-182400
20	Dr.Kawade S.A.	Assis. Professor	M.Sc.,M.Phill.,Ph.D.	10 Months	57700-182400
21	Shri.Shende S.A.	Assis. Professor	M.Sc.,M.Ed.,NET,SET	10 Months	57700-182400
22	Smt.Ghodake A.D.	Assis. Professor	M.A.,NET, SET	10 Months	57700-182400
23	Dr.Kathwate L.G.	Assis. Professor	M.Sc.,M.Phill.,Ph.D.	10 Months	57700-182400
24	Dr.Bankar S.R.	Assis. Professor	M.Sc.,SET, Ph.D.	10 Months	57700-182400
25	Dr.Itawade M.M.	Assis. Professor	M.Sc.,M.Phill.,Ph.D.	10 Months	57700-182400
26	Shri.Bhangre G.N.	Assis. Professor	M.Sc.,NET	10 Months	57700-182400
27	Shri.Kurhade S.H.	Assis. Professor	M.Sc.,SET	10 Months	57700-182400
28	Dr.Mhaske D.L.	Assis. Professor	M.A.,M.P.Ed.,Ph.D.	9 Months	57700-182400
29	Smt.Ghorpade P.S.	Assis. Professor	M.Sc.,NET, SET	9 Months	57700-182400
30	Shri.Shinde S.B.	Assis. Professor	M.A.,NET, SET	2 Months	57700-182400

Non-Teaching Staff :-

Sr. No	Name of Teacher	Designation	Qualification	Exp.	Pay Scale
1	Shri.Jagtap U.A.	Head Clerk	M.Com.	34 Years	9300-34800
2.	Shri.Shelke A.U.	Lab. Assist.	H.S.C.,ITI	34 Years	5200-20200
3.	Shri.Nimbalkar R. H.	Junior Clerk	M.Com.	27 Years	5200-20200
4.	Shri.Mane N.H.	Junior Clerk	M.A.	8 Years	19900-63200
5.	Shri.Waghmare D.P.	Lib.Atten.	S.S.C.	30 Years	5200-20200
7	Shri.Thombare A.T.	Lab.Atten.	IX	28 Years	5200-20200
8	Shri.Gaikwad S.S.	Lab.Atten.	XI	27 Years	19200-63200
9	Shri.Kolekar B.B.	Peon	VII	27 Years	15000-47600
10	Shri.Palave S.S.	Peon	B.A.	8 Years	15000-47600

* Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC and College.

- The norms of Shivaji University 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)
- Freshship 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 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 09.30 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 Jagtap U. A.

Head Clerk, Sharadchandra Pawar Mahavidyalaya, Lonand

Mobile: 7020183229, Email: spcollegelon@yahoo.com

Appellate Authority

Principal ,

Sharadchandra Pawar Mahavidyalaya, Lonand

Tel. No. 02169 225175, Email: spcollegelon@yahoo.com

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

Other Useful Information

- ❖ **Sharadchandra Pawar Mahavidyalaya is doing a pioneering work in the field of education in Satara District and surrounding area since 1986.**
- ❖ **It is Affiliated to Shivaji University.**
- ❖ **Recognised by Government of Maharashtra**
- ❖ **Recognised by UGC**
- ❖ **Reaccredited by NAAC during 2019 with B+**
- ❖ **Submitted online Proforma for NIRF**

Necessary Information about the college will be available from the College Website and the College Office. This information is updated from time to time on the College website.