

**Information Handbook of
Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
(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 Rajarshi Chhatrapati Shahu College, Kolhapur 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

Rajarshi Chhatrapati Shahu College, Kolhapur is established at Kolhapur by Rayat Shikshan Sanstha in 1961. It is recognized by Government of Maharashtra and Affiliated to Shivaji University, Kolhapur. It is recognized institute under UGC 12(f) and 12(B).

Rajarshi Chhatrapati Shahu College, Kolhapur is doing a pioneering work in the field of liberal education in Kolhapur District and surrounding areas since, 1961.

The college conducts Three Year B.A./B.Com./B.Com.IT, B.Sc./ B.C.S./ M.Sc.(Physical Chemistry and Analytical chemistry)/ M.A.(English),M.Com.IT Course. The college also conducts courses like E-Banking, Insurance, Human Rights, Computer Skills and Personality Development.

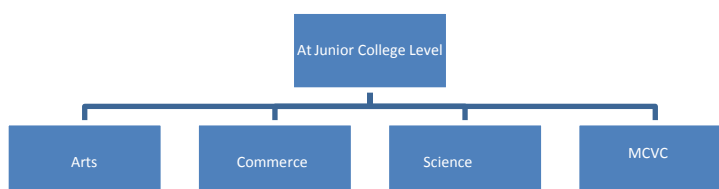
**Academic Programmes Offered
(At Undergraduate Level)**

Sr No	B Sc	B.Com	B A	B.C.S.
1	Chemistry	B Com	English	Computer Science
2	Physics	B.Com.(IT)	Hindi	
3	Mathematics		Marathi	
4	Statistics		Geography	
5	Botany		History	
6	Zoology		Economics	
7	Computer Science		Sociology	
			Physical Education	
			Political Science (Up to II year)	
			Psychology (Up to II year)	
			Philosophy (Up to II year)	

(At Post-Graduate Level)

Sr No	M. Sc	M. A.	M.Com.
1	Analytical Chemistry, Physical Chemistry, Statistics	English,	M.Com.IT

Short Term/Skill Based Courses - 15
Career Oriented/Certificate Courses-08
Add on / Value Added Courses - 08



- VISION -

We are committed to promote value based, quality legal education and research by nurturing skills and potentials of faculty and students and inculcating in them respect for law and humanity.

- MISSION -

- 1) To empower students with updated knowledge and confidence, for excellence in education, research and profession.
- 2) To provide a learning environment supported by educational tools and technology.
- 3) To develop professional and leadership skills, integrity and accountability among students.
- 4) To impart affordable, innovative, relevant education, conducive to personal and professional growth.

- GOALS -

- 1) To provide opportunities of higher education to masses including those from rural areas.
- 2) To spread literacy among people to facilitate accomplishment of democratic aspirations of people.
- 3) To provide aid, for enforcing the rights of people and in particular to bring social justice within the reach of poor and needy.
- 4) To develop awareness, regarding the knowledge of rights, ways and means to enforce them, civic responsibilities, fundamental duties, and social reforms necessary for development of the society.
- 5) To foster all-round development of the students along-with improving their professional excellence in the respective fields and inculcating socially responsible attitude among them.
- 6) To aim at wider goals of empowering students to fulfill their responsibility as a responsible citizens and protection of individual rights as well as public interest in the society.

Core Values of Rajarshi Chhatrapati Shahu College, Kolhapur

- Contributing to **National Development through Education, Aid and Literacy**
- Fostering **Global Competencies** among students through ICT enabled LMS
- Inculcating a **Value System** among students
- Promoting the **Use of Technology**
- Quest for **Excellence**

During our glorious journey of last 62 years under the aegis of Rayat Shikshan Sanstha, the academic achievements have been noteworthy. Our students have achieved glorious heights in sports like Wrestling and Kabaddi in the merit list of Shivaji University. The college pursues excellence through ICT enabled teaching learning process involving Learning Management System (LMS). While providing student centric, inclusive and value based education, the college lays emphasis on enhancing abilities and advocacy skills of students equipping them with global competencies to enter in the various noble professions with competence and confidence.

Rajarshi Chhatrapati Shahu College, Kolhapur is doing a pioneering work in the field of higher education in Kolhapur District and surrounding area since 1961. The college conducts Three Year Degree Course in Arts, Commerce and Science. The college also conducts Short-Term Certificate Courses in E-Banking, Insurance, Human Rights, Computer Skills and Personality Development. The college has also started B. Sc.(Zoology), B.Com.(Information Technology) and M. A.(English) from June 2019.

Contact Details :-

Postal Address :-

RAJARSHI CHHATRAPATI SHAHU COLLEGE,
Vichare Mal, Kadamwadi, Kolhapur, Maharashtra-416003,India.

Website : www.rcsc.ac.in

Tel./ Fax No: 0231 2654638

Email : klpshahucol@gmail.com

Working Hours

College Timing on all Working Days: From 07.45 a.m. to 05.00 p.m.

Office Timing: From 10.00 a.m. to 5.00 p.m. on all working days.

Financial Transactions: 10.00 a.m. to 02.00 p.m. on all working days.

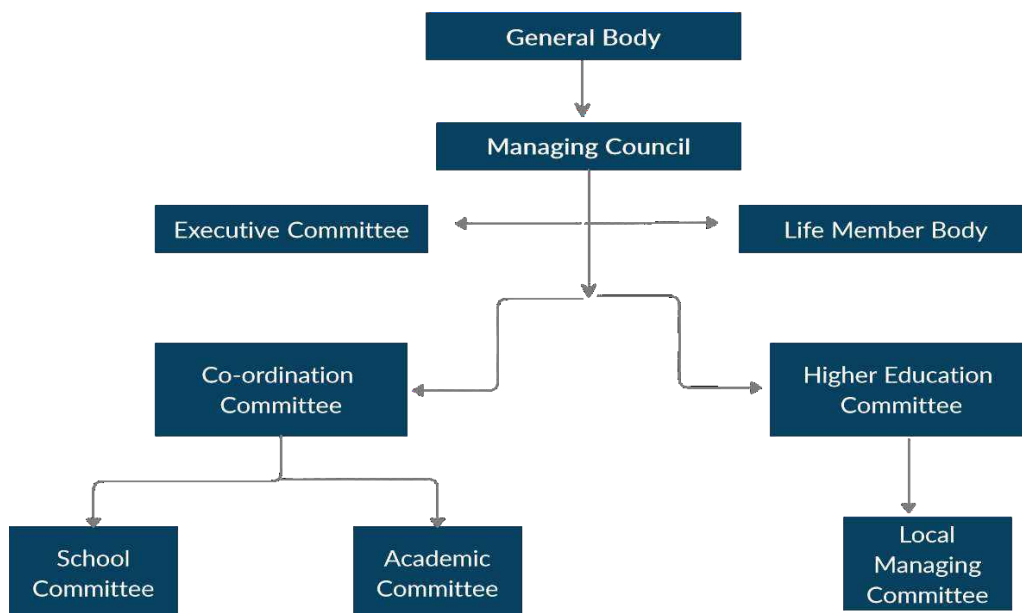
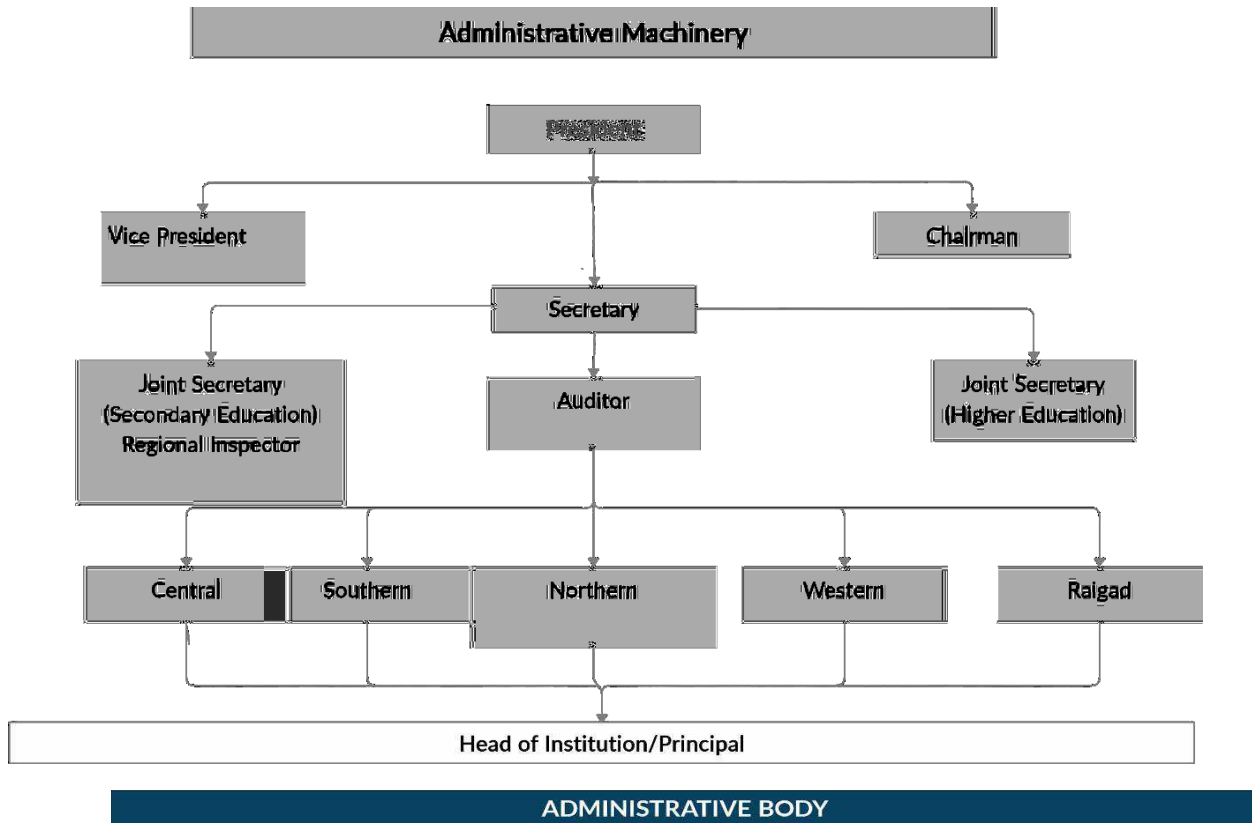
Library Timing: From 08.00 a.m. to 05.00 p.m. on all working days.

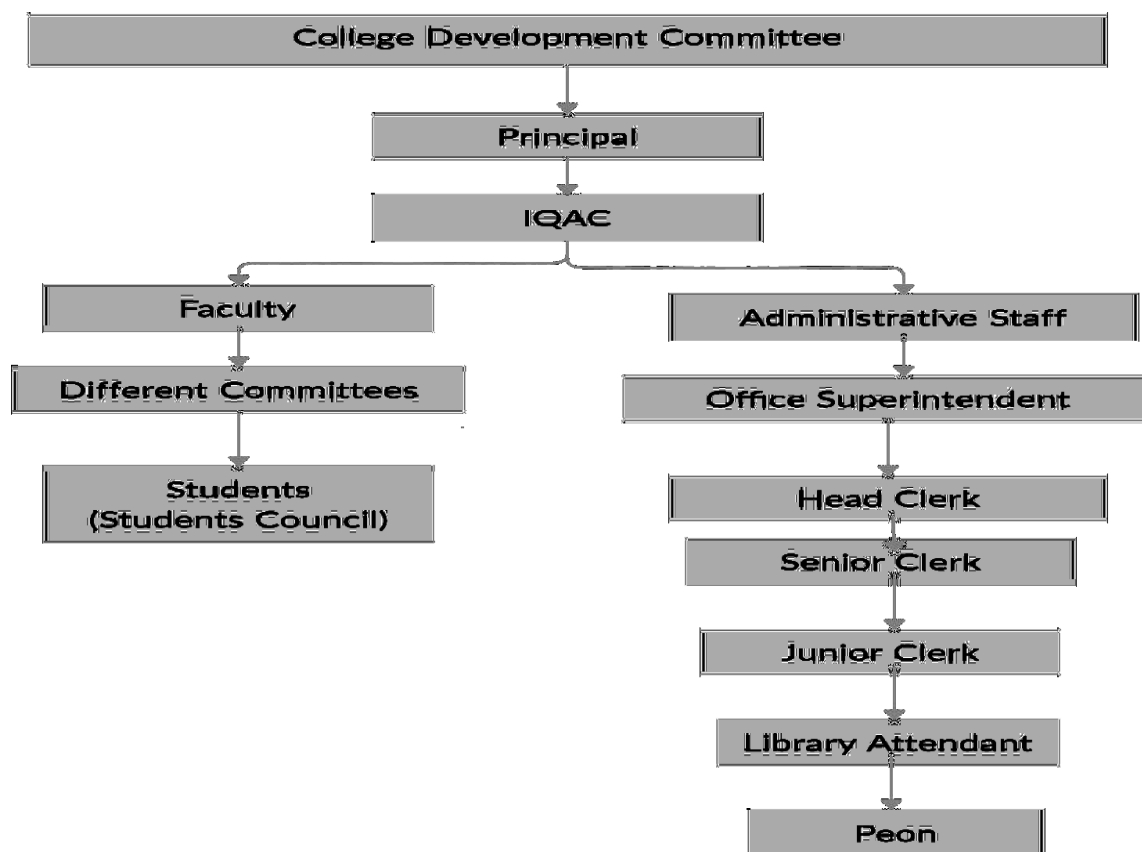
Weekly Holiday will be on **Sunday**.

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 Setup of Rajarshi Chhatrapati Shahu College, Kolhapur

Various committees involving Principal, Teaching, 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	
1	Dr. M.B.Shaikh	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
2	Mrs.Sangita Prashant Patil	Secretary of the Management or his nominee	
3	Shri.Ajit Bhikugonda Patil	Local Member	
4	Dr.Sardar Babasaheb Jadhav	Local Member	
5	Shri.Vikrant Ashok Patil	Local Member	
6	Dr.Pramod Shankarrao Patil	Local Member	
7	Shri.Prakash Sadashiv Chougule	HOD Teachers	
8	Dr.Shakil Dilawar Shaikh	IQAC coordinator	
9	Dr.Ravindra Chudamani Patil	Teachers Representative	
10	Dr.Kishor Vinayak Gaikwad	Teachers	

		Representative	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.
11	Dr.Smt.Sampada Suresh Lavekar	Teachers Representative	
12	Shri. Balkrishna Maruti Shinde	Non- Teaching Representative	
13	President, Student Council	President, Student Council	
14	Mrs. Saroj(Mai) N. Patil	Invited Member	
15	Mrs.Deepali Tayawade-Patil	Invited Member	
16	Dr. Laxamn Dnyandeo Kadam Principal, Rajarshi Chhatrapati College, Kolhapur	Secretary Shahu	

2. Internal Quality Assurance Cell

Sr. No.	Name	Designation	Particulars of work to be done
1.	Prin.Dr.L.D.Kadam	Chairperson (Head of Institute)	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 andupload 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 intake faculty development programme and various Co-curricular & extra curricular activities for all round enhancement.
2.	Dr.Shakil D.Shaikh	Coordinator	
3	Mrs.Sangeeta P. Patil	Member (Management)	
4.	Shri. Vikrant A.Patil	Member (Local Society)	
5.	Shri. Ajit B. Patil	Member (Industrialist)	
6.	Shri.Bharat Jadhav	Member (Industrialist)	
7.	Mrs.Sadhana Gtatge-Patil	Member (Employer)	

8.	Shri.Sanjay Bhagat	Member (Alumni)	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.
9.	Dr.G.B.Kolekar	Member (Academic)	
10	Mrs.U.H.Panhalkar	Member (Stakeholder)	
11.	Dr.V.V.Killedar	Member (Teacher Representative)	
12.	Dr.Smt.S.S.Faras	Member (Teacher Representative)	
13.	Dr.K.V.Gaikwad	Member (Teacher Representative)	
14.	Dr.Smt.Lavekar S. S.	Member (Teacher Representative)	
15.	Dr.S.P.Pawar	Member (Teacher Representative)	
16.	Shri.U.S.Shelke	Member (Teacher Representative)	
17.	Dr.V.P.Nangare	Member (Teacher Representative)	
18.	Shri.S.T.Lokhande	Member (Teacher Representative)	
19.	Shri.B.M.Shinde	Member (Administrative Representative)	
20.	Shri.Shardul S. Shinde	Member (Students Representative)	

<p><u>3.STUDENT GRIVENCES AND REDRESSAL CELL</u> Prin. Dr.Kadam L. D. Mr. Patil M. M. Dr. Puntambekar B. S. Dr. Awale S. J. Smt. Khole S.C. Dr. Nangare V. P. Dr. Patil R. C. Smt. Jadhav J. M. Mr. Patil R. Y.</p>	<p>Chairman Secretary Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To redress the crises of students as well as staff in the college. • To take care of better and friendly environment in the college. • To redress the problems related to the campus facilities like drinking water, library, recreation hall, canteen, Ladies Room, internal assessments and evaluations etc.
<p><u>4.RESEARCH COMMITTEE</u> Prin. Dr.Kadam L. D. Dr. Gaikwad K.V. Prof.(Dr.) Piste P. B. Prof.(Dr.) Awale S.J. Dr. Patil R. C. Dr. Kadam M. D. Dr. Faras S. A. Dr. Pawar S. P. Dr. Ghurake B. B. Dr. Smt. Patil A. R.</p>	<p>Chairman Secretary Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To inculcate the research environment among the students as well as staff. • To guide the staff to apply for major and minor research projects.
<p><u>5.STUDENTS COUNCIL COMMITTEE</u> Prin.Dr.Kadam L.D. Dr. Patil R. C. Prof.(Dr.) Killedar V. V. Dr. Nangare V.P. Dr. Gaikwad K. V. Dr. Smt.Puntambekar B. S. Mr. Lavangare G. M. Smt. Mulani S. P.</p>	<p>Chairman Secretary Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To construct student council as per the university norms. • To conduct meetings of student council and maintenance of its record • To provide proper students for different committees.
<p><u>6.STANDING COMMITTEE AND B. C. CELL</u> Prin. Dr.L. D. Kadam Dr. Smt. Puntambekar B. S. Dr. Smt. Awale S. J. Dr. Smt. Kannade M. K. Dr. Gaikwad K.V. Dr. Smt. Kurane T. S. Mr. Jadhav S. L. Mr. Gosavi B. T.</p>	<p>Chairman Secretary Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To take care of government rules regarding B.C. cell. • To design better policies for institute. • To forward the needs of students and staff to IQAC and CDC.



<p><u>7.BUDGET, FINANCE AND PURCHASE COMMITTEE</u> Prin.Dr.Kadam L.D. Dr. Killedar V. V. Mr.Vikrant Patil Mr. Chougule P. S. Smt. Lavekar S. S. Dr. Smt. Faras S. A. Mr. Lokhande S. T. Mr. Patil R. Y. Mr. Shinde B. M.(O.S.) Mr. Yadav R. K.</p>	<p>Chairman Secretary Member Member Member Member Member Member Member Member</p>	<ul style="list-style-type: none"> • To decide departmental budgets, seed money distribution policy, collection of donations etc. • To study the financial assistance providing agencies for preparation of proposals. • To study quotations, prepare tenders for purchasing procedure. • To supervise the dead stalk and its entries.
<p><u>8.U. G. C./RUSA COMMITTEE</u> Prin. Dr.L. D. Kadam Prof.(Dr.) Piste J. B. Prof.(Dr.) Awale S.J. Dr. Pawar S. P. Mr. Chougule P. S. Dr. Gaikwad K. V. Dr. Smt. Faras S. A. Mr. Lokhande S. T.</p>	<p>Chairman Secretary Member Member Member Member Member Member</p>	<ul style="list-style-type: none"> • To study and prepare the proposals as per the guide lines of UGC plan. • To make follow up of UGC Courses for their smooth running. • To supervise the utilizations. • To supervise the dead stalk and its entries.
<p><u>9.INTERNAL COMPLAINT COMMITTEE</u> Prin.Dr.Kadam L.D. Dr. Desai M. B. Smt. Mulani S. P. Smt. Lavekar S. S. Dr. Smt. Awale S. J. Dr. Smt. Kannade M. K. Smt. Malvekar D. A.</p>	<p>Chairman Secretary Member Member Member Member Member</p>	<ul style="list-style-type: none"> • To display the rules and list of committee members. • To organize the lectures for awareness of girls as well as boys and staff. • To solve the problems related to sexual harassment prevention.
<p><u>10.LEAD COLLEGE COORDINATION COMMITTEE:</u> Prin.Dr.Kadam L.D. Dr. Kadam M. D. Dr. Smt. Lavekar S. S. Dr. Puntambekar B. S. Dr. Smt.A.R.Patil Mr. Lavangare G. M.(NSS) Dr. Patil R. C. (NCC) Dr. Nangare V. P.(Gymkhana) Secretary Student Council Mr.Yadav R.K.(Accountant)</p>	<p>Chairman Secretary Member Member Member Member Member Member</p>	<ul style="list-style-type: none"> • To prepare proposals for lead college activities. • To organize the workshops under lead college activity. • To insist student for participation in activities. • To prepare and maintain the record of utilization



<p><u>11.LIBRARY COMMITTEE:</u> Prin. Dr.L. D. Kadam Mr. Lokhande S. T. Prof.(Dr.)Killedar V.V. Mr. Chougule P. S. Dr. Gaikwad K. V. Dr. Ghurake B. B. Smt.Shaikh Z.J. Smt. Jadhav J. M. (Jr.) Mr. Kumbhar V. B. Mr. YAadav R. K.</p>	<p>Chairman Secretary Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To supervise purchase of books. • To conduct meetings and maintain record. • To organize book exhibitions. • To look after the maintenance of library building and its infrastructure, furniture etc.
<p><u>12.ANTI RAGGING COMMITTEE:</u> Prin. Dr. Kadam L.D. Dr. Nangare V. P. Dr. Smt. Puntambekar B. S. Mr. Shedage S.D. All Class teachers.</p>	<p>Chairman Secretary Member Member Member</p>		<ul style="list-style-type: none"> • To display the rules for anti ragging in campus. • To make awareness against ragging. • To display emergency contacts in campus. • To appoint supervising members committee.
<p><u>13.GYMKHANA COMMITTEE:</u> Prin. Dr.Kadam L. D. Dr. Nangare V. P. Smt.Khole S.C. Mr. Lavangare G. M. Mr. Chougule G. N. (Jr. College) Mr. Patil K. R. Mrs. Jadhav J. M.</p>	<p>Chairman Secretary Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize University, state, national level sports events. • To look after play ground, swimming pool and make arrangements for different sports competitions. • To prepare students for different indoor and outdoor games. • To felicitate the winners.
<p><u>14.DISCIPLINECOMMITTEE:</u> Prin. Dr.Kadam L. D. Dr. Nangare V. P. Prof.(Dr.)Killedar V.V. Mr. Chougule P. S. Dr. Awale S. J. Smt. Mulani S. P. Mr. Patil M.M. Dr. Patil R. C. Mr. Lavangare G. M. Smt. Jadhav J. M. Mr. Sawant S. A. Mr. Patil R. Y.</p>	<p>Chairman Secretary Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To prepare supervision chart of staff for discipline in campus. • To inspect / check the identity cards and dress code of students. • To display instructions of discipline in prime places of campus.



<p>Non-Statutory Committees(15-49) <u>15.EXAMINATION AND ACADEMIC DEVELOPMENT COMMITTEE:</u> Dr. M. D. Kadam Mr. Patil M. M. Smt.Mulani S.P. Mr. Chougule P. S. Mr.Shelke U.S.. Mr. Shedage S.D. Smt. Lavekar S. S. Smt.Shaikh Z.J. Mr. Jadhav S. L. Shri. Aniket Jadhav</p>	<p>Chairman Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To control the internal and university examinations. • To maintain the strictness during examination time. • To solve the problems of students related with internal and university examinations. • To display programme / schedule of examination on the notice boards.
<p><u>16.ACADEMIC CALENDER, TEACHING PLAN AND TIME TABLE COMMITTEE:</u> Smt. Malvekar D.A. Mr. Patil M. M. Mr. Shelke U.S. Mr. Shedage S.D. Dr. Kurane T.S. Smt. Mulani S. P. Smt. Lavekar S. S. Dr. Smt.Patil A. R. Smt. Jadhav J. M.</p>	<p>Chairman Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To prepare academic calendar • To prepare faculty-wise as well as common time table. • To supervise teaching plans prepared. • To make available the lesson note books to the faculty.
<p><u>17.ROLL CALL, ATTENDANCE FEEDBACK COMMITTEE:</u> Dr.Smt. Patil A.R. All Chairman of Admission Committee (Roll call) Smt. Mulani S.P.(Arts Timetable) Smt. Lavekar S. S. .(Commerce Timetable) Smt. Zeba Shaikh (Comp.Sci.Timetable) Dr. Smt. S. J. Awale Mr. Shelke U.S. Dr. Kurane T.S. (Feedback) Smt. Jadhav J. M.(Jr.) Shri. Patil R. Y.(Jr.)</p>	<p>Chairman Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To prepare the roll-call lists and make available within time to respected class teachers. • To provide attendance books as per requirement. • To prepare and distribute the student, alumni, stakeholders, visitor's feedback forms. • To analyze the feedback received from different categories.
<p><u>18.PUBLICITY COMMITTEE:</u> Prof.(Dr.) Smt. Awale S. J. Dr. Patil R. C. Dr. Ghurake B. B. Dr.Randive M.T. Mr.Ghule A.B. Dr. Faras S.A. Smt. Chavan L.B. (Junior) Smt. Jyoti Kamble (Junior) Mr. Yadv R.K. (Office)</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • With communication with event management committee to prepare news scripts and publish it in news papers as well as on college website. • To keep and maintain record of all college publications..



<p><u>19.N. S. S. COMMITTEE:</u> Mr. Lavangare G. M. Mr. Shelke U.S. Dr. Smt. A. R. Patil Smt. Mulani S. P. Smt. Dr.Awale S.J. Smt. Rajmane M. R. Dr.Gaikwad K.V. Mr. Kadam M. D. Dr.Smt.Kannade M. K. Mr. Randive M. T.</p>	<p>Pro. Officer Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize the annual and other camps of N.S.S. • To organize campus cleaning programmes with collaboration with campus beautification committee. • To organize workshops for N.S.S. volunteers. • To participate in social activities.
<p><u>20.PLACEMENT CELL</u> Mr. S. D. Shedage Mr.Patil M.M. Smt.Khole S.C. Mr. Shelke U.S. Dr. Patil R. C. Miss.Malvekar D.A. Smt.Patil A.R. Smt Shaikh Zeba.J. Mr. Ghule A. B.</p>	<p>Chairman Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize placement camps in the campus. • To communicate with industries, institutes and organizations to make M.O.U.s. • To provide soft skills to the students. • To organize programmes.
<p><u>21.STAFF ACADEMY AND WELFARE COMMITTEE:</u> Smt. Mulani S. P. Dr. Smt. Puntambekar B. S. Dr. Smt. A. R. Patil Smt. Kamble J. A. (Junior) Mr. Patil R.Y.(MCVC) Mr. Shinde V. B. (Ele.MCVC) Smt. Desai N. A.</p>	<p>Chairman Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize the lectures of renowned persons for staff. • To induce the staff to collect and share the knowledge among them. • To take cognizance of well work of staff members, their family events, felicitation for good work. • To honor the staff for their best contributions.
<p><u>22.BUILDING MAINTAINANCE COMMITTEE:</u> Dr. Killedar V. V. Mr.Vikrant Patil Mr. Kumbhar A. S. (MCVC) Shri. Shinde S. M. (MCVC) Mr.Chougule P.S. Dr.Kadam M.D. Mr. Akhade V. K. Mr. Lokhande S. T. Mr. Patil A. S. Mr. Shinde B. M. (O. S.) Mr. Yadav R. K. (Office)</p>	<p>Chairman Member Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To take care of old buildings by repairing, paintings etc. • To keep the building related paper record like building plans, permissions etc. • To design or construct new building projects. • To forward the needs of buildings to IQAC and CDC.



<p><u>23.COLLEGE MAGAZINE</u> Dr. Smt. Awale S. J. Dr. Patil R. C. Dr.Smt. Lavekar S. S. Dr. S. P. Pawar Dr. B. B. Ghurake Dr.M. T. Randive Dr. Nangare V. P. Smt. Jadhav J. M. Mr. Dhere D. D. Mr. Patil R. Y. Smt. Chavan L. B. (Junior)</p>	<p>Chairman Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize competitions of essay writing, poem writing, drawing etc. to get best articles and material for publication • To make selection of best articles and material for magazine. • To make proof readings. • To felicitate the winners.
<p><u>24.STUDENT AID, SUPPORT, EARN AND LEARN, CAMPUS BEAUTIFICATION COMMITTEE:</u> Dr. Kadam M. D. Smt.Mulani S.P. Mr.Lawangare G.M. Dr. Narayankar C.S. Mr.Dhere D. D. Mr. Patil A. S. Mr. Sawant S.A. Mr. Kadam S. A. Mr.Sitap S. N. (Junior)</p>	<p>Chairman Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To identify needy students from the enrolled students. • To make selection of students for earn and learn scheme. • To provide proper work and its remuneration to participant students.. • To make plan for clean, beautiful and echo friendly campus. • To manage plantation, irrigation and maintenance of garden and free area.
<p><u>25.HOSTEL COMMITTEE:</u></p> <ul style="list-style-type: none"> • <u>GIRLS HOSTEL:</u> Smt. Kannade M. K. Smt.Shedage Prof. Dr. Puntambekar B. S. Smt. Mulani S. P. Smt.Pujari S. R. Mr. Yadav R. K. • <u>BOYS HOSTEL:</u> Mr. Shedage V. J.(Rector) Dr. Nangare V. P. Dr. Ghurake B. B. Mr. Sitap S. N. Dr. Pawar S.P. Mr.Akhade V.K. Shri. Yadav R.K 	<p>Chairman Member Member Member Member Member Member Member Member Member Member Member Account</p>		<ul style="list-style-type: none"> • To complete the Hostel admission process and keep Hostel record • To inspect the maintenance and take care of the hostel infrastructural facilities. • To improve the infrastructure. • To maintain the record of events organized in the hostels. • To make student participation in all the events organized.
<p><u>26.CULTURAL, DEBATING, YOUTH FESTIVAL:</u> Dr. Smt. Dr. Puntambekar B. S. Smt. Jyoti Kamble (Junior) Dr. Smt. Faras S. A. Smt.Khole S.C. Dr. Rajmane M. R. Dr. Ghurake B. B. Smt. Patil S. S. Miss. Bote P. P.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize various competitions in the college. • To prepare the event calendar. • To maintain the record of events organized. • To make student participation in all the events organized.



<p><u>27.STUDY TOUR COMMITTEE:</u> Smt.Khole S.C. Dr. Rode S.P. Smt. Malvekar D. A. Dr. Patil A.R. Dr.Kurane T.S. Smt. Patil Sneha (Junior)</p>	<p>Chairman Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize study visits to various places like sea shores, banks, museums, industries, historical places etc. • To guide to take permissions. • To maintain the record of visits/ tours organized.
<p><u>28.C. O. C. AND ALL COURSES COMMITTEE:</u> Dr. Kannade M. K. (Short Term) Dr. GaikwadK. K.V. (Foundry Tech.) Smt.Roshni R. Chavan (Bosch Bridge) Dr. Patil R.C. (Military Course) Smt.Lavekar S.S. (Tally) Smt.Mulani S.P.(K.V.P.Sr.) Shri. Sitap S. N..(K.V.P.Jr.) Shri.Unale R.P.(MCVC) UGC COC Courses Biodiversity- Narayankar C.S. Retail management- Lavekar S.S. Event management- Dr.R.C.Patil Mr. Shinde B. M. (O.S.) Mr. R.K. Yadav(Account)</p>	<p>Chairman Member Member Member Member Member Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To conduct maximum courses to develop skills among the students. • To look after smooth conduction of courses. • To maintain the record of courses. • To make utilizations of courses within time. • To introduce contemporary courses.
<p><u>29. COLLEGE EVENTS AND EXTENSION SEVICES COMMITTEE:</u> Dr. Desai M. B. Dr. Pawar S. P. Smt. Lavekar S. S. Dr.Smt. Kannade M. K. Dr. Smt. Faras S. A. Dr. Smt. Kurane T.S. Smt.Dr.Patil A.R. Mr. Shinde B. M. (O.S.)</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize all the international, national, social, institutional events in the college. • To prepare the event calendar. • To maintain the record of events organized. • To make student participation in all the events organized.
<p><u>30.CANTEEN AND MESS COMMITTEE:</u> Dr. Patil R. C. Dr. Killedar V.V. Mr. Lokhande S. T. Mr. Chougule P. S. Smt. Jadhav J. M. Mr. Shinde B. M. (O.S.) Mr. Yadav R. K. (Accountant)</p>	<p>Chairman Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To inspect the quality of food, water and hygiene in the canteen. • To make agreement with contractor. • To solve the canteen related problems.



<p><u>31.AFFILIATION AND TEACHERS APPROVAL COMMITTEE:</u> Mr. Chougule P. S. Dr. Smt. Puntambekar B.S. Smt. Zeba Shaikh Mr. Jadhav S.L. Smt.Dr.Patil A.R. Shri. Mulla K. N. All HoD</p>	<p>Chairman Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To take university approvals for different courses. • To provide guidance to the newly appointed and joined by transfer peoples to get their university approval. • To make arrangements during affiliation committee visit.
<p><u>32.WOMEN EMPOWER CELL COMMITTEE:</u> Smt.Mulani S. P. Smt. Korane S. P. Dr. Smt. Kannade M. K. Dr. Smt. Kurane T. S. Dr. Faras S. A. Dr.Smt. Patil A. R. Smt. Jadhav J. M. (Jr) Smt. Patil S. M.(Jr.)</p>	<p>Chairman Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To run programmes for empowerment of women including girls student. • To provide guidance of legal acts made for women.
<p><u>33.SCIENCE ASSOCIATION, AND VIVEK VAHINI COMMITTEE:</u> Dr. Gaikwad K. V. Dr.Smt. Patil A. R. (Rayat Inspire) Mr. U. S. Shelke(Avishkar) Dr. Smt. S. P. Rode(Nature Club) Dr. Pawar S. P. Dr. Ghurake B. B. Dr. Smt. Kurane T. S. Dr. Smt. Jugale S. B. Smt. Korane S. P.</p>	<p>Chairman Chairman Chairman Chairman Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize various programmes to inspire the students about science and technology. • To organize lecture series of renowned scientists. • To organize exhibitions. • To promote participation of maximum students in science activities.
<p><u>34.TUTOR WARD COMMITTEE:</u> Mr. Patil M. M. Dr. Patil R. C. Dr. Smt.Faras S. A. Dr. Nangare V.P. Mr. Lavangare G. M. Mr.Birmule P. R. Mr. Thite S. D. Mr. Gaikwad S. M. (Com. Sci)</p>	<p>Chairman Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To maintain the record. • To make a time table to conduct the meets. • Allotment of Tutors to the students of all faculties.
<p><u>35.B.C.S./COMPUTER SCI. COMMITTEE:</u> Mr. Chougule P. S. Mrs. Shaikh Z. J. Smt. Salokhe P. P. Mr. Yadav R. K. (Accountant). Mr. Aniket Jadhav</p>	<p>Chairman Member Member Member Member</p>		<ul style="list-style-type: none"> • To make available facilities to the computer laboratory with hardware and software's. • To solve the computer related problems.



<p><u>36.COLLEGE ARCHIVES COMMITTEE:</u> Smt.Khole S.C. Mr. Lokhande S. T. Dr. Kadam M. D. Shri. Davari P. S. Smt. Rode S. P.</p>	<p>Chairman Member Member Member Member</p>		<ul style="list-style-type: none"> To maintain and preserve the history and routine events of college in written and pictorial format (Photographs and Videos)
<p><u>37.PROSPECTUS COMMITTEE:</u> Dr. S. D. Shaikh Prof.(Dr.)Piste J. B. Prof.(Dr.)V.V.Killedar Smt. Lavekar S. S. Smt. Zeba Shaikh Mr.Chougule P.S. Dr. Puntambekar B. S. Smt.Patil Sanyogita S. Mr.Patil R.Y.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> To keep prospectus up date according to University and UGC norms. To make the prospectus available to parents and students for guidance within time.
<p><u>38.ALUMNI ASSOCIATION:</u> Mr. Patil M. M. Mr. Lavangare G. M. Dr. Nangare V.P. Dr. Kadam M.D. Dr.Smt.Puntambekar B.S. Mr. Lokhande S. T. Smt.Mulani S.P. Smt. Lavekar S. S. Smt. Jadhav J. M. Mr. Patil R.Y. Mr.Unale R.P. Mr.Chougule G.N. (Junior) Mr. Sitap S. N. (Junior) Mr.Yadav R.K.</p>	<p>Chairman Member Member Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> To organize frequent meets of alumni. To enroll new alumni. To get feedback from alumni. To maintain contacts and increase involvement of alumni in college activities.
<p><u>39.COMPETATIVE EXAM GUIDANCE COMMITTEE AND CAREER GUIDANCE /IBPS COMMITTEE:</u> Smt.Khole S.C. Mr. Lokhande S. T. Mr. Akhade V. K. Smt. Lavekar S. S. Dr. Smt. Patil A. R. Dr. Ghurake B. B. Mr. Shedge S. D. Mr. Patil A.T.(Jr.) Mr. Sankpal N. V.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> To maintain discipline in centre. To make arrangements of lecture series for guidance. To look after library arrangements, book purchasing, seating arrangements etc.



<p><u>40.HEALTH CENTRE COMMITTEE:</u> Dr.Smt.Kannade M. K. Smt. Mulani S. P. Dr. Patil R. C. Mr. Lavangare G. M. Smt.Malvekar D.A. Dr.Nangare V.P.(Phy.Director Sr) Mr.Chougule G.N.(Phy.Direcor Jr) Smt. Majgavkar S. R.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize health check – up camps for students and staff. • To make emergency health safety arrangements. • To make doctors available for students and hostel residents
<p><u>41.M.O.Us. COMMITTEE</u> Dr. S. P. Pawar Dr. Smt. Faras S. A. Dr. Gaikwad K. V. Smt. Lavekar S. S. Smt.Malvekar D.A. Smt.Dr.Patil A.R. Smt.Dr.Kurane T.S. Shri. Jagtap S. S.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To make M.O.Us. with various research, educational, industrial, Social institutes. • To organize programmes with M.O.Us. for the welfare of institute.
<p><u>42.DRESS CODE COMMITTEE</u> Prin.Dr.Kadam L.D. Mr. Lawangare G. M. Prof. Dr. Awale S. J. Mr. Chougule P. S. Dr. Smt. Lavekar S.S. Dr. Smt. Puntambekar B. S. Dr. Patil R. C. Smt. Jadhav J. M. (Jr) Mr. Patil R. Y.(Jr.)</p>	<p>Chairman Secretary Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To decide the dress code for staff and students. • To observe the follow up of dress code
<p><u>43.E-Resources & E-governance Committee</u> Mr. Lokhande S. T. Dr. V. V. Killedar Mr.Shedage S.D. Dr. Gaikwad K. V. Smt. Malvekar D. A. Dr. Ghurake B. B. Mrs. Jyoti Kamble (Jr) Mr.Akhade V.K. Mr. Aniket Jadhav Smt. Yadav Richa A. Smt. Amate Sonam A.</p>	<p>Chairman Member Member Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To develop Audio-Video study material, You Tube Lectures • Organise E-content workshop • To train the staff to create e-learning material.



<p><u>44.Wall Paper Committee</u> Dr. Smt.Faras S. A. Prof. Dr . Piste P. B. Dr. Patil R.C. Dr. Smt. Lavekar S. S. Dr. Pawar S. P. Smt. Jadhav J. M. Smt. Shaikh Zeba J. B. Miss. Kamble P. S.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • Publication of Wall paper on various occasions • Organize wall paper competitions.
<p><u>45.STUDENT DEVELOPMENT CELL</u> Prin.Dr.Kadam L.D. Smt. C .S.Khole Prof. Dr. Piste P. B. Prof. Dr. Killedar V.V. Dr.Shaikh S.D. Dr. Nangare V. P. Mr. Lavangare G. M. Dr. Desai M. B.</p>	<p>Chairman Coordinator Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To organize various student oriented activities such as sport, culture, Placement camps, Guest lectures, workshops etc.
<p><u>46.EQUAL OPPORTUNITY CELL/GENDER EQUALITY CELL/MINORITY CELL/OBC CELL</u> Smt.Mulani S.P. Dr. Smt. Awale S. J. Mr. Lokhande S. T. Dr.Smt. Kurane T.S. Mr.Patil R.Y. Smt. Jadhav J.M. Smt. Yadav Namrata. S. Smt. Gadhari Gitanjali. A.</p>	<p>Chairman Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To create awareness about opportunities in Schlarships,Placement, research etc. for Sc/ST/OBC and Minority students • To organize lectures, workshops specially through BC Cell for SC,ST,OBC and other category of students
<p><u>47.NAAC CRITERIA HEADS</u> Dr. Shaikh S.D. Dr. Smt. Lavekar S.S. Dr. Pawar S. P. Prof.(Dr.) Piste P. B. Dr. Smt.Kurane T.S. Dr. Smt. Desai M. B. Mr. Shelke U.S. Dr.Faras S.A.</p>	<p>Coordinator Criteria- I Criteria -II Criteria -III Criteria- IV Criteria- V Criteria- VI Criteria- VII</p>		<ul style="list-style-type: none"> • To make detail study of NAAC Guidelines and plan the required activities • To guide the faculty regarding preparation of AQAR and SSR • To Collect the Documents from various departments and Committees needed for AQAR and SSRS
<p><u>48. SPORTS COMMITTEE</u> Prin. Dr. L. D. Kadam Dr. Nangare V. P. Smt. Sangita Patil Mr. Vikrant Patil Dr. Shaikh S. D. Dr. Gaikwad K. V. Mr.Lawangare G. M. Mr. Chougule G. N. Miss. Majgavkar S. R. Mr. Atul Tone</p>	<p>Chairman Secretary Member Member Member Member Member Member Member</p>		<ul style="list-style-type: none"> • To make the planning of sports events • To make the teams for different sport events • To organize sport competitions



<p>49. Police and Military Pre-Recruitment Training Committee Prin. Dr. Kadam L.D. Dr. Patil R. C. Dr. Nangare V. P. Smt.Khole S.C. Mr.Akahade V.K. Mr. Birmule P. R.</p>	<p>Chairman Secretary Member Member Member Member</p>	<p>To provide training o students related with <u>Pre-Recruitment in Polics and Millitary</u></p>
<p>50. NIRF/MIS, AISHE Committee Smt.Dr.Patil A.R. Dr.Pawar S.P. Mr.Shedage S.D.</p>	<p>Chairman Member Member</p>	<p>To upload the data related with NIRF/MIS, AISHE</p>
<p>51. MPSC,UPSC,Police recruitment etc. Exam. work <u>Mr.Shelke U.S.</u> <u>Mr.Shedage S.D.</u> <u>Mr.Shedage (Jr.College)</u> <u>Mr.Ghurake B.B.</u></p>	<p>Chairman Member Member Member</p>	<p>To make the preparation and conduct MPSC,UPSC exams.</p>

CLASS TEACHERS

NAME OF TEACHER	CLASS	SIGNATURE
B. A. Part – I ('A' Division)	Mr. Lavangare G.M.	
B. A. Part – I ('B' Division)	Smt.Mulani S.P.	
B. A. Part –II	Dr.Smt.Kannade M. K.	
B. A. Part –III	Dr.Smt. Faras S. A.	
B. Com. Part – I	Smt.Lavekar S.S.	
B. Com. Part – II	Smt. S. R. Pujari	
B. Com. Part – III	Smt. Dr.Rajmane M.R.	
B. Com. Part – I(IT)	Smt. Namrata Yadav	
B. Com. Part – II(IT)	Smt. Amruta Chougale	
B. Com. Part – III(IT)	Smt. Yadav Richa A.	
B. Sc. Part – I ('A' -Division)	Dr.Smt.Patil A.R.	
B. Sc. Part – I ('B' -Division)	Dr. Narayankar C. U.	
B. Sc. Part – II ('A' -Division)	Dr.Kurane T.S.	
B. Sc. Part – II ('B' -Division)	Smt.Malvekar D.A.	
B. Sc. Part – III	Respective Head of Department	
B. C. S. Part-I	Smt. Shaikh Z. J.	
B. C. S. Part-II	Smt. Salokhe P. P.	
B. C. S. Part-III	Smt. Shaikh Z.J.	
M.Sc. Part-I (Chemistry)	Dr.Gaikwad K. V.	
M.Sc.Part-II(Physical)	Mr. Shelake U. S.	
M.Sc.Part-II(Analytical)	Dr.Pawar S.P.	
M. Sc. I Statistics	Mr. Chougule P. S.	
M.A. (English) Part-I,II	Dr. Faras S. A.	
M.Com.IT Part-I	Dr.Lavekar S.S.	



(Signature)

Dr.L.D.Kadam
PRINCIPAL

Rajarshi Chhatrapati Shahu College, Kolhapur

Details of Services Rendered

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

- a. Teaching of Three -Year Degree Courses in B.A.,B.Com,B.Com (IT) & B.Sc. and two year PG program in M.A. (English), M. Sc. (Analytical Chemistry and Physical Chemistry), Statistics and M. Com (IT).
- b. Conducting Diploma Courses and Certificate Courses in various subjects.
- c. Conducting internal and university examinations and distributing mark list to students.
- d. Organization of seminars, workshops, guest lectures, sports & cultural events,etc.
- e. Providing training and coaching for various examinations conducted by MPSC& other competitive examinations.
- f. Providing various student welfare schemes including Freeship / Scholarship /Other concessions.
- g. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- h. Providing career counseling to Students.
- i. Providing Coaching for CET entrance examination in Statistics.
- j. Creating legal, Environmental, hygiene awareness through organizing rallies and camps in nearby villages.
- k. Organising Late Y.P.Powar State level Memorial Elocution Competition every year.
- l. Provision of various facilities for all round growth of students including bridge courses, Remedial English, Digital learning lab & language lab.
- m. Facilities to conduct lectures regarding various subjects of socio-legal importance.
- n. Providing library facilities including book bank, e-resources, text books, reference books, 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 a 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 routine.
2)	Professor/ Associate Professor/ Assistant Professor	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. 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 working of library attendants To maintain book bank and administer scholar card scheme for students. To supervise overall administration in the library.
4)	Office Superintendent	To monitor day to day administrative/establishment activities. To update service Books of the faculty from time to time. To prepare & submit pension proposal of the faculty. To work as a bridge between the higher authorities such as secretary, principal and the staff.
5)	Head Clerk	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To maintain and update Cash book, ledger, paybook ,

		<p>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.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.</p> <p>To prepare and submit various utilizations to UGC, University, Government etc.</p> <p>To prepare and submit budget estimates and monitor accounts accordingly.</p> <p>To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal.</p>
6)	Senior Clerk	<p>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.,</p> <p>To maintain and update bio-metric record and write remarks accordingly.</p> <p>To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To prepare and submit various Fee concession proposals to government authorities</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>
7)	Junior Clerk	<p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p> <p>To issues T.C / Migration & Bonafide certificates, Mark list, Exam forms etc.,</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>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.</p> <p>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.</p>

8)	Library Attendant	To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update news paper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
9)	Laboratory Attendant	To help the students in respective subjects and maintains the laboratory equipment, instrument etc. of the respective laboratory. To monitor securities issues and other challenges that arise in the lab.
10)	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.
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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) UGC
 - b) Government of Maharashtra State
 - c) Maharashtra Civil services rules
 - d) Shivaji University, Kolhapur
 - e) Standard code rules
 - f) Rules and regulations of Rayat Shikshan Sanstha, Satara
- 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://www.rcsc.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.llb3.mhpravesh.in
- www.llb5.mhpravesh.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	Superintendent	Service Books, Muster, Leave Records, Personal Files
3	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, Pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Cheque register, dead stock register, voucher files
4	Senior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals
5	Junior Clerk	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships& Freeships,
6	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 Health awareness Camps and Literacy Programmes in the Villages in Kolhapur District every year to spread knowledge amongst the masses.
- Internship Programme, lectures, workshops and Para Legal Training Programmes for students are organized in association with Alumni, District Legal Aid Committee and Kolhapur District Bar Association.

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs, and para legal training activities.
- The college conducts Late Y. P. Powar State level Elocution competition every year..
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and stakeholders 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 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.

Senior College Teaching Staff 2022-23

Sr No	Name	Designation	Subject	Appointment Date	Pay Scale	Approval No. and Date
1	Dr.Kadam L.D.	Principal	Physics		Level-13A 131400-217100	Affi.T.1/principal/431/ 277 dt.16/09/2022
2	Dr Smt.Piste P.B.	Professor	Chemistry	03/01/1996	Level-14 144200-218200	Affi.T.3/DDY/03/834 dt.10.11.2022
3	Dr Killedar V V	Associate	Physics	06/12/1987	Level-14 144200-218200	Affi.T.3./SDG/6/2497 dt.17.01.2022
4	Dr.Smt.Puntambekar B.S.	Professor	Economics	25/11/1991	Level-14 144200-218200	Affi.T.3./SDG/24/151 dt.30.07.2022
5	Dr.Smt.Awale S.J.	Professor	Marathi	25/01/1993	Level-14 144200-218200	Affi.T.3./SDG/4/ 151 dt.30.07.2022
6	Dr.Smt.Desai M.B.	Professor	Economics	11/01/1996	Level-14 144200-218200	Affi.T.3./SDG/57/151 dt.30.07.2022
7	Dr.Smt.Khole S.C.	Professor	History	16/12/1999	Level-14 144200-218200	
8	Prof.Chougule P. S.	Associate Professor	Statistics	01/07/1992	Level-13A 131400-217100	Affi.T.3/STS/F31 dt.28/08/2013
9	Prof.Patil M.M.	Assistant Professor	Psychology	01/10/1990	Level-10 57700-182400	Affi.T.3/STS/31 dt.11/06/2009
10	Smt.Mulani S.P.	Assistant Professor	Philosophy	20/11/2000	Level-10 57700-182400	Affi.T.3/STS/31 dt.09/09/2008
11	Prof.Lavangare G. M.	Assistant Professor	Physical Education	14/08/2006	Level-12 79800-211500	Affi.T.3/STS/F31 dt.10/09/2007
12	Dr.Kadam M.D.	Assistant Professor	Geography	01/12/2000	Level-10 57700-182400	Affi.T.3/STS/31 dt.02/11/2009
13	Dr.Smt.Kannade M. K.	Assistant Professor	Sociology	28/12/2007	Level-12 79800-211500	Affi.T.3/STS/31 dt.09/09/2008
14	Dr.Smt. Faras S.A.	Assistant Professor	English	22/7/2009	Level-12 79800-211500	Affi.T.3/STS/31 dt.10/03/2010
15	Prof.Shelke U.S.	Assistant Professor	Chemistry	29/03/2010	Level-12 79800-211500	Affi.T.3/DDY/08//834 dt.10.11.2022
16	Dr .Patil R. C.	Assistant Professor	Hindi	28/05/2010	Level-12 79800-211500	Affi.T.3/STS/F31 dt.12/11/2012
17	Dr. Pawar S.P.	Assistant Professor	Chemistry	01/06/2011	Level-12 79800-211500	Affi.T.3/SDM/13 dt.15/10/2018
18	Dr.Shaikh S.D.	Assistant Professor	Botany	01/02/2013	Level-12 79800-211500	Affi.T.3/DDY/01//834 dt.10.11.2022
19	Smt.Lavekar S. S.	Assistant Professor	Commerce	01/03/2013	Level-11 68900-205500	Affi/T.3/STS/F31.9685 dt.03/01/2014
20	Dr Gaikwad K. V.	Assistant Professor	Chemistry	05/03/2013	Level-12 79800-211500	STS/F31.9685 dt.03/01/2014
21	Prof.Shedge S.D.	Assistant Professor	Mathematics	06/01/2020	Level-10 57700-182400	Affi.T.3/DDY/09//834 dt.10.11.2022
22	Prof.Smt.Malvekar D.A.	Assistant Professor	Commerce	17/02/2020	Level-10 57700-182400	Affi.T.3./SDM/3/2249 dt.03.11.2020
23	Dr.Smt.Patil A.R.	Assistant Professor	Physics	27/02/2020	Level-10 57700-182400	Affi.T.3./SDM/8/ 1848 dt.27.07.2020
24	Dr.Smt.Kurane T.S.	Assistant Professor	Statistics	26/03/2020	Level-10 57700-182400	Affi.T.3./SDM/2/ 2249 dt.03.11.2020
25	Prof.Lokhande S.T.	Librarian	Librarian	17/08/1999	Level-10 57700-182400	Affi.T.3./SDG/20/ 2157 dt.30.10.2021

26	Dr.Nangare V.P.	Physical Director	Physical Director	26/03/2020	Level-10 57700-182400	Affi.T.3./SDM/36/1990 dt.02.09.2020
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Junior College Staff - 2022-23

Sr.No.	Name	Designation	Subject	Appointment Date	Pay scale
1	Smt.Jadhav J.M.	Junior College Teacher	History	03/09/2005	Level S:20 56100-177500
2	Smt.Chavan L.B.	Junior College Teacher	English	05/09/2005	Level S:20 56100-177500
3	Shri.Chougule G.N.	Junior College Teacher	Physical Education	21/10/2005	Level S:20 56100-177500
4	Shri.Gaikwad D.M.	Junior College Teacher	Biology	06/12/2007	Level S:20 56100-177500
5	Shri.Patil K.R.	Junior College Teacher	Marathi	07/05/2010	Level-S:16 44900-142400
6	Shri.Patil A.S.	Junior College Teacher	Hindi	22/05/2010	Level-S:16 44900-142400
7	Shri.Yadav S.T.	Junior College Teacher	Geography	14/07/2010	Level-S:16 44900-142400
8	Shri.Iraj A.R.	Junior College Teacher	Sociology	07/10/2011	Level S:20 56100-177500
9	Smt.Kamble J.A.	Junior College Teacher	Co.Op./OC	10/11/2011	Level-S:16 44900-142400
10	Shri.Kamble P.H.	Junior College Teacher	Chemistry	13/10/2011	Level-S:16 44900-142400
11	Smt.Patil S.S.	Junior College Teacher	Mathematics	30/08/2013	Level-S:16 44900-142400
12	Shri.Sitap S.N.	Junior College Teacher	Geography	29/10/2015	Level-S:16 44900-142400
13	Smt.Patil S.M.	Junior College Teacher	English	16/06/2018	Level-S:16 44900-142400
14	Shri.Shendage V. J.	Junior College Teacher	Politics	23/12/2019	Level-S:16 44900-142400
15	Shri.Sankanna D.R.	Junior College Teacher	Economics	24/08/2020	Level-S:16 44900-142400
16	Smt.Patil M.D.	F.T.Shikshan Sevak	Acc./SP	24/02/2020	Rs.9000/-
17	Smt.Patil Sneha S.	F.T.Shikshan Sevak	Physics	25/02/2020	Rs.9000/-
18	Shri.Patil A.T.	F.T.Shikshan Sevak	Psychology	26/02/2020	Rs.9000/-

H.S.C.Vocational Education (MCVC) 2022-23

Sr.No.	Name	Designation	Subject	Appointment Date	Pay Scale
1	Shri.Patil R. Y.	Full Time Teacher	Acc. and office Mgt.	18/08/1988	S-20 : 56100-177500
2	Shri.Kumbhar A.S.	Full Time Teacher	Construction Technology	21/12/2006	S-16 : 44900-142400
3	Shri.Shinde S.M.	Full Time Teacher	Construction Technology	20/01/1995	S-15 : 41800-132300
4	Shri.Shinde V.B.	Full Time Teacher Pract.	Electrical Technology	10/10/1995	S-14 : 38600-122800
5	Shri.Unale R.P.	Full Time Teacher Pract.	Acc. and office Mgt.	01/02/2000	S-15 : 41800-132300
6	Shri.Thorat P.M.	Store Keeper cum	-	01/09/1991	S-8 : 24500-81100

		Clerk			
7	Shri.Chougule S.S.	Peon	-	25/02/1993	S-3 : 16600-52400

ADMINISTRATIVE STAFF - 2022-23

Sr no	Name	Designation	Appointment Date	Pay Scale
1	Shri.Shinde B .M.	Office Superintendent	10/10/1993	S-14 : 38600-122800
2	Shri.Yadav R.K.	Head Clerk	01/03/1993	S-13 : 35400-112400
3	Shri.Mali S.S.	Senior Clerk	16/07/2005	S-8 : 25500-81100
4	Shri.Jadhav S.L.	Senior Clerk	10/01/2014	S-8 : 25500-81100
5	Shri.Virkar Y.B.	Library Clerk	01/03/1992	S-6 : 19900-63200
6	Shri.Patil S.P.	Junior Clerk	16/03/1993	S-6 : 19900-63200
7	Shri.Devadkar M.B.	Laboratory Assistant	21/06/2007	-
8	Shri.Shinde A.B.	Laboratory Attendant	03/03/1992	S-6 : 19900-63200
9	Shri.Dawari P.S.	Library Attendant	16/07/2005	S-6 : 19900-63200
10	Shri.Pujari V.A.	Laboratory Attendant	16/07/2005	S-6 : 19900-63200
11	Shri.Sutar P.A.	Laboratory Attendant	16/07/2005	S-6 : 19900-63200
12	Shri.Lavate D.B.	Library Attendant	17/07/2005	S-6 : 19900-63200
13	Shri.Patil D.B.	Library Attendant	17/07/2005	S-6 : 19900-63200
14	Shri.Kamble S.J.	Laboratory Attendant	02/08/2005	S-6 : 19900-63200
15	Shri.Patil D.D.	Peon	01/03/1992	S-3 : 16600-52400
16	Shri.Gosavi B.T.	Peon	06/03/1992	S-3 : 16600-52400
17	Shri.Sitap V.V.	Peon	15/02/2021	S-3 : 16600-52400

* Payment to teachers on 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) (x) / Manual - 10:

Monthly remuneration received by each of its employee

DECEMBER 2022 Salary

Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
STATEMENT SHOWING THE SALARY FOR THE MONTH December-22

SR.N O.	NAME Sevaarth ID	DESIGN	PAY SCAL	A/C NO.	BASIC PAY	DA & DIF		HRA 7PC-18%	CLA	VA	Allow Spl Cash Wash	Gross Total	Recov.	Net Gross Total
						7PC-34%	7PC-18%							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
TEACHING STAFF														
1	KADAM LAXMAN DNYANDEO 06DHEVVKM6303 1/7 LEVEL 13A	Principal	13A-131400- 217100	20061841921	217100	73814	39078	120	2700		4500 1400	338712	0	338712
2	KILLEDAR VILAS VISHNU 06DHEVVKM6303 1/7 LEVEL 14	Professor	14-144200- 218200	20159832458	218200	74188	39276	120	2700		0	334484	0	334484
3	PUNTAMBEKAR BHAGYASHRI SHIRISH 06DHEBSPF6401 1/7 LEVEL 14	Professor	14-144200- 218200	20035483046	218200	74188	39276	120	2700		0	334484	0	334484
4	AWALE SINDHU JAYWANT 06DHESJAF6401 1/1 LEVEL 14	Professor	14-144200- 218200	20155942413	211800	72012	38124	120	2700		0	324756	0	324756
5	PISTE PRAVINA BABURAO 06DHEPBPF6701 1/7 LEVEL 14	Professor	14-144200- 218200	20051885380	193800	65892	34884	120	2700		0	297396	0	297396
6	DESAI MADHURA BABASAHEB 06DHEMBDF6601 1/1 LEVEL 14	Professor	14-144200- 218200	20035483476	182700	62118	32886	120	2700		0	280524	0	280524
7	KHOLE SUPRIYA CHANDRASHEKHAR 06DHESCKF7201 1/1 LEVEL 14	Professor	14-144200- 218200	20155936566	157600	53584	28368	120	2700		0	242372	0	242372
8	CHOUGALE PRAKASH SADASHIV 0DHEPSCM6501 1/7 LEVEL 13A	Asso. Professor	13A-131400- 217100	20223799575	181600	54944	29088	120	2700		0	248452	0	248452
9	FARAS SABIHA ASIF 06DHESAFF7601 1/1 LEVEL 12	Asst Professor	79800-211500	60001589822	101100	34374	18198	120	2700		0	156492	0	156492
10	PATIL RAVINDRA CHUDAMANI 06DHERCPM7601 1/7 LEVEL 12	Asst Professor	79800-211500	6004866833	101100	34374	18198	120	2700		0	156492	0	156492
11	LOKHANDE SHIVAJI TAMANNA 06DHESTLM6201 1/7 LEVEL 10	Librarian	57700-182400 68003175188		104100	35394	18738	120	2700		0	161052	0	161052
12	LAVANGARE GANESH MARUT 06DHEGMLM7001 1/1 LEVEL 12	Asst Professor	79800-211500	20035482202	98200	33388	17676	120	2700		0	152084	0	152084
13	KADAM MUKUND DHANAJI 06DHEMDKM7501 1/7 LEVEL 11	Asst Professor	68800-205500 60007590622		92600	31484	16668	120	2700		0	143572	0	143572
14	KANNADE MAMTA KARTIK 06DHEMCKF7901 1/1 LEVEL 12	Asst Professor	79800-211500 60004339281		92500	31450	16650	120	2700		0	143420	0	143420
15	GAIKWAD KISHOR VINAYAK 06DHEKVGMB201 1/1 LEVEL 12	Asst Professor	79800-211500 68002738756		89800	30532	16164	120	2700		0	139316	0	139316



Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
 STATEMENT SHOWING THE SALARY FOR THE MONTH December-22

SR.N O.	NAME Sevaarth ID	DESIGN	PAY SCAL	A/C NO.	BASIC PAY	DA & DIF	HRA	CLA	VA	Allow Spl Cash Wash	Gross Total	Recov.	Net Gross Total
						7PC-34%	7PC-18%						
1	2	3	4	5	6	7	8	9	10	11	12	13	14
16	SHELKE UMESH SURESH	Asst. Professor	79800-211500	68001503543	87200	29848	15696	120	2700	0	135364	0	135364
	06DHEUSSM8401 1/1 LEVEL 12	Asst. Professor	79800-211500	68004570958	84700	28798	15246	120	2700	0	131564	0	131564
17	PAWAR SAMADHAN PRAKASH	Asst. Professor	79800-211500	68004570958	84700	28798	15246	120	2700	0	131564	0	131564
	06DHESPPM8703 1/1 LEVEL 12	Asst. Professor	79800-211500	68004570958	84700	28798	15246	120	2700	0	131564	0	131564
18	LAVEKAR SAMPADA SURESH	Asst. Professor	68900-205500	60077282885	75300	25602	13554	120	2700	0	117276	0	117276
	06DHESSLF7201 1/1 LEVEL 11	Asst. Professor	68900-205500	60077282885	75300	25602	13554	120	2700	0	117276	0	117276
19	PATIL MILIND MAHADEV	Asso. Professor	57700-182400	60019474859	113700	38658	20466	120	2700	0	175644	0	175644
	06DHEMMPM6601 1/7 LEVEL 10	Asso. Professor	57700-182400	60019474859	113700	38658	20466	120	2700	0	175644	0	175644
20	MULANI SAYARA PAPAMIYA	Asst. Professor	57700-182400	60005038806	101100	34374	18198	120	2700	0	156492	0	156492
	06DHESPMF6702 1/7 LEVEL 10	Asst. Professor	57700-182400	60005038806	101100	34374	18198	120	2700	0	156492	0	156492
21	SHAIKH SHAKIL DILAWAR	Asst. Professor	79800-211500	68003130678	89800	30532	16164	120	2700	0	139316	0	139316
	06DHESDSM8303 1/1 LEVEL 12	Asst. Professor	79800-211500	68003130678	89800	30532	16164	120	2700	0	139316	0	139316
22	PATIL ARCHANA RAVIRAJA	Asst. Professor	57700-182400	60048584969	61200	20808	11016	120	2700	0	95844	0	95844
	06DHEARPF8601 1/1 LEVEL 10	Asst. Professor	57700-182400	60048584969	61200	20808	11016	120	2700	0	95844	0	95844
23	NANGARE VIKRAMSINH PANDHARINATH	Asst. Professor	57700-182400	60369994982	61200	20808	11016	120	2700	0	95844	0	95844
	06DHEVPNM8301 1/1 LEVEL 10	Asst. Professor	57700-182400	60369994982	61200	20808	11016	120	2700	0	95844	0	95844
24	MALAVEKAR DEEPALI ANANDRAO	Asst. Professor	57700-182400	60371785227	61200	20808	11016	120	2700	0	95844	0	95844
	06DHEDAMF8902 1/1 LEVEL 10	Asst. Professor	57700-182400	60371785227	61200	20808	11016	120	2700	0	95844	0	95844
25	KURANE TEJASWI SATYAJIT	Asst. Professor	57700-182400	60204060405	61200	20808	11016	120	2700	0	95844	0	95844
	06DHETSKF8602 1/1 LEVEL 10	Asst. Professor	57700-182400	60204060405	61200	20808	11016	120	2700	0	95844	0	95844
26	SHEDGE SHUBHAM DILIP	Asst. Professor	57700-182400	60350578495	61200	20808	11016	120	2700	0	95844	0	95844
	06DHESDSM9501 1/1 LEVEL 10	Asst. Professor	57700-182400	60350578495	61200	20808	11016	120	2700	0	95844	0	95844
Total Teaching Staff					3098200	1053388	557676	3120	70200	4500	4788484	0	4788484
										1400			



Rayat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
STATEMENT SHOWING THE SALARY FOR THE MONTH **December-22**

SR.N O.	NAME Sevaarth ID	DESIGN	PAY SCAL	AC NO.	BASIC PAY	DA & DIF		HRA 7PC-18%	CLA	VA	Allow Spl Cash Wash	Gross Total	Recov.	Net Gross Total
						7PC-34%								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
NON-TEACHING STAFF														
1	SHINDE BALKRISHNA MARUTI	O.S.	38600-122800	6000111282	56800	19312	10224	120	1350	0	87806	0	87806	
	06DHEBMSM7302 1/7 Level S14													
2	YADAV RAJARAM KRISHNA	HEAD.CLERK	35400-112400	20155933702	44900	15266	8082	120	1350	0	69718	0	69718	
	06DHEMDKM7403 1/7 Level S-13													
3	MALI SHIVAJI SHAMRAO	SR.CLERK	25500-81100	20206317904	34300	11662	6174	120	1350	150	53756	0	53756	
	06DHESSMM7602 1/7 Level S-8													
4	JADHAV SHIVAJI LAXMAN	SR.CLERK	25500-81100	60166190970	26300	8942	4734	120	2700	0	42796	0	42796	
	06DHESLJM8501 1/7 Level S8													
5	PATIL SUNIL PANDURANG	JR. CLERK	19900-63200	20223769199	36100	12274	6498	65	1350	0	56287	0	56287	
	06DHESSPM7202 1/7 Level S-6													
6	VIRKAR YUVRAJ BHIMRAO	LIB. CLERK	19900-63200	20206639182	39400	13398	7092	65	1350	0	61303	0	61303	
	06DHEYBVM7001 1/7 Level S-6													
7	SHINDE ASHOK BALU	LAB.ATT.	19900-63200	20035483147	39400	13398	7092	65	1350	50	61353	0	61353	
	06DHEABSM6502 1/7 Level S6													
8	PUJARI VISHNU APPASO	LAB.ATT.	19900-63200	60019637599	29300	9962	5274	65	1350	50	46001	0	46001	
	06DHEVAPM7901 1/7 Level S6													
9	KAMBLE SATISH JINNAPPA	LAB.ATT.	19900-63200	20216945082	29300	9962	5274	65	1350	50	46001	0	46001	
	06DHESJKM 7001 1/7 Level S6													
10	SUTAR PRAKASH ANANDRAO	LAB.ATT.	19900-63200	20061884455	29300	9962	5274	65	1350	50	46001	0	46001	
	06DHEPASAM8002 1/7 Level S6													
11	DAWARI PANDURANG SITARAM	LIB.ATT.	19900-63200	60019458758	29300	9962	5274	65	1350	50	46001	0	46001	
	06DHEPSDM7402 1/7 Level S6													
12	LAWATE DILIP BAPU	LIB.ATT.	19900-63200	60030674091	29300	9962	5274	65	1350	50	46001	0	46001	
	06DHEDBLM7201 1/7 Level S6													
13	PATIL DEELIPKUMAR BHAUSAHEB	LIB.ATT.	19900-63200	20236145743	29300	9962	5274	65	1350	50	46001	0	46001	
	06DHEDBPM7203 1/7 Level S6													
14	PATIL DNYANDEV DATTATRAY	PEON	18600-52400	60000571804	32700	11118	5886	65	1350	50	51169	0	51169	
	06DHEDDPM6701 1/7 Level S3													

Rajyat Shikshan Sanstha's
Rajarshi Chhatrapati Shahu College, Kolhapur
 STATEMENT SHOWING THE SALARY FOR THE MONTH December-22

SR.N O.	NAME Sevwarth ID	DESIGN	PAY SCAL	A/C NO.	BASIC PAY	DA & DIF		HRA 7PC-18%	CLA	VA	Allow Spl Cash Wash	Gross Total	Recov.	Net Gross Total
						7PC-34%								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
15	GOSAVI BABURAO TATOBA	PEON	16600-50400	60172776727	32700	11118	5886	65	1350	50	51169	0	51169	
	06DHEBTGM8601 1/7 Level S3													
16	SITAP VIJAY VITTHAL	PEON	15000-47600	60385202003	15500	5270	3600	65	675	50	25160	0	25160	
	06DHEVVSM8802 1/1 Level S1													
TOTAL (NON - TEACHING)					533900	181526	96912	1260	22275	150	836523	0	836523	
TOTAL (TEACHING)					3098200	1053388	557676	3120	70200	4500	4788484	0	4788484	
GRANT TOTAL (TEACH & NON -TEACH)					3632100	1234914	654588	4380	92475	6550	5625007	0	5625007	



- 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.
- 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.

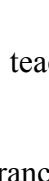
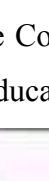


Section 4 (1) (b) (xi) / Manual - 11:

Funding allocated by 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.

Rayat Shikshan Sanstha, Rajarsi Chhatrapati Shahu College, Kolhapur												
Information of UGC Grants 12th Plan Period												
No.	Name of the Scheme	Approved Amount in per Receipt submitted	Sanction letter No. & date	UGC Sanctioned amount	Actual received	Actual Expenditure as per the Utilization Certificate	Balance of sanction order to UGC	Amount to be received	Unutilized amount	Administrative cost SOC/UGC Office	Remarks	
1	SCAC Salary in Plan	880000.76	880000.76	880000	880000	880000	0	0	0	0		
2	College Development Activities in XII Plan	300000.00	300000.00	300000	300000	300000	0	0	0	0		
3	Retirement Teacher Salary in XII	100000.00	100000.00	100000	100000	100000	0	0	0	0		
4	Working Capital for Library in Annual Scheme	50000.00	50000.00	50000	50000	50000	0	0	0	0		
5	Medical Reimbursement Scheme	100000.00	100000.00	100000	100000	100000	0	0	0	0		

We hereby certify that the above information is true and correct to the best of my knowledge.

 Head of Cell Mr. Prakash B.S.	 Head of Cell Mr. Prakash B.S.	Report Date: 27.12.2018	 Head of Cell Mr. Prakash B.S.	 Head of Cell Mr. Prakash B.S.
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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 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 available publicly and can be accessed from college website.

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.
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Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer

Shri Shinde B.M.

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Mobile: 9552832770,

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Appellate Authority

Dr. Kadam L.D.

Principal , Rajarshi Chhatrapati Shahu College, Kolhapur

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Email: klpshahucol@gmail.com

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

Other Useful Information

- ❖ Rajarshi Chhatrapati Shahu College, Kolhapur is doing a pioneering work in the field of higher education in Kolhapur District and surrounding area since 1961. It has celebrated Golden Jubilee Year in the year 2012 (1961-2011)
- ❖ It is Affiliated to Shivaji University (Permanent Affiliation from 2007)
- ❖ Recognised by Government of Maharashtra
- ❖ Recognised by UGC under 2(f)12 (b)- (From 16th January, 2003)
- ❖ Accredited by NAAC with A Grade (CGPA-3.07)
- ❖ Submitted online Proforma for AISHE on 22/12/2022 with Institutional ID- **C-11037**.

- ❖ So far conducted 33 National Level and State Level Seminars, conferences, workshops etc. in last 5 years.

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