

**Information Handbook of
Sahyadri Shikshan Sanstha's
Arts and science College Sawarde
(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 Sahyadri Shikshan Sanstha's Arts and Science College Sawarde 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

Arts and Science College Sawarde is established at Sawarde by Sahyadri Shikshan Sanstha in 2001. It is recognized by Government of Maharashtra and Affiliated to University of Mumbai.

The college conducts Three Year B.A., B.Com and B.M.S Course. The college also conducts courses like Yoga, Spoken English, Tourism, Journalism, and Personality Development. etc.

Academic Programme Offered (At Undergraduate Level)

	B.A	B.Com	B.M.S
Subjects for specialization	English	Accountancy	Finance
	Hindi		H.R
	Marathi		Marketing
	History		

- **Short Term/Skill Based Career Oriented/Certificate Courses- 06**

Vision:

The college is committed to impart quality, activity-oriented and value based education to all, especially to the rural, hilly regional and socio-economically deprived students, to make them self-reliant

and responsible citizens of the nation.

Mission:

- To provide quality education to socially and economically backward classes.
- To bring out educational and cultural development of rural residents.
- To promote intellectual, ethical and cultural development of society.
- To make the student capable for facing the challenges of ever-changing society.
- To build a broad educational sense in order to encourage widespread engagement in education.

Objectives:

- To provide value based, quality assured and activity-oriented education.
- To strengthen the rural and hilly region students through curricular and extra- curricular activities.
- To prepare students for advanced studies.
- To inculcate values of culture, social equality, a feeling of brotherhood, and self-help.
- To enable the students to accept the challenges of the new era.

During our glorious journey of last 22 years under the aegis of Sahyadri Shikshan Sanstha, the academic achievements have been noteworthy. Our students have achieved glorious heights in sports like Cricket, Volleyball, Athletics and Kabaddi in the merit list of University of Mumbai. 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.

Contact Details:-

Postal Address:-

Arts and Science College Sawarde

Ap Sawarde Tal.Chiplun Dist. Ratnagiri, Maharashtra-415606, India.

Website : www.sahyadrimahavidyalasawarde.in

Tel./Fax No: 02355 295415

Email : artscollegesawarde@rediffmail.com

Working Hours

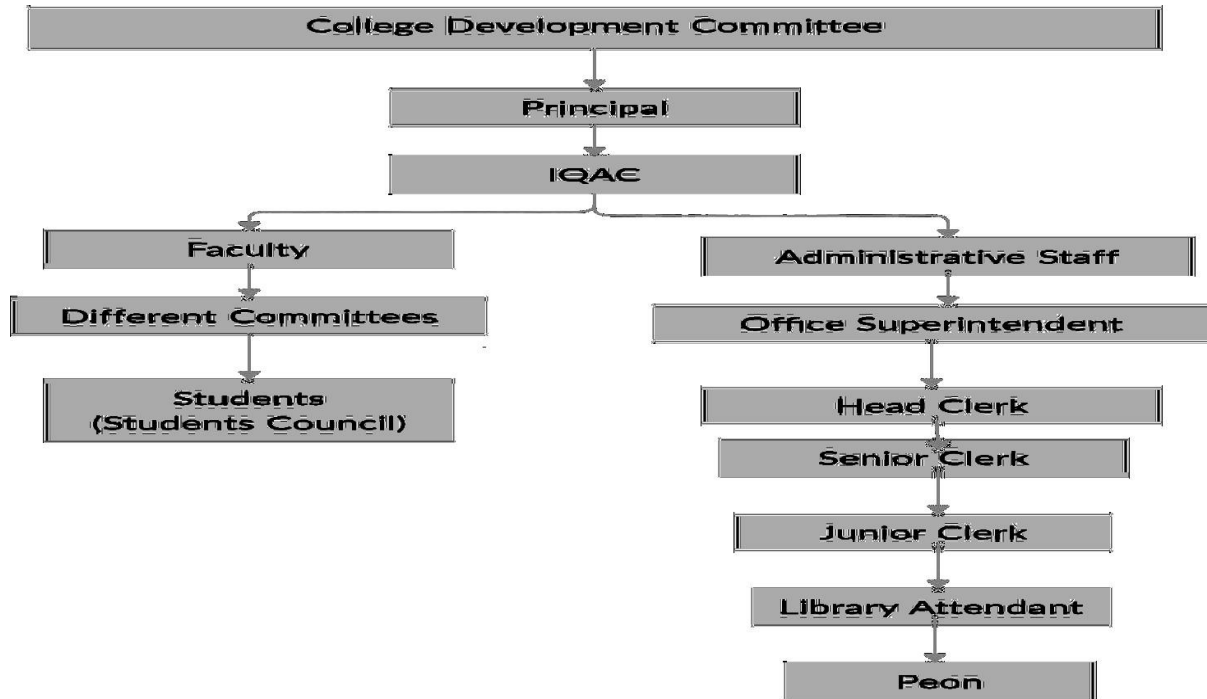
College Timing on all Working Days: From 08.00 a.m. to 05.00 p.m.

Office Timing: From 09.00 a.m. to 5.00 p.m.

Library Timing: From 09.00 a.m. to 05.00p.m

Weekly Holiday will be on **Sunday**.

● Organogram of the institution ●



Administrative Setup of Arts and Science College, Sawarde

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

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)	I/c Principal	<ul style="list-style-type: none"> • 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)	Assistant Professor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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)	Head Clerk	<ul style="list-style-type: none"> • 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, Cheque register, deadstock register, voucher files etc. for account writing. • To get the financial audit done internally as well as externally. • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> To verify and accept Admission forms, Exam Forms, Concession forms etc., To issues T.C/ Migration & Bonafide certificates, Mark list, Exam forms etc., To maintain General Register, University Result, Ledger etc. and undertake all exam related work. To prepare and submit concession proposals, scholarship/free ship/EBC/Ex-serviceman, 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, Staff proposal. To help other authorities as per the directions Principal & Head clerk.
7)	Library Attendant	<ul style="list-style-type: none"> To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
08)	Peon	<ul style="list-style-type: none"> 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 Sahyadri Shikshan Sanstha, College Development Committee, IQAC and the Principal.

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

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, Affiliation, Cashbook, 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 & Free ships,
6	Librarian	Books, Journals, Periodicals, Accession Register, and E- resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

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

- **Following documents are available in the college office**
 - The college Timetable
 - Examination Schedules
 - Scholarship Notices
 - Admission Forms
 - Administrative Notices
 - 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 - 5:

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 Sawarde every year to spread knowledge amongst the masses.
- Internship Programme, lectures, workshops and Training Programmes for students are organized in association with Alumni, District Legal Aid Committee and Kolhapur District Bar Association.

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

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 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) (vii) / Manual - 7:

Mode of public participation

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- Internship Programme, lectures, workshops and Training Programmes for students are organized

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organizing Parent meet, Alumni Meet, various felicitation programs, and training activities.
- Interaction is also encouraged and formally conducted during the

Alumni Meet and Annual Day.

- Feedback is taken from students, teachers, and alumni 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 organizes various programs / lectures for creating socio awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stakeholders.

Section 4 (1) (b) (ix) / Manual - 8:

Directory of officers and employees

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

College Teaching Staff (Approved)

Sr No	Name	Designation	Subject	Appointment Date	Approval No. and Date
01	Mr Tanaji Yallappa Kamble	I/c Principal	Marathi	01/08/2001	CONCOLO/SA/1402/2010
02	Mr Jaysing Govardhan Chavare	Asst.Prof	Hindi	05/09/2018	TAAS(CT)/IS/ECD/SA/2019-20-8486
03	Mr.Sanket Nishikant Kurane	Asst.Prof	English	05/09/2018	TAAS(CT)/IS/ECD/SA/2019-20-8486
04	Mr.Sunil Managu Javeer	Asst.Prof	History	05/09/2018	TAAS(CT)/IS/ECD/SA/2019-20-8486

ADMINISTRATIVE STAFF

Sr no	Name	Designation	Appointment Date
01	Mr.R.A.Katurde	Head Clerk	01/06/2013
02	Mr.S.J.Dike	Senior Clerk	13/06/2023
03	Mr.T.Ghanekar	Junior Clerk	13/06/2023
04	Mrs.A.A Kajrolkar	Librarian	13/06/2023
05	Mr.A Chaugule	Library Attendant	13/06/2023
06	Mr.Pawar P.V	Peon	13/06/2023
07	Mr.Chavan Subhash	Peon	13/06/2023

Section 4 (1) (b) (xvi) / Manual – 16

Public Information Officer

Mr. Katurde Ramesh Aba
Head Clerk, Arts and Science College Sawarde.

Mobile: 9960584456

Email: artscollegesawarde@rediffmail.com

Appellate Authority

Mr.Kamble Tanaji Yallappa

I/c Principal, Arts and Science College Sawarde

Mobile: 8779554464,

Email: artscollegesawarde@rediffmail.com

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

- ❖ It is Affiliated to University of Mumbai affiliation no I/6237/2001
- ❖ Approved by Government of Maharashtra
- ❖ Submitted online Proforma for AISHE with Institutional ID- **C-33516**

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