

# **Information Handbook of Chhatrapati Shivaji College, Satara (Autonomous)**

**(As per Right to Information Act, 2005)**

## **INTRODUCTION**

In accordance with the provisions contained in section 2(j) of the Act, this Information Handbook will enable the stakeholders to obtain information as to the provisions contained in various rules and regulations governing Rayat Shikshan Sanstha's Chhatrapati Shivaji College, Satara 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**

Chhatrapati Shivaji College, Satara is the first college of the Rayat Shikshan Sanstha established in 1947 by Karmaveer Bhaurao Patil. It is recognized by Government of Maharashtra, Affiliated to Shivaji University, Kolhapur, recognized by UGC under 12B and 2F.

#### **VISION:**

- To provide quality education to youth and inculcate 'Rayat Culture' in them for their all-round development

#### **MISSION:**

- To impart value based education to make students responsible citizens

#### **GOALS:**

- To impart higher education to youths from the mofussil areas with a view to enable them, awaken the masses educationally, socially, culturally and intellectually
- To inculcate the dignity of labour and self-reliance among the students
- To facilitate the boon of higher education for the women deprived of their legitimate right to such education
- To promote all-round personality development of the students through curricular and extra-curricular programmes and activities
- To enhance mutual understanding, co-operation and secular outlook of the student community

To channelize creative and academic energies of students towards enabling

them to keep pace with the challenges of time

For more information visit [www.csc.ac.in](http://www.csc.ac.in)

**Postal Address :-**

Chhatrapati Shivaji College, Satara,  
Sadar Bazar Camp, Satara, Maharashtra-415001, India.

**Website** : [www.csc.ac.in](http://www.csc.ac.in)

**Tel. / FaxNo** : **02162 234678**

**Email** : [principal.shivajicollege@gmail.com](mailto:principal.shivajicollege@gmail.com)

**Map of Location**

The College location Map is available at <https://goo.gl/maps/NJe59CPmb5uzEuW69>

**Working Hours**

**College Timing on all Working Days** :From 10.30 am to 06.00 p.m.

**Office Timing** :From 10.30 a.m. to 5.30 p.m. on all working days.

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

**Library Timing** : From 10.30 a.m. to 06.00 p.m. on all working days.

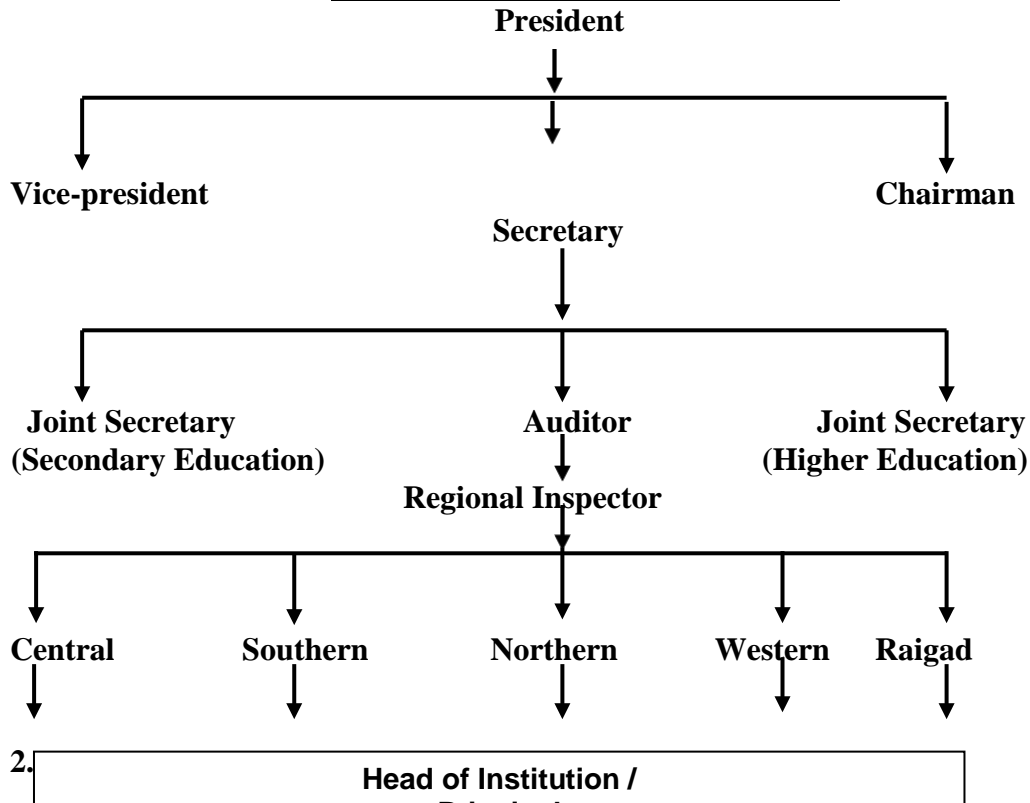
**Weekly Holiday** will be on **Sunday**.

## Organization and Administrative Machinery

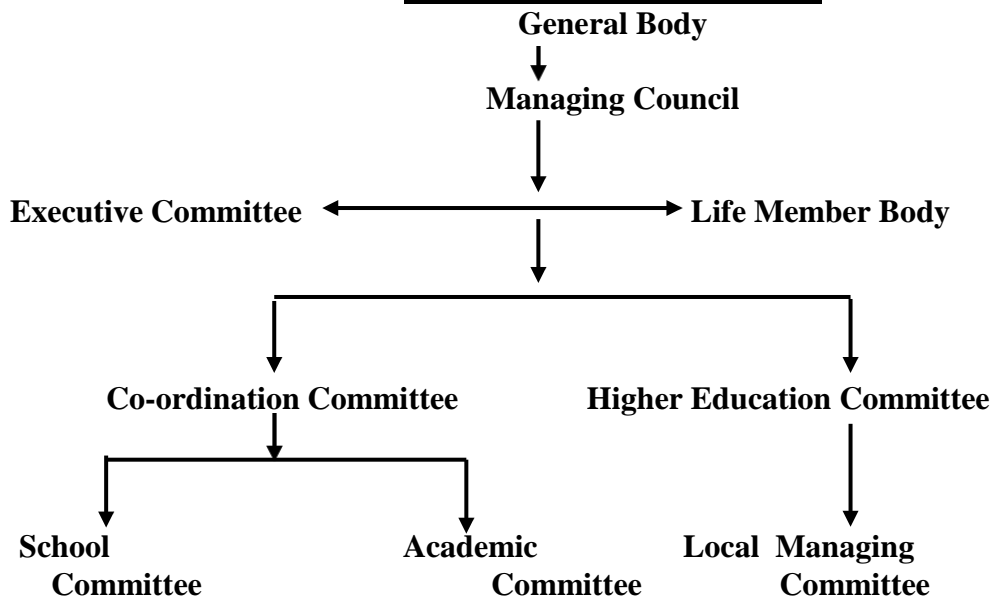
### Organogram of the institution

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 MACHINERY



#### ADMINISTRATIVE BODIES



## College Development Committee (CDC)



Principal

↓  
IQAC

Faculty



Different Committees



Students  
(Students' Council &  
Students Organization)

Administrative Staff



Registrar



Superintendent



Head Clerk



Senior Clerk



Junior Clerk



Library Attendant



Peon

### Administrative Setup of Chhatrapati Shivaji College, Satara

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.

#### Criterion I

Chairperson: Prof. Dr. Mrs. V. M. Mane

Sr No	Committee	Functions of the Committee	Chairman	Member/s
1	Feedback	<ul style="list-style-type: none"><li>Take feedback on curriculum from teachers, students, alumni, employers and parents</li><li>Analyze the feedback collected and take necessary action. The feedback analysis should be uploaded on the website</li><li>Prepare prescribed formats for collecting feedback</li><li>Collect feedback from students about teachers. The analysis should be communicated to individual teachers. Suggestions can be given by Principal</li><li>Collect feedback from parents and students about institute. Analysis should be presented to the Principal. Action taken report should be maintained</li></ul>	Prof. Dr. B. S. Nikalje (7378740422)	Prof. Dr. S. V. Karande

		<ul style="list-style-type: none"> <li>• Conduct students' satisfaction survey about teaching learning process</li> <li>• Submit all the records at the end of the year</li> </ul>		
2	<b>Timetable and Attendance</b>	<p><b>Timetable:</b></p> <ul style="list-style-type: none"> <li>• Design of Time-Table of all the faculties [Sr. college] by making optimum usage of infrastructure available</li> <li>• Allocate classrooms according to strength of students</li> <li>• Display time-table for students &amp; teachers on the notice boards, electronic screens and website</li> <li>• Collect departmental time- tables and preserve for records</li> <li>• Conduct at least three meetings of committee and maintain record of minutes of the meeting</li> <li>• Submit all the records in a form of file at the end of the year</li> </ul> <p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>• Follow electronic attendance system.</li> <li>• Inform students through notices to the class, on website as well as display on notice boards about ordinance regarding attendance and actions that will be taken against defaulters.</li> <li>• Inform students about grading system for attendance</li> <li>• Maintain attendance record [department-wise] strictly as per the ordinance</li> <li>• Collect monthly reports of attendance from all departments.</li> <li>• Display list of defaulters on the board and send messages to the parents of defaulters</li> </ul>	Prof. Dr. S. V. Karande (9921452808) (9561913337)	All Heads of the Departments Mr. C. R. Barge (Sr. Clerk)
3	<b>Skill Based Courses, Self development,</b>	<ul style="list-style-type: none"> <li>• Keep record of all Skill based courses conducted by departments</li> <li>• Monitor conduct of the skill based courses regularly</li> <li>• Ensure the quality and effectiveness of the courses</li> <li>• Organize courses for students that will enhance their employability e.g. Life skill courses, soft skill courses, English proficiency courses etc.</li> <li>• Organize Vocational Education and trainings for students</li> <li>• Consult faculty members for selecting the courses. Involve external agencies</li> <li>• Take feedback from students after the course</li> <li>• Arrange for certificates or grade cards for students who complete the courses.</li> <li>• Maximum students have to be involved in these courses and trainings</li> <li>• Monitor conduct of all the programmes</li> </ul> <p><b>Self-Development Programme</b></p>	Prof. Dr. S. J. Kirdat (8329729498)	All the Heads of the Departments

		(For all the classes of senior college) <ul style="list-style-type: none"> <li>• Conduct yogic relaxation everyday in each class</li> <li>• Plan for activities that will inculcate values in students and help them lead a balanced, ethical life</li> <li>• Conduct EQ test before and after the programme</li> <li>• Collect feedback and testimonials from students.</li> <li>• Keep up to date record of the entire activity [including timetables, attendance report, EQ test results, testimonials etc.]</li> <li>• Make efforts for continuous up-gradation of the programme</li> <li>• Have a wall paper dedicated for value based education</li> </ul>		
4	<b>Website</b>	<ul style="list-style-type: none"> <li>• Update and maintain college website regularly</li> <li>• Upload information about recent events, photographs, notices etc. on the website. For this collect material from department heads and committee heads</li> <li>• Continuously upgrade the website for its maximum use</li> <li>• Use innovative ideas for making the website interactive and dynamic</li> <li>• Maintain records</li> </ul>	Prof. M. S. Nikam (8698874111)	Prof. Dr. Sampat Pimpale
5	<b>Prospectus</b>	<ul style="list-style-type: none"> <li>• Prepare the prospectus of the college by including all the details of the programmes</li> </ul>	Prof. Dr. S. B. Zodage (9561084067) (9960544067)	Prof. M. S. Nikam

## Criterion II

Chairperson: Prof. Dr.Mrs. R. S. Shaikh

Sr No	Committee	Functions of the Committee	Chairperson	Members
1	<b>Examination</b>	<ul style="list-style-type: none"> <li>• Conduct orientation for all teachers regarding rules of examination re-examination, evaluation Make SOPs for every process related to examination ( Autonomous and University)</li> <li>• Conduct ATKT semester end, internal &amp; additional examinations</li> <li>• Follow timeline for conducting the exams and declaration of results.</li> <li>• The results should be declared on institutional website as well</li> <li>• Take review of every examination and make improvements in making the process convenient and transparent.</li> <li>• All results should be maintained in soft as well as hard copies and made available whenever required for different purposes.</li> <li>• Set-up a Board of Examinations by inviting and including suitable members</li> </ul>	Prof. Dr. A.S. Patil (9922638684)	Prof. Dr. D.B. Masal Prof. Dr. S. J. Kirdat Prof. G. D. Chavan Prof. H. L. Deshmukh <b>University Exam.</b> Prof. Dr. K. V. Nalawade Prof. Dr. A. P. Margam Mr. C. R. Barge

		<ul style="list-style-type: none"> <li>• Make ordinances for different aspects of examination</li> <li>• Conduct orientation for all teachers regarding rules of examination, re-examination, evaluation etc.</li> <li>• Inform students about all the ordinances of examination</li> <li>• Make SOPs for every process related to examination</li> <li>• Follow timeline for conducting the exams and declaration of results.</li> <li>• The results should be declared on institutional website as well.</li> <li>• Organize open-day for students to see their papers.</li> <li>• Take review of every examination and make improvements in making the process convenient and transparent.</li> <li>• All results should be maintained in soft as well as hard copies and made available whenever required for different analysis purposes.</li> <li>• Take review of every examination and make improvements in making the process convenient and transparent.</li> <li>• All notifications and ordinances regarding examination should be displayed on institutional website in separate tab.</li> </ul>		
2	<b>Mentor-Mentee Scheme &amp; Counselling Centre</b>	<ul style="list-style-type: none"> <li>• Manage the counseling center in college to provide personal and psycho-social support to students.</li> <li>• Implement “Mentor-Mentee” programme through all the departments and check records once in every term</li> <li>• Provide format for maintaining the M-M programme</li> <li>• Conduct sessions for teachers regarding counselling and mentoring</li> <li>• Counselor should be available at least for two hours on three days in a week.</li> <li>• Inform students about the center through a general notice</li> <li>• Keep records of counseling</li> <li>• Arrange talks on topics like- Stress management, inter-personal relations or any other relevant topics to support strong mental health of students</li> <li>• Submit all the records in a form of file at the end of the year</li> </ul>	Prof. Dr. A. P. Margam (7057456856)	Prof. Dr. Mrs. K. V. Nalawade Prof. Mrs. V. P. Ganmukhi Prof. Dr. S. B. Tamboli Prof. Dr.D. B. Nalawade Mr. M. D. Karkar
3	<b>Remedial Coaching</b>	<ul style="list-style-type: none"> <li>• Assess the learning levels of the students at entry level</li> <li>• Organise special Programmes for advanced learners and slow learners</li> </ul>	Prof. H. L. Deshmukh (9921865441)	Dr. A. V. Pore

4	<b>ICT</b>	<ul style="list-style-type: none"> <li>• Conduct online lectures of the faculty members of the college</li> <li>• Provide link for webpage describing ICT enabled tools including online resources for teaching learning process</li> <li>• Conduct training programmes for faculty members for student centric methods</li> </ul>	Prof. Dr. A. G. Nimase (9922096401) (8668974645)	Prof. S. D.Koli
5	<b>SWAYAM Courses</b>	<ul style="list-style-type: none"> <li>• Give information to the students about SWAYAM Courses</li> </ul>	Prof. T. S. Devkule (7066885058) (9890003937)	Prof. N. N. Ipper
6	<b>Internal Academic Monitoring Committee</b>	<ul style="list-style-type: none"> <li>• Ensure smooth functioning Teaching, learning and evaluation.</li> <li>• Conduct internal academic audits once in every semester</li> <li>• Departmental academic activities</li> <li>• Annual academic plan of department (Academic Calendar)</li> <li>• Teaching plan, syllabus completion</li> <li>• Attendance record</li> <li>• Academic diaries</li> <li>• Mentor-mentee programmes</li> <li>• Knowledge Assessment Tests</li> <li>• Remedial coaching and advance and average learners' activities</li> <li>• Continuous Internal Evaluation System- planning, frequency, variety, outcome</li> <li>• Use of student centric methods- Experiential learning, participative learning, problem solving methodologies</li> <li>• Use of ICT, E-learning resources, <b>Learning Management Systems</b></li> <li>• Use of innovative teaching methods</li> <li>• Use of innovative evaluation methods – open book exam, online exam etc.</li> <li>• Maintain records in prescribed format</li> <li>• Provide formats to the departments for providing information</li> <li>• Submit report of every monitoring round to IQAC</li> <li>• Conduct general surveillance of classrooms regarding presence of teachers in the class, discipline, regularity and punctuality of teachers</li> <li>• Take occasional oral feedback from students about teaching, learning and evaluation. If any flaws are noticed, inform the authority immediately</li> <li>• Submit all the records in the form of a file at the end of the year</li> </ul>	<b>Monitoring</b>  *Prof. Dr. S. B. Zodage (Social Sciences) (9561084067) (9960544067) *Prof. Dr. S. D. Waghmare (Languages) (9890726440)	Prof. Dr. A. K. Wavare
7	<b>Admission Committee [Senior College]</b>	<ul style="list-style-type: none"> <li>• Make SOP for entire admission process.</li> <li>• Designing and printing of prospectus before starting the admission process</li> <li>• Notification of the process for the benefit of students and parents on flex boards and on the website of college</li> </ul>	Prin. Dr. V. S. Shivankar	Prof. Dr. S. B. Tamboli (9579317617) Prof. Dr. A. G. Nimase



	<ul style="list-style-type: none"> <li>• Conduct meetings with software provider to specify requirement</li> <li>• Conduct trainings to acquaint members with the software and process</li> <li>• Plan and execute the entire process to ensure smooth and convenient conduct.</li> <li>• Proactive approach to avoid last minute troubles</li> <li>• Review admission process to take necessary action for further improvement</li> <li>• Maintain all the records of admission process</li> </ul>		(9922096401) (8668974645) Prof.R.P. Wadate (9822875052) (8208214590) Prof.Dr.S.T.Wagh mare (9890726440) Prof.Dr.D.B.Masal (9860681838) (8329432242)
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### Criterion III

Chairperson: Prof. Dr. A. V. Pore

Sr No	Committee	Functions of the Committee	Chairman	Members
1	<b>Research Promotion and Ethics</b>	<ul style="list-style-type: none"> <li>• Make a well defined policy for promotion of research and upload it on the college website</li> <li>• Make code of ethics to check malpractices and plagiarism. Evaluate research projects for their ethical standards</li> <li>• Make budgetary provision for giving seed money for research to the teachers and students</li> <li>• Develop green house, databases and upgrade common instrumentation laboratory</li> <li>• Initiate applications for research grants and donations to industries, corporate houses, international bodies etc.</li> <li>• Encourage teachers to apply for major and minor research project grants to various governmental and non-governmental agencies. Provide information about this to all the faculty members. Ensure that, every teacher gets one research project grant in next three years</li> <li>• Keep record of on- going and completed research projects in the college, research awards, research publications and presentations of faculty members</li> <li>• Conduct research scholar meet for in-house researchers</li> <li>• Make a compilation of research papers published by faculty members in the given academic year</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting</li> <li>• Submit all the records in a form of file at the end of the year.</li> </ul> <p><i>Avishkar :</i></p>	Prof. Dr. A. V. Pore (8329560664)	Prof. G. D. Chavan Prof. Dr. S. J. Kirdat Prof. B. R. Kangune Prof. R. P. Wadate Prof. Dr. Mrs. M.V. Latkar Prof. N. N. Ipper Prof. A. P. Margam Prof. Dr. S. S. Patil Prof. A. D. Kokate

		<ul style="list-style-type: none"> <li>• Conduct Chhatrapati Shivaji Research Competition at college level for preparing students for <i>Avishkar</i></li> <li>• Initiate maximum participation in <i>Avishkar</i>. Promote the activity in order to achieve recognition at zonal, university and state level.</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.</li> <li>• Submit all the records in a form of file at the end of the year.</li> </ul>		
2	<b>Consultancy</b>	<ul style="list-style-type: none"> <li>• Create consultancy and generate revenue</li> <li>• Encourage teachers to take up consultancy work. Suggest avenues and built up networking.</li> <li>• Conduct corporate training.</li> </ul>	Prof. R.S .Manedeshmukh (8605186951) (9422234424)	All the heads of the departments
3	<b>Extension</b>	<ul style="list-style-type: none"> <li>• Arrange programs to promote institution-neighborhood community network in terms of sensitizing students to social issues, student engagement, contributing to good citizenship, service orientation and holistic development of students.</li> <li>• Conduct extension and outreach programs in collaboration with industry, community and NGOs.</li> <li>• Ensure extensive participation of students in extension activities with Government organizations, NGOs and in programs such as <i>Swatchh Bharat</i>, AIDS Awareness, Gender issue etc.</li> <li>• Conduct extension work activities as per the guidelines of University of Mumbai.</li> <li>• Instruct all the departments to conduct extension activities and social activities. [This is important for NAAC]</li> </ul> <p>Conduct at least three meetings of the committee and maintain the documentation</p>	Prof. B. S. Nikalaje (7378740422)	All the heads of the departments
4	<b>NCC, Military Academy</b>  <b>Discipline</b>	<ul style="list-style-type: none"> <li>• Make efforts to get separate NCC units for the institute.</li> <li>• Conduct activities as per the guidelines given by the Maharashtra State directorate.</li> <li>• Keep detailed records of enrolled candidates.</li> <li>• Organize guard of honour and piloting on special occasions.</li> <li>• Assign campus supervision duties to all the teaching and non-teaching staff.</li> <li>• Assign locations of the duties which should comprise of main gate, all the buildings, playground &amp; campus.</li> <li>• Issue guidelines to them regarding the duty.</li> <li>• Inform students through notices about the</li> </ul>	Prof. K. L. Pawar (9673666014) (9834318726)	Prof. V. D. Nanaware

		<p>code of conduct they should follow when on the campus and also about actions taken against the defaulters</p> <ul style="list-style-type: none"> <li>• Take action against defaulters in consultation with Hon. Principal</li> <li>• Display list of guidelines regarding discipline in each building.</li> <li>• Monitor CCTV recording at regular intervals</li> <li>• Maintain records of the notices, procedures of actions taken against defaulters etc.</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.</li> <li>• Submit all the records in a form of file at the end of the year</li> </ul>		
5	NSS	<ul style="list-style-type: none"> <li>• Conduct activities as per the guidelines</li> <li>• Apply for the award that is given by the government to the best units</li> <li>• Maintain detailed report of Social work with photographs</li> <li>• Conduct programs like workshops, exhibitions, social services etc. for community [neighboring schools, cooperative housing societies, underprivileged sectors of society etc.].</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting</li> <li>• Submit all the records in a form of file at the end of the year</li> </ul>	<p><b>Unit No. 1</b> Prof.G.D.Chavan (ProgrammeOfficer) (9730882091) (9284197282)</p> <p><b>Unit No. 2</b> Pro. N. N. Ippar (ProgrammeOfficer) (7821038327)</p> <p><b>Unit No. 3</b> Prof. Dr. Mrs. S. S. Menkudale (Programme Officer) (9921135065)</p>	<p>Prof. R. P. Wadate H. L. Deshmukh</p> <p>Prof. Dr. Mrs. V. M. Mane</p>

#### Criterion IV

**Chairperson: Prof. Dr. A. G. Nimase**

Sr. No	Committee	Functions of the Committee	Chairman	Members
1	<b>Building Maintenance</b>	<ul style="list-style-type: none"> <li>• Undertake regular surveys and supervisions of college infrastructure for repair and replacements</li> <li>• Carry out prompt repair works in case it is required</li> <li>• Keep record of all the infrastructure facilities in the campus</li> <li>• Work out annual maintenance contract with reliable agencies. Maintain records</li> <li>• Maintenance of water coolers, fire extinguishers, ACs etc. should be regularly done</li> <li>• Attend to complaints of lack of lamps, fans, taps etc. in the campus by ensuring prompt remedial action with the help of office superintendent.</li> <li>• Check drinking water quality every</li> </ul>	<p>Prin. Dr. V. S. Shivankar</p> <p>Working chairman Prof. Dr. S. B. Zodage (9561084067) 9960544067)</p>	<p>Prof. Dr. A.K Wavare Dr. A. J. Sakate Mr. T. K. Sapkal Mr. S. K. Pote</p>

		<p>month with the help of microbiology department.</p> <ul style="list-style-type: none"> <li>• Nameplates, Boards, Notice Boards, Partitions should be maintained.</li> <li>• Check the maintenance of computers, laptops, electrical connections, plumbing, water tank, solar panels, rainwater harvesting tank etc.</li> <li>• Keep a register for recording complaints of students and teachers regarding infrastructure and facilities.</li> <li>• Conduct regular meetings and keep the minutes.</li> </ul>		
2	<b>Beautification and Cleanlines</b>	<ul style="list-style-type: none"> <li>• Supervise maintenance of garden [including Karmaveer statue] with the help of non-teaching staff.</li> <li>• Maintain the green zones surrounding the playground.</li> <li>• Provide placards carrying botanical names for important trees in the campus.</li> <li>• Arrange workshop on gardening</li> <li>• Conduct strict surveillance of cleanliness of the campus, particularly washrooms with the help of faculty members. Appoint floor representatives.</li> <li>• Keep record of daily cleaning activity.</li> <li>• Ensure regular cleaning of water coolers [Twice in six months].</li> <li>• Instruct departments for maintaining cleanliness in the staff rooms, laboratories and store rooms.</li> <li>• Arrange surprise visits to departments to check cleanliness. Keep record.</li> <li>• Announce two hours in every week as a “clean-hours”. Implement it strictly in office, library, departments etc. Keep record.</li> <li>• Conduct activities to support “<i>Swatch Bharat Abhiyaan</i>”</li> <li>• Arrange regular meetings with cleaning staff and instruct them.</li> <li>• Provide necessary cleaning materials to the staff.</li> <li>• Keep complaint register at convenient location for students and staff to note their complaints. Attend to grievances immediately.</li> <li>• Take steps towards ‘Zero Garbage Campus’</li> </ul>	Prof. S. B. Tamboli (9579317617)	Prof. H. L. Deshmukh
3	<b>Library Committee</b>	<ul style="list-style-type: none"> <li>• Prepare complete profile of library giving details of infrastructure, library facilities, list of periodicals &amp; magazines, subject wise list of books, CDs etc.</li> <li>• Upgrade e-content continuously. Conduct orientation programs for students and faculty members about the use of e-library and facilities in the library.</li> <li>• Display of new arrivals.</li> </ul>	Prof. S.T. Lokhande (9423800449)	All the Deans Prof. Dr. S. D. Waghmare Dr. S. K. Jadhav (Library) (Industry) Prof. Dr. A. K. Wavare

	<ul style="list-style-type: none"> <li>• Report important articles, books, current event news etc.</li> <li>• File excerpt of articles, newspaper cuttings etc.</li> <li>• Maintain syllabus, question papers &amp; related university circulars and make them available for faculty and students.</li> <li>• Inform students about library facilities through notices.</li> <li>• Inform rules of reading room &amp; borrowing books to students.</li> <li>• Maintain record of set of books issued to the needy students, internet usage by students, faculty members visiting library, students using night reading room, number of external readers using library facility etc.</li> <li>• Establish linkage with other libraries (BCL and JNL, Mumbai University).</li> <li>• Subscribe to INFLIBNET, e-ShodhSindhu, e-Shodh Ganga, e-resource, N-LIST.</li> <li>• Inform head of departments about subject – wise budget for purchase of books.</li> <li>• Take feedback from students and teachers every year and analyze. Submit the yearly report to IQAC.</li> <li>• Upgrade library facility continuously.</li> <li>• Keep record of footfall [teachers and students].</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting.</li> <li>• Submit all the records in a form of file at the end of the year.</li> </ul>		<p>Dr. A. J. Sakate (Registrar) Mr. T. K. Sapkal (Finance and accounts) Mr. S. K. Pote</p>
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**Criterion V**

**Chairpersons: Prof. S. D. Koli, Prof. Dr. S. J. Kirdat**

<b>Sr. No.</b>	<b>Committee</b>	<b>Functions of the Committee</b>	<b>Chairman</b>	<b>Members</b>
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1	<b>Career Guidance, Training, Placement, Entrepreneurship Development</b>	<ul style="list-style-type: none"> <li>• Arrange seminars/talks about career guidance for students of all faculties</li> <li>• Organize training sessions to increase the employability of the students</li> <li>• Invite industries to have campus interviews in the college</li> <li>• Keep department-wise data of companies which are potential employers of our students with the help of HoDs</li> <li>• Facilitate networking with placement agencies, industries, corporate houses etc.</li> <li>• Arrange career-fair</li> <li>• Keep record of on-campus and off-campus placement data</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting</li> <li>• Submit all the record in a form of file at the end of the year</li> </ul>	Prof. M. S. Nikam (8698874111)	All the heads of the departments Dr. S. S. Patil NSS Programme Officer NCC officer Physical Director
2	<b>Essay, Debate, Elocution Competitions</b>	<ul style="list-style-type: none"> <li>• Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level.</li> <li>• Conduct intra-college competitions of performing &amp; literary arts, elocution and debate.</li> <li>• Promote students to represent in various college festivals and inter-college competitions of performing &amp; literary arts, elocution and debate.</li> <li>• Prepare – college song with the help of talented students [involve alumni]</li> </ul>	Prof. G. D. Chavan (9730882091) (9284197282)	Prof. N. N. Ippar
3	<b>Competitive Examinations Guidance Karmaveer Vidya Prabodhini Examinations</b>	<ul style="list-style-type: none"> <li>• Take a survey of students interested in appearing for competitive exams.</li> <li>• Maintain a guidance cell with the help of experts to guide students for competitive exams like MPSC/UPSC/GMAT/GRE/GATE/TOEFL/FFEL/MSCET/PTM/NET/SET etc.</li> <li>• Prepare students for exams conducted by <i>Karmaveer Vidya Prabodhini</i></li> <li>• Keep record of number of students enrolled and passed.</li> <li>• Upgrade the library of the cell as per the requirement of the students.</li> </ul>	Prof. Dr. S. S. Patil (9673633955) (8208352138)	Prof. Dr. A. K. Wavare Prof. Dr. D. B. Masal Mr. D. C. Jadhav
4	<b>Earn and Learn Scheme</b>	<ul style="list-style-type: none"> <li>• Implement ‘Earn and Learn Scheme’ for deserving students of the college as per the directives of Rayat Shikshan Sanstha.</li> <li>• Make list of students and their skills.</li> <li>• Generate opportunities of work for them in the campus.</li> </ul>	Prof. Dr. R.S. Manedeshmukh (8605186951) (9422234424)	Prof. Dr. P.B. Gaikwad Prof. A. G. Nimase Prof. Mrs. R. A.

		<ul style="list-style-type: none"> <li>• Develop and upgrade fund to provide financial help to deserving students.</li> <li>• Design a procedure and format to implement this activity.</li> <li>• Conduct at least three meetings and keep records and submit whenever asked</li> </ul>		Pathan
5	Gymkhana	<ul style="list-style-type: none"> <li>• Planning of activities to promote sports in college in order to get state level or national level recognition to our sportspersons. (Students)</li> <li>• Locate potential and talented students with outstanding sports records and promote their games.</li> <li>• Incentives in terms of prizes, cash awards, sport dresses/suits can be given to deserving candidates.</li> <li>• Development and maintenance of outdoor and indoor sports facilities in college and monitoring its optimum use.</li> <li>• Conduct annual sports competitions and annual sports prize distribution function.</li> <li>• Conduct zonal level competitions of any one game of Shivaji University, Kolhapur</li> </ul>	Prof. V. D. Nanaware (7972661695) (9823541379)	All the Deans Prof. Dr. D. B. Nalawade Dr. Mrs. V. M. Mane Prof. N. N. Ipper
6	Students' Council	<ul style="list-style-type: none"> <li>• Conduct activity of Students' Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution</li> </ul>	Prof. Dr. D. B. Nalawade (9422582999) (9823591666)	Prof. V. D. Nanaware Prof. Dr. R. S. Manedeshmukh Prof. R. P. Wadate President, Students' Council Ladies' Representative of Students' Council
7	Alumni	<ul style="list-style-type: none"> <li>• Keep department-wise data of alumni in the format- [With the help of HODs]</li> <li>• Focus on institutional, academic and infrastructural contributions of alumni. For eg. involve alumni in placement, industrial visits, curricular aspects, donations of old books, financial support for development of department or helping deserving poor students, interactions with current students for guidance. This should be done with help of HODs.</li> <li>• Keep record of all the activities department wise [with the help of HODs].</li> <li>• Generate funds with the help of alumni [minimum 10 lakhs]. The funds will be used</li> </ul>	Prof. A. G. Nimase (9922096401) (8668974645)	Prof. Dr. Mrs. P.C. Mote Prof. Mrs. V. M. Mane Mr. B. M. Wagh Mr. S. V. Jagtap

		<p>for college development.</p> <ul style="list-style-type: none"> <li>• Conduct alumni meets –department wise at least once in two years.</li> <li>• Conduct at least four meetings of alumni association and maintain record of minutes of the meeting.</li> <li>• Submit all the records in a form of file at the end of the year.</li> </ul>		
<b>8</b>	<b>Standing Committee (B C Cell)</b>	<ul style="list-style-type: none"> <li>• Keep enrollment data [class and division wise] about students belonging to reserved categories</li> <li>• Create awareness among the students about caste-related Govt. circulars &amp; schemes.</li> <li>• Get the scholarship forms filled from all the students who are eligible for the scholarships.</li> <li>• Maintain record of students getting various scholarships and free-ships.</li> <li>• Prepare a prescribed format for collecting information about students belonging to reserve category.</li> <li>• Keep detailed information about the differently able students. Counsel them regularly and organize help to facilitate their studies.</li> <li>• Submit all the records in a form of file at the end of the year.</li> </ul>	<p>Prof. R. P. Wadate (9822875052) (8208214590)</p>	<p>Prof. Dr. B. S. Nikalje Mr. T.K. Sapkal Mr. B. S. Sawant</p>
<b>9</b>	<b>English Medium Division</b>	<ul style="list-style-type: none"> <li>• Monitor the teaching-learning and evaluation of these students</li> </ul>	<p>Prof. Dr. D. B. Masal (9860681838) (8329432242)</p>	<p>Prof. Dr. A. K. Waware Prof. S. S. Patil Prof. Dr. S. B. Zodage Prof. P. R. Wadate</p>
<b>10</b>	<b>Internal Complaints [Teaching, non-teaching &amp; students]</b>	<ul style="list-style-type: none"> <li>• Inform students and faculty members about existence and scope of Internal Complaints Committee through general notice.</li> <li>• In case of any complaint take action in consultation with Hon. Principal as per the rules</li> </ul>	<p>Prof. Dr. Mrs. P. C. Mote (9423352151)</p>	<p>Mrs. S.S. Mandape Dr. Mrs. S.S. Pawar Prof. Dr. Mrs. A.G. Mujawar Prof. Mrs. R. A. Pathan Prof. Dr. Mrs. M.V. Latkar Mrs. Pawar (Female Office Representative) Mr. T.K. Sapkal Mr. S. Y. Gavali Student Representative</p>
<b>11</b>	<b>Grievance Redressal</b>	<ul style="list-style-type: none"> <li>• Maintain complaint boxes in the college premises</li> <li>• Inform students and teaching and non-teaching members of the staff about</li> </ul>	<p>Prof. V. D. Nanaware (7972661695) (9823541379)</p>	<p>Prof. K. L. Pawar Prof. Dr. Mrs. P. C. Mote Prof. Dr. Mrs. K.</p>



		<p>Grievance redress cell and its functioning through separate general notices.</p> <ul style="list-style-type: none"> <li>Attend to complaints received in the complaint boxes once in a month</li> <li>Take compliance in consultation with Hon'ble Principal</li> <li>Follow up the compliance by concerned department/ committee</li> <li>Conduct at least three meetings [per term] of committee members and</li> <li>maintain record of minutes of the meeting</li> <li>Submit all the records in a form of file at the end of the year</li> </ul>		<p>V. Nalawade President, Students' Council Ladies' representative , Students' Council Secretary, Students' Council</p>
<b>12</b>	<b>Anti-ragging</b>	<ul style="list-style-type: none"> <li>Inform students about existence of anti-ragging committee, anti-ragging laws and punishments in case of offence</li> <li>Display the above said information on the boards including electronic boards and website. Also, contact numbers of competent authority at the strategic locations</li> <li>Take note of any complaint of ragging</li> <li>Take action in case of offence as per the law and in consultation with Hon. Principal</li> </ul>	<p>1. Prof. Dr. Mrs. M. V. Latkar Up to 28.02.2020 (8888124564)</p> <p>2. Prof. Mrs. R. S. Pathan (9422400428)</p>	<p>Mrs. Uma Salunkhe (Administrative Officer) Mr. IsakMujawar ( Police Department) Mr. DilipChinchkar ( Media) Prof. Dr. V.Y. Deshpande (NGO) Prof. K. L. Pawar (Male Faculty) Parent Representative (PG) Parent Representative (UG) Male Fresher Student (B. A. Part I) Female Fresher Student (B. A. Part I) Student Representative (PG) Student Representative (UG) Female Administrative Representative Mrs. Pawar Male Administrative Representative Mr. C.R. Barge</p>
<b>13</b>	<b>Lead College</b>	<ul style="list-style-type: none"> <li>Allocate budget as per the guidelines by the University</li> </ul>	<p>Prof. Dr. D. B. Nalawade</p>	<p>Prof. A. D. Kokate Mr. S. K. Pote</p>

		<ul style="list-style-type: none"> <li>Organize programmes under the Lead College Scheme</li> <li>Keep record and submit it to IQAC</li> </ul>	(9422582999) (9823591666)	(Head Clerk)
<b>14</b>	<b>Social Sciences Association</b>	<ul style="list-style-type: none"> <li>Organize various programmes for the social sciences</li> <li>Keep record and submit it to IQAC</li> </ul>	Prof. Dr. P. B. Gaikwad (9503803830)	Prof. Dr. D. B. Nalawade
<b>15</b>	<b>Tours and Excursions</b>	<ul style="list-style-type: none"> <li>Prepare rules and regulations for tours and excursion</li> <li>Monitor the tours and excursion</li> </ul> <p>Arranged by all the departments</p>	Prof. Dr. R. S. Manedeshmukh (8605186951) (9422234424)	Prof. S. D. Koli
<b>16</b>	<b>Art Circle (Cultural Programmes)</b>	<ul style="list-style-type: none"> <li>Active participation in maximum events of Youth Festival of University of Mumbai.</li> <li>Screen, train and promote talented students in such a way that the college gets maximum prizes at the university level.</li> <li>Give incentive, encouragement to the outstanding performers.</li> <li>Conduct intra-college competitions of performing &amp; literary arts.</li> <li>Conduct Shivaji University Youth Festival [Zonal level] at least once in 5 years.</li> <li>Promote students to represent in various college festivals and inter-college competitions of performing &amp; literary arts.</li> <li>Organize special programmes on the occasion of <i>Karmaveer Jayanti</i></li> </ul>	Prof. R. P. Wadate (9822875052) (8208214590)	Prof. Dr. R. S. Manedeshmukh Prof. Dr. R. S. Shaikh Prof. M. V. Latkar
<b>17</b>	<b>Vivek Vahini, Phoenix Film Society</b>	<ul style="list-style-type: none"> <li>Maintain the rules about <i>Vivekvahini</i></li> <li>Organize programmes</li> <li>Create scientific temper among students</li> </ul>	Prof. Dr. S. D. Waghmare (9890726440)	Prof. A. D. Kokate
<b>18</b>	<b>Women's Hostel</b>	<ul style="list-style-type: none"> <li>Monitor the admission procedure.</li> <li>Supervise day to day working of the hostel.</li> <li>Take regular rounds of hostel.</li> <li>Maintain all records.</li> <li>Strict vigilance of security and cleanliness.</li> <li>Attend complaints of women students as soon as possible.</li> <li>Arrange "Hostel Day" once in a year.</li> <li>Conduct minimum three meetings with girls staying in hostel and keep records of minutes of the meetings</li> </ul>	Prof. Mrs. R. A. Pathan (9422400428)	Prof. Mrs. M. V. Latkar Mrs. Sadhana Patil (Junior College) Dr. A. J. Sakate, Registrar
<b>19</b>	<b>Health Center</b>	<ul style="list-style-type: none"> <li>Maintain health center in working condition [with first aid and basic medicines]</li> <li>Maintain records of visiting patients</li> <li>Attend to all medical emergencies in the campus</li> <li>Inform students, teaching and non-teaching staff about working days and hours of</li> </ul>	Prof. Dr. S. B. Tamboli (9579317617)	Prof. Dr. P. B. Gaikwad Prof. Dr. Mrs. P. C. Mote

		<p>health center and about health care facilities and services available at health center</p> <ul style="list-style-type: none"> <li>Organize informative workshops, lectures, check-up camps &amp; film shows related to health issues for students, teaching and non-teaching staff and also for communities in neighborhood. Arrange programs for under privileged sections of society</li> <li>Programmes should provide guidance to students about diet, health, hygiene, addictions.</li> <li>Organize minimum 4 activities in a year</li> <li>Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting</li> <li>Submit all the records in a form of file at the end of the year</li> </ul>		
<b>20</b>		<p><b>Canteen</b></p> <ul style="list-style-type: none"> <li>Regular surveillance of canteen facility in terms of cleanliness, menu, rates, drinking water etc.</li> <li>Ensure variety in menu and some healthy options of food</li> <li>Take feedback from students and faculty members and suggest improvisation of canteen</li> <li>Conduct at least three meetings of committee members and maintain record of minutes of the meeting</li> <li>Submit all the records in a form of file at the end of the year</li> </ul>	<b>Prof. Dr. P. B. Gaikwad</b> <b>(9503803830)</b>	
<b>21</b>	<b>Publicity, Magazine, Newsletters, Bhavjagar</b>	<ul style="list-style-type: none"> <li>Give publicity to all activities, programs &amp; events held in the college with the help of print and electronic media</li> <li>Maintain records of all paper cuttings and photographs of press releases and news regarding college activities</li> <li>Present good quality drawings, photographs, essays, poems etc. by students in a form of wall paper</li> <li>This wall paper has to be displayed in main building- first floor and should be changed every fortnight</li> <li>Publish the newsletter</li> <li>Publish college magazine <i>ShivVijay</i> annually</li> <li>Conduct at least three meetings of committee members and maintain record of minutes of the meeting</li> <li>Submit all the records in a form of file at the end of the year</li> </ul>	Prof. Dr. S. D. Waghmare (9890726440)	Prof. Mrs. K. V. Nalawade Prof. Dr. Mrs. P. C. Mote Prof. Dr. S. B. Tamboli Prof. Dr. S. B. Zodage Prof. T.S.Devkule Prof. Mrs. V. P. Ganmukhi Dr. A. J. Sakate
<b>22</b>	<b>Literary Association</b>	<ul style="list-style-type: none"> <li>Conduct events like poetry recitation, lectures, book reviews etc. to promote Marathi literary activities</li> <li>Maintain all the data in separate file and submit at the end of the year</li> </ul>	Prof. Dr. Mrs. S. S. Menkudale (9921135065)	All the Heads of the Departments

23	<b>Students' Welfare</b>	<ul style="list-style-type: none"> <li>• Inform students about welfare schemes of college, university and Government.</li> <li>• Address to the needs of differently abled students. Inform students about facilities available in college for such students through a general notice</li> <li>• Initiate institutional scholarships in consultation with principal</li> <li>• Mobilize Educational Fund for helping poor students</li> <li>• Conduct elections for formation of Students' Council as per the university guidelines</li> <li>• Celebrate Rose Day with permission from Hon. Principal</li> <li>• Organize convocation ceremony</li> <li>• Form group of volunteers to help in various activities of college</li> <li>• Submit records at the end of every year</li> </ul>	Prof. Dr. S. V. Karande (9921452808) (9561913337)	All the Heads of Departments Prof. T. S. Devkule Mr. C. R. Barge (Sr. Clerk)
24	<b>Distance Education</b>	<ul style="list-style-type: none"> <li>• Admit students for distance learning</li> <li>• Provide the study materials per the guidelines by the University</li> </ul>	Prof. H. L. Deshmukh (9921865441)	Student from 'Earn and Learn Scheme'

#### Criterion VI

**Chairperson: Dr. B.R. Kangune**

Sr. No	Committee	Functions of the Committee	Chairman	Member/s
1	<b>Financial Management &amp; Purchase</b>	<p><b>Financial Management:</b></p> <ul style="list-style-type: none"> <li>• Prepare yearly budget by considering departments and major activities. Take inputs from HODs and Chairpersons of major activities</li> <li>• Make necessary budgetary provisions for all major activities planned in the academic year</li> <li>• Monitor effective and efficient use of available financial resources</li> <li>• Maintain records of details on the efforts made by the institution in securing additional funding and the utilization of the same.</li> <li>• Keep records of audited income and expenditure statement of academic and administrative activities of each year and the reserve fund/corpus available with Institutions. [with the help of office- especially accountant]</li> <li>• Maintain records of internal and external audits done with the help of office</li> <li>• Note major audit objections and give details of compliance</li> </ul> <p><b>Purchase</b></p>	Prof. S. D. Koli (9595297899) (9405414037)	Dr. A. J. Sakate Mr. S. K. Pote All the Deans All the heads of the Departments

		<ul style="list-style-type: none"> <li>Follow the prescribed process laid down by RayatShikshanSanstha while doing all purchases for college.</li> <li>Supervise all the purchases done by college</li> <li>Maintain list of approved vendors</li> </ul>		
2	<b>Faculty Empowerment and Welfare</b>	<ul style="list-style-type: none"> <li>Organize Faculty Training programs to empower and enable the use of various tools and technology for improved teaching &amp; learning like –Innovative teaching learning methods/approaches, Learning Management Systems, Content/knowledge management, Selection, development and use of enrichment materials, Assessment, Cross cutting issues, Audio Visual Aids/multimedia, OER’s, Teaching learning material development, selection and use</li> <li>Arrange activities for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform</li> <li>Inform teaching faculties about technologies and facilities available &amp; can be used by the faculty for effective teaching. E.g: Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.</li> <li>Inform faculty members and non-teaching staff about the welfare schemes available for them. Keep record of number of staff who avail the benefit of such schemes in every academic year</li> <li>Organize farewell programs whenever required</li> <li>Submit all the records in a form of file at the end of the year</li> </ul>	Prof. S. D. Waghmare (9890726440)	Prof. Dr.Mrs. R. S. Shaikh Prof. B. S. Nikalje Prof. Dr. S.J. Kirdat
3	<b>Staff Academy</b>	<ul style="list-style-type: none"> <li>Organize lectures by the faculty members on various subjects/social issues etc.</li> </ul>	Prof. S.J.Kirdat (8329729498)	Prof. A. D. Kokate
4	<b>Assessment &amp; Placement of Teachers CAS</b>	<ul style="list-style-type: none"> <li>Assist faculty members in their assessment and placement issues.</li> <li>Inform faculty members about Career Advancement Scheme</li> <li>Keep records and submit at the end of the year</li> </ul>	Prof. T.S. Devkule (7066885058) (9890003937)	IQAC Members
5	<b>UGC</b>	<ul style="list-style-type: none"> <li>Finalize and submit utilization of various</li> </ul>	Prof. Dr. S. B.	Prof. M. S.

	<b>Grants/ Funds Utilization</b>	<p>grants received by the institute.</p> <ul style="list-style-type: none"> <li>• Notify faculty members about relevant notifications and circulars given on websites of various funding agencies and industries</li> <li>• Keep records and submit at the end of the year</li> </ul>	<p>Zodage (9561084067) (9960544067)</p>	<p>Nikam Prof. Dr. A. K. Wavare Prof. A. P. Margam Prof. G. D. Chavan Dr. A. J. Sakate Mr. S.K. Pote (Head Clerk)</p>
6	<b>RUSA</b>	<ul style="list-style-type: none"> <li>• Study the guidelines of RUSA</li> <li>• Keep the correct follow up of the notices and circulars by RUSA</li> <li>• Notify faculty members about relevant notifications and circulars by RUSA</li> <li>• Prepare plans for various activities under RUSA</li> <li>• Finalize and submit utilization of the grants received</li> </ul>	<p>Prof. Dr. S. V. Karande (9921452808) (9561913337)</p>	<p>Prof. B. R. Kangune</p>
7	<b>ISO</b>	<ul style="list-style-type: none"> <li>• Prepare and plan for the ISO certification</li> </ul>	<p>Prof. B. R. Kangune (9270619025) (9049027425)</p>	<p>Prof. S. B. Tamboli</p>
8	<b>NIRF</b>	<ul style="list-style-type: none"> <li>• Plan and submit NIRF information</li> </ul>	<p>Prof. Dr. A. D. Kokate (9421120617)</p>	<p>Prof. Dr. A.V. Pore</p>
9	<b>Right to Information</b>		<p>Prin. Dr. V. S. Shivankar (Appealing Officer)</p>	<p>Dr. A. J. Sakate (9763970914) (8421427872) (Information Officer) Registrar, Chhatrapati Shivaji College, Satara</p>

### Criterion VII

Chairperson: Prof. A. D. Kokate

Sr. No	Committee	Functions of the Committee	Chairman	Member/s
1	<b>Environment Consciousness</b>	<ul style="list-style-type: none"> <li>• Sensitize students about environment by conducting programs and addressing issues like Climate Change, Environmental Education, Eco friendly practices etc.</li> <li>• Arrange lectures, film shows on environmental issues</li> <li>• Arrange nature trails, trekking, hiking and visits to places of environmental importance</li> <li>• Arrange poster/essay writing</li> </ul>	<p>Prof. Dr. D. B.Nalawade (9422582999) (9823591666)</p>	<p>CHB Assistant Professor of Env. Sci. for B. A. Part II</p>

		<p>competition on environment related topics.</p> <ul style="list-style-type: none"> <li>• Make efforts to make the office Paperless</li> <li>• Make efforts to make campus 'Zero Garbage', Plastic Free and Conduct a Green Audit of college campus and facilities</li> <li>• Undertake activities to make the campus eco-friendly. Focus on issues like Energy conservation</li> <li>• Use of renewable energy</li> <li>• Rain Water harvesting</li> </ul>		
2	<b>Women Development, Gender Issues</b>	<ul style="list-style-type: none"> <li>• Conduct activities to inculcate sense of equality amongst male and female students</li> <li>• Sensitize students and faculty members towards gender equality and respect for women</li> <li>• Report any incidence of discrimination based on gender difference to authority and take action in consultation with Hon. Principal</li> <li>• Inform students about existence and activities of the cell time to time</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting</li> <li>• Organize following celebrations- Savitribai Phule Jayanti, Women's Day, Lakshmbai Patil Jayanti</li> <li>• Inform the women students about existence and activities of the cell time to time</li> <li>• Conduct at least three meetings [per term] of committee members and maintain record of minutes of the meeting</li> <li>• Submit all the records in a form of file at the end of the year</li> </ul>	Prof. Dr. Mrs. K. V. Nalawade (9422692396)	Prof. Mrs. R. A. Pathan Prof. Dr. M. V. Latkar
3	Staff Quarters	<ul style="list-style-type: none"> <li>• Monitor the facilities and maintain the campus of the Staff Quarters</li> </ul>	Mr. T. K. Sapkal (9960507937)	Prof. Dr. S. V. Karande Prof. A. G. Nimase Mr. S. S. Thorave Mrs. S. V. Raut (Jr.College)
4	<b>Facilities for differently abled</b>	<ul style="list-style-type: none"> <li>• List the differently abled students</li> <li>• Monitor the facilities for the differently abled students</li> </ul>	Prof. S. T. Lokhande (9423800449)	All the heads of the Departments



रयत शिक्षण संस्थेचे,

# छत्रपती शिवाजी कॉलेज, सातारा

महाविद्यालय विकास समिती २०१९-२० ते २०२१-२२

१. मा.डॉ.अनिल पाटीलसाहेब		: - चेअरमन
२. मा.रामशेठ ठाकूर	(सचिव प्रतिनिधी)	: - सभासद
३. प्रा.डॉ. झोडगे एस.बी.	(प्राचार्य प्रतिनिधी)	: - सभासद
४. प्रा.सौ. आर.ए. पठाण	(प्राध्यापक प्रतिनिधी)	: - सभासद
५. प्रा.डॉ. वाघमारे एस.डी.	(प्राध्यापक प्रतिनिधी)	: - सभासद
६. प्रा.डॉ. आर.एस.मानदेशमुख	(प्राध्यापक प्रतिनिधी)	: - सभासद
७. श्री. जाधव एस.बी.	(शिक्षकेत्तर प्रतिनिधी)	: - सभासद
८. मा. धनंजय येडेकर	स्थानिक प्रतिनिधी (शिक्षण विभाग)	: - सभासद
९. मा. प्रताप भोसले	स्थानिक प्रतिनिधी (माजी विद्यार्थी)	: - सभासद
१०. मा.डॉ. उमेश माने	स्थानिक प्रतिनिधी (संशोधन विभाग)	: - सभासद
११. मा.प्रा.डॉ. एन.डी. पाटील	स्थानिक प्रतिनिधी (समाजसेवा विभाग)	: - सभासद
१२. प्रा. डॉ.ए.के. वावरे	(समन्वयक, आय.क्यू.ए.सी. विभाग)	: - सभासद
१३. अध्यक्ष, महाविद्यालय विद्यार्थी परिषद		: - सभासद
१४. सचिव, महाविद्यालय विद्यार्थी परिषद		: - सभासद
१५. प्राचार्य, छत्रपती शिवाजी कॉलेज, सातारा		: - सभासद



### **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 single 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.

<b>Sr. No.</b>	<b>Designation</b>	<b>Functions</b>
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. 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)	Registrar	Head ,administrative section Planning and execution of work Coordinating college development committee

5)	Office Superintendent	Managing office work General Administration UGC, RUSA, Proposal Work Official Correspondence Documentation of CDC
6)	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

		<p>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 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. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal &amp; Registrar.</p>
7)	Senior Clerk	<p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p> <p>To issues T.C / Migration &amp; Bonafide certificates, marklist, exam forms etc.,</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>changes in staff proposals , teaching &amp; non-teaching approval etc.,</p> <p>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 maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To help other authorities as per the directions Principal &amp; Registrar.</p>
8)	Junior 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. To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, To help other authorities as per the directions Principal &amp; Registrar.</p>

9)	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.
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 Registrar.

- 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) UGC e) Rules and regulations of Rayat Shikshan Sanstha, Satara
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulation
- Various rules / instructions of the Shivaji University and Rayat Shikshan Sanstha concerning personnel management for the teaching and non-teaching staff.

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

- [www.csc.ac.in](http://www.csc.ac.in)
- [www.rayatshikshan.edu](http://www.rayatshikshan.edu)
- [www.erayat.org](http://www.erayat.org)
- [www.unishivaji.ac.in](http://www.unishivaji.ac.in)
- [www.online.shivajiuniversity.ac.in](http://www.online.shivajiuniversity.ac.in)
- [www.mahaeschol.maharashtra.gov.in](http://www.mahaeschol.maharashtra.gov.in)
- [www.suk.digitaluniversity.ac](http://www.suk.digitaluniversity.ac)
- [www.ugc.ac.in](http://www.ugc.ac.in)
- [www.jdhekop.org](http://www.jdhekop.org)
- [www.naac.gov.in](http://www.naac.gov.in)
- [www.dhepune.gov.in](http://www.dhepune.gov.in)
- [www.mahacet.org](http://www.mahacet.org)
- <https://swayam.gov.in/explorer>
- <https://nptel.ac.in/>

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

<b>Sr. No.</b>	<b>Person with whom information is available</b>	<b>Documents</b>
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	Admission forms, T.C, General Register, University Exam Form, Result, Ledger, University & Government Correspondence,
4	Junior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals 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 about curriculum and campus experience.
- The support, suggestions and cooperation of all the stakeholders are always welcome.

### **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  
Chhatrapati Shivaji College, Satara  
**Teaching Staff – 2020-2021**

Sr. No.	Name of the Teacher	Designation	Qualification	Experience	Pay Scale	Pay	Approval Letter No	Date of Appointment
1	2		4					8
1	DR.SHIVANKAR V.S.	Principal	M.Sc.,Ph.D.	15 15	1442 00- 2182 00	211 800	AFFI/T- 1/- 010“00µ00/020E Ü/1895 ×Ü.06/08/2020	01/08/1 986 10/09/2 005
2	DR.SMT.MUJAWAR A.G.	Professor	M.A.,M.Phil.,Ph.D.	36	1314 00- 2171 00	210 800	PU/20/1546/84-85 ×ü.15/8/85	05/07/1 984
3	DR..ZODAGE S.B	Professor	M.A.,Ph.D.	33	1314 00- 2171 00	204 700	Cco/379/281 dt.3/3/1989	29/10/1 987
4	DR. Mrs. SHAIKH R.S.	Asso.Pr of.	M.A., Ph.D.	33	1314 00- 2171 00	192 900	Affi.T.3/STS/145 8259 dt.25/08/2010	27/10/1 987
5	DR.SMT. MOTE P.C.	Asso.Pr of.	M.A.M.Ed. M.Phil,Ph.D.	31	1314 00- 2171	204 700	I/Affi/T.3/1172 dt.14.8.1990	16/08/1 989

					00			
6	DR. WAGHMARE S. D.	Asso.Pr of.	M.A., M.Phil. Ph.D.	30	1314 00-2171 00	187 300		17/08/1990
7	DR.PATIL A.S.	Asso.Pr of.	M.A.M.Phil. SET,Ph.D.,	28	1314 00-2171 00	204 700	SU/Affi/T.3/f6/2515 dt.10.6.05	01/07/1992
8	MRS.PATHAN R. A.	Asso.Pr of.	M.A.,B.Ed.,M. Phil.,	27	1314 00-2171 00	181 800	SU/Affi/T.3/f6/2415dt.1 0.6.05	15/08/1991
9	Dr.MR.TAMBO LI S. B.	Asso.Pr of.	M.A.,M.Phil.,P h.D.	26	1314 00-2171 00	181 800		21/09/1993
10	DR.PATIL S.S.	Asso.Pr of.	M.A.M.Phil. SET,Ph.D.,	24	1314 00-2171 00	181 800		08/01/1996
11	MRS.MENKU DALE S.S.	Asso.Pr of.	M.A.,M.Phil.,S ET,Ph.D.	20	1314 00-2171 00	152 300	SU/Affi/T-3/F.145/6141 dt.18/08/2006	01/12/2000
12	DR.WAVARE A.K.	Asst.Pr of.	M.A.Ph.D. SET. Ph.D.	20	7980 0-2115 00	110 400	SU/AFI/T.5/F-6/8592 dt.11. 2.04	01/12/2000
13	DR.MASAL D.B.	Asst.Pr of.	M.A..Ph.D.	17	7980 0-2115 00	101 100	Affi/T.3/STS-6/10329 dt.11.1.08	15/07/2003
14	MR. DEOKULE T.S.	Asso.Pr of.	M.A..B.ED. NET	15	6890 0-2055 00	925 00	SU/AFFI/T.3/F93/2410 DT10/06/2005	01/02/2005
15	SMT. LATKAR M.V.	Asso.Pr of.	M.A..B.ED. SET,Ph.D.	20	7980 0-2115 00	104 100	SU/AFI/T.5/F-6/8592 dt.11.12.04	06/12/2000
16	Dr.Sou.Nalawade K.V.	Asst.Pr of.	M.A.,M.Phil.,P h.D.	27	5770 0-1824 00	107 200	†ÖμÖ ±ÜÖ.186 ™ÉÜ-3/2091 ×αÜ.27/5/93	21/01/1993
17	DR.GAIKWAD P. B.	Asst.Pr of.	M.A.,Ph.D.	27	5770 0-1824 00	107 200	Affi/sts/	21/01/1993
18	MR.WADATE R.P.	Asst.Pr of.	M.A.	27	5770 0-1824 00	107 200	Affi.T.3/STS/145 8259 dt.25/08/2010	21/01/1993



19	DR.MANEDES HMUKH R. S.	Asst.Pr of.	M.A.,Ph.D.	27	5770 0- 1824 00	107 200	I/F-93-T-3/3510 dt- 12/07/1994	21/01/1 993
20	MR.LOKHAN DE S.T.	Libriar n	M.Com.,M.L.I. Sc.	19	5770 0- 1824 00	982 00	SU/Affi/T-3/F-146/20669 dt- 29/12/2000	17/08/1 999
21	MR.NALAWA DE D.B.	Asst.Pr of.	M.A. Ph.D.	19	5770 0- 1824 00	982 00	Affi/T- 3/SDM/17/82273dt.13/1 2/2017	24/12/1 999
22	MR.CHAVAN G. D.	Asst.Pr of.	M.A.,SET.	20	7980 0- 2115 00	104 100	Affi/T-3/STS/F-06/9117 dt- 02/12/14	01/12/2 000
23	DR. NIKALJE B.S.	Asst.Pr of.	M.A.,M.Phil. SET.,Ph.D.	15	1314 00- 2171 00	147 900		01/02/2 005
24	MR.KOKATE A.D.	Asst.Pr of.	M.A.,SET	15	6890 0- 2055 00	899 00	Affi/T-3STS/F-93 date 6/09/2014	01/02/2 005
25	MR.MARGAM A. P.	Asst.Pr of.	M.A.,SET	13	5770 0- 1824 00	847 00	Affi/T-5/USK/730 dt- 27/04/2007	15/06/2 007
26	MR.IPPAR N. N.	Asst.Pr of.	M.A.,NET.	11	5770 0- 1824 00	798 00	Affi/T-3/STS/F-06/5103 dt- 28/08/2015	21/01/2 009
27	DR.MANE V. M	Asst.Pr of.	M.A.,M.Ed.,Ph. D.SET	11	6890 0- 2055 00	873 00		01/03/2 009
28	MR.DESHMU KH H.L.	Asst.Pr of.	M.A.	10	1560 0- 3910 0	273 90		01/03/2 010
29	MR.NANVARE V.D.	Asst.Pr of.	B.Ed.,M.P.ED., SET	10	5770 0- 1824 00	752 00		10/04/2 010
30	DR.MR.KIRDA T S. J.	Asst.Pr of.	M.A.,M.Phil. SET.,Ph.D.	11	5770 0- 1824 00	872 00		27/07/2 009
31	MR PAWAR K. L.	Asst.Pr of.	M.A.	10	5770 0- 1824 00	847 00		14/09/2 010
32	DR. KARANDE	Asst.Pr of.	M.A.,NET,Ph. D.	10	5770 0- 00	752 00	T-3/STS/6/11655 dt- 18/02/2012	09/09/2 010

	S.V.				1824 00			
3 3	MR. NIKAM M. S	Asst.Pr of.	MA B.Ed., NET	10	5770 0- 1824 00	752 00		09/09/2 010
3 4	MR.KAGUNE B. R.	Asst.Pr of.	M.A. SET	7	5770 0- 1824 00	688 00		01/02/2 013
3 5	MR.NIMASE A. G.	Asst.Pr of.	M.A.,NET.B.Ed , Ph.D.	7	5770 0- 1824 00	688 00	Affi/T-ST/S/F-6/5103 dt.28/08/2013	01/03/2 013
3 6	SHRI KOLI S.D.	Asst.Pr of.	M.A.,NET.,SE T.	7	5770 0- 1824 00	688 00		01/03/2 013
3 7	DR.PORE A.V.	Asst.Pr of.	M.A.,B.Ed.,Ph. D.,NET	10	5770 0- 1824 00	798 00	Affi/T-3/ST/S/F-32/5103 dt.28/08/2013	01/03/2 010
3 8	DR. LOKHANDE G.V	Asst.Pr of.	MA. B.Ed. SET.,Ph.D.	14	7980 0- 2115 00	101 100	Affi/T.3/ST/S/F31	07/08/2 006

### Non Teaching Staff – 2020-2021

Sr. No.	Name of the Teacher	Desig.	Qualification	Pay Scale	PAY
1	DR. SAKATE A.J.	Registrar	M.Com.,Ph.D	41800-132200	61400
2	MR. SAPKAL T.K.	Superintendent	B.Com.	38600-122800	50400
3	MR. POTE S.K.	Head-Clerk	HSC,	35400-112400	42300
4	MR.BARGE C.R.	Sr.Clerk	B.Com.,M.A.,B.Ed.,	9300-34800	13970
5	MR. BOTALJEE D.R.	Sr.Clerk	B.Sc.	25500-811200	36400
6	MR.NIKAM D.J.	Jr.Clerk	B.A.	5200-20200	12630
7	SOU. PAWAR S.S	Jr.Clerk	B.A., M.LIB.Isc.	19900-63200	23800
8	MR. MANE R.B.	Lib.Clerk	B.C.Sc.	19900-63200	23800
9	MR.KURESHI R.N.	Jr.Clerk	B.A.	19900-63200	23800
10	MR.JADHAV S.B.	Jr.Clerk	M.A.,B.Ed.	19900-63200	27600
11	MR.SAWANT B.L.	Lib.Attendent	SSC	5200-20200	12630
12	MR. SHINDE P.G	Lib.Attendent	XI	5200-20200	12630
13	MR.DUDE A.P.	Lib.Attendent	SSC	5200-20200	-
14	MR.NIKAM K.K.	Lib.Attendent	B.A.	5200-20200	12630
15	MR.THORVE S.S.	Lib.Attendent	SSC	5200-20200	27600
16	MR.DHEKALE H.M.	Lib.Attendent	SSC	5200-20200	27600
17	MR.ASHTEKAR M.N.	Lib.Attendent	B.Com.	5200-20200	27600
18	MR.BHOSALE S. J.	Lib.Attendent	IX	5200-20200	15550
19	MR.KARKAR M. D.	Peon	B.A.	5200-20200	10750
20	MR. SANAS S.M.	Peon	B.A.	5200-20200	10730

21	MR. PAWAR A.A.	Peon	B.A.	4440-7440	10350
22	MR.SALUNKHE B.B.	Peon	VII	4440-7440	10330
23	MR.RAUT Y.P.	Peon	SSC	15500-47600	18000
24	MR. PAWAR J.B.	Peon	B.A.	15500-47600	18000
25	MRS. MANE S. D.	Peon	B.A.	15500-47600	18000
26	MR.KADAM S.S.	Peon	SSC	15500-47600	18000
27	MR.KOLEKAR D.D.	Peon	VIII	15500-47600	18000

**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 the Teacher	Designation	Qualification	Experience	PayScale
1	DR.SHIVANKAR V.S.	Principal	M.Sc.,Ph.D.	15 15	144200- 218200
2	DR.SMT.MUJAWAR A.G.	Professor	M.A.,M.Phil.,Ph.D.	36	131400- 217100
3	DR..ZODAGE S.B	Professor	M.A.,Ph.D.	33	131400- 217100
4	DR. Mrs. SHAIKH R.S.	Asso.Prof.	M.A., Ph.D.	33	131400- 217100
5	DR.SMT. MOTE P.C.	Asso.Prof.	M.A.M.Ed. M.Phil,Ph.D.	31	131400- 217100
6	DR. WAGHMARE S. D.	Asso.Prof.	M.A., M.Phil. Ph.D.	30	131400- 217100
7	DR.PATIL A.S.	Asso.Prof.	M.A.M.Phil. SET,Ph.D.,	28	131400- 217100
8	MRS.PATHAN R. A.	Asso.Prof.	M.A.,B.Ed.,M.Phil.,	27	131400- 217100
9	Dr.MR.TAMBOLI S. B.	Asso.Prof.	M.A.,M.Phil.,Ph.D.	26	131400- 217100
10	DR.PATIL S.S.	Asso.Prof.	M.A.M.Phil. SET,Ph.D.,	24	131400- 217100
11	MRS.MENKUDALE S.S.	Asso.Prof.	M.A.,M.Phil.,SET,Ph.D.	20	131400- 217100
12	DR.WAVARE A.K.	Asst.Prof.	M.A.Ph.D. SET. Ph.D.	20	79800-211500
13	DR.MASAL D.B.	Asst.Prof.	M.A..Ph.D.	17	79800-211500
14	MR. DEOKULE T.S.	Asso.Prof.	M.A..B.ED. NET	15	68900-205500
15	SMT. LATKAR M.V.	Asso.Prof.	M.A..B.ED. SET,Ph.D.	20	79800-211500
16	Dr.Sou.Nalawade K.V.	Asst.Prof.	M.A.,M.Phil.,Ph.D.	27	57700-182400

17	DR.GAIKWAD P. B.	Asst.Prof.	M.A.,Ph.D.	27	57700-182400
18	MR.WADATE R.P.	Asst.Prof.	M.A.	27	57700-182400
19	DR.MANEDESHMUKH R. S.	Asst.Prof.	M.A.,Ph.D.	27	57700-182400
20	MR.LOKHANDE S.T.	Libriarn	M.Com.,M.L.I.Sc.	19	57700-182400
21	MR.NALAWADE D.B.	Asst.Prof.	M.A. Ph.D.	19	57700-182400
22	MR.CHAVAN G. D.	Asst.Prof.	M.A.,SET.	20	79800-211500
23	DR. NIKALJE B.S.	Asst.Prof.	M.A.,M.Phil. SET.,Ph.D.	15	131400- 217100
24	MR.KOKATE A.D.	Asst.Prof.	M.A.,SET	15	68900-205500
25	MR.MARGAM A. P.	Asst.Prof.	M.A.,SET	13	57700-182400
26	MR.IPPAR N. N.	Asst.Prof.	M.A.,NET.	11	57700-182400
27	DR.MANE V. M	Asst.Prof.	M.A.,M.Ed.,Ph.D.SET	11	68900-205500
28	MR.DESHMUKH H.L.	Asst.Prof.	M.A.	10	15600-39100
29	MR.NANVARE V.D.	Asst.Prof.	B.Ed.,M.P.ED.,SET	10	57700-182400
30	DR.MR.KIRDAT S. J.	Asst.Prof.	M.A.,M.Phil. SET.,Ph.D.	11	57700-182400
31	MR PAWAR K. L.	Asst.Prof.	M.A.	10	57700-182400
32	DR. KARANDE S.V.	Asst.Prof.	M.A.,NET,Ph.D.	10	57700-182400
33	MR. NIKAM M. S	Asst.Prof.	MA B.Ed., NET	10	57700-182400
34	MR.KAGUNE B. R.	Asst.Prof.	M.A. SET	7	57700-182400
35	MR.NIMASE A. G.	Asst.Prof.	M.A,NET.B.Ed., Ph.D.	7	57700-182400
36	SHRI KOLI S.D.	Asst.Prof.	M.A.,NET.,SET.	7	57700-182400
37	DR.PORE A.V.	Asst.Prof.	M.A.,B.Ed.,Ph.D.,NET	10	57700-182400
38	DR. LOKHANDE G.V	Asst.Prof.	MA. B.Ed. SET.,Ph.D.	14	79800-211500

**Non-Teaching Staff :-**

Sr. No.	Name of the Teacher	Desig.	Qualificati on	Pay Scale
1	DR. SAKATE A.J.	Registrar	M.Com.,Ph.D	41800-132200
2	MR. SAPKAL T.K.	Superintenden t	B.Com.	38600-122800
3	MR. POTE S.K.	Head-Clerk	HSC,	35400-112400
4	MR.BARGE C.R.	Sr.Clerk	B.Com.,M. A.,B.E	9300-34800

			d.,	
5	MR. BOTALJEE D.R.	Sr.Clerk	B.Sc.	25500-811200
6	MR.NIKAM D.J.	Jr.Clerk	B.A.	5200-20200
7	SOU. PAWAR S.S	Jr.Clerk	B.A., M.LIB .Isc.	19900-63200
8	MR. MANE R.B.	Lib.Clerk	B.C.Sc.	19900-63200
9	MR.KURESHI R.N.	Jr.Clerk	B.A.	19900-63200
10	MR.JADHAV S.B.	Jr.Clerk	M.A.,B.Ed.	19900-63200
11	MR.SAWANT B.L.	Lib.Attendent	SSC	5200-20200
12	MR. SHINDE P.G	Lib.Attendent	XI	5200-20200
13	MR.DUDE A.P.	Lib.Attendent	SSC	5200-20200
14	MR.NIKAM K.K.	Lib.Attendent	B.A.	5200-20200
15	MR.THORVE S.S.	Lib.Attendent	SSC	5200-20200
16	MR.DHEKALE H.M.	Lib.Attendent	SSC	5200-20200
17	MR.ASHTEKAR M.N.	Lib.Attendent	B.Com.	5200-20200
18	MR.BHOSALE S. J.	Lib.Attendent	IX	5200-20200
19	MR.KARKAR M. D.	Peon	B.A.	5200-20200
20	MR. SANAS S.M.	Peon	B.A.	5200-20200
21	MR. PAWAR A.A.	Peon	B.A.	4440-7440
22	MR.SALUNKHE B.B.	Peon	VII	4440-7440
23	MR.RAUT Y.P.	Peon	SSC	15500-47600
24	MR. PAWAR J.B.	Peon	B.A.	15500-47600
25	MRS. MANE S. D.	Peon	B.A.	15500-47600
26	MR.KADAM S.S.	Peon	SSC	15500-47600
27	MR.KOLEKAR	Peon	VIII	15500-47600

	<b>D.D.</b>			
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- 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)
- 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 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 10.30 a.m. to 06.00 p.m. on all working days.
  - **Weekly Holiday** will be on **Sunday**.

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

**Public Information Officer**

**Shri.Sakate Arunkumar**

Registrar, Chhatrapati Shivaji College,Satara

Mobile: 9763970914

**Appellate Authority**

**Dr. Vitthal Shivankar**

Principal , Chhatrapati Shivaji College,Satara

Mobile: 9004933323

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

- ❖ **It is Affiliated to Shivaji University**
- ❖ **Recognised by UGC**
- ❖ **College is accredited in the Third Cycle of accreditation at ‘A+’ grade by National Assessment and Accreditation Council, Bangalore with CGPA of 3.51 in 2017.**
- ❖ **Registered with 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.