

Information Handbook of Savitribai Phule Mahila Mahavidyalaya, Satara

(As per Right to Information Act, 2005)

INTRODUCTION

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

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

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 Savitribai Phule Mahila Mahavidyalaya, 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

Savitribai Phule Mahila Mahavidyalaya, Satara is established at Satara, by Rayat Shikshan Sanstha, in 1989. It is recognized by Government of Maharashtra, Affiliated to Shivaji University, Kolhapur and recognized by UGC under 12B and 2F.

For more information visit www.spmmsatara.com

Postal Address :

Savitribai Phule Mahila Mahavidyalaya, Satara.
Karmaveer Samadhi Parisar, Powai Naka, Satara, Maharashtra-415001,
India.

Website : www.spmmsatara.com
Tel./ Fax No : 02162 235705
Email : savitribai_phule@yahoo.com

Map of Location

The College location Map is available at

<https://www.spmmsatara.com8080/contactjsp>

Working Hours

College Timing on all Working Days: From 08.00 am to 06.00 p.m.

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

Financial Transactions: 10.30 a.m. to 02.30 p.m. on all working days.

Library Timing: From 10.00 a.m. to 06.00 p.m. on all working days.

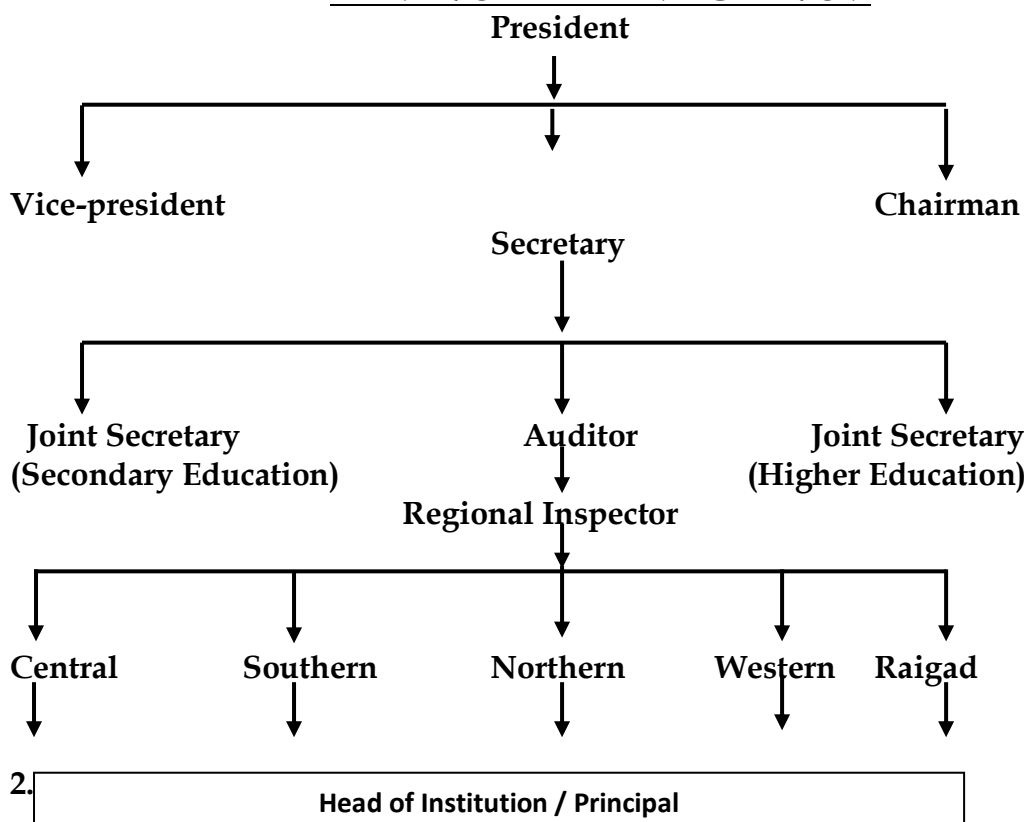
Weekly Holiday will be on **Sunday** but according to need some skill based courses and extra classes are conducted on holidays or on Sunday.

Organization and Administrative Machinery

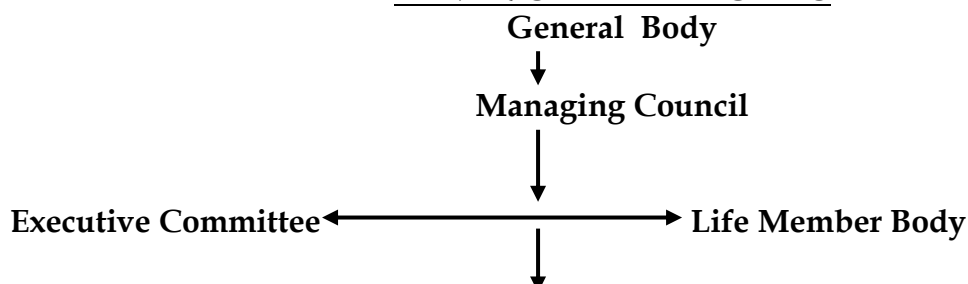
Organogram of the institution

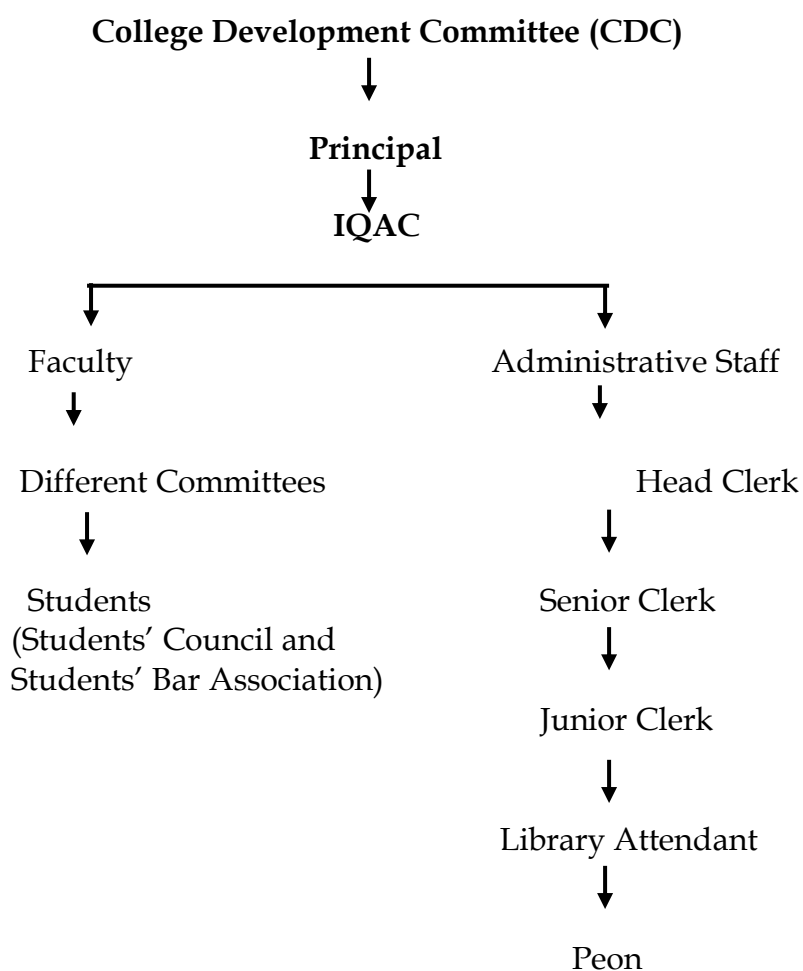
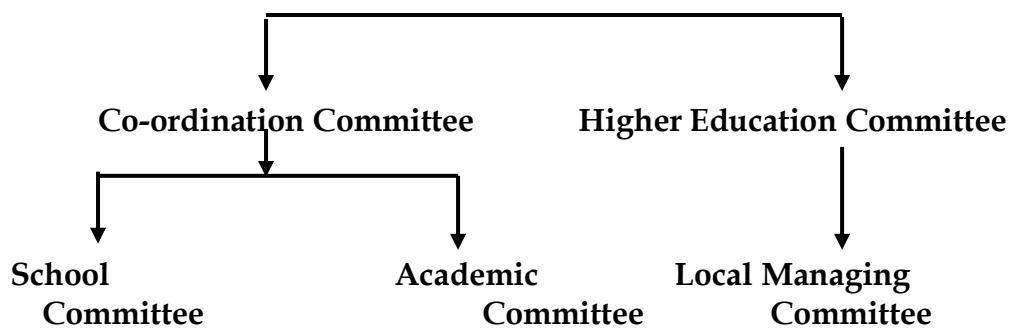
The parent institution plays a pivotal role in the general administration of the college. It formulates the requisite policies for achieving goals and missions

ADMINISTRATIVE MACHANISM



ADMINISTRATIVE BODIES





Administrative Setup of Savitribai Phule Mahila Mahavidyalaya, 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.

College Development Committee

Sr.No	Name of the member	Designation	Supporting clause
1	Dr.Patil AnilAppasaheb	Chairman	a)Chairman of the Management
2	Dr.Karale BhausahahebKisan	Member	b)Secretary of the Management
3	Smt.Shinde Surekha Satish	Member	c)one head of the Dept.to be nominated by the Principal
4	Dr.Sawant Vitthal Kundalik	Member	d)Full time teacher in the college elected among the teachers
5	Shri.Pawar Ramrao Anandrao	Member	e) Full time teacher in the college elected among the teachers
6	Dr.Kadam Prabha Bhasker	Member	f) Full time teacher in the college elected among the teachers(Women)
7	Shri.Alkunte SachinLalaso	Member	g)Non-teaching employee elected among non teaching staff.
8	Smt.Vijaya Sudhakar Shete	Member	h)Local member-nominated by management in consultation with Principal from (education field)
9	Smt Gitanjali kadam (Ex-Student)	Member	I)Local member-nominated by management in consultation with Principal from(Industry)
10	Dr. Bharati Patil	Member	J)Local member-nominated by management in consultation with Principal from(Research)
11	Dr.Godbole Arun	Member	K)Local member-nominated by management in consultation with Principal from(Social service)
12	Dr. Sou.Aphale Jayashri Ajay	Member	L)IQAC Coordinator
13		Member	M)President students council

14		Member	N)Secretary students council
15	Dr..Andhale Arun Dasharath	Member-Secretary	O)Principal of the college

IQAC Committee (2019-20,2020-21)

Sr.No	Name	Designation	Email	Mob.No
1	Prin.Dr.Arun Andhale	Chairman	dr.arunandhale@gmail.com	9881235224
2	Dr. Jayashri Aphale	Co-Ordinator	jayashrienglish@gmail.com	9767556405
3	Dr. Sunita Gharge	Member	ghargesunita@gmail.com	9623739723
4	Dr. Vitthal Sawant	Member	vksawant1965@gmail.com	9423808100
5	Dr. Gajanan Bhosale	Member	Gajanan2767@gmail.com	9421100960
6	Shri. Dilip Pawar	Member	pawar.dilip6@gmail.com	9970971231
7	Mrs. Asha Jirage	Member	ashajirage@gmail.com	9922639235
8	Mrs. Latika Patil	Member	latikapatil83@yahoo.com	9403814335
9	Shri. Ramkrishna Shinde	Former Principal		9423957665
10	Dr. Sarang Bhola	External Academic Peer	sarangbhola@gmail.com	7888226850
11	Shri. Sahebrao Katkar	Industrialist	sahebraokatkar@gmail.com	9423034555
12	Shri. Sandeep Sutar	C.A.	casandipsutar@gmail.com	9860512312
13	Shri. Sachin Alkunte	Member	sachin_alkunte@yahoo.in	7249490694
14	Miss. Harashda Pawar	Student Representative		7709692980
15	Miss. Apurva Patil	Student Representative		9766490520

Committee list

Sr. No	Name of the Committee	Chairman	Members of the Committee	Role to be Played
1	Steering/ Co-ordination Committee	Prin. Dr.A.D.Andhale	1.Dr.G. S. Bhosale (Administration) 2.Dr. S.S. Gharge (Academic section) 3.Dr.V.K. Sawant (Finance) 4.Mrs.J.A.Aphale (IQAC) 5.Mr.R.A.Pawar (N.S.S) 6.Mrs.A.C.Jirage (Library) 7.Mrs. A. S. Kadam (Computer) 8.Mr.S.L.Alkunte (Office Co-ordinator) 9. President of Students Council	To look after the activities allotted to concerned committees and departments
2	IQAC	Prin. Dr A.D. Andhale	1. Dr. J.A.Aphale (Co-ordinator) 2. Mr. D. R.Pawar 3. Dr. V. K. Sawant 4. Dr. S. S. Gharge 5. Mrs. A. C. Jirage 6. Prin. R.K.Shinde (Management Member) 7. Mr. S.S. Sutar (Local Society) 8. Mrs. Gitanjali Kadam (Alumni) 9. Mr. S. S. Katkar (Member from Industry) 10.Dr.S.S.Bhola (External Expert) 11. Mr. S.L. Alkunte (Administrative Staff) 12. Ms.HarshadaPawar (BA-II)	To Maintain quality and enhance academic excellence. Resolution , execution, organization for various academic and extension activities and maintain relevant records. To prepare the plan for conceptual and process awareness of concerned criteria for all stakeholders and its implementation.

			13. Ms. ApurvaPatil (BA-II)	
		Criterion wise Chairman	1.Criterion-I- Dr. G. S. Bhosale 2.Criterion-II- Dr.S.S.Gharge 3.Criterion-III- Dr.V.K.Sawant 4.Criterion-IV- Mrs.A.C.Jirage 5.Criterion-V- Smt. S. S.Shinde/ Dr. U. V. Nalawade 6.Criterion-VI-Mr. R. A. Pawar 7.Criterion-VII- Mrs.L.S.Patil	Documentation in soft and hard copy with evidences, AQAR and RAR writing.
3	U. G. C Committee.	Dr. S. S. Gharge	1.Dr. U. V. Nalawade 2. Dr. J. V. Moholkar 3. Mr. S. B. Nikam 4. Mr. P.U. Ranbagle 5. Mr. A. A. Phate 6. Mr. S. L. Alkunte	Preparation of UGC, NSQF proposals and documentation.
4	RUSA Committee	Dr. V. K. Sawant	1. Mr. P. V. Gaikwad 2. Mr. G, C, Khamkar 3. Mrs. M. R. Salunkhe 4. Mr. D. R. Pawar 5. Mrs. A. C. Jirage 6. Mrs. V.B.Shinde	Preparation of RUSA proposals and documentation.

			(office)	
5	NIRF Committee	Dr. G. S. Bhosale	1.Mrs. A.S. Kadam (Co-ordinator) 2. Mrs. P. S. Patil 3. Mrs. L.S. Patil 4. Mr. P. V. Jadhav 5. Mr. D. R. Pawar	Submission of NIRF information within time and maintain relevant records.
6	Students' Council & Election Committee	Prin. Dr.A.D.Andhale	1.Mr. R. A. Pawar (Co-ordinator) 2.Mr. A. B. Yadav 3. Dr. G. S. Bhosale 4. Dr. V. K. Sawant 5. Dr. J. A. Aphale 6. Mrs. A. S. Kadam 7. Mr. S. L. Alkunte	Conduct students' council election/selection as per university rules, organize meetings accordingly.
7	B. C. Cell	Prin.Dr.A.D.Andhale	1.Mr. D. R .Pawar (Co-ordinator) 2. Mrs. A. C. Jirage 3. Mr. G. A. Giri 4. Mrs. V. B. Kirtikudav 5. Mrs.V.B.Shinde 6. Reserved Representative of Students Council	Control over admission as per reservation policy rules, scholarships, Free-ships and other compliance of BC students.
8	Library Committee	Prin.Dr.A.D. Andhale	1. Mrs. A. C. Jirage (Working Chairperson) 2. IQAC Co-ordinator 3. All Heads of Various Depts.	To enrich the library. To avail allied facilities for students. To enhance the use of the library.
9	Building Construction, Maintenance Committee	Prin. Dr.A.D. Andhale	1.Mr. R. A. Pawar (Co-ordinator) 2. Dr. U. V. Nalawade 3. Dr. G. S. Bhosale 4.Mr. G. A. Giri 5. Mr.S. L. Alkunte	Required permissions Notices/Tenders New Constructions Advertisement, Meetings, Agenda, Resolution.
10	Purchase Committee	Prin. Dr.A.D.Andhale	1.Dr.V.K.Sawant (Co-ordinator) 2.Mr. D. R. Pawar 3. Mrs. M. V. Varnekar 4. Mr. R. A. Pawar 5. Mr.S.L.Alkunte	Meetings, Necessary Decisions, Notices Report, Expenditure report etc.

11	Gymkhana Committee	Mr. A.B. Yadav	1. Mrs. P. K. Ghatage 2. Mr. S.B.Nikam 3. President of Students Council 4.Sports Representative 5. Mr. B. A. Bhosale	Organization and participation in various sport-activities Organization of zonal event competition, Internal competitions.
12	Right to Information Committee	Prin. Dr. A.D. Andhale	1. Dr.V.K.Sawant 2. Mr. S.L.Alkunte	Activities related to Right to Information
13	Anti-Ragging Committee	Prin. Dr.A.D. Andhale	1.Mrs. P. K. Ghatage (Co-ordinator) 2.Mr.A.B.Yadav (T.R.) 3Dr. J. A. Aphale (T.R.) 4.Mrs. M.V.Varnekar (T.R.) 5.Adv. Mrs.V.S. Deshpande (Social Worker) 6.Dr.Rajashri Deshpande 7.Mrs.G.S.Kadam(Alumni) 8.City Police Inspector 9.Miss Pragati Patil (Journalist) 10. Member from Parents 11. Member from Present Student 12.Shri.S.L.Alkunte(Head Clerk)	Find out and solve the cases if any about Ragging, Notices, Meetings, Agenda, Resolution and Report.
14	Internal Complaints Committee	Prin. Dr.A.D. Andhale	1.Smt.S.S.Shinde (Co-ordinaror) 2. Mrs. A. C. Jirage 3. Dr. J. A. Aphale 4.Mrs.M.V.Varnekar 5.Mrs.L.S.Patil 6.Shri.S.L.Alkunte 7.Mrs.V.B.Shinde 8.Mr. .B. A. Bhosale 9.Adv.Mrs.V.S.Deshpande	Common reading of Act regarding sexual Harassment. To Organize lectures on Women laws by expert advocate Women, Health checking camp Workshop etc. Notices/Photos/Report/ Beneficiaries Record

				etc.
15	Students Grievances and Redressal Cell	Prin. Dr.A.D. Andhale	1.Smt.S.S.Shinde (Co-ordinaror) 2. Mrs. S. S. Gharge	To consider students related grievances issues and providing suitable measures for smooth functioning and keeping its records with documentary support.
16	WDC and Yuvati Jagar Committee	Prin.Dr.A.D. Andhale	1.Dr. S. S. Gharge (Co-ordinator) 2. Mrs. M. V. Varnekar 3.Dr. R. B. Patil 4. Ms. V. B. Kirtikudav 5.President Students Council	Activities to develop the status of girl-students, to establish gender equality
17	Lead College Committee	Prin. Dr. A.D. Andhale	1. Dr. S. S. Gharge (Co-ordinator) 2. Mr. P. V. Gaikwad 3. Mr. R. A. Pawar 4. Mrs. A.S. Kadam 5. Smt. S. S. Shinde	Conduct various lead college activities and workshops as per university norms, Participation in outside activities. (students/faculty), Annual report, Record under lead college activities with evidences.
18	Time Table/Roll Call/ Parent Teacher Scheme Committee	Mr. D.R. Pawar	1.Dr.V.K.Sawant 2. Dr. S.S. Gharge 3. Dr. U. V. Nalawade 4. Mr. A. A. Phate 5. Mrs. M.R. Salunkhe	Preparation of Time Table, Roll-Calls, Allotment of students for parent-teacher scheme, Notices /meeting Register.
19	Placement & Career Cell	Dr. G. S. Bhosale	1.Dr. S. S. Gharge 2. Mr. S. B. Nikam 3. Mr. P. V. Gaikwad 4. Mrs. A. C. Jirage 5. Mr. D. R. Pawar 6. Secretary of Students Council	Organize Campus Interviews, To create awareness of placement opportunities, Counseling.
20	Discipline Committee	Mr. A.B. Yadav	1. Dr.V.K.Sawant 2. Dr. J. A. Aphale 3. Dr. U. V. Nalawade 4. Mrs. A. C. Jirage 5. Mr. D. R. Pawar 6. Mrs. M. V. Varnekar	To keep the discipline, & Preparation of Time Table for Varanda supervision.

			7. President of Students Council	
21	Prospectus , Students Handbook, Academic Calendar and 'AAA' Committee	Prin. Dr. A.D. Andhale	1.Mrs. L. S.Patil (Co-ordinator) 2.Dr. J. A. Aphale 3. Dr. V. K.Sawant 4. Mrs. A. S. Kadam 5. Mr. D. R. Pawar 6. Ladies Representative of Students Council	Preparation, Printing of Prospectus , Academic Calendar and preparation for 'AAA'
22	Research Co-ordination Cell	Dr. V. K. Sawant	1. Dr. S. M. Bhosale 2. Dr. J. V. Moholkar 3. Mr. P. U Ranbagle 4.Mr. A. A. Phate 5. Mr. S. B. Nikam 6. Mrs. P. S. Patil 7. Ladies Representative of Students Council	Motivate maximum staff and students for research activities, Motivate to publish research articles/ projects,Notices/ Programmes evidences, and reporting.
23	Continuous Internal Examinations and Evaluation Committee	Dr. G. S. Bhosale	1. Dr. S. M. Bhosale 2. Mr.D.R.Pawar 3. Mr. S. B. Nikam. 4. Mr. P. V. Gaikwad 5. Mr. P. U. Ranbagale 6.Mr. Kiran Gaikwad	Conduct Internal Examinations and Evaluate performance of students & maintain records.
24	Staff Academy Committee	Dr. R. B. Patil	1. Mr. V. V. Gharge 2. Mrs. L. S. Patil 3. Mr. S.B. Nikam 4. Mr. P. G .Jadhav 5. Ms. V. B. Kirtikudav	Organize lectures of the staff, Organize Guest lectures. Notices/Reports/Photos, and Keep the Records.
25	Extension Activities Co-ordination Committee	Dr. V. K. Sawant	1. Dr. R. B. Patil 2. Mrs. M. V. Varnekar 3. Mrs. P. K. Ghatage 4. Mr. S. B. Nikam 5. Dr. S. M. Bhosale 6. President of Students Council	organize extension Programmes. Motivate students and faculty members to conduct the extension activities.
26	Environment Protection, Nature Club and Campus Beautification Committee	Dr. J.A. Aphale	1. Mr. D. R. Pawar 2. Mr. A. A. Phate 3. Mrs. V. B. Kirtikudav 4. Mrs. A. S. Kadam 5. Mr. S. L. Alkunte 6. Secretary of	Create awareness of Environmental Protection, Eco-friendly, Ganesh Utsav and Diwali, Maintain and Improve beauty of the College.

			Students Council	
27	NSS Committee	1.Mr.R.APawar 2. Mrs. M.V.Varnekar	1. Dr. U.V. Nalawade 2. Dr. J. V. Moholkar 3. Mr. D. R. Pawar 4. Dr. S. M. Bhosale 5. Mr. A. A. Phate 6.Mr. S. B. Nikam 8. Student Representative	Forum activities as per academic calendar.Campus cleaning.Rallies. Seven days camp, Outside social activities organization.
28	Competitive Examinations (Karmveer Vidya Prbodhini, Gandhi Vichar) Committee	Mrs. P.K. Ghatage	1.Mr. A. A. Phate (Co-ordinator.) 2. Mrs. A. C. Jirage 3. Mr. P.V. Gaikwad 4.Mr. P. U. Ranbagle 5. Mr. G.C.Khamkar (IBPS) 6. President of Students Council	Inspire students for various competitive Examinations, Proper counseling. Guest lectures, Practice Exam (Reports &Photos).
29	Field Visits and Tours Committee	Dr. U. V. Nalawade	1. Dr. J.V. Moholkar 2. Mrs. L. S. Patil 3. Mr. G. C. Khamkar 4. Mr. A. A. Phate 5. Mr. S. B. Nikam 6. President of Students Council	Notices, Arrangement of study Tours, General and Department wise tour and staff tour.
30	Earn & Learn Scheme Committee	Dr.U.V.Nalawade	1. Mrs. A. C. Jirage 2. Mrs. M. V. Varnekar 3. Mr. G. C. Khamkar 4. Dr. J. V. Moholkar 5. Mr. D. R. Pawar 6. Secretary of Students Council	Aware students for the scheme, work available at Library ,Office Gym, Hostel, Notices Reports/Photos.
31	Ladies Hostel & Canteen Committee	Mrs. A.C. Jirage	1. Dr. U. V. Nalawade 2. Smt. S. S.Shinde 3. Dr. J. A. Aphale 4. Ms. V. B. Kirtikudav 5. Mr. P. V. Gaikwad (Rector) 6. Ladies Representative of Students Council	To look after all facilities and services in Mess& Canteen.

32	Maitreyi and Publicity Committee	Dr. R. B. Patil	1. Dr. V. K. Sawant 2. Mrs. M. V. Varnekar 3. Mr. G. A. Giri 4. Mrs. L. S. Patil 5. Mrs. M. R. Salunkhe	Motivate to students for writing in Maitreyi, collect literature from students and publish annual within time and give wide publicity of various programmes Organized by college.
33	Debating, Elocution Preparation and Karmaveer Jayanti Week Celebration Committee	Mrs. M.V. Varnekar	1. Dr. R. B. Patil 2. Mr. P. V. Gaikwad 3. Mr. P. U. Ranbagle 4. Mr. S. B. Nikam 5. Mrs. L. S. Patil	Organize relevant activities at college level as well as motivate to students for participation in external competitions.
34	Vivek Vahini and Speak-out Committee	Dr. J. A. Aphale	1. Mr. D. R. Pawar 2. Mr. A. A. Phate 3. Mrs. A. C. Jirage 4. Mr. S. B. Nikam 5. Dr. J. V. Moholkar	Notices, eco-friendly Ganesh Utsav, cracker free Diwali, Campaign, Street plays, rallies on social issues, Sessions on Life skills, stress management (reports and photos).
35	Skill Oriented and Short Term Courses Committee	Mrs. M.V. Varnekar	1. Dr. J. A. Aphale 2. Dr. V. K. Sawant 3. Mr. D. R. Pawar 4. Mrs. A. S. Kadam 5. Mrs. P. S. Patil	To run Short Term courses effectively.
36	Programme Records, Technical Support and Computer Maintenance Committee	Mr. S. B. Nikam	1. Mr. P. U. Ranbagle 2. Dr. J. V. Moholkar 3. Mr. A. A. Phate 4. Mr. V. V. Gharge 5. Mrs. M. R. Salunkhe	To keep record of college programmes, provide technical support for the programmes, and upkeep of computer maintenance.
37	College Website Committee	Dr. J.A.Aphale	1. Mr. S. B. Nikam 2. Mrs. A. S. Kadam 3. Mr. G. C. Khamkar 4. Mr. A. A. Phate 5. Mr. P.V. Gaikwad	Update every day the college website
38	Health Center Psycho-Socio	Dr. J.A. Aphale	1. Mr. D.R.Pawar 2. Smt. S. S. Shinde	Notices, organization of Short term

	cell and Ladies Gym Committee		3. Mrs. A. S. Kadam 4. Ms. V. B. Kirtikudav 5. Mr. P. V. Jadhav	courses, Run the Gym for students & outsiders
39	Alumni & Parents Association Committee	Smt.S.S.Shinde	1. Dr. V. K. Sawant 2.Mr.R.A.Pawar 3. Mrs. M. V. Varnekar 4.Mrs. A. S. Kadam 5. Dr. U.V. Nalawade	Organize Get-together once in a year, Maintain the records, enrich the Alumni Association Strengthen contribution of Alumni in college Development Evidences /Reports.
40	Feedbacks from Students, parents, owners and other stakeholders Committee	Mr. D.R.Pawar	1. Dr. U. V. Nalawade 2. Mr. G. C. Khamkar 3. Mr. P, V. Gaikwad 4. Mrs. A.S. Kadam 5. Mrs. L.S. Patil	Collection of feedback forms(students, Alumni etc.) in proper time Analysis of all types of feedbacks
41	Staff Welfare Committee	Dr.R.B.Patil	1. Dr U. V. Nalawade 2. Mr. A. A. Phate 3. Mr. D. R. Pawar 4. Mrs. P.S. Patil 5. Mrs. M. V. Varnekar	Notices ,Welfare activities, contribution, Expenditure statement Reports and Photos.
42	Students Development Cell	Dr. U. V.Nalawade	1.Mr. R. A. Pawar 2. Mrs. M. V. Varnekar 3. Smt. S. V. Jagtap (Social Worker) 4. Mrs. Sunanda Shete (Counselor) 5.Mr. G. A. Giri 6. Mrs. A. C. Jirage 7. Mrs. P.K. Ghatage 8. Dr. J. A. Aphale 9. President of students Council 10. Secretary of S.C. 11. L. R. of S. C. 12.R. R. of S.C.	To plan and organize Cultural and welfare programmes for students development. To make plan for well being of differently able studentsanise . To organize skill oriented programmes, To prepare annual report on activities organized during the year.
43	Departmental forums / Organizations	1.Literary Association 2. English Literary Association 3. Commerce Forum	1.Dr. R. B. Patil (Mar/Hindi) 2. Dr. J. A. Aphale	Motivate the various departments to organize the various Competitions to uplift the students.

		4. Planning Forum 5. Computer Application 6. Social Science Forum	3. Dr. V. K. Sawant 4. Mr. R. A. Pawar 5. Mrs. M. R. Salunkhe 6. Mrs. P. K. Ghatage	
44	Cultural Programme Committee	Mrs. P.K.Ghatage	1.Mr. G. A. Giri (Co-ordinator) 2. Dr. S. M. Bhosale 3. Dr. J. V. Moholkar 4. Mrs. L. S. Patil 5. Mrs. M. R. Salunkhe 6. Mr. A. A. Phate	Motivate and support the students to organize various cultural events.
45	Reading Club Committee	Mrs. A. C. Jirage	1. Dr. J. A. Aphale 2. Dr. R. B. Patil 3. Mr. D. R. Pawar 4. Mrs. M. V. Varnekar 5. Mr. A. A. Phate	Organization of the competition on <i>vachan Prerana dins</i> to encourage the students and teachers for reading habit.
46	University Examinations Committee	Dr. Mrs. U.V.Nalawade	1. Mr. S. B. Nikam 2. Dr. V. K. Sawant 3. Mrs. M. V. Varnekar 4. Mr. P. U. Ranbagle 5. Mrs. V. B. Shinde	To look after the University examinations related work for smooth functioning.
47	Attendance Committee	Mrs. L. S. Patil	1. Mrs. A. S. Kadam 2. Ms V. B. Kirtikudav 3. Mr. A. A. Phate 4. Mr. D. R. Pawar 5. Mr. V. V. Gharge	Find out the absents students, display their names on notice boards. Promote the staff to counsel them to be present.
48	Savitri Consumer Store Committee	Mr. G. A. Giri	1.Dr. J.V. Moholkar 2.Dr. S. M. Bhosale 3. Mr. P. V. Gaikwad 4. Mrs. P.K. Ghatage 5. Mrs. A. C. Jirage	Purchase goods and make provisions of selling with help of students and maintain records properly.
49	Patra Savitri Committee	Mr. A. A. Phate	1.Dr. S. S. Gharge 2.Dr. G. S. Bhosale 3. Dr. J. V. Moholkar 4. Mrs. A. S. Kadam 5. Dr. S. M. Bhosale	Collect information with photos from various departments about activities conducted and publish patra savitri quarter wise.
50	University	Mrs. P. K. Ghatage	1.Mrs. L. S. Patil	To inform students

	Prescribed Skill Courses Committee		2. Mr. P. V. Gaikwad 3. Mrs. A. S. Kadam 4. Mr. A. A. Phate 5. Mrs. P. S. Patil	about university prescribed skill courses, conduct examinations of these courses and reporting to university as per schedule.
51	Swayam and Online Courses Committee	Dr. G. S. Bhosale	1. Dr. S. S. Gharge 2. Dr. J. V. Moholkar 3. Mr. G. C. Khamkar 4. Mr. P. U. Ranbagle 5. Mr. S. B. Nikam	To create awareness among students and encourage them for completion of online free courses.
52	Remedial Coaching , Slow & Advanced Learners	Dr. G. S. Bhosale	1. Mr. D.R. Pawar 2. Mr. P.V. Gaikwad 3. Mrs. M.R. Salunkhe * HODs of all Department	Identification of slow & advanced learners organize the guidance to them and make provision of remedial Coaching.

Details of Services Rendered

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

- a. Teaching of undergraduate programmes in Arts, Commerce, BCA and Post Graduate programme in commerce.
- b. Conducting Diploma Courses and Certificate Courses in various subjects.
- c. Conducting internal and university examinations and distributing mark list to students.
- d. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- e. Providing training and coaching for examinations conducted by MPSC & other competitive examinations .
- f. Providing various student welfare schemes including Freeship / Scholarship / Other concessions.
- g. Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- h. Providing career counseling .
- i. Providing Coaching for NET/SET examination.
- j. Arranging for Internship of students from BCA for practical training .
- k. Provision of various facilities for all round growth of students including bridge courses, Remedial English, Digital learning lab & language lab 02 computer labs.
- l. Facilities to conduct lectures regarding various subjects of socio-legal importance.

- m. Providing library facilities including book bank, e-resources, text books, reference books, INFLIB NET -NLIST journals & periodicals to students and faculty.

Grievance Redressal:

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

➤ ANTI - RAGGING COMMITTEE

Anti-Ragging Committee	Prin. Dr.A.D. Andhale	1.Mrs. P. K. Ghatage (Co-ordinator) 2.Mr.A.B.Yadav (T.R.) 3Dr. J. A. Aphale (T.R.) 4.Mrs. M. V. Varnekar (T.R.) 5.Adv. Mrs. V.S. Deshpande (Social Worker) 6.Dr.Rajashri Deshpande 7.Mrs.G.S.Kadam(Alumni) 8.City Police Inspector 9.Miss Pragati Patil (Journalist) 10. Member from Parents 11. Member from Present Student 12.Shri.S.L.Alkunte(Head Clerk)	Find out and solve the cases if any about Ragging, Notices, Meetings, Agenda, Resolution and Report.
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➤ INTERNAL COMPLAINT COMMITTEE

Internal Complaints Committee	Prin. Dr.A.D. Andhale	1.Smt.S.S.Shinde (Co-ordinator) 2. Mrs. A. C. Jirage 3. Dr. J. A. Aphale 4.Mrs.M.V.Varnekar 5.Mrs.L.S.Patil 6.Shri.S.L.Alkunte 7.Mrs.V.B.Shinde 8.Mr. .B. A. Bhosale 9.Adv.Mrs.V.S.Deshpande	Common reading of Act regarding sexual Harassment. To Organize lectures on Women laws by expert advocate Women, Health checking camp Workshop etc. Notices/Photos/Report/ Beneficiaries Record etc.
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➤ **GRIEVANCE REDRESSAL COMMITTEE.**

Students Grievances and Redressal Cell	Prin. Dr.A.D. Andhale	1.Smt.S.S.Shinde (Co-ordinator) 2. Mrs. S. S. Gharge	To consider students related grievances issues and providing suitable measures for smooth functioning and keeping its records with documentary support.
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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.

Sr. No.	Designation	Functions
1)	Principal	To allocate work as per cadre to teaching & non-teaching staff and supervise the work. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administer daily teaching activity and administer academic as well as administrative rooting.
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

		<p>students.</p> <p>To maintain online software and online repository. To maintain and update accession register and other registers in library and study room.</p> <p>To supervise working of library attendants</p> <p>To maintain book bank and administer scholar card scheme for students.</p> <p>To supervise overall administration in the library.</p>
4)	Head Clerk	<p>To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc.,</p> <p>To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.</p> <p>To prepare and submit various utilizations to UGC, University, Government etc.</p> <p>To prepare and submit budget estimates and monitor accounts accordingly. 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.</p>
5)	Senior Clerk	<p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p> <p>To issues T.C / Migration & 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 & non-teaching approval etc.,</p> <p>To maintain roll call and internal and university exam record.</p> <p>To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>
6)	Junior Clerk	<p>To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward</p>

		<p>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/Free ship/EBC/ex-serviceman/SST/PTC,</p> <p>To help other authorities as per the directions of Principal & Head clerk.</p>
7)	Library Attendant	<p>To issue & return books in the library as per directions of librarian.</p> <p>To issue I-card, barrow card to students.</p> <p>To update news paper and magazine register.</p> <p>To maintain cleanliness in the library and work as per the directions of the librarian.</p>
8)	Peon	<p>To maintain cleanliness of Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc.</p> <p>To visit Bank, MSEB, Post office and other places for bill payment & office work.</p> <p>To attend telephone and to give information to principal, of parents & students visiting college for principal meeting.</p> <p>To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.</p> <p>To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.</p> <p>To work as per the directions of Principal and Head Clerk.</p>

- 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, IQAC and College Development Committee of the College.

Section 4 (1) (b) (v) / Manual – 5:

Rules, regulations and instructions used

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

More information is available at following websites.

- www.spmmsatara.com
- www.rayatshikshan.edu
- www.erayat.org
- www.unishivaji.ac.in
- www.online.shivajiuniversity.ac.in
- www.mahaeschol.maharashtra.gov.in
- www.suk.digitaluniversity.ac
- www.ugc.ac.in
- www.jdhekop.org
- www.naac.gov.in
- www.dhepune.gov.in
- www.llb3.mhpravesh.in
- www.llb5.mhpravesh.in
- www.mahacet.org

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

Official documents and their availability

Sr. No.	Person with whom information is available	Documents
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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 & Free-ships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register

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

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

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

Mode of public participation

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.

- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes NSS Camps and Literacy Programmes in the Villages in Satara District every year to spread knowledge of various social problems amongst the masses.
- Internship Programme, lectures, workshops and Training Programmes for students are organized in association with Alumni, Citizens / Stakeholders /Public Interaction/NGOs
- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and lawyers about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organises various programs / lectures for creating socio legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

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

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

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

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging & Ban Smoking Committee
- Internal Complaints Committee

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

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

Directory of officers and employees

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

Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara,
Teaching Staff - 2019-2020/2020-2021

Sr. No	Name of Teacher	Designation	Qualification
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1.	Dr. Pawar S. S	Principal	B.Com,LL.M, NET,SET, Ph.D.
2	Shri Kamble C.N	Asst. Professor	B.Sc. LL.M, NET
3	Mrs. Suryawanshi M.N.	" = "	B.S.L., LL.M. NET
4	Shri Desai Y.N.	" = "	B.S.L. LL.M. NET
5	Mrs. Patil D.P.	" = "	B.S.L. LL.M. SET
6	Shri. Nikumbh G.Y.	" = "	B.S.L., LL.M., SET, NET
7	Miss. Jawale R.J.	" = "	B.Com, LL.B., LL.M, NET

Teaching Staff on Consolidated Basis - 2020-2021

Sr.No	Name of Teacher	Designation	Qualification
1	Smt. Shreelakshmi Rajebhonsle	Lecturer in Political Science	M.A., Ph.D.
2	Shri. Kolekar Y.P.	Lecturer in Law	B.A.L., LL.M., NET
3	Shri. Bhosale A.U	Lecturer in English	M.A. (Eng) NET
3	Smt. Kharat S.K	Lecturer in Sociology	M.A., (Soc) NET
4	Smt. Raje Madhuri	Lecturer in Economics	M.A. (Eco), NET
5	Shri. Mane Mithun	Lecturer in History	M.A. (History.)
7	Smt. Sneha Sahstrbudhe	Lecturer in Environmental Studies	M.Sc. Environment

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Honorary Lecturers 2019-2020

Sr.No	Name of Teacher	Designation	Qualification
1	Adv. ShriPatil D.V	" = "	B.A., LL.B
2	Adv. Shri Mulla D.I.S.	" = "	B.A LL.B
3	Adv. Shri.Mapuskar V.N	" = "	M.Com., LL.M.
4	Adv. Smt. Shanbhag A.S	" = "	B.Com, LL.M.
5	Adv. Smt.	" = "	B.Com., LL.B

	Manjusha Talwalkar		
6	Adv. Shri. Khade L.K	= " =	B. Sc LL.B
7	Adv. Shri. Kulkarni R.N	= " =	B.S.L., LL.B.
8	Adv. Shri. Pisal K.M	= " =	B.S.L., LL.B
9	Adv. Smt. Poonam Inamdar	= " =	B.Sc., LL.M
10	Adv. Smt. Anupama Gharge	= " =	B.S.L., LL.B.
11	Adv. Shri. Pramod Shinde	= " =	B.Sc., LL.B
12	Adv. Smt. Rajashri Sawant	= " =	LL.M.
13	Adv. Smt. Suvarna Randive	= " =	B.A., LL.B
14	Adv. Shri. S.V. Begampure	= " =	BSL., LL.B

Administrative Staff - 2019-20/2020-2021

Sr.No	Name of Teacher	Designation	Qualification
1.	Shri. Khan R.M	Senior Clerk	B.Com., LTC
2.	Shri. Jadhav S.L.	Junior Clerk	M.Com
3.	Shri. Pawar S.S	Lib. Atten.	S.S.C
4	Shri Mengade D.R.	Lib. Atten.	S.S.C.
5	Shri. Aware S.D	Peon	VI
6	Smt. Bobade S.V.	Peon	B.Sc

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

Monthly remuneration received by each of its employee

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

Teaching Staff :-

Sr.No	Name of Teacher	Designation	Qualification	Pay Scale
1.	Dr. Pawar S. S	Principal	B.Com ,LL.M ,	37400-67000

			NET,SET, Ph.D.	
2	Shri Kamble C.N	Asst. Professor	B.Sc.LL.M, NET	15600-39100
3.	Mrs. Suryawanshi M.N.	"="	B.S.L., LL.M.NET	15600-39100
4	Shri Desai Y.N.	"="	B.S.L. LL.M. NET	15600-39100
5	Dr.Mrs. Patil D.P.	"="	B.S.L. LL.M. SET	15600-39100
6	Shri. Nikumbh G.Y.	"="	B.S.L., LL.M., SET, NET	15600-39100
7	Smt. Jawale R.J.	"="	B.Com, LL.B., LL.M, NET	15600-39100

Non-Teaching Staff :-

S.No	Name of Teacher	Designation	Qualification	Pay Scale
1	Shri.Khan R.M	Senior Clerk	HSC	5200-20200
2	Shri. Jadhav S.L.	Junior Clerk	M.Com	5200-20200
3	Shri.Pawar S.S	Lib.Atten.	S.S.C	5200-20200
4	Shri Mengade D.R.	Lib.Atten.	S.S.C.	5200-20200
5	Shri. Aware D.S.	Peon	VI	4440-7440
6	Smt. Bobade S.V.	Peon	B.Sc	4440-7440

CHB STAFF :-

Sr. No	Name of Teacher	Designation	Qualification	Pay Scale
1	Smt. Shreelakshmi Rajebhonsle	Lecturer in Political Science	M.A., Ph.D.	As per Govt. & UGC Rules
2	Shri. Kolekar Y.P.	Lecturer in Law	B.A.L., LL.M., NET	"="
3	Shri. Bhosale A.U	Lecturer in English	M.A. (Eng) NET	"="
4	Smt. Kharat S.K	Lecturer in Sociology	M.A., (Soc) NET	"="
5	Smt. Raje Madhuri	Lecturer in Economics	M.A. (Eco), NET	"="
6	Shri. Mane Mithun	Lecturer in	M.A. (History.)	"="

		History		
7	Smt. Sneha Sahstrbudhe	Lecturer in Environmental Studies	M.Sc. Environment	= " =
8				= " =

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

- The norms of Shivaji University are followed for the Staff Insurance Scheme.

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

Budget allocated to each agency

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

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

Manner of execution of subsidy programmes

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
- Leave Encashment(As per norms and procedure prescribed by Government of Maharashtra)
- Scholarships(As per norms and procedure prescribed by Government of Maharashtra and Central Government)
- Free-ship 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 from 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.
- Essential information for the general public is disseminated occasionally through press releases, advertisements etc.
 - **Library Timing** : From 10.00 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. Sachin Alkunte

Head Clerk, Savitribai Phule Mahila

Mahavidyalaya, Satara

Mobile: 7249490694, Email: sachin_alkunte@yahoo.in

Appellate Authority

Prin. Dr. Arun Andhale

Principal, Savitribai Phule Mahila Mahavidyalaya, Satara

Mobile: 9881235224, Email: dr.arunadndhale@gmail.com

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

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.