

# RIGHT TO INFORMATION MANUAL

## MANUAL – 1

### [Section 4 (1) (b) (i)]

#### PARTICULARS OF ORGANIZATION

##### 1. Brief History

Vidya Bharati Shaikshanik Mandal, Amravati's S. S. S. K. R. Innani Mahavidyalaya, Karanja (lad) is one of the premier institutions in the western Vidarbha providing the educational facilities to the students of the rural area, particularly less privileged section of the society. Established in 1983 under the visionary leadership of Dr. D. R. Shekhawat, Spouse to Her Excellency, Shrimati Pratibhatai Patil and Great educationist of the region with the single UG programme in science, now it is going with UG programme in Science, Commerce and Arts and PG programmes in Zoology, Botany, Chemistry, Physics, Computer Science, Political Science, Commerce. The College also provides doctoral research facility in Botany, Zoology, Chemistry & Physics. Along with these regular programmes, the College has taken initiatives to introduce the Career Oriented and Short Term Certificate Courses at the institutional level to address the need. It is a kind of attempt on the part of Institution to provide values and skill based education.

The striving effort on the part of the society and all the stake holders leads the Institution to achieve CPE (College with potential for Excellence) award from UGC. Now, it is recognized as a leading Institution in Sant Gadge Baba Amravati University. In the second cycle of accreditation, it is emerged as one of the premier Institutions in the Vidarbha Region with 3.24 GCPA. The Society is also awarded for its educational and social contribution by the State Government.

The Institution is located in the mofussil area of Karanja Town in the area of 4.75 acres. It has its two storey building along with Indoor Stadium, Canteen and Girl's Hostel. Realising the significance of trees and plants in environmental balance, the Institution has taken many initiatives to cover the campus with greenery. Near about 900 trees and plants are shadowing and beautifying the campus. Near about 1120 feet's border of the campus is covered with *Mehandi* shrubs. Every

year during the rainy season plantation programme is undertaken by the NSS Units in the College Campus and surrounding locality. The college has rich botanical garden and lawns. Four employees have been employed by the College to maintain the greenery of the college campus. The drip irrigation method is practiced for watering the plants. The overall efforts helped the Institution to maintain the balance between carbon emission and absorption. The further suggestions for improvement of environmental performance are always welcomed by the management.

The region is known for water scarcity and crisis during the summer season as it receives less rainfall in average. The college is well conscious about the stern reality and has taken many initiatives regarding water harvesting and conservation. It has organised many programs in collaboration with Paani Foundation and Local Communities to bring awareness about the judicious store and use of rain and ground water. We believe that water is our national property and should be preserved rationally. The Institute has introduced a Rain Water Harvesting and Soaking System in the campus. The roof top water is collected by using pipes and diverted in a huge pit located near to bore-well to recharge the ground level. There are such two systems in the college campus. We also collect the ground water by applying Shivkalin water storage system (a system introduced during the reign of Chhatrapati Shivaji Maharaj) in a water soaking pit and during the rainy season the same is used for garden. The rejected water from Aquaguard (RO Machine) is used for watering nearby plants. The green area of the campus allows for seepage of water into the soil to recharge ground level. Out of the two wings, one is covered with the paver-blocks that helps percolation of rain water into the soil. The wastage water from hostel and canteen is used for watering the plants and garden.

It has been well said that intelligence and fear do not live together. The Institution firmly believes on the principle and determinately strives to inculcate conducive, nurturing and fearless atmosphere for the girl students. To ensure such an atmosphere and enhance security measures, the Institution has constituted Women Empowerment Cell and Grievance Committee. Not only we are concerned with the safety of the girl students and staff within the college campus but also outside

of it. The institution has introduced dress code for the staff and students, and provides identity cards to each one with necessary information in case of emergency situation. Further the female students and staff have given some important phone numbers including the police station to contact in emergency situation. The Rural Police Station situated at the entrance gate of the college ensures security against unscrupulous social elements. To monitor these elements, the Institution has installed CCTV cameras at the important locations in the college campus to prevent untoward incidents. The security guards related to the police and home guard departments have been employed by the college to ensure internal security. No student is allowed without I-card within college campus. Similarly, the girl students who are residing in the hostel are never allowed to leave the hostel campus after 8.00 p.m. in the evening as the entry gate is often closed by the time and guarded by special security guard. Gender Audit is conducted during every academic session. The college has also submitted an anti-ragging film to UGC and uploaded it on You Tube. During the last five years, the Institution conducted more than 30 programmes to sensitize the students regarding gender equity, safety and legal awareness. The college is also concerned with the natural calamities and medical emergencies. Most of the NSS students have been trained to address various types of disasters by organizing and attending Disaster Management Camps. A First aid boxes have been distributed to each department to address minor emergencies.

### **Facilities Available in the College Campus**

1. **Library:** The Central Library of the college is enriched with the rare collection of Books, Journals, Periodicals and Encyclopaedias. It has a spacious Reading Room and Internet Facility. The students can avail the facilities of the library as per the rules and regulations set by the department. No student will be allowed in the library without the identity Card issued by the college. The students are expected to return or renew the books as per the time schedule set by the department. The students are required to return all the library books before the clearance. However, they can borrow the books thereafter by depositing the full

price of the books in the Library. The Principal reserves the right to reschedule the rules and regulations.

2. **Gymnasium:** The college has a spacious Gymnasiums (each for males and females) equipped with sophisticated equipment. The students can avail the same as per the time table set by the department. The college expects the strict disciplines from the students while availing the facility. The instruments should be handled carefully and properly.
3. **Inter Disciplinary Research Laboratory:** The college provides Inter Disciplinary Research Laboratory to the students to carry out the research activities as per rules and regulations. It is enriched with the rare and expensive instruments.
4. **Natural History Museum:** The college has introduced the concept of the Natural History Museum to facilitate the students to get the history of Karanja Town and the surrounding area. It is enriched with so many antique collections of weapons, embroidery cloths, statues, coins, fossils etc.
5. **Language Laboratory:** To keep the space with changing scenario, the college has introduced the Language Laboratory to enhance communicative skills in English Language. It is enriched with 21 computer systems with so many softwares and CD programmes. It also provides internet facility to the students. The students from all the streams- Arts, Commerce and science can get the benefit of the same. The tutorial lectures are usually engaged in the Lab.
6. **Network Resource Centre:** The college has well equipped Network Resource Centre which provides the facilities of Internet, Photocopies, Color printings etc. It is enriched with Printing Machines, Photocopying and Scanning Machines etc.
7. **Commerce Computer laboratory:** The college has a well equipped Computer Laboratory for the students of commerce to carry out the related activities.
8. **Indoor Stadium:** The college has introduced a spacious Indoor Stadium to promote sport activities.

9. **Remedial Coaching:** The U.G.C. sponsored Remedial Coaching is imported to the students belonging to backward classes or for poor performers to bring them in the main stream of teaching and learning process.
10. **Guidance for competitive Examinations:** The college has introduced a Competitive Cell to help students to prepare for competitive examinations such as MPSC, UPSC, NET/SELFT etc. The students who aspire for the same can take the benefit the scheme. The Library of the college has a special section for the books related with such examinations.
11. **Career Counseling Cell:** The college has formed a Career Counseling to guide students in respect of future plan. The campus placement facility can be provided to the students.
12. **The Botanical Garden:** The college has a beautiful Botanical Garden spread in the area of half an acres. It is enriched with the rare species of flora.
13. **Canteen:** The college has its own well furnished Canteen to refresh the students.
14. **Laboratories:** The Departments of Zoology, Botany, Chemistry, Physics and Computer Science have their own well equipped and University recognized laboratories to carry out practical of the respective subjects and research activities.

### **RULES OF CONDUCT AND DISCIPLINE**

1. **Discipline:** The college maintains strict discipline in the campus. The students are advised to follow the instructions of the Principal and Teaching Faculties. Any act of indiscipline or violation of rules will not be entertained. In case of such a violation, a strict action will be taken.
2. **Attendance:** As per the University rules, every student is required at least 80% attendance in the class room lectures. If the students found outside the classroom during the lectures, a strict actions would be taken. The students remaining absent without genuine reasons will be fined at the time of clearance.

3. **The Use of Cell phones:** The use of Cell Phone in the college campus is strictly prohibited. They can keep the cell phone on the silent mode.
4. **Dress Code:** The dress code is followed (for the five days of the week-Mon., Tues, Wed. Fri. and Sat.) in the campus. The students are advised to follow the same. The Thursday will go with the choice based donning still they should follow the moral and social conduct. Any violation of the code will be fined.
5. **Identity Card:** At the beginning of the session, the college provides the Identity Card to the students. The students are advised to collect their identity cards from the Library as per the schedule of allotment from the respective department. It is compulsory for everyone to bear the card in the college campus in a prominently visible way. No students will be allowed to attend classes or other activities without the same.
6. **Individual Activities:** Students are prohibited to form any types of association or to conduct any personal activities in the college campus. However, farewell programme can be conducted by them with the permission of the Principal. While conducting such a programme, they are bound to follow the rules and regulations formed by the college.
7. **Ragging:** Ragging is strictly prohibited in the college campus as per the law formed by the Government. Any violation of the law deserves the strict disciplinary action.

### **Best Practices:**

1. Use of ICT Tools and Resources in Teaching, Learning and Evaluation Processes
2. Organization of Conferences and Workshops and Participation.
3. Yoga and Meditation
4. Appreciation of the Illustrious Students and Staff
5. Snake Bite Management and Reptile Rescue
6. Providing Infrastructure to Local Community
7. Coaching for Competitive Examinations
8. Bringing Annual College Magazine

9. Bringing the quarterly issue of Pratibha Darpan
10. Attendance Audit
11. Academic Audit
12. Gender Audit
13. Awareness against superstitions
14. Bal Sanskar Shibir “Bharari”
15. Green Audit
16. Counseling for gender equality
17. Humanitarian platform / treatment for transgender
18. Waste items collection center and their recycling / rescues
19. Adopting “Prashnachinha” School children for their schooling, food etc.
20. Observance of every Saturday as a No Automobile Vehicle Day
21. Dress Code for staff and students
22. Observance of National and International Important Days
23. Celebration of Birth and Death Anniversaries of the great personalities

## **2. Objectives**

- To introduce innovations in teaching and learning process keeping the global scenario in consideration
- To exercise continuous evaluation of students to ensure quality education and global competency.
- To instill universal values through education to make the students an ideal citizens of the world.
- To foster mutual co-operation and social understanding amongst students.
- To impart special guidance to meritorious students and to provide remedial coaching classes to educationally disadvantaged students.

- To inculcate the values of national integrity, equality, humanity, scientific temper, democracy, socialism amongst students.
- To provide skill based education to ensure job opportunities
- To promote excellence in the students through active participation in seminars, workshops, conferences and debates etc.
- To engage the students with the extension activities to familiarize them with the social, economical conditions of the village lives.

### **3. Vision**

To create self reliant centre of excellence and to lead the society forward by cultivating right values

### **4. Mission**

1. To create self reliant centre of Excellence which will impart and inculcate the right values, attitude and Skills.
2. Stressing quality consciousness to produce ideal citizens who can contribute to nation building

### **5. Goals:**

1. To lead the society forward to achieve the excellence in academics.
2. To provide better educational and sports facilities in Vidarbha Region.
3. To introduce courses which are currently relevant to the need of the nation and self employment.
4. To obtain community & social development through infrastructural facilities of the Institution

6. **Duties of the College:** To conduct various Under Graduate academic programmes approved by Sant Gadge Baba Amravati University, Amravati and undertake various activities that are contributory to this object.



## **7. Functions/Services provided by the college:**

The college offers Under Graduate courses in Arts, Commerce, and Science and Post Graduate in Zoology, Botany, Chemistry, Physics, Computer Science, Commerce and MA Political Science as per the guidelines of the Sant Gadge Baba Amravati University, Amravati. College has a recognized YCMOU center which offers M.A. in English, M.A. in Marathi and M.Sc. in Mathematics programmes.

## **8. Address of the College :**

The Principal,  
S. S. S. K. R. Innani Mahavidyalaya, Karanja (Lad)  
Opposite to Railway Station,  
Karanja (Lad), Dist. Washim (M.S.), India  
Pin Code – 444105  
Email : [ssskrimv@gmail.com](mailto:ssskrimv@gmail.com)  
Website : [www.ssskrimv.ac.in](http://www.ssskrimv.ac.in)

## **Manual – 2**

### **[Section 4 (1) (b) (ii)]**

#### **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

- The Principal is the academic officer and principle executive of the college. He / She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated by Sant Gadge Baba Amravati University, Amravati.
- Powers and duties of other authorities including faculty/administration, library and laboratory staff are also in accordance with the laid down rules and regulations of the Sant Gadge Baba Amravati University.

### **Manual – 3**

#### **[Section 4 (1) (b) (iii)]**

#### **PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS**

1. Decisions in organizing admissions, seminars, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table are framed by various staff committees in accordance with Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra.
2. The college functions under the supervision and control of the Principal.

### **MANUAL – 4**

#### **[Section – 4 (1) (b) (iv)]**

#### **NORMS SET FOR DISCHARGE OF FUNCTIONS**

Norms and standards for various activities of the college are set by the Principal in accordance with rules, regulation and instructions given by Sant Gadge Baba Amravati University, Amravati / Govt. of Maharashtra. The Principal of the college monitors the progress and achievements of the performance.

### **MANUAL – 5**

#### **[Section – 4 (1) (b) (v)]**

#### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS**

As per the norms of Sant Gadge Baba Amravati University, Amravati / Govt. of Maharashtra.

### **MANUAL – 6**

#### **[Section 4(1) (b) (vi)]**

#### **OFFICIAL DOCUMENTS AND THEIR AVAILABILITY**

- Statutes and norms of Sant Gadge Baba Amravati University, Amravati.
- Library reference books, journals and magazines.

- Direction, Notification, Circulars published by Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra from time to time. ( Available on university and Govt. of Maharashtra website)
- Sant Gadge Baba Amravati University, Amravati approved Syllabus of various courses. (Available on website).
- College Prospectus

These documents are available with Sant Gadge Baba Amravati University, Amravati and they can also be downloaded from its website [www.sgbau.ac.in](http://www.sgbau.ac.in) and [www.ssskrimv.ac.in](http://www.ssskrimv.ac.in)

## **Manual – 7**

### **Section 4 (1) (b) (vii)**

#### **MODE OF PUBLIC PARTICIPATION**

The college organizes annually a number of events like Fresher and Farewell Functions, Annual Gathering, Prize Distribution Function, Degree Distribution Ceremony and various other cultural functions & seminars, where the public is actively involved, thereby, resulting in the pleasant and sociable association.

## **Manual – 8**

### **Section 4 (1) (b) (viii)**

#### **LIST OF VARIOUS COMMITTEES**

To manage the academic & administrative affairs of the college, following committees are formed annually:- Near about 33 Committees were formed in the session 2018-2019

Details of all committees on website [www.ssskrimv.ac.in](http://www.ssskrimv.ac.in)

1. College Development Committee
2. Internal Quality Assurance Committee (IQAC)
3. College Council

4. Student's Council
5. Family Counseling Cell
6. Screening Committee for teacher's Placement
7. Sports Committee
8. Library Committee
9. Discipline Committee
10. Grievance Redressal Committee
11. Career Counseling and Placement
12. Alumni Association
13. Green Audit
14. Academic Audit
15. Sahitya Kala Mandal
16. NSS Advisory Board
17. Stock Checking Committee

**Manual – 9**  
**Section 4 (1) (b) (ix)**

**DIRECTORY OF EMPLOYEES**

It is available on this college website [www.sskrimv.ac.in](http://www.sskrimv.ac.in)

**MANUAL – 10**  
**[Section – 4 (1) (b) (x)]**

The monthly remuneration received by each of its Officers and Employees including the System of Compensation as Provided in Regulations

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the Sant Gadge Baba Amravati University, Amravati / Govt. of Maharashtra.

**Manual – 11**  
**Section 4 (1) (b) (xi)**

**BUDGET ALLOCATED TO EACH AGENCY**

The budget and the financial estimates recommended by various departments are approved by the Principal.

**MANUAL – 12**

**(Section 4(1)(b)(xii))**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME** — Not applicable —

**MANUAL – 13**

**[Section 4(1)(b)(XIII)]**

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED**

As per provisions of Sant Gadge Baba Amravati University, Amravati / Govt. of Maharashtra

**Manual – 14**

**Section 4 (1) (b) (xiv)**

**INFORMATION AVAILABLE IN ELECTRONIC FORM**

All the 17 manuals under RTI and other information about the College are available on the College website [www.ssskrimv.ac.in](http://www.ssskrimv.ac.in)

**MANUAL – 15**

**[Section 4(1) (b) (xv)]**

**Means, methods and facilities available to citizens for obtaining information:**

Through the notice boards, relevant brochures, Sant Gadge Baba Amravati University, Amravati and other rules which are available on the college and Sant Gadge Baba Amravati University, Amravati websites.

Information for general public is disseminated occasionally through advertisements, press releases etc by college and Sant Gadge Baba Amravati University, Amravati. The same is also available on the college and Sant Gadge Baba Amravati University, Amravati websites

## **Manual – 16**

### **[Section 4 (1) (b) (xvi)]**

#### **Public Information Officer**

Mr. D. R. Warade

Office Superintendent

Contact No. – 9175014410

#### **Appellate Authority:**

Dr. P. R. Rajput

Principal,

S. S. S. K. R Innani Mahavidyalaya, Karanja (Lad)

Karanja (Lad), Dist. Washim (M.S.)

Pin :- 444105

Contact No. – 07256-222148

Mob. No. - 9325252121

## **Manual – 17**

### **[Section 4 (1) (b) (xvii)]**

#### **OTHER USEFUL INFORMATION**

The person seeking information under RTI Act may apply as per RTI Rules.

Link- [https:// rti.gov.in](https://rti.gov.in)

<https://www.ugc.ac.in>