



RIGHT TO INFORMATION MANUAL

MANUAL – 1

[Section 4 (1) (b) (i)] PARTICULARS OF ORGANIZATION

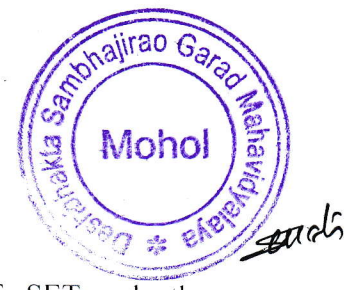
1. Brief History

Kai. Sambhajirao Garad Bahuudesheya va Saushodhan Sauntha's Deshbhakta Sambhajirao Garad Mahavidyalaya, Mohol Dist. Solapur established in 1990, multi faculty college and affiliated to Solapur University is running B.A. B.Com. BCA, BSc courses at undergraduate level and MA (Geography) at Post graduate level. Economics Research Centre and Geography Research Centre.

Kai. Sambhajirao Garad Bahuudesheya va Saushodhan Sauntha's Deshbhakta Sambhajirao Garad Mahavidyalaya, Mohol Dist. Solapur is one of the fastest growing college in the Solapur University. Present college strength is 1271 and teaching faculties are more than 40. Deshbhakta Sambhajirao Garad Mahavidyalaya, Mohol has rural location on national highway which is multi cultural Students.

Kai. Sambhajirao Garad Bahuudesheya va Saushodhan Sauntha's is headed by Shri. Pratapsinh Vasantrao Garad who is the well known Social Worker and is active in Politics around the region. The college is run with social service in mind and it is his passion and mission to provide good education to the students of the region by providing high-class infrastructure of classes, libraries, laboratories, gymnasium, clean and green campus. The majority of the teaching faculties are well qualified and having good team work, cooperative and dedicated work culture.

The College is well known college in Solapur University because the institute is availing number of opportunities to the students for their overall development. Soft Skills development & coaching for CA and CA-CPT Guidance Centre and Ad-on Courses Spoken English along with Preparation of Banking Competitive Examination for students. Competitive Exam Center is guiding and moulding to the students through regular teaching. Teaching is supported by MOU's with industries, faculty Development



Programmes as 75% of the faculties are engaged in M.Phil, Ph.D, NET, SET and other Research activities. This will definitely help us to increase the strength of college.

The college results are good and students are taking active participation in co-curricular and extra-curricular activities for their personality development.

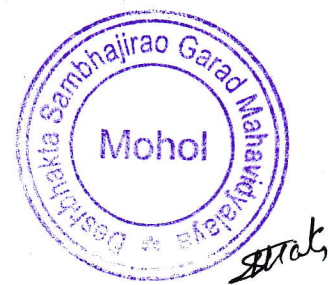
We have great concern about the discipline of students and systematic and inbuilt mechanism of performance evaluation and enhancement of students and teaching faculties. We are inviting the NAAC for accreditation in the coming academic year and we are fully confident that because of the vision and mission of our trustees, the support of alumni, teaching and non-teaching staff and our present student, we will be known for quality and excellence in higher education.

I am very much grateful to the management, trustees, faculties, administrative staff and all stakeholders who have believed and supported us to undergo the NAAC assessment and accreditation.

The college started with Department of Marathi ,Hindi, English, History, Geography Chemistry, Mathematics, Physics, Zoology and, now Computer Application have been introduced in the college from session 2007 -2008 in light of present age, at the same. The more emphasis was laid to develop the agriculture region.

They should shoulder the new venture and challenges equally, Certificate, Advanced Diploma in Information Technology has been introduced to make them able, competent and efficacious. Computer Science and Computer Application. This two subject at degree level has been introduced for nearby easy access to rural student at their native place. The College has registered and created a very prominent milestone in the 36 years of its chronological history of the college by receiving financial aids and assistance from University Grants Commission. The college has received around Rs. 2.50 Crores for development.

The Institution has started and run successfully **M.Com. in Advanced Accountancy** to fulfill the needs of rural learners of this rural region. Presently the College has got equipped with all the advanced technology, equipments, instruments as computer, internet, peripherals, office automation, documentation, digitalization of library, laboratory development moreover, infrastructure update and development. All the faculties and personnel, students of this college contribute their active, constructive approach for the



development and advancement of the college. The **DSGarad college** have created remarkable record in the field of sports and extracurricular activities. The college has faced successfully the **NAAC Peer Team** headed by Prof. A Joseph Dorairaj on 10 th and 11 th days of July 2017; the college has been accredited with **Grade 'B' with CGPA 2.14** by NAAC, Bangalore a giant leap from its previous Grade 'C++' on account of support and joint team work from each and every component of the college.

We believe in positive and constructive development and role for the society of this rural region and try to be worthy of it as per doctrine formulated by our constant inspiration, synergic founder of this parent society. The executive body of the parent society headed by the Secretary **Hon'ble Shri. Pratapsingh Garad** is the constant source of energy for the college. Our committed, dedicated venture and efforts will definitely turn the fruitful blooming, name and fame as a feather in the cap of this college.

Facilities Available in the College Campus

- **Library:** The Central Library of the college is enriched with collection of Books, Journals, Periodicals and Encyclopaedias. It has a Reading Hall, Book bank facility, Competitive cell, Books exhibition, Book review club, Reprographic, Scanning, OPAC and Internet Facility. The students can avail the facilities of the library as per the rules and regulations. 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. The students are required to return all the library books before the clearance. The Principal reserves the right to reschedule the rules and regulations.
- **Research:** Department of Chemistry is the approved for the research to carry out the research activities as per rules and regulations.
- **Medicinal Garden:** The department of Botany of the college developed a good medicinal garden having several rare plant species of medicinal importance.
- **Network Resource Centre:** The College has well equipped Network Resource Centre in the library which provides the facilities of Internet, Photocopies, and Printings etc. It is enriched with Printing Machines, Photocopying and Scanning Machines etc.
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- **Computer laboratory:** The College has a well equipped Computer Laboratory for the students to carry out their practical.
- **Sport facility:** The College has various sports equipments and play ground.
- **Remedial Coaching:** Remedial Coaching is imported to the slow learners to bring them in the main stream of teaching and learning process.
- **Guidance for competitive Examinations:** Teachers help students to prepare for competitive examinations such as MPSC, UPSC, NET/SET Examinations etc. The students who aspire for the same can take the benefit the scheme. The Library has many books related with such examinations.
- **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.
- **Canteen:** The College has its own well furnished Canteen to refresh the students.
- **Laboratories:** The Departments of Zoology, Botany, Chemistry, Physics and Computer Science have well equipped laboratories to carry out practicals.

RULES OF CONDUCT AND DISCIPLINE

- **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 is taken.
- **Attendance:** As per the University rules, every student is required at least 75% attendance in the lectures.
- **The Use of Mobile:** The use of mobile in the college campus is strictly prohibited.
- **Dress Code:** The dress code is followed in the campus for students and Staff (for the five days of the week- Mon., Tues, Wed., Fri. and Sat.). The Thursday go with the choice based wearing still they should follow the moral and social conduct.
- **Identity Card:** At the beginning of the session, the college provides the Identity Card to the students. 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.



- ❑ **Anti-Ragging Cell:** 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:

- Use of ICT Tools and Resources in Teaching, Learning and Evaluation Processes.
- Tree plantation.
- Botanical, Zoological excursion and Industrial Visits.
- Organization of Seminars and Workshops.
- Appreciation of Students and Staff.
- Guidance to Students regarding Competitive Examinations
- Bringing Annual College Magazine.
- College sponsored Scholarships are given.
- Academic Audit.
- Green Audit.
- Counseling for Girls.
- No Vehicle Day in a week.
- Dress Code for staff and students
- Celebration of National and International Important Days
- Celebration of Birth and Death Anniversaries of the great personalities

Vision and Mission statements of the institution:

The slogan of the college is “Tamoso ma jyotirgamay”. It gives the message of forbearance and inspiration of taking on new challenges. The college also assures value based and value-added learning opportunity for all-round development of the students’ personality in addition to the formal education pattern. We have the following Vision and Mission of the college.



Vision of the College: Quality education to all, especially the rural, semi-rural, and socio-economically deprived students to make them self-reliant.

Mission of the College:

The mission of college is:

- To impart qualitative and valuable higher education up to B.A. to the students of MOHOL and nearby villages in general.
- To educate the economically backward classes and individuals like the Scheduled Caste (S.C.) and Scheduled Tribes (S.T.) by equalizing educational opportunities.
- The Focus of the college is on all rounded development of student's personality through Co-Curricular activities.
- To provide a platform to the students giving them opportunities to express their hidden qualities.
- To ensure and maintain discipline in terms of regularity, sincerity and punctuality among the students so that contributes to the society and nation as most responsible and respectable citizens.

2. Duties of the College:

To conduct various academic programmes approved by Punyashloak Ahilyadevi Holkar, Solapur University, Solapur and undertake various activities that are contributory to this object.

3. Functions/Services provided by the college:

The college offers Under Graduate courses in Arts, Commerce, and Science and PG Courses in M.A Geography, M.Com. as per the guidelines of Punyashloak Ahilyadevi Holkar, Solapur University, Solapur. College has a recognized YCMOU center which offers certificate courses, B.A./B.Com. .

4. Address of the College:

The Principal,
Deshbhakta Sambhajirao Garad College, Mohol
Dist. Solapuri (M.S.), India Pin Code – 413213

Email : dsgarad@gmail.com

Website :-<https://dsgaradcollegemohol.org>



Manual – 2

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

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

- The Principal is the academic and administrative officer of the college. He is responsible for administration, organization, instruction and management of affairs of the college, as stipulated by Punyashloak Ahilyadevi Holkar, Solapur University, Solapur.
- Powers and duties of other authorities including teaching faculty, administration, library and laboratory staff and other staff of the college are also in accordance with the rules and regulations of the Punyashloak Ahilyadevi Holkar, Solapur University, Solapur.

Manual – 3

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

PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MATTERS

- Decisions in giving admissions, organizing various activities like seminars, sports, extra-curricular activities, distribution of work to teachers, preparation of time-table are taken in staff council meetings in accordance with Punyashloak Ahilyadevi Holkar, Solapur University, Solapur. The overall functioning of the college is under the control of the Principal.

MANUAL – 4

[Section – 4 (1) (b) (iv)]

NORMS SET FOR DISCHARGE OF FUNCTIONS

Norms and standards for various academic activities are set by the Principal as per regulation and instructions given by Punyashloak Ahilyadevi Holkar, Solapur University, Solapur /Govt. of Maharashtra.



MANUAL – 5

[Section – 4 (1) (b) (v)]

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR

DISCHARGING FUNCTIONS

Rules, Regulations, Instructions, Manuals and Records for discharging functions are followed as per the norms of Punyashloak Ahilyadevi Holkar, Solapur University, Solapur / Govt. of Maharashtra.

MANUAL – 6

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

OFFICIAL DOCUMENTS AND THEIR AVAILABILITY

- Direction, Notification, Circulars published by Punyashloak Ahilyadevi Holkar, Solapur University, Solapur /Govt. of Maharashtra from time to time. (Available on university and Govt. of Maharashtra website).

Syllabus of various courses available on Website of Punyashloak Ahilyadevi Holkar, Solapur University, Solapur (<http://www.sudigitaluniversity.ac.in>)

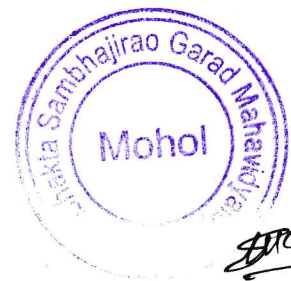
- Official documents are available in College office.

Manual – 7

Section 4 (1) (b) (vii)

MODE OF PUBLIC PARTICIPATION

The college organizes annually a number of activities for social participation. The different activities include Annual Gathering, Alumni Meet, Parent Meet, Prize Distribution, Degree Distribution, and various other events where the public is actively involved.



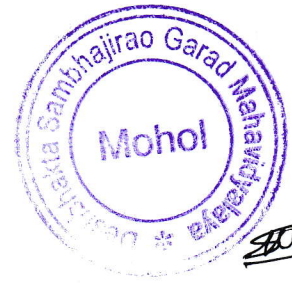
Manual – 8
Section 4 (1) (b)(viii)

LIST OF VARIOUS COMMITTEES

To manage the academic & administrative affairs of the college, following 39 committees are formed.

Details of all committees are given on college website <https://dsgaradcollegemohol.org>

1. Teaching Learning And Evaluation
2. Alumni Committee
3. Annual Social Gathering Committee
4. College Examination
5. Career Employment/ UPSC/ MPSC/ MOU/ Exam Centre
6. College Prospectus And Annual Report
7. College Development Committee
8. College Annual Report
9. Uni. Youth Festival Science Club, Science Exhibition , Shivaji Olympiad, And Cultural Committee , Shivotsav, Debate, Elocution, Essay
10. Computer Centre Committee & Website
11. College Magazine
12. Cycle Stand , Canteen, Discipline in College Campus
13. College Council
14. Staff Council
15. Educational Tours & Excursions
16. Purchase, Finance Budget Planning Committee.
17. Feedback Committee
18. Teacher-Guardian scheme
19. Gymkhana And Sport Committee
20. Stock Verification
21. Library Committee



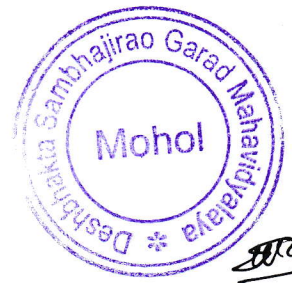
22. Internal Quality Assurance Cell
23. Public Relation and Liason With Uni. And Other Organizations
24. Remedial / Bridge Course Committee
25. Students Admission-- Sr. College
26. Students Admission-- Jr. College, Art/Commerce, Biofocal/ M.C.V.C
27. Grievances Redressal Cell
28. Students Council
29. Students Attendance
30. Time Table Committee
31. College Research Committee (U.G.C. Proposals, Research Projects, College Research Activities And Extension, Students Seminar
32. Woman Cell And Sexual Harassment, Internal Complaint Committee-ICC
33. Anti-ragging Committee
34. RTI Act 2005 Assistant Information Officer Information Officer First Appellate Officer
35. N.S.S
36. College Website

MANUAL – 9
Section 4 (1) (b) (ix) DIRECTORY OF
EMPLOYEES

It is available on college website: <https://dsgaradcollegemohol.org>

MANUAL – 10
[Section – 4 (1) (b) (x)]

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the Punyashloak Ahilyadevi Holkar, Solapur University, Solapur / 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 Punyashloak Ahilyadevi Holkar, Solapur University, Solapur / 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 <https://dsgaradcollegemohol.org>



MANUAL – 15
[Section 4(1) (b) (xv)]

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

Through the Notice boards, Information brochures, College Website and Punyashloak Ahilyadevi Holkar, Solapur University, Solapur Website. Information for general public is disseminated through advertisements and News papers

MANUAL – 16
[Section 4 (1) (b) (xvi)]

Public Information
Officer
Mr. A.L. Kale
Office Superintendent
Contact No. – 9860165977

Appellate Authority:
Dr. D. S. Tikate
Principal,
Deshbhakta Sambhajirao Garad College,
Mohol. Dist. Solapur (M.S.)
Pin :- 413 213
Mob. No. - 9422858768

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


PRINCIPAL
Deshbhakta Sambhajirao Garad
Mahavidyalaya, Mohol.