

# RIGHT TO INFORMATION MANUAL

## MANUAL – 1

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

## PARTICULARS OF ORGANIZATION

### 1. Brief History

The erstwhile Science College is run by Shri Shivaji Education Society Amravati. The Society was founded by Dr. Panjabrao Deshmukh in 1931 at Amravati and now became an excellent paradise for learners a reputed and renowned Education Society in Maharashtra State also received various prestigious awards as Dr. Babasaheb Ambedkar Dalitmitra Award in 1993 and Gadge Maharaj Memorial Award in 2000 from Govt. of Maharashtra. The college was established on 27th June 1971 to cater the needs of rural students, learners from society of rural region. With one of the then generous donors Shri Ramnath Ramgopal Lahoti donated Rs. 1,00,000/- Cash on account of the outstanding performance of this Institution in this region and the college named as Shri R. R. Lahoti Science College, Morshi, to its own present spacious structural premises. Since then not a single back look, the Institution has been marching towards progress and advancement with high pace erecting milestones in the academic avenue in the region. Trained manpower, excellent faculties with honest dedication towards all-round development of its students, no stone left, kept unturned for noble concept that the '**Lahotians**' should excel and imprint in every walk of life with their constructive, responsible role and contribution.

The college started with Department of Botany, Chemistry, Mathematics, Physics, Zoology and Physical Education, now Computer Science and 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. The college has inducted short term Certificate, Advanced Diploma, PG Diploma courses as Career Oriented Courses in **Water Quality and Soil Testing** for the learners to develop their agricultural practices and agricultural produces as the requirement of the present age.

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.Sc. in Pharmaceutical Chemistry** 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 '**Lahotians**' have created remarkable record in the field of sports and extracurricular activities. The college has faced successfully the **NAAC Peer Team** headed by Prof. Mukhopadhyaya on 28th and 29th days of September 2012; the college has been accredited with **Grade 'B' with CGPA 2.50** 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 President **Hon'ble Shri. Harshvardhan Deshmukh** 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.
- **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.
- Teacher 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

## **2. Vision**

- To enlighten the rural students with the diverse discipline of knowledge, align with the present global scenario.

## **3. Mission**

- To contribute an active pivotal role to inculcate comprehensive scientific knowledge and wisdom for betterment, upliftment and improvement of farmers, agricultural and agro-based rural society through rural learners, students and annihilation of prevailing superstitious dogma as well.
- To develop value oriented qualities in the personality, creativity, competency, scientific attitude, reasoning and logical aptitude among students, which pave way for overall personality development.
- Enhancing the youth's minds and muscle for creative and constructive role for strengthening the rural society, region, which, in turn culminate into nation building
- Stimulating rural students to take up challenges and venture in the present global scenario.

## **4. Goals and Objectives:**

Well established goals of our parent society Shri Shivaji Education Society, Amravati, in addition to this our institution has formulated some of additional principles goals and objective equipped hitherto.

- To expand the interface and circumference of knowledge and wisdom at teaching, learning, research and extension process of Academia.
- To create and develop inquisitiveness and creativity among the student.
- Instill research aptitude among the rural students and aspirants.

- Promotion of sustainable and eco-friendly development and progress.
- To develop and promote multifaceted and multidimensional dynamic qualities among students.
- To create the thirst among students for knowledge.
- To develop and promote ethical, cultural moral and social value among the students.
- To foster the intellectuals.
- To promote information, computer technology and Internet use and access.
- To develop a wisdom and knowledgeable society of students.
- To create and strengthen awareness for sustainable eco-friendly approach among the rural student community.
- To foster and nurture the intrinsic latent qualities and values providing forum for extramural activities and curricular activities.
- To built up responsible profile of citizenship among rural students.

#### **5. Duties of the College:**

To conduct various academic programmes approved by Sant Gadge Baba Amravati University, Amravati and undertake various activities that are contributory to this object.

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

The college offers Under Graduate courses in Arts, Commerce, and Science as per the guidelines of Sant Gadge Baba Amravati University, Amravati. College has a recognized YCMOU center which offers certificate courses, M.A. in English and M.Sc. in Environmental Science.

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

The Principal,  
 Shri R.R.Lahoti Science College, Morshi  
 Dist. Amravati (M.S.), India Pin Code – 444905  
 Email : [shivaji020110@shivajiedusocamt.org](mailto:shivaji020110@shivajiedusocamt.org)  
 Website  
[www.rlahoticollegemorshi.org](http://www.rlahoticollegemorshi.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 Sant Gadge Baba Amravati University, Amravati.
- 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 Sant Gadge Baba Amravati University.

## **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 Sant Gadge Baba Amravati University, Amravati.
- 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 Sant Gadge Baba Amravati University, Amravati /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 Sant Gadge Baba Amravati University, Amravati / Govt. of Maharashtra.

## **MANUAL – 6**

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

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

- 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).
- Syllabus of various courses available on Website of Sant Gadge Baba Amravati University, Amravati ([www.sgbau.ac.in](http://www.sgbau.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 [www.rrlahoticollegemorshi.org](http://www.rrlahoticollegemorshi.org)

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

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

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

**DIRECTORY OF EMPLOYEES**

It is available on college website: [www.rrlahoticollegemorshi.org](http://www.rrlahoticollegemorshi.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 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.rrlahoticollegemorshi.org](http://www.rrlahoticollegemorshi.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 Sant Gadge Baba Amravati University, Amravati Website. Information for general public is disseminated through advertisements and News papers.

**MANUAL – 16**  
**[Section 4 (1) (b) (xvi)]**

Public Information  
Officer  
Mrs. A. A. Korade  
Office Superintendent  
Contact No. – 9421830125

Appellate Authority:  
Dr. G. R. Tadas  
Principal,  
Shri R.R.Lahoti Science College, Morshi.  
Dist. Amravati (M.S.)  
Pin :- 444905  
Mob. No. - 9422857029

**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/>