

Tuljabhavani Mahila Mandal's

Hemuji Chande College, Shelgaon (R)

Tal. Barshi, Dist. Solapur (Maharashtra) 413222



Vision and Mission

MOTTO

“Education is a ladder to gather fruits of knowledge”

VISION

Quality education for empowerment of rural youth

MISSION

- To build capacities among the students for national development.
- To develop globally competent skills among the students.
- To foster value education among the students related to social, cultural, economic and
- environmental issues.
- To make students techno savvy and provide state-of-the-art educational technologies.
- To fulfil the local and regional educational needs of rural society.
- To empower the women educational facilities by providing safety and security.
- To support rural masses and backward communities for education by providing

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- To inculcate democratic, professional, ethical and moral values among students.
- To prepare students for dealing with success and failure in day to day life.

ethical and moral values among students.

- To prepare students for dealing with success and failure in day to day life.

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About Usa

Tuljabhavani Mahila Mandal's

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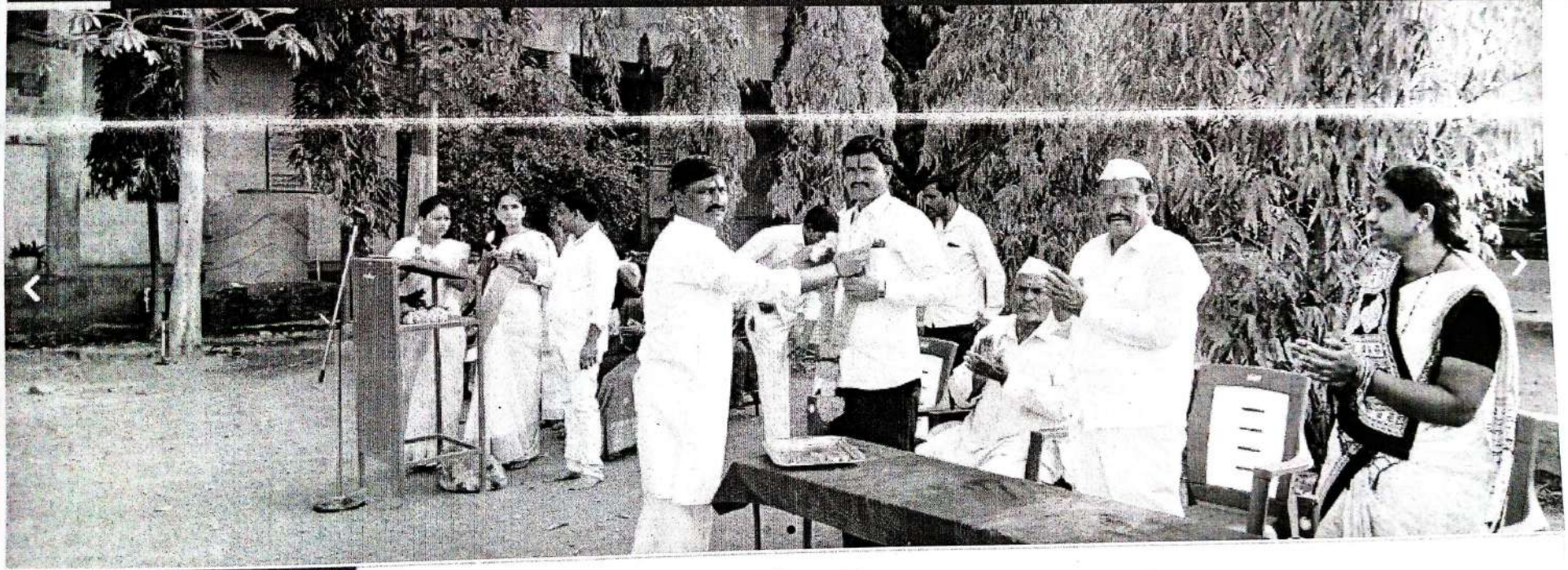


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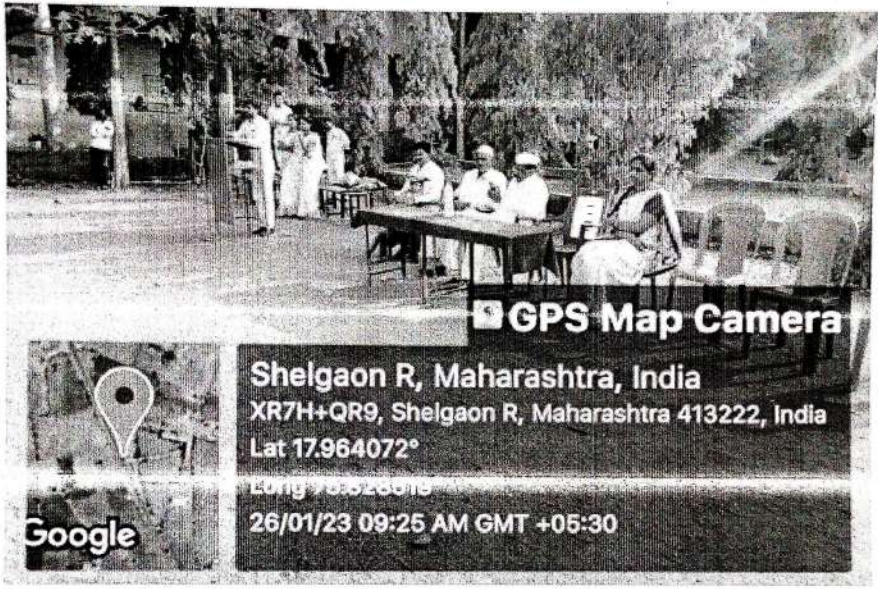
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Important links

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Institutional Governing Body / Management Council

Sr. Nos.	Name of the Committee Member	Designation
1.	Sou. Shakuntala Laxman Gaikwad	President
2.	Sou. Lata Kalidas Godage	Vice-President
3.	Sou. Uma Vishwajit Deshmukh	Secretary
4.	Sou. Rupali Vishnu Nagatilak	Joint Secretary
5.	Sou. Rajashree Devidas Godage	Treasurer
6.	Sou. Ratnaprabha Sunil Gore	Member
7.	Sou. Bhagirathi Rudrappa Jangamshetti	Member
8.	Sou. Chandrakala Bharat Gavali	Member
9.	Sou. Shubhangi Dadarao Sawant	Member



Gotare
Principal
Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur



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College Development Committee (CDC)
(As per provision of Sec 97 of Mumbai University Act, 2016)
(The member's membership valid for only 5 Years)
(The CDC shall meet at least 4 times in a year)

Sr.	Name	Representative as	Designation in the Committee
1.	Hon.Sau. Shakuntala Laxmanrao Gaikwad	Chairperson of the Management or Chairperson's Nominee	Chairperson
2.	Sou. Deshmukh Uma Vishwajeet	Secretary of the management or Secretary's nominee	Member
3.	Smt. Urade P.N.	Head of the Department	Member
4.	Smt. Bachute R.S.	Nominee from Teachers	Member
5.	Miss. Surwase J.R.	Nominee from Teachers	Member
6.	Miss. Jadhav N.D.	Nominee from Teachers (Woman)	Member
7.	Mr. Thorbole N.S.	Non-teaching Employee	Member
8.	Mr. Paris Sharma	Nominee from Industry or Alumni familiar in Industry	Member
9.	Mr. Gaikwad Nilesh Laxmanravji	Coordinator, IQAC	Member
10.	Ku. Mali Pratikasha	President of Students' Council	Member
11.	Ku. Aware Pranali	Secretary of Students' Council	Member
12.	Dr. D. M. Mohite	Principal of the college	Secretary



Golare.
Principal
Hemuji Chandele College
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Internal Quality Assurance Cell (IQAC)

Sr.	Name	Representative as	Designation in the Committee
1.	Prin. Dr.D. M. Mohite	Head of the Institution	Chairperson
2.	Sau. Shakuntala L. Gaikwad	Member from Management	Member
3.	Sau. U.V. Deshmukh	Member from Management	Member
4.	Miss. Surwase J.R.	Nominee from Employer	Member
5.	Mr. Dattatray Gaikwad	Nominee from local society	Member
6.	Sau. Gaikwad Rupali Siddheshwar	Nominee from Stakeholder	Member
7.	Mr. Paris Sharma	Nominee from Industrialist	Member
8.	Miss Urade P. N.	Nominee from Teachers	Member
9.	Miss. Jadhav N.D.	Nominee from Teachers	Member
10.	Miss. Bachute R.S.	Nominee from Teachers	Member
11.	Miss Dindore P.A.	Nominee from Teachers	Member
12.	Miss. Jadhav S.V.	Nominee from Teachers	Member
13.	Mr. Kharat S.S.	Nominee from Teachers	Member
14.	Miss Gavali A.S.	Nominee from Teachers	Member
15.	Miss. Aware Pranali	Nominee from Students	Member
16.	Mr. Dabhade Shubham	Nominee from Alumni	Member
17.	Shri. Nilesh Laxmanrao Gaikwad	Coordinator of the IQAC	Secretary



Pradare

Principal

Hemuji Chandele College
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Internal Complaint Committee (ICC) / PoSH Committee

(As per Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions, UGC Regulation, 2015)

(At least 50% of the total members of the ICC shall be women)

The term of office of the members of the ICC shall be for a period of three years.

HEIs may also employ a system whereby 1/3 of the members of the ICC may change every year.

Sr.	Name	Representative as	Designation in the Committee
1.	Miss. Tambat R.V.	Senior Woman Faculty (Associate Professor)	Presiding Officer
2.	Miss. Urade P.N.	Nominee from Faculty member (Social Work Experience)	Secretary
3.	Mr. Kasar M.D.	Nominee from Non-teaching Staff	Member
4.	Mr. Thorbole N.S.	Nominee from Non-teaching Staff	Member
5.	Miss. Mali Priyanka	Elected member from Students	Member
6.	Miss. Aware Pranali	Elected member from Students	Member
7.	Miss. Kapase Tejswini	Elected member from Students	Member

Note: Persons in senior administrative positions in the HEI, such as Vice-Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.



Galare.
Principal
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SC/ST/OBC/Special Cell (BC Cell)

Sr.	Name	Representative as	Designation in the Committee
1.	Prin. Dr. Dilip Madhukar Mohite	Head of the Institution	Chairperson
2.	Mr. Kharat S.S.	Senior Male/Female Faculty from SC Category	Convener
3.	Miss. Tambat R. B.	Senior Male/Female Faculty from OBC Category	Member
4.	Miss. Urade P. N.	Senior Male/Female Faculty from VJNT Category	Member
5.	Mr. Mane Amar	Male/Female Non-teaching Staff from VJNT Category	

Note: Minimum three to four members should be from reserve/backward category.



Colare
Principal

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Anti-Ragging Committee

UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009
(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)

Sr.	Name	Representative as	Designation in the Committee
1.	Prin. Dr. Dilip Madhukar Mohite	Head of the Institute	Chairperson
2.	Mr. Kharat Sachin Sahebrao	Nominee from Male Faculty	Secretary
3.	Miss. Urade P.N.	Nominee from Woman Faculty	Member
4.	Miss. Mali Priyanka	Nominee from Parent	Member
5.	Miss. Navgude Anjali	Nominee from Fresh Student	Member
6.	Ku. Disale Pratiksha Shahaji	Nominee from Old Student	Member
7.	Shri. Kulkarni Suhas Shrinivas	Nominee from Non-teaching Staff	Member
8.	Mr. Mane Saheb, Barshi	Anti-Ragging Squad	Member



Galare
Principal
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Grievance Redressal Committee

(as per UGC Grievance Redressal Regulation, 2018)

Sr.	Name	Representative as	Designation in the Committee
1.	Prin. Dr. Dilip Madhukar Mohite	Head of the Institute	Chairperson
2.	Miss. Urade P. N.	Nominee from Senior Faculty	Secretary
3.	Miss. Tambat R. B.	Nominee from Senior Faculty	Member

(The tenure of the members shall be two years)



G. Golare
Principal

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Academic / Curriculum Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P. N.	Secretary (Faculty)
3	Miss. Survase J.R.	Member (Faculty)
4	Miss. Dindore P.A.	Member (Faculty)

Admission Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P. N.	Secretary (Faculty)
3	Mr. Gaikwad M.S.	Member (Faculty)
4	Miss. Tambat R.B.	Member (Faculty)
5	Mr. Kulkarni S.S.	Member (Clerical Staff)

Alumni Association

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Mr. Kashid Shivratn	Secretary (Alumni)
3	Miss. Bachute R.S.	Joint Secretary (Faculty)
4	Miss. Barbade Mrunal	Member (Alumni)
5	Mr. Gaikwad Kishor	Member (Alumni)
6	Miss. Navgude Sanjana	Member (Alumni)

Career Counselling Cell

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Faculty)
2	Miss. Urade P.N.	Secretary (Faculty)
3	Miss. Survase J.R.	Member (Faculty)
4	Miss. Bachute R.S.	Member (Faculty)
5	Mr. Gaikwad Kishor	Member (Male Student)
6	Miss. Kale Smita	Member (Female Student)





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College Magazine Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P.N.	Chief Editor (Faculty)
3	Miss. Bachute R.S.	Co-Editor (Faculty)
4	Miss. Dindore P.A.	Co-Editor (Faculty)
5	Mr. Gaikwad Kishor	Member (Male Student)
6	Miss. Navgude Anjali	Member (Female Student)

Cultural Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P.N.	Secretary (Faculty)
3	Miss. Dindore P.A.	Member (Faculty)
4	Miss. Surwase J.R.	Member (Faculty)
5	Mr. Nikam T.D.	Member (Male Student)
6	Miss. Bhosale V.D.	Member (Female Student)

Development Fund Utilization Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Shri. Nilesh Laxmanrao Gaikwad	Secretary (Faculty)
3	Miss. Gavali A.A.	Member (Faculty)
4	Miss. Jadhav S.V.	Member (Faculty)
5	Shri Suhas Shrinivas Kulkarni	Member (Non-Teaching)

Discipline Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dilip Madhukar Mohite	Chairman
2		Secretary (Sport Director)
3	Mr. Gaikwad Sir M.S.	Member (Faculty)
4	Miss. Urade P.N.	Member (Faculty)
5	Miss. Dindore P.A.	Member (Faculty)



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Earn while Learn Committee

Sr. No.	Name of the Committee Member	Committee Designation
		Chairman
1	Prin. Dilip Madhukar Mohite	Member (Faculty)
2	Miss. Jadhav mam S.V.	Member (Faculty)
3	Mr. Kharat S.S.	Member (Faculty)
4	Miss. Chavan Aruna	

Electoral Literacy Club

Sr. No.	Name of the Committee Member	Committee Designation
		Chairman
1	Prin. Dilip Madhukar Mohite	Secretary (Faculty)
2	Miss. Bachute R.S.	Member (Faculty)
3	Miss. Jadhav S.V.	Member (Male Student)
4	Mr. Vikrant Deshmukh	Member (Female Student)
5	Miss. Mali Priyanka	

Environmental Awareness Committee

Sr. No.	Name of the Committee Member	Committee Designation
		Chairman
1	Prin. Dilip Madhukar Mohite	Secretary (Faculty)
2	Miss. Bachute R.S.	Member (Faculty)
3	Miss. Jadhav N.D.	Member (Faculty)
4	Mr. Kharat S.S.	Member (Non-Teaching)
5	Mr. Amar Mane	Member (Male Student)
6	Mr. Gaikwad Kishor	Member (Female Student)
7	Miss. Badgude Rutuja	

Examination Committee (CA/UA)

Sr. No.	Name of the Committee Member	Committee Designation
1	Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Surwase J.R.	In charge (Faculty)
3	Miss. Dindore P.A.	Member (Faculty)
4	Mr. Gaikwad M.S.	Member (Faculty)
5	Shri Suhas Shrinivas Kulkarni	Member (Clerical Staff)



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Faculty Development Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dilip Madhukar Mohite	Chairman
2	Mr. Gaikwad M.S.	Member (Faculty)
3	Miss. Urade P.N.	Member (Faculty)

Financial and Budgetary Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Hon. Sou. Shakuntala Laxmanrao Gaikwad	Chairman (Management)
2	Dr. Dilip Madhukar Mohite	Secretary (Principal)
3	Miss. Urade P.N.	Member (Faculty)
4	Mr. Gaikwad M.S.	Member (Faculty)

Guest Lecture Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dilip Madhukar Mohite	Chairman
2	Miss. Dindore P. A.	Member (Faculty)
3	Miss. Surwase J.R.	Member (Faculty)
4	Mr. Gaikwad M.S.	Member (Faculty)

Infrastructure Development Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Mr. Kharat S.S.	Secretary (Faculty)
3	Miss. Jadhav N.D.	Member (Faculty)
4	Mr. Sharad Koli	Member (Non-Teaching)



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Innovation / Incubation Cell

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dilip Madhukar Mohite	Chairman
2	Miss. Surwase J.R.	Member (Faculty)
3	Miss. Gavali A.A.	Member (Faculty)
4	Miss. Jadhav N.D.	Member (Faculty)

Library Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin.Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Jadhav N.D.	Member (Faculty)
3	Miss. Chavan Aruna	Member (Faculty)
4	Mr. Kharat S.S.	Member (Faculty)
5	Librarian	Secretary

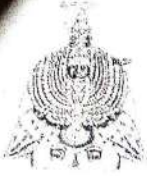
Mentor-Mentee Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P. N.	Secretary (Faculty)
3	Mr. Gaikwad M.S.	Member (Faculty)
4	Miss. Barbade Mrunal	Member (Student)
5	Miss. Gaikwad Akanksha	Member (Student)

MOU Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Dindore P.A.	Secretary (Faculty)
3	Miss. Urade P.N.	Member (Faculty)
4	Miss. Surwase J.R.	Member (Faculty)





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New Education Policy Implementation Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P.N.	Secretary (Faculty)
3	Miss. Dindore P.A.	Member (Faculty)
4	Miss. Gavali A.S.	Member (Faculty)

Open and Distance Learning Committee (ODL)

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Shri. Nilesh Laxmanrao Gaikwad	Secretary (YCMOU Faculty)
3	Miss. Jadhav N.D.	Member (Faculty)
4	Mr. Amar Mane	Member (Non-Teaching Staff)

Purchase Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin.Dr. Dilip Madhukar Mohite	Chairman
2	Shri. Nilesh Laxmanrao Gaikwad	Secretary (Faculty)
3	Shri Rameshwar Pandurang Jadhav	Member (Faculty)
4	Shri. Mohan Vaijinath Jagdale	Member (Faculty)
5	Shri. Suhas Shrinivas Kulkarni	Member (Non-Teaching Staff)

Research Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin.Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P.N.	Secretary (Faculty)
3	Mr. Gaikwad M.S.	Member (Faculty)
4	Miss. Dindore P.A.	Member (Faculty)
5	Miss. Tambat R. B.	Member (Faculty)





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Scholarships monitoring Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin.Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P.N.	Secretary (Faculty)
3	Mr. Kulkarni S.S.	Member (Senior Clerk)
4	Miss. Sathe V.M.	Member (Junior Clerk)
5	Mr. Kulkarni S.S.	Member (Clerk of Scholarship Dept.)

Skill Development Cell

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P.N.	Secretary (Faculty)
3	Mr. Gaikwad M.S.	Member (Faculty)
4	Miss. Gavali A.S.	Member (Faculty)
5	Mr. Mujumdar A.A.	Member (Male Student)

Teacher-Parent Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P.N.	Secretary (Faculty)
3	Mr. Navgude Tukaram	Joint Secretary (Parent)
4	Miss. Survase J. R.	Member (Faculty)
5	Mr. Kale Anil	Member (Parent)

Tour / Visit Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P.N.	Secretary (Faculty)
3	Miss. Survase J. R.	Member (Faculty)
4	Miss. Tambat R. B.	Member (Faculty)
5	Mr. Thorbole Nagnath	Member (Non-Teaching)
6	Miss. Badgude Rutuja	Member (Student)



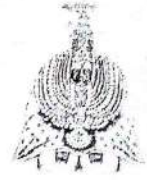


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Women Empowerment Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P.N.	Secretary (Female Faculty)
3	Miss. Survase J. R.	Member (Female Faculty)
4	Miss. Tambat R. B.	Member (Female Faculty)
5	Miss. Badgude Rutuja	Member (Female Student)

Divvying Development Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman
2	Miss. Urade P.N.	Member (Faculty)
3	Mr. Kulkarni S. S.	Member (Non-Teaching Staff)
4	Mr. Navgude Tukaram	Parent
5	Mr. Kale Anil	Parent

Health Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P.N.	Secretary (Faculty)
3	Dr. Gosavi Amol	Member (Local Doctor)

Publicity Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dr. Dilip Madhukar Mohite	Chairman (Principal)
2	Miss. Urade P.N.	Secretary (Faculty)
3	Miss. Tambat R. B.	Member (Faculty)
4	Mr. Dalavi Rahul	Member (News Reporter)



Dilip
Principal
Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur

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Hemuji Chandele College, Shelgaon (R),
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YCMOU Committee

Sr.	Name	Representative as	Designation in the Committee
1.	Shri. Gaikwad N. L.	Head of Center	Chairperson
2.	Shri. Korke S. R.	Center Coordinator	Faculty
3.	Shri. Kulkarni S. S.	Center Assistant	Non Teaching Staff
4.	Shri. Thite A. S.	Peon	Non Teaching Staff

(The tenure of the members shall be two years)



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Tuljabhavani Mahila Mandal's

Hemuji Chandele College, Shelgaon (R),

Tal. Barshi, Dist. Solapur (Maharashtra) 413222

(Academic Year 2022-23)



NSS Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Smt. Urade Pratibha Gaurishankar	Incharge
2	Shri. Gaikwad Mahesh Satish	Member (N.S.S. Co-ordinator)
3	Shri. Dindore Priyanka Atul	Member (Faculty)
4	Shri. Suhas Shrinivas Kulkarni	Member (Faculty)
5		
6		



Polare
Principal

Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur

Hemuji Chandele College ,Shelgaon(R)

Perspective Plan of 2018-2023

Perspective plan is print of efforts made by the institution to impart quality education and achieve its vision and mission and goals and objectives.

Accordingly, college planned to prepare a plan for 2022-23 along with a five years perspective plan.

1. New Wi-fi connection of BSNL to college
2. To build new building structure for college
3. For student and teachers well learning and teaching purchase new books in Library section
4. New furniture and benches for alumni
5. Purchase practical instruments for chemistry, Physics, Microbiology, botany and zoology
6. Purchase new chemicals for practical
7. Taken annual function for students skills development
8. Taken business idea presentation
9. Purchase new Computers
10. Developing , create and innovation of building structure
11. Another laboratory equipments are purchased
12. R and M Building
13. Gymkhana equipments and tools are purchased



G.olare.
Principal
Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur

HEMUJI CHANDELE COLLEGE, SHELGAON R

Date: 11 / 10 /2023

Circular

This is to inform all the B.Sc students that . Our college organizing an event “**food festival – anand bazar**”. All students are require to assemble near college building.at 10am.on 12 october 2023

Date : 11 /10/2023

Village : shelgaon (R).

Principal :

Govind
PRINCIPAL

HCCS

Hemujji Chandele College Shelgaon (R)
Tal-Barshi, Dist Solapur

सस्नेह निमंत्रण...

॥ श्री गणेशाय प्रसन्न ॥



एल. जी. शिक्षण संकुल

शेळगांव (आर)

आनंद बाजार

प्रति,

विषय : आनंद बाजारास उपस्थित राहणेबाबत आग्रहाचे निमंत्रण....

दिनांक १२ ऑक्टोबर २०२३ वार गुरुवार रोजी सकाळी ठिक ९.०० वाजले पासून आनंद बाजारास एल.जी. शिक्षण संकुलामध्ये सुरुवात होणार आहे. विद्यार्थ्यांना खरेदी-विक्रीचे व्यवहारीक ज्ञान व्हावे, कृतियुक्त शिक्षण मिळावे याच उद्देशाने आपले संकुलात आनंद बाजारचे आयोजन करित आहोत.... अशा आनंदी प्रसंगी उपस्थित राहून कार्यक्रमांची शोभा वाढवावी ही विनंती!

दिनांक
गुरुवार
दि १२/१०/२०२३ रोजी

आनंद बाजार वेळ
सकाळी ९.०० वाजता

आनंद बाजार स्थळ: एल. जी. शिक्षण संकुल, शेळगांव (आर)

टीप: आनंद बाजारास उपस्थित राहणाऱ्या महिला मधून लकी ड्रॉ पध्दतीने तीन क्रमांक काढले जातील. ते ठरतील एल.जी. शिक्षण संकुलाकडून मिळणाऱ्या खास बक्षिसांचे मानकरी.

आण्णा राऊत, मो.९६३७९३२९३४

Hemuji chandele College , Shelgaon(R)

Food Festival

Place- Hemuji Chandele college, Shelgaon (R)

Date- 12 oct 2023

The event was organized by institution on 12 oct 2023 at Hemuji chandelle college, Shelgaon® . The event was started at time 09:00 am and the guests cutting the ribbon by hands Mr. Shivraj dada More and Mrs. Vaishali Aware social worker Mr. Amolji Patil and Mr. Samadhan Latake. And parents and all students attend that function .

The function was arranged by college committees like, Adressal committee , stage decoration committee, Discipline committee and many other committee are work on their rules and responsibility.

The food festival of college on that day students are showcase the talent and achievements of college community. Student are cell and purchase things and learning how to develop an business ideas.

Conclusion: Students appreciates curricular and co-curricular activities and learn business ideas and social frame on that lives.

Discipline Committee

Sr. No.	Name of the Committee Member	Committee Designation
1	Prin. Dilip Madhukar Mohite	Chairman
2		Secretary (Sport Director)
3	Mr. Gaikwad Sir	Member (Faculty)
4	Miss. Urade P.N.	Member (Faculty)
5	Miss. Dindore P.A.	Member (Faculty)



Prin. Dilip
Principal
Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur
Principal

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Hemuji Chandele College, Shelgaon (R),

Tal. Barshi, Dist. Solapur (Maharashtra) 413222



Stage decoration

Sr.	Name	Designation in the Committee
1.	Shri. Gaikwad D. M.	Faculty
2.	Miss. Karande B. B.	Faculty

Food Arrangement

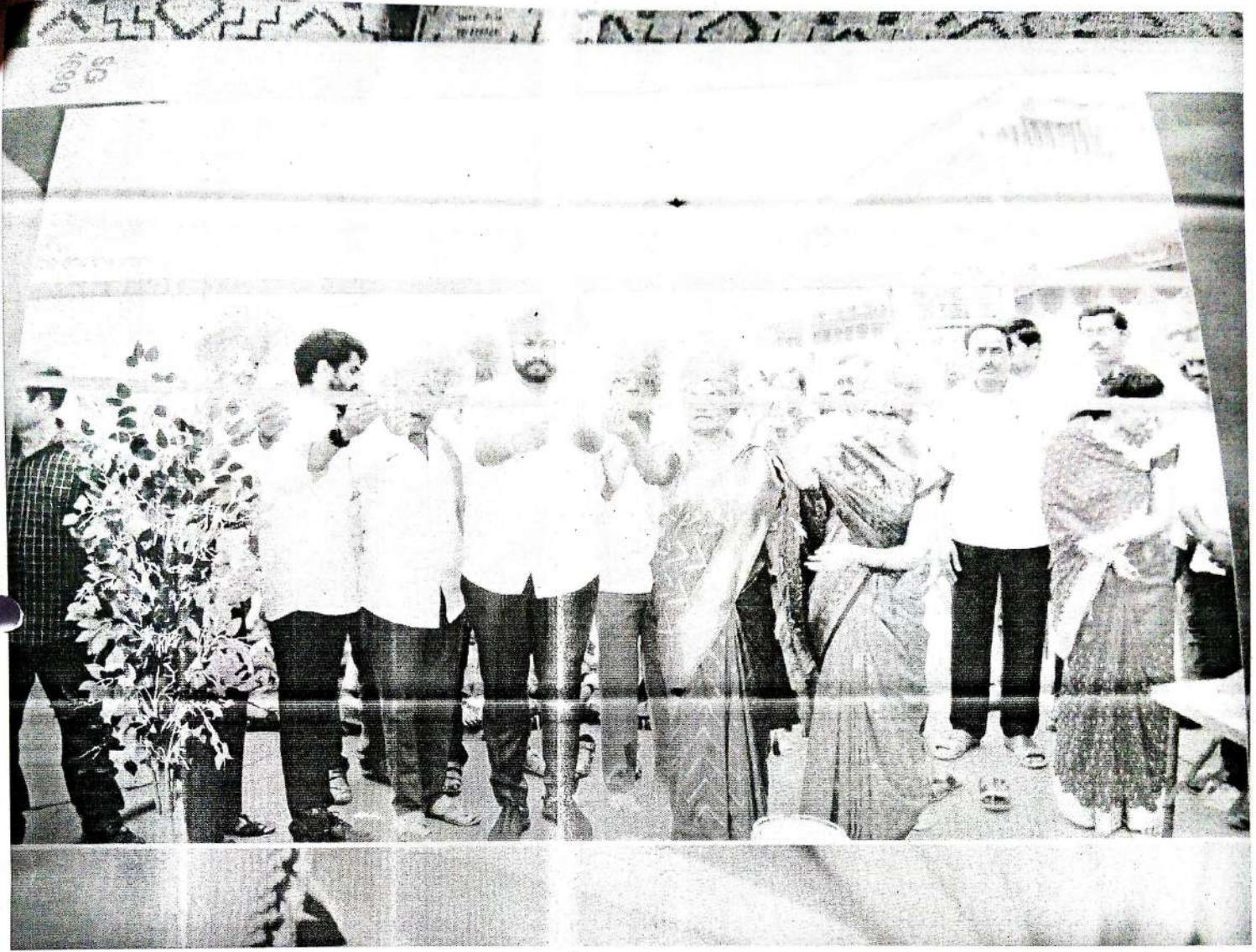
Sr.	Name	Designation in the Committee
1.	Shri. Dolase D. P.	Faculty
2.	Miss. Jadhav S. V.	Faculty
3.	Shri. Gaikwad M. S.	Faculty

Prize Distribution

Sr.	Name	Designation in the Committee
1.	Shri. Gaikwad N. L.	Head of Committee
2.	Shri. Kharat S. S.	Faculty
3.	Smt. Dolare P.G.	Faculty

Anchoring

Sr.	Name	Designation in the committee
1.	shri chavan Anand	Faculty
2.	Tambat R. B.	Faculty
3.	Miss Dhawane Harshada	Faculty





<https://mail.google.com/mail/u/0/?tab=rm&ogblfrinbox?projector=1>



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Admission Policy

Subject to the category wise reservation policy of the State Government of Maharashtra for the weaker sections of the society, admissions to all programs and courses in the affiliated colleges shall be made on the basis of merit as well as first come first serve basis in accordance with the rules, if any, made by the State Government and published in the Official Gazette, or Ordinances made by the university: Provided that, where model rules have been framed by the State Government in the interest of students throughout the State, the university shall adopt the same and such rules shall be published by the university before the commencement of the academic session: Provided further that, having regard to the maintenance of discipline, the authority concerned shall have the power to refuse admission to a student, except at the entry point of any academic program. Reference- <https://su.digitaluniversity.ac/Content.aspx?ID=4>

Admissions to all the programs/courses in Hemuji Chandele College, Shelgaon (R) should be carried out strictly on merit basis as well as on the first come first serve basis as per the reservation policy prescribed by state government of Maharashtra.

- 1) The Program specific information regarding the program should be communicated through the leaflet published by the college. It contains the history and profile of the college, the salient features of the college, the program/courses offered, the admission procedure and the rules applicable for the admission to B.Sc. program, fee structure, refund rules, scholarship, rules and regulations of discipline to be maintained in the college premises.
- 2) If necessary advertising entitled 'ADMISSION OPEN' in local daily newspapers in regional language should be published. Admission notice along with newspaper cuttings as well as leaflet would be displayed on the notice boards and circulated using electronic media. The publicity of admission process should be ensured through informal communication with alumni.
- 3) Notification of admission process on College website should be published.
- 4) Separate leaflet of B.A./B.Com programs offered by YCMOU, Nashik and various academic, co-curricular and extracurricular events / activities published in newspaper should be also encashed for support publicity for the college.
- 5) Personal counseling of the parents around the institution should be practiced.
- 6) There should be transparency in admissions following major ways have been adopted to maintain transparency in admission.





- 7) Admissions to the programs/courses should be allowed purely on merit basis or first come first serve basis considering the reservations as per the government and UGC rules and seats available.
- 8) College should supply prescribed admission form to the students and students should purchase the admission form by paying form fees in the account section of the college.
- 9) Admission committee should be formed for the smooth conduct of admission procedure, admission counseling, guiding students about subject choice, future prospects, fees, facilities provided, rules and regulations of the institution, university, UGC and Government of Maharashtra regarding admission.
- 10) Admission committee should scrutinize admission forms received by the college.
- 11) Admission committee should prepare list of students admitted in the college and display on notice board as well as should provide enough time to confirm the admission.
- 12) Students should be allowed to opt subjects as per the choice and availability of seats.
- 13) If any vacancy is occurred against sanctioned seats should be communicated through the notice displayed on notice board.
- 14) The merit list should be prepared strictly on the basis of performance at the qualifying examination and the rules of the government, UGC and the regulations of PAH Solapur University. Specific weightage should be provided to NSS certificate holders and students who have proven records in sports and cultural events.
- 15) The reservation policy of the Government of Maharashtra must be followed in admission procedure strictly.
- 16) To avoid discrepancy in admission procedure, admission should be only allotted to the eligibility holding students.
- 17) In the admission process, the committee should maintain the balance between the rural/urban, gender, SC/ST/NT/OBC, gifted/differently able, economically weaker section, minority community etc. This practice should be in tune with the objective of the college and reservation policy of the Government of Maharashtra.
- 18) The college admission committee should find the strengths and weaknesses of the students every year by measuring the progress of the students through maintaining the student's profile.
- 19) The college Principal has reserved the rights to refuse admission of any candidate.
- 20) Admission should be granted to an applicant who meets the admission qualification/requirements of the college and the university.
- 21) Students should submit an application by a specified date and receive a decision in a clearly stated period of time.





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Tal. Barshi, Dist. Solapur (Maharashtra) 413222



- 7) Admissions to the programs/courses should be allowed purely on merit basis or first come first serve basis considering the reservations as per the government and UGC rules and seats available.
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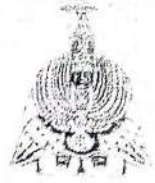


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Tal. Barshi, Dist. Solapur (Maharashtra) 413222



- 22) Students should apply early and take final decision well in advance before last date declared by the college and the university.
- 23) All the disputes relating to admission to the college shall be adjudicated by the university Students Grievance Redressal Cell.
- 24) As college is affiliated to PAH Solapur University, Solapur, the rules and regulation of university and Govt. of Maharashtra are applicable for admission policy.
- 25) All the teachers should supervise, control and regulate admission of the students for various program/courses.
- 26) All teachers should cooperate and assist in advising and counseling the students regarding admission.
- 27) All the students are responsible for following restrictions, rules and regulations prescribed by the college, university and the State Government in connection with ragging.
- 28) Admission is liable to be cancelled if any information is found to be false and/or incorrect.



Polare
Principal

Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur

Signature and Seal of the Principal



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Hemuji Chande College, Shelgaon (R),

Tal. Barshi, Dist. Solapur (Maharashtra) 413222



Green and Energy Audit Policy

Policy Statement:

Hemuji Chande College, Shelgaon (R) is environment Conscious College, the college designed 'Green and Energy Audit Policy to protect environment with green and pollution free campus.

Purpose/Objectives:

The main purpose of the policy is to keep campus clean and green and create health environment to the students. Other objectives are as follows;

- 1) To create environmental awareness amongst the stakeholders of the college.
- 2) To maintain pollution free campus and avoids the environmental pollution sound, air and water pollution.
- 3) Regularly conduct green audit to maintain green and beautiful campus.
- 4) To recycle all types of waste generated in the campus like solid waste, liquid waste and e-waste.
- 5) To reduce the energy consumption of the college.

Definitions:

To understand the technical terms and practical implementation of the Green and Energy Audit policy, the college has accepted some definitions and references which are as follows; Green Audit (as the name suggests) is something which is related to greenery or environment. Green audit is defined as an official examination of the effects an entity/organisation has on the environment. It is also widely known as Environmental Audit. Green audit is all about corporate responsibility. It uncovers the truth about statements made by governments and companies with regard to the effects of environmental pollution. The aim of green audit is to review the measures taken by these entities to combat pollution. Environmentally friendly measures are taken to reduce the carbon foot print by less printing of paper, video conferencing and interviews etc."

An environmental audit is a type of evaluation intended to identify environmental compliance and management system implementation gaps, along with related corrective actions. In this way they perform an analogous (similar) function to financial audits. There are generally two different types of environmental audits: compliance audits and management systems audits. Compliance audits tend to be the primary type in the US or within US-based multinationals.

Source:

1. Rajesh Dubey, Chartered Accountant, <https://www.quora.com/What-is-green-audit>, January 4, 2018
2. https://en.wikipedia.org/wiki/Environmental_audit

Scope:

- 1) Optimum use of natural resources available at the campus



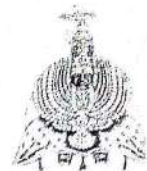


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- 2) To create green and clean campus with well ventilated classrooms
- 3) To adopt proper waste management policy for reduction and recycle of waste
- 4) To create awareness among the students regarding no use of plastic and fulfill the plastic free campus vision.
- 5) To develop alternative source of energy to reduce energy consumption. • To provide environmental education to the students.
- 6) To undertake environmental projects and programmes through NSS unit of the college.

Responsibilities:

Responsibilities of management:

- 1) Proper management and arrangement of funds for carry out green and energy audit practices
- 2) All the activities related to green and energy audit should get approval from CDC meeting
- 3) Regularly conduct meetings to implement the policy and to take follow up of activities conducted in connection with green and energy audit
- 4) MOU signing with other institutions, NGOs and government offices engaged in environmental development activities.
- 5) Regular green audit and energy audit has been done with the help of external body.

Responsibility of Faculty:

- 1) Faculties of all concerned departments should prepare action plan of environmental activities in their academic calendar.
- 2) NSS department should engage in various environmental activities like tree plantation, cleanliness drive, tobacco free Indian awareness campaign, plastic free India campaign etc.
- 3) IQAC has to encourage faculty to conduct environmental activities.
- 4) Faculty itself observed environment day, pollution awareness week, cycle day to protect environment.
- 5) NSS department regularly conducted tree plantation drive on the campus and off the campus.
- 6) Faculty organizes various competitions and events in connection with environment protection.

Responsibilities of Students:

- 1) Active participation of students in cleanliness drive organized by NSS department.
- 2) Student should participate in various activities conducted by college in connection with environment.
- 3) Student should take pledge of no tobacco and no single use plastic.





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- 4) Student should encourage for tree plantation.

Procedure:

Structured plan:

- 1) Audit and Energy policy includes preparing schedule of various environmental activities in academic calendar of the year.
- 2) Communication of Audit and Energy policy and its procedures to all the stakeholders of the college.
- 3) Notification of various activities and programmes related to tree plantation, cleanliness drive and other environmental activities.
- 4) Department wise and Teacher wise distribution and allotment of various environmental programs planed in academic year.
- 5) Regular department wise meetings for review and modifications, if any with active involvement of IQAC in the process.

Implementation:

Hemuji Chande College, Shelgaon (R) is environment conscious and so many activities are carried out and initiatives take to protect environment and increase greeneries in the college. The college has conducted tree plantation every year in the month of July. The students are taken care of tree by regularly supply of water and other inputs.

- 1) The college has maintained pollution free campus by avoiding tobacco, pan-masala, mawa chewing on the campus. The sign boards are displayed a various places of the campus showing how tobacco and pan masala is harmful for the health.
- 2) The college in collaboration of NGO Sarthi Youth foundation, Solapur carried out tobacco free campaign.
- 3) The students and staff of the college are taken pledge of no use of plastic and no tobacco.
- 4) The college has taken initiatives to make plastic free campus. The students and staff of the college are taken pledge of no use of plastic. The college has organized awareness programmes, guest lectures and practical activities related to plastic free India.
- 5) The college has observed no vehicle day to reduce air pollution. It also saves the fuel consumption.
- 6) The college minimizes the use of paper and promote digitalization concept.
- 7) The NSS students developed greenery and college is regularly maintaining it.
- 8) The green audit is regularly done to maintain the greenery.
- 9) The college has established green and energy audit committee, the committee regularly provide advice for the green campus and clean campus.





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- 10) The NSS students are participating in Swaccha Abhiyan, pandharpur Yatra Cleanliness Drive, Tuljapur Road Cleanliness drive, Solapur Yatra cleanliness drive etc.
- 11) The college has its vermin compost plant. The plant generates compost and it utilized to grow plants in the campus.
- 12) The college has rain water harvesting system. The water accumulated on terrace of different buildings is reused to keep campus green and beautiful.

Gdare
Principal

Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur

Signature and Seal of Principal





Environmental (Waste Management) Policy

Policy Statement:

Hemuji Chande College, Shelgaon (R) has designed Environmental (Waste management) Policy to protect environment and provide healthy teaching learning environment to the students.

Purpose /Objective:

The main purpose of the policy is identify and protects environmental values and to create healthy teaching learning environment. Followings are the objectives of the Environment (Waste management) policy.

- 1) To create awareness among students, teachers, non teaching staff and others stakeholders regarding environment (waste management) policy.
- 2) To reduce the pollution and maintain tobacco free campus.
- 3) To ensure that waste is managed in a way that is consistent with ecologically sustainable development.
- 4) To reduce the impact of waste on the environment mainly on human health and health of animals, birds etc.
- 5) To minimize the waste generated from all sources.
- 6) To recycle the maximum waste and improve the waste management activities and programmes.
- 7) To reduce health risk and various hazards created due to generation of waste.
- 8) To promote ICT tools in teaching learning process and administrative work and reduce the use of paper.

Definitions:

For smooth functioning of environment (waste Management) policy and everybody have to understand their role and responsibilities needs to understand some definitions and relevant literature available at various sources.

Waste: Any substance or object the holder discards, intends to discard or is required to discard is waste. Once a substance or object has become waste, it will remain waste until it has been fully recovered and no longer poses a potential threat to the environment or to human health. From this point onwards, the waste ceases to be waste and there is no longer any reason for it to be subject to the controls and other measures required by the Directive."

Waste management: Waste management (or waste disposal) is the activities and actions required to manage waste from its inception to its final disposal. This includes the collection, transport, treatment and disposal of waste, together with monitoring and regulation of the waste management process. Waste can be solid, liquid, or gaseous and each type has different methods of disposal and management. Waste management deals with all types of waste, including





industrial, biological and household. In some cases waste can pose a threat to human health. Waste is produced by human activity, for example the extraction and processing of raw materials. Waste management is intended to reduce adverse effects of waste on human health, the environment or aesthetics. Waste management practices are not uniform among countries (developed and developing nations); regions (urban and rural areas), and residential and industrial sectors can all take different approaches. A large portion of waste management practices deal with municipal solid waste (MSW) which is the bulk of the waste that is created by household, industrial, and commercial activity."

Indian waste management rules are founded on the principles of "sustainable development", "precaution" (measures should be taken to avoid environmental degradation and hazards) and "polluter pays" (polluter must bear costs for damages and harm caused to environment by his own acts). These principles form an integral part of Indian environmental law jurisprudence, as observed by the Supreme Court of India in various decisions.² These principles mandate companies and industrial units to act in an environmentally accountable and responsible manner and for restoring the balance, if the same has been disrupted by their business processes. Bearing the essence in mind and the increased levels of waste generation as a by-product of development, various sub-ordinate legislations for regulating the manner of disposal and dealing with generated waste are made by MOEF under the umbrella law of Environment Protection Act, 1986 ("EPA").

Source:

1. <http://pstg-logistics.co.uk/wp-content/uploads/2017/12/Waste-management-policy.pdf>
2. Wikipedia
3. <https://www.mondaq.com/india/waste-management/396342/waste-management-in-india-an-overview>

Scope of the Policy:

- 1) Collection of waste generated by college.
- 2) Campus cleanliness drive
- 3) Plastic free Campus
- 4) Tobacco free campus
- 5) Arranging street tree plantation drive
- 6) Conducting waste management workshops and lectures Responsibilites

Responsibilities of management:

- 1) Fund arrange arrangement for adopting waste mangement policy
- 2) Preparation of action plan fpr environment policy of college
- 3) Conduct meetings regularly to implement the policy





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- 4) MoU signing with external bodies like rotary club for conducting environmental Programmes

Responsibilities of Faculty:

- 1) NSS department has to draft action plan of the year regarding various activities based on environment and waste management.
- 2) IQAC has to encourage faculty to conduct programs related to environment.
- 3) No vehicle day should be observed.
- 4) World environment day should be observed.
- 5) Faculty should organize elocution, quiz, completion related to environmental issues.

Responsibilities of students:

- 1) Students should keep campus clean
- 2) Student should actively participate in various environment activities organized by college.
- 3) Student should take pledge of no tobacco and no single use plastic.

Procedure:

Structured action Plan:

- 1) Environmental (waste management) policy includes preparing schedule of various environmental activities in academic calendar of the year.
- 2) Communication of Environmental (waste management) policy and its procedures to all the students. Notification of various activities and programmes related to Environmental (waste management) policy
- 3) Department wise and Teacher wise distribution and environmental programs planned in academic year.
- 4) Regular department wise meetings for review and modifications, if any with active involvement of IQAC in the process

Implementation:

- 1) Environmental Education Environment education is introduced through various means: Introduction of a course work on Environmental Studies at B.Sc. which includes lectures, project and examination.
- 2) The Expert guidance lectures and demonstration on Water Harvesting, save water campaign, counter digging, etc.
- 3) Tree plantation drive Environmental awareness services during Ganapati festival and Navratri Mahotsav.
- 4) Environmental Consciousness and Sustainability is taken care of by the institute through different strategies.



- 5) College campus and classrooms are well ventilated which useful to reduce the consumption of extra electricity.
- 6) Windows of the building are of a large size for flow of natural ventilation and adequate supply of natural light.
- 7) The college purchase LED tube lights for low consumption of electricity on the campus.
- 8) The college with help of NSS department regularly conducts cleanliness drive and tree plantation drive.
- 9) The college has its own waste management policy, the waste is collected and segregated into solid waste liquid waste and e waste.
- 10) The students are regularly taken to Solapur Municipal Corporation waste collection center and other places to give them awareness about waste management system.
- 11) The college has developed green belts on the campus which has created natural environment.
- 12) The tree and sewage on the campus disposal designed is as per scientific methods.
- 13) The institution has provision to conduct green environmental and energy audit and also organized multiple activities to accomplish the cause.



G. Patil

Principal

Hemuji Chandele College

Shelgaon(R) Tal-Barshi Dist-Solapur

Signature and Seal of the Principal



Infrastructure Utilization and Maintenance Policy

Policy Statement: Hemuji Chande College, Shelgaon (R) has clearly stated policy for utilization and maintenance of infrastructure that effectively facilitates curricular, co-curricular, extracurricular, research and administrative operations on the campus.

Purpose/Objectives:

- 1) To develop strategy for utilization and maintenance of infrastructure for smooth functioning of the institution.
- 2) To develop strategy to address smooth distribution of all the services and infrastructural facilities among the departments and stake holders.
- 3) To maintain proper distribution and utilization of the campus.
- 4) To provide stakeholders satisfaction through the services provide by institution.
- 5) To utilize and maintain class rooms, laboratories, play grounds, ICT and other facilities setting up the priorities
- 6) To utilize infrastructure of the college for all level learners, for all processes including teaching-learning, examination and evaluation, research, administration, co-curricular and extracurricular activities as per the requirements and priorities giving justice to all the stakeholders and section of the society.
- 7) To develop mechanism for optimum utilization of infrastructure and providing clean, green, safe and hygienic atmosphere for all.

Policy and Procedure:

There are established systems and procedures for maintaining and utilizing physical, academic & support facilities, library, sports complex, computers, classrooms, laboratory etc.

Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities-

College makes budgetary provision under different funds for maintaining and utilizing the campus infrastructure facilities. A college development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as purchase committee, building committee, UGC planning board committee, library committee etc. of the college.

To maintain and upkeep the infrastructure campus facilities and equipments, following activities are taken by college.

- 1) Keeping stock register by the section concerned.
- 2) Annual stock verification is done by concerned head of the department.
- 3) Regular maintenance of Sports equipments and Computer lab are done by concerned departments.



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- 4) Overall utilization and maintenance of campus is done by the authorities appointed by the higher authorities.
- 5) Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by the authorities appointed by the higher authorities.
- 6) College campus maintenance is monitored through regular inspection.
- 7) Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband, updating of software's by computer hardware technician. Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
- 8) The maintenance of the reading room and stock verification of library books and is done by store section at specified frequency.
- 9) Annual Maintenance Contract (AMC) is provided for the service providers.

The following infrastructure facilities are available:

a) Curricular and co-curricular activities:

Classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research, Technology Enabled Learning Spaces Smart class rooms, Commerce Laboratory, English Language Laboratory, Library & Reading Rooms, Learning and Research Centre and Research Place Rooms

b) Extra-curricular activities:

Sports, outdoor and indoor games, gymnasium, auditorium, NSS, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc. Sports Play Grounds, Gymkhana, badminton and table tennis hall, Running tracks, basketball court, football ground, Handball court, 2 volleyball grounds, Gymnasium Gymkhana Office, Gymkhana Store, Communication skills development Lecture hall with communication tools Yoga Yes Health and hygiene Yes, first aid box, dispensary, BMI machine

Procedures followed:

- 1) Allotment of the classrooms, laboratories are done in consultation with the Principal and admission committee
- 2) Administrative section, office requirements and administrative responsibility allotment is done by the Principal in consultation with the registrar.
- 3) Duty allotment of various sections in the library will be done by the Principal in consultation with librarian.

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- 4) Duty allotment of class four staff will be done by the Principal as per direction by the management and consultation with the registrar.
- 5) The priority and allotment of auditorium, seminar halls, Velankar hall, open air theater and grounds will be done by the Principal in consultation with the concern department.
- 6) The decisions related to availing outsource services will be taken by the management in consultation with the Principal.
- 7) Campus development facilities and management of physical and IT infrastructure be taken by the management in consultation with the Principal.
- 8) The duties assigned, role and responsibilities fixed to perform the task by the authorities/staff concerned will be in tune with code of conduct and ethics of the institute.

Maintenance Policy and Procedure:

The management plans and optimally utilizes the budget for various developmental activities, such as extension, renovations and maintenance. It tracks out requirements in maintenance and upkeep of infrastructural facilities and equipments are chalked out. The funds available from external sources such as UGC and State government are availed of and utilized to the maximum extent. Extra expenses are met by the Management. The electricity transformer is installed on the campus to safeguard equipment against voltage fluctuations. A lightning arrester ensures protection of electrical and IT equipment. All computers in the campus have UPS facility. Technicians are available on campus for the maintenance of ICT equipments, electrical and infrastructure maintenance whenever necessary. A substantial amount is allocated for the purchase of books, equipments, sports materials and computers.

Responsibilities:

- 1) The overall cleaning and maintenance of the classrooms, laboratories, corridors, administrative areas and toilet blocks is done by the peons, attendants and sweepers.
- 2) The management has a plumber, painter, carpenter and other skilled employees. They look after maintenance of equipments, water supply and gardening maintenance etc.
- 3) ICT facilities across the campus are maintained by maintenance technicians contacted as and when required.
- 4) Annual Maintenance Contracts (AMCs) are registered for Generator Systems, batteries, intercom, fire alarm system, CCTVs and office automation software.
- 5) Expert help is sought for taking due care of the equipments/instruments in case of failure.
- 6) High-end regulators are kept in the campus to regulate the voltage fluctuations.
- 7) UPS backup with batteries for uninterrupted power supply to all equipments.

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Policy and Procedure for Curriculum Delivery

Hemuji Chandele College, Shelgaon (R) is affiliated to PAH Solapur University, Solapur. The college is committed to holistic development of its students for better employment opportunities through effective curriculum delivery process.

Purpose and Scope:

- 1) The purpose of the policy and procedure for effective curriculum delivery is to develop and practice predefined mechanism for optimum outcome in terms of development of enhanced employability skills and holistic development.
- 2) The scope of the policy extends in the curriculum delivery of the course prescribed under the programmes run by the institution and also for the certificate and add on courses introduced.

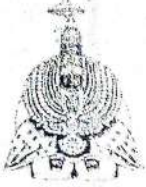
Definitions:

- 1) Academic calendar is a schedule of all of the events that occur in an academic year.
- 2) Curriculum is the combination of Instructional practices, learning experiences, and students' performance assessment that are designed to bring out and evaluate the target learning outcomes of a particular course.
- 3) Curriculum delivery plan identifies curriculum, teaching and learning priorities and requirements; reflects a shared of the institution and provides a context for delivering the curriculum and where relevant, system curriculum documents.

Policy Statement:

- 1) As an affiliating institute of Solapur University, Solapur, the institute follows the syllabus and credit pattern prescribed by the university for the curriculum delivery of the approved programmes.
- 2) The institute follows the syllabus and it designs its curriculum delivery mechanism in alignment to the institution's Vision and mission statements, Strategic Plan, academic plan and continuous internal evaluation process.
- 3) Institution will develop necessary academic expertise and resources.
- 4) Courses and units will be designed and developed in accordance with the curriculum design principles described in this policy by staff with suitable expertise in curriculum design, pedagogical expertise, and disciplinary knowledge.
- 5) College Development Committee (CDC), IQAC, departments and Examination committee will approve and monitor delivery plans and attainments.
- 6) Develop mechanism for creating add-on and certificate courses at institutional level to establish enhanced academic value addition with the objective of inculcating utmost employability skills.





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- 7) The courses will specify Course Outcomes that encompass the knowledge, skills and application relevant to the course
- 8) The Programme will specify Programme Outcomes that encompass the knowledge, skills and application relevant to the programme.
- 9) The curriculum delivery mechanism will ensure to address discipline-specific and professional requirements.
- 10) Attainment of Learning Outcomes will be validated through implementation of assessment tasks designed in accordance with the Assessment Policy.
- 11) Review on employability, cross cutting issues and employability skills will be taken through feedback from various stakeholders.
- 12) Add on and certificate courses will be introduced for Development of knowledge and skills to meet industry, professional and community needs.
- 13) The curriculum delivery will be characterized by attainment of activities as per academic calendar and ICT based pedagogic tools and resources.

Responsibility:

Responsibility of establishment, review and monitoring the policy will be done by the College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC).

Tenure and Revision of the Policy:

The policy will be in effect after it is approved in College Development Committee (CDC) meeting for the period of five years subject to revision after approval in CDC as per the requirement.



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Examination Grievances Policy

1) Policy Statement:

Hemuji Chandele College, Shelgaon (R) hereby declares and adopt "Examination Grievances Policy" for the students studying in the college with specific objectives. The policy and procedure of examination and matters relating to examination grievances are defined hereby with the main objectives of conducting of all examinations in college smoothly and to solve student's grievances relating to examinations.

2) Objectives:

The main objective of this policy is to prescribe the system and methods for examinations of the students in college and for solving the grievances relating to examination of the students. The college is affiliated to the Punyashlok Ahilyadevi Holkar Solapur University, Solapur. Examination and evaluation of the students of college are conducted in C.B.C.S. pattern as per the directions of University. According to this pattern 10/20/30 marks for each subject paper of B.Sc. are allotted for internal examination with respect to the syllabus implemented for the particular class and so with the object to prescribe the methods and manners of internal examinations and their evaluation by college teachers this policy has been made. Students may come across with certain problems and hurdles relating to Examination. So it becomes essential to prescribe policy to solve their grievances relating to examination and it is also objective to frame this policy.

3) Definitions:

In this policy unless the context otherwise requires,

- College means Hemuji Chandele College, Shelgaon (R)
- Examination means all examinations conducted by college as a part of assessment and evaluation of the programs including Home Assignments and Unit Tests conducted in College and Examinations conducted in college by the University.
- Grievance means any sufferings caused to any student, any member of teaching as well as non-teaching staff or any other person relating to examination due to any matter relating to examination.
- Non-Teaching Staff includes all the members of non-teaching staff including technical staff (on whatever basis they may be appointed in the college) of Hemuji Chandele College, Shelgaon (R).
- Principal means, Principal of Hemuji Chandele College, Shelgaon (R).
- Student means any student of any college including Hemuji Chandele College, Shelgaon (R) appearing for Examination in college.





- g) Teaching staff includes all the teachers (on whatever basis they may be appointed in the college) of Hemuji Chandele College, Shelgaon (R).
h) University means Punyashlok Ahilyadevi Holkar Solapur University, Solapur

4) Scope:

- a) This policy is applicable to Examinations of Undergraduate and other examinations conducted in college affiliated to PAH Solapur University or YCMOU, Nashik.
b) This policy is applicable to students who are giving examination.
c) This policy is applicable to teaching, non-teaching and administrative staff of college.
d) This policy is applicable to all types of Continuous internal examinations (CIE) conducted in college as College Assessment (CA) and their evaluation and Examinations conducted in college by University as University Assessment (UA).
e) This policy is applicable to all grievances relating to examinations.

5) Policy:

1) Examination Committee:

There shall be Examination committee to be formed by the Principal of college and committee will work under the Chairmanship of Principal. The committee will be responsible for smooth conducting of all examinations in the college and examination grievance redressal

1) Internal Examination Scheme

For undergraduate classes:-

For B.Sc. classes as per C.B.C.S. pattern paper of each subject carries CA:UA marks according to patterns approved time to time by BOS and examination section of the university. The CA:UA pattern may be 10+40, 20+80 or 30+70 respectively for odd Semester and even Semester. Out of total marks 50 or 100 as an UA 40/80/70 marks have been allotted for theory paper to be conducted by University and from remaining CA 10/20/30 marks are to be allotted by college. For this purpose teacher of each subject will give home assignments to all the students of class and collect them and after their evaluation submit mark sheets to the concerned clerk of college. The dates of giving the questions of home assignments, submission of home assignments, their evaluation and submission of mark sheets by teachers will be notified. The procedure will be same for odd Semester and even Semester.

Even though Unit Tests are part of Internal Examination of college, they will be conducted strictly according to examination pattern of University with regard to paper setting, evaluation, conduct of examination, misbehavior of students and result.

University examinations to be conducted in college:-

University examinations will be conducted in the college as per the directions and programme of University. At the time of examination all the Examination Supervisors, Teaching





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as well as Non-Teaching staff will be subject to such responsibilities as may be prescribed by the University.

Appointment of Supervisors and other staff for examinations and their Responsibilities:-

In order to conduct Internal examinations efficiently and smoothly Internal Senior Supervisor, Junior Supervisors, required clerical and technical and other staff will be appointed as per the directions of the Principal and their respective responsibilities in examination are as follows:

a) Senior Supervisor will be responsible for overall conduct of examination smoothly.

b) It will be responsibility of Junior Supervisors to be present for supervision in the premises of college within time as per time table and notices relating to examination. Junior supervisors will be responsible to conduct examination in their respective blocks smoothly, to distribute answer sheets, to distribute question papers in their respective blocks, to collect answer sheets from students and to submit them to Senior Supervisor within time.

c) It will be responsibility of Clerical staff appointed for examination to make all necessary arrangements for examination including typing and printing of question papers, making available examination halls, seating arrangement for students, sorting of question papers and answer sheets and sending them to the examination hall within time and to provide answer sheets to concerned teacher for evaluation.

d) Technical staff appointed for examination will be responsible for smooth functioning of electronic and other technical gadgets used for examination and all work relating to examination by using electronic and technical devices.

e) It will be responsibility of teaching staff to collect answer sheet of their respective subjects evaluate them and to submit mark sheets and answer sheets within time as per notification.

Internal Senior Supervisors, Junior Supervisors, Clerical, Technical and other staff will be appointed for University examination too according to directions of the Principal and they will be subject to all these and other responsibilities as per the directions of the University.

Examination Grievance Redressal System:-

To provide examination grievance redressal policy is another important object of this policy.

All the grievances relating to internal as well as of university examination will be solved by the members of Examination Committee, teaching and non-teaching members according to directions of the Principal. The Principal may direct any member of Examination Committee or teaching or non-teaching member to exercise such powers and discharge such duties for solving the grievances relating to examination as he thinks fit.

Grievances relating to Internal Examination of the College





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All the Internal Examinations in the college will be subject to control and general superintendence of the Principal who may endow the Senior Supervisor of internal examination or any teaching or non-teaching member with such authorities, responsibilities and functions as he may think fit.

I) Home Assignments:-

For any grievance for home assignments relating to delay in submission, attendance, marks or any matter relating to home assignment concerned student will have to apply in writing to the Principal through concerned non-teaching staff. After receipt of application the Principal will direct any teaching or non-teaching staff member to solve that grievance at the earliest.

II) Unit Test:-

It is to be noted that though Unit Tests are part of Internal Examination of college they will be conducted strictly and systematically as like University Examination. Any student coming across with any difficulty or grievances at the time of Unit Test relating to identity card, uniform (without which students will not be allowed to attend the exam) or any other matter will have to apply (if time permits in writing) to Principal through concerned non-teaching staff appointed for that purpose and Principal or Senior Supervisor if authorized by Principal in this behalf will take necessary action to solve the difficulty or grievance at the earliest.

Any kind of misbehavior by student in Unit Test is strictly prohibited and Junior Supervisor will bring this matter to the Senior Supervisor and he will take appropriate action, if necessary on consultation with Principal. For any grievances after Unit Test concerned student will have to apply to Principal through non-teaching staff appointed in this behalf.

Grievances before University Examination:-

For all the grievances before examination, relating to examination forms, examination fees, hall tickets of examination, defective hall tickets, or any other grievance student or any other concerned person will have to apply in writing to the Principal through concerned non-teaching staff who is appointed in this behalf by the Principal. Upon receipt of the application the Principal may direct any teaching or non-teaching member to discharge such function as may be necessary to solve the grievance and it will be the duty of concerned teaching or non-teaching staff member to solve the grievance of the applicant within minimum time. If necessary charges are required in this process they are to be borne by the applicant.

Grievances at the time of University Examination:-

The grievances at the time of Examinations conducted by the University are to be solved according to rules and regulations of the University made in this behalf. For grievances relating to question papers, answer sheets, examination room, seating arrangement, hall ticket





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or identity card (without which students will not be allowed to enter into examination hall) or any other matter concerned student will have to apply (in writing if time permit) to Senior Supervisor. Senior Supervisor, if necessary in consultation with Principal, will solve the problem at the earliest so as to continue examination in smooth manner.

For misbehavior of any student in the examination concerned Junior Supervisor will bring the matter to the notice of Senior Supervisor who will take appropriate action in accordance with the rules and regulations made in this behalf by the University.

Grievances after University Examination:-

If after University Examination any grievance relating to result, attendance, mark sheet or any other matter occurs concerned students or any person may in writing apply to the Principal who will direct any teaching or non-teaching member to solve grievance in that matter as early as possible. Any expenses if required for this purpose will be borne by applicant.



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Feedback and Students Satisfaction Survey Policy and Procedure

Hemuji Chandele College, Shelgaon (R) is committed to impart quality education to its students by maintaining educational standards in terms of curriculum design and implementation as well as maintaining satisfaction level through various services provided on the campus. The policy attempts to encourage students and other stakeholders to provide thoughtful, factual and constructive feedback and respond to the survey conducted in order to improve the course content of all programs to meet contemporary requirements of the society with holistic approach of development of the students' personality and prepare them to be responsible citizen of the nation with employability skills. Moreover, their satisfaction levels about the services provided by the college.

Purpose of the policy:

The college has formulated structured mechanism for design, collection, analysis of feedback of various stakeholders and students' satisfaction survey; preventive and corrective measures to be taken for academic and overall development of the institution through responses received.

The college is affiliated to PAH Solapur University, Solapur, thus, it is mandatory to implement the syllabus prescribed by the university time to time. However, the college has designed the policy of feedback on curriculum for establishment of pool of opinions of all stakeholders about the syllabus prescribed and to communicate same to the university syllabus designing bodies for further action. The feedback will be taken only for the syllabus prescribed by the University on the programs and courses run by the college; and the students' satisfaction survey will be conducted on facilities provided on the campus. Feedback on syllabus will be taken from following stakeholders: Student, Teachers, Employers, Alumni and Parents.

The students' satisfaction survey will be conducted on overall facilities provided by the college in order to understand satisfaction level of the students for further improvements, if any. The students' satisfaction survey will be restricted to the students admitted for all the programs in the college during the academic year.

Objectives:

Objectives of feedback:

The objectives to conduct feedback on syllabus are:

- 1) Review on institutional mechanism for teaching-learning and evaluation practices, value education, skill orientation, inviting suggestions for topics to be included in the curriculum.
- 2) Design and communication of POs, PSOs and COs.
- 3) Employability potential of the syllabus prescribed.





- 4) Development of professional/ entrepreneurial skills.
- 5) Potential of the syllabus to development of overall personality.
- 6) Potential of creation of social awareness.
- 7) Potential of the syllabus to fulfill needs of the society.
- 8) Potential of syllabus to create environmental awareness.
- 9) Potential to develop human and ethical values and practical approach about the trends in the syllabus.
- 10) Suggestions to incorporate new topics in the syllabus.

Objectives of Students' satisfaction survey:

The objectives of the Students' satisfaction survey are:

- 1) To locate and attempt to improve satisfaction level of the students about various services provided by the institution.
- 2) Timely completion of the syllabus.
- 3) Availability of books and resources in library.
- 4) Satisfaction level on administrative /office services provided
- 5) Sport activities and facilities
- 6) Organization of co-curricular and extracurricular activities.
- 7) Physical /infrastructural facilities on the campus.
- 8) Suggestion for overall improvement and develop development.

Frequency:

Both Feedback and students' satisfaction survey will be conducted once in every academic year. The set of questionnaire designed and approved by IQAC will be circulated among the students during specific period of time. The mode of conduct will be either on paper or using technology aids.

Role of IQAC in feedback and students' satisfaction survey:

Internal Quality Assurance Cell will play vital role in the development of procedure for feedback collection with the aim of sustaining quality culture on the campus, IQAC will practice two step responses collection system in the form of feedback on curriculum from different stakeholders and students' satisfaction survey on overall facilities provided to the students and their experience on the campus. IQAC will take initiative for development of questionnaires, method of analysis and actions to be taken based on the responses. Feedback and student satisfaction survey duration will be mentioned and communicated in annual calendar.

Development of questionnaire:

IQAC will formulate committee for development and revision of questionnaires of feedback on curriculum and student satisfaction survey. The questionnaire will cover and meet the objectives stated. The survey questionnaire will cover infrastructural facilities, office support





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system, library and sport resources, encouraging environment and developmental co-curricular and extracurricular activities organized by the institution and related issues.

Standard operating procedure of feedback and students satisfaction survey:

- 1) Schedule for feedback collection and student satisfaction survey will be included in the academic calendar.
- 2) As per academic calendar schedule, students will be communicated about feedback and student satisfaction survey.
- 3) The feedback and student satisfaction survey forms will be circulated among students, teachers, employers, alumni and parents and filled forms are collected or direct online survey conducted.
- 4) The collected forms are analyzed question wise and the results will communicated to authorities.
- 5) Student satisfaction survey will be restricted only to the existing students of the institution.
- 6) Analyzed reports of feedback will be discussed in IQAC and CDC meetings and necessary actions will be taken for preventive and corrective measures.
- 7) Suggestions about syllabus and the topics to be included will be communicated to the chairman of the BOS for necessary action.
- 8) The analysis and action taken reports will be uploaded on institutional website.

Confidentiality and legal issues:

Both Feedback and students' satisfaction survey will be conducted with clear objectives of maintaining quality standards of educational practices of the institution. The responses received will be kept confidential by the committee appointed by the college; and the received response will not be considered for the purposes or matters, if any, involving any legal matters.



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Mentoring Policy and Procedures

Policy Statement:

Hemuji Chandele College, Shelgaon (R) hereby declares and adopts 'Mentoring Policy' for the students studying in the Institution with predefined specific objectives. The Policy and procedure of the mentoring scheme is defined hereby with the objectives of carrying out the activity in the structured form for attainment of the objectives cherished.

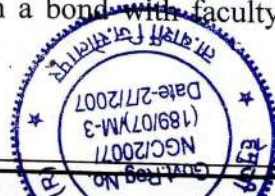
Purpose:

The purpose of the mentoring scheme is to provide the students mentoring support on academic and issues related to their strengths, weaknesses, prospective opportunities and challenges faced in relation to curricular, co-curricular and extra-curricular with the motto of strategy based progress through setting and achieving personal and professional goals. The skills and expertise, knowledge, wisdom, experience of the mentor set path of achieving the predefined objectives. It also includes ice breaking activities to reduce gap between teacher and learner and aims at creating healthy and friendly relations among mentor and mentee in order to provide platform for students to create self-awareness and open up with their academic, intrapersonal, interpersonal and employability skills. Student mentoring system provides mentoring for career awareness, planning and development, self-awareness, assertiveness confidence, academic planning goal setting, communication, presentation skill set development, fear for study, involvement exposure, technical skills required for the field, social, cultural psychological issues, study concentration issues.

Definitions:

To practice and practically implement Mentoring scheme at institutional level, Hemuji Chandele College, Shelgaon (R) has accepted following definitions and explanations for various sources for operational purpose.

Mentoring and connecting with faculty members is the most important part of induction. Hopefully, It would set up a healthy relationship between the students and the faculty. Mentoring takes place in the context and setting of universal human values. It gets the student to explore oneself and allows one to experience the joy of learning, stand up to peer pressure, take decisions with courage, be aware of relationships, be sensitive to others, understand the role of money in life, and feeling of prosperity, etc. Human values as enshrined in our constitution like justice, liberty, equality, fraternity, human dignity and the unity and integrity of the Nation can also be part of this discussion. Focus should be on inculcating values of equality and responsibility towards one's fellow citizens of any caste, class or creed. During discussion Issues and requirements of SC/ST/OBC students should be assessed and addressed. Mentor-mentee relationship can help students form a bond with faculty members which can be of great help





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during various tough times in courses. Methodology of mentoring this content is extremely important. It must not be through do's and don'ts, but by getting students to explore and think by engaging them in a dialogue. It is best taught through group discussions and real life activities rather than lecturing. The role of group discussions, however, with clarity of thought of the teachers cannot be over emphasized. It is essential for giving exposure, guiding thoughts, and realizing values. The teachers must come from all the departments rather than only one department or from outside of the Institute.

(Source: A Guide to Student Induction Programme, Bahadur Shah Zafar Marg University Grants Commission, New Delhi-110 002 Published on 15 August, 2018)

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn. Interaction with an expert may also be necessary to gain proficiency with/In cultural tools. Mentorship experience and relationship structure affect the amount of psychosocial support, career guidance, role modeling, and communication that occurs in the mentoring relationships in which the protégés and mentors engaged."

(Source: https://en.wikipedia.org/wiki/Mentorship#cite_note-MasteryWorks-1)

Scope:

- 1) Addressing curricular, co-curricular and extra-curricular issues of the students.
- 2) Identifying and setting personal goals.
- 3) Choosing right career plans and help.
- 4) Focusing on academic growth and locating the related issues.
- 5) Developing leadership skills.
- 6) Setting learning directions.
- 7) Addressing study and examination related issues.
- 8) Helping hand to develop higher level of performance for extraordinary results.
- 9) Developing professional, social and life skills set.

Responsibilities:

Responsibilities of Mentor:

- 1) Schedule meetings with mentee on timely basis and giving them time as promised.
- 2) Take Initiative for contacting their mentees.
- 3) Carefully listen and Understand expectations of mentee.
- 4) Document all the exchanges between mentor and mentee.
- 5) Providing authentic and latest guidance, suggestions and advice to mentee.
- 6) Follow up on their progress.





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7) Maintain confidentiality of the Information shared by mentee

Responsibilities of Mentee:

- 1) Seeking timely information about mentor allotted and awareness about mentoring policy of the institution.
- 2) Discuss and compare expectations for both the mentor and mentee roles.
- 3) Establish proper and clear communication with mentor.
- 4) Sharing your goals and fears openly.
- 5) Communicate clear expectations and provide authentic information.
- 6) Practice your skills as a good listener.
- 7) Discuss with your mentor how you can best measure the success and effectiveness of your efforts.
- 8) Keep the mentor informed of academic progress, successes, challenges and other concerns.
- 9) Make it a point to schedule conversations with your mentor, and keep those appointments faithfully.
- 10) You value the mentor's support.

Procedures:

Structured action plan:

- 1) Student mentoring system plan includes preparing schedule of mentoring in academic calendar of the year.
- 2) Communication of Mentoring scheme and its policy, procedures to all the students.
- 3) Notification of mentoring scheme of the year.
- 4) Teacher wise distribution and allotment of classes/students to full time teachers.
- 5) Display of allotment notification of mentee to the full time teachers for the year.
- 6) Regular meetings of Mentoring Committees for review and modifications, if any with active involvement of IQAC in the process.

Periodical review:

- 1) The progress and implementation of student mentoring system monitored by mentoring committee and IQAC and finally reported to the Institutional authorities and bodies.
- 2) The issue reported, if any, be discussed and solutions be communicated.
- 3) The Institutional provision to review preplanned minimum three interactions between mentor and mentee during academic year.

Record of mentoring session:

- 1) Well-designed mentor: mentee record form/sheet/diary.
- 2) All necessary information filled in and records the details informed by the mentee and documented.





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- 3) The mentee is selects areas of priority for mentoring and provide details for SWOC analysis.
- 4) The sessions/sittings are recorded along with issues and suggestions.
- 5) Follow up and review gradual progress of mentee.
- 6) The individual special cases of the students those needed to be guided for individual problems recommended for individual counseling cell run by the Institute.

Measuring outcomes of mentoring:

- 1) Using Inputs provided by mentee, mentors provide suggestions and they are recorded.
- 2) The students are selectively provided with platform for self-exposure, developing various skills as mentioned/ reported in the forms and through the participations their progress be monitored.
- 3) On the basis of mentor mentee interaction, there is a provision to recommend individual needy cases to expert counselor for further guidance counseling.

Confidentiality:

All meetings/sessions held between mentor and mentee will be confidential to those individuals and will not be shared with anyone except the authorities and members actually involved in the process.



G. Polare
Principal

Hemuji Chandele College
Shelgaon(R) Tal-Barshi Dist-Solapur
Signature and Seal of Principal



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Fund Utilization and Mobilization Policy

Institution has well defined strategy for mobilization and optimal utilization of funds obtained from various sources. The institution is running mono-faculty, self financed Co-education College. The major financial resource is the tuition fees received from students of B.Sc. program affiliated to PAH Solapur University, Solapur and funds received from the B.A./B.Com. programs affiliated to YCMOU, Nasik in the form of 'Study Centre' fees.

On the basis of Student Intake, Faculty requirements, Laboratory/library/material need and infrastructural need, the details of funds requirement will be examined and cash inflow/out flow will be worked out by Management Council of the Institution. A Fund Mobilization Plan will be made with the help of Principal, IQAC and CDC having following broad outlines and practices:

1. Cash inflow from fees of students
2. Grants From individuals, philanthropist
3. Interest on corpus funds
4. Cash inflow likely from Govt. and Non Govt. funding, Alumni Funding, Sponsorship/grants and interest etc.
5. Cash outflow based on already running programmes, enhancement in expenditures, maintenances, administrative expenditure and depreciation.
6. Repayment of earlier loans interest etc included in cash out flow

Fund generated from above are principally used for maintenance and development of the college.

Optimum utilization of funds is ensured through:

1. Adequate funds allocated for effective teaching-learning practices that include Orientation Programmes, Workshops, Inter-disciplinary activities, training programmes, Refresher Courses that ensures quality education.
2. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets.





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3. Enhancement of library facilities needed to augment learning practices and accordingly requisite funds are utilized every year.
4. Adequate funds are utilized for development and maintenance of infrastructure of the college.
5. The institution will conduct internal and external audits regularly. The main motto of resource mobilization and optimal utilization of resources is to raise our college up to the benchmark of quality teaching and unique growth of students.



G. Patil

Principal

Hemuji Chandele College

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Signature and Seal of the Principal



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Policy on Providing Financial Support to the Teachers

This policy is in force in order to attend conferences workshops organized by Institutions of National repute, Universities and Colleges and towards membership fee of professional bodies.

Objectives:

- 1) To encourage the teaching staff for presentation of research papers in conferences workshops
- 2) To support the teaching staff to avail opportunities for discussing the novel developments, the emerging challenges, future perspectives in their fields of interest.
- 3) To support the teaching staff to promote teaching-learning, research, Extension activities and governance through participation in conferences workshops.
- 4) To enhance their academic credentials in line with UGC expectations

Policy and Guidelines:

Major categories for providing financial support to the teachers to promote

- 1) Teaching Learning and related activities
- 2) Research and related academic activities
- 3) Co-curricular, Extracurricular and Professional development Activities

On Duty Leave:

Duty leave of a maximum of 30 days in an academic year may be granted for the following

- 1) Attending conferences, congresses, symposia and seminars on behalf of the college and attending meetings of recognized Teacher Associations
- 2) Delivering lectures in institutions and universities / colleges at the invitation of such institutions or universities, received by the colleges, and accepted by the Principal & Director
- 3) Working in another Indian or foreign university, any other agency, institution or organization when so deputed by the university / college
- 4) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university / college or any other academic body;
- 5) The duration of leave shall be such as may be considered necessary by the Sanctioning Authority on each occasion. In case where duty leave exceeds 21 days at a time in view of travel time or any other relevant reason, the sanctioning authority shall consider sanctioning additional time on each occasion.

Eligibility:





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a. Those invited to attend academic conferences/ seminars/ symposia/ workshops. The level of the programme and the standing of the institution organizing the event should also be truly international/ national/ professional and capable of enhancing skills or adding to the professional accomplishment of the beneficiary.

b. Financial assistance may be provided in the following purposes

- 1) For Teachers delivering key- note addresses/ plenary lectures.
- 2) Those contributing a paper.
- 3) Those invited to Chair a session.
- 4) Those invited under International Collaboration Exchange Programmes.
- 5) Those invited to give SymposW talks/ invited lectures or invited to discuss arts.
- 6) For enhancing knowledge base through training and attending workshops
- 7) Professional/ Faculty Development Programmes.

Pattern of Assistance:

- 1) Each eligible teacher is entitled to a grant of Rs 20,000 per anum to spend on these activities
- 2) In case, the amount is not sufficient, the applicant can seek funds from other sources.
- 3) Admissible expenditure will cover economy class Train fare by the shortest route; Railway Station tax, registration fees; and daily allowance as per rule. Late registration fee will not be reimbursed.
- 4) TADA will be admissible as per rule.
- 5) If the lodging and boarding charges are included in the registration fee, DA shall be regulated accordingly. This will apply to both categories of travel.

Application Procedure:

Employees shall apply in the proper format (Annexure 1) to the Registrar at least 20 days before the date of commencement of international / national event respectively. For international events, the application shall be submitted through the respective Head of Department which will be placed before a Standing Committee and sent to the Director with its recommendations. In case of Officers, these shall be routed through respective Controlling Officers.

Mode of Approval:

- 1) The Standing Committee shall scrutinize the applications to be forwarded to the competent authority. The Committee shall consist Of the Director,Principal, Head Of respective Department and a subject expert (from within the school) shall form the Standing Committee to scrutinize the applications of teachers. (For international events only)





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- 2) The Committee shall verify the suitability of the event for academic progression of the applicant, standing/status of the organizing agency; and likely impact on the departmental academic activities.
- 3) The applicant's proven record of research output and publication of the previous presentation for which such assistance was taken, if any, will be the important criteria.
- 4) In respect of officers, the possible impact of the proposed programme on overall administrative functioning shall be considered.
- 5) In case if multiple applicants are there from the same department preference may be given to those applicants who have secured partial assistance from external sponsors / sources.
- 6) **Granting of financial assistance** will depend on the grant received from UGC for the purpose and availability of funds in the College
- 7) The decision of the Director shall be final.
- 8) As far as possible Professors and Assistant Professors should be encouraged to go on invitation and/or seek funds from other sources.

Monitoring the Outcome:

- 1) The faculty should submit a detailed report along with the bills for adjustment (preferably) within a month of returning from the event.
- 2) If the settlement/adjustment is not been processed in one month's time of return, 25% of the sanctioned amount shall be withdrawn as penalty. However, in extraordinary circumstances, the Director may condone this.
- 3) For faculty attending the Training programme/Workshop/ should give a presentation in the department explaining the outcome/learning.
- 4) The Faculty attending International Conference/Seminar/Symposia, should publish his/her paper in a peer reviewed International/National journal within a year failing which his/her sanction would be withheld till his publication subsequent to sanction.
- 5) However, for local languages, the decision of the School Academic Committee shall be final.
- 6) The faculty attending National event Conference/Seminar/Symposia should publish his/her paper/abstract in proceedings or in some other journals.
- 7) The officer availing the facility should make a presentation about how the skills learnt may be utilized to strengthen the administration.

Processing of the Application:

The Director's decision is binding and final. Prior permission for at least a month needs to be taken given the deadline-based nature of the events, and likely increase in the registration



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and travel cost due to delay, it is in the better increase in the applicant to abide by this. The institute will not be responsible increase in costs due to delays.



G. J. J.

Principal

Hemuji Chandele College

Shelgaon(R) Tal-Barshi Dist-Solapur

Signature and Seal of the Principal



Guide on Right to Information Act, 2005

1. The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for the citizens to secure information as a matter of right, the Indian Parliament enacted the Right to Information Act, 2005. This law is very comprehensive and covers almost all matters of governance. This Law has a wide reach, being applicable to Government at all levels- Union, State and Local as well as to the recipients of substantial government funds.
2. The present guide is an updated and consolidated guide for the use of all stakeholders. This guide contains five parts. Part I of the guide discusses some aspects of the Act which all the stake-holders are required to know. Rest of the four parts are specifically relevant to the public authorities, the information seekers, the public information officers and the first appellate authorities respectively.
3. Contents of this guide are specifically relevant in relation to the Central Government but are equally applicable to the State Governments except in relation to rules about payment of fee or deciding of appeals by the Information Commissions. It may be noted that this guide uses the term Public Information Officer in place of Central Public Information Officer/State Public Information Officer. Likewise Assistant Public Information Officer has been used for Central Assistant Public Information Officer/State Assistant Public Information Officer and Information Commission for Central Information Commission/State Information Commission except where it was considered necessary to make specific reference to the Central Public Information Officer/Central Information Commission etc.





PART I

FOR ALL STAKEHOLDERS

Object of the Right to Information Act

4. The basic object of the Right to Information Act is to empower the citizens, to promote transparency and accountability in the working of the Government, to contain corruption, and to enhance people's participation in democratic process thereby making our democracy work for the people in a real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable to the governed. The Act is a big step towards making the citizens informed about the activities of the Government.

What is Information?

5. Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

What is a Public Authority?

6. A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the Central Government or a State Government. The bodies owned, controlled or substantially financed by the Central Government or a State Government are also public authorities. Non-Government organisations substantially financed by the Central Government or a State Government also fall within the definition of public authority. The substantial financing by the Central Government or a State Government may be direct or indirect. The Act does not define substantial financing. Various courts/Information Commissions have been deciding on this issue on case to case basis, depending upon the merits of each case.





Public Information Officer

7. Public authorities have designated some of its officers as Public Information Officers. They are responsible to give information to a person who seeks information under the RTI Act.

Assistant Public Information Officer

8. These are the officers at sub-divisional level to whom a person can give his RTI application or appeal. These officers send the application or appeal to the Public Information Officer of the public authority or the concerned appellate authority. An Assistant Public Information Officer is not responsible to supply the information.
9. The Assistant Public Information Officers appointed by the Department of Posts in various post offices are working as Assistant Public Information Officers for all the public authorities under the Government of India.

Right to Information under the Act

10. A citizen has a right to seek such information from a public authority which is held by the public authority or which is held under its control. This right includes inspection of work, documents and records; taking notes, extracts or certified copies of documents or records; and taking certified samples of material held by the public authority or held under the control of the public authority. It is important to note that only such information can be supplied under the Act that is available and existing and is held by the public authority or is held under the control of the public authority. The Public Information Officer is not supposed to create information that is not a part of the record of the public authority. The Public Information Officer is also not required to furnish information which require drawing of inference and/or making of assumptions; or to interpret information; or to solve the problems raised by the applicants; or to furnish replies to hypothetical questions.
11. A citizen has a right to obtain information from a public authority in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through print-outs provided such information is already stored in a computer or in any other device.





12. The information to the applicant should ordinarily be provided in the form in which it is sought. However, if the supply of information sought in a particular form would disproportionately divert the resources of the public authority or may cause harm to the safety or preservation of the records, supply of information in that form may be denied.
13. In some cases, the applicants expect the Public Information Officer to give information in some particular proforma devised by them on the plea that they have a right to get information in the form in which it is sought. It need be noted that the provision in the Act simply means that if the information is sought in the form of photocopy, it shall be provided in the form of photocopy, or if it is sought in the form of a floppy or in any **other electronic** mode, it shall be provided in that form, subject to the **conditions given in the Act**. It does not mean that the PIO shall re-shape the information.
14. Some Information Seekers request the Public Information Officers to cull out information from some document(s) and give such extracted information to them. A citizen has a right to get 'material' from a public authority which is held by or under the control of that public authority. The Act, however, does not require the Public Information Officer to deduce some conclusion from the 'material' and supply the 'conclusion' so deduced to the applicant. It means that the Public Information Officer is required to supply the 'material' in the form as held by the public authority, but not to do research on behalf of the citizen to deduce anything from the material and then supply it to him.

Right to Information Vis-a-Vis other Acts

15. The RTI Act has over-riding effect vis-à-vis other laws. It implies that if any of the provisions of the RTI Act are not consistent with any other law for the time being in force including the Official Secrets Act, 1923, the provisions of the RTI Act would have effect.

Supply of Information to Associations etc.

16. The Act gives the right to information only to the citizens of India. It does not make provision for giving information to Corporations, Associations, Companies etc. which are legal entities/persons, but not citizens. However, if an application is made by an employee or office-bearer of any Corporation, Association, Company, NGO etc.





indicating his name and such employee/office bearer is a citizen of India, information may be supplied to him/her. In such cases, it would be presumed that a citizen has sought information at the address of the Corporation etc.

Fee for Seeking Information

17. A citizen who desires to seek some information from a public authority is required to send, along with the application, a demand draft or a bankers cheque or an Indian Postal Order of Rs.10/- (Rupees ten), payable to the Accounts Officer of the public authority as fee prescribed for seeking information. The payment of fee can also be made by way of cash to the public authority or to the Assistant Public Information Officer, against a proper receipt. The payment of fee to the Central Ministries/departments can also be made online through internet banking of State Bank of India or through Master/Visa Debit/credit cards.

18. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the PIO as prescribed by the Right to Information Rules, 2012. Rates of fee as prescribed in the Rules are given below:

(a) rupees two (Rs. 2/-) for each page (in A-3 or smaller size paper) ;

(b) actual cost or price of a photocopy in larger size paper;

(c) actual cost or price for samples or models;

(d) rupees fifty (Rs.50/-) per diskette or floppy; and

(e) price fixed for a publication or rupees two per page of photocopy for extracts from the publication.

(f) so much of postal charges involved in supply of information that exceeds fifty rupees.

19. A citizen has a right to inspect the records of a public authority. For inspection of records, the public authority shall charge no fee for the first hour. But a fee of rupees five (Rs.5/-) for each subsequent hour (or fraction thereof) shall be charged.

20. If the applicant belongs to the below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim as belonging to





the below poverty line category. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line category, as the case may be, shall not be a valid application under the Act. It may be pointed out that there is no bar on the public authority to supply information in response to such applications. However, provisions of Act would not apply to such cases.

Format of Application

21. There is no prescribed format of application for seeking information. The application can be made on plain paper. The applicant should mention the address at which the information is required to be sent.
22. The information seeker is not required to give reasons for seeking information.

Information Exempted From Disclosure

23. Sub-section (1) of section 8 and section 9 of the Act enumerate the types of information which is exempt from disclosure. Sub-section (2) of section 8, however, provides that information exempted under sub-section (1) or exempted under the Official Secrets Act, 1923 can be disclosed if public interest in disclosure outweighs the harm to the protected interests.
24. The information which, in normal course, is exempt from disclosure under subsection (1) of Section 8 of the Act, would cease to be exempted if 20 years have lapsed after occurrence of the incident to which the information relates. However, the following types of information would continue to be exempt and there would be no obligation, even after lapse of 20 years, to give any citizen-
 - (i) Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the State, relation with foreign state or lead to incitement of an offence;
 - (ii) Information, the disclosure of which would cause a breach of privilege of Parliament or State Legislature; or





(iii) cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other Officers subject to the conditions given in proviso to clause (i) of sub-section(1) of Section 8 of the Act.

Record Retention Schedule and the Act

25. The Act does not require the public authorities to retain records for indefinite period. The records need be retained as per the record retention schedule applicable to the concerned public authority.

Assistance Available to the Applicant

26. If a person is unable to make a request in writing, he may seek the help of the Public Information Officer to write his application and the Public Information Officer should render him reasonable assistance. Where a decision is taken to give access to a sensorily disabled person to any document, the Public Information Officer, shall provide such assistance to the person as may be appropriate for inspection.

Time Period for Supply of Information

27. In normal course, information to an applicant shall be supplied within 30 days from the receipt of application by the public authority. If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. Further details in this regard are given in part IV viz. 'For the Public Information Officers.'

Appeals

28. If an applicant is not supplied information within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him, he may prefer an appeal to the first appellate authority who is an officer senior in rank to the Public Information Officer. Such an appeal should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.





29. If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

Complaints

30. If any person is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information, he can make a complaint to the Information Commission.

Third Party Information

31. Third party in relation to the Act means a person other than the citizen making a request for information. The definition of third party includes a public authority other than the public authority to which the request has been made.

Disclosure of Third Party Information

32. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, is exempt from disclosure. Such information should not be disclosed unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.

33. In regard to a third party information which the third party has treated as confidential, the Public Information Officer should follow the procedure as given in part IV viz. '**FOR PUBLIC INFORMATION OFFICERS**'. The third party should be given full





opportunity to put his case for non-disclosure if he desires that the information should not be disclosed.

RTI ONLINE

34. Department of Personnel & Training has launched a web portal namely RTI online with URL www.rtionline.gov.in for all Central Ministries/Departments. This is a facility for the Indian citizens to file RTI applications and first appeals online to all Central Ministries/Departments. The prescribed RTI fees can also be paid online. Reply to the RTI applications and first appeals received online can also be given online by the respective PIOs/FAAs.

Compilation of OMs and notifications on RTI

35. Department of Personnel and Training has launched an online compilation of its Office Memorandums and Notifications on Right to Information Act, 2005, with topic based search facility. This compilation is available on the website of the Department namely www.persmin.nic.in and is beneficial to all the stake holders.



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PART II

FOR PUBLIC AUTHORITIES

1. Public authorities are the repository of information which the citizens have a right to access under the Right to Information Act, 2005. The Act casts important obligations on public authorities so as to facilitate the citizens of the country to access the information held under their control.

Maintenance and Computerisation of Records

2. **Proper management** of records is of utmost importance for effective implementation of the provisions of the Act. A public authority should, therefore, maintain all its records properly. It should ensure that the records are duly catalogued and indexed in such a manner and form that it may facilitate the right to information.

Suo Motu Disclosure

3. Every public authority should provide as much information suo motu to the public through various means of communications so that the public have minimum need to use the Act to obtain information. Internet being one of the most effective means of communication, the information may be posted on the website.
4. Section 4(1)(b) of the Act, in particular, requires every public authority to publish following sixteen categories of information:
 - (i) the particulars of its organisation, functions and duties;
 - (ii) the powers and duties of its officers and employees;
 - (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
 - (iv) the norms set by it for the discharge of its functions;
 - (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
 - (vi) a statement of the categories of documents that are held by it or under its control;





(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

(ix) directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) particulars of recipients of concessions, permits or authorisations granted by it;

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form;

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

(xvi) the names, designations and other particulars of the Public Information Officers.

5. Besides the categories of information enumerated above, the Government has issued guidelines that the following categories of information may be published by the public authorities:

- i. Information relating to procurement
- ii. Public Private Partnerships
- iii. Transfer Policy and Transfer Orders
- iv. RTI Applications
- v. CAG & PAC paras





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- vi. Citizens Charter
- vii. Discretionary and Non-discretionary grants
- viii. Foreign Tours of PM/Ministers and senior officers
6. In addition, the Government may prescribe other categories of information to be published by any public authority. It need be stressed that publication of the information as referred to above is not optional. It is a statutory requirement which every public authority is bound to meet.
7. **Proactive disclosure** should be done in the local language so that it remains **accessible to public**. It should be presented in a form that is easily understood and if technical words are used they should be carefully explained. As provided in section 4, disclosure should be made in as many mediums as feasible such as notice boards, newspapers, public announcements, media broadcast, the internet or any other means. The disclosures should be kept up to date. The disclosure of Information may be made keeping in mind the provisions of Section 8 to 11 of the RTI Act.
8. Every public authority should keep in view that Proactive disclosures on its website are complete, easily accessible, technology and platform neutral and in a form which conveys the desired information in an effective and user-friendly manner.
9. Each Central Ministry/ Public Authority should get its proactive disclosure package audited by third party every year. Such audit should be communicated to the Central Information Commission annually through publication on their own websites. All Public Authorities should proactively disclose the names of the third party auditors on their website. For carrying out third party audit through outside consultants also, Ministries/Public Authorities should utilize their plan/non-plan funds.
10. Each Central Ministry/ Public Authority should appoint a senior officer not below the rank of a Joint Secretary and not below rank of Additional HOD in case of attached offices for ensuring compliance with the proactive disclosure guidelines.





Designation of PIOs and APIOs etc.

11. Every public authority is required to designate Public Information Officers in all the administrative units or offices under it. Every public authority is also required to designate Assistant Public Information Officers at each sub-divisional level. The Government of India has decided that Central Assistant Public Information Officers (CAPIOs) appointed by the Department of Posts would act as CAPIOs for all the public authorities under the Government of India.

Designation of Appellate Authority

12. Sub-section (8) of Section 7 of the RTI Act provides that where a request for information is rejected, the Public Information Officer shall, inter-alia, communicate the particulars of the Appellate Authority to the person making the request. Thus, the applicant is informed about the particulars of the Appellate Authority when a request for information is rejected but there may be cases where the Public Information Officer does not reject the application, but the applicant does not receive a decision within the time as specified in the Act or he is aggrieved by the decision of the Public Information Officer. In such a case the applicant may like to exercise his right to appeal. But in absence of the particulars of the appellate authority, the applicant may face difficulty in making an appeal. All the public authorities should also designate the First Appellate Authorities and publish their particulars alongwith the particulars of the Public Information Officers.

Acceptance of Fee

13. According to the Right to Information Rules, 2012, an applicant can make payment of fee in cash to the public authority or CAPIO or by demand draft or banker's cheque or Indian Postal Order payable to the Accounts Officer of the public authority. The payment of fee to the Central Ministries/departments can also be made online through internet banking of State Bank of India or through Master/Visa Debit/credit cards. The public authority should ensure that payment by any of the above modes is not denied or the applicant is not compelled to draw IPO etc. in the name of any officer other than the Accounts Officer. If any public authority does not have any Accounts Officer, it should designate





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an officer as such for the purpose of receiving fee under the RTI Act and Rules made thereunder.

Compliance of the Orders of the Information Commission

14. The decisions of the Commission are binding. The public authority should ensure that the orders passed by the Commission are implemented. If any public authority or a PIO is of the view that an order of the Commission is not in consonance with the provisions of the Act, it may approach the High Court by way of a Writ Petition.

Creation of RTI Cell

15. Sub-section (1) of Section 5 of the Right to Information Act, 2005 mandates all public authorities to designate as many Public Information Officers as necessary to provide information under the Act. Where a public authority designates more than one Public Information Officer (PIO), an applicant is likely to face difficulty in approaching the appropriate Public Information Officer. The applicants would also face problem in identifying the officer senior in rank to the Public Information Officer to whom an appeal under sub-section (1) of Section 19 of the Act can be made. Therefore all public authorities with more than one PIO should create a RTI Cell within the organisation to receive all the RTI applications and first appeals and to route them to the concerned PIOs/FAAs. Detailed instructions regarding setting up of RTI Cell, its functions and financial assistance in setting up RTI Cell have been issued by the Department.

Transfer of Applications

16. The Act provides that if an application is made to a public authority requesting for an information, which is held by another public authority; or the subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made, shall transfer the application or relevant part of it to that other public authority within five days from the receipt of the application. The public authority should sensitize its officers about this provision of the Act lest the public authority is held responsible for delay.





17. If a person makes an application to a public authority for information, a part of which is available with that public authority and the rest of the information is scattered with more than one other public authorities, in such a case, the PIO of the public authority receiving the application should give information relating to it and advise the applicant to make separate applications to the concerned public authorities for obtaining information from them. If no part of the information sought, is available with it but is scattered with more than one other public authorities, the PIO should inform the applicant that information is not available with the public authority and that the applicant should make separate applications to the concerned public authorities for obtaining information from them. However, if the details of public authorities who may have the information sought by the applicant are available with the PIO, such details may also be provided to the applicant.
18. If a person makes an application to a public authority for some information which is the concern of a public authority under any State Government or the Union Territory Administration, the Central Public Information Officer (CPIO) of the public authority receiving the application should inform the applicant that the information may be had from the concerned State Government/UT Administration. Application, in such a case, need not be transferred to the State Government/UT Administration.

Annual Report of the CIC

19. The Information Commissions, after the end of each year, are required to prepare reports on the implementation of the provisions of the Act during that year. Each Ministry or Department is required, in relation to the public authorities within its jurisdiction, to collect and provide information to the concerned Information Commission for preparation of the report. The report of the Commission, inter-alia, contains following information in respect of the year to which the report relates—
- (a) the number of requests made to each public authority;
 - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of the Act under which these decisions were made and the number of times such provisions were invoked;





- (c) particulars of any disciplinary action taken against any officer in respect of the administration of the Act;
- (e) the amount of charges collected by each public authority under the Act; and
- (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of the Act.
20. Every public authority should send necessary material to its administrative Ministry/Department soon after the end of the year so that the Ministry/Department may send the information to the Commission and the Commission may incorporate the same in its report. For this purpose, a web based software called "RTI Annual Report Information System" is available on the website of CIC namely www.cic.gov.in through which public authorities are required to upload requisite reports on quarterly basis. It is important that all public authorities should get themselves registered with CIC for the purpose of this report and also upload their quarterly returns regularly and on time.
21. If it appears to the Information Commission that a practice of a public authority in relation to the exercise of its functions under the Act does not conform with the provisions or spirit of the Act, it may give a recommendation to the authority specifying the steps ought to be taken for promoting such conformity. The concerned public authority should take necessary action to bring its practice in conformity with the Act.





PART III

FOR INFORMATION SEEKERS

Method of Seeking Information

1. A citizen, who desires to obtain any information under the Act, should make an application to the Public Information Officer of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. He should make payment of application fee at the time of submitting the application as prescribed in the RTI Rules, 2012. The applicant can send the application by post or through electronic means or can deliver it personally in the office of the public authority. The application can also be sent through an Assistant Public Information Officer.

Application to the concerned Public Authority

2. The applicant should make application to the Public Information Officer of the concerned **public authority**. He should make all efforts to ascertain as to which the **public authority is concerned** with the information. If the information sought by an applicant is related to different PIOs in a Public Authority or is related to different Public authorities, the supply of information is likely to take a lot more time than if the information sought is related to a single PIO in one Public Authority.
3. The applicant should not list out his grievances in the RTI application but should clearly mention which information or record he would like to seek. Further, if the drafting of the application is such that it pin points towards the specific documents required in relation to the information sought, there would be less scope of ambiguity, thereby resulting in less chances of denial of information by the Public Information Officer. For example instead of simply asking why my area is not being cleaned, cleaning schedule of the area should be asked. Similarly, instead of asking when we will get water supply, water supply planning of the area should be asked.



Fee for Seeking Information

4. Along with the application, the applicant should send application fee to the Public Information Officer. In case of Government of India, the prescribed application fee is Rs. 10/- which can be paid through a demand draft or a banker's cheque or an Indian Postal Order payable to the Accounts Officer of the public authority. The payment of fee can also be made by way of cash to the public authority or to the Assistant Public Information Officer against proper receipt. In case of online applications to Central Ministries/departments, fee can be paid online through internet banking of State Bank of India or through Master/Visa credit/debit cards.
5. The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the Public Information Officer. The fee so demanded can be paid the same way as application fee.
6. If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim as belonging to the below poverty line category. The application not accompanied by the prescribed application fee or proof of the applicant's belonging to below poverty line category, as the case may be, shall not be a valid application under the Act.

Format of Application

7. There is no prescribed format of application for seeking information. The application can be made on a plain paper. The applicant should mention the address at which the information is required to be sent. The information seeker is not required to give reasons for seeking information.

Filing of Appeal

8. An applicant can file an appeal to the first appellate authority if the information is not supplied to him within the prescribed time of thirty days or 48 hours, as the case may be, or is not satisfied with the information furnished to him. Such an appeal should be filed within a period of thirty days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Public





Information Officer is received. The first appellate authority of the public authority shall dispose of the appeal within a period of thirty days or in exceptional cases within 45 days of the receipt of the appeal.

9. If the first appellate authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the first appellate authority, he may prefer a second appeal with the Information Commission within ninety days from the date on which the decision should have been made by the first appellate authority or was actually received by the appellant.

10. The appeal made to the Central Information Commission should contain the following information: -

- (i) Name and address of the appellant;
- (ii) Name and address of the Public Information Officer to whom the application was addressed;
- (iii) Name and address of the Public Information Officer who gave reply to the application;
- (iv) Name and address of the First Appellate Authority who decided the first appeal;
- (v) Particulars of the application;
- (vi) Particulars of the order including number, if any, against which the appeal is preferred;
- (vii) Brief facts leading to the appeal;
- (viii) Prayer or relief sought;
- (ix) Grounds for prayer or relief;
- (x) Any other information relevant to the appeal;
- (xi) Verification/authentication by the appellant.

11. The appeal made to the Central Information Commission should be accompanied by the following documents, duly authenticated and verified by the appellant, namely:

- (i) a copy of the application submitted to the CPIO;
- (ii) a copy of the reply received, if any, from the CPIO;





- (iii) a copy of the appeal made to the FAA;
- (iv) a copy of the order received, if any, from the FAA;
- (v) Copies of other documents relied upon by the appellant and referred to in his appeal;
and
- (vi) an index of the documents referred to in the appeal.

Filing of Complaints

12. A person can make a complaint to the Information Commission if he is unable to submit a request to a Public Information Officer either by reason that such an officer has not been appointed by the concerned public authority; or the Assistant Public Information Officer has refused to accept his or her application or appeal for forwarding the same to the Public Information Officer or the appellate authority, as the case may be; or he has been refused access to any information requested by him under the RTI Act; or he has not been given a response to a request for information within the time limit specified in the Act; or he has been required to pay an amount of fee which he considers unreasonable; or he believes that he has been given incomplete, misleading or false information.





PART IV

FOR PUBLIC INFORMATION OFFICERS

1. The Public Information Officer of a public authority plays a pivotal role in making the right of citizens to information a reality. The Act casts specific duties on him and makes him liable for penalty in case of default. It is, therefore, essential for a Public Information Officer to study the Act carefully and understand its provisions correctly. Besides the issues discussed elsewhere in this document, a Public Information Officer should keep the following aspects in view while dealing with the applications under the Act.

Applications Received Without Fee

2. Soon after receiving the application, the Public Information Officer should check whether the applicant has made the payment of application fee or whether the applicant is a person belonging to a Below Poverty Line (BPL) category. If application is not accompanied by the prescribed fee or the BPL Certificate, it cannot be treated as an application under the RTI Act. It may, however, be noted that the Public Information Officer should consider such an application sympathetically and try to supply information sought by way of such an application.
3. A public authority may designate as many Public Information Officers for it, as it may deem necessary. It is possible that in a public authority with more than one Public Information Officer, an application is received by the Public Information Officer other than the concerned Public Information Officer. In such a case, the Public Information Officer receiving the application should transfer it to the concerned Public Information Officer immediately, preferably the same day. Time period of five days for transfer of the application applies only when the application is transferred from one public authority to another public authority and not for transfer from one Public Information Officer to another in the same public authority.

Rendering Assistance to Applicants

4. The RTI Act provides that the Public Information Officer has a duty to render reasonable assistance to the persons seeking information. As per provisions of the Act, a person, who



desires to obtain any information is required to make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is made. If a person seeking information is not able to make such request in writing, the Public Information Officer should render reasonable assistance to him to reduce the same in writing.

5. Where access to a record is required to be provided to a sensorily disabled person, the Public Information Officer should provide assistance to such person to enable him to **access the information**. He should also provide such assistance to the person as may be **appropriate** for the inspection of records where such inspection is involved.

Assistance Available to PIO

6. The Public Information Officer may seek the assistance of any other officer as he or she considers necessary for the proper discharge of his or her duties. The officer, whose assistance is so sought by the Public Information Officer, would render all assistance to him. Such an officer shall be deemed to be a Public Information Officer and would be liable for contravention of any provisions of the Act the same way as any other Public Information Officer. It would be advisable for the Public Information Officer to inform the officer whose assistance is sought, about the above provision, at the time of seeking his assistance.
7. Some Public Information Officers, on the basis of above referred provision of the Act, transfer the RTI applications received by them to other officers and direct them to send information to the applicants as deemed Public Information Officer. Thus, they use the above referred provision to designate other officers as Public Information Officer. According to the Act, it is the responsibility of the officer who is designated as the Public Information Officer by the public authority to provide information to the applicant or reject the application for any reasons specified in Sections 8 and 9 of the Act. The Act enables the Public Information Officer to seek assistance of any other officer to enable him to provide information to the information seeker, but it does not give him authority to designate any other officer as Public Information Officer and direct him to send reply to





the applicant. The import of the provision is that, if the officer whose assistance is sought by the Public Information Officer, does not render necessary help to him, the Information Commission may impose penalty on such officer or recommend disciplinary action against him the same way as the Commission may impose penalty on or recommend disciplinary action against the Public Information Officer.

Supply of Information

8. The answering Public Information Officer should check whether the information sought or a part thereof is exempt from disclosure under Section 8 or Section 9 of the Act. Request in respect of the part of the application which is so exempt may be rejected and rest of the information should be provided immediately or after receipt of additional fees, as the case may be.
9. Where a request for information is rejected, the Public Information Officer should communicate to the person making the request—
 - (i) the reasons for such rejection;
 - (ii) the period within which an appeal against such rejection may be preferred; and
 - (iii) the particulars of the authority to whom an appeal can be made.
10. If additional fee is required to be paid by the applicant as provided in the Fee and Cost Rules, the Public Information Officer should inform the applicant: (i) the details of further fees required to be paid; (ii) the calculations made to arrive at the amount of fees asked for; (iii) the fact that the applicant has a right to make appeal about the amount of fees so demanded; (iv) the particulars of the authority to whom such an appeal can be made; and (v) the time limit within which the appeal can be made.
11. Though there is no hard and fast rule as to when exactly intimation about additional fees is to be given to the applicant, such intimation should be given soon after receipt of RTI application.

Supply of Part Information by Severance

12. Where a request is received for access to information which is exempt from disclosure but a part of which is not exempt, and such part can be severed in such a way that the





severed part does not contain exempt information then, access to that part of the information/record may be provided to the applicant. Where access is granted to a part of the record in such a way, the Public Information Officer should inform the applicant that the information asked for is exempt from disclosure and that only part of the record is being provided, after severance, which is not exempt from disclosure. While doing so, he should give the reasons for the decision, including any findings on any material question of fact, referring to the material on which those findings were based.

Time Period for Supply of Information

13. The following table shows the **maximum** time (from the receipt of application) which may be taken to dispose off the applications in different situations:

Sr. No.	Situation	Time limit for disposing off applications
1.	Supply of information in normal course.	30 days
2.	Supply of information if the application is received through APIO.	05 days shall be added to the time period indicated at Sr. No. 1
3.	Supply of information if it concerns the life or liberty of a person	48 hours
4.	Transfer of application to other public authority under section 6(3) of the Act	05 days
5.	Supply of information if application/request is received after transfer from another public authority: (a) In normal course (b) In case the information concerns the life or liberty of a person.	(a) Within 30 days of the receipt of the application by the concerned public authority. (b) Within 48 hours of receipt of the application by the concerned public authority.
6.	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the receipt of such fee by the public authority shall be excluded for calculating the period of reply.
7.	Supply of information by organizations specified in the Second Schedule:	





(a) If information relates to allegations of violation of human rights (after approval of the Central Information Commission)	(a) 45 days from the receipt of application.
(b) In case information relates to allegations of corruption.	(b) Within 30 days of the receipt of application.

14. If the Public Information Officer fails to give decision on the request for information within the prescribed period, he shall be deemed to have refused the request. It is pertinent to note that if a public authority fails to comply with the specified time limit, the information to the concerned applicant would have to be provided free of charge.

Disclosure of Third Party Information

15. Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, is exempt from disclosure. Such information shall not be disclosed unless the competent authority is satisfied that larger public interest warrants the disclosure of such information.

16. If an applicant seeks any information which relates to or has been supplied by a third party and that third party has treated that information as confidential, the Public Information Officer shall consider whether the information should be disclosed or not. The guiding principle in such cases is that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party. However, the Public Information Officer would have to follow the following procedure before disclosing such information.

17. If the Public Information Officer intends to disclose the information, he shall within five days from the receipt of the application, give a written notice to the third party that the information has been sought by the applicant under the RTI Act and that he intends to disclose the information. He shall request the third party to make a submission in writing or orally, regarding whether the information may be disclosed. The third party shall be given a time of ten days, from the date of receipt of the notice by him, to make representation against the proposed disclosure, if any.





18. The Public Information Officer shall make a decision regarding disclosure of the information keeping in view the submission of the third party. Such a decision should be taken within forty days from the receipt of the request for information. After taking the decision, the Public Information Officer should give a notice of his decision to the third party in writing. The notice given to the third party should include a statement that the third party is entitled to prefer an appeal under section 19 against the decision.
19. The third party can prefer an appeal to the First Appellate Authority against the decision made by the Public Information Officer within thirty days from the date of the receipt of notice. If not satisfied with the decision of the First Appellate Authority, the third party can prefer a second appeal to the Information Commission.
20. If an appeal has been filed by the third party against the decision of the Public Information Officer to disclose the third party information, the information should not be disclosed till the appeal is decided.

Imposition of Penalty

21. An applicant under the Act has a right to appeal to the Information Commission and also to make complaint to the Commission. Where the Information Commission at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer has without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished subject to the condition that the total amount of such penalty shall not exceed twentyfive thousand rupees. The Public Information Officer shall, however, be given a reasonable opportunity of being heard before any penalty is imposed on him. The burden of proving that he acted reasonably and diligently and in case of denial of a request that such denial was justified shall be on the Public Information Officer.





Disciplinary Action Against PIO

22. Where the Information Commission at the time of deciding any complaint or appeal is of the opinion that the Public Information Officer has without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed **information** which was the subject of the request or obstructed in any manner in **furnishing** the information, it may recommend disciplinary action against the Public Information Officer.

Protection for Work Done in Good Faith

23. Section 21 of the Act provides that no suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under the Act or any rule made thereunder. A Public Information Officer should, however, note that it would be his responsibility to prove that his action was in good faith.





PART V

FOR FIRST APPELLATE AUTHORITIES

1. The first Appellate Authority has a very important role under the RTI Act, 2005. The independent and judicious examination of appeals by the First Appellate Authorities would lead to higher satisfaction to the appellants. This would, in turn, result in less number of second appeals to the Information Commission.
2. The information sought by an applicant should either be supplied to him by the Public Information Officer or his application should be rejected within the time prescribed under the Act. If additional fee need be charged from the applicant, timely communication in this regard should be sent to him.

First Appeal

3. If the applicant does not receive information or decision about rejection of request or communication about payment of additional fee within the specified time, he can make an appeal to the First Appellate Authority. Appeal can also be made if the applicant is aggrieved by the decision of the Public Information Officer regarding supply of information or the quantum of fee decided by the Public Information Officer. The applicant may prefer the first appeal within thirty days from the expiry of such period or from the receipt of such a decision of the Public Information Officer.
4. The First Appellate Authority may admit the appeal after expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
5. A third party can also prefer an appeal to the First Appellate Authority against the order of the Public Information Officer to disclose third party information. Such an appeal shall be made within thirty days from the date of the order.

Disposal of Appeal

6. While disposing off first appeals, the first Appellate Authorities should act in a fair and judicious manner. It is very important that the order passed by the first appellate authority should be a detailed and speaking order, giving justification for the decision arrived at.



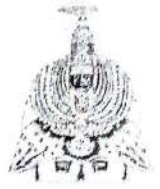


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7. If an appellate authority while deciding an appeal comes to a conclusion that the appellant should be supplied information in addition to what has been supplied by the Public Information Officer, he may either (i) pass an order directing the Public Information Officer to give such information to the appellant; or (ii) he himself may give information to the appellant. In the first case the appellate authority should ensure that the information ordered by him to be supplied is supplied to the appellant immediately. It would, however, be better if the appellate authority chooses the second course of action and he himself furnishes the information alongwith the order passed by him in the matter.
8. If, in any case, the Public Information Officer does not implement the order passed by the appellate authority and the appellate authority feels that intervention of higher authority is required to get his order implemented, he should bring the matter to the notice of the officer in the public authority competent to take action against the Public Information Officer. Such competent officer shall take necessary action so as to ensure implementation of the provisions of the RTI Act.

Time limit for disposal of appeal

9. The first appellate authority should dispose off the appeal within 30 days of receipt of the appeal. In some exceptional cases, the Appellate Authority may take 45 days for its disposal. However, in such cases, the Appellate Authority should record, in writing, the reasons for not deciding the appeal within 30 days.



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