

**Information of  
Shri Shivaji Law College, Kandhar  
(As per Right to Information Act, 2005)**

**INTRODUCTION**

In accordance with the provisions contained in section 2(j) of the Act, this Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Shri Shivaji Mofat Education Society's Shri Shivaji Law College, Kandhar and related information.

This Information Handbook is divided into 17 manuals/sections. Each section deals with units of information as delineated under section 4 (1) (b).

**Section 4 (1) (b) (i) / Manual — 1:**

**Particulars of the organization, functions and duties**

Shri Shivaji Law College is established at Kandhar, Tq. Kandhar Dist. Nanded by Shri Shivaji Mofat Education Society, Kandhar in 1993. It is recognized by Government of Maharashtra, Affiliated to Swami Ramanand Teerth Marathwada University, Nanded and approved by Bar Council of India, New Delhi and recognized by UGC under 12B and 2F.

For more information visit [www.sslck.com](http://www.sslck.com)

**Postal Address :-**

Shri Shivaji Law College,

Veer Nagoji Naik Chowk, Panchalpur Nagar, Kandhar Tq. Kandhar, Dist. Nanded Maharashtra-431714, India.

**Website : [www.sslck.com](http://www.sslck.com)**

**Tel. / Fax No : 02466 223484**

**Email : [sslck145@gmail.com](mailto:sslck145@gmail.com)**

**Working Hours**

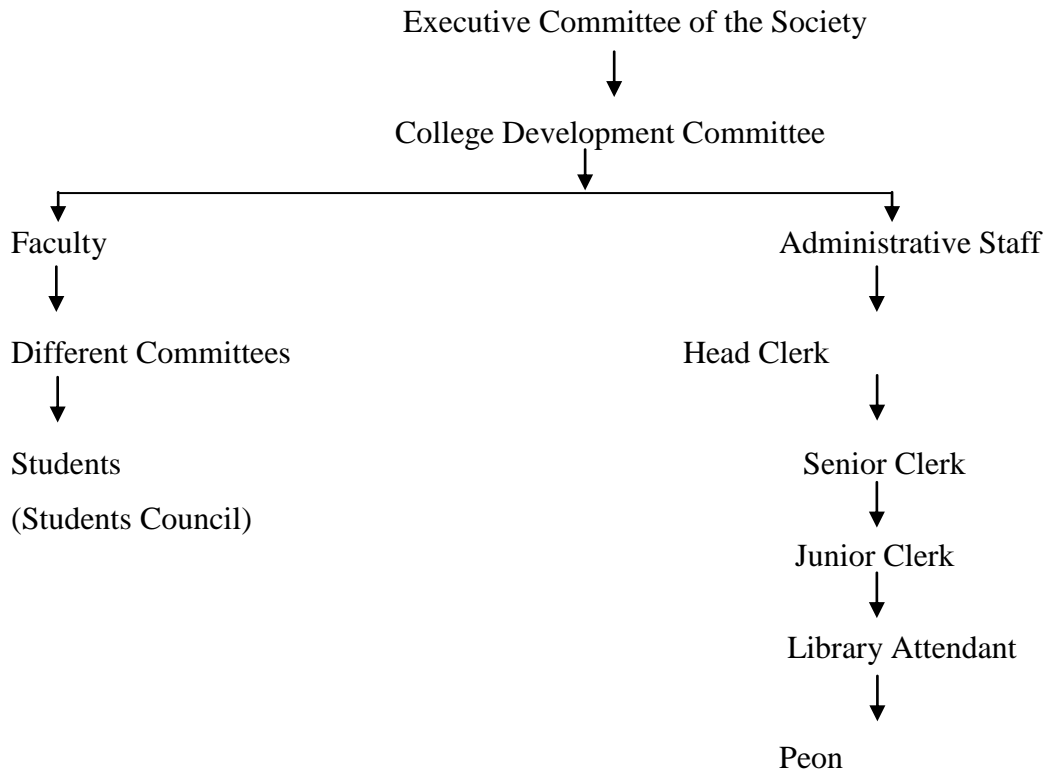
**College Timing on all Working Days:** From 08.30 am to 04.30 p.m.

**Office Timing:** From 9.00 a.m. to 5.00 p.m. on all working days.

**Library Timing:** From 09.00 a.m. to 05.00 p.m. on all working days.

**Weekly Holiday** will be on **Sunday**.

## Organization and Administrative Machinery



Various committees consisting Principal, Teaching and Office Staff and students, are formed in order to conduct administrative, Academic and various curricular and co-curricular activities.

Duties to be performed:

- 1) Provide the best opportunities and environment of Law education.
- 2) Create legal awareness.
- 3) Inculcate moral values and leadership qualities.
- 4) Provide quality law education to know legal concepts, process of law making and dispute settlement as well as process of judicial system.
- 5) Establish Neo-socio legal society.
- 6) To provide opportunities of legal education to masses including the neglected, downtrodden, educationally backward, poor people in the area.

- 7) To create responsible professionals in the legal profession and process.
- 8) To impart legal education among the illiterate masses as to eradicate legal illiteracy from the rural masses to develop lawful society in the present scenario.
- 9) To propagate, profess and impart legal education irrespective of caste, religion, race, and gender to the rural masses, poor farmers and to the people below the poverty line.
- 10) To provide legal education specially to the rural students to shape their carrier aspiring young men & women for future challenge.
- 11) To generate self-confidence specially among the rural students to fight for legal rights and to become a good citizen of India.

### **Details of Services Rendered**

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

- i. Teaching of Five year and Three Year Law Courses (LL.B. Degree)
- ii. Conducting internal and university examinations and distributing mark list to students.
- iii. Organization of seminar, workshops, guest lectures, sports & cultural events, etc.
- iv. Providing various students welfare schemes including Freeship /scholarship/Other concessions.
- v. Issuing various certificates like T.C./Bonafide.
- vi. Providing Legal Aid, Legal Literacy through organizing legal aid camps in nearby villages and conducting legal literacy programs and Para legal Training.
- vii. Arranging for Internship of students at Lawyers Chambers for practical training and Court visits for Observation of the Court Procedure.
- viii. Providing library facilities including book bank, e-resources, text books, reference books, online legal research software, journals & periodicals to students and faculty.

### **Grievance Redressal :**

On college level various committee are constituted under supervision of the Principal. The committee looks into grievances and tries to rectify them for smooth functioning of the college.

## **Section 4 (1) (b) (ii) /Manual**

### **Powers and duties of officers and Employees**

The Principal is the head of the institution. She is responsible for administration, organization, instruction and management of affairs of college, as stipulated in University Rules regulation. Powers and duties of other authorities including faculty, Office administration, library and other staff are also in accordance to the rules and Regulations of the university as stated in the Maharashtra Universities Act. some of the powers & Duties of officers and Employees as under:

#### **Principal :**

- a. Distribution of academic and administrative work
- b. To appoint various committees and supervise their functioning.
- c. To resolve the difficulties and problems of staff & students as well as to sanction leave.

#### **Lectures :**

- a. To undertake teaching activity as per the University, UGC & Government norms.
- b. Examination work.
- c. To participate in various committees

#### **Librarian :**

- a. To look after all work administration in library.
- b. To maintain online software and online repository.
- c. To Supervise overall administration in the library.

#### **Head Clerk :**

- a. To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal
- b. To keep and maintain all official record and update the cash Book, Ledger Book, Pay Book, Service Book, Audited statement.
- c. To get the financial audit done internally as well as externally.
- d. To prepare and submit various utilizations certificates.

**Senior Clerk :**

- a. To verify and accept Admission forms, Exam Forms, Concession Forms etc.
- b. To issues T.C./ Migration & Bonafide certificates, marklist exam forms etc.

**Junior Clerk:**

- a. To prepare and maintain daily dairy/ cash book, Fee Register Fee Receipt, Stock Register, all statistics, Inward-outward register, Compliance register, Stationary Register, sale of all forms, diaries etc.
- b. To maintain Sanstha, Students & other office Correspondence.

**Library Attendant:**

- a. To issue & return books in the library as per directions of librarian.
- b. To issue I-card, barrow card to students.

**Peon :**

- a. To maintain cleanliness in college premises.
- b. To help the other authorities in various works.

Section 4(1) (b) (iii)/ Manual -3 :

Procedure followed to take a decision on various matters

The College functions under the supervision and control of the Parent Institution Shri Shivaji Mofat Education Society Kandhar, College Development Committee, IQAC and the Principal.

**Section 4 (1) (b) (iv) /Manual -4****Norms set by the College for the discharge of its functions**

- a. Various Norms and standards for various academic activities are set by the UGC, BCI, Government of Maharashtra, University & College Development Committee.
- b. The Principal, IQAC and various academic Committees are responsible for the maintenance of the standards of the institution.

## Section 4 (1) (b) (v) /Manual -5

### Rules, regulations and instructions used

- a. Statutes and Ordinance of Swami Ramanand Teerth Marathwada University, Nanded
- b. Regulations, Instructions, notification, resolutions regarding all the courses in accordance with Government of Maharashtra, UGC & Bar Council of India New Delhi.

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

### Official documents and their availability

Sr. No.	Person with whom information is available	Documents
1	Lecturer	Student attendance, tutorial, academic diary, internal examination record,
2	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, pay baook, muster book, Audited statement, Assessment Report, Employee service book and personal file Cheque register, dead stock register, voucher files
3	Senior Clerk	Admission forms, T.C. General Register, University Exam Form, Result, Ledger, University & Government Correspondence.
4	Junior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals Scholarships & Freeships
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & News paper register

### Following documents are available in the college office.

- The College Timetable
- Examination Schedules
- Scholarship Forms
- Admission Forms
- Administrative Notices

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

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

**Mode of public participation**

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes Legal Aid Camps and Legal Literacy Programmes in the Villages in Satara District every year to spread knowledge of law amongst the masses.
- Internship Programme, lectures, workshops and Para Legal Training Programmes for students are organized in association with Alumni, District Legal Aid Committee and Kandhar District Bar Association.

**Citizens / Stakeholders /Public Interaction**

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs, legal aid camps, legal literacy programs and para legal training activities.
- This program to is open to all public as well.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and lawyers about curriculum and campus experience.

- Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organizes various programs / lectures for creating socio legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stake holders.

**Section 4 (1) (b) (viii) / Manual - 8:  
Councils, Committees, Faculties, Departments, etc. under the College**

The College has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees.

Some of them are:

- Grievance Redressal Committee
- Anti-Ragging Committee

**Section 4 (1) (b) (ix) / Manual - 9:  
Directory of officers and employees**

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



**Full-Time Faculty Members For LL.B. Course**

<b>Sr. No</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Date of Appointment</b>
1	Dr. Sow. J. B. Auradkar	In charge Principal	B.A., LL.M., Ph.D.	16/12/1998 03/03/1999 01/08/2018
2	Dr. M. L. Dharmapurikar	Assistant Professor	B.Sc., LL.M., Ph.D.	01/12/1997, 03/03/1999
3	Dr. T. M. Bande	Assistant Professor	B.Com., LL.M., Ph.D.	01/12/1997, 03/03/1999, 01/12/2007
4	Dr. P. L. Dompale	Assistant Professor	M.Com., LL.M., NET., Ph.D.	11/07/2005, 01/12/2007
5	Dr. P. K. Dhondge	Director of Phy. Edu. & Sports	M.P.Ed., Ph.D.	15/07/2004, 26/10/2004
6	Shri S. R. Ambatwad	Librarian	B.Sc., M.Lib., M.Phil.	21/12/2002, 26/10/2004

## Administrative Staff

Sr. No.	Name	Designation	Qualification	Date of Appointment
1	Shri Sudhakar Shivajirao Kounsale	Office Head Clerk	B.A., MS-CIT	16/07/1993
2	Shri Devba Satwaji Phulware	Senior Clerk	B.A., MS-CIT	16/07/1993
3	Shri Udhav Rama Katkamwad	Junior Clerk	B.Com.	16/07/1993
4	Shri Vicky Suresh Rao Yannawar	Computer Operator	M.A. (Hist.) MS-CIT	01/08/2018
5	Shri Madhukar Pralhad Dhondge	Library Attendant	9 <sup>th</sup> Pass	16/07/1993
6	Shri Sk. Alim Husen	Peon	9 <sup>th</sup> Pass	16/09/1993
7	Shri Ramu Soma. Jadhav	Peon	7 <sup>th</sup> Pass	16/09/1993
8	Shri Bramaji Maroti Telang	Peon	9 <sup>th</sup> Pass	16/09/1993

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

#### Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra & Swami Ramanand Teerth Marathwada University, Nanded.

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

#### Budget allocated to each agency

- The budget and the financial estimates are as approved by the Joint Director, Higher Education, Nanded Region Nanded & College Development Committee.

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

#### Manner of execution of subsidy programmes

- Salary Grant, Medical Reimbursement Grant, Scholarships & Freeship as per the norms & Procedure prescribed by Central Government & Government of Maharashtra.

**Section 4 (1) (b) (xii) / Manual - 13:**

**Concessions granted by the College**

- Reservation rules are strictly followed by the college & Scholarship are given to eligible students as per norms and procedure prescribed by Central Government & Government of Maharashtra.

**Section 4 (1) (b) (xiv) / Manual - 14:**

**Information available in Electronic form**

- All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
- Information made publicly available can be accessed at college website. All the information about the college is available on our website and in the college office.

**Section 4 (1) (b) (xv) / Manual - 15:**

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

- Unrestricted Access to Website.
- Citizens may seek the information in the Office of the college on working days during office hours.
- Through the notice board.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.

**Section 4 (1) (b) (xvi) / Manual - 16:**

**Public information Office**

Shri S. S. Kounsale

Head Clerk,

Shri Shivaji Law College, Kandhar Tq. Kandhar Dist. Nanded

Mobile : 8308027795 Email: [skounsale69@gmail.com](mailto:skounsale69@gmail.com)

**Appellate Authority**

Dr. Sow. J. B. Auradkar

I/c Principal,

Shri Shivaji Law College, Kandhar Tq. Kandhar Dist. Nanded

Mobile : 9423656756 Email: [drjbauradkar@gmail.com](mailto:drjbauradkar@gmail.com)

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

**Other Useful Information**

- Shri Shivaji Law College, Kandhar Tq. Kandhar Dist. Nanded is doing a pioneering work in the field of law education.