

**Information Handbook of  
Krushival Shikshan Prasark Mandal's  
Rajarambapu College of Sugar Technology, Islampur  
(As per Right to Information Act, 2005)**

**INTRODUCTION**

The Right to Information Act, 2005 sets out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines "public authority" as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government: It includes body owned, controlled or substantially financed by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of a public authority.

**This Information Handbook will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing Krushival Shikshan Prasarak Mandal's Rajarambapu College of Sugar Technology, Islampur 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**

Rajarambapu College of Sugar Technology, Islampur is established at Islampur by Krushival Shikshan Prasark Mandal in 2010. It is recognized by Government of Maharashtra and Affiliated to Shivaji University, Kolhapur.

Rajarambapu College of Sugar Technology, Islampur is doing a pioneering work in the field of liberal education in Sangli District and surrounding areas since, 2010. The college conducts Three Year B. Sc. (Sugar Technology). M. Sc. (Sugar Technology) & M. Sc. (Alcohol Technology) Programmes. The college also conducts Shivaji University approved certificate courses like DCS Operator and Distillery Plant Operator.

**Academic Programmes Offered**  
**(At Undergraduate & Postgraduate Level)**

Sr. No.	Programme
1	B. Sc. (Sugar Technology)
2	M. Sc. (Sugar Technology)
3	M. Sc. (Alcohol Technology)

**Certificate Courses - 02**

**VISION** - Transformation of young minds into competent skills to face global challenges

**MISSION** -

To emerge as one of the most preferred institute, always providing high technical knowledge of sugar and allied industry by adopting highest standard of professionalism and excellence on the sound footing of basic technical and managerial skill, research capabilities to lead and use technology for the progress of sugar and allied industries.

**Rajarambapu College of Sugar Technology, Islampur** is doing a pioneering work in the field of higher education in Sangli District and surrounding area since 2010. The college conducts B. Sc. Programme in Sugar Technology and M. Sc. Programmes in Sugar Technology as well as Alcohol Technology. The college also conducts two Certificate Courses, DCS Operator and Distillery Plant Operator.

**Contact Details: -**

**Postal Address: - RAJARAMBAPU COLLEGE OF SUGAR TECHNOLOGY**

**Bahe Road, New Bahe Naka, Islampur, Tal: Walwa Dist: Sangli – 415409 (MS)**

**Website : [www.sugartechnology.in](http://www.sugartechnology.in)**

**Tel. / Mob No. : 02342222961 / 7888010299**

**Email ID : [rcstcollege2010@gmail.com](mailto:rcstcollege2010@gmail.com)**

**Working Hours**

**Office Time : From 10.00 a.m. to 5.30 p.m. on all working days**

**College Hours : From 10.00 a.m. to 05.00 p.m. on all working days**

**Library Time : From 10.00 a.m. to 05.00 p.m. on all working days.**

**Weekly Holiday will be on Sunday.**

**Administrative Setup of Rajarambapu College of Sugar Technology, Islampur**

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

## 1. College Development Committee

Sr. No.	Name	Designation	Functions
1	Mr. B. D. Pawar	Chairperson of Management or his nominee	i) To Supervise the overall working in the college. ii) To approve the budget estimate and give sanctions to required works and projects. iii) To take necessary measures to deal with the complain if any iv) To monitor the administration and development of the staff, students and the college. v) To hold at least two meetings in a year vi) To maintain a register of minutes of the meetings.
2	Mr. U. B. Pawar	Secretary of Management or his nominee	
3	Dr. S. G. Patil	Teacher Representative	
4	Mr. A. V. Magdum	Teacher Representative	
5	Mrs. M.M. Patil	Teacher Representative	
6	Mr. V. R. Kaledhonkar	Member from Industry	
7	Dr. H. T. Dinde	Member from Educational Institute	
8	Dr. S.V. Pore	Member from Educational Institute	
9	Mr. R. R. Patil	Member from Alumni	
10	Mr. S. B. Chavan	Member from Non Teaching	
11	Dr. A. N. Basugade	Member Secretary	
10	Mr. R. M. Pawar	IQAC coordinator	
11	Dr. R. N. Bhosale	Invitee	

## 2. Internal Quality Assurance Cell

Sr. No.	Name	Designation	Functions
01	Dr. A. N. Basugade	Chairman	i) To update the website every year ii) To guide and supervise the teaching activity in preparing annual unit plan according to the syllabi and also for preparation of teaching notes and maintaining its record ii)To prepare SSR and upload it on website & submitted to NAAC. ii) To encourage use of audio visual aids and diff ICT techniques, teaching methods, such as simulation exercises Role play etc. iii) To intake faculty development programme and various Co-curricular & extracurricular activities for all round enhancement.
02	Dr. S. G. Patil	Teacher Representative	
03	Mrs. M. M. Patil	Teacher Representative	
04	Mr. V.P. Bhaskar	Teacher Representative	
05	Mrs. R. S. Patil	Teacher Representative	
06	Mr. U. B. Pawar	Management Representative	
07	Mr. S. B. Chavan	Administrative Representative	
08	Mr. S.Y. Chavan	Local Society Representative	
09	Mr. A. V. Magdum	Alumni Representative	
10	Mr. S. F. Kadam	Industrial Representative	
11	Mr. H. A. Khot	Student Representative	
12	Mr. A. B. Khot	Parent Representative	
13	Mr. R. M. Pawar	NAAC Coordinator	

## Other Statutory Committees



01	<b>Fund Development Committee:</b> To plan for raising the funds from different agencies. To prepare a plan to utilize the fund properly. Send the utilization certificates to funding agencies at the end of academic year	1	Dr. A. N. Basugade	<b>Chairman</b>
		2	Mr. A. V. Magdum	<b>Coordinator</b>
		3	Mr. R. M. Pawar	Member
		4	Mrs. M. M. Patil	Member
		5	Mr. S. B. Chavan	Member
02	<b>Purchase Committee / Planning Board Committee:</b> Planning of all development activities of college, financial planning, UGC Proposals etc. Work related to obtaining grants from various funding agencies and its follow up.	1	Dr. A. N. Basugade	<b>Chairman</b>
		2	Mr. R. M. Pawar	<b>Coordinator</b>
		3	Mrs. R. S. Patil	Member Teaching
		4	Mr. A. V. Magdum	Member Teaching
		5	Mr. A. S. Maner	Member Adm Representative
		6	Dr. Dinde	Member University Representative
03	<b>Library Committee:</b> To see the requirement of books for each class according to number of students and changes in text books. To write – off out-dated text books. Help /support the routine work of Library for the benefit of staff and students.	1	Dr. A. N. Basugade	<b>Chairman</b>
		2	Mr. S. K. Gaikwad	<b>Coordinator</b>
		3	Mrs. M. M. Patil	Member
04	<b>Gymkhana Committee:</b> To prepare the college teams for competition & fill the entries within time. To organize gymkhana day and form the student council, celebration of Independence Day and Republic Day, arranging flag & making arrangement of refreshments. To organize annual sports competition & to organize annual prize distribution.	1	Dr. A. N. Basugade	<b>Chairman</b>
		2	Dr. A. B. Mujawar	<b>Coordinator</b>
		3	Mr. A.V. Magdum	Member
		4	Mrs. R. S. Patil	Member
05	<b>Internal Compliance Cell:</b> To attend to the problems and complaints of Lady teacher & girl students, regarding sexual harassment and find solutions keep the records of periodic meetings.	1	Mrs. R. S. Patil	Pitasan Officer
		2	Mrs. M. M. Patil	Member
		3	Mrs. S. J. Pawar	Administrative Representative
		4	Dr. Anjali Patil	Social worker
		5	Adv. Mrs. P. S. Pawar	Legal Adviser
		6	Miss. S. S. Arekar	Student Representative
		7	PI, Islampur	Civil Adm.
06	<b>Sachetana Mandal:</b> <b>Beti Bachao, Beti Padhao Abhiyan</b>	1	Mrs. M. M. Patil	<b>Chairman</b>
		2	Mrs. S. J. Pawar	Member
		3	Mrs. R. S. Patil	Member
07	<b>Grievances Redressal Committee:</b> To attend to the grievances of students and teachers and find satisfactory solutions.	1	Dr. A. N. Basugade	<b>Chairman</b>
		2	Dr. S. G. Patil	Member
		3	Mr. A. V. Magdum	Member
		4	Mr. R. M. Pawar	Member
			Mrs. R. S. Patil	Member
			Adv. Mrs. P. S. Pawar	Member (Lawyer)
08	<b>Anti – Ragging Committee</b>		Dr. S. G. Patil	<b>Nodal Officer</b>



09	<b>Information Officer and Appellate Officer</b>	2	Mr. R. M. Pawar	Member
		3	Mrs. M.M. Patil	Member
		1	Dr. A. N. Basugade	<b>Appellate Officer</b>
		2	Mr. S. B. Chavan	Information Officer
10	<b>Students Council</b>	1	Desai Harshad Prakash	B.Sc. I (Sugar Tech)
		2	Bhakte Abhinandan Anil	B.Sc. II (Sugar Tech)
		3	Naiknaware Shekhar Bali	B.Sc. III (Sugar Tech)
		4	Teli Prabhuling Basappa	M.Sc. I (Sugar Tech)
		5	Shinde Vishal Vishwas	M.Sc. II (Sugar Tech)
		6	Beldar Akshay Baliram	M.Sc. I (Alcohol Tech)
		7	Patil Harshvardhan Shahaji	M.Sc. II (Alcohol Tech)
		8	Mohite Karan Pratap	Sports Representative
		9	Patil Abhay Jaysing	NSS Representative
		10	Dudhal Amar Sambhaji	Cultural Representative
		11	Arekar Supriya Sanjay	Principal Nominee

### Other Committees of College

11	<b>Examination Committee – A</b> Making all arrangement of I <sup>st</sup> year Theory & Practical University Examination, Evaluation thereof. Taking care of all I <sup>st</sup> year Examination related problems , Results Analysis.	<b>Sub Committee - A</b>		
		1	Mr. A. V. Magdum	<b>Chairman</b>
		2	Mrs. R. S. Patil	Member
		3	Mrs. N. K. Pawar	Member
		4	Mr. S. B. Chavan	Member
	<b>Examination Committee – B</b> Smooth conduct of all Examination of the university except I <sup>st</sup> year. Division of work of Sr. & Jr. Supervisors. Sending Internal marks to university & keeping records of the same. Co - ordinate with administrative staff for uploading the MKCL forms etc. Result Analysis.	<b>Sub Committee - B</b>		
		1	Mr. R. M. Pawar	<b>Chairman</b>
		2	Mrs. M. M. Patil	Member
		3	Dr. S. G. Patil	Member
		4	Mr. V. P. Bhaskar	Member
		5	Miss. T. N. Bhagat	Member
		6	Mr. R. R. Chougule	Member
	<b>Attendance Committee</b> To keep the monthly records of Absent students, Communicate with parents for improvement of attendance.	1	Mrs. R. S. Patil	Coordinator
		2	Mrs. M. M. Patil	Member
		3	Mr. R. M. Pawar	Member
		4	Mr. M. M. Pujari	Member
		5	Mr. A.V. Magdum	Member
		6	Mrs. T. N. Bhagat	Member





13	<b>Magazine Committee</b> To motivate the students to give the writings like essay, expedition or tour reports, poems, jokes, pictures, drawings and any other relevant material for magazine.	1	Mr. S. K. Gaikwad	<b>Chairman</b>
		2	Mr. R. R. Chougule	Member
		3	Mrs. A. N. Magdum	Member
		4	Mr. H. M. Hougondi	Member
		5	Mrs. N. K. Pawar	Member
		6	Miss. T. N. Bhagat	Member
14	<b>Research Promotion Committee</b> To make the students aware of latest developments in science & technology. Encourage application of science in daily life. Arrange programmes for science students like quiz competition, porrect work, avishkar competition, poster presentation, motivate students to publish research papers.	1	Dr. S. G. Patil	<b>Chairman</b>
		2	Mr. A. V. Magdum	Member
		3	Mr. R. M. Pawar	Member
		4	Mrs. M. M. Patil	Member
		5	Mrs. R. S. Patil	Member
15	<b>Workshop/ Conference Committee</b> To collect record of all workshops, conference and seminar attended by faculty and submit to account department.	1	Mr. A. V. Magdum	<b>Chairman</b>
		2	Mr. R. M. Pawar	Member
		3	Mrs. M. M. Patil	Member
		4	Mrs. A. N. Magdum	Member
16	<b>N. S. S. Committee</b> To run the NSS activities keep their records and give publicity to these activities.	1	Mrs. M. M. Patil	<b>Programme Officer</b>
		2	Mr. R. M. Pawar	Member
		3	Mr. J. B. Koli	Member
17	<b>Career Counselling Cell</b> <b>Mentor Mentee Committee</b> <b>Students Counselling Committee</b> <b>Cultural Activities Committee</b> To prepare students for all kinds of the competition like , Drama, Group dance etc., Provide all the information to students regarding such programmes for participation. <b>College Event Organization Committee</b> To organize activities like organization of various Lectures/ Presentations for staff and students , traditional days, observing all the relevant Anniversaries of dignities of the institute.	1	Mr. A. V. Magdum	<b>Chairman</b>
		2	Mr. R. M. Pawar	Member
		3	Mrs. M.M. Patil	Member
		4	Mrs. A. N. Magdum	Member
		5	Mrs. R. S. Patil	Member
		6	Mr. R. R. Chougule	Member
		7	Dr. S.G. Patil	Member
		8	Mr. M.M. Pujari	Member
		9	Mr. H. M. Hougondi	Member
		10	Mrs. N. K. Pawar	Member
		11	Mrs. T. N. Bhagat	Member
18	<b>Publicity Committee</b>	1	Mr. S. K. Gaikwad	<b>Chairman</b>
		2	Mr. R. R. Chougule	Member
		3	Mr. M. M. Pujari	Member
19	<b>Prospectus Committee</b> Preparation & Printing of Prospectus	1	Mr. A. V. Magdum	<b>Chairman</b>
		2	Mr. S. K. Gaukwad	Member
		3	Mr. R. M. Pawar	Member
		4	Mr. R. R. Chougule	Member
		5	Mrs. R. S. Patil	Member
20	<b>Journal Committee:</b> Work related to Journals before 31 <sup>st</sup> May and distribute the same to all the departments.	1	Mr. R.M. Pawar	<b>Chairman</b>
		2	Mrs. M.M. Patil	Member
		3	Mrs. N. K. Pawar	Member
		4	Mrs. R. S. Patil	Member



21	<b>Time Table Committee:</b> Regular Time Table of each class, classroom allocations, Allotment of classrooms at the time of examinations.  <b>Discipline Committee</b> To maintain day to day discipline in the college campus and particularly during Exams, various Events.  <b>Garden Committee</b> To take care of all plants in the garden with proper nourishment, allocate garden duties to staff, suggest new development to be done in the garden., monitor day to day maintenance of the garden.	1	Mrs. A. N. Magdum	<b>Chairman</b>
		2	Mr. V. P. Bhaskar	Member
		3	Mr. H. M. Hougondi	Member
		4	Mr. M.M. Pujari	Member
		5	Miss. T.N. Bhagat	Member
		6	Mr. R, M, Pawar	Member
		7	Mrs. M. M. Patil	Member
		8	Mrs. N. K. Pawar	Member
		9	Mrs. R.S. Patil	Member
22	<b>Website Development Committee:</b> Make necessary changes in the website. Update the information on website as per requirements.	1	Mr. R.M. Pawar	<b>Chairman</b>
		2	Mr. A. V. Magdum	Member
		3	Mr. V. P. Bhaskar	Member
		4	Mrs. M. M. Patil	Member
		5	Mrs. N. K. Pawar	Member



*Basugade*  
**Dr. A. N. Basugade**  
Principal,

**Rajarambapu College of Sugar Technology, Islampur**

## Details of Services Rendered

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

- a) Teaching of Three -Year Degree Courses in B.Sc. Sugar Technology and two- two-year PG program in M. Sc. (Sugar Technology) & M. Sc. (Alcohol Technology).
- b) Certificate Courses in DCS Operator and Distillery Plant Operator.
- c) Conducting internal and university examinations and distributing mark list to students.
- d) Organization of seminars, workshops, guest lectures, sports & cultural events etc.
- e) Providing various student welfare schemes including Free ship/Scholarship etc.
- f) Providing various student welfare schemes including Free ship/Scholarship etc.
- g) Issuing various certificates like T.C. / Bonafide etc. on request of applicants.
- h) Providing career counselling to Students.
- i) Creating legal, Environmental, Social awareness through organizing rallies and camps in nearby villages.
- j) Providing library facilities including book bank, e-resources, text books, reference books, journals & Periodicals to students and faculty.

## Grievance Redressal:

**For Grievance Redressal of students and faculty, there are various committees formed in the college.**

- Anti - Ragging Committee
- Internal Complaint Committee
- Grievance Redressal Committee.

## Grievance Redressal Procedure:

The college has appointed a committee, which works under the supervision of the principal. The committee looks into the grievances and tries to rectify them for smooth functioning of the college. Several committees are framed headed by a Chairman/Member Secretary.

## Section 4 (1) (b) (ii) / Manual - 2:

### Powers and Duties of Officers and Employees:

- The Principal is the principal-academic and chief executive officer of the college. He / She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in University Rules and regulations.

Sr. No.	Designation	Functions
1	Principal	To allocate work as per cadre to teaching & non- teaching staff and supervise the work. To resolve the difficulties and problems of staff, students etc. To sanction leave, to appoint various committees and supervise their work and monitor the reports from them. To administer daily teaching activity and monitor academic



		as well as administrative routines.
2	Professor/ Associate Professor/ Assistant Professor	<p>To undertake teaching activity as per the UGC and government norms.</p> <p>To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation &amp; redressal etc.</p> <p>To work in various administrative committees and submit report to the principal.</p> <p>To organize seminar, workshops and other co-curricular activities for students.</p> <p>To undertake student counselling.</p>
3	Head Clerk	<p>To monitor day to day administrative/establishment activities.</p> <p>To update service books of the faculty from time to time.</p> <p>To work as a bridge between the higher authorities such as secretary, principal and the staff.</p>
4	Senior Clerk/ Accountant	<p>To keep permanent record of documents related to Government Approval, and Affiliation etc.</p> <p>To maintain and update Cash book, ledger, pay book, muster book, Audited statement, Assessment Report, Employee service book, Cheque register, deadstock register, voucher files etc. for account writing.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions.</p> <p>To prepare and submit various utilizations to UGC, University, Government etc.</p> <p>To prepare and submit budget estimates and monitor accounts accordingly.</p>
5	Junior Clerk	<p>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.,</p> <p>To maintain and update bio-metric record and write remarks accordingly.</p> <p>To maintain Sanstha Correspondence, Students Correspondence and other office correspondence.</p> <p>To prepare and submit various Fee concession proposals to government authorities</p> <p>To help other authorities as per the directions Principal.</p>
6	Library Attendant	<p>To issue &amp; return books in the library as per directions of librarian.</p> <p>To issue I-card, barrow card to students.</p> <p>To update newspaper and magazine register.</p> <p>To maintain cleanliness in the library and work as per the directions of the librarian.</p>
7	Laboratory Attendant	<p>To help the students in respective subjects and maintains the laboratory equipment, instrument etc. of the respective laboratory.</p> <p>To monitor securities issues and other challenges that arise in the lab.</p>
8	Peon	To maintain cleanliness of Principal Cabin, Staff room, Office,

		<p>Class room, parking area, computer lab, study room etc.</p> <p>To visit Bank, MSEB, Post office and other places for bill payment &amp; office work.</p> <p>To attend telephone in office, library etc. and to give information to principal, parents &amp; students visiting college for principal meeting.</p> <p>To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.</p> <p>To render help in organization of various Co-curricular and extracurricular activities and programme held in the college.</p> <p>To work as per the directions of Principal and Head Clerk.</p>
--	--	--

- 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.’

#### **Section 4 (1) (b) (iii) / Manual — 3:**

##### **Procedure followed to take a decision on various matters**

- Strategies and procedure in organizing admissions, seminar, sports, co-curricular and extra-curricular activities, allocation of its work to teachers, preparation of time-table, guidelines for purchase of library books etc. are framed by the principal along with the chairpersons and secretary and members of the concerned committee ensuring decentralization and transparency in the administration.
- The college functions under the supervision and control of the Parent Institution Krushival Shikshan Parsark Mandal, Islampur, 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**

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC, Principal and Staff Members.
- The Principal, IQAC and various academic committees are responsible for the maintenance of the standards of instruction, education and examination in the college and other academic matters.
- Norms and standards for various academic activities are set by the Shivaji University, Kolhapur, UGC, IQAC and College Development Committee of the College.

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

##### **Rules, regulations and instructions used**

- Statutes and Ordinance of Shivaji University, Kolhapur.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with
  - a) UGC

- b) Government of Maharashtra State
- c) Maharashtra Civil services rules
- d) Shivaji University, Kolhapur
- e) Standard code rules
- f) Rules and regulations of Krushival Shikshan Parsark Mandal,
- g) Rules for Non-teaching Employees, Maharashtra Civil Services Regulations

Various rules / instructions of the Shivaji University and Krushival Shikshan Parsark Mandal, Islampur concerning personnel management for the teaching and non-teaching staff.

Rules and Supplementary rules of Government of India, and UGC, except where the University has its own provisions with regard to teaching and non-teaching staff.

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

#### **Official documents and their availability**

Following documents are available in the College with various officers under Principal.

Sr. No.	Person with whom information is available	Documents
1	Lecturer	Student Attendance, Tutorial, Internal examination record.
2	Head Clerk	Service Books, Muster, Leave Records, Personal Files.
3	Senior Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cashbook, ledger, Pay book, muster book, Audited statement, Assessment Report, Employee service book and personal file, Cheque register, dead stock register, voucher files
4	Junior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession Pproposals Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & free ships.
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 & Newspaper register

#### **• Following documents are available in the college office:**

- The college Timetable
- Examination Schedules
- Scholarship Notices

- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- 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)

#### **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 Health awareness Camps and Literacy Programmes in the Villages in Sangli District every year to spread knowledge amongst the masses.
- Internship Programme, lectures and workshops for students are organized in association with Alumni, District Legal Aid Committee and other competent authorities.

##### **Citizens / Stakeholders /Public Interaction**

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs.
- Interaction is also encouraged and formally conducted during Alumni Meet and annual day.
- Feedback is taken from students, teachers, parents and alumni 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 social awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stakeholders.

**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:

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee

**Note:** The details of the Teaching Staff members Composition and functions of various Committees in the College are available on our website.

**Section 4 (1) (b) (ix) / Manual - 9:**

**Directory of officers and employees**

Directory of officers and employees is available in the college office.

**Teaching Staff 2022-23**

Sr No	Name	Designation	Subject	Status FT/CHB
1	Dr. A. N. Basugade	Principal	Statistics	FT
2	Mr. R. M. Pawar	Assistant Professor	Sugar Technology	FT
3	Mr. A. V. Magdum	Assistant Professor	Sugar Technology	FT
4	Mr. R. R. Chougule	Assistant Professor	Sugar Technology	FT
5	Mr. M. M. Pujari	Assistant Professor	Sugar Technology	FT
6	Mr. V. P. Bhaskar	Assistant Professor	Sugar Technology	FT
7	Mrs. A. N. Magdum	Assistant Professor	Sugar Technology	FT
8	Mr. H. M. Haugondi	Assistant Professor	Sugar Technology	FT
9	Mrs. N. K. Pawar	Assistant Professor	Sugar Technology	FT
10	Mrs. R. S. Patil	Assistant Professor	Chemistry	FT
11	Dr. S. G. Patil	Assistant Professor	Alcohol Technology	FT
12	Mrs. M. M. Patil	Assistant Professor	Alcohol Technology	FT



13	Miss. T. N. Bhagat	Assistant Professor	Alcohol Technology	FT
14	Mrs. J. M. Mahadik	Assistant Professor	Physics	CHB
15	Mrs. M. S. Kawade	Assistant Professor	English	CHB
16	Miss. A. M. Sande	Assistant Professor	Mathematics	CHB
17	Miss. R. M. Bhimanna	Assistant Professor	Alcohol Technology	CHB
18	Dr. A. B. Mujawar	Assistant Professor	Physical Director	FT

#### ADMINISTRATIVE STAFF - 2022-23

Sr. No.	Name	Designation
1	Mr. S. B. Chavan	Head Clerk
2	Mrs. A. U. Pawar	Senior Clerk
3	Mrs. S. J. Pawar	Senior Clerk/ Accountant
4	Mr. A. S. Maner	Junior Clerk
5	Mr. A. M. Mali	Lab Assistant
6	Mrs. V. S. Gadekar	Lab Assistant
7	Mr. S. K. Gaikwad	Lab Assistant
8	Mr. U. N. Patil	Lab Attendant
9	Mr. J. V. Patil	Lib Attendant
10	Mr. P. M. Kamble	Peon

- The norms of Shivaji University are followed for the Staff Insurance Scheme.

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

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

The salary of the employees is paid as per rules of Government of Maharashtra.

- The pay scales of various Teaching and Non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, Shivaji University, Kolhapur, and the College.
- Payment to teachers on consolidated / CHB basis / honorary teachers is made as per the norms of College.
- The norms of Shivaji University are followed for the Staff Insurance Scheme.

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

**Funding allocated by each agency**

- The budget and the financial estimates are as approved by the College Development Committee and Krushival Shikshan Prasark Mandal, Islampur.

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

**Manner of execution of subsidy programmes**

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra)
- Scholarships (As per norms and procedure prescribed by Government of Maharashtra and Central Government).
- Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)

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

**Concessions granted by the College**

- Reservation policies of Government of India in principle as approved by the Shivaji University are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.

**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 available publicly and can be accessed from college website.

**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 Officer of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements etc.

**Section 4 (1) (b) (xvi) / Manual – 16**

**Public Information Officer**

**Shri S. B. Chavan**

Head Clerk, Rajarambapu College of Sugar Technology, Islampur.

Mobile: 7021997571,

Email: [chavanshekhar1612@gmail.com](mailto:chavanshekhar1612@gmail.com)

**Appellate Authority**

**Dr. A. N. Basugade**

Principal, Rajarambapu College of Sugar Technology, Islampur.

Mobile: 9665728824

Email: [arunb1961@gmail.com](mailto:arunb1961@gmail.com)

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

**Useful Information**

- ❖ Rajarambapu College of Sugar Technology, Islampur is doing a pioneering work in the field of higher education in Sangli District and surrounding area since 2010.
- ❖ It is Affiliated to Shivaji University
- ❖ Recognised by Government of Maharashtra
- ❖ Submitted online Proforma for AISHE on 07/03/2022 with Institutional ID- **C-11055**.

Necessary Information about the college will be available on the College Website and from the College office. This information is updated from time to time on the College website.

# STATUTORY DECLARATION ON INSTITUTION WEBSITE UNDER SEC-4(1)(B) OF RTI ACT 2005

Sec-4 (1) of RTI 2005 covers the statutory declaration of **Krushival Shikshan Prasarak Mandal's Rajarambapu College of Sugar Technology, Islampur, Maharashtra** on website. It covers the rules and regulations which are implemented by Government of Maharashtra. The college is registered under Society Act by Government of Maharashtra.

The college have Governing body and Local Committee. The college comes under non-Grant Category; the, financial transactions are audited by Private Auditor. The college has different bodies to maintain all types of disciplines and campus. All information about College under Section (1) (b) of RTI Act, 2005 are open for the public and it can be obtained by citizen of India.

All the Cells or Committees of the institution are under statutory bodies and come under Section 4(1) of the RTI act 2005.

The particulars of its organization, function and duties of the organization

Name of the Trust /Society: **Krushival Shikshan Prasarak Mandal Islampur Maharashtra**

Name of the Institution: **Rajarambapu College of Sugar Technology, Islampur, Maharashtra**

Address: **Rajarambapu College, of Sugar Technology, Islampur,**

**New Bahe Naka, Bahe Road Islampur Tal.: Walva, Dist.: Sangli. Maharashtra India.**

Functions/Services: Higher Education **institute** affiliated to Shivaji University, **Kolhapur**

Profile of Institution: Non-Grant, not yet included in 12(b)2f schedule of UGC.

Head of the Institution: Dr. Arun N. Basugade,

Principal, Rajarambapu College, of Sugar Technology, Islampur

Function : To cater education in Science at UG and PG level.

## **Contact:**

Email: [rcstcollege2010@gmail.com](mailto:rcstcollege2010@gmail.com)

Website: [www.sugartechnology.in](http://www.sugartechnology.in)

Working Hours: College office: 10.00 am to 5.30 pm  
Class time: 10.00 am to 5.00 pm

**Holidays:** The College shall remain closed on Sunday and on public holidays as declared by the Government of Maharashtra (Shivaji University, Kolhapur) and such other days as the principal may declare from time to time. Library is open on all working days between 10.00 am to 5.30 pm.

Courses offered: B. Sc. & M. Sc. Sugar Technology and M. Sc. Alcohol Technology  
Website Link: <http://www.sugartechnology.in/CoursesSyllabus.html>

OFFICERS AS PER RIGHT TO INFORMATION (RTI) ACT -2005

Name of Officers	Designation	Contact Number	E-mail ID
Dr. A. N. Basugade	Principal	9665728824	arunb1961@gmail.com
Mr. S. B. Chavan	Senior Clerk: (Public Information Officer)	9970046044	Chavanshekhar1612@gmail.com



*Basugade*  
Principal,  
RCST, Islampur