

## **SHHAJI LAW COLLEGE, KOLHAPUR.**

### **STATUTORY DECLARATION UNDER SECTION 4(1)(b) RIGHT TO INFORMATION (RTI) Act,2005.**

Section 4(1)(b) of RTI Act 2005 covers the statutory declaration on the website of Shahaji Law College, Kolhapur, which are implemented by Government of Maharashtra. It covers all the rules and regulations.

Our college is a college of Co-education, which was in the first place, registered under Act of then Government of Maharashtra and under the Council of Education, Kolhapur. This college is established in 1933. It is Affiliated to Shivaji University, Kolhapur and approved by Bar Council of India, New Delhi. It is run as per rules and regulations made by the Council of Education, Kolhapur, Shivaji University, Kolhapur and Government of Maharashtra time to time.

The College is under “grant in aid” from the year 1995. Therefore, all financial transactions are audited by the Government yearly. The college has different committees/Bodies to maintain all types of disciplines in all sections and classes and also in the campus.

All the committees of the Institution are under Statutory Bodies and come under section 4(1)(b) of RTI Act 2005. The applications under the RTI Act along with D.D.for Rs.10/- (Rupees Ten only) obtained in favor of The Principal, Shahaji Law College, Kolhapur, may be sent to the Public Information Officer, (PIO) or handed over in his Office. All information about the college under section 4(1)(b) of RTI Act 2005 are open for the public inspection (as per RTI rules) and it can be obtained at any time by a citizen of India.

RTI – Distance under Section 4 (1)(b)

1. Organization function and Duties :

Organization

The college is run by the registered charitable society. There is governing council of the college. Below it, the college development committee works as liaison body of college and society. There is functional IQAC. Other sub bodies are constituted which include statutory and non-statutory. Administrative office is supportive for all these committees

**Function and Duties:**

The primary function of the college is to impart legal education of various durations. There are 3 years law course, 5-year law course, post-graduation in law and other 3 diploma courses. The college also conducts few certificate courses. The college has started few pro bono publico services like legal aid and legal literacy.

Duties of the college	:	Providing Quality Legal Education.
Main activities/function	:	Teaching , Learning , and Research
Monitoring Agent	:	Governing Body Under Council of
Address of the College:		Shahaji Law College, 1090 E Ward, Shahupuri, Kolhapur.

## **Objectives -**

1. To impart legal education and to inculcate the principles of Justice, Equity, Liberty, Equality, Fraternity, Dignity in the minds of the students and to promote National Integration.
2. To impart high sense of Legal, Social, Moral values among students and to discover and develop overall personality in disciplined environment.
3. To create Legal Awareness especially in the weaker sections of the society by providing free legal services.
4. To sensitize the students regarding socio-legal issues of the country and to foster Rule of Law enshrined in the Constitution of India.
5. To bridge the gap between theoretical knowledge and applied practice.

## **Vision -**

To impart holistic value legal education to Social Engineers and empower the citizenry for just and human society. Our vision includes not only to produce socially sensitive eminent lawyers but also to become stellar legal institute of Social Justice.

## **Mission -**

To fulfill the long felt and emerging need of Legal Education in Southern Maharashtra and create Legal Awareness through quality and relevant legal education.

2. The Power and Duties of Officers and Employees :

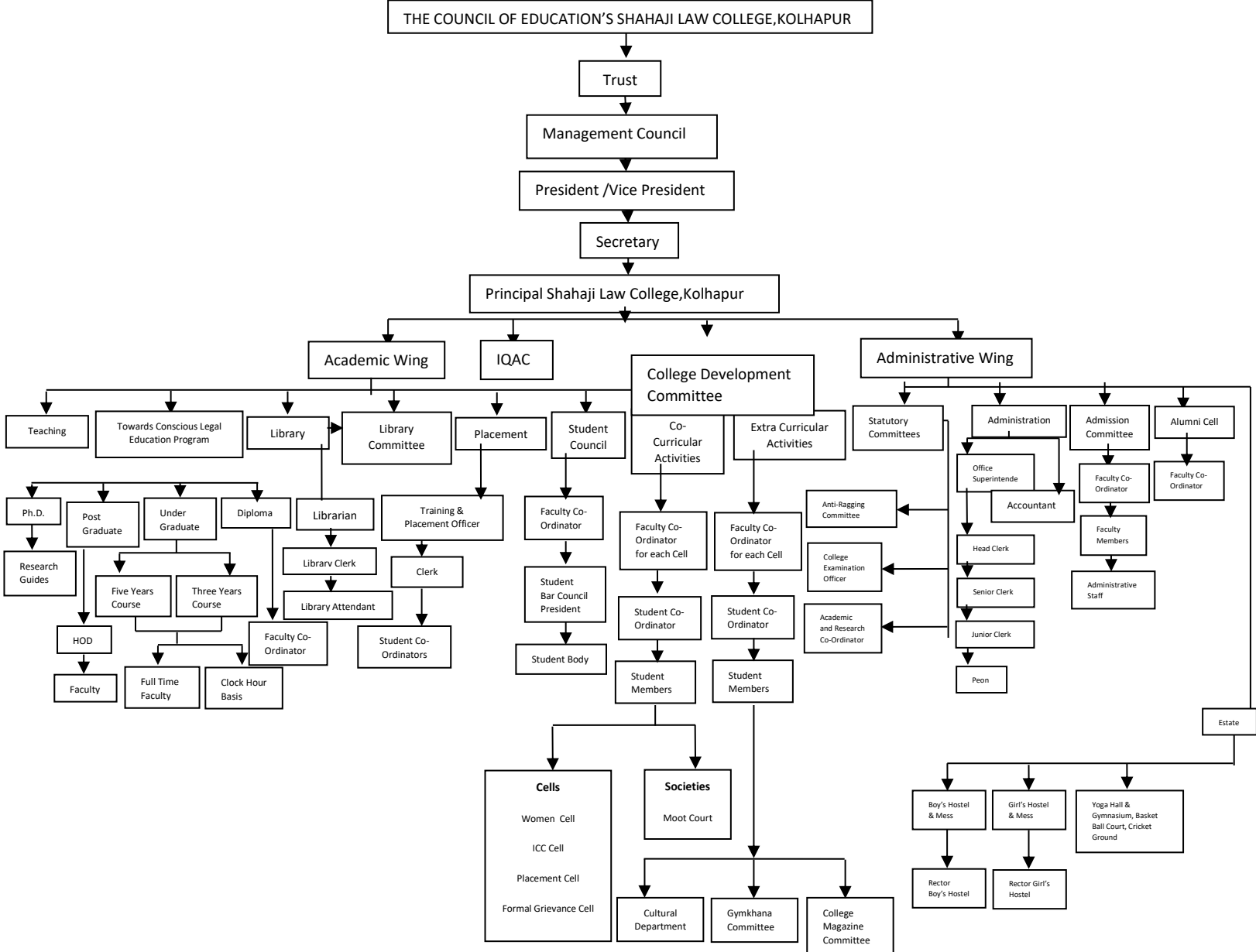
The Principal of the college is the Academic and Administrative head of the College. Administrative Office is headed by the Office Superintendent and supported by Senior and Junior Clerks who support the Principal.

Teachers of various departments under the supervision of the Senior Teacher as the Head in Charge of the department support the Principal in academic activities.

3. The Procedure Followed In the Decision Making Process, Including Channels of Supervision and Accountability.

The Principal in consultation with Governing Council, constituted various committees and makes suitable decisions for the proper conduct of the college under the control of the Chairman, Council of Education, Kolhapur and Co-ordinators of Academics and Administration. The rules of Maharashtra State and subordinate Service rules, Maharashtra Education Act and Rules, statutes of the affiliating University and Bar Council of India, New Delhi are strictly followed in this regard. The individual employee of the college is accountable for one's duties.

# Organogram of the Institution:



4. The Norms Set By the College for the Discharge of Its Functions :

The functions of the Shahaji Law College, Kolhapur are discharged in accordance with the various rules and regulations constituted for the purpose. All the functions are discharged under the supervision and control of UGC/State Government/Bar Council of India/Shivaji University/ Management Council/Academic Coordinator/Principal as per assignment of functions. Issues are dealt with on priority basis, expeditiously taking into account, the various instructions issued from time to time.

5. The Rules, Regulations, Instructions, Manuals and Records Held by it or under its Control or used by its Employees for Discharging its Functions.

- The Constitution of India.
- Maharashtra State Service Rules
- Bar Council of India Rules
- Law Relating to Civil Services.
- Maharashtra Education Act and Rule
- Statutes of the Shivaji University, Kolhapur as amended time to time.
- Rules of the conduct of Classes/Library/Hostel/Committees and code of conduct Cell of the college as amended from time to time.

6. A Statement of the categories of documents that are held by the commission or under its control.

Sr. No.	Category of the Document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1.	Non-Confidential	College-Bye-Laws	To approach the Information Officer	Principal

2.	Non-Confidential	Memorandum of Understanding and Rules and Regulations	To approach the Information Officer	Principal
3.	Non-Confidential	Notes on Agenda placed in Governing Body	To approach the Information Officer	Principal
4.	Non-Confidential	Minutes of various meeting like Governing Body/Academic Committee/Building Committee	To approach the Information Officer	Principal
5.	Confidential	Employees Confidential Report (CR)	To approach the Information Officer	Principal
6.	Non-Confidential	Admission related all documents	To approach the Information Officer	Office superintendent

7. 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:

There is no arrangement to solicit the views of the members of the public in relation to the formulation of policies or implementation thereof in the college.

8. Statement of 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 meeting o those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

The following committees and cells have been constituted by the principal for its functioning. Meetings of these committees are not open to the public. Minutes of the meetings will be made available to the public on request, subject to the provision of the RTI act, 2005:

- RTI
- Anti Ranging Cell

- Anti Sextual Harassment Cell
- ICC
- Mentor Mentee Committee
- Discipline Committee
- Students Bar Council
- Library Committee
- IQAC Committee
- Research Cell
- Cultural Cell
- Students Grievance Redress Cell
- Students and Parents Associations
- Other related to development of College.

9. Directory/Details of Officers:

Srl. No.	Name	Designation	Mobile No.
1.	Prin.Dr.P.B.Patil	Appellate Authority	8600664343
2.	Shri S.A.Samangadkar	Asstt. Public Information Officer	9325134868



10. Monthly remuneration received by Officers and Employees.

Having regard to the number of employees working in the college, it is not feasible to publish on web as the monthly remuneration received by each of its officers and employees. Moreover, the monthly remuneration is likely to change depending on the grant of increments and variation in the dearness allowance and other allowances sanctioned by the government time to time.

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and disbursement made.

Statement of budget allocated for every financial year to the College from the agencies of the Government of Maharashtra under the heads of accounts operated and controlled by the College is accountable and available to the Public on request under RTI Act.

12. Manner of execution of subsidy programs, including the amounts allocated and details of beneficiaries of such programs.

No subsidy programmes are executed by the College and no amount has been allocated for the same.

However, students belonging to weaker sections of the society get the benefits of the scholarship, free ship etc. as per the rules of the government of Maharashtra and Shivaji university Kolhapur

13. Particulars of recipients of concessions, permits or authorizations granted by the college.

Details of the students receiving fees concessions under different schemes of the Government are available in the Office upon request.

14. Information held by/available to the college, reduced in an electronic form.

Visit our website [www.shahajilawcollege.com](http://www.shahajilawcollege.com)

Statutes of the affiliating University as amended from time to time.

- Rules for the conduct of Classes/Library/Moot Court/Hostel/ Code of conduct Committees of the college as amended from time to time.

- Manual of Office Procedure.
- The College Library has been computerized and the search facility is available to the public.

15. Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

Public can directly access the information from the office/Principal and the departments during working hours of the college. Information on other matters can be obtained from the public information officer as per provisions of the RTI Act,2005. Library is not available for the public use.

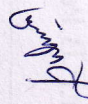
College time is between 8 am and 6 pm which includes class time table and office hours

16. Name, designation and other particulars of the appellate authority and Public Information Officer

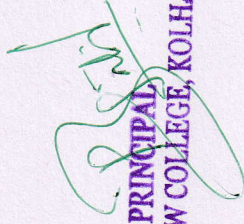
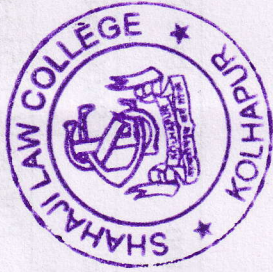
Srl. No.	Name	Designation	Mobile No.
1.	Prin.Dr.P.B.Patil	Appellate Authority	8600664343
2.	Shri S.A.Samangadkar	Asstt. Public Information Officer	9325134868

17. Such other information as may be prescribed

As per demand



Office Superintendent  
**Shahaji Law College,  
Kolhapur.**



PRINCIPAL,  
**SHAHAJI LAW COLLEGE, KOLHAPUR**