



Rayat Shikshan Sanstha's

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur


1428, Modi khana, Saat Rasta Solapur-413001

The Right to Information Act 2005

Information about the college can be sought from the Appellate Authority & Public Information Officer

| Appellate Authority | | | | | |
|---|------------------------------------|--|----------------|---------------|-------------------------|
| Name, Address and Phone Number of the College | Name of Appellate Authority | Designation | Contact Number | Mobile Number | Email. ID |
| Rayat Shikshan Sanstha's Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur. 1428, Modikhana, Saat Rasta, Solapur Contact Number-02172620602 | Prin. Dr. S.R Dhere | Principal, Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur | 0217-2620602 | 9049807281 | lbpmSolapur@yahoo.co.in |
| Public Information Officer | | | | | |
| Name, Address and Phone Number of the College | Name of Public Information Officer | Designation | Contact Number | Mobile Number | Email. ID |
| Rayat Shikshan Sanstha's Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur. 1428, Modikhana, Saat Rasta, Solapur Contact Number-02172620602 | Shri.S.R Salunkhe | Head Clerk , Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur | 0217-2620602 | 9594977856 | lbpmSolapur@yahoo.co.in |




Principal
Laxmibai Bhaurao Patil
Mahila Mahavidyalaya, Solapur.



Rayat Shikshan Sanstha's
Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur
Information Handbook of

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

(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 Rayat Shikshan Sanstha's Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur 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

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur is established at Solapur, by Rayat Shikshan Sanstha, in 1989. It is recognized by Government of Maharashtra, Affiliated to Punyashlok Ahilyadev Holkar Solapur University, Solapur and recognized by UGC under 12B and 2F.

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur is doing a pioneering work specially to girl student education in Solapur District and surrounding area since 1989.

The college conducts Three Year B.A. & B.Com,B.SC and two Year M.Com (P.G.) Courses also conducts short term certificate courses in Computer Skills and Personality Development, Beauty Parlor, Tally & GST, Motor Driving, Fashion Designing.

- VISION –

“Quality Education to all especially Rural, Social and Economically deprived students to make them selfreliant i.e., Women Empowerment”

- MISSION –

“Women Empowerment and Excellence through Quality Education”

Postal Address :-

Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur,
1428, Modi Khana, Near Katikar Hospital, Saat rasta area, Solapur
Maharashtra- 413001, India.

Website : www.lbpmsolapur.org
Tel. / Fax No: 0217-2620602
Email : lbpsolapur@gmail.com, lbpsolapur@yahoo.co.in

Map of Location

The College location Map is available at

<https://www.google.com/maps/place/Laxmibai+Bhaurao+Patil+Mahila+Mahavidyalaya/@17.6576428,75.9014581,17z/data=!3m1!4b1!4m5!3m4!1s0x3bc5da74452f0585:0x70fa35b5e32d435!8m2!3d17.6576428!4d75.9036468>

Working Hours

College Timing on all Working Days : From 07.00 am to 04.00 p.m.

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

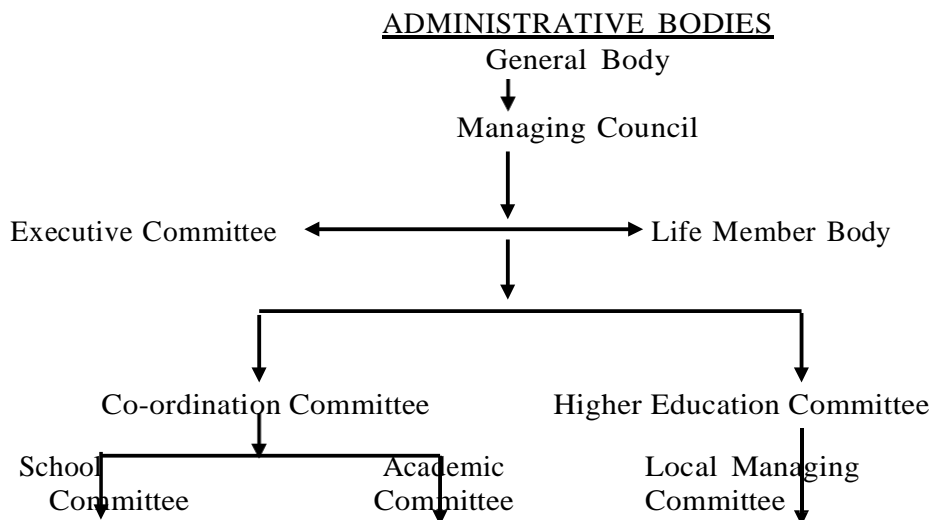
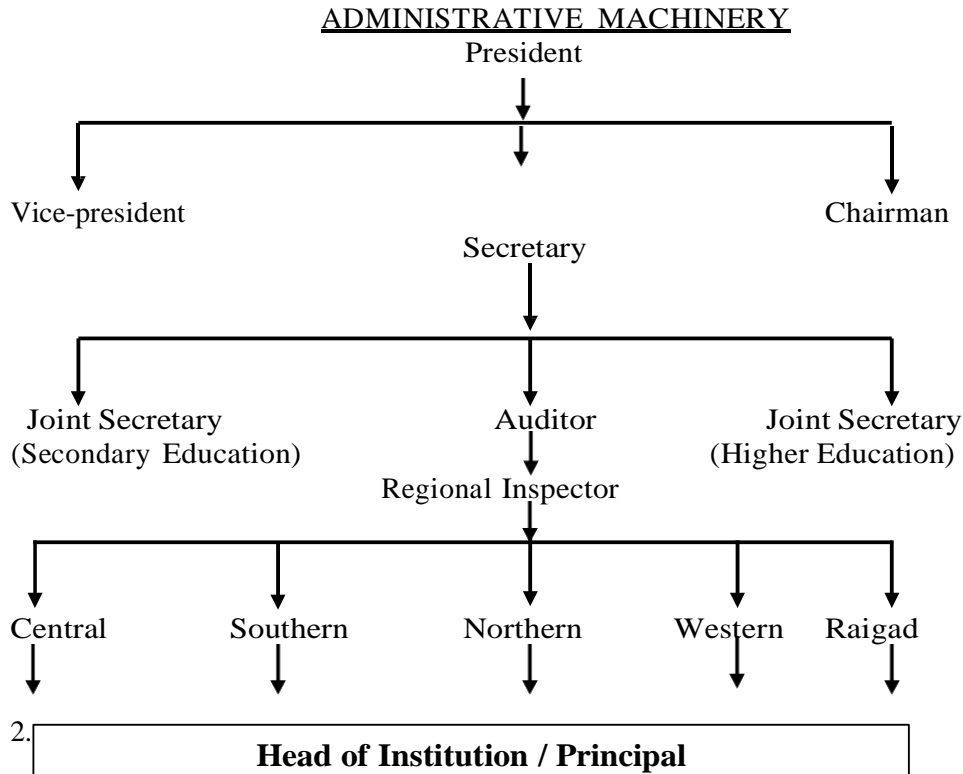
Financial Transactions : 10.30 a.m. to 02.30 p.m. on all working days.

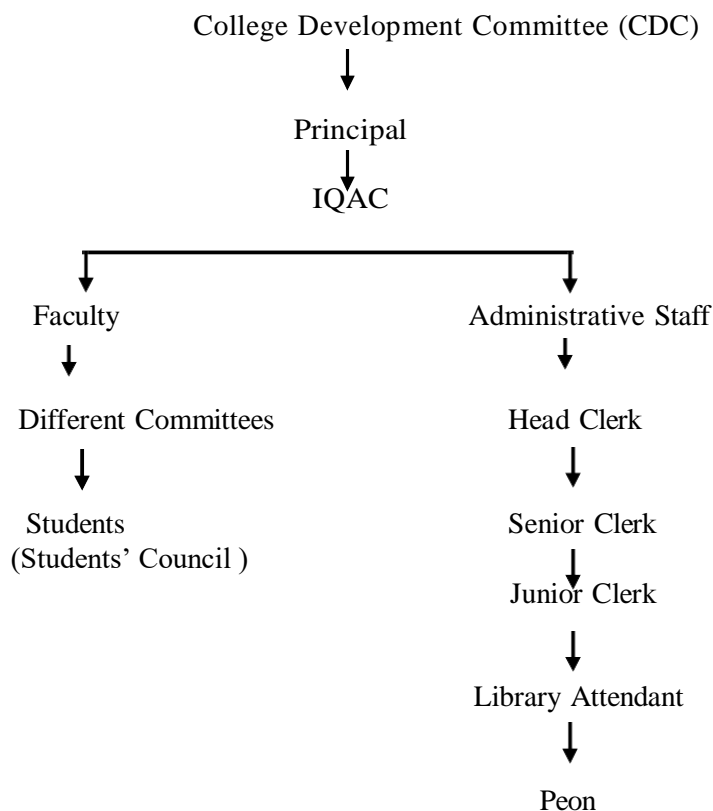
Library Timing : From 09.00 a.m. to 05.00 p.m. on all working days.

Weekly Holiday will be on Sunday.

Organogram of the institution

The parent institution plays a pivotal role in the general administration of the college. It formulates the requisite policies for achieving goals and missions





Administrative Setup of Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur.

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

Rayat Shikshan Sanstha's
Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

List of Committees for 2023-24

| Sr.No. | Committee | Member |
|--------|--------------------|-----------------------------------|
| 1 | Steering Committee | 1) Prin. Dr.S.R. Dhere (Chairman) |
| | | 2) Dr. Kamble A.P. (Member) |
| | | 3) Dr. Shinde A.D. (Member) |
| | | 4) Mr. Munde D.K. (Member) |
| | | 5) Dr.Jagtap P.M (Member) |
| | | 6) Smt. Tamboli N.A. (Member) |

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| | | 7) Shri.Salunkhe S.R. (Secretary) |
| 2 | Student Council Committee | 1) Dr. Shinde A.D. (Chairman) 2) Dr. Kamble A.P. (Member) 3) Mr. Munde D.K (Member) 4) Smt. Tamboli N.A. (Member) 5) Dr. Revaje V.A. (Member) 6) Mr. Jadhav B.G. (Member) 7) Student Representative (Member) |
| 3 | Gymkhana, Discipline, Vehicle Parking & Varanda supervision Committee | 1) Shri.Jadhav B.G. (Chairman) 2) Mr. Chavan M.B. (Member) 3) Shri. Munde D.K. (Member) 4) Shri. Markwad S.S. (Member) 5) Mrs. Cholle I.S. (Member) 6) Student Representative (Member) |
| 4 | Extra-Curricular Activity Committee | 1) Shri.Munde D.K. (Chairman) 2) Dr. Rasal D.K. (Member) 3) Mr. Markwad S.S. (Member) 4) Smt. Cholle I. S. (Member) 5) Miss. Kodam A.G (Member) 6) Miss.Aishwarya Mete (Member) 7) Mr.Jadhav Y.M. (Member) 8) Student Representative (Member) |
| 5 | Examination Committee (College & University) | 1) Dr. Shinde A.D. (Chairman) 2) Shri.Kamble A.P. (Member) 3) Dr. Revaje V.A. (Member) 4) Dr. Rasal D.K. (Member) 5) Mrs. Valekar Anjali (Member) 6) Mrs. Cholle I.S. (Member) |
| 6 | Academic Calender, Attendance & Annual Planning Committee | 1) Dr. Shinde A.D. (Chairman) 2) Smt. Tamboli N.A. (Member) 3) Shri. Munde D.K. (Member) 4) Mrs.Saptanekar V.A. (Member) |

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| | | 5) Mrs. Cholle I.S. (Member) |
| 7 | IQAC (NAAC) Committee | 1) Prin. Dr.S.R. Dhere (Chairman) 2) Shri.Sanjeev Patil (Representative C.D.C.) (Member) 3) Mrs.Dr.Suhasini Shah (C.D.C.) (Member) 4) Mrs.Sneha Save (C.D.C.) (Member) 5) Dr. Kamble A.P. (Member) 6) Mr. Salunkhe S.R. (Member) 7) Prof. Tamboli N.A. (Co-ordinator) 8) Dr. Shinde A.D. (Member) 9) Mrs.Vaishali Gund (Alumni Representative) (Member) |
| 8 | ISO 9001:2008 | 1) Mr. Markwad S.S. (Chairman) 2) Dr. Bhurke N.S. (Member) |
| Sr.No. | Committee | Member |
| 9 | Purchase Committee | 1) Mr. Munde D.K. (Chairman) 2) Dr. Revaje V.A. (Member) 3) Dr. Kamble A.P. (Member) 4) Mr. Salunkhe S.R. (Member) 5) Mr. Shaikh N.I. (Member) |
| 10 | Building Committee | 1) Shri.Munde D.K. (Chairman) 2) Dr. Revaje V.A. (Member) 3) Shri.Jadhav B.G. (Member) 4) Mr. Salunkhe S.R. (Member) 5) Shri.Poul Y.R. (Member) |
| 11 | Special Cell & Standing Committee | 1) Prin. Dr.S.R. Dhere (Chairman) |

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| | (as per University Circular) | 2) Dr. Kamble A.P. (Secretary) |
| | | 3) Dr. Bhurke N.S. (Member) |
| | | 3) Shri. Rasal D.K. (Member) |
| | | 4) Mrs. Kamble S.M. (Member) |
| | | 5) Mr. Salunkhe S.R. (Member) |
| 12 | N.S.S. Committee | 1) Shri. Kamble A.P. (Prog. Officer) |
| | | 2) Dr. Revaje V.A. (Prog. Officer) |
| | | 3) Mr. More A. S (Prog. Officer) |
| | | 4) Mrs. Tamboli N.A. (Member) |
| | | 5) Mrs. Cholle I.S. (Member) |
| | | 6) Dr. Kori M.L. (Member) |
| | | 7) Mr. Jadhav Y.M. (Member) |
| | | 8) Mr. Shaikh N. I (Member) |
| | | 9) Student Representative (Member) |
| 13 | Magazine Committee | 1) Shri. Chavan M.B. (Chairman) |
| | | 2) Dr. Kori M.L. (Member) |
| | | 3) Shri. Munde D.K. (Member) |
| | | 4) Dr. Bhurke N.S. (Member) |
| | | 5) Miss. Gaikwad H. (Member) |
| | | 6) Mr. Salunkhe S.R. (Member) |
| 14 | Library Committee | 1) Prin. Dr. S.R. Dhere (Chairman) |
| | | 2) Dr. Kori M.L. (Member) |
| | | 3) Mr. Munde D.K. (Member) |
| | | 4) Mr. Chavan M.B. (Member) |
| | | 5) Dr. Cholle I.S. (Member) |
| | | 6) Mrs. Saptanekar V.A. (Member) |
| | | 7) Dr. Rasal D.K. (Member) |
| | | 8) Mr. Dhongade R.D. (Secretary) |
| 15 | Internal Complaints Committee | 1) Mrs. Tamboli N.A. (Presiding Officer) |
| | | 2) Mr. Munde D.K. (Member) |
| | | 3) Mrs. Kodam A. (Member) |
| | | 4) Mrs. Cholle I. S. (Member) |

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| | | 5) Miss. Aishwarya Surde (Student Representative) |
| | | 6) Mrs. Seema Kinikar (Social worker) |
| | | 7) Adv. R.B. Chalvadi (Law Advisor) |
| 16 | Staff Welfare Committee | 1) Mr. Chavan M.B. (Chairman) |
| | | 2) Mr. Munde D.K. (Member) |
| | | 3) Dr. Revaje V.A. (Member) |
| 17 | Mentor-Mentee Committee | 1) Dr. Kori M.L. (Chairman) |
| | | 2) Dr. Kamble A.P. (Member) |
| | | 3) Mr.Gangave N.C (Member) |
| 18 | Parent Meet Committee | 1) Dr. Revaje V.A. (Chairman) |
| | | 2) Mr. Chavan M.B. (Member) |
| | | 3) Shri. Markwad S.S. (Member) |
| | | 4) Shri. Jadhav B.G. (Member) |
| | | 5) Mrs. Cholle I.S. (Member) |
| Sr.No. | Committee | Member |
| 19 | Fund Raising | 1) Prin. Dr.S.R. Dhere (Chairman) |
| | | 2) Dr. Kori M.L. (Member) |
| | | 3) Shri. Munde D.K. (Member) |
| | | 4) Dr. Shinde A.D. (Member) |
| | | 5) Mrs. Tamboli N.A. (Member Secretary) |
| 20 | Short Term Course & Skill Devlepment | Dr. Jagtap P.M. (Chairman) |
| | | 1) Mrs.. Tamboli N.A. (Member) |
| | | 2) Dr.Kamble A.P. (Member) |
| | | 3) Mrs.Satpute D. (Member) |
| | | 4) Dr. Bhurke N.S. (Member) |
| | | 5) Smt. Cholle I.S. (Member) |
| 21 | Rashtriya Balkamgar Committee | 1) Prin. Dr.S.R. Dhere (Chairman) |
| | | 1) Dr. Revaje V.A. (Co-ordinator) |
| | | 2) Smt. Tamboli N.A. (Member) |
| | | 3) Smt. Cholle I.S. (Member) |
| 22 | Excursion Committee and | 1) Mr. Munde D.K. (Chairman) |

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| | Industrial Visit/Study tours/ | 2) Mrs. Kodam A. G (Member) |
| | | 4) Dr.Shinde A.D. (Member) |
| | | 5) Mr.Jadhav Y.M (Member) |
| | | 6) Shri. Markwad S.S. (Member) |
| 23 | Career guidance, Banking & Competitve Exams Cell Karmveer Vidya Prabhodhini Committee | 1) Shri. Jagtap P.M. (Chairman) |
| | | 2) Dr.Rasal D.K. (Member) |
| | | 3) Mr.Jadhav Y.M (Member) |
| | | 4) Mr.Birajdar S. (Member) |
| | | 5) Miss.Shaha V.S (Member) |
| | | 6) Miss.Valekar A.M. (Member) |
| | | 7)Mr.Jadhav B.G. (Member) |
| 24 | Placement Cell | 1) Mr. Kamble A.P. (Chairman) |
| | | 2) Dr.Kori M.L. (Member) |
| | | 3) Mr.Munde D.K. (Member) |
| | | 4) Mr. Chavan M.B. (Member) |
| | | 5)Mrs.Cholle I.S. (Member) |
| | | 6)Dr.Rasal D.K. (Member) |
| | | 7)Mr.Jadhav Y.M. (Member) |
| 25 | Distance Education (Y.C.M.O.U.) | 1)Dr. Shinde A.D. (Chairman) |
| | | 2) Mrs. Cholle I S Co-ordinator |
| | | 3) Dr. Revaje V.A. (Member) |
| | | 4) Dr. Bhurke N.S. (Member) |
| | | 5) Shri. Pathan H.I. (Member) |
| 26 | Time Table Committee | 1) Dr. Shinde A.D. (Chairman) |
| | | 2)Mrs.Saptanekar V.A. (Member) |
| | | 2) Smt. Cholle I.S. (Member) |
| 27 | Seminar / Conference Committee | 1) Shri.Markwad S.S. (Chairman) |
| | | 2) Mr.Chavan M.B. (Member) |
| | | 3) Dr. Kori M.L. (Member) |
| | | 4) Mr.Gangave N.C. (Member) |
| 28 | Staff Academy Committee | 1) Shri. Rasal D.K. (Chairman) |
| | | 2) Dr. Kori M.L. (Member) |
| | | 3) Smt. Cholle I.S. (Member) |

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| 29 | Garden & Beautification Committee | 1) Dr. Kori M.L. (Chairman) |
| | | 2) Dr. Revaje V.A. (Member) |
| | | 3) Mrs. Satpute D. (Member) |
| | | 4) Shri. Jadhav B.G. (Member) |

| Sr.No. | Committee | Member |
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| 30 | Publicity Committee | 1) Shri. Markwad S.S. (Chairman) |
| | | 2) Dr. Revaje V.A. (Member) |
| | | 3) Mr. Chavan M.B. (Member) |
| | | 4) Mr. Poul Y.R. (Member) |
| 31 | Earn and Learn Scheme Committee | 1) Dr. Revaje V.A. (Chairman) |
| | | 2) Shri. Jadhav B.G. (Member) |
| | | 3) Mr. More A.S. (Member) |
| 32 | Alumni Association Committee | 1) Mrs. Cholle I.S. (Chairman) |
| | | 2) Shri. Rasal D.K. (Member) |
| | | 3) Mr. Munde D.K. (Member) |
| | | 4) Shri. Chavan M.B. (Member) |
| | | 5) Smt. Tamboli N.A.G. (Member) |
| | | 6) Smt. Vaishali Gund (Member) |
| 33 | Class room Upgradation & Video recording Committee | 1) Shri. Bhurke N.S. (Chairman) |
| | | 2) Shri. Rasal D.K. (Member) |
| | | 2) Shri. More S.B. (Member) |
| 34 | Website Committee | 1) Dr. Bhurke N.S. (Chairman) |
| | | 2) Smt. Tamboli N.A. (Member) |

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| | | 3) Shri. Markwad S.S. (Member) |
| | | 4) Shri. Munde D.K. (Member) |
| 35 | Canteen committee | 1) Mr. Chavan M.B. (Chairman) |
| | | 2) Dr. Shinde A.D. (Member) |
| | | 3) Dr.Revaje V.A. (Member) |
| 36 | Research & Development Cell | 1) Prin.Dr. Dhere S.R (Chairman) |
| | | 2) Mr.Munde D.K. (Member) |
| | | 3) Mrs.Tamboli N.A. (Member) |
| | | 4) Dr. Shinde A.D. (Member) |
| | | 5) Dr.Shinde S.K. (Member) |
| | | 6) Prin. Dr.Salunkhe D.J. (Member) |
| | | 7) Hon'ble Mr.Sanjeev Patil (Member) |
| | | 8) Dr. Revaje V. A. (Director) |
| 37 | Anti Ragging Committee | 1) Prin. Dr. S.R. Dhere (Principal) |
| | | 2) Mrs. Kodam A.G. (Chairman) |
| | | 3) Mrs. Tamboli N.A. (Member) |
| | | 4)Dr.I.S.Cholle (Member) |
| | | 5) Mr.Kamble A.P. (Member) |
| | | 6) Mr. Ingole A.S. (Administrative staff) |
| | | 7) Mr. Chalwadi R.B. (Legal Advisor) |
| | | 8) Student Representative (Member) |
| 38 | Grievance Redressal Cell Committee | 1) Prin.Dr.S.R.Dhere (Chairman) |
| | | 2) Dr.Kamble A.P. (Member) |
| | | 3) Dr.Kori M.L. (Member) |
| | | 4) Dr.Bhurke N.S. (Member) |
| | | 4) Mrs. Tamboli N.A. (Member) |
| | | 5) Student Representative (Member) |
| 39 | Scholarship / Student Aid Fund | 1) Mr.Marakwad S.S (Chairman) |
| | | 2) Mr. Munde D.K (Member) |

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| | | 3) Dr.Kamble A.P. (Member) |
| | | 4) Mr. Ingole A.S. (Member) |
| 40 | Feedback Committee | 1) Dr. Bhurke N.S. (Chairman) |
| | | 2) Dr. Shinde A.D. (Member) |
| | | 3) Smt. Tamboli N.A. (Member) |

| Sr.No. | Committee | Member |
|---------------|--|---|
| 41 | Admission Committee | 1) Mr. Munde D.K (Chairman) |
| | | 2) Dr. Kamble A.P. (Member) |
| | | 3) Mr. Markwad S.S. (Member) |
| | | 4) Dr. Shinde A.D. (Member) |
| | | 5) Dr. Rasal D.K. (Member) |
| | | 6) Mrs. Cholle I S. (Member) |
| 42 | Avishkar Research Committee | 1) Dr.Rasal D.K. (Chairman) |
| | | 2)Mrs.Kodam A.G. (Member) |
| | | 3)Miss.Valekar A. (Member) |
| | | 4)Miss.Mete A. (Member) |
| 43 | MOU, Linkages & Collaboration Committee | 1) Dr. Revaje V. A. (Chairman) |
| | | 2) Mrs. Cholle I S. (Member) |
| | | 3) Mr. Jadhav Y. M. (Member) |
| 44 | NIRF Committee | 1) Dr. Shinde A. D. (Chairman) |
| | | 2) Mrs. Tamboli N. A. (Member) |
| | | 3) Dr. Kamble A. P. (Member) |
| | | 4) Mr. Marakwad S. S. (Member) |
| | | 5) Dr. Bhurke N. S. (Member) |
| | | 6) Mr. Pathan H. I. (Member) |
| 45 | Infrastructure Maintainance Committee | 1) Dr. Rasal D. K. (Chairman) |
| | | 2) Mr. Munde D. K. (Member) |
| | | 3) Mr. Ingole A.S. (Member) |
| | | 4) Mr. Shaikh N. I. (Member) |
| 46 | College Development Committee (CDC) | 1) Hon. Mr. Sanjeev Patil (Chairman) |

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| | | 2) Prin. Dr. Dhere S. R. | (Secretary) |
| | | 3) Dr. Suhasini Shah | (Member) |
| | | 4) Mrs. Sneha Save | (Member) |
| | | 5) Mrs. Seema Kinikar | (Member) |
| | | 6) Mrs. Dipti Desai | (Member) |
| | | 7) Mr. Munde D. K. | (Member) |
| | | 8) Dr. Kamble A. P. | (Member) |
| | | 9) Dr. Shinde A. D. | (Member) |
| | | 10) Mrs. Tamboli N. A. | (Member) |
| | | 11) Mrs. Vaishali Gund | (Member) |
| | | 12) Mr. Salunkhe S. R. | (Member) |
| | | 13) Secretary, Student Council | (Member) |
| 47 | NAAC Criteria Committee | 1) Mrs. Tamboli N. A. | IQAC |
| | | Coordinator | |
| | | 2) Dr. Shinde A. D. | Co-coordinator |
| | | 3) Dr. Bhurke N. S. | Chairman - |
| | | Criteria I | |
| | | 4) Dr. Shinde A. D. | Chairman - |
| | | Criteria II | |
| | | 5) Dr. Cholle I. S. | Chairman - |
| | | Criteria III | |
| | | 6) Dr. Kamble A. P. | Chairman - |
| | | Criteria IV | |
| | | 7) Mr. Marakwad S. S. | Chairman - |
| | | Criteria V | |
| | | 8) Mr. Munde D. K. | Chairman - |
| | | Criteria VI | |
| | | 9) Dr. Jagtap P. M. | Chairman - |
| | | Criteria VII | |
| 48 | NEP Implementation Committee | 1) Dr. Shinde A. D. | Co- |
| | | ordinator | |
| | | 2) Mr. Munde D. K. | (Member) |
| | | 3) Mrs. Tamboli N. A. | (Member) |
| | | 4) Dr. Cholle I. S. | (Member) |
| | | 5) Mr. Jadhav Y.M. | (Member) |
| | | 6) Shri. Salunkhe S.R. | (Member) |

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. Being a single faculty 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 administer academic as well as administrative routing. |
| 2) | Lecturer | To undertake teaching activity as per the UGC and government norms. To do all examinations related work, like paper setting, moderation, supervision, cap assessment, revaluation & redressal etc. . To work in various administrative committees and submit report to the principal. To organize seminar, workshops, debates and other co-curricular activities for students. To undertake student counseling. |
| 3) | Librarian | To look after all work administration in library. Issue and return of book journals, periodicals to staff and students. To maintain online software and online repository. To maintain and update accession register and other registers in library and study room. To supervise working of library attendants To maintain book bank and administer scholar card scheme for students. To supervise overall administration in the library. |
| 4) | Head Clerk | To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To maintain and update Cash book, ledger, pay book , muster book, Audited statement, Assessment Report , Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing. To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc. To prepare and submit various utilizations to UGC, University, Government etc. To prepare and submit budget estimates and monitor accounts accordingly. To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal. |

| | | |
|----|-------------------|---|
| 5) | Senior 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., 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 & Head clerk.</p> |
| 6) | Junior Clerk | <p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p> <p>To issues T.C / Migration & Bonafide certificates, marklist, exam forms etc.,</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>To prepare and submit concession proposals, scholarship/freeship/ebc/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc.,</p> <p>To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal.</p> <p>To help other authorities as per the directions Principal & Head clerk.</p> |
| 7) | Library Attendant | <p>To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students.</p> <p>To update news paper and magazine register.</p> <p>To maintain cleanliness in the library and work as per the directions of the librarian.</p> |
| 8) | Peon | <p>To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc.</p> <p>To visit Bank, MSEB, Post office and other places for bill payment & office work.</p> <p>To attend telephone in office, library etc. and to give information to principal, of parents & 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 secretaries 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 Rayat Shikshan Sanstha, 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, BCI, IQAC and College Development Committee of the College.

Section 4 (1) (b) (v) / Manual — 5:

Rules, regulations and instructions used

- Statutes and Ordinance of Punyashlok Ahilyadev Holkar Solapur University, Solapur.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Punyashlok Ahilyadev Holkar Solapur University, Solapur. b) Government of Maharashtra State c) UGC d) Rules and regulations of Rayat Shikshan Sanstha, Satara e) Standard code rules f) Maharashtra Civil services rules
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations
- Various rules / instructions of the Shivaji University and Rayat Shikshan Sanstha 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.

More information is available at following websites.

- www.lbpmsolapur.org
- www.rayatshikshan.edu
- www.erayat.org
- www.sus.ac.in
- www.mahaeschol.maharashtra.gov.in
- www.su.digitaluniversity.ac
- www.ugc.ac.in
- www.jdhesolapur.in
- www.naac.gov.in
- www.dhepune.gov.in

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, academic diary, internal examination record, |
| 2 | Head Clerk | Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, paybook , muster book, Audited statement, Assessment Report , Employee service book and personal file, Cheque register, dead stock register, voucher files |
| 3 | Senior Clerk | Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals |
| 4 | Junior Clerk | Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, 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 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)
 - 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 Literacy Programmes in the Villages in Solapur District every year to spread knowledge of law amongst the masses.
- Internship Programme, lectures, workshops

Citizens / Stakeholders /Public Interaction

- Interaction with various Stakeholders is ensured by organising Parent meet, Alumni Meet, various felicitation programs, legal aid camps.
- 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 organises various programs / lectures for creating 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 & Ban Smoking 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.

List of Teachers (Full Time)along with Departmental Affiliation

| Sr. No. | Name of the full time teacher | Designation | Name of the Department |
|----------------|--------------------------------------|---------------------|-------------------------------|
| 1. | Prin. Dr. Dhere Suresh Ramchandra | Principal | Accountancy |
| 2. | Dr. Kori Mahadev Lakkappa | Assistant Professor | English |

| | | | |
|-----|---------------------------------|---------------------|--------------------|
| 3. | Dr. Kamble Anil Pandharinath | Assistant Professor | Economics |
| 4. | Mr. Munde Devrao Kashiram | Associate Professor | Hindi |
| 5. | Mr. Chavan Mohan Baburao | Assistant Professor | Marathi |
| 6. | Mr. Jadhav Bhaktaraj Ghalappa | Physical Director | Physical Education |
| 7. | Mrs. Tamboli Nilofar A Gani | Assistant Professor | English |
| 8. | Dr. Shinde Anand Dnyaneshwar | Assistant Professor | Education |
| 9. | Dr. Revaje Vijay Arjun | Associate Professor | Marathi |
| 10. | Dr. Bhurke Nagorao Sambhaji | Assistant Professor | Sociology |
| 11. | Mr. Rasal Dashrath Kisan | Assistant Professor | History |
| 12. | Dr. Jagtap Pradip Mahadev | Assistant Professor | Politics |
| 13. | Mr. Marakwad Santosh Shivajirao | Assistant Professor | History |

List of Teachers(C.H.B) along with Departmental Affiliation

| Sr. No. | Name of the full time teacher | Designation | Name of the Department |
|----------------|--------------------------------------|---------------------|-------------------------------|
| 1. | Dr. Bhong Ashok Bhimrao | Assistant Professor | Economics |
| 2. | Mr.Sonavale Shailendra Mohan | Assistant Professor | Economics |
| 3. | Mr. Gangave Nitesh Chandu | Assistant Professor | Hindi |
| 4. | Mr.More Amol Saudagar | Assistant Professor | Hindi |
| 5. | Mrs. Momin Tabassum Rasul | Assistant Professor | Geography |
| 6. | Mrs. Kamble Sukeshani Machhindra | Assistant Professor | English |
| 7. | Mrs.Banne Rekha Ashok | Assistant Professor | English |
| 8. | Mrs. Cholle Indumati Shivalingappa | Assistant Professor | Commerce |
| 9. | Mrs. Kodam Aruna Govardhan | Assistant Professor | Commerce |
| 10. | Mr.Birajdar Shashank | Assistant Professor | Commerce |
| 11. | Miss. Shaha Vrushali Shrenik | Assistant Professor | Commerce |
| 12. | Mr. Chalwadi Ravindra Bhimappa | Assistant Professor | M. Law |
| 13. | Mrs.Saptanekar Vrushali Vilas | Assistant Professor | E.V.S & Zoology |
| 14. | Mrs. Bhaskar Nita Rishikesh | Assistant Professor | Statistics |
| 15. | Mrs.Kadam Vaishnavi Sopan | Assistant Professor | Mathematics |
| 16. | Miss.Sindkhede Kirti Ashok | Assistant Professor | Mathematics |
| 17. | Miss. Mete Aishwarya Sanjay | Assistant Professor | Microbiology |
| 18. | Miss.Udgiri Amruta Ajay | Assistant Professor | Microbiology |
| 19. | Miss. Gaikwad Harshada Shashikant | Assistant Professor | Chemistry |
| 20. | Mrs.Sayyad Anjuman Rashid | Assistant Professor | Chemistry |

| | | | |
|-----|--------------------------|---------------------|-----------------|
| 21. | Mr.Jadhav Yogesh Mahadev | Assistant Professor | Physics |
| 22. | Mrs.Satpute Dipali Arjun | Assistant Professor | Botany |
| 23. | Mr.Dhongade Ravi | Librarian | Library Science |

Non-Teaching Staff

| | | |
|----|---------------------------|-------------------|
| 1. | <u>Shri.Salunkhe S.R.</u> | Head Clerk |
| 2. | <u>Shri.Ingole A.S</u> | JR.CLERK |
| 3 | <u>Shri .Pathan H.I</u> | IT Clerk |
| 5 | <u>Shri Shaikh N.I</u> | Library Attendant |
| 6 | <u>Shri.Poul Y.R.</u> | Library Attendant |
| 7 | <u>Smt.Roman L.K.</u> | Peon |

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.

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, Punyashlok Ahilyadevi Holkar, Solapur University, Solapur and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.
* Payment to teachers on consolidated / CHB bases / honorary teachers is made as per the norms of UGC and College.
- The norms of Punyashlok Ahilyadevi Holkar, Solapur University, Solapur are followed for the Staff Insurance Scheme.

Section 4 (1) (b) (xi) / Manual - 11:
Budget allocated to each agency

- The budget and the financial estimates are as approved by the College Development Committee, Rayat Shikshan Sanstha and Regional Joint Director, Higher Education, Solapur.

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)
- Medical Reimbursement Grant(As per norms and procedure prescribed by Government of Maharashtra)
- Leave Encashment(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 Panyashlok Ahilyadev Holkar Solapur University, Solapur 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 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 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.Salunkhe S.R

Head Clerk, Laxmibai Bhaurao Patil Mahila Mahavidyalaya,
Solapur

Mobile: 9594977856 Email: lbpmsolapur@yahoo.co.in

Appellate Authority

Dr. Dhere S.R.

Principal , Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur

Mobile: 9049807281 Email: lbpmsolapur@yahoo.co.in

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

Other Useful Information

- ❖ Laxmibai Bhaurao Patil Mahila Mahavidyalaya, Solapur is doing a pioneering work for girl students Solapur District and surrounding area since 1989.
- ❖ It is Affiliated to Punyshlok Ahilyadevi Holkar, Solapur University, Solapur
- ❖ Recognised by Government of Maharashtra
- ❖ Recognised by UGC (From 2014)
- ❖ Accredited by NAAC III Cycle with “A” grade (CGPA = 3.23)
- ❖ Submitted online Proforma for NIRF for every year.

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