



Palus Shikshan Prasarak Mandal's

## Arts, Commerce & Science College, Palus

Tal. Palus, Dist. Sangli, (Maharashtra) 416310 ☎: (02346) 226226.

(Affiliated to Shivaji University, Kolhapur)

DBT STAR College Scheme Assisted, NAAC Reaccredited with CGPA-2.67(B+)

• Web : [www.acscpalus.edu.in](http://www.acscpalus.edu.in) • Email : [acscollegepalus@gmail.com](mailto:acscollegepalus@gmail.com) •

B.A., B.Com, B.Sc., B.B.A., B.C.A., B.C.S., M.A., M.Com., M.Sc., PGDCA.

Principal, Dr. R. S. Salunkhe M.A., M.Com., M.Phil., Ph.D., SET, M.B.A., D.Litt.

Outward No.: Mahavi/ /F- /

18/06/2024

### Statutory Declaration of RTI Act

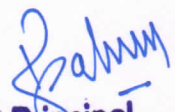
Section 4 (I) (b) of RTI Act 2005 covers the statutory declaration of Arts, Commerce and Science College, Palus, Tal-Palus, Dist.-Sangli, website. It covers all the rules and regulation which are implemented by Government of Maharashtra.

The college is a 'college of education', which is registered under society act by government of Maharashtra and affiliated to Shivaji University, Kolhapur, Maharashtra. The college has a Governing Body which is approved by the authority appointed Government of Maharashtra. It runs as per rules and regulations made by the government from time to time.

The college comes under 'Grant-in-Aid' category therefore financial transactions are audited by the government. The college has different bodies to maintain all types of disciplines in the campus.

All the cells or committees of the college are under Statutory Bodies and comes under section 4 (I) (b) of RTI Act 2005. The applications under the RTI Act along with a postal order/demand draft for Rs. 10.00 obtained in favour of Principal, Arts, Commerce and Science College, Palus, Tal-Palus, Dist.-Sangli may be sent to the Public Information Officer (PIO) or handed over in his office. All information about the college under section 4 (I) (b) of RTI Act 2005 is open for the public and it can be obtained by a citizen of India.



  
Principal,  
Arts, Commerce and Science College,  
Palus, Dist. Sangli.



स्थापना  
21 ऑगस्ट 1992

पलूस शिक्षण प्रसारक मंडळाचे,  
**कला, वाणिज्य व विज्ञान महाविद्यालय पलूस**

ता. पलूस जि.सांगली पिन – 416 310 ☎: (02346) 226226, 228383  
(शिवाजी विद्यापीठ संलग्नीत)

Web: www.acscpalus.edu.in Email :acscollegepalus@gmail.com

बी.ए. बी.कॉम.  
बी.एस्सी  
बी.बी.ए. बी.सी.ए.  
बी.एस्सी (Entire)  
एम.ए. एम.एस्सी  
पी.जी.डी.सी.ए.

डॉ. आर. एस. साळुंखे, M.Com., MA, MBA, M.Phil, Ph.D, SET  
प्रभारी प्राचार्य

जाक: महावि/ 77 /अफ- संस्था /2020-21  
दिनांक : 07 जून 2019

**नोटीस**

माहितीचा अधिकार अधिनियम 2005 अन्वये व उच्च व तंत्र शिक्षण विभाग मंत्रालय मुंबई यांचे पत्र क्र. अपील 2015/प्र.क्र.41/आस्था-2/दि. 10 जुलै 2015 रोजीच्या पत्राप्रमाणे कला, वाणिज्य व विज्ञान महाविद्यालय पलूस जि. सांगली मधील प्राचार्य डॉ. बी.एन. पवार हे सेवानिवृत्त झाल्यामुळे माहिती अधिकारी, अपिलीय अधिकारी यांची खालीप्रमाणे नव्याने नियुक्ती झालेल्या आहेत. त्याची नोंद सर्वांनी घ्यावी

1) जनमाहिती अधिकारी :- **श्री. एन. के. शिंदे**

अधिक्षक, कला, वाणिज्य व विज्ञान महाविद्यालय पलूस  
ता. पलूस जि.सांगली पिन 416310  
दूरध्वनी : 02346 /226226

2) अपिलीय अधिकारी :- **डॉ.आर. एस. साळुंखे**

प्राचार्य, कला, वाणिज्य व विज्ञान महाविद्यालय पलूस  
ता. पलूस जि.सांगली पिन 416310  
दूरध्वनी : 02346 /226226

प्रभारी प्राचार्य,

कला, वाणिज्य व विज्ञान महाविद्यालय

पलूस, जि. सांगली

प्रत :

- 1) मा. कुलसचिव, शिवाजी विद्यापीठ, कोल्हापूर
- 2) मा. सहसंचालक, उच्च शिक्षण कोल्हापूर विभाग कोल्हापूर
- 3) मा. अध्यक्ष/सचिव पलूस शिक्षण प्रसारक मंडळ पलूस जि.सांगली
- 3) नोटीस बोर्ड, स्टाफ फाईल
- 4) डॉ. बी.एन. पवार, प्राचार्य कला वाणिज्य व विज्ञान महाविद्यालय पलूस
- 5) श्री. एन. के. शिंदे, कला वाणिज्य व विज्ञान महाविद्यालय पलूस

**17 POINTS UNDER THE RIGHT TO INFORMATION ACT AS ON 01.10.2020.**

**1) The particulars of its organization, function and duties**

**A. Organization :**

Name of the Trust / Society	:	PALUS SHIKSHAN PRASARAK MANDAL PALUS.
Name of the Institute	:	ARTS, COMMERCE AND SCIENCE COLLEGE PALUS.
Address	:	Vidyanagar, Palus Tal:Palus Dist:Sangli (M.S.) Pin 416310 *NAAC Re-accredited 'B+' Grade
Profile of Institution	:	*Recipient of STAR College Grant (DBT) Govt. of India
Head of the Institution Direct Principal's No.	:	Prin. Dr. R.S. Salunkhe. 02346/226226
Contact Nos	:	02346/226226, 02346228485,
Email	:	acscollegepalus@gmail.com
Website	:	www.acscpalus.edu.in

**Office Hours**

The College office shall ordinarily be open on all working days between 10:00 a.m. to 5:40 p.m.  
All students' correspondence and cash transactions will be attended to between 10.30 a.m. to 2:30 p.m.

**Holidays**

The College shall remain closed:

- On Sundays and Public Holidays as declared by the Government of Maharashtra & Shivaji University, Kolhaur.
- On such other days as the Principal may declare from time to time.

Library is open on all working days between 9:30 a.m. to 5:00 p.m. It is closed on Sundays and Public Holidays.

Library facilities are extended only to bonafide students of the college and the staff. Ex-students.

### **About the Society and the College:**

The great glorious land flourished by the blessings of Saint Dhondiraj Maharaj and the great Indian Maestro Pandit Vishnu Digamber Paluskar, where *Arts, Commerce and Science College, Palus* was established in 1992 by *Palus Shikshan Prasarak Mandal*, founded by Shri. S. K. Patil and his companions of progressive nature with a motto *Tamso Ma Jyotirgamaya* which aims at removing general backwardness of the area, providing opportunity of higher education especially for the women, enabling the students to accept new challenges and inculcating moral values. The college is located in the rural area having pleasant and healthy eco-friendly atmosphere. It has become a centre of innovation in the field of education in Palus and its surrounding area. It is continuously striving for the excellence in higher education and encouraging students for outstanding performance. The college offers a wide range of conventional programme options in BA. B. Com. B.Sc., alongwith the self-supported professional courses like BBA, BCA, BCS and some Career Oriented Courses. During the last five years, the college has started PG courses like M.Sc. (Computer Science) and M.A. (Eng), and 07 Career Oriented Courses.

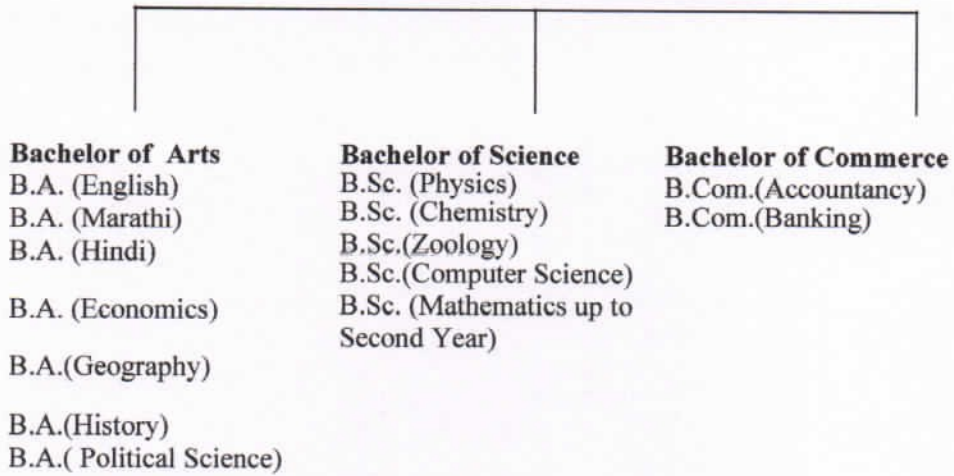
Our prime goal is to impart Quality Education and contribute towards character building of students. Our endeavor to achieve it is reflected through our curriculum wherein continuous efforts are directed to make the educational programs more relevant.

A very good conducive academic atmosphere and discipline among students is our major strength.

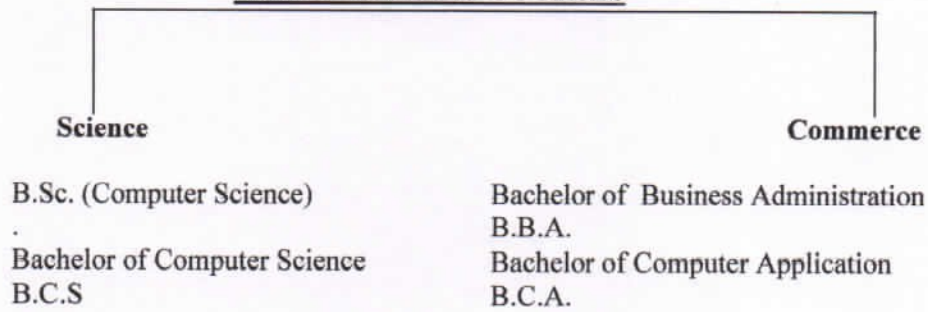
**COURSES OFFERED AT OUR COLLEGE**

**AIDED and UNAIDED**

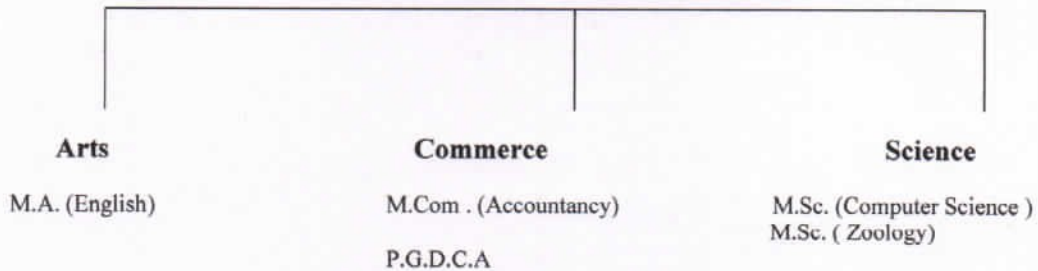
**UNDER GRADUATE PROGRAMME**



**SELF-FINANCING COURSES**



**POST GRADUATE PROGRAMME**



**Distance Department**

<b>Arts</b>	<b>Commerce</b>	<b>Science</b>
M.A.	M.B.A	M.SC. Maths

**VISION:**

- To start educational institution and make available academic, vocational, agricultural, technical, management, chemical and petrochemical education.
- To start ITI courses, diploma, graduate and postgraduate courses in all faculties.
- To start research centre, library courses, Physical education courses by starting necessary training centre.
- To establish Gymnasium, sport complex and such other facilities.
- To start training centre for competitive examination and scholarships.

**MISSION:**

- To impart higher education in various disciplines in order to take students and through them emerging society towards greater enlightenment with the motto 'Tamasoma Ma Jyotirgamaya'.
- To spread education to every village and hamlet and in order to enhance character building, strengthening of mind and physique and to expand the intellect by which one can become self reliant.

**OBJECTIVES:**

- To impart higher education in various disciplines
- To start graduate and postgraduate courses in all faculties.
- To provide opportunity of higher education especially for the women.
- To enable the students to accept new challenges and inculcating moral values.
- To provide conducive academic atmosphere to students.
- To improve overall academic performance of students
- To inculcate discipline as a value among students
- To develop employable skills among students.
- To provide opportunity of higher education especially for the women.
- To enable the students to accept new challenges and inculcating moral values.

#### **QUALITY POLICY:**

- To introduce value added certificate courses.
- To run Certificate programmes for the development of soft skill and Computer literacy among the all students.
- Organization of orientation programmes of ICT for teaching and learning.
- To expose students and faculty to advanced level of knowledge and skills.
- To enhance research culture among the faculty and students.
- Organization of Student centric activities.
- To build health network with neighbourhood community through NSS and NCC.
- To make plan and organize the outreach and extension activities
- To promote and improve e-learning material and resources.
- Effective implementation of e-governance.
- Periodically assessment of faculty and reviews of activities

#### **B. FUNCTIONS AND DUTIES OF GOVERNING BODY:**

##### ***(Palus Shikshan Prasarak Mandal)***

- Decentralization of work
- To provide adequate facilities for education, sports, cultural events, N.C.C., N.S.S. etc. for overall progress of the students of this College.
- To Provide Financial Support as and when required by College.
- To arrange Internal & External Audit.
- To organize orientation programmes for faculty, non-teaching and students
- To recruit faculty and non-teaching with norms lay down by University, State Government and UGC.
- To develop leadership quality among faculty and students.
- Periodically assessment of faculty and reviews of activities
- Utilization of UGC Grant in time
- To develop e-resource management
- To provide welfare measures for teaching and non-teaching staff.
- To arrange for Repairs and Renovation of College Premises.
- To encourage and provide support to the staff for Research Work.

## **2. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:**

To manage the activities of the college, *Arts, Commerce and Science College, Palus*, with guidelines of the management of *Palus Shikshan Prasarak Mandal* and the suggestions given by College Development Committee duly constituted as per the provisions of the Maharashtra Universities Act 1916. We adhere to the rules and regulations as mentioned in Maharashtra Civil Services Rules 1981

The Principal of the College, as being head, he should promote the collaborative, shared and constructive work culture in the college, paving way for innovative thinking and ideas. He

as an administrative and academic Head of the College shall be responsible for Academic growth of the college. They are:

- Participation in the teaching work, research and training programmes of the college.
- Planning and assisting in planning and implementation of academic programmes, such as orientation courses, seminars, in service and other training programmes, organized by the University and/or University Department/College for the academic competence of the Faculty members.
- Admission of students and maintenance of discipline of the college.
- Receipts, expenditure and maintenance of accounts of the college and for causing other bodies, association, societies, committees etc. to maintain, finalize and present other accounts.
- Management of the college Libraries, Laboratories and Gymkhana.
- Correspondence relating to the administration of the college.
- Administration and supervision of curricular, co-curricular, extra-curricular or extra-mural activities of the college and maintenance of records.
- Observance of the Act, Statutes, Ordinances, and Regulations, Rules and other directions or orders issued there under from time to time by the University and the orders issued by the Central and State Government.
- Supervision and conduct of college and University examinations including internal assessment and such other work pertaining to the examinations as assigned.
- Assessing reports of teachers and maintenance of service books of teachers and other employees of the college in the forms prescribed by the University.
- To place before College Development Committee: (a) the budgetary statements for the following financial year and (b) the statement of audited accounts for the previous financial year for consideration and approval.
- To convene regularly meetings of the College Development Committee

at least four in the year. However, additional meetings may be called as and when necessary at the request of any two members.

- Any other work relating to the college and University as may be assigned to her by the University/Joint Director's Office from time to time.

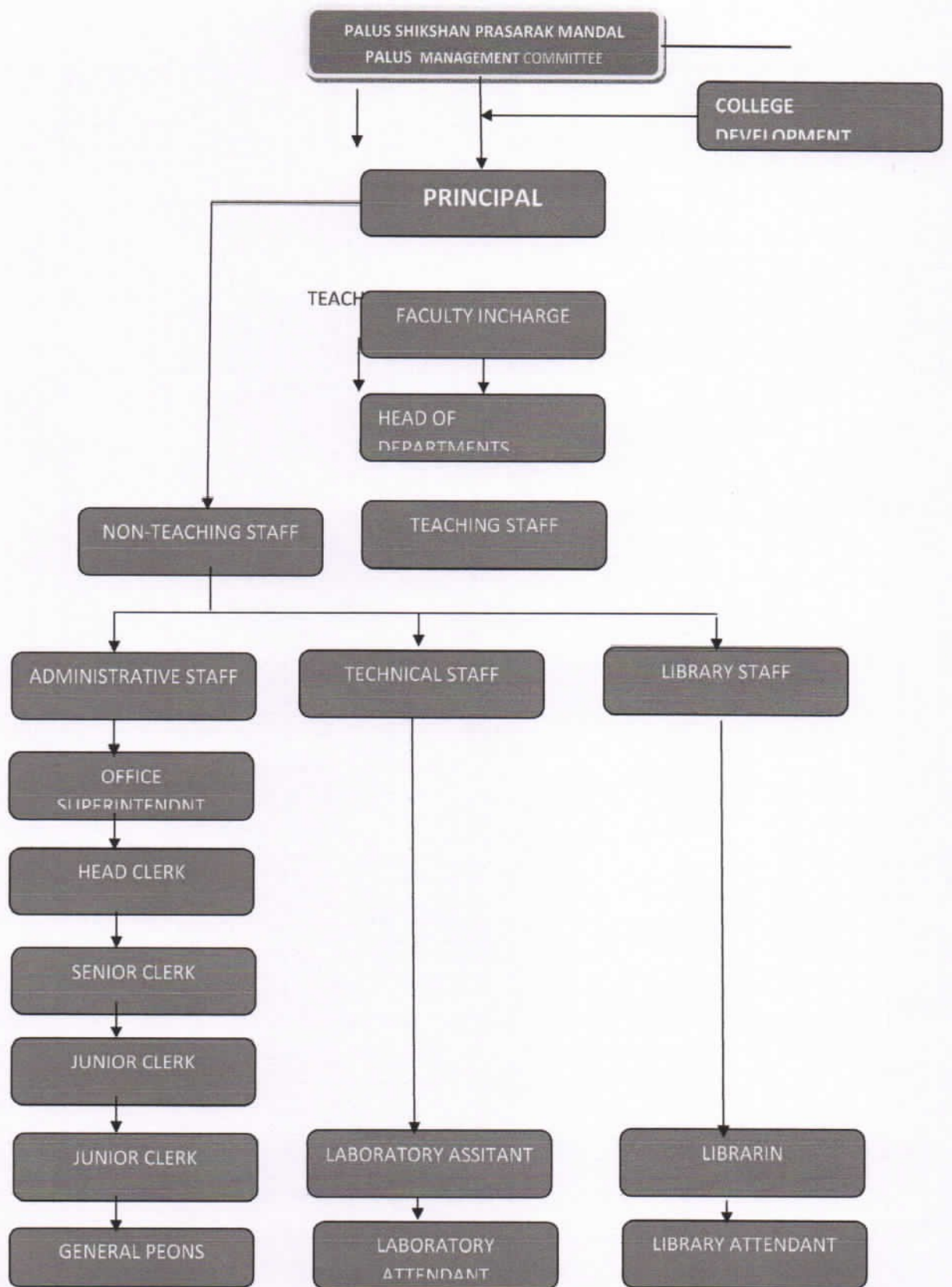
**3.The Procedure followed in the decision making process including channels of supervision and accountability:**

The management plays a very important role in governance. The policies regarding higher education are decided by the Management Council and College Development Committee (CDC) of the college. The CDC and IQAC of the college develop the strategy for the effective implementation of the plans and polices. The top management, CDC, IQAC, the principal and teaching and administration staff jointly commit and contribute for effective governance.

At the beginning of the academic year, IQAC prepares the academic calendar for the activities to be implemented throughout the year; the various committees are formed and responsibilities are assigned accordingly. The department heads, coordinators of various committees conduct meetings and rigorously implement the activities and programmes as per the calendar. The Principal periodically organizes meetings and discusses with HoDs and the faculty about policies and plan. Institution gets feedback from stakeholders in relation to academic and non-academic aspects. The Principal forms various committees at the beginning of the year to carry out the activities throughout the year. All the HoDs and the faculty members make academic planning and forward it to the IQAC Coordinators. The principal and IQAC coordinator monitor the activities of the committee. The feedback is collected by the Principal and suggestions are given for the proper implemented of the plans. The top management allows the faculty members to represent its various bodies. The various statutory and non-statutory committees have been constituted under the convenership for smooth functioning of the college. The prescribed statutory committees and need based non-statutory committees are formed for the smooth and effective functioning of the college.

**4) The Norms set by it for the discharge of its functions :**

**Organizational chart displaying the hierarchy of authority as below**



**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 functioning of the college is governed by the following :

- i. The Maharashtra University Act 1994 and MAHARASHTRA Public University Act 2016 and the Ordinance and Regulations approved by the University of Mumbai and/or by the Government of Maharashtra from time to time.
- ii. The Maharashtra State Civil Service Rules 1981.(terms and conditions of service of non-teaching employees) is applicable to the non-teaching staff.
- iii. Rules and Regulations Prescribed by University Grants Commission forwarded through Shivaji University, Kolhauar / Joint Director.
- iv. Fundamental Rules and Supplementary rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

**6) A Statement of the categories of documents that are held by it or under its control :**

- Students related : Admissions, enrolment, examination results, Students Scholarship.
- Staff Related : Appointment Letters, Service Books, Provident Fund, Muster for Teaching and non-teaching staff
- Finance Related : Cash Book, Ledger, Salary Register, monthly accounts, Budget estimates, Audit Report

**7) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public relation to the formation of its policy or implementation thereof:**

A Local member representative is a part of the College Development Committee, I.Q.A.C. Women Development Cell and Internal Complaint Committee.

8) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils committee and other bodies, or minutes of such meetings are accessible for public:

The Managing Committee Meetings, Local Managing Committee, and various Statutory and non-statutory committees are constituted which are listed below

<b>Statutory Committees</b>	<b>Non-Statutory Committees</b>
College Development Committee	Parent-Teacher/attendance/Time table/ Syllabus Committee
IQAC Committee	Magazine /Publicity / New latter Committee
Admission Committee	Examination /Tour /ICT –Teaching Learning Committee
Examination Committee	NSS/Campus Development Committee
Internal Complaint Committee	Research, Grants and Project Planning /Avishkar Committee
Grievance Redresses Cell	Skill Development / Counseling / Placement Committee
UGC Committee	Students Welfare /Lead College Committee
Library Committee	Library Committee
Anti Ragging Committee	COC /New Courses / Bridge Courses
	NCC Committee
	Gymkhana /Discipline /Admission Committee
	Alumni Committee
	Cultural Committee
	Ladies welfare Committee
	Faculty & Staff Development Committee

The minutes of meetings of all the committees are maintained by the Secretary of the respective Committees

**9) Directory of its officers and employees:**

Mentioned in Point No. 10

**10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :**

The salary and other allowances payable to teaching and non-teaching staff of Degree College are paid by the Statement

**NON-TEACHING STAFF**

Sr. No.	Name of the Employee	Subject	Designation	Scale of Pay Rs.	Grass Salary – Oct-2020 Rs.
1	Dr.Salunkhe Rajaram Shankar	Commerce	Assistant Professor	57700-182400	135200
2	Shri.Phalake Suresh.Govind	Chemistry	Assistant Professor	57700-182400	135200
3	Dr.Patil Popat Mahadev	English	Assistant Professor	57700-182400	135200
4	Shri.Patil Vasant.Balwant.	Physical Education	Director of Phy.Edu.	131400-217100	221825
5	Shri.Patil Anil.Shankar	Accountancy	Assistant Professor	131400-217100	135200
6	Dr..Malkar Ulhas.Mahadev	Economics	Associate Professor	131400-217100	209200
7	Sou. Wagh Shankuntala Pratap	Hindi	Assistant Professor	57700-182400	135200
8	Dr.Parlekar Sampatrao Ramcahndra.	Marathi	Assistant Professor	57700-182400	135200
9	Shri.Sheshabahare Sudhir Yashwant	Economics	Associate Professor	131400-217100	191575
10	Shri.Kalange Dhananjay Narayan	Statistics	Associate Professor	131400-217100	143325
11	Shri.Bhat Dhanjay Vasant	Marathi	Assistant Professor	79800-211500	143325
12	Dr.Sou. Patil Sangita Sampat	History	Assistant Professor	57700-182400	143325
13	Shri.Dr.Kumbar Suresh Mallappa	Zoology	Associate Professor	57700-182400	127575
14	Shri.Patil Uttam.Pandurang	Chemistry	Assistant Professor	57700-182400	135200
15	Dr..Patil Hanmant.Balawant	English	Assistant Professor	57700-182400	143325
16	Shri.Pawar Subhash.Dadaji.	Physics	Assistant Professor	57700-182400	143325
17	Shri.Joshi Sunil.Madhukar	Commerce	Assistant Professor	57700-182400	135200
18	Dr.Patil Satywan Subrao	Zoology	Assistant Professor	57700-182400	143325
19	Sou.Patil Nutan Satywan	Economics	Assistant Professor	57700-182400	135200
20	Shri.Kale Santosh Hanmant	History	Assistant Professor	57700-182400	135200
21	Dr.Shendage Vtihoba Mahadev	Botany	Assistant Professor	57700-182400	143325

22	Smt .Chougule Vidydevi.Shrikant.	Mathematics	Assistant Professor	57700-182400	135200
23	Shri.Kamble Sajjan.Mahadev	Geography	Assistant Professor	57700-182400	143325
24	Shri.Patil Uttam.Dhondiram	Geography	Assistant Professor	57700-182400	135200
25	Shri.Patil Shankar Tatoba	Geography	Assistant Professor	57700-182400	135200
26	Shri.Jadhav Ravindra Bhimrao.	Political Science	Assistant Professor	57700-182400	135200
27	Sou. Patil Swati Sahebrao	Physics	Assistant Professor	57700-182400	135200
28	Shri.Kamble Mahesh Vishnu-	Physics	Assistant Professor	57700-182400	135200
29	Shri.Mane Sanjay.Dattatray	Library	Librarian	57700-182400	131325
30	Miss.Potphode Sanjivani Narayan	Chemistry	Assistant Professor	57700-182400	131325
31	Shri.Ghadage Abhijit Balasaheb.	Zoology	Assistant Professor	57700-182400	98075
32	Lendave Sudhir Sadhashiv	English	Assistant Professor	57700-182400	82325

NON-TEACHING STAFF

Sr. No.	Name of the Employee	Designation	Scale of Pay	Grass Salary- Oct- 2020
1	Shri.Shinde Nivas Kondiba	O.S.	9300-34800	80400
2	Shri.Patil Madhav Dhondiram	Head Clerk	9300-34800	63968
3	Shri.Patil Avinash Dhondiram	Sr. Clerk	9300-34800	52323
4	Shri.Kadam Jayantrao Jaysingrao	Jr. Clerk	5200-20200	41473
5	Shri.Chavan Gangadhar Krishna	Jr. Clerk	5200-20200	40541
6	Sou.Desai Pooja Prashant	Lab. Asstt	5200-20200	42623
7	Shri.Waydande Kumar Jagannath	Lib. Attend.	5200-20200	39057
8	Shri.Sutar Raghunath Vithoba	Lib. Attend.	5200-20200	39057
9	Shri.Patil Nitin Balwant	Lib. Attend.	5200-20200	39057
10	Shri.Buchade Bhaskar Maruti	Lib. Attend.	5200-20200	38344
11	Shri.Kumbhar Anil Mahadeo	Lib. Attend.	5200-20200	37796
12	Shri.Shinde Sanjay Pratap	Lib. Attend.	5200-20200	36454
13	Shri Patil Dhanaji Ravaso	Lib. Attend.	5200-20200	35950
14	Shri.Devkule Janardhan Dattu	Peon	4440-7440	32316
15	Shri.Patil Chandrakant Anandrao	Peon	4440-7440	30754
16	Shri.Pati Pramod Chandrashkar	Peon	4440-7440	29707

**11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made :**

The budget allocation is presented and approved in the Local Managing Committee duly constituted as per the provisions of the Maharashtra Universities Act 1994 and then recommended to the Management through the Principal. The Salary Expenditure budget is forwarded to the Joint Director's Office every year in the month of August.

**12) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :**

Part-Payment of fees by the students is considered. Even partial fee waiving is considered depending upon the financial status of the student.

**13) Particulars of recipients of concessions, permits or authorizations granted by it :**

Reservation policies of the Government of India are adhered to. Scholarships are given to needy and deserving students as per Social Welfare Schemes of the Government.

**14) Details in respect of the information, available to or held by it, reduced in an electronic form :**

The computerized details of administrative information is available with the office and departments. The details of activities conducted from time to time are displayed on the college website.

**15) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use.**

Use of library and reading room is restricted for the registered staff and students of the college and these facilities are available during Library hours as mentioned in point (a)

**16) The names , designations and other particulars of the public Information Officers :**

**Appellate Authority and Information Officer**

**a) Appellate Authority :**

Prin. Dr. R.S. Salunkhe (Act. Principal)  
Phone (Direct) : 02346/226226  
Timing : 11:00 am to 5:00 pm (Mon-Fri)  
E-mail : acscollegepalus@gmail.com

**b) Information Officer :**

Mr.N.K.Shinde ( O.S.) Aided Course  
Timing : 11:00 am to 5:40 pm (Mon-Fri)  
Phone : 02346/226226  
E-mail : acscollegepalus@gmail.com

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