

D. G. B. DAYANAND LAW COLLEGE, SOLAPUR

INFORMATION HANDBOOK

UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005

INSTITUTIONAL PROFILE

Particular	Information
Name	D. G. B. Dayanand Law College, Solapur
Address	Raviwar Peth, Dayanand Nagar, Solapur, Maharashtra – 413002
Institutional status	Affiliated, Co-educational, Urban, Grants-in-aid
Affiliating University	Punyashlok Ahilyadevi Holkar Solapur University, Solapur
Establishment	June 1964
Management	Dayanand Anglo-Vedic College Trust and Management Society, New Delhi
Courses reported in institutional records	3-Year LL.B.; 5-Year Integrated B.A., LL.B.; 2- Year LL.M.; Ph.D. programme
Recognition/approval reported in institutional records	UGC 2(f) and 12-B; Bar Council of India approval
Registered email reported in AQAR	dgbdayanandsolapur@gmail.com
Telephone reported by Government of Maharashtra district portal	0217-2993088
Website	https://dayanandlawcollegesolapur.org/

VISION:

Dayanand Law College is committed to meeting the legal educational needs in and around the region of Solapur and to create a humane and just society.

To be a leading legal Centre of higher legal education, learning, integrating culture, knowledge, philosophy, legal clinics and value system of our heritage with modern and emerging concepts, skills, technology and management practices.

MISSION:

To promote and enhance a culture of high-quality legal teaching and learning; to secure the legal educational needs of the region; to encourage excellence in learning and legal knowledge; and to spread legal awareness.

To focus on delivering high-quality legal education, advancing ethical professional practice, promoting social justice, and fostering practical advocacy skills to prepare students for serving the rule of law and society.

- **Administrative Setup of D. G. B. Dayanand Law College, 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.

S No. Committee/Cell

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| 1 | College Development Committee |
| 2 | IQAC Committee |
| 3 | Admission Committee |
| 4 | Examination Committee |
| 5 | Grievance Redressal Committee |
| 6 | Anti-Ragging Committee |
| 7 | Internal Complaints Committee |
| 8 | Library Committee |
| 9 | Research Cell |
| 10 | Legal Aid Committee |
| 11 | Student Welfare Committee/ Student Council |
| 12 | Discipline Committee |
| 13 | SC / ST Cell |
| 14 | O.B.C Cell |
| 15 | Mental Health and Well Being Committee |

MANUAL – 1: Particulars of the Organisation, Functions and Duties

D. G. B. Dayanand Law College, Solapur was established in June 1964 by the Dayanand Anglo-Vedic College Trust and Management Society, New Delhi. The College is an affiliated, co-educational, grants-in-aid institution located in an urban area of Solapur. It is affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur. The College provides legal education and undertakes teaching, learning, research, extension, legal awareness and student-support activities in accordance with applicable University, Government, UGC, BCI and other regulatory requirements.

Principal functions include:

- Imparting legal education through approved programmes
- Conducting teaching, internal assessment, seminars, moot court, clinical legal education and related academic activities
- Promoting legal research and higher education
- Providing library, computer, counselling, student welfare and other support services
- Undertaking extension and legal-awareness activities
- Maintaining academic, administrative, financial and statutory records
- Implementing applicable Government, University, UGC, BCI and other regulatory directions.

MANUAL – 2: Powers and Duties of Officers and Employees

The powers and duties of the principal, teaching staff, administrative staff, librarian and other employees shall be governed by applicable Government of Maharashtra rules, University statutes/ordinances/regulations, UGC/BCI requirements, service rules of the management and lawful directions of competent authorities.

Principal:

- Overall academic and administrative head of the College
- Implementation of University and Government directions
- Supervision of teaching, examinations, admissions, discipline and student welfare
- Financial and administrative functions as permitted by applicable rules
- Constitution/coordination of committees and institutional mechanisms.

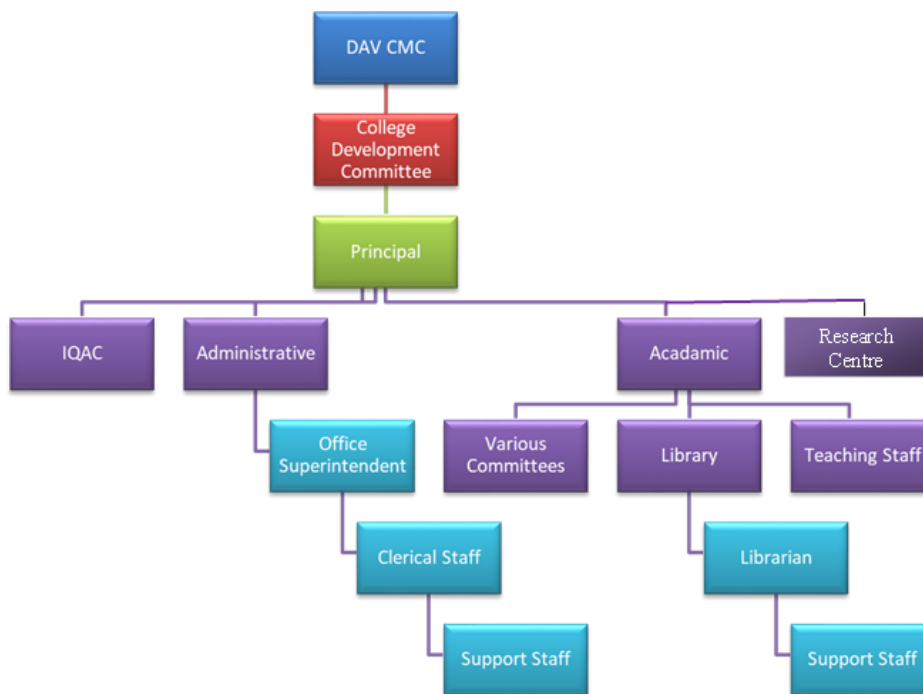
Teaching Staff:

- Teaching and academic planning
- Evaluation and mentoring
- Participation in committees, co-curricular and extension activities
- Research and professional development
- Maintenance of academic records.

Non-Teaching Staff:

- Maintenance of office, financial, admission, examination, library and other institutional records
- Support for academic and administrative activities
- Discharge of duties assigned under applicable rules and lawful directions.

ORGANOGRAM



MANUAL – 3: Procedure Followed in Decision-Making

Decisions relating to academic, administrative, financial, admission, examination, student welfare and other matters are taken by the competent authority in accordance with applicable statutes, ordinances, regulations, Government Resolutions, University directions and institutional rules.

Typical procedure:

1. Matter/proposal is placed before the principal or competent committee/authority.
2. Relevant records and applicable rules are examined.
3. Where required, the matter is placed before the College Development Committee, IQAC, Academic/Examination Committee or other competent body.
4. Decision is recorded through minutes, office orders, resolutions, notices or correspondence.
5. The decision is implemented by the concerned section.
6. Records are preserved according to applicable record-retention requirements.

The College shall maintain minutes, resolutions, office orders, circulars and relevant correspondence, subject to applicable exemptions under the RTI Act.

MANUAL – 4: Norms Set by the College for Discharge of Functions

The College follows norms prescribed by:

- Government of Maharashtra and Higher & Technical Education Department
- Punyashlok Ahilyadevi Holkar Solapur University

- University Grants Commission
- Bar Council of India for legal education
- NAAC/accreditation requirements, where applicable
- Applicable statutes, ordinances, regulations, circulars and Government Resolutions
- Service and administrative rules applicable to the institution.
- Academic functions are conducted according to the University academic calendar and curriculum.
- Admissions, examinations and student activities are conducted according to applicable statutory and University procedures.

The College shall maintain minutes, resolutions, office orders, circulars and relevant correspondence, subject to applicable exemptions under the RTI Act.

MANUAL – 5: Rules, Regulations, Instructions, Manuals and Records Held by the College

The College maintains, as applicable:

- Acts, Statutes, Ordinances and Regulations of the affiliating University
- Government Resolutions, circulars and notifications
- UGC and BCI regulations/guidelines
- Service rules and institutional administrative orders
- Admission and examination rules
- Academic calendars and timetables
- Minutes of statutory/non-statutory committees
- Student admission, attendance, examination and scholarship records
- Financial records, bills, vouchers and audit reports
- Library accession and circulation records
- Stock registers and asset records
- Research, extension, legal-aid and activity records
- IQAC, NAAC and accreditation documentation.

Access is subject to the RTI Act, including Sections 8 and 9 wherever applicable.

MANUAL – 6: Statement of Categories of Documents Held by the College

Major categories of records include:

1. Institutional and affiliation records
2. Government and University correspondence
3. Academic records

4. Admission records
5. Student records
6. Examination records
7. Staff service records
8. Attendance and workload records
9. Committee minutes and resolutions
10. Financial and audit records
11. Purchase and stock records
12. Library records
13. Scholarship and student welfare records
14. Research records
15. Legal/RTI records
16. Infrastructure and maintenance records
17. IQAC / NAAC records
18. Extension, legal-awareness and outreach records
19. Website and publicity records
20. Other records maintained under applicable rules.

Access is subject to the RTI Act, including Sections 8 and 9 wherever applicable.

MANUAL – 7: Particulars of Any Arrangement that Exists for Consultation with, or Representation by, Members of the Public

The College provides opportunities for students, parents, alumni and other stakeholders to communicate with the institution through appropriate institutional mechanisms.

Such mechanisms may include:

- Student feedback
- Grievance redressal
- Meetings with the principal
- Parent/student interaction
- Alumni interaction
- College Development Committee representation as prescribed
- Internal Quality Assurance Cell feedback
- Suggestion/complaint mechanisms
- Statutory committees and counselling mechanisms.

Where public consultation is prescribed by law or by the University/Government, the College shall follow the applicable procedure.

Access is subject to the RTI Act, including Sections 8 and 9 wherever applicable.

MANUAL – 8: Statement of Boards, Councils, Committees and Other Bodies

The College constitutes statutory and institutional committees as required from time to time. These may include:

- College Development Committee
- Internal Quality Assurance Cell
- Admission Committee
- Examination Committee
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee
- Student Welfare Committee
- Library Committee
- Discipline Committee
- Research committee
- Legal Aid Clinical
- other student activity committees, where applicable.

A current committee list, composition, tenure and functions should be appended to this Handbook and updated whenever there is a change. Access is subject to the RTI Act, including Sections 8 and 9 wherever applicable.

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. The College shall publish only information that is required to be disclosed and shall protect personal information where exemption under the RTI Act applies.

Teaching staff:

S No	Name of the Teacher	Designation	Qualification	Experience	Pay Scale	Approval Letter No.	Appointment Date	Photo
1	Dr. Sonali J Gaikwad	I/C Principal	B.A, LL.M, NET, SET, Ph.D.	20	131400-217100	SUS/Affi. /219/586 dt. 16.05.2005	15.06.2005	

2	Mrs. Shailaja G Dantkale	Asst. Professor	B.A, LL.M	26	57700-182400	I/T-5/34/sjk/4388 dt.28.06.1999		
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Non-Teaching Staff:

S No.	Names	Designation	Qualification	Pay Scale	Appointment Dat	Photos
1	Shri. P S Kulkarni	Head Clerk	B. Com	35400-112400	01.01.1997	
2	Shri. B B Bhosale	Senior Cleck	B.A	35400-112400	10.04.1992	
3	Shri. S V Trikappa	Junior Clerk	B.A	19900-63200	05.06.2012	
4	Shri. M B Somwanshi	Library Attendant	SSC Fail	25500-81100	11.08.1993	
5	Shri. R N Nadaragi	Library Attendant	B.A, M.Lib. CDCA	25500-81100	04.01.1999	
6	Mrs. S N Kambale	Peon	SSC	18000-56900	01.08.2000	
7	Shri. U V Binawade	Peon	BA	19900-63200	10.08.2011	

MANUAL – 10: Monthly Remuneration Received by Each Officer and Employee

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 Dayanand Institution and the College.

Teaching Staff: -

S No	Name of the Teacher	Designation	Qualification	Experience	Pay Scale
1	Dr. Sonali J Gaikwad	I/C Principal	B.A, LL.M, NET, SET, Ph.D.	20	131400-217100
2	Mrs. Shailaja G Dantkale	Asst. Professor	B.A, LL.M	26	57700-182400

Non-Teaching Staff: -

S No	Name of the Teacher	Designation	Qualification	Pay Scale
1	Shri. P S Kulkarni	Head Clerk	B. Com	35400-112400
2	Shri. B B Bhosale	Senior Cleck	B.A	35400-112400
3	Shri. S V Trikappa	Junior Clerk	B.A	19900-63200
4	Shri. M B Somwanshi	Library Attendant	SSC Fail	25500-81100
5	Shri. R N Nadaragi	Library Attendant	B.A, M.Lib. CDCA	25500-81100
6	Mrs. S N Kambale	Peon	SSC	18000-56900
7	Shri. U V Binawade	Peon	BA	18000-56900

Personal information of Employees will not be disclosed as per RTI Provisions

MANUAL – 11: Budget Allocated to Each Agency, Plans, Proposed Expenditure and Reports on Disbursements Made

The budget and the financial estimates are as approved by the College Development Committee, Dayanand Institution's and Regional Joint Director, Higher Education, Solapur.

The College shall publish only information that is required to be disclosed and shall protect personal information where exemption under the RTI Act applies.

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)

Personal information of individual beneficiaries shall be disclosed only where legally permissible.

MANUAL – 13: Particulars of Recipients of Concessions, Permits or Authorisations Granted by the College

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

Such disclosure shall follow applicable law and shall not expose personal information which is exempted under the RTI Act.

MANUAL – 14: Details in Respect of Information Available to or Held by the College in Electronic Form

Information maintained electronically includes:

- College website content – <https://dayanandlawcollegesolapur.org/>
- Notices and circulars Published on Notice Boards and through Telegram
- Admission information
- Academic calendar and timetable
- Programme/course information
- Programme and course outcomes
- AQAR/NAAC documents
- Examination-related notices
- Digital records maintained by authorized sections etc.

Electronic information is subject to access permissions, data-protection requirements and RTI exemptions.

MANUAL – 15: Particulars of Facilities Available to Citizens for Obtaining Information

Means, methods and facilities available to citizens for obtaining information

- The College provides unrestricted access to its official website for information relating to the institution, its activities, academic programmes, notices and other relevant matters.
- Citizens may seek information from the College Office on all working days during the prescribed office hours, subject to the provisions of the Right to Information Act, 2005.
- Information is also made available through the College notice boards, prospectus, brochures, rules, regulations, circulars and other relevant publications available in the College Office as well as on the official website.
- Certain publications, such as the College Prospectus and other institutional publications, may be available on payment of the prescribed charges, wherever applicable.
- Information intended for the general public and not subject to any prescribed charges is disseminated from time to time through notices, press releases, advertisements and other appropriate means.
- Library Timings: 08:00 a.m. to 06:00 p.m. on all working days.
- Weekly Holiday: Sunday.
- Citizens may approach the designated Public Information Officer for seeking information under the Right to Information Act, 2005, in accordance with the prescribed procedure.

MANUAL – 16: Names, Designations and Other Particulars of the Public Information Officers

PUBLIC INFORMATION OFFICER (PIO)

Name: Shri P. S. Kulkarni

Designation: Public Information Officer (PIO)

Office: D. G. B. Dayanand Law College, Solapur

Official Email: dgbdayanandsolapur@gmail.com

Telephone: 0217-2993088

FIRST APPELLATE AUTHORITY

Name: Dr. S. J. Gaikwad

Designation: First Appellate Authority

Office: D. G. B. Dayanand Law College, Solapur

Official Email: dgbdayanandsolapur@gmail.com

Telephone: 0217-2993088

MANUAL – 17: Such Other Information as May Be Prescribed and Proactive Disclosure

- The most favoured destination for the legal education in Maharashtra, DGB Dayanand Law College is one of the most prestigious Institutes commemorating Maharishi Dayanand Saraswati and his philosophy of Vedic regeneration. D.G.B Dayanand Law College was established by Dayanand Anglo-Vedic College Trust and Management Society, New Delhi in June 1964 to cater the educational needs of the people in and around the region of Solapur.
- It is Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur (Permanent Affiliation from 2011)
- Recognized by Government of Maharashtra
- Recognized by UGC
- Approved by BCI
- Accredited C Grade with 1.60 CGPA at 3rd cycle by NAAC

The information should be reviewed at least annually and whenever a material change occurs.

ANNEXURE – A: CURRENT COMMITTEE DISCLOSURE FORMAT

The following table will be updated from the College's latest committee from time to time.

S No.	Committee/Cell	Coordinator
1	College Development Committee	Dr. S J Gaikwad-Secretary
2	IQAC	Mrs. S G Dantkale
3	Admission Committee	Mrs. S G Dantkale
4	Examination Committee	Mrs. S G Dantkale
5	Grievance Redressal Committee	Shri. P. S. Kulkarni-Secretary
6	Anti-Ragging Committee	Mrs. S G Dantkale
7	Internal Complaints Committee	Mrs. S G Dantkale
8	Library Committee	Dr. M. N. Renge
9	Research Cell	Dr. S J Gaikwad
10	Legal Aid Committee	Mrs. S G Dantkale
11	Student Welfare Committee/ Student Council	Mrs. S G Dantkale
12	Discipline Committee	Mrs. S G Dantkale
13	SC / ST Cell	Mrs. S G Dantkale
14	O.B.C	Mrs. S G Dantkale
15	Mental Health and Well Being Committee	Mrs. S G Dantkale

ANNEXURE – B: RTI APPLICATION PROCESS

1. Applicant submits an RTI application to the designated Public Information Officer.
2. The application is diarised and forwarded to the concerned section(s), where necessary.
3. The PIO examines the requested information and applicable exemptions.
4. Information is supplied, or reasons for refusal are communicated, within the statutory period.
5. Where applicable, the applicant may prefer a first appeal to the First Appellate Authority.
6. Records of RTI applications, replies, appeals and disposal are maintained by the College.