

Information Handbook of Ismailsaheb Mulla Law College, Satara

(As Per Right to Information Act, 2005)

INTRODUCTION

In accordance with the provisions contained in section 2 (j) of the Act, this Information Handbook will enable the stakeholders to obtain information as to the provisions contained in various Rules and regulations governing Rayat Shikshan Sanstha's Ismailsaheb Mulla Law College, Satara 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

Ismailsaheb Mulla Law College is established at Satara, by Rayat Shikshan Sanstha, in 1968. It is recognized by Government of Maharashtra, Affiliated to Shivaji University, Kolhapur, and Bar Council of India and recognized by UGC under 12B and 2 F.

For more information visit

www.imlc.ac.in

Postal Address: -

Ismailsaheb Mulla Law College,
Karmaveer Samadhi Parisar, Powai Naka, Satara, Maharashtra-415001, India.

Website : **www.imlc.ac.in**

Tel./Fax No. : **02162234138**

Email : **imlcsatara@gmail.com**

Map of Location

The College location Map is available at

<https://www.google.com/maps/place/Ismail+Saheb+Mulla+Law+College>

Working Hours College Timing on all Working Days: From 10.00 am to 06.00 p.m.

Office Timing: From 10.00 a.m. to 6.00 p.m. on all working days.

Financial Transactions: 10.30 a.m. to 01.30 p.m. on all working days.

Library Timing: From 10.00 a.m. to 06.00 p.m. on all working days.

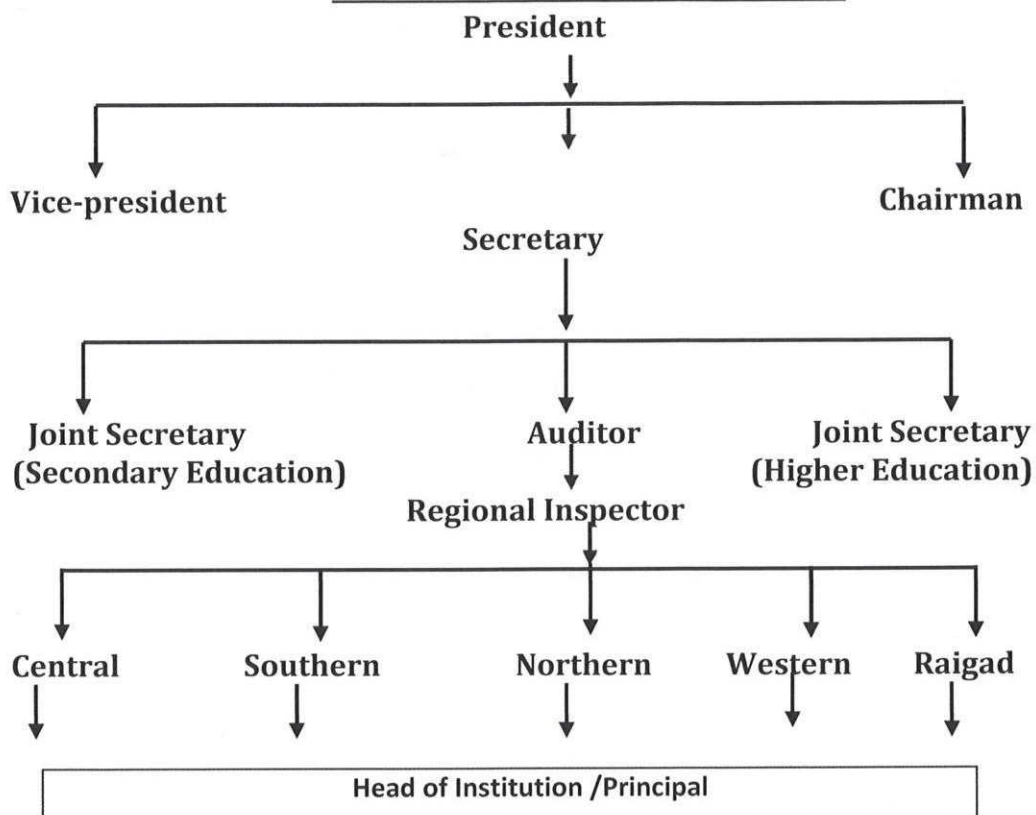
Weekly Holiday will be on **Sunday**.



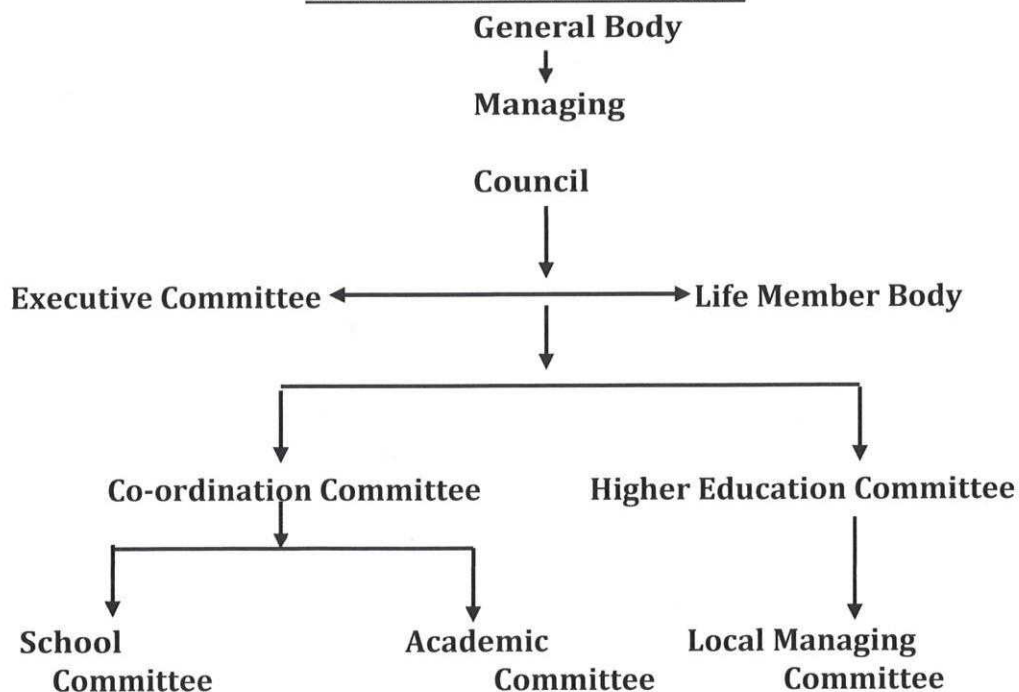
**Organization and Administrative
Machinery Organo gram of the
institution**

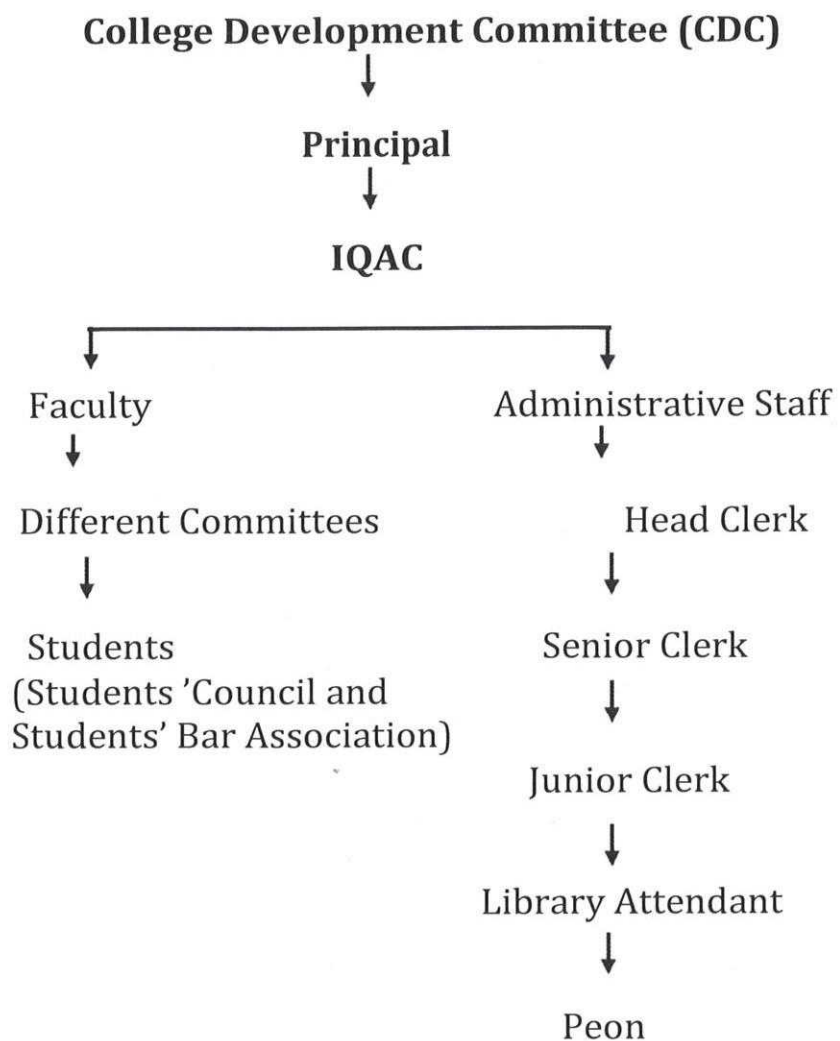
The parent institution plays a pivotal role in the general administration of the college. It formulates the requisite policies for achieving goals and missions.

ADMINISTRATIVEMACHINERY



ADMINISTRATIVE BODIES





Administrative Setup of Ismailsaheb Mulla Law College

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.

Committee 2023-2024

Sr.No.	Chairperson	Committees' Name
1.	I/c. Prin.Dr. Patil D.P.	i) IQAC Committee (Chairman) ii) UGC Committee (Chairman) iii) B. C. Cell Standing Committee (Chairman) iv) Students' Council (Chairman) v) College Development Committee (Secretary) vi) Purchase Committee (Chairman) vii) Library Advisory Committee (Chairman)
2.	Prof. Mrs. Suryawanshi M.N.	i) AISHE ii) Internal Complaint Committee ii) Alumni Committee iv) Time Table Committee v) College Activity Organization Committee vi) Staff Welfare Committee
3.	Prof. Shri. Desai Y.N.	i) UGC Committee (Member Secretary) ii) IQAC Committee (IQAC Co Ordinator) iii) Teaching Learning Evaluation & Merit Promotion Committee (College exam) iv) DHE (MIS) v) Grievance Redressal Cell
4.	Prof. Shri. Nikumbh G.Y.	i) Admission Committee (Chairman) ii) AAA Committee iii) Anti Ragging Committee iv) Career Guidance & Placement Counseling v) NIRF vi) Students Attendance & Discipline Committee
5.	Prof. Dr. Jawale R. J.	i) Students' Council, and Students' Bar Association ii) Staff Academy & Research Promotion Committee iii) Extra-Curricular Activities Committee (NSS/ Elocution / Youth etc.) iv) BCI Affiliation v) Parent -Teacher Committee
6.	Mr. Jadhav P. D.	i) Library Advisory Committee (Secretary) ii) Lead College Activity iii) Building Maintenance & Development Committee iv) Gymkhana Committee, Equal Opportunity Cell
7.	Mr. Amit Dravid	i) Wallpaper and Publicity Committee ii) Legal Aid Committee and Internship Committee (PLV)
8.	Mrs. Shivanjali Deshmukh	i) College Dress Code Committee ii) Election Literacy Club
9.	Shri. R M. Khan	i) B. C. Cell Standing Committee (Secretary) ii) Purchase Committee (Secretary)
10.	Mr. Ravindra Jadhav	Green Club



I/C Principal,
Ismailsaheb Mulla Law College,
Satara

College Development Committee (C.D.C)
2022-2023 to 2026-2027

Sr. No.	Name	Designation	Particulars of work to be done
1	Adv. Ramraje Naik Nimbalkar	Chairperson of the Management or his nominee	i) To Supervise the overall working in the college.
2	Dr. Anil Patil Vice Chairman Rayat Shikshan Sanstha, Satara	Secretary of the Management or his nominee	ii) To approve the budget estimate and give sanctions to required works and projects.
3	Adv. D.I.S. Mulla	Local Member	iii) To take necessary measures to deal with the complaint if any
4	Adv. Shayamprasad Begampure	Local Member	iv) To monitor the administration and development of the staff, students and the college.
5	Adv. Manisha Barge	Local Member	v) To hold at least two meetings in a year
6	Adv. Kamlesh Pisal	Local Member	vi) To maintain a register of minutes of the meetings.
7	Prof. Smt. Suryawanshi M. N.	HOD Teachers	
8	Prof. Y.N. Desai	IQAC coordinator	
9	Prof. G.Y. Nikumbh	Teachers Representative	
10	Prof. R.J. Jawale	Teachers Representative	
11	Shri. P.D. Jadhav	Teachers Representative	
13	Shri. R.M. Khan	Non- Teaching Representative	
14	I/c Principal, Dr. Deepa. P. Patil Ismailsaheb Mulla Law College, Satara	Secretary	



IQAC Committee 2022-2023 to 2026-2027

Sr. No.	Name	Designation	Capacity
1	Dr. Patil D. P.	Chairperson	Head of the Institution
2	Adv. DIS Mulla	Member	Nominee from the Local Society/Trust
3	Adv. Begampure S.V.	Member	Member from the Management
4	Mrs. Suryawanshi M. N.	Member	Teacher Representatives
5	Dr. Jawale R.J.	Member	Teacher Representatives
6	Mr. Nikumbh G.Y.	Member	Teacher Representatives
7	Mr. Jadhav P.D.	Member	Teacher Representatives
8	Mrs. Rajebhosale S.R.	Member	Teacher Representatives
9	Mr. Khan R.M.	Member	Senior administrative officer
10	Ms. Jinat Mulla	Member	Student Nominee
11	Mrs. Pawar S.S.	Member	Alumni Nominee
12	Adv. Pisal K.M	Member	Employer/Industrialists Nominee
13	Mr. Gole Shashikant	Member	Parent Nominee
14	Mr. Desai Y.N.	Coordinator	Coordinator

STUDENTS' BAR ASSOCIATION 2023-2024

Sr. No.	Name	Class	Designation
1	Patil Sankarshan	NLC-V	President
2	Priti Mahadik	LLB-III	Vice President
3	Joyti Adsul	NLC- IV	Secretary
4	Rohan Lokhande	LLB-II	Treasurer
5	Joyti Adsul	NLC- IV	Member
6	Swapnil Suryawanshi	NLC-IV	Member
7	Rahul Bhosale	NLC-I	Member
8	Najmunnisa Shaikh	NLC-I	Member
9	Sohan Chavan	LLB-I	Member
10	Aishwarya Gaikwad	LLB-I	Member
11	Shraya Patil	LLB-II	Member
12	Rohan Lokhande	LLB-II	Member
13	Raj Beble	LLB-III	Member
14	Priti Mahadik	LLB-III	Member
15	Chikhale Yogita Pandurang	NLC-V	Member
16	Patil Sankarshan	NLC-V	Member
17	Sakshi Kirtane	NLC-II	Member
18	Om Ganu	NLC-II	Member
19	Shrawani Beble	NLC-III	Member
20	Shantanu Pisal	NLC-III	Member



Duties to be Performed

To provide quality legal education to law students regarding legal concepts, substantive & procedural laws, modes of legal reasoning, process of law making, dispute settlement & justice delivery system.

- To create legal awareness about constitutionalism & democratic principles among people, to make them vigilant about the fundamental rights & Civil responsibilities through various legal literacy programs, legal aid activities & sensitization programs.
- To generate legal literacy among people & to understand law include in its Social, Economical, Political & Scientific dimensions.
- To provide skilled & expert legal professionals & judges of high merit for efficient justice delivery systems who will be sensitive to wants & aspirations of people & will respond accordingly, to use the legal services to build dynamic social reforms by molding public opinion.
- To accomplish task of social engineering by creating awareness in various areas such as consumer protection, environmental justice through sustainable development, human rights, gender justice, alternative dispute resolution system for peaceful settlement of disputes.
- To provide legal aid & counseling services to masses at grass root level.
- To create opportunities for all round development of all students encouraging them to pursue Legal & Socio-Legal research.
- To promote pectoral flaw & administration of justice, to strive for high standards of professional etiquettes & expertise & to promote continuous professional development of law students through Internship & Practical training.
- Organising various seminars / conferences / workshops to address significant sociolegal issues.



Details of Services Rendered

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

- a. Teaching of Five year and Three-Year Law courses (**LL.B. Degree**)
- b. Conducting Diploma Courses and Certificate Courses in various subjects.
- c. Conducting internal and university examinations and distributing mark list to students.
- d. Organization of seminars, workshops, guest lectures, sports & cultural events, etc.
- e. Providing training and coaching for Judicial examinations conducted by MPSC & other competitive examinations and All India Bar Examinations (AIBE).
- f. Providing various student welfare schemes including Free ship /Scholarship/ Other concessions.
- g. Issuing various certificates like T.C./ Bonafide etc. on request of applicants.
- h. Providing career counseling to Law Students.
- i. Providing Coaching for Law CET entrance examination.
- j. Providing Legal Aid, Legal Literacy through organizing legal aid camps in nearby villages and conducting legal literacy programs and Para legal Training.
- k. Arranging for Internship of students at Lawyers Chambers for practical training and Court visits for Observation of the Court Procedure.
- l. Organising Justice P. B. Gajendragadkar Memorial State Level Moot Court Competition every year.
- m. Organising Rupali Tawade Memorial Elocution Competition Every Year
- n. Organising Adv. V. N. Patil Memorial Lecture Series Every Year.
- o. Provision of various facilities for all round growth of students including bridge courses, Remedial English, Digital learning lab & Legal language lab.
- p. Facilities to conduct lectures regarding various subjects of socio-legal importance.
- q. Providing library facilities including book bank, e-resources, text books, reference books, online legal research software, journals & periodicals to students and faculty.



Grievance Redressal: -

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

➤ **ANTI - RAGGING COMMITTEE**

Sr. No.	Name	Designation	Particulars of work to be done
1.	Prof. Ghanshyam Y. Nikumbh	Chairperson	i) To display the information about the committee in the college and college website ii) To take necessary measures including surprise visits in campus to prevent ragging in the college and deal with the complaint if any. iii) To undertake programs for personality development of the students. iv) To supervise the working of CCTV in the college premises. v) To hold at least three meetings in a year. vi) To maintain a register of minutes of the meetings.
2.	Shri. Shashikant Gole	Member Representatives of Civil & Police Administration	
3.	Shri. Raghunath Kumbhar	Member Local Media	
4.	Adv. Manisha Barge	Non-Governmental Organization involved in Youth Activities	
5.	Adv. Khamkar Kisan	Member Representatives of Parents	
6.	Mr. Nihal Mulla - V NLC	Member Representative of Students belonging to Senior Students	
7.	Shri. Khan R.M	Member Non-Teaching Staff	
8.	Ms. Pawar Arya Somanath (I-NLC)	Member Representative of Students belonging to fresher Category	
9.	Mrs. Suryawanshi M. N.	Representative faculty members	

➤ **Internal Complaint Committee (ICC)**

Sr. No.	Name	Position	Designation	Particulars of work to be done
1	Mrs. Suryawanshi M.N.	Women employee employed at senior level	Presiding Officer	i) To display the information about the committees in the college. ii) To take necessary measures to prevent sexual harassment in the college and deal with the complaint if any. iii) To undertake program's for personality development of the girls. iv) To hold at least three meetings in a year. v) To maintain a register of minutes of the meetings.
2	Dr. R.J. Jawale	Member amongst employees-1	Member	
3	Shri. Desai Y.N.	Member amongst employees-2	Member	
4	Adv. Barge M.V.	Member NGO	Member	



GRIEVANCE REDRESSAL COMMITTEE

Sr. No.	Name	Position	Designation	Particulars of work to be done
1.	Dr. Patil D. P.	Principal of the College	Chairperson	i) To tackle the grievances of students, teaching and administrative staff referred to the committee. ii) Try to promote friendly & amicable relationship among students, faculty and other members of the institution. iii) To arrange for counseling Students. iv) To hold at least two meetings in a year. v) To maintain a register of minutes of the meetings.
2.	Prof. Desai Y.N.	Senior faculty of college-2	Secretary	
3.	Prof. M. N. Suryawanshi	Senior faculty of college- 1	Member	
4	Prof. G. Y. Nikumbh	Senior faculty of college-3	Member	
5.	Ms. Akansha Gurav	Representative from students (for Three years)	Member	

Grievance Redressal Procedure: -

The college has appointed a committee, which works under the supervision of the Principal. The committee looks into the grievance and tries to rectify them for smooth functioning of the college. Being a single faculty college, several committees are framed he added 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 on lines of 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 over all administration in the library.
4)	Head Clerk	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To maintain an up to date Cash book, ledger, paybook, muster book, Audited statement, Assessment Report, Employee



		<p>Service book and personal file, Pension cases, Cheque register, deadstock register, voucher files etc. for account writing.</p> <p>To get the financial audit done internally as well as externally</p> <p>To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no.16 in salary certificate etc.</p> <p>To prepare and submit various utilizations to UGC, University, Government etc.</p> <p>To prepare and submit budget estimates and monitor accounts accordingly. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To monitor and supervise the administrative office work as per Norms and administer the office correspondence as per directions of the principal.</p>
5)	Senior Clerk	<p>To verify and accept Admission forms, Exam Forms, Concession forms etc.,</p> <p>To issues T.C/ Migration & Bonafide certificates, mark list, exam forms etc.,</p> <p>To maintain General Register, University Result, Ledger etc. and undertake all exam related work.</p> <p>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. To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>
6)	Junior Clerk	<p>To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc.,</p> <p>To maintain and update bio-metric record and write remarks accordingly.</p> <p>To maintain Sanstha Correspondence, Students Correspondence and other office correspondence,</p> <p>To prepare and submit various Fee concession proposals to government authorities. To prepare and submit concession proposals, scholarship/free ship/ebc/ex-serviceman/sst/ptc,</p> <p>To help other authorities as per the directions Principal & Head clerk.</p>



7)	Library Attendant	To issue & return books in the library as per directions of librarian. To issue I-card, barrow card to students. To update newspaper and magazine register. To maintain cleanliness in the library and work as per the directions of the librarian.
8)	Peon	To maintain cleanliness Principal Cabin, Staff room, Office, Classroom, parking, computer lab, study room etc. To visit Bank, MSEB, Post office and other places for bill payment & office work. To attend telephone in office, library etc. and to give information to principal, of parents & students visiting college for principal meeting. To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc. To render help in organization of various Co-curricular and extracurricular activities and program held in the college. To work as per the directions of Principal and Head Clerk.

- 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.'

Section4(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.

Section4(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.



Section4 (1)(b)(v)/Manual—5:**Rules, regulations and instructions used**

- Statutes and Ordinance of Shivaji University, Kolhapur.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with a) Shivaji University, Kolhapur, b) Government of Maharashtra State c) Bar Council of India d) UGC e) Rules and regulations of Rayat Shikshan Sanstha, Satara) Standard code rules g) 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, BCI 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.barcouncilofindia.org
- www.imlc.ac.in
- www.rayatshikshan.edu
- www.erayat.org
- www.unishivaji.ac.in
- www.online.shivajiuniversity.ac.in
- www.mahaeschol.maharashtra.gov.in
- www.suk.digitaluniversity.ac
- www.ugc.ac.in
- www.jdhekop.org
- www.naac.gov.in
- www.dhepune.gov.in
- www.llb3.mhpravesh.in
- www.llb5.mhpravesh.in
- www.mahacet.org

Section 4 (1) (b) (vi) / Manual - 6:**Official documents and their availability**

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, deadstock register, voucher files.



3	Senior Clerk	Admission forms, T.C, General Register, University Exam Form, Result, Ledger, University & Government Correspondence,
4	Junior Clerk	Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession Proposals Scholarships & Free ships,
5	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E-resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, Barrow card, Magazine & Newspaper register

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

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- Examination results
- The College prospectus
- Staff information and College directory (Muster, Service Books and Personal files)
- Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt Book, Fee Registers, Stock Register and Dead Stock Register, Receipt Payment, Balance Sheet, Audited Statements, Assessment Reports)
- 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 in to account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes Legal Aid Camps and Legal Literacy Programs in the Villages in Satara District every year to spread knowledge of law amongst the masses.
- Internship Programmes, lectures, workshops and Para Legal Training Programmes for students are organized in association with Alumni, District Legal Aid Committee and Satara District Bar Association.



Citizens/Stakeholders/Public Interaction

- Inter action with various Stakeholders is ensured by organizing Parent meet, Alumni Meet, various felicitation programs, legal aid camps, legal literacy programs and para legal training activities.
- The college conducts Adv. V. N. Patil Memorial lecture series every year where in renowned personalities, Judges, Academicians, Senior Lawyers, Social Activists etc. are invited to guide faculty and students. This program is open to all public as well.
- Inter action 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 organizes various programs / lectures for creating socio legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stakeholders.

Section4(1)(b)(viii)/Manual-8:

Councils, Committees, Faculties, Departments, etc. under the College

The college has IQAC as well as College Development Committee. Apart from these committees, college has constituted different committees. Some of them are:

- Student Welfare Committee
- Grievance Redressal Committee
- Anti-Ragging & 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.

Section4(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.



Rayat Shikshan Sanstha's
Ismailsaheb Mulla Law College,
Satara
Teaching Staff-2023-2024

Sr. No.	Name of Teacher	Designation	Qualification
1	Dr. Patil D.P.	I/c Principal	B.S.L.L.L.M. SET, Ph.D.
2	Mrs. Suryawanshi M.N.	Asst. Professor	B.S.L., LL.M.NET
3	Shri. Desai Y. N.	"="	B.S.L, LL.M., NET
4	Shri. Nikumbh G.Y.	"="	B.S.L., LL.M., SET, NET
5	Dr. Jawale R. J.	"="	B. Com, LL.M, NET, Ph. D
6	Shri. Jadhav P.D.	Librarian	M. Lib, NET

Teaching Staff on CHB Basis-2023-2024

Sr. No.	Name of Teacher	Designation	Qualification
1	Smt. Shreelakshmi Rajebhonsle	Lecturer in Law	M.A., Ph.D.
2	Shri. Kolekar Y.P.	Lecturer in Law	B.A.L, LL.M., NET
3	Smt. Kharat S.K.	Lecturer in Sociology	M.A., (Soc)NET
4	Smt. Aditi Kasar	Lecturer in Law	B.com., LL.B., LL.M, DCL
5	Shri. Amit R. Dravid	Lecturer in Law	BSL, LL.B., SET
6	Shri. Ahiwale Himalaya D.	Lecturer in English	M. A. SET
7	Smt. Deshmukh Shivanjali A.	Lecturer in Political Science	M. A. NET
8	Shri. Sandeep B. Kadam	Lecturer in History	M.A.B.ED. SET
9	Smt. Sneha Sastrabudhhe	Lecturer in Environmental Studies	M.Sc. Environment
10	Shri. Ravindra P. Jadhav	Lecturer in Economics	M.A.SET(Economics)
11	Smt. Pawar Manjusha Avinash	Lecturer in Legal History	BSL., LL.B., SET



12	Smt. Nivedita C. Sakhawalkar	Lecturer in Law	BSL LLB, LLM, Diploma in Human Rights, ACS, SET
13	Shri. Sourabh Rairikar	Lecturer in Law (LL.M.)	C.A. LL.B., LL.M.
14	Smt. Saru S. Rairikar	Lecturer in DTL	M.Com., C.A.
15	Smt. Nilam N. Pawar	Lecturer in Labour Law	LL.B., LL.M.
16	Smt. Poonam S. Chavan	Lecturer in Cyber Law	B. Com, LL. B., LL.M

*Payment to teachers on consolidated/CHB bases/honorary teacher is made as per the norms of UGC, Rayat Shikshan Sanstha and College.

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



Honorary Lecturers 2023-2024

Sr.No.	Name of Teacher	Designation	Qualification
1	Adv.Shri Mulla D.I.S.	Honorary Lecturer	B.A., LL.B
2	Adv. Deepa D. Patil	" =	B Com. LL.B.
3	Adv. Shri S. V. Begampure	" =	BSL LL.B
4	Adv. Smt. Poonam Inamdar	" =	B.Sc., LL.M
5	Adv. Shri Pisal K. M.	" =	B.S.L., LL.B
6	Adv. Shri Khade L. K.	" =	B.Sc. LL.B
7	Adv. Shri Pramod Shinde	" =	B.Sc., LL.B
8	Adv. Smt. Anupama Gharge	" =	B.S.L., LL.B.
9	Adv Manisha Barge	" =	B.S.L., LL.B.
10	Adv. Sher Khan Dange	" =	B.Sc. LL.B LL.M.
11	Adv. Rajendra Galande	" =	B.S.L., LL.B.

Administrative Staff-2023-2024

Sr. No.	Name of Teacher	Designation	Qualification
1.	Shri. Khan R.M	Head Clerk	B.Com., LTC
2.	Shri. Pawar S.S.	Lib. Atten.	S.S.C
3.	Shri. Aware S.D.	Peon	VI
4	Shri. Mahadik V.	Office Staff	B.A.

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, Shivaji University, Kolhapur, and adopted by the Parent Institution Rayat Shikshan Sanstha and the College.



Section4(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, Kolhapur.

Section4(1)(b)(xii)/Manual-12:

Manner of execution of subsidy programs

- 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)
- Free ship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government)

Section4(1)(b)(xiii)/Manual-13:

Concessions granted by the College

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

Section4(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.

Section4(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 web site.
- 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 Publicis disseminated occasionally through press releases, advertisements etc.
 - **Library Timing:** From 10.00a.m. to 06.00p.m. p.m. on all working days.
 - **Weekly Holiday** will be on **Sunday**



Section4(1)(b)(xvi)/Manual-16

Public Information Officer

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Section4(1)(b)(xvii)/Manual -17:

Other Useful Information

- ❖ Ismailsaheb Mulla Law College is doing a pioneering work in the field of legal education in Satara District and surrounding area since 1968.
- ❖ It is Affiliated to Shivaji University (Permanent Affiliation from 2007)
- ❖ Recognised by Government of Maharashtra
- ❖ Recognised by UGC (From 2010)
- ❖ Approved by Bar Council of India
- ❖ Reaccredited by NAAC with A Grade (3.03 CGPS) for the period 2019-2024.
- ❖ Registered with NIRF.
- ❖ So far conducted 3 National Level Seminars and 6 State Level Seminars
- ❖ Legal Aid and Legal Literacy through Legal Services Clinic.
- ❖ Opportunities for Legal Education at UG as well as PG level (LL.M./LL.B./DLL/DTL/DCL/COC Diploma & Certificate Courses)

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.

