

Shri Mouni Vidyapeeth's
Karmaveer Hire Arts, Science, Commerce and Education College
Muralidharnagar, Gargoti, Tal – Bhudargad, Dist – Kolhapur 416 209

RIGHT TO INFORMATION ACT
INFORMATION OF INSTITUTE

I. Particulars of the college:

1. Name of the office : Karmaveer Hire Arts, Science, Commerce and Education College
2. Address : Muralidharnagar, Gargoti, Tal – Bhudargad, Dist – Kolhapur 416 209
3. Head of the office : The Principal,
Karmaveer Hire Arts, Science, Commerce and Education College, Gargoti
4. Contact No. : 02324 – 220076, 220699
5. Website : www.khcollege.ac.in
6. E-mail : khcgargoti@rediffmail.com

II. Academic and Administrative Structure of Institute:

The Principal of the college is the administrative and academic head and he controls and supervises all aspects of admission, teaching and examinations, with the assistance of the teaching, administrative and other staff under his control.

The staff of institute comprises:

1. Principal
2. Vice Principals
3. Associate Professors
4. Assistant Professors
5. Librarian

6. Registrar
7. Stenographer
8. Office Superintendent
9. Assistant Librarian
10. Head Clerk
11. Senior Clerks
12. Junior Clerks
13. Library Clerks
14. Laboratory Assistants
15. Laboratory Attendants
16. Library Attendants
17. Peons

III. The Procedure followed in decision-making process including channels of supervision and accountability:

All academic and administrative decisions are taken by the Principal in consultation with the academic and administrative staff and ratified by Management Board for smooth functioning of the institution.

IV. The norms set for the discharge of functions:

The norms set by the University Grants Commission (UGC), Higher Education Department of State Government, Maharashtra, Shivaji University, Kolhapur and College Management for the discharge of functions is followed.

V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:

The Principal and staff of the college are bound to follow the rules, regulations, orders and circulars issued by the UGC, Department of Higher and Technical Education, Government of Maharashtra and Shivaji University, Kolhapur.

VI. Statement of Categories and documents that are held or under control:

The circulars, orders and related letters issued by UGC, state government and university and the communication related with it are preserved in office. The institute also preserves documents related to student admission, staff recruitment, salary, account, audit, examination etc.

VII. The Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof:

For smooth functioning, institute frequently consults various stakeholders like staff, students, parents, civil society members, alumni, employers, etc. and their suggestions are taken into consideration.

VIII. A Statement of the Councils, Committees and bodies constituted as its part for the purpose of its advice:

For administrative and academic work of institute following Boards/Committees are formed as per the Statutes of the University

1. College Development Committee (CDC).
2. The Internal Quality Assurance Cell (IQAC).
3. Students Placement Committee.
4. Students Grievance Redressal Committee.
5. Anti Ragging Cell.
6. Internal Complaints Committee

IX. Directory of officers and staff of the College:

The information is displayed on college website www.khcollege.ac.in

X. Different grants and funds received and its disbursement:

The salary grants are received from government is disbursed monthly to employees. The other grants and funds received through student admission, university, etc. are utilized for the concern cause as per the rules of government.

XI. The budget allocated to each agency, indicating the particulars of all plans proposed, expenditures and reports of disbursements made:

Karmveer Hire Arts, Science, Commerce And Education College, Gargoti
Arts, Commerce, Science and Education Grantable Section Budget for the year 2017-2018

Income	For the Year	Expenditure	For the Year
	2017-18		2017-18
	Amount		Amount
Direct Fee		Direct Fee	
Admission Fee	3360	Admission Fee	0
Library Fee	58840	Library Fee	0
Gymkhana Fee	89940	Gymkhana Fee	100000
I Card Fee	16170	I Card Fee	25000
Co-Curricular Fee	11760	Co-Curricular Fee	15000
Paper Charges Fee	69350	Paper Charges Fee	70000
Laboratory Fee	10875	Laboratory Fee	25000
T. C. Fee	0	T. C. Fee	0
Environmental Studies Fee	104750	Environmental Studies Fee	80000
Registration	0	Registration	0
Seminar	16000	Seminar	25000
Indirect Fee		Indirect Fee	
Development Fund	69350	Development Fund	80000
Student Aid Fund	6935	Student Aid Fund	10000
S. U. Fees		S. U. Fees	
Student Insurance Fee (U)	34675	Student Insurance Fee (U)	34675
Ashwamedh Fee (U)	41610	Ashwamedh Fee (U)	41610
Emergency Fee (U)	13870	Emergency Fee (U)	13870
E-Service Fee (U)	69350	E-Service Fee (U)	69350
Eligibility Fee (U)	41375	Eligibility Fee (U)	41375
Lead College Fee (U)	38600	Lead College Fee (U)	38600
Pro-rata + Zonal Fee (U)	41610	Pro-rata + Zonal Fee (U)	41610
Youth Festival Fee (U)	62415	Youth Festival Fee (U)	62415
NSS Fee (U)	13870	NSS Fee (U)	13870
Salary Grant		Salary Grant	
Tuition Fee	268800	Tuition Fee	0
Salary Grant - Teaching and Non-teaching	62500000	Teaching Staff-Arts & Commerce	24634174
Salary Grant - CHB	3900000	Teaching Staff-Education	22134304
Non-Salary Grant	400000	Teaching Staff-Science	4491850
Interest		Teaching Staff-B.Sc. Computer	550000
Interest A/c	25000	Teaching Staff-BCA	0
Non-Grant Com. Science Fee	904750	Teaching Staff-MA	0
		Teaching CHB	3808320
		Non-teaching Staff	10606161
		Other Expenses	
		Advertisement	40000
		Audit Fee	40000
		Bank Charges/Commission	5000
		Book Binding	25000

Income	For the Year	Expenditure	For the Year
	2017-18		2017-18
	Amount		Amount
		Building Maintenance	75000
		Clearing Sweepers Expenses	35000
		Computer Maintenance	50000
		Computer Stationery	25000
		Court Expenses (Legal)	10000
		Electric Repairs	30000
		Electricity Charges	85000
		Equipments (Computer/Printer)	150000
		Freight Expenses	5000
		Functions & Ceremonies	50000
		Furniture	200000
		Furniture Maintenance (Repair)	25000
		Botanical Garden Expenses	10000
		Garden Expenses	200000
		Gas Expenses	10000
		Income Tax Consultation Expenses	15000
		Insurance (B.Sc. Lab. Building, Furniture)	40000
		Insurance (College Library)	20000
		Library Book Subscription	15000
		Library Books	75000
		Miscellaneous	25000
		News Papers	25000
		Photostat Copy	25000
		Postage & Stamp	5000
		Printing & Stationery	95000
		S. U. Affiliation Fee and Expenses	60000
		Service Tax	10000
		Staff Amenity	100000
		Stationery Expenses	95000
		TA and DA	40000
		Telephone & Internet	40000
		Traveling Expenses	15000
		Water Charges	25000
		Web Site Maintenance	15000
		Water Repairs	30000
Deficit	38929	Surplus	0
	68852184		68852184

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There are no subsidies received by the College. Government scholarships to backward group students are processed through the college and disbursed directly to the students.

XIII. Particulars of recipients of concessions permit of authorization:

College provides financial assistance to financially backward students through the funds deposited under Student Aid Fund of the college. College provides State government bus travel concession forms to students at the start of first semester. College also provides free sports kits, student insurance and book facility to students as per their demand.

XIV. Details in respect of the information available to/held/reduced in an electronic form:

Information about the college, departments, faculties, various courses, admissions, facilities, etc. is available on the college website.

XV. 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:

The information regarding college is given through brochure and publicity of events and programmes are communicated through newspapers.

The library facility is available to students of the college. Library also provides access of books to other persons from society as per the rules of library and college. The library timing is 07.30 a.m. to 05.30 p.m. including Sunday.

The other information of college is available on college website: www.khcollege.ac.in

XVI. The names, designation and other particulars of the Public Information Officers:

1. Public Information Officer: Mr. M. B. Powar, Registrar
2. 1st Appellate Authority: Dr. G. S. Mhangore, I/C Principal

XVII. Such other information as may be prescribed:

Information prescribed by Government would be furnished from time to time.