

RIGHT TO INFORMATION MANUAL

MANUAL-1

[Section 4 (1)(b)(i)]

PARTICULARS OF INSTITUTIONS

1. Brief History

Over a decade or so legal education has passed through tremendous transformation in India. Today, the students do not enter legal profession or law education only in the absence of anything better to do rather a large chunk of students opt it as their first, and sometimes, the only choice. According to some recent surveys legal education is one of the most sought after courses in India. The reasons for its present increased status may be attributed to the growing vacuum in the field of legal practitioners, increasing demand for legal outsourcing, advent of thousands of law firms, demand for legal officers in banks, companies and various other commercial organizations, vacant posts in judicial services and, last but not the least, earning fame and money through advocacy. As the old Darwinian theory reveals only those who are responsive to change would survive suits the occasion. Shantaram Potdukhe College of Law, a premier law institute in Central India, understands the Darwinian theory and believes firmly in this change both inwardly and outwardly with the changing scenario, So far, the college has left no stone unturned in catering to the increasing demands of legal education and its quality. An institution should always be like a stream and not a stagnant pond. That is why since the last 45 years of its journey S.P. College embarked on its spirit of maintaining higher standards of legal education from time to time. One of the biggest symbols of this change is the numerous new programmes started by the college like Master's Degree in Human Rights and Duties Education, P.G. Diploma Cyber Law, Panchayat Raj, Law, Health and Medicine, Dr B.R. Ambedkar Thoughts etc. This is an attempt to cope up with the changing system of education and to equip students in fast changing mode of education. Today the college is proud to announce that almost every year students of this institution have developed a habit of securing University ranks. At times, the students of this institution even grabbed all three top ranks in law examinations like B.A.LL.B 5 year, LL. B 3 year and LL.M. Alumina of the college now work in various High Courts and Supreme Court as lawyers. Some have gone to foreign countries and a lot many are working in Judiciary in various capacities like Public Prosecutor, JMFC, District and Sessions Judge etc., For a college situated in a tribal and Muffasil belt, these achievements are simply dreams coming true. But there is hardly any time to rest, rather the college continues to march forward towards excellence, innovation and progress. The journey of S.P. College of Law started way back in 1974. In the beginning it was a faculty of law affiliated to Nagpur University as a part of Sardar Patel Mahavidyalaya, Chandrapur. Due to the untiring efforts of the President, Secretary and Members of the Sarvodaya Shikshan Mandal, and the devoted co-operation of the teaching faculty, drawn from eminent jurists of Chandrapur Bar, the law faculty grew from success to

success. In the beginning LL.B. 3 Year course was taught in the evening session at the old building. B.A.LL.B. -5 year course was added in 1982 when the course was introduced in the country. The Govt. of Maharashtra conferred a rare privilege when it allowed the law faculty to start Post-Graduate Studies and Research in Law, in Chandrapur, in 1990. The law Faculty became one of the few institutions in Maharashtra which became another colorful feather in the cap of S.P. College. The Govt. of Maharashtra allowed conversion of the Law Faculty into an independent Law College from the academic year 1995-96 onwards. The college took a new nomenclature, Shantaram Potdukhe College of Law. The foundation stone of S.P. college of Law was laid at the honorable hands of His Excellency Dr. P.C. Alexander, Chancellor of Nagpur University & Governor of Maharashtra in a function held on 13th September 1998. Mrs Akkamma Alexander, Mrs Shobhatai Fadnavis, the then Guardian Minister, Hon'ble Shri Chopne, Vice-Chancellor, Shri Wamanrao Gaddamwar, Ex-State Minister, Mr. Abdul Shafi. Ex.-M.P., Shri Shantaram Potdukhe, President, S.S. Mandal, Ramesh Mamidwar, VicePresident, S.S.mandal, Arvind Poreddiwar, Principal K.U. Nimbalkar, Secretary, S.S. Mandal, Principal P.H. Dhannkar, Joint Secretary, S.S. Mandal Divisional Commissioners, Shri Arun Bongiwar, Principal Secretary,, academicians and other dignitaries were present. The New Campus of the College is situated at sprawling premises on Tadoba Road, Tukum, Chandrapur nearer to the District Court, Collectorate, Bus Stand and Railway Station. The college shifted to its own new premises in June 2000. A faculty started with 60 students in 1974 has now grown up to a college having 500 plus pursuing studies in various graduate and post graduate courses like LL.B. 3 Year, B.A., LL.B. 5 Year, LL.M., M.L.S., M.H.R.D.E., Master of Cyber Law & IT, Diploma courses in Consumer Laws, Human Rights, Cyber Law, Panchayat Raj Administration, Taxation and many more. With permanent affiliation from Rashtrasant Tukadoji Mahaharaj Nagpur University and Gondwana University the College has been included in the 2(f) and 12B status from the University Grants Commission and got financial assistance for various academic and infrastructural activities from the session 2010-11. With highly qualified teaching staff and sound infrastructural facilities the college provides a great opportunity to the students of this institution to pursue legal education. Determination, Discipline, Hard work and Success are the watchwords of this institution. Today, this institution is related to other leading legal institutions of the country and abroad through its website-www.spcl.edu.in S.P. College of Law has achieved the reputation as one of the leading centers of legal education in Maharashtra.

SALIENT FEATURES OF THE COLLEGE

- All Courses under Gondwana University, Gadchiroli from 2012-13 onwards.
- This is the only private legal institution in Maharashtra (Central India) to have legal courses from the Undergraduate to Doctoral Degree Level.
- Up-to-date Library with 21711 volumes and several legal journals.
- Internet facilities for both staff and students.
- Well-furnished Computer Lab with 40 Computers and trained staff. Internet facility for both staff and students.

- Re-Accredited "B" by NAAC , Recognized by UGC under 2 (f) & 12 B
- Recognised as a Centre for Higher Learning Research (CHLR)
- Well-qualified, dedicated and research-oriented staff who are committed to the cause of quality legal education.
- Thirteen full-time Doctoral holders as permanent teaching faculty.
- Availability of courses according to the market demand.
- Placement Cell Campus Recruitment
- Panel of advocates to monitor the practical training programmes of the students.
- Panel of guest lectures and visiting professors drawn from eminent Lawyers and Judges.
- Free legal aid programmes and projects like litigation-free village, Nistar Rights and conservation of water and environment in collaboration with Government agencies.
- Girls' Hostel.
- Boys' Hostel
- Separate Auditorium
- Transparency cell, frequent reception of feed-backs from students and Peer Management.
- Seminar Room, Conference Hall, Staff Room cubicles and Administrative Office.
- Students' Welfare Scheme, Students' Organization -Discovery- to provide research activities among the students
- Regular Publication of S.P. Law Review Journal with ISBN Number.

Facilities Available in the College Campus

- **Library:** The Central library of the college is enriched with collection of Books, Journals, Periodicals and Encyclopedias. It has a Reading Hall, Book bank facility, Competitive cell, Books exhibition, Book Reviewclub, Reprographic, Scanning, OPAC and internet Facility. The students can avail the facilities of library as per the rules and regulations. No student will be allowed in the library without the identity card issued by the college. The students are expected to return or renew the books as per the time schedule. The students are required to return all the library books before the clearance. The Principal reserves the right to reschedule the rules and regulations.
- **Research:** Department of Law is approved for the research to carry out the research activities as per rules and regulations.(i.e Centre for Higher Learning Research)
- **Network Resource Centre:** The college has well equipped Network Resource center in the library which provides the facilities of internet, photocopies, and Printing etc. It is enriched with Printing Machines, Photocopying and Scanning machines etc.

- **Computer laboratory:** The College has a well-equipped Computer laboratory for the students to carry out their practical
- **Sport facility:** The college has various sport equipments and play ground.
- **Remedial Coaching:** Remedial Coaching is imported to the slow learners to bring them in the main stream of teaching and learning process.
- **Guidance for Competitive Examinations:** Teachers help students to prepare for Competitive Examinations such as MPSC, UPSC,NET/SET Examinations etc. The students who aspire for the same can take the benefits the scheme. The library has many books related with such Competitive Examinations
- **Career Counseling Cell:** The College running a Career Placement Cell. The College has formed a career counseling to guide students in respect of future plan. The Campus placement facility can be provided to the students.
- **Canteen:** The College has its own Well-furnished canteen to refresh the students.

RULES OF CONDUCT AND DISCIPLINE

- **Discipline:** The College maintains strict discipline in the campus. The students are advised to follow the instructions of the Principal and Teaching faculties. Any act of indiscipline or violation of rules will not be entertained. In case of such a violation, a strict action is taken,.
- **Attendance:** As per the University rules, every student required at least 75% attendance in the lectures.
- **The Use of Mobiles:** The use of mobiles in the college campus is strictly prohibited.
- **Dress Code:** The dress code is followed in the campus for students (for the five days of the week)
- **Identity Card:** At the beginning of the session, The college provides the identity card to the students. It is compulsory for everyone to carry the card in the college campus in a prominently visible way. No students will be allowed to attend classes or other activities without the same.
- **Anti-Ragging Cell:** Ragging is strictly prohibited in the college campus as per the law formed by the Government. Any violations of the law attracts strict disciplinary action by the Anti-Ragging Cell of the College.

BEST PRACTICES:

- Use of ICT Tools and Resources in teaching, Learning and Evaluation Processes
- Tree Plantation.
- Organization of Seminars and workshops
- Appreciation of Students and Staff.
- Guidance to students regarding Competitive Examinations.
- Bringing Annual College Magazine.
- Academic Audit.
- Green Audit.
- Counseling for Girl students.
- Dress code for students.
- Celebration of national and international important Days.
- Celebration of Birth and Death Anniversaries of great personalities.
- Organization of a special camp of NSS and conduct various activities for community welfare.
- Organization of maximum Legal Awareness camps
- Organization of Gender Sensitization programs
- Involve more number of students in these activities to fulfill the objectives of the Clinical Legal Education.
- Take steps for providing career guidance to the students and offer them coaching for different competitive examinations
- Hold Campus recruitment drives
- Work for imparting soft skill development training to the students
- Moodle Cloud training was provided to the staff members and they were encouraged to use it for content delivery.

➤ **AWARDS FOR LAW STUDENTS AT GONDWANA UNIVERSITY**

- Chandrapur Bhushan Hon'ble Shantaramji Potdukhe Gold Medal, for Securing highest marks in LL.B. 3 years course
- Late Shri T. K. Ayappan Pillai Memorial Gold Medal, for student securing highest marks in Constitutional Law of LL.B. 3 years and B.A. LL.B. 5 years course taken together.
- Late Adv. Tarachandji Khajachi, Centenary Memorial Gold Medal, for securing highest marks in LL.B. 3 Years
- Late Dr. Dattatray Madhavrao Munshi Memorial Gold Medal, for securing highest marks in Hindu Law of LL.B. 3 Years and B.A.LL.B. 5 years course taken together.

➤ **FOUNDATION DAY AWARDS**

- Shantaram Potdukhe College of Law, (SPCL) has instituted following awards to be bestowed/given on the Foundation Day of the SPCL every year to the students who excel in the final examinations.

NOTE: (Students should have cleared all examinations in the first attempt and secured more than 60% marks to be eligible for getting the award.)

- Late Smt. Ramabai Chapalgaonkar Gold Medal Award. (Gold Medal sponsored by Hon'ble Justice Narendra Chapalgaonkar (Rtd.) in the memory of his mother Late Smt. Ramabai Chapalgaonkar for the girl student only)
- Cash Prize of Rs. 5000/- sponsored in memory of Late Shri Chhotubhai Patel & Smt. Lataben Patel. (Cash Prize in the memory of Late Shri. Chhotubhai Patel & Smt. Lataben Patel)
- Late Dr. D. M. Munshi Gold Medal Award. (Gold Medal sponsored by Munshi Family and friends in the memory of Late Dr. D.M. Munshi)
- Late Adv. Dadaji Dewaikar & Smt. Jankibai Dewaikar Gold Medal Award. (Sponsored by Shri. K. J. Purohit & Smt. Prabhatai Purohit in the memory of Adv. Dadaji Dewaikar & Smt. Jankibai Dewaikar)

2. Vision

- To enlighten the rural students with the diverse discipline of knowledge, align with the present global scenario.

3. Mission

- To contribute an active pivotal to inculcate comprehensive scientific knowledge and wisdom for betterment, upliftment and improvement of students.
- To develop value oriented qualities in the personality, creativity, competency, scientific attitude, reasoning and logical aptitude among students, which pave way for overall personality development.

- To Enhance the youth's minds and muscle for creative and constructive role for strengthening the rural society, reason, which in turn culminate into nation building
- To stimulate rural students to take up challenges and venture in the present global scenario.
- To become as leading centre of legal education in Central India.
- To intensify legal aid and legal awareness activities.

4. Goals and Objectives:

In addition to the well-established goals of our parents society SARVODAYA SHIKSHAN PRASARAK MANDAL, CHANDRAPUR, our institution has formulated additional goals and objectives.

- To expand the interface and circumference of knowledge and wisdom at teaching, learning research and extension process of Academia.
- To create and develop inquisitiveness and creativity among the students.
- Instill research aptitude among the rural students and aspirants.
- Promotion of sustainable and eco-friendly development and progress.
- To develop and promote multifaceted and multidimensional, dynamic qualities among students.
- To create the thirst among student for knowledge.
- To develop and promote ethical, cultural, and social value among students.
- To foster the intellectuals.
- To promote information, computer technology and internet use and access.
- To develop a wisdom and knowledge of students.
- To create and strengthen awareness for sustainable eco-friendly approach among the student community.
- To foster and nurture the intrinsic latent qualities and values providing forum for extramural activities and curricular activities.
- To build up responsible profile of citizenship among rural students.
- To expand extension and legal aid activities.

5. Duties of College:

- To conduct various academic programmes approved by Gondwana University Gadchiroli, and undertake various activities that are contributory to its objects.

6. Functions/Service provided by the College:

- The College offers Under Graduate and Postgraduate along with Post Graduate Diploma Courses as per the guideline of Gondwana University ,Gadchiroli

7. Address of the College:

- The Principal,
Dr. Anjali Hastak
Shantarm Potdukhe College of Law,
Chandrapur,442401
Email:anjalihastak2007@rediffmail.com
Website
www.spcl.edu.in

Manual-2

[Section 4(1)(b)(ii)]

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

- The Principal is the academic and administrative officer of the college. She is responsible for administration, organization, instructions and management of affairs of the college, as stipulated by Gondwana University, Gadchiroli.
- Powers and duties of other authorities including teaching faculty, administration library and laboratory staff and other staff of the college are also in accordance with the rules and regulations of the Gondwana University, Gadchiroli.

Manual-3

[Section 4(1)(b)(iii)]

PROCEDURE FOLLOWED TO TAKE A DECISION ON VARIOUS MAATERS

- Decision in giving admission, organizing various activities like seminars,sports,extra-curriculum activities, distribution of work to teachers, preparation of time-table are taken in staff council meeting in accordance with rules of Gondwana University, Gadchiroli
- The overall functioning of the college is under the control of the Principal.

Manual-4**[Section 4(1)(b)(iv)]****NORMS SET FOR DISCHARGE OF FUNCTION**

Norms and standard for various academic activities are set by the Principal as per regulation and instructions given by Gondwana University, Gadchiroli , Govt. of Maharashtra.

Manual-5**[Section 4(1)(b)(v)]****RULES,REGULATIONS,INSTRUCTION,MANUALS AND RECORDS FOR DESCHARGING FUNCTION**

RULES,REGULATIONS,INSTRUCTION,MANUALS AND RECORDS FOR DESCHARGING FUNCTIONS are followed as per the norms of Gondwana University, Gadchiroli Gov. of Maharashtra.

Manual-6**[Section 4(1)(b)(vi)]****OFFICIAL DOCUMENTS AND THEIR AVAILABILITY**

- Direction, Notification, circulars published by Gondwana university Gadchiroli From time to time(Available on university and Gov. of Maharashtra website)
- Syllabus of various courses available on website of Gondwana Unoiversity Gadchioroli.
- Official documents are available in the college office.

Manual-7**[Section 4(1)(b)(vii)]**

The college organizes annually a number of activities for social petrification. The different activities includes Annual Gathering, Alumni Meet, Parent Meet, Prize Distribution, Degree Distribution, and various other events where the public is actively involved.

Manual-8

[Section 4(1)(b)(viii)]

To manage the academic & administrative affairs of the college, following 39 committees are formed.

Details of all committees are given on college website. www.spcl.edu.in

1. Teaching learning And Evaluation
2. Alumni Committee
3. Annual Social Gathering Committee
4. College Examination
5. Career Employment/UPSC/MPSC/MOU/Exam center
6. College prospectus and Annual Report
7. College Development Committee
8. College Annual Report
9. Uni.Youth Festival and Cultural Committee, ,Debate,Elocution,Essay Competition, Moot Court ,Judgment writing Competition, Mock Parliament Competition etc.
10. Computer Center Committee& Website
11. College Magazines
12. Cycle Stand, Canteen, Discipline in College Campus
13. Staff Council
14. Educational Tours and Excursions
15. Purchase, Finance budget Planning Committee
16. Feedback Committee
17. Gymkhana And Sports Committee
18. Stock Verification
19. Library Committee
20. Internal Quality Assurance Cell
21. Public Relation and other Organizations
22. Remedial Course Committee
23. Student Admission Committee
24. Grievances Redressal Cell
25. Student Council
26. Student Attendance
27. Time Table Committee
28. College Research committee (U.G.C. Proposals, research project, college research Activities And Extension, Student seminars)
29. Women Cell and Sexual Harassment, Internal Complaints Committee-ICC
30. Anti-Ragging Squad
31. RTI Act 2005(Assistant Information Officer Information Officer, First Appellate Officer)
32. N.S.S
33. College website

Manual-9

[Section 4(1)(b)(ix)]

DIRECTORY OF EMPLOYEES

It is available on College website: www.spcl.edu.in

Manual-10

[Section 4(1)(b)(x)]

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the Gondwana University Gadchiroli Gov.of Mharashtra.

Manual-11

[Section 4(1)(b)(xi)]

BUDGET ALLOCATED TO EACH AGENCY

The budget and the financial estimates recommended by various departments are approved by the Principal and college Development Committee.

Manual-12

[Section 4(1)(b)(xii)]

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME----- Not applicable

Manual-13

[Section 4(1)(b)(xiii)]

PERTICULERS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATIONS GRANTED

As per provision of Gondwana University, Gadchiroli Gov. of Mhaharshtra.

Manual-14

[Section 4(1)(b)(xiv)]

INFORMATION AVAILABLE ELECTRONIC FORM

All the 17 manuals under RTI and other information about the college are available on the college website www.spcl.edu.in

Manual-15

[Section 4(1)(b)(xv)]

Means, methods and Facilities available to citizens for obtaining information:

Through the notice board, information brochures, college website and Gondwana University, Gadchiroli website. Information for general public is disseminated through advertisement and Newspapers.

Manual-16

[Section 4(1)(b)(xvi)]

Public Information Officer

Dr.Prof. Abhay J. Butle

Contact No. 9923441903

abhaybutle123@gmail.com

Appellate Authority

Dr. Anjali Hastak

Contact no. 9860258080

anjalihastak2007@rediffmail.com

Manual-17

[Section 4(1)(b)(xvii)]

Other useful Information

The person seeking information under RTI Act may apply as per RTI Rules

Link – <https://rti.gov.in/>

<https://www.ugc.ac.in>

