



RFNS  
SENIOR SCIENCE COLLEGE  
AKKALKUWA  
DIST- NANDURBAR-425415

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*Statutory Declaration  
Under Section 4(1)(b)  
of the RII Act 2005*

## Particulars of Organization, Functions and Duties

1.	<b>Name of the Organization</b>	Rural Foundation Nandurbar Sanchalit Senior Science College, Akkalkuwa
2.	<b>Postal address of the Organization</b>	Rural Foundation Nandurbar Sanchalit Senior Science College, Akkalkuwa Tal- Akkalkuwa Dist- Nandurbar-425415
3.	<b>Website</b>	<a href="http://www.rfnscience.org">www.rfnscience.org</a>
4.	<b>E-Mail</b>	<a href="mailto:rfnseniorscienceakk@gmail.com">rfnseniorscienceakk@gmail.com</a>
5.	<b>Phone Number</b>	(02567)252820
6.	<b>Brief History and background for institute establishment:</b> RFNS, Senior Science College, Akkalkuwa is the premier academic institution of this rural region. Our Institution since its foundation had an intention of imparting standard education. This college has been going successfully further under the able guidance of Hon. Appasaheb Prakash Babu Patil and all the honourable members of the institution. A Senior Science college in Akkalkuwa had been a long-cherished dream of the tribal people of the hill area of Akkalkuwa tehesil of Nandurbar District. A Sponsoring Committee- Rural Foundation Nandurbar was formed for this purpose. Thus, the dream came true when Senior Science College Akkalkuwa started functioning with B Sc. degree course on 1 <sup>st</sup> September 2003. The college was started on Non-Grant basis affiliated to the North Maharashtra University of Jalgaon. Sri. Prakash B. Patil, the Honourable President of R. F. N. Institute inaugurated the college in 2003. College was granted in 2013 with subjects Chemistry, Geography, Botany, Zoology, Physic and Mathematics. In 2015, college shifted to the new building with all required facilities viz., separate classroom, administration, Library, reading room, Laboratories etc.	
7.	<b>Approved &amp; Affiliated</b>	K.B.C.N.M.U., Jalgaon
8.	<b>President</b>	Hon. Appasaheb Shri. P. B. Patil
9.	<b>The Principal</b>	Prin. Dr. C. P. Sawant
10.	<b>Head of Departments</b>	
	<b>Chemistry</b>	Dr. V. S. Patil
	<b>Geography</b>	Mr. A. C. Khobragade
	<b>Botany</b>	Dr. V. R. Jogdand
	<b>Zoology</b>	Dr. M. Zuber Shaikh

## 11. Aims and objectives of the organization

### *Vision*

- RFNS, Senior Science Akkalkuwa, Dist. Nandurbar (M.S.) intends to make significant progress in future towards being a model, career-oriented college to move towards this vision the college will.
- Integrate career preparation with the traditional courses.
- To educate the students of tribal, rural and hilly area
- Promote every student for participation in building the nation through social and affordable education.
- Support students to face competitive world.

### ***Mission***

- To impart the higher education to the students of tribal and rural area and thereby achieve excellence
- To give back a value of society what we have gained from it.
- Impart knowledge in a conceptually sound and applied manner.
- Develop the skills, competencies and attitudes which are required in the present knowledge society.
- Nurture social value develop socially committed professional and contributors for nation building.

### ***Objectives:***

- To provide qualitative education in different discipline
- To guide the students for all round development of their personalities.
- To motivate the students for participation in co-curricular and extra-curricular activities.
- To create the awareness of social responsibility among the students.
- To motivate the tribal and rural students towards competitive examination.
- To create cultural and nation loving citizens.
- To commit the students to maintain ecological balance and to enable students to guide the masses in the field of water harvesting and tree plantation.
- To inform students about present needs of the nation and prepare them for lead the nation.
- Create balance between education and social value.

### **12. Road Map of Institute location**

<https://www.google.com/maps/place/RFNS+Senior+Science+College,+Akkalkuwa/@21.553771,74.009557,16z/data=!4m5!3m4!1s0x0:0x55c482397d0ff598!8m2!3d21.5537708!4d74.0095567?hl=en-US>

### **13. Working hours of the office**

For office:

08:00 am to 3:00 p.m. - Monday to Saturday.

Lunch Time – 1:00 pm to 1:30 pm

Sundays Holidays.

Visiting hours for Public

9:30 am to 3:00 pm of every working day

# **DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE INSTITUTE**

## **Responsibilities of the Head of the Department/ Principal:**

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College.
2. Assessing reports of teachers.
3. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
4. Admissions of students and maintaining discipline.

## **Duties and responsibilities of Faculty**

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development due to the ever-expanding demand of knowledge and changing needs of the industry.
3. Student's activities as an adviser to literary, games, student associations, etc.
4. Administration which may be departmental and or institutional as member of some committee.
5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as an organizer instructor and as a participant.
7. He/she shall organize sports events for the students time to time.
8. Shall take care of sports equipments.
9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

## **Duties and responsibilities of Sports In-charge/Physical Director**

1. He/she shall organize sports events for the students time to time.
2. Shall take care of sports equipments.
3. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
4. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

## **Duties and responsibilities of Statutory committees of Institute**

### **Anti-Ragging Committee**

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.

4. Every squad in charge will brief all members of his squad about their duties / action regarding anti ragging.
5. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti ragging committee.

### **Women Grievance Cell**

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

### **Committee for SC/ST**

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

### **Internal Complaints Committee**

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

### **Alumni Association Committee**

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous communication with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

### **Duties and responsibilities of Head Clerk/ Equivalent Cadres**

1. Head Clerk shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.
2. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
3. To ensure the prompt dispatch of letters.
4. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
5. To maintain calendar of periodical returns for incoming and outgoing, separately.
6. To attend to such other work that may be assigned to him.

### **Duties and responsibilities of Laboratory Assistants**

1. To assist students and teachers in conducting practical and experiments.

2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the In-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In-charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

### **Duties and responsibilities of Laboratory Attendants**

1. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
2. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
3. To render physical assistance to students and teachers in conducting practical and experiments.
4. To report about loss of laboratory equipment and other materials to his superiors.
5. To open and to lock cupboards, doors, windows and gates of laboratory.
6. To attend to delivery of letters connected with laboratory and its staff.
7. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.

### **Duties and responsibilities of Peons**

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/ Head.
4. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

### **Duties and responsibilities of Other Non-teaching staff working in the Institute**

The principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned, from time to time.