

**RIGHT TO INFORMATION ACT
2005**

**Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya,
Pipri-Wardha**

Shiksha Mandal, Wardha's
Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri-Wardha
Information to be disclosed by Public Authority

MANUAL – 1

[Section 4(1)(b)]

(i) Particulars of its organization, functions and duties:

Sr. No.	Particulars	College	Management
1.	Name of the Organization	Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri-Wardha	Shiksha Mandal, Wardha
2.	Address	Arvi Road, At. Post- Pipri(Meghe) Tq. Dist. Wardha – 442001	Jamnalal Bajaj Marg, Civil Lines, Wardha – 442 001
3.	Phone Nos.	07152– 230518	07152 – 230506/230507
4.	Email Id	sjgs_pw@rediffmail.com	shikshamandal@gmail.com
5.	Website	sjgsm.shikshamandal.org	www.shikshamandal.org
6.	Nature of Organization	Educational Institution	Educational Trust/Society
7.	Date/Year of Establishment	1961	1914
8.	Type of Organization	a. A Co-education Institution since inception b. A Linguistic Minority Institution (since 2009)	
9.	Affiliation to	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur	
10.	Apex Bodies/Agencies	a. University Grants Commission (UGC) b. All India Council For Technical Education (AICTE) c. Directorate of Higher Education, Pune d. Department of Higher & Technical Education, Government of Maharashtra e. Department of Technical Education (DTE), Government of Maharashtra, Mumbai f. Minorities Development Department, Government of Maharashtra, Mumbai g. Directorate of Education, Pune h. Maharashtra State Board of Secondary & Higher Secondary Education (Nagpur Division) i. Directorate of Vocational Education	
11.	Accreditation	NAAC accredited 'A'-Grade Institution (Third Cycle) (CGPA: 3.09; 2017)	
12.	Educational Programmes	A. GRANT-IN-AID B.A.(Rural Service) (English, Marathi, Community Development and Extension, Economics, Sociology, Co-operation) (Non-grant - English literature and Marathi literature) (Marathi Medium) B. JUNIOR COLLEGE XI-XII in Science (English Medium) XI-XII in Arts (Marathi Medium)	

		<p>C. HSC VOCATIONAL (MCVC)</p> <ul style="list-style-type: none"> • XII in Automobile Technology, Construction Technology and Electrical Technology (Marathi Medium) • XI in Construction Technology (Marathi Medium) <p>D. VALUE-ADDITION COURSES (Displayed on College website)</p>
13.	Functions & Duties	<ul style="list-style-type: none"> • To conduct various activities that are contributory to the academic programmes • To impart theoretical as well as professional instruction in concern field • To provide all possible facilities to build up personality and character of students. • To inculcate among students love for our country, national unity, and habit of social service. • To make students conversant with current knowledge in the field of arts, science, vocational and agro-based industry • To develop understanding among students regarding rural problems

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(ii) Powers and duties of officers and employees:

Sr. No.	Designation	Description	Powers & Duties
1.	Principal	<ul style="list-style-type: none"> • Academic and Administrative Head for all Programmes; • Chairman, IQAC; • Secretary, College Development Council; • Chairman, Academic Development Committee • Chairman, Finance Committee • Chairman, staff Council; • Chairman, All College Council Committees; 	As specified by UGC Regulations; AICTE; University Act/s, Statutes, Ordinances, Codes, Government; Concerned Bodies/Departments; Management etc.
2	Supervisor (Junior College)	Helping Principal in Academic supervision & administration	As specified by the MEPS Rules, 1977/Government/ Principal/ Management etc.
3.	Head of the Department (MCVC)	Helping Principal in Academic supervision & administration	As assigned by Principal/ Management etc.

4.	Teaching Staff	All academic duties; Administrative duties as assigned by Principal/ Management/ UGC/University/ Government from time to time	As specified by the UGC, RTM Nagpur University); Shiksha Mandal; As specified in MEPS Rules 1977 for Junior college/ MCVC courses.
5.	Librarian	Librarian Management	As prescribed by the UGC, University, Government, Principal/Management
6.	Superintendent	To assist Principal and Management in administration of college/ maintenance of college campus/ property etc. and perform all such duties as prescribed from time to time	As specified in Standard Code 1984/MCSR and relevant GRs, directions from time to time
7.	Non-Teaching Staff	To assist Principal and Management in administration of the college/ departments	As specified in Standard Code 1984/MCSR and relevant GRs, directions from time to time

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[Section 4(1)(b)]

(iii) Procedure followed in the decision making process, including channels of supervision and accountability:

Managing Committee of Shiksha Mandal, Wardha (Management)		
College Development Committee (CDC) as per the Maharashtra Public Universities Act, 2016	School Committee (For Junior College/ MCVC)	
Principal is the Chairman of the following:	Officers nominated by Principal for Academic/ Administrative Supervision	<p style="text-align: center;">Principal is</p> <ul style="list-style-type: none"> • Chief Controller of Examinations • Chairman, Staff Council • Chairman, Finance Committee
Internal Quality Assurance Cell (IQAC)	Supervisor (Jr. College)	
Staff Council (Sr. College)	HOD (MCVC)	
Staff Council (Jr. College/MCVC)	Committee Conveners	
College Committees (Sr. College)	Members of various Committees	
College Committees (Jr. College/MCVC)	Coordinators for value-addition courses	

Other Statutory Committees:		
<ul style="list-style-type: none"> • Internal Complaints Committee • Sexual Harassment Committee • Anti-Ragging Committee • Caste Based Discrimination Committee • Committee for Divyangajan • Building Committee • UGC Committee • Students' Council • Students Redressal and Grievance Committee • Admission Committee • Students Development Cell 		
Stakeholders involved in decision-making process through feedback mechanism		
Students	Parents	Alumni
Students Council; Representation of students in CDC and other committees	Parent-Teacher Meets; Correspondence with parents	Alumni Meet; Alumni feedback report available on college website

Decision Making Process:

1. **Upward Channel:** Principal gets feedback from all appointed coordinators/conveners/stakeholders with regard to academic, administrative and other activities on the basis of which policies are formed and decisions are taken. The policies/decisions are proposed in the related committees/bodies and approved by the Principal and Management depending upon the nature of policy/decision in the meetings of statutory bodies viz. Staff Council/ IQAC/CDC/ Finance Committee, etc.
2. **Downward Channel:** Instructions of Management/University/Apex Bodies/Government are passed on to various stakeholders for implementation through Principal.

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(iv) Norms set for the discharge of functions:

Norms and standards for the discharge of functions are laid down by the respective regulatory Authorities/Apex Bodies/Management as per their Rules, Regulations and Codes of Conduct.

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[Section 4(1)(b)]

(v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

Following Rules, regulations, instruction, manuals and record are held by the college.

Teaching staff		Non-teaching staff	
Senior College		Grant-in-aid	
1.	All UGC Regulations	1	Standard Code, 1984
2.	All AICTE Regulations	2	Maharashtra Civil Services Rules (MCSR)
3.	National Assessment and Accreditation Council (NAAC) Guidelines		
4.	Maharashtra Public Universities Act, 2016	3	Shiksha Mandal's Rules/Instructions
5.	Maharashtra Civil Services Rules (MCSR)	Non-Grant Staff	
6.	Directives from the Department of Higher and Technical Education, Mumbai	1	Shiksha Mandal's Rules/Instructions
7.	Directives from the Director of Higher Education, Pune		
8.	Directives from the Director of Technical Education, Mumbai		
9.	Directives from the Minorities Development Department, Government of Maharashtra, Mumbai		
10.	National Commission for Minority Educational Institutions (NCMEI)		
11.	College Code (Ordinance # 24)		
12.	Ordinance #122		
13.	Shiksha Mandal Rules/Instructions		
Junior College/MCVC			
1.	MEPS Act 1977		
2.	MEPS Rules 1981		
3.	Maharashtra State Board of Secondary & Higher Secondary Education, Nagpur Division, Nagpur		
4.	Directives from Joint Director of Vocational Education & Training, Nagpur (for MCVC)		

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(vi) Statement of the categories of documents that are held by it or under its control (the List is only indicative and not exhaustive):

Following categories of documents are held by the college.

1. Books of Accounts (including Cash Books, Ledgers, Vouchers, Audited Receipt & Payment
2. Statement, Balance Sheets etc.)
3. Stock Registers
4. Personal files of employees

5. Service Books of employees
6. Salary Registers (including General Provident Fund / DCPS Registers) of employees
7. GPF / DCPS record of employees
8. Leave Registers of employees.
9. Confidential Reports of Staff.
10. College Prospectus
11. Pension files of the retired employees.
12. Admission forms of the admitted students.
13. Registers of Students Admissions (Dakhalkharij)
14. Attendance Record of Students/Teachers' Roll Calls (UG: for 3 years for each batch; to be disposed of after the batch passes out)
15. Result files of the students
16. Second copy of College Leaving Certificate (Transfer Certificate)
17. Correspondence with various authorities made by the college
18. Important documents related to college (Establishment)
19. Documents related to Land & Buildings including Sanctioned Maps
20. Minutes Books of College Development Committee, School Committee, IQAC, Staff Council, Finance Committee, etc.
21. Scholarship Registers of Students
22. Dispatch Registers
23. NAAC/ IQAC Documents
24. UGC Documents
25. RUSA Documents and related files
26. Various Government Resolutions and Circulars
27. University Ordinances/Directions etc.
28. Library Books and Accession Register
29. Accountant General Audit files
30. EPF Record
31. All correspondence files related to Director, Higher Education, Pune; Joint Director, Higher Education, Nagpur; Dy. Director, Nagpur; RTM Nagpur University; UGC, RUSA, Pay Unit, Income Tax Department, Professional Tax Department etc.
32. All correspondence/files related to Shiksha Mandal, Wardha
33. All documents related to court cases
34. All documents related to applications received by the college under RTI Act
35. All documents related to first and second appeals made by various applicants under RTI

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(vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

Members of public/society are included in the college bodies viz. College Development Council, School Committee, Parent-Teachers Committee, IQAC, Alumni Committee etc.

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[Section 4(1)(b)]

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

COLLEGE COUNCIL COMMITTEES		STATUTORY BODIES/COMMITTEES
SENIOR COLLEGE	JUNIOR COLLEGE	
Student Welfare/ Scholarship Committee	Quality Assurance Cell (QAC)	College Development Committee
Girls' Counselling/ Sexual Harassment Committee	Admission Committee	School Committee
College Magazine - Gramdhan	Time Table & Academic Calendar	Internal Quality Assurance Cell (IQAC)
ECA/Special Days/ Employees' Felicitations	Student Attendance & Mentor	Internal Complaints Committee
Academic Audit / Programme-Course Outcome Analysis/ Time-table	Internal Examination & Evaluation / HSSC Oral Exam.	Anti-Ragging Committee
Examination Committee	Parent Teacher Association	Caste Based Discrimination Committee
Research Cell	Discipline & Anti Ragging	Students' Council
ICT, Innovative T/L; Classroom Seminar etc. Cell	Library Committee	Student Development Cell
Website Updating Committee	Career Guidance Cell	College Student Social Responsibility (CSR) Committee
Library Committee	Women's Cell	UGC College Development Committee
Sports Committee	Lecture Series, Debate Competition, Cultural & Extra Curricular Activities	RUSA Coordination Committee
Admission Committee	Games & Sports	Building Committee
Career Guidance/ Placement Cell	Remedial Coaching for poor performers	Divyangajan / Equal Opportunity Cell
Student Mentorship Committee	Campus Beautification	Students Grievance Redressal Cell
Hostel Committee (Girls)	Tabulation Committee	
Maintenance of facilities/Purchases/Camp us Beautification	Board Examination	
Parent-Teacher Meet/ Feedback	ECA	
Prospectus/Academic Calendar		
Language Lab		

Shiksha Mandal Programmes Committee		
Remedial Coaching		
Skill Development Committee		
Alumni Association		
Women's Cell		
N.S.S. & Extension		
Lifelong Learning and Extension		
Integrated University Management System/Core Implementation Team/AISHE/ MIS		
PBAS Scrutiny Committee		
Student Satisfaction Survey, Internal Assessment,		
Additional Credits (ECA) Scrutiny		
NIRF		
Health Committee		

Meeting of the above Committees/Cells/Bodies etc. are restricted to the members only and not open to public except when the members of public are the part of Committees/Bodies.

The minutes of the meetings are maintained for administrative reasons and not intended for public consumption.

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(ix) A directory of its officers and employees:

A. TEACHING STAFF

B. NON-TEACHING STAFF

	SENIOR COLLEGE (GRANT)	JUNIOR COLLEGE (GRANT)	Grant-in-aid Departments
Sr. No.	Name of the Teacher	Name of the Teacher	<u>Senior College</u>
1	Dr. R. R. Deshpande Officiating Principal	Shri. M. S. Pande Full Time Teacher	Smt. R. M. Patil Head Clerk
2	Dr. R. K. Moon Associate Professor	Shri. P. B. Bais Full Time Teacher	Ku. S. P. Mokadam Senior Clerk
3	Dr. S. M. Pawar Assistant Professor	Shri. M. G. Yeltiwar Full Time Teacher	Shri. S. S. Ingole Lib. Attendent
4	Dr. M. T. Mane Assistant Professor	Shri. G. H. Upase Full Time Teacher	
5	Shri. S. M. Sutar Assistant Professor	Ku. B. G. Samuel Full Time Teacher	<u>Junior College</u>
6	Dr. S. S. Chauhan Director of Physical Education	Dr. S. P. Dhanvij Full Time Teacher	Shri. S. M. Sapate Lab. Assistant
7	Dr. V. R. Ugale Librarian	Ku. S. K. Warfade Full Time Teacher	

8	Dr. R. R. Chaudhari Assistant Professor	<u>HSC Voc. (MCVC)</u>	<u>HSC Voc. (MCVC)</u>
		Shri. S. G. Jambhulkar Full Time Teacher	Shri. S. A. Alwadkar Junior Clerk
		Shri. S. I. Mohammad Full Time Teacher	
		Shri. R. G. Warkal Full Time Teacher (Practical)	
		Shri. S. N. Dudhbade Full Time Teacher (Practical)	

C. NON-TEACHING STAFF

Non-Grant Departments		
1	Shri. Sandip Gaikwad	Peon
2	Sau. Ujwala Hanskar	Peon
3	Shri. Kishor Waghade	Peon
4	Shri. Praful Shambharkar	Peon
5	Shri. Gaurav Ambadale	Peon
6	Sau. Surekha Hanskar	Peon
7	Sau. Asha Sontakke	Peon
8	Sau. Ranjana Nehare	Peon
(All above appointments are contractual/ ad-hoc)		

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[Section 4(1)(b)]

- (x) A monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulation:

All the staff members (Teaching/Non-teaching) of all departments receive their monthly emoluments as per rules prescribed by Government /Management.

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[Section 4(1)(b)]

- (xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

Budgets/revised budgets are prepared for the following departments/units of the college:

- A. Senior College (Grant)
- B. Junior College (Grant)
- C. HSC Vocational (Grant)
- D. Girls' Hostel
- E. Prospectus Account

All the budgets/revised budgets for various programmes/courses/units are approved in the CDC/Finance Committee.

The expenditure over and above the budgeted expenditure is borne by the Management.

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[Section 4(1)(b)]

- (xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

Not applicable.

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[Section 4(1)(b)]

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it:

Eligible students avail scholarships/freeships/concessions under various schemes of Government of India, State Government and Management.

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[Section 4(1)(b)]

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

The following documents have been digitized so far:

1. NAAC Accreditation and Re-accreditation Certificates
2. Staff approval done by Joint Director from 1998-1999 to till date
3. UGC 2f & 12 B Certificates
4. Affiliation Certificates issued by RTM Nagpur University
5. Certificate of Joint Director regarding payment of Salaries to the approved staff by Joint Director
6. Letter from Directorate of Education, Maharashtra state regarding the permission to start Jr. College from the year 1975-76
7. College TAN No. issued by the Income Tax Department
8. Maharashtra State Government Resolution regarding the payment of Salaries to the approved staff
9. Maharashtra Public University Act, 2016
10. Minority letter issued by Government of Maharashtra
11. Minority letter issued by the RTM Nagpur University
12. Professional Tax Registration issued by the Sales Tax Department, Nagpur
13. Certificate of Registration of Shiksha Mandal, Wardha (parent body) under the Society's Registration Act, 1960

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[Section 4(1)(b)]

- (xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

Library facilities are for only admitted students and staff. In select cases, retired teachers/alumni are also issued books on request.

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[Section 4(1)(b)]

(xvi) Names, designations and other particulars of the Public Information Officers:

Assistant Public Information Officer	Public Information Officer	Appellate Authority For college-Management level matters	Appellate Authority for academic matters
Superintendent Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri-Wardha Ph.no. 07152-230518	Principal Shrikrishnadas Jajoo Grameen Seva Mahavidyalaya, Pipri-Wardha Ph.no. 07152-230518	Chairman Shiksha Mandal, Jannalal Bajaj Marg, Civil Lines, Wardha – 442001 Ph.No. 07152- 230506/230507	For Senior College Joint Director, Higher Education (Grants) Old Morris College Building, NAGPUR For Junior College/MCVC Respective Directorates at Nagpur

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(xvii) Such other information as may be prescribed: **NIL**