

J) The month remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:-

LATE NIRDHAN PATIL WAGHAYE COLLEGE, EKODI, DIST BHANDARA

SALARY FOR THE MONTH OF NOVEMBER 2020

Sr. No	Name of Employs	Designation	PB	AGP	Basic	DA	HRA	TA	Nasal Alloan	SP	Add .HR A	Total
01	DR.D.S. DURGE	PRINCIPAL	135300	0	135300	23001	10824	2400	1500	1400	4500	178925
02	SHIR.C.S. LAMBKANE	ASSISTANT PROFESSER	84800	0	84800	14416	6784	1200	1500	0	0	108700
03	SHIR. C.K. BHOWATE	ASSISTANT PROFESSER	77500	0	77500	13175	6200	1200	1500	0	0	99575
04	SHIR. S.N. DHANDE	ASSISTANT PROFESSER	84800	0	84800	14416	6784	1200	1500	0	0	108700
05	SHIR. T.D.SAMRIT	LIBRIRIAN	84800	0	84800	14416	6784	1200	1500	0	0	108700
06	DR.V.U. WARKAD	PHY.EDU.DIR CTER	75200	0	75200	12784	6016	1200	1500	0	0	96606
07	DR. S.S. BONDE	ASSISTANT PROFESSER	75200	0	75200	12784	6016	1200	1500	0	0	96606
	Teaching Total		617600	0	617600	104992	49408	9600	10312	1400	4500	797812
01	SMT. B.V. WAGHAYE	HEAD CLERK	50500	0	50500	8585	4040	400	1012	0	0	64545
02	SHRI. S.V.SAMRIT	SENIOR CLERK	36400	0	36400	6188	2912	2000	795	0	0	48295
03	SHRI. T.H. HALMARE	JR. CLERK	11360	2400	13760	22566	1376	400	671	0	0	38773
04	SHRI. D.J.BHAISARE	LIBRARY ATTENDENT	11290	2100	13390	21960	1339	400	671	0	0	37760
05	SHRI. D.K. KOHALE	PEON	9220	1600	10820	17745	1082	400	552	0	0	30599
06	SHRI. P.T.THAWKAR	PEON	9220	1600	10820	17745	1082	400	552	0	0	30599
07	SHRI. S.G.PATHDE	PEON	8590	1600	10190	16712	1019	400	534	0	0	28855
08	SHRI.L.R. KADAV	PEON	8590	1600	10190	16712	1019	400	534	0	0	28855
	Non-Teaching Total		145170	10900	156070	128213	13869	4800	5329	0	0	308281
	Grand Total		762770	10900	773670	233205	63277	14400	15641	1400	4500	1106093

**LATE NIRDHAN PATIL WAGHAYE ARTS, COMM, AND SC IENCE COLLEGE EKODI TAH.
SAKOLI DIST. BHANDARA 441802**

Email :- npwcollegeekodi@gmail.com

Website:- www.npwcekodi.org

RIGHT TO INFORMATION ACT, 2005

MANUALU/S 4(1)(B) OF ACT

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LATE NIRDHAN PATIL WAGHAYE ARTS, COMM. AND SCIENCE COLLEGE, EKODI

UNDER THE RIGHT TO INFORMATION ACT, 2005

A. The particulars of the organization, functions and duties.

Laxmi Shikshan Santha and krida mandal kesalwada (wagh.) was established in 2001. The society was founded by the great inspiration of late. Nirdhan Patil Waghaye and Smt. Laxmibai Nirdhan Waghaye who determined to serve the deprived tribal and backward classes of this Naxalite region. Under the guidance of Honorable Shir. Sevakhau Waghaye patil and our visionary leadership shri. Vilasbhou Waghaye patil, society runs many educational institutions such as Late. Nirdhan Patil Waghaye college, Ekodi. There are many high schools, 07 Junior colleges & 10 Degree colleges. Military school and shree Sevakhau waghaye college of Agriculture. Laxmi Shikshan Sanstha is contributing enormously to the field of education.

The courses run by the institution are B.A. The institute also has a junior institution in Arts and Science.

The institution has NSS, INFLIBNET, Language lab., Entry in **services 24x7 reading room**, Library facilities and computer center with internet.

The institution is affiliated to RTM Nagpur University, Nagpur and comes under the Higher and Technical Education Department, Government of Maharashtra.

Vision :- To be higher education to socio-economically backward class in Naxalite area of ekodi and near by villages of Bhandara district to come them in educational flow.

Mission :- To spread and percolate “ Excellence in Education” among the socially and economically deprived people of this rural and backward area. College has a strong commitment with students for their ‘ All round Development’ to competence himself not only for employment, entrepreneurship but also will be able to understand his role and responsibilities towards family, society and Nation.

Organization, Functions and Duties

The principal of the institutions is the Administrative and Academic Head and exercises control and supervision over all aspects of admission teaching and conduct of internal and university examinations, with the assistance of the teaching, clerical or administrative and other staff under his control.

Organogram

Laxmi Shikshan Sanstha & Krida Mandal

President

Vice-President

Secretary

Executive Body

College Development Committee

Principal

IQAC

Academic

Administration

Head of Department

Physical Education

Librarian

Head Clerk

Faculty Members

Director

Library Attendant

Sr. Clerk

Jr. Clerk

Peon

B. The powers and Duties of officers and Employees

Principal

Subject to the supervision and general control of RTM Nagpur university Nagpur and the Government of Maharashtra the principal as Executive, administrative and academic head of the institution shall be responsible for:-

1. The Academic growth of the institution.
2. Participation in research and extension programmes of the institution.
3. Planning and implementation of academic programmes such as Refresher/ Orientation courses, seminars etc. for enhancing the academic competence of the faculty members.
4. Students admission and maintenance of discipline in the institution.
5. Maintenance of true and correct accounts with receipts and vouchers.
6. The observance of the provision of the accounts code.
7. The correspondence relating to the administration of the institution.
8. The administration and supervision of curricular, co-curricular/extra-curricular students welfare activities of the institution and maintenance of records.
9. The observance of Maharashtra University Act, statutes, ordinances regulations, rules and other orders issued by the university from time to time.
10. The supervision of institution and university examinations.

11. The assessing of reports of staff and maintenance of service books and of other records of the institution.
12. Any other work relating to the institution as may be assigned to him/her by the competent authority from time to time.

TEACHERS AND THEIR RESPONSIBILITIES

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in manner consistent with the dignity of the profession.
3. Make professional growth continuously through study and research.
4. Express free and frank opinion by participation at professional meetings, seminar, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the institution and the university.
8. Participate in extension, co-curricular/extra-curricular activities including community service.

WITH THE STUDENTS

1. Respect the right and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with the students regardless of their religion caste, political, economic, social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
5. Inculcate among students a scientific outlook and respect for physical labor and the ideals of democracy, patriotism and peace.
6. To be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

8. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

WITH THE COLLEAGUES :

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Assist others for professional betterment.
3. Refrain from unsubstantiated or mollified allegations against colleagues to higher authorities and
4. Refrain from allowing considerations of caste, creed, religion race or gender in their professional endeavor.

WITH THE AUTHORITIES :-

1. Discharge professional responsibilities according to the exaction rules and refrain from undertaking any other employment and commitment including private tuitions and coaching classes.
2. Co-operate in the formulation of policies of the institution.
3. Perform to the best of their ability to ensure there is no breach of contract.
4. Refrain from availing them leave except on unavoidable grounds without prior intimation keeping in view their particular responsibility for completion of the academic schedule.

WITH THE SOCIETY:-

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the communities moral and intellectual life.
3. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension the country as a whole.
4. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among

different communities, religions of linguistic groups but actively work for national integration.

NON-TEACHING EMPLOYEES

(code 1984 of Maharashtra Government and Maharashtra civil service rules)

CLERKS :-

1. Admission Process
2. Scholarship
3. University Documents
4. Examinations
5. The Accounts, audit assessment work of maintenance and other grants and keep a check on accounts of the institution.
6. Any other works assigned by the authorities.

ALL OTHER NON-TEACHING STAFF

The principal shall assign duties as per the needs of requirement of the concerned institution from time to time in respect of any other non-teaching staff. Notwithstanding anything contained above, the Vice-chancellor shall direct the principals to assign duties to the employees in respect of conduct of university examination/admission etc. during the time of exigencies and the work related to seminars, conferences etc. undertaken at the university level.

LIBRARIAN AND LIBRARY ADMINISTRATIVE STAFF

1. Planning new services for the library.
2. Making rules for the library.
3. Acquisitions and gift books selection.
4. Classification.
5. Catalogue entries-checking and key works.
6. Software for library.
7. Library Committee.
8. Correspondence.
9. Signatory for all bills, correspondence notices.
10. Maintaining discipline in library.
11. Replacement of library books cost.
12. Assigning work to the library staff.

13. Weeding out.
14. Reference to teachers, students, visitors.
15. Library Annual Report.
16. Library Orientation Lectures and Tours
17. Journal subscription, renewal, receipt of current issues, reminders journal binding, journal accessioning and data entry.
18. Display of recent arrivals of book, binding of old books.
19. Library shelf/ stack guides.
20. Library Membership.
21. Printing of spine/book/barcode labels.
22. Liaison with Administrator.
23. Liaison with Knowledge Center.
24. Circulation- Overdue book-Phone reminders.
25. Multimedia Management.
26. Assisting Librarian in acquisition work.
27. Typing and other Assistance to Librarian.
28. Any other work assigned by the librarian from time to time.

LIBRARY ATTENDANTS

- a. Issue/Return of books.
 - b. Writing statistics of issue/ return.
 - c. Label pasting (Spine Book and Barcode)
 - d. Shelving of book and dusting.
 - e. Shelving of Journals.
 - f. Summer Cleaning.
 - g. Physical Verification of Books.
 - h. Any other assigned by the Librarian from time to time.
- C. The procedure followed in the decision-making process, inducing channels of supervision and accountability :
- Every major decision is taken through the institution development committee. All day to day administrative decision are taken by the principal. Various statutory and non-statutory committee have been constitute under the convener ship of senior teachers and administrative staff for the smooth functioning of the institution.
- Grievance Redresses cell, complaint/suggestion boxes, woman's development cell, Anti Ragging cell has been constituted.
- D. The norms set by (for its functions)
- Norms and standards for various academic activities of the Institution are set by the competent authority such as the Management Council and Academic Council of the University and by the Governing Body to the Institution.

E. The rules, regulation instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

The rules and regulation applicable to the Institution and its employees are:

- i) The Maharashtra university act 2016 and the ordinance and Regulation approved by the RTM Nagpur University Nagpur and/or by the Government of Maharashtra from time to time for Degree Institution Teaching staff.
- ii) The Maharashtra private school employees service conditions, 1980 and the rules and regulations framed by the state government from time to time are applicable to the junior institution teachers.
- iii) Maharashtra Non-Agricultural universities and affiliated Institutions standard code (terms and conditions of service of non-teaching employees rule, 1984) is applicable to the non-teaching staff.
- iv) Fundamental Rule and Supplementary rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

F. A Statement of the categories of documents that are held by it or under its control:

The various documents like registers, service books, account etc. are maintained in the office of the institution.

The institution Prospectus and the miscellany are published every year.

G. The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or Implementation there of:

Institution Development Committee, Women's Development cell and Internal Quality Assurance Cell, Alumni Association.

H. A Statement of the boards, councils, committees and other bodies consisting of two more persons constituted as its perform for the purpose of its advice and as to whether meetings of those boards, councils, committee and other bodies or minutes of such meetings are accessible or public:

Theme of Local Managing Committee and Students Council are open only members. Their meetings are not open to public and the minutes of the same are confidential.

I. Directory of its officers and employees:

Mentioned in point no. J

L. The manner of execution of subsidy programmers including the amounts allocated and the details of beneficiaries of such programmers:

Not Applicable

M. Particular of recipients of Concessions, permits of authorizations granted by it :

→ Reservation policies of the Government of India are adhered to. Scholarships

are given to needy and deserving students.

N. Detail in respect of the information, available to or held by it, reduced in an electronic form:

→ Document available in electronic form are published through the institution website.

O. 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:-

Use of library and reading room is restricted for the registered staff and students of the institution and these facilities are available during working hours of Institution.

P. The names, designations and other particulars of the public information officers:-

i) **APPELLATE OFFICER :-**

Dr. Demdeo S. Durge

Principal

Contact No. 9423114451

ii) **PUBLIC INFORMATION OFFICER :-**

Prof. Shivchan N. Dhande

HOD, Department of History

Contact No. 9049830803

iii) **ASSISTANT INFORMATION OFFICER :-**

Shri. Sanjay V. Samrit

Clerk

Contact No.9923941024

Q. Any other information:-