

Shiksha Mandal's
Bajaj College of Science, Wardha
(Formerly known as Jankidevi Bajaj College of Science, Wardha)
Autonomous College



**RIGHT TO INFORMATION
ACT-2005**

Shiksha Mandal, Wardha's
Bajaj College of Science, Wardha
Information to be disclosed by Public Authority
MANUAL —1
[Section 4(1)(b)]

1. Particulars of its organization, functions and duties:

S.N.	Particulars	College	Management
1.	Name of the Organization	Bajaj College of Science, Wardha (Formerly known as Jankidevi Bajaj College of Science, Wardha)	Shiksha Mandal, Wardha
2.	Address	Jamnalar Bajaj Marg, Civil Lines, Wardha— 442001	Jamnalar Bajaj Marg, Civil Lines, Wardha— 442 001
3.	Phone Nos.	07152— 230515/241696	07152— 230506/230507
4.	Email Id	jbsciencewardha@yahoo.co.in	shikshamandal@gmail.com
5.	Website	www.jbsw.shikshamandal.org	www.shikshamandal.org
6.	Nature of Organization	Educational Institution	Educational Trust/Society
7.	Date/Year of Establishment	1962	1914
8.	Type of Organization	a. Autonomous college (since 2017-18) b. A Linguistic Minority Institution (since 2009) c. A Co-education Institution since inception	
9.	Affiliation to	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur	
10.	Apex Bodies/Agencies	a. University Grants Commission (UGC) b. Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur c. Rashtriya Uchchatar Shiksha Abhiyan (RUSA) d. Minorities Development Department, Government of Maharashtra, Mumbai e. Directorate of Higher Education, Pune f. Joint Director, Higher Education, Nagpur g. Deputy Director, School Education, Nagpur h. Deputy Director, Vocational Education, Nagpur i. Maharashtra State Board of Secondary & Higher Secondary Education (Nagpur Division)	
11.	Accreditation	NAAC accredited `A' Grade Institution (Third Cycle) (CGPA: 3.21)	
12.	Educational Programmes	A. GRANT-IN-AID B.Sc. – English Medium (Intake 320 Students) B. SELF FINANCING COURSES C. JUNIOR COLLEGE(Including Vocational) XI-XII in Science - English Medium (Intake 480 Students) D. HSC Vocational Course – Grant in Aid Electronics Technology – Marathi Medium (Intake 30 students) Fisheries Technology – Marathi Medium (Intake 40 students) Electrical Technology – Marathi Medium (Intake 30 students)	
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. 	

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2. Powers and duties of officers and employees:

S.N	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; • Member Secretary, Board of Governors • Chairman, Academic Council • Chairman, Finance Committee • Chairman, staff Council; • Chairman, All College Council Committees 	As specified by UGC Regulations; University Act/s, Statutes, Ordinances, Codes, Government; Concerned Bodies/Departments; Management etc.
2	Director Board of Examination and Evaluation	<ul style="list-style-type: none"> • Director, Board of Examination and Evaluation - One senior staff member 	Helping Principal-Chief Controller of Examination in smooth conduct of examinations and evaluation.
3	Vice Principal (Junior College)	Helping Principal in Academic supervision & administration	As specified by the MEPS Rules, 1977/Government/ Principal/ Management etc.
4	Supervisor (Junior College)	Helping Vice-Principal in Academic supervision & administration	As specified by the MEPS Rules, 1977/Government/ Principal/ Management etc.
5	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.
6	Librarian	Library Management	As prescribed by the UGC, University, Government, Principal/Management
7	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
8	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

3. Procedure followed in the decision making process, including channels of supervision and accountability:

Managing Committee			
College Development Committee (CDC) as per the Maharashtra Public Universities Act, 2016	School Managing Committee (For Junior College/MCVC)		
Governing Body	Number	Category	Nature
	5 Members	Management	Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson
	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
	1 Member	Educationist or industrialist	Nominated by the management
	1 Member	UGC Nominee	Nominated by the UGC
	1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
	1 Member	University Nominee	Nominated by the University
	1 Member	Principal of College	Ex-Officio
Academic Council	<ol style="list-style-type: none"> 1. The Principal (Chairman) 2. All the Heads of Departments in the college 3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college. 4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body. 5. Three nominees of the university not less than Professors. 6. A faculty member nominated by the Principal (Member Secretary). 		
Board of Studies	<ol style="list-style-type: none"> 1. Head of the Department concerned (Chairman). 2. The entire faculty of each specialization. 3. Two subject experts from outside the Parent University to be nominated by the Academic Council. 4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal. 5. One representative from industry/corporate sector/allied area relating to placement. 6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt: <ol style="list-style-type: none"> (a) Experts from outside the college whenever special courses of studies are to be formulated. (b) Other members of staff of the same faculty. 		
Finance Committee	<ol style="list-style-type: none"> (a) The Principal (Chairman). (b) One person to be nominated by the Governing Body of the college for a period of two years. (c) Finance Officer of the affiliating University (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years. 		

Principal is the Chairman of the following:	Officers nominated by Principal for Academic/ Administrative Supervision	Principal is	
Internal Quality Assurance Cell (IQAC)	Supervisor (Jr. College)	<ul style="list-style-type: none"> • Chief Controller of Examinations • Chairman, Staff Council • Chairman, Finance Committee 	
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			
Staff	Students	Parents	Alumni
Representation of Teaching and Non-teaching staff in CDC and other committees.	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.

4. 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.

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

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6. 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.

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

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7. 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.

8. 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:

Committees for Senior College :

	Prospectus Committee		Research and Academic Relevance
1	Dr. S. R. Tiple	1	Dr. P.V. Tekade (Convenor)
2	Dr. M.M. Yerpude	2	Dr. D. D. Naik
	Admission Committee B.Sc I	3	Dr. P.G. Borkar
1	Dr. P. A. Saudagar (Convenor)	4	Dr. B.V. Mohite
2	Dr. R. T. Katre		Extra Curricular Activity
3	Shri. M. M. Wasu	1	Dr. Mrs. U.A. Malode (Convenor)
4	Shri. S. A. Durge	2	Dr. G. V. Lakhotiya
	Dr. M. M. Yerpude		
	Dr. S.P. Biswas	3	Dr. B.V. Mohite
	Admission Committee B.Sc II	4	Dr. A. A. Maheshwari
1	Dr. A.D. Theng (Convenor)		Co-curricular Activity
2	Dr. P. G. Borkar for 2022-23	1	Dr. S. H. Bagade (Convenor)
	Admission Committee B.Sc III	2	Dr. S. R. Tiple
1	Dr. G. V. Lakhotiya (Convenor) for 2022-23	3	Shri. M.G. Ingle
2	Shri. M.G. Ingle		Magazine Designing and Preparation
	PG Admission Committee	1	Dr. Mrs. N.P. Mohabansi (Convenor)
1	Dr. S.S. Zade	2	Shri. R. T. Katre
2	Dr. Mrs. S. S. Khandare	3	Dr. S. R. Tiple
3	Dr. A. D. Theng		NSS
4	Shri. N.A. Barwat	1	Shri. V.P. Khandwekar (Convenor)
5	Dr. D.D. Naik	2	Dr. Mrs. N.P. Mohabansi
	Internal Examination	3	Dr. D. D. Naik
1	Dr. Mrs. N.P. Mohabansi (Convenor)		Teacher Parent Meet
2	Shri. V.P. Khandwekar	1	Dr. V. V. Shinde (Convenor)
	Time Table	2	Dr. Mrs. S. S. Khandare
1	Dr. V.J. Sharma (Convenor)		Purchase Requisition Budget
2	Dr. P. F. Dhabarde	1	Dr. M.R. Chandrakar (Convenor)
3	Dr. P.G. Borkar	2	Dr. S. H. Bagade
4	Shri. M.G. Ingle		Anti Ragging Committee
	Website Designing	1	Shri. R.T. Katre (Convenor)
1	Dr. G.V. Lakhotiya (Convenor)	2	Dr. Mrs. U.A. Malode
2	Dr. A. A. Maheshwari		Library Committee
	Training and Placement	1	Dr. P. B. Bhoyar
1	Dr. D. D. Naik (Convenor)	2	Dr. D. D. Naik
2	Dr. A. V. Nakhate	3	Dr. M.M. Yerpude
3	Dr. S. P. Biswas	4	Dr. S.S. Sawarkar
4	Dr. A. A. Maheshwari		Website Publishing Committee
	Internal Complaint Committee	1	Dr. P. A. Saudagar (Convenor)
1	Dr. Mrs. S. S. Khandare (Convenor)	2	Dr. S. P. Biswas
2	Dr. V.J. Sharma	3	Shri. N.A. Barwat
3	Dr. M.M. Yerpude	4	Dr. M. A. Haque
	CWSS/PEC		
1	Dr. Mrs. S. S. Khandare		
2	Dr. A.D. Theng		

Committees for Junior College :

(1) Class Governance Committee

(Attendance- Special/ Regular, Exam.work,

U-dias,Teacher Gardian, Any concerning work for allotted class)

XI A - Smt. V.D.Khirale

Smt. R.R. Keote

XI B - Smt.M.N.Jaiswal

Shri. P.W. Ghuse

XI C - Shri. S.G.Umratkar

Shri. N.G.Patle

XI D - Shri. G.N.Ghatole

Smt. S.T.Raut

XII E - Dr. D.S. Ambadkar

Shri. R.D.Ladhake

XII F - Shri. S.S.Vairagade

Shri.S.M.Mugal

XII G - Shri. D.P.Ninawe

Shri. V.G.Sonsale

XII H - Smt. J.R.Charde

Shri.S.S.Makanwar

(2) Exam. Committee Jr. College

1. Smt. A.P.Dandare (Convenor)

2. Shri. G.N.Ghatole

3. Shri. R.D. Ladhake

4. Shri. R.L.Dambhare

5. Shri. N.G. Patle

(3) College CET/MHT-CET/JEE/NEET/ Test series & std.XII Result Enhancement Committee

1. Shri. P.W.Ghuse (Convenor)

2. Smt. V.D.Khirale

3. Shri. D.P.Ninawe

4. Shri. S.S.Vairagade

5. Smt. R.R.Keote

(4) Committee for Special & Advance Classes

1. Shri. P.W.Ghuse (Convenor)

2. Smt. A.K.Satone

3. Shri. S.S.Vairagade

4. Dr. D.S. Ambadkar

5. Smt. R.R. Keote

(5) Virtual Classroom & Online Classes Review Committee

1. Shri. Dr.D.S.Ambadkar (Convenor)

2. Shri. S.G.Umratkar

3. Shri. N.G.Patle

4. Smt. S.T.Raut

(6) Teacher Parent Meet Committee

1. Shri. S.G. Umratkar (Convenor)

2. Shri.S.M.Mugal

3. Shri. P.W.Ghuse

4. Shri. S.S.Makanwar

5. Smt. A.K.Satone

6. Shri. T.H. Chaudhary

(7) U-DIES / Sanch Manyata /Etc.

1. Shri. Y.S.Andhare (Convenor)

2. Shri. W.S.Paratpure

3. Miss. S.T. Raut

4. Shri. N.G. Patle

(8) Shala Siddhi / Sanch Manyata / Online Information to Govt.(Any allotted Online work)

1. Shri. G.N.Ghatole (Convenor)

2. Smt. Y.R.Tagade

3. Shri. Y.S.Andhare

4. Miss. S.T. Raut

(9) Time Table Committee

1. Shri. D.P. Ninawe (Convenor)

2. Shri. R.D. Ladhake

3. Shri. S.S.Makanwar

(10) General Discipline Committee

1. **Shri. R.L.Dambhare (Convenor)**
2. Smt. Y.R.Tagade
3. Ku. V.S.Patil
4. Shri R.D.Ladhake
5. Shri. Y.S.Andhare
6. Mrs. A.K.Satone
7. Smt. R.R.Keote
8. Shri. S.D. Dehankar
9. Miss.M.N.Jaiswal
10. Shri. W.S.Paratpure

Non-Teaching Staff

1. Shri Chetan Umbarkar
2. Shri. Kishor Chavhan
3. Shri. Nitin Chore
4. Shri. P.B. Ambade

(11) Bio-Metric Attendance Committee

1. **Shri. D.C.Kapse (Convenor)**
2. Shri. D. P. Ninawe
3. Miss.M.N.Jaiswal

(12) Audio Visual Committee

1. **Shri K.B.Barapatre (Convenor)**
2. Shri. V.K.Jambhulkar
3. Shri. A.N. Dukare

(13) Medical Aid/First Aid Committee/

Jr. College Medical Exam. Committee

1. **Smt. Y.R. Tagade (Convenor)**
2. Shri. W.S.Paratpure
3. Miss.M.N.Jaiswal

(14) Salary/Service Book Committee

1. **Smt. A.K.Satone (Convenor)**
2. Dr. S..S. Gandhewar
3. Miss.M.N.Jaiswal

(15) Staff Tea - Club Committee

1. **Shri. S.D. Dehankar (Convenor)**
2. Shri. R.L. Dambhare

(16) Inspire Committee

1. **Smt. J.R.Charde (Convenor)**
2. Smt. V.D.Khirale
3. Shri. V.G.Sonsale
4. Smt. A.P.Dandare

(17) XII Book Distribution Committee

1. **Ku. V.S. Patil (Convenor)**
2. Smt. J.R. Charde

(18) Online classes Management & Data Collection Committee

1. **Shri S.S.Vairagade (Convenor)**
2. Dr. D.S. Ambadkar
3. Smt. A.K.Satone

(19) G.K. Test/ Gandhi Research/ Gram Geeta Exam./Etc. Committee

1. **Shri. S.M.Mugal (Convenor)**
2. Ku. V.S.Patil
3. Shri. G.N.Ghatole
4. Shri. V.K.Jambhulkar

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.

9. A directory of its officers and employees:

A. TEACHING STAFF

SENIOR COLLEGE (GRANT)			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Dr. Om Mahodaya (Principal)	18	Dr. Mrs. U.A. Malode Assistant Professor
2	Shri. R.G. Jadhao Associate Professor	19	Dr. V.J.Sharma Assistant Professor
3	Dr.V.V. Shinde Associate Professor	20	Shri. M.D. Bansing Assistant Professor
4	Dr. V.M. Ghodki Associate Professor	21	Shri. N.A. Barwat Assistant Professor
5	Dr. L.P. Dalal Associate Professor	22	Dr. G.V. Lakhotiya Assistant Professor
6	Dr. S.S. Zade Associate Professor	23	Dr. P.A. Saudagar Assistant Professor
7	Dr. Smt. S.S. Khandare Associate Professor	24	Dr. D.D. Naik Assistant Professor
8	Dr. S.H. Bagade Associate Professor	25	Dr. S.R. Tiple Assistant Professor
9	Dr. P.V. Tekade Associate Professor	26	Dr. P.B. Borkar Assistant Professor
10	Dr. Miss P.F. Dhabarde Assistant Professor	27	Dr. M.A. Haque Assistant Professor
11	Shri. R.K. Thombare Assistant Professor	28	Dr. A.V. Nakhate Assistant Professor
12	Dr. Mrs. N.P. Mohabansi Assistant Professor	29	Dr. M.M. Yerpude Assistant Professor
13	Dr. K.M. Dadure Assistant Professor	30	Shri. M.G. Ingale Assistant Professor
14	Dr. Miss M.R. Chandrakar Associate Professor	31	Dr. A.A. Maheshwari Assistant Professor
15	Shri R.T. Katre Assistant Professor	32	Dr. S.P.Biswas Assistant Professor
16	Dr. A.D. Theng Assistant Professor	33	Dr. Miss. B.V.Mohite Assistant Professor
17	Shri. V.P. Khandwekar Assistant Professor	34	Shri. P.B. Bhojar Librarian
JUNIOR COLLEGE (GRANT)			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Smt. Y.R. Tagde	7	Shri G.N. Ghatole
2	Ku. V.S. Patil	8	Shri Y.S. Andhare
3	Shri S.E. Nakhale	9	Shri D.P. Ninawe
4	Mrs. A.P. Dandare (Bonde)	10	Shri. R.L. Dambhare
5	Mrs. V.D. Khirale (Mandre)	11	Shri. V.G.Sonsale
6	Shri S.M. Mugal	12	Ku. Jyoti Charde

S.N.	Name of the Teacher	S.N.	Name of the Teacher
13	Mrs. Anita K. Satone	18	Shri. S.S.Vairagade
14	Miss. Monika. Jaiswal	19	Shri. D.S. Ambadkar
15	Shri. R.D. Ladhake	20	Ku. R.R. Kewate
16	Shri. S.S. Makanwar	21	Ku. A.W. Kolhe
17	Shri. P.W. Ghuse		
JUNIOR COLLEGE (GRANT) MCVC			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Shri S.G. Umratkar	5	Shri S.D. Dehankar
2	Shri. N.G. Patle	6	Shri W.S. Paratpure
3	Shri D.C. Kapse	7	Shri V.K. Jambhulkar
4	Dr. S.S. Gandhewar	8	Shri K.B. Barapatre

B. NON-TEACHING STAFF

SENIOR COLLEGE (GRANT)			
S.N.	Name of the Staff	S.N.	Name of the Staff
1	Shri G.S. Dhole, Superintendent	26	Shri V.M. Zodape, Lab. Attendent
2	Smt. S.A. Dhore , Head Clerk	27	Shri K.M. Chavhan, Lab. Attendent
3	Shri. P.R. Atram, Sr. Clerk	28	Shri C.S. Umbarkar, Lab. Attendent
4	Shri S.S. Sawarkar, Jr. Clerk	29	Ku. S.L. Gaikwad, Lab. Attendent
5	Shri. A.Y. Rokade. Jr. Clerk	30	Shri P.B. Raut, Lab. Attendent
6	Shri. A. Chawake, Jr. Clerk	31	Shri D.S. Upase, Lab. Attendent
7	Shri A.S. Bahaddin, Peon	32	Shri P.B. Ambade, Lab. Attendent
8	Shri. S.G.Chavhan, Peon	33	Smt. S.R. Madke, Lab. Attendent
9	Ku. B.L. Agnihotri, Peon	34	Smt.S.A.Karnake, Lab. Attendent
10	Shri P.D. Hajare, Library Attendent	35	Shri C.S. Chidam, Lab. Attendent
11	Shri M.M. Tatte, Library Attendent	36	Smt.N.N.Jugnake, Lab. Attendent
12	Shri B.G. Waghade, Library Attendent	37	Shri P.R. Satpute, Lab. Attendent
13	Smt. C.P. Kumbhalkar, Lab. Assistant	38	Shri M.R. Girde, Lab. Attendent
14	Shri P.S. Kamde, Lab. Assistant	39	Ku. V.S. Giradkar, Lab. Attendent
15	Shri S.H. Yende, Lab. Assistant	40	Shri P.S. Sable, Lab. Attendent
16	Shri R.K. Bramhankar, Lab. Assistant	41	Smt. S.A. Kulkarni, Lab. Attendent
17	Shri A.G.Bhaiya, Lab. Assistant	42	Shri K.M. Badwaik, Lab. Attendent
18	Shri. A.H. Tandale, Lab. Assistant	43	Smt. R.A. Zodpey, Lab. Attendent
19	Shri. P.V. Wankhade, Lab. Assistant	44	Shri A.V. Dukre, Lab. Attendent
20	Shri. S.R. Nagrale, Lab. Assistant	45	Shri G.S. Lende, Lab. Attendent
21	Shri. D.M. Dahelkar, Lab. Assistant	46	Shri D.V.Mate, Lab. Attendent
22	Miss. S.S. Dabhale, Lab. Assistant	47	Shri. K.H. Solanke, Lab. Attendent
23	Shri R.M. Dandekar, Lab. Attendent	48	Shri. N.N. Choure, Lab. Attendent
24	Shri P.B. Bhute, Lab. Attendent	49	Shri. A.D. Girde, Lab. Attendent
25	Shri S.S. Gudadhe, Lab. Attendent	50	Shri. A.N. Dukare, Lab. Attendent

MANUAL—10

[Section 4(1)(b)]

10. 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.

MANUAL—11

[Section 4(1)(b)]

11. 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)

MANUAL —12

[Section 4(1)(b)]

12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

---Not Applicable---

MANUAL —13

[Section 4(1)(b)]

13. 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.

MANUAL —14
[Section 4(1)(b)]

14. 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. Letter from Directorate of Education, Maharashtra state regarding the permission to start Senior College from the year 1962-63
8. College TAN No. issued by the Income Tax Department
9. Maharashtra State Government Resolution regarding the payment of Salaries to the approved staff
10. Maharashtra Public University Act, 2016
11. Minority letter issued by Government of Maharashtra
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

MANUAL —15
[Section 4(1)(b)]

15. 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.

MANUAL —16
[Section 4(1)(b)]

16. 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
Dr. V.J. Sharma Assistant Professor Bajaj College of Science, Wardha Ph. No. 07152-230515	Principal Bajaj College of Science, Wardha Ph. No. 07152-230515	Chairman Shiksha Mandal, Jamnalal 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 Respective Directorates at Nagpur

MANUAL —17
[Section 4(1)(b)]

17. Such other information as may be prescribed: NIL