

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	<a href="mailto:jbsciencewardha@yahoo.co.in">jbsciencewardha@yahoo.co.in</a>	shikshamandal@gmail.com
5.	Website	<a href="http://www.jbsw.shikshamandal.org">www.jbsw.shikshamandal.org</a>	<a href="http://www.shikshamandal.org">www.shikshamandal.org</a>
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	<b>A. GRANT-IN-AID</b> B.Sc. – English Medium (Intake 320 Students) <b>B. SELF FINANCING COURSES</b> <b>C. JUNIOR COLLEGE(Including Vocational)</b> XI-XII in Science - English Medium (Intake 480 Students) <b>D. HSC Vocational Course – Grant in Aid</b> 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"> <li>• To conduct various activities that are contributory to the academic programmes</li> <li>• To impart theoretical as well as professional instruction in concern field</li> <li>• To provide all possible facilities to build up personality and character of students.</li> <li>• To inculcate among students love for our country, national unity, and habit of social service.</li> </ul>	

**MANUAL — 2**  
[Section 4(1)(b)]

**2. Powers and duties of officers and employees:**

S.N	Designation	Description	Powers & Duties
1	Principal	<ul style="list-style-type: none"> <li>• Academic and Administrative Head for all Programmes;</li> <li>• Chairman, IQAC;</li> <li>• Secretary, College Development Council;</li> <li>• Member Secretary, Board of Governors</li> <li>• Chairman, Academic Council</li> <li>• Chairman, Finance Committee</li> <li>• Chairman, Staff Council;</li> <li>• Chairman, All College Council Committees</li> </ul>	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"> <li>• Director, Board of Examination and Evaluation - One senior staff member</li> </ul>	Chief Controller of Examination - works under direction of Principal for 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:**

<b>Managing Committee</b>			
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"> <li>1. The Principal (Chairman)</li> <li>2. All the Heads of Departments in the college</li> <li>3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.</li> <li>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.</li> <li>5. Three nominees of the university not less than Professors.</li> <li>6. A faculty member nominated by the Principal (Member Secretary).</li> </ol>		
Board of Studies	<ol style="list-style-type: none"> <li>1. Head of the Department concerned (Chairman).</li> <li>2. The entire faculty of each specialization.</li> <li>3. Two subject experts from outside the Parent University to be nominated by the Academic Council.</li> <li>4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.</li> <li>5. One representative from industry/corporate sector/allied area relating to placement.</li> <li>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"> <li>(a) Experts from outside the college whenever special courses of studies are to be formulated.</li> <li>(b) Other members of staff of the same faculty.</li> </ol> </li> </ol>		
Finance Committee	<ol style="list-style-type: none"> <li>(a) The Principal (Chairman).</li> <li>(b) One person to be nominated by the Governing Body of the college for a period of two years.</li> <li>(c) Finance Officer of the affiliating University</li> <li>(d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.</li> </ol>		

Principal is the Chairman of the following:	Officers nominated by Principal for Academic/ Administrative Supervision	<b>Principal is</b>	
Internal Quality Assurance Cell (IQAC)	Supervisor (Jr. College)	<ul style="list-style-type: none"> <li>• Chief Controller of Examinations</li> <li>• Chairman, Staff Council</li> <li>• Chairman, Finance Committee</li> </ul>	
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		
<b>Other Statutory Committees:</b>			
<ul style="list-style-type: none"> <li>• Internal Complaints Committee</li> <li>• Sexual Harassment Committee</li> <li>• Anti-Ragging Committee</li> <li>• Caste Based Discrimination Committee</li> <li>• Committee for Divyangajan</li> <li>• Building Committee</li> <li>• UGC Committee</li> <li>• Students' Council</li> <li>• Students Redressal and Grievance Committee</li> <li>• Admission Committee</li> <li>• Students Development Cell</li> </ul>			
<b>Stakeholders involved in decision-making process through feedback mechanism</b>			
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.

<b>Teaching staff</b>		<b>Non-teaching staff</b>	
<b>Senior College</b>		<b>Grant-in-aid</b>	
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	RTM Nagpur University Rules/Instructions
5.	Directives from the Department of Higher and Technical Education, Pune	4	Shiksha Mandal's Rules/Instructions
6.	Directives from the Director of Technical Education, Mumbai		<b>Non-Grant Staff</b>
7.	Directives from the Minorities Development Department, Government of Maharashtra, Mumbai	1	Shiksha Mandal's Rules/Instructions
8.	National Commission for Minority Educational Institutions (NCMEI)		<b>Junior College/MCVC</b>
9.	College Code (Ordinance # 24)	1.	Directives from Dy. Director, School Education, Nagpur
10.	Ordinance #122	2.	MEPS Act 1977
11.	Shiksha Mandal Rules/Instructions	3.	MEPS Rules 1981
12.	RTM Nagpur University 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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**[Section 4 (1) (b)]**

**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.

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. Academic Diaries of Teachers
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) 7
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
36. College Prospectus
37. All documents related to examination works (Examination Forms, Papers, Result, Marks sheets and Degrees etc.)

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

**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.

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[Section 4(1)(b)]

**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 :****Planning and Evaluation Committee –**

<b>SN</b>	<b>Name</b>	<b>Designation</b>
1	Prof. P.V. Tekade	Officiating Principal, Chairman
2	Dr. V.V. Shinde	Member, Head, Electronics Department
3	Dr. S.S. Zade	Member, Head, Mathematics Department
4	Dr. Mrs. S.S. Khandare	Member, Head, Microbiology Department
5	Dr. M.R. Chandrakar	Member, Head, Zoology Department
6	Dr. S.H. Bagade	Member, Head, Physics Department
7	Dr. Mrs. N.P. Mohabansi	Member, Incharge, Chemistry Department
8	Dr. P.F. Dhabarde	Member, Head, Botany Department
9	Dr. Mrs. U.A. Malode	Member, Co-ordinator, Biotechnology Department
10	Dr. P.A. Saudagar	Member, Co-ordinator, Computer Science Department

**Grievance Redressal Committee –**

<b>SN</b>	<b>Name</b>	<b>Designation</b>
1	Prof. P.V. Tekade	Officiating Principal, Bajaj College of Science, Wardha
2	Dr. Mrs. S.S. Khandare	Head, Department of Microbiology
3	Dr. V.J. Sharma	Assistant Professor, Zoology Department
4	Dr. M.M. Yerpude	Assistant Professor, Physics Department

**Examination Committee / Board of Examination**

<b>SN</b>	<b>Name</b>	<b>Designation</b>
1	Prof. P.V. Tekade	Officiating Principal, Chairman
2	Dr. P.F. Dhabarde	Controller of Examination
3	Dr. V.V. Shinde	Member
4	Dr. S.S. Zade	Member
5	Dr. M.R. Chandrakar	Member
6	Dr. Mrs. U.A. Malode	Member
7	Dr.P.A. Saudagar	Evaluation Expert



### Admission Committee

SN	Admission Committee B.Sc. I
1	Dr. P. A. Saudagar (Convenor)
2	Dr. R. T. Katre
3	Mr. M.D. Bansinge
4	Mr. N.A. Barwat
5	Dr. M. M. Yerpude
6	Dr. S.P. Biswas
7	Dr. Miss. M.A. Haque
8	Dr. A. A. Maheshwari
9	Shri. M. M. Wasu
10	Shri. S. A. Durge
Admission Committee B.Sc. II	
1	Dr. A.D. Theng
2	Dr. M.A. Haque
Admission Committee B.Sc. III	
1	Dr. V.V. Shinde
2	Shri. M.G. Ingle
PG Admission Committee	
1	Dr. Mrs. N.P. Mohabansi
2	Dr. A.D. Theng
3	Dr. Mrs. S.S. Khandare
4	Dr. D.D. Naik
5	Dr. S.S. Zade

### Library Committee

SN	Name
1	Shri. Praful Bhoyar (Convenor)
2	Dr. D.D. Naik
3	Dr. M.M. Yerpude
4	Dr. S.S. Sawarkar

### Student Welfare Committee

SN	Name	Designation
1	Dr. V.V. Shinde	Head, Department of Electronics
2	Dr. S.S. Khandare	Head, Department of Microbiology
3	Dr. Mrs. N.P. Mohabansi	Assistant Professor, Department of Chemistry
4	Prof. R.T. Katre	Assistant Professor, Department of Mathematics
5	Dr. S.R. Tiple	Assistant Professor, Department of Physics

**Women's Cell, Internal Complaints Committee and Sexual Harassment Committee (Prevention, Prohibition and Redressal)**

ICC Designation	Name	Designation	Helpline Contact No.
Presiding Officer	Dr. Mrs. S.S. Khandare	Associate Professor and Head, Department of Microbiology	9822727622
Faculty No. 2	Dr. M.R. Chandrakar	Associate Professor Department of Zoology	9552322775
External Member (NGO)	Mrs. Mala Mathur		9881189515
Faculty No. 3	Dr. V.J. Sharma	Assistant Professor Department of Zoology	7058668691
Faculty No. 4	Dr. M.M. Yerpude	Assistant Professor Department of Physics	9595547705
Faculty No. 5	Dr. M.A. Haque	Assistant Professor Department of Chemistry	9284577472
Faculty No. 6	Dr. U.A. Malode	Assistant Professor Department of Microbiology	9764996587
Faculty No. 7	Dr. B.V. Mohite	Assistant Professor Department of Microbiology	9373444644
Faculty No. 8	Dr. N. P. Mohabansi	Associate Professor Department of Chemistry	9423609086
Non Teaching Member 1	Mrs. N.N. Jugnake	Laboratory Attendent	9404823360
Non Teaching Member 2	Miss. S.L. Gaikwad	Laboratory Attendent	8806739319
Student Undergraduate	Miss. Saksham Bhagat	B.Sc. I student	9309756467
Student Post Graduate	Miss. Nandini Sarjuse	M.Sc. II student	7219538678
Student Ph.D.	Miss. Bhagyashri Tale	Ph.D. Student (Chemistry)	9764428608

**Extra –Curricular Activities Committee**

SN	Name
1	Dr. Mrs. U.A. Malode (Convenor)
2	Shri. G.V. Lakhotiya
3	Dr. Miss. M.A. Haque
4	Dr. A.A. Maheshwari
5	Shri. S.H. Yende
6	Shri. A.N. Dukare

**Academic Audit Committee**

SN	Name	Designation
1	Prof. P.V. Tekade	Officiating Principal, Chairman
2	Dr. M.R. Chandrakar	IQAC Coordinator
3	Dr. C. D. Zanwar Shiksha Mandal, Wardha and Ex. Principal, Bajaj College of Science, Wardha	Member
4	Dr. U.D. Gulhane Professor and Head, Department of Mechanical Engineering, B.D. College of Engineering, Sevagram, Wardha.	Member
5	Dr. Dilip Gupta Head, Dept of Surgery, MGIMS, Sevagram, Wardha	Member

**Internal Quality Assurance Cell (IQAC)**

<b>SN</b>	<b>Name</b>	<b>Designation</b>
1	Prof. P.V. Tekade, Offg. Principal	Chairman
2	Dr. M.R. Chandrakar, HOD, Dept. of Zoology	Co-ordinator
3	Dr. U.D. Gulhane	External Peer Member
4	Dr. Dilip Gupta	External Peer Member
5	Dr. R.K. Sharma, Chief Advisor, Uttam Value Ltd. Bhugaon	Nominee from Industry
6	Dr. Vikas Chandra Choudhary, Senior Scientific Officer, MGIRI, Wardha	Nominee from Local Society
7	Dr. C.D. Zanwar, Shiksha Mandal, Wardha	Member from Management
8	Shri. Vaibhav Kashikar, Director, Ankur Seeds Pvt. Ltd. Nagpur	Alumni
9	Dr. V. V. Shinde, HOD, Dept. of Electronics	Faculty Member
10	Dr. S.S. Zade, HOD, Dept. of Mathematics	Faculty Member
11	Dr. Ms. S. S. Khandare, HOD, Dept. of M/B	Faculty Member
12	Dr.Mrs.N.P.Mohabansi,Incharge, Dept of Chemistry	Faculty Member
13	Dr. P.F. Dhabarde, HOD, Dept. of Botany	Faculty Member
14	Dr. P.A. Saudagar, Co-ordinator, Dept of Computer Science	Faculty Member
15	Shri. N.A. Barwat, Dept.of Chemistry	Faculty Member
16	Dr. G.V. Lakhotiya, Dept. of Physics	Faculty Member
17	Dr. S.P. Biswas, Dept. of Zoology	Faculty Member
18	Dr. S.H. Bagade, HOD,Dept of Physics	Faculty Member
19	Shri. G.S. Dhole, Superintendent	Administrative Officer
20	Mr. Dilip Raghawan, B.Sc. Final Student	Student

## College Development Committee

SN	Type of Membership	Name of the Member
1	Chairman or a person nominated	Shri. Sanjay Bhargava
2	Secretary or a person nominated	Shri. P.D. Khemuka
3	One Head of the Department nominated by the principal	Dr. S.S. Zade
4	Three fulltime approved teachers duly elected from amongst them from which one member must be female.	Shri. R.T. Katre Shri. N.A. Barwat
5	One non-teaching staff member duly elected from amongst them.	Shri. D.S. Upase
6	At least four members to be nominated by the management in consultation with the Principal from the field of Education, Industry, Research, Social Service from which one must be alumnus of the college.	1. Dr. W.N. Gade, Ex. Vice Chancellor, Savitribai Phule Pune University, Pune. 2. Dr. Narendra Kanhe, Principal, Bajaj Institute of Technology, Pipri, Wardha 3. Dr. Mrs. V.V. Wanmali, Wardha 4. Shri. Bhupendra Lohiya, Shiksha Mandal, Wardha
7	Coordinator, IQAC	Dr. M.R. Chandrakar
8	Chairman, Student Council/ Student representative	Mr. Dilip Raghawan
9	Principal – Member Secretary	Prof. P.V. Tekade

## Prospectus Committee

SN	Name
1	Dr. S.R. Tiple (Convenor)
2	Dr. M.M. Yerpude

## Time Table Committee

SN	Name
1	Dr. V.J. Sharma (Convenor)
2	Dr. P. F. Dhabarde
3	Dr. P.G. Borkar
4	Shri. M.G. Ingle

### Internal Examination Committee

SN	Name
1	Dr. Mrs. N.P. Mohabansi (Convenor)
2	Shri. V.P. Khandwekar

### Training and Placement Committee

SN	Name
1	Dr. D. D. Naik (Convenor)
2	Dr. P.A. Saudagar
3	Dr. G.V. Lakhotiya
4	Dr. A. V. Nakhate
5	Dr. S. P. Biswas
6	Dr. A. A. Maheshwari

### Research and Academics Committee

SN	Name
1	Prof. P.V. Tekade (Convenor)
2	Dr. D. D. Naik
3	Dr. P.G. Borkar
4	Dr. B.V. Mohite
5	Dr. A.V. Nakhate
6	Dr. S.P. Biswas

### Extension Activity Cell

#### NSS Committee

SN	Name
1	Shri. V.P. Khandwekar
2	Dr. Mrs. N.P. Mohabansi
3	Dr. D.D. Naik

#### CWSS Committee

SN	Name
1	Dr. Miss. M.A. Haque

**PEC Committee**

SN	Name
1	Dr. A.D. Theng

**Discipline and Code of Conduct Committee**

SN	Name
1	Shri. M.D. Bansinge (Convenor)
2	Shri. R.K. Thombare
3	Shri. R.T. Katre
4	Dr.S.R. Tiple
5	Dr. P.G. Borkar
6	Dr. Miss. M.A. Haque
7	Dr. M.M. Yerpude

**Co-Curricular Activities Committee**

SN	Name
1	Dr. S.H. Bagade (Convenor)
2	Dr. S.R. Tiple
3	Shri.M.G. Ingale

**Purchase, Requisition, Budget Committee**

SN	Name
1	Prof. P.V. Tekade (Convenor)
2	Dr. S.H. Bagade
3	Dr. P.F. Dhabarde
4	Dr. Miss. M.R. Chandrakar
5	Shri. G.S. Dhole

**Website Designing, Maintenance, Social/Print Media Committee**

SN	Name
1	Dr. G.V. Lakhotiya (Convenor)
2	Shri. R.K. Thombare
3	Shri. R.L. Dambhare
4	Shri. N.A. Barwat
5	Dr. P. A. Saudagar
6	Dr. M. A. Haque
7	Dr. A.A. Maheshwari
8	Dr. S. P. Biswas
9	Shri. P.B. Bhoyar

### Magazine design and preparation Committee

SN	Name
1	Dr. Mrs. N.P. Mohabansi (Convenor)
2	Shri. R.K. Thombare
3	Shri. R. T. Katre
4	Shri. R.L. Dambhare
5	Dr. S. R. Tiple
6	Miss. S.R. Dube

### Competitive Examination Cell

SN	Name
1	Shri. M.D. Bansinge (Convenor)
2	Shri. N.A. Barwat
3	Dr. P.A. Saudagar
4	Shri. R.K. Thombare
5	Shri. RT. Katre
6	Dr. V.J. Sharma
7	Dr. G.V. Lakhotiya
8	Shri. M.M. Ingale
9	Dr. A.A. Maheshwari
10	Shri. S.A. Durge
11	Dr. K.A. Kale

### Green Cell and Campus Maintenance Committee

SN	Name
1	Dr. A.A. Maheshwari (Convenor)
2	Shri. V.P. Khandwekar
3	Shri. M.D. Bansinge
4	Dr. P.A. Saudagar
5	Dr. M.M.Yerpude
6	Shri. M.G. Ingale
7	Mrs. Y.R. Tagade
8	Shri. R.L. Dambhare
9	Shri. N,G. Patle
10	Shri. S.A. Durge

### Attendance Monitoring Committee

SN	Name
1	All HODS and Coordinators

**Parent-Teacher Meet Committee**

SN	Name
1	Shri. R.G. Jadhav (Convenor)
2	Dr. K.M. Dadure
3	Dr. A.A. Maheshwari

**NEP initiative committee**

SN	Name
1	Dr. S.S. Zade(Convenor)
2	Dr. V.M. Ghodki
3	Dr. Mrs. S.S. Khandare
4	Dr. M.M. Yerpude
5	Shri. P.B. Bhoyar

**SSR- NAAC PEER Team Visit Steering committee**

SN	Name
1	Dr. V.M. Ghodki (Convenor)
2	Dr. S.S. Zade
3	Dr. S.H. Bagade
4	Dr. P.F. Dhabarde

**SSR-/AQAR Preparation**

SN	Name
1	Dr. P.A.Saudagar (Convenor)
2	Shri. R.K.Thombare
3	Shri. N.A. Barwat
4	Dr. G.V. Lakhotiya
5	Dr. A.A. Maheshwari
6	Dr. S.P.Biswas
7	Shri. G.S. Dhole
8	Mrs. S. A. Dhore

**Promotion and Appointment committee**

SN	Name
1	Dr. S.H. Bagade (Convenor)
2	Dr. D.D. Naik



## Facility monitoring committee

- i) Class room and laboratory maintenance with respect to infrastructure, instrumentation and cleanliness – Shri. M.G. Ingle, Dr. M.M. Yerpude, Shri. M.M. Wasu
- ii) Ground maintenance- Dr. Mrs. N.S. Bongade, Dr. A.A. Maheshwari
- iii) Girls facilities and alumni corridor – Dr. Miss. M.A. Haque, Dr. Miss. B.V. Mohite

### Criteria I –Curricular Aspects

Dr. V.J. Sharma (Convenor)  
Shri. M.D. Bansinge  
Dr. S.R. Tiple

### Criteria II –Teaching, Learning and Evaluation

Dr. V.V. Shinde (Convenor)  
Dr. D.D. Naik  
Dr. A.V. Nakhate

### Criteria III –Research, Innovation and Extension

Dr. P.V. Tekade(Convenor)  
Dr. A.D. Theng  
Dr. P.B. Borkar  
Dr.Miss. B.V. Mohite

### Criteria IV –Infrastructure and Learning Resources

Dr. Mrs. S.S. Khandare (Convenor)  
Dr. Mrs. N.P. Mohabansi  
Shri. M.G.Ingale  
Shri.P.B.Bhoyar

### Criteria V –Student Support and Progression

Dr. Mrs. U.A.Malode (Convenor)  
Dr. Miss. M.A. Haque  
Dr. A.A. Maheshwaari

### Criteria VI –Governance, Leadership and Management

Dr.M.R. Chandrakar  
Dr. Miss. M.A. Haque

### Criteria VII –Institutional Values and Best Practices

Dr. G.V. Lakhotiya (Convenor)  
Dr. M.M. Yerpude

## SC-ST Committee

SN	Name	Members
1	Prof. P.V. Tekade	Officiating Principal, Chairman
2	Dr. S.S. Khandare	Convener
3	Dr. P.F. Dhabarde	Member
5	Mrs. S.A. Dhore	Member (Non Teaching Representative)
6	Shri. S.H. Yende	Member (Non Teaching Representative)

## Anti Ragging Committee

SN	Name
1	Shri. R.T. Katre (Convenor)
2	Dr. Mrs. U.A. Malode

## Committees for Junior College :

### Class Governance Committee

(Attendance- Special/ Regular, Exam.work,

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

SN	Class	Name
1	XI A	Shri. S.S. Vairagade
2		Shri. R.D. Ladhake
3	XI B	Dr. S.S. Mankanwar
4		Shri S.M. Mugal
5	XI C	Shri V.G. Sonsale
6		Shri D.P. Ninawe
7	XI D	Miss. J.R. Charde (Committee Coordinator)
8		Dr. D.S. Ambatkar
9	XII E	Smt. V.D. Khirale
10		Miss. R.R. Keote
11	XII F	Miss. M.N. Jaiswal
12		Shri. P.W. Ghuse
13	XII G	Shri. S.G. Umratkar
14		Shri. N.G. Patle
15	XII H	Smt. S.T. Raut
16		Smt. A.K. Satone

### Examination committee

SN	Name
1	Smt. A.P. Dandare (Convenor)
2	Smt. V.D. Khirale
3	Shri. G.N. Ghatole
4	Shri. N.G. Patle

### College CET/Advanced College / Std. XII Result Enhancement Committee

SN	Name
1	Shri. P.W. Ghuse (Convenor)
2	Smt. R.R. Keote (Coordinator)
3	Shri. D.P. Ninawe
4	Shri. R.D. Ladkhe
5	Shri. S.S. Vairagade
6	Dr. D.S. Ambadkar

### Virtual Classroom and Online Classes Committee

SN	Name
1	Shri. S.S. Vairagade (Convenor)
2	Dr. D.S. Ambadkar
3	Smt. A.K. Satone
4	Smt. S.T. Raut

### Teacher-Parent Meet Committee

SN	Name
1	Shri. S.G. Umratkar (Convenor)
2	Shri. Y.S. Andhare
3	Miss. J.R. Charde
4	Dr. S.S. Makanwar

### U-Dias/Sanch Manyata/Etc. Committee

SN	Name
1	Shri. Y.S. Andhare (Convenor)
2	Committee Members - Respective Class incharge teachers

### Shala Siddhi / Sanch Manyata / Online information to Govt. (Any allotted online work) committee

SN	Name
1	Shri. G.N. Ghatole (Convenor)
2	Smt. S.T. Raut

### Time-Table committee

SN	Name
1	Shri. R.D. Ladhake (Convenor)
2	Shri. D.P. Ninawe

### General Discipline committee

SN	Name
1	Shri. R.L. Dambhare (Convenor)
2	Smt. Y.R. Tagde (Coordinator)
3	Shri. S.D. Dehankar (Coordinator)
4	Shri. W.S. Paratpure
5	Committee Members – Respective class incharge teacher
	<b>Non-Teaching Staff</b>
6	Shri. Chetan Umbarkar
7	Shri. K.M. Chauhan
8	Shri. N.N. Chore
9	Shri. P.B. Ambade

### Biomatric Attendance committee

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

### Publicity/Drafting/Magazine committee

SN	Name
1	Dr. S.S. Makanwar (Convenor)
2	Shri. R.L. Dambhare
3	Miss. Surekha Dube

### Cultural committee

SN	Name
1	Miss. R.R. Keote (Convenor)
2	Smt. A.P. Dandare
3	Shri. R.L. Dambhare
4	Miss. Surekha Dube
5	Miss. M.N. Jaiswal
6	Dr. S.S. Makanwar

### Audio-Visual committee

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

**Medical Aid/ First Aid / College Medical Exam committee**

<b>SN</b>	<b>Name</b>
1	Smt. Y.R. Tagde (Convenor)
2	Shri. W.S. Paratpure

**Inspire committee**

<b>SN</b>	<b>Name</b>
1	Smt. J.R. Charde (Convenor)
2	Smt. Y.R. Tagde
3	Miss. V.S. Patil
4	Shri. V.G. Sonsale

**XII Book Distribution committee**

<b>SN</b>	<b>Name</b>
1	Miss. V.S. Patil (Convenor)
2	Miss. J.R. Charde

**G.K. Test/Gandhi Research / Gram Gita Exam / Etc. committee**

<b>SN</b>	<b>Name</b>
1	Shri. S.M. Mugal (Convenor)
2	Smt. A.P. Dandare
3	Smt. A.W. Kolhe
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**

<b>SENIOR COLLEGE (GRANT)</b>			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Dr. P.V. Tekade <b>Offg. Principal and Professor</b>	18	Dr. V.J.Sharma Assistant Professor
2	Shri. R.G. Jadhao Associate Professor	19	Shri. M.D. Bansinge Assistant Professor
3	Dr.V.V. Shinde Associate Professor	20	Shri. N.A. Barwat Assistant Professor
4	Dr. V.M. Ghodki Professor	21	Dr. G.V. Lakhotiya Assistant Professor
5	Dr. L.P. Dalal Associate Professor	22	Dr. P.A. Saudagar Assistant Professor
6	Dr. S.S. Zade Associate Professor	23	Dr. D.D. Naik Assistant Professor
7	Dr. Smt. S.S. Khandare Associate Professor	24	Dr. S.R. Tiple Assistant Professor
8	Dr. S.H. Bagade Associate Professor	25	Dr. P.B. Borkar Assistant Professor
9	Dr. Miss P.F. Dhabarde Assistant Professor	26	Dr. M.A. Haque Assistant Professor
10	Shri. R.K. Thombare Assistant Professor	27	Dr. A.V. Nakhate Assistant Professor
11	Dr. Mrs. N.P. Mohabansi Assistant Professor	28	Dr. M.M. Yerpude Assistant Professor
12	Dr. K.M. Dadure Assistant Professor	29	Shri. M.G. Ingale Assistant Professor
13	Dr. Miss M.R. Chandrakar Associate Professor	30	Dr. A.A. Maheshwari Assistant Professor
14	Shri R.T. Katre Assistant Professor	31	Dr. S.P.Biswas Assistant Professor
15	Dr. A.D. Theng Assistant Professor	32	Dr. Miss. B.V.Mohite Assistant Professor
16	Shri. V.P. Khandwekar Assistant Professor	33	Shri. P.B. Bhoyar Librarian
17	Dr. Mrs. U.A. Malode Assistant Professor		
<b>JUNIOR COLLEGE (GRANT)</b>			
S.N.	Name of the Junior College Teacher	S.N.	Name of the Junior College 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 Junior College Teacher	S.N.	Name of the Junior College 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. Mankanwar	21	Ku. A.W. Kolhe
17	Shri. P.W. Ghuse		
JUNIOR COLLEGE (GRANT) BIFOCAL AND HSC Vocational			
S.N.	Name of the Teacher (Bifocal)	S.N.	Name of the Teacher (HSC Vocational)
1	Shri S.G. Umratkar-FTT	1	Shri D.C. Kapse – FTT
2	Shri. N.G. Patle - FTT (Pract.)	2	Dr. S.S. Gandhewar – FTT
		3	Shri S.D. Dehankar – FTT
		4	Shri W.S. Paratpure – FTT (Pract.)
		5	Shri V.K. Jambhulkar – FTT (Pract.)
		6	Shri K.B. Barapatre - FTT (Pract.)

## 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:**

Public Information Officer	Assistant Public Information Officer	Appellate Authority For college-Management level matters	Appellate Authority for academic matters
<b>Principal</b> Bajaj College of Science, Wardha Ph. No. 07152-230515	<b>Dr. V.J. Sharma</b> Assistant Professor Bajaj College of Science, Wardha Ph. No. 07152-230515	<b>Chairman</b> <b>Shiksha Mandal,</b> Jamnalal Bajaj Marg, Civil Lines, Wardha — 442001 Ph.No. 07152-230506/230507	<b>For Senior College</b> Joint Director, Higher Education (Grants) Old Morris College Building, NAGPUR <b>For Junior</b> Respective Directorates at Nagpur

**MANUAL —17**  
[Section 4(1)(b)]

**17. Such other information as may be prescribed:           NIL**