

G.S. College of Commerce, Wardha



**RIGHT TO INFORMATION
ACT-2005**

Shiksha Mandal, Wardha's
Govindram Seksaria College of Commerce, Wardha
Information to be disclosed by Public Authority
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[Section 4(1)(b)]

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

S.N.	Particulars	College	Management
1.	Name of the Organization	Govindram Seksaria College of Commerce, Wardha	Shiksha Mandal, Wardha
2.	Address	Jamnallal Bajaj Marg, Civil Lines, Wardha — 442001	Jamnallal Bajaj Marg, Civil Lines, Wardha — 442 001
3.	Phone Nos.	07152— 295502/230511	07152 — 230506/230507
4.	Email Id	Gscc_wardha@rediffmail.com	shikshamandal@gmail.com
5.	Website	https://gsccwardha.ac.in/	www.shikshamandal.org
6.	Nature of Organization	Educational Institution	Educational Trust/Society
7.	Date/Year of Establishment	1940	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 'B+'-Grade Institution (Third Cycle) (CGPA: 2.64; 2020)	
12.	Educational Programmes	A. GRANT-IN-AID B.Com – English Medium (Intake 120 Students) B.Com – Hindi Medium (Intake 120 Students) B.Com – Marathi Medium (Intake 120 Students) M.Com – English Medium (Intake 120 Students) B. SELF FINANCING B.Com – English Medium (Intake 100 Students) B.C.C.A. – English Medium (Intake 120 Students) MBA – English Medium (Intake 100 Students) C. JUNIOR COLLEGE(Including Vocational) XI-XII in Commerce - English Medium (Intake 100 Students) XI-XII in Commerce - Hindi Medium (Intake 100 Students) XI-XII in Commerce - Marathi Medium (Intake 100 Students) D. VALUE-ADDED COURSES (Conducted by the college)	
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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(ii) 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; • 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	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.
4	Librarian	Librarian Management	As prescribed by the UGC, University, Government, Principal/Management
5	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
6	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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(iii) **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)	
Principal is the Chairman of the following:	Officers nominated by Principal for Academic/ Administrative Supervision	Principal is <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.

(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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(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		Junior College/MCVC
8.	Directives from the Director of Technical Education, Mumbai	1.	MEPS Act 1977
9.	Directives from the Minorities Development Department, Government of Maharashtra, Mumbai	2.	MEPS Rules 1981
10.	National Commission for Minority Educational Institutions (NCMEI)	3.	Maharashtra State Board of Secondary & Higher Secondary Education, Nagpur Division, Nagpur
11.	College Code (Ordinance # 24)	4.	Directives from Joint Director of Vocational Education & Training, Nagpur (for MCVC)
12.	Ordinance #122	5.	Shiksha Mandal Rules/Instructions
13.	Shiksha Mandal Rules/Instructions		

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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. 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)
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

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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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(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		College Development Committee
Student Welfare/ Scholarship Committee	ECA/Special Days/ Employees' Felicitation	School Managing Committee
Girls' Counseling/ Sexual Harassment Committee	Academic Audit / Programme-Course Outcome Analysis/Time-table	Internal Quality Assurance Cell (IQAC)
Examination Committee	Library Committee	Internal Complaints Committee
Research Cell	Sports Committee	Anti-Ragging Committee
ICT, Innovative T/L; Classroom Seminar etc. Cell	Admission Committee	Caste Based Discrimination Committee
Website Updating Committee	Career Guidance/ Placement Cell	Students' Council
Maintenance of facilities/Purchases/Campus Beautification	Student Mentorship Committee	Student Development Cell
Parent-Teacher Meet/ Feedback	Hostel Committee (Girls)	
Prospectus/Academic Calendar	Women's Cell	
Language Lab	N.S.S. & Extension	RUSA Coordination Committee
Shiksha Mandal Programmes Committee	Lifelong Learning and Extension	Building Committee
Remedial Coaching	Integrated University	Divyangajan / Equal Opportunity Cell
Skill Development Committee	PBAS Scrutiny Committee	Students Grievance Redressal Cell
Alumni Association	Student Satisfaction Survey, Internal Assessment,	
Health Committee	NIRF	
JUNIOR COLLEGE		
Quality Assurance Cell (QAC)	Parent Teacher Association	Lecture Series, Debate Competition, Cultural & Extra Curricular Activities
Admission Committee	Discipline & Anti Ragging	Games & Sports
Time Table & Academic Calendar	Library Committee	Campus Beautification
Student Attendance & Mentor	Career Guidance Cell	Women's Cell
Internal Examination & Evaluation / HSSC Oral Exam.		

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

SENIOR COLLEGE (GRANT)			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Dr. Sahebrao Chavan Officiating Principal	10	Dr. K.V. Somanadh Assistant Professor
2	Dr. S.N. Butle Associate Professor	11	Mr. Nagsen Bansod Assistant Professor
3	Dr. A.K. Mansuri Associate Professor	12	Mr. Milind Shende Assistant Professor
4	Dr. A.M. Ramteke Associate Professor	13	Dr. Mangala Tomar Assistant Professor
5	Dr. S.R. Junghare Assistant Professor	14	Dr. P.M. Chopade Director of Physical Education
6	Mr. Atul V. Firke Associate Professor	15	Ms. Madhurima Naidu Director of Physical Education
7	Ms. Humera Quazi Assistant Professor	16	Mr. Parishkrit. Agrawal Assistant Professor
8	Dr. Rajendra Raut Assistant Professor	17	Dr. Yogesh Patinge Assistant Professor
9	Dr. Anupama Labhe Assistant Professor		
JUNIOR COLLEGE (GRANT)			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Ms. A. V. Wanmali	6	Ms. Kiran Shendre
2	Mr. P.U. Thakare	7	Ms. Mragi Gautam
3	Mr. J. M. Sahurkar	8	Ms. Swati Raut
4	Mr. Ashish Sahare	9	Mr. Akash Bele
5	Dr. A. Kachchwah		
JUNIOR COLLEGE (GRANT) MCVC			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Mr. N.D. Tiwari	2	Mr. N. P. Khuley

B. NON-TEACHING STAFF

SENIOR COLLEGE (GRANT)			
S.N.	Name of the Staff	S.N.	Name of the Staff
1	Ms. Harsha B. Bhagat , Head Clerk	7	Mr. A.R. Jadhao, Junior Clerk
2	Ms. Nalini K. Farde, Senior Clerk	8	Mr. A.J. Atram, Library Attendant
3	Mr. Ajay Baghel, Senior Clerk	9	Mr. Subhash Modankar, Library Attendant
4	Mrs. Sheetal Tikait, Library Clerk	10	Ku. Sandhya Raut, Library Attendant
5	Mr. P. B. Wadalkar, Junior Clerk	11	Mr. Vijay koram, Peon
6	Mr. M.B. Sewag, Junior Clerk		
JUNIOR COLLEGE (GRANT) MCVC			
S.N.	Name of the Staff	S.N.	Name of the Staff
1	Mr. R. L. Pendam, Junior Clerk	2	Mrs. Sunita Fulbhoge, Peon

C. TEACHING & NON-TEACHING STAFF (NON GRANT)

TEACHING STAFF			
S.N.	Name of the Teacher	S.N.	Name of the Teacher
1	Mrs. Surekha Dubey	11	Mr. Laxman Jajodia
2	Dr. Revati Bangre	12	Ms. Rajeshwari Sharma
3	Mr. Shailesh Janbandhu	13	Mr. Kailesh Jaitwar
4	Ms. Harsha Gangavane	14	Mr. Manesh Chavan
5	Mr. Amol Raut	15	Dr. Megha Chute
6	Mr. Shripad Dixit	16	Mr. Amol Patil
7	Mr. Gauraksh Mahatme	17	Ms. Shubhangi Jepulkar
8	Ms. Aparna Joshi	18	Ms. Kiran Nagre
9	Ms. Radha Tiwari	19	Ms. Pooja Upadhyay
10	Ms. Jaya Kawale		
NON - TEACHING STAFF			
1	Mr. Kishor Chhapekar	6	Mrs. Shalini Sarode
2	Mr. Praful Pradhan	7	Mr. Vaibhav Jadhao
3	Mr. K C Gawande	8	Mr. Ganesh Nehare
4	Mr. Nitish Baisware	9	Mr. Sarang Mahhale
5	Mr. Nikhil Zade		

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(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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(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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(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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(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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(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
Head Clerk G.S. College of Commerce, Wardha Ph. No. 07152-295502	Principal G.S. College of Commerce, Wardha Ph. No. 07152-295502	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

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(xvii) Such other information as may be prescribed:

NIL