

MANUAL – 1

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

Particulars of Organization

1. Brief History

The “Matoshri Koushalyabai bogawar Arts, Commerce & Science Collge, Gadchiroli ” is established in the year 2012 with the aim of development of TRIBAL area students. The College is affiliated to renowned University, “GONDWANA UNIVERSITY, GADCHIROLI ”. The college was founded by the enthusiastic, educated members of “Aakar Bahuuddeshiya Gramin Vikas Sanstha”.

As per the recommendation of NAAC an Internal Quality Assurance Cell is created to ensure the all round development of our institution. The college has specious class-rooms, seminar hall, ICT rooms, computer Laboratories. The Library is equipped with the books, ebooks and various study materials. College has well qualified, young, energetic, dynamic and dedicated staff.

2. Objective:

- i. To provide higher education to the tribal area.
- ii. To promote professional courses among the students.
- iii. To enhance technical qualities of the student.
- iv. To inculcate social awareness among the students.
- v. To provide the environment to the student for their all round development.
- vi. To create the skilled, technical students who are able to serve for the IT industry.

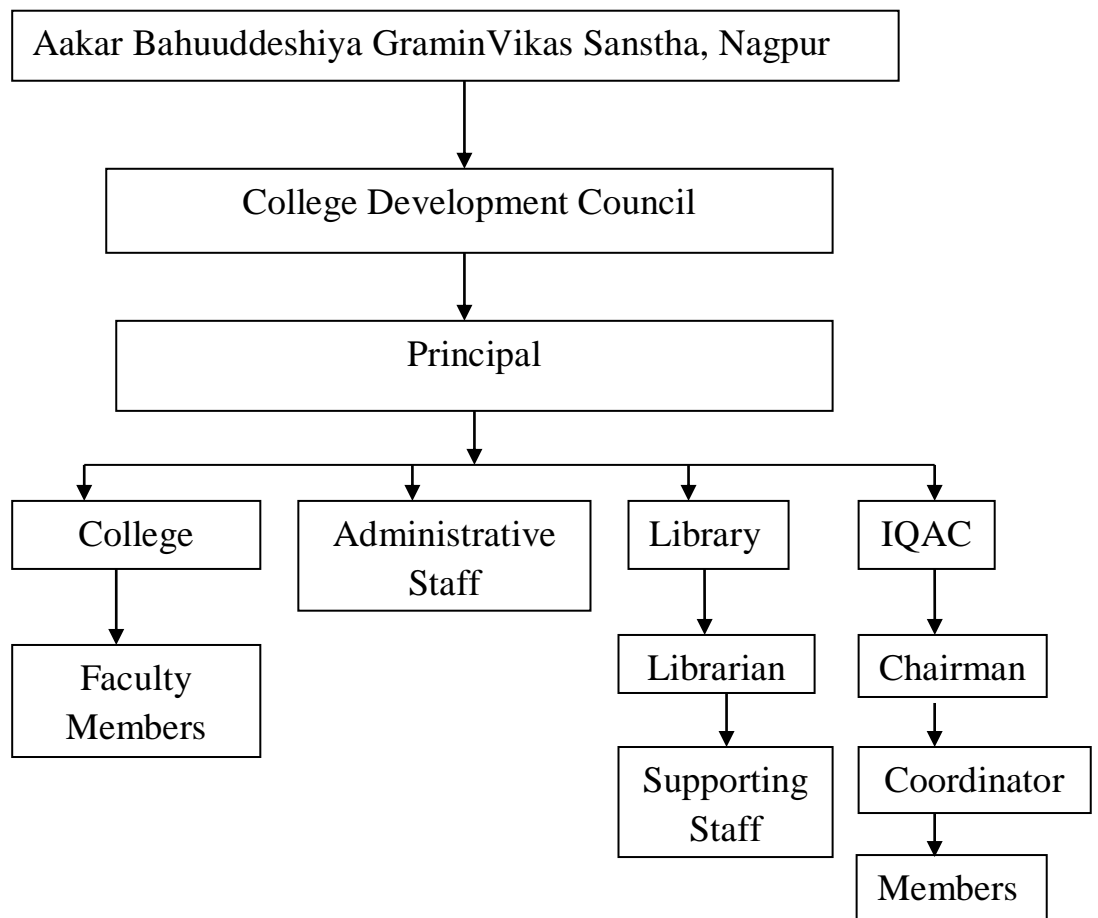
3. Vision

To empower students through quality education and develop excellent higher educational institute which bring social, economical change in the region.

4. Mission

To develop professionals through state of art teaching learning process who are responsible of social economical development of nation .

5. The Organizational Structure



6. Duties of the College:

To conduct various Under-graduate academic programs approved by Gondwana University, Gadchiroli to undertake various activities that are contributing to this object.

7. Functions/Services provided by the college

The College facilitates the following :-

The College offers undergraduate courses in Arts, Science and as per the guidelines of the Gondwana University, Gadchiroli .

Address of the College :

The Principal

Matoshri Koushalyabai Bogawar Arts, Commerce & Science College,
Gadchiroli , Maharashtra-442605

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Section 4(1) (b) (ii)
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The Principal is the academic officer and principal executive of the college. He/She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in Gondwana University, Gadchiroli. Powers and duties of other authorities including faculty/administration, library and laboratory staff are also in accordance to the laid down rules and regulations of the Gondwana University, Gadchiroli.

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Section 4 (1) (b) (iii)
PROCEDURE FOLLOWED TO TAKE A DECISION ON
VARIOUS MATTERS

1. Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table are framed by various staff committees in accordance with Gondwana University, Gadchiroli of Maharashtra.
2. The college functions under the supervision and control of the Principal.

MANUAL – 4
[Section – 4 (1)(b)(iv)]
NORMS SET FOR DISCHARGE OF FUNCTIONS

Norms and standards for various activities of the college are set by the Principal in accordance with rules, regulation and instructions given by Gondwana University, Gadchiroli /Govt. of Maharashtra. Principal of the college monitors the progress and achievements of the performance.

MANUAL – 5
[Section – 4 (1)(b)(v)]
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND
RECORDS
FOR DISCHARGING FUNCTIONS

As per the norms of Gondwana University, Gadchiroli / Govt. of Maharashtra.

MANUAL – 6
[Section 4(1)(b)(vi)]
OFFICIAL DOCUMENTS AND THEIR AVAILABILITY

- ❖ Students records
- ❖ Statutes and norms of Gondwana University, Gadchiroli .
- ❖ Library reference books, journals and magazines.
- ❖ Copies of various instructions given by Gondwana University, Gadchiroli /Govt. of Maharashtra from time to time.
- ❖ Gondwana University, Gadchiroli approved Syllabus of various classes.
- ❖ College Prospectus

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Section 4 (1) (b) (vii)
MODE OF PUBLIC PARTICIPATION

The College organizes annually a number of events like Fresher and Farewell Functions, Annual Gathering, Prize Distribution Function and various other cultural functions & seminars, NSS activities, National Level Technical/Sports Activities where the public is actively involved, thereby, resulting in the pleasant and sociable association.

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Section 4 (1) (b) (viii)
LIST OF VARIOUS COMMITTEES

To manage the academic & administrative affairs of the college, following committees

are formed annually: -

1. College Development Committee
2. Student Council
3. Alumni Association
4. Internal Quality Assurance Committee (IQAC)
5. Anti Ragging Committee
6. Career Counseling & Placement Committee
7. Library Committee
8. Grievance Redressal Committee
9. Sexual Harassment Committee
10. NSS Committee

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Section 4 (1) (b) (ix)
DIRECTORY OF EMPLOYEES

It is available on this college website.

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[Section – 4 (1) (b) (x)]
The monthly remuneration received by each of its Officers and
Employees including the
System of Compensation as Provided in Regulations

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the Gondwana University, Gadchiroli /Govt. of Maharashtra for approved Staff. The consolidated payment for Management Regular Staff.

Manual – 11
Section 4 (1) (b) (xi)
BUDGET ALLOCATED TO EACH AGENCY

The budget and the financial estimates recommended by department approved by the Principal.

MANUAL – 12
(Section 4(1)(b)(xii))
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

—— Not applicable ——

MANUAL – 13
[Section 4(1)(b)(XIII)]
PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OR
AUTHORIZATIONS GRANTED

As per provisions of Gondwana University, Gadchiroli /Govt. of Maharashtra.

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Section 4 (1) (b) (xiv)
INFORMATION AVAILABLE IN ELECTRONIC FORM

All the 17 manuals under RTI and other information about the College are available in the College

MANUAL – 15
[Section 4(1)(b)(xv)]
Means, methods and facilities available to citizens for obtaining information

Through the notice boards, relevant brochures, Gondwana University, Gadchiroli and other rules which are available on the college and Gondwana University, Gadchiroli . Information for general public is disseminated occasionally through advertisements, press releases etc. by college and Gondwana University, Gadchiroli . The same is also available on the college and Gondwana University, Gadchiroli websites.

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[Section 4 (1) (b) (xvi)]
Public Information Officer

Mr. Vishwaratna Meshram
Office Superintendent

Appellate Authority:
Dr.Nilesh A Phating
Matoshri Koushalyabai Bogawar Arts, Commerce & Science Coellge,
Gadchiroli -442605
Mob. No. - 7030513876

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[Section 4 (1) (b) (xvii)]
OTHER USEFUL INFORMATION

The person seeking information under RTI Act may apply as per RTI Rules.