

Manual 1

Particulars of Organization, functions and duties [Section 4(1)(b)(i)]

1. Name of the Organization :- **Shivaji Mahavidyalaya, Gadchiroli**
2. Postal Address of the main Office :- **At. Gadchiroli, Dhanora Road, Ta.Dist. Gadchiroli (M. S.) PIN: 442605**
3. Attached/Subordinate office/held unit etc :- At. Po.- Gadchiroli Ta.Dist. Gadchiroli
4. Brief History and background for its Establishment :- In Order to provide Degree level education to the students of rural area and backward section of the society. The College was established in 1971
5. Jurisdiction of the organization :- Gondwana University Gadchiroli
3. Type of University :- Gondwana University Gadchiroli
4. No. of affiliated College :- 03
5. Act of organization :- University Act, 1994
6. Type of Funding :- Grant in aid college, funded by the State Govt.
7. Recognition :- UGC New Delhi / Maharashtra Govt./ Gondwana University Gadchiroli
8. Accreditation :- Accredited by 'C'
9. Name of Statutory officers :- Principal Dr. B.S. Chikte
10. Vision and Mission of the Organization.

VISION :

Overall development of the students Intellectually, Psychologically, Physically and Culturally to face the challenges in future.

MISSION :

- * To provide higher quality education to rural, tribal and backward class students.
- * To make student competent for self employment.
- * To inculcate national and native culture among the students.
- * To explore the hidden potential of the students.

11. Organization Chart :-

Name of the Organization: Shri Shivaji Shikshan Prasarak Mandal Gadchiroli		
Sr. No.	Name of the Running Institution	Address
01.	Shivaji Mahavidyalaya, Gadchiroli	Dhanora Road Gadchiroli Dist : Gadchiroli

02.	Karmaveer Dadasaheb Deotale Mahavidyalaya Chamorshi	Ashti Road, Chamorshi Dist; Gadchiroli
03.	Adv. N. S. Ganguwar College of Education Gadchiroli	Dhanora Road, Gadchiroli Dist : Gadchiroli
04.	Shivaji High School & Jr. Science College Gadchiroli	Gokul nagar Gadchiroli Dist : Gadchiroli
05.	Shivaji High School & Junior College Kurkheda	Kurkheda Dist: Gadchiroli
06.	Shivaji High School & Junior College Chamorshi	Chamorshi Dist: Gadchiroli
07.	Shivaji High School & Junior College Porla	Porla Dist: Gadchiroli
08.	Tulajabai Primary School Gadchiroli	Gadchiroli
09.	Ashram School Girola	Girola Dist: Gadchiroli
10	Shivaji High School Moushikhamb	Moushikhamb Dist: Gadchiroli
11.	Shivaji Public Library Gadchiroli	Gadchiroli
12.	Karmachari Mahila Hostel Gadchiroli	Gadchiroli

12.

a) No. of Department in College :- 09

13. No. of Faculty :- 12

14. No. of Non-Teaching Staff : 11

15. Details of Service Provided:- :- Given

16. Duties to be performed to achieve the mission

17. Map of office location :- Copy Attached

18. Working Hours both for office and public :- 10.00 A.M. to 5.30 P. M.

19. Grievance redressal Mechanism :- Grievance Redressal Cell is existing in the college.

Manual 2

Powers and duties of officers and employees of [Section 4(1)(b)(ii)]

Sr. No.	Designation of Post	Powers & Duties
01	Dr. B.S. Chikte (Principal)	To look after all the functions of the College.
02	Dr. M.J. Meshram(Associate Professor)	To provide required Information.
03	Shri. S.N.Santoshwar (Superintendent)	To provide required Information.

Manual 3

Procedure followed in decision making process [Section 4(1)(b)(iii)]

Sr. No.	Designation of Post	Days within the Procedure after completion of all formality	Authority Responsible for that activity	Section	Remarks
01	Principal	21 Days (To go through the document of the College and provide the information to all the constituents)	Principal Dr. B. S. Chikte		

Manual 4

Names set for the discharge of function in Shivaji Mahavidyalaya, Gadchiroli [Section 4(1)(b)(iv)]

Sr. No.	Designation of Post	Days within the Procedure after completion of all formality	Authority Responsible for that activity	Section	Remarks
01	Principal	21 Days (To go through the document of the College and provide the information to all the constituents)	Principal Dr. B. S. Chikte	-	-

Manual 5

Rules, Regulation and discharge function at Shivaji Mahavidyalaya, Gadchiroli
[Section 4(1)(b)(v)]

Sr. No.	Name of the act, rules, regulation etc.	Brief gist of the content	reference No. if any	
01	As per the Maharashtra Universities Act, 1994	-	-	-

Manual 6

Statement of Categories of documents held in the office of Shivaji Mahavidyalaya, Gadchiroli
[Section 4(1)(b)(vi)]

Sr. No	Subject	Type of Document	Nature of document File/Muster/Register/Voucher etc.	Particulars of Heading/type in the document	Person incharge	Period of Preservation as per Ordinance
01	-	Information of Students Scholarship E.B.C. Admissio n T.C. etc. Account, etc.	Files	As per the information in file	Shri. S.N.Santoshwar & Ku. S.L. Raut	-

Manual 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 at Shivaji Mahavidyalaya, Gadchiroli.
[Section 4(1)(b)(vii)]

Sr. No.	Name and address of the Consultative committees/bodies	Constitution of the committee/body	Role and responsibility	Frequency of month
01	Dr. B.S. Chikte (Principal) Dr.M.J.Meshram Shri. S.N.Santoshwar Address: Shivaji Mahavidyalaya, Gadchiroli	-	To provide the information of the Govt. officers, Students, parents and the public.	-

Manual 12
The manner of execution of subsidy program
 [Section 4(1)(b)(xii)]

Sr.	Name and Address of the institution	Purpose for which subsidy provide	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous year achievements
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Manual 13
Particular of recipients of concession, permits or authorization granted
 [Section 4(1)(b)(xiii)]

List of beneficiaries

Sr.	Name and address of the beneficiary	Nature of concession/permit /authorization provided	Purpose for which granted	Scheme and criterion for selection	No of times similar concession give in past with purpose
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Manual 14
Information available in an electronic form
 [Section 4(1)(b)(xiv)]

Details of information

Sr.	Activities for which electronic data available	Nature of information available	Can be shared with public	Is it available on website or is being used as back end data base
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Particulars of facilities available to citizens for obtaining information at Shivaji Mahavidyalaya, Gadchiroli.
 [Section 4(1)(b)(xv)]

Sr. No.	Facility available	Nature of information available	Working Hours
01	Library equipped with Reading Room, Reference books, Text Books, Newspapers, Magazines, Official documents etc.	In the form of Written papers and as per the data stored in computer	10.30 A. M. to 5.30 P.M.

Manual 16

Name of designation and other particulars of public information Officers.
[Section 4(1)(b)(xvi)]

List of Public Information Officers of the college

Sr. No.	Name of the Officer designated as PIO	Designation	Demarcation of area/Activities, if more than one PIO is there	Telephone No. and their Extn.	E-mail address
01	Dr.M.J.Meshram	Associate Professor	To accept the application and to make available the information	9420510223	

List of Assistant Public Information Officers

Sr. No.	Name of the APIO	Designation	Demarcation of area/Activities, if more than one APIO is there	Telephone No. and their Extn.	E-mail address
01	Shri. S.N.Santoshwar	Superintendent	To accept the application and to make available the information	9422912244	



S. S. S.
Principal
Gadchiroli Mahavidyalaya
Gadchiroli