

Right to Information Act

Implementation of 'The Right to Information Act, 2005' in the Colleges

The Right to Information Act, 2005 (22 of 2005) has been enacted by the Parliament and has come into force from 15 June, 2005. This Act provides for right to information for citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority. All Universities and Colleges established by law made by Parliament or by State Legislature or by notification by the appropriate Government or owned, controlled or substantially financed directly or indirectly by funds provided by the Government shall come within the meaning of a Public Authority under this Act.

Whereas, some provisions of this act have come into effect immediately on its enactment (that is on 15 June 2005), other provisions shall come into effect on 100 / 120 days of its enactment. All universities and colleges are therefore advised to carefully go through this Act and take necessary steps for implementation of various provisions including proactive disclosure of certain kind of information. Such information shall be made available to the public at large through the website by the concerned university/college.

The full text of the Act and frequently asked questions for implementation of the act are available on the website www.righttoinformation.gov.in

RIGHT TO INFORMATION ACT, 2005 MANUAL u/s 4(1) (B) OF ACT

Aniket College of Social Work Wadsa Dist. Gadchiroli 441207

Mob. No.:9421733674

Email: aniket.cswwo1@gmail.com Website: www.Aniketcollegewadsa.org/admin_control_panel

I. Particulars of Aniket College of Social Work Wadsa Dist. Gadchiroli Functions and Duties:

- 1) Name of the office Aniket College of Social Work Wadsa Dist. Gadchiroli
- 2) Address Tukum Ward Desaijan(Wadsa) Dist. Gadchiroli - 441207
- 3) Head of the Office: The Principal, Aniket College of Social Work Wadsa Dist. Gadchiroli, is empowered to work as head of the office and of the institution

4) Government Deptt	ASSISTANT COMMISSIONER SOCIAL WELFARE GADCHIROLI
5) Administrative Deptt	ASSISTANT COMMISSIONER SOCIAL WELFARE GADCHIROLI
6) Area:	Gadchiroli
7) Functions:	As laid down below

Organization, Functions, and Duties:

The Principal of the College is the Administrative and Academic Head of Aniket College of Social Work Dist. Gadchiroli and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are

1. Assistant Professors
2. CHB Lecturer
3. Librarian
4. Office Superintendent
5. Junior Clerks
6. Library Attendants
7. Peons

ii. The Powers & Duties of Officers & Employees

1. Powers of principal

Subject to the supervision and general control of the Gondwana University, Gadchiroli and the Government of Maharashtra, the Principal as an administrative and Academic Head of the College shall be responsible for

1. Academic growth of the college
2. Teaching, research and extension programs of the College
3. The assisting in planning and implementation of academic programs such as seminars etc. for enhancing the academic competence of the faculty members.
4. Admission of the students and maintenance of discipline of the college
5. The management of the College library, computer rooms etc.
6. The observance of the provision of the Financial Matters.
7. The correspondence relating to the administration of the college.
8. The administration and supervision of curricular, co-curricular/extra-curricular activities
9. Implementation of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the Gondwana University Gadchiroli from time to time.

10. Supervision of College and University examinations.
11. Assessment of reports of teachers and maintenance of service books and of other records of the college.
12. Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

2. TEACHERS AND THEIR RESPONSIBILITIES – Teachers are expected to:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the
2. Manage their private affairs in a manner consistent with the dignity of the
3. Make professional growth continuous through study and
4. Express free and frank opinion by participating at professional meetings, seminars, conferences, towards the contribution of knowledge.
5. Maintain active membership of professional organizations and strive to improve education and their profession through
6. Perform their duties in the form of teaching, tutorial, practical, seminar, and research work conscientiously and with dedication
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as assisting in admission Process, advising and
8. Counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation, and evaluation, and
9. Participate in extension, co-curricular and extra-curricular activities including community service.

3. TEACHERS AND THE STUDENTS – Teachers are expected to:

1. Respect the right and dignity of the students in expressing his / her opinion
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
5. Inculcate among students a scientific outlook and respect for physical labor and the ideals of democracy, patriotism and
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
7. Pay attention to only the attainments of the student in the assessment of merit
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or
9. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

4. TEACHERS AND COLLEAGUES – Teachers are expected to:

1. Treat other members of the profession in the same manner as they themselves wish to be.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from lodging unsubstantiated and malafide allegations against colleagues to higher authorities, and
4. Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor

5. TEACHERS AND AUTHORITIES -Teachers are expected to:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
3. Co-operate in the formulation of policies of the institution and accept offices.
4. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with the dignity of the
5. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract
6. Give and expect due notice before a change of position is made
7. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule

6. TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

7. TEACHERS AND GUARDIANS:

1. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

8. TEACHERS AND SOCIETY

1. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and
3. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
4. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.

1. Superintendent: (Head of the Non-teaching Staff)

1. The Superintendent shall be in charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar
2. He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any

3. He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action in case the same employee shows no improvement.
4. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the college.
5. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
6. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning this section.
7. The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
8. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
9. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence, and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
10. The Superintendent shall point out mistakes or misstatements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
11. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the principal.
12. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

2. Jr. Clerk (Accountant):

1. The Accountant shall inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
2. He shall attend to all the Government scrutiny, inspections and audit.
3. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments, Government grants and balance from time to time.
4. He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.
5. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave, the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
6. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

3. All other non-teaching staff:

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

4. Librarian:

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

- 1 Planning new services for the library
- 2 Making rules for the library
- 3 Acquisitions and Gift books selection
- 4 Classification
- 5 Catalogue entries – checking & keywords
- 6 Software for library
- 7 Library Committee
- 8 Correspondence
- 9 Signatory for all bills, correspondence notices.
- 10 HRD special issues
- 11 Maintaining Discipline library
- 12 Replacement of Library books lost
- 13 Assigning work to the library staff
- 14 Weeding out
- 15 Reference to teachers, students, visitors
- 16 Reports to be submitted to Auditor, UGC/IOAC, Principal
- 17 Library annual report
- 18 Library Orientation Lectures & Tours
- 19 Honours in Library Science
- 20 Training Staff

5. Professional Librarian Assistant :

- 1 Helping Librarian to planning new services for the library
- 2 Journal subscription, renewal, receipt of current issues, reminder journal binding, Journal accessioning & data entry
- 3 Assisting the Librarian in acquisition work
- 4 Assisting for Gift books selection
- 5 Assisting for Classification
- 6 Assisting for Catalogue entries
- 7 Library Committee
- 8 Correspondence
- 9 Typing & Other Assistance to Librarian
- 10 Assigning work to the library staff
- 11 Reference to teachers, students, visitors
- 12 Honours in Library Science

6. Library Clerks:

1. Journal subscription, renewal, receipt of current issues, reminder journal binding, Journal accessioning & data entry
2. Display of recent arrivals of books, binding of old books
3. Plastic binding of new books, the printing of Journal labels
4. Library Shelf / Stack guides
5. Library Membership
6. Printing of Spine / Book / Barcode labels
7. Stationery – Purchase & Distribution
8. Printing of Stationery & circulation
9. Liaison with administrator
10. Liaison with Knowledge Centre
11. Circulation – overdue books – Phone reminders
12. Multimedia Management
13. Assisting the Librarian in acquisition work
14. Typing & Other Assistance to Librarian
15. Any other work assigned by the Librarian from time to time

7. Library Attendants:

- Issue / Return of books
- Writing statistics of issue / return
- Label pasting (Spine, Book & Barcode)
- Shelving of Books & dusting
- Shelving of journals
- Summer cleaning
- Physical Verification of Books
- Any other work assigned by the Librarian from time to time

III. The Procedure followed in the decision-making process including channels of supervision and accountability

All academic and administrative decisions are taken by the Principal in consultation with the Professor In-charge and Staff Council and ratified by the Management Board as far as practicable for the smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process is outlined in the University Statutes.

IV. The norms set for the discharge of functions

The norms set by the Affiliated College as ratified by the Management of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and the general public.

V. The rules, regulations, instructions manuals, and records held or used by employers for discharging their functions:

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the Gondwana University, Gadchiroli.

The following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules:

Sr. No.	Particulars
1.	Salary Register
2.	• Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Prospectus
7.	Cash Book
8.	Book Accession Register

9. Return Book Register
10. Daily Reference Book Register
11. Prof. Issue-Return Book Register
12. Periodical / Journal Register
13. Donated Books Accession Register

VI. A statement of Categories and documents that are held or under control:

Sr. No.	Particulars	Period of preservation
1.	Salary Register	05 years
2.	Dead Stock Register	05 years
3.	General Register	05 years
4.	Consolidated Annual Results	05 years
5.	Admission Forms	05 years
6.	College Prospectus	05 years

7.	Cash Book	05 years
8.	Book Accession Register	05 years

VII. The Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof:

A detailed website which includes information of the various courses and programs conducted by the College are available on the College website www.Aniketcollegewadaa.org/admin_control_panel

1. There is also an email I.D. of the College aniket.gsww01@gmail.com where clarifications on various College educational programs are responded to.
2. The members of the public can meet the Principal with The Principal either can act himself or instruct subordinates to solve problems.

VIII. A Statement of the Councils, Committees and bodies consisting of two or more persons constituted as its part 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:

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the Gondwana University, Gadchiroli and Govt. of Maharashtra.

1. The Managing Body
2. College Development Committee
3. The Staff Council
4. The Examination Committee
5. The Internal Quality Assurance Cell (IQAC)
6. Mahila Takrar Nivaran Samiti
7. Students Council
8. Career Counseling Cell
9. Admission Committee
10. Books Purchasing Committee
11. Building Maintenance Committee
12. NSS Advisory Committee
13. Library Advisory Committee
14. Anti Raging Cell

15. Centre For Entry in Services
16. Grievances Redressal Cell
17. Woman's Study Center
18. Centaury Adult Education

The minutes of meetings of the Statutory Bodies, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College.

IX. Directory of Offices & Staff of Aniket College of Social Work Wadsa Dist. Gadchiroli.

Mobile No: 9421733674

S. No.	Name of the Employee	Designation-Subject
1	Dr. Anil I. Thool	Principal, Psychology
2	Prof. Anil L. Banpurkar	Assist. Prof. Social Work
3	Dr. Dashrath T. Gaibhiye	Assist. Prof. Sociology
4	Dr. Sanjay H. Balbuddhe	Assist. Prof. Social Work
5	Prof. Deepak S. Bhagadkar	Assist. Prof. Social Work
6	Dr. Shobha A. Tembhurne	Assist. Prof. Marathi
7	Dr. Rekha T. Zalke	Librarian
8	Prof. Rajendra P. Walde	Assist. Prof. Social Work

9	Prof. Prashant D. Tembhurnikar	Assist. Prof. English
10	Prof. Devendra B. Khedkar	Assist. Prof. Social Work
11	Prof. Shrikant K. Indurkar	Assist. Prof. Social Work
12	Prof. Prashant K. Indurkar	Assist. Prof. Social Work
13	Shri. Dudharan B. Buddha	Accountant
14	Shri. Govinda D. Jambhulkar	Superintendent
15	Shri. Kailas K. Badwaik	Stenographer
16	Shri. Suresh A. Ranteke	Filing Clerk
17	Ku. Meena A. Chahande	Clerk cum Typist
18	Shri. Sanjay D. Ranteke	Hostel Superwiser
19	Ku. Prabhatai H. Meshram	Prof. Librarian Assistant
20	Shri. Parmanand P. Bagade	Prof. Librarian Assistant.
21	Shri. Mahendra S. Harinkhede	Library Clerk

22	Shri. Dnyaneshwar T. Tembhurne	Lib. Att'd
23	Shri. Naresh A. Vaiddya	Lib. Att'd
24	Shri. Kawado G. Shahare	Lib. Att'd.
25	Shri. Yogiraj K. Bampurkar	Peon
26	Shri. Avinash K. Ranteke	Watchman
27	Shri. Raju Datturam Sonkusare	Watchman
28	Shri. Vinodkumar J. Kolhe	Watchman.
29	Shri. Jethu D. Nagose	Gardener

X. The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.

Sr. No.	Designation	Levels	Basic
1.	Principal	S-32	113700
2.	Assist. Lecturer	S-32	117100

3.	Assist. Lecturers(2)	S-32	113700
4.	Assist. Lecturer	S-32	104100
5.	Assist. Lecturer	S-32	95300
6.	Librarian	S-32	92500
7.	Accountant	S-15	80100
8.	Superintendent	S-15	69100
9.	Stenographer	S-14	69900
10	Filling Clerk	S-6	36100
11	Clerk cum Typist	S-7	40600
12	Hostel Superwiser	S-6	36100
13	Prof. Lib. Assist.	S-11	52600
14	Prof. Lib. Assist.	S-11	51100
15	Library Clerk	S-7	36100
16	Library Assist.s	S-7	40600
17	Library Assist.	S-7	39400
18	Peon	S-2	32100

19	Watchman	S-2	33100
20	Watchmans	S-2	27700
21	Gardener	S-2	33100

XI. The budget allocated to each, expenditures and reports of disbursements made:

BUDGET ESTIMATE FOR 2021-22

RECEIPTS	AMOUNT	PAYMENT	AMOUNT
<u>OPENING BALANCE</u>	134501.13	<u>SALARY & ALLOWANCES</u>	19915732.00
Cash in hand	31.44	Paid in Teaching & Non-Teaching Staff	As per details sheet attached
With bBank Account No. 764	94308.54		
With Bank Account No. 001	35281.15		
With Bank Account No. 685	4940.00		
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			<u>Deduction Paid to Salary</u>	31802332
			As per details sheet attached	
<u>Salary Grand Account</u>	19915732	19915732		3180232
From Government	19915732			
			<u>BUILDING RENT</u>	660000
<u>Deduction From Salary</u>	3180232	3180232		
As per details sheet attached	3180232		<u>CONTINGENCIES</u>	57092.22
			As per details sheet attached	57092.22
Fees From Students	310409.00	310409.00		
Tuition Other Fees From Govt.	209434.00		<u>PURCHASES OF</u>	80220.00
Scholarship From Govt.	2815699		As per details sheet attached	80220.00
			Fees Paid to University	506900.00
Advance Account	462800.00	462800.00	Shcolarship Paid to Student	1978321.00
From Society	62800.00		Advance Refund to Society	240000.00
From Principal	400000.00			

CLOSING BALANCES

Cash in hand	47.44
With bBank Account No. 764	393393.74
With Bank Account No. 001	11988.73
With Bank Account No. 685	4940.00

410369.91

TOTAL RS. 27028867.13

TOTAL RS.

27028867.13

(Dr. Anil I. Theodora)


Principal

Anikel College of Social Work
Wadsa, Dist. Gadchiroli

XII. The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs:

There are no subsidies received by the College. Government Scholarships to Backward Group students are processed through the college and disbursed directly to the students.

XIII. Particulars of recipients of concessions permits of authorization:

As per the Central Government norms, our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis. Concessions for travel to their hometowns by rail are processed by the College.

XIV. Details in respect of the information available to or held or reduced in an electronic form.

Aniket College of Social Work, Wadsa Dist. Gadchiroli has an official website on the internet. For further information log on to www.Aniketcollegewadsa.org/admin_control_panel information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College website.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:

1. Visiting time for the principal : 10.30 a.m. to 12.30p.m. and 2.30 p.m. to 3.30 p.m.
- Website : www.Aniketcollegewadsa.org/admin_control_panel
3. Mobile No. : 9421733674
4. Library Time : 010.30 a.m. to 05.00 p.m.

Generally, the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.

XVI. The names, designation and other particulars of the Public Information Officers.

Sr. No.	Public Information Officers	Names & Designation	Address
1.	Appellate Authority	Dr. Anil I. Thool Principal	Aniket College of Social Work Wadsa Dist. Gadchiroli, Tukum Ward, Desaijanj

2. Public Information Officer

Shri. Govinda D. Jambhulkar.

XVII. Such other information as may be prescribed.

The information prescribed by Government would be furnished from time to time.
