

**MANUAL – 1**  
**[Section 4 (1)(b)(i)]**

**PARTICULARS OF ORGANISATION**

**1. Brief History**

Shri. Vasantnao Naik Mahavidyalaya of Arts, Commerce and Science was started under the banner of Dayaram Patel Smarak Trust Dharni on 1974 and it completed 42 years of excellence in March 2015. Dayaram Patel Smarak Trust was designed and materialized by a group of eminent personalities hailing from the socio-economic, cultural, political and business environment in and around Dharni. The trust started functioning in 1972. Under the leadership of Ex. Minister Late Ramu Patel with eminent socio political figure Shri. Nanasaheb Bhise, Late Shri. Batu Patel, Late Shri. Shivpujan Upadhyay. Ever since its inception Shri. Vasantnao Naik Mahavidyalaya has been rendering great service to the tribal community in the realm of higher education. Our college is a fast growing educational institution offering graduate courses, as B.A., B.Com. & B.Sc. College affiliated to Sant Gadge Baba Amravati University, Amravati. The trust has started Science stream from 2002-2003 on no-grant basis only to fulfill the demand of tribal students of this region. Recently in 2013 the Science stream has got salary grant from the Government.. The College is included under section 2(f) of UGC Act in 1980. It is identified as institution for tribes specially sanctioned by the then Chief Minister Late Shri. Vasantnaoji Naik in the year 1974.

## 2. Objectives

- i. To educate the tribes and non-tribes of *Melghat* region.
- ii. To promote women education.
- iii. To enhance the scientific temperament of students.
- iv. To help to eradicate superstitions in the society.
- v. To aware the locals for conservation of „Green Environment“.
- vi. Making good and virtuous citizens for Society and nation building.

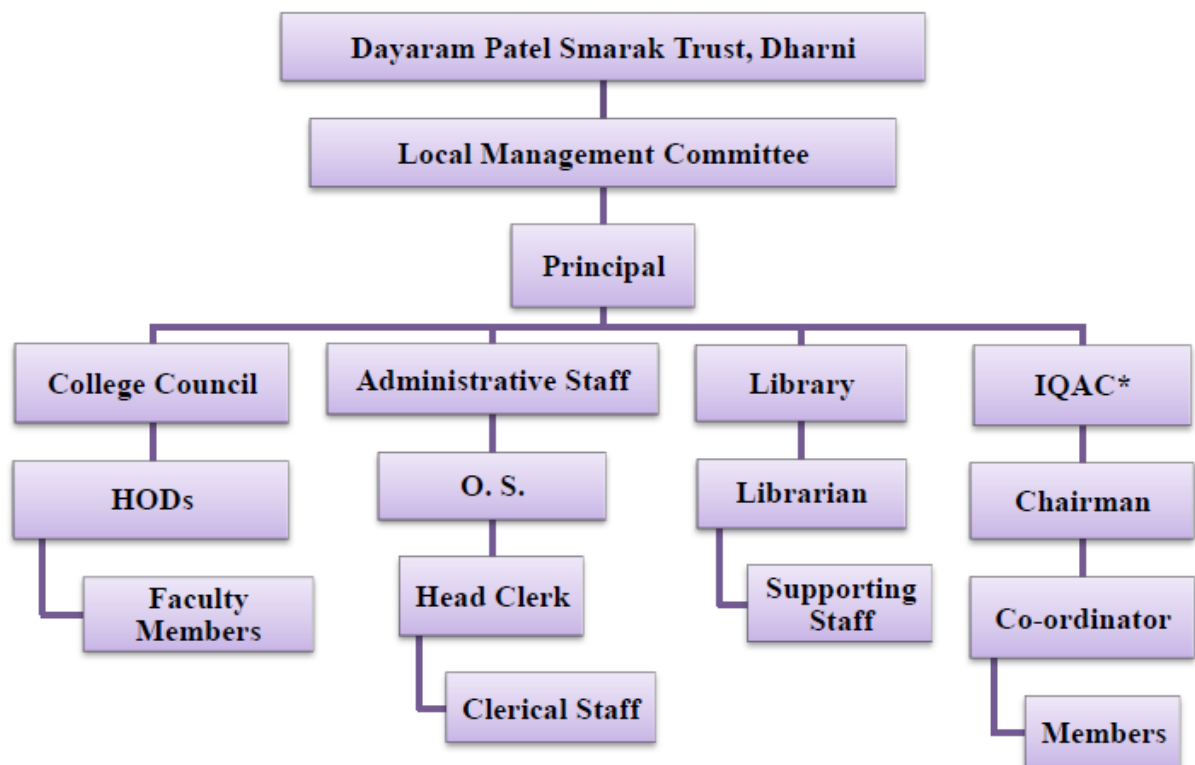
## 3. Vision

The vision of our College is to “*impart education to the tribes of Melghat region which rooted in traditional values with the global perspectives*”

## 4. Mission

“*A centre of excellence committed for the education in Melghat*”

## 5. . The Organizational structure



## **6. Duties of the College:**

To conduct various Under-graduate academic programmes approved by Sant Gadge Baba Amravati University, Amravati to undertake various activities that are contributory to this object.

## **7. Functions/Services provided by the college**

The College facilitates the following :-

The College offers undergraduate courses in arts, Commerce, and Science as per the guidelines of the Sant Gadge Baba Amravati University, Amravati

- 8. Addressee of the College :** The Principal,  
Vasantnao Naik Mahavidhyalaya, Dharni  
Dist Amravati Pin Code – 444702  
(M.S.) India

**Manual – 2**  
**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 Sant Gadge Baba Amravati University, Amravati.

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 Sant Gadge Baba Amravati University norms.

**Manual – 3**  
**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 Sant Gadge Baba Amravati University, Amravati/Govt. 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 Sant Gadge Baba Amravati University, Amravati/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 Sant Gadge Baba Amravati University / Govt. of Maharashtra.

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

- Students records
- Statuts and norms of Sant Gadge Baba Amravati Univeristy, Amravati .
- Library reference books, journals and magazines.
- Copies of various instructions given by Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra from time to time.
- Sant Gadge Baba Amravati University, Amravati approved Syllabus of various classes.
- College Prospectus

These documents are available with Sant Gadge Baba Amravati University, Amravati and it can also be downloaded from its website [www.svnmdharni.org](http://www.svnmdharni.org)

**Manual – 7**  
**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, where the public is actively involved, thereby, resulting in the pleasant and sociable association.

**Manual – 8**  
**Section 4 (1) (b) (viii)**  
**LIST OF VARIOUS COMMITTEES**

To manage the academic & administrative affairs of the college, following committees are formed annually:-

1. Local Management Council
2. College Council
3. Student Council
4. Academic Planning Committee
5. Internal Quality Assurance Committee (IQAC)
6. Cultural Committee
7. Sports Committee
8. Library Committee
9. Discipline Committee
10. Grievance Redressal Committee
11. Career Counseling and Placement
12. Alumni Association

**Manual – 9**  
**Section 4 (1) (b) (ix)**  
**DIRECTORY OF EMPLOYEES**

It is available on this college website.

**MANUAL – 10**  
**[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 Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra.

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

The budget and the financial estimates recommended by various departments 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 Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra

**Manual – 14**  
**Section 4 (1) (b) (xiv)**  
**INFORMATION AVAILABLE IN ELECTRONIC FORM**

All the 17 manuals under RTI and other information about the College are available on the College website [www.svmmdharni.org](http://www.svmmdharni.org)

**MANUAL – 15**  
**[Section 4(1)(b)(xv)]**

**Means, methods and facilities available to citizens for obtaining information :**

Through the notice boards, relevant brochures, Sant Gadge Baba Amravati University, Amravati and other rules which are available on the college and Sant Gadge Baba Amravati University, Amravati websites.

Information for general public is disseminated occasionally through advertisements, press releases etc. by college and Sant Gadge Baba Amravati University, Amravati. The same is also available on the college Sant Gadge Baba Amravati University, Amravati websites.

**Manual – 16**  
**[Section 4 (1) (b) (xvi)]**

**Public Information Officer**  
**Mrs. P. P. Sabale**  
Office Superintendent  
Contact No. – 09403620411

**Appellate Authority:**  
**Mr. S. B. Umbarkar**  
Principal, Vasantnao Naik Mahavidhyalaya, Dharni.  
Dist. Amravati – 444702  
Contact No. – 07226 224113 (Off.)  
Mob. No. - 09689211361

**Manual – 17**  
**[Section 4 (1) (b) (xvii)]**  
**OTHER USEFUL INFORMATION**

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