



Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar,
Tal.-Muktainagar, Dist.-Jalgaon-425306

Manual: 1

Particulars of Organization
functions and duties

**Right to Information Act, 2005 under
[Section 4(1)(b)(i)]**



Estd: 1990

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

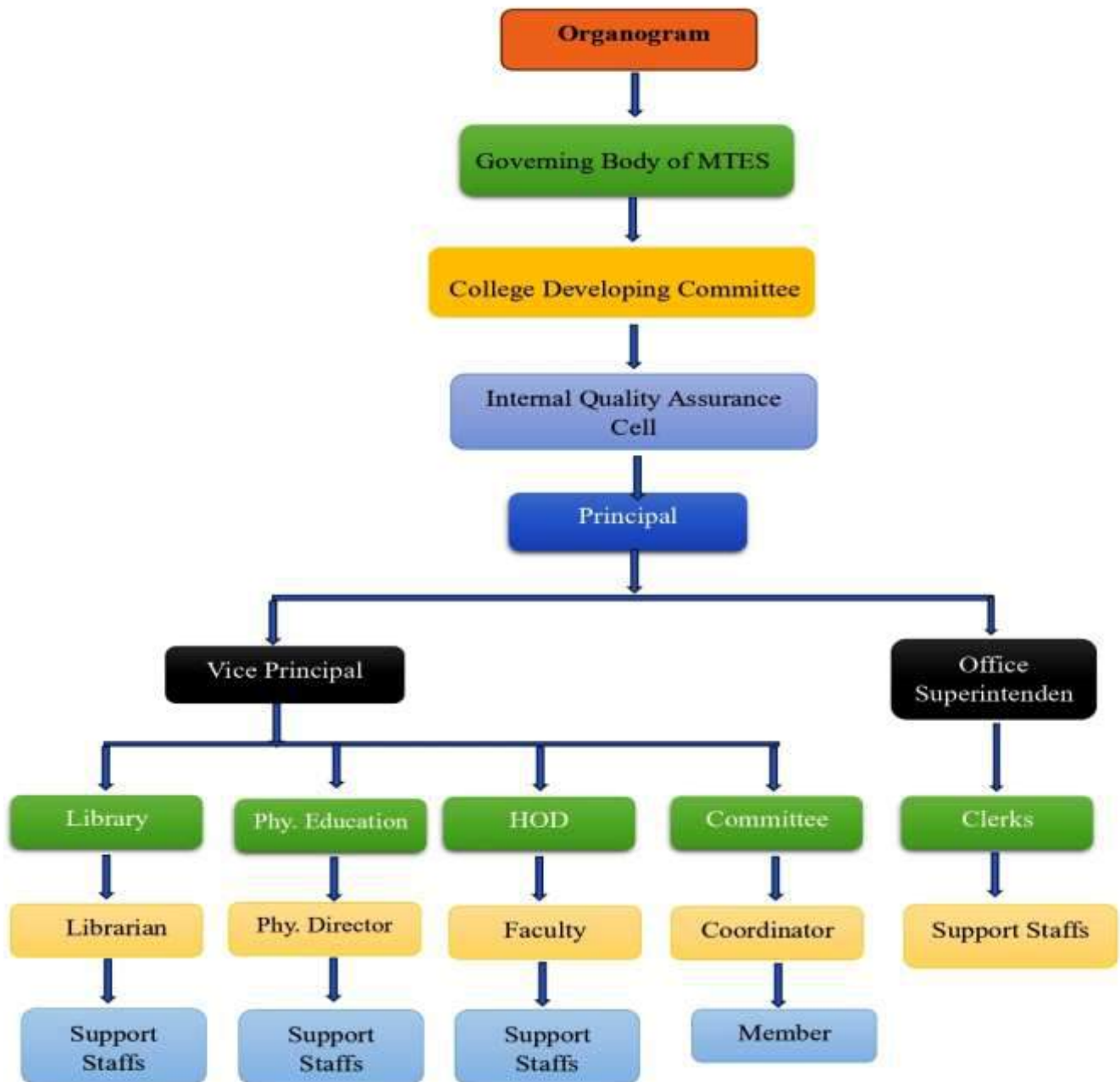
1	Name of the Organization	:	Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar, Dist.-Jalgaon-425306
2	Postal address of the Organization	:	Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar, Dist.-Jalgaon-425306
3	Website	:	www.sggkhadsecollege.ac.in
4	E-Mail	:	khadse_college1990@rediffmail.com
5	Phone Number	:	9404490246
	Fax Number	:	9403554705
6	<p>Brief History and background for its establishment: Rooted in the esteemed Muktainagar Taluka of Jalgaon district in Maharashtra, Muktainagar Taluka Education Society (then, Edlbad Taluka Education Society), was established in the year 1954, with the aim of providing quality education to the first-generation learners of this area. The institute started with the opening of Primary School and High school, followed by opening Junior College with Arts, Commerce and Science faculties. The dream became a reality with the establishment of MTES' Smt. Godavaribai Ganpatrao Khadse College, Muktainagar in 1990. The college is affiliated with the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. The college campus is spread over an area of 10.76 acres of lush green land. The college also got permanent affiliation in 2003 and received approval under section 2 (F) of the U.G.C. Act 1956, as well, in the year 2006, the college was included in the list of colleges under section 12B of the U.G.C. Act 1956. The college has been twice accredited by NAAC with B and B+ grade, in the years 2003 and 2016, respectively. The college has been placed twice in 'A' grade by the university in the Academic and Administrative Audit. The college is presently ISO 9001 certified. Presently the college is offering 16 under graduate, 04 Postgraduate and 5 Ph.D. programmes in various subjects.</p>		
7	Jurisdiction of the Organization	:	Under KBC NMU Jalgaon
8	Type of College	:	Affiliated to KBC NMU Jalgaon and Aided
9	Type of Funding	:	State Government, and Funds received from various Funding Agencies like University Grants Commission, PM-USHA, BCUD, Etc.
10	Accreditation	:	NAAC Reaccredited B+ Grade with CGPA 2.53
11. Officers of the College :			
1	The Principal	:	Prin. Prof. H.A.Mahajan
2	The Vice-Principal	:	Dr. A.P.Patil
3	The Vice-Principal	:	Dr.R.T.Chaudhari
4	Office Superintendent	:	Mr. P.R.Zope

12. Aims and objectives of the organization: -

As per the Maharashtra Public Universities Act, 2016 the objects of the Educational institutes, in general, shall be to disseminate, create and preserve knowledge and understanding by teaching, research and development, skill development, training and education, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular, the objects shall be to,

- Carry out its responsibility of creation, preservation and dissemination of knowledge;
- Promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;
- Encourage individuality and diversity within a climate of tolerance and mutual understanding;
- Promote freedom, secularism, equality, social justice as enshrined in the
- Constitution of India, and to be catalyst in patriotic socio-economic transformation by promoting basic attitudes and values of essence to national development;
- Promote the conducive environment for ensuring social harmony, coexistence, integral humanism and upliftment of the poorest of the poor;
- Extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local, regional and national problems of development;
- Carry out social responsibility as an informed and objective critic, to identify
- and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values;
- Promote equitable distribution of teaching, learning, training and other support services facilities of higher education;
- Provide for efficient and responsive administration, scientific and technology management and develop organization of teaching, learning, training, research and extension;
- Devise motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit and desire to make true contribution and realize self-achievement is nurtured;
- Promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavours by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society;
- Promote national integration, fraternity and preserve cultural heritage and inculcate respect towards different religions and diverse cultures of India through the study of different religions, literature, history, science, art, civilizations and cultures;
- Develop work culture and promote dignity of labour through applied components in the syllabi;
- Build up financial self-sufficiency by undertaking academic teaching, training and allied programmes, research and development activities for public and private industries, Governmental organizations at local, regional, national and global level and resource generative services in a cost-effective manner.
- Promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university and facility it provides for higher education;
- Generate and promote a sense of self-respect and dignity amongst the weaker sections of the society;
- To promote gender equality and sensitivity in society;
- Strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

13. Organization Chart:-



14. Authorities of the University:

As on 28th September, 2021

15. Number of College Teachers -

Government Fund Position		
Sanctioned	Filled	Vacant
58	45	13

Number of Non-teaching posts

Government Fund Position		
Sanctioned	Filled	Vacant
22	11	11



16. College Departments

Sr. No.	Name of the Department	Name of the Head of the Department
1	Marathi	Dr. Deepak Nivrutti Bawaskar
2	English	Dr.G.Shaligram Chavan
3	Hindi	Dr.K.N.Gaikwad
4	Economics	Mr. P.P.Chaudhari
5	Political Science	Dr.G.S. Chavan
6	History	Dr. P.S.Premsagar
7	Psychology	Dr. Ku. C.V.Thingale
8	Geography	Mr. P.P.Ladhe
9	Chemistry	Dr.C.A.Nehete
10	Physics	Mr. S.V. Patil
11	Botany	Sau.S.A.Deshmukh
12	Zoology	Dr.R.T.Chaudhari
13	Mathematics	Mr. S.M.Patil
14	Computer Science	Sau.S.V.Rane
15	Electronics	Mr.U.N.Ingale
16	Commerce	Mr.S.L.Khadse

Estd: 1990

17. Our Motto, Vision and Mission and Core Values of the College:-

Our Motto:

“Tamsoma Jyotirgamaya”– Journey from darkness to light, journey from ignorance to enlightenment.

Our Vision:

“To educate and enable youth to enhance the dignity and progress of the society as well as the nation.”

Our Mission:

“We at Smt. G. G. Khadse College, Muktainagar are committed to impart good education, develop all round personalities and inculcate social and civic responsibilities.”

Objectives:-

- To create a healthy and student-centric ambience in the college.
- To pursue academic excellence by imparting quality teaching, learning, research, and related activities.
- To aim overall personality development of the students through conducting curricular, cocurricular and extracurricular activities.
- To sensitize students about social issues, cross-cutting issues, and environmental problems through organizing various programmes and events.
- To instill human and democratic values as well as required skill sets among the students for their holistic development.
- To promote the use of ICT to cope with global demands and competencies.
- To prepare human resources with modern views and foresight, useful for the well-being of the society and contribute to the development of the nation.

Core Values:

- Human Dignity.
- Quest for Excellence.
- Gender Equality.
- Research and Innovation.
- Committed to the well-being of society.
- Environmental Consciousness
- Belief in Holistic Development.

18. Map of office location:-

Statement of Land and Buildings. Land Area- 10.76 Acres

19. Working hours of the office and working hours for visitors

α. For office: 10:30 am to 5:30 p.m. - Monday to Saturday

β. Visiting hours for Public 10:30 am to 5:30 p.m. - Monday to Saturday

20. Grievance Redressal Mechanism

1.	Students	As per Section 56 (2) (b) of The Maharashtra Public Universities Act, 2016 The College has the Students Grievance Redressal Cell to resolve the Grievances of Students and to suggest to the higher authorities' different ways and means to minimize and prevent such grievances.
2.	Teachers	As per Section 79 of The Maharashtra Public Universities Act, 2016 Grievances Committee in each University to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.
3.	Other employees	

Estd: 1990



**Muktainagar Taluka Education Society's
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Manual:2

**Powers and duties of the
Officers of the College **Right to
Information Act, 2005
under [Section 4(1) (b) (ii)]****

Estd: 1990

Powers and duties of the Officers of the College

Right to Information Act, 2005 under [Section 4(1) (b) (ii)]

Duties of the Principals/Directors:

Duties of Principals/Directors Subject to the supervision and general control of the Management, the Principal as the Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for –

- 1) Academic growth of the College.
- 2) Participation in the teaching, research and training programmes of the College.
- 3) assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- 4) Admission of students and maintenance of discipline of the College.
- 5) Receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) Correspondence relating to the administration of the College.
- 8) Administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) Observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.
- 10) Supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.
- 11) Overall supervision of the University Examinations.
- 12) Observance or provisions of Accounts Code.
- 13) Maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.
- 14) Any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.

- 15) Preparation of institutional development plan for every five years with action plan of implementation.
- 16) Identification of avenues for resource generation.
- 17) Preparation for assessment, accreditation and academic audit of the college/institution
- 18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.
- 19) Working as mentor for teachers and administrative staff of the college.
- 20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.
- 21) Practice inclusive leadership by involving all teachers in various committees for smooth conduct of the college/recognized institution.
- 22) Connecting college/institution with societal needs.

Duties of the Teacher:

- a) The teacher shall devote his time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In-service Training Programmes, etc. The University Authority shall give the teacher every possible opportunity to do so.
- b) The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research fellows, University examinations etc. and shall encourage pursuit of learning in the students.
- c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
- d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University and shall ensure the interest of the University. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc.
- e) In addition to the duties of teaching and allied activities, the teacher shall, when required, attend to extra-curricular, co-curricular activities organized by the University, and administrative and supervisory work and maintenance of records and Assessment Reports

or any other duties befitting the status of a teacher assigned to him/her by the Head.

- f) A teacher shall help the University authorities to enforce and maintain discipline and good habits among the students.
- g) A teacher shall assist the University in smooth conduct of the University Examinations.

I. Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- (i) Adhere to a responsible pattern of conduct and demean our expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conference etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community Service.

II. Teachers and the Students: Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet

their individual needs;

- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards and of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleagues or administration

III. Teachers and Colleges: Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully of other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. Teachers and Authorities: Teachers should:

- i. 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 interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Should adhere to the conditions of contract;
- vii. Give and expect due notice before a change of position is made; and
- viii. 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 academic schedule.

V. Teachers and Non-Teaching Staff:

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution;
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

VI. Teachers and Guardians: Teachers should:

Try to see through teacher's bodies and organizations that institutions 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.

VII. Teachers and Society: Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. 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 of Director of Physical Education:

The Director of Physical Education shall be a full time teacher responsible for promoting the culture of sports and supervising sports related activities in the college.

The Director of Physical Education shall—

- (a) Cultivate excellence in various domains of sports and also to promote a spirit of healthy competition.
- (b) Promote sports, culture and organize activities in the field of sports in colleges.
- (c) Co-ordinate and organize activities related to various sports jointly with regional and University bodies.
- (d) organize college/ university level competitions, sports skill development camps in various sports on the college campus;
- (e) train students for regional, national and international competitions in various sports;
- (f) Undertake any other task that may be assigned to him by the college authorities, so as to carry out objectives of the related to sports and games.
- (g) To maintain the record of sports equipment's.
- (h) To maintain the discipline in the college.

Duties of Librarian

The Librarian shall be a full time teacher of the college and shall be in-charge of the Knowledge Resource Centre in the college. He shall work directly under the superintendence, direction and control of the Principal.

Librarian shall,—

- (a) Be a Member-Secretary of the Library Committee and shall ensure proper implementation of the decisions taken by the Library Committee.
- (b) Be the custodian of all books, periodicals, manuscripts, journals in print, audio and digital format, and equipment in the Knowledge Resource Center.
- (c) Evolve and implement such processes and procedures to ensure that the books, periodical, manuscripts, journals and equipment in the Knowledge Resource Centre are not lost or damaged, and no irregularities take place in the Knowledge Resource Center.
- (d) Cause periodical verification of stock, prepare appropriate report that includes losses, and place it before the Knowledge Resource Centre Committee.

- (e) be responsible for the development, modernization, up keeping and management of college Knowledge Resource Center.
- (f) create awareness among the students of various departments of the college regarding the availability of resources, information, search techniques and databases through the information literacy programme;
- (g) undertake any other task assigned to him by the college authorities to ensure that the objectives of Knowledge Resource Centre are accomplished;
- (k) Perform such other duties as prescribed or assigned to him by the Principal from time to time.

Registrar / Office superintendent

- To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc.,
- To supervise the official work and administration of the office
- To monitor and supervise the administrative office work as per norms and administer the office or response as per directions of the principal.

Head Clerk

- To maintain and update Cash book, ledger, pay book, muster book, Audited statement, Assessment Report, Employee service book and personal file, Pension cases, Cheque register, dead stock register, voucher files etc. for account writing.
- To get the financial audit done internally as well as externally To do audit compliance and deduction of income tax, profession tax and other deductions and issue form no. 16 in salary certificate etc.
- To prepare and submit various utilizations to UGC, University, Government etc.
- To prepare and submit budget estimates and monitor accounts accordingly.

Junior Clerk (Officiating)

- To prepare and maintain daily dairy / cash book, Fee Register, Fee Receipt, Stock Register, all statistics, Inward-outward register, compliance register, Stationary Register, sale of all forms, diaries etc.,
- To maintain and update bio-metric record and write remarks accordingly.
- To maintain Sanstha Correspondence, Students Correspondence and other office

Correspondence.

- To prepare and submit various Fee concession proposals to government authorities
- To help other authorities as per the directions of Principal & Head Clerk.
- To verify and accept Admission forms, Exam Forms, Concession forms etc.,
- To issues T.C / Migration & Bonafide certificates, mark list, exam forms etc.,
- To maintain General Register, University Result, and Ledger etc. and undertake all exam related work.
- To prepare and submit concession proposals, scholarship/free ship/EBC/ex-serviceman/sst/ptc, changes in staff proposals , teaching & non-teaching approval etc.,
- To maintain roll call and internal and university exam record. To look after all correspondence to university exam, affiliation, extension of approvals, CHB Staff proposal.
- To help other authorities as per the directions Principal & Head Clerk.

Laboratory Assistant

Laboratory assistant should,

- Help the lab in-charge to carry out the laboratory related work.
- Maintain the attendance register.
- Keep the setup ready before conduct of the practical's.
- Ensure the cleanliness of the laboratories.
- Maintain the departmental stock register.

Laboratory Attendant

- Laboratory attendant should help the laboratory assistant to carry out the lab related responsibilities.

Library Attendant

- To issue & return books in the library as per directions of librarian.
- To issue I-card, barrow card to students.
- To update newspaper and magazine register.
- To maintain cleanliness in the library and work as per the directions of the librarian.

Peon

- To maintain cleanliness Principal Cabin, Staff room, Office, Class room, parking, computer lab, study room etc.
- To visit Bank, MSEB, Post office and other places for bill payment & office work.
- To attend telephone in office, library etc. and to give information to Principal, of parents & students visiting college for Principal meeting.
- To help the other authorities in filing, documentation, sale of admission forms, exam forms, concession forms etc.
- To render help in organization of various Co-curricular and extracurricular activities and programme held in the college. To work as per the directions of Principaand



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
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Manual:3

**The Procedure followed in the Decision -
making process, Channels of Supervision and
Accountability.**

**Right to Information Act, 2005 under
[Section 4(1)(b)(iii)]**



- **Procedure followed to take a decision on various matters**

The college is permanently affiliated to KBC NMU Jalgaon University and follows the rule and regulation set by UGC, State Government and affiliating University.

- **Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306** College encourages and motivates a culture of decentralization and participative management by involving staff members in a number of administrative roles.

- The apex decision making body at the college level is the College Development Committee (CDC).
- The CDC has representatives from the Institute MTESSGGK, Muktainagar, alumni, teaching staff, administrative staff and the students.
- For the participative decentralization and governance, the Principal has appointed the Vice-Principals, and Head of the departments and provided administrative as well as academic autonomy and mobility for the effective governance.
- Before the commencement of each academic year various college committees are formed by IQAC under the guidance of the Principal.
- Important committees comprise of teachers, and many committees include non-teaching staff and students as well.
- IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year
- Faculty members participate in the management process not only through the CDC but also they are part of the Managing Council, Board of Life Members, and other governing bodies of the MTES, Muktainagar.
- Every committee has the freedom to prepare their plan and decide implementation strategies.
- The college committees are responsible for admission, time table, examination, purchases, welfare of students, and organization of extension activities and prepare the working strategy for the effective functioning of the college.
- The committee meetings are held as and when required for the implementation and organization of certain activities.
- A report of activities is prepared by each committee at the end of every academic year.

- The college has various academic and administrative committees with essential members and chairmen.
- Meeting of committees are periodically conducted and recorded in the proceedings. The compliance reports are generated and maintained.

The Governing body (CDC/IQAC) formulates the policy decisions and strategic plan with the suggestions received from the following committee meetings and responds in a timely manner.

- Local Management Committee (LMC)/College Development Committee (CDC)
- Internal Quality Assurance Cell (IQAC)
- College Academic Council
- Research Committee
- Examination Committee
- Purchase and Financial Norms Committee
- Building Committee
- Library Committee
- General Staff Meetings
- Alumni Association



Estd: 1990



<p>Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306</p>	<p>Manual: 4</p>
<p>Norms set for the discharge of functions in Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.- Jalgaon-425306 Right to Information Act, 2005 under [Section 4(1) (b) (iv)]</p>	

Estd: 1990

- **Norms set by the College for the discharge of its functions**

The college is permanently affiliated to KBC NMU Jalgaon University and follows the rule and regulation set by UGC, State Government.

The college is governed by the parent Institute MTES, Muktainagar. The college is having three-tier systems for its governance. At Sanstha, level college is governed by the President, the Chairman, and the Secretary. At the college level, the Principal is the apex of the internal administration and is assisted by the Vice-Principals, Registrar, HoDs, staff, and IQAC. The apex body of the college is 'College Development Committee'(CDC).

- Norms and standards for various activities of the college are set by the competent authority such as the College Development Committee, IQAC and Principal.
- The Principal, IQAC and various academic and administrative committees are responsible for the maintenance of the standards of curricular, co-curricular, extension and administrative activities instruction, education and examination in the college and other academic matters.



<p>Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306</p>	<p>Manual: 4</p>
<p>Rules, Regulations, Instructions, Manual and Records for Discharging Functions at Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306</p> <p>Right to Information Act, 2005 under [Section 4(1) (b) (v)]</p>	

Rules, regulations and instructions used

- Statutes and Ordinance of KBC NMU Jalgaon University, Jalgaon.
- Regulations, instructions, notification, Resolutions regarding all the courses in accordance with
 - a) KBC NMU Jalgaon University, Jalgaon.
 - b) Government of Maharashtra State.
 - c) Joint Director of Education, Pune.
 - d) UGC.
 - e) Rules and regulations of MTESSGGK Jalgaon.
 - f) Standard code rules.
 - g) Maharashtra Civil services rules.
- Rules for Non-teaching Employees, Maharashtra Civil Services Regulations.
- Various rules / instructions of the KBC NMU Jalgaon University, Jalgaon and MTESSGGK Jalgaon concerning personnel management for the teaching and non-teaching staff.
- Rules and Supplementary rules of Government of India, and UGC, except where the University has its own provisions with regard to teaching and non-teaching staff.

More information is available at following websites.

- www.sggkhadsecollege.ac.in
- <https://nmu.ac.in/en-us/>
- <https://htedu.maharashtra.gov.in/en/>
- www.ugc.ac.in
- www.naac.gov.in
- <http://www.dydepune.com/>
- <https://mahadbtmahait.gov.in/>
- <https://scholarships.gov.in/>



**Muktainagar Taluka Education Society's
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College, Muktainagar,
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Manual:6

**Statement of Categories of
documents held in the**

**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar, Tal.-
Muktainagar,Dist.-Jalgaon-425306
Right to Information Act, 2005
under [Section 4(1) (b) (vi)]**

Official documents and their availability

Following documents are available in the College with various officers under Principal.

Sr. No.	Person with whom information is available	Document
1	Teachers	Student attendance, assignment, academic diary, internal examination record, co-curricular, extracurricular activities records. Record of academic and administrative assigned.
2	Registrar / Office Superintendent	To keep permanent record of documents related to Government Approval, Grant-in-aid, Affiliation etc., To supervise the official work and administration of office To monitor and supervise the administrative office work as per norms and administer the office correspondence as per directions of the principal
3	Head Clerk	Documents related to Government Approval, Grant-in-aid, Affiliation, Cash book, ledger, pay book, muster book, Audited statement, Assessment Report, Employee service book and personal file, Cheque register, dead stock register, voucher files
3	Junior Clerk (Officiating)	Admission forms, T.C, General Register, University Result, Ledger, University & Government Correspondence, Scholarships & Freshships, Fee Register, Fee Receipt, Stock Register, Stationary, Sanstha Correspondence, Students Correspondence, Fee concession proposals
4	Librarian	Books, Journals, Periodicals, Accession Register, Audio Visual and E- resources, Stock Register, Day Register, Reading room register, Study room register, book bank register, repository, barrow card, Magazine & Newspaper register

• Following documents are available in the college office

- The college Timetable
- Examination Schedules
- Scholarship Notices
- Admission Forms
- Administrative Notices
- Students Records (General Register)
- Students, Internal Assessment Records
- Examination results
- The College prospectus
- Staff information and College directory (Muster, Service Books and Personal files)
- Matters pertaining to Accounts (Cash Book, Ledger, Pay Bills, Receipt

Book, Fee Registers, Stock Register and Dead Stock Register, Receipt
Payment, Balance Sheet, Audited Statements, Assessment Reports)
Composition and proceedings of various Committees.



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar,
Tal.-Muktainagar,Dist.-Jalgaon-425306**

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 of
implementation at**

**Muktainagar Taluka Education Society's Shrimati
Godavaribai Ganpatrao Khadse College,
Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-
425306,**

**Right to Information Act, 2005 under
[Section 4(1) (b) (vii)]**

Estd: 1990

Mode of public participation

- The College Development Committee comprises of eminent personalities of the Society and representatives of the public.
- The College takes into account the suggestions provided by alumni and parents at the time alumni meetings and parents meetings.
- The College organizes NSS and NCC camps.
- The college organizes programmes circulars issued by Govt. of Maharashtra time to time such as “Voter Awareness, AIDS Awareness, No Vehicle Day”.
- The college celebrates Birth and Death Anniversaries of eminent personalities.

Citizens / Stakeholders /Public Interaction

- Interaction with various stakeholders is ensured by organizing parent meet, staff meetings, and college students’ participants in various programmes / functions in the society and also contributes in various ways to the society Alumni Meet, etc.
- The college organizes the lecture series of Extra- Mural Education, Keshavrao Bhoite Lecture series. This program to be open to all public as well.
- Interaction is also encouraged and formally conducted during the Alumni Meet and Annual Day.
- Feedback is taken from parents, students, teachers, alumni and industry about curriculum and campus experience.
- Parents and members of the civil society are also free to meet the Principal/other college authorities on any working day.
- The support, suggestions and cooperation of all the stakeholders are always welcome.
- The college organizes various programs / lectures for creating social legal awareness, environmental awareness, awareness about gender equality and gender justice etc. involving various stakeholders.



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar,
Tal.-Muktainagar, Dist.-Jalgaon-425306**

Manual:8

**A statement of boards, council,
committees and other bodies
constituted at**

**Muktainagar Taluka Education Society's Shrimati
Godavaribai Ganpatrao Khadse College,
Muktainagar, Tal.-Muktainagar, Dist.-
Jalgaon-425306**

**Right to Information Act, 2005
under [Section 4(1) (b) (viii)]**

Estd: 1990

Councils, Committees, Faculties, Departments, etc. under the College

- The college has various academic and administrative committees with essential members and chairmen.
- Meeting of committees are periodically conducted and recorded in the proceedings. The compliance reports are generated and maintained.
- The Governing body (CDC/IQAC) formulates the policy decisions and strategic plan with the suggestions received from the following committee meetings and responds in a timely manner.
- College Development Committee (CDC)
- Internal Quality Assurance Cell (IQAC)
- Research Committee
- Examination Committee
- Purchase and Financial Norms Committee
- Building Committee
- Library Committee
- General Staff Meetings
- Alumni Association

The details of Composition of the various academic and administrative committee and their functions and minutes are available on college website.



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar, Tal.-
Muktainagar, Dist.-Jalgaon-425306**

Manual:9

**Department wise employee list
(Teaching- Non-teaching) of
working on the Government
sanctioned posts.**

Right to Information Act,
2005 under [Section 4(1) (b) (ii)]

Estd: 1990

Employee Qualification & Experience :-
Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar,
Tal.-Muktainagar,Dist.-Jalgaon-425306

Teaching Staff of Senior College 2023-24

Sr No	Name of the Full-time teacher	Designation	Year of appointment	Name of the Department	Pay Scale	Level
1	Mahajan Hemant Ananda	Professor and Principal	26-08-1991	Chemistry	131400-217100	14
2	Nehate Chandrakant Ananda	Associate Professor	10-07-1991	Chemistry	131400-217100	13A
3	Salve Sanjiv Baliram	Asisstant Professor	09-03-1994	Chemistry	57700-182400	10
4	Patil Chandrashekar Jagannath	Asisstant Professor	29-12-2010	Chemistry	79800-211500	11
5	Thotawar Balaji Bhumanna	Asisstant Professor	31-08-2019	Chemistry	57700-182400	10
6	Bhangale Latesh Liladhar	Asisstant Professor	13-08-2019	Chemistry	57700-182400	10
7	Bhale Someshwar Piraji	Asisstant Professor	13-08-2019	Chemistry	68900-205500	10
8	Dhake Amol Namdeo	Asisstant Professor	10-08-2019	Chemistry	57700-182400	10
9	Patil Shankar Vishwanath	Associate Professor	10-07-1991	Physics	131400-217100	13A
10	Kinge Ravindra Ramchandra	Associate Professor	13-07-1992	Physics	131400-217100	13A
11	Patil Tukaram Kautik	Asisstant Professor	12-08-1993	Physics	79800-211500	11
12	Chaudhari Rajendra Tulshiram	Associate Professor	25-11-2004	Zoology	131400-217100	13A
13	Chate Surekha Dnyanoba	Asisstant Professor	13-08-2019	Zoology	68900-205500	10
14	Thorat Santosh Kacharu	Asisstant Professor	16-08-2019	Zoology	57700-182400	10
15	Patil Satish Manohar	Associate Professor	10-07-1991	Mathematics	131400-217100	13A

16	Mrs. Deshmukh Sangita Arvind	Associate Professor	15-07-1991	Botany	131400-217100	13A
17	Yeole Rajendra Devrao	Asisstant Professor	11-01-2011	Botany	79800-211500	12
18	Wakode Atul Vasant	Asisstant Professor	14-01-2011	Botany	57700-182400	12
19	Huse Nitin Pandharinath	Asisstant Professor	14-08-2019	Botany	57700-182400	10
20	Chaudhari Vandana Vijay	Asisstant Professor	12-04-2012	Computer Science	79800-211500	11
21	Rane Seema Vijay	Asisstant Professor	05-09-2009	Computer Science	79800-211500	11
22	Patil Abhishek Shrikhant	Asisstant Professor	14-08-2019	Computer Science	57700-182400	10
23	Zinjore Ranjana Sitaram	Asisstant Professor	14-08-2019	Computer Science	68900-205500	10
24	Ingale Uddhav Nivrutti	Asisstant Professor	05-09-2009	Electronics	79800-211500	11
25	Mir Tahira Ashiq Hussain	Asisstant Professor	27-04-2012	Electronics	79800-211500	11
26	Ladhe Prabhakar Pitambar	Associate Professor	16-08-1991	Geography	131400-217100	13A
27	Patil Sanjay Namdev	Asisstant Professor	27-09-1994	Geography	57700-182400	10
28	Dange Vijaykumar Bhimrao	Asisstant Professor	14-08-2007	Geography	79800-211500	12
29	Badhe Atul Chandrashekhar	Asisstant Professor	10-08-2019	Geography	57700-182400	10
30	Khedkar Rajan Bhagwan	Asisstant Professor	14.08.2019	Geography	57700-182400	10
31	Sarode Narendra Gotu	Associate Professor (College Librarian)	01-08-1992	Librarian	131400-217100	13A
32	Dhake Pratibha Bhaskar	Associate Professor(Director of Phy. Edu. & Sports)	23-06-2003	Sport	131400-217100	13A
33	Kharche Chhaya Digambar	Asisstant Professor	11-09-1995	Marathi	57700-182400	10
34	Bawaskar Dipak Nivrutti	Asisstant Professor	28-12-2010	Marathi	79800-211500	12

35	Shaikh Ismail Shaikh Husen	Asisstant Professor	13-03-2006	Hindi	79800-211500	12
36	Gaikwad Krushna Natha	Asisstant Professor	31-12-2010	Hindi	79800-211500	12
37	Chavan Ganesh Shaligram	Asisstant Professor	18-08-1996	English	79800-211500	12
38	Patil Anil Pandharinath	Asisstant Professor	01-12-1997	English	79800-211500	12
39	Preamsagar Pankajkumar Shantaram	Associate Professor	22-09-1998	History	131400-217100	13A
40	Koli Dattatray Rajaram	Asisstant Professor	31-12-2010	History	79800-211500	12
41	Chavhan Ganesh Sadashiv	Asisstant Professor	23-08-1994	Political Science	57700-182400	10
42	Gawali Soma Sadashiv	Asisstant Professor	22-12-1999	Political Science	57700-182400	10
43	Chaudhari Pandit Pandurang	Asisstant Professor	07-09-1995	Economics	57700-182400	10
44	Jawale Savita Murlidhar	Asisstant Professor	27-11-1997	Economics	57700-182400	10
45	Thingale Chhaya Vechhya	Asisstant Professor	15-12-1999	Psychology	57700-182400	10
46	Khadse Sudhir Lahu	Asisstant Professor	12.04.2012	Commerce	57700-182400	10

Non-Teaching staff of Senior College 2023-24

Sr No	Name of the Full-time Non-Teaching	Designation	Year of appointment	Name of the Department	Pay Scale	Level
1	Punjaji Ramchandra Zope	O.S.	14-08-1992	Office	38600-122800	S-14
2	Shashikant Devaram Patil	Head Clerk	27-09-1993	Office	35400-112400	S-12
3	Vijay Nilkanth Jangale	Lab Assistant	21-08-2019	Lab	21700-69100	S-7
4	Sagar Narayan Chaudhari	Lab Assistant	21-08-2019	Lab	21700-69100	S-7
5	Bhanudas Maroti Badhe	Lab Attendent	10-08-1992	Lab	25500-81100	S-8
6	Vinayak Ekanath Rane	Lab Attendent	11-08-1992	Lab	25500-81100	S-8
7	Ashok Nivrutti Patil	Lab Attendent	07-07-1993	Lab	21700-69100	S-7
8	Chandrakant Wasudev Nemade	Lab Attendent	09-05-1994	Lab	19900-63200	S-6
09	Sanjay Vasant Karosiya	Lab Attendent	01-01-1996	Lab	19900-63200	S-6
10	Pramod Raghunath Tayade	Peon	05-10-1998	Office	16600-52400	S-3
11	Ganesh Madhukar Shimare	Peon	01-06-2000	Office	16600-52400	S-3



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar, Tal.-
Muktainagar, Dist.-Jalgaon-425306**

Manual:10

**College Employee Salary (Teaching
& Non Teaching)**

**Right to Information Act,
2005 under [Section 4(1) (b) (ii)]**



Monthly remuneration received by each of its employee

- The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission, Government of Maharashtra, KBC North Maharashtra University, Jalgaon and adopted by the Parent Institution MTES's and the College.

Sr No	Name of the Full-time teacher	Designation	Year of appointment	Name of the Department	Pay Scale	Level
1	Mahajan Hemant Ananda	Professor and Principal	26-08-1991	Chemistry	131400-217100	14
2	Nehate Chandrakant Ananda	Associate Professor	10-07-1991	Chemistry	131400-217100	13A
3	Salve Sanjiv Baliram	Asisstant Professor	09-03-1994	Chemistry	57700-182400	10
4	Patil Chandrashekar Jagannath	Asisstant Professor	29-12-2010	Chemistry	79800-211500	11
5	Thotawar Balaji Bhumanna	Asisstant Professor	31-08-2019	Chemistry	57700-182400	10
6	Bhangale Latesh Liladhar	Asisstant Professor	13-08-2019	Chemistry	57700-182400	10
7	Bhale Someshwar Piraji	Asisstant Professor	13-08-2019	Chemistry	68900-205500	10
8	Dhake Amol Namdeo	Asisstant Professor	10-08-2019	Chemistry	57700-182400	10
9	Patil Shankar Vishwanath	Associate Professor	10-07-1991	Physics	131400-217100	13A
10	Kinge Ravindra Ramchandra	Associate Professor	13-07-1992	Physics	131400-217100	13A
11	Patil Tukaram Kautik	Asisstant Professor	12-08-1993	Physics	79800-211500	11
12	Chaudhari Rajendra Tulshiram	Associate Professor	25-11-2004	Zoology	131400-217100	13A
13	Chate Surekha Dnyanoba	Asisstant Professor	13-08-2019	Zoology	68900-205500	10
14	Thorat Santosh Kacharu	Asisstant Professor	16-08-2019	Zoology	57700-182400	10
15	Patil Satish Manohar	Associate Professor	10-07-1991	Mathematics	131400-217100	13A

16	Mrs. Deshmukh Sangita Arvind	Associate Professor	15-07-1991	Botany	131400-217100	13A
17	Yeole Rajendra Devrao	Asisstant Professor	11-01-2011	Botany	79800-211500	12
18	Wakode Atul Vasant	Asisstant Professor	14-01-2011	Botany	57700-182400	12
19	Huse Nitin Pandharinath	Asisstant Professor	14-08-2019	Botany	57700-182400	10
20	Chaudhari Vandana Vijay	Asisstant Professor	12-04-2012	Computer Science	79800-211500	11
21	Rane Seema Vijay	Asisstant Professor	05-09-2009	Computer Science	79800-211500	11
22	Patil Abhishek Shrikhant	Asisstant Professor	14-08-2019	Computer Science	57700-182400	10
23	Zinjore Ranjana Sitaram	Asisstant Professor	14-08-2019	Computer Science	68900-205500	10
24	Ingale Uddhav Nivrutti	Asisstant Professor	05-09-2009	Electronics	79800-211500	11
25	Mir Tahira Ashiq Hussain	Asisstant Professor	27-04-2012	Electronics	79800-211500	11
26	Ladhe Prabhakar Pitambar	Associate Professor	16-08-1991	Geography	131400-217100	13A
27	Patil Sanjay Namdev	Asisstant Professor	27-09-1994	Geography	57700-182400	10
28	Dange Vijaykumar Bhimrao	Asisstant Professor	14-08-2007	Geography	79800-211500	12
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35	Shaikh Ismail Shaikh Husen	Asisstant Professor	13-03-2006	Hindi	79800-211500	12
36	Gaikwad Krushna Natha	Asisstant Professor	31-12-2010	Hindi	79800-211500	12
37	Chavan Ganesh Shaligram	Asisstant Professor	18-08-1996	English	79800-211500	12
38	Patil Anil Pandharinath	Asisstant Professor	01-12-1997	English	79800-211500	12
39	Preamsagar Pankajkumar Shantaram	Associate Professor	22-09-1998	History	131400-217100	13A
40	Koli Dattatray Rajaram	Asisstant Professor	31-12-2010	History	79800-211500	12
41	Chavhan Ganesh Sadashiv	Asisstant Professor	23-08-1994	Political Science	57700-182400	10
42	Gawali Soma Sadashiv	Asisstant Professor	22-12-1999	Political Science	57700-182400	10
43	Chaudhari Pandit Pandurang	Asisstant Professor	07-09-1995	Economics	57700-182400	10
44	Jawale Savita Murlidhar	Asisstant Professor	27-11-1997	Economics	57700-182400	10
45	Thingale Chhaya Vechhya	Asisstant Professor	15-12-1999	Psychology	57700-182400	10
46	Khadse Sudhir Lahu	Asisstant Professor	12.04.2012	Commerce	57700-182400	10

Non-Teaching staff of Senior College 2023-24

Sr. No	Name of the Full-time Non-Teaching	Designation	Year of appointment	Name of the Department	Pay Scale	Level
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2	Shashikant Devaram Patil	Head Clerk	27-09-1993	Office	35400-112400	S-12
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6	Vinayak Ekanath Rane	Lab Attendent	11-08-1992	Lab	25500-81100	S-8
7	Ashok Nivrutti Patil	Lab Attendent	07-07-1993	Lab	21700-69100	S-7
8	Chandrakant Wasudev Nemade	Lab Attendent	09-05-1994	Lab	19900-63200	S-6
09	Sanjay Vasant Karosiya	Lab Attendent	01-01-1996	Lab	19900-63200	S-6
10	Pramod Raghunath Tayade	Peon	05-10-1998	Office	16600-52400	S-3
11	Ganesh Madhukar Shimare	Peon	01-06-2000	Office	16600-52400	S-3

Estd: 1990



<p>Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306</p>	<p>Manual: 11</p>
<p>Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306</p> <p>Budget</p> <p>Right to Information Act, 2005 under [Section 4(1) (b) (ii)]</p>	

Estd: 1990

Budget allocated to each agency

The budget and the financial estimates are as approved by the College Development Committee, MTES, Muktainagar and Regional Joint Director, Higher Education, Jalgaon.

Sr. No.	Department	Budget 2020-21	Budget 2021-22	Budget 2022-23
1	College	117254000	86464881	106426072



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar, Tal.-
Muktainagar, Dist.-Jalgaon-425306**

Manual:12

**The manner of execution of
subsidy program**

**Right to Information Act, 2005
under [Section 4 (1) (b) (ii)]**



Manner of execution of subsidy Programmes

- Salary Grant (As per norms and procedure prescribed by Government of Maharashtra).
- Medical Reimbursement Grant (As per norms and procedure prescribed by Government of Maharashtra).
- Leave Encashment (As per norms and procedure prescribed by Government of Maharashtra).
- Scholarships (As per norms and procedure prescribed by Government of Maharashtra and Central Government).
- Freeship and other Concessions (As per norms and procedure prescribed by Government of Maharashtra and Central Government).
- Any Other grant released by various govt. agencies from time to time, if applicable.



Estd: 1990



<p>Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar, Dist.-Jalgaon-425306</p>	<p>Manual:13</p>
<p>Particulars of recipients of concessions, permits or authorizations granted Right to Information Act, 2005 under [Section 4(1) (b) (xiii)]</p>	

Estd: 1990

Concessions granted by the College

- Reservation policies of Government of India in principle as approved by the KBC North Maharashtra University, Jalgoan are followed. Scholarships are given to eligible students as per norms and procedure prescribed by Government of Maharashtra and Central Government.



<p>Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306</p>	<p>Manual:14</p>
<p>Details in respect of the information, available to or held by it, reduced in an electronic form Right to Information Act, 2005 under [Section 4(1) (b) (xiv)]</p>	

Information available in Electronic form

- All the 17 manuals under RTI and other information about the College are available in the college office and on the College website.
- Information made publicly available can be accessed at college website. All the information about the college is available on our website and in the college office.

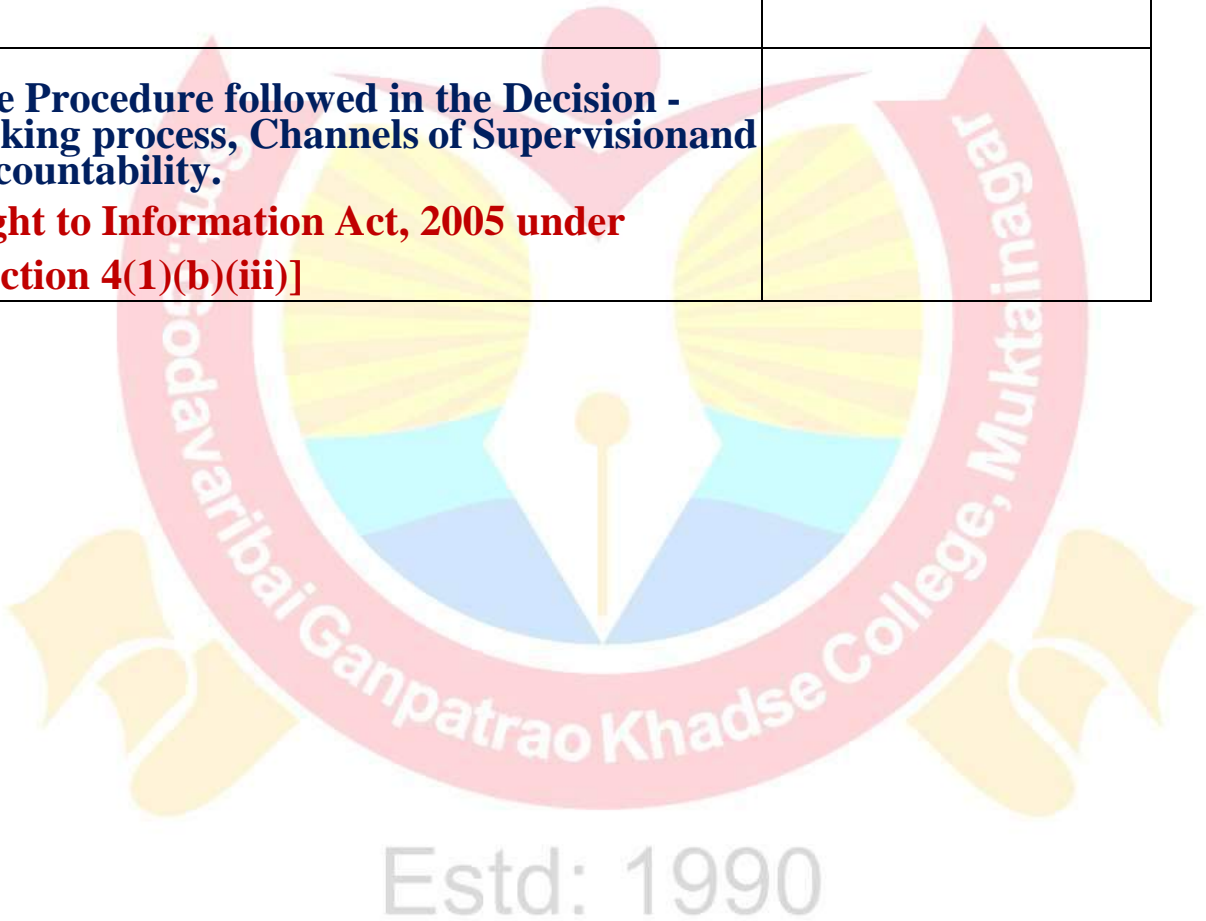


**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar,
Tal.-Muktainagar, Dist.-Jalgaon-425306**

Manual:15

**The Procedure followed in the Decision -
making process, Channels of Supervision and
Accountability.**

**Right to Information Act, 2005 under
[Section 4(1)(b)(iii)]**



Means, methods and facilities available to citizens for obtaining information

- Unrestricted Access to Website.
- Citizens may seek the information in the Office of the college on working days during office hours.
- Through the notice boards, relevant brochures and various other rules which are available in Office as well as on the website.
- Some of the publications (i.e. College Prospectus etc.) are priced and can be obtained by paying the stipulated amount.
- Unpriced information for the general public is disseminated occasionally through press releases, advertisements.
- Display boards are displayed in college campus in order to avail various facilities related to students.
- **Library Timing:** From 09.00 a.m. to 05.00 p.m. on all working days.
- **Weekly Holiday** will be on **Sunday**.



**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar,
Tal.-Muktainagar,Dist.-Jalgaon-425306**

Manual:16

**List of Public Information Officers
of**

**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar, Tal.-
Muktainagar,Dist.-Jalgaon-425306
Right to Information Act, 2005
under [Section 4(1) (b) (xvi)]**

Estd: 1990

Public Information Officer.

Shri. Punjaji Ramchandra Zope

Muktainagar Taluka Education Society's

Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar,

Tal.-Muktainagar,Dist.-Jalgaon-425306,

Email -khadse_college1990@rediffmail.com

Appellate Authority.

Dr. H.A.Mahajan

Principal, Muktainagar Taluka Education Society's

Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar,

Tal.-Muktainagar,Dist.-Jalgaon-425306

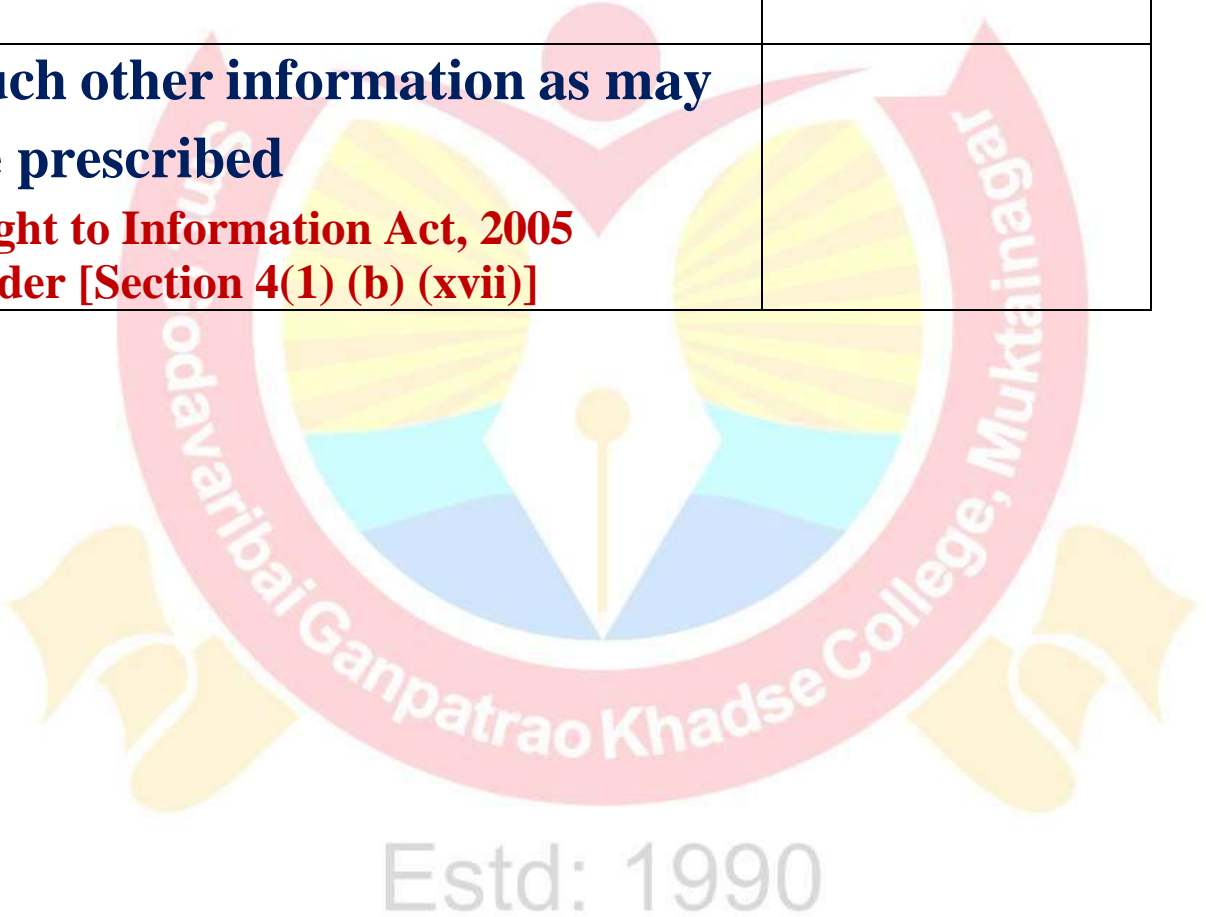


**Muktainagar Taluka Education Society's
Shrimati Godavaribai Ganpatrao Khadse
College, Muktainagar, Tal.-
Muktainagar, Dist.-Jalgaon-425306**

Manual:17

**Such other information as may
be prescribed**

**Right to Information Act, 2005
under [Section 4(1) (b) (xvii)]**



Other Useful Information

- Muktainagar Taluka Education Society's Shrimati Godavaribai Ganpatrao Khadse College, Muktainagar, Tal.-Muktainagar,Dist.-Jalgaon-425306 popularly known as "Khadse College"
- **It is affiliated to KBC North Maharashtra University, Jalgaon (Permanent Affiliation from UG-1972, PG-1988)**
- **Recognized by Government of Maharashtra**
- **Recognized by UGC (From1972)**
- **Accredited by NAAC during 2004 –2016**
- **Re-Accredited by NAAC in year 2016**
- **NAAC Reaccredited 'B+' Grade (CGPA 2.59)**
- **Every year we conduct National and State Level Seminars as per convenience**

Necessary Information about the college will be available from the College Website and the College Office. This information is updated from time to time on the College website.