#### 17 POINTS UNDER THE RIGHT TO INFORMATION ACT

#### 1. The Particular of its organization function and duties.

1A) Organisation

Name of the Trust/Society: GOVT. OF MAHARASHTRA

(HIGHER & TECHNICAL EDUCATION DEPTT.)

Name of the Institute in full: - COLLEGE OF ENGINEERING

Address: Kathora Naka, Post V.M.V., Walgaon Road, Amravati. 44550229

Telephone :- 0721/2531930, 2531929

Website/Email :- www.gcoea.ac.in,principal@gcoea.ac.in

Name of the Principal :- Prof. A. M. Mahalle

#### • OFFICE HOURS

The College Office shall ordinarily be open on all working day between 10.00 a.m. and 5.45 p.m. All cash transactions will be attended between 10.30 am. and 4.00 p.m. The college will remain closed on the second and fourth Saturday of every month.

#### HOLIDAYS

#### The College shall remain closed-

- → On Sundays and public holidays as declared by the State Government/University,
- → As per academic calendar approved by academic board.

#### • MISSION AND VISION OF OUR COLLEGE MISSION:

To Strive for excellence in academic programs to inculcate proficiency in students by adopting continually improving standards to the teaching learning process.

#### • VISION:

To provide competent technical manpower to cater the needs of the industry, R& D Institutions for overall upliftment of society and to become the centre of excellence in this part of country, imparting quality technical education meeting global standards.

#### • CORE VALUES:

Quest for lifelong learning –

- ➤ Continuous efforts to impart to learners, knowledge and skills that are relevant to the demands of the changing times.
- ➤ Encouragement to the faculty to adopt innovative methods of teaching that will cater to the needs of learners at various levels of study.

#### Learners as the focus -

- ➤ Regard learners as the focal point of all activities and efforts and adopt policies that effectively meet their needs.
- ➤ Impart skills which can translate into practical applications for the industry. Support curricular training with co-curricular and extracurricular activities aimed at building the
- ➤ Support curricular training with co-curricular and extracurricular activities

aimed at building the overall personality of the learners.

- ➤ Provide learner-centric academic and personal enrichment opportunities.
- ➤ Empowerment to pursue their goals.
- ➤ Guide learners towards self-actualization.
- ➤ Stimulation of active learning.
- ➤ Enabling critical thinking through freedom of thought and expression.
- ➤ Adopting an integrative and inclusive approach towards various disciplines.
- ➤ Nurturing talent and creativity.

#### • Fostering research-

- ➤ Motivating students as well as faculty members to take up research projects
- ➤ Creating a mind set for inquiry.
- ➤ Inculcating analytical attitude and scientific temperament.

#### • Efficient Governance-

- ➤ Identifying new means of resource generation.
- ➤ Optimal deployment of resources.
- ➤ Development of state-of-the-art infrastructural facilities.
- ➤ Transparency in functioning.

➤ Constant assessment and up gradation of processes to ensure maximum output.

#### • Collaboration with industry-

➤ Development of synergistic alliances with world-known academic, research

and consulting institutions.

➤ Creating an interface with the industry to ensure that the skills imparted to

the learners are in consonance with the needs of the industry.

#### Social responsibility-

➤ Sensitizing learners about social, ecological, economic and political issues.

Endeavouring to find solutions that will benefit society as a whole.

➤ Positive role modelling in order to create responsible citizens.

#### 1B) FUNCTIONS AND DUTIES OF GOVERNING BODY:

- ➤ As per Rules and directives of Govt. of Maharashtra
- ➤ Committee responsible for to govern the various activities Board of Management
- ➤ Committee responsible to approve the academic matters Academic Board (senate)
- ➤ Other committees are Examination Committee, Academic Program Evaluation Committee

#### 2) The power and duties of its officers and employees:

To manage the activities of college, in accordance with the guidelines of the State Govt The principal shall exercise full control over the internal affairs of the college and shall.

- ➤ Appoint committee for the admission of the students as per the guidelines issued by the Government of Maharashtra.
- ➤ Arrange to collect fees, fines and other dues from the students.
- ➤ Allocate duties to all employees of the College.
- ➤ Supervise and control the work of the employees.

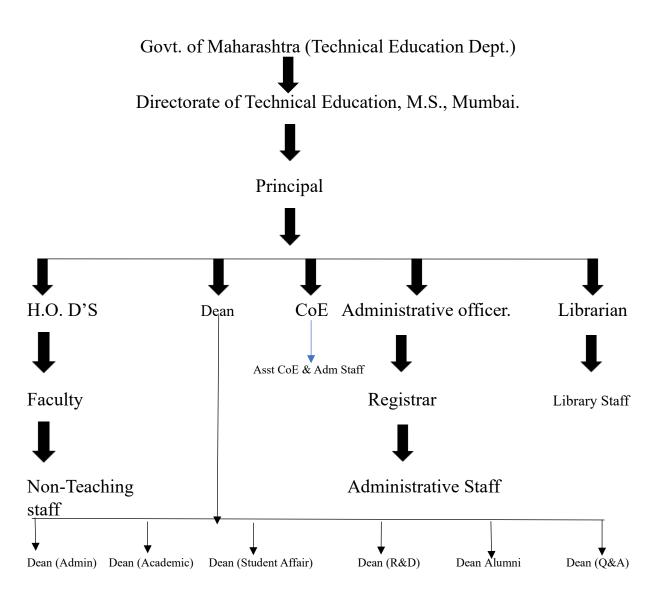
- ➤ Be responsible for admissions, promotions, detention, expulsion, suspension and punishment of all students and maintenance of discipline in the College.
- ➤ Award all Scholarships, Stipends and fee concessions to students.
- ➤ Sanction all Bills as per norms/guidelines of State Govt.
- ➤ Grant casual leave earned leave, medical leave, special leave etc., to all employees according to leave rules.
- ➤ Maintain all the accounts of the College

### 3) The procedure followed in the decision-making process, including channels of supervision and accountability:

All day-to-day administrative decisions are taken by the principal. Various statutory and non-statutory committees have been constituted under the convener ship of senior teachers for the smooth functioning of the College. Grievance Redressal Cell, Complaint/Suggestion boxes, Women's Development Cell have been constituted.

#### 4) The norms set by it for the discharge of its functions:

Norms and standards for various academic activities of the College are set by the Govt. of Maharashtra



## 5) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

The rules and regulations applicable to the College and its employees are:

- 1 The Ordinance and Regulations approved by the Government of Maharashtra from time to time for teaching and non-teaching staff.
- Standard code (terms and conditions of service of non-teaching employees
   M.C.S.R. Rule 1981) is applicable to the Teaching & non-teaching staff.
- 3 Rules & Regulations approved by Board of Management.

6) A statement of the categories of documents that are held by it or under its control:

The Various document Various section are as follows

Office Service Book, Account Bills. Fee Collections, Students

Registration & Admission

- **CoE** Examination Related data and documents.
- HoD- Academic document like time table, attendance of students, dead stock of laboratories and administration details of the department

Various Dean: - Dean (Admin), Dean (Academic), Dean (Student Affair) Dean (R&D), Dean Alumni, Dean (Q&A).

- have their portfolio related document.
- Training & Placement officer: Placement & internship related all documents.
- 7) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formation of its policy or implementation thereof:

The following bodies have members/ representatives from industry & society by large. Board of Management, Academic Board, Finance Committee, Building Works Committee, Exam Committee, Board of Studies.

- 8) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils committee and other bodies, or minutes of such meetings are accessible for public:
  - a) Minutes of Board of Management / Academic Board are made available to public through institute website.
  - b) Students Council is open only for members. Their meetings are not open to public and the minutes of the same are confidential.
- 9) Directory of its officers and employees:

Available on institute website

# 10) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

The salary and other allowances payable to teaching and non-teaching staff of college are paid by the State Government Monthly as per the sixth pay revision of the pay scales by the Government of Maharashtra.

#### Name of the Employee Designation Scale of Pay (Class-1)

SR. NO	NAME OF EMPLOYEES	DESIGNATION	PAY LEVEL AND BASIC PAY
	D. A.M. M. 1 11 -	Data stord	LEVEL 12 A1 /D D 161600
1	Dr. A.M. Mahalle	Principal	LEVEL-13 A1/B.P-161600
2	Dr. S.K. Hirde	Associate Professor in Applied	LEVEL -14/B.P-238300
		Mechanics	
3	Dr. G.G. Bhutada	Associate Professor in	LEVEL-14/B.P-238300
		Instrumentation	
4	Dr. R.S. Dalu	Associate Professor in	LEVEL-14/B.P-238300
		Mechanical	
5	Dr. P.R. Deshmukh	Associate Professor in	LEVEL-14/B.P-218200
		Electronics	
6	Dr. R. R. Choudhari	Associate Professor in	LEVEL-13A1/B.P-176500
		Mechanical	
7	Dr. R. M. Metkar	Associate Professor in	LEVEL-13A1/B.P-161600
		Mechanical	·
8	Shri. M.L. Gulhane	Assistant Professor in Civil	LEVEL-13A1/B.P -210800
9	Dr. A. I. Dhatrak	Assistant Professor in Civil	LEVEL -13A1/B.P -237200
10	Smt. S.P. Tak	Assistant Professor in Civil	LEVEL-10/B.P-84700
11	Dr.L.R.Wankhade	Assistant Professor in Civil	LEVEL-10A/B.P-84700
12	Shi. A. K. Baile	Assistant Professor in Geology	LEVEL-10/B.P-84700

13	Shri. P. S. Lande	Assistant Professor in App. Mechanical	LEVEL-13A1/B.P-187300
14	Shri. M.M. Deshmukh	Assistant Professor in Mechanical	LEVEL-13A1/B.P-210800
15	Dr. P.R. Pachghare	Assistant Professor in Mechanical	LEVEL-13A1/B.P-171400
16	Dr. K. S. Wasankar	Assistant Professor in Mechanical	LEVEL-11/B.P-98300
17	Shir. N. D. Solanke	Assistant Professor in Mechanical	LEVEL-10/B.P-84700
18	Shri.S.M. Lawankar	Assistant Professor in Mechanical	LEVEL-13A1/B.P-171400
19	Shri. M.T. Shete	Assistant Professor in Mechanical	LEVEL-13A1/B.P-171400
20	Smt. S. G. Kamble	Assistant Professor in Mechanical	LEVEL-10/B.P-82200
21	Dr. N.N. Khobragade	Assistant Professor in Metallurgy	LEVEL-13A1/B.P-171400
22	Dr. V.M. Jape	Assistant Professor in Electrical	LEVEL-13A1/B.P-210800
23	Dr. V.N. Ghate	Assistant Professor in Electrical	LEVEL-13A1/B.P-217100
24	Dr. M.V. Jape	Assistant Professor in Electrical	LEVEL-13A1/B.P-171400
25	Shri. R. B. Sharma	Assistant Professor in Electrical	LEVEL-12-/B.P-11040
26	Smt. U. V. Dongare	Assistant Professor in Electrical	LEVEL-11/B.P-89900
27	Shi. P. P. Gajbhiye	Assistant Professor in Electrical	LEVEL-10/B.P-84700

28	Dr. V. Rojatkar	Assistant Professor in Electronics	LEVEL-13A1/B.P-171400
29	Smt. S. J. Meshram	Assistant Professor in Electronics	LEVEL-10/B.P-84700
30	Shi. P. L. Paikrao	Assistant Professor in Electronics	LEVEL-11/B.P-89900
31	Mohd. Ameed Mustafa Shah	Assistant Professor in Electronics	LEVEL-10/B.P-87200
32	Dr. S.S. Thakare	Assistant Professor in Electronics	LEVEL-12/B.P-104100
33	Smt. R.R. Harne	Assistant Professor in Electronics	LEVEL-11/B.P-92600
34	Smt.D.B.Maheshwari	Assistant Professor in Electronics	LEVEL-10A/B.P-68800
35	Shri. U. M. Thorkar	Assistant Professor in Instrumentation	LEVEL-12/B.P-110400
36	Smt. S.P. Bijawe	Assistant Professor in Instrumentation	LEVEL-10/B.P-84700
37	Shri. N. S. Pathak	Assistant Professor in Instrumentation	LEVEL-11/B.P-89900
38	Smt. H. P. Rewatkar	Assistant Professor in Instrumentation	LEVEL-10/B.P-70900
39	Shri. A.V. Deorankar	Assistant Professor in Computer Science	LEVEL-13A1/B.P-210800
40	Dr. P.N. Chatur	Assistant Professor in Computer Science	LEVEL-14/B.P-218200

41	Shir. R.V.Mante	Assistant Professor in Computer Science	LEVEL-11A/B.P-98300
42	Smt. P. S. Chouragade	Assistant Professor in Computer Science	LEVEL-10/B.P-84700
43	Smt. A. W. Bhade	Assistant Professor in Information Technology	LEVEL-10/B.P-87200
44	Shri. B. V. Wakode	Assistant Professor in Information Technology	LEVEL-11/B.P-95400
45	Smt. A. D. Wankhade	Assistant Professor in Information Technology	LEVEL-11/B.P-95400
46	Shir. D. R. Uike	Assistant Professor in Information Technology	LEVEL-10/B.P-82200
47	Smt. S. R. Wankhade	Assistant Professor in Information Technology	LEVEL-11/B.P-104200
48	Shri. K. N. Tayade	Assistant Professor in Information Technology	LEVEL-11/B.P-92600
49	Shri. S. A. Lohi	Assistant Professor in Information Technology	LEVEL-11/B.P-95400
50	Dr. P. B. Ambhore	Assistant Professor in Information Technology	LEVEL-10-B.P-70900
51	Shri.R.S.Mawale	Assistant Professor in Computer Science	LEVEL-10A/B.P 89800
52	Dr. D. A. Zatale	Assistant Professor in Physics	LEVEL-11/B.P-98300
53	Dr. S. K. Doifode	Assistant Professor in Chemistry	LEVEL-13A/B.P-198700

54	Smt. V. V. Ardhapurkar,	Assistant Professor in Chemistry	LEVEL-11A/B.P-98300
55	Dr. P. A. Gulhane	Assistant Professor in Mathematics	LEVEL-12/B.P-127900
56	Shri. M. S. Shinde	Assistant Professor in Mathematics	LEVEL-12/B.P-110400

### Name of the Employee Designation Scale of Pay (Class-3)

SR.NO	NAME OF EMPLOYEES	DESIGNATION	PAY LEVEL AND BASIC PAY
1	Shri.K.K.chaudhari	Programmer	LEVEL-S-17/B.P-86100
2	Shri.S.S.Kalkutgi	Stenographer	LEVEL-S-15/B.P-41800
3	Smt.S.A. Jawalkar	Head Clerk	LEVEL-S-13/B.P-39900
4	Shri.S.N.Budhalkar	Senior Clerk	LEVEL-S-8/B.P-37500
5	Shri.C.P.Madavi	Senior Clerk	LEVEL-S-8/B.P-37500
6	Shri.J.R.Mahatme	Senior Clerk	LEVEL-S-8/B.P-32300
7	Shri.S.M.Wankhade	Senior Clerk	LEVEL-S-8/B.P-33300
8	Shri.N.V. Nagapure	Senior Clerk	LEVEL-S-8/B.P-33300
9	Shri.G.S.Khirade	Senior Clerk	LEVEL-S-8/B.P-30500
10	Shri.G.M. Shelke	Junior Clerk	LEVEL-S-6/B.P-56800
11	Shri.M.S.Pohokar	Junior Clerk	LEVEL-S-6/B.P-27600
12	Shri.P.R.Solanke	Junior Clerk	LEVEL-S-6/B.P-25600
13	Shri.S.K.Men	Junior Clerk	LEVEL-S-6/B.P-27600
14	Shri.S,P.Suroshe	Junior Clerk	LEVEL-S-6/B.P-26800

15	Shri.K.A.Thakur	Junior Clerk	LEVEL-S-6/B.P-26800
16	Shri.S.N. Wankhade	Junior Clerk	LEVEL-S-6/B.P-27600
17	Smt.S.R.Shahare	Junior Clerk	LEVEL-S-6/B.P-34300
18	Shri.J.R.Dhawade	Junior Clerk	LEVEL-S-6/B.P-30200
19	Shri.A.D. Kadu	Junior Clerk	LEVEL-S-6/B.P-22400
20	Shri.B.G.Thorat	Asst. Librarian	LEVEL-S-8/B.P-37500
21	Shri.N.V. Gharat	Chargman	LEVEL-S-14/B.P-58500
22	Shri.S.A.Tumram	Store Keeper	LEVEL-S-11/B.P-48200
23	Shri.B.N.Sarode	Store Keeper	LEVEL-S-11/B.P-44100
24	Shri.G.S. Jalamkar	Senior Leboratory Asst.	LEVEL-S-10/B.P-51100
25	Shri.S.M.Ghuge	Senior Leboratory Asst.	LEVEL-S-10/B.P-51100
26	Shri.M.W.Maldhure	Instructor (Moulder)	LEVEL-S-8/B.P-34300
27	Shri.R.S. Wajage	Instructor (Fitter)	LEVEL-S-10/B.P-45400
28	Shri.R.R. Pawar	Instructor (Turner)	LEVEL-S-10/B.P-38100
29	Shri.D.R.Chidam	Instructor (Welder)	LEVEL-S-10/B.P-45400
30	Shri.V.S.Lende	Instructor (Machinist)	LEVEL-S-10/B.P-41600
31	Shir.P.L.Chandekar	Leboratory Asst.	LEVEL-S-8/B.P-37500
32	Shri.V.U.Bambole	Leboratory Asst.	LEVEL-S-8/B.P-32300
33	Shri.R.P. Lende	Leboratory Asst.	LEVEL-S-8/B.P-41400
34	Shri.A.R. Borode	Leboratory Asst.	LEVEL-S-8/B.P-50400
35	Shri.S.R.Ronghe	Leboratory Asst.	LEVEL-S-7/B.P-48500

36	Shri.S.R.Barole	Leboratory Asst.	LEVEL-S-7/B.P-29300
37	Shri.A.S.Sangne	Leboratory Asst.	LEVEL-S-7/B.P-27600
38	Shri.K.H.Bhagat	Leboratory Asst.	LEVEL-S-7/B.P-27600
39	Shir.P.S. Joshi	Leboratory Asst.	LEVEL-S-7/B.P-30200
40	Shri.R.K.Wankhade	Leboratory Asst.	LEVEL-S-10/B.P-44100
41	Shri.A.S.Panchbhute	Leboratory Asst.	LEVEL-S-7/B.P-22400
42	Smt.N.K. Deshmukh	Leboratory Asst.	LEVEL-S-8/B.P-41000
43	Smt.S.P.Patil	Leboratory Asst.	LEVEL-S-7/B.P-30200
44	Smt.K.A.Mawale	Leboratory Asst.	LEVEL-S-7/B.P-25200
45	Smt.M.N. Wankhade	Leboratory Asst.	LEVEL-S-8/B.P-41000
46	Smt.B.N.Gawali	Leboratory Asst.	LEVEL-S-7/B.P-29300
47	Smt.M.K. Madavi	Leboratory Asst.	LEVEL-S-7/B.P-22400
48	Shri.D.P.Wakchaware	Pump Attendant	LEVEL-S-11/B.P-51100

### Name of the Employee Designation Scale of Pay (Class-4)

SR.N O	NAME OF EMPLOYEES	DESIGNATION	PAY LEVEL AND BASIC PAY
1	Shri.R.S.Kale	Library Assistant	LEVEL-S-7 /B.P-35000
2	ShekhMehbub	Peon	LEVEL-S-1 /B.P-19700
3	Shri.C.P.Fuse	Peon	LEVEL-S-3 /B.P-21600
4	Shri.N.P.Divte	Peon	LEVEL-S-2/B.P- 25300
5	Shri.P.S.kubade	Peon	LEVEL-S-3/B.P-34700

6	Shri.P.K.Nikam	Machinist	LEVEL-S-2/B.P-21800
7	Shri.D.S.Khandare	Machinist	LEVEL-S-2/B.P-21800
8	Shri.R.W.Katore	Machinist	LEVEL-S-1/B.P-19700
9	Shri.N.P.Bhonkhade	Hamal	LEVEL-S-2/B.P-25300
10	Ku.P.S.Dhole	Hamal	LEVEL-S-1/B.P-20300
11	Ku.P.S.Wasnik	Hamal	LEVEL-S-1/B.P-20300
12	Smt.M.V.More	Hamal	LEVEL-S-2/B.P-21800
13	Shri.M.J.Mahalle	Hamal	LEVEL-S-3/B.P-35700
14	Shri.S.K.Warhade	Hamal	LEVEL-S-3/B.P-34700
15	Shri.R.U.Shukla	Hamal	LEVEL-S-3/B.P-34700
16	Shri.O.D.Bharde	Hamal	LEVEL-S-3/B.P-34700
17	Shri.P.R.Kambale	Hamal	LEVEL-S-2/B.P-21800
18	Shri.C.V.kale	Hamal	LEVEL-S-2/B.P-29400
19	Shri.K.R.Gawai	Hamal	LEVEL-S-2/B.P-29400
20	Shri.A.G.Kale	Hamal	LEVEL-S-4/B.P-40200
21	Shri.L.R.Keskar	Hamal	LEVEL-S-3/B.P-27400
22	Smt.S.S.Ingle	Hamal	LEVEL-S-1/B.P-19100
23	Shri.G.R. Rahate	Hamal	LEVEL-S-2/B.P-48700
24	Shri.O.K.Jawanjal	Hamal	LEVEL-S-2/B.P-24600
25	Shri.S.S.Ugle	Hamal	LEVEL-S-1/B.P-18000
26	Shri.V.D. Sonone	Hamal	LEVEL-S-3/B.P-34700

27	Shri.R.M.Holkar	Hamal	LEVEL-S-3/B.P-34700
28	Shri.C.S.Neriya	Hamal	LEVEL-S-1/B.P-19700
29	Shri.P.K.Usare	Sweeper	LEVEL-S-1/B.P-20900
30	Shabana Shaikh	Sweeper	LEVEL-S-1/B.P-19700
31	Shri.R.R. Dulganj	Sweeper	LEVEL-S-1/B.P-18500
32	Shri.M.K.Gohar	Sweeper	LEVEL-S-3/B.P-35700
33	Sirajuddin Shekh	Sweeper	LEVEL-S-1/B.P-19100
34	Shri.R.K.Chandale	Sweeper	LEVEL-S-1/B.P-15000
35	Shri.S.R.Usare	Sweeper	LEVEL-S-1/B.P-15000
36	Shri.R.N.Athawale	Sweeper	LEVEL-S-1/B.P-18500
37	Shri.J.V.Kandare	Sweeper	LEVEL-S-1/B.P-15000

## 11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

The budget allocation is discussed and submitted to BoG and Govt. of Maharashtra for approval.

## 12) The manner of execution of subsidy programs including the amounts allocated and the details of beneficiaries of such programs:

Not Applicable

# 13) Particulars of recipients of concessions, permits or authorizations granted by it:

Reservation policies of the Government of India are adhered to.

Scholarships are given to needy and deserving students as per Social

Welfare Schemes / Tribal Development Scheme/ other Schemes of
the Government.

14) Details in respect of the information, available to or held by it, reduced in an electronic form:

Documents available in electronic form are published through the college website Such as UG/PG rules & regulations, Admission notifications, results, tenders, etc.

15) 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:

Use of library and reading room is restricted for the registered staff and students of the College and these facilities are available during working hours of college.

- 16) The names, designations and other particulars of the Public Information Officers:
  - 1 APPELLATE OFFICER:

PROF.A.M. MAHALLE, PRINCIPAL

2 INFORMATION OFFICER:

DR. G.G. BHUTADA (PROFESSER)

3 ASSIT INFORMATION OFFICER:

S.A. JAWALKAR (HEAD CLEARK)

17) Such other information as may be prescribed