

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

Seth Kesarimal Porwal College of Arts and Science and Commerce, Kamptee 441001
Recognised by Govt. of Maharashtra & Affiliated to RTM Nagpur University, Nagpur
Reaccredited with 'A' Grade by NAAC, Bangalore
Granted Hindi Linguistics Minority Status by Govt. of Maharashtra

☎:7558369316,

🌐:www.skpckamptee.org,

✉:principal@skpckamptee.org

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1) The particular of its organization, functions & duties

About Institute:

- Affiliation to RTM Nagpur University
- NAAC Accredited with A grade.
- Separate buildings for Junior and Degree College.
- Multi-Faculty College - Science, Arts, Commerce
- First college affiliated to Nagpur University to start UG & PG Courses in Information Technology.
- PG Courses in Chemistry, Microbiology and Information Technology.
- YCMOU runs courses in B.A., B.Com.
- UGC Sponsored add on course in Functional English.
- Nominated as Lead College by RTM Nagpur University in 2006.
- Separate Hockey, Cricket and Football Grounds in college campus to conduct first class matches.
- Well equipped PG Labs and Language Lab.
- Add on certificate Courses: Courses under the auspices Shikshan Abhiyan project of RTM Nagpur University, Nagpur, Certificate courses in IT, Pathology and Aquaculture.
- MoU with Quick Heal Foundation Pune and Maharashtra Cyber Police
- Fish pond in the college campus.
- Botanical Garden
- Canteen

VISION:

Seth Kesarimal Porwal College, Kamptee was established in the year 1965, under the auspices of Shikshan Prasarak Mandal, Kamptee to cater to the educational needs of the economically backward, socially deprived and diverse minority population of Kamptee town and the surrounding villages which were not having adequate avenues for higher education and self development. Thus the vision of the institute is:

- Education for all
- Education as a means of elimination of poverty.
- Education as means of social inclusiveness and communal harmony.

MISSION:

- To provide advance quality education and knowledge to all, specially to the deprived section of the society
- To cater for all-round development of the students including academic sports and cultural development
- To develop a sense of community feeling among the students
- To develop social awareness and social commitment in the students
- To develop leadership and proactive qualities among the students so as to be competitive and successful in career building

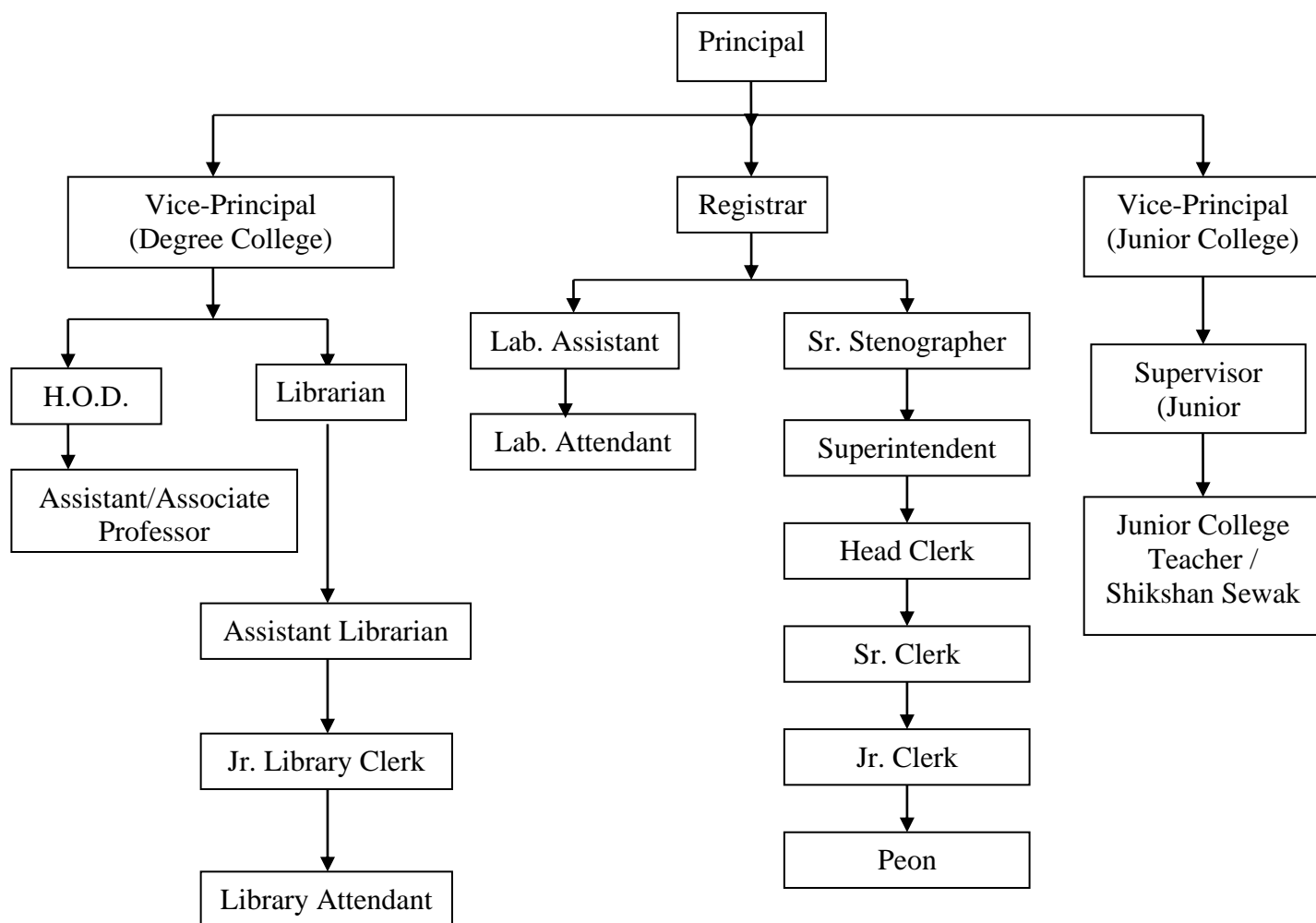
OBJECTIVES:

- To provide higher education from junior college level to graduation, post graduation and Ph. D.
- To ensure employment through placement cell
- To provide career orientated programme, based on the needs of industry and employer

Organization, Functions and Duties:

The Principal of the College is the Administrative and Academic Head of College 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.

**HIERARCHY CHART
OF
SETH KESARIMAL PORWAL COLLEGE OF ARTS AND SCIENCE AND
COMMERCE, KAMPTEE**



2) The Powers & Duties of Officers & Employees

Principal:

Subject to the supervision and general control of the Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur and the Government of Maharashtra, the Principal as Executive, administrative and academic Head of the College shall be responsible for:

- The Academic growth of the College.
- Participation in research and extension programmes of the College
- 3.Planning and implementation of academic programmes such as refresher/Orientation courses, seminars etc. for enhancing the academic competence of the faculty members
- Student's admission and maintenance of discipline in the College
- Maintenance of true and correct accounts with receipts and vouchers
- The observance of the provision of the Accounts Code
- The correspondence relating to the administration of the College
- The administration and supervision of curricular, co-curricular/extra-curricular student's welfare activities of the college and maintenance of records.
- The observance of Maharashtra Universities Act, Statutes, Ordinances, Regulations, Rules and other orders issued by the RTM Nagpur University from time to time.
- The Supervision of College and University examinations.
- The Assessing of reports of Staff and maintenance of service books and of other records of the College.
- Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

TEACHERS AND THEIR RESPONSIBILITIES

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession.
- Make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminar, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education.
- Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University.
- Participate in extension, co-curricular/ extra-curricular activities including community service.

With the Students

- Respect the right and dignity of the student in expressing his/her opinion

- Deal justly and impartially with students regardless of their religion, caste, political economic, social and physical characteristics
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- Encourage students to improve their attainments, develop their Personalities and at the same time contribute to community welfare
- Inculcate among students a scientific outlook and respect for Physical labour and the ideals of democracy, patriotism and peace.
- To be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- Make them available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, Colleagues or administration.

With the Colleagues:

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Assist others for professional betterment.
- Refrain from unsubstantiated or mala fide allegations against colleagues to higher authorities; and
- Refrain from allowing considerations of caste, creed, religion, race or gender in their professional endeavor.

With the Authorities:

- Discharge professional responsibilities according to the existing rules and refrain from undertaking any other employment and commitment including private tuitions and coaching classes.
- Co-operate in the formulation of policies of the institution.
- Perform to the best of their ability to ensure there is no breach of contract.
- Refrain from availing them leave except on unavoidable grounds without prior intimation keeping in view their particular responsibility for completion of the academic schedule.

With the Society

- Recognize that education is a public service and strive to keep the Public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- 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.
- 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.

Non-teaching Employees

(Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.)

Registrar (Head of the Non-teaching Staff):

- The Registrar shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and Sections and take such measures as he deems fit to regularize and to improve the working of the College.
- The Registrar shall have the power to issue warnings, reprimands, and memos to the non-teaching employees subject to the approval of the Principal.
- The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.
- The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
- The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance nature.
- The Registrar shall sign letters issued from the College office of a routine nature.
- The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection
- The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

All other non-teaching staff:

The Principal and Registrar 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. Notwithstanding anything contained above, the Vice-Chancellor shall direct the Principals to assign duties to the employees in respect of conduct of University examinations/admissions etc. during the time of exigencies and the work related to Seminars, conferences etc. undertaken at the University level.

Librarian:

- Planning new services for the Library
- Making rules for the Library

- Acquisitions and Gift books selection
- Classification
- Catalogue entries - checking & keywords
- Software for Library
- Library Committee & Correspondence
- Signatory for all bills, correspondence notices.
- HRD special issues
- Maintaining Discipline in Library
- Replacement of Library books lost
- Assigning work to the Library Staff
- Weeding out
- Reference to teachers, students, visitors
- Reports to be submitted to Auditors, UGC/IQAC, Principal
- Library Annual Report & Orientation Lectures & Tours
- Honours in Library Science
- Training Staff

Assistant Librarian:

- Gift Book Processing
- Catalogue - Data entry
- Library Notices - Drafting, putting up notices on the Library Notice board
- Displays
- Binding of Books & Journals & Journals - General supervision
- Discipline in the Library
- Solar System & Panel
- Library Clearance & Correspondence - Print & Dispatch
- Library Maintenance - Liaison with Administrator
- Hardware & Network - Liaison with Knowledge Centre
- HRD day to day
- Library Statistics & Library Membership
- Summer cleaning administration
- Weeding out & Reference
- Printing of Spine / Book/ Barcode Labels
- Library Orientation Tours
- Any other work assigned by the Librarian from time to time

Library Clerks:

- Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- Display of recent arrivals of books, binding of old books
- Plastic binding of new books, printing of Journal Labels
- Library Shelf / Stack guides
- Library Membership
- Printing of Spine / Book / Barcode Labels
- Stationery – Purchase & Distribution
- Printing of Stationery & circulation
- Liaison with Administrator

- Liaison with Knowledge Centre
- Circulation – overdue books – Phone reminders
- Multimedia Management
- Assisting Librarian in acquisition work
- Typing & Other Assistance to Librarian
- Any other work assigned by the Librarian from time to time

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

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

Every major decision is taken through the College Development Committee. 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 and Administrative Staff for the smooth functioning of the College. Grievance Redresses Cell, Complaint/Suggestion boxes, Women's Development Cell, Anti Ragging Cell has 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 competent authority such as the Management Council and Academic Council of the RTMNU and by the Governing Body of the College.

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:

- The Maharashtra University Act 2016 and the Ordinance and Regulations approved by the University of Mumbai and/or by the Government of Maharashtra from time to time for Degree College Teaching staff.
- The Maharashtra Private School Employees Service Conditions, 1980 and the rules and regulations framed by the state government from time to time are applicable to the Junior College Teachers.
- Maharashtra Non-Agricultural Universities and affiliated Colleges standard code (terms and conditions of service of non-teaching employees Rule, 1984) is applicable to the non-teaching staff.

- Fundamental Rules and Supplementary rules of Government of India except where the University has its own provisions with regard to teaching and non-teaching staff.

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

The various documents like registers, service books, accounts etc. are maintained in the Office of the College.

The College prospectus and the miscellany are published every year.

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:

- College Development Committee,
- Women's Development Cell,
- Internal Quality Assurance Cell,
- Alumni Association.

8) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its patron 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:

The meetings of Senate, Board of Life Members, Standing Committee, Local Managing Committee, Students' Council are 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:

Mentioned in Point no. 10

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

SHIKSHAN PRASARAK MANDAL, KAMPTEE
SETH KESARIMAL PORWAL COLLEGE OF ARTS & SCIENCE & COMMERCE, KAMPTEE
SALARY FOR THE MONTH OF OCTOBER 2020
JUNIOR COLLEGE

S. No.	Name Of the Employee	Designation	BASIC PAY	GRADE PAY	D.A	H.R.A	C.L.A	T.A	SPL. PAY	D.A. ARR.	GROSS SALARY
1	2	3	4	5	6	7	8	9	10	11	12
1	Mrs. S. B. Bhoumik	JCT	99300	0	16881	15888	180	1200	0	0	133449
2	Shri S. N. Agrawal	JCT	98400	0	16728	15744	180	1200	0	0	132252
3	Shri. N.D. Mendhe	JCT	87400	0	14858	13984	180	1200	0	0	117622
4	Shri. V. B. Wanjari	JCT	77700	0	13209	12432	180	1200	0	0	104721
5	Shri. Y. P. Marchatwar	JCT	77700	0	13209	12432	180	1200	0	0	104721
6	Shri. D.N.Rewatkar	JCT	77700	0	13209	12432	180	1200	0	0	104721
7	Shri. V.G.Bhat	JCT	92700	0	15759	14832	180	1200	0	0	124671
8	Mrs. Neeta M. Wankhede	JCT	63100	0	10727	10096	180	600	0	0	84703
9	Mrs. Swati P. Nimbalkar	JCT	63100	0	10727	10096	180	600	0	0	84703
10	Mrs. Sushma R. Wasnik	JCT	61300	0	10421	9808	180	600	0	0	82309
11	Ku. V. N. Maske	JCT	56900	0	9673	9104	180	600	0	0	76457
12	Shri Mohd. Zuber Ahmad	JCT	56900	0	9673	9104	180	600	0	0	76457
13	Mrs. H. N. Sidam	JCT	56900	0	9673	9104	180	600	0	0	76457
14	Mrs. Kiran P. Pudke	JCT	55200	0	9384	8832	180	600	0	0	74196
15	Ku. Shubhangi S. Bawankule	JCT	53600	0	9112	8576	180	600	0	0	72068
16	Ku. Sushma S. Ojha	JCT	53600	0	9112	8576	180	600	0	0	72068
17	Ku. Kiran N. Pethe	JCT	53600	0	9112	8576	180	600	0	0	72068
18	Shri V. S. Kshirsagar	JCT	53600	0	9112	8576	180	600	0	0	72068
19	Shri Pankaj B. Gaurkar	JCT	52000	0	8840	8320	180	600	0	0	69940
20	Shri L. D. Masurkar	JCT	49000	0	8330	7840	180	600	0	0	65950
21	Shri. K.R.Gandhewar	JCT	49000	0	8330	7840	180	600	0	0	65950
22	Ku. Anita A. Bais	JCT	49000	0	8330	7840	180	600	0	0	65950
23	Ku. R. R. Adhau	JCT	49000	0	8330	7840	180	600	0	0	65950
24	Shri R. S. Ambilduke	JCT	49000	0	8330	7840	180	600	0	0	65950
25	Ku. M.P.Nagpure	JCT	49000	0	8330	7840	180	600	0	0	65950
26	Shri P. R. Watkar	JCT	49000	0	8330	7840	180	600	0	0	65950
27	Ku. L. R. Mahalle	JCT	49000	0	8330	7840	180	600	0	0	65950
28	Mrs. V. T. Parate	JCT	49000	0	8330	7840	180	600	0	0	65950
29	Shri A. S. Kshirsagar	JCT	49000	0	8330	7840	180	600	0	0	65950
30	Mrs. Shweta S Kayarkar	JCT	46200	0	7854	7392	180	600	0	0	62226
31	Mrs. Snehal C Admane	JCT	46200	0	7854	7392	180	600	0	0	62226
32	Mrs. Heena Kausar	JCT	46200	0	7854	7392	180	600	0	0	62226
TOTAL			1919300	0	326281	307088	5760	23400	0	0	2581829


Principal
S.K.P. College of Arts & Science
& Commerce, Kampjee

SHIKSHAN PRASARAK MANDAL, KAMPTEE
SETH KESARIMAL PORWAL COLLEGE OF ARTS & SCIENCE & COMMERCE, KAMPTEE
SALARY FOR THE MONTH OF OCTOBER 2020
DEGREE COLLEGE

S. No.	Name Of the Employee	Designation	BASIC PAY	GRADE PAY	D.A	H.R.A	C.L.A	T.A	SPL.PAY	D.A. ARR	GROSS SALARY
1	2	3	4	5	6	7	8	9	10	11	12
1	Dr.M.B.Bagade	Principal	0	0	0	0	0	0	0	0	0
2	Dr.Y.D.Tembhurkar	Asso. Prof. Physics	198700	0	33779	31792	180	1200	0	0	265651
3	Dr. A.R.Khobragade	Asso. Prof. Electronics	192900	0	32793	30864	180	1200	0	0	257937
4	Dr A.H. Ansari	Asso. Prof. B/Chem	192900	0	32793	30864	180	1200	0	0	257937
5	Dr.Mrs.I.V.Saha	Asso. Prof. H/Eco	204700	0	34799	32752	180	1200	0	0	273631
6	Dr. V.N.Chavan	Asso. Prof. C/Science	192900	0	32793	30864	180	1200	0	0	257937
7	Dr. Mrs.R.K.Chahande	Asso. Prof. B/Chem	152300	0	25891	24368	180	1200	0	0	203939
8	Dr.S.R.Dahat	Assot.Prof. English	147900	0	25143	23664	180	1200	0	0	198087
9	Dr. M.R.Chakravarty	Assott.Prof. English	147900	0	25143	23664	180	1200	0	0	198087
10	Shri. N.P.Meshram	Assott.Prof. Zoology	143600	0	24412	22976	180	1200	0	0	192368
11	Dr. S C Shirpurkar	Assot.Prof. Pol/Science	143600	0	24412	22976	180	1200	0	0	192368
12	Dr. P.M.Bambal	Assit..Prof. Phy/Edu	95300	0	16201	15248	180	1200	0	0	128129
13	Dr.Mrs. R A Tiwari	Assot.Prof. Economics	139400	0	23698	22304	180	1200	0	0	186782
14	Dr.Ms.R.L.Roy	Assit.Prof. English	95300	0	16201	15248	180	1200	0	0	128129
15	Dr.Iftekhar Hussain	Assit.Prof. Commerce	101100	0	17187	16176	180	1200	0	0	135843
16	Dr. J.V.Ramteke	Assit.Prof. Phy/Edu	87300	0	14841	13968	180	1200	0	0	117489
17	Dr. S.P.Dudure	Assit.Prof. Commerce	101100	0	17187	16176	180	1200	0	0	135843
18	Mrs..N.R.Ambade	Assit.Prof. Commerce	89800	0	15266	14368	180	1200	0	0	120814
19	Dr.S.H.Meshram	Assit.Prof. Economics	89800	0	15266	14368	180	1200	0	0	120814
20	Dr.Y D Meshram	Assot.Prof. Pol/Science	139400	0	23698	22304	180	1200	0	0	186782
21	Dr.Smt.J.S.Thaware	Assit.Prof. Botony	92600	0	15742	14816	180	1200	0	0	124538
22	Dr.T.V.Choudhari	Assit.Prof. Commerce	98200	0	16694	15712	180	1200	0	0	131986
23	Dr.Azhar A.Ahmad	Assit.Prof. Urdu	98200	0	16694	15712	180	1200	0	0	131986
24	Dr..P.R.Dhongle	Assit.Prof. Maths	92600	0	15742	14816	180	1200	0	0	124538
25	Shri. D.V.Bhavsagar	Assit.Prof. C/Science	84800	0	14416	13568	180	1200	0	0	114164
26	Dr. R.G.Choudhary	Assit.Prof. Chem	92600	0	15742	14816	180	1200	0	0	124538
27	Shri.R.A. Mungmode	Assit.Prof. Physics	77600	0	13192	12416	180	1200	0	0	104588
28	Shri.J.S.Tagade	Assit.Prof. History	77600	0	13192	12416	180	1200	0	0	104588
29	Dr.V.R.Shende	Assit.Prof. English	77600	0	13192	12416	180	1200	0	0	104588
30	Dr.Ms.G.R.Hashmi	Assit.Prof. English	89900	0	15283	14384	180	1200	0	0	120947
31	Shri.Mohd.Asrar	Assit.Prof. Urdu	77600	0	13192	12416	180	1200	0	0	104588
32	Dr.Mrs.R.A.Jachak	Assit.Prof. Botony	92500	0	15725	14800	180	1200	0	0	124405
33	Dr.Mrs.S.J Chahande	Assit.Prof. B/Chem	92500	0	15725	14800	180	1200	0	0	124405
34	Dr.A.R.Rai	Assit.Prof. M/Bio	92500	0	15725	14800	180	1200	0	0	124405
35	Dr.Mrs.D.A.Pande	Assit.Prof. Commerce	92500	0	15725	14800	180	1200	0	0	124405
36	Mrs. S N Hirekhan	Librarian	77600	0	13192	12416	180	1200	0	0	104588
37	Dr. S. A. Mondal	Assit.Prof. Chem	75300	0	12801	12048	180	1200	0	0	101529
38	Dr. Indrajit Basu	Assit.Prof. Phy/Edu	82300	0	13991	13168	180	1200	0	0	110839
39	Shri. R K Parate	Assit.Prof. Electronics	73100	0	12427	11696	180	1200	0	0	98603
40	Dr.Kishor M. Dhole	Assit.Prof. C/Science	82300	0	13991	13168	180	1200	0	0	110839
41	Shri. T.H. Multani	Assit.Prof. Commerce	79800	0	13566	12768	180	1200	0	0	107514
42	Dr. Mrs. Asha V. Ramteke	Assit.Prof. Zoology	75200	0	12784	12032	180	1200	0	0	101396
43	Dr. V V Kamdi	Assit.Prof. Hindi	59400	0	10098	9504	180	1200	0	0	80382
44	Dr. M B Jogi	Assit.Prof. Marathi	59400	0	10098	9504	180	1200	0	0	80382
45	Mr. S V Kombe	Assit.Prof. Micro	59400	0	10098	9504	180	1200	0	0	80382
46	Ms. S M Tapare	Assit.Prof. Soc.	59400	0	10098	9504	180	1200	0	0	80382
47	Dr.Ms. M S Nagmote	Assit.Prof. Chem	59400	0	10098	9504	180	1200	0	0	80382
48	Ms. P D Bhoiyar	Assit. Prof. Physics	59400	0	10098	9504	180	1200	0	0	80382
TOTAL			4887200	0	830824	781952	8460	56400	0	0	6564836

mes
Principal
S.K.P. College of Arts & Science
& Commerce, Kamptee

SHIKSHAN PRASARAK MANDAL, KAMPTEE
SETH KESARIMAL PORWAL COLLEGE OF ARTS & SCIENCE & COMMERCE, KAMPTEE
SALARY FOR THE MONTH OF OCTOBER 2020
DEGREE COLLEGE

S. NO.	Name Of the Employee	Designation	BASIC PAY	GRADE PAY	D.A	H.R.A	C.L.A	T.A	SPL.PAY	D.A.ARR	GROSS SALARY
1	2	3	4	5	6	7	8	9	10	11	12
1	Shri. S.M.Rathod	Registrar	48500	0	8245	7760	180	600	0	0	65285
2	Shri. H.R.Sharma	Sr.Clerk	31400	0	5338	5024	180	400	0	0	42342
3	Shri.V.M.Meshram	Sr.Clerk	31400	0	5338	5024	180	400	0	0	42342
4	Shri. G H Neti	Jr.Clerk	26000	0	4420	4160	100	400	0	0	35080
5	Shri. S.M.Bhalkar	Jr.Clerk	33000	0	5610	5280	100	400	0	0	44390
6	Shri. P. M. Sapate	Jr.Clerk	22400	0	3808	3584	100	400	0	0	30292
7	Shri. Amar N. Wankhede	Jr.Clerk	23100	0	3927	3696	100	400	0	0	31223
8	Shri. D K Kanojiya	Jr.Clerk	23100	0	3927	3696	100	400	0	0	31223
9	Shri. D N Behar	Jr.Clerk	23100	0	3927	3696	100	400	0	0	31223
10	Shri. K B Kadu	Lab Assitt	32000	0	5440	5120	100	400	0	0	43060
11	Shri.M.S.Rathod	Lab.Assitt.	30200	0	5134	4832	100	400	0	0	40666
12	Shri. B D Rathod	Lab- Assitt	26000	0	4420	4160	100	400	0	0	35080
13	Mr. Y B Rathod	Lab- Assitt	22400	0	3808	3584	100	400	0	0	30292
14	Mr. A V Thakre	Lab- Assitt	22400	0	3808	3584	100	400	0	0	30292
15	Ms. P S Kadbe	Lab- Assitt	22400	0	3808	3584	100	400	0	0	30292
16	Shri.P.L.Ambade	Lab Att.	31100	0	5287	4976	100	2000	0	0	43463
17	Shri. Sachin W Sayam	Lab Att.	26000	0	4420	4160	100	400	0	0	35080
18	Shri.Vicky H Samundre	Lab-Attd.	24500	0	4165	3920	100	400	0	0	33085
19	Shri. Nitin R Gahlod	Lib-Clerk	24500	0	4165	3920	100	400	0	0	33085
20	Shri. P.T.Shende	Lib Att.	26000	0	4420	4160	100	2000	0	0	36680
21	Shri.S.D.Harde	Lib Att	31100	0	5287	4976	100	400	0	0	41863
22	Shri.M.B.Kumbhre	Lib.Attd.	27600	0	4692	4416	100	400	0	0	37208
23	Shri. N R Rangari	Lib.Attd.	26000	0	4420	4160	100	400	0	0	35080
24	Shri. K.H.Gawad	Cl. IVth	31700	0	5389	5072	100	400	0	0	42661
25	Shri. N.Venkat	Cl. IVth	31700	0	5389	5072	100	400	0	0	42661
26	Shri. G.K.Sangewar	Cl. IVth	31700	0	5389	5072	100	400	0	0	42661
27	Shri.M.A.Ilpate	Cl. IVth	24200	0	4114	3872	65	400	0	0	32651
28	Shri.V.J.Pajai	Cl. IVth	24900	0	4233	3984	65	400	0	0	33582
29	Shri. A N Wankhede	Cl. IVth	19100	0	3247	3056	65	400	0	0	25868
30	Shri. M. S. Yadao	Cl. IVth	18000	0	3060	2880	65	400	0	0	24405
TOTAL			815500	0	138635	130480	3100	15400	0	0	1103115


Principal
S.K.P. College of Arts & Science
& Commerce, Kamptee

SHIKSHAN PRASARAK MANDAL, KAMPTEE
SETH KESARIMAL PORWAL COLLEGE OF ARTS & SCIENCE & COMMERCE, KAMPTEE
SALARY FOR THE MONTH OF OCTOBER 2020
DEGREE COLLEGE

S. No.	Name Of the Employee	Designation	BASIC PAY	GRADE PAY	D.A	H.R.A	C.L.A	T.A	SPL.PAY	D.A.ARR	GROSS SALARY
1	2	3	4	5	6	7	8	9	10	11	12
1	Shri. M.R.Bhandari	Sr.Steno	24380	4400	47199	5756	180	600	0	0	82515
2	Shri.P.M.Dhanvijay	Lab Assitt	11110	2200	21828	2662	100	400	0	0	38300
3	Shri.R.W.Talam	Lab Assitt	10890	2200	21468	2618	100	400	0	0	37676
4	Shri. N.G.Lingalwar	Lab Att.	16170	2550	30701	3744	180	400	0	0	53745
5	Shri..B.M.Tambe	Lab Att.	15550	2550	29684	3620	180	400	0	0	51984
6	Shri. B.S.Bangre	Lab Att.	15550	2550	29684	3620	180	400	0	0	51984
7	Shri. R.R.Palewar	Lab Att.	14570	2550	28077	3424	180	400	0	0	49201
8	Shri. S.S.Barapatre	Lab Att.	14570	2550	28077	3424	180	400	0	0	49201
9	Shri. D.K.Laibar	Lab Att.	15550	2550	29684	3620	180	400	0	0	51984
10	Shri.V.G.Yadao	Lab Att.	13350	2550	26076	3180	180	400	0	0	45736
11	Shri. S.S.Ramteke	Lab Att.	11040	2100	21550	2628	100	400	0	0	37818
12	Shri.D.K.Waghmare	Lab Att.	10820	2100	21189	2584	100	400	0	0	37193
13	Shri.R.G.Meshram	Lab Att.	12650	2100	24190	2950	180	400	0	0	42470
14	Shri.P.P.Mishra	Lab Att.	12650	2100	24190	2950	180	400	0	0	42470
15	Smt. S.J.Patil	Lab Att.	10830	2100	21205	2586	100	400	0	0	37221
16	Shri. S.W.Sayam	Lab Att.	10830	2100	21205	2586	100	400	0	0	37221
17	Shri. K.G.Bhave	Lab Att.	10830	2100	21205	2586	100	400	0	0	37221
18	Shri.S.G.Jadhao	Lab Att.	10370	2100	20451	2494	100	400	0	0	35915
19	Smt S.S.Manwatkar	Lib Clerk	10830	2100	21205	2586	100	400	0	0	37221
20	Shri. R.K.Hatwar	Lib Att.	14570	2550	28077	3424	180	400	0	0	49201
21	Shri.A.P.Ramekar	Lib Att.	13350	2550	26076	3180	180	400	0	0	45736
22	Shri. D.N.Raut	Lib Att.	13350	2550	26076	3180	180	400	0	0	45736
23	Smt. L.C.Borkar	Lib Att.	12650	2100	24190	2950	180	400	0	0	42470
24	Shri. S.S.Gupta	Lib Att.	12650	2100	24190	2950	180	2000	0	0	44070
25	Smt.L.N.Gabad	Cl. IVth	10630	1900	20549	2506	100	400	0	0	36085
26	Shri. P.H.Manwatkar	Cl. IVth	8590	1600	16712	2038	65	400	0	0	29405
27	Shri. U.S.Bangar	Cl. IVth	8590	1600	16712	2038	65	400	0	0	29405
TOTAL			346920	62500	671450	81884	3830	12600	0	0	1179184

Principal
S.K.P. College of Arts & Science
& Commerce, Kamptee

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

SETH KESARIMAL PORWAL COLLEGE OF ARTS, SCIENCE AND COMMERCE, KAMPTEE.
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDING ON 31ST MARCH 2019

PREV. YEAR	EXPENDITURE	AMOUNT	PREV. YEAR	INCOME	AMOUNT
125,500	Accounting Charges	167,500.00	153,117	Saving Bank Interest	73,628.00
236,851	Advertisement Expenses	219,870.00	9,905,902	Fees Collection	14,347,362.50
40,773	Annual Maintenance Charges	144,896.00	23,625	Games & Sports Grants	37,380.00
25,000	Audit Fees	28,000.00	120,981	Interest Received on Fixed Deposit	128,468.68
36,252	Bank Charges	48,511.80	344,074	Other Income	513,337.00
180,000	Casual Labour payment	189,000.00	2,430	Recovery Against Library Books	-
-	College Contribution to IOAC	98,292.00	81,260	Rent Received	70,600.00
74,000	College Magazine	65,000.00	82,738,354	Salary Grant	81,630,751.00
67,873	Conveyance Allowance & Expenses	123,410.00	16,369	Sundry Balances Written Off	2,706.00
96,000	Parking Charges	96,000.00	200,000	University Practical Exam Fees	363,836.00
131,833	Data Processing Expenses	200,988.00	1,090,564	University Pvt. Exam Fees	1,651,096.00
429,823	Electricity, Fuel & Gas Charges	414,684.00			
2,491,475	Exam & Other Fees paid to University	2,471,660.00			
227,665	Extra Curricular Activities	298,365.00			
346,951	Games & Sports Expenses	426,010.00			
61,045	Garden Maintenance Exp.	60,919.00			
33,357	Interest Expenses	-			
40,583	Insurance Expenses	34,368.00			
268,140	Lab Chemical Other Consumption (All)	526,752.00			
39,864	LCE Committee Allowance & Expenses	22,840.00			
364,400	Legal & Professional Expenses	361,700.00			
58,675	Library Expenses	56,472.00			
1,600	Membership/ Registration Fees	-			
1,970	NCC Expenses	-			
71,743	News Paper & Periodical	102,051.00			
1,937,447	Non Grant Class Remuneration	3,185,214.00			
121,239	Office Expenses	103,686.00			
50,000	PHD Research Renewal Fees	-			



Chartered Accountants
 Anish N. Jain
 Chartered Accountants
 Kamptee

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

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.

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.

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:

APPELLATE OFFICER :
Dr.Mahendra B.Bagade,
Principal

STATE PUBLIC INFORMATION OFFICER :
Mr.Swapnil M.Rathod,
Registrar

17) Such other information as may be prescribed