



Appaswami Shikshan Sanstha's
APPASWAMI MAHAVIDYALAYA,
Shendurjana (Adhao), Tq. Manora, Dist. Washim (M.S.) – 444403
Affiliated to Sant Gadge Baba Amravati University, Amravati
NAAC Accredited with B Grade



Shri R. N. Kale

PRESIDENT

Mob. No. 9822236569

Prof. Dr. Tukaram V. Munde

PRINCIPAL

Mob. No. 9420626995; 9284275210

Website: www.appaswami.in

Email ID: principalappa@gmail.com

RIGHT OT INFORAMTION ACT 2005

Name of the Office	Appaswami Mahavidyalaya Shendurjana (Adhao) Tq.Manora Dist.washim.
Public Information Officer	Shri. S. T. Adhao (Head Clark)
Appellate Officer	Dr. Tukaram Munde (Principal, Appaswami Mahavidyalaya, Shendurjana (Adhao) Tq.Manora, Dist.washim.)
Address	Appaswami Mahavidyalaya, Shendurjana (Adhao) Tq. Manora, Dist. Washim- 444403)
Head of the Office	Principal, Appaswami Mahavidyalaya Shendurjana (Adhao) Tq. Manora, Dist. Washim.)
Government Department	The Higher & Technical Education Department Govt. of Maharashtra.
Administrative Department	The Joint Director of Higher Education Amravati Division Amravati.



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Article under 4(1)(b)	Requirement under the Act	Disclosure
(i)	The particulars of its organization, function & duties	Appaswami Mahavidyalaya is a degree college in Shendurjana (Adhao) Tq. Manora Dist. Washim Maharashtra. It was set up in 1992 by the Appaswami Shikshan Santha Shendurjana and has been its parent trust ever since the college is recognized by the UGC and the Government of Maharashtra and receives financial assistance from them. It is listed under the section 2(f) and 12 (B) of the UGC act and has been accredited by NAAC with B grade (CGPA 2.01) in 2015. The college offers graduate courses in Humanities as well as various B. Voc. Course. The Mission of the college is to provide quality traditional education along with all-important career-oriented skills to the youth of the rural area.
(ii)	The powers & duties of its officers and employees	The Principal is the executive head of the institution and he looks after the administrative, academic and financial affairs of the college. The policy decisions are taken by the Governing Body while the College Development Council (CDC) and the Internal Quality Assurance Cell (IQAC) monitor the regular work and progress of the institution including teaching-learning and research. Head of the Department works under the principal and manages the academic and administrative affairs of the departments. The teaching staff carries out the regular teaching and research and also discharges



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		responsibilities as the parts of various committees and help to run the institution. The non-teaching staff has only administrative staff the administrative staff includes Head clerk, Senior Clerk, Junior clerk and Peons.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	The institution is monitored through regular meeting of the Governing Body, the College Development Council and IQAC where policy matters are discussed and decisions are taken. The College Council and the Heads of the Department meet with the Principal from time to time and participate in the decision making.
(iv)	The norms set by it for the discharge of its function.	Instructions and regulation in the Maharashtra Universities Act, 2016, UGC rules and regulation and norms set by our parent trust are followed during the discharge of the functions of the institution.
(v)	The rules, regulation, instructions. Manuals and records, help by it or under its control or used by its employees for discharging its function.	1. UGC Rules and Regulation. 2. Maharashtra Universities Act, 2016. 3. Statutes and Ordinances of the SGB Amravati University. 4. Other rules and regulations of the Government of Maharashtra.
(vi)	A statement of the categories of documents that are held by it or under its control	1. Originals and photocopies of the documents related to the educational qualifications of students, their identity cards. 2. Photocopies of the documents of the qualification held by the employees including their identity cards and proofs of research carried out by the teaching staff. 3. Books, Periodicals and Scholarly Journals.



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(vii)	The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Consultations are held with the following stakeholders: 1. Parents (Parent Teachers Association) 2. Alumni (Alumni Association) 3. Employers (Career and Counseling Cell)
(viii)	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, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	1. Governing Body 2. College Development Council 3. Internal Quality Assurance Cell (IQAC) 4. College Council 5. Library Advisory Committee 6. Alumni Committee 7. College Examination Committee 8. Culture Events Committee 9. Environment Committee 10. Research Committee Minutes of these bodies are kept.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	1. Working Hours (Teaching) : 10.00 AM to 5.00 PM 2. Administrative Office : 9.30 AM to 5:30 PM 3. Library and Reading Room : 10:00 AM to 5:00 PM