

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON.

GOVT.POLYTECHNIC CAMPUS, JALGAON.

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Right to Information Act-2005

Manuals as per clause 4(1)(b) of the Right to Information Act, 2005.

i) The particulars of its organization, function and duties.

a) Particulars of its organization -

- i) Name of organization- Government College of Engineering, Jalgaon.
- ii) Head of Organization – Prof. Dr. Suhas Gajre, Principal.
- iii) Status of organization –Maharashtra Government Institute, Establishment in July 1996.
- iv) Affiliation – North Maharashtra University, Jalgaon
- v) Courses – 4-year full time degree course in Engineering in the following discipline.

Mechanical Engineering	-60 Intake
Instrumentation Engineering	-60 Intake.
Electronic & Telecomm. Engineering	-60 Intake.
Electrical Engineering	-60 Intake
Computer Engineering	-60 Intake
Civil Engineering	-60 Intake
- 2- Year full time post graduate course in
Electronics and Telecommunication Engg.(Digital Design)- 18 intake
- vi) AICTE Approval –
 1. AICTE Approval no.F:740-89-301(E)/ET/96, dated 30/5/96.
 2. AICTE Approval no.F.No./Western/1-1404691915/2013/EOA, dated 19/3/2013
- vii) Admission procedure – Centralized admission process as per directives of Directorate of Technical Education M..S. Mumbai.
- viii) Phone No. 0257-2281522,Fax No.0257-2281319.
- ix) Email-principal@gcoej.ac.in
- x) Website: www.gcoej.ac.in

a) Function –

Functioning of the institution is as per existing Maharashtra Government rules.

b) Duties –

- i)To impart Technical education & skill to the students of the institute as per the curriculum of North Maharashtra University, Jalgaon.
- ii) To conduct examination as per North Maharashtra University norms.
- iii) Research & development
- iv) Revenue generation with the help of teaching faculty, equipments & machinery of the institute.

ii) Powers and Duties of it's officers and Employees.

A) Duties of teaching faculty members.

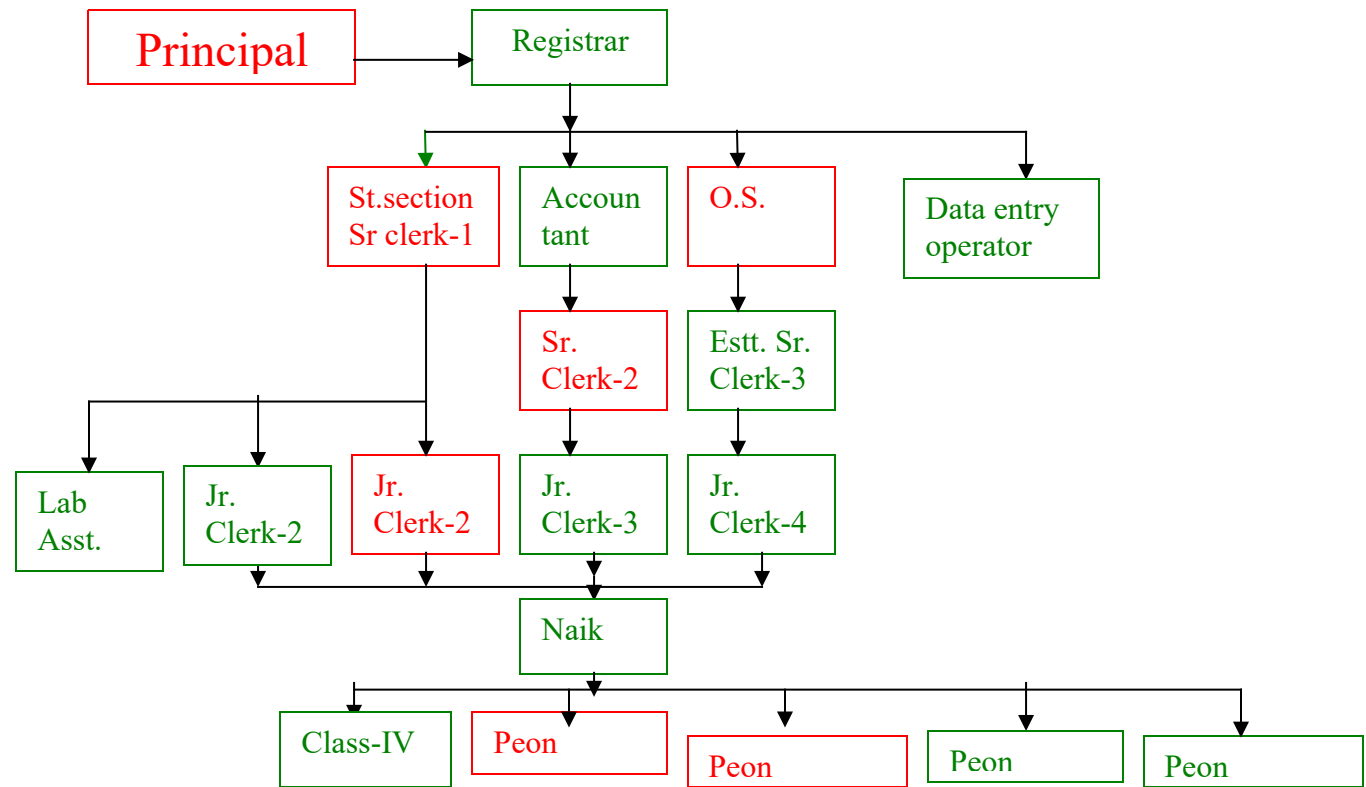
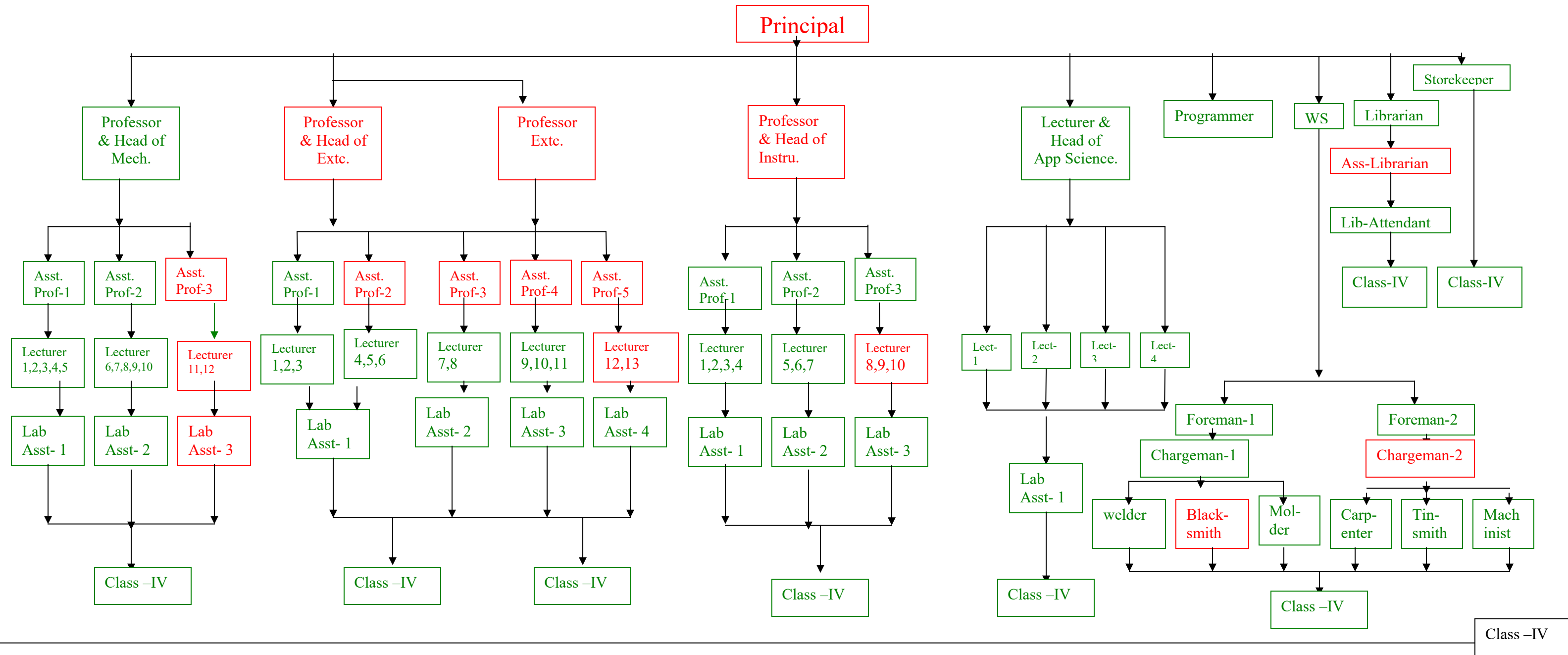
ACADEMIC	RES. & CONSULTANCY	ADMINISTRATION	EXTENSION
Class Room Instruction	Research & Development Activities & Research Guidance	Academic & administrative Management of the Institution.	Extension services.
Laboratory Instruction	Industry sponsored projects	Policy planning, Monitoring & evaluation & promotional activities both at departmental & Institutional level	Interaction with Industry & society
Curriculum Development	Providing consultancy & testing services	Design & development of new programmes	Participation in community services
Developing learning Resource Material & Laboratory Development	Promotion of Industry Institution Interaction & R&D	Preparing project proposal for funding in areas of R&D work laboratory development, modernization, expansion etc.	Providing R&D support & consultancy services to Industry & other user agencies.
Students Assessment & Evaluation including Examination work of University		Administration both at departmental & Institutional levels.	Providing nonformal modes of education for the benefit of the community.
Participation in the Co-curricular & extra curricular activities.		Development administration & management of institution facilities.	Promotion of entrepreneurship & jobcreation
Students Guidance & counselling & helping their personal, ethical, moral & overall character development		Monitoring & evaluation of academic & research activities	Dissemination of knowledge
Continuing education activities		Participation in policy planning at the regional, national level for development of technical education	Providing technical support in areas of social relevance
Keeping Abreast of new knowledge & skills help generate new knowledge & help discrimination of such knowledge through Book Publication, Seminars etc.		Helping mobilisation of resources for the Institution. Develop, update & maintains MIS. Plan & implement staff development activities.	
Self development through upgrading qualification, experience & Professional activities.		Maintain accountability. Conduct performance appraisal	

And any other relevant work assigned by the Head of Institution from time to time .

B) Powers and duties of its employees -

Duties & responsibilities of all employees are assigned by the Principal as per need arising from time to time in concurrence with their post and Maharashtra Civil Services Rules.

iii) The procedure followed in the decision-making process, including channels of supervision and accountability.



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

1. Decision making process –

- a) All the decisions related to academic matters & purchases of the departments are taken by the Principal with due discussion with the Heads of departments .
- b) Decisions related to establishment are taken by the Principal after due discussion with Registrar & in consultation with authorities like Director of Technical Education and Joint Director of Technical Education.

2. Channels of supervision and accountability –

As shown in the hierarchy chart.

iv) The norms set by it for the discharge of its functions:-

The institute has to follow norms set by the AICTE ,University, Director of Technical Education & State Govt. from time to time.

v) The rules ,regulation instruction ,manuals and records, held by it or under its control or used by its employees for discharging its function.:-

1) The rules, regulation instruction, manuals and records, held by employees of the Institutions

A) Office –

1.Student section-

- 1) All records related to rules and regulations of Admissions to FE,SE,TE,BE.
- 2) All records related to rules and regulations of eligibility.
- 3) All records related to rules and regulations of fee concession & scholarship.
- 4) All records related to rules and regulation of University Examination process and University Examination Results.
- 5) All detailed records of all students.
- 6) C.M.D. Register & TC records.

2. Accountant –

- 1) Maharashtra Treasury Rules 1968.
- 2) All records of bills, which are to be submitted to treasury.
- 3) Records of grants received & expenditure.
- 4) Monthly expenditure records.
- 5) Salary bill records.
- 6) TDS & GPF details.

3.Establishment -

- 1) Service books of all employees of the institute.
- 2) EL & ML records .
- 3) Personal file of all employees .
- 4) Records related to new GRs.
- 5) Pension files.
- 6) Confidential records of all employees.
- 7) Advances / Govt. loan records.

4.Cashier –

- 1) Cash book (Govt. and Non Govt. and Bank)
- 2) Cash control.
- 3) Payments of bills & salary, details of remuneration.
- 4) Collection of student fee & distribution of scholarship & concession.

B) Store keeper –

- 1) All files of purchases of equipment, machinery, consumables & semi consumables.
- 2) Central Dead Stock register and central Furniture register, consumables and Semi consumables register.
- 3) Bill passing records register.
- 4) Report of audit of store & purchase.
- 5) Action taken for removal of the objection in audit of the store.

C) Departments –Following information related to respective departments .

- 1) Syllabus records, timetable, work distribution among staff.
- 2) Departmental minutes of meetings.
- 3) Casual leave record of all teaching and non teaching staff in the department.
- 4) Departmental Dead Stock & Consumable and Semi consumable register.
- 5) Manuals of equipments and project & seminar report of the students in the department.
- 6) Records of issued and non-issued material.
- 7)Assessment record of students .
- 8) Record of R &D and testing & consultancy activities.

2)The rules used by its employees for discharging their function.:-

- 1.All the teaching staff of the institute use rules & regulations of the university, for discharging their duties related to examinations. Academic records regarding this are kept under their custody.
2. Maharashtra Civil Services Rules are applicable to all employees of the institution for discharging their duties in an efficient manner.

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

1. Confidential reports – Principal or person authorized by Principal.
2. All the matter related to bills to be paid - Cashier.
3. Documents related to university examination, scholarships & fees - Student section clerk
4. Documents related to accounts - Accountant & Registrar
5. Documents related to establishment - Establishment clerk & Registrar
6. Documents related to purchase - Store keeper
7. Documents related to academic activities - Respective H.O.Ds & teachers.
8. Documents related to admission process - Admission In-charge or his supporting Officer.
9. Documents related to Library - Librarian.
10. Documents related to communication with DTE, RO, AICTE, AICTE (WRC), and University - Concerned Reviewing officer and his subordinate.

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 administration thereof.

There is no such procedure for taking consultations of a public representative in formulation of the policies for this institute. However, they can send their representation regarding formulation policies directly to the State Government or through the institution to the Govt. At the same time, Institution has kept a suggestion box for submitting any suggestion by any public representatives.

- 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 advise, 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;**

BOM minutes of Meeting

- ix) **A directory of its officers and employees:**
- x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

As per norms. The details are available on institute website.

	पदाचे नांव	पदावर कार्यरत असणा-या अधिकारी/कर्मचारी यांचे नांव	वेतन श्रेणी	Ext No.
1	प्राचार्य	डॉ. सुहास सुधाकरराव गाजरे	L-14 (144200-218200)	201
2	सहयोगी प्राध्यापक उपकरणीकरण	डॉ गजानन माधवराव माळवटकर	L-13 , A-1 (131400-217100)	216
3	सहयोगी प्राध्यापक अणुविद्युत व दूरसंदेश	डॉ श्रीपाद प्रभाकर मोहनी	L-13 , A-1 (131400-217100)	202
4	सहयोगी प्राध्यापक यंत्र	डॉ मच्छेंद्र किसन सोनपिपळे	L-13 , A-1 (131400-217100)	312
5		श्री. शशिकांत तुकाराम वग्वे	L-13 , A-1 (131400-217100)	292
6	सहा, यक प्राध्यापक यंत्र	श्री सचिनकुमार मधुकर वाणी	L-10 (57700-205500)	312
7		श्रीमती वंदना निळकंठ महाजन	L-10 (57700-205500)	231
8		श्री रामेश्वर बळवंत उंबरकर	L-11 (68900-211500)	315
9		डॉ. सुनिल अप्पाराव पाटील	L-13 , A-1 (131400-217100)	237
10		श्रीमती माधवी शशिकुमार हरणे	L-13 , A-1 (131400-217100)	232
11	सहा, यक प्राध्यापक अणुविद्युत व दूरसंदेश	श्रीमती स्वप्ना मधुकर पाटील	L-11 (68900-211500)	274
12		श्रीमती मंगला रामभाउजी धोत्रे	L-11 (68900-211500)	261
13		श्री ज्ञानेश्वर मारोतराव गायकवाड	L-10 (57700-205500)	276
14		डॉ.समाधान चंद्रकांतराव कुलकर्णी	L-11 (68900-211500)	275
15		श्री महेश शिवलींग सदावर्ते	L-12 (79800-211500)	273
16	सहा, यक प्राध्यापक उपकरणीकरण	श्री अन्सारी अब्दुल रहेमान	L-10 (57700-205500)	253
17		डॉ प्रशांत जयचंद गायधने	L-13 , A-1 (131400-217100)	252
18		श्री शिरीष गोविंद आडम	L-12 (79800-211500)	255
19		श्री महेशकुमार शांताराम पाटील	L-12 (79800-211500)	257
20		श्री अरुण माधवराव डोंगरदिवे	L-12 (79800-211500)	258

21		श्री सचिन सुरेश नेरकर	L-13 , A-1 (131400-217100)	314
22		श्री. प्रविण जगन्नाथ तुरारे	L-10 (57700-205500)	258
23	सहा.यक प्राध्यापक संगणक	श्री दिलीप वसंत चौधरी	L-13 , A-1 (131400-217100)	218
24		श्री तुकाराम काशिनाथ गवळी	L-10 (57700-205500)	280
25		श्री शैलेश ज्ञानेश्वर चेके	L-10 (57700-205500)	279
26		श्रीमती कल्पना रमेश सरोदे	L-10 (57700-205500)	281
27	सहा.यक प्राध्यापक उपयोजित यंत्रशास्त्र	श्री विलास त्रंबक पाटील	L-13 , A-1 (131400-217100)	334
28	सहा.यक प्राध्यापक विद्युत	श्रीमती दिपा प्रल्हादराव यावलकर	L-10 (57700-205500)	288
29		श्री मयुरेश नरहरी राव	L-10 (57700-205500)	244
30		श्रीमती मंजुषा राजेश बाचावाड	L-13 , A-1 (131400-217100)	261
31		श्री संजय सदाशिवराव धामसे	L-13 , A-1 (131400-217100)	241
32	सहा.यक प्राध्यापक स्थापत्य	डॉ विद्या रोहीदास सराफ	L-12 (79800-211500)	333
33		श्री विकास प्रकाश जाधव	L-10 (57700-205500)	326
34	सहा.यक प्राध्यापक गणित	श्री सुनिल देविदास अहिरराव	L-13 , A-1 (131400-217100)	204
35	सहा.यक प्राध्यापक पदार्थविज्ञान	डॉ. रमेश भुजंगराव कांबळे	L-12 (79800-211500)	247
36	सहा.यक प्राध्यापक रसायनशास्त्र	श्री दिपक सुभाष साळी	L-10 (57700-205500)	248
अ.क्र.	पदाचे नांव	पदावर कार्यरत असणा-या अधिकारी/कर्मचारी यांचे नांव		
1	प्रबंधक	श्री. चुन्नीलाल अण्णा सुर्यवंशी	S-15	202
1	कार्यालयीन अधीक्षक	श्री.सदाशिव लडू चव्हाण	S-14 (38600-122800)	311
2	प्रोग्रामर	श्रीमती ज्योती चंद्रशेखर पाटील	S-17	287
3	लघुलेखक	श्री प्रदीप लक्ष्मणराव पोहनेरकर	S-18	202
4	डाटा एन्ट "h ऑपरेटर	श्री. रविंद्र अंबादास दळवी	S-14 (38600-122800)	311
5		श्री. श्रीकांत सुधाकर शहाणे	S-14 (38600-122800)	221
6	वरिष्ठ लिपीक			
7		कु.वैशाली दगडु साठे	S-8 (25500-81100)	221
8		श्री.केवलसिंग गोपालसिंग राजपुत	S-8 (25500-81100)	304
9		श्री गोकुळ भास्कर महाजन	S-8 (25500-81100)	221
10	कनिष्ठ लिपीक			311
11		श्री. कैलास कडु कोळी	S-6 (19900-63200)	221
12		श्रीमती वैशाली दत्तात्रय शिंदे	S-6 (19900-63200)	223
13		श्री. आमिन जमीर तडवी	S-6 (19900-63200)	318
14	वाहनचालक	श्री. काशीराम मोतीराम गावीत	S-8 (25500-81100)	318
15	सहाय्यक ग्रंथपाल	श्री. घन:श्याम भास्कर पवार	S-7 (21700-69100)	220
16	कार्यदेशक	श्री. रमेश लक्ष्मण आव्हाड	S-15	327
17	प्रभारक	श्री संजय सुकदेव पाटील	S-15	331
18		श्री. राजेश अंबादास वालझाडे	S-15	331
19	भांडारपाल	श्री. प्रितम हिरामण साळवे	S-11	299
20	लोहार	श्री पुंडलीक सोमनाथ घोलप	S-8 (25500-81100)	331
21	सुतार	श्री मनोज पुरुषोत्तम पाटील	S-14 (38600-122800)	331
22	साचेकार	श्री संजय श्रीराम बोराडे	S-14 (38600-122800)	331

23	संधाता	श्री राजेश अर्जुन रेणुके	S-14 (38600-122800)	331	
24	निदेशक (तांत्रिक प्रयोगशाळा सहाय्यक)	श्री किशोर बन्सीलाल बडगुजर	S-10 (29200-92300)	232	
25		श्रीमती गायत्री रमेश लावरे	S-8 (25500-81100)	306	
26		श्री दशरथ नारायण आक्हाड	S-10 (29200-92300)	247	
27		श्री अंकुश अनिल कूलकर्णी	S-10 (29200-92300)	287	
28		श्री सुनिल जगन तंवर	S-10 (29200-92300)	282	
29		श्री हेमंत यशवंतराव देशमुख	S-8 (25500-81100)	220	
30		श्री चेतन पांडुरंग चौधरी	S-8 (25500-81100)	220	
31		श्री विनोद भास्कर भडदिवे	S-8 (25500-81100)	242	
32		सौ.दिपाली विनीत काकडे ¼ बाविस्कर)	S-8 (25500-81100)	290	
33		सौ. शितल विशाल जाधव ¼ पवार)	S-8 (25500-81100)	332	
34		सौ. मोनिका पराग आंबरे (गोडसे)	S-8 (25500-81100)		
35		श्रीमती किर्ती वासुदेव सपकाळे	S-8 (25500-81100)	314	
36		श्री मनोज सुभाष उगले	S-8 (25500-81100)	270	
37		श्री. राजेंद्र लक्ष्मण वाणी	S-10 (29200-92300)	216	
38		श्री. पंकज वसंत सोनगीरे	S-10 (29200-92300)	281	
39					
40			श्री संजय विश्वनाथ शिंदे	S-14 (38600-122800)	313
41			श्री. जनार्दन नामदेव जाधव	S-14 (38600-122800)	216
42			श्रीमती मिनल हेमंत पाटील	S-8 (25500-81100)	202
43		प्रयोगशाळा सहाय्यक	श्री विजय धाकू मोरे	S-8 (25500-81100)	412
44			श्रीमती भारती विजय कळसाईत	S-7 (21700-69100)	247
45			श्री अनिल अरुण तायडे	S-7 (21700-69100)	328
46			श्री नदीम फिरोज तडवी	S-8 (25500-81100)	216
1	शिपाई	श्री राजेंद्र शिवलाल वाणी	S-4	311	
2		श्री प्रकाश राजाराम सोनवणे	S-4	311	
3		श्री अनिल बाबुराव चौधरी	S-1 (15000-47600)	318	
4		श्रीमती सुषमा संजय सोनार	S-1 (15000-47600)	247	

- xi) The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursement made.

सन 2022-23 चा Non - Plan झालेला खर्च. (In Thousands)

सन 2022-23 चा Non-Plan झालेला खर्च. (In Thousands)

अ.क.	उद्दिष्टाचे नाव	2022-23 चे मंजूर अनुदान	2022-23 खर्च
1	वेतन (01)	130124	130124
2	मजुरी (02)	123	0
3	दूरध्वनी वीज व पाणी शुल्क (06)	4000	3283
4	कंत्राटी सेवा (10)	8170	4411
5	देशांतर्गत प्रवास खर्च (11)	850	477
6	कार्यालयीन खर्च (13)	1661	1544
7	भाडेपट्टी व कर (14)	4000	2769
8	प्रकाशने (16)	1005	651
9	संगणक (21)		
10	समग्री व पुरवठा (28)	2622	0
11	व्यवसायीक सेवा (28)	9900	8410
12	यंत्र सामुग्री व पुरवठा (28)	2057	697
13	यंत्र सामुग्री व पुरवठा (28)		

xii) The manner of execution of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes.

**Details of fees for all years are available on institute website

For the year 2022-23

Sr. No.	Category	New	Renewal	Total
1	SC Scholarship	54	110	164
2	SC Freeship	15	42	57
3	OBC Scholarship	157	326	483
4	OBC Freeship	42	104	146
5	SBC Scholarship	2	17	19
6	SBC Freeship	2	5	7
7	VJNT Scholarship	47	74	121
8	VJNT Freeship	11	16	27
9	ST Scholarship	14	21	35
10	ST Freeship	11	17	28
	Total	355	732	1087
11	EBC	63	113	176
12	PTC	0	0	0
13	STC	0	0	0
14	EX-Servicemen	0	0	0
	Grand Total	418	845	1263

xiii) Particulars of recipients of concessions ,permits or authorizations granted by it .

Institute has authority to grant to and fro railway & bus concessions as per state / Central Govt. norms.

xiv) Details in respect of the information, available to or held by it, reduced in an electronics form.

- a. List of books available in library.
- b. List of the equipments available in the Institute.
- c. List of the students admitted in the Institute.

- xv) The particulars of facilities available to citizen for obtaining information, including the working hours of a reading room, if maintained for public use.**

Library facility is not available for public use. Facility to get the information which covers above points is made available to the public by filing application to the Public Information Officer during working hours 10.30 am to 5.30 pm.

- xvi) The names ,designation and other particulars of the public Information Officers.**

1. Asst. Public Information Officer –

Name –Shri. C.A.Suryawanshi

Designation – Registrar

2. Public Information Officer –

Name –Prof. D. V. Chaudhari

Designation - Asst. Professor Computer Technology

3. Appealing Officer -

Name – Prof. Dr. Suhas Gajre

Designation –Principal

- xvii) Such other information as may be prescribed**

Nil