

# **MANUAL – 1**

## **[Section 4 (1)(b)(i)]**

### **Particulars of Organization**

#### **1. Brief History**

The “Aakar College of Management for Women” is established in the year 2012 with the aim of women empowerment. The College is affiliated to renowned Women University, “Shreemati Nathibai Damodar Thackersey University, Mumbai”. The college was founded by the enthusiastic, educated members of “Aakar Bahuuddeshiya Gramin Vikas Sanstha”. The college was started at Shankar Nagar.

With the vision of good facilities and good education to the students of the rural area the college is shifted to the Hingna campus.

As per the recommendation of NAAC an Internal Quality Assurance Cell is created to ensure the all round development of our institution. Honorable Dr. Shashikala Wanjari, Vice Chancellor of Shreemati Nathibai Damodar Thackersey University, Mumbai inaugurated the IQAC cell.

The college has spacious class-rooms, seminar hall, ICT rooms, computer Laboratories. The Library is equipped with the books, ebooks and various study materials. College has well qualified, young, energetic, dynamic and dedicated staff.

#### **2. Objective:**

- i. To provide higher education to the rural area.
- ii. To promote women empowerment by providing affordable education.
- iii. To enhance technical qualities of the student.
- iv. To inculcate social awareness among the students.
- v. To provide the environment to the student for their all round development.
- vi. To create the skilled, technical students who are able to serve for the IT industry.

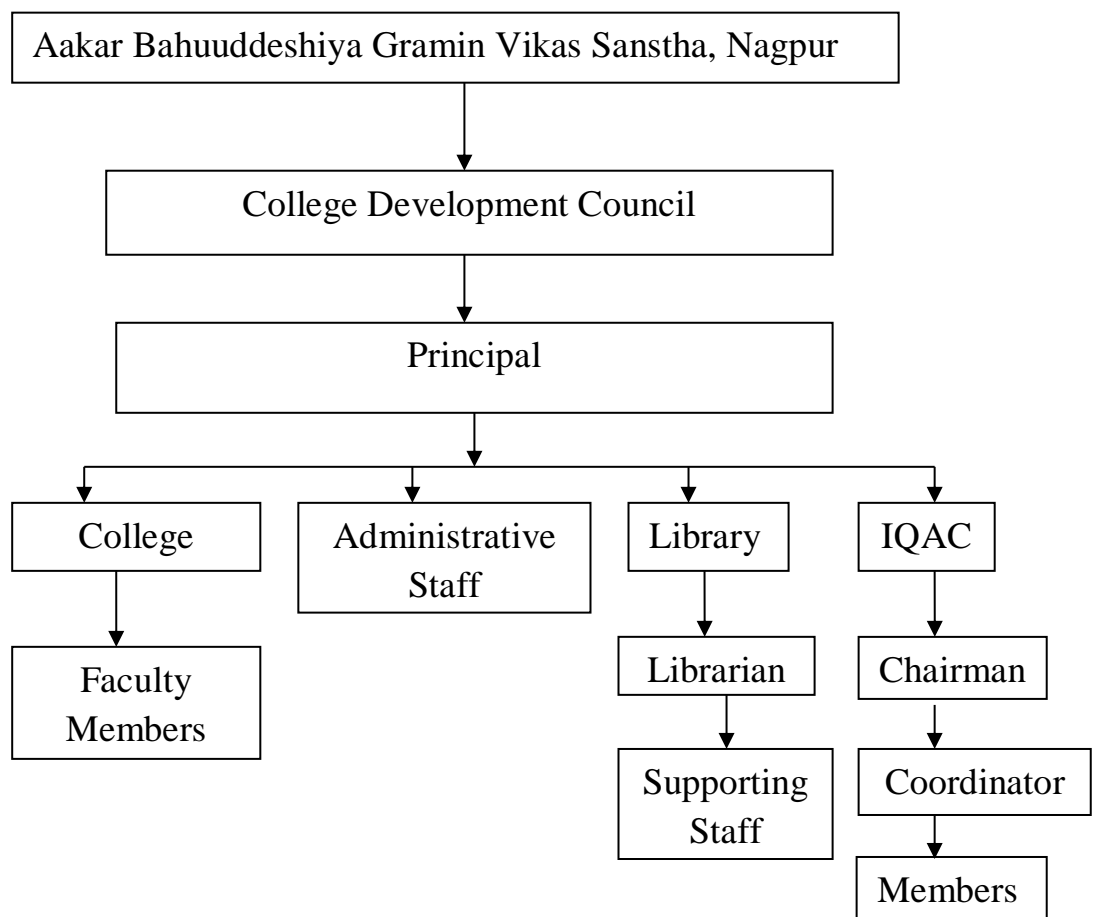
### 3. Vision

To be an organization providing quality education to the masses to bring about a social change in the region.

### 4. Mission

To nurture and maintain quality research, development of entrepreneurship through dedicated staff and transparent management for bringing about a social change through affordable education.

### 5. The Organizational Structure



## **6. Duties of the College:**

To conduct various Under-graduate academic programs approved by Shreemati Nathibai Damodar Thackersey University, Mumbai to undertake various activities that are contributing to this object.

## **7. Functions/Services provided by the college**

The College facilitates the following :-

The College offers undergraduate course in Science as per the guidelines of the Shreemati Nathibai Damodar Thackersey University, Mumbai.

Address of the College : The Principal,  
Near Tahasil Office, Hingna, Kanolibara Road,  
Hingna, Nagpur, 441110, Maharashtra.

**Manual-2**  
**Section 4(1) (b) (ii)**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

The Principal is the academic officer and principal executive of the college. He/She is responsible for administration, organization, instruction and management of affairs of the college, as stipulated in Shreemati Nathibai Damodar Thackersey University, Mumbai. Powers and duties of other authorities including faculty/administration, library and laboratory staff are also in accordance to the laid down rules and regulations of the Shreemati Nathibai Damodar Thackersey University, Mumbai.

**Manual – 3**  
**Section 4 (1) (b) (iii)**  
**PROCEDURE FOLLOWED TO TAKE A DECISION ON**  
**VARIOUS MATTERS**

1. Decisions in organizing admissions, seminar, sports, extra-curricular activities, allocation of its work to teachers, preparation of time-table are framed by various staff committees in accordance with Shreemati Nathibai Damodar Thackersey University, Mumbai of Maharashtra.
2. The college functions under the supervision and control of the Principal.

**MANUAL – 4**  
**[Section – 4 (1)(b)(iv)]**  
**NORMS SET FOR DISCHARGE OF FUNCTIONS**

Norms and standards for various activities of the college are set by the Principal in accordance with rules, regulation and instructions given by Shreemati Nathibai Damodar Thackersey University, Mumbai /Govt. of Maharashtra. Principal of the college monitors the progress and achievements of the performance.

**MANUAL – 5**  
**[Section – 4 (1)(b)(v)]**  
**RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND**  
**RECORDS**  
**FOR DISCHARGING FUNCTIONS**

As per the norms of Shreemati Nathibai Damodar Thackersey University, Mumbai / Govt. of Maharashtra.

**MANUAL – 6**  
**[Section 4(1)(b)(vi)]**  
**OFFICIAL DOCUMENTS AND THEIR AVAILABILITY**

- ❖ Students records
  - ❖ Statutes and norms of Shreemati Nathibai Damodar Thackersey University, Mumbai.
  - ❖ Library reference books, journals and magazines.
  - ❖ Copies of various instructions given by Shreemati Nathibai Damodar Thackersey University, Mumbai. /Govt. of Maharashtra from time to time.
  - ❖ Shreemati Nathibai Damodar Thackersey University, Mumbai approved Syllabus of various classes.
  - ❖ College Prospectus
- Some of these documents are available with Shreemati Nathibai Damodar Thackersey University, Mumbai and it can also be downloaded from its website [www.acmw.net.in](http://www.acmw.net.in)

**Manual – 7**  
**Section 4 (1) (b) (vii)**  
**MODE OF PUBLIC PARTICIPATION**

The College organizes annually a number of events like Fresher and Farewell Functions, Annual Gathering, Prize Distribution Function and various other cultural functions & seminars, NSS activities, National Level Technical/Sports Activities where the public is actively involved, thereby, resulting in the pleasant and sociable association.

**Manual – 8**  
**Section 4 (1) (b) (viii)**  
**LIST OF VARIOUS COMMITTEES**

To manage the academic & administrative affairs of the college, following committees are formed annually:-

1. College Development Committee
2. Internal Quality Assurance Committee (IQAC)
3. Alumni Association
4. Student Council
5. Anti-Ragging+ Committee
6. Career Counseling & Placement Committee
7. Library Committee
8. Grievance Redressal Committee
9. Sexual Harassment Committee
10. NSS Committee
11. Avishkar Committee
12. Admission Counseling Committee

**Manual – 9**  
**Section 4 (1) (b) (ix)**  
**DIRECTORY OF EMPLOYEES**

It is available on this college website.

**MANUAL – 10**  
**[Section – 4 (1) (b) (x)]**  
**The monthly remuneration received by each of its Officers and**  
**Employees including the**  
**System of Compensation as Provided in Regulations**

The pay scales of various teaching and non-teaching staff are as prescribed by the University Grants Commission and adopted by the Shreemati Nathibai Damodar Thackersey University, Mumbai /Govt. of Maharashtra for approved Staff. The consolidated payment for Management Regular Staff.

**Manual – 11**  
**Section 4 (1) (b) (xi)**  
**BUDGET ALLOCATED TO EACH AGENCY**

The budget and the financial estimates recommended by department approved by the Principal.

**MANUAL – 12**  
**(Section 4(1)(b)(xii))**  
**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME**

— Not applicable —

**MANUAL – 13**  
**[Section 4(1)(b)(XIII)]**  
**PARTICULARS OF RECIPIENTS OF CONCESSIONS,**  
**PERMITS OR**  
**AUTHORIZATIONS GRANTED**

As per provisions of Shreemati Nathibai Damodar Thackersey University, Mumbai /Govt. of Maharashtra.

**Manual – 14**  
**Section 4 (1) (b) (xiv)**  
**INFORMATION AVAILABLE IN ELECTRONIC FORM**

All the 17 manuals under RTI and other information about the College are available on the College website [www.acmw.net.in](http://www.acmw.net.in)

**MANUAL – 15**  
**[Section 4(1)(b)(xv)]**  
**Means, methods and facilities available to citizens for obtaining information**

Through the notice boards, relevant brochures, Shreemati Nathibai Damodar Thackersey University, Mumbai and other rules which are available on the college and Shreemati Nathibai Damodar Thackersey University, Mumbai. Information for general public is disseminated occasionally through advertisements, press releases etc. by college and Shreemati Nathibai Damodar Thackersey University, Mumbai. The same is also available on the college and Shreemati Nathibai Damodar Thackersey University, Mumbai websites.

**Manual – 16**  
**[Section 4 (1) (b) (xvi)]**  
**Public Information Officer**

**Ms. Prachi D. Meshram**  
Office Superintendent  
Contact No. – 07104 -276201

**Appellate Authority:**  
Dr. Pranjal S. Bogawar  
Principal (In-charge), Aakar College of Management for Women  
Dist. Nagpur – 441110  
Contact No. – 07104 -276201 (Off.)  
Mob. No. - 07722088206

**Manual – 17**  
**[Section 4 (1) (b) (xvii)]**  
**OTHER USEFUL INFORMATION**

The person seeking information under RTI Act may apply as per RTI Rules.