

MANUAL – 1
[Section 4 (1)(b)(i)]

PARTICULARS OF ORGANISATION

1. Brief History

Originally named Shikshan Prasarak Mandal Mahavidyalaya (S.P.M. Mahavidyalaya in short) and housed in a building called “*Shree Krishna Bhuvan*”, this college was founded by a group of enthusiastic and education – loving local persons in 1961. Though the college had only one faculty (Arts Faculty) in its year of foundation, another faculty (Commerce faculty) was added the very next year.

In 1995 the college was shifted to its present building, donated by the Lokmanya Tilak Memorial Trust and renamed as Lokmanya Tilak Mahavidyalaya,

In 1974 and 1975, the institution added two more feathers in its cap when the Science faculty and the Junior College unit were set up.

During the academic session 1983-84 the Department of Pharmacy started functioning as a part of this institution. From 1991 onwards, the Department of Pharmacy started working independently as Institute of Pharmacy. In 1994 the college received a great honor when YCMOU, Nashik opened one of its study centers at our college.

2005 proved another memorable year in the history of our college since the Bangalore – based NAAC accorded a high grade (B+) to our institution.

Furthermore, the Chemistry laboratory of our college has been recognized by the Sant Gadge Baba Amravati University as a Research Centre where research scholars can pursue researches.

As per the recommendations of NAAC, an Internal Quality Assurance Cell has been set up to ensure the all round development of our institution.

Last but not the least, the college with its spacious meeting hall, rich library, beautiful botanical garden, well equipped laboratories, clean campus, experienced and dedicated teaching staff and huge number of students on its roll continues its journey towards progress.

The College is included under section 2(f) and 12 (b) of UGC Act.

2. Objectives

- i. To provide higher education to all the students of this rural area.
- ii. To promote women education.
- iii. To enhance the scientific temperament of students.
- iv. To help to eradicate superstitions in the society.
- v. To aware the locals for conservation of, Green Environment.
- vi. Making good and virtuous citizens for Society and nation building.
- vii. To create an environment for all round growth of students.
- viii. To inculcate skill and knowledge in students in tune with the requirements of local industries.

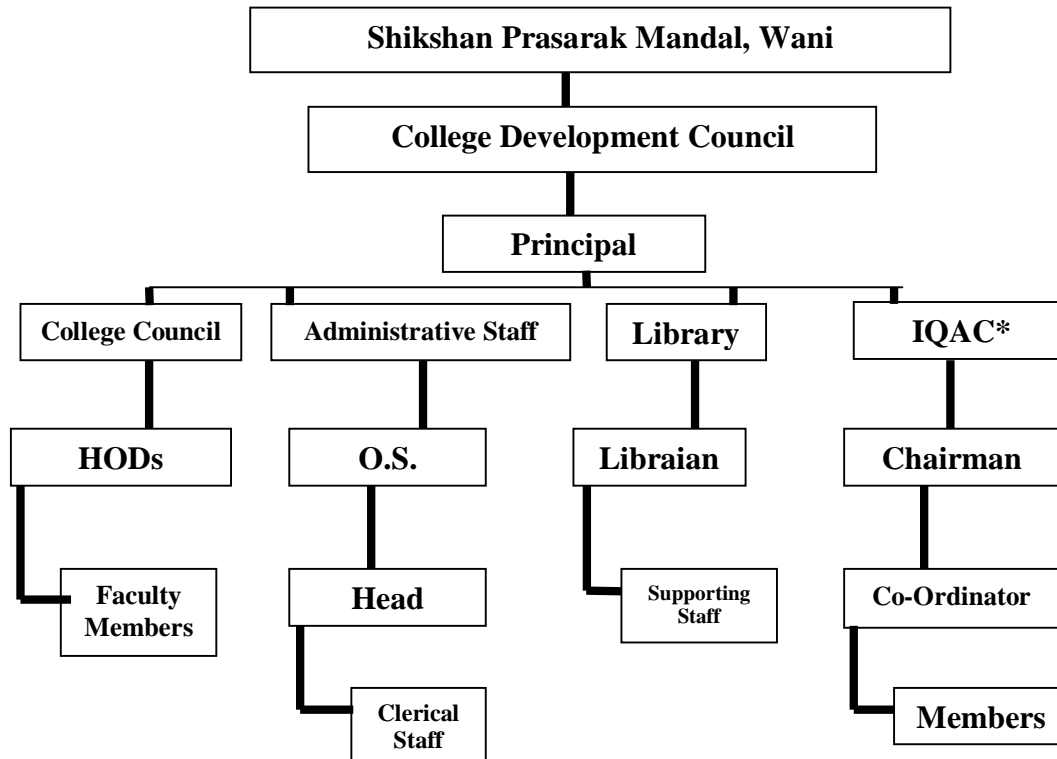
3. Vision

A traditional Degree-level college cannot meet the myriad challenges thrown up by a new century. Hence conventional education should be supplemented with skill-based, short term, career-oriented courses. Our college aims to create an environment for multi dimensional growth of the students by organizing various curricular and co-curricular activities because students should be provided with both knowledge and skill so that they can build sustainable careers for themselves.

4. Mission

“Education and knowledge should be made available especially to the economically weak and challenged students of the region that they can contribute to national uplift and solve social problems.”

5. . The Organizational structure



6. Duties of the College:

To conduct various Under-graduate academic programs approved by Sant Gadge Baba Amravati University, Amravati to undertake various activities that are contributory to this object.

7. Functions/Services provided by the college

The College facilitates the following :-

The College offers undergraduate courses in arts, Commerce, and Science and post graduate courses in arts as per the guidelines of the Sant Gadge Baba Amravati University, Amravati

- 8. Addressee of the College :** The Principal,
Lokmanya Tilak Mahavidyalaya, Dist
Yavatmal Pin Code – 445304 (M.S.)
India

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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 Sant Gadge Baba Amravati University, Amravati.

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 Sant Gadge Baba Amravati University norms.

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 Sant Gadge Baba Amravati University, Amravati/Govt. 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 Sant Gadge Baba Amravati University, Amravati/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 Sant Gadge Baba Amravati University / Govt. of Maharashtra.

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

- Students records
- Statuts and norms of Sant Gadge Baba Amravati Univeristy, Amravati .
- Library reference books, journals and magazines.
- Copies of various instructions given by Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra from time to time.
- Sant Gadge Baba Amravati University, Amravati approved Syllabus of various classes.
- College Prospectus

These documents are available with Sant Gadge Baba Amravati University, Amravati and it can also be downloaded from its website www.ltmwani.org

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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, where the public is actively involved, thereby, resulting in the pleasant and sociable association.

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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 Council
2. College Council
3. Student Council
4. Academic Planning Committee
5. Internal Quality Assurance Committee (IQAC)
6. Cultural Committee
7. Sports Committee
8. Library Committee
9. Discipline Committee
10. Grievance Redressal Committee
11. Career Counseling and Placement
12. Alumni Association

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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 Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra.

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

The budget and the financial estimates recommended by various departments 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 Sant Gadge Baba Amravati University, Amravati/Govt. of Maharashtra

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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.ltmwani.org

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[Section 4(1)(b)(xv)]

Means, methods and facilities available to citizens for obtaining information :

Through the notice boards, relevant brochures, Sant Gadge Baba Amravati University, Amravati and other rules which are available on the college and Sant Gadge Baba Amravati University, Amravati websites.

Information for general public is disseminated occasionally through advertisements, press releases etc. by college and Sant Gadge Baba Amravati University, Amravati. The same is also available on the college Sant Gadge Baba Amravati University, Amravati websites.

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[Section 4 (1) (b) (xvi)]

Public Information Officer
Mr. V. G. Modak
Office Superintendent
Contact No. – 07709465748

Appellate Authority:
Mr. V. P. Waghmare
Principal, Lokamanya Tilak Mahavidyalaya, Wani.
Dist. Yavatmal – 445304
Contact No. – 07239225166 (Off.)
Mob. No. -09922547802

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[Section 4 (1) (b) (xvii)]
OTHER USEFUL INFORMATION

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