

*Statutory
Declaration under
Section 4(1)(b) of
the RTI Act 2005*

Particulars of Organization, Functions and Duties

1.	Name of the Organization	Vidya Vikas Mandal's Arts and Commerce College, Akkalkuwa. Dist Nandurbar
2.	Postal address of the Organization	Vidya Vikas Mandal's Arts and Commerce College, Akkalkuwa Tal- Akkalkuwa Dist- Nandurbar-425415
3.	Website	https://accakw.vidyavikasmandal.in/
4.	E-Mail	asp_principal@rediffmail.com
5.	Phone Number	(02567)252357
6.	Brief History and background for institute establishment :	<p>Arts and Commerce College, Akkalkuwa is the premier academic institution of the Tribale region.</p> <p>Mahatma Jyotiba Phule the great social reformer and the pioneer of educational movement for backward classes and women in Maharashtra, started " Satya Shodhak Movement" in Maharashtra, with a view to get social reforms in the society. This movement was very active in Dhule district and Sakri Taluka was pre-dominant in it. Late Sitaram Govind Patil (Motha Bhau) was leading the movement very successfully in the area of Sakri Taluka. His son Shri. Ramrao Sitaram Patil (Dadasaheb) took the inspiration from his father and founded the Institution "Vidya Vikas Mandal Sakri" in 1971. for imparting the education to the deprived and poor People residing in the area of Dhule and Nandurbar district.</p> <p>Nandurbar district is known as tribal district because tribal people are mostly concentrated in this district. Akkalkuwa is one of the Talukas of Nandurbar district, which is mostly tribal populated Taluka, and there was not a single senior college available in this Taluka before 1991. The tribal people of this area were deprived from the higher education therefore our Institution founder Chairman Shri. Ramrao Sitaram Patil (Dadasaheb) has started the senior college in at Akkalkuwa in 1991.</p> <p>The college is affiliated to the North Maharashtra University, Jalgaon (MS) College got 2 F and 12 B respectively, college has its own separate building in the campus. The entire infrastructural development of the institution depends</p>

on management funding. Our college is located at Sorapa, Tehsil-Akkalkuwa, District- Nandurbar, which is the north- west part of Maharashtra near the borders of Gujarat and Madhya Pradesh. Sorapada is a tribal village in Akkalkuwa tahsil, majority of the population are from tribal, socially and economically backward sections of Society. Sorapada is located in hilly area of Satpuda ranges which is on Ankaleshwar-Burahanpur State Highway. It is about 50 km away from the district place and is well connected by state highway and railway. The nearest railway stations on the main route are Nandurbar, Jalgaon (C.R.), and Surat, (W.R) while, the airports are Vadodara (Gujarat), Aurangabad (M.S) and Indore (M.P).

Despite facing a lot of problems in the way of growth, the college is making effort to impart quality education and helping the community of this comparatively backward region. The college has permission of BA and B. Com, BA has two divisions and B Com has one division. For current academic year more than 400 students on its roll with eight full-time teachers excluding principal, one librarian, and eleven members of non-teaching staff.

The members of teaching and non-teaching staff, are truly devoted to the fulfilment of the expectations and aims and objectives of the parents' students and management. The college is keenly interested in motivating the teachers for doing M. Phil, Ph. D. and publish research papers. First and foremost, primacy of the institute is to develop all round personality of tribal students by applying various innovative ideas, teaching skills, new techniques and better understanding of our strengths and weaknesses.

We commit to impart the higher education to the tribal and others students and to disseminate the knowledge among the people living in the tribal area.

7.	Approved & Affiliated	North Maharashtra University, Jalgaon
8.	President	Hon. Aabasaheb Suresh Ramrao Patil
9.	The Principal	Dr. S.B. Patil
10.	Head of Departments	
	Marathi	Dr. R.G.Kakuste
	Geography	Dr. S.B.Patil
	Hindi	Prof.M.G.Vasave
	History	Dr. A.V Baviskar
	Sociology	Miss.S.S. Pawar

11. Aims and objectives of the organization Vision

Mission

- To impart the higher education to the students of tribal and rural area and thereby achieve excellence.
- To give back a value of society what we have gained from it.
- Impart knowledge in a conceptually sound and applied manner.

- Develop the skills, competencies and attitudes which are required in the present knowledge society.
- Nurture social value develop socially committed professional and contributors for nation building.

Vision

- To impart qualitative higher education to the tribal and other students coming from hilly-area and remote area of the Akkakuwa Taluka.
- To develop potentiality of the tribal as well the needy students through extra-curricular activities in association with various social and cultural organization.
- To inculcate, discipline, sincerity and punctuality among the students in order to make them responsible and sincere member of the society.
- To attain community and social development through organizing various programmes and providing infrastructural facilities.
- To develop scientific attitude and thereby to broaden the vision of the tribal students so that they can have a modern panoramic view of the society.

Objectives

- To provide qualitative education in different discipline.
- To guide the students for all round development of their personalities.
- To motivate the students for participation in co-curricular and extra-curricular activities.
- To create the awareness of social responsibility among the students.
- To motivate the tribal and rural students towards competitive examination.
- To create cultural and nation loving citizens.
- To commit the students to maintain ecological balance and to enable students to guide the masses in the field of water harvesting and tree plantation.
- To inform students about present needs of the nation and prepare them for lead the nation.
- Create balance between education and social value.

12. Road Map of Institute location

<https://www.google.com/maps/place/RFNS+Senior+Science+College,+Akkalkuwa/@21.55377174,009557,16z/data=!4m5!3m4!1s0x0:0x55c482397d0ff598!8m2!3d21.5537708!4d74.0095567?hl=en-US>

13. Working hours of the office

For office:

07:00 am to 4:00 p.m. - Monday to Saturday.

Lunch Time – 1:00 pm to 1:30 pm

Sundays Holidays.

Visiting hours for Public

9:30 am to 5:00 pm of every working day

DUTIES AND RESPONSIBILITIES OF THE OFFICERS AND OTHER EMPLOYEES OF THE INSTITUTE

Responsibilities of the Head of the Department/ Principal:

The Head of the Department/Principal as an administrative and academic Head of the College and shall be responsible for:

1. Academic growth of the Department/College.
2. Assessing reports of teachers.
3. Any other work relating to the Department/Institute as may be assigned to Him/her by the Competent Authority from time to time.
4. Admissions of students and maintaining discipline.

Duties and responsibilities of Faculty

The Faculty of any Department shall be responsible for:

1. Development of teaching material, planning of lessons, setting up laboratories and experiment, unscheduled teaching activities such student counseling, setting and grading test papers, arranging and conducting tests, conduct of Local/Board examinations, implementation of project for students, setting and evaluation.
2. Curriculum Development due to the ever-expanding demand of knowledge and changing needs of the industry.
3. Student's activities as an adviser to literary, games, student associations, etc.
4. Administration which may be departmental and or institutional as member of some committee.
5. Professional activities i.e. involvement in professional and technical societies.
6. Continuing education activities both as an organizer instructor and as a participant.
7. He/she shall organize sports events for the student's time to time.
8. Shall take care of sports equipment's.
9. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
10. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Sports In-charge/Physical Director

1. He/she shall organize sports events for the student's time to time.
2. Shall take care of sports equipment's.
3. To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
4. Shall also promote team play. Working as a part of a team is always encouraged to make the students competitive.

Duties and responsibilities of Statutory committees of Institute

Anti-Ragging Committee

Anti-ragging In-charge will be Responsible for the following:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry-out surprise checks in probable areas of ragging. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately
3. Each squad in charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
4. Every squad in charge will brief all members of his squad about their duties / action regarding anti

ragging.

5. In case of inadequacy of the member detailed in their respective teams, they may float additional requirements to the in charge of anti ragging committee.

Women Grievance Cell

1. To resolve issues pertaining to girls'/women's sexual harassment.
2. To equip the female students, faculty and staff members with knowledge of their legal rights.
3. To safeguard the rights of female students, faculty and staff members.
4. To provide a platform for listening to complaints and redressed of grievances.
5. To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
6. To ensure personality along with academic development of students

Committee for SC/ST

1. To investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes under this Constitution or under any other law for the time being in force or under any order of the Government and to evaluate the working of such safeguards.
2. To inquire into specific complaints with respect to the deprivation of rights and safeguards of the Scheduled Castes.
3. To participate and advise on the planning process of socio-economic development of the Scheduled Castes and to evaluate the progress of their development.

Internal Complaints Committee

1. To understand what is Workplace Harassment and how women are prone to it.
2. To know the statutory implication by Indian legislature to control Workplace harassment.
3. To suggest Standard Operating Procedures to transform the organizations as safe workplace for women.

Alumni Association Committee

1. Maintaining and updating alumni database.
2. Organizing Annual Alumni Meet.
3. Continuous communicating with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

Duties and responsibilities of Head Clerk/ Equivalent Cadres

1. Head Clerk shall have the powers to take disciplinary action against the non-teaching staff working in the department/institutions. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department /Head of the institute.
2. To exercise, check and to follow up the incoming letters received from the University /Colleges/Students etc.
3. To ensure the prompt dispatch of letters.
4. To arrange filing of the papers and arrange files in order, year-wise and subject-wise.
5. To maintain calendar of periodical returns for incoming and outgoing, separately.
6. To attend to such other work that may be assigned to him.

Duties and responsibilities of Laboratory Assistants

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist the In-charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist the In-charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person

6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In-charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

Duties and responsibilities of Laboratory Attendants

1. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments chemical and other materials within and outside the laboratory.
2. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
3. To render physical assistance to students and teachers in conducting practical and experiments.
4. To report about loss of laboratory equipment and other materials to his superiors.
5. To open and to lock cupboards, doors, windows and gates of laboratory.
6. To attend to delivery of letters connected with laboratory and its staff.
7. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In-charge of the Laboratory.

Duties and responsibilities of Peons

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Section Officer/ Head.
4. Carry messages, papers, registers, files; circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
5. Carry papers, franking machines, etc., within building and other such portable items (office equipment) from one place to another.
6. Serve drinking water to employees and to visitors, when required.
7. Any other work as may be assigned to him by the concerned officer from time to time.

Duties and responsibilities of Other Non-teaching staff working in the Institute

The principal shall assign duties to non-teaching employees working under them, as per the needs/requirements of the concerned, from time to time.




PRINCIPAL
V.V.M.'s Arts & Commerce College
Akkalkuwa Dist. Nandurbar