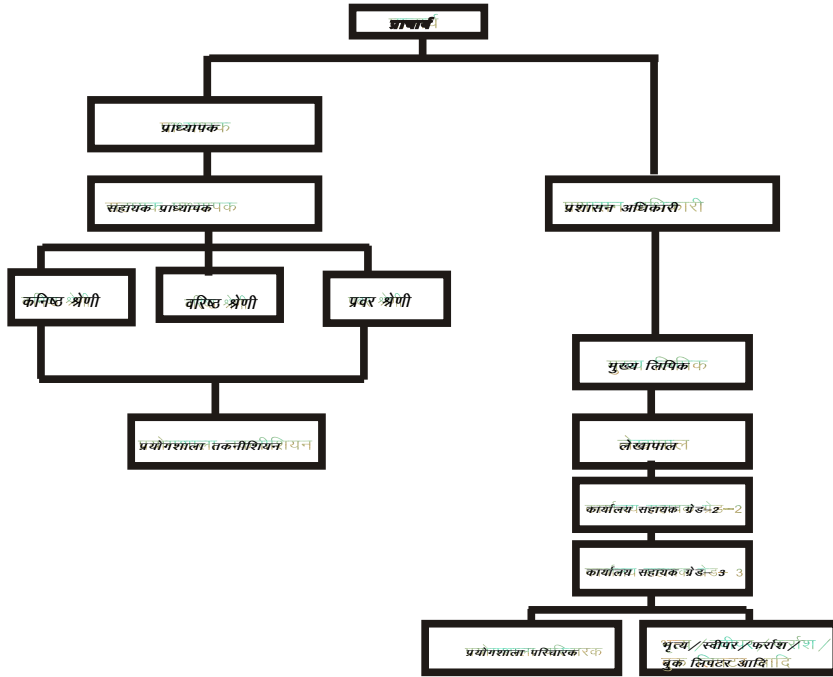


OFFICE OF THE PRINCIPAL, GOVT. MAHATMA GANDHI COLLEGE, JAWAD,  
DIST. NEEMUCH (M.P.)

1 A. Particulars of organization

**ORGANIZATIONAL SET-UP**



1. B. Functions and duties of each unit of the office

Teaching and extra curricular activities for the students for their developments

S.N	Unit/Section	Functions performed
1	Administrative Section	Principal's Office
2	Accounts	As per Govt. Rules
3	Store	Performed by Office & Accounts
4	Record Room	Principal's Office
5	Other if any	Library & Laboratory works are performed by the Incharge Librarian & Lab. Technician, respectively.

## 2 The powers and duties of officers and employees

SNo	Post	Name of the Employee	Functions
1	Principal	Dr.R.S.Verma	General Administration and final decision making Authority & also teaching
2	Professor.	Dr. R.C.Kumawat	Teaching of concerning subject, extra curricular activities and the task assigned by the principal.
3	Asst. Prof.	Prof.D.S.Rathore	
4	Asst. Prof.	Dr.D.L.Ahir	
5	Asst. Prof.	Dr.J.L.Arya	
6	Asst. Prof.	Prof. J.K.Mandliya	
7	Asst. Prof.	Prof. D.C.Boriwal	
8	Asst. Prof.	Prof. Smt. Archana Baser	
9	Asst. Prof.	Prof. R.K. Bhimte	
10	Asst. Prof.	Prof. P.S. Baghel	
11	Asst. Prof.	Prof. G.R.More	
12	Lab Tech.	Mr. Rahul Jatiya	Lab work and Office works.
13	Lab Tech.	Mr. J.K. Sharma	
14	Lab Technician	Mr. Deepak Manjhee	
15	Asst. Grade 3	Mr. P.C. Banodha	Establishment, office administration & Scholarship
16	Peon	Mr. B.L. Jajpura	Work assigned by the Principal and Staff.

Every work performed as per Govt. Rules.

3. Decision Making process -

Every work and file handling is done as per Govt.'s directions.

First decision - by the Incharge of the department /

Final decision- by the Principal

4. Norms set by it for the discharge of its functions.

For the discharge of functions the state Govt's instructions and norms are followed.

5. Acts, Rules, Regulations, Manuals, Circulars related with the functioning of office constituting the organization.

Above said acts, rules, etc. are available at [www.highereducationmp.org](http://www.highereducationmp.org)

6. Statement of various categories of documents held by it or under its control.

Circulars, Informations, Admissions forms, Teaching diary and attendance register, College living Certificate (counters), Cash Books, Service Books, Personal Files and paid Vouchers etc.

7. I. Structure of consultative committees in which public representatives are members including

Name of the Committee	Jawad Shashkiya Mahatma Gandhi Mahavidyalaya
Circulars for formation	Sthaniya Prabandhan Samitee, Jawad (Janbhagidari Samitee) Please visit at <a href="http://www.highereducationmp.org">www.highereducationmp.org</a>
Functions	Work for college development.
Members	nominated as per Govt's guidelines
Duties and responsibilities	as per the guidelines.
Accessibility of minutes for public	available.

8. Name of the Board, Council, Committees etc. including members and their qualifications.

S.N.	Name of the Body	Name of the members	Qualification
	NIL	NIL	NIL

9 Directory of the officers and employees.

S.No.	Name	Designation	Address & Contact No.,if any
1	Dr.R.S.Verma	Principal	Govt.Mahatma Gandhi College, Jawad (M.P.) Phone- 07420 232356(O),
2	Dr. R.C.Kumawat	( Professor )	Govt.Mahatma Gandhi College, Jawad (M.P.) Phone- 07420 232356(O)
3	Prof.D.S.Rathore	(Asst. Professor )	-do-
4	Dr. D.L.Ahir	(Asst. Professor )	-do-
5	Dr. J.L.Arya	(Asst. Professor )	-do-
6	Prof. J.K. Mandliya	(Asst. Professor )	-do-
7	Prof. D.C.Boriwal	(Asst. Professor )	-do-
8	Prof. Smt. Archana Baser	(Asst. Professor )	-do-
9	Prof. R.K. Bhimte	(Asst. Professor )	-do-
10	Prof. P.S. Baghel	(Asst. Professor )	-do-
11	Prof.P.S.Baghel	(Asst. Professor )	-do-

12	Mr. Rahul Jatiya	Lab Technician	-do-
13	Mr. J.K. Sharma	Lab Technician Incharge Accountant and Incharge Cassier	-do-
14	Mr. Deepak Manjhee	Lab Technician	-do-
15	Mr. P.C. Banodha	Asst. Grade 3	-do-
16	Mr. B.L. Jajpura	Peon	-do-

10. Monthly remuneration and compensation.

S.No.	Name	Remuneration	Compensation
1	Dr.R.S.Verma	36053	NIL
2	Dr. R.C.Kumawat	29394	NIL
3	Prof.D.S.Rathore	24323	NIL
4	Dr. D.L.Ahir	29394	NIL
5	Dr.J.L.Arya	23598	NIL
6	Prof.J.K. Mandliya	19967	NIL
7	Prof.D.C.Boriwal	21725	NIL
8	Prof. Smt. Archana Baser	16932	NIL
9	Prof. R.K. Bhimte	13800	NIL
10	Prof. P.S. Baghel	13800	NIL
11	Prof.G.R.More	13800	NIL
12	Mr. Rahul Jatiya	8108	NIL
13	Mr. J.K. Sharma	7640	NIL
14	Mr. Deepak Manjhee	7590	NIL
15	Mr. P.C. Banodha	7004	NIL
16	Mr. B.L. Jajpura	5658	NIL

11. Annual Budget allocation and Expenditure statement.( As on 31-5-2007 )

S No	Budget Head	Name of Work	Year	Allocation	Expenditure
1	44- 2202-	Pay-001	2007-08	1654000	303550
2	44- 2202-	DA 003	--"--	496000	148210
3	44- 2202-	HRA - 006	--"--	41000	7592
4	44- 2202-	Other - 008	--"--	1000	160
5	44- 2202-	MR - 009	--"--	5000	00
6	44- 2202-	Festival - 011	--"--	4000	00
7	44- 2202-	Grain - 012	--"--	00	00
8	44- 2202-	Wages - 12	--"--	00	00
9	44- 2202-	TA - 21-001	--"--	6000	3565
10	44- 2202-	Postage - 22 - 001	--"--	3000	2851
11	44- 2202-	Telephone-22-002	--"--	5000	1350
12	44- 2202-	Furni-22-003	--"--	00	00
13	44- 2202-	Elect.Water-22-005	--"--	15000	3000
14	44- 2202-	Liveries-22-006	--"--	00	00
15	44- 2202-	Stationary -22-007	--"--	3000	00
16	44- 2202-	Samagri -34 - 001	--"--	5000	00
17	44- 2202-	Samagri -34 - 006	--"--	2000	00
18	44- 2202-	Samagri -34 - 009	--"--	5000	00
19	44- 2202-	Affiliation -42-007	--"--	00	00
20	44- 2202-	Ganvkibeti-41 -002	--"--	00	00
21	44- 2202-	Dearness Pay -027	--"--	827000	79454

12. Programmes and beneficiaries

S N	Name of the Programme	Administrative Department	Year	Amt. Allocated	No.of Beneficiaries
1	Scholarships for SC students	Tribal Welfare department of MP	2007-08	NiL	Session will Begin from 1st July, 07
2	Scholarships for ST students	do--	2007-08	NiL	Do--
3	Scholarships for OBC students	-do-	2007-08	NiL	Do--
4	Scholarships for GANV KI BETI students	-do-	2007-08	NiL	Do--

13. List of the recipients and nature of concession

S N	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession
	NIL	NIL	NIL	NIL	NIL	NIL

14. Information available in the office

S N	Categories	Hard Copy	Electronic Form
Mostly informations are available in Hard Copy. Some information are available in electronic form			

15. Facility available to citizen for information

S N	Facility	Name of Incharge	Duration of opening (time to be given)	Contact No. Telephone No.
1	Library –Books	Prof. J.K. Mandliya (Incharge)	10.30 a.m. to 2.00 p.m.	07420 232356
2	Admission list, register and related documents	Mr. Rahul Jatiya Lab. Tech.	11.00 a.m. to 4.00 p.m.	07420 232356
3	Scholarship and related documents	Mr. Prakash Banodha Incharge Scholarship Grade – 3	11.00 a.m. to 4.00 p.m.	07420 232356
4	Store	Mr. J.K. Sharma Lab. Tech.	11.00 a.m. to 4.00 p.m.	07420 232356
5	University work And T.C.	Mr. Deepak Manjhee Lab. Tech.	11.00 a.m. to 4.00 p.m.	07420 232356



16 Information about the PIO/Designation/Working experience

Name	Dr.. R.S.Verma
Designation	Principal
Tel.No.	07420 232356 (O),
e mail address	Gmgcjwd@yaho.,co.in
Place of Work and Address	GOVT. MAHATMA GANDHI COLLEGE, JAWAD
Contact hours for public	10.30 a.m. to 5.30 p.m.

17. Any other information in citizen related facilities

NIL