



Nijampur Jaitane Shikshan Prasarak Mandalache  
**Jagannath Kadwadas Shah Adarsh Mahavidyalay**

Nijampur-Jaitane-424305, Tal--Sakri, Dist-Dhule, Maharashtra, India

**NAAC Re-Accredited**

(Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon)

Website: [www.njspmaca.in](http://www.njspmaca.in)

Principal Dr.Ashok Pitambar Khairnar

Email: [acanjspm@yahoo.in](mailto:acanjspm@yahoo.in)

Office No.: 02568-276605

O/W.No.

Date: 05/04/2022

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

## **Particulars of the Organization, Functions and Duties**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the College	<b>Nijampur-Jaitane Shikshan Prasarak Mandalache Jagannath Kadwadas Shah Adarsh Mahavidyalay</b>
2.	Address for Communication	<b>Nijampur-Jaitane-424305, Tal-Sakri, Dist-Dhule, Maharashtra, India</b>
3.	Phone Number	02568-276605
4.	Email Address	<a href="mailto:acanjspm@yahoo.in">acanjspm@yahoo.in</a>
5.	College Website	<a href="http://www.njspmaca.in">www.njspmaca.in</a>
6.	President of College	Shri.Sharadchandra Jagannath Shah
7.	Principal	Dr.Ashok Pitambar Khairnar
8.	Mobile Number	9822299548
9.	Email Address	<a href="mailto:apkhairnar39@gmail.com">apkhairnar39@gmail.com</a>
10.	Affiliating University	Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

### **11. Introduction**

Nijampur-Jaitane Shikshan Prasarak Mandalache Jagannath Kadwadas Shah Adarsh Mahavidyalay is a renowned institution imparting higher education in hilly area of Dhulia District in Maharashtra. Jagannath Kadwadas Shah Adarsh Mahavidyalay was established in 1995 to cater to the higher educational needs of the rural and tribal people of hilly area. Empower the rural and tribal students through value based and life oriented quality education is the mission of the college. N.J.S.P Mandalache Jagannath Kadwadas Shah Adarsh Mahavidyalay has 2f and 12(B).Status of UGC and permanent affiliation with Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. The College has 3.21 acres of existing campus and five acres of new campus for future development. The College offers B.A. degree in special subjects English, Marathi, Hindi, Political Science, Sociology and Geography, Economics, History, and Defence Studies are offered as general subjects. The college also offers certificate courses and Add-on courses.

The college is reaccredited by NAAC with CGPA of 1.75 on four point scale at 'C' Grade in Second cycle. The college has organized university level, state level, national level and international seminars, conferences, workshops and webinars. There is work culture in our college. All staff members work unitedly as an academic team. The relations among staff members and management are very cordial. The management of our college has been working with vision and mission. The college has enough infrastructural facilities for academic and extra-curricular activities. The college is situated in hilly area. The mission of our college is "Empower the rural and tribal students through value based and life oriented quality education". The college offers inclusive education. Among admitted students 94% are from SC/ST/OBC/NT/SBC category who come from hilly area. Most of the students come from hilly area are first generation learners. The girls in our college are 65%. They are sincere and obedient. Thus the college works for the weaker and neglected section students from hilly area.

The college has well qualified and regular Principal. The teaching staff of our college is qualified and competent. The Non-teaching staff is efficient. Nine teachers are Ph.D. and three teachers are M.Phil and the remaining teachers are also pursuing their Ph.D. in their respective subjects. There are five research guides for Ph.D. in our college. Prin.Dr.A.P.Khairnar successfully guided of eight Ph.D. students. More than 40 research papers and 13 books are to his credit.

Our Prin.Dr.A.P.Khairnar is the senate member of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. He has worked as the former Chairman of Board of Studies in English and former Dean Faculty of Arts & Fine Arts, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. He works on a number of university committees in different capacities.. The college has Internal Quality Assurance Cell for the sustenance and development of quality.

Our college has ISO certification. Extension and outreach programmes are also conducted as social service. In order to inculcate moral values and ethics examination is conducted on the life works of Mahatma Gandhi. The college has been participated in National Institutional Ranking Framework (NIRF), Ministry of Education, Government of India.

College also received **Best COVID-19 Campaign** certificate of recognition of Mahatma Gandhi National Council of Rural Education, Department of higher Education, Ministry of

Education, Government of India. College also completed the work of Green Audit, Energy Audit, Environmental Audit and Gender Audit.

## **12. Vision, Mission and Objectives of the College**

### **Vision:-**

To make available the best facilities of higher education for the all-around development of the students of hilly area.

### **Mission:-**

Empower the rural and tribal students through value based and life oriented quality education.

### **Objectives:**

- To educate the first generation learner.
- To widen the vision of a youth through academic programme .
- To develop the personality of students through extra-curricular activities.
- To impart value based and moral education.
- To make the students dynamic, skilled nation loving and visionary citizens.
- To develop communication skill among the students.
- To build confidence for life.
- To equip the students with digital skill, soft skills and corporate skills

## **13. College Hours**

- a) Office Hours: 07.30 a.m. to 5.00 p.m. (From Monday to Saturday)
- b) Teaching-Learning Time Table: 07.30 a.m. to 1.30 p.m.
- c) Visiting Hours: 10.00 a.m. to 4.00 p.m.
- d) Sunday is Holiday
- d) Library Timings: 7.30 a.m. to 5.00 p.m.

#### 14. Programme Offered

Sr.No.	Name of the Programme	Duration of the Programme	Affiliation Status
1	B.A. English	Three Years	Permanent
2	B.A. Marathi	Three Years	Permanent
3	B.A. Hindi	Three Years	Permanent
4	B.A. Sociology	Three Years	Permanent
5	B.A. Political Science	Three Years	Permanent
6	B.A. Geography	Three Years	Permanent
7	B.A. Economics	Three Years	Permanent
8	B.A. Defence and Strategic Studies	Three Years	Permanent
9	B.A. History	Three Years	Permanent
10	B.A. Environmental Science	Three Years	Permanent
11	B.A. Optional English	Three Years	Permanent
12	B.A. Upyojit Marathi	Three Years	Permanent
13	B.A. Prayojenmulak Hindi	Three Years	Permanent
14	B.A. Public Administration	Three Years	Permanent

#### 15. Governance

Governance of Nijampur-Jaitane Shikshan Prasarak Mandalache Jagannath Kadwadas Shah Adarsh Mahavidyalay has been described by the Principal. The structure of governance is decentralized. The planning is done by the Principal and it is implemented by teaching and non-teaching staff. Head of the department looks after the academic administration of the department. Librarian looks after administration of Library. Head Clerk looks after office administration. The governance of the institution is carried out with the following academic bodies constituted as per the guidelines of University Grant Commission (UGC) and Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

- Management
- College Development Committee (CDC)

❖ **Management**

Management of Nijampur-Jaitane Shikshan Prasarak Mandal, Nijampur-Jaitane-424305, Tal-Sakri, Dist-Dhule, Maharashtra, India is the soul of college. The role of management is very crucial and ensures the academic and administrative work. To maintain and improvement the quality of academic work. The governance of the college is involved as a participative management and decision making to overall development of the college.

❖ **College Development Committee (CDC)**

The College Development Committee (CDC) is the apex regulatory body, giving policy decisions. The Principal of the college is to plan the curricular, co-curricular and extra-curricular activities. The IQAC (Internal Quality Assurance Cell) is to take the initiatives of effective functioning, executing and implementation of the academic work of the college.

**15. The Authorities and Duties of Teachers and Non-Teachers**

<b>Sr.No.</b>	<b>Name of Committee and Authorities</b>	<b>Responsibilities</b>
i.	Management	<ul style="list-style-type: none"><li>• Design Development Plan</li><li>• Achieve the Vision and Mission</li><li>• Keep a track with policies of regulatory authorities, finance management</li><li>• Communicate Direction</li><li>• Coalition/ teams that accept vision</li><li>• Creating New Product services</li><li>• Preparing Master Budget and speeding the development</li></ul>
ii.	College Development Committee (CDC)	<ul style="list-style-type: none"><li>• Perspectives plan activities</li><li>• Decision Making</li><li>• Approved Unanimously</li></ul>

iii.	Principal	<ul style="list-style-type: none"> <li>• Enhancing and sustaining the quality of education</li> <li>• Fund generation from various funding agencies</li> <li>• Motivation and Promotion of Teaching and Non-Teaching Staff</li> <li>• Maintain quality culture</li> <li>• Building Team work and encouraging</li> <li>• Allocate duties and responsibilities to staff</li> <li>• Management of Budget and Financial work</li> <li>• Admission and Examination work as per the rules of Government of Maharashtra and affiliating Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon</li> <li>• Good Governance and Administration</li> </ul>
iv.	IQAC	<ul style="list-style-type: none"> <li>• Prepared Academic Calendar</li> <li>• Taking Quality Initiatives</li> <li>• Work Action Plan</li> <li>• Maintain and sustain the quality work</li> <li>• Promoting research culture</li> </ul>
v.	Head of Departments	<ul style="list-style-type: none"> <li>• Actively assist the Principal on academic activities</li> <li>• Monitoring academic profile of the department</li> <li>• Coordinating the teaching and learning of the subjects</li> <li>• Ensuring timely recommendation and make adequate provision of books, materials and equipments</li> <li>• Budgets as per requirements</li> <li>• Conduct regular departmental meetings to arrange activities</li> <li>• Encourage faculty to publish research articles and participate in seminars and webinars</li> <li>• Promote to applying for research projects</li> </ul>
vi.	Librarian	<ul style="list-style-type: none"> <li>• To update, maintain and sustenance of the accession register</li> <li>• Develop Computerized Library</li> <li>• Providing free access through e-resources and OPAC</li> <li>• Preparing collection development of books and journals</li> </ul>

vii.	Director of Physical Education	<ul style="list-style-type: none"> <li>• Organize intra and inter college sports events for the students time to time</li> <li>• To maintain fitness of students</li> <li>• To make available enough sports equipments</li> <li>• To inculcate the values and importance among the students for team spirit</li> </ul>
viii.	Administrative Staff	<ul style="list-style-type: none"> <li>• Maintain all types of academic and administrative record</li> <li>• Maintain the proceeding of College Development Committee (CDC)</li> <li>• Maintain all types of original documents related to the students, teaching and non-teaching staff</li> <li>• Maintain Academic and Administrative Audit Record</li> <li>• Academic and Administrative data in computerized for good e-governance</li> </ul>
ix.	Admission Duties	<ul style="list-style-type: none"> <li>• Planning and Preparation of Admission</li> <li>• Admission as per rule of Government of India and Government of Maharashtra</li> <li>• Reserved Seats for Admission as per the rule of Government of India and Government of Maharashtra</li> <li>• Admission Procedure is displayed on the notice board and college website</li> <li>• Announcement of Admission is displayed on the notice board and college website</li> </ul>
x.	Examination Duty	<ul style="list-style-type: none"> <li>• University Examination and Internal Examination Time Table are displayed on the notice board and college website</li> <li>• Constituted Examination Committee for the smooth work</li> <li>• Assign duties related to invigilation</li> <li>• Displayed Examination Rules</li> </ul>
xi	Peon Duties	<ul style="list-style-type: none"> <li>• To do cleanliness work every day in College</li> <li>• To perform assigned duties</li> <li>• To follow the rules and regulations of the college</li> </ul>



**The Principal constituted committees for the purpose of execution of duties as per the guidelines of statutory regulating authorities.**

**Details of Employees**

<b>Sr.No.</b>	<b>Name of the Staff</b>	<b>Designation</b>	<b>Contact No.</b>
1	Dr.Ashok Pitambar Khairnar	Principal	9822299548
2	Dr.Sudhakar Lotan Jadhav	Associate Professor	9405170799
3	Dr.Ravindra Popatrao Thakare	Assistant Professor	9421534434
4	Dr.Kantilal Dajbhau Sonawane	Assistant Professor	9421534887
5	Dr.Vijay Sahebrao Bhamare	Assistant Professor	9767636838
6	Dr.Vijay Gajanan Gurav	Assistant Professor	9423940609
7	Dr.Pravin Baburao More	Assistant Professor	9850645799
8	Shri.Pranav Gangadhar Garud	Assistant Professor	9326415349
9	Dr.Kishor Vasantao Sonwane	Assistant Professor	9921627257
10	Shri.Yashwant Raghunath Kulkarni	Assistant Professor	9421534412
11	Shri.Atish Shivshankar Meshram	Librarian	9011528163
12	Shri.Ajabrao Ravji Ingle	Assistant Professor	8408963675
13	Dr.Priyanka Prakash Sulakhe	Physical Director	8007983698
14	Shri.Ashok Dayaram Khairnar	Head Clerk	9527667438
15	Shri.Prabhakar Haribhau Bedse	Senior Clerk	9860989515
16	Shri.Rajendra Gokul Mohane	Junior Clerk	9284575767
17	Shri.Vilas Ramakant Buwa	Peon	8007933422
18	Shri.Chandrashekar Jagannath Kothawade	Peon	9890286812
19	Shri.Pundlik Nimba Namdas	Peon	9604466018
20	Shri.Krushna Manga Sable	Peon	9637520941

### Divided Duties and Responsibilities among the Employees

Sr.No.	Name of the Staff	Designation	Contact No.
1	Dr.Ashok Pitambar Khairnar	Administrative Officer	9822299548
2	Dr.Sudhakar Lotan Jadhav	Coordinator of Guidance and Counseling	9405170799
3	Dr.Ravindra Popatrao Thakare	Coordinator of Student Council	9421534434
4	Dr.Kantilal Dajbhau Sonawane	Coordinator of Student Development	9421534887
5	Dr.Vijay Sahebrao Bhamare	Coordinator of Admission	9767636838
6	Dr.Vijay Gajanan Gurav	Chairman of Magazine Committee	9423940609
7	Dr.Pravin Baburao More	Coordinator of Time Table	9850645799
8	Shri.Pranav Gangadhar Garud	Programme Officer of National Service Scheme	9326415349
9	Dr.Kishor Vasantao Sonwane	Assistant Professor	9921627257
10	Shri.Yashwant Raghunath Kulkarni	Assistant Professor	9421534412
11	Shri.Atish Shivshankar Meshram	IQAC Coordinator, Coordinator of Examination, Nodal Officer of College NIRF, Coordinator of College RUSA	9011528163
12	Shri.Ajabrao Ravji Ingle	Coordinator of Cultural Programme, Coordinator of Career Katta	8408963675
13	Dr.Priyanka Prakash Sulakhe	Coordinator of Yuwati Sabha and Swayamsiddha	8007983698
14	Shri.Ashok Dayaram Khairnar	College Office Work	9527667438
15	Shri.Prabhakar Haribhau Bedse		9860989515
16	Shri.Rajendra Gokul Mohane		9284575767

### Scholarship and Financial Provision

The students of reserved categories avail scholarship facilities as per the rules of state and central Government. The students from economically weaker sections are availed scholarship under economically backward category (EBC) from Government of Maharashtra.

### Name, Designation and Other Particulars of Public Information Officers

Sr.No.	Name	Designation	Contact No.	Email ID
1.	Prin.Dr.Ashok Pitambar Khairnar	Appellate Information Officer	9822299548	apkhairnar39@gmail.com
2.	Shri.Ashok Dayaram Khairnar	Public Information Officer	9527667438	ashokkhairnar65@gmail.com

### For More Details

### The Gazette of India

THE RIGHT TO INFORMATION ACT, 2005  
No. 22 of 2005

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Dr.Ashok Pitambar Khairnar

PRINCIPAL

Nijampur - Jaitane Shikshan Prasarak Mandalache  
Jagannath Kadwadash Shah Adarsh Mahavidyalay  
Nijampur - Jaitane Tal.Sakri Dist.Dhule