



IQRA EDUCATION SOCIETY'S

## H.J. THIM COLLEGE OF ARTS & SCIENCE

Haji Gulam Nabi Nagar, Mehrun, Jalgaon-425003 (Maharashtra)

Principal.

NAAC Re-ACCREDITED 3 RD CYCLE - B+ (2.61)

(Minority Status)

**Dr. Syed Shujaut Ali.**

M.A.(Urdu,Eng.),B.Ed,SLET,Ph.D.

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### DECLARATION UNDER RIGHT TO INFORMATION(RTI)

#### STATUTORY DECLARATION ON RTI ACT

Sec-4 (1) 2005 covers statutory declaration of IEE'S IQRA H.J THIM COLLEGE OF ARTS AND SCIENCE, MEHRUN JALGAON.425003 on Website. It covers the rules and regulations which are implemented by Government of Maharashtra.

IEE'S IQRA H.J THIM COLLEGE OF ARTS AND SCIENCE, MEHRUN JALGAON.425003 is registered under the Society Act by Government of Maharashtra and affiliated to KavayitriBahinabai Chaudhari North Maharashtra University, Jalgaon. The College has governing body which is approved by the authority appointed by Government of Maharashtra. It runs as per rules and regulations made by Government of Maharashtra from time to time. The college comes under Grant in Aid category therefore financial transections are audited by Government. The college has different bodies to maintain all types of discipline in the campus.

The Committee's of the institution are under statutory bodies and come under section 4 (1)(b) of RTI Act, along with postal order / demand draft of Rs 10/- obtaining in favor of Principal, IEE'S IQRA H.J THIM COLLEGE OF ARTS AND SCIENCE, MEHRUN JALGAON.425003 may send to the public information officer (PIO) or handed over in his office. All information about the College under section (1)(b) of RTI Act ,2005 are open for the public and it can be obtain by citizen of India.

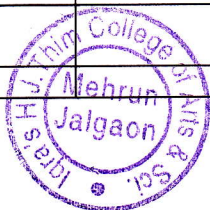


  
PRINCIPAL  
H. J. Thim College of Arts  
& Science, Mehrun, Jalgaon

**Iqra Education Society's**  
**Set for the Discharge of functions at IQRA H.J THIM COLLEGE OF ARTS**  
**AND SCIENCE, MEHRUN JALGAON.425001**

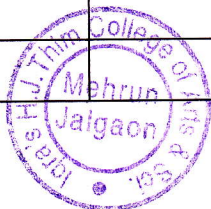
**[As per RTI,2005 -Section (1)(b)(IV)]**

Sr No	Section	Name of the Employee	Function / Activity	Naorms
	Administration		Entries in Service Book	Necessary entries in the Service Book are made on the same day.
			Preparation of Personal Files and service book of newly Joined Employees.	Personal Files and Service Book are maintained upto date.
			Recruitment Process (Central Office, H.J Thim College of arts and Science)	Advertisement, Receipt of applications, Scrutiny of Application, sending call letters to the eligible candidate for the interview, constitution of selection committee, conduct of interviews by the selection committee, submission of the report by the selection committee by the appointing authority, acceptance of the report of the selection committee, issuing appointment letters to the selected candidates(As per the provision of the Maharashtra university act, standard code and teachers Statute.
			Disciplinary Action	Minor Penalty, Issue of show cause notice, calling for explanation, consideration of the explanation by the disciplinary authorities, ie as the Principal as the case may be, appointment of enquiry officer / committee, if the explanation is not satisfactory, conduct of enquiry, submission of the report by enquiry officer / committee to the disciplinary authorities, issuance of show cause notice as regarding proposed punishment, consideration of explanation to the show cause notice, infliction of the punishment by the disciplinary authorities, if the explanation is not satisfactory (as per the provision of the standard code, 1984 and teachers statue)
			Section of the Long Leave	After receipt of an application of long leave, the same is forwarded to the Principal as the case may be, after verifying by the staff concerned.
			Issue of the various Certificates	Certificates are issued within the 7 days of the demand, after verifying the facts.
			Preparation & submission of pension cases	Formalities are completed 6 months before the date of superannuation,
			Scrutiny of Adv(Central office, H.J. Thim college of Arts and Science)	The advertisement are scrutinized from the point of view of reservation, within 3 days from the date of proposal
			Replies to star question	Star question is replied as early as possible
			Acknowledgment of correspondence	Correspondance is acknowledged by the Head clerk immediately.
			Preparation of	The information required by the higher authority






		information required by higher authority	provided on the same day, as far as possible.
		Implementation of orders	Within 2 days from the date of remarks by the higher authority.
		Submission of items before various authorities for decision.	Immediately after the direction to that effect and before the due date.
		Preparation of agenda for meeting	As per provisions laid down in the statute, ordinance, directions, Acts.
		Preparation and confirmation of minutes for the meetings	Within 3 days from the date of meeting.
		Circulation of Minutes / Resolution	Within 7 days from the confirmation
		Complainces on resolution of various funding authorities	Within 5 days from the resolution or after completion of necessary formalities, as the case may be
		Sending proposal to the UGC and various funding agencies	Within the time limit provided by the UGC / other funding agencies or as required by the projects.
	Estate	Calling Tenders , Opening tenders, negotiation, giving work order, contract etc.	As per provision laid down in Ordinances and PWD rules, Building Committee of the college and directions of the competent authorities.
	Eligibility	Monitoring and supervising the process of granting eligibility.	Overall Supervision on the process of granting eligibility and redressal of grievances of the students.
		Issue of duplicate mark statement, name correction, paasing certificate.	7 days on receipt of application to that effect.
		Issue of transcript by following due process.	Within 1 month after demand.
	Examination	Issue of Hall Ticket	15 days before the date of commencement of the examination.
		Verification of Result(Exam Committee)	30 days from the receipt of answer book to the section.
		Result re-evaluation(Exam committee)	Generally before the commencement of the examination of the next higher class.
		Allotment of junior and senior supervisor	Equal supervision will be allotted all faculty and senior supervisor will be appointed by seniority.
	Finance	Appointment of examiners for practical Oral Examinations and issuance of appointment letters to examiners	15 days before the date of commencement of the Practical / Oral Examination.
		Preparation of Cheques	5 Minutes per cheque.



		Passing or Cash Voucher	Two Hours per Voucher
		Issue of No dues Certificate	3 Hours per certificate
		Payment of Cash per Voucher	15 Minutes per Voucher
		Acceptance of cash and Issue or Receipt	15 Minutes
	General Section		
	Record Section	Maintenance of record	Records are maintain up to date.
	Administration	Filling of LogBook	Log Books are filled by the Senior Clerk concerned on the same day, immediately after the Singing of the authority.
	Administration	Confirmation of staff / Approval (Central Office)	Issue of confirmation letters to the employees after successful completion of probation period / extended probation period after following procedure as laid down in standard Code or Teachers statue, as the case may be.
		Annual report	Annual Report of the College shall be prepared and submitted online by the junior clerk after approval by IQAC and CDC. There portis submitted to the university online.
		Inward of letters	Entries are made in the inward Register immediately.
		Submission of correspondence to the Head / Committee Chairman	Correspondance is submitted to the Head / Chairman on the same day, By the Junior Clerk immediately.
		Dispatch of Urgent letters	Urgent letters are dispatched on the same day by the junior clerk immediately.
		Preparation of notes	Notes are Prepared on the same day of cause of action by the junior clerk.



  
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