

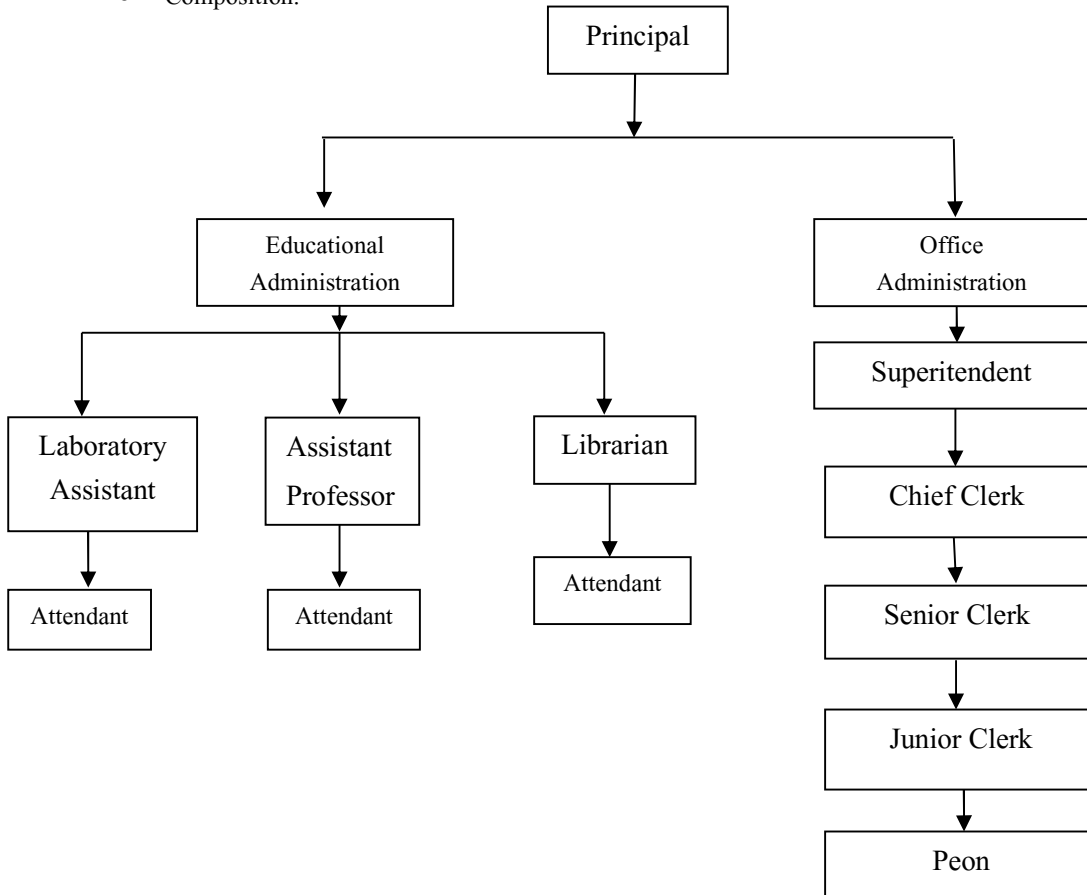
Shri Saibaba Sansthan Trust, Shirdi.

Shri Saibaba College, Shirdi.

Section 4 of the Right to Information Act: Restrictions on Public Authority: As per section no. 4 (1):-

Point no. 1: Details of composition, functions and duties

- Composition: -



- Details of Functions and Duties:-

01	Name of the Department	Shri Saibaba College, Shirdi.
02	Address	A/P. Shirdi, Tal. Rahata, Dist. Ahmednagar 423109
03	Head of the Office	I/C Principal
04	This office is subordinate to which department	Shri Saibaba Sansthan Trust, Shirdi.
05	To which office the report of Functions has been submitted	Chief Executive Officer, Shri Saibaba Sansthan Trust, Shirdi.
06	Academic Place	Shirdi Campus Educational Property of Shri Saibaba Sansthan Trust, Shirdi.
07	Mission	To provide higher education facilities to the students.
08	Goal / Policy	To make continuous efforts to provide better service facilities to the students.
09	Office hours and telephone number	Working hours: 9.00 am to 1.30 pm, 2.00 pm to 5.00 pm
10	Weekly Holiday	Sunday

Point no. 2:- Rights and duties of officers and employees: -

Sr. No.	Designation	No. of existing post(s)	General Duties
01	I/C Principal	01	To work as head of the department.
02	Assistant Professor	21 (16 Gents and 05 Ladies)	To teach the students.
03	Librarian.	01	Facilitate the supply of books to students.
04	Clerk Typists.	02 Permanent and 01 Skilled on Contract Basis	To complete the work prescribed by the principal / administration.
05	Attendant	02 Permanent	To complete the work prescribed by the principal / administration/ teachers/ and clerk typists.
06	Laboratory Attendants		To exchange materials in the laboratory.

Point no. 3: - Procedures to be followed in the decision making process as well as supervision and accountability systems: -

As per the demand of Hon'ble Chairman, Hon'ble Chief Executive Officer, Hon'ble Deputy Chief Executive Officer, Government Officers as well as Shirdi villagers, the proposal to increase the number of class units in the educational institution can be submitted through Hon'ble Chief Executive Officer and approved by the Management Committee.

Point no. 04: - Standards set by them to carry out the work: - Absolute

Point no. 05: - Rules, regulations and records of rules and regulations they have or are under their control or used by this staff to carry out their work: -

All the functions are carried out under Shri Saibaba Sansthan Trust Act, 2004.

Point no. 06: - Details of the category of documents they hold or control:

Documents are submitted to the records room from time to time as per the prescribed category.

Point no. 07: - To consult with people or to make statements regarding the formulation or implementation of the policy: -

By advertisement in the newspaper and on the website of the trust

Point no. 08: - Details of boards, councils, committees and other criteria consisting of two or more persons constituted as part

of an organization or for the purpose of counselling, and meetings of those boards, councils, committees and criteria are open to the public or not or the proceedings of such meetings are available or not:

Except for the most important decisions, the proceedings are available to the public with the permission of the superiors.

Point no. 09: - Directory of Officers and Employees of Shri Saibaba College.

Sr. No.	Designation	Name of Officer/ Employee	Contact No.
1	I/C Principal	Shri Vikas Mahadev Shivgaje	9422737236
2	Asst. Professor	Shri Shivaji Gorakshanath Dhokane	9673800080
3	Asst. Professor	Smt. Yogita Arun Kopate	9767812055
4	Asst. Professor	Shri Santosh Bhimraj Autade	9922526528
5	Asst. Professor	Shri Amol Zumbar Kachare	8087502752

Sr. No.	Designation	Name of Officer/ Employee	Contact No.
6	Asst. Professor	Shri Ganesh Ramchandra Bhand	9881889166
7	Asst. Professor	Shri Mobeen MohammadSalim Shaikh	9527297866
8	Asst. Professor	Smt. Sonali Ramdas Hardas	9657636750
9	Asst. Professor	Smt. Shital Arvind Dharam	9096590741
10	Asst. Professor	Smt. Swapnali Ramesh Khandare	9158577735
11	Asst. Professor	Smt. Sunita Sakhahari Waditake	9623078849
12	Asst. Professor	Shri Dipak Babasaheb Patare	9689199794
13	Asst. Professor	Shri Ganesh Bhanudas Magar	8329653113
14	Asst. Professor	Shri Sagar Sambhaji Thosar	7276203998
15	Asst. Professor	Shri Vikas Suryabhan Bhand	9561334045
16	Asst. Professor	Shri Nitin Raosaheb Pawase	9096690800
17	Asst. Professor	Shri Nanasaheb Trimbak Gunjal	7066214620
18	Asst. Professor	Shri Nanasaheb Bhanudas Sadaphal	9657235885
19	Asst. Professor	Shri Vikas Bhanudas Bawake	9960556966
20	Asst. Professor	Shri Shreyas Sambhajirao Pansambal	9860388170
21	Asst. Professor	Shri Shivnath Ashok Takte	9595687764
22	Asst. Professor	Shri Namdev Ramnath More	9309176149
23	Librarian	Shri Sachin Kamalakar Shinde	9028499973
24	Clerk-Typist	Shri Rajendra Yashwantrao Kote	9767918073
25	Clerk- Typist	Shri Dinesh Dilip Kanade	9518512948
26	Clerk (Contractual)	Miss Parveen Ismail Inamdar	9373810773
27	Attendant	Shri Ramnath Hariram Kasar	7796344191
28	Attendant	Shri Sudam Yashwant Kalekar	9763562384

Point no. 10: - The monthly salary of each officer and employee, as well as the method of compensation as provided in the exchange policy of authority.

Sr. No.	Name of Officer/ Employee	Designation	Basic salary	DA	House rent	TA	Special allowance
1	Shri Vikas Mahadev Shivgaje	I/C Principal	82,400/-	14,008/-	6,592/-	---	200/-
2	Shri Shivaji Gorakshanath Dhokane	Asst. Professor	20,000/- Honorarium	---	---	---	---
3	Smt. Yogita Arun Kopate	Asst. Professor	20,000/- Honorarium	---	---	---	---
4	Shri Santosh Bhimraj Autade	Asst. Professor	20,000/- Honorarium	---	---	---	---
5	Shri Amol Zumber Kachare	Asst. Professor	20,000/- Honorarium	---	---	---	---
6	Shri Ganesh Ramchandra Bhand	Asst. Professor	21,000/- Honorarium	---	---	---	---
7	Shri Mobeen MohammadSalim Shaikh	Asst. Professor	21,000/- Honorarium	---	---	---	---
8	Smt. Sonali Ramdas Hardas	Asst. Professor	20,000/- Honorarium	---	---	---	---
9	Smt. Shital Arvind Dharam	Asst. Professor	20,000/- Honorarium	---	---	---	---
10	Smt. Swapnali Ramesh Khandare	Asst. Professor	20,000/- Honorarium	---	---	---	---
11	Smt. Sunita Sakhahari Waditake	Asst. Professor	20,000/- Honorarium	---	---	---	---
12	Shri Dipak Babasaheb Patare	Asst. Professor	21,000/- Honorarium	---	---	---	---
13	Shri Ganesh Bhanudas Magar	Asst. Professor	21,000/- Honorarium	---	---	---	---
14	Shri Sagar Sambhaji Thosar	Asst. Professor	21,000/- Honorarium	---	---	---	---
15	Shri Vikas Suryabhan Bhand	Asst. Professor	21,000/- Honorarium	---	---	---	---

Sr. No.	Name of Officer/ Employee	Designation	Basic salary	DA	House rent	TA	Special allowance
16	Shri Nitin Raosaheb Pawase	Asst. Professor	21,000/- Honorarium	---	---	---	---
17	Shri Nanasaheb Trimbak Gunjal	Asst. Professor	21,000/- Honorarium	---	---	---	---
18	Shri Nanasaheb Bhanudas Sadaphal	Asst. Professor	22,000/- Honorarium	---	---	---	---
19	Shri Vikas Bhanudas Bawake	Asst. Professor	21,000/- Honorarium	---	---	---	---
20	Shri Shreyas Sambhajirao Pansambal	Asst. Professor	21,000/- Honorarium	---	---	---	---
21	Shri Shivnath Ashok Takte	Asst. Professor	20,000/- Honorarium	---	---	---	---
22	Shri Namdev Ramnath More	Asst. Professor	21,000/- Honorarium	---	---	---	---
23	Shri Sachin Kamalakar Shinde	Librarian	20,000/- Honorarium	---	---	---	---
24	Shri Rajendra Yashvantrao Kote	Clerk-Typist	41,100/-	6,987/-	3,288/-	2,000/-	---
25	Shri Dinesh Dilip Kanade	Clerk-Typist	28,400/-	4,828/-	2,272/-	400/-	---
26	Miss Parveen Ismail Inamdar	Clerk (Contractual)	13,346/- (As per mini. wage rate)	---	---	---	---
27	Shri Ramnath Hariram Kasar	Attendant	20,900/-	3,553/-	1,800/-	400/-	---
28	Shri Sudam Yashwant Kalekar	Attendant	20,900/-	3,553/-	1,800/-	400/-	---

Point no. 11: - Details of all schemes, budgets assigned to each of your agencies showing the proposed expenditure and report of the amounts disbursed.

Budget 2020-2021

Sr.No.	Details	Original revised budget
01	Staff salary / honorarium allowance and incidental expenses	42, 00, 000/-
02	Expenses on contractual employees	5, 00, 000/-
03	Expenses on Laboratory	10, 00, 000/-
04	Expenses on furniture	12, 50, 000/-
05	Expenses on Library	8, 00, 000/-
06	Expenses on Computers and Xerox	3, 50, 000/-
07	Expenses on internet	40, 000/-
08	University fees and other incidental expenses	15, 00, 000/-
09	Travelling Allowance	40, 000/-
10	Expenses on General Printing	7, 00, 000/-
11	Other academic/ minor expenses	3, 00, 000/-
12	Expenses on lectures/ speeches	1, 25, 000/-
13	Sports equipment and incidental expenses	1, 25, 000/-
14	Expenses on Annual gathering	1, 50, 000/-
15	Minor expenses/ miscellaneous	1, 00, 000/-
16	Petty Cash	50, 000/-
Total		1, 12, 30, 000/-

Point no. 12: - Procedure for implementation of the financial assistance program as well as details of the amount allocated and the Benefit Officer of the program

: - Absolute

Point no. 13: -Details of persons to whom concession licenses or letters of authorization have been issued

: - Absolute

Point no. 14: -Details relating to the information available or possibly available to it in electronic form

: - Absolute

Point no. 15: -Details of facilities available to the citizens for obtaining information as well as working hours of the library or reading room being run for public use.

: - Absolute

Point no. 16: -Names of the Public Information Officers and other details

(1) Public Information Officer

Sr. No.	Name of the Public Information Officer	Designation	Telephone No.
01	Shri Vikas Mahadev Shivgaje	I/C Principal	02423-259633

(2) Assistant Public Information Officer

Sr. No.	Name of the Assistant Public Information Officer	Designation	Telephone No.
01	Shri Rajendra Yashwantrao Kote	Clerk-Typist	02423-259626
	Shri Dinesh Dilip Kanade	Clerk-Typist	

(3) First Appellate Authority

Sr. No.	Name of the First Appellate Authority	Designation	Telephone No.
01	Shri Dilip Tryambak Ugale	Administrative Officer	02423-258707

Point no. 17: - Other information to be prescribed.

: - Absolute

(Vikas Shivgaje)

I/C Principal,

Shri Saibaba College, Shirdi.

(Dilip Ugale)

Administrative Officer,

Shri Saibaba Sansthan Trust, Shirdi.

