



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

## Particulars of Organization, Functions and Duties

1	Name of the Organization	:	Amar sewa Mandal's GOVINDRAO WANJARI COLLEGE OF ENGINEERING AND TECHNOLOGY, NAGPUR
2	Postal address of the Organization	:	148,149, Salai Godhani, Near Chikana Village, Hudkeshwar Road, Tah/ Dist: Nagpur-441204 State: Maharashtra, India
3	Website	:	www.gwcet.ac.in
4	Email	:	gwcet2008@gmail.com
5	Phone Number	:	7276388553/54/55
	Fax Number	:	0712-2747853
6	<p><b>Brief History and Background for Institute Establishment :</b></p> <p>Amar Seva Mandal, Nagpur is an educational society running various institutes in Nagpur region. Govindrao Wanjari College of Engineering &amp; Technology is one among those institutes. The seed of Amar Seva Mandal was planted in 1983 by the revolutionary politician, socialist and educationalist Late Shri Govindrao Wanjari.</p> <p>In the year 2008, the college of Amar Seva Mandal has its own independent infrastructure with all maximum amenities and facilities in Govindrao Wanjari College of Engineering and Technology, Nagpur. The Institute offers Under Graduate courses in Electrical Engineering, Computer Science &amp; Engineering, Information Technology, Electronics &amp; Telecommunication, Civil Engineering, Mechanical Engineering and Post Graduate Course in Master in Business Administration. The core strength of this institute is highly qualified, dedicated &amp; experienced faculties, well equipped laboratories and state of art infrastructure.</p>		
7	Approved & Affiliated		AICTE/DTE/RTMNU
8	The Founder Secretary		Adv. Abhijit Wanjari
9	Campus director		Dr. Hemant Sonare
10	The Principal		Dr. Salim A. Chavan
12	Head of Departments		
(a)	Computer Science & Engineering		Prof. P. Y. Jane
(b)	Information Technology		Contact Number: 09890982255
(c)	Electrical Engineering		Prof. Y. S. Bais Contact Number: 07387081957
(d)	Electronics & Telecommunication		Prof. A. S. Deshmukh Contact Number: 09021092392
(e)	Mechanical Engineering		Prof. N. H. Chahande Contact Number: 095522403459
(f)	Civil Engineering		Prof. A. P. Kalbande Contact Number: 09766573955
(g)	MBA		Dr. S. M. Ikharkar Contact Number: 09371136662

### 13. Aims and objectives of the organization:-

Create and preserve knowledge and understanding by teaching, research and development, skill development, training and education, extension and service and by effective demonstration and influence of its corporate life on society in general, and in particular, the objects shall be to—

- 1 Carry out its responsibility of creation, preservation and dissemination of Knowledge.
- 2 Promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence.
- 3 Encourage individuality and diversity within a climate of tolerance and mutual understanding.
- 4 Promote freedom, secularism, equality, social justice as enshrined in the Constitution of India, and to be catalyst in patriotic socio-economic transformation by promoting basic attitudes and values of essence to national development.
- 5 Promote the conducive environment for ensuring social harmony, coexistence, integral humanism and up-liftment of the poorest of the poor.
- 6 Extend the benefits of knowledge and skills for development of individuals National problems of development.
- 7 Carry out social responsibility as an informed and objective critic, to identify and cultivate talent, to train the right kind of leadership in all walks of life and to help younger generation to develop right attitudes, interests and values.
- 8 Promote equitable distribution of teaching, learning, training and other support services facilities of higher education.
- 9 Provide for efficient and responsive administration, scientific and Technology management and develop organization of teaching, learning, training, research and extension.
- 10 Devise motivational systems to ensure that individual cognitive abilities are not constrained but rather the innovative spirit and desire to make true contribution and realize self-achievement is nurtured.
- 11 Promote acquisition of knowledge in a rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human Endeavour by developing a higher educational network with use of modern communication media, information and communication technology and other emerging and future technologies appropriate for a learning society.
- 12 Promote national integration, fraternity and preserve cultural heritage and inculcate respect towards different religions and diverse cultures of India through the study of different religions, literature, history, science, art, civilizations and cultures.
- 13 Develop work culture and promote dignity of labor through applied components in the syllabi.
- 14 Build up financial self-sufficiency by undertaking academic teaching, training and allied programmes, research and development activities for public and private industries, Governmental organizations at local, regional, national and global level and resource generative services in a cost-effective manner.
- 15 Promote better interaction and co-ordination among different universities, institutions and colleges in the given university, other universities in the State, in the region, in the nation and at global level by all such means generally to improve the governance of the university

- and facility it provides for higher education.
- 16 Generate and promote a sense of self-respect and dignity amongst the weaker sections of the society.
  - 17 To promote gender equality and sensitivity in society
  - 18 Strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students.

#### **14 Road Map of Institute locations:-**

[www.gwcet.ac.in](http://www.gwcet.ac.in)

#### **15. Working hours of the office:-**

##### **For office**

09:45 am to 05:15 p.m. - Monday to Saturday.  
Lunch Time – 12:00 pm to 12:30 pm  
Sundays and 1st and 3rd Saturdays are Holidays.  
Visiting hours for Public  
10:00 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.( Participation in the teaching work, research, and training programs ).
- 2 Assisting in planning and implementation of academic programs such as orientation courses, seminars, in service and other training programs organized by the Institute for academic competence of the Faculty Members.
- 3 Assessing reports of teachers.
- 4 Any other work relating to the Department/Institute as may be assigned to him/her by the Competent Authority from time to time.
- 5 Admissions of students and maintaining discipline.

## **Duties and Responsibilities of Training and Placement Officers**

- 1 Shall conduct Entrepreneurship programs, Awareness camps and programs for Personality Development for students.
- 2 Shall perform manpower survey for new need based diversified courses.
- 3 Shall counsel students for education/job opportunities.
- 4 Shall arrange campus interviews.
- 5 Shall promote Industry Institute Interaction for internships sponsored projects, placement etc.
- 6 Coordinating the development of and implementing the college's Vision and Goals Statement.

## **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/Universities 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, warden ship etc.
- 4 Administration which may be departmental and or institutional as member/convener 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 students time to time.
- 8 Shall take care of sports equipments.
- 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 students time to time.
- 2 Shall take care of sports equipments.
- 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 girl's / 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 liasoning with alumni for curriculum enrichment, activities of entrepreneurship development cell etc.

## **Duties and Responsibilities of Office Superintendent of Institute**

- 1 The Office Superintendent shall have the power to take disciplinary action against the non-teaching staff working in the department/institution. Ordinarily such disciplinary action shall be taken with the recommendation of the concerned head of the Department / Head of the institute.
- 2 It shall be the responsibility of the Office Superintendent, subject to the control of the Executive Council, to enter into agreement, sign documents and authenticate records on behalf of the institute.
- 3 The Office Superintendent shall be the custodian of the records, the common seal and such other property of the institute.
- 4 The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed, or are required from time to time by the Principal and managing committee.

## **Duties and Responsibilities of Librarian and Library staff**

- 1 Check books in and out of the library and assemble and arrange display materials.
- 2 Review and evaluate resource material such as book reviews and catalogs.
- 3 Direct and train library staff in duties such as receiving, shelving, researching, cataloging, and equipment use.
- 4 Organize collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access.
- 5 Develop library policies and procedures.

## **Duties and Responsibilities of Security Officer**

- 1 The Security Officer shall be under the direct control of the Office Superintendent and shall assist the Registrar in maintaining security of the campus and of its movable immovable property.
- 2 He shall be responsible in respect of all routine matters pertaining to the recruitment of security staff, their posting, substitute appointments, sanctioning of all kinds of leave to them, transferring of the watchman from one place to another and to taken the disciplinary actions if any against them.
- 3 In case of major disciplinary action, the approval of the Office Superintendent shall be obtained. He shall perform such other duties and functions as may by assigned to him by the Registrar from time to time.

## **Duties and Responsibilities of Head Clerk/ Equivalent Cadres**

- 1 To exercise, check and to follow up the incoming letters received from the University / Colleges / Students etc.
- 2 To ensure the prompt dispatch of letters.
- 3 To arrange filling of the papers and arrange files in order, year-wise and subject-wise.
- 4 To maintain calendar of periodical returns for incoming and outgoing separately.
- 5 To attend to such other work that may be assigned to him with the approval of the Office Superintendent.

## **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 misbehavior 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 student and teacher in conducting practical and experiments.
- 4 To report about loss of laboratory equipment and other material to his superiors.
- 5 To open and to lock cupboards, doors, windows and gates of laboratory.
- 6 To attend to deliver 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 laboratory.



## **Duties and Responsibilities of Peons**

- 1 To open windows etc in morning and switch on fans and lights and close the same when not required.
- 2 Do dustings of office furniture, machines, files, tables, equipment, switch on light and fans and switch them off when not required, remove and replace covers of machine, filling up ink pots.
- 3 Do the work of opening, pasting and sorting and arranging paper and circular in accordance with instruction of section officer / head.
- 4 Carry messages, papers, registers, files, circulars, bags 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 visitors, whenever required.
- 7 Any other work may be assigned 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 need / requirements of the concerned from time to time



  
**PRINCIPAL**  
Govindrao Wanjari College  
of Engineering & Technology  
Salai Godhani, Hudkeshwar Road  
Nagpur - 441204