

Dr. APJ ABDUL KALAM GOVT. COLLEGE

(SILVASSA COLLEGE)

College of Arts, Commerce & Science

(Affiliated with Gujarat University, Ahmedabad) (College Code: 509)

Dadra and Nagar Haveli Ucchha Shikshya Samiti, Silvassa

Silvassa (Dokmardi)-396230.

dnh.sihl2011@gmail.com

SUO MOTU PUBLICATION OF 17 MANUALS

MANUAL-1

THE PARTICULARS OF ORGANIZATION

FUNCTIONS AND DUTIES

- 1) This college was established in 2011 by Dadra & Nagar Haveli Ucchha Shikshya Samiti, Silvassa.
- 2) The College is affiliated to Gujarat University, Ahmedabad.
- 3) The main function of Dr. APJ Abdul Kalam Govt. College is to conduct undergraduate programs. The college offers Bachelors degree in Arts, Commerce and Science streams.

The details of these courses are as below:

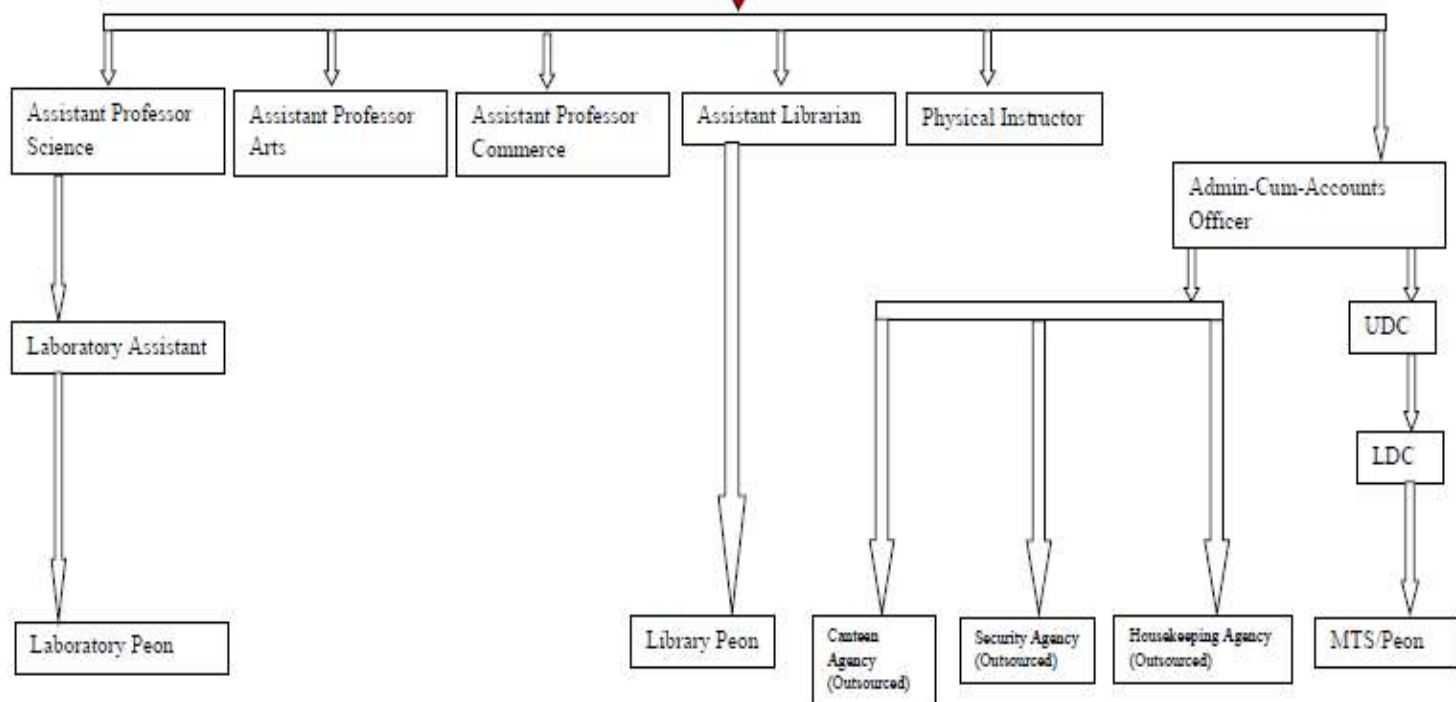
Sr. No.	Name of the course	Students Intake per Division	No. of Divisions	Duration of the course	Medium of Instruction	Minimum Qualification
1.	Bachelor of Arts	120	2	3 years	Gujarati	XII/HSC pass
2.	Bachelor of Commerce	120	2	3 years	English & Gujarati	XII/HSC pass
3.	Bachelor of Science	130	1	3 years	English & Gujarati	XII/HSC pass

ORGANIZATION CHART

Hon'ble Administrator DD & DNH,
Chairman, Governing Body, Dadra and Nagar Haveli Uchcha Shikshya Samiti
(DNHUSS)

Secretary Education / Member Secretary (GB), DNHUSS
&
Chairman, Executive Committee, DNHUSS

Principal / Member Secretary (EC), DNHUSS



WORK ALLOCATION TO STAFF MEMBERS

The distribution of work among all staff (Teaching & Non-teaching) in Dr. APJ Abdul Kalam Govt. College (previously known as Silvassa College) is as under:

(A-I) TEACHING STAFF (Group A)

Sr. no.	Name and Designation of Staff	Work Allocated	Contact Details
1	Dr. Bhagwanjee Jha, I/C Principal	Overall Administration and Management in the institute	9429427117 (O)
1	Dr. Rajendra Rohit, Assistant Professor (Gujarati)	Teaching subjects of Gujarati and other work allotted by Principal	
2	Dr. Shahabuddin , Assistant. Professor.(Hindi)	Teaching Subjects of Hindi and other work allotted by Principal	
3	Dr. Dashrathkumar Chowdhary, Assistant. Professor. (Sanskrit)	Teaching Subjects of Sanskrit and other work allotted by Principal	
4	Mrs. Geetaben P. Gamit, Assistant. Professor. (Sociology)	Teaching Subjects of Sociology and other work allotted by Principal	
5	Shri Vaibhav Mahajan, Assistant. Professor. (History)	Teaching Subjects of History and other work allotted by Principal	
6	Smt. Shruti Jha, Assistant. Professor.(Commerce with Accountancy)	Teaching Subjects of Commerce with Accountancy and other work allotted by Principal	
7	Smt. Shweta Sharma, Assistant. Professor.(Economics)	Teaching Subjects of Economics and other work allotted by Principal	
8	Shri Anil Makawana, Physical Instructor	Sports, NCC and other work allotted by Principal	
9	Dr. Pawan Agrawal, Assistant. College Librarian	Library maintenance and other work allotted by Principal	
10	Dr. Gaurang Barot, Assistant. Professor. (Commerce with Accountancy)	Teaching Subjects of Commerce with Accountancy and other work allotted by Principal	
11	Shri Sarjeet Singh, Assistant. Professor. (English)	Teaching Subjects of English and other work allotted by Principal	
.12	Shri Dharmpal Meshram, Assistant. Professor. (Pol. Science)	Teaching Subjects of Political Science and other work allotted by Principal	

13	Dr. Himanshu Dilipbhai Patel, Assistant. Professor. (Chemistry)	Teaching Subjects of Chemistry and other work allotted by Principal
14	Dr. Sureshkumar Chavda, Assistant. Professor. (Chemistry)	Teaching Subjects of Chemistry and other work allotted by Principal
15	Shri R.R. Joshi, Assistant. Professor. (English)	Teaching Subjects of English and other work allotted by Principal
16	Dr. Himanshu Chapani, Assistant. Professor. (Maths)	Teaching Subjects of Maths and other work allotted by Principal
17	Smt. Aparna J. Tailor, Assistant. Professor. (Microbiology)	Teaching Subjects of Microbiology and other work allotted by Principal
18	Shri Shyam Sihare, Assistant. Professor. (Computer Application)	Teaching Subjects of Computer Application and other work allotted by Principal
19	Dr. Prakash R.Patel , Assistant. Professor. (Botany)	Teaching Subjects of Botany and other work allotted by Principal
20	Dr. Mukesh G. Nayak, Assistant. Professor. (Physics)	Teaching Subjects of Physics and other work allotted by Principal
21	Shri Nitin G. Rathod, Assistant. Professor. (Gujarati)	Teaching Subjects of Gujarati and other work allotted by Principal
22	Dr. Anu Warriar, Assistant. Professor. (Commerce with Accountancy)	Teaching Subjects of Commerce with Accountancy and other work allotted by Principal
23	Dr. Chirantan Rawal, Assistant. Professor. (Microbiology)	Teaching Subjects of Microbiology and other work allotted by Principal
24	Dr. Manoj Mahyavanshi, Assistant. Professor. (Gujarati)	Teaching Subjects of Gujarati and other work allotted by Principal
25	Ms. Sandhya, Astd. Professor. (Geography)	Teaching Subjects of Geography and other work allotted by Principal
26	Shri Manojkumar T. Rathod, Assistant Professor (Commerce with Accountancy)	Teaching Subjects of Commerce with Accountancy and other work allotted by Principal
27	Dr. Gautam Mistry, Assistant Professor. (Commerce with Accountancy)	Teaching Subjects of Commerce with Accountancy and other work allotted by Principal
28	Shri Sunil Malkani, Assistant. Professor (Economics)	Teaching Subjects of Economics and other work allotted by Principal

29	Dr. Sony Amarendra, Assistant. Professor. (Chemistry)	Teaching Subjects of Chemistry and other work allotted by Principal	
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(A-II) Non-Teaching staff (Group A)

Sr. no.	Name and Designation of Staff	Work Allocated	Contact Details
1	Shri Hiren Patel, Admin-Cum-Accounts Officer	Assisting Principal in all administrative and management works and of the college To supervise House-keeping, Canteen and Security staff and other work assigned by the Principal	9429427117 /(O)

(B-I) Non-Teaching Staff (Group B)

Sr. no.	Name and Designation of Staff	Work Allocated
1	Accountant	Vacant
2	Assistant	Vacant

(C-I) Laboratory Staff (Group C)

Sr. no.	Name and Designation of Staff	Work Allocated	Contact Details
1.	Shri Surendra Mahala Laboratory Assistant (Chemistry)	Preparation of Laboratory Materials, before conducting Lab experiments and other work allotted by Lab in-charge Professor and Principal.	9429427117 (O)
2.	Kum Vimal Marge Laboratory Assistant (Microbiology)	Preparation of Laboratory Materials, before conducting Lab experiments and other work allotted by Lab in-charge Professor by Principal.	
3.	Smt. Sangita Parmar Laboratory Assistant (Botany)	Preparation of Laboratory Materials, before conducting Lab experiments and other work allotted by Lab in-charge Professor by Principal.	
4.	Kum Mittal Ahir Laboratory Assistant (Physics)	Preparation of Laboratory Materials, before conducting Lab experiments and other work allotted by Lab in-charge Professor by Principal.	
5.	Shri Dipak I. Muhankar, Laboratory attendant (Lab Peon)	Assisting Laboratory Assistant in Laboratory related works and other works allotted by Lab In-charge Professor and by Principal	
6.	Shri Dharmeshkumar M. Agri, Laboratory Attendant (Lab Peon)	Assisting Laboratory Assistant in Laboratory related works and other works allotted by Lab In-charge Professor and by Principal	

(C-II) Administrative Staff

Sr. no.	Name and Designation of Staff	Work Allocated	Contact Details
1	Shri Pritesh Mahyavanshi, UDC & I/c. Accountant	Assisting Admin-cum-Accounts Officer and Principal in office related works and Accounts, and other works assigned by the Principal	9429427117 (O)
2	Smt. Kinjal Vora, UDC I/c. Assistant	Assisting Principal in all establishment and office works and other works assigned by the Principal	
3	Shri Ravindra Patel, LDC	Assisting to UDC in matters related to Administration, Procurement, Accounts and other works assigned by the Principal	
4	Smt. Geeta Patel, LDC	Assisting UDC in all establishment works and Account matters, and other works assigned by the Principal	
5	Shri Dilip Mishal, LDC	Assisting to UDC in all matters related to University, Dispatch, Stock register and other works assigned by the Principal	
6	Shri Bharat L. Vartha, Driver	Driving vehicle and other works assigned by the Principal.	
7	Shri Vinod C. Mahyavanshi, Multitasking staff/Peon	All Work assigned by the Principal.	
8	Shri Pritesh K. Khergamkar, Multitasking staff/Peon	All Work assigned by the Principal.	
9	Smt. Taraben S. Rohit, Multitasking staff/Peon	All Work assigned by the Principal.	
10	Shri Shailesh C. Mahala, Peon	All Work assigned by the Principal.	
11	Shri Manoj C. Mahyavanshi, Multitasking Staff/Peon	All Work assigned by the Principal.	
12	Shri Ishwarbhai Z. Andher, Multitasking Staff/ Lab Peon	All Work assigned by the Principal.	

POSTAL ADDRESS:

Dr. APJ Abdul Kalam Govt. College
Dokmardi,
Silvassa -396230.
UT of Dadra & Nagar Haveli.
India.
Email: dnh.sihl2011@gmail.com
Contact No.: **9429427117**

WORKING DAYS :-- Monday to Saturday

COLLEGE HOURS :--

Teaching: 8: 00 a.m. to 3:00 p.m.

Lunch Break 1:15 p.m. to 1:45 p.m.

MANUAL – 2

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Principal as Head of Office / DDO in respect of Dr. APJ Abdul Kalam Government College, Silvassa (Dadra & Nagar Haveli Ucchha Shikshya Samiti), who has been delegated Financial Powers by Honorable Administrator, Chairman of Governing Body, vide Order No. EDN/DELGN.POWER/2011/20/38 Dated 05.08.2011.

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**Silvassa Institute of Higher Learning (SIHL)
Dadra and Nagar Haveli, Uchha Shiksha Samiti
Silvassa**

No.EDH/DELGH. POWER/2011/20/38

Dated : 05-09-2011

Read:- (1) Register of Society, Dadra & Nagar Haveli, Silvassa's order
No.ADM/LAW/43/2011/596 dated 27.04.2011 registering Uchha Shiksha
Samiti, Dadra & Nagar Haveli.

O R D E R


Consequent upon the establishment of Silvassa Institute of Higher Learning under "Uchha Shiksha Samiti, Dadra & Nagar Haveli" it has been felt necessary to delegate the financial powers to various authorities of the Samiti/Institute for the proper Administration and management of the Institute. Therefore, the Chairman/Hon. Administrator, Dadra & Nagar Haveli is hereby pleased to delegate the following powers to various authorities on administrative ground:

Sr. No.	Nature of Expenditure	Authority to which the powers are given.	Extent of financial powers given.
1.	2.	3.	4.
(A) I.	Expenditure on Works.	Principal Secretary (Education)/Chairman, Executive Committee Governing Body	Upto ₹ 5.00 lakhs. Above ₹ 5.00 lakhs & Upto ₹ 15.00 lakhs within his own powers. Above ₹ 15.00 lakhs & Upto ₹ 50.00 lakhs with prior approval of Executive Committee. Full powers.
II	Contingent Expenditure.		
	(a) Recurring Expenditure.	Principal Secretary (Education)/Chairman, Executive Committee. Governing Body.	Upto ₹ 5.00 lakhs. Beyond ₹ 5.00 lakhs & Upto ₹ 10.00 lakhs within his own powers. Beyond ₹ 10.00 lakhs & Upto ₹ 20.00 lakhs with prior approval of Executive Committee. Full Powers.
	(b) Non-recurring Expenditure.	Principal Secretary (Education)/Chairman, Executive Committee. Governing Body.	Upto ₹ 3.00 lakhs Beyond ₹ 3.00 lakhs & Upto ₹ 10.00 lakhs within his own powers. Beyond ₹ 10.00 lakhs & Upto ₹ 25.00 lakhs with prior approval of Executive Committee. Full Powers.
III.	Miscellaneous Expenditure.	Principal Secretary (Education)/Chairman, Executive Committee. Governing Body	Upto ₹ 0.50 lakhs Beyond ₹ 0.50 lakhs & Upto ₹ 2.00 lakhs. Full Powers.

- (B) Principal shall have full powers to accord financial sanctions in respect of salaries and wages for those posts which are sanctioned by the Competent Authority.
- (C) Principal shall have full powers to engage visiting faculty, where there are no insufficient faculties and to sanction honorarium to them. The rates of honorarium/TA can be either the rate adopted by Gujarat University to which the Institution is affiliated or the rates approved/adopted by MHRE which may be got approved from the Chairman.
- (D) The Bank account of the College shall be operated jointly by the Principal and Accounts Officer as prescribed in the Memorandum of Association and not by the Principal and Administrative Officer as proposed by the Society now. In case, no post of Accounts Officer is created and is not likely to be created the post of Administrative Officer may be redesignated as Accounts -Cum-Administrative Officer as an interim arrangement to satisfy the provision of Memorandum of Association.
- (E) Finance Department would also like to suggest that a proper Accounts Code for the Samiti may be formulated and proper budgeting and planning for the better functioning of the Institute may be introduced.

This order shall take immediate effect.

This is issued with the approval of the Chairman/Hon. Administrator, DNH on note dated 23.07.2011 vide diary No.636 dated 25.07.2011 on file No.EDN/DELGN POWER/2011/20 at page N/7.


Member Secretary
Governing Body
Uchha Siksha Samiti,
Dadra & Nagar Haveli, Silvassa.

To,
Principal,
Uchha Siksha Samiti,
SIHL, DNH, Silvassa.

Copy to :-

1. P.S. to Administrator/Chairman, Uchha Siksha Samiti, DNH, Secretariat, Silvassa.
2. P.S. to the Development Commissioner, Secretariat, DNH, Silvassa.
3. P.S. to the Finance Secretary, Secretariat, DNH, Silvassa.
4. P.S. to the Secretary (Education), Secretariat, DNH, Silvassa.
5. The Collector, Dadra & Nagar Haveli, Silvassa.
6. The Director (Higher Education), D&NH, Silvassa.
7. All Members of Governing Body, D&NH.
8. All Members of Executive Committee, D&NH.


21/7/11

MANUAL – 3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS, SUPERVISION AND ACCOUNTABILITY:

Sr. No.	Activities	Level of Action
1	To receive applications and put diary number	LDC
2	To mark application/Letters to concerned dealing assistant	Principal
3	To examine the correspondence and put up report	LDC/UDC
4	To examine the correctness of notes/Letters from office staff	Principal
5	To approve Action/File proposed of the college	As per delegation of power
6	To approve Seniority, Promotion, Appointment and other specific cases	Chairman, GB or Chairman EC, DNHUSS
7	Student related matters	Concerned Department
8	Examination and Enrollment related matters	Concerned Department
9	Admission and Counselling related matters	Principal
10	Marksheet and Leaving Certificate related matter	Principal

MANUAL – 4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Post creation for Group A, Group B and Group C staff is done by The Chairman, Governing Body, DNHUSS, with the minimum qualification and other requirement for recruitments of Teaching staff is approved as per UGC notifications, whereas the minimum qualifications and recruitment of Non-Teaching staff of Group A, Group B and Group C is approved as per UT administration of Dadra and Nagar Haveli.

All financial provisions as per UGC notification is to be taken for Teaching staff and approved by Chairman, Governing Body, DNHUSS and financial requirements for Group A, Group B and Group C, Non-Teaching staff is at par with UT administration of Dadra and Nagar Haveli.

All the disciplinary matters and conduct rules applicable to all staff as per CCS rules.

MANUAL – 5

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- 1) Recruitment Rules for all departmental posts.
- 2) Personnel files and Service book in respect of all staff.
- 3) API/PBAS (for academic staff only)/ACR for all staff.
- 4) Pay Bill Register / Bill Register.
- 5) Dead stocks register.
- 6) Cheque register.
- 7) Pay Bill File.
- 8) Budget file.
- 9) Identity card to students/staff.
- 10) Examination students record.
- 11) Examination Stationery record register.
- 12) Laboratory stock register (Consumable and Semi-consumable)
- 13) Library book register

MANUAL – 6

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

The Dr. APJ Abdul Kalam Government College, Silvassa has no direct dealing with the public. Hence, **no such arrangement exists at present**. However, the Principal of the college always open with prior appointment regarding any matters related to students and college. The decision regarding formulation of policy is being taken as per the orders of the Competent Authority/ Governing Body of the society.

The main function of this College is academic only.

MANUAL – 7

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE. AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC.

Members of Governing Body of Dadra and Nagar Haveli **Ucchha Shikshya Samiti**

Sr. No.	Members	Designation
1.	Hon'ble Administrator, DD & DNH.	Chairman
2.	Hon'ble Member of Parliament (DNH)	Member
3.	Advisor to Administrator, DD & DNH	Vice-Chairman
4.	The Development Commissioner, DD & DNH	Member
5.	The Finance Secretary, DD & DNH	Member
6.	The Collector (DNH)	Member
7.	The President, Silvassa Municipal Council	Member
8.	The President, District Panchayat, (DNH)	Member
9.	The Director (Higher Education), DNH	Member
10.	The Dy. Secretary (Education), DNH	Member
11.	The Chief Executive Officer, District Panchayat, DNH	Member
12.	One representative from Gujarat University	Member
13.	One representative from University Grant Commission	Member
14.	One representative from the Ministry of Human Resource Development	Member
15.	Two experts in the field of Higher Education, one nominated by the Vice Chancellor, Gujarat University and one by Hon'ble Administrator, DD & DNH	Member
16.	Principal, Dr. APJ Abdul Kalam Govt. College	Member
17.	Admin.-Cum-Accounts Officer, Dr. APJ Abdul Kalam Govt. College	Member
18.	Secretary (Education), DNH	Member Secretary

**Members of Executive Committee,
Dadra and Nagar Haveli Uchcha Sikshya Samiti, Silvassa**

Sr. No.	Name	Designation
1.	Secretary (Education), Dadra and Nagar Haveli	Chairman
2.	Chief Executive Officer, District Panchayat.	Member
3.	The Director (Higher Education)/ Deputy Secretary (Education)	Member
4.	Education Officer, District Panchayat Dadra and Nagar Haveli	Member
5.	Deputy Secretary (Finance), Dadra & Nagar Haveli	Member
6.	Secretary, IRCS, Dadra & Nagar Haveli	Member
7.	Expert in the field of Higher Education, nominated by the Hon'ble Administrator, DD & DNH	Member
8.	Representative of the Gujarat University	Member
9.	Expert in the field of Higher Education, nominated by the Vice Chancellor of Gujarat University.	Member
10.	Admin.-Cum- Accounts Officer, Dr. APJ Abdul Kalam Govt. College	Member
11.	Principal, Dr. APJ Abdul Kalam Govt. College	Member Secretary

Members of Management Committee
Dadra and Nagar Haveli Ucchha Sikshya Samiti, Silvassa

Sr. No	Name	Designation
1.	Principal, Dr. APJ Abdul Kalam Govt. College	Chairman
2.	Expert in the field of Higher Education	Member
3.	Executive Engineer, PWD (Roads), D&NH	Member
4.	Secretary, Indian Red Cross Society, Silvassa	Member
5.	One Assistant Professor, Dr. APJ Abdul Kalam Govt. College, Silvassa, from each faculty	Member
6.	Local Ward Member	Member
7.	One Senior Administrative staff, Dr. APJ Abdul Kalam Govt. College, Silvassa	Member
8.	Admin.-Cum.-Accounts Officer, Dr. APJ Abdul Kalam Govt. College, Silvassa	Member Secretary

MANUAL – 8

THE MONTHLY EMOULMENTS RECEIVED BY EACH OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

Sr. No.	Name of the Incumbent	Designation	Date of Joining	Category	Scale of Pay (As on 01.01.2016)
1	Dr. Rajendra Rohit	Assistant. Professor. in Gujarati	15-07-2011	SC	Rs. 19050 + GP Rs. 6,000/-
2	Dr. Shahabuddin	Assistant. Professor. in Hindi	15-07-2011	Minority	Rs. 19050 + GP Rs. 6,000/-
3	Dr. Dashrath Choudhary	Assistant. Professor. in Sanskrit	18-07-2011	OBC	Rs. 19050 + GP Rs. 6,000/-
4	Shri Vaibhav R. Mahajan	Assistant. Professor. in History	18-07-2011	GENERAL	Rs. 19050 + GP Rs. 6,000/-
5	Smt. Shruti Jha	Assistant. Professor. in Commerce with Accountancy	18-07-2011	GENERAL	Rs. 19050 + GP Rs. 6,000/-
6	Smt. Geeta P. Gamit	Assistant. Professor. in Sociology	25-07-2011	ST	Rs. 19050 + GP Rs. 6,000/-
7	Smt. Shweta Sharma	Assistant. Professor. in Economics	08-08-2011	GENERAL	Rs. 19050 + GP Rs. 6,000/-
8	Shri Anil M. Makwana	Physical Instructor	03-12-2011	OBC	Rs. 19050 + GP Rs. 6,000/-
9	Dr. Pawan R. Agrawal	Assistant. College Librarian	07-12-2011	GENERAL	Rs. 19050 + GP Rs. 6,000/-
10	Dr. Gaurangkumar C. Barot	Assistant. Professor. in Commerce with Accountancy	01-08-2012	OBC (SEBC)	Rs. 18320 + GP Rs. 6,000/-
11	Shri Sarjeet Singh	Assistant. Professor. in English	14-08-2012	SC	Rs. 18320 + GP Rs. 6,000/-
12	Shri Dharmpal Meshram	Assistant. Professor. in Political Science	25-08-2012	SC	Rs. 18320 + GP Rs. 6,000/-
13	Shri Ganeshbhai S. Patel	Assistant. Professor. in Economics.	18-09-2012	ST	Rs. 18320 + GP Rs. 6,000/-

14	Dr. Himanshu D. Patel	Assistant. Professor. in Chemistry	29-10-2012	GENERAL	Rs. 18320 + GP Rs. 6,000/-
15	Dr. Sureshkumar L. Chavda	Assistant. Professor. in Chemistry	29-10-2012	SC	Rs. 18320 + GP Rs. 6,000/-
16	Shri Ramchandra R. Joshi	Assistant. Professor. in English	03-11-2012	GENERAL	Rs. 18320 + GP Rs. 6,000/-
17	Dr. Himanshu V. Chapani	Assistant. Professor. in Mathematics	03-11-2012	GENERAL	Rs. 18320 + GP Rs. 6,000/-
18	Smt. Aparna J. Tailor	Assistant. Professor. in Microbiology	05-11-2012	GENERAL	Rs. 18320 + GP Rs. 6,000/-
19	Shri Shyam R. Sihare	Assistant. Professor. in Computer Application	30-11-2012	GENERAL	Rs. 18320 + GP Rs. 6,000/-
20	Dr. Prakash R. Patel	Assistant. Professor. in Botany	07-12-2012	ST	Rs. 18320 + GP Rs. 6,000/-
21	Shri Sunil Malkani	Assistant. Professor. in Economics.	26-08-2013	GENERAL	Rs. 17610 + GP Rs. 6,000/-
22	Shri Nitin G. Rathod	Assistant. Professor. in Gujarati	26-08-2013	OBC	Rs. 17610 + GP Rs. 6,000/-
23	Dr. Anu Warriar	Assistant. Professor. in Commerce with Accountancy	26-08-2013	GENERAL	Rs. 17610 + GP Rs. 6,000/-
24	Dr. Chirantan Rawal	Assistant. Professor. in Microbiology	26-08-2013	GENERAL	Rs. 17610 + GP Rs. 6,000/-
25	Dr. Manoj K. Mahyavanshi	Assistant. Professor. in Gujarati	27-08-2013	SC	Rs. 17610 + GP Rs. 6,000/-
26	Ms. Sandhya	Assistant. Professor. in Geography	27-08-2013	GENERAL	Rs. 17610 + GP Rs. 6,000/-
27	Shri Manojkumar T. Rathod	Assistant. Professor. in Commerce with Accountancy	03-09-2013	SC	Rs. 17610 + GP Rs. 6,000/-
28	Dr. Gautam V. Mistry	Assistant. Professor. in Commerce with Accountancy	06-09-2013	SEBC/OBC	Rs. 17610 + GP Rs. 6,000/-

29	Dr. Mukesh G. Nayak	Assistant. Professor. in Physics	30-09-2013	OBC	Rs. 17610 + GP Rs. 6,000/-
30	Dr. Sony Amrendra	Assistant. Professor. in Chemistry	30-09-2013	GENERAL	Rs. 17610 + GP Rs. 6,000/-

LABORATORY STAFF

Sr. No.	Name of the Incumbent	Designation	Date of Joining	Category	Scale of Pay (As on 01.01.2016)
1	Shri Surendra S. Mahala	Lab. Assistant	05-11-2012	ST	22,400/- Level 2
2	Kum. Vimal B. Marge	Lab. Assistant	08-11-2012	SC	22,400/- Level 2
3	Smt. Sangita N. Parmar	Lab. Assistant	08-11-2012	GENERAL	22,400/- Level 2
4	Miss. Mital D. Ahir	Lab. Assistant	16-02-2013	OBC	21,100/- Level 2

ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Date of Joining	Category	Scale of Pay (As on 01.01.2016)
1	Shri Hirenghai Patel	Admin. cum- Accounts Officer	01-10-2012	GENERAL	56,100/- Level 10
2	Shri Pritesh M. Mahyavanshi	UDC	17-09-2011	SC	29,600/- Level 4
3	Smt. Kinjal R. Vora	UDC	01-10-2012	GENERAL	27,900/- Level 4
4	Shri Ravindra K. Patel	LDC	17-09-2011	ST	23,100/- Level 2
5	Smt. Geeta A. Patel	LDC	21-09-2011	ST	23,100/- Level 2
6	Shri Dilipghai G. Mishal	LDC	16-12-2011	ST	23,100/- Level 2
7	Shri Bharat L. Vartha	Driver	11-02-2012	ST	22,400/- Level 2
8	Shri Vinod C. Mahyavanshi	Multitasking staff/Peon	29-11-2011	SC	20,300/- Level 1
9	Shri Pritesh K. Kherghamkar	Multitasking staff/Peon	29-11-2011	SC	20,300/- Level 1
10	Smt. Taraben S. Rohit	Multitasking staff/Peon	29-11-2011	SC	20,300/- Level 1
11	Shri Shailesh C. Mahala	Multitasking staff/Peon	01-12-2011	ST	20,300/- Level 1
12	Shri Dipak I. Muhankar	Multitasking Staff/ Lab Peon	10-11-2012	ST	19,700/- Level 1

13	Shri Dharmeshkumar M. Agri	Multitasking Staff/Lab Peon	09-11-2012	OBC	19,700/- Level 1
14	Shri Manoj C. Mahyavanshi	Multitasking Staff/Peon	17-11-2012	SC	19,700/- Level 1
15	Shri Ishwarbhai Z. Andher	Multitasking Staff/Lab Peon	18-03-2013	ST	19,100/- Level 1

MANUAL – 9

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURESEMENTS MADE:

Detailed Budget Head	Provision exist in B.E.
2202 : General Education (Plan)	
03 : University and Higher Education	
001 : Direction & Administration	
01 : Government College	
01.00.31 : Grants-in-aid-General	Rs. 6.00 Crore
01.00.35 : Grants for Creation of Assests	Rs. 5.00 Crore (variable)

MANUAL – 10

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

Dr. Bhagwanjee Jha, I/c. Principal, Dr. APJ Abdul Kalam Govt. College, Silvassa

MANUAL – 11

ANY OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:

All Information are updated in the official website such as orders, recruitments, notifications, tenders etc.